

Rancho Santa Fe Fire Protection District Regular Board of Directors Meeting Minutes July 19, 2023



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 1:02 pm.

Pledge of Allegiance

Director Tanner 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; Manager, Finance & Administration/Board Clerk Alicea Caccavo; Fire Marshal Marlene Donner; Training Officer Luke Bennett; and Battalion Chief Paul Roman

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

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

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

a. **Board of Directors Minutes**

- Board of Directors minutes of July 19, 2023

b. **Receive and File**

- Monthly/Quarterly Reports for June 2023

(1) List of Demands Check 36363 thru 36726, Electronic File Transfers (EFT), and Wire Transfer(s) totaling:	\$ 261,306.71
Wire Transfer(s) totaling:	\$ 451,155.48
Payroll(s) totaling:	\$ <u>665,773.65</u>
TOTAL DISTRIBUTION	\$ 1,378,235.84

(2) Grant Recap

(3) Activity Reports – June 2023

(a) Operations

(b) Training

(c) Fire Prevention

2. **Public Comment**

Del Dios Town Council members Brian Caldwell, Lance Cottingham, and Kevin Kidd spoke on behalf of the Del Dios community regarding traffic calming devices on Lake Drive along Lake Hodges that has become an alternate route for some drivers from Del Dios Highway. They are requesting the Fire Chief and Board of Directors re-consider allowing traffic calming measures in an effort to deter unsafe drivers.

Adjourned for Break 1:27pm



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

July 19, 2023

Reconvened from Break 1:34pm

3. New Business

a. Policy Vendor Lexipol

To discuss and/or approve the sole source letter and contract for Lexipol. Staff Report 23-18, Service Agreement, Sole Source

Fire Chief McQuead reported that Lexipol is a policy writing company specializing in public sector compliance.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and authorize Fire Chief to execute contract.

b. Fire Prevention Software Accela

To discuss and/or approve the Fire Chief to execute a Proposal with Accela. Staff Report 23-19, Service Estimate, Proposal

Fire Marshal Donner reported that Accela is a program that will allow for plans to be submitted, reviewed, and saved electronically. The prevention staff is working with the RSF Association to move forward as a joint project.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and authorize Fire Chief to execute proposal.

c. Fire Prevention Remodel

To discuss and/or approve the remodel of the Fire Prevention Office and purchase and install office equipment from Complete Office. Staff Report 23-20, Quote No. 5426-EQ

Fire Marshal Donner reported that the remodel will be three (3) cubicles for prevention staff; and one (1) open area plan review. This will include the purchase of new larger monitors.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and authorize Purchase of equipment for the remodel of the Fire Prevention Department.

6. Resolutions/Ordinance

a. Resolution No. 2023-08

To discuss and/or adopt the Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Amending the Fair Political Practices Commission's Standard Conflict of Interest Code and Candidate Disclosure Statement and Repealing Resolution No. 2023-02

Manager Caccavo reported that this is an update to include the Community Risk Reduction Specialist position to the conflict-of-interest designated positions with the County, as noted in Appendix A.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, to ADOPT the Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Amending the Fair Political Practices Commission's Standard Conflict of Interest Code and Candidate Disclosure Statement and Repealing Resolution No. 2023-02 on a roll call vote:

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



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

July 19, 2023

b. Resolution No. 2023-09

To discuss and/or adopt a Resolution *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel. Staff Report 23-21

Fire Chief McQuead reported that the salary range for the Fire Chief was increased from \$220,000 to \$245,000; the Management Incentive Pay (MIP) was adjusted to move away from lump sum payments for CalPERS to and MIP that is earned and reported monthly. Manager Caccavo clarified how CalPERS conducts an audit of a retiree and their attention to Special Compensation. This will also change the reporting of a Training Officer as it pertains to MIP.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, to ADOPT the Resolution *entitled* Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel moving paragraph 6.3 up to 5.2 on a roll call vote:

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

7. Old Business

a. Preliminary Budget FY23/24

To discuss and/or approve the preliminary budget updates for the next fiscal year and hold the first public hearing before final adoption. Preliminary Budget

