

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes August 18, 2021



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

Chief Twohy led the assembly in the Pledge of Allegiance.

Roll Call

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

Staff Present: Fire Chief Fred Cox; Deputy Chief Dave McQuead; Battalion Chief Brian Slattery; Battalion Chief Bruce Sherwood; Fire Marshal Marlene Donner; Volunteer Recruitment & Retention Coordinator Chief Frank Twohy; and Manager, Finance & Administration/Board Clerk Alicea Caccavo

1. **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.

2. **Consent Calendar**

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

a) **Board of Directors Minutes**

i) Board of Directors minutes of July 21, 2021

b) **Receive and File**

i) Monthly/Quarterly Reports

(1) List of Demands Check 34117 thru 34223, Electronic File Transfers (EFT), and Wire Transfer(s) for the period July 1 – 31 totaling:	\$ 522,006.09
Wire Transfer(s) period July 1 – 31	\$1,010,807.07
Payroll for the period July 1 – 31	\$ 879,525.79
TOTAL DISTRIBUTION	\$2,412,332.95

(2) Activity Reports – July 2021

(a) Operations

(b) Training

(c) Fire Prevention

(d) Correspondence - letters/cards were received from the following members of the public:

(i) None

3. **Public Comment**

No one requested to speak to the Board

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4. **Old Business**

None

5. **Public Hearing**

a. Multi-year Facilities & Equipment Plan for Fire Protection - Fiscal Year 2021/2022

President Ashcraft opened and closed the public hearing. Board Clerk Caccavo informed the Board that she had not received any comments regarding the fire mitigation fee program.

6. **New Business**

a. **Acceptance of Donation**

Director Stine reported that the Foundation reviewed and approved the proposal for 50/50 split with the District for pendants, cell guards for Staff and harmonizers for each facility. He met with the Safety Committee to do an audit of the station and staff requirements. Director Stine responded to questions from the Board.

Staff Report 21-14

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN to accept of \$8,537 donation from the Rancho Santa Fe Fire District Foundation which is half of the total cost of \$17,705 shared with the District for Electromagnetic Field products for Staff and facilities.

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

7. **Resolution/Ordinance**

a. **Resolution No. 2021-14 – Capital Improvement Plan for the Use of the Fire Mitigation Fee Revenue**

Chief Cox reported that this is an annual item to approve existing approved projects. There are two (2) modifications to the plan 1) modification to Station 6 – increased from \$50,000 to \$100,000 for remodel; and 2) Administrative office remodel to add digital plan review technology. All remaining projects were committee approved previously.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE to adopt Resolution No. 2021-14 entitled a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Adopt a Capital Improvement Plan for the Use of Fire Mitigation Fee Revenue

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

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8. Oral Report

a. **Fire Chief – Cox**

- i. American Rescue Plan Act (ARPA) Funding: *Chief Cox reported that the ARPA funds, supported by Supervisor Desmond and the County Board of Supervisors, will be available for distribution starting next month. Rancho Santa Fe Fire Protection District will be awarded \$329,000 of the \$4 million dollars approved based on the population of the District. Chief Cox responded to questions from the Board.*
- ii. District Activities:
- *Chief Cox reported that the District has returned to having all of the Staff wear masks due to the Delta variant of Covid-19.*
 - *On 8/23/21 @ there will be a walk through with Supervisor Desmond at 9:00am to go over the Zumaque Fuel Project to look at the fuel levels in the area.*
 - *Solar project almost completed at Station 5.*
 - *Branguard ember protection to comply with the Wildland Urban Interface (WUI) was installed in the vents at the Administrative Building.*
 - *Patrol/Dispatch tenant improvement project has been pushed back to the end of September.*
 - *New Assembly Bill 38 which requires the Seller at the time of transfer of property to provide a disclosure to the Buyer for homes constructed before January 1, 2020. This disclosure is based on an inspection for properties in high fire severity zones and detail low-cost fire retrofits available. Chief Cox provided a slide show presentation to further illustrate acceptable landscapes. He responded to questions from the Board. Director Hillgren added that Fire Safe maps are now available and how they may be used.*
 - *Chief Cox announced that Manager Caccavo is coming up on her one year anniversary with the District.*

b. **Operations – Deputy Chief**

Chief McQuead distributed handouts to help identify the calls reflected on his report. He reported out on the ongoing fires in California and the current weather forecast. He reviewed the calls within the District and answered questions by the Board.

c. **Volunteer – Volunteer Recruitment & Retention Coordinator**

Chief Twohy reported that the non-vaccinated reserves are currently on stand down due to the 7.8 current rolling average. Former reserves Brian Farmer and Corbin Martinez recently hired full time for the Rancho Santa Fe Fire Protection District.

d. **Training – Battalion Chief**

Chief Sherwood reported 1500 training hours for the month of July. There is new training for palm tree rescue which was well received. New hire test for the Firefighter/Paramedic began. Chief Slattery has been signed off on Strike team certification. Chief Sherwood also passed around a recently purchased assault helmets for ballistic protection.

e. **Fire Prevention – Fire Marshal**

Fire Marshal Donner reported on current projects in the District. Rancho Santa Fe Fire Protection District is currently working with the Association to do joint reviews for landscaping. The District is recruiting for Fire Prevention Specialist to fill the position vacancy. Fire Watch images won't be released to the District.

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f. **Administrative Manager**

Manager Caccavo reported that two new hires for Firefighter/Paramedic, Brian Farmer & Corbin Martinez, both of which are former reserves will be starting the fire academy. Recruiting for the Fire Prevention Specialist (FPS) to replace the FPS that recently resigned. The District received the CalPERS valuations and the new pension tools and will be going over with Director Malin to demonstrate the effect of the 21.3% return CalPERS recently disclosed. Final budget will be brought to the next Board meeting for anticipated approval and adoption.

c) **Board of Directors**

- i) North County Dispatch JPA – *Director Ashcraft reported that meeting will be in person next week.*
- ii) County Service Area – 17 – *Met on August 3rd which included the financials and the consulting report status as to whether they were in review. Incidents are increasing.*
- iii) Director Comments
 - (1) Malin: none
 - (2) Hillgren: none
 - (3) Stine: none
 - (4) Tanner: none

9. **Adjournment**

Meeting adjourned at 2:31 p.m.

Alicea Caccavo
Board Clerk

James H. Ashcraft
President