

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

SPECIAL AGENDA (10:00 AM – 12:00 PM)

Harassment Training (Workshop)

The Fire District conducted the mandatory two (2) hours harassment training for the Board of Directors and senior management staff. Stephen J. Fitch, Fitch & Associates conducted the training. The following local officials, and staff (those who receive compensation for their service or are eligible to have their expenses reimbursed) attended:

Rancho Santa Fe Fire Protection District

Director:

James H. Ashcraft
Nancy C. Hillgren
Randall Malin
Tucker Stine
John C. Tanner

Staff:

Fred Cox, Fire Chief
Alicea Caccavo, Manager, Finance & Administration/ Board Clerk
Dave McQuead, Deputy Chief
Marlene Donner, Fire Marshal

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

Fire Marshal Marlene Donner led the assembly in the Pledge of Allegiance.

Director Ashcraft requested a moment of silence for Fire Captain Chris Mertz.

Chaplain McIntosh opened the meeting with a prayer.

Roll Call

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

Directors Absent: None

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

1. **Special Presentations**

- a. Helmet Presentation to Fire District Chaplain Mike MacIntosh by Fire Chief Cox
- b. Video Presentation in Memory of Fire Captain W. Chris Mertz

2. **Public Comment**

It was noted that someone had requested to speak to the Board, however, that individual did not join the meeting.

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



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

MOTION BY DIRECTOR TANNER, 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 TANNER, 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 20, 2021

b. Receive and File

Monthly/Quarterly Reports

- 1) List of Demands Check 33545 thru 33651, Electronic File Transfers (EFT), and Wire Transfer(s) for the period January 1 – 31, 2021 totaling: \$ 324,566.12
Wire Transfer(s) period January 1 – 31, 2021 \$ 71,410.64
Payroll for the period January 1 – 31, 2021 \$ 623,707.98
TOTAL DISTRIBUTION \$1,019,684.74
- 2) RSFFPD Profit & Loss Summary - December 31, 2020
3) RSFFPD Combined (GF & FMF) Balance Sheet – December 31, 2020
4) Investment Summary – December 31, 2020
5) Activity Reports – January 2021
- a. Operations
b. Training
c. Fire Prevention
d. Correspondence - letters/cards were received from the following members of the public:
▪ None

5. **Old Business**

None

6. **Resolution/Ordinance**

a. *Resolution No. 2021-06*

Director Malin questioned the use of the phrase “if applicable” on p. 42, Article II. Manager Caccavo confirmed that this previous phrase was also referenced in Appendix II, as well as in Appendices A-2 and A-3.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, subject to the removal of the phrase “if applicable” in the four places, and APPROVED to adopt Resolution No. 2021-06 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Employees Association on a roll call vote:

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

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



b. *Resolution No. 2021-07*

Manager Caccavo reported that per the agreement of the Board, management salary ranges were increased by 3%, classic safety employees will contribute an additional 1% that will go toward the district's UAL. A one-time stipend for the Fire Chief was also included. Chief Cox asked for confirmation that the Fire Chief range would not increase. Manager Caccavo agreed to make that change based on the motion.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, as amended to reflect no Fire Chief range increase and APPROVED to adopt Resolution No. 2021-07 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel on a roll call vote:

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

c. *Resolution No. 2021-08*

Director Ashcraft reported that the adoption of the pay schedule is in accordance with the California Code of Regulations, Title 2, Section 570.5. Manager Caccavo confirmed that any change to pay schedule needs to be displayed publically on the website.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED to adopt Resolution No. 2021-08 *entitled* 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 on a roll call vote:

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

7. **New Business**

a. *Acceptance of Donation*

Manager Caccavo reported that pursuant to Health and Safety Code 13898 any donation greater than \$500 needs to be accepted by the Board. The Rancho Santa Fe Fire District Foundation donated \$10,000 to the district towards the funeral expenses of Captain Mertz.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and ACKNOWLEDGED and ACCEPTED receipt of the \$10,000 donation from the Rancho Santa Fe Fire District Foundation for funeral expenses for fallen Fire Captain W. Chris Mertz. CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN

8. **Oral Report**

a. Fire Chief – Cox

Mertz Service – Chief Cox reported the February 6th service was well attended. The procession through the Village was nice and was joined by approximately 30 other fire engines in Harmony Grove. He thanked North Coast Church for all they did – full use of the facility, the printing of brochures and prayer cards, among other things. The Fire Chief also thanked all District staff, in particular Manager Caccavo, Sandra Reyes and Sarah Montagne. It was a true tribute to Chris Mertz's life.

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



COVID-19 – Chief Cox reported he participated in a CSDA conference call with the goal to try to obtain Corona virus relief funds for special districts. He will be sharing this same information with the governor’s aides February 18th. Currently, special districts receive no COVID-19 relief funds, yet have expenses (mandated leave, death benefits, worker’s comp, etc.). The hope is to get 5% of the allocated funds for special districts, which include not only fire districts, but water districts, school districts and similar entities. Currently, all of the COVID relief funds for unincorporated areas go to the County; as of yet, the County does not pass any of those funds on to special districts.

