



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – August 13, 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*

Battalion Chief Davidson 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; Jim Sturtevant, Battalion Chief; Renee Hill, Fire Marshal; and Karlana Rannals, Board Clerk

2. Special Presentation

a. Badge Presentations

Chief Michel welcomed all in attendance. Chief Michel provided a background of Ms. Renee Hill's education and career with the District. He reviewed the roles and responsibility of the Fire Marshal position that she will assume. A Fire District badge was presented to Renee Hill, Fire Marshal. Chiefs' Michel, Gibbs and Davidson congratulated her on her promotion.

President Ashcraft on behalf of the Board of Directors offered her congratulations and wished her continued success in her new role.

3. Public Comment

No one requested to speak to the board.

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

MOTION BY DIRECTOR MALIN, 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

5. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 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

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a. Board of Directors Minutes

- i) Board of Directors minutes of June 24, 2014
- ii) Board of Directors minutes of July 22, 2014

b. Receive and File

i) Monthly/Quarterly Reports – ACTION REQUESTED: [Information](#)

- 1) List of Demands Check 25161 thru 25270 for the period June 1 – June 30, 2014 totaling:
  - \$ 513,434.55
- Payroll for the period June 1 – June 30, 2014
  - \$ 483,995.94
- TOTAL DISTRIBUTION
  - \$ 997,430.49
- 2) List of Demands Check 25271 thru 25399 for the period July 1 – July 31, 2014 totaling:
  - \$1,281,082.33
- Payroll for the period July 1 – July 31, 2014
  - \$ 506,878.77
- TOTAL DISTRIBUTION
  - \$1,787,961.10

3) Budget Review – July 1, 2013 – June 30, 2014

4) Statement of Cash Assets – June 30, 2014

5) Activity Reports – June-July 2014

- Operations
- Training
- Fire Prevention

6) District Articles

7) Correspondence - letters/cards were received from the following members of the public:

- City of Carlsbad
- Assembly Member Maienschein
- North County Dispatch JPA

c. Conflict of Interest Code: Local Agency Biennial Review

By consent, the Board of Directors certified that no amendments are necessary and authorized the Fire Chief to sign as the Chief Executive Officer the 2014 Biennial Review Reply Form.

d. Resolution 2014-08

By consent, the Board of Directors adopted the resolution *entitled* Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance With California Code Of Regulations, Title 2, Section 570.5.

6. Public Hearing

a. Fire Mitigation Fee Multi-Year Facilities and Equipment Plan – Proposed Resolution No. 2014-09

President Ashcraft opened and closed the public hearing. Karlana Rannals informed the Board that she had not received any communication regarding the FMF Multi-year plan.

7. Old Business

None

8. Resolution/Ordinance

a. Resolution No. 2014-09

Chief Michel informed the Board that the resolution presented is a part of the summary report prepared each year for the County of San Diego (due August 29) for the Fire Mitigation Fee program. The District is submitting for a new software program to serve the fire prevention section. The software (customized) was developed in an old platform (FoxPro) and is in need of an upgrade. We believe that we can justify the need based upon the new growth within the district. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2014-09 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan on a roll call vote:

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

9. New Business

a. Sale of Surplus Equipment

Chief Gibbs summarized the staff report provided. Staff solicited a request for proposal for the for the consignment sale of a 1995 Saulsbury fire engine and only two responses where received and both did not meet the intent of the request for proposal. However, the response from Fire Etc. a local vendor stated they were not interested in consignment but would be interested in an outright purchase if there were no takers on the consignment sale. After several rounds of negotiations, an “as is” offer of \$20,000 cash, or \$25,000 in store credit was given. If approved, the store credit will be used to offset planned purchases during the next fiscal year. He noted the terms of the sale as well as the indemnity agreement was reviewed and approved by District counsel.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED 5-0 the approve staff’s recommendation sell the 1995 Saulsbury fire engine to Fire Etc., in exchange for a \$25,000 store credit.

b. Special Meeting Schedule

Chief Michel requested the board members consider a special meeting to review, discuss and/or approve the LAFCO application to begin the reorganization process with CSA 107 (Elfin Forest/Harmony Grove). At the conclusion of the discussion, the board by consensus, agreed to schedule a special Board of Directors meeting on August 26, 2014 at 10 am.

