

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes June 8, 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

Fire Marshal Donner led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Malin, Stine (arrived 1:33), Tanner, Hillgren

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

1. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the consent calendar as presented and adopt Resolution 2022-17 re-authorizing remote teleconferencing.

a. Board of Directors Minutes

- Board of Directors minutes of May 11, 2022

b. Receive and File

- Monthly/Quarterly Reports for the period May 2022

(1) List of Demands Check 35053 thru 35131, Electronic File Transfers (EFT), and Wire Transfer(s) totaling:	\$ 164,993.62
Wire Transfer(s) totaling:	\$ 165,171.77
Payroll totaling:	\$ <u>652,545.93</u>
TOTAL DISTRIBUTION	\$ 982,711.32

(2) **Activity Reports for the period May 2022**

- (a) Operations
- (b) Training
- (c) Fire Prevention
- (d) Correspondence – letters/cards were received from the following members of the public:
 - (i) None

c. Resolution No. 2022-17

To adopt by consent the Resolution *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 June 8, 2022 through July 8, 2022 Pursuant to Brown Act Provisions

3. Public Comment

None

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes June 8, 2022



4. **Old Business**

None

5. **New Business**

a. **Finance Committee**

To discuss and/or schedule a Finance Committee meeting to review the continued progress of financial modifications.

Manager Caccavo requested an ad-hoc meeting with Finance Committee to discuss the next steps in the process. Director Malin stated meeting intent is to confirm how much cash we have on hand and how much is needed to be put aside for several project and determine a funding status target for CalPERS. Intent is to create financial strategy for upcoming fiscal years that is understandable for all and board approved.

b. **Fixed Charge Special Assessment for Weed Abatement**

To discuss and/or approve a special assessment on Parcel Nos. 264-384-02-00, 264-672-02-00, 264-671-51-00, 264-672-01-00 for nonpayment of forced abatement fees.

Fire Chief McQuead reported that process remains the same this year for the four (4) Rancho Cielo parcels that were force abated.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve and deliver a special assessment on Parcel Nos. 264-384-02-00, 264-672-02-00, 264-671-51-00, 264-672-01-00 for nonpayment of forced abatement fees to the County of San Diego on a roll call vote:

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

Director Stine arrives 1:33pm

c. **Preliminary Budget FY22/23**

To discuss and/or approve the preliminary budget for the next fiscal year and schedule a preliminary hearing for final adoption.

Manager Caccavo reviewed the new budget format. Budget is now cash-in, cash-out and priority based. Main revenue difference is that we will no longer budget for revenue streams that are not guaranteed. Next meeting will have updated budget comparison.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Preliminary Budget for FY22/23 and set up the public hearing for the regularly scheduled meeting for the final budget.

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

Adjourned to Closed Session 2:00pm

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Minutes June 8, 2022



6. **Closed Session**

Pursuant to the following section, the board met in closed session, and discussed the following:

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one potential (1) case*
All board members listed, Fire Chief McQuead and Manager Caccavo attended and participated in this discussion.

Reconvened to Open Session at 2:48pm

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

6. Resolution/Ordinance

a. Resolution No. 2022-13

To discuss and/or adopt the Resolution *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
Fire Chief McQuead reported on the fire mitigation fee process and the projects that we intend to use funds from the mitigation fund. Discussed fire prevention technology expansion and Station 6 Chief McQuead fielded questions from the directors.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED the Resolution *entitled* “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” on the following roll call vote:

