

Santa Margarita Fire Protection District
22375 El Camino Real
Santa Margarita, CA 93453
805-438-3185

Board of Directors Meeting
January 12, 2022

Minutes

1. The meeting was called to order at 5:06 PM. Present: John Wilkins, Beth Gorrill, Joel Switzer and Fire Chief, Bob Murach.
2. The minutes from the December meeting were read, approved and posted.
3. Action Items:
 - A. The warrants were presented. Joel made a motion to approve the warrants, Beth seconded. A vote was taken: 3 Ayes, no Nays.
 - B. Chief Murach presented the revised Records Retention Policy. (See Attached) The Board reviewed, and John made a motion to approve. Joel seconded and a vote was taken resulting in 3 Ayes, no Nays.
 - C. Chief Murach rescinded his request to use Public Facility Fees to replace bay doors, and instead, requested the following Budget Transfers from General Reserves:
 - a. \$10,000.00 to 5050220 for Maintenance of Station/Building repairs for doors.
 - b. \$20,000.00 to 5050415 Significant Value Purchases toward Engine loanBeth made a motion to approve said budget transfers, John seconded and the motion carried after a vote of 3 Ayes, no Nays
 - D. A member of the public presented the Board with a check for \$300.00 to thank the department for their services to the community, and to her family over the years. Board President, John Wilkins, thanked the citizen and moved to accept the donation and designate the funds to Personal Protective Equipment for the Firefighters. Joel seconded and the motion was carried with a vote of 3 Ayes and no Nays.

4. Chief's Report: Chief Murach reported that the department has not yet been reimbursed from the Caldor Fire.

A replacement Public Facility Fee Check in the amount of \$2025.00 was received from the County and has been directed to the New Fire Station Building Fund. John made a motion to approve the allocation and Joel seconded. The motion was carried with 3 Ayes, no Nays.

The End of Year Payments and staff 1099's have been completed and are being sent to the accountant.

Chief Murach was notified by CalPers, that our staff can no longer be paid by 1099's, and instead, must be paid with W-2's. This will necessitate contracting with a payroll specialist. Chief Murach is exploring various options for 2022.

Chief Murach presented an updated staff wage schedule (see attached) that aligns with state minimum wage requirements and SM Fire Department budget. Joel made a motion to accept the schedule, Beth seconded and the motion was passed with a vote of 3 Ayes and no Nays.

Engine 7891 is currently being serviced by Derotic Emergency Equipment. They have uncovered several additional items that need servicing.

The first damaged engine bay door was installed yesterday, and the second one should be installed tomorrow. Both will be fitted with electronic opening devices

The department has 2, and possibly, 3 new recruits, 2 of whom will be going through the County Fire Academy this month. The program is online with practical skills being conducted at the Santa Margarita Fire Station by our own staff.

5. The meeting was adjourned at 5:43 PM. The next meeting will take place on Wednesday, February 9, 2022, at 5:00 PM

Respectfully submitted,

Beth Gorrill, Board Secretary

SPECIAL DISTRICT

SAP DOCUMENT NO.

Santa Margarita Fire District

(Name)

BUDGET ADJUSTMENT REQUEST

DATE: 1/12/2022

COMMITMENT ITEM DESCRIPTION	DEPARTMENT OR PROJECT TITLE	FUND CENTER	COMMITMENT ITEM	FUNDED PROGRAM	AMOUNT
FINANCING SOURCES					
General Purpose Designations	Santa Margarita Fire District	615	3250165		\$30,000.
TOTAL FINANCING SOURCES					\$30,000.
FINANCING USES					
Significant Value Purchase	Santa Margarita Fire District	615	5050415		\$20,000.
Maintenance – Structures, Improvements, Grounds	Santa Margarita Fire District	615	5050220		10,000.
TOTAL FINANCING USES					\$30,000.

JUSTIFICATION: (attach letter if required)

REQUESTED BY:

REVIEWED BY

APPROVED BY

Date

Name

Date

Auditor-Controller

PASSED AND ADOPTED by the Board of Directors of the Santa Margarita Fire District, County of San Luis Obispo, State of California, this 12 day of January, 2022. Agenda Item No. 3C

[Signature] 1/19/22
Chairman of the Board of Directors
OF Santa Margarita Fire District (name of Special District)