



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – October 21, 2020

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.

REGULAR AGENDA

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

Fire Chief Fred Cox led the assembly in the Pledge of Allegiance.

Roll Call

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

Directors Absent: None

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

1. Special Presentations

- a. President Ashcraft made a special presentation to the following individuals in recognition for their service to the District:
 - i. 5-year: Christopher Pane; Matthew Sivba; Schott Schieber; Scott Young; Curtis Benz
 - ii. 15-year: Luke Bennett; Julie Taber
 - iii. 20-year: Craig McVey
 - iv. 30-year: Fred Cox; Marshall Jordan; Chris Mertz; Dale Mosby; David Livingstone
- b. President Ashcraft announced Tanner Worley as the recipient to receive the David B. Dewey Firefighter of the Year Award.
- c. Present Ashcraft announced Conor Lenehan as the recipient of the Non-safety Employee of the Year Award.
- d. Check Presentation: Rancho Santa Fe Fire District Foundation Board President Jim Depolo and Director Tony Michel presented a check for \$11,993.38 to the Fire District for the purchase of Timberline hose clamps/Wolfpack cases for suppression personnel.

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

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

a. *Board of Directors Minutes*

- i. Board of Directors minutes of September 16, 2020

b. Receive and File

i. *Monthly/Quarterly Reports*

- List of Demands Check 33116 thru 33221, Electronic File Transfers (EFT) and Wire Transfer(s) for the period September 1 – 30, 2020 totaling: \$ 207,107.67
- Wire Transfer(s) for the period September 1 – 30, 2020 \$ 248,132.43
- Payroll for the period September 1 – 30, 2020 \$ 863,303.18
- TOTAL DISTRIBUTION \$1,318,543.28

ii. Reports – September 2020

- Operations
- Training
- Fire Prevention
- Correspondence – letters/cards were received from the following members of the public:
 - a. None

c. Acceptance of Grant

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept a grant of \$11,993.38 from the Rancho Santa Fe Fire District Foundation for the purchase of Timberline hose clamp/Wolfpack cases for suppression personnel.

4. Public Comment

No one requested to speak to the Board.

5. Old Business

- a. None

6. Resolution/Ordinance

a. *Resolution No. 2020-14*

Chief Cox and Fire Marshal Donner summarized the staff report provided. They reported that Senate Bill 1205 requires every district to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards. The bill also requires the governing authority to acknowledge receipt of the report in a resolution. They reported to the board members that District personnel have completed all required inspections and are in 100% in compliance.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and APPROVED Resolution No. 2020-14 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief Regarding Required Inspection of Certain Occupancies Pursuant Section 13146.2 and 13146.3 of the California Health and Safety Code on a roll call vote:

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

b. *Ordinance No. 2020-15*

Ms. Rannals reported that this resolution is required for each financial institution to update signatures on the bank and investment accounts to become effective October 22, 2020.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and APPROVED Resolution No. 2020-15 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Signers on District Bank and Investment Accounts on a roll call vote:

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

7. New Business

a. *Call for Nominations to the Local Agency Formation Special Districts Advisory Committee*

Chief Cox informed the Board that he currently serves on this Advisory Committee, which meets quarterly; and he is interested in continuing to serve as the Special Districts Representative. In order to continue serving in this role, the Board of Directors must re-nominate him.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to nominate Fred Cox as a nominee to serve as a special district member on the LAFCO Special District Advisory Committee and authorize the Board President to sign all documents supporting the nomination.

b. *Appoint Representative and Alternate to Public Agency Self Insurance System (PASIS) Board of Directors*

Ms. Rannals summarized the staff report provided. The PASIS Bylaws state that the Board of Directors must identify a representative and alternate. The staff report recommends Alicea Caccavo, Manager, Finance & Administration as the representative, and Fred Cox, Fire Chief as the alternate to the Public Agency Self Insurance System (PASIS) Board of Directors. 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 accept the staff recommendation to appoint Alicea Caccavo, Manager, Finance & Administration as the representative, and Fred Cox, Fire Chief as the alternate to the Public Agency Self Insurance System (PASIS) Board of Directors.