Manager Caccavo reported that updates or revisions are identified on page 23 of the handout. She confirmed that this was the first public hearing. A Finance Committee meeting will be held on August 3rd to review the budget. Jordan Marks, Assessor, Recorder, County Clerk from the County of San Diego office gave a preliminary 3.5% growth for the overall county, the budget reflects a 3% growth. Director Malin reported CalPERS has reported a preliminary return of 5.8% for FY23.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, to approve the revisions to the preliminary budget for FY 23/24 and to set the final public hearing for August 16, 2023, on a roll call vote:

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

8. Oral Report

- a. Fire Chief: *Chief McQuead thanked the Leadership team for the last seven months of many changes in procedures and processes. Introduced newly promoted Battalion Chief Roman assuming the role left vacant by retired Battalion Chief Sherwood. Two fourth of July events, one in Elfin Forest on June 25th and the second on July 4th was held in Rancho Santa Fe. Chief reported that the house on Los Colinas will be going into forced abatement with the Sheriff's office.*



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

July 19, 2023

- b. Operations: Deputy Chief Slattery reported that in his career at the Ranch, he has not seen the high caliber of Battalion Chiefs, including the newly promoted B/C Roman, that the District currently has. The District is fully staffed with one employee out on Administrative Leave. Chief Slattery reported on recent incidents. One crew deployed to the Rabbit Fire in Riverside County. He advised the Directors that they can follow the active fires using the app called "Watch Duty." Chief explained the fuel moisture and how it is calculated for situational awareness. Type 6 from CalFire will be on loan to the District for Station 6. Chief reported that American Heart Association awarded CSA-17 the Gold Achievement Award. Chief Slattery will be setting up the first meeting for negotiations with both collective bargaining groups shortly.
- c. Training: Training Officer Bennett reviewed his report. Chief Bennett reported that there was training on EDCO Waste trucks because of the recent fire with one of their trucks. He confirmed that the four probationary firefighters are in the final quarter of the academy and the two probationary firefighters are already proving to be assets to our organization. The Chiefs answered questions from the board.
- d. Fire Prevention: Fire Marshal Donner reported prevention is working on the Helen Woodward building, and the roundabouts proposed for Los Colinas, Via de La Valle, Camino del Norte, and El Montevideo. Inspection of the Lakes resulted in several landscaping issues, and rental property structures that were not permitted. The Inn at Rancho Santa Fe was recently sold. A public event at Cymer in 4s Ranch was held on 7/19/23. Currently have 110 plans in the queue. Fire Marshal Donner is still researching a widening of a turn lane from Del Dios to Via Rancho that was brought up by the Del Dios Community.
- e. Human Resources, Finance & Board Clerk: Manager Caccavo reported that Staff will be going to Utah for the Caselle training in September and hope to go live in October. Preliminary audit coming up at the end of October.
- f. Board of Directors
- I. North County Dispatch JPA – next meeting 8/23/2023
 - II. County Service Area – 17 – next meeting 8/1/2023
 - III. Rancho Santa Fe Fire District Foundation – Chief Twohy reported the board has voted to support the Mosby and Mertz family travel expenses in the amount of \$5000 to the National Fallen Firefighters Memorial event on 9/16/23 in Colorado Springs. The Local will also be contributing \$15,000 to support attendees per Captain Krueger.
 - IV. Director Comments
 - (1) Ashcraft: None
 - (2) Malin: None
 - (3) Stine: The construction in 4s Ranch has minimized the Chilean street gang thefts; speeding is still an issue.
 - (4) Tanner: None
 - (5) Hillgren: Director Hillgren reported that she and Director Ashcraft met the Mayor Rebecca Jones of San Marcos. The mayor reported that San Marcos now has the lowest crime rate in the county, two (2) identifiable homeless persons, and a 30% surplus in the budget. Mayor Jones reported on the San Diego Association of Governments (SANDAG) and their plans that revolve around the loss of tax revenue of gas with the new electric cars.



Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

July 19, 2023

9. **Adjournment**

Meeting adjourned at 3:50pm

Alicea Caccavo
Board Clerk

James H. Ashcraft
Board President