

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes June 16, 2021



These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were considered.

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

Pledge of Allegiance

Fire Marshal Donner led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner

Staff Present: Fire Chief Fred Cox; Deputy Chief Dave McQuead, Battalion Chief Bruce Sherwood; Battalion Chief Brian Slattery; Fire Marshal Marlene Donner; Volunteer Recruitment & Retention Coordinator Chief Frank Twohy; and Manager, Finance & Administration/ Board Clerk Alicea Caccavo

1. **Consent Calendar**

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as presented.

a. **Board of Directors Minutes**

- Board of Directors minutes of May 19, 2021

b. **Receive and File**

- Monthly/Quarterly Reports

(1) List of Demands Check 33915 thru 34008, Electronic File Transfers (EFT), and Wire Transfer(s) for the period May 1 – 31, 2021 totaling:	\$ 182,531.15
Wire Transfer(s) period May 1 – 31, 2021	\$ 69,235.74
Payroll for the period May 1 – 31, 2021	\$ <u>645,523.60</u>
TOTAL DISTRIBUTION	\$ 897,290.49

(2) Activity Reports – May 2021

(a) Operations

(b) Training

(c) Fire Prevention

(d) Correspondence - letters/cards were received from the following members of the public:

(i) None

c. **Policy Consent**

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ratify the District's Administrative Policy A100.16 for Inventory & Property Management.

2. **Public Comment**

Jo MacKenzie of the Board of Vista Irrigation and CSDA incumbent introduced herself and requested the District to vote for her in the California Special Districts Association (CSDA). Ms. MacKenzie responded to questions by the Board.

3. **Old Business**

None

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4. **New Business**

a. Local Agency Formation Commission Election

Manager Caccavo reported that the alternate seat for special districts is up for election and requested that the Board authorize the President of the Board to cast the ballot on behalf of the District.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize President to cast ballot on behalf of the District for the alternate special district member on the Local Agency Formation Commission.

b. Fixed Charge Special Assessment for Weed Abatement

Manager Caccavo summarized the staff report provided and the process to collect the forced abatement charges paid to the abatement contractor. This year the District had seven parcels that were non-compliant property owners, and to date have not reimbursed the district for the forced abatement fees. The district's recourse to recover funds is to place a special assessment on the property tax bill, which includes a \$500 administrative fee. She requested that the board approve and authorize the administrative staff to deliver the Weed Abatement Special Assessment list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2021.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE to approve and deliver a special assessment on Parcel Nos. 264-672-01-00, 264-348-02-00, 264-672-01-00, 264-672-02-00, 264-671-51-00, 269-183-10-00, 269-173-07-00 for nonpayment of forced abatement fees to the County of San Diego on a roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner
NOES: None
ABSTAIN: None
ABSENT: None

c. Preliminary Budget FY21/22

Manager Caccavo delivered a PowerPoint presentation on the Preliminary Budget for FY21/22. She and Fire Chief Cox answered questions from the Board regarding grant revenue, capital expenditures, Workers' Compensation liabilities and the pension liability. In summary:

*Revenues anticipated to increase by 0.3% to \$18,465,000
Expenditures anticipated to decrease by 2.1% to \$19,945,000
Estimated cash balance \$14,450,000*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE to approve the Preliminary Budget for FY21/22 and set up the public hearing for the regularly scheduled meeting on September 15, 2021.

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner
NOES: None
ABSENT: None
ABSTAIN: None

5. **Oral Report**

a. Fire Chief – Cox

- i. *District Activities: Fire Chief Cox reported that in working with legal counsel, the lease agreements are worked out and the tenant improvements should begin by next month. Should generate an additional \$38,000 lease revenue annually.*

