



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – September 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 meeting of the Rancho Santa Fe Fire Protection District Board of Directors at 1:05 pm.

*Pledge of Allegiance*

Battalion Chief Galindo 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 McQuead, Battalion Chief; Renee Hill, Fire Marshal, and Karlana 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 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 STINE, 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 August 12, 2015

b. Receive and File

i) *Monthly/Quarterly Reports*

▪ List of Demands Check 26495 thru 26597 for the period August 1 – August 31, 2015 totaling:	\$ 514,072.05
Payroll for the period August 1 – August 31, 2015	<u>\$ 731,526.80</u>
TOTAL DISTRIBUTION	\$1,245,598.85

ii) *Activity Reports – August 2015*

- Operations
- Training
- Fire Prevention

5. Old Business

a. *LAFCO Application – Update*

Chief Michel reported that there was little activity regarding the negotiations for a property tax exchange; however, a meeting is planned for September 10 with County representatives. Sales on homes in the Harmony Grove community are not selling as expected. The County is relocating the temporary trailers to the fire station site. Staff responded to questions from the board.

6. Public Hearing

a. *Final Budget Fiscal Year 2015/2016*

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any written correspondence regarding the final budget.

7. Ordinance/Resolution

a. Resolution No. 2015-10

Ms. Rannals summarized the purpose of the resolution that establishes committed and/or constrained fund balances for FY15. She informed the board that the completion of the independent audit would occur September 16-17. 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. 2014-12 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 MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2015-10 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing committed and/or Constrained Fund Balances for FY15 on a roll call vote:

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

8. New Business

a. Final Budget FY 2015/2016

Karlana Rannals, Administrative Manager 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 (\$12,965,000): 1) tax revenue is approximately 4% higher over FY15 resulting from the increase in assessed valuation and a stabilization in tax refunds; 2) increase in firefighting reimbursement; and 3) decrease in developer reimbursement.
- Operating Expenditures (\$12,728,000)
  - Personnel – the increase (4.2%) is the net result of negotiated increases to salary, the reduction of positions (3 Firefighter/Paramedic, and ½ Deputy Chief) and increases to health and workers' compensation insurance costs.

- Other Expenditures – increases are primarily due to increased costs for services, a plan for software upgrades, and utilities.
- Capital (\$988,250) – she reported that the replacement Type I fire engine approved in FY15 has been ordered and the expected delivery and payment is June 2016. In addition to two replacement staff vehicles are planned during the fiscal year.

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 2015/2016 Budget as presented.

*Ten-minute recess*

9. Oral Report

a. Fire Chief – Michel

- i) Strategic Plan: he reported that works continues on the plan. The outcomes are slow because many of the personnel were deployed to the northern CA fires, but it continues to move along. He would like to have drafts available at the next meeting for discussion.
- ii) District Activities:
  - Firewise Landscape Workshop – September 1, 2015: The drought education workshop held at the San Diego Botanic Gardens in Encinitas was a good event, which received good press. Attendees found the information distributed useful.
  - California Special Districts Assn – San Diego Chapter Quarterly Dinners: he invited board members to join him at the quarterly meetings. While many of the attendees are with water districts, it is an opportunity to meet other special district elected officials within the County.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity, noting district personnel responded to 281 calls the previous month. He reported that all personnel deployed had returned noting that one engine was deployed from July 29 thru September 1.

c. Training – Battalion Chief

Chief McQuead summarized the training activity for August. He noted the completion of the new hire mini-academy, another academy with start September 28, and one firefighter/paramedic has completed probation.

d. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month that included 20,000 square feet of new construction. In addition, she reported on the number of weed abatement notices sent.

e. Administrative Manager

- i) CalPERS Educational Forum – October 26-28, 2015, San Jose, CA: she reported that Directors Stine and Tanner are registered to attend, in addition to two staff members.
- ii) Employee Recognition Dinner – April 16, 2016: The Nicholas family has offered again to host the event. Additional details will be sent after the first of the year.
- iii) FY15 Audit: she distributed the GASB 114 notice to each director as request by the auditor. The auditors will complete their onsite work September 16-17, 2015.

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- iv) GP User Conference – she will be attending a user conference in October with the Accounting Specialist. She will not be attending the October board meeting, but has arranged for support staff to assist with the meeting.
- f. Board of Directors
  - i) North County Dispatch JPA – Update: Ashcraft – the meeting held August 27, 2015 was routine, noting the retirement of a long time dispatcher Susan Wysong.
  - ii) County Service Area – 17 – Update: Hillgren – no report.
  - iii) Comments
    - Tanner – discussed his recent trip to the State of Washington and the significant fires in the area.

10. Adjournment

Meeting adjourned at 3:50 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President