

# San Miguel Consolidated Fire Protection District

## Regular Meeting of the Board of Directors

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**MINUTES**

**Wednesday, June 12, 2024 - 5:30 p.m.**

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President Robles called the meeting to order at 5:33 p.m.

**BOARD MEMBERS PRESENT** Directors McKenna, Muns, Nelson, Pierce (arrived late), Raddatz, Robles, and Woodruff

**BOARD MEMBERS ABSENT** None

**STAFF PRESENT** Fire Chief Lawler, Division Chiefs Durrell and Riley, Administrative Officer/Finance Officer Harris, Fire Marshal Newman, and Administrative Analyst DeRobertis.

Director Nelson led the Pledge of Allegiance

### APPROVAL OF AGENDA

Director McKenna requested the minutes of the May 8, 2024 meeting be amended. Under "Directors' Reports," the word "County" will be changed to "private" (pertaining to weed abatement along roads within Division 5). By Board Consensus, the agenda was approved.

*The Agenda for the Regular Meeting of June 12, 2024, was posted at District Headquarters on Friday, June 7, 2024, at 5:00 p.m.*

### PUBLIC COMMENT

None

### 1. CONSENT AGENDA ITEMS

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

- 1.1 Approval of the Minutes Special Meeting of May 2, 2024.  
Regular Meeting of May 8, 2024.
- 1.2 Approval of Board Member Stipends.
- 1.3 Resolution 24-17 – The Board of Directors will consider adopting Resolution 24-17, Requesting a Temporary Transfer of Funds from the County Treasurer, County of San Diego, for Fiscal Year 2024/2025.
- 1.4 Resolution 24-18 – The Board of Directors will consider adopting Resolution 24-18, Establishing the Limit for Appropriations of Proceeds of Tax Subject to Limitation for Fiscal Year 2024/2025.
- 1.5 Resolution 24-19 – The Board of Directors will consider adopting Resolution 24-19, Acknowledging Receipt of a Report Made by the Fire Marshal of the San Miguel Consolidated Fire Protection District Regarding the Inspection of Certain Occupancies Requiring Annual Inspection be Performed in Such Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code.

## 2. INFORMATIONAL AGENDA ITEMS

- 2.1 Station 18 Update – Division Chief Riley provided an update on the progress of new Station 18, reporting crews moved into the temporary trailer/station with power and station alerting functioning. The next step will be hazard mitigation in the old building. Chief Riley is working with community members in Crest to keep them involved in this project.
- 2.2 Quarterly Financial Update – Administrative Officer/Finance Officer Harris provided the Quarterly Financial Update to the Board.

## 3. ACTION AGENDA ITEMS

### 3.1 Items Pertaining to Fire Prevention Fees (Ordinance 24-01)

- 3.1.1 Second Reading of Ordinance 24-01.  
Upon a motion by Director Robles, second by Director Nelson, and vote (unanimously in favor with Director Pierce absent), the reading of Ordinance 24-01 was waived and Ordinance 24-01 was introduced by title only.
- 3.1.2 Public Hearing – The Board of Directors will conduct the second public hearing pertaining to the Proposed Fire Prevention Fee Schedule (Ordinance 24-01).  
President Robles opened the Public Hearing at 5:50 p.m. With no one requesting to comment, the Public Hearing was closed at 5:50 p.m.
- 3.1.3 Adoption of Ordinance 24-01.  
Upon a motion by Director Raddatz, second by Director Nelson, and vote (unanimously in favor with Director Pierce absent), Ordinance 24-01 was adopted.

