

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes June 26, 2024



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.

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

Pledge of Allegiance

Marlene Donner led the assembly in the Pledge of Allegiance.

Roll Call

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

Directors Absent:

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Fire Marshal Marlene Donner; Finance Manager Burgen Havens; Training Chief Luke Bennett; Battalion Chief Greg O’Gorman; Battalion Chief Paul Roman; Executive Assistant/Board Clerk Sarah Montagne; Accounting Specialist Gina Medina

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

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

MOTION BY DIRECTOR MALIN, 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 STINE, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the consent calendar as presented.

a. **Board of Directors Minutes**

- Board of Directors minutes of May 15, 2024

b. **Receive and File**

- Monthly/Quarterly Reports for May 2024

(1) List of Demands Check 37684 thru 37800 and Electronic Funds Transfers (EFTs)

totaling: \$ 334,149.41

Wire Transfer(s) totaling: \$ 1,213,495.23

Payroll(s) totaling: \$ 811,383.20

TOTAL DISTRIBUTION \$ 2,359,027.84

(2) Grant Recap

(3) Activity Reports – May 2024

(a) Operations

(b) Training

(c) Fire Prevention

ACTION REQUESTED: Receive and File

3. **Public Comment**

None

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Minutes June 26, 2024



4. **New Business**

- a. Introduction of new employee, Gina Medina, Accounting Specialist.
- b. **Genasys EVAC/Protect Presentation**
Battalion Chief Greg O’Gorman gave an overview of the new tool used by public safety agencies to plan, manage, and communicate evacuations and repopulation during emergency incidents. All directors were to be guided through adding applications to their devices. Genasys EVAC system went live on May 31.
- c. **Grant Acceptance**
To discuss and accept grant funding from the Rancho Santa Fe Fire District Foundation (RSFFDF) for Athletic Turf, Burn Room Containers, Chemical Detox Units, Stacking Chairs and Asphalt Work. Check presentation by Frank Twohy and Tim Costanza, on behalf of RSFFDF, for \$82,000 following grant acceptance.
MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept grant funding.
- d. **Sale of Assets**
Discussed the sale of vehicle No. 0211 deemed as surplus. Staff Report 24-18
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the sale of vehicle No. 0211 deemed as surplus.
- e. **Declaration of Easements – Private Fire Hydrant**
Discussed the Fire Chief executing a private fire hydrant easement and private fire hydrant installation and maintenance agreement. Staff Report 24-19
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Fire Chief to execute a private fire hydrant easement and private fire hydrant installation and maintenance agreement.
- f. **Fixed Charge Special Assessment for Weed Abatement**
Discussed a special assessment on Parcel Nos. 267-080-38-00 and 305-020-35-00 for nonpayment of forced abatement fees. Schedule a public hearing for final approval. Staff Report 24-20.
Director questioned administrative fee differences. Confirmed due to legal involvement.
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve a special assessment on Parcel Nos. 267-080-38-00 and 305-020-35-00 for nonpayment of forced abatement fees. The hearing is set for July 17, 2024.
- g. **FY2024/2025 Preliminary Budget**
Exhibit A. Discussed the preliminary budget for the next fiscal year and scheduled a public hearing. 3.5% increase in revenue for next fiscal year. Awaiting final numbers. Discussed potential capital expenditures and mitigation fees. Discussed CalPERS rate, increase in insurance costs, and increase in salary per MOU update. Motion to approve the preliminary budget for the next fiscal year and set a public hearing. The first hearing is set for July 17, 2024.
MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE. MOTION CARRIED WITH RESULT:
AYE: DIRECTOR ASHCRAFT, DIRECTOR MALIN, DIRECTOR TANNER, DIRECTOR HILLGREN, DIRECTOR STINE
NAY: NONE
ABSENT: NONE

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5. **Resolutions/Ordinances**

a. **Resolution 2024-06**

A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Participate in the County of San Diego Fire Mitigation Fee Program for Fiscal Year 2024-2025 and Adopt a Capital Improvement Plan for the use of Fire Mitigation Fee Revenue. Director requested a list of major projects and the addresses/general location. Staff Report 24-21

MOTION TO ADOPT RESOLUTION 2024-06 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT TO PARTICIPATE IN THE COUNTY OF SAN DIEGO FIRE MITIGATION FEE PROGRAM FOR FISCAL YEAR 2024-2025 AND ADOPT A CAPITAL IMPROVEMENT PLAN FOR THE USE OF FIRE MITIGATION FEE REVENUE. MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE. MOTION CARRIED WITH RESULT:

AYE: DIRECTOR ASHCRAFT, DIRECTOR MALIN, DIRECTOR TANNER, DIRECTOR HILLGREN, DIRECTOR STINE

NAY: NONE

ABSENT: NONE

b. **Resolution 2024-07**

New IT position included in the updated pay schedule attachment. Staff Report 24-22.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN TO ADOPT RESOLUTION 2024-07 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

c. **Ordinance 2024-01**

MOTION TO ADOPT ORDINANCE 2024-01 AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING FEES FOR SERVICES BY REFERENCE TO THE CALIFORNIA HEALTH AND SAFETY CODE SECTION 13916 AND SECTION 13919 AND REPEALING ORDINANCE 2022-01. Staff Report 24-23.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE. MOTION CARRIED WITH RESULT:

AYE: DIRECTOR ASHCRAFT, DIRECTOR MALIN, DIRECTOR HILLGREN, DIRECTOR STINE, DIRECTOR TANNER

NAY: NONE

ABSENT: NONE

6. **Oral Report**

a. **Fire Chief:**

Fire Chief McQuead reported the addition of new iPads to the Board Room to be utilized by the directors for agendas and notes. Thanks to Paul Roman, Brandon Closs and Sarah Montagne. Initiative 1935 was removed from the November 2024 statewide ballot by the California Supreme Court. The district provided a resolution to CSDA in 2022 along with 140 other special districts. New IT Tung Nguyen will start on September 1. The month of July will be promotional interviews and selected promotions to Deputy Chief, Battalion Chief, Captain and Engineer. The Battalion Chief, Captain, and Engineer are to start on August 1. The new Deputy Chief position will start September 1. The San Diego Operational Area had the wild land forum on May 31. Fire activity is beginning to increase throughout California. Grasses have cured and are very receptive.

◦ *The Border Fires in San Diego continue. The acreage involved varies per fire.*

◦ *The Sites Fire in Sonoma - one local government strike team from San Diego.*

◦ *The Post fire in LA County - two OES strike teams from San Diego.*

◦ *Del Mar fire yesterday - local fire response plus 4 strike teams from within San Diego. 19 acres.*

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes June 26, 2024



Fire Chief (continued):

Fire Prevention and station 3 attended the "Celebrate Osuna" event on June 1, 2024. Firefighter Aaron Frazee who attended has a family history connection to Osuna and became a celebrity at the event. The EFF 4th of July parade and picnic is Sunday, June 30, 2024, from noon to 4. The Fire District will be represented. RSF association 4th of July parade is on the 4th. The Fire District will be represented.

b. Operations:

Deputy Chief Slattery reported two new hire FFPM begin July 1. Academy for new hires will be July 1-19. North Zone BC testing was in May. Interviews forthcoming for two candidates. Type VI apparatus in service next week. Completed asphalt and gravel at RSF Station 6. Working on Solar and Generator RFPs for RSF Station 6.

- *Knoll Fire – Vegetation Fire off Zumaque. 17 acres.*
- *Del Mar Fire – Torrey Pines Reserve. E261, E263, B261.*
- *Structure Fire – Battery Storage System (Garage).*

c. Training:

Training Chief Luke Bennett reported

- *RSFFPD completed the NZ Radio/Comms Drill in May.*
- *Completed Sean Johnson's 2nd Quarter Probationary Testing.*
- *Genasys EVAC training complete for all divisions and RSF Patrol.*
- *Hosted Elite Command for All Hazard Strike Team Leader class at RSF5.*
- *Vertical Ventilation Video Production at Escondido Tower for training reference and NZ resource; Roman, O'Connor, Cloyd, and Schertzer on camera Duncan, Worley operated the drone: Tyler Ball operated the camera.*
- *EMS CE's for the annual Protocol Update, new instructor to help with EMS CE's, Shannon Bloom from AMR, she has experience as a Paramedic Instructor for EMSTA College. She is also a Paramedic assigned to RSF4*
- *Tower Updates: New Training Prop constructed in the Training Tower. Tower clean up, Scrap Metal bin for pickup at no cost to us. Prep for the new burn boxes. Installation scheduled for July 6th/7th by Advanced Fire Control.*
- *Del Mar Fair Walk through and pre-planning drills (E261, E263, B261) now that the County Fair is underway.*
- *Trail Rescue In-service Drill. Drone used to locate the patient, UTV Operations and patient loading, Rx, and Transport. Drill also included the park rangers. Well received by all participants!*
- *Chief Roman and BR262 attended CA-219 (Firing Operations) in Chula Vista. Danner, Canfield, and Frazee got some live fire training. Drip torch ops and fire behavior.*
- *3rd Blue Card IC lab conducted with last one tomorrow. Multi Family and Big Box Commercial occupancies.*

d. Fire Prevention:

Fire Marshal Donner reported on the Fee Schedule change. There are many outstanding plan reviews. Reviewed County battery plans/storage procedure concerns and is following up. Discussed changing codes and Tesla battery battle.

e. Finance:

Finance Manager Havens reported her staff is working on year-end clean-ups. Working on payroll tax filings and P&L statements. Working with new auditor for year end. Caselle program has some bugs she is trying to work out. Working on training new staff on Caselle.

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
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f. **Board of Directors:**

i. **North County Dispatch JPA:**

Director Ashcraft reported Escondido is now a part of NCDJPA. Calls jumped from 21 to 85 in first week.

ii. **County Service Area – 17:**

Next meeting is in August.

iii. **Rancho Santa Fe Fire District Foundation:**

Retired Chief Twohy reported the Foundation is hosting a picnic this weekend. Have room for additional board members and are trying to grow membership. Making a change in financial institutions used.

iv. **Director Comments:**

Malin: Looking forward to using the new iPads.

Stine: The Appreciation Dinner highlight was Sgt. Elliot. It was a wonderful event. Discussed the dropping of Homeowners Insurance policies.

Tanner: Friend Scott Wahl was appointed San Diego Police Chief. Asked a question regarding badge shrouds and was given information on fallen LA County Firefighter.

Ashcraft: Recommended a Genasys article in the RSF Review.

7. **Adjournment**

Meeting adjourned at 3:05pm

The next regular Board of Directors meeting is to be held on July 17, 2024, in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.

Sarah Montagne
Executive Assistant/Board Clerk

James H. Ashcraft
President