

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes September 21, 2022



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 1:01 pm.

Pledge of Allegiance

Director Nancy Hillgren led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner

Directors Delayed: Stine

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

1. Special Presentation

a. Administrative Staff Recognition

Manager Caccavo conveyed the work load that Burgen Havens, Sarah Montagne and Sandra Reyes has grown immensely. The Board acknowledged and thanked them for all their work on recent changes to the administrative department.

b. Coastal Conservancy Grant Staff Report 22-14

Deputy Fire Marshal Lenehan presented on the Coastal Conservancy Grant and answered questions from the Board. Deputy Fire Marshal Lenehan will bring back in old business the acceptance of the grant at a future meeting.

c. Rancho Santa Fe Fire District Foundation presentation

i. Check presentation for funds accepted at the August 25, 2022 board meeting (Staff Report 22-11)

RSF Fire District Foundation board members Jim Depolo and retired Fire Chief Frank Twohy presented the District with a check for \$50,000 for extrication tools. A resident, Sharron MacDonald, donated the money to the Foundation for the district.

2. Motion waiving reading in full of all Resolutions/Ordinances

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

3. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, 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 August 2022

b. Receive and File

- Monthly/Quarterly Reports
 - (1) List of Demands Check 35362 thru 35516, Electronic File Transfers (EFT), and Wire Transfer(s) for the period August 2022 totaling: \$ 313,200.29
Wire Transfer(s) period August 2022 \$ 250,334.27
Payroll for the period August 2022 \$ 735,698.34
TOTAL DISTRIBUTION \$1,299,232.90
 - (2) Grant Update
 - (3) Activity Reports – August 2022
 - (a) Operations
 - (b) Training
 - (c) Fire Prevention
 - (d) Correspondence - letters/cards were received from the following members of the public:
 - (i) None

4. **Public Comment**

None

5. **Old Business**

a. None

6. **Resolution/Ordinance**

a. **Ordinance No. 2023-01**

To introduce the amended Fire Code Ordinance No. 2023-01 – *entitled* an Ordinance of the Rancho Santa Fe Fire Protection District Which Adopts the 2022 California Fire Code and the 2021 International Fire Code with Certain Amendments, Additions and Deletions Staff Report 22-15
Fire Marshal Donner, working with representatives within the county, reviewed and updated the District's Ordinance as required on a three-year cycle. She handed out a spreadsheet that outlined the changes and answered questions from the board.
The Board of Directors chose to schedule the public hearing and final adoption at the next regularly scheduled meeting on October 19, 2022.

b. **Resolution No. 2022-23**

To discuss and/or adopt a Resolution *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief Regarding Required Inspection of Certain Occupancies Pursuant Section 13146.2 and 13146.3 of the California Health and Safety Code. Staff Report 22-16
Fire Chief reported that this is an annual item required to report that all mandated inspections have been completed. Fire Marshal Donner answered questions by the board.
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept Resolution No. 2022-23 – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief Regarding Required Inspection of Certain Occupancies Pursuant Section 13146.2 and 13146.3 of the California Health and Safety Code with the second paragraphs of A & B changed to 18 & 12 respectively.

c. Resolution No. 2022-24

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel. Staff Report 22-17

Fire Chief McQuead reported that the Manager of Finance & Administration position was reviewed through a current salary survey and the range was increased for succession planning; notary pay was also included.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept Resolution No. 2022-24 – *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, Tanner
NOES:	None
ABSENT:	Stine
ABSTAIN:	None

2:02pm Director Stine arrived

7. New Business

a. Policy Consent

Board Policy 3035 – Investment of District Funds

To discuss and/or ratify the District policy updating the investment policy of the District. Staff Report 22-18

Manager Caccavo reported that the current policy restricted our investment options; this revised policy open to those beyond LAIF & CalTRUST. Staff is looking into additional investment opportunities.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ratify the District's Board Policy 3035 for Investment of District Funds.

8. Oral Report

a. Fire Chief

Fire Chief McQuead reported on 9/6 the Elfin Forest/Harmony Grove (EF/HG) had their Fire Safe Council approved. On 9/8 had a town hall meeting at Station 5 with EF/HG, called the Wildland Preparedness, 60 residents showed up. On 9/16 hired Battalion Chief Greg O’Gorman coming from Alpine Fire. Issued first Citation to a resident who was installing speed bumps on their own which damages the engine and ambulance. The District was invited to the RSF Association for town hall on 10/25/2022.

b. Operations

Deputy Chief Slattery reported that the District is fully staffed. Battalion Chief Luke Bennett has been moved to Training and the four new Firefighter/Paramedic recruits started on the floor on 9/3. Down to 5 reserves currently with a plan to capture the graduates from Palomar and Miramar Colleges in December. Ian O’Connor and Justin Cloyd were promoted to Engineer rank on 9/1. The district had 388 calls and the fuel moisture is at 40%.

c. Training

Deputy Chief Slattery reported that some of the recruits went on strike teams for good experience. Promotional classes are being held at Station 5 for succession planning. Chief Slattery presented pictures from the live fire training and reported on current incidents in the State.

d. Fire Prevention

Fire Marshal Donner reported that staff has been working on code adoption and the increased plan reviews. She reported on current projects in the District and answered questions from the Board.

e. Manager of Finance & Administration

Manager Caccavo reported that wrapping up the Audit for FY21/22. Recruitment for the Office Support Coordinator interviews are coming up. Open enrollment coming up also.

c. Board of Directors

- North County Dispatch JPA – Update: *Director Ashcraft reported that NCDJPA will be meeting at the end of November.*
- County Service Area – 17 – Update: *Director Hillgren reported that CSA-17 will be meeting in early November.*
- Director Comments:
 - 1) Director Malin: *Relayed a story from his football days.*
 - 2) Director Stine: *None*
 - 3) Director Tanner: *None*
 - 4) Director Hillgren: *Brought up the issue of Firewatch and the maps and the confusion surrounding the intent. Staff to work on getting more information for a future meeting to educate the Board.*
 - 5) Director Ashcraft:

2:46pm Adjourned for 10-minute Break

2:55pm Adjourned to Closed Session

9. Closed Session

- a. 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

Unrepresented Employees: Deputy Chief, Battalion Chiefs (4), Manager, Finance & Administration, Fire Marshal

Under Negotiation: Side Letter/ Addendum Memorandum of Understanding and/or Compensation Resolution

All board members listed and Chief McQuead, Deputy Chief Slattery, Manager Caccavo attended and participated in this discussion.

3:39pm Reconvened to Open Session

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

10. Adjournment

Meeting adjourned at 3:39pm.



Alicea Caccavo
Board Clerk



James H. Ashcraft
President