



BOARD OF DIRECTORS

Ashley Sangster, President Anthony Kalvans, Vice-President
Ward Roney, Director Hector Palafox, Director Raynette Gregory, Director

REVISED-SPECIAL MEETING AGENDA

6:00 P.M. to 6:30 P.M. Opened Session

6:35 P.M. Closed Session

SMCSD Boardroom 03-04-2021

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the mandates by the Governor in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the Corona Virus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not opened to the public at this time, please call 805-467-3388
- The Meeting will be conducted with social distancing observed.
- All members of the public seeking to observe and comment to the local legislative body may do so in person or telephonically/email in the manner described below.

HOW TO SUBMIT PUBLIC COMMENT IF NOT ATTENDING MEETING:

Written / Read Aloud: Please email your comments to tamara.parent@sanmiguelcsd.org (Board Clerk), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (keep to three minutes) prominently write "Read Aloud at Meeting" at the top of your email. All comments received before 4:00 PM the day of the meeting will be included as agenda supplement on the District's website under relevant meeting date and will be provided to the Board of Directors.

Voice Mail: Leave a message on the District phone line at 805-467-3388 after 4:30pm before 4:30pm District Staff will take down message. Voice "Public Comment" at beginning of message and include agenda item number and title. All comments received before 4:00 PM the day of the meeting will be included as agenda supplement on the District's website under relevant meeting date and will be provided to the Board of Directors.

PUBLIC RECORD

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time, they are distributed to all of the members of the Board. The documents may also be obtained by calling the District Board Clerk.

Please see: www.sanmiguelcsd.org

Cell Phones: As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversations outside the Boardroom.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the CSD Clerk at (805) 467-3388. Notification 48 hours in advance will enable the CSD to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are available for the hearing impaired.

Public Comment: please see notice.

Please complete a "Request to Speak" form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. Comments are limited to three minutes, unless you have registered your organization with CSD Clerk prior to the meeting. If you wish to speak on an item not on the agenda, you may do so under "Oral Communications." Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a "Request to Speak" form as noted above and mark which item number you wish to address.

Meeting Schedule: Regular Board of Director meetings are generally held in the SMCSD Boardroom on the fourth Thursday of each month at 7:00 P.M. Agendas are also posted at: www.sanmiguelcsd.org

Agendas: Agenda packets are available for public inspection 72 hours prior to the scheduled meeting at the Counter/ San Miguel CSD office located at 1150 Mission St., San Miguel, during normal business hours. Any agenda-related writings or documents provided to a majority of the Board of Directors after distribution of the agenda packet are available for public inspection at the same time at the counter/ San Miguel CSD office at 1150 Mission St., San Miguel, during normal business hours.

I. Call to Order: 6:00 PM

II. Pledge of Allegiance:

III. Roll Call: *Sangster* ___ *Kalvans* ___ *Roney* ___ *Palafox* ___ *Gregory* ___

IV. Approval of Regular Meeting Agenda:

M _____ S _____ V _____

V. ADJOURN TO CLOSED SESSION: Moved to Item XII (last item)

VI. Call to Order for Regular Board Meeting/Report out of Closed: None

VII. Public Comment and Communications for items not on the Agenda:

Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. Please complete a "Request to Speak" form and place in basket provided.

VIII. Special Presentations/Public Hearings/Other: None

IX. Staff & Committee Reports – Receive & File: None

X. CONSENT CALENDAR: None

XI. BOARD ACTION ITEMS:

1. Review and approve RESOLUTION 2021-04 identifying the Director of Utilities as the “Authorized Representative” to apply to the State Water Resources Control Board for the Planning, Design, and Construction of the Sanitary Sewer Lining and Manhole Rehabilitation Project. (Dodds)

Recommendation: Approve RESOLUTION 2021-04 identifying the Director of Utilities as the Authorized Representative for this project.

Public Comments: (Hear public comments prior to Board Action)

M _____ S _____ V _____

2. Review and Approve RESOLUTION 2021-05 for the purchase and installation of 2 Mobile Data Computer Systems (MDC) and enter into the County Dispatch Agreement in the amount not to exceed \$20,000 (20-456). (Young)

Recommendation: Approve RESOLUTION 2021-05 for the purchase and installation of 2 Mobile Data Computer Systems (MDC) and enter into the County Dispatch Agreement.

Public Comments: (Hear public comments prior to Board Action)

M _____ S _____ V _____

XII. ADJOURN TO CLOSED SESSION: Public Comment for items on closed session items

Time: _____

CLOSED SESSION AGENDA:

- A. Government Code 54957(b) for the Board to consider the evaluation of performance, discipline, or dismissal of a public employee.

