

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes September 15, 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 1:02 pm.

***Pledge of Allegiance***

Deputy Chief McQuead led the assembly in the Pledge of Allegiance.

**Roll Call**

Directors Present: Ashcraft, Hillgren (via Zoom), Malin, Stine, Tanner (via Zoom)

Staff Present: Fire Chief Fred Cox; Deputy Chief Dave McQuead, Battalion Chief Bruce Sherwood; Battalion Chief Cole Thompson; and Manager, Finance & Administration/ Board Clerk Alicea Caccavo, Fire Marshal Marlene Donner (via Zoom)

1. **Special Presentation**

- a. *Director Stine presented a check in the amount of \$8537.50 on behalf of the Rancho Santa Fe Fire District Foundation for the EMF accessories.*

2. **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.

3. **Consent Calendar**

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, 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 August 18, 2021

b. **Receive and File**

- Monthly/Quarterly Reports

(1) List of Demands Check 34224 thru 34313, Electronic File Transfers (EFT), and Wire Transfer(s) for the period July 1 – 31, 2021 totaling:	\$ 381,338.79
Wire Transfer(s) period July 1 – 31, 2021	\$ 267,769.03
Payroll for the period July 1 – 31, 2021	<u>\$ 795,574.53</u>
TOTAL DISTRIBUTION	\$1,444,682.35

(2) Investment Summary – June 30, 2021

(3) Activity Reports – July 2021

(a) Operations

(b) Training

(c) Fire Prevention

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

(i) None

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4. **Public Comment**

*No one requested to speak to the Board*

5. **Old Business**

*None*

6. **Public Hearing**

a. Final Budget Fiscal Year 2021/2022

*President Ashcraft opened the public hearing. The Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the Final Budget for FY21/22. There were no requests to speak. President Ashcraft closed the public hearing.*

7. **Resolution/Ordinance**

a. Resolution No. 2021-15

*Manager Caccavo summarized the purpose of the resolution that establishes committed and/or constrained fund balances for FY21. Staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long and short term financial needs of the District. Resolution No. 2021-15 meets GASB 54 criteria, and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs. Staff responded to questions from the board.*

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ADOPT Resolution 2021-15 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Committed and/or Constrained Fund Balances for FY21 on the following roll call vote:

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

b. Ordinance No. 2022-01

*Chief Cox reviewed the staff report provided. He summarized the changes between the current and proposed ordinance. The fees did go up in some categories, however, the changes are a direct result of the services being performed and the time that it takes to complete the reviews and inspections. Staff responded to questions from the board. The new format created will be easier to update for future changes.*

*The Board was informed that the next step was to plan for a second reading for the October 20<sup>th</sup> regularly scheduled meeting, and a third and final reading with a public hearing at the November 17<sup>th</sup> regularly scheduled meeting.*

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve subsequent readings and a final public hearing in November for an effective date of January 1, 2022.

8. **New Business**

a. Final Budget FY 2021/22

*Manager Caccavo reviewed and summarized the differences between the preliminary budget presented in June and the final budget presented at this meeting. She reported that the primary differences were:*

- *Revenue \$18,452,000: 1) tax revenue 3.5% increase projected for FY21/22; decreased approximately 0.83% over FY20/21 resulting from the decrease in the unsecured assessed valuation. 2) Anticipate Increase in grant*

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*reimbursement especially as it pertains to Covid-19 expenses.*

- *Operating Expenditures \$18,841,000: 1) Personnel – the decrease (7.32%) is attributed to changes in the overtime. 2) Other Expenditures – increases are primarily due to increased costs for services, planned maintenance to the training facility, utilities, and vehicle maintenance.*
- *Capital \$1,282,300 – 1) The largest capital expenses are for projects planned for RSF1 tenant improvements; 2) RSF5 Solar project, and 3) a new Type I engine.*

*She responded to questions from the board.*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2021/2022 Budget as presented on the following roll call vote:

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

**b. Budget Authorizations**

**i. AutoPulse**

*Chief Cox summarized the staff report. He noted that the funding for one (1) Zoll AutoPulse System will be 100% funded from the County of San Diego, County Service Area 17 funds. Staff responded to questions from the Board.*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the purchase of one (1), not two (2), Zoll AutoPulse Systems; funding amount remains the same.

