



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – August 12, 2015

These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were actually considered.

President Ashcraft called to order the regular meeting of the Rancho Santa Fe Fire Protection District Board of Directors at 1:05 pm.

Pledge of Allegiance

Director Stine led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Chris Galindo, Battalion Chief; Jim Sturtevant, Battalion Chief; Dave McQuead, Battalion Chief; Renee Hill, Fire Marshal, and Karlana Rannals, Board Clerk

2. Public Comment

Chief Cox introduced two Firefighter/Paramedics who joined the district August 10, 2015. They are:

- Scott Schieber
- Matt Sivba

President Ashcraft on behalf of the Board of Directors welcomed each to the Fire District.

3. Motion waiving reading in full of all Resolutions/Ordinances

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full all resolutions/ordinances.

4. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STOME, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

- i) Board of Directors minutes of June 24, 2015

b. Receive and File

i) *Monthly/Quarterly Reports*

- List of Demands Check 26272 thru 26382 for the period June 1 – June 30, 2015 totaling:
\$2,356,892.73
Payroll for the period June 1 – June 30, 2015 \$ 521,927.27
TOTAL DISTRIBUTION \$2,878,820.00
- List of Demands Check 26272 thru 26382 for the period July 1 – July 31, 2015 totaling:
\$ 842,171.81
Payroll for the period June 1 – June 30, 2015 \$ 558,823.67
TOTAL DISTRIBUTION \$1,400,995.48

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ii) *Activity Reports – June/July 2015*

- Operations
- Training
- Fire Prevention

iii) *Correspondence* - letters/cards were received from the following members of the public

- Hilligas

c. **Contracts**

- i) *Battalion Chief Duty Coverage Agreement* – to ratify the renewal of Battalion Chief Duty Coverage Agreement between Elfin Forest/Harmony Grove Fire Department, Inc. and Rancho Santa Fe Fire Protection District, effective August 31, 2014.

5. Old Business

a. *LAFCO Application – Update*

Chief Michel gave the update, reporting that the District’s representatives met with County staff on August 10. He reported that staff has worked hard to provide the financial analysis to submit a competitive proposal. The obstacle that the District has is that the numbers provided by the County are constantly changing.

Chief Twohy, Fire Chief for Elfin Forest/Harmony Grove reported to the board members that the residents are reviewing their options if the reorganization does not move forward. He also conveyed his appreciation for all of the efforts of the board and staff in this process.

6. Public Hearing

a. *Ordinance No. 2015-01*

President Ashcraft opened the public hearing. The Fire Marshal informed the members that no one had submitted any correspondence in favor or protest to the ordinance. There were no requests to speak. President Ashcraft closed the public hearing.

b. *Fire Mitigation Fee Program: Resolution Adopting Multi-Year Facilities and Equipment plan for Rancho Santa Fe Fire Protection District*

President Ashcraft opened the public hearing. The Fire Chief and Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. There were no requests to speak. President Ashcraft closed the public hearing.

7. New Business

- a. None

8. Ordinance/Resolution

a. Ordinance No. 2015-01

Chief Michel and Fire Marshall Hill summarized the ordinance adoption process and reported that the ordinance becomes effective 30-days after adoption. They responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Ordinance No. 2015-01 entitled *An Ordinance of the Rancho Santa Fe Fire Protection District for Vegetation Management and Declaring Certain Vegetation and Certain Waste Matter a Public Nuisance and providing for the Removal Thereof* on the following roll call vote:

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

b. Resolution No. 2015-08

Chief Michel informed the Board that the resolution presented is a part of the summary report prepared each year for the County of San Diego (due August 29) for the Fire Mitigation Fee program. The District does not plan to submit for a new project to the committee for FY16.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Ordinance No. 2015-08 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan* on the following roll call vote:

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

c. Resolution No. 2015-09

Chief Michel summarized the staff report provided. He informed the Board that staff was contact by CalPERS regarding the language and without the modification requested; there could be delays in retirees received their compensation. He noted that there is no fiscal impact to the District, as this resolution only defines the special compensation pursuant to the Public Employment Retirement Law.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Ordinance No. 2015-09 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, Hillgren, Malin, Stine, Tanner
NOES: None
ABSTAIN: None
ABSENT: None

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9. Oral Report

a. Fire Chief – Michel

- i) Strategic Plan: he reported that works continues on the plan. The outcomes are slow, but it continues to move along.
- ii) District Activities:
 - July 4th Street Fair – Community Education Event: the District was invited to participate at the 4S Ranch Street Fair. This served as a great opportunity for public education. The district purchased various promotional products for distribution and approximately 150-200 photos were taken.
- iii) International Association of Fire Chiefs Conference – Atlanta, GA: he will attend the conference leaving August 24.
- iv) LAFCO Nominations: The District received the call for nominations for the LAFCO Board of Directors. There is an open seat on the board. Nominations are due by October 9, 2015.
- v) Fire Districts Association of California: FDAC has a vacant SoCal seat. If any District board member is interested in serving, to contact the Chief.
- vi) Fire-Wise Landscape Workshop – September 1, 2015: he distributed information on the upcoming workshop. The district is working in partnership with Olivenhain Water District.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity. He reported that the district has supported seven personnel over three deployments to fires in northern California. He reported on two near drownings in the District in the month of July. Because of those near drownings, he reported that the District is exploring a “Designated Water Watcher” program. Staff is exploring the possibility of grant funding for the program.

c. Training – Battalion Chief

Chief McQuead summarized the training activity for both June and July. He noted the new hire academy and the completion of “blue card” training.

d. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month that included 90,000 square feet of new construction. In addition, she reported on the number of weed abatement and shelter in place inspections. She also distributed statistics for the number of eucalyptus trees that were removed.

e. Administrative Manager

- i) CalPERS Educational Forum – October 26-28, 2015, San Jose, CA: she asked that if any board member plans to attend, to let her know within 10 days. She will register all participants and make the travel arrangements.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – no report, the next meeting is August 27, 2015.
- ii) County Service Area – 17 – Update: Hillgren – she reported the following from the meeting held July 28, 2015:
 - a new advisory member was seated, Don Heiser
 - transport fees have declined
 - in excess of 20,000 individuals have been trained in CPR
 - Pulse Point app is well received
 - the proposed LAFCO application to reorganize CSA-17 is still in a draft format.

iii) Comments

- None

10. Closed Session (Time Certain – 2:30 pm)

c. 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*

Pursuant to section 54956.9, the board met in closed session from 2:30 – 2:38 pm to discuss the following:

a. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) case*

All board and staff members listed attended the closed session. Legal counsel for the district, Stephen J. Fitch, participated via conference call.

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the matter listed and provided direction to staff and legal counsel.

6. Adjournment

Meeting adjourned at 2:39 pm.

Karlena Rannals
Secretary

James H Ashcraft
President