



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – February 12, 2014**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

Pledge of Allegiance

Deputy Chief Gibbs led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren (*arrived at 1:24 pm*), Malin, Stine, Tanner
Directors Absent: None
Staff Present: Tony Michel, Fire Chief; Mike Gibbs, Deputy Chief; Bret Davidson, Battalion Chief; Chris Galindo, Battalion Chief; Jim Sturtevant, Battalion Chief; Renee Hill, Deputy Fire Marshal; and Karlena Rannals, Board Clerk

2. Public Comment

No one requested to speak to the board.

3. Consent Calendar

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve:

i) Board of Directors minutes of January 8, 2014

b. Receive and File

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to receive and file:

i) Monthly/Quarterly Reports

1) List of Demands

Check 24728 thru 24821 the period January 1 – 31, 2014 totaling:	\$ 325,123.80
Payroll for the period January 1– 31, 2014	<u>\$ 487,632.14</u>
TOTAL DISTRIBUTION	\$ 812,744.94

2) Budget Review – July 1 – December 31, 2013

3) Statement of Cash Assets – December 31, 2013

4) Activity Reports – January 2014

- Operations
- Training (*December 2013 & January 2014*)
- Fire Prevention (*December 2013 & January 2014*)

5) District Articles

6) Correspondence

- County of Tuolumne

4. Old Business

- a. None

5. New Business

- a. Contract

Chief Michel reminded the board that they agreed to establish a reserve account two years ago in anticipation of this expense. The current amount reserved is \$750,000.

Chief Gibbs summarized the staff report provided. The funding for the district's portion of the "NextGen RSC Agreement" estimated at \$567,000, plus 10% contingency, and is expected to be in service 2018. He reported that the County of San Diego seeks a commitment from all agencies before determining the vendor and the financing mechanisms. He noted that the County of San Diego and CalFire are the largest investors in the cost of the new system.

He also informed the board that because of the magnitude of the project, there will be parallel systems until before discontinuing the current radio system. The new generation will bring better radio coverage and capacity, which is significant to the system. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, 4 AYES; 0 NOES; 1 ABSENT to approve an *Agreement Between and Among the County of San Diego and Participating Cities and Jurisdictions Regarding the Next Generation Regional Communication System Providing Communication Services to Public Safety and Public Service Agencies Operating in San Diego County and Imperial County ("NextGen RCS Agreement")* and authorize the Fire Chief to execute the contract.

- b. Budget Authorization

Chief Michel reported that he authorized the services of an outside investigator to determine if the joint testing process for new hires was free of discrimination. The district recently paid the final bill for the investigator's services and report for \$15,600. He stated that the outcome of the report was unsubstantiated; however, the investigator recommended that the district seek the services of a human resource consultant to validate the district's testing processes and position descriptions. He assigned the task of researching firms to Chief Davidson.

Chief Davidson summarized the staff report provided. He reviewed the services and quotes of several companies from firms that he has worked with through the cooperative efforts and other municipalities. In discussions with the consultants, all validated examinations begin with a "job analysis" which is used to develop the job description, which in turn is used to establish the testing dimensions in each portion of the promotional process. Utilizing a consultant, the District will ensure that future testing processes are validated and legal. Staff would also work with the consulting firm to provide fire simulations, local policy and procedure, test development and the acquisition of evaluators for upcoming entry level and promotional examination processes. He also reported that the district has not created an analysis for the position of battalion chief. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, 5 AYES; 0 NOES; 0 ABSENT to authorize the \$15,000 expenditure for the services of a human resource consultant for a thorough evaluation of the districts' testing processes.

c. Budget Authorization

Chief Sturtevant reported that he successfully applied for monies from the State Homeland Security Grant Program to purchase a towable emergency generator and related equipment for the Admin building and staff is requesting authorization to proceed with the expenditure of \$38,900. This regional asset will enable the District to provide emergency backup power during extended outages to administration building for the computer servers that operates the computer network and station alerting.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, 5 AYES; 0 NOES; 0 ABSENT to authorize the expenditure of \$38,900 for the purchase of a TS35 Baldor towable generator and related equipment.

d. Budget Authorization

Chief Galindo reported that staff seeks authorization to proceed with the \$53,287 expenditure to purchase and installation of ten (10) 800 MHz radios utilizing both funds allocated from the District's FY14 budget and reallocated State Homeland Security Grant Program funds. The radios currently owned and operated are not P25 compliant, which is a digital radio communications standard applicable to federal, state and local public agencies in North America. This standard allows each public agency to communicate with other agencies including automatic and mutual aid first responders. Staff is striving to use grant funding available for the purchase and replacement of mobile radios. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 5 AYES; 0 NOES; 0 ABSENT to authorize the expenditure of 53,287 for the purchase and installation of ten (10) 800 MHz radios.

