



Agenda- Informational Items Only

San Miguel Community Services District

BOARD OF DIRECTORS

Ashley Sangster, President Anthony Kalvans Vic-President
John Green, Director Hector Palafox, Director Vacancy, Director

Due to COVID-19 and Executive Orders issued by the State of California, the San Miguel C.S.D is Cancelling the March 26, 2020 Regular Meeting.

Informational Items Only

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

- 1. Interview and Appoint New Director to Fill Vacancy on Board of Directors**
 - a) **Ward Roney** – Called 3-13-2020 will be in touch to reschedule
 - b) **Raynette Gregory** - Called 3-13-2020 will be in touch to reschedule
- 2. Interim General Manager (Mr. Roberson)-** will be emailing updates as needed
- 3. Director of Utilities – (Mr. Dodds) Report Attached**
- 4. Fire Chief - (Chief Roberson) Report Attached**
- 5. Continued discussion on the Fire Department Temporary Housing unit (Young) Report Attached**

San Miguel Community Services District

Special Board of Directors Meeting

Staff Report

March 26, 2020

AGENDA ITEM: VIII-1

SUBJECT: Appointment to fill an Existing Board Vacancy

STAFF RECOMMENDATION:

Interview and Select a Candidate to fill an existing Board of Directors vacancy for the remaining term that expires December 2020.

BACKGROUND DISCUSSION:

The resignation of Joseph Parent in January 29th of 2020 left a vacancy on the Board of Directors for the remaining term of office that expires in December 2020.

A Notice of Vacancy was posted in public locations within the community, on the District's website and sent out in all water bills in February 2020.

ACTION DISCUSSION:

Letter of interest and qualifications have been submitted to the Board for consideration.

It is appropriate to interview these candidates and seek information that will lead to a Board decision regarding the prospective candidate's. The Board has elected to interview these candidates regarding their qualifications the Board should consider the following format:

1. Give each candidate 2 minutes to state reasons and qualifications for filling the Board vacancy.
2. Ask questions, from the list that has been prepared, related to duties and responsibilities of Board member

After the interviews are completed, hold Board discussions as needed, then proceed with a Board vote. Following the Board's action, staff will advise the County Clerk's office of the appointment and provide appointee information as required.

Prepared By:

Approved By:

Tamara Parent

Rob Roberson

Board Clerk/Accounts Manager

Interim General Manager/Fire Chief

Attachment: Letter of Interest and Qualifications Statement (Five Candidates)
List of Questions

SAN MIGUEL COMMUNITY SERVICES DISTRICT
1150 Mission Street
SAN MIGUEL, CA 93451
Phone (805) 467-3388 Fax (805) 467-9212

NOTICE OF VACANCY ON THE BOARD OF DIRECTORS

Notice of Intent to Appoint a Board Replacement

To all interested and qualified persons:

A vacancy now exists on the Board of Directors for the San Miguel Community Services District. This vacancy is the result of the resignation of Director Parent for a term ending on December 7, 2020.

The San Miguel Community Services District Board of Directors intends to appoint a person to fill the current vacancy and unexpired term of office at a Regular Board meeting on March 26, 2020, 7:00 pm to be held at the District office address noted above.

Any person interested in being appointed to the Board of Directors should submit a letter of interest to the District as soon as possible but no later than 4:00 p.m. on March 16, 2020. All letters of interest from qualified candidates will be delivered to the Board members. Qualified candidates must reside within the service boundaries of the District and be a registered voter.

It is suggested that letters of interest include your stated reason(s) for wanting to serve, any experience and qualifications that relate to the position of Director and any other information that you feel might be of benefit to the selection and appointment by the Board of Trustees.

If there are any questions, please contact District Administration office at 805-467-3388 or via District website, www.sanmiguelcsd.org.

Posted: February 4, 2020

Ward Roney
9860 River Road
San Miguel, CA.93451
805-953-5391

San Miguel Community Services District
March 05, 2020
1150 Mission Street
San Miguel, CA.93451

To the Board,

This is my letter of interest to serve on the Board of Directors of the San Miguel Community Services District for the current vacancy. I have participated in CSD's previously, the Rubidoux Community Services district as a frequent attendee many years ago so I am familiar with the workings of a CSD. I have served on the Executive boards of The Boy Scouts of America, The American Red Cross, and the Riverside County Employees Credit Union, all of which had annual budgets in the millions of dollars.

I have always been active in my communities in various volunteer capacities. I am pro-business, but I am also very committed to preserving the character and traditions of a community.

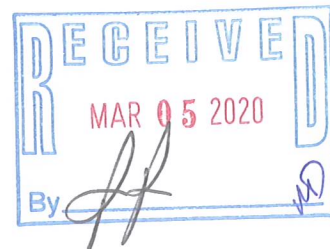
Growth is inevitable and along with growth, especially in California are concerns about water. Historically more battles have been waged on water issues than probably any other issue. The improvement and maintenance of infrastructure affects every resident.

