

**San Miguel Consolidated Fire Protection District**  
**Regular Meeting of the Board of Directors**  
Wednesday, March 8, 2023, 5:30 pm  
2850 Via Orange Way, Spring Valley, CA 91978

## **AGENDA**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF AGENDA**

*Agenda items shall be addressed in the published order unless a member of the Board or a member of the public requests a specific item be taken out of order and the Board agrees to do so.*

### **PUBLIC COMMENT**

*The public may bring an item not on the agenda forward; however, the Board will not be able to take any action at this meeting. If appropriate, the item will be referred to the Board and/or Fire Chief to determine if the item will be placed on a future Board agenda. Items from Board members or Staff may not be discussed by the Board, but, if appropriate, will be placed on a future Board agenda. To facilitate business proceedings, a three (3) minute period shall be allotted to each person addressing the Board. Any writings or documents provided to a majority of the members of the San Miguel Consolidated Fire Protection District regarding any item on this agenda will be made available for public inspection in the San Miguel Consolidated Fire Protection District Headquarters located at 2850 Via Orange Way, Spring Valley, California, during normal business hours.*

**Compliance with the Americans with Disabilities Act (US Code Title 42)** – Assistance for Those with Disabilities: If you have a disability and need an accommodation to participate in the meeting, please call (619-670-0500) or email ([info@sanmiguelfire.org](mailto:info@sanmiguelfire.org)) and Recording Secretary Shayna Rians will make necessary arrangements.

### **SPECIAL PRESENTATION**

San Miguel Leadership will conduct badge-pinning for Fire Personnel, with an intermission to follow.

### **CONSENT AGENDA ITEMS**

1. Approve the Minutes  
Regular Meeting of February 8, 2023  
Special Meeting of February 27, 2023
2. Approve Board Member Stipend Payments.

### **ACTION AGENDA ITEMS**

3. Resolution 23-03 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Declaring Intention to Annex Territory to Community Facilities District No. 2022-1 and Adopting a Map of the Area Proposed to be Annexed Thereto (Annexation No. 1) – The Board of Directors will consider adopting this resolution.
4. Refurbishment of Type I Engine – The Board of Directors may take action to approve the refurbishment of a Type I Engine in Fiscal Year 2022/2023.
5. LAFCO Ballot – The Board of Directors may elect to submit a ballot for Commission Special District Members – Regular and Alternate.

### **REPORTS**

6. Committee Reports
7. Directors' Reports
8. Chief's Report
9. Association of San Miguel Chief Officers Communications
10. Association of San Miguel Firefighters Communications
11. Correspondence

**CLOSED SESSION AGENDA ITEMS**

12. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiators: Directors McKenna, Muns, Robles & Attorney Joseph Sanchez  
Unrepresented Employees: Administrative Assistant
  
13. Closed Session – Fire Chief’s Performance Evaluation

**ACTION AGENDA ITEMS**

14. Reclassification of Administrative Assistant – The Board of Directors may take action to reclassify the Administrative Assistant position.

**ACTION PLAN RECAP**

**NEXT MEETING** – Regular Meeting, April 12, 2023, 5:30 pm, District Headquarters

**ADJOURNMENT**

The District reserves the 4<sup>th</sup> Wednesday of each month for an additional Regular Meeting if needed.

In accordance with AB 2647, Agenda and supporting documents are available online at  
<https://www.sanmiguelfire.org/board-meetings>

**San Miguel Consolidated Fire Protection District  
Regular Meeting of the Board of Directors  
Wednesday, February 8, 2023, 5:30 pm**

***DRAFT MINUTES***

*(Final Minutes will be posted after approval by BOD)*

***President Robles called the meeting to order at 5:31 pm.***

**BOARD MEMBERS PRESENT** Directors McKenna, Muns, Nelson, Pierce, Raddatz, Robles, and Woodruff

**BOARD MEMBERS ABSENT** None

**STAFF PRESENT** Acting Fire Chief Lawler, Division Chiefs Browning and Quinlan, Administrative Officer/Finance Officer (AO/FO) Harris, and Administrative Assistant Rians

**Director Nelson led the Pledge of Allegiance.**

**APPROVAL OF AGENDA**

Director Pierce requested to postpone Agenda Item #17 to a future meeting. [By Board Consensus, the agenda was approved.](#)

*The Agenda for the Regular Meeting of February 8, 2023, was posted at District Headquarters on Friday, February 3, 2023, at 5:00 pm.*

**PUBLIC COMMENT**

Ross Pike, Board Director for North County Fire Protection District, introduced himself to the San Miguel Board and requested their support on the upcoming LAFCO ballot.

**CLOSED SESSION AGENDA ITEMS**

**[President Robles adjourned the meeting to Closed Session at 5:35 pm.](#)**

1. Closed Session – Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiators: Directors McKenna, Muns Robles & Attorney Joseph Sanchez  
Employee Organization: Association of San Miguel Firefighters IAFF Local 1434
2. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiators: Directors McKenna, Muns, Robles & Attorney Joseph Sanchez  
Employee Organization: Chief Officer’s Association of San Miguel
3. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)  
Agency Negotiators: Directors McKenna, Muns, Robles & Attorney Joseph Sanchez  
Unrepresented Employees: Division Chief, Deputy Fire Marshal, Administrative Officer/Finance Officer, Administrative Analyst, Human Resources Specialist, Accounting Specialist, Administrative Assistant, Fire Inspector(s), Fire Services Officer

**[President Robles reconvened the meeting to Open Session at 6:40 pm.](#)**

Director Muns left the meeting after Closed Session.

### CONSENT AGENDA ITEMS

Upon a motion by Director Pierce, second by Director Raddatz, and vote (unanimously in favor, with Muns absent), the Consent Agenda was approved.

4. Approve the Minutes - Regular Meeting of January 11, 2023
5. Approve Board Member Stipend Payments.
6. Receive and File Fiscal Year Ended (FYE) June 30, 2022, Audit Report in Accordance with the California Government Code – The Board of Directors will receive and file the District's FYE 2022 Audit Report.
7. Receive and File Quarterly Investment Report in Accordance with California Government Code.
8. Credit Card Expenditures Review – The Board of Directors will review credit card expenditures of the Fire Chief and Administrative Officer/Finance Officer.
9. Review Quarterly Employee Reimbursement Report.

### ACTION AGENDA ITEMS

10. Chief Officer's Association – Memorandum of Understanding – The Board of Directors will consider approving the MOU based on tentative agreement for the terms of January 1, 2023 – December 31, 2024.  
Upon a motion by Director McKenna, second by Director Pierce, and vote (unanimously in favor, with Muns absent), the Chief Officer's Association MOU was approved.
11. Association of San Miguel Firefighters IAFF Local 1434 – The Board of Directors will consider approving the MOU based on tentative agreement for the terms of January 1, 2023 – December 31, 2024.  
Upon a motion by Director Nelson, second by Director McKenna, and vote (unanimously in favor, with Muns absent), the Local 1434's MOU was approved.
12. Terms of Employment – The Board of Directors will discuss and may take action on ratifying the Terms of Employment for the following group: Unrepresented Executive Chiefs and Executive Staff for the term of January 1, 2023 – December 31, 2023.  
Upon a motion by Director Pierce, second by Director Woodruff, and vote (unanimously in favor, with Muns absent), the Unrepresented Executive Chiefs and Executive Staff Terms of Employment were approved.
13. Terms of Employment – The Board of Directors will discuss and may take action on ratifying the Terms of Employment for the following group: Unrepresented Fire Prevention Management Staff for the term of January 1, 2023 – December 31, 2023.  
Upon a motion by Director Woodruff, second by Director Pierce, and vote (unanimously in favor, with Muns absent), the Unrepresented Fire Prevention Management Staff Terms of Employment were approved.
14. Terms of Employment – The Board of Directors will discuss and may take action on ratifying the Terms of Employment for the following group: Unrepresented Employees for the term of January 1, 2023 – December 31, 2023.  
Upon a motion by Director Nelson, second by Director Woodruff, and vote (unanimously in favor, with Muns absent), the Unrepresented Employees Terms of Employment were approved.

15. LAFCO Ballot – The Board of Directors may elect to submit a ballot for Commission Special District Members – Regular and Alternate.  
*The Board did not take action on any nominations.*
16. Board of Directors Training – The Board of Directors will select a date for a Board of Directors Training Session provided by BB&K.  
*Training has been scheduled for Monday, February 27, 2023, from 10 am to 2 pm.*
17. Regularly Scheduled Board Meeting Date and Time – The Board of Directors may consider a new meeting date and time – *requested by Director Pierce at the January 11, 2023, meeting.*  
*Postponed to future meeting at the request of Director Pierce.*
18. Board Committee Selections – The Board President will make a recommendation to make an amendment to the ERAF Ad Hoc Committee title and intent of the committee.

The Board discussed the scope of the ERAF Ad Hoc Committee and determined it should remain unchanged. A new Ad Hoc Committee is being formed, consisting of Directors Pierce and Robles, called the “Government Affairs Committee” and will focus on building relations with elected officials and identifying grant opportunities.

*Upon a motion by Director Pierce, second by Director Nelson, and vote (unanimously in favor, with Muns absent), the Government Affairs Ad Hoc Committee was approved.*

#### **INFORMATIONAL AGENDA ITEMS**

19. Key Performance Measures (KPMs) – Acting Fire Chief will present the quarterly KPM’s for discussion.  
Chief Lawler presented the KPMs and there was discussion among the Board regarding what metrics are included and the value in tracking them moving forward.
20. Quarterly Financial Update – Administrative Officer/Finance Officer will provide the 2<sup>nd</sup> Quarter Financials to the Board of Directors.

AO/FO Harris shared that the District continues to see supply chain issues and cost increases for many of the same items individual households are realizing. Fuel costs are increasing, along with Personal Protective Equipment and medical supplies. These items are essential to day-to-day operations and are continually being monitored. Overtime is trending 18.22% over budget; an increase of 4.73% from last year. This is due to workers’ compensation and having strike teams out of county at the beginning of the fiscal year. The overtime analysis has been beneficial in showing trends and it is being utilized in all divisions of the District. Utilities are over budget due to increased costs of utilities. For this upcoming budget implementation, the District has included a trend review of actuals for the past five budget cycles to help streamline line items and provide budgets that are in line with actual costs. CPI increases are also considered in budget determination for different areas of the budget. Director Pierce requested a glossary for OT so he can better understand the fire terminology.

#### **REPORTS**

21. Committee Reports

Director Robles shared that the Finance Committee is continuing work on the Financial Management Policy, and noted the action items pertaining to the MOUs and TOEs finalized with the labor groups concluded the negotiations process for this cycle. Director Pierce shared that he attended the Heartland Fire Training Facility meeting with nothing to report out.

22. Directors' Reports

Director Raddatz spoke about a structure fire in a neighboring agency and noted San Miguel's high regard for residents and business owners in our District.