Chief Cox reported in reference to COVID-19 vaccinations, the District still has staff deployed to the vaccination Points of Delivery (POD’s) for 14 days. Covid rate cases are continuing to decrease and are below the 400 range from an all-time high of approximately 4500. The district has not had any COVID infections or testing recently. The District is approximately 60-65% vaccinated and the preventative processes are working.

District Activities – The District will move forward with the Verizon lease modification for Station 1. The modification will yield one ADA van accessible space and modify the parking lot; which will be expanded so that no parking spaces are lost. This brings the District closer to the completion of the North Comm Improvement Project. Chief Cox met with Chief Matt Wellhouser, and Patrol in interested in installing modular office cubicles for the boardroom. The North Comm Finance Committee met recently. Due to COVID, call volume is down and the assessment will likely be the same or lower than in previous years. Chief Cox concluded by thanking everyone for helping the department through some difficult times in this past year.

b. Operations – Deputy Chief

Chief McQuead reported that there were three vegetation fires last month: two in San Marcos and one was in Carlsbad. The District is now using the Tableau platform to capture call volume, resulting in an increase in call volume for Operations as volume is being captured both within and outside of the District. Regarding rainfall, our volume is 40-60% below average.

c. Volunteer – Volunteer Recruitment & Retention Coordinator

Chief Twohy reported that per district standard, when the county COVID-19 two week rolling average is 6% or below, it would allow reserve firefighters to return to work-a-long at district fire stations. The average has decreased in the last week to 5.6% - reserve firefighters will start working at fire stations on Saturday.

d. Training – Battalion Chief

Chief McQuead reported that training hours were as normal. New hire Gabe Saldaña started a three-week joint fire academy with personnel from Encinitas Fire Department. He will complete his training on Friday, and will work under Captain Sanford, who will also serve as his mentor. Chief Cox reported that promotions were recently made. Corey Ender and Nathan Fritchle were promoted to Captain. Sean Canfield and Jake Barkhimer were promoted to Engineer. Chief Livingstone is schedule to retire on July 31st, 2021. He would like to add two additional fire fighters to the Department around June.

e. Fire Prevention – Fire Marshal

Fire Marshal reported on activities in the district: RSF Village post office parking lot will be repaved; staff assisting residents with fire insurance cancellations; Hawthorne in 4-S Ranch has leased one of their buildings to a truck dealer; cursory review of Solana Santa Fe Elementary; working with Morgan Run; Rancho Valencia has been upgrading some of their spa buildings. Plan check reviews are increasing.

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



f. Manager, Finance & Administration Caccavo

Board Clerk: Manager Caccavo reported annual Form 700 needs to be completed. Manager Caccavo will reach out to everyone soon regarding completion of the forms.

Human Resources: Interviews for the Accounting Technician position will take place next Wednesday, February 24, 2021. There are two candidates for the position.

Finance: Working with Karlana Rannals and will be training on the budget process in the next few weeks. The auditor also has agreed to another one-year contract for the same rate as last year.

g. Board of Directors

North County Dispatch JPA: No report – next meeting February 24, 2021.

County Service Area – 17: Director Hillgren reported that there was a meeting on February 2, 2021 via Zoom. They started with a financial overview of 2020 - Q2. As previously mentioned, CSA 17 call volume is also down. That impacts billings and reimbursements. A significant number of people have lost their insurance. Expenses have increased about 6.5%. They are confident that things will turn around in the next few quarters; the CSA has healthy reserves to hold them over. The financial analyst will make a report in May. County EMS staff are working from home. The County has contracted with Kevin Crawford for community outreach and procurement. AMR reported that they met their compliance requirements. Over 67% of the transports go to Scripps Encinitas, and 21% go to Scripps La Jolla. Consistent with Chief Cox's comments, 60% of the personnel have been vaccinated. Cal Fire is vaccinating people 65 years and older at Cuyamaca College. There is no fire supported vaccinations for the public. COVID testing turnaround is 4-6 hours. Everyone agreed that Sal has been doing a great job. The transport fee is going to the County Board of Supervisors in the next few months. LAFCO was discussed. Frank Twohy was elected member at large. The next meeting is May 4, 2021.

Director Hillgren reported there was not a lot of discussion regarding a new city ambulance contract. The AMR contract up for renewal at the end of this year. Frank Twohy noted that there were some other Zoom meetings coming up as well.

Comments:

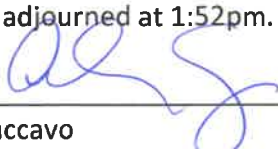
- **Tanner:** He concurred that the funerals were executed beautifully; the individuals were honored.
- **Hillgren:** The procession for Chris Mertz was a privilege and commemorative.
- **Stine:** He was impressed by the professionalism of the events; he appreciated the presentation to the chaplain. He also noted to Manager Caccavo that he filed to Form 700's and that it appears he has no pending actions.
- **Malin:** Mentioned an article regarding CALPERS and plugging pension gaps. He does not think that pension obligation bonds are the answer.
- **Ashcraft:** Agreed that the article Director Malin mentioned regarding CALPERS was concerning. He and his wife were also very impressed with Chris Mertz's family.

10-minute Recess

9. Closed Session - None

10. Adjournment

Meeting adjourned at 1:52pm.



Alicea Caccavo
Board Clerk



James H. Ashcraft
President