

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes February 21, 2024



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.

Director Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:03pm.

Pledge of Allegiance

Deputy Chief Brian Slattery led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present:

Ashcraft, Hillgren, Malin, Stine, Tanner

Staff Present:

Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Fire Marshal Marlene Donner, Battalion Chief/Training Officer Luke Bennett, Finance Manager Burgen Havens, Battalion Chief Paul Roman, Retired Fire Chief Frank Twohy, Executive Assistant/Board Clerk Sarah Montagne, Community Risk Reduction Specialist Mark Smith, Captain Nathan Fritchle, Engineer Cloyd, FFPM Johnson

1. **Motion waiving reading in full of all Resolutions/Ordinances**

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

2. **Consent Calendar**

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

a. **Board of Directors Minutes**

- Board of Directors minutes of January 17, 2024

b. **Receive and File**

- Monthly/Quarterly Reports for January 2024

List of Demands Check 37340 thru 37427, Electronic File Transfers (EFT), and Wire Transfer(s) totaling:	\$ 226,807.22
Wire Transfer(s) totaling:	\$ 351,472.72
Payroll(s) totaling:	\$ <u>827,623.82</u>

TOTAL DISTRIBUTION	\$ 1,405,903.76
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- (1) Grant Recap
- (2) Activity Reports – January 2024
 - (a) Operations
 - (b) Training
 - (c) Fire Prevention

ACTION REQUESTED: Receive and File

3. **Public Comment**

Celebrated the Birthday of retired Fire Chief Frank Twohy.

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4. **New Business**

a. **Approve Fees for Forced Weed Abatement**

To approve fees and invoicing of property owner for forced abatement of APN 267-080-38-00. Staff Report 24-03. RSFFPD Legal Counsel Steve Fitch, Montgomery Legal Counsel Christopher Nichols. Ms. Montgomery and her legal counsel had three main concerns:

1. hours appear inflated by weed abatement contractor; requesting 1/3 reduction of July invoice
2. have not received copy of invoices from Fitch Law Firm
3. Request \$3,384 reduction due to actual cost of 3rd party abatement

MOTION TO POSTPONE: MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSTAIN to POSTPONE FOR ONE (1) MONTH

b. **Grant Acceptance – Rancho Santa Fe Fire District Foundation (RSFFDF)**

Accepted grant funding from the RSFFDF for the purchase of Thermal Imaging Cameras. Check presentation by Frank Twohy. Captain Fritchle demonstrated use of TICs. Staff Report 24-04

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSTAIN to accept grant funding from the RSFFDF for the purchase of Thermal Imaging Cameras.

c. **Independent Auditor's Report FY 2022/2023**

Director Malin reported on the financial status of the Fire District for FY22/23 and presented findings from the year-end audit to the Board of Directors.

d. **Purchase of Used Type VI from San Diego County Fire**

To discuss the purchase of used Type VI apparatus. Staff Report 24-05

e. **Sale of Surplus Property (No. 1282 and 1581)**

To discuss the sale of vehicle ID#1282 and #1581 deemed as surplus. Staff Report 24-06

f. **Local Agency Formation Commission Nominations**

To discuss and/or authorize the President to nominate a regular and alternate Special District member to LAFCO on behalf of the Fire District.

5. **Oral Report**

a. **Fire Chief:**

Fire Chief McQuead reported Appreciation Dinner scheduled May 23rd at Garden Club. RSVPs requested from Board.

b. **Operations:**

Deputy Chief Slattery reported newest FFPM doing well. 1 FFPM vacancy. Accounting Specialist interviews yesterday; will conduct 2nd interviews. Engineer, Captain, and BC testing upcoming. M266 to M262 conversion April 1. Escondido Fire to join NCDJPA on April 1. RFP for Station 6 Solar due March. Need to re-roof Station 6. Reviewed OPS Reports.

c. **Training:**

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Training Battalion Chief Bennett reviewed the training report. Positive feedback on new Training Committee. Multiple reps attended Multi-Casualty drill. Company Officer training ongoing. Chief Bennett shared several training photos.

d. **Fire Prevention:**

Fire Marshal Donner reported a new modified Board report for tracking. Cubit for annual weed abatement/inspections moving forward. Fitch reviewing Accela contract. Reported on multiple ongoing district construction projects.

e. **Finance:**

Finance Manager Havens reported Caselle implementation ongoing. Audit RFP is out. Working on FY25 budget and budget adjustment for FY24.

f. **Board of Directors:**

i. **North County Dispatch JPA:**

The next meeting will be February 28th.

ii. **County Service Area – 17:**

Meeting was held February 6th. Discussed financials and call volume. Will provide further updates and

iii. **Rancho Santa Fe Fire District Foundation:**

Retired Chief Twohy reported the shifting meetings are now quarterly. Foundation presented a community member with a helmet and shield in appreciation of support.

iv. **Director Comments:**

Malin: None
Stine: None
Tanner: Expressed appreciation of RSFFPD Staff
Hillgren: None
Ashcraft: None

Break at 3:16p

Adjourned to closed session at 3:27p

6. **Closed Session**

With respect to every item of business to be discussed in closed session pursuant to Section 54957

Employee Performance Evaluation

Title: Fire Chief

All board members, Fire Chief McQuead, Finance Manager, and Executive Assistant/Board Clerk Sarah Montagne attended and participated in this discussion. Direction given.

Reconvened to Open Session at 3:39 pm. No further discussion.

7. **Adjournment**

Meeting adjourned at 3:40pm

Sarah Montagne
Executive Assistant/Board Clerk

James H. Ashcraft
President