

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes February 15, 2023



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 Luke Bennett led the assembly in the Pledge of Allegiance.

Roll Call

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

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Training Battalion Chief Luke Bennett, Fire Marshal Marlene Donner; and Manager, Finance & Administration/Board Clerk Alicea Caccavo

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

Change to Agenda:

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to allow for the Public Comment to go before the Virtual Presentation on the agenda.

1. **Public Comment**

- a. Barry Willis of Alpine Fire Protection District & Ross Pike of North County Fire Protection District – *Addressed the board to request support in voting for seat on the Local Agency Formation Commission (LAFCO).*

2. **Virtual Presentation**

- a. Bob Schull, Director – Investment Advisory Services, of Public Trust Advisors on California Class Investments
Presented to the board of directors, CA Class, an investment opportunity specific to governing bodies.

3. **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.

4. **Consent Calendar**

MOTION BY DIRECTOR MALIN, 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 January 18, 2023

b. **Receive and File**

Monthly/Quarterly Reports for the period of: January 2023

- 1) List of Demands Check 35932 thru 36027, Electronic File Transfers (EFT), and Wire Transfer(s)
totaling: \$ 325,204.11
Wire Transfer(s) expenditures: \$ 319,397.13
Payroll expenditures: \$ 765,225.76
TOTAL DISTRIBUTION \$ 1,409,827.00



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting Minutes

February 15, 2023

- 2) Grant Recap
- 3) Activity Reports – January 2023
 - a. Operations
 - b. Training
 - c. Fire Prevention
 - d. Correspondence - letters/cards were received from the following members of the public:
 - None

5. Old Business

a. Financial Reserves & Investments

To discuss and/or approve the reserves levels and funding impacts and to give direction on investment options. Reserve Balance Report

Finance Committee member Director Malin reported to the board that the recommendation by the committee is to pause on sending more funds to CalPERS this year. The board reviewed the reserve report presented and staff answered questions.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the reserve balance schedule presented and to invest with CA Class by a roll call vote:

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

6. New Business

a. Class & Comp for Administrative Positions

To review and approve the recommendations from the class and compensation report. Staff Report 23-05, Exhibit A

Manager Caccavo reported that a third party, CPS Consulting, was hired to execute a class and compensation study on the current financial positions. The recommendation is to increase the salary bands by 5% and to add a journey level band for the Accounting Specialist for succession planning.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the salary band increases by 5% and to include a journey level band for the Accounting Specialist position by a roll call vote:

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

7. Resolution/Ordinance

a. Resolution No. 2023-02

To adopt the Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District amending the Fair Political Practices Commission's Standard Conflict of Interest Code and Candidate Disclosure Statement and Repealing Resolution No. 2020-11

Manager Caccavo reported this revision to the resolution is to include all conflict of interest positions to be completed electronically to the Clerk of the Board of Supervisors, not just the Director positions.



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting Minutes

February 15, 2023

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2023-02

8. Oral Report

- a. Fire Chief: Chief McQuead reported that staff interviewed potential Information Technology (IT) vendors and will bring recommended vendor, LANsolutions, contract to the regularly scheduled meeting in March 15th.
- b. Operations: Chief Slattery reported that for our staffing vacancy at the Captains rank, Chase Cantrell was promoted; and Josh Guzman was promoted Engineer rank. Next week FF/PM testing for two positions to fill the expected vacancies; anticipated mid-April to start with the academy. North Zone testing will begin for the B/C level in May. Setting up a B/C academy for any interested which includes all the Leadership to present and there are 5 confirmed attending. Reported on the recent call volume. Chief Slattery presented pictures from FF/PM Aaron Frazee and video from the Qualcomm training.
- c. Training: Chief Bennett reported and explained the training maneuvers recently executed. 1,338 individual hours logged for training online. Chief Bennett presented pictures of probationary firefighters doing 2nd Quarter manipulative tests and EMS skills. He reported on training for cyber security for all employees. Manager Caccavo added that Leadership staff utilizes Station 2 for training for the LCW Consortium which we are a member with other local fire agencies.
- d. Fire Prevention: Fire Marshal Donner reported meeting with and collaborating with the RSF Association. Fire Marshal Donner explained about new materials and the palm tree infestation. Barry Estates are flipping homes and adding square footage without County review; RSFFPD is forwarding these to County for approval. Reviewing the Knox boxes in the district. Expect changes to the board report for more clarification. Belmont plans have been received for care facility in 4s Ranch; anticipate approximately \$40k for plan review; benefit fee will be 5 units = 1 unit. Questhaven project with 76 single family homes and a new restaurant downtown also expected.
- e. Administration – Finance & HR Manager Caccavo reported Form 700 need to be completed. Due to a negotiations/costing class by LCW, Manager Caccavo will not be present for the March board meeting. Surgery scheduled for 3/21/2023.
- f. Board of Directors
 - i. North County Dispatch JPA – Director Ashcraft reported that next meeting is 2/22/2023.
 - ii. County Service Area – 17 – Director Hillgren reported that next meeting on 5/2/2023 and confirmed Director Stine will be attending. Medicaid payments will be going up \$600 for ambulatory charges; AMR contract starts 4/1/2023 will result in expenses going up. EFF/HG will have at least partial ambulatory coverage. Governor order for health care ends 2/28/2023. EMS 5-year Strategic Plan can be found online; this is the “Love your Heart Week;” EMS added 6 people to the roster. Scripps Encinitas was most used hospital in the area.
 - iii. Comments:
Malin: None
Stine: None
Tanner: None
Hillgren: None

9. Closed Session

None



Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting Minutes

February 15, 2023

10. Adjournment

Meeting adjourned at 3:11pm

Alicea Caccavo
Board Clerk

James H. Ashcraft
Board President