23. Chief's Report

**Action Plan Recap from January 11, 2023, Board Meeting**

- Provide Facilities Condition Assessment via email or print - **Completed**
- Action agenda item for discussion of regular meeting change - **Completed**

**COVID Update**

COVID- Decrease statewide in the number of cases

**Administrative Update**

California State Controller Special Districts' Financial Transaction Report submitted – the deadline was January 31, 2023

**Facilities Update**

***Station 15 Refurbishment Project***

The first floor is complete minus minor items  
Planning for 2<sup>nd</sup> floor refurbishment in progress

***Station 16 Plumbing damage Project***

Completed

Scope of work being developed to address exterior items identified in facilities report

***Station 21 Kitchen Project***

In progress

Kitchen floor joists in good condition

It appears a previous dishwasher leak may have caused sponginess in the floor

The flooring has been replaced

Cabinets are scheduled to be installed on February 7

Soon as cabinets are in, measurements will be taken for stainless steel countertops

Fabrication will take approximately a week with a 1-2 install time frame

Project on schedule

***Station 23 Water Leak Project***

Work in progress

Once repairs are made, flooring will be installed in the area and include bunk room areas

***Headquarters Exterior Stairway***

The proposal has been approved

Coordinating with vendor on a start date

**Significant Incidents**

January 18, 2023, 931 Grand Ave. MF/apartment structure fire

January 27, 2023, 1925 Donahue, SF/residential structure fire

January 27, 2023, 8860 St. George, SF/residential structure fire

January 27, 2023, Elevator Rd., power lines down-vegetation fire

February 1, 2023, Bonita, T215, 4-hour successful dog rescue

24. Association of San Miguel Chief Officers Communications

Chief Christiansen shared that the past month has been busy. Training continues with five Probationary Firefighters preparing to take their 1<sup>st</sup> quarter test and the Engineer Academy is about halfway completed. Chief Officers are developing the curriculum for a Captain's Academy and have two tests coming up – a Captain test in March and a Battalion Chief test in April.

25. Association of San Miguel Firefighters Communications

Captain Hays, Local 1434 President, shared that Engineer Gilman has taken the Vice President position. Work continues on the SWOT analysis being utilized to establish a mission for 1434 and better align them with the goals of the District. Captain Hays, Engineer Gilman, and OCA Captain Embleton attended the IAFF Affiliate Leadership Training Summit. Lastly, Captain Hays shared he has been able to coordinate and schedule a zone-wide meeting of Union Presidents which will take place on February 27, 2023.

Engineer Arruda shared that the Annual Golf Tournament will take place May 16, 2023, at Sycuan, and invited Directors to attend and participate.

26. Correspondence

Chief Lawler shared a Certificate of Recognition from Supervisor Joel Anderson for the District's participation in Noah Homes' Enchanted Village.

**ACTION PLAN RECAP**

- Update Officer/Commissions/Committees roster, adding "Government Affairs Ad Hoc Committee" consisting of Directors Pierce and Robles.
- Board Training scheduled for February 27, 2023, 10 am - 2 pm.

*The next Board Meeting will be a Regular Meeting, **March 8, 2023, 5:30 pm**, District Headquarters*

***President Robles adjourned the meeting at 7:58 pm***

Prepared and submitted by:  
**Shayna Rians**  
Board Recording Secretary

**San Miguel Consolidated Fire Protection District  
Special Meeting of the Board of Directors  
Monday, February 27, 2023, 10:00 am**

***DRAFT MINUTES***

*(Final Minutes will be posted after approval by BOD)*

***The training began at 10:10 am.***

**BOARD MEMBERS PRESENT** Directors McKenna, Nelson, Pierce, Raddatz, Robles, and Woodruff

**BOARD MEMBERS ABSENT** Director Muns

**STAFF PRESENT** Fire Chief Brainard and Administrative Officer/Finance Officer (AO/FO) Harris

*The Agenda for the Special Meeting of February 27, 2023, was posted at District Headquarters on Thursday, February 23, 2023, at 5:00 pm.*

**PUBLIC COMMENT**

None.

**OPEN SESSION**

1. Joseph Sanchez, Partner, from Best, Best & Krieger (BB&K), presented mandatory Board Member Training that consisted of AB 1234 Ethics Training and Elected Official and Supervisor Sexual Harassment Training. BB&K will provide certificates.

***The training was adjourned at 2:15 pm.***

Prepared and submitted by:

**Shayna Rians**

Board Recording Secretary





# San Miguel Fire & Rescue

*Service Beyond Expectations*

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## **Staff Report**

**Date:** March 8, 2023  
**To:** Board of Directors  
**From:** Shayna Rians, Administrative Assistant  
**Subject:** Board Member Stipend Payments

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### **Background**

Effective January 1, 2015, a formal payment procedure was established to pay board members their monthly meeting stipends. To initiate the payment process, a stipend form for board meetings, training, and local meetings/events will be submitted.

### **Recommendation**

Approve the attached board member monthly meeting stipend forms for February 2023.

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Theresa McKenna

Month/Year: February 2023

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <i>not</i> want to be paid Stipend
02/08/23	Regular Board Meeting	\$173.25	x
02/27/23	Special Board Meeting	\$173.25	x
<b>TOTAL MEETING STIPEND</b>		<b>\$0.00</b>	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

### Section IV - Summary

<b>Signature:</b> _____  <b>Date:</b> _____	<table border="1" style="width: 100%;"> <tr> <td><b>Total Stipend Paid:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Expense Claim:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Mileage:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Amount Due:</b></td> <td style="text-align: right;">\$0.00</td> </tr> </table>	<b>Total Stipend Paid:</b>	\$0.00	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$0.00
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<b>Total Expense Claim:</b>	\$0.00								
<b>Total Mileage:</b>	\$0.00								
<b>Total Amount Due:</b>	\$0.00								
Approved at Board Meeting on: <u>3/8/2023</u>									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Harry Muns

Month/Year: February 2023

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <i>not</i> want to be paid Stipend
02/08/23	Regular Board Meeting	\$173.25	x
<b>TOTAL MEETING STIPEND</b>		<b>\$0.00</b>	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

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Approved at Board Meeting on: <u>3/8/2023</u>									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**  
 Forms are due the 1st of each month  
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[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Jeff Nelson

Month/Year: February 2023

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
02/08/23	Regular Board Meeting	\$173.25	
02/27/23	Special Board Meeting	\$173.25	
<b>TOTAL MEETING STIPEND</b>		<b>\$346.50</b>	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

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<b>Signature:</b> _____  <b>Date:</b> _____	<table border="1" style="width: 100%;"> <tr> <td><b>Total Stipend Paid:</b></td> <td style="text-align: right;">\$346.50</td> </tr> <tr> <td><b>Total Expense Claim:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Mileage:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Amount Due:</b></td> <td style="text-align: right;">\$346.50</td> </tr> </table>	<b>Total Stipend Paid:</b>	\$346.50	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$346.50
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Approved at Board Meeting on: <u>3/8/2023</u>									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

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Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Christopher Pierce

Month/Year: February 2023

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
02/08/23	Regular Board Meeting	\$173.25	
02/16/23	CSDA San Diego Chapter Meeting	\$100.00	
02/27/23	Special Board Meeting	\$173.25	
<b>TOTAL MEETING STIPEND</b>		<b>\$446.50</b>	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

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[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Kim Raddatz

Month/Year: February 2023

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
02/08/23	Regular Board Meeting	\$173.25	
02/27/23	Special Board Meeting	\$173.25	
<b>TOTAL MEETING STIPEND</b>		<b>\$346.50</b>	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
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# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Jesse A. Robles

Month/Year: February 2023

### Section I - Board/Committee Meetings

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02/08/23	Regular Board Meeting	\$173.25	
02/27/23	Special Board Meeting	\$173.25	
<b>TOTAL MEETING STIPEND</b>		<b>\$346.50</b>	

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<b>Total Amount Due:</b>	\$346.50								
Approved at Board Meeting on: <u>3/8/2023</u>									

**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

Forms are due the 1st of each month

Please submit to Shayna Rians

[srians@sanmiquelfire.org](mailto:srians@sanmiquelfire.org)

# San Miguel Consolidated Fire Protection District

## Board Member Monthly Meeting Stipend Form

Name: Ed Woodruff

Month/Year: February 2023

### Section I - Board/Committee Meetings

Date	Board/Committee Meeting Attended	Meeting Stipend \$173.25	Check box (x) if you do <u>not</u> want to be paid Stipend
02/08/23	Regular Board Meeting	\$173.25	
02/27/23	Special Board Meeting	\$173.25	
<b>TOTAL MEETING STIPEND</b>		<b>\$346.50</b>	

### Section II - Training and Local Meetings/Events

Date	Training/Local Meeting Attended	Days	Mileage (0.56 / Mile)	Amount
<b>TOTAL MILES</b>			<b>0</b>	<b>\$0.00</b>

### Section III - Expense Claim Summary (Expense Report Form must be attached)

Date	Description	Amount

### Section IV - Summary

<b>Signature:</b> _____  <b>Date:</b> _____	<table border="1" style="width: 100%;"> <tr> <td><b>Total Stipend Paid:</b></td> <td style="text-align: right;">\$346.50</td> </tr> <tr> <td><b>Total Expense Claim:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Mileage:</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Amount Due:</b></td> <td style="text-align: right;">\$346.50</td> </tr> </table>	<b>Total Stipend Paid:</b>	\$346.50	<b>Total Expense Claim:</b>	\$0.00	<b>Total Mileage:</b>	\$0.00	<b>Total Amount Due:</b>	\$346.50
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**MAXIMUM OF 4 MEETINGS PAID PER MONTH**

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# San Miguel Fire & Rescue

*Service Beyond Expectations*

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## **Administrative Staff Report**

**Date:** March 8, 2023

**To:** Board of Directors

**From:** Leah Harris, Administrative Officer/Finance Officer  
Jonathan Newman, Deputy Fire Marshal

**Subject:** Intent to Annex Territory to Community Facilities District No. 2022-1 and Adopting Map of the Area Proposed to be Annexed Thereto through Resolution 23-04

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### **Background**

The Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311 and following) (“Act”) contains the statutory framework pursuant to which the San Miguel Consolidated Fire Protection District (“District”) or any other local agency may form a Community Facilities District (“CFD”) for the purpose of financing the provision of certain authorized public services or maintenance. A CFD may finance services or maintenance through the levy of special taxes within the geographic boundaries of the CFD.

The District previously adopted its Local Goals and Policies relating to the formation of CFDs. On July 14, 2021, the District adopted its Policy No. 9.7, requiring new development to offset the negative fiscal impacts of such development on the District, including through forming or annexing into an existing CFD. The District retained NBS Government Finance Group (“NSB”) as its special tax consultant to study the negative fiscal impact of new development on the provision of services by the District. NBS prepared a Fiscal Impact Analysis setting forth their results, which has been reviewed by the Board in prior meetings.

On September 14, 2022, the District received their first petition for a CFD and on October 12, 2022, approved Ordinance 2022-2 Levying Special Taxes Within San Miguel Consolidated Fire Protection District.

### **Discussion**

The District has received a petition from Mr. Daryl R Priest (the “Owner”), relating to two lots (APN 484-183-27-00 & APN 484-183-28-00) located off of Sumner Avenue. The Owner is the owner of Assessor Parcel Numbers 484-183-27-00 and 484-183-28-00 (“Property”), requesting the annexation into the Community Facilities District No. 2022-1 (“CFD 2022-1”), encompassing the Property, to finance the following public services:

a) Fire protection and suppression services, and ambulance and paramedic services; and

b) The administrative and incidental expenses to be incurred by the District, which include the direct and indirect expenses incurred in carrying out its duties with respect to CFD 2022-1 (including, but not limited to, the levy and collection of the special taxes), including the fees and expenses of attorneys, any fees of the County of San Diego related to CFD 2022-1 or the collection of special taxes, an allocable share of the salaries of the District staff directly related thereto, and a proportionate amount of the District’s general administrative overhead related

thereto, any amounts paid by the District from its general fund with respect to CFD 2022-1 or the services authorized to be financed by CFD 2022-1, and expenses incurred by the District in undertaking action to pursue payment of special taxes which are delinquent, and all other costs and expenses of the District related to CFD 2022-1.

