



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – February 8, 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 1:06 pm.

Pledge of Allegiance

Karlena Rannals led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner (*arrived at 1:14 pm*)

Directors Absent: Stine

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Jim Sturtevant, Battalion Chief; Dave McQuead, Battalion Chief; Mike Lowry, Interim Fire Marshal; and Karlena Rannals, Board Clerk

Ms. Rannals informed the board members in attendance that although the Agenda informed the public that Director Stine would participate via teleconference; he notified her that he was unable to conference in.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

3. Public Comment

No one requested to speak to the board.

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

i) Board of Directors minutes of January 11, 2017

b. *Receive and File*

i) *Monthly/Quarterly Reports*

(1) List of Demands Check 28297 thru 28387, Wire Transfer(s), and Electronic File Transfers (EFT) for the period

January 1 – 31, 2017 totaling: \$ 393,440.35

Payroll for the period January 1 – 31, 2017 \$ 567,291.26

Wire Transfer(s) January 1 – 31, 2017 \$ 110,123.00

TOTAL DISTRIBUTION \$1,070,854.58

(2) Budget Review – July 1 – December 31, 2016

(3) Cash Statement

- (4) Investment Review
- (5) Activity Reports – January 2017
 - a. Operations
 - b. Training
 - c. Fire Prevention
 - d. Correspondence – letters/cards were received from the following members of the public:
 - None

5. Resolution/Ordinance

a. Resolution No. 2017-01

Chief Michel informed the Board that the resolution presented is requested for adoption to confirm the recently negotiated Memorandum of Understanding with the termination date of December 31, 2019.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2017-01 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349 on a roll call vote:

AYES: Ashcraft, Hillgren, Malin

NOES: None

ABSTAIN:

ABSENT: Stine, Tanner

Chief Michel informed the Board that the resolution presented is requested for adoption to confirm the recently negotiated Memorandum of Understanding with the termination date of December 31, 2013.

b. Resolution No. 2017-02

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2017-02 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Employees Association on a roll call vote:

AYES: Ashcraft, Hillgren, Malin

NOES: None

ABSTAIN:

ABSENT: Stine, Tanner

c. Resolution No. 2017-03

Chief Michel reported that this resolution adopting a pay schedule is necessary because of the revised compensation schedule from the recently negotiated MOU's, which will be posted to the District's website per CalPERS regulations.

MOTION BY DIRECTOR MALIN BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2017-03 *entitled* A 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 on a roll call vote:

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

d. Resolution No. 2017-04

Chief Michel informed the Board that the District must update its resolution annually to participate in the Fire Mitigation Fee Fund program administered by the County of San Diego.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2017-04 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program on the following roll call vote:

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

6. Old Business

a. None

7. New Business

a. Lease Agreements

Deputy Chief Cox summarized the staff report provided. He reported that North County Dispatch Joint Powers Authority has requested to renew their current lease, and requested to lease an additional 520 square feet on a month-to-month basis. The District's legal counsel reviewed the Leases included with the agenda material.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the following lease(s) and authorized the Fire Chief to execute the documents:

- i) Amendment No. 1 to Lease Agreement – Effective January 1, 2017 (925 sq. ft.) – the rent is \$2,090.50 per month, for a one year term, with three one year renewal options
- ii) Lease Agreement – Effective January 1, 2017 (520 sq. ft.) - The rent is \$1,175.20 per month, on a month-to-month term.

b. Sale of Surplus Property

Deputy Chief Cox summarized the staff report provided. This vehicle was a part of the inventory received from the reorganization with Elfin Forest/Harmony Grove Volunteer Fire Department. This vehicle is surplus equipment and the District received an offer from a fire equipment vendor, Fire Etc., to accept this vehicle in

exchange for \$1,000.00 in-store credit. This is more money than we would receive going to a County auction, since there will not be any fee deducted from the sale price.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize that the surplus vehicle, a 2000 command vehicle, be sold to Fire Etc. for \$1,000 store credit.

8. Oral Report

a. Fire Chief – Michel

i) District Activities

(1) Fire Mitigation Fee Fund – Project Approval: he reported that the District submitted the following capital projects for the construction of RSF5 to the Mitigation Fee Review Committee for consideration:

- a. Type I Fire Apparatus \$612,250
- b. Fire Station Emergency Generator \$102,000
- c. Above Ground Fueling Station \$63,750

He announced that the FMF Review Committee approved the 85% funding request, which is the same percentage that the County of San Diego requested the Developer contribute towards the new fire station.

(2) Harmony Grove Village Fire Station Construction: staff has submitted a draft Request for Proposal (RFP) to legal counsel for review and comment. The RFP is for a “design/build” construction project of RSF5. He hope to have it scheduled for the March Board of Directors meeting.

(3) Harmony Grove Development: he spoke with the developer and reported that sales have increased, noting that 87 homes sold to date, and another 120 homes are expected to sell in 2017.

b. Operations – Deputy Chief

Chief Cox summarized the previous month’s activity, noting district personnel responded to 290 calls. He reported on the significant weather event (January 20) noting 51 calls in a 24-hour period. In addition, the district had a successful swift water rescue on January 22. The fuel moisture remains steady and he distributed information on the water levels within the County and around the State.

c. Elfin Forest Volunteer Division – Division Chief: no report

d. Training – Battalion Chief

Chief McQuead reported that personnel participated in a new hire and driver operator academy. In addition, the District is evaluating what type of specialized training and additional equipment is needed to assembling a “swift water rescue” team.

e. Fire Prevention – Fire Marshal

Interim Fire Marshal Mike Lowry reported the Harmony Grove Village development is keeping staff busy with inspections. Staff participated in the tree-planting event at Osuna Ranch. Staff continues to maintain a presence at the CONE Committee meetings. The County Board of Supervisors will conduct a hearing and ratify the Consolidated Fire Code scheduled for their February 15 meeting.

f. Administrative Manager

Ms. Rannals discussed the following with the board members:

- i) Form 700 – she reminded the members of the requirement to complete the form by April 1.
- ii) CalPERS Discount Rate – she summarized the CalPERS Circular letter included with the meeting material. The District should anticipate a rate increase in FY19.
- iii) CalPERS UAL Payment – she informed the members that the final dollar amount sent to CalPERS in January was \$110,123.
- iv) Harassment Prevention Training – she reviewed the staff report and suggested that each board member take the required training online thru California Special District’s Association for a cost of \$55 each.

g. Board of Directors

- i) North County Dispatch JPA Update – Ashcraft: no report, next meeting February 23, 2017
- ii) County Service Area – 17 Update – Hillgren: Hillgren/Stine unable to attend the meeting. However, Chief Michel reported that at the meeting, the Advisory Council was presented a budget to review. In addition, Rancho Santa Fe requested additional funding because of the Elfin Forest/Harmony Grove reorganization.
- iii) Comments
(1) None

Ten-minute recess

9. Closed Session

Pursuant to section 54957.6, the board met in closed session from 2:40 – 4:11 pm to discuss a successor Resolution for the following:

- a. Unrepresented employees: Fire Chief, Deputy Chief, Battalion Chief, Fire Marshal and Administrative Manager

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

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the subject and direction was given the District’s Fire Chief.

10. Adjournment

Meeting adjourned at 4:13 pm.

Karlana Rannals
Secretary

James H Ashcraft
President