



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – September 16, 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

Ms. Alicea Caccavo (Manager, Finance & Administration) lead the assembly in the Pledge of Allegiance.

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; Brian Slattery, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; Conor Lenehan, Deputy Fire Marshal; Alicea Caccavo, Manager, Finance & Administration; and Karlana Rannals, Board Clerk.

1. 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.

2. 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 August 16, 2020

b. Receive and File

i. *Monthly/Quarterly Reports*

- List of Demands Check 33012 thru 33115, Electronic File Transfers (EFT) and Wire Transfer(s) for the period August 1 – 31, 2020 totaling: \$ 280,845.40
- Wire Transfer(s) for the period August 1 – 31, 2020 \$ 258,951.19
- Payroll for the period August 1 – 31, 2020 \$ 760,475.51
- TOTAL DISTRIBUTION \$1,300,272.10
- RSFFPD Profit & Loss Summary – June 30, 2020
- RSFFPD Combined (GF & FMF) Balance Sheet – June 30, 2020
- Investment Summary – June 30, 2020

ii. Reports – August 2020

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

c. Policy Consent

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ratify the District’s Administrative Policy A200.05 Harassment, Discrimination & Retaliation which provides a professional work environment free from discrimination, harassment and retaliation.

3. Public Comment

No one requested to speak to the Board.

4. Old Business

- a. None

5. Public Hearing

a. *Final Budget Fiscal Year 2020-2021*

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.

b. *Ordinance No. 2020-02*

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any written correspondence regarding Ordinance No. 2020-02 regarding the Administrative Citation Program.

6. New Business

a. *Ordinance No 2020-02*

Chief Cox reported that no changes were made to the ordinance since the first reading on August 16, 2020. He recommended that the Board proceed with the adoption process and the effective date, if adopted, is November 1, 2020.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and APPROVED Ordinance No. 2020-02 *entitled* an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting an Administrative Citation Program on a roll call vote:

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

President Ashcraft requested that the board clerk publish a Notice of Ordinance Adoption pursuant to all applicable codes.

b. *Resolution No 2020-12*

Chief Cox and Fire Marshal Donner informed the board members that this resolution is a companion to Ordinance 2020-02, and that it defines the schedule of fines for violations to the Fire Code. FM Donner noted that the schedule of fines are in line with what other agencies are doing, and the fines listed are specific to the Health and Safety Code that outlines the amount for administrative penalties. They responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2020-12 *entitled* an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Forth the Administrative Citation Schedule of Fines for Certain Violations of the Rancho Santa Fe Code and Ordinances on a roll call vote:

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

c. *Resolution No 2020-13*

Ms. Rannals summarized the purpose of the resolution that establishes committed and/or constrained fund balances for FY20. 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. 2020-13 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. 2020-13 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Committed and/or Constrained Fund Balances for FY20 on a roll call vote:

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

7. New Business

a. *Solar for RSF5*

Chief Cox and Battalion Chief Sherwood summarized the staff report provided. They reported that the District received two sealed bids, and determined after a review that Baker Electric was the lowest and most responsive bid in the amount of \$163,452. The installation of the solar system will provide the District long

term savings in utility costs for this facility. In addition, this project is eligible for 85% funding from the Fire Mitigation Fee Fund. They responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED to award the bid to Baker Electric for the installation of a rooftop solar array for RSF5 in the amount of \$163,452; and authorize the Fire Chief to execute an agreement with Baker Electric on a roll call vote:

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

b. *Acceptance of Fire Prevention Grant*

Deputy Fire Marshal Lenehan summarized the staff report. He reported that in May 2020, the Fire Prevention staff successfully pursued a grant through FEMA for financial assistance for fuel reduction in the Escondido Creek. As a part of the grant requirement, the District must accept the grant by October 11, and the District must fund 5% of the cost, or \$857.14. The fuels reduction project would occur along Via Ambiente, and would be completed by the district's sole source weed abatement contractor R.E. Badger & Son. Staff responded to questions from the Board.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, the following:

- 1) Accept the FEMA Fire Prevention Grant in the amount of \$17,142.86 for a fuels reduction project; and
- 2) Authorize the District's required expense \$857.14 or 5% of the cost.

The motion was approved on a roll call vote:

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

c. *Successor Memorandum of Understanding(s)*

Director Malin informed the board that he desires to start the meet and confer process for a successor MOU for all bargaining groups that expire December 31, 2020 soon. He requested that an ad hoc committee be created to negotiate a successor contract.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint Directors' Ashcraft and Malin as the agency negotiator for successor MOU's. Chief Cox informed the board that he has assigned Deputy Chief McQuead and Alicea Caccavo, Manager, Finance & Administration to assist the ad hoc committee in negotiations.

d. *Final Budget FY 2019/20*)

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 are:

- Revenue (\$17,963,930)
 - Tax revenue: is estimated to grow approximately 4.2%
 - Firefighting reimbursement: an overall increase in firefighting reimbursement is expected
 - Developer reimbursement: the anticipated decline is a direct result of contracts coming to an end
 - Grant revenue: overall decrease as one SAFER Grant expires at the end of CY20.
- Operating Expenditures (\$18,181,100)
 - Personnel – \$14,8502,435: the largest increase is attributed to the additional UAL discretionary payment that increased by 50% over FY20
 - Contractual Services - \$1,952,197: increased approximately 17% over FY20
 - Material & Supplies - \$790,288: decreased approximately 20% over FY20
 - Depreciation - \$936,100; increased approximately 13%, primarily because of the addition of RSF5 and a new engine.
 - Capital - \$1,453,825 – the District intends to complete the construction costs for RSF5 and purchase a replace she reported that the replacement of a Type III fire engine and a command vehicle.

She responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2020/2021 Budget as presented.

8. Oral Report

a. Fire Chief

- i. Potential Legislative Impacts: He discussed two Propositions, 15 & 19, that could have an impact to the District. He reported that should those propositions pass, Prop 15 would create a split roll tax where the District may see increased tax receipts from commercial properties. Any funding from Prop 19 would most likely go to “underfunded” Districts within the State.
- ii. RSF5 Update: Chief Sherwood reported that the building is complete except for the concrete. The quality of the concrete, in particular in front of the station is substandard. An independent inspector was retained and they are awaiting the report to make a final determination. He is seeking a binding agreement between the District and the Contractor prior to moving any personnel into the station.
- iii. District activities:
 - CSA-17 – the annual report for the CSA was circulated
 - District Website – as a follow-up from the previous meeting, emergency notification will be embedded in the District’s Twitter feed on the District website

- Fire Prevention Week – a drive-thru event will occur on Saturday, October 3 at Del Mar Fairgrounds. AMR, the Burn Institute, Trauma Intervention Program and Del Mar, Encinitas, Solana Beach and Rancho Santa Fe fire agencies are all participants.
 - To date 3.7 million acres have burned to date within the State. He is aware of another round of homeowner insurance cancellations. The District is trying to assist the homeowners when they contact the District.
- b. Operations – Deputy Chief – Chief McQuead reported that the call volume is tracking similar to last year. Personnel continue to be deployed to assist other agencies because of the numerous fires within the State and region.
- c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the reserve program is continues to provide staffing at the stations, and the Reserves donate 840 volunteer hours this reporting period. One of the reserves recently was hired full-time by another agency.
- d. Training – Battalion Chief – Chief Sherwood reported that District personnel completed all training focusing on rope rescue. He will be conducting testing for a new Firefighter/Paramedic position. The District will test 16 candidates. He also conveyed his appreciation to Chief Cox and Chief McQuead for supporting his time on a recent deployment to get the necessary training to be a Strike Team Leader. PIO training is planned for September 14 for all Chief Officers. Also planned is Command and Control classes scheduled for September 28.
- e. Fire Prevention – Fire Marshal – prevention personnel presented the following:
- i. Fire Marshal Donner: she reported that she has been participating in creating a strategic plan for fire prevention personnel in North San Diego County. They are seeking opportunities to get fire prevention officers certified and hope to develop a fire prevention program to share resources between departments. She also reviewed the previous month’s statistics.
 - ii. Fire Inspector Brandon Closs: he created and demonstrated a basic mapping application that include web links which can be used to assist residents with large animal evacuations.
- f. Administrative Manager/Manager, Finance & Administration – Ms. Rannals reported the following:
- i. All board members may register for the CalPERS Educational Forum to be held October 14-15 virtually. If interested in participating to contact her or Ms. Caccavo for registration. The cost is free this year.
 - ii. She has confirmed that the District’s legal counsel Steve Fitch is scheduled to deliver the Ethics training on December 16, 2020.
 - iii. The Administrative Office will serve as a ballot drop-off location effective October 6.
- Ms. Caccavo reported that she is learning the District’s finance and budget processes, and is spending time with the staff and managers learning their roles and responsibilities.
- g. Board of Directors
- i. North County Dispatch JPA – Update: Director Ashcraft: the meeting was held August 26, 2020 via Zoom. The JPA is working on a remodel, and the Board of Directors are very pleased with the performance of the Administrator.
 - ii. County Service Area 17 – Update: Director Hillgren: the meeting was held September 15, 2020 via Zoom. She reported the following:

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1. Frank Twohy is the new "Member at Large" for the CSA
 2. Resident and nonresidents transports are down
 3. AMR met all of the compliance requirements
 4. Currently seeking to fill the EMS Coordinator vacancy
 5. There is no update on the LAFCO application
 6. Next meeting is planned for November 10, 2020
- iii. Comments
1. None

10-minute recess

9. Closed Session

Pursuant to the following section, the board met in closed session from 3:07 – 4:05 pm, and discussed the following:

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

Under Negotiation: Successor Memorandum of Understanding

All board members listed and Chief Cox, Deputy Chief McQuead, Alicea Caccavo and Karlena Rannals attended and participated in this discussion.

Upon reconvening to open session, President Ashcraft announced that direction was given to the District's Agency Negotiators and direction was given.

The meeting recessed from 1:08 to 1:21 due to technical issues with video conferencing.

10. Adjournment

Meeting adjourned at 4:07 pm.

Karlana Rannals
Secretary

James H Ashcraft
President