I hope to have the opportunity to further discuss how I may contribute to the District in the capacity of a Director.

Sincerely,



Ward Roney



Raynette Gregory
8585 Cross Canyons Road
San Miguel Ca, 93451

March 11, 2020

To San Miguel Community Services District Board Members,

My name is Raynette Gregory and I am interested in filling the vacant seat on the San Miguel Community Services District Board. I have resided in the boundaries of the CSD since I moved with my family to the area in 2001; purchasing our property in 1996. I am also a registered voter in the County of San Luis Obispo.

My husband and I own Locatelli Vineyards & Winery, which we started from the ground up through hard work and perseverance. My experience as a business owner dealing with balancing budgets, personnel, marketing and even development issues, as we have expanded, have given me tools that I believe would be very helpful as a CSD Board Member.

As you may know, the Pleasant Valley Wine Trail encompasses San Miguel. I have worked hard with our local wineries and supporting businesses to grow this area as a successful thriving wine tourist destination. I am also currently serving as treasurer on the Trail as I have for the past four years.

Our company is also a charter member of San Miguel Chamber of Commerce and I served on the board during those initial years.

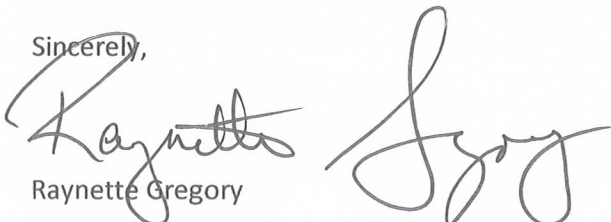
I have also served three years on the Finance Council of Old Mission San Miguel which assists the pastor in money management decisions. I have co-chaired and chaired the Wine Experiencia event which was a major fundraising event for Friends of Mission San Miguel which raised funds for the Mission's earthquake retrofit. Our winery has designed a label for Old Mission San Miguel in which a portion of the proceeds is donated to the non-profit charity, Friends of Mission San Miguel, for their work in preserving the San Miguel Mission. This year marks the tenth anniversary of this label in which we have donated over \$25,000 to date.

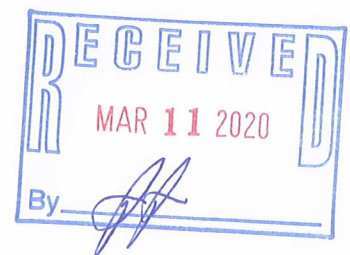
In my earlier years, I worked in my family's business as a residential developer in Visalia, California. It taught me the process of working with local government, utility companies, and other contractors to complete the task at hand.

As you can see I'm not afraid of rolling up my sleeves, diving in and doing the hard work-all while raising five children. I believe my experiences will be a beneficial asset to San Miguel as we move through 2020. I am happy to serve our community by donating my time and knowledge to the San Miguel Community Services District.

Thank you for your consideration. Any additional questions, feel to contact me at 805 835-6473.

Sincerely,


Raynette Gregory



BOARD VACANCY QUESTIONS & QUALIFICATIONS

(Indicate that the Board President will be asking some prepared questions)

- 1. What professional or personal constraints on your time or service might you anticipate?**
- 2. What, if any, experience to you have with Public Service?**
- 3. What financial experience do you have dealing with public or business entities?**

Candidate Information

Qualifications & Requirements

- Each Board Member shall not hold an incompatible public office.
- Each Board Member shall hold office & discharge his/her duties with loyalty.
- Each Board Member shall attend all regular and special meetings of the Board unless there is good cause.
- Removal and/or replacement of a Board Member shall be governed by the requirements of California Government Code Sections §1770-1782.

Expectations of The Board of Directors

- Recognize that the BOD gives direction only as a convened body. Share opinions and views, but refrain from providing direction without the participation of the full Board.
- Do not individually attempt to influence the decisions or recommendations of staff.
- Conclude discussions requiring staff follow-up or action with specific direction agreed upon by the BOD.
- Make an effort to let GM know concerns and questions prior to public meetings so staff can be prepared to address the issues.
- Share in the CSD's commitment of the highest ethical standards and avoid any appearances of impropriety.
- Direct questions or requests for information to the General Manager only.
- Treat staff in a respectful manner at all times, and recognize good work by staff.
- Communicate any concerns regarding staff to the GM, refrain from criticizing staff in public, including at Board Meetings.
- Prevent disagreements with each other, the GM, or staff from becoming personal.
- Commit to, and support, teambuilding efforts when necessary and appropriate.
- Provide feedback on an ongoing basis.
- In addition to ongoing communications, meet individually with the GM on a regular basis.
- Seek and provide honesty, directness and openness.
- Immediately communicate only to the GM or Board President any items that are perceived not to be handled in accord with these expectations.
- Respect staff's impartiality involving elections and campaign activities.



