



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – February 19, 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

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

1. 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; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlana Rannals, Board Clerk.

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

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, 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 TANNER, SECOND BY DIRECTOR HILLGREN, 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 January 15, 2020

b. Receive and File

i. *Monthly/Quarterly Reports*

- 1) List of Demands Check 32259 thru 32380, Electronic File Transfers (EFT) and Wire Transfer(s) for the period January 1 – 31, 2020 totaling: \$ 646,227.41
Wire Transfer(s) for the period January 1 – 31, 2020 \$ 227,299.08
Payroll for the period January 1 – 31, 2020 \$ 581,369.54
TOTAL DISTRIBUTION \$1,454,896.03
- 2) RSF District Financials – December 31, 2019
- 3) Investment Review – December 31, 2019

4) Reports – January 2020

- a. Operations
- b. Training
- c. Fire Prevention
- d. Correspondence – letters/cards were received from the following members of the public:
 - LAFCO – Independent Special Districts Election Results

5. Old Business

- a. None

6. New Business

a. Acceptance of Gift – Video Production Equipment

Chief Cox summarized the staff report provided. He reported that over 30 training videos have been produced by Rancho Santa Fe personnel, and some of the videos will be co-branded with the San Diego County Fire Chiefs Association to be used county-wide. All of the production equipment used was personal property of District personnel. Staff reached out to the Rancho Santa Fe Fire District Foundation who agreed to gift to the Fire District a cache of equipment which will greatly enhance the ability of our personnel to produce such videos. In consideration of the gifted equipment, Fire District personnel will produce two (2) promotional videos with non-exclusive licensing to the Rancho Santa Fe Fire District Foundation. Additionally, the Fire District will issue non-exclusive licensing to the Rancho Santa Fe Fire District Foundation for a period of three (3) years for the use of certain training, education, or fire safety videos provided that such videos are readily made available to the general public for public safety purposes. 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 authorize or approve the following:

- 1. Accept video production equipment from the Rancho Santa Fe Fire District Foundation; and
- 2. Authorize the President to execute the acceptance agreement.

7. Resolution/Ordinance

a. Resolution No. 2020-02

Ms. Rannals informed the Board that the District must update its resolution annually to participate in the Fire Mitigation Fee Fund program administered by the County of San Diego. Chief the Board that an increase in the fee collected is expected to increase; however a rate has not been set to day.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2020-02 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 the following roll call vote:

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

8. Oral Report

a. Fire Chief

- i. He distributed a handout on the different fuel mitigation projects.
- ii. RSF5 Construction – Chief Sherwood reported that the rough electrical is complete. The curbs and gutters are in the process of being installed. The construction project continues to be on schedule.
- iii. He informed the board that the February meeting for CSA-17 was rescheduled to March 17. Director Hillgren is unable to attend; therefore, Director Stine as the alternate agreed to attend. Topics for the agenda include an increase to the resident transportation rates. He also reported that the County of San Diego intends to declare a local emergency for the coronavirus.

b. Operations – Deputy Chief – Chief McQuead reviewed the previous month’s statistics. He noted two significant incidents that included construction water tender that rolled, and a fatality in Harmony Grove area. He also distributed a list of acronyms that is used in the fire service to assist the Board of Directors when talking about operations.

c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the volunteers contributed 888 hours the previous month. In addition, he has 15 individuals participating in an academy to become a reserve.

d. Training – Battalion Chief – Chief Sherwood reported that district successfully hired a reserve in our program to fill a full-time position created from the retirement of Captain Greg Rainville. Personnel performed 1,500 hours of training in the previous month. Later in the month of February the district will conduct an Engineer’s exam, and a Captain’s exam is slated for April.

e. Fire Prevention – Fire Marshal

Fire Marshal Donner reviewed the previous month’s statistics. She also reported that weed abatement has started in the shelter in place communities. And District personnel participated in “Love your Heart day.

f. Administrative Manager

- i. Form 700 – a reminder to complete the Form 700 by April 1
- ii. Recognition Dinner – she reported that the dinner is planned for April 18 and Art and Catherine Nicholas has once agreed to host at their home.
- iii. Zoom Demonstration – topic deferred since all participants used Zoom for closed session with legal counsel.

g. Board of Directors

- i. North County Dispatch JPA – Update: No report - the next meeting is February 26th
- ii. County Service Area 17 – Update: No report – the next meeting is planned for March 17, 2020, and that Director Stine, alternate will attend the meeting.

iii. Comments

1. Malin – (a) he discussed that many of his neighbors are experience cancellation of their homeowners insurance; and (2) he attended the meeting with the CalPERS Actuary hosted by the District. He reported that it was a good meeting and the actuary was able to answer many of his questions.
2. Tanner – he talked about an event that he attended honoring the 75th Anniversary of Iwo Jima at Camp Pendleton.
3. Hillgren – she discussed a recent article about an all-electric engine at the LA Fire Department

9. Closed Session

Pursuant to the following sections, the board met in closed session from 2:03 – 2:20 pm, and discussed the following:

- a. Anticipated Litigation (1) Matter – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) matter*
All board members listed, and Steven Fitch, (legal counsel) Chief Cox, Chief McQuead, and Karlena Rannals attended and participated in the discussion.

Upon reconvening, President Ashcraft reported that direction was given to legal counsel.

Pursuant to the following sections, the board met in closed session from 3:05 – 3:45 pm, and discussed the following:

- b. 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 and Chief McQuead 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.

10. Adjournment

Meeting adjourned at 3:48 pm.

Karlana Rannals
Secretary

James H Ashcraft
President