

Rancho Santa Fe Fire Protection District Regular Board of Directors Meeting Minutes June 21, 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 1:02 pm.

Pledge of Allegiance

Director Stine led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Malin, Stine, Tanner

Directors Absent: Hillgren

Staff Present: Fire Chief Dave McQuead; Manager, Finance & Administration/Board Clerk Alicea Caccavo; Training Officer Luke Bennett; Deputy Fire Marshal Conor Lenehan; Battalion Chief Mickelson

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

1. Presentations

a. Rancho Santa Fe Fire District Foundation (RSFFDF) check presentations for a grant to be accepted under New Business for Barbeque at Station 3.

Retired Fire Chief Twohy presented Staff with a check from the foundation. Staff and Directors commented on the importance of the relationship between the foundation and the District.

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

MOTION BY DIRECTOR STINE, 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 STINE, 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 May 17, 2023

b. Receive and File

- Monthly/Quarterly Reports for May 2023

(1) List of Demands Check 36328 thru 36402, Electronic File Transfers (EFT), and Wire Transfer(s)
totaling: \$ 143,849.11
Wire Transfer(s) totaling: \$ 277,371.33
Payroll(s) totaling: \$ 771,016.73

TOTAL DISTRIBUTION \$ 1,192,237.17

(2) Grant Recap

(3) Activity Reports – May 2023

(a) Operations

(b) Training

(c) Fire Prevention



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4. **Public Comment**

None

5. **New Business**

a. **Grant Funding - Rancho Santa Fe Fire District Foundation (RSFFDF)**

To discuss and/or accept grant funding from the RSFFDF for the purchase of a new barbeque for Station 3. Staff Report 23-12

Fire Chief McQuead reported that this was the grant from the Foundation for the check that was just presented at the beginning of the meeting.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the grant funds.

b. **Grant Funding – San Diego Regional Fire Foundation (SDRFF)**

To discuss and/or accept grant funding from the SDRFF for the purchase of Hurst E-hydraulic extrication equipment. Staff Report 23-13

Fire Chief McQuead reported that this grant resulted from a collaboration between the District, County Supervisor Terra Lawson-Remer, and the San Diego Regional Fire Foundation.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the grant funds.

c. **Grant Funding – San Diego Regional Fire Foundation (SDRFF)**

To discuss and/or accept grant funding from the SDRFF for the purchase of Wildland Brush Jackets. Staff Report 23-14

Fire Chief McQuead reported that this was the grant that is a collaboration between County Supervisor Terra Lawson-Remer and the District.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the grant funds.

d. **Force Hazard Abatement Contractor Award**

To discuss and/or approve the Fire Chief to execute a service agreement with a hazard abatement contractor. Staff Report 23-15

Deputy Fire Marshal Lenehan reported that every three years the District offers the opportunity to bid for sole contractor for the District.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the Fire Chief to award R.E. Badger the force abatement hazard abatement contractor award and execute a new agreement.

e. **Fixed Charge Special Assessment for Weed Abatement**

To discuss and/or approve a special assessment on Parcel Nos. 678-461-40-000, 222-131-02-00, 302-140-01-00 for nonpayment of forced abatement fees. Staff Report 23-16

Deputy Fire Marshal Lenehan reported that there are three (3) parcels that were non-compliant property owners, and to date have not reimbursed the District for the force abatement fees.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve and deliver a special assessment on Parcel Nos. 678-461-40-00, 222-131-02-00, and 302-140-01-00 for nonpayment of fees to the County of San Diego on the following roll call vote:

AYES: Ashcraft, Malin, Stine, Tanner

NOES: None

ABSENT: Hillgren

ABSTAIN: None



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6. Resolutions/Ordinance

a. Resolution No. 2023-07

To discuss and/or adopt the Resolution *entitled* 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 2023-2024 and Adopt a Capital Improvement Plan for the Use of Fire Mitigation Fee Revenue. Staff Report 23-17

Fire Chief McQuead reported that the increase resulted from the County initiating a nexus study done by Intersecting Metrics; meeting with the Building Industry Association, and then presenting the findings to the County Supervisors in which was then adopted. The participation and the five-year capital improvement plan will now be an annual item put forth each June before the board. District has requested the County collect 100% of the fees on behalf of the District.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, to ADOPT the Resolution *entitled* 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 2023-2024 and Adopt a Capital Improvement Plan for the Use of Fire Mitigation Fee Revenue with projects #5, #6, & #7 to revised to reflect 40% out of the General Fund and 60% out of Fire Mitigation Fees on the following roll call vote:

AYES: Ashcraft, Malin, Stine, Tanner

NOES: None

ABSENT: Hillgren

ABSTAIN: None

7. Old Business

a. Preliminary Budget FY23/24

To discuss and/or approve the preliminary budget for the next fiscal year and schedule a public hearing for final adoption. Exhibit A

Manager Caccavo delivered a PowerPoint presentation on the Preliminary Budget for FY23/24. Budget is a cash-in, cash-out, and priority based. Staff answered questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE to approve the Preliminary Budget for FY23/24 and set up the public hearing for the regularly scheduled meeting on July 19, 2023.

