



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – November 18, 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 1:03 pm.

Pledge of Allegiance

Deputy Chief Gibbs led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

(Note: Director Hillgren participated via teleconference from 306 Kootenai Court, Sun Valley, ID 83353)

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Mike Gibbs, Deputy Chief; Fred Cox, Deputy Chief; Battalion Chief; Jim Sturtevant, Battalion Chief; Dave McQuead, Battalion Chief; and Karlana Rannals, Board Clerk

2. Public Comment

Deputy Chief Gibbs conveyed his appreciation for the support and the opportunities he received during his 32½ -year career with Rancho Santa Fe Fire Protection District. His retirement date is December 2, 2015.

3. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER to approve the consent calendar as submitted on the following roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSTAIN: None

ABSENT: None

a. Board of Directors Minutes

i) Board of Directors minutes of October 14, 2015

ii) Board of Directors minutes of October 29, 2015

b. Receive and File

i) *Monthly/Quarterly Reports*

▪ List of Demands Check 26696 thru 26798 for the period October 1 – October 31, 2015	
totaling:	\$ 379,857.46
Payroll for the period October 1 – October 31, 2015	<u>\$ 541,948.50</u>
TOTAL DISTRIBUTION	\$ 921,805.96

ii) *Activity Reports – October 2015*

- *Fire Prevention*
- *Operations*
- *Training*

iii) Correspondence

- Michel McCoy
- John Queen

c. Resolution

- i) Resolution 2015-11 – A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Commending the Retirement of Deputy Chief Michael J. Gibbs

4. Old Business

a. Strategic Plan – Update

Jim Boylan, Consultant, JB Pathfinders distributed a summary of the draft plan reporting that the goals and strategies have been created. The strategic team are currently working on the objectives (or outcomes) of the plan. He discussed with the board members each draft goal and responded to their questions.

10-minute recess

b. *LAFCO Application – Update*

Chief Michel reported that the ad hoc committee had a final meeting to confirm the negotiations for a property tax exchange. He anticipates that County staff will prepare and docket the property tax exchange for the December or January Board of Supervisors meeting. He is also awaiting the draft contract to begin fire protection service at the temporary Harmony Grove Village station on January 1, 2016.

5. New Business

a. Budget Authorization

Chief Michel summarized the staff report provided. This request is for one of the two staff vehicles identified in the FY16 budget. The quote provided by Kearny Pearson Ford was based on the City of San Diego bid, which was competitively, bided and awarded thru February 28, 2018.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, approved on the following vote authorizing the purchase of one (1) replacement staff vehicle with radio and emergency lighting package for a cost of \$38,902.66 :

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

b. New Position – Office Support Coordinator

Chief Michel and Ms. Rannals summarized the staff report provided. They reported that the additional full-time position was included in the budget approved for fiscal year 2016. The need to add an *Office Support Coordinator* position is the result of the many elements of administration and training. The District has used individuals in a temporary role, but has determined the need for a full-time position. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, approved the additional budgeted position *Office Support Coordinator*, position description, and salary range to support the Training Division, Fire Prevention, and other District administrative service on the following vote:

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

c. Board of Directors Meeting Calendar

Ms. Rannals reviewed the staff report provided. She included routine matters that are considered by the Board with specific deadlines to assist should it be necessary to reschedule a meeting. After review of the calendar, it was determined to change the following regular meetings:

Regular Meeting Date – 2016	Rescheduled Meeting Date – 2016
May 11	May 18
June 8	June 22
September 14	September 21

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, approved unanimously to move and calendar the 2016-year regular meeting schedule as agreed on the following roll call vote:

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

6. Oral Report

a. Fire Chief – Michel

- i) Strategic Plan: no additional information to the consultant’s report.
- ii) District Activities:

- Trick or Treat Open House (RSF1) – Saturday, October 24, 2015
- RSF Pancake Breakfast (RSF2) – Sunday, November 8, 2015

He spoke of both events and each event was very successful. There was a good turnout, and there was a lot of positive feedback from the attendees.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity, noting district personnel responded to 216 calls the previous month. He reported that fuel moistures levels have increased. He is coordinating with representatives from CalFIRE for the transition of take over the emergency response services for the Harmony Grove Village station on January 1, 2016.

c. Training – Battalion Chief

Chief McQuead summarized the training activity for October. He also distributed a data chart showing results of the firefighter/paramedic new hire application, testing and interview process to hire for the Harmony Grove Village fire station.

d. Fire Prevention – Fire Marshal – no report, not in attendance.

Due to the 3pm, time certain closed session agenda topic, the Board recessed the regular meeting.

7. Closed Session

Pursuant to section 54956.9, the board met in closed session from 3:00 – 3:11 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 listed and Chief Michel attended the closed session. Stephen J. Fitch, Esq., district's legal counsel also participated via teleconference.

President Ashcraft reported that the board discussed the item; direction was provided to legal counsel and the Board took no action.

The Board of Directors agreed to resume back to the regular meeting and would reconvene to closed session following the conclusion of all regular agenda items.

6. Oral Report (cont.)

e. Administrative Manager

- i) CalPERS Educational Forum – October 26-28, 2015, San Jose, CA - She summarized her attendance from the CalPERS conference. She has been working with CalPERS staff to ensure that all personnel who retired from the Fire Protection District are actual retirees from the District. This is important because of the “Net Pension Liability” that the district is now required to put on the balance sheet.
- ii) Deputy Chief Gibbs Retirement Reception – November 12, 2015: approximately 75 people attended the reception at the RSF Community Center. Chief Gibbs was appreciative of the event.
- iii) District Financial Reports – she distributed a draft 6/30 profit and loss statement and 6/30 balance sheet. The requirement to record the net pension liability has been a challenge, and with the assistance of the audit firm, all journal entries were completed. She responded to questions from the board.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – no report, next meeting is December 3, 2015.
- ii) County Service Area – 17 – Update: Hillgren – the meeting was held November 3, 2015. They discussed the preliminary budget and its timeline. The chair/vice chair positions were up for reelection, and they discussed the LAFCO application for CSA-17.
- iii) Comments
- Malin – talked about a Wall Street Journal article about CalPERS.
 - Stine – discussed the success of the public education events held in October/November and heard great feedback from the events.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

November 18, 2015

Page 5 of 5

7. Closed Session (cont.)

Pursuant to section 54957.6 and 54947, the board resumed their closed session from 3:55 – 4:37 pm to discuss the following:

b. CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff

Unrepresented Employees: Fire Chief; Deputy Chief (1); Battalion Chief (4); Fire Marshal; and Administrative Manager

Under Negotiation: Successor Memorandum of Understanding and Compensation

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

c. 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. Conference with Labor Negotiators - the Board of Directors discussed and provided direction to Chief Michel on the matter and took no action.

b. Public Employee Performance Evaluation – Due to the length of the meeting, the Board of Directors deferred this item until the next regular meeting.

8. Adjournment

Meeting adjourned at 4:40 pm.

Karlana Rannals
Secretary

James H Ashcraft
President