San Miguel Community Services District

UTILITY STATUS REPORT

2-20-2020 Thru 3-20-2020

AGENDA ITEM# IX.7

Utilities Coronavirus response:

- County and State issued Shelter at Home orders
- District operations are essential to the health and safety of the community
- District office is Closed to the Public, but still functional to answer questions and take payments
- Operators are reporting to work to maintain the system, practicing social distancing
- Additional weekly and daily disinfecting and cleaning in place
- Additional requirement for operators for personal protective equipment in place
- Additional vendor and sourcing requirements in place to limit exposure to ill persons

Well Status:

- Well 4 is fully operational - Well Level 84 3/16/2020
- Well 3 Out of service - Well Level 80 3/16/2020
- SLT well is in service – Well Level

Water System status:

Water leaks this month:2 This calendar year: 2

Water related calls through the alarm company after hours this month: 3 this Year: 3

- There were two customers with large leaks that staff has been working with the owners to get the leaks corrected.
- Well 3 experienced another electrical issue. The cause is being investigated

Sewer System status:

Sewer overflows this month: 0 this year: 0

Sewer related calls through the alarm company this month: 0 this Year: 0

WWTF status:

o .

State Water Resources Control Board (SWRCB):

- Nothing new to report

Lighting status:

- Working with PGE Rep to get remainder of the PGE owned streetlights converted to LED.
- Working on converting decorative streetlights on mission to LED, a replacement bulb and configuration has been found and is being tried. Overall project cost will be significantly cheaper than previous estimates.

Solid Waste:

- Working with IWMA on specifics for the HHW site and IWMA funding for the site.
- Staff is currently working on revising the District Solid Waste Ordinance.

Project status:

- Working with PGE and Energy Watch to look at potential options to upgrade well pumps and controls to be more energy efficient.
- Working with San Miguel Chamber to get repairs made to the irrigation along Mission street.

Board requested information:

- Currently updating SOPs for Water and Wastewater field operations

Community Development Block Grant (CDBG)

- Working with the County on preliminary paperwork for CDBG funding to replace water lines on 10th and 11th streets (initial meeting 7/18/19)
- Environmental work completed and submitted to the County for review

WWTP expansion and Aerator Upgrade

- See additional agenda item(s) for ongoing information

Staffing

- Mr. Pitman will be starting as Field Operator Lead this month.

SLO County in San Miguel:

- County provided their 5 year overlay and sealing plan. The District will be working on making known repairs in the effected areas ahead of the scheduled overlays and sealing.
- The County has a contract to repair and replace sections of the sidewalk between 11th and 14th on Mission Street
- County planning/ water conservation is working with the District to develop water conservation programs within the District.

Caltrans in San Miguel:

- Caltrans is underway on improvements to the HWY 101 corridor, for what will be a 2-year project. There are numerous on/off ramp closures (7-2019)

Rain in San Miguel: (calendar year)

2018	9"
2019	12.5"
2020	
Thru 3-20	2.5"

Kelby Dodds

Kelly Dodds
Director of Utilities
Date: March 20, 2020

San Miguel Community Services District Board of Directors Meeting



Staff Report

March 26th, 2020

AGENDA ITEM: IX 10

SUBJECT: Fire Chief & Asst Fire Chief Report for February 2020

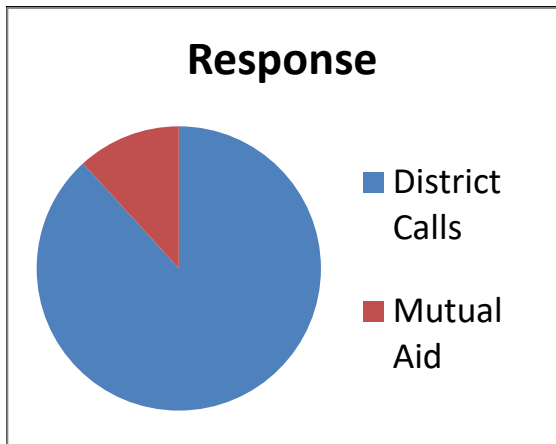
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

INCIDENT RESPONSE:

- Total Incidents for February 2020 **25**
- Average Calls for per 2 Months in 2020 25.5
- Total calls for the year to date **51**

Emergency Response Man Hours in February = 68	Total	139
Stand-By Man Hours for February = 14		<u>29</u>
	Total hr.	168

Emergency Response Man Hours = 2.7 hr.	Per call for February	2.7 Per call for the year
Stand-By Average per Call = .5	Per call for, February	.5 Per call for the year



February		YTD	
District calls	24=96%	45	= 88%
Mutual aid calls	1=4%	6	= 11%
Assist Camp Roberts		0	= 0%

Equipment:

Activities:

Training Academy for new recruits, Starting February 22nd Ending April 5th 8-3 Sat- Sun.

