



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – July 10, 2013**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:04 pm.

Pledge of Allegiance

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

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Mike Gibbs, Deputy Chief; Bret Davidson, Battalion Chief; Chris Galindo, Battalion Chief; Renee Hill, Deputy Fire Marshal; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the board.

3. Special Presentation

a. Badge Presentations

Chief Michel welcomed all in attendance. Chief Michel and Chief Davidson summarized the District's probationary and promotional testing process, and the roles and responsibility that they will assume. Chiefs' Michel and Davidson congratulated the individuals on the completion of probation and their promotion. A Fire District badge was presented to the following members of the District:

- i) John Carey, Firefighter/Paramedic
- ii) Nathan Sanford, Firefighter/Paramedic
- iii) Michael Gibbs, Deputy Chief

President Ashcraft on behalf of the Board of Directors congratulated the employees and wished them continued success in their new roles.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions/ordinances.

5. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Board of Directors minutes of June 12, 2013.

b. Receive and File

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 24058 thru 24149 the period June 1 – 30, 2013 totaling:	\$ 416,246.64
Payroll for the period June 1 – 30, 2013	\$ 548,328.82
TOTAL DISTRIBUTION	\$ 964,575.46

(2) Activity Reports – June 2013

- Operations
- Training
- Fire Prevention

(3) District Articles

(4) Correspondence

- Bob Wilson

6. Old Business

a. None

7. New Business

a. RSF Battalion Chief Response to Elfin Forest Volunteer Fire Department (CSA-107)

Deputy Chief Gibbs summarized the staff report provided. He informed the board that the district has provided this type of assistance on an informal basis, and any anticipated impact on the district's battalion chiefs is minimal. If approved for a one-year trial period, the district will be compensated \$4,000, with a maximum of 30 incidents per year. Any incidents in excess of 30 are to be billed at a rate of \$175 per incident.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to proceed with discussions and/or negotiations with Elfin Forest Volunteer Fire Department (CSA-107) to provide Battalion Chief responses for a one-year trial period. This contract is subject to legal counsel's review and board approval.

b. Acceptance of Donation

Chief Michel summarized the staff report provided. He informed the board that the \$500 donation was given by a resident in gratitude for maintenance work performed by administrative staff personnel.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the cash donation and authorize the donation distributed to the Administrative employee "coffee" fund.

c. August 2013 Meeting Date

Chief Michel informed the board that he would not attend the regular board meeting scheduled for August due to a training conference conflict. At the conclusion of the discussion, the board agreed to meet on the regular meeting date. The Board agreed to consider adjourning the August meeting if there were agenda items that did not require immediate action by the board. A notice will be posted if the meeting is adjourned.

8. Resolution/Ordinance

a. Resolution No. 2013-10

Ms. Rannals reported that this resolution is required for each financial institution to update signatures on the bank accounts.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and APPROVED Resolution No. 2013-10 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Signers on District Bank Accounts on a roll call vote:

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

9. Oral Reports

a. *Fire Chief – Michel*

- i) San Dieguito Ambulance Service Request for Proposal (RFP): he reported that the County of San Diego has distributed the RFP and the final date to submit a response is August 6, 2013. District personnel attended the mandatory meeting at the County for additional information and the opportunity to ask questions. He will submit a preliminary review of the work performed by to the consultant for comment. He requested the board consider planning a special meeting to seek an approval to submit a response to the request for proposal. The board agreed by consensus to plan for a meeting July 29, August 1 or August 2. The board clerk thru the fire chief and board chair will post a special meeting notice no later than 24 hours prior to the meeting.

b. *Operations – Deputy Chief Gibbs*

- i) Chief Gibbs reported on the following topics:
- (1) Call activity:
 - 268 calls last month
 - Fire loss the previous month approximately \$5,000
 - (2) Weather outlook continues to be dry. He explained to the board the purpose of the “fuel moisture” report.
 - (3) Granite Mountain Intermountain – he presented a PowerPoint with information available to date on the *Yarnell* fire that resulted in the deaths of 19 firefighters. At the conclusion of the presentation, an engine crew performed a demonstration on the use and deployment of a fire shelter.

- c. *Training – Battalion Chief Davidson*
 - i) Chief Davidson summarized the monthly training activity, which included:
 - (1) Sexual Harassment
 - (2) Protocol update for paramedics
 - (3) Defibrillator monitor trial study
 - (4) Submerged victim (Code X)
- d. *Fire Prevention - Deputy Fire Marshal (Renee Hill)*
 - i) She introduced Brian del Rosario, summer intern who performs the weed abatement and brush management inspections in the shelter in place communities.
 - ii) A letter has been developed for distribution to residents on the dead and dying eucalyptus trees. The Garden Club has requested a prevention program and inspections are occurring for the diseased, dead or dying trees.
- e. *Administrative Manager - Rannals*
 - i) Audit Notification Letter – she distributed a letter prepared by the district’s audit firm, Charles Z. Fedak. This new audit standard (No. 114) requires that the auditors clearly communicate with the governance (Board and management) during the planning stage of the audit the responsibilities of the auditor in relation to the financial statement audit, and an overview of the scope and timing of the audit. In addition, should the board have any questions or concerns, they were encouraged to contact the auditor directly via phone or email provided within the letter.
- f. *Board of Directors*
 - i) North County Dispatch JPA – Update – Director Ashcraft: no report. The next meeting scheduled for August 22, 2013.
 - ii) County Service Area 17 – Update – Director Hickerson: no report.
 - iii) Comments:
 - (1) Hickerson – informed the board that he submitted a letter of resignation, which becomes effective July 25, 2013. He intends to relocate to Florida. He conveyed his appreciation for the opportunity to serve the residents of the fire district. President Ashcraft, on behalf of the Board of Directors thanked him for his service and wished him continued success.

10. Closed Session

Pursuant to section 54957.6, and 54956.8 the board met in closed session from 3:30 – 4:31 pm to discuss the following:

- 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: Fire Chief; Deputy Chief; Battalion Chief (4); and Administrative Manager
Under Negotiation: Successor Memorandum of Understanding and Compensation
All board members listed and Chief Michel attended the closed session.

Upon reconvening to open session, President Ashcraft reported that the Board of Directors took no action.

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11. Adjournment

Meeting adjourned at 4:33 pm.

Karlana Rannals
Secretary

James H Ashcraft
President