

**San Miguel Consolidated Fire Protection District  
Regular Meeting of the Board of Directors  
Master Planning Workshop  
Wednesday, September 27, 2023, 5:30 pm**

***MINUTES***

***President Robles called the workshop to order at 5:31 p.m.***

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

**BOARD MEMBERS ABSENT** None

**STAFF PRESENT** Fire Chief Brainard, Division Chiefs Lawler and Quinlan, Deputy Fire Marshal Jon Newman, and Executive Assistant/Board Clerk Rians.

**Director Pierce led the Pledge of Allegiance**

**APPROVAL OF AGENDA**

Director Robles requested Board Consensus approving the agenda as well as utilizing the 4<sup>th</sup> Wednesday in October to conduct the regular meeting (holding our regular monthly Board Meeting on 10/25/2023 instead of 10/11/2023).

[By Board Consensus, the agenda and October meeting date change were approved.](#)

*The Agenda for the Regular Meeting/Board Workshop of September 27, 2023, was posted at District Headquarters on Friday, September 22, 2023, at 5:00 p.m.*

**PUBLIC COMMENT - None**

**ACTION AGENDA ITEMS**

1. Master Planning Workshop – The Board of Directors will conduct a workshop to discuss miscellaneous District business. No votes on individual items will be taken at this meeting. Direction may be given to staff and/or board committees. Any items identified by the Board during this meeting as needing action taken will be placed on a future agenda.

Chief Brainard and Division Chief Lawler led discussions on miscellaneous items like apparatus build-out time and challenges in securing contractors.

Jeff Logan, Director of Heartland Communications Facility Authority, presented information on I.T.

***Workshop attendees took a break from 7:10 - 7:26 p.m.***

Aaron Avery from the California Special District Association presented information on Legislative Relations.

The Board and Staff conducted a brainstorming session on revenue sources.

Chief Brainard presented information on ambulance and squad service.

Division Chief Quinlan presented information on Community Outreach efforts.

## **ACTION PLAN RECAP**

### **The following direction was given:**

- An informational item to be added to the 10/25/2023 meeting showing revenue over expenses for the last 5 fiscal years
- Division Chief Lawler to contact BB&K for guidance on engaging contractors for projects like station solar
- Chief Brainard to review Information Technology best practices
- Resolution for legislative action on the 10/25/2023 agenda
- Staff to create a working spreadsheet of consensus items from revenue brainstorm
- Chief Brainard to engage BB&K regarding Grossmont Contract
- Request seeking approval for Standards of Coverage (with cost quote) at the October or November 2023 meeting

*The next Board Meeting will be a Regular Meeting on **October 25, 2023, at 5:30 pm**, District Headquarters*

***President Robles adjourned the workshop at 9:53 p.m.***

Prepared and submitted by:

**Shayna Rians**

Board Clerk