



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – December 9, 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 session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

*Pledge of Allegiance*

Karlena Rannals 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; Dave M McQuead, Battalion Chief; Renee Hill, Fire Marshal and Karlena Rannals, Board Clerk.

2. Public Comment

No one requested to speak to the Board.

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

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

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, 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 November 18, 2015

b. Receive and File

i) *Monthly/Quarterly Reports*

1) List of Demands Check 26799 thru 26904 for the period November 1 – November 30, 2015	
totaling:	\$ 419,598.60
Payroll for the period November 1 – November 30, 2015	\$ 640,124.08
TOTAL DISTRIBUTION	\$1,059,722.68

2) Financial Reports

- Budget Review (*July 1 – September 30, 2015*)
- Statement of Cash Assets (*September 30, 2015*)

ii) *Activity Reports – November 2015*

- Operations
- Training
- Fire Prevention

5. Old Business

a. *LAFCO Application – Update*

Chief Michel reported that there has not been much activity pending the Board of Supervisors meeting on December 16. District staff provided to County staff the written language for the “scope of work.” He was informed that the County plans to use the standard contract language, which is the fastest way to get the contract thru County’s legal counsel. He and the management team plan to attend the Board of Supervisors meeting.

He also reported that should the negotiated property tax exchange be approved, a special Board of Directors meeting will be necessary to approve the necessary contract to provide service beginning January 1, 2016. The Board of Directors agreed to a tentative date of December 18, 2015 starting at 2pm.

6. New Business

a. Budget Authorization

Fire Marshal Hill summarized the staff report provided. Staff requested authorization to purchase a new mobile software application and nine tablets in an effort to utilize the most current technology to help streamline Fire Prevention inspections. The cost for this segment of the new prevention software is \$17,419, which has approval for 75% reimbursement of the total project from the Fire Mitigation Fees collected. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the purchase of the software and tablets as requested.

7. Resolution/Ordinance

a. Resolution No. 2015-12

Chief Michel reported that this resolution, effective January 1, 2016, has three changes from the previously approved resolution. They are as follows:

- 1) Article 1.01 - Salary range adjustments for all positions except Fire Marshal
- 2) Article 10.04 – dates were added as to when vacation buy back would be paid
- 3) Article 11.03 – the word “overhead” was added

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2015-12 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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- b. Resolution 2015-13 – *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*  
Chief Michel summarized the staff report and informed the board that the pay schedule to be posted on the website requires updating anytime a change in pay is authorized.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2015-13 on a roll call vote:

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

8. Oral Report

- a. Fire Chief – Michel
  - i) Strategic Plan: the draft plan will be available for discussion and approval at the regular meeting planned for January 2016.
  - ii) District Activities:
    - RSFPFA Kids Holiday Party (RSF1) – Friday, December 18, 2015: all were invited to attend.
    - RSFPFA Holiday Party (adult) – Saturday, December 19, 2015: all were invited to attend.
- b. Operations – Deputy Chief  
Chief Cox summarized the previous month activity, noting district personnel responded to 243 calls the previous month. He reported that fuel moistures were stable from the rain. A new hire academy will begin January 11, 2016, and offers were made for eight open positions (five full-time and three-limited term).
- c. Training – Battalion Chief  
Chief McQuead summarized the training activity for November. The fall CERT Academy was completed on November 21, with four Rancho Santa Fe residents completing the training. In addition, the new hire testing was completed, for the eight vacancies.
- d. Fire Prevention – Fire Marshal  
Fire Marshal Hill summarized the activity for the previous months noting an increase of new square feet of new construction for October was approximately 70,000, and November approximately 47,000. She reported that 98 weed abatement notices were sent. She also informed the board members that during Fire Prevention month, presentations were given at 12 schools, educating approximately 4,000 children.
- e. Administrative Manager  
Karlana Rannals distributed and reviewed a revised summary cash statement for June 30 and September 30, 2015.
- f. Board of Directors
  - i) North County Dispatch JPA – Update: Ashcraft – reported from the meeting held December 3, 2015. He reported that the JPA would participate in a study to consider a merge with Heartland Communications. In addition, there will be a lot of change in board representatives and leadership due to leaving office or retirements.

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ii) County Service Area – 17 – Update: Hillgren – no report, the next meeting is February 2, 2016.

iii) Comments

- None

9. Closed Session

Pursuant to section 54956.9 and 54957, the board met in closed session from 2:30 – 3:53 pm to discuss the following:

a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

To subdivision (b) Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: one potential (1) case

*All board members and staff listed Michel attended the closed session. Stephen J. Fitch, Esq., district's legal counsel also participated via teleconference.*

b. Public Employee Performance Evaluation

Title: Fire Chief

*All board members listed and Chief Michel attended the closed session.*

Upon reconvening to open session, President Ashcraft reported the following:

a. Potential Litigation (1) Case - the Board of Directors discussed and provided direction to staff and legal counsel on the matter and took no action.

b. Public Employee Performance Evaluation – the Board of Directors discussed the subject and took no action.

8. Adjournment

Meeting adjourned at 3:55 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President