



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – May 18, 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 1:00 pm.

Pledge of Allegiance

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

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner - *Director Hillgren participated via teleconference*

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief (*arrived at 1:26*); Chris Galindo, Battalion Chief; Dave McQuead, Battalion; Jim Sturtevant, Battalion Chief; and Karlana Rannals, Board Clerk.

2. Closed Session

Pursuant to section 54956.8, the board met in closed session from 1:02 – 1:09 pm to discuss the following:

a. CONFERENCE WITH REALY PROPERTY NEGOTIATORS

Property: 16936 El Fuego

Agency Negotiator: Tony Michel, Fire Chief

Negotiating Parties: Rancho Santa Fe Association

Under Negotiation: Instruction to negotiators, concerning price and term

All board members listed attended the closed session.

Upon reconvening to open session, President Ashcraft reported that the Board of Directors that Chief Michel updated the board on the subject negotiations. There was no action taken in closed session.

3. Public Comment

No one requested to speak to the Board.

4. Motion waiving reading in full all Resolutions/Ordinances

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE to approve and waive reading in full of all resolutions and/or ordinances on a roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

5. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE to approve the Consent Calendar as submitted on a roll call vote:

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

a. *Board of Directors Minutes*

i) Board of Directors minutes of April 13, 2016

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 27290 thru 27393 for the period April 1 – 30, 2016 totaling:

\$ 395,809.78

Payroll for the period April 1 – 30, 2016

\$ 532,510.11

TOTAL DISTRIBUTION

\$ 928,319.89

2. Activity Reports – April 2016

a. Operations

b. Training

c. Fire Prevention

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

1) Captain Drew Johnson

2) San Diego-Imperial County Firefighters Advisory Council to the Burn Institute

c. Sale of Surplus Equipment

The Board of Directors accepted staff's recommendation to surplus and sell a 2003 Ford Explorer

6. Public Hearing

a. Ordinance No. 2016-01

President Ashcraft opened and closed the Public Hearing, there being no one desiring to speak to the ordinance.

7. Old Business

a. *LAFCO Application – Update*

Chief Michel reported that staff has been busy attending operational transition meetings, conferring with legal counsel and County of San Diego personnel on the Memorandum of Understanding for transfer of assets and funding. In addition, he has been working to finalize the LAFCO application required for CSA-17. The target date remains July 1, 2016 to assume the operational responsibilities of CSA-107.

8. New Business

a. 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 2016/2017 fiscal year:

Change in California per capital personal income (5.37%) for the Cost of Living Factor, and

Change in population within the unincorporated area of San Diego County (.78%).

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED to accept staff's recommendation for calculation of the District's appropriations limit on the following roll call vote:

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

b. Contract – Standard Industrial/Commercial Multi-Tenant Lease Gross

Chief Michel reported that Rancho Santa Fe Association requested to exercise their first option in the lease. He and RSFA Staff met and settled on a new base rent at \$7,512.10 for this next option period. All other terms, provisions and conditions to the lease will remain in effect as in the original term. He also noted that the agreement was reviewed and has the concurrence of the District's legal counsel. In addition, legal counsel made clarifying edits to the amendment regarding the "Antenna Space Lease" agreement dated May 1, 2015.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, APPROVED Amendment No. 2 of the Lease Agreement between Rancho Santa Fe Association and Rancho Santa Fe Fire Protection District, establishing the new base rent \$7,512.10; and authorized the Fire Chief to execute Amendment No. 2, on the following roll call vote:

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

c. Apparatus Purchase

Chief Galindo summarized the staff report provided. He reported that in April 2013, the District awarded Spartan Emergency Response Vehicles (ERV) a competitively bid contract for the design and manufacture for one (1) ICS Type I Fire Apparatus. The original Request for Proposal included a five (5) year additional purchase provision with price increases tied to Producers Price Index for transportation equipment over 14,000 lbs. GVW. He requested to exercise the additional purchase provision and purchase a third Type 1 Fire Apparatus from the 2013 agreement, and authorize the Fire Chief to enter into a formal contract with Spartan ERV for the purchase of one (1) Type I fire apparatus for approximately \$614,425. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, APPROVED and authorized the Fire Chief to execute an agreement with Spartan ERV for the purchase of one (1) ICS Type I Fire Apparatus for an approximate cost of \$614,425 on the following roll call vote:

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

d. Contract – Agreement Regarding O&M Contributions Under the Fire Service Agreement

Chief Michel informed the Board that the agreement presented is the result of the formal mediation conducted during the fall of 2015 between the fire district, Cielo Homeowners Association and Rancho Cielo Estates, LTD. He reported that the settlement of \$1,300,000 will be paid over an eight (8) year period, and the document has been signed by the HOA. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, APPROVED the *Agreement Regarding O&M Contributions Under the Fire Service Agreement* on the following roll call vote:

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

e. Contract – Agreement Regarding O&M Contributions Under the Fire Service Agreement

Chief Michel informed the Board that the agreement presented is the result of the formal mediation conducted during the fall of 2015 between the fire district, Crosby Estate at Rancho Santa Fe Master Association. He reported that the settlement of \$455,000 will be paid over a five (5) year period, and the document has been signed by the HOA. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, APPROVED the *Agreement Regarding O&M Contributions Under the Fire Service Agreement* on the following roll call vote:

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

Chief Michel also informed the Board that he has negotiated with CalWest Communities and anticipates a similar settlement contract for board approval in the few months.

