

# Rancho Santa Fe Fire Protection District

## Regular Board of Directors Meeting

### Minutes October 20, 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 1:07 pm.

#### ***Pledge of Allegiance***

Chief Twohy led the assembly in the Pledge of Allegiance.

#### **Roll Call**

Directors Present: Ashcraft, Hillgren (via Zoom), Malin, Tanner

Staff Present: Fire Chief Fred Cox; Deputy Chief Dave McQuead; Battalion Chief Cole Thompson; 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 MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

#### **2. Consent Calendar**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar as presented.

##### **a. Board of Directors Minutes**

- Board of Directors Regularly Scheduled Meeting minutes of September 15, 2021
- Board of Directors Special Meeting minutes of September 29, 2021

##### **b. Receive and File**

- Monthly/Quarterly Reports

(1) List of Demands Check 34314 thru 34401, Electronic File Transfers (EFT), and Wire Transfer(s) for the period October 2021 totaling:	\$ 186,509.00
Wire Transfer(s) period October 2021	\$ 422,481.31
Payroll for the period October 2021	<u>\$ 791,623.72</u>
TOTAL DISTRIBUTION	\$1,400,614.03

##### **(2) Activity Reports – October 2021**

- (a) Operations
- (b) Training
- (c) Fire Prevention

##### **c. Surplus Equipment: Water Tender ID# 0261– Staff Report 21-18**

*Board authorized disposal and sale of equipment.*

##### **d. Cal-JAC Subscription Agreement**

*Board authorized Fire Chief to execute agreement with Local President Nick Brandow.*

#### **3. Public Comment**

*No one requested to speak to the Board.*

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes October 20, 2021



4. **Old Business**

*None*

5. **Resolution/Ordinance**

a. **Ordinance No. 2022-01**

To conduct the second reading for Ordinance No. 2022-01 *entitled* an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2019-01.

*President Ashcraft opened the public hearing. The Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. Chief Cox reported that there were some grammatical errors and minor calculation errors which were highlighted in the document inf the agenda packet. President Ashcraft closed the second public hearing. The third and final hearing will be held at the November meeting.*

6. **New Business**

a. **Employment Agreement**

To discuss and approve the retired annuitant employment agreement with former Fire Chief Tony Michel for succession planning for Fire Chief.

*Chief Cox reported that this is specifically to assist the new Fire Chief if necessary. Director Ashcraft reported that this is something that is being done in other organizations for succession planning.*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT;  
0 ABSTAIN to approve the Employment Agreement with Tony Michel on the following roll call vote:

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

7. **Oral Report**

a. **Fire Chief – Cox**

- SB 9 – *Chief Cox reported that SB9 allows for residents to split their lots in certain areas. This will affect certain parts of the District. Chief Cox distributed a handout indicating the areas affected and summarized the bill. Chief Cox answered questions by the Board.*
- District Activities – *Chief Cox reported that the North Comm project is underway. Patrol will be moving first and then Dispatch will begin their move. Anticipating to be done by the first of the year. The fuel mitigation project on Zumaque was held up due to deployments up North. Should begin in the next few weeks.*  
*Solar Project at RSF5 is completed and reducing the carbon footprint. Anticipate \$1000-\$1200 per month in savings.*  
*Rancho Santa Fe street fair by the Rotary club will be held on 11/13.*  
*Staff met with the Lakes homeowner’s association representatives and presented the proposal for developer fees; waiting to hear back from them.*  
*The GIA Wellness accessories from Rancho Santa Fe Fire District Foundation were received by Staff and they were very grateful.*  
*Chief Cox reported that there will be an Assisted Living facility coming into the District. The Benefit fee is \$10 per benefit unit. Staff is working on how the facility should be properly assessed, as well as investigating other tax revenue to ensure the District is receiving the correct revenue from the County.*

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes October 20, 2021



b. Operations – Deputy Chief

*Deputy Chief McQuead reported call volume decreased for the month; the current incidents north increased (handout). The District had staff that participated in the rapid extrication module, where a team is sent to extract injured firefighters. Chief McQuead summarized the current incidents and deployments. Answered questions from the Board.*

c. Volunteer – Volunteer Recruitment & Retention Coordinator

*Chief Twohy reported the reserves donated 468 hours to the community. He announced the success of Tracy Vera, a reserve paramedic, was recently hired by Carlsbad Fire. Currently have 8 reserves in the program which has decreased due to Covid issues and the competitive market. Chief Twohy will be retiring, and the program will be moved in-house at the end of November.*

d. Training – Battalion Chief

*Battalion Chief Sherwood reported 1300 hours of training. New hire Mitchell Grant started the orientation and training academy. Battalion Chief Sherwood reported that the 2022 training calendar is set up for the Captain & Engineer tests in March & April.*

e. Fire Prevention – Fire Marshal

*Fire Marshal Donner reported that Fire Prevention Specialist Closs has returned, and Fire Prevention Specialist Schaffer is doing well. She summarized her report and reported on current projects in the District.*

f. Administrative Manager/Manager, Finance & Administration

*Manager, Finance & Administration Caccavo reported that the Finance Committee will be meeting on November 2. Final Audit will be presented at the November 17<sup>th</sup> Board meeting. Manager Caccavo clarified with the Board that they would like to continue to meet via the rules of AB361.*

e. Board of Directors

- North County Dispatch JPA – *President Ashcraft reported that the next meeting for North Comm will be December 1<sup>st</sup>.*
- County Service Area – 17 – *Director Hillgren reported that the next meeting for CSA-17 will be first Tuesday in November.*
- Comments:
  - Director Malin: Recommended that the Directors read the NY Times article regarding San Diego and how great their water plan is. Director Malin reported on how some colleges have yielded extremely high returns on private equity in contrast with CalPERS return of 21.3%.*
  - Director Tanner: None*
  - Director Hillgren: None*

*Adjourned to close session at 2:18pm*

8. Closed Session

a. PUBLIC EMPLOYMENT

*Pursuant to Government Code §54957*

*Title: Fire Chief & Deputy Chief*

***All board members listed, Manager Caccavo and Chief Cox attended and participated in the discussions.***

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes October 20, 2021

---

---



*Reconvened to open session at 2:50pm*

*Upon reconvening to open session, President Ashcraft announced the appointment of Dave McQuead as the Fire Chief effective 12/16/2021 with a starting salary of \$210,000. The contract will be approved and ratified at the regularly scheduled meeting on November 17.*

9. Adjournment

*Meeting adjourned at 2:55pm*

A handwritten signature in blue ink, appearing to read "Alicea Caccavo".

Alicea Caccavo  
Board Clerk

A handwritten signature in blue ink, appearing to read "James H. Ashcraft".

James H. Ashcraft  
Board President