February

Date Subject Matter

4 Equipment and Safety Gear check Out
11 SCBA / Air Aware / Fit Test
18 Hose Loads and Pulls
22 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy
23 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy
25 Association Meeting
29 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy
15 BUZZ run at Camp BOB All Day

March

Date Subject Matter

1 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy
3 Hose Loads and Pulls, Small and Large Lines
7 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy
8 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy
10 Ladders
14 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy
15 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy
16 Start Engine Annual Check and Maintenance on Engines and Equipment
Pump Test, DOT Certification Inspection, and Required Repairs
17 Ladders
21 Off
22 Off

All Activities Cancelled until further Notice Due to COVID-19

17 Ventilation
24 Association Meeting
28 6 Hr. 0800-1100 / 1200- 1500 Pay call Fire Training Academy

Information:

- Fire Prevention Report Attached.

Prepared By:

Rob Roberson

Rob Roberson, Fire Chief

FIRE EQUIPMENT

2020 MILEAGE / FUEL REPORT

IX-8

Mileage/ Fuel	January		February		March		April		May		June		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696	17	16.6	84	18									101	34.6	2.9
E-8687	17	13.4	24	0									41	13.4	3.1
E-8668	47	0	12	10									59	10	5.9
6 Month Total												201	58	3.5	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	0	0	0	0									0	0	#DIV/0!
C-8601	301	0	356	54									657	54	12.2
C-8600	319	0	368	37.3									687	37.3	18.4
6 Month Total												1344	91.3	14.7	

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696													0	0	#DIV/0!
E-8687													0	0	#DIV/0!
E-8668													0	0	#DIV/0!
6 Month Total												0	0	#DIV/0!	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630													0	0	#DIV/0!
C-8601													0	54	6.1
C-8600													0	37.3	0.0
6 Month Total												0	91.3	0.0	

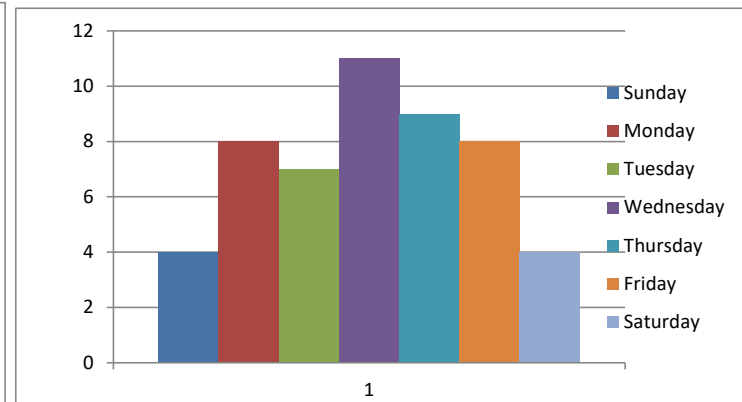
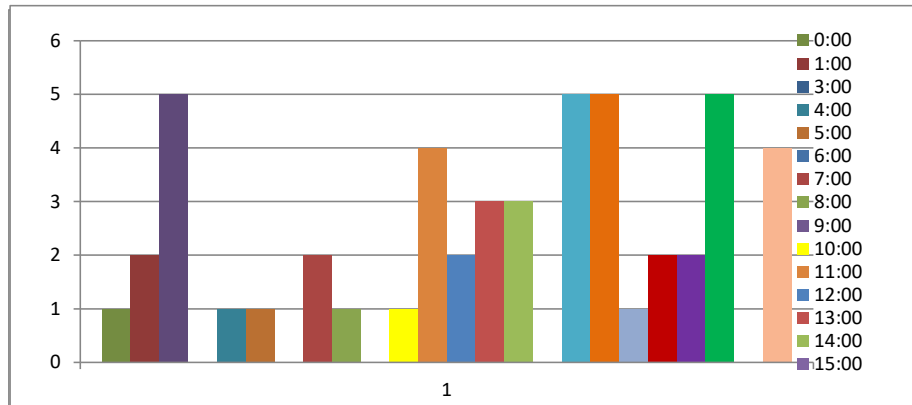
YTD 2020 Total	mi.	gal.	Avg. MPG
Diesel	201	58	3.5
Gas	1344	182.6	7.4