A public hearing on the annexation of territory into CFD No. 2022-1 shall be held at 5:30 pm on April 12, 2023, or as soon thereafter as the Board may consider the matter, in the Board Room, located at 2850 Via Orange Way, Spring Valley, CA 91978.

This project will be for ten (10) detached apartments. The County of San Diego is aware of the process and holding the owner's grading plans until the CFD is approved.

### **Fiscal Impact**

None, as the costs for the formation of CFD 2022-1 are paid through a deposit provided by the Developer and ongoing administrative costs are paid for through the levy of special taxes within CFD 2022-1.

### **Recommendation**

It is recommended that the Board of Directors:

1. Approve Resolution 23-04

### **Attachments**

- Resolution 23-04
- Exhibit A – Description of Services
- Exhibit B – Legal Description of Property
- Exhibit C – Rate and Method of Apportionment of Special Taxes for San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 with Annexation Map

## ***Resolution 23-03***

### **Resolution of Intention of The Board of Directors of the San Miguel Consolidated Fire Protection District Declaring Intention to Annex Territory to Community Facilities District No. 2022-1 and Adopting a Map of the Area Proposed to be Annexed Thereto (Annexation No. 1)**

**Whereas**, the Board of Directors (the “Board”) of the San Miguel Consolidated Fire Protection District (the “District”) has established the San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 (“CFD No. 2022-1”) for the purpose of levying special taxes on parcels of taxable property therein for the purpose of providing certain services which are necessary to meet increased demands placed upon the District as a result of the development of said real property; and

**Whereas**, the territory which is included in CFD No. 2022-1 is described on the map of CFD No. 2022-1 recorded in Book 50 of Maps of Assessment and Community Facilities Districts, page(s) 41 in the office of the County Recorder for the County of San Diego, State of California; and

**Whereas**, the Board has received a written petition from PRIEST DARYL R, the owner of certain real property within the District requesting that such property be annexed to CFD No. 2022-1 in order that they may be developed and receive the benefit of services, which will be financed by the annual levy of special taxes on said property for the purpose set forth in Exhibit “A” (the “Services”); and agreeing to the annual levy of special taxes on said property sufficient to pay the costs of such Services and costs incidental thereto; and

**Whereas**, the Board is authorized by Article 3.5 (commencing with Section 53339) of Chapter 2.5 of Part 1 of Division 2 of Title 5 of the California Government Code, commonly known as the “Mello-Roos Community Facilities Act of 1982,” (the “Act”) to annex territory to CFD No. 2022-1 by complying with the procedures set forth in said Article 3.5.

**Now, therefore, be it resolved** by the Board of Directors of the San Miguel Consolidated Fire Protection District, California, as follows:

Section 1. Recitals. The above recitals are true and correct and are hereby incorporated into this resolution.

Section 2. Name of District. The name of the existing community facilities district is the San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1.

Section 3. Intention. The Board declares its intention to conduct proceedings pursuant to said Article 3.5 of the Act for territory proposed for annexation designated “Annexation No. 1” to CFD No. 2022-1 as described in Exhibit “B” attached hereto. The Board determines that the public convenience and necessity require that such territory be annexed to CFD No. 2022-1.

Section 4. Description of Territory Proposed To Be Annexed; Annexation Map. Annexation No. 1 to be annexed to CFD No. 2022-1 is described in Exhibit “B” attached hereto and by this reference made a part hereof. Such territory is also shown and described on the map thereof entitled “Annexation Map No. 1 of Community Facilities District No. 2022-1, San Miguel

Consolidated Fire Protection District, San Diego County, State of California” which is on file with the Secretary of the Board (the “Annexation Map”).

Section 5. Types of Services; Incidental Expenses. Services authorized to be financed by CFD No. 2022-1 are set forth in Exhibit “A.” The District shall also finance costs associated with the determination of the amount of and the levy and collection of special taxes which are levied to provide such Services and costs otherwise incurred in order to carry out the authorized purposes of CFD No. 2022-1.

Section 6. Special Taxes. Except where funds are otherwise available, special taxes sufficient to pay the costs of the Services provided for in Section 5 above and the annual administrative expenses of the District and CFD No. 2022-1 in determining, apportioning, levying and collecting such special taxes, shall be annually levied within CFD No. 2022-1. Pursuant to Section 53340 of the California Government Code, the special taxes shall be collected in the same manner as ordinary ad valorem property taxes are collected and shall be subject to the same penalties and the same procedure, sale, and lien priority in case of delinquency as is provided for ad valorem taxes. However, under no circumstances shall the special tax levied against any parcel subject to the levy of the special tax pursuant to the rates and method of apportionment be increased as a consequence of delinquency or default by the owner of any other parcel or parcels within CFD No. 2022-1 by more than ten percent (10%). The rate and method of apportionment of said special taxes shall be as set forth in Exhibit “C” attached hereto and by this reference made a part hereof.

Section 7. Adoption of Annexation Map. Pursuant to Section 3110.5 of the Streets and Highways Code, the Board adopts the Annexation Map as the map of the area proposed to be annexed to CFD No. 2022-1. Pursuant to Section 3111 of said Code, the Secretary of the Board shall file the original of the Annexation Map in his or her office and shall file a copy of the Annexation Map with the County Recorder of the County of San Diego no later than 15 days prior to the date of the hearing specified in Section 10 hereof.

Section 8. Exempt Properties. Pursuant to Section 53340 of the California Government Code, properties of entities of the state, federal, and local governments shall be exempt from the levy of special taxes of CFD No. 2022-1.

Section 9. Necessity. The Board finds that the Services described in Section 5 hereof are necessary to meet increased demands placed upon the District as a result of development occurring within the boundaries of the proposed annexation of territory to CFD No. 2022-1.

Section 10. Hearing on Annexation of Territory. A public hearing on the annexation of territory into CFD No. 2022-1 shall be held at 5:30 pm on April 12, 2023, or as soon thereafter as the Board may consider the matter, in the Board Room, located at 2850 Via Orange Way, Spring Valley, CA 91978.

Section 11. Notice. The Secretary of the Board shall publish a notice of the time and place of said hearing as required by Section 53322 of the California Government Code, and shall also give notice of the time and place of said hearing by first-class mail to each registered voter and to each landowner within the proposed community facilities district as prescribed by Section 53322.4 of said Code. Said notice shall be published at least seven (7) days and mailed at least

fifteen (15) days before the date of the hearing, and shall contain the information required by said Section 53322.

Section 12. Description of Voting Procedures. The voting procedures to be followed in conducting the election on the proposition with respect to the levy of special taxes within the territory proposed to be annexed to CFD No. 2022-1 shall be as follows:

(a) If at the time of the close of the public or protest hearing (hereinafter referred to as the "protest hearing") at least 12 persons are registered to vote within the territory proposed to be annexed to CFD No. 2022-1, the election shall be conducted by the Secretary of the Board, and shall be held on a date selected by the Board in conformance with the provisions of Section 53326 of the California Government Code ("Section 53326") and pursuant to the applicable provisions of law regulating elections of the District, insofar as they may be applicable, and pursuant to Section 53326 the ballots for the election shall be distributed to the qualified electors of the territory proposed to be annexed to CFD No. 2022-1 by mail with return postage prepaid and the election shall be conducted as a mail ballot election.

(b) If at the time of the close of the protest hearing, and for at least the preceding 90 days, less than 12 persons have been registered to vote within the territory proposed to be annexed to CFD No. 2022-1, and pursuant to Section 53326, the vote is therefore to be by the landowners of that territory, with each landowner of record at the close of the protest hearing having one vote for each acre or portion of an acre of land that he or she owns, the election shall be conducted by the Secretary of the Board as follows:

(1) The election shall be held on the earliest date following the conclusion of the protest hearing upon which it can be held pursuant to Section 53326 which may be selected by the Board, or such earlier date as the owners of land within the territory proposed to be annexed to CFD No. 2022-1 and the Secretary of the Board agree and concur is acceptable.

(2) Pursuant to Section 53326, the election may be held earlier than 90 days following the close of the protest hearing if the qualified electors of the territory proposed to be annexed to CFD No. 2022-1 waive the time limits for conducting the election set forth in Section 53326 by unanimous written consent and the Secretary of the Board concurs in such earlier election date as shall be consented to by the qualified electors.

(3) Pursuant to Section 53326, ballots for the election shall be distributed to the qualified electors by the Secretary of the Board by mail with return postage prepaid or by personal service.

(4) Pursuant to applicable provisions of law regulating elections of the District, which govern the conduct of mail ballot elections, and Division 4 (commencing with Section 4000) of the California Elections Code with respect to elections conducted by mail, the Secretary of the Board shall mail or deliver to each qualified elector an official ballot in a form specified by the Board in the resolution calling the election, and shall also mail or deliver to all such qualified electors a ballot pamphlet and

instructions to voter, including a sample ballot identical in form to the official ballot but identified as a sample ballot, a statement pursuant to Section 9401 of the said Code, an impartial analysis by the City Attorney pursuant to Section 9280 of the said Code with respect to the ballot proposition contained in the official ballot, ballot arguments and rebuttals, if any, pursuant to Sections 9281 to 9287, inclusive, of said Code, a return identification envelope with prepaid postage thereon addressed to the Secretary of the Board for the return of voted official ballots, and a copy of this resolution; provided, however, that such statement, analysis and arguments may be waived with the unanimous consent of all the landowners of the territory proposed to be annexed to CFD No. 2022-1 and shall be so stated in the resolution adopted by the Board calling the election.

(5) The official ballot to be mailed or delivered by the Secretary of the Board to each landowner-voter shall have printed or typed thereon the name of the landowner-voter and the number of votes to be voted by the landowner-voter, and shall have appended to it a certification to be signed by the person voting the official ballot which shall certify that the person signing the certification is the person who voted the official ballot, and if the landowner-voter is other than a natural person, that he or she is an officer of or other person affiliated with the landowner-voter entitled to vote such official ballot, that he or she has been authorized to vote such official ballot on behalf of the landowner-voter, that in voting such official ballot it was his or her intent, as well as the intent of the landowner-voter, to vote all votes to which the landowner-voter is entitled based on its land ownership on the proposition set forth in the official ballot as marked thereon in the voting square opposite such proposition, and further certifying as to the acreage of the landowner-voter's land ownership within the territory proposed to be annexed to CFD No. 2022-1.

(6) The return identification envelope delivered by the Secretary of the Board to each landowner-voter shall have printed or typed thereon the following: (i) the name of the landowner, (ii) the address of the landowner, (iii) a declaration under penalty of perjury stating that the voter is the landowner or the authorized representative of the landowner entitled to vote the enclosed ballot and is the person whose name appears on the identification envelope, (iv) the printed name and signature of the voter, (v) the address of the voter, (vi) the date of signing and place of execution of said declaration, and (vii) a notice that the envelope contains an official ballot and is to be opened only by the Secretary of the Board.

(7) The information-to-voter form to be mailed or delivered by the Secretary of the Board to the landowner-voters shall inform them that the official ballots shall be returned to the Secretary of the Board properly voted as provided thereon and with the certification appended thereto properly completed and signed in the sealed return identification envelope with the certification thereon completed and signed and all other information to be inserted thereon properly inserted by 5:30 p.m. on the date of the election.

