



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – October 14, 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. *Meeting convened at 18040 Calle Ambiente, Rancho Santa Fe for the Pledge of Allegiance, Roll Call and Special Presentations*

*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; Jim Sturtevant, Battalion Chief; Dave M McQuead, Battalion Chief; and Renee Hill, Fire Marshal.

2. Special Presentations

a. Badge Presentations

Chief Michel welcomed all in attendance. He discussed the requirements and commitment needed to succeed in the profession and in the District. The following district personnel were presented a Fire District badge:

- Fred Cox, Deputy Chief
- Dave McQuead, Battalion Chief
- Nick Brandow, Captain
- Trever Krueger, Captain
- Brian Schmid, Engineer
- Brian Salameh, Firefighter/Paramedic
- Nick Chapin, Engineer (*unable to attend*)

President Ashcraft on behalf of the Board of Directors offered congratulations to all and wished continued success in their new role.

President Ashcraft recessed the meeting from 1:20-1:30 pm to resume the remainder of the business meeting at 18040 Calle Ambiente.

b. Weather Forecasting (*Time Certain 1:30pm*)

Chief Cox introduced Alex Tardy, Warning Coordination Meteorologist, NOAA/National Weather Service, San Diego who gave a presentation, discussing the current drought, predicted fall fire weather and the upcoming El Nino.

3. Public Comment

No one requested to speak to the Board.

President Ashcraft informed the Board that pursuant to government code section 54957 there is a request to amend the agenda to include the following topics for discussion and/or action:

AMEND AGENDA ITEM:

- 7. Closed Session
  - b. With respect to every item of businesses to be discussed in closed session pursuant to Section 54957  
Public Employee Performance Evaluation  
Title: Fire Chief

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to amend the Agenda.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, 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 September 9, 2015

b. Receive and File

i) *Monthly/Quarterly Reports*

- List of Demands Check 26598 thru 26695 for the period September 1 – September 30, 2015  
totaling: \$ 378,422.52  
Payroll for the period September 1 – September 30, 2015 \$ 558,599.56  
TOTAL DISTRIBUTION \$ 937,022.08

ii) *Activity Reports – September 2015*

- Operations
- Training
- Fire Prevention

5. Old Business

a. *LAFCO Application – Update*

Chief Michel reported that a recent meeting between the County of San Diego staff and the District’s ad hoc committee was productive regarding the property tax exchange. We anticipate a positive outcome for an exchange to proceed in the LAFCO application process.

6. Oral Report

a. Fire Chief – Michel

- i) Strategic Plan: he reported that works continues on the plan. Chief Cox reported that the committee identified goals and strategies of the plan, and the next step is to identify the objectives. The consultant Jim Boylan will attend the next regular meeting to provide the Board an update.
- ii) District Activities:
  - Trick or Treat Open House (RSF1) – Saturday, October 24, 2015 will be held as a public education activity.

- RSF Pancake Breakfast (RSF2) – Sunday, November 8, 2015 – this breakfast in cooperation with the Firefighters Association is another opportunity for public education.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity, noting district personnel responded to 244 calls the previous month. He reported that fuel moistures continue to be low, and that all personnel have returned from the fires in Northern California with the last engine returning September 29.

He also reported that AIG insurance company has offered to do phoscheck spraying within the District. The spraying of fire retardant along roadways will last approximately six months. AIG Insurance is providing this service at no cost to the homeowners or the District.

c. Training – Battalion Chief

Chief McQuead summarized the training activity for September. He discussed how the software used “Target Solutions” to track and assist in the training of our department personnel. He noted the completion of the new hire mini-academy for Firefighter/Paramedic Young. He also discussed the new hire application, testing and interview process to create a list of candidates to employ when openings occur.

d. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month that included approximately 26,000 square feet of new construction. In addition, she reported that 247 weed abatement notices have been sent. This total does include notices for eucalyptus trees, and other dead and dying trees. In addition, Fairbanks Ranch HOA successfully obtained a grant to complete exterior fuel modification around their community.

She distributed an invitation that students will receive regarding the Trick or Treat Open House.

e. Administrative Manager

Alicea Caccavo, Staff Assistant reported on her behalf the following:

- i) CalPERS Educational Forum – October 26-28, 2015, San Jose, CA
- ii) Deputy Chief Gibbs Retirement Reception – November 12, 2015: a reception is planned at the RSF Community Center from 4:30 – 7:30 pm.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – no report.
- ii) County Service Area – 17 – Update: Hillgren – no report, the next meeting is November 3, 2015.
- iii) Comments
  - Malin – talked about a Wall Street Journal article about CalPERS.
  - Stine – posted on his Facebook account the t-shirt he purchased from the firefighters association on breast cancer awareness. He suggested that perhaps next year, we want to sell them to the public as many of his friends were interested.

7. Closed Session

Pursuant to section 54956.9 and 54957, the board met in closed session from 3:00 – 4:53 pm to discuss the following:

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- 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 listed and Chief 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 4:54 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President