



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Special (in lieu of regular) Board of Directors Meeting**  
**Minutes – September 26, 2018**

*These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were actually 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*

Battalion Chief Slattery led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Bret Davidson, Battalion Chief; Brian Slattery, Battalion Chief; Frank Twohy, Volunteer Recruitment Retention Coordinator; Marlene Donner, Fire Marshal; and Karlana Rannals, Board Clerk.

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

MOTION BY DIRECTOR HILLGREN, 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.

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, 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 August 08, 2018

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 30451 thru 30576, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period August 1 – 31, 2018 totaling:

Payroll for the period August 1 – 31, 2018	\$ 158,632.46
ACH Transfer(s) period August 1 – 31, 2018	\$ 239,139.16
	<u>\$ 852,208.81</u>
TOTAL DISTRIBUTION	\$1,249,980.43
2. Combined Balance Sheet (Unaudited) – June 30, 2018
3. General Fund Profit & Loss (Unaudited) – June 30, 2017
4. Fire Mitigation Fun Profit & Loss (Unaudited) – June 30, 2018
5. Activity Reports – August 2018
  - a) Operations
  - b) Training

- c) Fire Prevention
- d) Correspondence – letters/cards were received from the following members of the public:
  - 1) None

5. Public Hearing

a. Final Budget Fiscal Year 2018/2019

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any written correspondence regarding the final budget.

6. Resolution/Ordinance

a. Resolution No. 2018-11

Ms. Rannals summarized the purpose of the resolution that establishes committed and/or constrained fund balances for FY18. Staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long and short term financial needs of the District. Resolution No. 2018-11 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2018-11 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing committed and/or Constrained Fund Balances for FY18 on a roll call vote:

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

b. Resolution No. 2018-12

Chief Michel informed the Board that this resolution requires updating to include the new Admin-Human Resource Manager position. The salary range included is the range posted in the position announcement.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2018-12 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing a Salary Increase for Classifications Listed In The Memorandum Of Understanding Between Rancho Santa Fe Fire Protection District And The Rancho Santa Fe Fire Protection District Employees Association on the following roll call vote:

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

c. Resolution No. 2018-13

Ms. Rannals informed the Board that the District's Conflict of Interest Code requires a biennial review. The resolution submitted for consideration only updates the positions required to complete Form 700. Staff responded to questions from the Board. .

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2018-13

*entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5b on the following roll call vote:

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

d. Resolution No. 2018-14

Chief Michel reported that this resolution adopting a pay schedule is necessary because of updating the compensation schedule that will be posted to the District's website per CalPERS regulations.

MOTION BY DIRECTOR HILLGREN BY DIRECTOR MALIN, and APPROVED Resolution No. 2018-14 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 on a roll call vote:

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

7. Old Business

a. *RFP – RSF6 Septic System Replacement*

Chief Cox summarized the staff report provided. He reported that there has been a change in the law that requires public agencies to register public works projects with the Department of Industrial Relations if the project exceeds the index established. The District only received one bid. Staff has recommended that the Board reject the single bid received, and direct staff to reformat the bid and re-advertise. 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 staff's recommendation to reject bid RFP 2018-02, and directed staff to reformat and re-advertise the request for proposals (RFP) for RSF6 Septic System Replacement.

8. New Business

a. *Budget Authorization*

Chief Cox summarized the staff report provided. He reported that staff seeks approval to proceed with the purchase of a replacement vehicle for the Battalion Chief. The current vehicle will be placed in a reserve status for six plus years. He noted that this is the normal replacement cycle.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of the replacement vehicle for \$73,335.43 and authorize the Fire Chief (or designee) to execute all contracts.

b. *Bell of Distinction Nomination*

Chief Michel summarized the staff report provided. He informed the Board of the nomination process and that the Committee convened to review the nomination agreed unanimously. He also informed the board that Chief Willis is aware of the nomination and was humbled for the consideration. He stated that if approved, he would return at a future meeting for the appropriate recognition to present the award.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to select Erwin L. Willis as the next recipient for Rancho Santa Fe Fire Protection District Bell of Distinction Award.

c. *Final Budget FY18*

Karlana Rannals, Administrative Manager reviewed and summarized the differences between the preliminary budget presented in June and the final budget presented at this meeting. She reported that the primary differences were

