

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes January 19, 2022



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

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

Roll Call

Directors Present: Ashcraft, Stine

Directors via Zoom: Hillgren, Malin, Tanner

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Battalion Chief Sherwood, Battalion Chief Cole Thompson; Fire Marshal Marlene Donner; and Manager, Finance & Administration/Board Clerk Alicea Caccavo

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

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, 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 December 15, 2021
- Board of Directors minutes of January 14, 2022

b. **Receive and File**

- Monthly/Quarterly Reports

- 1) List of Demands Check 34577 thru 34669, Electronic File Transfers (EFT), and Wire Transfer(s) for the period December 2021 totaling: \$ 400,563.91
Wire Transfer(s) period December 2021 \$ 310,509.97
Payroll for the period December 2021 \$ 655,295.40

TOTAL DISTRIBUTION **\$1,366,369.28**

- 2) Activity Reports – December 2021

- a. Operations
- b. Training
- c. Fire Prevention

3. **Old Business**

- a. None

4. **Resolution/Ordinance**

a. **Resolution No. 2022-02**

To adopt Resolution No. 2022-02 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing Salaries and Benefits for Management Personnel

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2022-02 by a roll call vote:

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

b. Resolution No. 2022-03

To discuss and/or adopt Resolution No. 2022-03 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2; Section 570.5 Staff Report 22-01

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2022-03 and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN

5. New Business

a. Acceptance of Covid Relief Funding

To discuss and/or authorize the acceptance of a \$1,154,981 award from the California Department of Finance for the financial burden as a result of the Covid pandemic. Staff Report 22-02

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept Covid Relief Funding and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN

b. Sale of Assets

To discuss and /or authorize the sale of engine #9611 deemed as surplus. – Staff Report 22-03

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize staff to sale engine #9611.

6. Oral Report

a. Fire Chief – McQuead

District Activities = *Fire Chief McQuead reported on an all hands meeting with the entire staff to go over the Vision and Mission for a healthy culture and succession planning. Chief wants to define RSFFPD to let people know who we are.*

b. Operations – Deputy Chief

Deputy Chief Slattery grateful for the opportunity and excited for the Leadership team; everyone has so much to offer.

Chief Slattery reported on the status of Covid and how it has affected the staffing levels; tested 25 employees total of 15 positive which is 23% of the workforce.

Volume of calls in 2021 was 4,271 calls, 10% increase mostly from the last half of the year.

Chief Slattery reported on an incident in Escondido creek.

Chief Thompson is transitioning to the Training B/C position with help from Chief Sherwood.

January 20th is the anniversary of the death of Captain Mertz; flags will be flown at half-staff.

c. Volunteer/Training – Battalion Chief

Battalion Chief Sherwood reported that we have 10 reserves set up and waiting to start after the Covid rolling average lowers.

Staff completed 1600 hours of training in the past month. A lot of testing coming up with new recruitments.

d. Fire Prevention – Fire Marshal

Fire Marshal Donner reported plan review and inspections have slowed down. Making a list of plans that the County building department has signed off on with out review from the Fire District.

Fire Chief McQuead reported that there have been no new developments on the Las Colinas property.

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e. Manager, Finance & Administration

Manager Caccavo reported that staff is currently working on cleaning up the chart of accounts. Staff has been watching demonstrations on new finance systems to see what's available. Working on year end items such as W-2's and 1099's.

f. Board of Directors

- i. North County Dispatch JPA – *Director Ashcraft reported that the next meeting will be on February 23rd.*
- ii. County Service Area – 17 – *Director Hillgren reported that the next meeting will be on February 1st.*
- iii. Comments:
 - 1) Malin: none
 - 2) Stine: none
 - 3) Tanner: none
 - 4) Hillgren: none
 - 5) Ashcraft: none

*Break for 10 minutes at 1:51pm
Adjourned to Close Session at 2:01*

7. Closed Session

a. PUBLIC EMPLOYMENT

With respect to every item of business to be discussed in closed session pursuant to Government Code §54957.6

Agency Negotiators: Jim Ashcraft, Randy Malin and assigned Staff

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Under Negotiation: Position Re-classification and/or Compensation Resolution


All board members listed and Chief McQuead, Deputy Chief Slattery and Manager Caccavo attended and participated in this discussion.

Reconvened to Open Session at 2:01pm


Upon reconvening to open session, President Ashcraft announced that the Board had given direction; no action taken.

8. Adjournment

Meeting adjourned at 3:03pm



Alicea Caccavo
Board Clerk



James H. Ashcraft
Board President