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- ii. Covid Relief Funding: *Fire Chief reported that with help from the San Diego County Board of Supervisors, Supervisor Desmond and his staff, through the County of San Diego, American Rescue Plan Act (ARPA) funds will help independent fire districts in San Diego County. The details on how the funding will be distributed will be forthcoming. Chief reported that the California Special Districts Association (CSDA) is working on cost recovery for all Special Districts also.*
 - iii. California Special Districts Association (CSDA) Electronic Election Ballot: *Board direction to allow for Fire Chief to vote on behalf of the district.*
 - iv. CSA-17 Consultant Report: *Fire Chief reported that the advisory board passed with the exception of the substantial increase of the user fees. It has now been forwarded to the County Chief Administrative Officer for review. He and Chief Twohy responded to questions by the Board.*
- b. Operations – Deputy Chief: *Deputy Chief McQuead reported that the monthly fuel moisture is still under the critical line of 50%. Significant incidents show an increase of activity of 26% and an increase in burn by 58%. Recent fires include: the Southern Fire near Julian burning 6,500 acres; a structure fire in a garage in the 4s Ranch area, confined to the garage; strike team deployed to a 150 acre vegetation fire in Riverside; and an 8 acre fire in Deer Springs on May 22. There was a CPR save at a resort in Fairbanks Ranch. Bystander CPR was a critical component of the saving of the gentleman's life. The resort is now requesting training from the District, with help from AMR, on CPR to their personnel which will take place on July 6th. Operation Collaboration has now ended as of May 31. North Zone conducted a Battalion Chief exam which resulted in the upcoming promotions of Captain Bennett and Captain Thompson. San Diego County Wildland Forum in El Cajon for the Chiefs on weather briefing with predictive services occurred recently. Due to the depopulation of inmates, hand crews are now moving towards full time paid staffing. Vista recently lost a firefighter to cancer. Firefighter Blaine Nelson, a previous reserve, was hired on as full time. Chief McQuead responded to questions by the Board.*
- c. Volunteer – Volunteer Recruitment & Retention Coordinator: *Chief Twohy reported that reserves donated 504 hours of service to the community and will be bringing on additional reserves in August.*
- d. Training – Battalion Chief: *Chief Sherwood reported that over 2000 hours of training were completed by suppression and wildland refresher training was accomplished.*
- e. Fire Prevention – Fire Marshal: *Fire Marshal Donner reported that plan reviews are up, inspections are down. Prevention worked with the Sheriff to move out homeless encampments in Harmony Grove area. Continue to work with the County on getting plans that require fire plan review that the District is not receiving, resulting in loss of mitigation fee revenue. These include solar and energy storage systems. Jenny Huesias started as the new Office Support Coordinator today. Fire Marshal and Fire Chief Cox responded to questions by the Board.*
- f. Manager, Finance & Administration
- i. HR: *Manager Caccavo reported that in addition to the previously reported recruitments of Huesias and Nelson, there are two more firefighter/paramedics that are in backgrounds. Fire Chief added that there will be two additional Captains and Engineers moving up to replace vacancies resulting from the promotions of the Battalion Chiefs.*
 - ii. Finance: *Audit will be on site on September 16 & 17th. Finance Committee meeting set up before the board meeting. Staff continues to work on the payroll program.*
 - iii. Board Clerk: *Nothing to report.*

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g. Board of Directors

- i. North County Dispatch JPA – Update: *Director Ashcraft reported that during the meeting on May 26th, North County Dispatch approved their proposed budget. The preliminary budget is up 3.1% in a \$5.4 million budget. After paying down \$1.9 million as an additional discretionary payment, their unfunded accrued liability is \$209,000 with a pension contribution of \$279,000.*
- ii. County Service Area – 17 – Update: *Director Stine attended the meeting and had nothing to report.*
- iii. Director Comments:
 - (1) Director Malin: *nothing to report*
 - (2) Director Stine: *reported that the drag racing on Four Gee Road now has committee formed to request speed limits to be posted. During the Rancho Santa Fe Fire District Foundation meeting on Monday, the National Library of Medicine’s report on the dangers of electromagnetic field (EMF) radiation has surpassed the number one contributor of cancer causing agent previously held by carcinogens was discussed. Director Stine’s personal story resulted in connecting with Gia Wellness to request funds in the amount of \$15,000 for personal protective equipment for all six stations and the administrative building from the Foundation. Director Stine has no financial interest in the vendor.*
 - (3) Director Tanner: *requested that some sort of press release be done to let the public know that it is the safety staff, with Rancho Santa Fe Association’s support, that places the flags around the district. Fire Chief Cox clarified that the direction to have the flags flown at half-mast come from a Governor or President of the United States directive. Morning flags are flown at half-mast for safety personnel and will return to fully-mast sunset of the day of the funeral.*
 - (4) Director Hillgren: *suggested an internship for the social media marketing personnel.*
 - (5) Director Ashcraft: *nothing to report.*

6. Adjournment

Meeting adjourned at 2:38pm.



Alicea Caccavo
Board Clerk



James H. Ashcraft
President