Report out of Closed session: District General Counsel

XIII. BOARD COMMENT:

This section is intended as an opportunity for Board members to make brief announcements, request information from staff request future agenda item(s) and/or report on their own activities related to District business. No action is to be taken until an item is placed on a future agenda.

ADJOURNMENT TO NEXT REGULAR MEETING

ATTEST:

STATE OF CALIFORNIA)
 COUNTY OF SAN LUIS OBISPO) ss.
 COMMUNITY OF SAN MIGUEL)

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on March 3, 2021

Date: March 3, 2021

Rob Roberson Rob Roberson, Fire Chief/Interim General Manager

Ashley Sangster, SMCSO Board President



San Miguel Community Services District

Board of Directors Staff Report

March 4th, 2021

AGENDA ITEM: XI-1

SUBJECT: Review and approve RESOLUTION 2021-04 authorizing the Director of Utilities to act as the Authorized Representative for the grant application to the State Water Resources Control Board for the planning, design, and construction of The Sanitary Sewer Lining and Manhole Rehabilitation Project

RECOMMENDATION:

Approved RESOLUTION 2021-04 authorizing the Director of Utilities to act as the Authorized Representative for the grant application.

The California Rural Water Association (CRWA) is assisting the District, at no cost, is applying to the State Water Resources Control Board for the planning, design, and construction of The Sanitary Sewer Lining and Manhole Rehabilitation Project.

This grant, if awarded, would facilitate the completion of projects identified in the 2020 Wastewater Master Plan.

What we are applying for is a grant in an amount of approximately \$287,389.

FISCAL IMPACT

There is no cost to applying for this grant opportunity aside from staff time. The grant itself is being prepared by CRWA under a separate planning grant from SWRCB.

PREPARED BY:

Kelly Dodds

Director of Utilities

RESOLUTION NO. 2021-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT AUTHORIZING THE DIRECTOR OF
UTILITIES TO APPLY FOR AND ACT AS THE AUTHORIZED REPRESENTATIVE FOR THE
SANITARY SEWER LINING AND MANHOLE REHABILITATION PROJECT.**

WHEREAS, San Miguel Community Services District (“District”) has the responsibility to maintain the communities public sanitary sewer collection system; and

WHEREAS, Sanitary Sewer Lining and Manhole Rehabilitation was identified in the 2020 Sewer Masterplan; and

WHEREAS, Lining aging sewer lines and rehabilitating Manholes will prolong the useful life of this infrastructure as well as protect the Machado Wastewater Treatment Facility; and

WHEREAS, The Director of Utilities (the “Authorized Representative”) or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of The Sanitary Sewer Lining and Manhole Rehabilitation Project (the “Project”).

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity’s responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution for purposes specified herein.

On the motion of Director _____ seconded by Director _____ and on the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**
- VACANCY:**

the foregoing Resolution is hereby passed and adopted this 4th day of March 2021.

Ashley Sangster, Board President

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Rob Roberson, Interim General Manager

Douglas L. White, District General Counsel



**San Miguel Community Services District
Board of Directors
Staff Report**

March 4, 2021

AGENDA ITEM: XI-2

SUBJECT: Approve RESOLUTION 2021-05 for the purchase and installation of 2 Mobile Data Computer Systems (MDC) and enter into the County Dispatch Agreement.

RECOMMENDATION: Approve RESOLUTION 2021-05 for the purchase and installation of 2 Mobile Data Computer Systems (MDC) and enter into the County Dispatch Agreement.

The San Miguel Fire Department serves a community encompassing approximately 5.8 square miles with a population of 2,600. San Miguel Fire also provides automatic aid to San Luis Obispo CalFire Station 30, 52, 98, Camp Roberts Fire, Paso Robles Fire, Southern Monterey County Station 42 as well as Mutual Aid throughout San Luis Obispo County and State. The San Miguel Fire Department currently provides one Type-1 engine, one Type-3 engine, one Type-6 patrol, and 2 Command Vehicles to service our response area.

On July 1st, 2018 San Luis Obispo County Emergency Command Center (ECC) "Went Black" relying on MDC information as the main source of communication for all dispatch services. San Miguel Fire was unable to fund the need for vital MDC equipment at that time and has fallen behind the required technology curve. San Miguel Fire has continued to interact with County Dispatch via radio communication, however, the Department remains invisible to ECC and surrounding agencies due to the lack of MDC technology including tracking software.

