

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes February 16, 2022



*These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were 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***

Deputy Chief Slattery led the assembly in the Pledge of Allegiance.

**Roll Call**

Directors Present: Ashcraft, Hillgren, Stine, Tanner

Directors via Zoom: Malin

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Fire Marshal Marlene Donner; and Manager, Finance & Administration/Board Clerk Alicea Caccavo

1. **Public Comment**

None

2. **Motion waiving reading in full of all Resolutions/Ordinances**

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

3. **Consent Calendar**

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the consent calendar as presented.

a. **Board of Directors Minutes**

Board of Directors minutes of January 14, 2022 Special Meeting

Board of Directors minutes of January 19, 2022

b. **Receive and File**

Monthly/Quarterly Reports for the period of: **January 2022**

- 1) List of Demands Check 34670 thru 34761, Electronic File Transfers (EFT), and Wire Transfer(s)  
totaling: \$ 901,225.71  
Wire Transfer(s) expenditures: \$ 242,633.28  
Payroll expenditures: \$ 615,830.44  
TOTAL DISTRIBUTION \$ 1,759,689.43

2) RSFFPD Profit & Loss Summary as of **December 31, 2021**

3) RSFFPD Combined (GF & FMF) Balance Sheet as of **December 31, 2021**

4) Investment Summary as of **December 31, 2021**

5) Activity Reports – **January 2022**

a. Operations

b. Training

c. Fire Prevention

d. Correspondence - letters/cards received from the following members of the public:

- None

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c. Resolution No. 2022-04

To adopt by consent Resolution No. 2022-04 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation of a State Of Emergency by Governor Newsom’s Executive Orders N-25-30, Issued March 12, 2020; N-33-20 Issued March 19, 2020, and Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies of Rancho Santa Fe Fire Protection District for the Period February 17, 2022 through March 18, 2022 Pursuant to Brown Act Provisions

4. Old Business

None

5. New Business

a. Human Resource Analyst Position

To discuss and/or approve of the additional position of a Human Resource Analyst. Staff Report 22-01, Job Description, and Proposed Organizational Chart

***Manager Caccavo reported that the Manager, Finance & Administration role has been taking on more human resource duties in addition to increasingly demanding human resource items such as Covid. To accommodate this development of additional daily tasks required, a new Human Resource Analyst position was created for internal candidates. This new position would enable the Manager to oversee the role, encourage employee retention and succession planning.***

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the additional position of HR Analyst.

b. Budget Authorization

To discuss and/or approve the purchase and implementation of the Caselle Government Accounting and Human Resource Software. Staff Report 22-02, Caselle Contract Proposal, Assurance Agreement and License Agreement

***Manger Caccavo reported that with Microsoft’s pending decision to no longer support our current accounting software GP; and to align with other Fire Special Districts in San Diego, Staff has been utilizing a consultant to research public sector governmental accounting systems tailored to the Special District’s needs. Staff recommends the process of implementation of the Caselle software by the Fiscal Year 2023-24.***

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and authorize Fire Chief to execute the agreement with Caselle.

c. Financial Audit Services – FY 21/22

To discuss and/or approve the distribution of a “Request for Proposal” to retain the services of an independent auditor. Staff Report 22-03

***Manager Caccavo reported that Pun Group indicated an increase of \$5000 to extend the contract for two (2) years due to staff shortages and the previous year they did not increase the cost for audit. Staff recommends to continue with the current auditor as it would be beneficial in light of all the upcoming changes.***

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve continuing the contract with Pun Group for an additional two (2) years.

d. Contract for IT Services

To discuss and/or approve the updated contract with Erwin Willis of Wintech for IT services.

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***Directors Ashcraft and Hillgren recused themselves (and left the room) from the item to be prudent and ensure that there is no perceived conflict of interest.***

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to approve the updated contract with Wintech.

6. **Resolution/Ordinance**

a. **Resolution No. 2022-05**

To adopt Resolution No. 2022-05 entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program  
***Manager Caccavo reported that this is an annual item that is brought before the board to adopt for continued participation in the SD County Fire Mitigation Fee Program for year 2022-23. Director Ashcraft identified that the resolution indicates on the fourth paragraph that “the District lacks sufficient funds for new or improved Facilities from fund balances, capital facility funds, property tax sources, or an other appropriate source, and annexation and plan check fees charges by the District do not include a payment toward the costs of Facilities as a component of those fees” could appear misleading and would like to remind all that it is the Boards’ duty to consider the rapid increases in fiscal requirements that have come due, such as CalPERS obligations and other fiscal challenges.***

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2022-05.

b. **Resolution No. 2022-06**

To discuss and/or adopt Resolution No. 2022-06 entitled 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

***Manager Caccavo reported that this is an annual item and due to the approval of the HR Analyst position in New Business, item A, previously discussed, the Salary Schedule must be approved and reposted to the website.***

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2022-06.

c. **Resolution No. 2022-07**

To discuss and/or adopt Resolution No. 2022-07 entitled A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing Signers on District Bank and Investment Accounts.

