

**San Miguel Consolidated Fire Protection District  
Regular Meeting of the Board of Directors  
Wednesday, March 9, 2022, 5:30 pm**

***MINUTES***

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

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

**BOARD MEMBERS ABSENT** Director Muns

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

**APPROVAL OF AGENDA**

*By Board Consensus, the agenda was approved.*

*The Agenda for the Regular Meeting of March 9, 2022, was posted at District Headquarters on Friday, March 4, 2022, at 5:00 pm.*

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

**PUBLIC COMMENT**

Mr. Jeff Lannon was present and commented that he was the host for the District's time capsule event. He brought a proposal to have a memorial to honor fallen firefighters at the time capsule site. Captain Mike Hays was present and reported on the artist rendering of the concept they are developing for the fallen firefighter memorial. Captain Hays is a member of the committee for the proposed memorial that includes retirees and current employees.

**INFORMATIONAL ITEMS**

1. Presentation from NHA Advisors on Unfunded Liability (UAL) Cost Management Strategies. Mr. Mike Mayer from NHA Advisors gave a presentation., After a question-and-answer session, there was consensus by the Board to have NHA Advisors bring back different scenarios for potentially restructuring the unfunded liability debt at a full Board workshop.
2. Quarterly Financial Update – Administrative Officer/Finance Officer Harris will provide the 2<sup>nd</sup> Quarter Financials to the Board of Directors.

Administrative Officer/Finance Officer Harris presented the 2<sup>nd</sup> Quarter Financials and answered all questions by the Board. Board President McKenna commended Ms. Harris for the phenomenal job with insuring compliance with the internal financial controls of the District and her meticulous work.

**CONSENT AGENDA ITEMS**

*Upon a motion by Director Robles, second by Director Nelson, and vote (unanimously in favor with Director Muns Absent), the Consent Agenda was approved.*

3. Approve the Minutes: Regular Meeting of January 12, 2022  
Special Meeting of February 23, 2022

4. Approve Board Member Stipend Payments.
5. Receive and File Quarterly Investment Report in Accordance with California Government Code.
6. Credit Card Expenditures Review – The Board of Directors will review credit card expenditures of the Fire Chief and Administrative Officer/Finance Officer.
7. Review Quarterly Employee Reimbursement Report.
8. Receive and File 2021 Audit Report in Accordance with the California Government Code – The Board of Directors will receive and file the District's FY 2021 Audit Report.
9. Resolution 22-03 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District Adopting the 2022/2023 Salary Schedule.
10. Resolution 22-04 – A Resolution of the Board of Directors of the San Miguel Consolidated Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program.
11. Approve Combined Tax Report submitted by SCI Consulting Group.

#### **ACTION AGENDA ITEMS**

12. Prop E Citizen Oversight Committee Appointment – The Board may discuss and take action on appointing additional committee members for the Prop E Citizen Oversight Committee.

Mr. Kyle Herman was present and expressed interest in being a member of the Prop E Citizen Oversight Committee.

Upon a motion by Director McKenna, second by Director Raddatz, and vote (unanimously in favor with Director Muns Absent), Mr. Herman was appointed as the fifth member of Citizen Oversight Committee.

13. Public Hearing – Public Hearing #2 to Receive Public Comments on Divisional Boundaries utilizing the 2020 Census Numbers as Required by SB 594.

President McKenna opened the public hearing at 6:51 pm. With no members from the public wishing to comment, the public hearing was closed at 6:52 pm.

14. Resolution 22-05 – The Board of Directors May Adopt a Resolution Adjusting the Boundaries of Electoral Divisions and Confirming Such Revised By-Division Boundaries.

Upon a motion by Director Raddatz, second by Director Nelson, and vote (approved with four in favor, One No; McKenna, One Abstain; Robles, One Absent; Muns), Resolution 22-05 was approved, and green map was adopted as presented.

15. Legal Counsel Representation – The Board May Discuss the need to have Legal Counsel Present at All Meetings (Requested by Director Raddatz).

The Directors discussed the need for legal counsel presence at all meetings. Following current policy, Fire Chief Brainard and President McKenna will confer for District Counsel Sanchez presence at Board Meetings where there is no Closed Session.

## REPORTS

### 16. Committee Reports

None.

### 17. Directors' Reports

Directors McKenna and Pierce were present today when Supervisor Fletcher visited Station 15 and Headquarters.

### 18. Chief's Report

- Action Plan Recap from January 12, 2022, Board Meeting
  - NBS Consulting to look into sand mine analysis for CFD annexation. – NBS sand mine analysis found that is not CFD eligible
  - San Diego County Notification process for CFD-eligible projects. – The County along with Fire Prevention will keep contact to identify CFD eligible projects
  - Chief Brainard to work with consultant on Division Boundaries. – Completed Agenda item 14.
  - Public Hearing for Division Boundaries at the February 9, 2022, Board meeting. – Agenda Item 13.
  - Chief Brainard to establish Prop E Citizens' Oversight Committee and begin orientation for committee members. – Oversight Committee has been established and onboarding will be conducted next week; Agenda Item 12
  - Chief Brainard to Draft letter stating District concerns around emergency responses to Cottonwood sand mining location. – Letter was drafted and provided to Board.
- Supervisor Fletcher took a tour of Headquarters and Station 15.
- COVID – No cases
- New Human Resources Specialist has been selected and is currently going through background process.

### 19. Association of San Miguel Chief Officers Communications

Battalion Chief Durrell recognized Finance/Admin Officer Harris for her work. The Chiefs helped facilitate testing processes and relationships with other agencies. Developing training opportunities with Fish and Wildlife. Captains are getting more battalion command training. They are working on State Certification for Chief Officers. Will be providing expertise for SAR team. Recognized the work of Training Division Chief Quinlan who has been working on updating many components of training. Recognized the fire personnel using their training out in field.

### 20. Association of San Miguel Firefighters Communications

Captain Hays reported that the proposed firefighter memorial will be brought for the next meeting. Captain Carroll is working on a five-year anniversary challenge coin. Upcoming Captains' meeting. Engineer Shandley, who started March 17, 1991, will be retiring March 17th of this year. Announced future events: Burn Institute Demolition Derby in June, Heartland Fire and Rescue Ping-Pong, Saint Patrick's Day event.

### 21. Correspondence

Chief Brainard shared a letter from the time capsule. Director McKenna read the letter into the record. The letter was dated January 25, 1992, from Board President Chris Heiserman giving a snapshot of that time in history.

***President McKenna adjourned the meeting to Closed Session at 7:52 pm.***

**CLOSED SESSION AGENDA ITEMS**

1. Closed Session – Conference with Legal Counsel – Potential Litigation (Government Code §54956.9 Subdivision (b)) – Number of Cases: 1
2. 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
3. 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

**ACTION PLAN RECAP**

- NHA advisors to provide a full Board workshop looking at different cost management scenarios.
- Resolution 22-05 (Complete adopted Resolution).
- Fire Chief and Board President to confer for attorney presence at Board meetings per policy.
- Onboarding for newly appointed Proposition E Citizens’ Oversight Committee members.

*The next Board Meeting will be a Regular Meeting, **April 13, 2022, 5:30 pm**, District Headquarters*

**ADJOURNMENT**

***President McKenna adjourned the meeting at 9:35 pm.***

Prepared and submitted by:  
**Laura Fernandez for Shayna Rians**  
Board Recording Secretary