



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING
MINUTES – June 4, 2014**

(This meeting was in lieu of the regular meeting of May 14, 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

Chief Tony Michel led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

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

2. Public Comment

Mike Calhoun, Deputy Chief, Elfin Forest/Harmony Grove Volunteer Fire Department read a letter of appreciation to the Chiefs and staff of the fire district to thank them for the assistance and expertise given to them during the Cocos fire.

Jim Depolo, Vice President, Elfin Forest/Harmony Grove Volunteer Fire Department Board of Directors also extended their appreciation to district staff on behalf of the Board of Directors. He also conveyed their appreciation for the relationship between the two organizations, both board and staff.

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

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, APPROVED on the following roll call vote to waive reading in full of all resolutions/ordinances:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

4. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, APPROVED on the following roll call vote to approve the Consent Calendar as submitted:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

a. Board of Directors Minutes

i) Board of Directors minutes of April 9, 2014

b. Receive and File

i) Monthly/Quarterly Reports

(1) List of Demands

Check 24976 thru 25075 the period April 1 – 30, 2014 totaling: \$ 425,527.11

Payroll for the period April 1– 30, 2014 \$ 441,635.27

TOTAL DISTRIBUTION \$ 867,162.38

(2) Budget Review – July 1, 2013 – March 31, 2014

(3) Statement of Cash Assets – March 31, 2014

(4) Activity Reports – April 2014

- Operations
- Training
- Fire Prevention
- List of Demands

(5) District Articles

(6) Correspondence

- None

c. Other

i) Acceptance of Donation – the board accepted a \$1,000 donation from the *Frazar Family Trust* that was asked to be used to offset expenses for the employee recognition dinner held in May 2, 2014. The board also accepted \$1,750 in gift cards from grateful citizens and Bret’s Barbeque because of the efforts of district personnel at the fires in San Diego County May 2014.

ii) AMR Affiliation Agreement – the board agreed to enter a formal affiliation agreement with American Medical Response (“AMR”) and authorize the Fire Chief to sign the agreement to continue to co-staff the training CSA ambulance.

5. Old Business

a. None

6. New Business

a. LAFCO Application Process for Reorganization

i) A presentation was given by Michael Ott, Executive Director and John Traylor, Local Government Consultant from LAFCO to review the application requirements and process for a potential reorganization with CSA-107.

Mr. Ott explained in detail the requirements to reorganize, which in his professional opinion was the best option for both government entities. He informed the board members that the fire district could initiate the reorganization on behalf of CSA-107 under Government Code 56375. If the district did submit an application apply under this section, LAFCO has full discretionary approval. He also reviewed the process should enough property owners protest to a reorganization that could trigger an election. He informed the board that LAFCO staff cannot complete the application, but they can

offer assistance. Because fire protection is a priority within LAFCO, the fee associated with this reorganization was reduced to zero. He noted that the expected timeframe should the district decide to move forward is four to six months and John Traylor would be assigned as the consultant to assist in the process. LAFCO representatives and district staff responded to questions from the board.

- ii) Chief Michel stated the second part of the discussion is to get direction or authorization to begin the application process. There are opportunities to withdraw the application, such as if the district is not successful in securing the necessary funding to reorganize.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Fire Chief to begin the LAFCO application process to reorganize with CSA-107, including the authority to execute all documents required.

b. Article XIII B California Constitution Appropriation Limit

Ms. Rannals summarized the staff report provided. She recommended that the Board of Directors select the following formula to calculate the District's new appropriation limit for the 2014/2015 fiscal year:

Change in California per capital personal income (-.23%) for the Cost of Living Factor, and
Change in population within the unincorporated area of San Diego County (1.23%).