Call per time of day and day of the week 2020

	After Hours						CSD Work Hours										Off Hours								
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
Sunday	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	2	4
Monday	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2	0	0	1	0	1	1	0	8
Tuesday	0	1	0	0	0	0	0	0	0	0	2	0	1	0	0	2	1	0	0	0	0	0	0	7	
Wednesday	0	1	2	0	0	0	0	1	0	1	0	1	0	1	0	0	2	1	0	0	1	0	0	11	
Thursday	0	0	0	0	0	0	1	0	0	0	2	0	1	0	0	0	1	0	0	1	2	0	1	9	
Friday	0	0	1	0	1	0	1	0	0	0	0	0	0	1	0	0	1	0	0	1	1	0	1	8	
Saturday	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1	0	0	1	0	0	0	0	4	
Hour Total	1	2	5	0	1	1	0	2	1	0	1	4	2	3	3	0	5	5	1	2	2	5	0	51	
	1%	4%	9%	0%	1%	1%	0%	4%	1%	0%	1%	7%	4%	5%	5%	0%	9%	9%	1%	4%	4%	9%	0%	7%	

Total calls during CSD Work Hours	13	25%
Total calls during Off time and weekends	38	74%
After Hours calls 22:00 to 06:00	15	29%
Total Weekend Calls	8	15%
Total Calls Monday thru Friday	43	84%

8am to 8pm 10 19%





	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		TOTAL		
	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	
Structure Fires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Veg. Fires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Fires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Fires	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Illegal Burning	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
Vehicle Accidents	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3
False Alarms	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Hazardous Condition	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
Hazardous Materials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Standby	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pub.Svc.Asst.	1	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0
Medical Aids	14	2	18	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32	3
Call TOTALS	21	5	24	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45	6
	26		25		0		0		0		0		0		0		0		0		0		0		51		
<i>CPR</i>	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Mutual Aid SLO/Mon.	5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0
Camp Bob Asst.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Average Calls Per	<i>Month</i>	26.0	<i>Day</i>	0.8	<i>SLO Co. MA</i>					6	<i>Montrey Co. MA</i>					0	<i>CPR TOTAL</i>					1					

San Miguel Fire Department

San Miguel, CA

This report was generated on 3/19/2020 11:10:16 AM



Daily Log Items per Personnel for Activity Code for Personnel

Personnel: Young, Scott P | Activity Codes: All Activity Codes | Start Time: 00:00 | End Time: 23:00 | Start Date: 02/01/2020 | End Date: 02/29/2020

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
Young, Scott P					
02/02/2020 08:30:00	02/03/2020 08:30:00	DAYBOOK	8601		24.00
02/03/2020 08:30:00	02/04/2020 08:30:00	DAYBOOK	SMF 1		24.00
02/04/2020 01:40:00	02/04/2020 01:58:00	INCIDENT	8601	Incident 2020-028 - Alarm system sounded due to malfunction: Apparatus 8601 responded to 505 11th ST 2	0.30
02/04/2020 08:30:00	02/04/2020 22:00:00	DAYBOOK	SMF 1		13.50
02/04/2020 10:30:00	02/04/2020 11:30:00	DAYBOOK	8601	Meeting with Fire Marshal Harris Paso City Fire regarding ADU's	1.00