8. Oral Report

a. Fire Chief

- i. OES Type III Engine: he was recently notified by the Office of Emergency Services (OES) that the District was selected to receive a Type III engine, that will replace the current OES Type I engine currently located at the Rancho Cielo station. He anticipates the new engine will be in service by December 2020.
- ii. Hazardous Fuel Updates: he reports that the Prevention staff has been working diligently on ensuring the Rancho Cielo area has maximum fuel reduction. He is aware of a forced abatement that is expected to cost the District approximately \$24,000 (which will be reimbursed most likely by an assessment on the property tax bill). He distributed photos of the before and after of the district's forced abatements showing progress.
- iii. RSF5 Update: Chief Sherwood reported that the District received the final inspection to occupy on October 20, 2020. The suppression personnel have relocated from the trailers to the new station. He noted that there aren't too many items on the punch list, except for the concrete which must be removed and repoured. Chief Cox distributed a handout regarding a resolution to the concrete.
- iv. District activities:
 - San Diego County Fire Authority is forming as a "dependent" Fire District under the San Diego County Board of Supervisors. They are reforming as San Diego County Fire Protection District.
 - Chief Cox also reported that he volunteered to be on a committee for the LAFCO Municipal Service Review. The mission is to review standards to elevate fire district.
- b. Operations – Deputy Chief – Chief McQuead reported that the call volume is approximately 3% higher than last year. He believes that the spike is primarily due to deployments. He reviewed the previous month's statistics and the seasonal outlook.
- c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the reserve program is continues to provide staffing at the stations, and the Reserves donated 1,344 volunteer hours this reporting period. He noted that one reserve is currently attending the Fire Academy at Palomar.
- d. Training – Battalion Chief – Chief Sherwood reported that District personnel completed approximately 1,500 hours of training, focused on 1) crew rotation for deployments; 2) fire prevention; 3) radio refresher; 4) safety officer; and 5) strike team leader. He also explained the process when recruiting and hiring an entry level firefighter/paramedic.
- e. Fire Prevention – Fire Marshal – prevention personnel presented the following:
 - i. Fire Marshal Donner: she introduced Sarah Montagne, Office Support Coordinator who joined the District October 1, 2020. She reviewed the previous month's statistics. In addition, she announced that the District will have a "drive-thru" event on November 1 at RSF2 for fire prevention.
- f. Administrative Manager/Manager, Finance & Administration – Ms. Rannals reported the following:
 - i. Finance Committee – the committee will meet with the District's auditor on October 26 and the audited financials for FY20 will be presented at the next meeting.
 - ii. She requested that the board members bring their calendars to the next meeting, as the agenda will include the annual meeting calendar for 2021.

Ms. Caccavo reported the following:

- i. She assumed the staff responsibility on October 1, and has been reviewing and plans to update position descriptions. Also, she is studying the quarterly review of the District's finances.
- ii. CalPERS Education Forum: she participated in a few of the education sessions and met with the District's actuary, noting that CalPERS has developed a new pension outlook tool to assist agencies with their UAL.
- iii. She has also been working with the employees on the health care open enrollment.

g. Board of Directors

- i. North County Dispatch JPA – Update: Director Ashcraft: no report, next meeting December 2, 2020.
- ii. County Service Area 17 – Update: Director Hillgren: no report, the next meeting is November 10, 2020.
- iii. Comments
 1. Malin: Spoke of a Wall Street Journal article about pensions
 2. Stine: conveyed his appreciation to the fire prevention staff for supporting the residents in Questhaven.

10-minute recess

9. Closed Session

Pursuant to the following section, the board met in closed session from 2:43 – 3:53 pm, and discussed the following:

With respect to every item of business to be discussed in closed session pursuant to Section 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Jim Ashcraft, Randy Malin and assigned Staff

Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Under Negotiation: Successor Memorandum of Understanding

All board members listed and Chief Cox, Deputy Chief McQuead, Alicea Caccavo and Karlena Rannals attended and participated in this discussion.

Upon reconvening to open session, President Ashcraft announced that direction was given to the District's Agency Negotiators and direction was given.

10. Adjournment

Meeting adjourned at 3:54 pm.