(8) Upon receipt of the return identification envelopes which are returned prior to the voting deadline on the date of the election, the Secretary of the Board shall canvass the votes cast in the election, and shall file a statement with the Board at its next regular meeting regarding the results of such canvass and the election.

The procedures set forth in this section for conducting the election may be modified as the Board may determine to be necessary or desirable by a resolution subsequently adopted by the Board.

Section 13. Certification. The Secretary of the Board shall certify the passage and adoption of this resolution.

Section 14. Effective Date. This Resolution shall take effect immediately from and after the date of its passage and adoption.

***Passed and Adopted*** by the Board of the San Miguel Consolidated Fire Protection District this 8th day of March 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Recording Secretary

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Jesse Robles, Board President

## **EXHIBIT A**

### **DESCRIPTION OF SERVICES**

CFD 2022-1 is authorized to finance any of the services set forth in Section 53313 of the Act, including without limitation fire protection and suppression services, and ambulance and paramedic services, and administrative and incidental expenses related thereto as defined in Section 53317(e) of the Act.

The services to be financed by CFD 2022-1 are in addition to those provided in the territory of CFD 2022-1 before the date of creation of CFD 2022-1 and will not supplant services already available within that territory when CFD 2022-1 is created.

The administrative expenses to be funded by CFD 2022-1 include the direct and indirect expenses incurred by District in carrying out its duties with respect to CFD 2022-1 (including, but not limited to, the levy and collection of the special taxes) including the fees and expenses of attorneys, any fees of the County of San Diego related to CFD 2022-1 or the collection of special taxes, an allocable share of the salaries of the District staff directly related thereto and a proportionate amount of the District's general administrative overhead related thereto, any amounts paid by the District from its general fund with respect to CFD 2022-1 or the services authorized to be financed by CFD 2022-1, and expenses incurred by the District in undertaking action to pursue payment of special taxes which are delinquent, and all other costs and expenses of the District related to CFD 2022-1.

The incidental expenses that may be funded by CFD 2022-1 include, in addition to the administrative expenses identified above, the payment or reimbursement to the District of all costs associated with the establishment and administration of CFD 2022-1.



PETITION TO THE BOARD OF DIRECTORS OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT REQUESTING INITIATION OF PROCEEDINGS FOR THE ANNEXATION OF TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 2022-1, AND CONSENTING TO THE LEVY OF SPECIAL TAXES TO PAY THE ANNUAL COSTS OF SERVICES (ANNEXATION NO. 1 TO CFD 2022-1)

1. PRIEST DARYL R, ("Owner"), requests that the Board of Directors of the San Miguel Consolidated Fire Protection District (the "City") initiate proceedings pursuant to Article 3.5 (commencing with Section 53339) of Chapter 2.5 of Part 1 of Division 2 of Title 5 of the California Government Code, commonly known as the "Mello-Roos Community Facilities Act of 1982," (the "Act") for the annexation of the property described in Exhibit "A" attached hereto (the "Property") to "San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1, County of San Diego, State of California" (the "CFD") for the purpose of providing for the funding, through the levy of special taxes, of the services set forth in Exhibit "B" attached hereto.

2. Owner represents to the Board of Directors that it is the owner of all of the Property.

DATED: MARCH 1, 2023

PRIEST DARYL R

Signature:



Printed Name:

DARYL R PRIEST

Title:

OWNER

EXHIBIT "A"

DESCRIPTION OF THE PROPERTY

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

- APN: 484-183-27-00 & 484-183-28-00

EXHIBIT "B"

DESCRIPTION OF SERVICES

CFD 2022-1 is authorized to finance any of the services set forth in Section 53313 of the Act, including without limitation fire protection and suppression services, and ambulance and paramedic services, and administrative and incidental expenses related thereto as defined in Section 53317(e) of the Act.

The services to be financed by CFD 2022-1 are in addition to those provided in the territory of CFD 2022-1 before the date of creation of CFD 2022-1 and will not supplant services already available within that territory when CFD 2022-1 is created.

The administrative expenses to be funded by CFD 2022-1 include the direct and indirect expenses incurred by District in carrying out its duties with respect to CFD 2022-1 (including, but not limited to, the levy and collection of the special taxes) including the fees and expenses of attorneys, any fees of the County of San Diego related to CFD 2022-1 or the collection of special taxes, an allocable share of the salaries of the District staff directly related thereto and a proportionate amount of the District's general administrative overhead related thereto, any amounts paid by the District from its general fund with respect to CFD 2022-1 or the services authorized to be financed by CFD 2022-1, and expenses incurred by the District in undertaking action to pursue payment of special taxes which are delinquent, and all other costs and expenses of the District related to CFD 2022-1.

The incidental expenses that may be funded by CFD 2022-1 include, in addition to the administrative expenses identified above, the payment or reimbursement to the District of all costs associated with the establishment and administration of CFD 2022-1.

## **EXHIBIT B**

### LEGAL DESCRIPTION OF PROPERTY

The Property is identified as San Diego County, Assessor's Parcel Numbers:

- 484-183-27-00 and 484-183-28-00

**EXHIBIT C**

*Rate and Method of Apportionment of Special Taxes  
for San Miguel Consolidated Fire Protection District  
Community Facilities District No. 2022-1*

**TAX ZONE NO. 1**

The Special Tax shall be levied in Annexation No. 1 in accordance with the Rate and Method of Apportionment of Special Tax for San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 pursuant to the rate for Tax Zone No. 1 set forth in Attachment No. 1 thereto. The Rate and Method of Apportionment of Special Tax is attached hereto and incorporated herein by this reference.

**SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
COMMUNITY FACILITIES DISTRICT NO. 2022-1**

**ATTACHMENT 1  
MAXIMUM SPECIAL TAX RATES**

<b>Tax Zone</b>	<b>APNs</b>	<b>Property Type</b>	<b>Special Tax Rate</b>	<b>Per</b>	<b>Base Year</b>
1	484-183-27-00 and 484-183-28-00	Multi-Family Property	\$224.07	Unit	2022/23

**RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX  
SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
COMMUNITY FACILITIES DISTRICT NO. 2022-1**

A Special Tax shall be levied and collected in Community Facilities District No. 2022-1, San Miguel Consolidated Fire Protection District ("CFD 2022-1") each Fiscal Year, in an amount determined by the application of the procedures described below. All Taxable Property (as defined below) in CFD 2022-1, unless exempted by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

**I. DEFINITIONS**

The terms used herein shall have the following meanings:

**"Accessory Dwelling Unit" or "ADU"** means a secondary residential unit of limited size, as defined in California Government Code Section 65852.2(j)(1) as that may be amended from time to time, that is accessory to a single-unit dwelling. The ADU may be on the same Assessor's Parcel as the single-unit dwelling or on a separate Assessor's Parcel. Accessory Dwelling Units are considered Units for purposes of the Special Tax.

**"Acre" or "Acreage"** means the land area of an Assessor's Parcel as shown on an Assessor's Parcel Map or in the Assessor's Data for each Assessor's Parcel. In the event the Assessor's Parcel Map or Assessor's Data shows no Acreage, the Acreage for any Assessor's Parcel shall be determined by the CFD Administrator based upon the applicable final map, parcel map, condominium plan, or other recorded County parcel map. If the preceding maps are not available, the Acreage of an Assessor's Parcel may be determined utilizing GIS.

**"Act"** means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Act of the State of California.

**"Administrative Expenses"** means the following actual or reasonably estimated costs directly related to the administration of CFD 2022-1: the costs of computing the Annual Special Tax Requirement and the annual Special Tax and of preparing the annual Special Tax collection schedules; the costs of collecting the Special Tax, including any charges levied by the County Auditor's Office, Tax Collector's Office or Treasurer's Office; the costs of the District or designee in complying with the disclosure requirements of the California Government Code (including the Act), including public inquiries regarding the Special Tax; the costs of the District or designee related to an appeal of the Special Tax; and the costs of commencing and pursuing to completion action arising from any delinquent Special Tax in CFD 2022-1.

**"Agricultural Property"** means all Assessor's Parcels devoted primarily to agricultural, timber, or livestock uses and being used for the commercial production of agricultural, timber, or livestock products. Typical Assessor's Data use codes include 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 61, 62, 63, 64, 65.

**"Annual Services Costs"** means the amounts required to fund services authorized to be funded by CFD 2022-1.

**"Annual Special Tax Requirement"** means that amount with respect to CFD 2022-1 determined by the Board of Directors or designee as required in any Fiscal Year to pay: (1) the Administrative Expenses, (2)

the Annual Services Costs, (3) any amount required to establish or replenish any reserve or replacement fund established in connection with CFD 2022-1, and (4) any reasonably anticipated delinquent Special Tax based on the delinquency rate for any Special Tax levied in the previous Fiscal Year.

**“Assessor’s Data”** means Units, Building Square Footage, Acreage, or other information contained in the records of the County Assessor for each Assessor’s Parcel.

**“Assessor’s Parcel”** or **“Parcel”** means a lot or parcel shown in an Assessor’s Parcel Map with an assigned Assessor’s Parcel Number.

**“Assessor’s Parcel Map”** means an official map of the Assessor of the County designating parcels by Assessor’s Parcel Number.

**“Assessor’s Parcel Number”** means, with respect to an Assessor’s Parcel, that number assigned to such Assessment’s Parcel by the County Assessor for purposes of identification.

**“Assisted Living Property”** means all Assessor’s Parcels of Developed Property used as a housing facility for people with disabilities who cannot or who choose not to live alone, according to Assessor’s Data or as otherwise known by the CFD Administrator. Typical Assessor’s Data use codes include 29, 79.

**“Backup Special Tax”** means the Backup Special Tax applicable to each Assessor’s Parcel of Taxable Property, as determined in accordance with Section III below.

**“Building Square Foot(age)”** means the structure square footage as shown on the building permit issued or as contained in the Assessor’s Data.

**“CFD 2022-1”** means the Community Facilities District No. 2022-1, San Miguel Consolidated Fire Protection District, County of San Diego, State of California.

**“CFD Administrator”** means an official of the District, or designee or agent or consultant, responsible for administering the Special Tax in accordance with this Rate and Method of Apportionment.

**“Board of Directors”** means the Board of Directors of the District, acting as the legislative body of CFD 2022-1.

**“Commercial Property”** means all Assessor’s Parcels of Developed Property with a commercial use, according to Assessor’s Data or as otherwise known by the CFD Administrator. Typical Assessor’s Data use codes include 21, 23, 24, 25, 26, 27, 31, 33, 34, 35, 36, 37, 38, 39, and 22 to the extent the building contains stores.

**“County”** means the County of San Diego, California.

**“Developed Property”** means, in any Fiscal Year, all Taxable Property in CFD 2022-1 for which a building permit for new construction was issued by the applicable land use authority prior to June 1 of the preceding Fiscal Year.

**“District”** means the San Miguel Consolidated Fire Protection District, County of San Diego, California.

**“Exempt Property”** means all property located within the boundaries of CFD 2022-1 which is exempt from the Special Tax pursuant to Section V below.

**“Fiscal Year”** means the period from July 1<sup>st</sup> of any calendar year through June 30<sup>th</sup> of the following calendar year.

**“GIS”** means a geographic information system.

**“Industrial Property”** means all Assessor’s Parcels of Developed Property with an industrial use, according to Assessor’s Data or as otherwise known by the CFD Administrator. Typical Assessor’s Data use codes include 41, 42, 43, 44, 45, 46, 47, 49.