02/04/2020 16:01:00	02/04/2020 16:29:00	INCIDENT	E8687	Incident 2020-29 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 1420 K ST	0.47
02/04/2020 18:00:00	02/04/2020 22:00:00	DAYBOOK		Gear Inspection: Gear Inspection Lead Instructor: Roberson, Robert E	4.00
02/05/2020 08:30:00	02/05/2020 17:00:00	DAYBOOK	SMF 1		8.50
02/05/2020 09:00:00	02/05/2020 10:00:00	DAYBOOK	8601	Fire Finals CS Nino lots 14 & 24, Passed	1.00
02/05/2020 09:58:00	02/05/2020 10:10:00	INCIDENT	8601	Incident 2020-31 - Citizen complaint: Apparatus 8601 responded to 254 13th ST	0.20
02/05/2020 10:48:00	02/05/2020 11:22:00	INCIDENT	E8687	Incident 2020-30 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 1142 San Marcos RD	0.57
02/05/2020 17:37:00	02/05/2020 18:10:00	INCIDENT	SMF 1	Incident 2020-33 - EMS call, excluding vehicle accident with injury: Apparatus SMF 1 responded to 8460 Magdalena ST	0.55
02/05/2020 17:38:00	02/05/2020 18:04:00	INCIDENT	E8687	Incident 2020-32 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 1440 K ST 5	0.43
02/06/2020 08:30:00	02/06/2020 16:30:00	DAYBOOK	SMF 1		8.00
02/06/2020 11:39:00	02/06/2020 12:11:00	INCIDENT	E8687	Incident 2020-34 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 610 Tielo ST	0.53
02/06/2020 20:04:00	02/06/2020 20:40:00	INCIDENT	8601	Incident 2020-35 - EMS call, excluding vehicle accident with injury: Apparatus 8601 responded to 9802 Vina WAY	0.60
02/10/2020 08:30:00	02/11/2020 08:30:00	DAYBOOK	SMF 1		24.00
02/10/2020 14:15:00	02/10/2020 14:30:00	DAYBOOK	E8696	Fueled up E8696, 18.0 Gallons	0.25
02/10/2020 14:30:00	02/10/2020 14:45:00	DAYBOOK	E8687	Fueled up E8687, 25.0 Gallons	0.25
02/10/2020 16:56:00	02/10/2020 17:12:00	INCIDENT	E8687	Incident 2020-37 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 1062 K ST F	0.27
02/11/2020 08:30:00	02/12/2020 08:30:00	DAYBOOK	SMF 1		24.00
02/11/2020 16:46:00	02/11/2020 17:08:00	INCIDENT	E8687	Incident 2020-38 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 1440 K ST 5	0.37
02/11/2020 18:00:00	02/11/2020 22:00:00	DAYBOOK	SMF 1	Air Aware Drill	4.00
02/11/2020 18:00:00	02/11/2020 22:00:00	DAYBOOK		Firefighter Training: Air Aware Lead Instructor: Young, Scott P	4.00
02/12/2020 08:30:00	02/12/2020 17:00:00	DAYBOOK	SMF 1		8.50
02/12/2020 11:00:00	02/12/2020 12:10:00	DAYBOOK	SMF 1	Filled 12 SCBA bottles.	1.17
02/12/2020 14:16:00	02/12/2020 14:29:00	INCIDENT	E8687	Incident 2020-39 - Smoke detector activation due to malfunction: Apparatus E8687 responded to 8733 Magdalena DR	0.22
02/13/2020 08:30:00	02/13/2020 14:30:00	DAYBOOK	SMF 1		6.00
02/17/2020 02:52:00	02/17/2020 03:45:00	INCIDENT	8601	Incident 2020-42 - EMS call, excluding vehicle accident with injury: Apparatus 8601 responded to 980 Makewe	0.88
02/17/2020 05:09:00	02/17/2020 05:35:00	INCIDENT	8601	Incident 2020-43 - Medical assist, assist EMS crew: Apparatus 8601 responded to 980 Makewe	0.43
02/17/2020 08:30:00	02/18/2020 08:30:00	DAYBOOK	8601		24.00
02/17/2020 08:30:00	02/18/2020 08:30:00	DAYBOOK	8601		24.00
02/17/2020 19:18:00	02/17/2020 19:41:00	INCIDENT	E8687	Incident 2020-44 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 8705 Mission Lane	0.38
02/17/2020 22:28:00	02/17/2020 22:49:00	INCIDENT	E8687	Incident 2020-45 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 1062 K ST F	0.35