e. Acceptance of Donation

Karlena Rannals summarized the staff report provided. In accordance with the applicable codes, the district must consider the acceptance of donated items with a value greater than \$500. The donation of \$10,000 for the purchase of equipment was a gift from the property and estate of Stan & Phyllis Aylmer Family Trust. She also reported that staff is discussing the appropriate equipment to purchase.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 5 AYES; 0 NOES; 0 ABSENT to accept the gift of \$10,000 for the purchase of equipment and report at a future meeting as to what was purchased.

6. Oral Report

a. Fire Chief – Michel

- i) CSA 107 – Elfin Forest/Harmony Grove – Update: he informed the board that a planned meeting on February 18 with representatives from the Fire District, Elfin Forest, County Fire Authority and

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

February 12, 2014

Page 4 of 5

developer to discuss the status of the fire station location. He has had numerous conversations with staff from the Fire Authority regarding the finances and required response times. He has not received any information regarding funding should the Fire District pursue a reorganization with CSA-107.

ii) District Activities:

- 1) San Diego Rural Fire Protection District Dissolution: he received a copy of a notice sent to the residents of San Diego Rural Fire Protection District dissolution. The District was notified by the County Authority that if Rural does not dissolve, they would no longer receive 3.1 million. He attended the board meeting and the consensus of those attending was to maintain the level of service they are currently receiving and supported direction of dissolving.
- 2) Love Your Heart Day – February 14, 2014: this is a program proposed by County of San Diego in an effort to conduct blood pressure checks. The District is participating in the program and will have personnel in two locations, RSF Senior Center and a location in 4S Ranch location.
- 3) Firehouse World: he invited the board members to attend the exposition at the San Diego Convention Center. The date selected is February 19. Three board members planned to attend.
- 4) CSDA Legislative Days – May 20-21, 2014 (*Sacramento*): extended an invitation for two board members to attend this planned event coordinated by California Special District's Association. If any board member is interested in participating, to contact him directly for planning purposes.

b. Operations – Deputy Chief

Chief Gibbs summarized the monthly report, noting that the calls were normal for January. The fuel moisture is trending upward and he distributed a seasonal weather outlook report for information. He reported of one significant call, a double fatality on Del Dios Highway.

c. Training – Battalion Chief

Chief Davidson summarized the training activity for December. It included:

- 1) Hose lays
- 2) Low angle rescue
- 3) Blood borne pathogens

He also reported that the repairs to the training tower were complete.

d. Fire Prevention – Deputy Fire Marshal

DFM Hill summarized the activity for the previous month. She reported that the “new construction” square footage for January 2014 totaled 66,000. Staff continues to work with the City of San Diego regarding the “dead trees.” She also informed the board of a grammatical error in the fee schedule ordinance. The explanation reference number 2.7 was corrected; however, the fee remained the same. Staff is also monitoring two controversial projects, 1) Chinese Bible Church; and 2) Lusardi project in Rancho Cielo.

e. Administrative Manager

- i) Form 700 – she requested that all board members forward their original forms to her for filing prior to the April 1st deadline.
- ii) California Taxpayer Association – she informed the board that she had responded to a request from the California Taxpayer Association on the District's voter approved special tax in April 1981. She provided all requested and the requestor was satisfied with the material and the fast response.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft - no report. The next meeting is scheduled for February 27.
- ii) County Service Area – 17 – Update: Hillgren – she attended the meeting held February 4 and reported the following:
 - 1) A new chair and vice chair was selected
 - 2) The contract awarded to AMR will cost \$3,356 million the first year
 - 3) The compensation for the EMS coordinator was discussed and there is a desire to get a long-term solution about this position’s compensation. Board direction was given and there will be further discussion on the matter at the next meeting on May 6.
- iii) Comments
 - 1) Malin – asked about growth of tax revenue for FY14.
 - 2) Stine – asked about the new school Design 39. He encouraged staff to look at the design of the building.

7. Closed Session (Time Certain – 3:00 pm)

President Ashcraft informed the board members that he agreed to defer this topic due to the inability for the employee to attend. He recommended a special meeting for this topic. At the conclusion of the discussion, they agreed to schedule a special meeting for February 25, 2014 commencing at 2 pm. President Ashcraft requested the board clerk properly notice the meeting and notify all appropriate individuals involved with the matter.

8. Adjournment

Meeting adjourned at 3:15 pm.

Karlena Rannals
Secretary

James H Ashcraft
President