### 3.2 Items Pertaining to Community Facilities District 2022-1 Annexations

- 3.2.1 Public Hearing – Community Facilities District 2022-1 Annexation 2 – The Board of Directors will conduct a public hearing and may move forward with taking actions to approve Community Facilities District 2022-1 Annexation 2.  
President Robles opened the Public Hearing at 5:51 p.m. With no one requesting to comment, the Public Hearing was closed at 5:51 p.m.
- 3.2.2 Resolution 24-20 – The Board of Directors will consider adopting Resolution 24-20, Calling a Special Election and Submitting the Qualified Electors of Territory Proposed to be Annexed to the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California the Question of Levying Special Taxes Within That Territory (Annexation 2).  
Upon a motion by Director Raddatz, second by Director Woodruff, and vote (unanimously in favor with Director Pierce absent), Resolution 24-20 was adopted.
- 3.2.3 Resolution 24-21 – The Board of Directors will consider adopting Resolution 24-21, Declaring Results of Special Landowner Election and Directing Recording of Notice of Special Tax Lien for San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 Annexation 2.  
The sealed official ballot was opened and reflected a vote “yes” to annex into CFD 2022-1.  
Upon a motion by Director McKenna, second by Director Woodruff, and vote (unanimously in favor with Director Pierce absent), Resolution 24-21 was adopted.
- 3.2.4 First Reading of Ordinance 24-02.  
Upon a motion by Director Robles, second by Director Nelson, and vote (unanimously in favor with Director Pierce absent), the reading of Ordinance 24-02 was waived and Ordinance 24-02 was introduced by title only.
- 3.2.5 Public Hearing – Community Facilities District 2022-1 Annexation 3 –The Board of Directors will conduct a public hearing and may move forward with taking actions to approve Community Facilities District 2022-1 Annexation 3.  
President Robles opened the Public Hearing at 5:54 p.m. With no one requesting to comment, the Public Hearing was closed at 5:55 p.m.



- 3.2.6 Resolution 24-22 – The Board of Directors will consider adopting Resolution 24-22, Calling a Special Election and Submitting the Qualified Electors of Territory Proposed to be Annexed to the San Miguel Consolidated Fire Protection District, Community Facilities District No. 2022-1, County of San Diego, State of California the Question of Levying Special Taxes Within That Territory (Annexation 3).  
Upon a motion by Director Raddatz, second by Director Woodruff, and vote (unanimously in favor with Director Pierce absent), Resolution 24-22 was adopted.
- 3.2.7 Resolution 24-23 – The Board of Directors will consider adopting Resolution 24-23, Declaring Results of Special Landowner Election and Directing Recording of Notice of Special Tax Lien for San Miguel Consolidated Fire Protection District Community Facilities District No. 2022-1 Annexation 3.  
The sealed official ballot was opened and reflected a vote "yes" to annex into CFD 2022-1.  
Upon a motion by Director McKenna, second by Director Nelson, and vote (unanimously in favor with Director Pierce absent), Resolution 24-23 was adopted.
- 3.2.8 First Reading of Ordinance 24-03.  
Upon a motion by Director Robles, second by Director Woodruff, and vote (unanimously in favor with Director Pierce absent), the reading of Ordinance 24-03 was waived and Ordinance 24-03 was introduced by title only.
- Director Pierce arrived at 5:58 p.m.**
- 3.2.9 Resolution 24-24 – The Board of Directors will consider adopting Resolution 24-24 declaring intent to annex property into existing CFD 2022-1 (Annexation 4, Parcel 584-160-52-00).  
Upon a motion by Director Nelson, second by Director Woodruff, and vote (unanimously in favor), Resolution 24-24 was adopted.
- 3.3 Items Pertaining to Purchases that Coincide with the Fiscal Year 2024/2025 Preliminary Budget**
- 3.3.1 Resolution 24-25 – The Board of Directors will consider adopting Resolution 24-25, Approving the refurbishment of a Type I Engine.  
Upon a motion by Director Nelson, second by Director Pierce, and vote (unanimously in favor), Resolution 24-25 was adopted.
- 3.3.2 Resolution 24-26 – The Board of Directors will consider adopting Resolution 24-26, Approving the procurement process for purchasing a new Emergency Command Vehicle.  
Upon a motion by Director Raddatz, second by Director Woodruff, and vote (unanimously in favor), Resolution 24-26 was adopted.
- 3.3.3 Resolution 24-27 – The Board of Directors will consider adopting Resolution 24-27, Approving the procurement process for purchasing two new staff vehicles (Fire Prevention).  
Upon a motion by Director Robles, second by Director McKenna, and vote (McKenna, Muns, Pierce, Raddatz, Robles and Woodruff in favor – Director Nelson opposed), Resolution 24-27 was adopted.
- 3.3.4 Resolution 24-28 – The Board of Directors will consider adopting Resolution 24-28, Approving the procurement process for purchasing (3) Zoll X Series Advanced Cardiac Monitors.  
Upon a motion by Director Robles, second by Director McKenna, and vote (unanimously in favor), Resolution 24-28 was adopted.
- 3.3.5 Resolution 24-29 – The Board of Directors will consider adopting Resolution 24-29, Approving the procurement process for purchasing Personal Protective Equipment.  
Upon a motion by Director Muns, second by Director Pierce, and vote (unanimously in favor), Resolution 24-29 was adopted.
- 3.3.6 Resolution 24-30 – The Board of Directors will consider adopting Resolution 24-30, Approving Retaining Wall Repair (Station 21).  
Upon a motion by Director Muns, second by Director McKenna, and vote (unanimously in favor), Resolution 24-30 was adopted.
- 3.3.7 Resolution 24-31 – The Board of Directors will consider adopting Resolution 24-31, Approving the expenditure of funds for utilization of Nurse Navigator alongside other Central Zone agencies.