- Revenue (\$16,415,000): 1) tax revenue is approximately 3% higher over FY18 resulting from the increase in assessed valuation. 2) Increase in grant reimbursement, noting the two SAFER grants awarded to the District for a full year; and 3) and a decrease in reimbursement FF/EMS reimbursement, which is averaged over a three-year period. .
- Operating Expenditures (\$17,052,000)
  - Personnel – the increase (2.8%) is the net result of negotiated increases to salary, and the addition of four SAFER funded positions for a full year, and increases to health, retirement, and workers' compensation insurance costs.
  - Other Expenditures – increases are primarily due to increased costs for services, planned maintenance to the training facility, utilities, and vehicle maintenance.
- Capital (\$894,000) – The largest capital expenses are for projects planned for RSF5 Harmony Grove Fire Station Design/Build and Elfin Forest Fire Station Additional Living Quarters, noting that these two projects are eligible for monies from the Fire Mitigation Funds.

She responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2018/2019 Budget as presented.

9. Oral Report

a. Fire Chief – Michel

i) District Activities

He discussed the following with the board on the following:

- He made a conditional offer of employment for the Admin-Human Resource Manager. Once the candidate has passed all required background and medical screening, a mutually agreed hire date will be provided
- The Pancake Breakfast will be held October 7 at Rancho Santa Fe Fire Station 1 in conjunction with Rancho Days.
- He and Chief Cox will attend the CallAFCO Conference October 3-6 in northern California

- Recently, personnel responded to two large structure fires that occurred in the District. He extended his personal appreciation for the hard work and level of professional demonstrated at the scene. Both fires that he specifically spoke of were devastating to the homeowners as they were near completion of an extensive remodel.
- b. Operations – Deputy Chief  
Chief Cox summarized the previous month’s activity, noting district personnel responded to 375 calls, also speaking of the two large structure fires. He and several managers attended a luncheon that recognized Cole Thompson for his efforts in a CPR save in Carlsbad. He reported that the fuel moisture is low and the seasonal outlook being above normal, with little rain expected.
- c. Elfin Forest Volunteer Division – Division Chief  
Chief Twohy reported that the volunteers have given 1,680 hours in volunteer hours to the community. He noted that within the current volunteer roster, three are attending the Fire Academy and four are attending Paramedic school.
- d. Training – Battalion Chief  
Chief Slattery reported that personnel participated in low angle rescue; trench rescue, chief officer and company officer classes. The training calendar has been busy with an excess of 1,300 training hours.
- e. Fire Prevention – Fire Marshal  
FM Donner reported that staff is busy preparing activities for Fire Prevention Week. Staff has also reviewed 126 plans, 154 construction inspections, and 1,880 weed abatement notices have been sent. She did note that staff is still wanting to conduct large animal evacuation training class for the community; however, they haven’t had the time to devote to getting all of the resources together to plan and develop the training.
- f. Administrative Manager  
Ms. Rannals reported the following:
- Audit Confirmation – Board of Directors: she distributed confirmation letters to each board member with the request to complete the questionnaire and mail directly to the auditor.
  - 1. CalPERS Conference – reminder that board members attending should log onto their registration to change any classes prior to October 5, if they wish to make a change to the sessions
- g. Board of Directors
- i) North County Dispatch JPA – Update: Ashcraft – no report. He did report that a special meeting is planned for the end of October, date to be determined.
  - ii) County Service Area – 17 – Update: Hillgren – no report. Chief Cox reported on the budget subcommittee meeting held to discuss the status of CSA-17 reserves
  - iii) Comments
    - 1. Malin – spoke of an article from the Wall Street Journal on pensions
    - 2. Stine – conveyed a compliment that he received from an Elfin Forest resident about the assistance that they received from the District’s Fire Prevention Staff, specifically Fire Marshal Donner and Fire Prevention Specialist/Forester Conor Lenehan.
    - 3. Ashcraft – discussed an article that he read about ballistic vests being issued to firefighting personnel

10. Adjournment

Meeting adjourned at 3:12 pm.

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Karlena Rannals  
Secretary

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James H Ashcraft  
President