



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – February 10, 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. *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; Chris Galindo, Battalion Chief; Dave M McQuead, Battalion Chief; Renee Hill, Fire Marshal and Karlana Rannals, Board Clerk.

2. Special Presentations

a. Badge Presentations

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

- Luke Bennett, Captain
- Nick Chapin, Captain
- Chris Danner, Captain
- Kyle Carranza, Engineer
- Troy Duncan, Engineer
- Abel Martinez, Engineer
- Tanner Worley, Engineer

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 1:12-1:23 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. Motion waiving reading in full of all Resolutions/Ordinances

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

5. 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 January 13, 2016

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 27002 thru 27098 for the period January 1 – 31, 2016 totaling:	
	\$ 429,519.42
Payroll for the period January 1 – 31, 2016	<u>\$ 523,611.35</u>
TOTAL DISTRIBUTION	\$ 953,130.77

2. Financial Reports

- a. Budget Review July 1 – December 31, 2015
- b. Statement of Cash Assets/Liabilities – December 31, 2015

3. Activity Reports

- a. Operations
- b. Training
- c. Fire Prevention
- d. Correspondence – letters/cards were received from the following members of the public:
 - 1) None

4. Travel Reports

- a. Tony Michel – CalPERS Conference (October 2015)
- b. Tucker Stine – CalPERS Conference (October 2015)
- c. John Tanner – CalPERS Conference (October 2015)

6. Old Business

a. *LAFCO Application – Update*

Chief Michel reported that received the revised “terms and conditions” from LAFCO. He has been informed that the District’s application is planned for the Commission’s meeting on March 7. After the initial meeting, there is a 30-day protest period. He stated that if less than 25% of the property owners of the affected area protest the application, at the conclusion of the period, the decision by the Commission are deemed ratified.

He also reported that LAFCO modified the terms and conditions to require the County or Fire District to initiate an application through a Board resolution to have Harmony Grove annexed into CSA-17 prior to the effective date of the District reorganization with CSA-107.

He continues to meet with the County to ensure that the negotiated terms are ready when the reorganization occurs. He is working with County staff on an interim agreement to ensure that the negotiated money transfers to provide the service. The District will probably not realize the actual property tax transfer until July 2017.

7. New Business

a. North Regional Zone Master Automatic Aid Agreement for Fire-Rescue Responses and Support Activities
Chief Michel summarized the staff report. This document updates the original agreement approved in 2002. The current North Zone Automatic Aid Agreement is successful, as well as the functional consolidations of North Zone agencies. The amended North Zone agreement has added other support functions such as fire investigation, ALS ambulances and incident management as a part of the agreement. He recommended that the Board of Directors approve and authorize the Fire Chief to execute the North Regional Zone Master Automatic Aid Agreement for Fire-Rescue Responses & Support Activities as presented. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the *North Regional Zone Master Automatic Aid Agreement for Fire-Rescue Responses and Support Activity* and authorize the Fire Chief to execute the agreement.

b. Board Policies

i) Investment Policy

1. Board Policy 3035 – Investment of District Funds
2. Resolution No. 2016-01

Karlena Rannals summarized the staff report provided. She reported that as a part of this year’s annual audit, the auditors brought to her attention the necessity of a formalized investment policy. Although they acknowledged thru conversation that the District has complied with its investments and the options available, Government Code Sections 53600 et seq., specifically calls out the need for a separate policy adopted by the Board of Directors with a periodic review identified. Staff has prepared Board Policy 3035 and the companion board resolution 2016-01 for your review and/or action. She recommended that the Board of Directors adopt Resolution No. 2016-01 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Its Investment Policy for District Funds* and approve Board Policy Number 3035 entitled *Investment of District Funds*. Staff responded to questions from the board.

In addition, she discussed the District’s Investments portfolio list and the comparative interest rates between the County of San Diego and the State of California Local Agency Investment Fund (LAIF).

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and APPROVED Resolution No. 2016-01 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Establishing Its Investment Policy for District Funds, and approve by reference the resolution attachment Board Policy 3035 – Investment of District Funds on a roll call vote:

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

ii) Sick Leave Policy

1. Board Policy 2040 – Sick Leave – Part time, Temporary and Seasonal Employees

Ms. Rannals summarized the staff report provided. This new law for part time employees became effective July 1, 2015 that authorized an employer to limit an employee's use of paid sick days to 24 hours or 3 days in each year of employment. The District has been in compliance since the law was implemented, and the policy submitted for approval formalizes the practice. She noted that any retired annuitant employed by the District is exempt for this provision. The financial impact is minimal, and would only occur if a part time employee used all 24 hours of sick leave in a fiscal year. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Board Policy 2040 – Sick Leave – Part time, Temporary and Seasonal Employees.

c. Resolution No. 2016-02

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. 2016-02 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, Stine, Tanner
NOES: None
ABSENT: None
ABSTAIN: None

8. Oral Report

a. Fire Chief – Michel

i) Strategic Plan: he reported that the committee has completed the goals, strategies and objectives of the plan. They have worked to finalize the document for “word choice,” completion dates and formatting the document for ease of reading. Strategic plan committee members have volunteered to present the plan at the March meeting.

ii) District Activities:

- Staff is meeting with a local company that provides training on drones. Exploring this technology and using its benefits supports the strategic plan document.
- El Nino Update – the County of San Diego is still preparing for it, as it is reported that it is still coming to the area.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity, noting district personnel responded to 359 calls the previous month, noting a record 68 calls in a 24-hour period on January 31 from the severe winds. He reported that fuel moistures are on the rise.

c. Training – Battalion Chief

Chief McQuead summarized the training activity for January, and reviewed the change in report format. The significant training that occurred was the “active shooter” exercise conducted in San Marcos that included training with the local hospital and law enforcement.

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d. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month that included approximately 29,000 square feet of new construction. She also distributed the “annual inspection” year-end report.

Ms. Rannals reminded the board and staff of the requirement to file their annual Form 700 form by April 1st.

e. Board of Directors

i) North County Dispatch JPA – Update: Ashcraft – no report, the next meeting is February 25, 2016.

ii) County Service Area – 17 – Update: Hillgren – Director Stine attended as the alternate. He reported the following:

- Director Hillgren selected as Vice Chair for the Advisory Council
- Reviewed the preliminary budget
- Discussed agendaing the upcoming vacancy of the EMS Coordinator position. The Chiefs’ are looking at different options to recommend in lieu of hiring a replacement.
- LAFCO application to reorganize CSA-17

iii) Comments

- None

9. Adjournment

Meeting adjourned at 2:38 pm.

Karlana Rannals
Secretary

James H Ashcraft
President