



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – April 15, 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

Deputy Chief McQuead 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; Bret Davidson, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlena Rannals, Board Clerk.

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

MOTION BY DIRECTOR TANNER, 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 HILLGREN, SECOND BY DIRECTOR STINE, 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 March 11, 2020

b. Receive and File

i. *Monthly/Quarterly Reports*

1) List of Demands Check 32477 thru 32554, Electronic File Transfers (EFT) and Wire Transfer(s) for the period March 1 – 31, 2020 totaling:	\$ 596,878.48
2) Wire Transfer(s) for the period March 1 – 31, 2020	\$ 226,040.96
3) Payroll for the period March 1 – 31, 2020	<u>\$ 624,202.20</u>
4) TOTAL DISTRIBUTION	\$1,447,121.64

ii. Investment Review – March 31, 2020

iii. Reports – March 2020

1) Operations

2) Training

3) Fire Prevention

4) Correspondence – letters/cards were received from the following members of the public:

a. None

- c. Sale of Surplus Equipment #0611 – the Board of Directors approved the sale of surplus equipment #0611 to Fire Etc. for \$33,500.
- d. Sale of Surplus Equipment #0281 – the Board of Directors approved the sale of surplus equipment #0281 to Fire Etc. for \$2,400.
- e. Sale of Surplus Equipment #0781 – the Board of Directors approved the sale of surplus equipment #0781 to Fire Etc. for \$3,000.

3. Public Comment

The Board Clerk read an email/letter as follows:

a. Roadway Improvement Plan

Eric Anderson, property owner, Rancho Santa Fe, informing the Board of his significant challenges trying to process a roadway improvement plan. A hard copy of the subject email/letter dated April 15, 2020 is on file with the Board Clerk.

4. Old Business

a. None

5. New Business

a. CalPERS Unfunded Accrued Liability (UAL)

Chief Cox requested from staff a review of the cash position of the District. Because of the unknown of the COVID-19 Pandemic and its associated expenses, he recommended that a second discretionary payment not be sent to CalPERS this fiscal year. He further noted that because of the decline in the economy, he anticipates that CalPERS will incur a significant loss. The Board of Directors were in concurrence and a second discretionary payment will not be made for this fiscal year.

6. Resolution/Ordinance

a. Resolution No. 2020-03

It was determined during the meeting that the resolution had not been included in the agenda material. At the request of the Board the resolution was read by the Board Clerk in its entirety. Chief Cox then informed the Board that the resolution was necessary to file for a FEMA grant for the COVID-19 related expenses.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2020-03 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District AND Designation of Applicant’s Agent Resolution for Non-State Agencies on the following roll call vote:

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

7. Oral Report

a. Fire Chief

- i. COVID-19: the District has been holding up well overall. The staff has been positive overall. There have been an addition five (5) individuals who have been tested and all results have been negative. The caseload is trending down in San Diego County. The District has experienced some challenges obtaining PPE as suppression personnel are wearing masks on every call. He is working with the RSFFD Foundation on a grant for disinfecting equipment. They are also working with the San Diego Fire Foundation on a grant for UV lighting.
- ii. Rancho Cielo Estates Bankruptcy: he reported that legal has petitioned for Chief Cox to serve as a member of the bankruptcy committee
- iii. District Activities:
 - 1) The administrative office remains closed to the public, and are working a modified 4/10 workday schedule (Monday – Thursday)
 - 2) Escondido Creek Conservancy received a grant to remove nonnative vegetation. He anticipates that the work will begin soon.
 - 3) Dispatcher Appreciation Week, a video was created by District personnel.

b. Operations – Deputy Chief

Chief McQuead reported the following:

- i. COVID-19: the call volume zone-wide has dipped because of COVID-19 and many of the face to face meetings have changed to online video conferencing. He and others are working to purchase additional masks, gowns, goggles and gloves. He also reported that the medical directors and Zach Smith has been a great resource and asset. All north zone agencies are supporting a unified message during this pandemic.
- ii. He summarized the previous month’s statistics noting that the rain experienced the previous week resulted in three swift water rescues.

c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that as of March 19, the program was suspended; however, the volunteer/reserves are getting their assignments to keep up with their training. He checks on them once a week. He also reported that the RSF Fire District Foundation gave each employee (full and part time) a gift card in recognition for their service to the Community.

d. Training – Battalion Chief – Chief Sherwood reported that district personnel competed in a Captain’s exam. Four individuals tested and all four passed. He also gave praise to Chief Davidson who has served as a mentor to these individuals. The probationary firefighters have completed their final quarter testing and all have successfully completed probation. The training hours are still ongoing in Target Solutions.

e. Fire Prevention – Fire Marshal

Fire Marshal Donner reviewed the previous month’s statistics. She also reported that the annual weed abatement letter will be mailed within the next month inspections and the associated inspections have started.

f. Administrative Manager

She reported that in light of COVID-19, the annual recognition dinner has been postponed. A date may be announced later.

g. Board of Directors

- i. North County Dispatch JPA – Update: Director Ashcraft: no report.
 - ii. County Service Area 17 – Update: Director Hillgren: no report
 - iii. Comments
1. Stine: asked about the mudslide incident near the tennis courts

Ten-minute recess

8. Closed Session

Pursuant to the following section, the board met in closed session from 2:55 – 3:40 pm, and discussed the following:

- a. 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
Unrepresented Employees: Fire Chief; Deputy Chief; Battalion Chief (4); Fire Marshal and Administrative/Human Resource Manager
Under Negotiation: Successor Memorandum of Understanding and/or Compensation Resolution
All board members listed and Chief Cox, Chief McQuead and Ms. Rannals attended and participated in this discussion.

Upon reconvening to open session, President Ashcraft announced that direction was given to the Agency Negotiators regarding the successor Memorandum(s) of Understanding and Compensation Resolution.

b. Adjournment

Meeting adjourned at 3:42 pm.

Karlana Rannals
Secretary

James H Ashcraft
President