AYES: Ashcraft, Malin, Stine, Tanner

NOES: None

ABSENT: Hillgren

ABSTAIN: None

8. Oral Report

a. Fire Chief: *Chief McQuead summarized the capital improvement plan for the next five years and answered questions from the Board. On June 1st, Roman, O'Connor, and Stamy were promoted to Battalion Chief, Captain, and Engineer respectively. Battalion Chief Sherwood will be retiring on July 12th. Also on June 1st, the San Diego County Fire Chiefs Association (SDCFCA) held their annual Installation Luncheon for the elected board of all departments at the Lomas Santa Fe Golf Club in Solana Beach. The San Diego County Wildland Operations Meeting for all the fire agencies to forecast what the fire season looks like for the County was held on June 2nd in San Diego, Fire Chief and Deputy Chief attended. On June 3rd Fire Prevention helped to celebrate the anniversary for the Osuna Ranch. On June 11th the Burn Institute Expo and Demolition Derby was held at the Del Mar Fairgrounds; Engineer Elkins and Engineer Schieber participated and Chief Bennett worked as the rescue crew and presented a car fire demonstration with crews. June 17 was the date for the Battle of the Badges, featuring boxing matches between firefighters, police, and military*



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on the USS midway supporting underprivileged youth. Captain Salameh and FF/PM Corbin Martinez won their matches against San Diego Fire and San Diego Police and took the belts home. On June 20, Chief McQuead attended a Region 6 preseason meeting in Riverside to go over the outlook on the 2023 fire season. Chief reported on several fires in the area currently burning.

b. Operations: Training Officer Bennett reported on behalf of Deputy Chief Slattery – Chief Bennett summarized the operations report and answered questions by the board. He highlighted that there were 399 calls for the month of May and trending with more calls from the previous year. Fuel moistures are below the critical level of 60%, so the District is better off at this time of the year than last year. Chief Bennett reported on recent incidents.

c. Training

Training Officer Bennett reported on recent training. Over 1800 hours logged of training. 6 probationary firefighters participated in regional training. Lithium-ion battery training as part of the North Zone was executed; these types of batteries can be found in personal mobility devices, including scooters, electronic bikes, and vehicles. Crews completed California Mutual Aid for Wildland Refresher training to prepare for fire season. RSFFPD hosted a Fire Marshal 1b class. Chiefs Bennett & O’Gorman attended the biannual conference for California Firefighter Joint Apprenticeship Committee (CaJJAC).

d. Fire Prevention: Deputy Fire Marshal Lenehan summarized the Fire Prevention report; 162 plans for the month of May and 883 weed abatement notices were being mailed.

e. Human Resources, Finance & Board Clerk: Manager Caccavo reported that Staff has been working on the budget. Started kickoff calls with Caselle. Staff will begin preparing for the annual audit. Preparations for the bargaining groups negotiations to begin. Manager Caccavo reported that the District will be moving over to TASC to process medical reimbursements. She will advise the Directors once the transition is complete so that all Directors can get training for the online process.

f. Board of Directors

I. North County Dispatch JPA: next meeting 8/28/2023

II. County Service Area – 17: next meeting 8/2/2023

III. Rancho Santa Fe Fire District Foundation: Chief Twohy reported that Sunday, June 25th is the Elfin Forest/Harmony Grove community parade & picnic from 11-3pm at Station 6.

IV. Director Comments

(1) Ashcraft: Director Ashcraft reported that on June 12 residents were concerned regarding a vacant Las Planideras house; Fire Chief McQuead and CRRS Mark Smith did a presentation which was well received and helped the community to understand what services the District provides.

(2) Malin: None

(3) Stine: Director Stine reported on gang activity behind Station 2; 8 homes have been broken into in the Savannah area.

(4) Tanner: Director Tanner reported on recent health issues.

9. Adjournment

Meeting adjourned at 3:19pm

Alicea Caccavo
Board Clerk

James H. Ashcraft
Board President