

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes January 18, 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

Battalion Chief Greg O’Gorman led the assembly in the Pledge of Allegiance.

Fire Chief McQuead introduced new Office Support Coordinator, Dana Shedley, and new Community Risk Reduction Specialist, Mark Smith, to the Board of Directors. The Board welcomed them to the District.

Roll Call

Directors Present: Ashcraft, Stine, Hillgren, Malin, Tanner

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Training Battalion Chief Luke Bennett, Battalion Chief Greg O’Gorman, Fire Marshal Marlene Donner; and Manager, Finance & Administration/Board Clerk Alicea Caccavo

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

1. **Public Comment**

None

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

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, 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 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 14, 2022

b. **Receive and File**

Monthly/Quarterly Reports

1) Financial Statements for period ending December 31, 2022

2) List of Demands Check 35822 thru 35931, Electronic File Transfers (EFT), and Wire Transfer(s) for the period December 2022 totaling: \$ 345,181.83

Wire Transfer(s) period December 2022 \$ 267,740.25

Payroll for the period December 2022 \$ 865,502.31

TOTAL DISTRIBUTION \$1,478,424.39

3) Activity Reports – December 2022

a. Operations

b. Training

c. Fire Prevention

4. **Old Business**

None



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5. Resolution/Ordinance

a. Resolution No. 2023-00

To adopt the Resolution *entitled* A Resolution of the Fire Chief of the Rancho Santa Fe Fire Protection District adopting a cafeteria plan. Staff Report 23-00, Exhibit A Cafeteria Plan

Manager Caccavo reported that the District did not have a Section 125, Cafeteria plan in place which sets health benefit deductions as a pre-tax deduction, which is benefit to the employees. Legal sent a Resolution to put into place for calendar year 2022. This resolution needs to be ratified by the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ratify Resolution 2023-00 by a roll call vote:

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

b. Resolution No. 2023-01

To discuss and/or adopt the Resolution *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 23-01, Attachment A Salary Schedule

Manager Caccavo reported that the only changes were the three (3%) increase in the MOU's and the additional one (1%) for the Chief Officers of the Management Resolution only.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2023-01 by a roll call vote:

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

6. New Business

a. CalPERS Additional Discretionary Payment

To discuss and/or authorize the additional discretionary payment (ADP) to CalPERS to reduce the District's unfunded accrued liability for safety and miscellaneous plans. – Staff Report 23-02

Director Malin reported on the historical aspect of the District and the additional discretionary payments. The Board of Directors had previously approved a target goal of 93% for the plans. While the recent valuations reflecting the 23.1% indicates only two plans below the goal, it is anticipated that the next valuations will be substantially lower in funding status due to the FY21/22 negative (7.6%) return. Staff answered questions by the board. Staff will return with more data at a future meeting to determine if an additional ADP should be made before the end of the fiscal year.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize staff to send one (1) million dollars to CalPERS as an ADP.

b. Sale of Assets

To discuss and/or authorize the sale of ambulance #0891 deemed as surplus. – Staff Report 23-03

Fire Chief McQuead reported on the history of the ambulance and its proposed use originally. Chief answered questions by the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize staff to sale ambulance #0891.



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c. Sale of Assets

To discuss and/or authorize the sale of vehicle #1381 deemed as surplus. – Staff Report 23-04
Fire Chief McQuead reported on the vehicle and answered questions by the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize staff to sale vehicle #1381.

d. 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.

Fire Chief sits on the LAFCO Advisory board until 10/2023; Board not interested at this time.

7. Oral Report

a. Fire Chief:

Fire Chief is now a Rotary Club member. The Rotary will be sponsoring the Appreciation Dinner for RSFFPD, RSF Patrol and North County Dispatch JPA on April 21, 2023. North Zone Chiefs met in Camp Pendleton to review the Strategic Plan to ensure on task. There will be a Memorial Hike for Captain Mertz on Friday at the Elfin Forest Reserve; Mertz family will be there.

b. Operations:

Deputy Chief Slattery reported that Captain Marshal Jordan plans to retire after he returns from injury. Two strong Engineer candidates on the Captains list. Chief Sherwood has announced his intention to retire this year sometime between June and September. In 2020, call volume was 3,894; 2021 increased by 9.6% and 2022 increased by 2.1% resulting in a total of 4,361 calls. The 9.6% spike was most likely attributed to Covid pandemic. The fuel moistures are up from all the rain. Chief Slattery presented images of recent incidents.

c. Training:

Training Chief Bennett reported that due to our involvement with the California Joint Apprentice Committee (Cal-JAC) and the Firefighter Candidate Testing Center (FCTC) allows us to cast a wider net on recruitments. He went on to explain the process. The North Zone will be holding promotional testing for Engineers in March, Captains in April, and Battalion Chief testing in May. Training tower has been busy with multi-company drills. EMS Coordinator, Sal Ruiz, put on a First on Scene class (this is the second offering) to the public. Annual drivers training to ensure skills are sharp. Four probationary firefighters are on track in their second quarter exams. Chief Bennett presented some images from recent training, including some rattlesnake removal training. Recently some residents of the District that work for Qualcomm, reached out and requested to see what the District does to improve technology in the fire service. This resulted in a multi-company drill that created a partnership to see the current equipment and how to improve upon it.

d. Fire Prevention:

Fire Marshal Donner reported that the County is citing the California Solar Act. The County's legal counsel says that they are prohibited from sending to outside agency review. Fire Marshal Donner and the Fire Chief have responded to them regarding a different perspective on the Act. Plan review submittals have decreased there are currently 75 in the queue versus the 200 previously. Conducting more inspections out in the field.

Director Tanner leaves at 2:51pm

e. Finance, Human Resource & Administration:



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Manager Caccavo reminded that the sexual harassment training will be held before the February 15 meeting at starting at 10am to 12pm, break, and then start the regularly scheduled meeting at 1pm. The liability from the assessed value report to the Employee's Association Bargaining Unit resulted in a total of \$5,639.

f. Board of Directors:

i. North County Dispatch JPA: Meets on February 22, 2023.

ii. County Service Area – 17: Meets on February 27, 2023.

iii. Comments:

Malin: None

Stine: None

Tanner: None – (left at 2:51pm)

Hillgren: Director Hillgren reported that in reviewing the seasonal outlook report, it indicates a below average period of precipitation from January to February, which is clearly not correct. Director Hillgren also brought up the recent YouTube video "Fire Truck of the Future." Staff pulled it up and played the video. Director Hillgren inquired about the pilot program that Heartland started on non-emergency 911 calls that can be directed to an on-duty nurse, instead of sending an engine.

Ashcraft: None

Break for 10 minutes at 3:04pm

Adjourned to Close Session at 3:10pm

8. 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 and Manager Caccavo attended and participated in this discussion.

Reconvened to Open Session at 3:34pm

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

9. Adjournment

Meeting adjourned at 3:35pm



Alicea Caccavo
Board Clerk



James H. Ashcraft
Board President