

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes November 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 1:03pm.

Pledge of Allegiance

Deputy Chief Slattery led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner-arrived late (1:26pm)

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Fire Marshal Marlene Donner, Battalion Chief/Training Officer Luke Bennett, Battalion Chief Greg O’Gorman, Office Support Coordinator Dana Shedley

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 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

2. **Consent Calendar**

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the consent calendar as presented.

a. **Board of Directors Minutes**

- Board of Directors minutes of October 18, 2023

b. **Receive and File**

- Monthly/Quarterly Reports
 - (1) List of Demands- Currently Transitioning to new program
 - (2) Grant Recap
 - (3) Activity Report– October 2023
 - (a) Operations
 - (b) Training
 - (c) Fire Prevention

ACTION REQUESTED: Receive and File

3. **Public Comment**

None

5. **New Business**

a. **Sale of Assets**

To discuss and/or authorize the sale of vehicle #1282 deemed as surplus – [Staff Report 23-26](#)

ACTION REQUESTED: **Authorize sale and disposal of surplus vehicle.**

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize staff to sale Vehicle #1282.



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b. Sale of Assets

To discuss and/or authorize the sale of vehicle #1581 deemed as surplus – [Staff Report 23-27](#)

ACTION REQUESTED: **Authorize sale and disposal of surplus vehicle.**

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize staff to sale Vehicle #1581.

c. New Finance Manager

To Discuss and/or approve for hiring the new position of Finance Manager - [Staff Report 23-28](#),

ACTION REQUESTED: **Approve**

Fire Chief McQuead reported the reconfiguration of positions in Administration creating the position for Finance Manager.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve for hiring for the position of Finance Manager

d. Finance Manager Recruitment

To Discuss and/or approve for the hiring contract with a recruitment agency that specializes in public sector employment-[Staff Report 23-29](#)

Fire Chief McQuead reported using a recruitment agency that specializes in public sector employment as an option for hiring for the position of Finance Manager.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve for the hiring contract with a recruitment agency as an option for hiring for the position of Finance Manager

4. Oral Report

a. Fire Chief:

Fire Chief McQuead reported on the upcoming Chili lunch with Sharron MacDonald and friend at Station 2. Craig McVey will be cooking the Chili. Crews will be showing off the Drones as well as the UTV.

Operations:

Deputy Chief Slattery reported on Staffing: 1 Firefighter vacancy. Current New hire is currently in backgrounds. Will be starting 2-week academy on 12/1. Live Fuel moisture November vs October overall average is up 1%. Type 6 unit from CalFire is on loan at Station 6 which we would like to purchase. Will be a great backup for us. Slattery answered questions from the board. October had a total of 463 calls vs September at 438 possibly due to Santa Anna weather up a little. OES 6309 strike team was sent to Highland fire in Riverside. They were gone for a total of 5 days. Approximately 2500 acres burned. 5-acre fire burned in Rancho Bernardo, 4 units were sent to assist San Diego Fire department

Training:

Training Battalion Chief Bennett reported that Training hours scheduled were over 1400 hours. Wrapped up UTV training, will go live on Dec 17, 2023. Posted a strike team leader class. On going training for EMS TIP's Program (Trauma Intervention Program). Began Drone Training, first round pilots for FAA license, 12 in total. Bennett answered questions from the board. Hosted Palomar Fire academy out of our training facility. Was the Lead agency for the North Zone Technical drill. Bennett presented slides on drills.



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b. **Fire Prevention:**

Fire Marshal Donner reported that Muslim cultural center across from station 5, hoping to be up in 2 years. Helen Woodward education center on El Apajo has been approved. Fire Alarm system for main building at The Inn has been completed and is up and running. Working in the Conference room next. Taking it in segments to get them up and running. Energy storage system meeting with County. Making progress on working better with each other on plan review process.

c. **Board of Directors:**

i. **North County Dispatch JPA:**

Ashcraft will not be here November 27th. Larissa from Finance has left.

ii. **County Service Area – 17:**

Transport down 15%, mutual aid is way down, and expenses are up 24%. A lot of focus on drug overdose/how to respond to it. Putting EMS training together for July 1. Narcan kits shown. Behind all defibrillators, all Emergency response vehicles, college campuses, will be available for everyone. 94% compliance with AMR/3 months, 85% Transports sent to Scripps Encinitas or La Jolla. Escondido joining Northcom in early part of 2024, Lifeguards did annual presentation presenting their calls and beach hazards and are having a problem with a hiring shortage. Chief Gordan did a presentation on Medic 266 and the possibility of combining M232 as a 24 hr unit or adding an additional 12 hrs as additional cost. CSA-17 subcommittee to review the options on this. M266 Parks at station 6 to plug in, and runs 8pm to 8am, 12-hour unit, the crew drives to North end of Encinitas.

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

Met this week. Excited about Chili Luncheon with Sharron MacDonald. Working on getting more people in Foundation-moving to Quarterly meeting instead of monthly. Talked about getting a Phone amplifier for Station 6. Will help with cell phones working inside of building.

iv. Director Comments:

Malin: None
Stine: None
Tanner: Sorry for being late
Hillgren: None
Ashcraft: None

2:19pm Adjourned for break

2:28pm Reconvened to open session

2:29pm Adjourned into Closed session

5. **Closed Session**

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: Memorandum of Understanding



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4:00pm Reconvened to Open Session

Upon reconvening to open session, President Ashcraft reported that the Board of Directors had given direction; no action taken.

6. **Adjournment**

Meeting adjourned at 4:00pm

Dave McQuead
Fire Chief

James H. Ashcraft
President