



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – October 8, 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*

Deputy Chief Mike Gibbs 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; Jim Sturtevant, Battalion Chief; and Karlana Rannals, Board Clerk

2. Special Presentation

a. Introductions

Deputy Chief Gibbs gave a brief biography for each of the District's newest personnel and introduced Firefighter/Paramedic Kevin Krainock, Abigail Lloyd, and Brian Salameh to the Board of Directors. All personnel started their employment September 8, 2014, and they have completed their three-week mini academy. President Ashcraft, on behalf of the Board of Directors, welcomed them and wished all success in their career with the fire district.

3. Public Comment

No one requested to speak to the board.

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

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions/ordinances.

5. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar with the removal of 5.c.i) – Acceptance of Donation, and 5.c.ii) District Policies 1) – 7).

a. Board of Directors Minutes

i) Board of Directors minutes of September 10, 2014

b. Receive and File

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

1) List of Demands Check 25487 thru 25570 for the period September 1 – September 30, 2014  
totaling:

Payroll for the period September 1 – September 30, 2014

TOTAL DISTRIBUTION

\$ 430,489.34

\$ 685,060.69

\$1,112,550.03

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- 2) Activity Reports – September 2014
  - Operations
  - Training
  - Fire Prevention
- 3) District Articles
- 4) Correspondence - letters/cards were received from the following members of the public:
  - City of San Diego
- 5) Travel Report
  - Michel – IAFC Conference (August 13-17, 2014)

The Board discussed the items pulled:

5. c. i) Acceptance of Donation

Chief Michel provided a summary report as to why the community center wanted to donate money to the district. He informed the board that with this donation of \$5,000 and a previous \$10,000 donation, staff would recommend using the funds to purchase equipment for public education.

5. c. ii) District Policies

Chief Michel reminded the board that they requested that legal counsel review and update if needed, all district policies. Legal counsel identified policies that potentially the District has an exposure, and recommended the policies listed in the staff report to be submitted to the Board for ratification. Chief Michel reviewed the major changes in each policy. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve Consent Calendar item 5. c. i) – Acceptance of Donation; and ratify Consent Calendar item 5. c. ii) District Policies –

- 1) A100.04 – Requirements for Operating District Vehicles
- 2) A100.06 – Gratuities
- 3) A100.08 – Use of Electronic Media
- 4) A100.10 – Bell of Distinction Award Process
- 5) A200.02 – Discipline/Rules of Conduct
- 6) A200.05 – Harassment, Discrimination, and Retaliation Policy
- 7) A500.07 – HIPPA Privacy Rules

6. Old Business

a. LAFCO Application – Update

Chief Michel reported that the District did receive a copy of the preliminary staff report prepared by LAFCO staff. He met with Michael Ott, Executive Officer on October 8 to discuss the preliminary report and proposed modifications. He informed the board that the district has an opportunity to provide comments to the report until November 3, 2014.

Due to a time certain agenda item, the discussion was suspended for the closed session matter.

10. Closed Session

Pursuant to section 54956.9, the board met in closed session from 2:06 – 3:19 am to discuss the following:

- a. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) case*  
*All board and staff members listed attended the closed session. Legal counsel for the district, Stephen J. Fitch, participated via conference call.*

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the matter listed and provided direction to staff and legal counsel.

*Ten-minute recess*

Open session reconvened at 3:29 pm

6. Old Business (Cont.)

- a. LAFCO Update

Chief Michel resumed his discussion of the LAFCO preliminary report and the proposed modifications. Staff will provide comments for the report. He understands the role of LAFCO and their focus is to eliminate unserved areas within the County. However, he noted that one of his big concerns is the modification to parallel an annexation to CSA-17. There was no action taken by the board.

