



**PUBLIC MEETING OF THE
DEER SPRINGS FIRE PROTECTION DISTRICT (DSFPD)
December 13, 2023
Open Session 4:00 p.m.**

1. Call to Order, Roll Call

President Sealey-Present
Vice-President Jackson-Present
Secretary/Treasurer Gordon-Present
Director Holley-Present
Director Kerrin-Absent

2. Pledge of Allegiance-Led by President Sealey

3. Adoption of Agenda

Director Jackson moved to adopt December 13 agenda with amendments, move items 12 d. & 12 e. to January 13 board meeting; Director Gordon seconded the motion. **Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Kerrin); 0 Abstain.**

4. Election of New Officers

President Sealey opens the floor for nomination of officers
Director Holley made a motion for status quo slate and Director Gordon amended the motion nominating Director Kerrin as Treasurer. Director Jackson nominated Director Sealey as President; Director Gordon seconded the nomination. **Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Kerrin); 0 Abstain.** President Sealey nominated Director Jackson as Vice-President, Director Kerrin as Secretary-Treasurer. **Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Kerrin); 0 Abstain.** New officers will be in place per our Bylaws effective January 1, 2024.

5. Public Comments Period-No comments

6. Fire Safe Council Report-No Report

7. Approval of Minutes

a. Regular Meeting November 8, 2023

Director Holley made a motion to approve November 8 board minutes; Director Gordon seconded the motion. **Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Kerrin); 0 Abstain**

8. Acceptance of November Finance Reports-General, Capital and Mitigation Funds

Director Gordon made a motion to approve November Financial Reports; Director Holley seconded the motion. **Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Kerrin); 0 Abstain.**

9. Chief's Report

- During month of November the District received 144 calls for service
 - Deer Springs was awarded Neighborhood Reinvestment Grant in the amount of \$50,000 towards replacement of BA Compressor.
 - Arrival of new engine scheduled for September 2024
- a. **Fire Prevention Report**- November Prevention Report included 7 Annual business inspections, 4 Defensible Space, 1 Fire Alarm, 2 Fire Safety/Site inspections and 15 plan reviews.
- b. **Community Emergency Response Team Report**-CERT Members supported the Turkey Trot with two refreshment stands along the route, handed out water, candy and encouragement. Deer Springs CERT has included the Harmony CERT in the hybrid CERT Academy. The CERT Team held a potluck on December 3. CERT quarterly meeting will be held on December 19 at Station 3.

10. Committee Reports

- a. Station 2 Improvement-Directors Holley, Gordon, and Chief Morrison
Purpose: To oversee the transition of Station 2 from the existing facility to a permanent facility
Type: Ad hoc
Director Holley reported the design development drawings by ECC are being reviewed by Kitchell for compliance will be available in two weeks. The overall project and budget are on schedule and Director Gordon presented the Board a detailed cost analysis to date. The committee will request from Kitchell invoice for their service through December 31, 2023. Moving forward the Board will evaluate the necessary services by Kitchell. Grading for construction of station 2 is scheduled for June 2024.
- b. Community Wildfire Protection Plan (CWPP) and Multi-Jurisdictional Hazard Mitigation Plan (MJHMP)-Directors Sealey, Kerrin and Chief Morrison
Purpose: To update the District's CWPP and develop a Deer Springs Annex to the San Diego County MJHMP
Type: Ad hoc
The committee met via digital correspondences and continues to research threat assessments. A draft on threat hazard identification risk assessment is in progress. The committee would like to change the name to Threats, Hazards and Mitigation Committee. The Board Directors agreed to rename the committee.
- c. FY 2022-2023 Audit-Directors Gordon and Kerrin
Purpose: To oversee the District's participation in the FY 2022-2023 financial audit, develop the draft Management's Discussion and Analysis, and make recommendations to the Board on any audit findings
Type: Ad hoc-No audit findings
The Board Directors voted to dissolve the Audit Committee.

11. Unfinished Business

- a. Approve revised Policy C02-Financial Responsibilities, implementing technical changes
- b. Approve revised Policy C04-Purchasing, clarifying approval thresholds and processes
- Both policies will be presented at the January 10, 2024 board meeting

12. New Business

- a. Approve the Fiscal Year 2022-2023 District Audit Report and disestablish the FY 2022-2023 Audit committee
Director Gordon made a motion to approve the FY 2022/2023 Audit Report; Director Holley seconded the motion. **Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Kerrin); 0 Abstain.**

- b. Approve Helix Environmental Planning Letter Proposal/Agreement to Provide Biological Consulting Services for Station 2 construction

Director Gordon made a motion to approve Helix Environmental Planning Letter Proposal/Agreement; Director Holley seconded the motion. **Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Kerrin); 0 Abstain.**

- c. Approve amendment to EC Constructors Contract to include installation of a septic Advanced Treatment System (ATS)

Director Holley made a motion to approve amendment to EC Constructors Contract to include ATS installation; Director Gordon seconded the motion. **Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Kerrin); 0 Abstain.**

- d. Accept quote from Radio Mobile for installation of Fire Station Alerting System at Station 1 and approve process to finalize related contract

Will be discussed under New Business January board meeting

- e. Approve cost threshold and process to finalize contract for installation of Fire Station Alerting System at Station 3

Will be discussed under New Business January board meeting

- f. Approved revised Policy A02-Board Meetings, due to expiring provisions of Government Code §54953

Director Jackson made a motion to approve revised A02-Board Meetings Policy; Director Gordon seconded the motion. **Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Kerrin); 0 Abstain.**


13. Correspondence-None

14. Directors Comments

Director Jackson presented a handout with information on wildfire risk score for homeowners insurance which may influence whether they get homeowners or rental insurance and how much they pay. Director Gordon wished everyone Happy Holidays! Director Sealey will not be able to attend January 10, 2024 board meeting.

15. Adjournment

Meeting adjourned at 5:38 pm



Director James Gordon
Secretary-Treasurer