The San Miguel Fire Department applied for the Volunteer Firefighter Assistance Grant in 2020 with the focus on purchasing technology required to outfit our equipment. The grant would have greatly assisted in fulfilling the Department's communication needs, providing for an improved level of service at the local & state level, close the technology gap we currently face, provided for overall firefighter safety, and improved our compliance with NFPA 1977.

Unfortunately, funding ran out and San Miguel Fire was not awarded the grant during the 2020 grant cycle.

However, San Miguel Fire did allocate \$20,000.00 in the 2020-2021 budget line item 20-456 for the matching funding grant requirement.

Recent progress in strengthening the Department's relationship with the County Emergency Command Centers Chief has resulted in the acquisition of State MDC standards for both hardware & software required to move forward with the project.

Although the Department currently lacks the funding to outfit all emergency apparatus with MDC technology, we do have \$20,000.00 allocated within the 2020-2021 budget line item 20-456 to purchase and install a minimum of 2 MDC units and the possible additional Bendix King P-150 KNG2CMD handheld radios as identified in the grant application.

The Department plans to outfit Engine 8696 and Engine 8668 with the required MDC technology necessary to perform at a level equal to other Local and State Agency apparatus. If at the completion of the MDC installation surplus funds are available, the Department shall purchase Bendix King KNG2CMD handheld radios to complement the current radio cache.

All MDC pricing information provided is based on budgetary cost projections directly from Cal Fire using the most current information available at the time of the request. The final cost shall be determined upon completion of this phase of the project.

All MDC components shall be purchased directly from San Luis Obispo's Cal Fire ECC to ensure compatibility and serviceability. Hardware installation shall be performed by South Coast Emergency Equipment Service. Software installation shall be performed by a Cal Fire Technician.

MDC pricing breakdown: (FUND 20-456)

1- MDC Hardware	\$ 8,178.50
2- MDC Software	\$ 6,508.00
3- Annual Fees	\$ 1,182.00
4- Anticipated Cost	<u>\$15,277.50</u>

BK KNG2CMD pricing breakdown: (FUND 20-456)

RS Communications \$ 2,397.00 per unit

FISCAL IMPACT:

Expenditure up to \$20,000.00 of the 2020-2021 budgeted funds allocated for line item 20-456.

PREPARED BY: Scott Young

APPROVED BY: Rob Roberson

Attachments:
Resolution 2021-05



RESOLUTION NO. 2021-05

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT ACKNOWLEDGES THE NEED FOR
PURCHASE, INSTALLATION AND MAINTENANCE OF MOBILE DATA COMPUTERS (MDC)
AND APPROVES THE USE OF ALLOCATED BUDGETARY FUNDING REQUIRED AS PER
STAFF REPORT XI-4 IN AN AMOUNT NOT TO EXCEED \$20,000.00**

WHEREAS, The San Miguel Community Services District acknowledges the need for purchase, installation and maintenance of mobile data computers and approves the use of allocated budgetary funding required as per staff report XI-4 in an amount not to exceed \$20,000.00

WHEREAS, The San Miguel Fire Department is responsible for providing emergency medical services within the District boundaries, including the surrounding Automatic Aid Agreement Area, and is required to remain in compliance with State and Local regulatory standards.

NOW, THEREFORE, BE IT RESOLVED The San Miguel Community Services District acknowledges the need for purchase, installation and maintenance of mobile data computers approves the use of allocated budgetary funding required as per staff report XI-4 in an amount not to exceed \$20,000.00

On the motion of Director _____ Seconded by Director _____, and on the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 4th day of March 2021.
ATTEST:

Robert Roberson
Interim General Manager/Fire Chief
District

Ashley Sangster, Board President
San Miguel Community Services

APPROVED AS TO FORM:

Douglas L. White, District General Counsel

Tamara Parent, Board Clerk

Tamara Parent

From: Fowler, David@CALFIRE <David.Fowler@fire.ca.gov>
Sent: Thursday, February 4, 2021 12:49 PM
To: Fire Prevention
Subject: RE: MDC's

We had run with toughbooks in the past but have started to transition to computers with a remote ELO touchscreen. The software we use is GST for mapping and command point to talk with CAD. We are in discussion about upgrading our complete MDC system to another vendor that the State is currently using but the switchover is a process so we are looking at doing that next year. If you chose to go with an MDC install, all the hardware would be able to support the new system it would be more of a software upgrade.

Below is a really rough estimate of MDC costs, we are in the process of rewriting this and I can get you some more concrete numbers soon but this can give you an idea of what the general costs would be.