Lists the Daily Log items, grouped by Personnel, corresponding to the selected Activity Code and Personnel.

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
02/18/2020 08:30:00	02/19/2020 08:30:00	DAYBOOK	SMF 1		24.00
02/18/2020 11:00:00	02/18/2020 11:25:00	INCIDENT	8601	Incident 2020-46 - Citizen complaint: Apparatus 8601 responded to 1787 Mission ST	0.42
02/18/2020 18:00:00	02/18/2020 19:00:00	DAYBOOK	E8668		1.00
02/18/2020 18:00:00	02/18/2020 19:00:00	DAYBOOK	E8687		1.00
02/18/2020 18:00:00	02/18/2020 19:00:00	DAYBOOK	E8696		1.00
02/18/2020 18:00:00	02/18/2020 22:00:00	DAYBOOK		Firefighter Training: Hose Loads and Pulls Lead Instructor: Young, Scott P	4.00
02/18/2020 18:00:00	02/18/2020 22:00:00	DAYBOOK	E8696	Hose loads and pulls	4.00
02/19/2020 08:19:00	02/19/2020 08:47:00	INCIDENT	E8687	Incident 2020-47 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 1116 L ST D	0.47
02/19/2020 08:30:00	02/19/2020 16:30:00	DAYBOOK	SMF 1		8.00
02/20/2020 08:30:00	02/20/2020 17:30:00	DAYBOOK	SMF 1		9.00
02/20/2020 10:00:00	02/20/2020 11:00:00	DAYBOOK	SMF 1	Interview Jose Guasso	1.00
02/20/2020 16:30:00	02/20/2020 17:45:00	DAYBOOK	SMF 1	Interview Scott Lamb	1.25
02/23/2020 08:00:00	02/23/2020 14:00:00	DAYBOOK		Firefighter Training: Dawning and Doffing Lead Instructor:	6.00
02/23/2020 08:00:00	02/23/2020 15:00:00	DAYBOOK	SMF 1	Academy training	7.00
02/23/2020 08:30:00	02/24/2020 08:30:00	DAYBOOK	SMF 1		24.00
02/24/2020 08:30:00	02/25/2020 08:30:00	DAYBOOK	SMF 1		24.00
02/24/2020 11:00:00	02/24/2020 12:00:00	DAYBOOK	8601	Fire final inspections CS Nino lots 24 & 25	1.00
02/24/2020 13:00:00	02/25/2020 14:30:00	DAYBOOK	SMF 1	Refill 12 SCBA cylinders	25.50
02/25/2020 08:30:00	02/25/2020 19:30:00	DAYBOOK	SMF 1		11.00
02/25/2020 11:22:00	02/25/2020 11:36:00	INCIDENT	E8687	Incident 2020-49 - EMS call, excluding vehicle accident with injury: Apparatus E8687 responded to 1516 L ST	0.23
02/25/2020 18:00:00	02/25/2020 20:00:00	DAYBOOK	SMF 1	Association Meeting KSBY interview.	2.00
02/26/2020 08:30:00	02/26/2020 16:30:00	DAYBOOK	SMF 1		8.00
02/26/2020 10:30:00	02/27/2020 16:30:00	DAYBOOK	SMF 1	Review building plans for CS Nino tract 2779 lots 1-5. Approved with notes. Fees are still due.	30.00
02/27/2020 08:30:00	02/27/2020 22:00:00	DAYBOOK	SMF 1		13.50
02/27/2020 08:30:00	02/27/2020 10:30:00	DAYBOOK	SMF 1	CS Nino tract 2779 Lots 1-5 fire sprinkler plans. Fees are due.	2.00
02/27/2020 18:00:00	02/27/2020 22:00:00	DAYBOOK	SMF 1	SMCSDBOD Meeting	4.00
02/28/2020 02:26:00	02/28/2020 02:52:00	INCIDENT	8601	Incident 2020-50 - EMS call, excluding vehicle accident with injury: Apparatus 8601 responded to 1150 Mission ST	0.43
02/29/2020 08:00:00	02/29/2020 15:00:00	DAYBOOK	SMF 1		7.00
02/29/2020 08:00:00	02/29/2020 14:00:00	DAYBOOK		Firefighter Training: Tools and Equipment Lead Instructor: Young, Scott P	6.00
Total Hours for: Young, Scott P					437.52
Total of all Personnel Hours					437.52

Lists the Daily Log items, grouped by Personnel, corresponding to the selected Activity Code and Personnel.



San Miguel Community Services District Board of Directors Staff Report

March 26, 2020

AGENDA ITEM: XI-3

SUBJECT: Fire Department Temporary Housing Unit Continuation.

RECOMMENDATION: Review provided information furnished by API to provide a similar duplex style housing unit and discuss the option of the possible purchase of surplus housing unit.

The San Miguel Fire Department currently shares space with the CSD Staff and is 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.

As a follow up to the Board's Consensus to move forward with a prefabricated housing unit the attached information is provided outlining a proposed floorplan from Atlas Performance Industries (API) and the cost related to their product.

As the District moves forward seeking County Planning Department Approval the District has contacted JB Design to assist with the required permit documentation.

On March 11, 2020, San Luis Obispo Sheriff Deputy Robert Degnan expressed the desire to have a report writing room in San Miguel. He was given direction by his supervisor to contact the Department. Deputy Degnan and Assistant Chief Young discussed options to expedite the Sheriff's desire to have a space available sooner rather than later. The option of possibly acquiring the modular housing unit station 30 has in place at the North County Sheriff's Station once the construction of Station 30 has been completed.

On March 12, 2020, Assistant Chief Young sent an email to the CalFire San Luis Obispo Unit Chief Scott Jalbert inquiring about the modular housing unit's availability upon completion of construction.

The District is still awaiting a response from Chief Jalbert.

Below are bullet points outlining the information provided in this report.

Attachment item:

- **XI-3-1** Atlas Performance Industries product cost estimate.
- **XI-3-2** Photos of Station 30's temporary housing unit.
- **XI-3-3** Atlas Performance Industries product photos

Staff Recommendation.

- It is the Staff's recommendation that the Board allows Staff to continue moving forward with receiving approval from County Planning Staff for the installation of the Classic Cabin Yellowstone style unit, in addition to exploring the possibility of acquiring Station 30's surplus housing unit.

FISCAL IMPACT:

The potential fiscal impact for furnishing and installing a prefabricated modular unit shall be determined upon completion of the preliminary pricing efforts, prior to proceeding with the final pricing phase.