10. Oral Report

a. Fire Chief – Michel

i) CSA 107 – Elfin Forest/Harmony Grove – Update: he informed the board that Shirley Anderson is moving along with the application. He noted that there could be an obstacle in reference to the

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CSA-17 Ambulance District. He is working with LAFCO and County staff who may consider submitting a parallel application. He stated that there is a lot of work needed to complete the packet, and he intends to have the document ready for review for the special meeting. He and Karlana Rannals met with the representatives of the Elfin Forest/Harmony Grove Foundation. There may be an opportunity to repurpose their foundation once the reorganization is complete. The meeting was productive and positive.

ii) Countywide Elected Officials/Fire Chief Meeting Discussing County Fire Services: President Ashcraft and Chief Michel attended this meeting held July 31, 2014. They reported that the meeting was good; however, they did not believe overall that all elected officials in attendance wanted to hear anything about preventative maintenance. There was also frustration expressed by the County Fire Chiefs on the misrepresentation of money spent on the May fires. There will be follow-ups resulting from this meeting.

iii) District Activities:

- Pancake Breakfast – *October 12, 2014* at RSF1 – information only.

b. Operations – Deputy Chief

Chief Gibbs summarized the previous two months activity. The district call volume is down 1% and fuel moistures continue to decline, as of this date 46%. He reported on the significant activity to include: 1) Wildland fire in Elfin Forest; 2) electrical fire on Via De Santa Fe; and 3) garage fire on Lone Dove, which resulted in a minimum loss because of the residential sprinkler activation. He also reported that personnel were sent as a part of strike teams to the 1) Banner Fire; 2) Sierra Fire; 3) Eller Fire; and 4) Lodge Fire.

He informed the board that the countywide initiative PulsePoint started July 1. This is an “app” that can be downloaded to an individual phone and will detect the closest AED in the area for use in the event of a cardiac event. Also, Captain Rainville on his way to the zoo with his family in San Diego came upon a cardiac event and started CPR. He was able to get a pulse prior to the San Diego units arriving on scene.

c. Training – Battalion Chief

Chief Davidson summarized the training activity for June/July. It included:

i) Active Shooter

ii) Sidewalk CPR (held at two locations)

iii) Promotional Exams

(1) Captain Exam – 5 candidates, 2 successfully passed

(2) Engineer Exam – 8 candidates, 8 successfully passed

(3) Driver/Operator Exam – 2 candidates, 2 successfully achieved certification

iv) EMS Protocol Update

v) Fire Control 3 Class (used for live burns), cost shared with City of Carlsbad

He also reported that the audiovisual upgrade for the training rooms at RSF2 and RSF4 was complete.

d. Fire Prevention – Fire Marshal

FM Hill summarized the activity for the previous two months. She reported that the “new construction” square footage for June was down; however, it rebounded in July. Because of the May fires, there has

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been a significant increase in the requests for presentations to homeowners associations. She distributed a chart showing the status of their efforts for the removal of dead and dying eucalyptus trees and she reported that the nuisance alarm ordinance became effective on August 10.

e. Administrative Manager

- i) Fiscal Year 2013-14 Audit: she reported that the financial audit would commence September 24-25.
- ii) CalPERS Educational Forum 2014 – October 26-29 | Riverside Convention Center: she confirmed that two board members (Ashcraft, Stine) would attend the conference.
- iii) General Election – November 4, 2014: she reported that there are three candidates for two open seats on the Fire District Board of Directors.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – no report. The meeting scheduled for August 22, 2014 was cancelled.
- ii) County Service Area – 17 – Update: Hillgren – she reported that at the August 5, 2014 Peter Zavani was re-elected as a Member at Large, as a part of the financial review, there will be no change in transport fees, and the next meeting is scheduled for November 4, 2014.

iii) Comments

- Malin – informed the board of the 18.4% ROI for CalPERS; however, there was no mention of future rate increases. The pensions are funded at 76%.
- Stine – He met with Julie Taber, Public Education Coordinator to assist with opportunities to create an FAQ for the schools and suggested that she try to attend PTA meetings as a part of our outreach.
- Ashcraft – informed the board that he met with representatives of firefighter’s labor union about disciplinary policies, and he reported that they were informed that those types of policies are operational in nature and should not come to the board. Because of the meeting, the union has a better understanding of the board’s position. Chief Michel noted that the Board of Directors would review and adopt all policies that have any potential liability to the district.

11. Adjournment

Meeting adjourned at 2:28 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President