

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes October 19, 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 1:00pm.

Pledge of Allegiance

Director John Tanner led the assembly in the Pledge of Allegiance.

Roll Call

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

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

1. **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.

2. **Consent Calendar**

MOTION BY DIRECTOR TANNER, 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 Regularly Scheduled Meeting minutes of September 21, 2022

b. **Receive and File**

- Monthly/Quarterly Reports

- (1) List of Demands Check 35517 thru 35633, Electronic File Transfers (EFT), and Wire Transfer(s) for the period September 2022 totaling: \$ 332,180.54
Wire Transfer(s) period September 2022 \$ 276,216.73
Payroll for the period September 2022 \$ 951,670.45

TOTAL DISTRIBUTION \$1,560,067.72

- (2) Quarterly Financial Statements

- (3) Activity Reports – September 2022

(a) Operations

(b) Training

(c) Fire Prevention

3. **Public Comment**

None

4. **Old Business**

None



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

October 19, 2022

5. Public Hearing

a. Ordinance No. 2023-01

To introduce the Ordinance *entitled* an Ordinance of the Rancho Santa Fe Fire Protection District Which Adopts the 2022 California Fire Code and 2021 International Fire Code with Certain Amendments, Additions and Deletions.

President Ashcraft opened and closed the public hearing. Ms. Caccavo informed the Board that she had not received any written correspondence regarding Ordinance 2023-01 regarding the Fire Code.

6. Resolution/Ordinance

a. Ordinance No. 2023-01

To discuss and/or adopt the second reading of the Ordinance *entitled* an Ordinance of the Rancho Santa Fe Fire Protection District Which Adopts the 2022 California Fire Code and 2021 International Fire Code with Certain Amendments, Additions and Deletions. Handout

Fire Marshal Donner reviewed the handout with the final revisions to the Ordinance since the first reading on September 21st. She fielded questions by the board. Fire Marshal Donner and Fire Chief recommend proceeding with the adoption process and the effective date, if adopted, to be January 1, 2023.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and APPROVED Ordinance No. 2023-01 *entitled* an Ordinance of the Rancho Santa Fe Fire Protection District Which Adopts the 2022 California Fire Code and 2021 International Fire Code with Certain Amendments, Additions and Deletions on a roll call vote:

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

President Ashcraft requested that the board clerk publish a Notice of Ordinance Adoption pursuant to all applicable codes.

7. New Business

None

8. Oral Report

a. Fire Chief

Fire Chief McQuead reported that American Medical Response (AMR) has a letter of intent with the County for continued ambulatory services for CSA-17 effective 4/1/2023 with a 2-year contract that includes six 1-year extensions, for a possible total of 8 years. North Zone is experiencing two retirements Chief Stein from Encinitas will be retiring on 11/3/2022 and Chief Vander Pol from Vista Fire will be retiring on 11/2/2022. Chief McQuead reported that the RSF Association and the District will be holding a town hall meeting on 10/25/2022 between 4-6pm at the Golf Club, which will include a presentation from Caitlin Kreutz, Environmental Resource Coordinator for the RSF Association, regarding Fire Watch and the District will cover the topic of defensible space. The District will request that Ms. Kreutz will do a fire watch presentation for the next board meeting on 11/16/2022.



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

October 19, 2022

b. Operations

Chief Slattery further discussed the impact of the potential AMR contract and the good relationships between the District and AMR. Chief Slattery reported that suppression is fully staffed, there are no deployments currently. Mitchell Grant just passed probation and Battalion Chief O’Gorman is settling in nicely. Fuel moistures at 23%, which seem low so Chief is going to investigate the data with Engineer Martinez to make sure that it is being identified correctly. Chief Slattery presented pictures of the recent incidents and promotional events.

c. Training

Chief Bennett reported that he is excited to be in the new role. North Zone wrapped up the participation in the trench rescue training; lock training on force entry techniques; Management staff training by Liebert, Cassidy & Whitmore regarding investigations; lead command classes for succession planning, and probationary scaled structure training accomplished last month. The training hours in the board packet are indicative of the goals set.

d. Fire Prevention

Fire Marshal Donner reported that the prevention staff is working with other agencies to update a list of violations with the county District Attorney. Belmont project assisted living project increased in size to 187,000 square feet. She reported that there are 156 plans in the queue currently. There is possibility for a Chabad where the candle factory is currently located.

e. Finance & Administration

Manager Caccavo reported that there is a vacancy for the Office Support Coordinator and interviews will be conducted the following day. Finalizing the audit and updating the website to a new platform.

f. Board of Directors

- North County Dispatch JPA – Meets November 30, 2022
- County Service Area – 17 – Meets November 3, 2022
- Comments –
 - 1) Malin: None
 - 2) Stine: None
 - 3) Tanner: None
 - 4) Hillgren: Director Hillgren requested that the vehicle on the fleet that has a small logo updated to a larger logo. She requested a refresher course on infant CPR. Director Hillgren also reported that the Palm Weevil has been bad in her neighborhood and the canyon behind. CalFire has been seen down the canyon as there are so many dead trees. She had an interesting meeting regarding Lake Hodges, presented by the Santa Fe Irrigation District, indicating that the repairs to the dam are significant and the level must be maintained at a lower level. The lower level is going to be increasing costs for water purchased as the more economical water is being reduced.

Adjourned to closed session 2:00pm

9. Closed Session

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: one potential (1) case
All board members listed, Danny Yoo and Stefanie Vaudreuil from Liebert, Cassidy & Whitmore, Fire Chief McQuead, and Manager Caccavo attended the closed session.



Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

October 19, 2022

- b. 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, Fire Chief McQuead, Deputy Chief Slattery, and Manager Caccavo attended the closed session.

Upon reconvening to open session, President Ashcraft reported that the Board of Directors gave direction to legal counsel for item 9.a. He also reported that direction was given to the Agency Negotiators for item 9.b.

Reconvened to open session 2:43pm

10. **Adjournment**

Meeting adjourned at 2:44pm.



Alicea Caccavo
Board Clerk



James H. Ashcraft
President