PREPARED BY: Scott Young

APPROVED BY: Rob Roberson



Atlas Performance Industries, Inc.
 PO Box 5754
 Santa Maria, CA 93456
 Phone No.: 800-394-9217
 Fax No.: 805-928-9190
 Home Page: www.apitrailers.com

QUOTE

Order Number: SM181988
 Document Date: 03/05/20
 Page: 1
 Salesperson: Ryan Epps
 Email: sales@apitrailers.com
 Exp. Date:

Customer Bill To Address

Customer Ship To Address

Order Contact Information

San Miguel C.S.D.
 1150 Mission Street
 San Miguel, CA 93541
 Ph: 805.467.3300
 e-mail: fireprevention@sanmiguelcsd.org

San Miguel C.S.D.
 San Miguel Fire
 1150 Mission Street
 San Miguel, CA 93541
 Site Contact: Scott Young
 Phone No.: 805.467.3300
 e-mail: fireprevention@sanmiguelcsd.org

Phone No.: 805.467.3300
 e-mail: fireprevention@sanmiguelcsd.org

Customer ID

Unless otherwise stated, Equipment rental prices listed below are the "total costs" per month. There will be no extra charge for tax, license or steps, these items are included in the lease price.

Items Sold (One Time Charges)

Item / Description	Quantity	Unit Price	Total Price
12x33 Modular Duplex *Floor plan to include: 2 Restrooms w/ showers, 2 bedrooms, 2 kitchenettes, 2 exterior doors.	1 Ea	113,600.00	113,600.00
License and Transfer Charge	1 Ea	750.00	750.00
Foundation- Piers/Pads/Jacks	16 Ea	17.50	280.00
Delivery Transportation Office	1 Ea	750.00	750.00
Installation	1 Ea	1,500.00	1,500.00
Metal Steps-Over 30" Design	2 Ea	1,500.00	3,000.00
Tie Down Install Labor	6 Ea	125.00	750.00
Skirting-Smart Panel (Install) *****	90 LF	32.50	2,925.00

*One year warranty included on all New 12x33 commercial modular buildings built to 2019 CBC. Includes: Hampton Grey Panel, API Standard Carpet, T-Bar Drop Ceiling, 4" Rubber Base Cove, Heating & Cooling Unit, EPDM Rubber Flat Roof, Vinyl Milgard Dual Pane Windows, LP Smart Panel Exterior Siding, Standard Pier & Pad System.

*Excludes: Site Work, Site Utilities, Utility Connections, Permits, Crane, Translift(Tink), Roller System, Window/Door Security, ADA Ramps, Engineered Plans, Fire Sprinklers, Furniture,

As stated in the "Terms and Conditions of Lease", Compliance with all Codes including, but not limited to, federal, state, and/or local codes or zoning ordinances shall be the sole responsibility of the Customer. Customer is solely responsible for locating and adequately marking any underground structures and/or utility services including but not limited to, gas, water, sewer, telephone, cable etc. prior to the unit delivery. Customer agrees to lease the Equipment from api and api hereby agrees to lease the Equipment to the Customer, on the terms and conditions set forth in this document and those in the Conditions of Lease Agreement located at http://www.apitrailers.com which are incorporated herein by reference. API Must be provided with an accessible site and level pad. Lessee/Purchaser will be held responsible & agrees to compensate API for any time delay resulting from Lessee/Purchaser or the site being unprepared, unlevel and restricted or difficult to access. Utility hook-ups, ADA Ramps, Custom steps, & permits are not included in this bid. If steps are required, Lessee/Purchaser is responsible to bring grade to first riser of step into compliance. If ADA Access ramp is required Lessee/Purchaser is responsible for the transition from end of ramp to grade. Lessee must provide API with a certificate of insurance naming API as additionally insured or purchase our "Insurance Surcharge" at 10% of the monthly rental cost. Lessee will be held responsible for all damage, vandalism & neglect in the use of this unit. Equipment quoted above is subject to availability. Price quote is valid for 30 days. Delivery, setup, take down & return are billed at the beginning of the lease.

Subtotal: 123,555.00
 Tax: 8,473.80
 Total: 132,028.80

Signature _____ Date: _____



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 Santa Maria, CA 93456
 Phone No.: 800-394-9217
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 Salesperson: Ryan Epps
 Email: sales@apitrailers.com
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Customer Ship To Address

Order Contact Information

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 1150 Mission Street
 San Miguel, CA 93541
 Ph: 805.467.3300
 e-mail: fireprevention@sanmiguelcsd.org

San Miguel C.S.D.
 San Miguel Fire
 1150 Mission Street
 San Miguel, CA 93541
 Site Contact: Scott Young
 Phone No.: 805.467.3300
 e-mail: fireprevention@sanmiguelcsd.org

Phone No.: 805.467.3300
 e-mail: fireprevention@sanmiguelcsd.org

Customer ID

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Items Sold (One Time Charges)

Item / Description	Quantity	Unit Price	Total Price
Appliances, Holding Tanks.			

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Subtotal: 123,555.00
 Tax: 8,473.80
 Total: 132,028.80

Signature _____

Date: _____













SAN LUIS OBISPO
COUNTY
FIRE
356 N. Main St.
Unit A