7. Resolution/Ordinance

- a. Resolution No. 2014-13

Chief Michel reported that the resolution submitted requires renewal every three years by California Fire Assistance Agreement (CFAA). Upon approval, the District will be able to seek cost recovery for expenses from the Poinsettia and Coco's fires.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2014-13 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Designation of Applicant's Agent Resolution for Non-State Agencies on a roll call vote:

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

- b. Resolution No. 2014-14

Chief Michel summarized the staff report provided. The only edit offers the opportunity for managers to convert unused vacation to cash. This recommended best management practice can limit the amount of vacation leave that an employee may accumulate and allow the District to avoid the accumulation of large unfunded liabilities.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2014-14 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel on a roll call vote:

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

*Director Hillgren left the meeting at 3:45pm.*

8. New Business

a. Budget Authorization

Chief Gibbs summarized the staff report provided. Staff requested authorization to purchase ten (10) Philips HeartStart ALS monitors and (2) Philips HeartStart AED defibrillators. He reported that during this past year, the fire district in addition to three other CSA-17 agencies (Encinitas, Solana Beach, Del Mar) established a committee to evaluate the current EKG monitors on the market that best meets the District requirements; and to select a vendor who could meet the specifications approved by the committee. In an effort to obtain the best purchase price for the Phillips monitor, the committee was able to locate a competitive bid (by Phillips through an RFP process approved by the State of California's Department of General Services (DGS). All CSA-17 agencies, along with AMR, plan to purchase the HeartStart MRX monitors directly from the bid.

The EKG Monitor/Defibrillator Replacement qualifies as an appropriate capital expenditure to fund from the ALS/CSA-17 restricted cash account, which has a June 30, 2014 cash balance of \$146,661.57. He also requested that this equipment purchase be "expensed" in lieu of capitalizing the equipment.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the purchase of ten (10) Philips HeartStart ALS monitors and (2) Philips HeartStart AED defibrillators; and expense the equipment purchase in lieu of adding the equipment to the capital equipment list for depreciation.

b. Budget Authorization

Chief Michel summarized the staff report provided. Staff seeks authorization to purchase one (1) staff vehicle for the Fire Chief with radio, emergency lighting, and command package. The estimated total cost is \$50,000. He also reported that the oldest, highest mileage vehicle would be sold at auction. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the purchase of a replacement vehicle for the Fire Chief for the estimated cost of \$50,000; and authorize the oldest, highest mileage vehicle to be sold at auction.

9. Oral Report

a. Fire Chief – Michel

i) CSA 107 – Elfin Forest/Harmony Grove – Update: the board was informed that the developer continues to work on the infrastructure. Phase 1 grading is mostly complete. They plan to start constructing the models March 2015.

ii) District Activities:

- Pancake Breakfast – *October 12, 2014* at RSF1 from 8 – 11 am. For information only.

b. Operations – Deputy Chief

Chief Gibbs summarized the previous month activity. The district call volume has decreased. He distributed the seasonal outlook report and reported that fuel moistures are at record lows. He reported that the significant activity included: 1) Structure fire (Mt Israel Place), cause electrical; and 2) Multi-patient traffic collision (La Granada). He also spoke about the successful press conference held October 6 for the relocation of a helicopter to water treatment plant, owned by Olivenhain Water District.

c. Training – Battalion Chief

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

- i) Swift water rescue
- ii) EMS Continuing Education

d. Fire Prevention – Fire Marshal

Chief Michel summarized the activity for the previous month. The District’s prevention staff continues to work with the CONE committee.

e. Administrative Manager

- i) No report

f. Board of Directors

i) North County Dispatch JPA – Update: Ashcraft – no report. The next meeting is scheduled for December 4, 2014.

ii) County Service Area – 17 – Update: Hillgren – no report. The next meeting is scheduled for November 4, 2014.

iii) Comments

- Malin – discussed the decision by a bankruptcy judge that the city of Stockton has the right to reduce pension payments and even sever ties with CalPERS. He also discussed the investment options that CalPERS chooses to invest with
- Stine – discussed the Pulse Point app on his smartphone, reporting that he knew about the recent vegetation fire before staff had the opportunity to send a message to the board members
- Ashcraft – he complimented district staff for the successful implementation of several “out of the box” ideas, which included the helicopter.

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11. Adjournment

Meeting adjourned at 4:18 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President