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation for calculation of the District's appropriations limit.

c. Budget Authorization

Chief Gibbs summarized the staff report. He reported that the district has received grant money to purchase many of the P25 compliant radios, which the district has been replacing over the last ten years so that we can meet the federal communication standard. During the budget discussions between staff members, we have determined that the district will have excess revenue in the current fiscal year. Staff recommends completing the purchase this year, approximately \$44,000 and this allows the district to eliminate the \$125,000 reserve account for the project. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of seven (7) VHF Mobile Radios - \$18,000.00, five (5) 700/800 MHz Mobile Radios - \$26,000.00, and eliminate the designated reserve account P-25 Compliant Radio (\$125,000).

d. Budget Authorization

Chief Michel summarized the staff report. Again, during the budget discussions between staff members, we have determined that the district will have excess revenue in the current fiscal year. Staff recommends the board authorize the expense to rewire and cable the classrooms to upgrade the audio visual at two of the District's location 4S Ranch (RSF2) and Rancho Cielo (RSF4). The upgrade would

include an update to the wiring, tele-video conference and audio-visual equipment, and internet capabilities. The cost is estimated to be \$19,000. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize expenditure of \$19,000 to rewire and cable the classrooms to upgrade the audio visual at the 4S Ranch (RSF2) and Rancho Cielo (RSF4) locations.

e. Fixed Charge Special Assessment for Weed Abatement

Chief Michel summarized the staff report provided. He reported that this year, the majority of property owners who received notices willingly complied within the time allowed. This year, the district has three parcels that were non-compliant property owner(s) and to date have not reimbursed the district for the forced abatement fees.

The district's recourse to recover funds is to place a special assessment on the property tax bill. He requested that the board approve and authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2014 that include the following parcels:

- Parcel No. 265-380-25
- Parcel No. 267-164-06; and
- Parcel No. 266-350-10.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2014.

f. Board Meeting Schedule – June 11, 2014

Staff requested the board members consider rescheduling the June 11 meeting due to the timing of the rescheduled May 14, 2014 meeting. After review of the calendar, it was agreed to reschedule the following regular meeting:

Regular Meeting Date – 2014	Rescheduled Meeting Date – 2014
June 11	June 24

Note: all meeting times begin at 1pm.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move and calendar the June 2014 meeting as agreed.

7. Resolution/Ordinance

a. Resolution No. 2014-03

Ms. Rannals informed the Board that this resolution required by the County of San Diego must be renewed annually. If adopted, the special tax will continue at \$10.00 per benefit unit for FY15.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2014-03 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing the Benefit Charges for fiscal year 2014/2015* on the following roll call vote:

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

b. Resolution No. 2014-04

Ms. Rannals informed the Board that this resolution required by the State of California reflects the Board's action of selecting the formula to calculate the District's appropriations limit.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2014-04 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2014/2015 Appropriations of Tax Proceeds* on the following roll call vote:

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

c. Resolution No. 2014-05

Chief Michel summarized the staff report provided. He informed the Board that the firefighters association initiated this request and they recommended Nationwide as an optional company to the employees for their voluntarily contributions. He recommended the board adopt the resolution and authorize the Administrative Manager and/or the Fire Chief to execute all agreements and contract as are necessary to implement the program. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2014-05 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District FOR Nationwide Retirement Solutions ("Nationwide") Deferred Compensation Program*, and authorize the Administrative Manager and/or Fire Chief to execute all documents associated with the program on the following roll call vote:

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

President Ashcraft informed the public that the district had a time certain appointment with legal counsel and it was necessary to move to "closed session".

9. Closed Session

Pursuant to section 54957, the board met in closed session from 2:40 – 3:00 pm to discuss the following:

- a. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) case*

All board and staff members listed attended the closed session. Legal Counsel for the district, Stephen Fitch, participated via conference call.

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

President Ashcraft informed the public that the board would finish the remainder of the agenda and complete the remaining closed session subject at the end of the meeting.

7. Resolution/Ordinance

- d. Ordinance 2014-02

Chief Michel informed the board that this is the second reading and there were no modifications to the ordinance since its introduction. He recommended that the board proceed to schedule a public hearing and final adoption, which is the next step of the ordinance adoption process.