Phase	Category	Description	Replace Quantity	Additn'l Quantity	Item Cost	Sales Tax	Total	Site 1 Total	Site 2 Total	Vehicle 1 Total	Vehicle 2 Total	Combined Total
Startup	Hardware	Dell OptiPlex with ELO Monitor	1	0	1,400.00	105.00	1,505.00					1,505.00
Startup	Hardware	Panasonic 5-Year Protection Plus, Enhanced Warranty	0	0		-	-					-
Startup	Hardware	Mounting Hardware, GPS Antenna	1	0	2,000.00	150.00	2,150.00					2,150.00
Startup	Hardware	Installation Materials	1	0	30.00	2.25	32.25					32.25
Startup	Hardware	MDC Installation/Other Labor (6 hours @ \$67)	1	0	67.00	-	67.00					67.00
Startup	Hardware	Desktop PC Update Server	0	0	500.00	37.50	-					-
Startup	Hardware	Wireless Access Point (WAP)	0	0	720.00	54.00	-					-
Startup	Hardware	Secure Wireless Router: Cisco ASA5506	0	0	700.00	52.50	-					-
Startup	Hardware	Rip-n-Run Printer: Epson TM-T88V C31CA85330	0	0	230.00	17.25	-					-
Startup	Hardware	Rip-n-Run Printer Installation Materials	0	0	45.00	3.38	-					-
Startup	Hardware	Rip-n-Run Printer Installation Labor (4 hours @ \$67)	0	0	268.00	-	-					-
Startup	Software	Anti-Virus Software (County Domain)	1	0	-		-					-
Startup	Software	MS Office Professional	1	0	100.00		100.00					100.00
Startup	Software	GST Mapper MDC	1	0	140.00		140.00					140.00
Startup	Software	GST Mapper Server	1	0	34.00		34.00					34.00
Startup	Software	GST Mapper CAD Interface	1	0	8.00		8.00					8.00
Startup	Software	GST Mapper AVL/AFF Interface	1	0	5.00		5.00					5.00
Startup	Software	Netmotion MDC	1	0	188.00		188.00					188.00
Startup	Software	Netmotion MDC Analytics	1	0	19.00		19.00					19.00
Startup	Software	Netmotion MDC Policy	1	0	88.00		88.00					88.00
Annual	Software	Netmotion Annual Maintenance	1	0	81.00		81.00					81.00
Startup	Software	Terrain Navigator Pro MDC	0	0	254.00		-					-
Annual	Software	Terrain Navigator Pro Renewal	0	0	124.00		-					-
Startup	Software	Command Point MDC	1	0	1,363.00		1,363.00					1,363.00
Startup	Software	Command Point AVL	1	0	1,228.00		1,228.00					1,228.00
Annual	Software	Command Point Annual Maintenance	1	0	63.00		63.00					63.00
Annual	Communication	Verizon Air Card Service	1	0	456.00		456.00					456.00
Annual	Communication	Verizon Point-to-Point Dedicated Line	1	0	72.00		72.00					72.00

Combined		Sub-Totals	7,599.25	-	-	-	-	7,599.25
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From: Fire Prevention <fireprevention@sanmiguelcsd.org>
Sent: Thursday, February 4, 2021 9:05 AM
To: Fowler, David@CALFIRE <David.Fowler@fire.ca.gov>
Subject: RE: MDC's

Warning: this message is from an external user and should be treated with caution.

Good morning Chief Fowler,
We are looking into outfitting our equipment with MDC's.
Does the County have standard specifications for the hardware and software?
What would our requirements be to integrate with the County system?
Any direction you could provide would be appreciated.
Sincerely,

Scott Young
Assistant Fire Chief /
Fire Prevention Officer
San Miguel Fire
805-467-3300

fireprevention@sanmiguelcsd.org

Please visit our new website to learn more about the San Miguel C.S.D.

www.sanmiguelcsd.org

*The information contained in this email may be **confidential** and pertains to San Miguel CSD and is intended solely for the use of the individual or entity to whom it is addressed. If the reader of this message is not an intended recipient, or the employee or agent responsible for delivering the message to the intended recipient and you have received this message in error, please advise the sender by reply email or phone and delete the message.*

From: Fowler, David@CALFIRE <David.Fowler@fire.ca.gov>
Sent: Wednesday, February 3, 2021 5:32 PM
To: Fire Prevention <fireprevention@sanmiguelcsd.org>
Subject: MDC's

Chief,

Chief Owens motioned to me today that you were having difficulty getting info about MDC's. I apologize if you were waiting for info from me, if you had sent me an email I missed it. Let me know if there is anything that I can help you with.

David Penery-Fowler
Battalion Chief
Emergency Command Center

CAL FIRE / SLU
San Luis Obispo County Fire
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O:805-593-3409
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