



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – March 9, 2016

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 1:03 pm.

Pledge of Allegiance

Chief Frank Twohy, Elfin Forest Volunteer Fire Department, Inc. 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; Chris Galindo, Battalion Chief; Dave McQuead, Battalion; Jim Sturtevant, Battalion Chief; Renee Hill, Fire Marshal and Karlana Rannals, Board Clerk.

2. Public Comment

No one requested to speak to the Board.

3. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, 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 February 10, 2016

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 27099 thru 27174 for the period February 1 – 29, 2016 totaling:

\$ 335,939.77

Payroll for the period February 1 – 29, 2016

\$ 605,295.63

TOTAL DISTRIBUTION

\$ 941,235.40

2. Activity Reports – February 2016

a. Operations

b. Training

c. Fire Prevention

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

1) None

4. Old Business

a. *LAFCO Application – Update*

Chief Michel reported that he distributed an email on Monday, March 7 to all personnel within the organization that the District's application to reorganize with CSA-107 was unanimously approved. He

summarized the next step in the process which is the LAFCO Commission must hold a meeting specific for any protests, which is scheduled for April 11. He reminded the Board that if less than 25% of the property owner of the affected area protest the application, at the conclusion of the period, the decision by the Commission is deemed ratified.

He also summarized various meetings held with County of San Diego staff and the Elfin Forest Fire Department Chief Officers to discuss the transition and implementation plan. Staff responded to questions from the board.

b. *Strategic Plan – Update*

Chief Michel introduced Jim Boylan, Consultant, JB Pathfinders who summarized the strategic planning process. Chief Michel also introduced representatives from the Core Planning Team, Conor Lenehan, *Fire Prevention Specialist/Forester* and Cole Thompson, *Firefighter/Paramedic* who led the review and discussion of the strategic plan to the Board. The representatives reviewed the Mission, Vision and Values along with each of the nine goals, strategies and objectives. The Core Planning Team members in attendance responded to questions from the Board.

Chief Michel noted that the plan presented is a “living document” and will guide the organization over the next few years. He conveyed his personal gratitude for each member’s time and commitment to the process.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the 2016 Strategic Plan as presented.

5. New Business

a. Apparatus Replacement Plan

Chief Galindo provided the board a PowerPoint presentation on the timetable and cost estimate for future capital replacement of apparatus and staff vehicles. The information provided established a plan to purchase one new fire engine (specific type to be determined) over the next three years. He noted that an analysis is made each year based on the mileage, engine hours and maintenance to ensure the maximum service life of each vehicle. Staff responded to questions from the board. This presentation was given as informational and no action taken by the Board of Directors.

b. Safer Grant

Chief Cox discussed a FEMA grant opportunity called Staffing for Adequate Fire and Emergency Response (SAFER) grant. He reported that the SAFER Grant was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. Should the District apply for a SAFER Grant, the staff recommendation would be to convert the three recently hired limited term firefighter/paramedics to full time positions. The grant application seeks \$148,542 each year, for a period of

two years. He noted that if the District is successful in the grant application, the Board of Directors could not layoff those positions for two years. He reminded the board that the District would not be adding additional personnel, only converting employees from limited term to a full contract. Staff responded to questions from the board. At the conclusion of the discussion, the Board gave direction to staff to move forward with the grant application.

6. Oral Report

a. Fire Chief – Michel

i) District Activities:

- Boot Drive benefiting the Burn Institute – District personnel participated in the Boot Drive on Wednesday, March 2. The fundraising result within the District is \$25,000. He believes that our District was the top fundraiser in the County.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity, noting district personnel responded to 234 calls the previous month, noting 21 calls for the new fire station, RSF5. There were no significant calls to report. He also distributed the monthly seasonal weather outlook.

c. Training – Battalion Chief

Chief McQuead summarized the training activity for February for topics that included mobile home and high-rise fires; vehicle fires within parking structures; and mandatory EMS training.

d. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month that included approximately 26,000 square feet of new construction. She provided an update on the new mobile app for engine company inspections.

e. Administrative Manager

Ms. Rannals thanked the board/staff for completing the filing of the annual Form 700 form by April 1.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – he reported on the meeting held February 25, 2016. The significant discussion topic was the decision to move all employees for health insurance to contract with CalPERS Health Benefits Division.
- ii) County Service Area – 17 – Update: Hillgren – no report; however, there have been discussions to schedule a special meeting to discuss the LAFCO application and the EMS Coordinator position.
- iii) Comments
 - Stine – he volunteered to work with Julie Taber to document historical items of information and photos digitally.

7. Closed Session

Pursuant to section 54957, the board met in closed session from 4:10 – 5:35 pm to discuss the following:

a. Public Employee Performance Evaluation

Title: Fire Chief

All board members listed Chief Michel attended the closed session, and Karlana Rannals attended a portion of the session.

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

8. Adjournment

Meeting adjourned at 5:37 pm.

Karlana Rannals
Secretary

James H Ashcraft
President