President Ashcraft requested the Board Clerk schedule the public hearing and final adoption for June 24, 2014 and notice the hearing pursuant to all applicable codes.

8. Oral Report

- a. Fire Chief – Michel

- i) CSA 107 – Elfin Forest/Harmony Grove – Update: he informed the board that he had spoken with a representative from the County Fire Authority who has received approval to pursue negotiations with the fire district. He also met with the developer about the construction of the fire station. He believes that when the district starts the LAFCO process it will demonstrate the seriousness of our interest to reorganize with CSA-107. He also continues to meet with Chief Twohy. He requested through the Chief, that the leaders of Elfin Forest become more assertive in their vegetation management and weed abatement efforts.

- ii) District Activities:

- Employee Recognition Dinner – May 2, 2014: the well-attended event was good and he expressed his appreciation to all involved in coordinating the dinner.
- May 2014 Fires: he plans for a formal presentation at the next board meeting on the fires in north San Diego County. He noted that the estimated cost of the Bernardo Fire is at 2.8 million.

- b. Operations – Deputy Chief

Chief Gibbs summarized the report noting the calls for April 2014 increased approximately 2%. The fuel moisture is down below 60%, which are normally experienced in September/October.

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c. Training – Battalion Chief

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

- i) Hose lays
- ii) County Wildland Drill, hosted at Barona
- iii) 234 Class
- iv) Wellness
- v) EMS

d. Fire Prevention – Deputy Fire Marshal

Chief Michel summarized the activity for the previous month. He reported that submissions for plan review have increased. Interviews for the summer intern for the *Shelter in Place* communities are planned. Also, because of the May fires, they are pushing information out to the community about defensible space.

e. Administrative Manager

- i) She informed the board about the candidate filing period (July 17 – August 15) for the November general election. Nomination papers may be obtained at the Registrar of Voters or through her office on or after July 17.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – Chief Michel provided the report on the meeting held May 22, 2014. The primary action taken was:
 - Approved FY15 budget
 - Approved Memorandum of Understanding for Dispatcher bargaining unit
 - Approved Salary and Benefit Resolution for Unrepresented Employees
 - Approved Amendment to Administrator’s employment contract
 - Approved a one-time stipend for the Administrator
- ii) County Service Area – 17 – Update: Director Hillgren provided the following report on the meeting held May 6, 2014:
 - Chief Gibbs provided a presentation on the history of the EMS Coordinator position and the advisory council approved a salary adjustment
 - Revenue has increased and the collection rate is 75%
 - A Sidewalk CPR event is planned for June 5
 - AMR is meeting their response times 90% of the time
- iii) Comments
 - Malin: 1) spoke about a report from the Legislative Analyst Office on property tax reductions; 2) CalPERS rate increases for small employers
 - Stine: he expressed his appreciation for the efforts of all personnel who worked the May fires. He conveyed how proud he was to be a part of the organization
 - Tanner: he attended the Rotary meeting that the fire district gave a presentation on the May fires. He was also impressed with the fire camp that is established at a large incident.
 - Hillgren: she has an acquaintance who expressed to her how kind our employees were on a recent medical aid response that she experienced.

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- Ashcraft: he encouraged all board members to sign up for the reverse 9-1-1 through SD Alert.

9. Closed Session

Pursuant to section 54957, the board met in closed session from 4:30 – 5:02 pm to discuss the following:

- 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 Chief Michel

Unrepresented Employee(s): Fire Chief; Fire Marshal; Battalion Chief (3); Administrative Manager

Unrepresented Employee: EMS Coordinator

Under Negotiation: A successor Compensation Resolution

All board members listed and Chief Michel attended the closed session.

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the matter listed and provided direction.

9. Adjournment

Meeting adjourned at 5:04 pm.

Karlana Rannals
Secretary

James H Ashcraft
President