**“Maximum Special Tax”** means the maximum Special Tax authorized for levy in any Fiscal Year that may apply to Taxable Property as described in Section III.

**“Mixed-Use Property”** means all Assessor’s Parcels of Developed Property that have more than one property classifications, allowing for both residential and other use types on each such Assessor’s Parcel. For an Assessor’s Parcel of Mixed-Use Property, the Special Tax shall be calculated and levied for each use type present on the Assessor’s Parcel.

**“Mobile Home Property”** means all Assessor’s Parcels of Developed Property with a movable or portable dwelling spaces available to be connected to utilities and all Assessor’s Parcels of Developed Property with five or more Units available to be connected to utilities as in a mobile home park. As it relates to Mobile Home Property, Units are the number of mobile home spaces on each Assessor’s Parcel. As it relates to mobile home parks, Units are the number of mobile home spaces on each Assessor’s Parcel. Typical Assessor’s Data use codes include 09 & 32.

**“Multi-Family Property”** means, in any Fiscal Year, all Assessor’s Parcels of Developed Property with two or more Units that share a single Assessor’s Parcel Number, are offered for rent to the general public, and cannot be purchased by individual homebuyers, according to Assessor’s Data or as otherwise known by the CFD Administrator. Multi-Family Property also means, in any Fiscal Year, all Assessor’s Parcels of Developed Property with one Unit with a single Assessor’s Parcel Number that is a condominium pursuant the definition in Civil Code Section 4125 or a townhome. Typical Assessor’s Data use codes include 12, 13, 14, 15, 16, 17, 18.

**“Office Property”** means all Assessor’s Parcels of Developed Property used as offices, including medical, dental offices and office condominiums, according to Assessor’s Data or as otherwise known by the CFD Administrator. Typical Assessor’s Data use codes include 28, 30, and 22 to the extent the building contains offices.

**“Property Owner’s Association”** means any property owner’s association. As used in this definition, a Property Owner’s Association includes any home-owner’s association, condominium owner’s association, master or sub-association.

**“Property Owner’s Association Property”** means any property within the boundaries of CFD 2022-1 which is (a) owned by a Property Owner’s Association or (b) designated with specific boundaries and acreage on a final subdivision map as property owner association property.

**“Proportionately”** means, for Developed Property that the ratio of the Special Tax levy to the Maximum Special Tax is equal for all Assessors’ Parcels of Developed Property within CFD 2022-1.



**“Public Property”** means any property within the boundaries of CFD 2022-1 owned by, irrevocably offered or dedicated to, or for which an easement for purposes of public or private road right-of-way making the property unusable for any other purpose has been granted to the federal government, the State of California, the County, the District, or any local government or other public agency.

**“Single Family Property”** means, in any Fiscal Year, all Parcels of Developed Property with one permanent dwelling Unit, according to Assessor’s Data or as otherwise known by the CFD Administrator. Single Family Property does not include any property that is considered Multi-Family Property. Typical Assessor’s Data use codes include 11.

**“Special Tax”** means the amount levied in each Fiscal Year on each Assessor’s Parcel of Taxable Property to fund the Annual Special Tax Requirement.

**“Tax Escalation Factor”** means a factor equal to the annual change in the May to May San Diego-Carlsbad CPI-U Index up to a maximum factor of 5% that will be applied annually after Fiscal Year 2021/22 to increase the Maximum Special Tax shown in Section III. Should the specified index cease to be reported, the CFD Administrator will determine a comparable index to use.

**“Tax Zone”** means a mutually exclusive geographic area within which the Special Tax may be levied pursuant to this Rate and Method of Apportionment. ***All the Taxable Property within CFD 2022-1 at the time of its formation is within Tax Zone No. 1.*** Additional Tax Zones may be created when property is annexed to CFD 2022-1, and a separate Maximum Special Tax shall be identified for property within each new Tax Zone at the time of such annexation. The Assessor’s Parcels included within a new Tax Zone when such Parcels are annexed to CFD 2022-1 shall be identified by Assessor’s Parcel number in the annexation documents at the time of annexation.

**“Taxable Property”** means all Parcels within the boundary of CFD 2022-1 that are not Exempt Property, or exempt from the Special Tax pursuant to the Act.

**“Undeveloped Property”** means all Parcels of Taxable Property that are not Developed Property.

**“Unit”** means any individual single family detached or attached home, townhome, condominium, apartment, mobile home or other residential dwelling unit, including each separate living area within a half-plex, duplex, triplex, fourplex, or other residential structure. An Accessory Dwelling Unit that shares a Parcel with a Unit of Single Family Property shall not be considered a separate Unit for purposes of calculating the Special Tax.

**“Welfare Exempt Property”** means all Parcels within the boundaries of CFD 2022-1 that have been granted a welfare exemption pursuant to subdivision (g) of Section 214 of the Revenue and Taxation Code by the County.

## **II. DETERMINATION OF TAXABLE PARCELS**

On or about July 1 of each Fiscal Year, the CFD Administrator shall determine the valid Assessor’s Parcel Numbers for all Taxable Property within CFD 2022-1. If any Assessor’s Parcel Numbers are no longer valid, the CFD Administrator shall determine the new Assessor’s Parcel Number or Numbers in effect for the then-current Fiscal Year. To the extent a Parcel or Parcels of Taxable Property are subdivided, consolidated or otherwise reconfigured, the Maximum Special Tax shall be assigned to the new Assessor’s Parcels

pursuant to Section III. The CFD Administrator shall also determine: (i) the Tax Zone within which each Parcel is located; (ii) which Parcels are Developed Property and Undeveloped Property; (iii) the number of Units, Building Square Footage, or Acreage each Parcel contains; (iv) the property type, i.e. Single Family Property, etc; and (iv) the Annual Special Tax Requirement for the Fiscal Year.

**III. SPECIAL TAX - METHOD OF APPORTIONMENT**

All Taxable Property shall be subject to a Special Tax defined as follows.

The Special Tax shall be levied each Fiscal Year by the CFD Administrator. The Annual Special Tax Requirement shall be apportioned to each Parcel within CFD 2022-1 by the method shown below.

- First. Determine the Annual Special Tax Requirement.
- Second. Levy the Special Tax on each Parcel of Developed Property, Proportionately, up to the Maximum Special Tax described in the table below to satisfy the Annual Special Tax Requirement.

Under no circumstances will the Special Tax on any Assessor’s Parcel of Developed Property be increased by more than 10% as a consequence of delinquency or default by the owner of any other Assessor’s Parcel within CFD No. 2022-1.

**TABLE 1  
MAXIMUM SPECIAL TAX RATES – TAX ZONE NO. 1  
FISCAL YEAR 2021/22\***

<b>Property Type</b>	<b>Maximum Special Tax Rate**</b>	<b>Per</b>
Single Family Property	\$0.00	Unit
Multi-Family Property	213.40	Unit
Mobile Home Property	435.60	Unit
Assisted Living Property	213.40	Unit
Commercial Property	171.60	1,000 Feet of Building Square Footage
Office Property	422.40	1,000 Feet of Building Square Footage
Industrial Property	173.80	1,000 Feet of Building Square Footage

*\*On each July 1, commencing on July 1, 2022, the Maximum Special Tax Rate for each Tax Zone shall be increased by the Tax Escalation Factor.*

*\*\*Rates per the Fiscal Impact Analysis dated June 2021 and include the addition of applicable CFD administration costs.*

A different Maximum Special Tax rate may be identified in Tax Zones added to CFD 2022-1 as a result of future annexations.

In some instances, an Assessor’s Parcel of Developed Property may be Mixed-Use Property. The Maximum Special Tax levied on an Assessor’s Parcel shall be the sum of the Maximum Special Tax for all Units and Building Square Feet of each property type on that Assessor’s Parcel.

**IV. FORMULA FOR PREPAYMENT OF SPECIAL TAX OBLIGATIONS**

The Special Tax may not be prepaid.

**V. EXEMPTIONS**

Notwithstanding any other provision of this Rate and Method of Apportionment of Special Tax, no Special Tax shall be levied on Agricultural Property, Property Owner Association Property or Public Property, except as otherwise provided in Sections 53317.3 and 53317.5 of the Act.

Welfare Exempt Property shall be exempt from the Special Tax in each Fiscal Year the property qualifies as Welfare Exempt Property.

**VI. INTERPRETATION OF RATE AND METHOD OF APPORTIONMENT**

The District reserves the right to make minor administrative and technical changes to this document that do not materially affect the rate and method of apportioning the Special Tax. In addition, the interpretation and application of any section of this document shall be at the District's discretion. Interpretations may be made by the Board of Directors by ordinance or resolution for purposes of clarifying any vagueness or ambiguity in this Rate and Method of Apportionment of Special Tax.

**VII. MANNER AND DURATION OF SPECIAL TAX**

The Special Tax shall be collected in the same manner and at the same time as ordinary ad valorem property taxes, provided that the District may directly bill the Special Tax, may collect the Special Tax at a different time or in a different manner if needed to meet the financial obligations of CFD 2022-1, and may collect delinquent Special Taxes through foreclosure or other available methods.

A Special Tax shall continue to be levied and collected within CFD 2022-1, as needed to fund the Annual Special Tax Requirement, in perpetuity.

**VIII. APPEAL OF SPECIAL TAX LEVY**

Any property owner may file a written appeal of the Special Tax with the CFD Administrator claiming that the amount or application of the Special Tax is not correct. The appeal must be filed not later than one calendar year after having paid the Special Tax that is disputed, and the appellant must be current in all payments of the Special Tax. In addition, during the term of the appeal process, all Special Tax levied must be paid on or before the payment date established when the levy was made.

The appeal must specify the reasons why the appellant claims the Special Tax is in error. The CFD Administrator shall review the appeal, meet with the appellant if the CFD Administrator deems necessary, and advise the appellant of its determination.

If the property owner disagrees with the CFD Administrator's decision relative to the appeal, the owner may then file a written appeal with the Board of Directors whose subsequent decision shall be final and binding on all interested parties. If the decision of the CFD Administrator or subsequent decision by the Board of Directors requires the Special Tax to be modified or changed in favor of the property owner, the CFD Administrator shall determine if sufficient Special Tax revenue is available to make a cash refund. If a

cash refund cannot be made, then an adjustment shall be made to credit future Special Taxes.

This procedure shall be exclusive and its exhaustion by any property owner shall be a condition precedent to filing any legal action by such owner.

# ANNEXATION MAP NO. 1 OF SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2022-1 ANNEXATION NO. 1

COUNTY OF SAN DIEGO  
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE SECRETARY OF THE BOARD OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SECRETARY OF THE BOARD  
SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
SAN DIEGO COUNTY, CALIFORNIA

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE PROPOSED BOUNDARIES OF ANNEXATION NO. 1 TO SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2022-1, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, WAS APPROVED BY THE BOARD OF DIRECTORS OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT, AT A MEETING THEREOF, HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BY ITS RESOLUTION NO. \_\_\_\_\_.

