



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – January 11, 2017

These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were actually considered.

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm. *Meeting convened at 18040 Calle Ambiente, Rancho Santa Fe for the Pledge of Allegiance, Roll Call, and Special Presentations*

Pledge of Allegiance

Chief 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; Fred Cox, Deputy Chief; Frank Twohy, Division Chief; Chris Galindo, Battalion Chief; Dave McQuead, Battalion Chief; Mike Lowry, Interim Fire Marshal; and Karlana Rannals, Board Clerk

2. Special Presentations

a. Badge Presentations

Chief Michel welcomed all in attendance. Chief Cox discussed the requirements and commitment needed to succeed in the profession and in the District. Chief Michel presented the following district personnel a Fire District badge:

Promotion

- Bruce Sherwood, Captain
- Cole Thompson, Engineer

Off Probation

- Curtis Benz, Firefighter/Paramedic (*unable to attend*)
- Sean Canfield, Firefighter/Paramedic
- Brian Ciuchta, Firefighter/Paramedic
- Correy Cooper, Firefighter/Paramedic
- Jake Elkins, Firefighter/Paramedic
- Paul Roman, Firefighter/Paramedic
- Scott Young, Firefighter/Paramedic

Chief McQuead introduced and welcomed the following employees to the District:

New Hire – Firefighter/Paramedic

- Jacob Barkhimer (*January 3, 2017*)
- Chasen Cantrell (*January 3, 2017*)
- Alexander Trottier (*January 3, 2017*)
- Michael Weeks (*December 1, 2016*) – (*unable to attend*)

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

President Ashcraft recessed the meeting from 1:19-1:37 pm to resume the remainder of the business meeting at 18040 Calle Ambiente.

3. Public Comment

No one requested to speak to the board.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

i) Board of Directors minutes of December 14, 2016

b. Receive and File

i) *Monthly/Quarterly Reports*

(1) List of Demands Check 28160 thru 28291, Wire Transfer(s), and Electronic File Transfers (EFT) for the period

December 1 – 31, 2016 totaling: \$1,962,017.35

Payroll for the period November 1 – 30, 2016 \$ 568,913.82

TOTAL DISTRIBUTION \$2,530,931.17

(2) Activity Reports – December 2016

a. Operations

b. Training

c. Fire Prevention

d. Correspondence – letters/cards were received from the following members of the public:

- None

5. Old Business

a. None

6. New Business

a. *CalPERS Pension Unfunded Accrued Liability – Accelerated Payment*

Karlana Rannals, Administrative Manager summarized the staff report provided. She reported that the FY17 budget planned for a \$1million payment to eliminate the Pre-2013 Pool UAL for the 3%@50 safety plan. At the December 14, 2016 the Board meeting, the Board of Directors authorized the additional \$517,165 needed to eliminate the UAL.

After the last board meeting, the District's CalPERS Senior Actuary informed staff that an error had been made. The revised version of the 6/30/15 actuarial valuation emailed to the District in November did not consider that CalPERS had already adjusted the District's 2016-17 UAL payment for the \$1,500,000 paid on June 15, 2016.

She requested authorization for the additional \$110,000 payment, plus any additional associated interest to be determined by CalPERS, for an accelerated payment to California Public Employees' Pension System (CalPERS) to eliminate the District's share of Pre-2013 Pool UAL (Unfunded Accrued Liability) Amortization Base for the 1st tier safety plan, and remit payment to CalPERS prior to January 31, 2017. She responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED the following action(s) on a roll call vote:

1. Before 1/31/2017 remit to CalPERS \$110,000, plus any associated interest to eliminate the District's share of the Pre-2013 UAL for the 3% @ 50 Safety plan;
2. Report at the February 2017 Board of Directors meeting the final dollar amount required.

b. SAFER Grant Application

Chief Michel and Deputy Chief Cox summarized the staff report provided. They reported that the Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA) are responsible for the implementation and administration for the Staffing for Adequate Fire and Emergency Response (SAFER) grant program. SAFER was created to provide direct funding to career and volunteer fire departments to help agencies increase or maintain the number of trained "front line" firefighters. Funding available for the 2016 program is \$345 million. The 2016 SAFER grant has two grant activities available:

1. Recruitment and Retention of Volunteer Firefighters
2. Hiring of Firefighters

They requested that the Board of Directors consider endorsing the submission of a SAFER Grant application that includes a letter of support from the Board of Directors. Staff plans to submit a grant request a Volunteer Program Manager, volunteer meal reimbursement stipends and the support of three full-time Firefighter/Paramedics. They noted that this grant application does not constitute the hiring of any new employees until the district is given and the Board of Directors accept the grant funds. If the District is successful in obtaining the grant, the District has an opportunity to reject the award at time of offer with no punitive action. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED the following action(s) on a roll call vote:

1. Authorized staff to prepare and submit two (2) SAFER Grant requests for the recruitment and retention of volunteer firefighters, and hiring of firefighters; and
2. Authorized the Board President to sign a letter of support for each application.

7. Oral Report

a. Fire Chief – Michel

i) District Activities

- (1) Fire Marshal Recruitment/Test: he reported that he anticipates giving a *Conditional Offer of Employment* by the end of the week.

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- (2) Special District Leadership Academy – La Jolla, February 28 – March 1, 2017: he extended the offer to all board members to participate in the local leadership academy hosted by the California Special District’s Association. If any board member is interested in attending, they were asked to contact him or Karlena for enrollment in the program.
- b. Operations – Deputy Chief
Chief Cox summarized the previous month’s activity, noting district personnel responded to 297 calls, for a 2016 call volume of 3,305, an increase of 16% over the previous year. He reported on two significant traffic collisions, one that resulted in a fatality. With the recent rains, the fuel moistures have increased significantly.
- c. Elfin Forest Volunteer Division – Division Chief
Chief Twohy reported he continues to work with Chief Cox and Chief McQuead on the operational transition, and continues to meet with the Long-range Planning Committee for RSF6. He also report that three (3) volunteers graduated from the recent Palomar Fire Academy there are five (5) possible candidates in background for the volunteer program.
- d. Training – Battalion Chief
Chief McQuead reported that personnel participated in training classes for RIC (Rapid Intervention Crew) and Rule of Air Management. He and other staff members discussed the pros and cons of using drones at emergency scenes. He also reported that the new hire academy start January 3 and a driver-operator academy would start January 14. The Training Division is also preparing for the promotional testing that includes Driver-Operator, Battalion Chief, and Engineer.
- e. Fire Prevention – Fire Marshal
Conor Lenehan reported that the bureau and inspectors remain busy, noting an increase in requests for inspections in the Harmony Grove area. Prevention staff continues to work with the CONE Committee in formulating a tree list for their reforestation plan.
- f. Administrative Manager
Ms. Rannals informed the board member that at the December 21, 2017 Board of Administration meeting for CalPERS agreed to lower the discount rate from 7.50% to 7.00% over a three-year period. In summary, employer contributions to the normal rate and unfunded accrued liability will increase.
- g. Board of Directors
- i) North County Dispatch JPA Update – Ashcraft: no report.
 - ii) County Service Area – 17 Update – Hillgren: no report.
 - iii) Comments
 - (1) Stine – staff and the website vendor are working on images. They are targeting that beta testing will start at the end of January. He suggested that District staff consider inviting the press to the scheduled live fire training planned for January 17 beginning at 1:30 pm.

Ten-minute recess

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8. Closed Session

Pursuant to section 54957.6, the board met in closed session from 3:00 – 4:05 pm to discuss a successor Memorandum of Understanding and compensation with the following represented employees:

- a. Rancho Santa Fe Professional Firefighters Association – Local 4349
- b. Rancho Santa Fe Employees Association
- c. Unrepresented employees: Fire Chief, Deputy Chief, Battalion Chief, Fire Marshal and Administrative Manager

All board members listed and Chief Tony Michel, Deputy Chief Fred Cox, and Karlena Rannals attended the closed session.

Pursuant to section 54656.8, the board met in closed session from 3:00 – 4:05 pm to instruct the negotiator concerning price and term for the following:

- Property: 16936 El Fuego, Rancho Santa Fe
- Agency Negotiator: Chief Tony Michel
- Negotiating Parties: North County Dispatch Joint Powers Authority

All board members listed and Chief Tony Michel, Deputy Chief Fred Cox, and Karlena Rannals attended the closed session.

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the subjects and direction was given the District’s agency negotiators.

9. Adjournment

Meeting adjourned at 4:07 pm.

Karlana Rannals
Secretary

James H Ashcraft
President