f. GASB 68 – Pension Unfunded Accrued Liability

Karlana Rannals, Administrative Manager summarized the staff report provided. She gave an overview on the district’s financial obligation for safety pension plan (3% @ 50). She reminded the board at their meeting held May 13, 2015, a three-year plan for paying the Pre-2013 Pool UAL was approved. Staff recommended an additional payment of \$1.5 million be authorized to reduce the Pre-2013 Pool UAL for the 3.0% @ 50 Safety plan, and to pre-pay the entire expected contribution for FY17 at a discounted rate in July 2017. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED the following actions on a roll call vote:

1. Before 6/15/2016 remit to CalPERS \$1,500,000 to reduce the District’s share of the Pre-2013 UAL for

the 3% @ 50 Safety plan;

2. Authorize staff to remit the required employer contribution for the Safety plans for FY14 by paying the Annual Lump Sum Prepayment Option to gain additional interest savings.

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

9. Resolutions/Ordinances

a. Ordinance No. 2016-01

Chief Michel reported the ordinance noted in highlighted text the two minor revisions from the previous reading. If adopted, the revised fee schedule is effective July 5, 2016. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Ordinance No. 2016-01 entitled *An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2013-01* on the following roll call vote:

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

President Ashcraft requested that the Board Clerk proceed with all legal notifications necessary subsequent to the Board's action.

b. Resolution 2016-04

Chief Michel 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 FY17.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2015-04 entitled *a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing the Benefit Charges for fiscal year 2016/2017* on the following roll call vote:

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

c. Resolution 2016-05

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 STINE, and ADOPTED Resolution No. 2016-05 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2016/2017 Appropriations of Tax Proceeds* on the following roll call vote:

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

d. Resolution 2016-06

Chief Michel informed the board that this resolution is needed to complete the District's application to reorganize with CSA-107. Rancho Santa Fe Fire Protection District is applying on behalf of the County of San Diego to annex the Harmony Grove area of CSA-107 into CSA-17. CSA-17 is working on a parallel application; however, this is needed so that the reorganization with CSA-107 becomes effective July 1, 2016. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2016-06 entitled a *Resolution of Application by the Board of Directors of the Rancho Santa Fe Fire Protection District Requesting the Local Agency Formation Commission LAFCO to Take Proceedings for the Annexation of the Unserved Areas of County Service Area (CSA) No. 107 to CSA No. 17 (San Dieguito Ambulance) for the Provision of Ambulance Service* on the following roll call vote:

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

10. Oral Report

a. Fire Chief – Michel

i) District Activities:

- 1) Employee Recognition Dinner – April 16, 2016 – he sent a letter of thanks to the Nicholas family on behalf of the district in appreciation of their hosting the recognition dinner.
- 2) Symposium of the West – he and Chief Twohy (Elfin Forest/Harmony Grove) attended the conference which focused of combination departments with volunteers and paid personnel. It was a good leadership conference.
- 3) Spirit of Courage Awards/Maltese Cross Banquet – held May 12 and four citizens nominated by Rancho Santa Fe were recognized for a life safety event at an accident. Also, there was a last minute decision to give a Maltese Cross Award to the Rancho Santa Fe Foundation for going over and above in supporting the fire service mission.

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- 4) Survivor's Luncheon June 1, 2016 – will be held at the Senior Center in Encinitas. CSA-17 last year had a CPR Survival rate of 23%, which is the highest in the County of San Diego. Credit was given to Mary Murphy for spear heading the luncheon.
- b. Operations – Deputy Chief
Chief Cox summarized the previous month activity, noting district personnel responded to 228 calls the previous month. He reported on two significant calls, 1) structure fire in the San Diego area, and 2) an early season brush fire.
- c. Training – Battalion Chief
Chief McQuead summarized the training activity for April for topics that included RT130 (which is a refresher class for wildland fire); and probationary testing.
- d. Fire Prevention – Fire Marshal
Chief reported the Fire Marshal Hill is on an extended leave and he is currently share the fire chief and fire marshal duties. Bill Lutz has returned to work on the vegetation management program, and he may need to hire one additional temporary person to assist after the reorganization with CSA-107 becomes effective.
- e. Administrative Manager
 - i) Board of Directors meeting – June 22, 2016 - Ms. Rannals reminded the board that the next board meeting had been moved to June 22.
 - ii) CalPERS Conference – Riverside, CA October 24-26, 2016 – she received notice that to take advantage of the early bird rate, she must register attendees by July 31. Any interested board member is requested to contact her directly.
 - iii) CalPERS Health Benefits – the transition to CalPERS Health Benefits is progressing. District personnel are supportive of the change and the many plan options available.
 - iv) Administrative support staff – a replacement for the vacant staff assistant position has been selected and she will begin June 6, 2016.
- f. Board of Directors
 - i) North County Dispatch JPA – Update: Ashcraft – no report. The meeting will be May 26.
 - ii) County Service Area – 17 – Update: Hillgren – meeting held May 3, 2016 and Chief Michel reported on the following discussion:
 - A preliminary budget was approved
 - The Advisory Board approved to apply thru LAFCO to annex the Harmony Grove area of CSA-107 to CSA-17. He noted that the District's application will not affect CSA-17 application to annex the same area. There can be parallel applications.
 - iii) Comments
 - Stine – The District's new website design is progressing.

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11. Adjournment

Meeting adjourned at 2:25 pm.

Karlana Rannals
Secretary

James H Ashcraft
President