

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes May 11, 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 2:00 pm.

Pledge of Allegiance

Chief McQuead led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Malin, Tanner

Directors Absent: Hillgren, Stine

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

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

2. **Consent Calendar**

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to accept the consent calendar as presented and adopt Resolution 2022-12 re-authorizing remote teleconferencing.

a. **Board of Directors Minutes**

- Board of Directors minutes of April 13, 2022

b. **Receive and File**

- Monthly/Quarterly Reports

(1) List of Demands Check 34933 thru 35052, Electronic File Transfers (EFT), and Wire Transfer(s) for the period April 2022 totaling:	\$ 311,047.48
Wire Transfer(s) period April 2022	\$ 311,377.98
Payroll for the period April 2022	\$ <u>949,077.86</u>
TOTAL DISTRIBUTION	\$1,571,503.32

(2) District Quarterly Financial Reports ending March 31, 2022

(3) Activity Reports – April 2022

- (a) Operations
- (b) Training
- (c) Fire Prevention
- (d) Correspondence: None

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes May 11, 2022



c. Resolution No. 2022-12

To adopt by consent Resolution No. 2022-12 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation of a State Of Emergency by Governor Newsom’s Executive Orders N-25-30, Issued March 12, 2020; N-33-20 Issued March 19, 2020, and Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies of Rancho Santa Fe Fire Protection District for the Period May 12, 2022 through June 10, 2022 Pursuant to Brown Act Provisions

3. Public Comment

None

4. Old Business

None

5. New Business

a. Site Improvement Bond Exchange

To discuss and/or authorize the President of the Board to accept the Site Improvement Bond with Pinnacle at Santa Fe Valley and to subsequently authorize the Fire Chief to release the Improvement Deferral Agreement with the Shaw Trust. Staff Report 22-02

Fire Chief McQuead reviewed the staff report to accept the new bond submitted by Pinnacle for the site in 4S Ranch area replacing a bond from 2004 for a road improvement. The second part to the staff report would authorize the Fire Chief to release the original 2004 cash bond agreement to the Shaw Trust.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to authorize President to execute bond and authorize Fire Chief to release previous agreement.

b. The Lakes Owners Association

To discuss and/or approve *The Santa Fe Valley Services Agreement*. Staff Report 22-03

Fire Chief McQuead reported that the homeowner’s association for the Lakes has made an agreement with the developer Lennar to assume the Santa Fe Valley Services Agreement for operations & maintenance for Station 4. Payments would be made until the year 2038 and/or with an option to buy out.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to authorize the Fire Chief to execute the agreement.

c. Preliminary Budget FY22/23

To discuss the preliminary budget.

Manager Caccavo reported that the Finance Committee met to discuss the chart of accounts and the new budget format. The new budget is based on priority-based budgeting and will not budget for grant revenue and OES reimbursements.

d. Article XIII B California Constitution Appropriation Limit

To discuss and/or approve the change in population for the Rancho Santa Fe Fire Protection District appropriations limit. Staff Report 22-04

Manager Caccavo reported that this is an annual calculation used to ensure the District does not exceed the appropriations limit set by State and Local governments based on population and changes in cost of living. She recommended that the Board of Directors select the formula for option one (1) to calculate the District’s new appropriation limit for the 2022/2023 fiscal year.

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes May 11, 2022



MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to accept staff's recommendation for calculation of the District's appropriations limit.

6. Resolution/Ordinance

a. Resolution No. 2022-13

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2022/2023 Appropriations of Tax Proceeds.

Manager Caccavo reported that this is the resolution that demonstrates the District continues to be under the Gann Limit.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and ADOPTED the Resolution entitled "Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2022/2023 Appropriations of Tax Proceeds" on the following roll call vote:

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

b. Resolution No. 2022-14

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for Fiscal Year 2022/2023.

Manager Caccavo informed the Board that this resolution required by the County of San Diego must be renewed annually. If adopted, the special tax will continue at \$10.00 per benefit unit for FY22/23.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, to ADOPT the Resolution entitled "Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection Setting Benefit Charges for fiscal year 22-23" on the following roll call vote:

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

c. Resolution No. 2022-15

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Levies for Special Taxes to be collected on the Tax Roll for Fiscal Year 2022/2023.