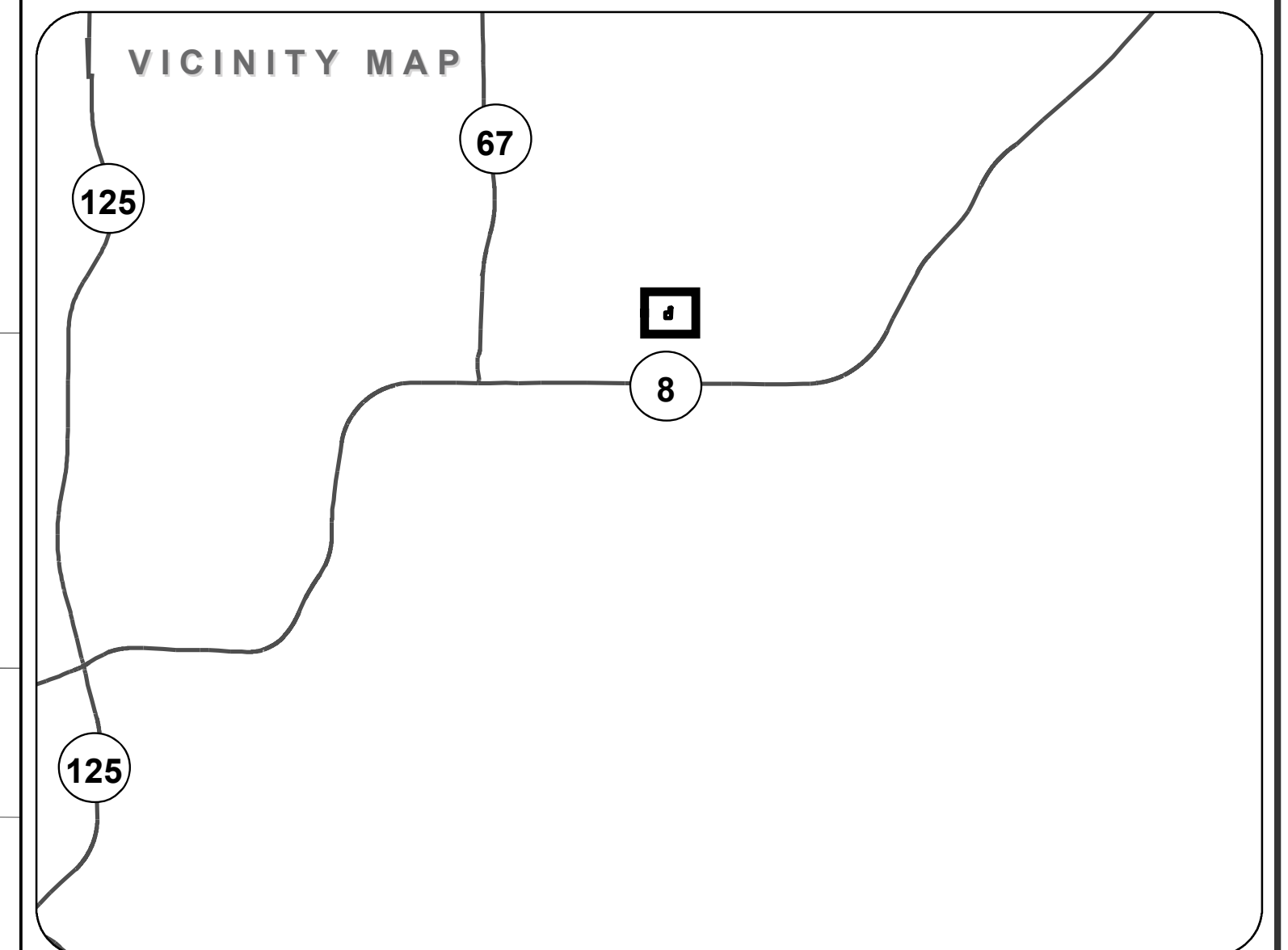
SECRETARY OF THE BOARD  
SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT  
SAN DIEGO COUNTY, CALIFORNIA

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AT THE HOUR OF \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M, IN BOOK \_\_\_\_\_ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE \_\_\_\_\_ IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA.

COUNTY RECORDER  
COUNTY OF SAN DIEGO, CALIFORNIA

FOR PARTICULARS OF THE LINES AND DIMENSIONS OF ASSESSOR PARCELS, REFERENCE IS MADE TO THE MAPS OF THE ASSESSOR, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA.

REFERENCE IS HEREBY MADE TO THAT CERTAIN MAP ENTITLED "MAP OF PROPOSED BOUNDARIES OF SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2022-1, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA" FILED THE 22ND DAY OF AUGUST, 2022, AT THE HOUR OF 3:56 O'CLOCK P.M. IN BOOK 50 OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE 41 AND AS INSTRUMENT NO. 2022-7000403 IN THE OFFICE OF THE COUNTY RECORDER FOR THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, WHICH THIS ANNEXATION MAP AFFECTS.



Source: San Diego County GIS  
Geographic Coordinate Reference: GCS North American 1983  
Projection: NAD 1983 StatePlane California VI FIPS 0406 Feet





# San Miguel Fire & Rescue

*Service Beyond Expectations*

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## ***Division Chief Report***

**Date:** March 8, 2023  
**To:** Board of Directors  
**From:** Gehrig Browning, Operations Division Chief  
**Subject:** Type I Apparatus Refurbishment

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### **Background**

San Miguel Fire District has three 2005 Pierce Type I apparatus in service. One frontline (E23) and two in reserve status. These apparatuses have and continue to serve the District well. The lifespan of these apparatuses has been extended based on the current fleet maintenance program and the care and pride our personnel takes in our equipment. However, due to their age, some components of these apparatuses need to be updated and improved. This, coupled with extended delivery times for new apparatus, has presented challenges with our fleet and necessitated exploring options. One of these options is refurbishment.

### **Discussion**

To maintain the fleet replacement schedule and service levels, the District should consider refurbishing engines. I recently met with representatives from a company in Henderson, Nevada, specializing in apparatus refurbishment. Staff looked at multiple vendors but believed there was one vendor that would provide the best service. In this process, the apparatus is disassembled down to the frame. Components such as the Detroit diesel series 60 engine would be remanufactured to match OEM specifications from the original engine, including 2005 emission requirements. Refurbishment includes upgrading, repairing, and refining components to transform the apparatus into like-new condition. If approved, the estimated turnaround time is approximately ten months, compared to over two years for a new apparatus. The cost is less than half (\$325,000 vs \$800,000) of a new apparatus. Once completed, per the vendor "your certified refurbished truck will look and feel just like new and will be ready for another lifetime of frontline service,".

The Vehicle Replacement Fund's current balance is \$3,657,200.84.

### **Fiscal Impact**

\$325,000 out of the Vehicle Replacement Reserve Fund.

### **Recommendation**

Approve the refurbishment of a 2005 Pierce Type I apparatus not exceeding the above amount and authorize the Fire Chief to execute the contract following all District procurement policies and procedures. Legal Counsel will review the final contract.



# San Miguel Fire & Rescue

*Service Beyond Expectations*

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## **Chief's Report**

**Date:** March 8, 2023  
**To:** Board of Directors  
**From:** Criss Brainard, Fire Chief  
**Subject:** LAFCO Ballot

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### **Background**

On December 19, 2022, the San Diego Local Agency Formation Commission (LAFCO) solicited nominations pursuant to Government Code Section 56332(c)(1) to fill one primary and one alternate vacancy as a Special District Member on the LAFCO Commission. A total of five nominations were received following a 60-day filing period.

San Diego LAFCO is now issuing ballots to all 57 independent Special Districts in San Diego County and inviting each District to cast a ballot. Write-in candidates are permitted, and spaces have been provided for that purpose. Only cast one vote for each position on the ballot and vote certification form. The ballot and vote certification form along with nominee resumes are attached for your review.

State Law specifies a District's vote is to be cast by its presiding officer, or an alternate member designated by the Board and a valid signature is required on the ballot. A ballot received without a signature will be voided. A minimum of 29 ballots must be received to certify that a legal election was conducted. A candidate for a Special District's Advisory Committee Member must receive at least a majority of the votes cast to be elected. The ballots will be kept on file in the LAFCO office and will be made available upon request.

The deadline for ballot submission to LAFCO is Friday, April 14, 2023. All election materials are available at [www.sdlafco.org](http://www.sdlafco.org).



# San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

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## REVISED BALLOT AND VOTE CERTIFICATION FORM

March 3, 2023

TO: Independent Special Districts in San Diego County

FROM: Tamaron Lockett, Commission Clerk

SUBJECT: **Ballot and Vote Certification Form | Election to Regular and Alternate Special District on LAFCO Commission**

On December 19, 2022, the San Diego Local Agency Formation Commission (LAFCO) solicited nominations for (a) one regular and (b) one alternate special district member to serve on the LAFCO Commission. A total of five nominations were received following a 60-day filing period: (a) three regular members; and (b) two alternate members. The term is four years and commences on May 1, 2023.

San Diego LAFCO is now issuing ballots to all 57 independent special districts in San Diego County and inviting each district to cast a ballot. Write-in candidates are permitted, and spaces have been provided for that purpose. **Only cast one vote for each nominee on the ballot and vote certification form; a ballot that is cast for more than indicated number of positions the vote will be disregarded.** The ballot and vote certification form along with nominee resumes provided by the candidates are attached.

State Law specifies a district's vote is to be cast by its presiding officer, or an alternate member designated by the board and a valid signature is required on the ballot. **A ballot received without a signature will be voided.** A minimum of 29 ballots must be received to certify that a legal election was conducted. A candidate for a special district LAFCO Commission member must receive at least a majority of the votes cast to be elected. The ballots will be kept on file in this office and will be made available upon request.

Ballots may be submitted by mail, courier, hand delivered, FAX or via email to [tamaron.lockett@sdcounty.ca.gov](mailto:tamaron.lockett@sdcounty.ca.gov), include **"Special District LAFCO Ballot"** and your **"District Name"** in the subject title, if necessary to meet the submission deadline, but the original for must be submitted. The deadline for receipts of the ballots by LAFCO is **Friday, April 14, 2023**, any ballots received after the deadline will be voided. All election materials will be available on the website: [www.sdlafco.org](http://www.sdlafco.org). Should you have any questions, please contact me at 619-321-3380.