The title of Resolution 24-31 will be updated to specify "Nurse Navigator" instead of "New Program."  
Upon a motion by Director Robles, second by Director McKenna, and vote (unanimously in favor), Resolution 24-31 was adopted.

- 3.3.8 Resolution 24-32 – The Board of Directors will consider adopting Resolution 24-32, Approving the CalPERS payment be made in a lump sum instead of monthly installments.  
Upon a motion by Director Pierce, second by Director Nelson, and vote (unanimously in favor), Resolution 24-32 was adopted.

### 3.4 Items Pertaining to the Fiscal Year 2024/2025 Preliminary Budget

- 3.4.1 2024/2025 Fiscal Year Preliminary Budget – Staff will make a presentation of the Preliminary Budget. Fire Chief Lawler and Executive Staff presented the District's preliminary budget and the Board of Directors went page by page to receive clarification on any items that were brought forward. Director McKenna requested that the Class A Uniform budget be updated to reflect actuals. Staff will email an updated dollar amount and update the budget before final publishing on the website. Director McKenna requested that an actual dollar amount for election costs be included in the final budget. A grammatical error on page 1 of the budget showing May 2024 in Phase IV of the timeline was requested to be updated to show the correct month of August 2024. Please refer to the budget for additional information on revenue, expenses, and budget requests.
- 3.4.2 Public Hearing – 2024/2025 Fiscal Year Preliminary Budget – The Board of Directors will conduct a public hearing.  
President Robles opened the Public Hearing at 7:09 p.m. With no one requesting to comment, the Public Hearing was closed at 7:10 p.m.
- 3.4.3 Resolution 24-33 – The Board of Directors will consider adopting Resolution 24-33, Approving the 2024/2025 Fiscal Year Preliminary Budget.  
Upon a motion by Director Robles, second by Director McKenna, and vote (unanimously in favor), Resolution 24-33 was adopted.
- 3.5 Resolution 24-34 – The Board of Directors will consider adopting Resolution 24-34, Authorizing the Liquidation of Surplus Equipment (Vehicles 1014, 1019 and 1025).  
Upon a motion by Director Raddatz, second by Director Muns, and vote (unanimously in favor), Resolution 24-34 was adopted.

## 4. REPORTS

### 4.1 Committee Reports

Director Robles acknowledged the work done by Fire Prevention to complete mandated inspections (in reference to consent agenda item 1.5). Director Raddatz shared that the Finance Committee thoroughly reviewed the preliminary budget and commended staff, anticipating questions and having information readily available. Director Woodruff acknowledged the budget preparation, stating it is easy to understand. Director Nelson echoed the Finance Committee's review of the preliminary budget and feels tonight's budget presentation was easy to understand. Director McKenna shared that the Policy Committee is still working on edits and the committee with bring the policies forward in the next few months for review.

### 4.2 Directors Reports

President Robles explained that CFD timelines require a meeting on July 24, 2024. With no other urgent matters on the agenda for July 10, it was requested that all regular business be moved to July 24th and that only one meeting be held in July.

By Board consensus, the next regular meeting will be conducted Wednesday, July 24, 2024.

