

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes July 20, 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 1:00 pm.

***Pledge of Allegiance***

Retired Fire Chief Frank Twohy led the assembly in the Pledge of Allegiance.

**Roll Call**

Directors Present: Ashcraft, Malin, Hillgren

Directors via Zoom: Tanner

Directors Absent: Stine

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Fire Marshal Marlene Donner; Battalion Chief Jim Mickelson; and Battalion Chief Cole Thompson

Staff via Zoom: Manager, Finance & Administration/Board Clerk Alicea Caccavo

1. **Consent Calendar**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the consent calendar as presented.

a) **Board of Directors Minutes**

i) Board of Directors minutes of June 8, 2022

b) **Receive and File**

i) Monthly/Quarterly Reports

(1) List of Demands Check 35132 thru 35240, Electronic File Transfers (EFT), and Wire Transfer(s) for the period June 1 – 30 totaling:	\$ 312,836.53
Wire Transfer(s) period June 1 – 30	\$ 330,687.22
Payroll for the period June 1 – 30	\$ <u>685,256.51</u>
TOTAL DISTRIBUTION	\$1,328,780.26

(2) Activity Reports – June 2021

(a) Operations

(b) Training

(c) Fire Prevention

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

(i) **None**

2. **Public Comment**

None

3. **Resolutions**

a. **Resolution No. 2022-19**

To discuss and/or adopt a resolution entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency, Ratifying The Proclamation Of A State Of Emergency By Governor Newsom's Order Dated March 4, 2020 And Authorizing Remote Teleconference Meetings Of The

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Legislative Bodies Of The Rancho Santa Fe Fire Protection District For The Period Of July 20, 2022 To August 19, 2022 Pursuant To Brown Act Provisions

**Manager Caccavo reported that resolution was not ratified during the 30-day period, this Resolution establishes the ability to meet via teleconference.**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to adopt the Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency, Ratifying The Proclamation Of A State Of Emergency By Governor Newsom's Order Dated March 4, 2020 And Authorizing Remote Teleconference Meetings Of The Legislative Bodies Of The Rancho Santa Fe Fire Protection District For The Period Of July 20, 2022 To August 19, 2022 Pursuant To Brown Act Provisions.

4. **Old Business**

a. Preliminary Budget for FY 22/23 - Update

**Manager Caccavo reported on the adjustments made since the last approved preliminary budget.**

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the Preliminary Budget for FY22/23 and set up the public hearing for the regularly scheduled meeting for the final budget at the August 25, 2022, board meeting.

AYES: Ashcraft, Hillgren, Malin, Tanner

NOES: None

ABSTAIN: None

ABSENT: Stine

5. **New Business**

a. CalPERS Funding Status Target

To discuss and/or authorize a percentage target for CalPERS Safety and Miscellaneous Plans.

**Director Malin reported that the Finance Committee would like for the Board to annually agree on a funding status for the CalPERS plans. Topic tabled to next board meeting on August 25, 2022.**

b. Sale of Assets

To discuss and/or authorize the sale of vehicle ID #1282 deemed as surplus.

**This staff report was informational only and the Board had already approved the sale.**

**Fire Chief reported that our process has changed to sell vehicles at a public bid website. Staff will now bring Staff Reports detailing the vehicle and the value; once it is sold it will be put on the consent calendar.**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the new process of Sale of Assets.

6. **Oral Report**

a. Fire Chief:

**The district will now be moving from Zoom to Microsoft Teams for video conferencing. Fire Chief and Manager Caccavo attended the California Special Districts Association (CSDA) Leadership Conference; topics included wildland fires and the impact they have had on homeowners' insurance. June 26<sup>th</sup> the district attended the Fourth of July parade in Elfin Forest; seats on the antique engine were sold for donations to the RSF Fire District Foundation. Met with RSF Association to see how they can collaborate and work well together. Engines attended the Rancho Santa Fe Fourth of July on the fourth. Met with Chris Sichel, of the RSF Foundation, to collaborate on Station 6. Presented an appreciation award to Tom Ralph for all his support through the years.**

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b. Operations:

*Deputy Chief Slattery reported that Huesias, Bennet, Thompson, Carranza, Hernandez and Nelson, has come off probation. Welcomed Jim Mickelson to his first board meeting. Four firefighter/paramedics will be starting the academy on 8/16/2022. Two promotions for Engineer on 9/1: Cloyd & O'Connor. Call volume was 371 for the month of June: 218 medical, 74 fire related and the rest were miscellaneous. Fuel moistures slightly lower. Chief Slattery presented some pictures from recent incidents. 6 employees total with Covid, all returned to work except for one.*

c. Training

*Battalion Chief Thompson reported units sent to Chula Vista for training. Retired Engineer Haskin's niece collaborated with the district, producing a mental health awareness lecture and program. Engineer Elkins participated in the Demolition Derby at the San Diego Fair; and the district participated in a fire prop for the public also. Researching the Anaheim's training facility for options for our facility.*

d. Fire Prevention

*Fire Marshal Donner reported that the City of San Marcos and our district were awarded a grant of \$300,000 for defensible space, roadway clearance, and state responsibility areas. The Lakes are going to apply to be a fire wise community. The Inn has submitted the old tentative map for condo conversion. Met with Elfin Forest residents to discuss large animal evacuations. Conducted 158 plan reviews and 64 construction inspections.*

e. Finance/Human Resources/Clerk of the Board

*Manager Caccavo reported recruiting for an Office Support Coordinator. Elections are coming up for Directors Stine and Tanner in November.*

c) Board of Directors

i) North County Dispatch JPA – *Next meeting 8/24/2022.*

ii) County Service Area – 17 – *Next meeting 8/2/2022.*

iii) Director Comments:

Ashcraft: **Welcomed Chief Mickelson to the District.**

Malin: **None**

Hillgren: **Welcome Chief Mickelson to the District. The district reported on an irrigation leak on the Los Colinas trail.**

Tanner: **Father passed away just recently.**

7. Adjournment

*Meeting adjourned at 2:24pm*

A blue ink signature of Alicea Caccavo, written in a cursive style.

Alicea Caccavo  
Board Clerk

A blue ink signature of James H. Ashcraft, written in a cursive style.

James H. Ashcraft  
Board President