



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

Pledge of Allegiance

Director Nancy Hillgren 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; Mike Gibbs, Deputy Chief; Chris Galindo, Battalion Chief; Bret Davidson, Battalion Chief; Renee Hill, Fire Marshal; and Karlana Rannals, Board Clerk

2. Special Presentation

a. Badge Presentation

Chief Michel welcomed all in attendance. Chief Michel, Deputy Chief Gibbs, and Battalion Chief Davidson summarized the District's promotional requirements and the roles and responsibilities of their position and the community served. A Fire District badge was presented to the following member of the District:

- 1) Nathan Fritchle, Engineer

President Ashcraft, on behalf of the Board of Directors, congratulated Nathan on his promotion and wished him continued success in his career with the fire district.

b. Introduction

Fire Marshal Hill introduced Christina (Nina) Eich, Office Support Coordinator and started her employment on December 16, 2014. Nina is from northern California and a recent graduate of Cal State San Marcos. President Ashcraft, on behalf of the Board of Directors, welcomed her and wished her success in her career with the fire district.

3. Public Comment

No one requested to speak to the Board of Directors.

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

- i) Board of Directors minutes of December 10, 2014

b. Receive and File

- i) Monthly/Quarterly Reports

- 1) List of Demands Check 25736 thru 25821 for the period December 1 – December 31, 2014 totaling:

	\$ 506,881.24
Payroll for the period October 1 – October 31, 2014	<u>\$ 511,267.30</u>
TOTAL DISTRIBUTION	\$1,018,148.54

- 2) Activity Reports – December 2014
- Operations
 - Training
 - Fire Prevention
- 3) District Articles
- 4) Correspondence - letters/cards were received from the following members of the public
- None

5. Old Business

a. LAFCO Application – Update

Chief Michel gave the update, reporting that the work needed from the County Assessor’s office was within days of completion. Once the Assessor’s office concludes their work, the next step is to submit to the Auditor & Controller’s office. Chief Michel planned to meet with the Elfin Forest/Harmony Grove Board President to give an update. LAFCO anticipates that the application to be considered for discussion and approval at the County Board of Supervisors in March 2015.

6. New Business

a. North County Dispatch Joint Powers Authority Amendment

Chief Michel summarized the staff report provided. He reported that the current agreement does not have any language for a withdrawing member agency be responsible for any long-term debt it may incur, including any unfunded liability from the retirement system. If an agency were to withdraw, the final liability of the withdrawing agency would be determined with agency specific negotiation. He also informed the board that all eight members’ agencies must approve the amendment before it would become effective. 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 *First Amendment to the Second Amended and Restated Joint Exercise of Powers Agreement for North County Dispatch Joint Powers Authority.*”

b. LAFCO 2015 Special Districts Election

Chief Michel informed the Board members that to elect representatives to the LAFCO Committee and Special District Advisory Committee, the District must authorize a board member to cast the ballot. He requested that the Board of Directors authorize the Board President to cast the ballot on behalf of the Fire District.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Board President to cast the ballot on behalf of the Fire District uninstructed.

6. Oral Report

a. Fire Chief – Michel

- i) CSA 107 – Elfin Forest/Harmony Grove – Update: he informed the Board that the Elfin Forest/Harmony Grove Fire Board of Directors is anxious to move the reorganization along; however, they understand the delay is at the County of San Diego. He has discussed other options to move the process along, but he has asked for patience at this time.
- ii) FEMA Grant Reimbursement: informed the Board that the District refunded \$12,827 in grant funds received. Staff will seek to recover the monies, since we believe it is a documentation error. In addition, the District returned an overpayment to the State of California for payments paid for the Bernardo Fire in May 2014.
- iii) Strategic Plan – informed the board that the strategic plan committee will start the process on in February. He requested a special board meeting to meet with consultant Jim Boylan, Pathfinders Consulting Alliance. The board agreed to a special meeting February 5, 2015 at 1pm. A vision/goal setting workshop is also planned for April 30, 2015 at a location to be determined.
- iv) District Activities:
 - Firehouse World Expo – San Diego – January 27-28, 2015: he extended an invitation to all board members who would like to attend the Expo.
 - FDAC New Board Member Training at RSF2 – March 6-7, 2015: he extended an invitation to all board members interested in the training.

b. Public Education Coordinator

- i) Public Education – 2014 Annual Report: Ms. Julie Taber (PEC) reviewed the 2014 annual report highlighting the website, social media, district activities, hands-only CPR, and District personnel installed 156 car seats during the year. Staff responded to questions from the board.

c. Operations – Deputy Chief

Chief Gibbs summarized the previous month activity. He distributed the seasonal outlook report. He reported that the significant activity included: 1) Traffic collision (Christmas eve) that resulted in a fatality, and 2) structure fire, sprinkler activated – loss estimate - minimum.

d. Training – Battalion Chief

- i) CERT Program Update – deferred to the next meeting.

Chief Davidson summarized the training activity for December. It included:

- i) Fire simulation
- ii) Hose lays
- iii) Probationary exams

e. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month. The staff has been working with RSF Association and RSF personnel to conduct S-212 training on the Arroyo property. She reported that the County of San Diego modified the consolidated fire code and removed some requirements that were specific to Rancho Santa Fe Fire District. She anticipates a need to amend the District's weed abatement ordinance. She also informed the board that Conor Lenehan passed the exam to become a certified arborist.

- f. Administrative Manager
 - i) FY15 Audit Firm: Ms. Rannals informed the Board that Paul Kaymark left the audit firm Charles Fedak & Associates. She inquired if the board members wanted her to solicit quotes through a new request for qualification (RFQ) process, continue the contract with Fedak & Associates, or follow Mr. Kaymark to his new firm for the next two years, which would have the least impact on the district's staff. She responded to questions from the board members. At the conclusion of the discussion, the Board of Directors reached consensus that they would like to follow Mr. Kaymark to the new firm for the next two years. Ms. Rannals agreed to determine the next step in the process to sign a letter of engagement for the services.
- g. Board of Directors
 - i) North County Dispatch JPA – Update: Ashcraft – no report. The next meeting is scheduled for February 26, 2015.
 - ii) County Service Area – 17 – Update: Hillgren – no report. The next meeting is scheduled for February 3, 2015.
 - iii) Comments
 - Stine – reported he met with the Public Education Coordinator to discuss public outreach at the local schools.
 - Hillgren – inquired about the potential closing of two fire stations in the City of Encinitas. Chief Michel responded to her questions.

7. Closed Session

Pursuant to section 54957.6, the board met in closed session from 3:06 – 4:26 pm to discuss the following:

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
All board members listed, Chief Michel and Stephen J. Fitch, legal counsel (via conference call) attended the closed session.
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 16936 El Fuego
Agency Negotiator: Tony Michel, Fire Chief
Negotiating Parties: RSF Association
Under Negotiation: Instruction to negotiators concerning price and term
All board members listed and Chief Michel attended the closed session.

Upon reconvening to open session, President Ashcraft reported that the Board of Directors provided direction to staff and legal counsel on the matters listed and took no action.

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8. Adjournment

Meeting adjourned at 5:13 pm.

Karlana Rannals
Secretary

James H Ashcraft
President