

**San Miguel Consolidated Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, December 8, 2021, 5:30 pm**

MINUTES

President McKenna called the meeting to order at 5:30 pm.

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

BOARD MEMBERS ABSENT None

STAFF PRESENT Fire Chief Brainard, Division Chiefs Browning and Lawler, Administrative Officer/Finance Officer Harris, Deputy Fire Marshal Napier, and Administrative Assistant Rians

APPROVAL OF AGENDA

By Board Consensus, the agenda was approved.

The Agenda for the Regular Meeting of December 8, 2021, was posted at District Headquarters on Friday, December 3, 2021, at 5:00 pm.

Director Raddatz led the Pledge of Allegiance.

PUBLIC COMMENT

Willi Seeger and Craig Trautman addressed the Board regarding the District's weed abatement contractor, Fire Prevention Services, Inc.

SPECIAL PRESENTATION

Chief Brainard led a Promotional Badge-Pinning ceremony for Battalion Chief Christiansen and Engineer Graff.

CONSENT AGENDA ITEMS

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

1. Approve the Minutes: Regular Meeting of November 10, 2021
2. Approve Board Member Stipend Payments.

President McKenna adjourned the meeting to Closed Session at 5:47 pm.

CLOSED SESSION AGENDA ITEMS

3. Closed Session – Conference with Legal Counsel – Potential Litigation (Government Code §54956.9 Subdivision (b)) – Number of Cases: 1
4. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles, & Attorney Joseph Sanchez
Employee Organization: Chief Officer's Association of San Miguel
5. Closed Session - Conference with Labor Negotiator (Government Code §54957.6)
Agency Negotiators: Directors Ek, McKenna, Robles & Attorney Joseph Sanchez

Unrepresented Employees: Division Chief, Deputy Fire Marshal, Administrative Officer/Finance Officer, Administrative Analyst, Human Resources Specialist (New Classification), Accounting Specialist, Administrative Assistant, Fire Inspector(s), Logistics Officer

President McKenna reconvened the meeting to Open Session at 7:12 pm.

ACTION AGENDA ITEMS

6. Election of Board Officers – The Board will elect Board Officers pursuant to Board Policy Manual item 2.1. The Officers of the Board are President, Vice President and Secretary.

Upon a motion by Director Pierce, second by Director Nelson, and vote (unanimously in favor), **Director McKenna will serve as Board President.**

Upon a motion by Director McKenna, second by Director Pierce, and vote (unanimously in favor), **Director Robles will serve as Board Vice President.**

Upon a motion by Director McKenna, second by Director Ek, and vote (unanimously in favor), **Director Nelson will serve as Board Secretary.**

7. Approve Resolution 21-16 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Establishing a Proposition E Citizens' Oversight Committee and Adopting Policy.

District Counsel Sanchez advised the Board on best practices regarding formation of the Committee, including limiting its members to no more than one person per household. Chief Brainard shared that, prior to the Board meeting, Ms. Llona Hoffman had resigned from the Committee. The Directors discussed verbiage within the policy and made amendments.

Upon a motion by Director Raddatz, second by Director Ek, and vote (unanimously in favor), Resolution 21-16 was approved, and the Prop E Citizens' Oversight Committee Policy was adopted with amendments.

8. Public Hearing – Public Hearing #2 to Receive Public Comment on Proposed Fire Prevention Fee Schedule. The Board may discuss and take action on adopting Ordinance 2021-1 with the adoption of the revised 2021 Fee Schedule.

President McKenna opened the public hearing at 7:47 pm. With no public wishing to comment, the public hearing was closed at 7:48 pm.

Upon a motion by Director Ek, second by Director Raddatz, and vote (unanimously in favor), Ordinance 2021-1 was adopted along with the revised 2021 Fee Schedule.

9. 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, 2022 – December 31, 2022.

Upon a motion by Director Robles, second by Director Muns, and vote (unanimously in favor), the Chief Officer's Association MOU was approved.

10. 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, 2022 – December 31, 2022.

Upon a motion by Director Nelson, second by Director Pierce, and vote (unanimously in favor), the MOU for Unrepresented Executive Chiefs and Executive Staff was approved.

11. 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, 2022 – December 31, 2022.

Upon a motion by Director Raddatz, second by Director Ek, and vote (unanimously in favor), the MOU for Unrepresented Fire Prevention Management Staff 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 Employees for the term of January 1, 2022 – December 31, 2022.

Upon a motion by Director Pierce, second by Director Robles, and vote (unanimously in favor), the MOU for Unrepresented Employees was approved.

INFORMATIONAL ITEM

13. Fire Prevention Software Update – Deputy Fire Marshal Napier updated the Board of Directors on the status of the new software implementation, sharing that the transition has been time consuming, as staff is diligently “cleaning up” data from the old system so unnecessary or outdated information is not transferred over.

REPORTS

14. Committee Reports

Director Raddatz attended the CSA 69 meeting and shared the majority of discussion pertains to dissolution.

Director Pierce attended the CSDA meeting and reports the meeting was well attended by Water Districts, who may also be experiencing trouble in recruitment new employees.

15. Directors' Reports

Directors Pierce and Robles visited the Heartland Training Facility and observe a live fire training.

Director Nelson shared that neighbor of his expressed dissatisfaction with the outcome of reporting an illegal burn.

16. Chief's Report

- Action Plan Recap from November 10, 2021, Board Meeting
 - Board and District policies updated advising Directors to keep District business on District email only – This change will be incorporated with revisions that are in the queue.
 - MDC conversion complete – no one time or ongoing costs
 - Solicit Prop E Committee volunteer from Bostonia area – Joyce Peterson owns four properties in Bostonia and wants to volunteer for the committee
 - Paramedic Internship contracts – complete and signed
 - DFM Brent Napier new software update – Was discussed under agenda item #13

- COVID – No changes
- Significant Incidents
 - Bike rider accident 2900 block of Jamul Dr – Rescue response with assistance from Sheriff helicopter
 - 2nd alarm structure fire, 1600 block of San Bernardino Ave – two homes heavily damaged

17. Association of San Miguel Chief Officers Communications

Battalion Chief Blunt was called away on a response and did not get a chance to speak.

18. Association of San Miguel Firefighters Communications

Captain Grogger, President of Local 1434, reminded the Board of the upcoming Holiday Party/Retiree Celebration and thanked the Directors that have made donations. He also shared that the Local will be assisting Noah Homes this year. E-Board elections have taken place – Matt Foster is the new B-shift representative, Travis Embleton is the new C-shift representative, and Rich Chvilicek is the new Treasurer. An upcoming peer support class will be attended by San Miguel firefighters who will become Peer Supporters. Mental health is still a major focus for both San Miguel and neighboring agencies, and Captain Grogger shared that Heartland now has two station dogs.

19. Correspondence

Chief Brainard shared a ‘thank you’ letter from Santee Fire Chief Garlow for assistance provided by Captain Riley during the Santee Engineer’s exam.

ACTION PLAN RECAP

- Meetings to be coordinated between FPS, Inc. and residents Seeger and Trautman.
- Directors to emailed regarding interest for 2022 committees/commissions assignments
- January meeting action item – present additional appointees for the Prop E oversight Committee
- Proposition E Citizens’ Oversight Committee Policy to be amended

*The next Board Meeting will be a Regular Meeting, **January 12, 2022, 5:30 pm**, District Headquarters*

President McKenna adjourned the meeting at 8:20 pm.

Prepared and submitted by:

Shayna Rians

Board Recording Secretary