



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – May 10, 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*

Battalion Chief Dave McQuead 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; Frank Twohy, Division Chief; Bret Davidson, Battalion Chief; Dave McQuead, Battalion Chief; Marlene Donner, Fire Marshal; and Karlana Rannals, Board Clerk

President Ashcraft informed the Board that pursuant to government code section 54957 there is a request to amend the agenda to include the following topics for discussion and/or action:

AMEND AGENDA ITEM

6. New Business

- c. Request to Change the Date of the June 21, 2017 Special Meeting

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, APPROVED on the following roll call vote to amend the agenda as requested:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full all resolutions/ordinances. *The vote was conducted via roll call.*

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR STINE, TANNER 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted. *The vote was conducted via roll call.*

a. *Board of Directors Minutes*

- i) Board of Directors minutes of April 12, 2017

b. *Receive and File*

- i) *Monthly/Quarterly Reports*

(1) List of Demands Check 28626 thru 28739, Electronic File Transfers (EFT), and Wire Transfer(s) for the period April 1 – 30, 2017 totaling:	\$ 289,323.00
Payroll for the period April 1 – 30, 2017	\$ 582,648.59
Wire Transfer(s) April 1 – 30, 2017	<u>\$ 143,297.25</u>
TOTAL DISTRIBUTION	\$1,015,268.84

- (2) Budget Review – July 1, 2016 – March 31, 2017

- (3) Cash Statement

- (4) Activity Reports – April 2017

- a. Operations

- b. Training

- c. Fire Prevention

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

- None

5. Old Business

- a. None

6. New Business

a. *Article XIII B California Constitution Appropriations Limit*

Karlena Rannals summarized the staff report provided. She reported that she was unable to include the population of the Elfin Forest/Harmony Grove Community resulting from the reorganization, as state law does not allow the population increase to be included in the calculation. Staff recommends that the board select the California per capital personal income (3.69%) and the change in population with San Diego County average (.92%) in the interim, which would keep the District in compliance in determining the limit. She then recommended, the Board of Directors authorize staff to execute a contract with the State of California Department of Finance for the preparation of an estimate of the annual percentage change in population, estimated to cost \$1,500 by June 1, 2017. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN (*the vote was conducted via roll call*) to accept the following staff recommendations:

1. To select the change in California per capital personal income (3.69%) for the Cost of Living Factor and the change in population within San Diego County average (.92%).
2. It is necessary that the Board choose to submit population documentation to State Department of Finance Demographic Research Unit for certification by June 1, 2017 to prepare an estimate of the annual percent change in population for the Rancho Santa Fe Fire Protection District.
3. Authorize staff to execute a contract with the State of California Department of Finance to prepare an estimate of the annual percent change in population for a cost estimated at \$1,500.

b. *Contract – Amendment No. 3 to Standard Industrial/Commercial/Multi-Tenant Lease - Gross*

Chief Michel reported that the Rancho Santa Fe Association has requested an amendment to the contract for an additional year for the microwave system. He reports that the microwave is already in place and does not affect the District negatively. He recommended that the board approve the amendment and authorize the Fire Chief to execute the contract. He responded to questions from the board.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN (*the vote was conducted via roll call*) to accept the following staff recommendations:

1. Approve Amendment No. 3 to Standard Industrial/Commercial/Multi-Tenant Lease – Gross; and
2. Authorize the Fire Chief to execute the contract.

c. *Request to Change the Date of the June 21, 2017 Special Meeting*

President Ashcraft requested consideration that the June 21 special meeting be rescheduled. He is not able to attend, and would like the full board in attendance since this is the meeting that the preliminary budget is approved. At the conclusion of the discussion, all board members reached consensus to reschedule the meeting to June 13, 2017.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN (*the vote was conducted via roll call*) to change the special meeting from June 21 to June 13, 2017.