***Manager Caccavo reported that due to recent changes in staff the District will need to update the signatures with the banking and investment vendors to ensure authority in house to execute checks and approvals.***

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2022-07.

7. Oral Report

a. **Fire Chief**

i. District Activities: *Chief McQuead reported that he and Fire Marshal visited the Santa Fe Irrigation District to network; Chief McQuead and Chief Slattery met with Olivenhain Municipal Water District which promptly resulted in correcting the leak at Station 2.*

*Chief McQuead reported that he attended a Webelos virtual meeting, which is a 9 year old to 11 year old troop bridging the gap from cub scout to boy scout.*

*Chief McQuead reported that a quilting group out of Elk Grove created quilts for surviving member of fallen firefighters; they sent one for Jenny Mosby and one for Canli Mertz.*

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- ii. Appreciation Luncheon: *Chief McQuead reminded the Board that on the March 16<sup>th</sup> Board meeting Staff will catch up two years' worth of badge pinning and new hire introductions starting at 11:30 am.*
- b. **Operations – Deputy Chief**  
*Chief Slattery reported on several vacancies: one Battalion Chief, one Captain, one Engineer and two (2) Firefighter/Paramedics. The Battalion Chief testing will be 2/22 & 2/23 and the District will be doing testing for Engineer and Captain with the North Zone. Anticipate the transition of Chief Sherwood to the floor and Chief Thompson to Training Chief by April 2022.  
Released two probationary firefighters based on medical skills. Discussion followed regarding current recruitment issues.  
Engineer Cantrell has taken over the reserve program with a total of seven (7) reserves who were on hold due to Covid; another ten (10) are going to be moving through backgrounds with a two-week academy starting early March.  
Deputy Chief Slattery presented the differing incidents on the dashboard of software Tableau and presented recent pictures on traffic collisions in the District's jurisdiction.*
- c. **Training – Battalion Chief**  
*Chief Slattery reported that recently the North Zone agencies held an extended attack drill reenacting three scenarios of major wildfire with Battalion Chief's acting as Incident Commander.*
- d. **Fire Prevention – Fire Marshal**  
*Fire Marshal Donner reported that Amazon is redoing a 2-story building in 4S Ranch; Staff is working on a new Weed Abatement mailer.  
Staff attended Damage Inspection Specialist training put on by CalFire. Fire Marshal Donner handed out a packet that CalFire put together regarding what building materials are burning during the large fires. The handout shows the different components of structural hardening and its effects. Staff will translate and add the information in a more simplistic manner to the annual mailer.*
- e. **Manager, Finance & Administration**
- i. Form 700: *Manager Caccavo reported that the Form 700 is due by April 1, 2022.*
  - ii. Auditor: *Previously discussed.*
  - iii. Website: *Staff looking at possibly moving the current website to Streamline which is geared for compliancy for Special Districts. Directors would like to move forward on this; Manager Caccavo getting quotes.*
  - iv. Grant: *Manager Caccavo passed out a sample of a grant recap that Staff would like to present moving forward onto the Consent Calendar. The Rancho Santa Fe Fire District Foundation will be added to the form.*
- f. **Board of Directors**
- i. North County Dispatch JPA: *Director Ashcraft reported that North Comm will be meeting on 2/23/2022.*
  - ii. County Service Area – 17: *Director Hillgren reported that at the 2/1/2022 Zoom meeting; discussed drug overdose cases when given in the field; during the pandemic opioid overdoses skyrocketed. Financially volume of transports went up so increase in reserves - 4 million in reserves to 5.5 million in reserves in about 3 years; 11% of the budget is excess reserves.  
Newly created Recovery Resource Council similar to substance abuse counselors help with withdrawal and mitigation. Currently there is a severe blood shortage in SD County.  
Compliance for prior quarter was down from approximately 95% to 92-93%.  
Ambulance RFP anticipated to be out by the end of March; of the Ambulatory services 60% go to Scripps in Encinitas and 26% Scripps in La Jolla.*

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*EMS Coordinator Sal Ruiz will be getting a much needed assistant.  
May 3<sup>rd</sup> next meeting – Director Stine to attend.*

iii. Comments

Stine: Form 700 using same link and password.  
Tanner: Appreciate the flags put out by Station 1 personnel.  
Hillgren: Biden promoting nationally recognized hardening procedures for fire insurance.  
Malin: None

*Meeting adjourned for a 10-minute break at 2:44pm and subsequently into Closed Session at 2:56pm.*

8. **Closed Session**

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:  
CONFERENCE WITH LABOR NEGOTIATORS  
Represented Employees: Employee Association  
*All board members listed and Chief McQuead, Deputy Chief Slattery and Manager Caccavo attended and participated in this discussion.*

*Reconvened to Open Session at 3:19pm*

Upon reconvening to open session, President Ashcraft announced that the Board had given direction; no action taken.

9. **Adjournment**

*Meeting adjourned at 3:20pm*

A handwritten signature in blue ink, appearing to read "Alicea Caccavo", written over a horizontal line.

Alicea Caccavo  
Board Clerk

A handwritten signature in blue ink, appearing to read "James H. Ashcraft", written over a horizontal line.

James H. Ashcraft  
Board President