Tamaron Lockett, Commission Clerk

**Administration:**  
Keene Simonds, Executive Officer  
2550 Fifth Avenue, Suite 725  
San Diego, California 92103  
T 619.321.3380  
E [lafco@sdcounty.ca.gov](mailto:lafco@sdcounty.ca.gov)  
[www.sdlafco.org](http://www.sdlafco.org)

**Chair Jim Desmond**  
County of San Diego

**Joel Anderson**  
County of San Diego

**Nora Vargas, Alt.**  
County of San Diego

**Kristi Becker**  
City of Solana Beach

**Dane White**  
City of Escondido

**John McCann, Alt.**  
City of Chula Vista

**Vice Chair Stephen Whitburn**  
City of San Diego

**Marni von Wilpert, Alt.**  
City of San Diego

**Jo MacKenzie**  
Vista Irrigation

**Barry Willis**  
Alpine Fire Protection

**David A. Drake, Alt.**  
Rincon del Diablo

**Andy Vanderlaan**  
General Public

**Harry Mathis, Alt.**  
General Public



2023 SPECIAL DISTRICTS ELECTION  
BALLOT and VOTE CERTIFICATION  
FOR REGULAR LAFCO SPECIAL DISTRICT MEMBER

**VOTE FOR ONLY ONE**

**James Pennock** [ ]  
(Vallecitos Water District)

**Ross Pike** [ ]  
(North County Fire Protection District)

**Barry Willis'** [ ]  
(Alpine Fire Protection District)

**Write-Ins**

\_\_\_\_\_ [ ]

\_\_\_\_\_ [ ]

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that I cast the votes of the \_\_\_\_\_  
(Name of Independent Special District)  
at the 2023 Special Districts Selection Committee Election.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Title)

*Please note: The order in which the candidates' names are listed was determined by random selection.*

**The Ballot and Vote Certification form can be submitted electronically to: [tamaron.luckett@sdcounty.ca.gov](mailto:tamaron.luckett@sdcounty.ca.gov).**

\_\_\_\_\_  
1 Incumbent member

2023 SPECIAL DISTRICTS ELECTION  
BALLOT and VOTE CERTIFICATION  
FOR ALTERNATE LAFCO SPECIAL DISTRICT MEMBER

**VOTE FOR ONLY ONE**

**David Drake<sup>1</sup>** [ ]  
(Rincon del Diablo Municipal Water District)

**Jeff Griffith** [ ]  
(Vallecitos Water District)

**Write-Ins**

\_\_\_\_\_ [ ]

\_\_\_\_\_ [ ]

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that I cast the votes of the \_\_\_\_\_  
(Name of Independent Special District)  
at the 2023 Special Districts Selection Committee Election.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Title)

*Please note: The order in which the candidates' names are listed was determined by random selection.*

**The Ballot and Vote Certification form can be submitted electronically to: [tamaron.luckett@sdcounty.ca.gov](mailto:tamaron.luckett@sdcounty.ca.gov).**

\_\_\_\_\_  
<sup>1</sup> Incumbent member

**ATTACHMENT A**

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE  
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION  
REGULAR MEMBER**

The Vallecitos Water District is pleased to nominate James Pennock as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

  
(Presiding Officer Signature)

Glenn Pruim  
(Print name)

General Manager  
(Print Title)

2/7/23  
(Date)

**PLEASE ATTACH RESUME FOR NOMINEE**

- Limit two-pages
- Must be submitted with Nomination Form

**RECEIVED**  
**FEB 07 2023**  
**SAN DIEGO LAFCO**

**Jim Pennock**  
jpennock@sbcglobal.net  
760-815-4402

I look to utilize the interpersonal relationship skills and knowledge obtained through running my own business for the past 30 years to help propel public agencies to be more effective and efficient. I hope to increase moral and attitude within human resources and increase financial responsivity through effective planning and budgeting. Found to be Hardworking, honest and innovative in my approaches to helping others succeed.

## **EXPERIENCE**

### **Pennock Insurance Agency**

**01-Aug-2020 - Present**

Sales and service of Insurance contracts

### **Select Quote Home/Auto and Commercial**

**01-Jan-2019 – 01-June 2020**

Received incoming calls for Sales of Policies

### **Wawanesa Insurance**

**01-Mar-2017 – 01-Jan 2019**

Focused on Retention of Policies within Company

### **Farmers Insurance Group**

**01-Aug-1991 - 11-Aug-2016 – Insurance Agency Owner**

I enjoyed a long career as an Insurance agent with Farmers Insurance.

Operated my own agency for 25 years - growing from 0 to 2900 policies and generating millions of dollars in annual premium.

Director of Sales – Recruited, trained and mentored producers: helped them meet their income goals

Focused on all lines of business - Home / Auto / Life / Health and Commercial.

Managed day to day sales, service, claims, underwriting of personal and commercial lines policies.

Managed accounting, finance, human resource.

Oversaw all Financial Management of agency, including auditing and reporting

## **EDUCATION**

**Brigham Young University / United States International University -**

Graduated in 1991 with BS in International Business Administration

### **Other Skills and Experience**

- \* **Fluent in English and Spanish**
- \* **Teacher in San Marcos Unified School District**
- \* **Provided consulting for Public Administration policies**
- \* **Served on Student and Neighborhood relations committee for City of San Marcos**
- \* **Served on the Budget Review committee for City of San Marcos 2009-2011**
- \* **Served on the Planning Commission for City of San Marcos 2013-2015**
- \* **Served as Chairman of Kit Carson District for Boy Scouts of America**
- \* **Coached multiple youth sports teams for last 30 years**
- \* **Served on multiple boards with non-profits over last 30 years**

**\* Board Member for Hope Legacy 2017 to Present: assist youth to become self-reliant in area of education and finances.**

**\*Petco Park Customer service agent for San Diego Padres games**

**\*Board Member for Vallecitos Water District in San Marcos 2020 – Present**

**\*Board Member for Encina Waste Water 2023**

**ATTACHMENT A**

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE  
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION  
REGULAR MEMBER**

The North County Fire Protection District is pleased to nominate Ross Pike as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

*Cindy Acosta*

(Presiding Officer Signature)

Cindy Acosta

(Print name)

Board President NCFPD

(Print Title)

01/30/2023

(Date)

**PLEASE ATTACH RESUME FOR NOMINEE**

- Limit two-pages
- Must be submitted with Nomination Form

**RECEIVED**

**FEB 21 2023**

**SAN DIEGO LAFCO**

# ROSS PIKE

NORTH COUNTY FIRE PROTECTION DISTRICT

February 21, 2023

Dear San Diego County Special Districts,

I've had the pleasure of traveling around San Diego County over the past few weeks to meet many of you and it has been enlightening to hear about the experiences your districts are facing and how you interact with SDLAFCO. Thank you for your time and for sharing your stories!

SDLAFCO encourages orderly growth, promotes the logical formation and determination of local agency boundaries, discourages urban sprawl, and preserves open space and prime agricultural lands. From there, our Special Districts provide essential services to constituents, ratepayers, and community residents to achieve the goals of their unique agencies. Our SDLAFCO Commissioners present as one of the few outlets for representation and it's important that our Commissioners work to provide better collaboration between SDLAFCO and our Special Districts. As Directors, Trustees, and Board members, we understand that our agencies must adapt to the changing world we live in and our Special Districts must have a voice in the process that impacts them.

I am uniquely qualified and have been fortunate to be nominated by North County Fire Protection District and received support from Mission Resource Conservation District where I serve as a new Board Member. Also, serving on a Community Planning Group has provided me an education in land use experience where I serve on subcommittees advising on roads, traffic, and public facilities. All these roles require close attention to detail, commitment to the community, and dedication. That experience provides critical perspectives when voting on matters before SDLAFCO.

As a leader in the recent redistricting efforts, I attended every redistricting commission meeting which often would go on until nearly midnight and was able to activate our Community Planning Group in the process. Fallbrook was the first Planning Group to send a letter to the Redistricting Commission and the two letters I authored were well-received which resulted in bipartisan support and unanimous votes by my colleagues. I also led the community to submit comments with 397 comments mentioning Fallbrook compared to 470 comments for Oceanside, a city more than triple our size. Our efforts were successful and the input we submitted helped shape the final map of Supervisor District 5.

**Local control matters.** We represent the communities we live in and serve. We know what is best for our neighbors because we live in the same community as them. Serving as an alternate and attending the meetings for the North County Dispatch Joint Powers Authority has allowed for me to see how both Special Districts and cities were able to band together to provide essential services at healthy savings to our taxpayers by each district and city bringing their own independent perspectives and skills/services to the table, all while still maintaining all of our own local autonomy.

Please reach out to me if you have any questions or want to talk about anything. I always tell my constituents that they elect me to do a job, which means to get things done effectively and thoughtfully. I not only welcome your input, but I ask for it. As your Special District Representative to SDLAFCO, I would represent you and ensure that the voice of the Special Districts in San Diego County is heard.

**Thank you for your time and consideration. I respectfully ask for your Board's vote to represent you and all our special districts as the Special Districts Representative on the San Diego Local Agency Formation Commission.**

Respectfully,



Ross Pike  
Director  
North County Fire Protection District  
rpike@ncfire.org





# ROSS PIKE

NORTH COUNTY FIRE PROTECTION DISTRICT

## ELECTED & APPOINTED LEADERSHIP

### ELECTED DIRECTOR, BOARD OF DIRECTORS

NORTH COUNTY FIRE PROTECTION DISTRICT | Jul 2022 - present

- North County Fire serves a 90 square-mile area including Fallbrook, Bonsall, De Luz, and Rainbow
- Through labor negotiations, secured the highest bilingual incentive pay in San Diego County to ensure the district, serving our 50% Latino community ensuring culturally-competent care
- Use pre-established relationships in order to build coalitions connecting NCFPD leadership with potential grants, funding, and lobbying opportunities
- Partner with community organizations and nonprofits to ensure we are providing the highest level of care and services are reaching as many community members as possible

### ALTERNATE, BOARD OF DIRECTORS

NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY (JPA) | Jul 2022 - present

North County Dispatch Joint Powers Authority, or North Comm, provides fire and medical emergency dispatch services to most city fire departments and fire district agencies in North San Diego County and private security dispatch to the Rancho Santa Fe Patrol.

### ELECTED BOARD MEMBER

FALLBROOK COMMUNITY PLANNING GROUP | Jan 2021 - present

- Advise San Diego County, County Supervisors, and SANDAG on Fallbrook land use matters
- Led community redistricting efforts by drafting public statements and organizing strategic initiatives, including two letters sent by the Fallbrook Planning Group that inspired other planning groups to send letters
- Serve on the Circulation (roads, traffic circulation, and sidewalks) and Public Facilities Committees (utility-related projects)
- Member of the Ad-Hoc Social Media Committee to establish social media guidelines for the Fallbrook Planning Group and its members
- As Board Secretary, drafted board and committee agendas, issued information to the local newspaper, and disseminated information through social media reaching an average of 1,800-2,800 people per post
- Write speeches and prepares talking points for weekly public engagements

### APPOINTED DIRECTOR, BOARD OF DIRECTORS

MISSION RESOURCE CONSERVATION DISTRICT | Jan 2023 - present

MRCDC works to promote the conservation of soil, water, and other natural resources in the San Luis Rey and Santa Margarita watersheds through effective planning that ensures a healthy ecosystem and provides economic benefits and quality of life for landowners/land occupants and the general public. Through partnerships with water agencies, MRCDC works with ratepayers to assist with conservation and savings on water bills.

## RELEVANT WORK EXPERIENCE

### CHIEF OF STAFF/CAMPAIGN MANAGER

COUNTY SUPERVISOR CAMPAIGN | Feb 2022 - Dec 2022

- Managed daily campaign operations
- Supervised staff in various roles including communications, field operations, and volunteer recruitment
- Drafted and disseminated campaign messaging through media, surrogates, and digital outlets
- Coordinated calendar for speaking engagements, fundraisers, and community appearances
- Interfaced with community groups, elected officials, partnering campaigns, and political organizations
- Coordinated with 23 overlapping campaigns (school board, city council, special districts) in the 2,200 square-mile district

## LOCAL COMMUNITY SERVICE & LEADERSHIP

Member, Fallbrook Chamber of Commerce

Advisor, Board of Directors, Fallbrook Village Association

which promotes and supports the economic, physical and cultural revitalization of the Fallbrook area.