**ii. Defibrillators**

*Chief Cox summarized the staff report. He noted that funding for the purchase of thirteen (13) Automatic External Defibrillators will be funded 100% from the County of San Diego, County Service Area 17 funds. Staff responded to questions from the Board.*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the purchase of the purchase of thirteen (13) Automatic External Defibrillators.

**9. Oral Report**

**a. Fire Chief – Cox**

**i. Forced Abatements:**

*Fire Chief Cox reported that there are currently three (3) forced abatements in the District.*

**ii. District Activities:**

*Fire Chief Cox reported on the current state of vaccination mandates for employers and how it's affecting the Fire Service. He reported that the next agenda will contain the CalJAC program contract for future recruitments. Chief Cox invited the Board to the Captain Mertz garden dedication near Station 5 taking place September 16<sup>th</sup>.*

**b. Operations – Deputy Chief**

*Deputy Chief McQuead handed out some pictures of current events in the District; and an update of the most destructive and largest fires. He reported on the current deployments; the recent incidents and activities of the District.*

**c. Volunteer – Volunteer Recruitment & Retention Coordinator**

*No report.*

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d. Training – Battalion Chief

*Battalion Chief Sherwood reported that 2000 hours of training took place in the previous month. He reported that the County is set to inspect the solar project of Station 5; the following Monday it should be generating electric. Safety staff is grateful for the training opportunity that the deployments allow for.*

e. Fire Prevention – Fire Marshal

*Fire Marshal Donner reported that plan reviews increased by 78% for the month of August. She met with RSF Association regarding cement fiber siding and how it affects the guidelines. Arnold Keene will be retiring at the end of October and they are holding a retirement party for Patrol Chief Matt Wellhouser on the patio on September 17<sup>th</sup>. Proposed battery storage facility will be coming to the District to support the Rancho Bernardo substation.*

f. Manager, Finance & Administration

*Manager Caccavo reported that the onsite audit will be done the following day and that in FY 22/23 there will be a new GASB 87 requirement regarding leasing. She reported on the current recruitments that are being held by the District. Manager Caccavo announced her receipt of Fire Chief Cox's intent to retire December 16, 2021.*

c. Board of Directors

- North County Dispatch JPA – *Director Ashcraft reported North Comm ending FY 2021 with an \$803,000 surplus; they have \$1.7 reserves; and anticipate moving into the new space in November. Retirement and resignation turnovers have decreased since the hire of the new Administrator Chris Herron and employee morale and enthusiasm is high.*
- County Service Area – 17 – *No report.*
- Comments:

*Director Malin: Interested if the Aerial Fire watch maps out for the Covenant; none of the Directors that live in the Covenant have received.*

*Director Stine: Near Station 2, California Highway Patrol & local police are showing up on the street due to residents' complaints and the residents are working with county to get speeding signs posted. For interest in Fire Service careers, Board Members may direct potential interested parties to Battalion Chief Thompson.*

*Director Hillgren: Concern regarding article in Union Tribune entitled "Official: County Primed to Burn as Heat, Wind, & Drought Combine," and its potential negative effect on the residents despite the strides made in firefighting technology. Masks have been mandated for indoors and outdoors by the city council in Sun Valley and Twin Falls, Idaho due to rising cases.*

*Director Tanner: No report.*

*Director Ashcraft called for a 10 minute break at 2:47pm*

*Reconvened at 2:48pm*

10. Closed Session

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

*Pursuant to Government Code §54956.8*

*Agency Negotiator: Fire Chief*

*Negotiating Parties: The Lakes Homeowners Association*

*Under Negotiation: Instruction to negotiator concerning price and terms*

*All board members listed and Chief Cox, Deputy Chief McQuead and Manager Caccavo attended and participated in this discussions.*

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Upon reconvening to open session, President Ashcraft announced that the Board appointed Fire Chief Cox as the agency negotiator for the Fire District. No action taken.

**b. PUBLIC EMPLOYMENT**

Pursuant to Government Code §54957

Title: Fire Chief

*All board members listed and Chief Cox attended and participated in this discussions.*

Upon reconvening to open session, President Ashcraft announced the Board will conduct an internal recruitment and a Special Meeting set to take place on September 29, 2021 for interview and to discuss contract.

*Reconvened at 4:04pm.*

**11. Adjournment**

Meeting adjourned at 4:05pm.

A handwritten signature in blue ink, appearing to read "Alicea Caccavo".

Alicea Caccavo  
Board Clerk

A handwritten signature in blue ink, appearing to read "James H. Ashcraft".

James H. Ashcraft  
President