



# Agenda -

## San Miguel Community Services District

### BOARD OF DIRECTORS

John Green, President  
Anthony Kalvans, Director

Ashley Sangster, Vice President  
Hector Palafox, Director  
Joseph Parent, Director

**THURSDAY, DECEMBER 12, 2019**  
**6:00 P.M. Opened Session**  
**\*2<sup>ND</sup> FUNCTIONAL SPACE WORK SESSION\***  
**BOARD OF DIRECTORS SPECIAL MEETING AGENDA**

**SMCSD Boardroom**  
**1150 Mission St.**  
**San Miguel, CA 93451**

**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 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](http://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:** *Green* \_\_\_ *Parent* \_\_\_ *Palafox* \_\_\_ *Kalvans* \_\_\_ *Sangster* \_\_\_

**IV. Approval of Special Meeting Agenda:**

**M**\_\_\_\_\_ **S**\_\_\_\_\_ **V**\_\_\_\_\_

**V. ADJOURN TO CLOSED SESSION:** None

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

**VII. Public Comment and Communications for items not on the Agenda:** None

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

The items listed below are scheduled for consideration as a group and one vote. Any Director or a member of the public may request an item be withdrawn from the Consent Agenda to discuss or to change the recommended course of action. Unless an item is pulled for separate consideration by the Board, the following items are recommended for approval without further discussion.

**XI. BOARD WORK SESSION ITEMS:**

**1. Discuss, the need for a District Master Plan.**

**Recommendation:** Discuss and provide direction to staff

**2. Discuss, District Functional Space in a Work Session.**

**Recommendation:** Discuss and provide direction to staff.

**Public Comments:** (Hear public comments prior to Board Direction)

**XII. 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.

**XIII. ADJOURNMENT TO NEXT SPECIAL MEETING OF 12-19-2019**

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 SMCS D office on 12-5-2019

Robert Roberson Interim General Manager

John Green President Green, SMCS D

Tamara Parent Board Clerk/ Accounts Manager



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

December 12, 2019

AGENDA ITEM: XI-2

**SUBJECT: Fire Department Functional Space Concepts.**

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**RECOMMENDATION: Review conceptual sketches, and photos for current and future Fire Department needs.**

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The San Miguel Fire Department currently shares space with the CSD Staff and is currently beyond workspace capacity. Additionally, the Fire Department currently lacks the ability to provide accommodations for Department Members to provide 24-hour District coverage when required.

Staff shall be presenting Conceptual Sketches, and Photos during the meeting outlaying concepts for immediate to 5-year needs, 5- year to 10- year needs and 10- year to 20- year needs. All sketches are preliminary rough sketches provided for the purpose of providing a starting point to the planning process.

### **Concept -1 Current to 5- Year Plan.**

- Furnish and install a temporary housing unit to house Fire Department Staff as necessary providing District Coverage and Firefighter Shift Coverage.
- Relocate the Fire Chief and Assistant Fire Chief to the original Fire Chief's office currently utilized by the District Bookkeeper.
- Split the North East office space into 2- offices:
  - One to serve as a Department Captain's office.
  - The other to serve as Sheriff's Beat Station.
- Complete the 2<sup>nd</sup> floor space North of Grid Line 2 to serve as a Multipurpose including:
  - A Day Room.
  - Equipment storage.
  - File storage.
  - Secure server area.
- Retain the current Training Room, upper floor Exercise Area, and 2<sup>nd</sup> Floor Restroom.
  - Modification may be required to the current construction.

### **Concept -2 Current to 10 Year or 5 to 10 Year Plan.**

- Complete 2<sup>nd</sup> floor space to include:
  - Accommodations for Fire Department Staffing.
  - Day Room.
  - Restroom with Shower.

- New Exterior Stair.
- Enclosed Inter Stairwell.
- Server Room.
- Storage Areas.

**Concept -3 Current to 20 Year or 10 – 20 Year Plan.**

- Build a new 3- bay 6- stall drive through apparatus bay on the District property North of the existing Fire Station.
- Apparatus Bay shall include:
  - Access Road Improvements within the Railroad Easement.
  - Rollup doors on the East and West end walls allowing for drive-through access.
  - SCBA Storage and Bottle Filling Room.
  - Fire Fighter Locker Area.
  - Apparats Equipment Storage Area.
  - Workbench Area.
  - Medical Supply Room.
  - Laundry Room for Turnouts and Wildland Gear.
- Remodel the entire interior of the Fire Station including the current apparatus bay to include:
  - New Curb, Gutter, and Sidewalk allowing for ADA Compliant Public Access.
  - New storefront infill at the current Apparatus Bay door locations matching the existing.
  - Accommodations for Fire Department staffing.
  - Offices for the Fire Chief, Assistant Fire Chief, Fire Captains, and Administration.
  - Training Room / Public Meeting Room.
  - Day Room.
  - Workout Area.
  - Equipment Storage Areas.
  - Supply Storage Areas.
  - Kitchen and Dining Areas.
  - Laundry Room.
  - Sheriff's Beat Station.
  - Secure Server Room.
  - Secure File Storage Room.

**FISCAL IMPACT:**

The potential fiscal impact shall be determined upon completion of the Conceptual Phase based on the proposed project prior to proceeding with the Planning Phase.

**PREPARED BY:** Scott Young

**APPROVED BY:** Rob Roberson