Strategic Steering Committee Chair, Fallbrook Village Association

led the committee to establish the organization's first strategic plan

Member, Friends of the Fallbrook Library

Member & Fundraiser, Fallbrook Land Conservancy

Fundraiser, Fallbrook Animal Sanctuary

## PERSONAL

760-723-2012 (office)

rpik@ncfire.org

ncfire.org/board-director-ross-pike

## EDUCATION

Grand Rapids Community College  
Communications

Bellevue University  
Business Management

## CERTIFICATIONS

Leading Diverse Teams  
University of California-Irvine

People & Business Leadership  
Bellevue University

Successful Negotiation  
University of Michigan

## MEMBERSHIPS & AFFILIATIONS

- Fallbrook Chamber of Commerce
- California Special Districts Association (CSDA)
- Society for Human Resource Management (SHRM)
- American Management Association
- American Association of Political Consultants (AAPC)
- Young Elected Officials Network

## AWARDS & RECOGNITION

"Awesome Award" on behalf of Rady Children's Hospital for Children's Parade Network fundraising (2021)

"Benjam Service & Civic Engagement Award" for civic engagement and community outreach (2017)



**ATTACHMENT A**

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE  
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION  
REGULAR MEMBER**

The ALPINE FIRE PROTECTION DISTRICT is pleased to nominate BARRY WILLIS as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

*Stephen R. Taylor*  
(Presiding Officer Signature)

Stephen R. Taylor  
(Print name)

PRESIDENT  
(Print Title)

1/17/23  
(Date)

**RECEIVED  
JAN 25 2023  
SAN DIEGO LAFCO**

**PLEASE ATTACH RESUME FOR NOMINEE**

- Limit two-pages
- Must be submitted with Nomination Form

**Baron T. Willis**  
[btwillis9@gmail.com](mailto:btwillis9@gmail.com)

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## **EDUCATION**

### **U.C. Berkeley/ University of California, San Diego**

Major: Pre-Law Program/Bachelor of Arts in Political Science

Minor: Psychology

### **College for Financial Planning**

Chartered Retirement Planning Counselor Designation

2017-2023

### **Kaplan Financial Education**

Series 7 Stock Broker License

### **Chelsea Financial Services Broker Training Programs**

Life Insurance and Financial Planning, (Multi-State)

## **COMMUNITY INVOLVEMENT:**

### **Commissioner- San Diego LAFCO 2019- Present**

2550 Fifth Avenue Suite 725

San Diego, CA 92103

619.321.3380

### **Alpine Fire Protection District Board**

Vice President 2023 - 2027

Board Member - 2018 - 2022

### **Alpine Kiwanis**

Member - 2018 - Present

Board Member 2019- Present

### **East County Federal Credit Union**

President 2019-2023 Supervisory Board Committee

### **Santee Chamber of Commerce**

Executive Board Member - 1996-1998

Elected to handle budgetary and Administrative issues at the local Santee Chamber

## **Relevant Skills and Strengths:**

- Owner/Operator of successful insurance company
- Office Administrator of success Counseling Business in East County
- Over 10 years in Senior Management position
- Excellent Mediation and Negotiation Skills
- Active in Alpine and surrounding communities helping seniors, homeless and special needs groups
- Strong supporter of our military, public safety and homeless populations
  
- Excellent Customer Service Skills
- Committed to the safety and future of our community and surrounding communities
- Actively involved in community organizations
- Working knowledge of vocational rehabilitation and clinical procedures in counseling office that specializes in Worker's Compensation and Expert Testimony.
- HIPAA trained and compliant; ensuring confidentiality of sensitive medical, mental health and personal information; reviewed confidential and sensitive med/legal files.
- Experience with Workers-Compensation and assisting injured workers with re-employment/return to work benefits; identifying suitable employment opportunities after reviewing physical disabilities and permanent restrictions. Assisted government employees in return-to-work with suitable and gainful employment.
- Heavy interaction with injured workers, physicians, attorneys, insurance carriers and claims adjusters, psychologists, government entities, schools and employers.
- Performed client intake
- Conducted Labor Market research, and Labor Market reports
- Reviewed and analyzed Sub Rosa tapes
- Excellent Microsoft Office, PC and Mac experience; managed electronic client data files
- Exceptional interpersonal and organizational skills, reliable and personable

## **PROFESSIONAL EXPERIENCE**

### **Hartley Cylke Pacific Insurance Agency, San Diego, CA**

#### **Insurance Broker - 2003 - Present - (FT)**

Responsible for Group Medical, Life and Health Insurance and various Fix Annuities, Retirement Planning and assisting clients with their insurance needs.

### **Chelsea Advisory Services , San Diego, CA**

#### **Insurance Broker - 1997 - Present - (PT)**

Investment Advisor Representative that specializes in Retirement Planning, Series 7 Stock Broker license. Life Insurance and Financial Planning with clients.

### **Jeannette S. Clark & Associates Inc.**

#### **Office Administrator 10/1/2009 - Present - (PT), El Cajon, CA**

Office Administrator and Logistics Manager for Certified Department of Labor Counseling/Vocational Rehabilitation and Personal Counseling Office: Responsible for Drafting and editing legal documents and correspondence, assisted Worker's Compensation clientele (injured Department of Labor, veterans and other government workers) with re-employment/ return to work benefits. Working knowledge of clinical procedures in vocational rehabilitation in a Counseling office. Heavy interaction with physicians, attorneys, psychologists, government entities, insurance carriers and claims adjusters, schools and employers. Performed client intake. Review confidential and sensitive medical files and brief attorneys; conduct labor market research surveys; reviewed, analyzed Sub Rosa tapes; generate legal and general correspondence including drafting expert witness statements; cash handling experience. Troubleshooting of PC/Mac and

software. Electronic data management and filing. Excellent client relations. Greet clients, provide assistance in person and via phone. Answer telephones, respond to e-mails, schedule client appointments, and coordinate travel arrangements.

**Denny's Restaurants**

**Restaurant Manager - 1981 - 1983, Pacific Beach, CA**

Responsible for managing, marketing, scheduling, interviewing, hiring and termination of employees, teaching employees how to maintain a safe work place, food orders, front and back staff, cost of sales, budgets, cash handling, working with vendors and customer service.

**COMMUNITY INVOLVEMENT:**

**Alpine Fire Protection District Board  
Board Member - 2018**

**Alpine Kiwanis  
Member - 2018**

**Santee Chamber of Commerce  
Executive Board Member - 1996-1998  
Elected to handle budgetary and Administrative issues at the local Santee Chamber**

ATTACHMENT B

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE  
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION  
ALTERNATE MEMBER

The Republic del Diablo MUD is pleased to nominate Daniel Drake as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as an alternate special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

Jan Murtland  
(Presiding Officer Signature)

Jan Murtland  
(Print name)

President  
(Print Title)

1/26/2023  
(Date)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two-pages
- Must be submitted with Nomination Form

RECEIVED

FEB 14 2023

SAN DIEGO LAFCO

## **David A. Drake**

**Escondido, CA**

[daviddrake@cox.net](mailto:daviddrake@cox.net)

David Drake is one of the original inventors and co-founder of SmartCover Systems. He served as the initial head of engineering and wrote the formative software. He currently is a member of the Board of Directors of SmartCover. In 2020, he was named as the Industry Icon by Water and Wastes Digest.

David Drake was elected as Vice President of the Association of California Water Agencies Joint Powers Insurance Authority in September of 2022. He was subsequently appointed to the ACWA Board of Directors.

Mr. Drake was elected as an Alternate Commissioner for Special Districts to the San Diego County Local Area Formation Commission (LAFCO) in July, 2022.

Mr. Drake was appointed to the Board of Directors in January of 2006 as the Division II representative of Rincon del Diablo Municipal Water District's Parent District and Improvement District "E."

Mr. Drake has served in engineering and management roles since 1974. He was a Member of the Technical Staff at the Jet Propulsion Laboratory, Manager of Engineering at Oak Industries, Software Unit Manager at Digital Equipment Corporation, CIO and VP at Mitchell International, Internet Service Architect at SAIC, and Co-founder and Enterprise Architect of SmartCover Systems in Escondido, CA. He holds 15 US and five foreign patents and has three pending patents. He graduated from Caltech in Engineering and is a Life Member of the Caltech Alumni Association. In 2017 he was named a Life Member of Institute of Electrical and Electronics Engineers (IEEE) and was awarded his Masters Degree in Electrical Engineering from USC.

Mr. Drake has lived in Escondido since 1979.

**ATTACHMENT B**

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE  
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION  
ALTERNATE MEMBER**

The Palomar Health is pleased to nominate Jeff Griffith as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as an alternate special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

Linda Greer Chair  
(Presiding Officer Signature)

Linda Greer RN Chair  
(Print name)

2/19/23  
(Date)

**PLEASE ATTACH RESUME FOR NOMINEE**

- Limit two pages
- Must be submitted with Nomination Form

**RECEIVED**

**FEB 20 2023**

**SAN DIEGO LAFCO**

# Jeff Damon Griffith

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## EDUCATION:

**Butte College**, Oroville, California  
Associates Degree-1994  
Certificate of Achievement-Paramedic  
**Enterprise High**, Redding, California

## LICENSES:

State of California:  
Paramedic  
Commercial Driver License "A"

## WORK EXPERIENCE:

10/01/2021 – Present	Palomar College Part-Time Faculty Emergency Medical Education 1140 W Mission Rd. San Marcos, CA 92069 (760) 744-1150
02/29/2006 – 12/21/2021	Cal Fire/Riverside Unit Glen Oaks Station #96 Temecula Division/Battalion 15 (951) 302-7502 Fire Captain – Schedule "A"
11/06/2012 – Present	Palomar Health District 2185 Citracado Parkway Escondido, CA 92029 Phone: (442) 281-5000 Board of Directors, Vice Chair
10/23/1988 -09/11/2006	CDF/Ramona Fire Department Battalion 8 829 San Vicente Road Ramona, CA 92065 (760) 788-2222 Position: Fire Apparatus Engineer/Paramedic Schedule "A" Proctor/Field Training Officer



**Additional Information:**

As of November 6, 2012, I have been elected to the Board of Directors for Palomar Health. It is a seven-member board with a term of four years. The responsibility of the Board Member is to develop and ensure that the organization's mission and vision statements are carried out in an effective and ethical manner. To that end, the member is accountable for oversight and implementation of policies and monitoring of the organizations performance in establishment of strategic direction, financial stewardship, quality outcomes and leadership of the Healthcare District.

Palomar Health is the largest public health district in the State of California serving communities in an 850-square mile area and a trauma center that covers more than 2,200 square miles of South Riverside and North San Diego Counties.

Currently, I am Vice Chair and Chair the Governance Committee and I have been re-elected to another four-year term as of November 8, 2016.

I have also been certified in Essentials of Healthcare Governance.

As of September 24, 2013, I have been appointed to the San Diego County Health Services Advisory Board (HSAB) to represent District 3. I continued until 2016.

As of April 21, 2017, I have been appointed to San Diego County Medical Reserve Corps as a "Disaster Service Worker" The San Diego Medical Reserve Corps (MRC) is a community-based group of local medical and health workers who can serve as volunteers during a local health emergency. The mission of the San Diego County Medical Reserve Corps (MRC) is to enhance San Diego County's ability to respond to public health emergencies or disasters with a team of trained health professionals. The MRC accomplishes this by:

- Involving volunteers in response drills and exercises
- Linking MRC members with local public health initiatives and education campaigns for ongoing community engagement

In 2021, I was appointed to the Association of California Healthcare Districts (ACHD) to serve as a member of the Board of Directors. ACHD works with numerous state and local entities to promote the role of Healthcare Districts play in the responding to the specialized health needs of tens of millions of California while also have direct accountability to the communities that Districts serve. I have been assigned to the Advocacy and Governance committees.

If you have any questions, please give me a call.