

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes March 15, 2023



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.

1. President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

2. ***Pledge of Allegiance***

Director John Tanner led the assembly in the Pledge of Allegiance.

3. **Roll Call**

Directors Present: Ashcraft, Stine, Malin, Tanner

Directors Absent: Hillgren

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Training Battalion Chief Luke Bennett, Fire Marshal Marlene Donner, and Battalion Chief Jim Mickelson

RSF Fire District Foundation: Retired Fire Chief Frank Twohy and Tim Costanza

4. **Motion waiving reading in full of all Resolutions/Ordinances**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

5. **Consent Calendar**

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

a. **Board of Directors Minutes**

- Board of Directors minutes of February 15, 2023

b. **Receive and File**

- Monthly/Quarterly Reports

(1) List of Demands Check 36028 thru 36115, Electronic File Transfers (EFT), and Wire Transfer(s) for the period February 2023 totaling:	\$ 524,096.81
Wire Transfer(s) period February 2023	\$ 1,355,591.42
Payroll for the period February 2023	\$ 692,059.89
TOTAL DISTRIBUTION	\$ 2,571,748.12

(2) Grant Recap as of March 10, 2023

(3) Activity Reports – February 2023

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

c. **Grant Funding - Rancho Santa Fe Fire District Foundation (RSFFDF) Station 6 Grant Funding**
Accepted grant funding from the RSFFDF for Station 6 remodel. Staff Report 23-06

6. **Presentations**

a. **Rancho Santa Fe Fire District Foundation (RSFFDF)**

RSF Fire District Foundation representatives Retired Fire Chief Frank Twohy and Tim Costanza presented the district with a check in the amount of \$203,000 for the Station 6 remodel.



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7. Public Comment

- a. *Baron "Barry" Willis, candidate for LAFCO, presented to the board his qualifications for candidacy for the seat on the LAFCO board.*
- b. *Ross Pike, candidate for LAFCO, presented to the board his qualifications for candidacy for the seat on the LAFCO board.*

8. New Business

a. Information Technology (IT) Vendor

To discuss and/or authorize the Fire Chief to execute new IT contract with LANSolutions. Staff Report 23-07, LANSolutions Managed Services Proposal, DRAFT LANSolutions Professional Services Agreement
Fire Chief McQuead reported on the new vendor LANSolutions for information technology services and answered questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the Fire Chief to execute contract with LANSolutions.

b. Local Agency Formation Commission Ballot

To discuss and/or authorize the President to cast the ballot on behalf of the District to elect a regular and alternate special district member on the Local Agency Formation Commission (LAFCO) Ballot and Certification Form with Resumés

Fire Chief McQuead reported that the alternate seat for special districts is up for election and requested that the Board authorize the President of the Board to cast the ballot on behalf of the District.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize President to cast ballot on behalf of the District for the alternate special district member on the Local Agency Formation Commission.

9. Resolution/Ordinance

- a. None

10. Oral Report

- a. Fire Chief – *Fire Chief McQuead reminded the Directors of the upcoming Rotary Appreciation Dinner coming on April 21, 2023, at the RSF Garden Club and asked who from the Board of Directors are attending. Ashcraft +1, Stine +1, Tanner+1, Malin, Assumption Hillgren +1.*
- b. Operations – *Deputy Chief Slattery reported on total calls for the month of February where 70% were medically related and a total of 738 calls to date. One significant incident involved a vehicle fire with one fatality on Via de La Valle. Currently working towards backgrounds to hire (2) additional FFPM's with anticipated start date of mid-April. As discussed in the past this will fill one vacancy and provide one extra FFPM that will ultimately fill a void when Chief Sherwood retires mid-summer. BC testing will be utilizing the NorthZone testing in mid-May for our future opening, currently (2) participants are anticipated to test.*
- c. Training – *Battalion Chief Bennett reported on the complete number of training hours for the month of February. The testing process for Captain's is upcoming with (3) candidates preparing for this opportunity. Ongoing training this past month has included MCI drills, Active Shooter drills, Rescue Training with new Vortex equipment, EMS classes, and many hours with Engine Company training for promotional opportunities. Chief Bennett will be attending a conference for FCTC / Cal-JAC in April.*



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- d. Fire Prevention – Fire Marshal Donner reported that the County Fire Marshals group revised the list that the building department permit technicians use to decide which plans get routed to the fire districts for review and approval. The County Fire Marshal will be having a discussion with the Building Official to ensure the District gets to review what is required. The hope is that the communication and the list will improve the consistency and type of plan that is routed to the District. The weed abatement annual mailer will be coming out shortly. The Belmont project was officially submitted to the building department for review and approval.
- e. Human Resources, Finance & Board Clerk - None
- f. Board of Directors
 - I. North County Dispatch JPA – Next meeting is May 24th.
 - II. County Service Area – 17 – Next meeting is May 2nd.
 - III. Rancho Santa Fe Fire District Foundation – Retired Chief Twohy reported on the history of the foundation and its purpose.
 - IV. Director Comments
 - (1) Ashcraft - None
 - (2) Malin - None
 - (3) Stine - None
 - (4) Tanner - None

11. Adjournment

Meeting adjourned at 1:52pm

Alicea Caccavo
Board Clerk

James H. Ashcraft
Board President