Manager Caccavo informed the Board that this resolution required by the County of San Diego must be renewed annually to continue the collection of the voter approved special assessment in the tax rate areas within the Elfin Forest/Harmony Grove reorganization. This assessment has a built-in cost of living increase that is 5.21% for FY22/23. If adopted, the special assessment will be \$177.43 per benefit unit for FY22/23.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, to ADOPT the Resolution entitled "Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection Adopting Levies for Special Taxes to be collected on the Tax Roll for Fiscal Year 2022/2023" on the following roll call vote:

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

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes May 11, 2022



d. Resolution No. 2022-16

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.

Fire Chief McQuead reported that the resolution reflects the changes to the Battalion Chief's exemption status in the Management Resolution. Administrative leave was also added as it had been a verbal agreement, so this was primarily added for transparency.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, to ADOPT the Resolution entitled "A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel" on the following roll call vote:

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

7. Oral Report

a. Fire Chief

Fire Chief McQuead reported that the District received a certificate from San Diego County regarding the involvement with Operation Collaboration. April 16 there was an Easter Egg event in 4S Ranch with the Local 4349 cooking pancakes and prevention manned a booth. The District was notified by the CA Fire Foundation that Captain Chris Mertz will be recognized on the fallen firefighter memorial wall on July 30th; Captain Krueger will be presenting the flag. Fire Chief and Deputy Chief attending informational and valuable training and review of agreements for fire agencies in San Diego.

b. Operations

Chief Slattery reported the fuel moisture at 41% and the incidents in the month of April were 352 with a year-to-date total of 1,362 responses. Battalion Chief Mickelson will start on June 1st, which will allow for Battalion Chief Thompson to focus on the Training position. Still have 2 Engineer and 2 Firefighter vacancies. Testing will be June 1st and the academy potentially set for July 16 for the 4 vacancies. The contract has been signed for the Type 6 apparatus; there will be a 12-to-18-month time frame for the buildout of the chassis. AMR is holding training in Encinitas called "First on the Scene" for community members; Chief Slattery going to be hosting one in the District in the future possibly at Del Norte High School. Chief Slattery reported on an interesting call on a horse that became stuck in a stall and the crew set up a rope rescue system to rescue it.

c. Training

Battalion Chief Thompson reported on various trainings in the area; Elfin Forest donated a structure for training.

d. Fire Prevention

Fire Marshal Donner reported attended a meeting on AB3074; collaborated with other agencies to determine what is going to be allowed. Fire severity maps are being distributed. Cal-Fire coming to district to review subdivisions without secondary access. Met with County Fire Authority on updating what plans with and will not come to the fire district. 117 plan reviews and 101 plans in the queue.

e. Finance/ Human Resources/ Board Clerk

Manager Caccavo pointed out that the current Board packet has the new financial statements. Current projects are the recruitments, moving forward with the finance system, and finalizing the budget.

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes May 11, 2022



d. **Board of Directors**

- North County Dispatch JPA – **Next meeting May 25 in Encinitas; Director Tanner will attend.**
- County Service Area – 17 – **Fire Chief attended the meeting and reported that transport volume becoming more stabilized and consistent; shortage of medication; the CSA-17 Paramedic Ambulance contract with AMR may be extended another 90 days beyond June 30. EMS through the county has new logo. 67% of the calls are going to Scripps Encinitas, 20% going the Scripps La Jolla. Cardiac arrest is at 13% in CSA-17 dropped due to Covid lack of CPR. Next meeting August 2.**
- Comments
Malin: None
Tanner: None

Adjourned to Closed Session 3:00pm

6. **Closed Session**

Pursuant to the following section, the board met in closed session, and discussed the following:

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one potential (1) case*

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

Reconvened to Open Session at 3:44pm

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

7. **Adjournment**

Meeting adjourned at 4:24pm

Alicea Caccavo
Board Clerk

James H. Ashcraft
Board President