

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes March 17, 2021



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

Battalion Chief Bruce Sherwood led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Malin, Stine, Tanner

Directors Absent: Hillgren

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

1. **Public Comment**

None

2. **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.

3. **Consent Calendar**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

Board of Directors minutes of February 17, 2021

b. *Receive and File*

Monthly/Quarterly Reports for the period of: **February 2021**

- 1) List of Demands Check 33652 thru 33731, Electronic File Transfers (EFT), and Wire Transfer(s)
totaling: \$ 399,917.97
Wire Transfer(s) expenditures: \$ 240,518.13
Payroll expenditures: \$ 681,763.92
TOTAL DISTRIBUTION \$1,322,200.02

2) Activity Reports – **February 2021**

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

c. *Budget Authorization: Zoll Auto Pulse System* – the Board of Directors approved the purchase of two (2) Zoll Auto Pulse systems and to exempt purchase from District's capitalization policy.

4. **Old Business** - None

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5. **New Business** - None

6. **Resolution/Ordinance**

a. *Resolution No. 2021-10*

Manager Caccavo reported that this was an annual item that allows for the District to participate in the SD County Fire Mitigation Fee program. This program assists with funding equipment and facilities in relation to new development in the jurisdiction. Chief Cox further reported that changes to the program will now allow the Fire Board to approve the 5-year spending plan and percentages for requests, for capital related to new growth, from the Fire Chief instead of approval from the County Fire Mitigation Committee.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, to adopt Resolution No. 2021-10 entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program on a roll call vote:

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

7. **Oral Report**

a. **Fire Chief – Cox**

COVID-19 – Update

Chief Cox reported that the District has had no new known cases. EMS Coordinator Ruiz reported that the District had a total number of 43 assessments; of the 43 assessments 6 results returned positive. For calendar year 2021 the District has had 4 assessments, all with negative results. Chief Cox stated that the District is continuing to operate in the County vaccination Points of Delivery (POD's), currently 4 staff members are participating. The District will be reimbursed fully using the OES administrative rates for their efforts.

District Activities

Chief Cox reported that Chief Wellhouser of RSF Patrol has met with modular designers and will be getting quotes shortly.

The memorial signs for Captains Mosby and Mertz have been received and placed at Stations #3 & #5 respectfully.

Chief Cox stated that staff is working on Covid related expenses for the American Rescue Plan. Special Districts, previously excluded from relief funds, may have opportunity to request reimbursement for Covid related expenses.

Chief Cox reported that the Pierce Type III rig should be arriving within the week.

Chief Cox reported that the County is going to be clearing 20' along the highways which is an increase over the previous roadway clearance of 10'; this includes areas along the Del Dios Highway.

Chief Cox stated that staff has started working on the Preliminary Budget.

Chief Cox reported that insurance issues are starting to rise with residents being denied insurance coverage. Fire Prevention Specialist Closs has found a link that will advise companies that will write policies on previously denied residents using their zip code.

Chief Cox reported that all of the Administrative staff, except one, have been vaccinated; 65% of Suppression staff have been vaccinated.

Chief Cox reported that, of the \$668,000 the Federal government owes in reimbursement from the last fire season, \$239,000 has been queued up for payment. The State still owes additional money also. Overtime budget will be over, however Staff is working diligently to monitor and track those expenses.

b. **Operations – Deputy Chief McQuead**

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Chief McQuead reported that work on the vaccination with fixed PODs has continued. Long term care facilities and agriculture sites have been included.

c. Volunteer – Volunteer Recruitment & Retention Coordinator Chief Twohy

Chief Twohy reported that the reserve program has been restarted. The group has contributed 456 hours in service to the community since the last meeting.

d. Training – Battalion Chief Sherwood

Chief Sherwood reported that all the engine companies have completed all the required and needed training. He added that EMS certifications are back face to face for hands on training following Covid guidelines. Firefighter Fernandez was released from probation; previously was a reserve firefighter. Saturday, March 20th will be doing firefighter new hire testing for three reserves.

e. Fire Prevention – Fire Marshal Donner

Fire Marshal Donner reported that engine companies have all been trained on the inspection program which will allow access to plans and contact information. The engine companies will also advise Fire Prevention on new business in the District. Assembly bill 38, going into effect July 1, requires buyers to receive documentation that certain properties are compliant with wildfire protection measures. Governor Newsom proposed \$30 million in a retro fit program, which local districts can apply to administer the program. As of July 1, new code cycle for new construction will be rolled out. Solar plans are not being reviewed by the County as per the Districts requirements. Training has been completed by Prevention staff on insurance cancellations. Plan checks are picking up with 15 in the queue.

f. Manager, Finance & Administration

Manager Caccavo reported that for Finance staff is working on Covid relief funds; Brush rig should be delivered tomorrow. For HR, recruitments currently running are for the Firefighter, B/C and Office Support Coordinator. Sarah Montagne has moved over to the Admin department as Accounting Technician and is doing fantastic. For the Board Clerk, all 700 forms received and the District is in compliance.

g. Board of Directors

- i. North County Dispatch JPA – Director Ashcraft reported that for year 2020 the District had medical aids totaling 1153 calls; residential alarms 475; residential fires 16; traffic collisions 141; and vehicle fires 11. JPA reports calls are down 3.37%, however Rancho Santa Fe Fire Protection District calls were up 5.62%. Current assessment is \$197,135; next year effective July 1 will be \$205,652.
- ii. County Service Area – 17 – Director Stine reported no news to report.
- iii. Comments – Director Stine: none; Director Tanner: thanked Chief Cox for assisting with Covid shot; Director Malin: older daughter and wife had some serious side effects on the second shot, other daughter has been administering Covid shots as a new RN.

8. Closed Session

Pursuant to the following section, the board met in closed session from 1:25 –1:35pm, and discussed the following:

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

California Government Code §54956.9 - CONFERENCE WITH LEGAL COUNSEL – POSSIBLE LITIGATION

Number of cases: One (1)

All board members listed, Chief Cox, Deputy Chief McQuead, Battalion Chief Sherwood, and Manager, Finance & Administration Caccavo attended and participated in this discussion.

Upon reconvening to open session, President Ashcraft announced that direction was given to staff and there was no action taken by the board.

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9. **Adjournment**

Meeting adjourned at 1:35pm.

A handwritten signature in blue ink, appearing to read "Alicea Caccavo".

Alicea Caccavo
Board Clerk

A handwritten signature in blue ink, appearing to read "James H. Ashcraft".

James H. Ashcraft
President