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

7. **Oral Report**

a. Fire Chief

- ***Fire Chief McQuead reported that on May 19, he and Chief Slattery attended the SD County Operational Area to participate in Wildland Forum to discuss the look of upcoming fire season***
- ***On June 2, staff attended San Diego County Fire Chiefs Association (SDCFCA) Installation Luncheon; Brandon Closs was inducted as Treasurer for Fire Prevention section and Chief McQuead elected as Vice President for SDCFCA.***
- ***On June 12 there will be a Demolition Derby at Del Mar Fairgrounds sponsored by the Burn Institute. There will be approximately 20 cars, including an RSFFPD entry driven by Engineer Jake Elkins. RSFFPD will also provide safety crew for any emergencies and will be executing a live fire car show.***
- ***On June 26, Elfin Forest Harmony Grove will hold their early 4th of July parade starting at Station 6. Prevention, Suppression, and the antique engine will be there.***
- ***RSFFPD will be in attendance for the 4th of July parade in the covenant.***
- ***October 6-9 is Rancho Days. Pancake Breakfast and Open House to be held at Station 1 on October 9.***
- ***Potential Open House at Station 2 in October with food trucks – date to be determined.***

b. Operations

- ***Chief Slattery reported 374 total calls: 61% were medical, 17% were fire, alarms 14%, and rescue & others were 3%.***
- ***Personnel: 4 openings; 2 Engineers and 2 Firefighter/Paramedics (FF/PM).***

Rancho Santa Fe Fire Protection District
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Minutes June 8, 2022



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- **August 1st is anticipated start for 3-week academy with start on the floor on August 22.**
 - **New Battalion Chief, Jim Mickelson, started June 1.**
 - **2 positive Covid employees in May; both have returned to work.**
 - **Fuel Moisture at 40% again this month.**
- c. Training
- **Chief Slattery reporting for Chief Thompson.**
 - **Incidents – 1 auto extrication off Paseo Delicios and rescue off Del Dios Highway of 10-year-old boy with femur fracture.**
 - **Attended Firing Operations drill in Oceanside; Zone drills on VHF backup; and MCI (Mass Casualty Incident) drill in San Diego.**
- d. Fire Prevention
- **Fire Marshal Donner reported code adoption is in progress.**
 - **Extremely busy in plan check – 177 plans due. Last month completed 118 plan reviews last month, 80 construction inspections and 676 weed abatement inspections.**
 - **East side of District receiving weed abatement notices already. Filtering out 4S and sending notices this week.**
 - **Chief McQuead explained possible Del Dios Ranch solutions for secondary access discussed.**
 - **Special Events (weddings, parties, etc.) every weekend staff has been working.**
- e. Finance/ Human Resources/ Board Clerk
- **Manager Caccavo reported staff is working on the preliminary audit is next week.**
 - **Will be finalizing the budget.**
 - **Continue to work on the new website.**
 - **CalPERS Educational Forum is November 1-3 in Anaheim and Director Ashcraft to attend.**
- f. Board of Directors
- North County Dispatch JPA: Director Tanner attended and reported there was: CPR update and recorded calls played; turnover there is better now than in the past; remote work challenges; discussed salary ranges, depreciation, gratuities, personnel changes and their budget. First meeting Director Ashcraft has missed.
 - County Service Area – 17: August 2 is next meeting. Chief McQuead reported that the request for proposal was posted and due back June 22. Potentially 3 agencies ready to bid – AMR, Mercy, and Faulk. Contract baseline is 1 year, 9-month with 6, 1-year extensions available.
 - Comments
 - Hillgren: Stated Rancho Santa Fe has significantly reduced vegetation load over the last 10 years, and it is very noticeable. Commended Fire District personnel.
 - Malin: *None*
 - Tanner: *None*
 - Stine: Tanner and Stine up for reelection, anticipate packets going out July 1. Since Director Stine to be gone month of July and will need a proxy. Thanked Chiefs McQuead and Slattery for allowing his 17-year-old son to volunteer/intern over the last several weeks.

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Minutes June 8, 2022



7. **Adjournment**

Meeting adjourned at 3:47pm

A handwritten signature in blue ink, consisting of stylized loops, positioned above a horizontal line.

Alicea Caccavo
Board Clerk

A handwritten signature in blue ink, written in a cursive style, positioned above a horizontal line.

James H. Ashcraft
Board President