7. Resolutions/Ordinance

a. Resolution No. 2017-07

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 FY18.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2017-07 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for fiscal year 2017/2018* on the following roll call vote:

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

b. Resolution No. 2017-08

Chief Michel informed the Board that this resolution is necessary to continue the collection of the voter approved special assessment in the tax rate areas within the Elfin Forest/Harmony Grove reorganization. Legal counsel has reviewed and supports the resolution submitted. If adopted, the special tax will continue at \$152.24 per benefit unit for FY18. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2017-08 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Levies Establishing the Benefit Charges for fiscal year 2017/2018* on the following roll call vote:

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

8. Oral Report

a. Fire Chief – Michel

- i) Employee Recognition Dinner – April 22, 2017: he recapped the successful event. He noted that a thank you letter was sent to the Nicholas family from the Fire District.
- ii) Ad hoc Committee - Finance: he reported that the ad hoc committee met to review the cash position of the District. The County of San Diego provided the District with the negotiated tax shortfall up front; however, it will be amortized over an eight-year period. He also noted that there would be an operational surplus because of all of the capital cash received for the construction of the fire station and the CSA-107 fund balance that was transferred to the District.
- iii) Battalion Chief Test: he reports that Captain Dave Livingstone was offered the Battalion Chief position for the retiring BC Sturtevant. He will start May 16 for an approximate 45-day orientation period. With Captain Livingstone’s promotion, additional promotions to Captain and Engineer will occur.
- iv) Upcoming Fire Season: fire season has started early. Two fires have occurred to date because of prevention (weed abatement) efforts.

b. Operations – Deputy Chief

Chief Cox summarized the previous month’s activity, noting district personnel responded to 289 incidents. He reviewed the district’s fuel moistures, noting that despite the rain, the moisture levels are approximately 70%. The long awaited engine nearly one year late, is in Anaheim and should be delivered to the District by the end of the month. The second engine on order is scheduled for an October delivery. He also discussed the new mentorship program that was started pairing career firefighters with the volunteers. It is working well.

c. Elfin Forest Volunteer Division – Division Chief

Chief Twohy reported on a community presentation about Harmony Village South and the prevention concerns delivered by Fire Marshal Donner and Chief Michel. They are seeing an increase in the number of volunteers. He also read a letter of resignation from a volunteer noting at the end of his reading how District personnel and the opportunity to volunteer are making a difference in young people’s lives.

d. Training – Battalion Chief

Chief McQuead reported that personnel participated in RT130 (which is wildland training); SCBA training; County Wildland Drill; Battalion Chief Exam; Driver Operator Academy and testing; and the Districts’ first training video for all district personnel. He specifically named the numerous personnel who helped in all of the recent activities.

e. Fire Prevention – Fire Marshal

Fire Marshal Donner reported that the staff has continued to be very busy with inspections at The Inn at Rancho Santa Fe. The annual weed abatement letters will be mailed within the next week. The District is accepting applications for Forestry Intern.

Chief Michel gave kudos to the Fire Prevention staff on their presentation at the Elfin Forest/Harmony Grove community presentation. They did an outstanding job. He further added that after the fire prevention presentation, he answered questions from the community regarding the Harmony Grove Village South Fire Protection Plan.

f. Administrative Manager

Ms. Rannals discussed the following with the board members:

- i) Board of Directors meeting has been rescheduled to June 13, 2017
- ii) CalPERS Education Forum 2017: the Forum is scheduled for October 23-25 in Rancho Mirage. If any board member wishes to attend, please contact her directly. Early registration starts in June.

g. Board of Directors

- i) North County Dispatch JPA Update – Ashcraft: no report. Next meeting May 25, 2017
- ii) County Service Area – 17 Update – Hillgren: Director Stine attended meeting on May 2, 2017. He reported that there was no mention of the LAFCO application, and the Advisory Board was provided an hour-long presentation on mosquito borne diseases.
- iii) Comments
  - (1) Hillgren: (a) complimentary to the hosts of the Employee Recognition Dinner; and (b) working with Dale Mosby for the golf tournament planned for June 14, 2017.

9. Adjournment

Meeting adjourned at 2:25 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President