President Robles shared the following timeline of events:

May 20 – Robles attended CSDA Legislative Days in Sacramento

May 29 – Robles attended San Migue Firefighters Charitable Foundation golf tournament

May 31 – Robles attended Heartland Academy graduation, extends congratulations and welcome to the District's newest Firefighter Paramedics

June 7 – Robles attended Division Chief Quinlan's retirement ceremony

June 7 – Supervisor Nora Vargas announced the sleeping cabins project will not move forward at the proposed location on Jamacha Road

June 9 – Robles attended the Padres game outing coordinated by Local 1434 Padres

June 10 – Robles attended the strategic planning workshop for community input

The Government Affairs Committee is planning to meet with Supervisor Nora Vargas' office. Director McKenna shared that she also attended the community strategic plan workshop and emphasized the importance of community members feeling supported and heard as they volunteer their time to attend such workshops. Director Woodruff discussed the most recent CSDA meeting, with information presented by the Air Pollution Control District, which is pushing for more electric vehicles.

#### **4.3 Fire Chief Report**

See *Attachment A*

There was discussion around the new Genesis emergency alerting, which was activated for the first time while two separate structure fires were happening in Spring Valley. San Miguel leadership is working with the Sheriff's Department and CalFire to ensure shortfalls can be improved upon.

#### **4.4 Association of San Miguel Chief Officers Communications**

Battalion Chief Nava spoke on behalf of the COA, noting 3 new-hire Firefighter Paramedics recently completed their Academy, with approximately 20 Firefighter Paramedic candidates scheduled for our next round of new-hire interviews. Captain Fuller was successful on the Battalion Chief exam and has been added to the BC list. Chief Nava noted San Miguel has participated in multiple controlled burns and live fire operations. San Miguel Chiefs recently had breakfast with the Rancho San Diego Sheriff's substation, which is bolstering the relationship between fire and law enforcement. Tobin Riley was promoted from Battalion Chief to Division Chief, and Brian Lieberman was promoted from Captain to C-shift Battalion Chief. Bob Ruth was successful in the Captain interviews and should be promoted in the next couple of weeks, with Engineer promotions upcoming as well. Fire season is in full swing with multiple strike teams already being deployed.

#### **4.5 Association of San Miguel Firefighters Communications**

Captain Mike Hays discussed his participation in Legislative Days, noting that Local 1434 is more involved now than ever before. The annual golf tournament, softball tournament, and Padres game were all a success. Captain Hays shared that he is hosting a union workshop to introduce new hires to the role of the Local. Continuing tradition, Local 1434 will have campsites at Silver Strand from July 2-7, with everyone invited to stop by.

#### **4.6 Correspondence**

None.

President Robles discussed digital versus printed agenda packets. By Board consensus, printed agenda packets will be provided at HQ, upon request, with packets no longer being delivered to Directors.

### **5. CLOSED SESSION**

**5.1** Liability Claim (GOV §54956.95) – Criss Brainard

**5.2** Conference with Labor Negotiator (GOV §54957.6)



Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez  
Employee Organization: Association of San Miguel Firefighters IAFF Local 1434

**5.3** Conference with Labor Negotiator (GOV §54957.6)

Agency Negotiators: Directors McKenna, Muns, Robles, & Attorney Joseph Sanchez  
Employee Organization: Chief Officer's Association of San Miguel

**5.4** Conference with Labor Negotiator (GOV §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 adjourned the meeting to Closed Session from 7:45 p.m. to 8:38 p.m.***

**6. ACTION ITEMS**

**6.1** Resolution 24-35 – The Board of Directors will consider adopting Resolution 24-35 pertaining to the Industrial Disability Retirement of Criss Brainard.

*Upon a motion by Director Robles, second by Director Raddatz, and vote (Muns, Nelson, Pierce, Raddatz, Robles and Woodruff in favor, Director McKenna abstained), Resolution 24-35 was adopted.*

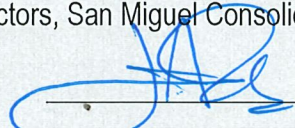
**ACTION PLAN RECAP**

- Minutes of May 8, 2024 Board Meeting to be amended
- Heading of Resolution 24-31 to be updated to reflect program name, Nurse Navigator
- AO/FO Harris to make budgetary changes
- Next regular meeting to be scheduled for July 24, 2024


*The next Board Meeting will be a Regular Meeting on July 24, 2024, at 5:30 p.m., District Headquarters.*

***President Robles adjourned the meeting at 8:40 pm.***

Minutes approved at the Regular Meeting of the Board of Directors, San Miguel Consolidated Fire Protection District, on July 24, 2024.

  
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Jesse A. Robles, Board President

Attest:

  
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Shayna Rians, Board Clerk