



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – February 11, 2015

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.

Vice President Tanner called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:18 pm.

Pledge of Allegiance

Battalion Chief Cox led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft (arrived at 1:19), Hillgren, Malin, Stine, Tanner

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Mike Gibbs, Deputy Chief; Fred Cox, Battalion Chief; Bret Davidson, Battalion Chief; Renee Hill, Fire Marshal; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the Board of Directors

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

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

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

i) Board of Directors minutes of January 14, 2015

ii) Board of Directors minutes of February 5, 2015

b. Receive and File

i) Monthly/Quarterly Reports

1) List of Demands Check 25822 thru 25911 for the period January 1 – January 31, 2015 totaling:

\$ 281,549.23

Payroll for the period January 1 – January 31, 2015

\$ 497,373.63

TOTAL DISTRIBUTION

\$ 878,922.86

2) Budget Review (*July 1 – December 31, 2014*)

3) Statement of Cash Assets (*December 31, 2014*)

4) Activity Reports – January 2015

- Operations
- Training
- Fire Prevention

- 5) Correspondence - letters/cards were received from the following members of the public
- None

5. Old Business

a. LAFCO Application – Update

Chief Michel gave the update, reporting that the district’s application has moved from Assessor’s office to the Auditor and Controller’s office. Once this work is complete, the next step is to begin negotiations for a property tax exchange. Also, a letter was sent by Rincon Del Diablo Water District to LAFCO requesting that LAFCO annex only the Harmony Grove Village development to Rincon Water District to allow the water district to provide emergency services. He has received of a copy of the letter. He does not believe that LAFCO will extract that portion of CSA 107 to annex to Rincon Water District, because the remainder of CSA 107 would be unserved. The CSA-17 Advisory Board approved the submission of a parallel application to LAFCO to annex Harmony Grove area into CSA-17.

6. New Business

a. Budget Authorization

Chief Michel summarized the staff report provided. He reminded the board that the funding for this request is the result of two donations \$5,000 & \$10,000 received for the purchase of equipment. Staff recommended the purchase of a “Hazard House” since it can be used at many of our community outreach programs. Staff responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of a “Hazard House” for community education.

b. Budget Authorization

Chief Michel and Karlana Rannals summarized the staff report provided. Chief Michel informed the Board that the District historically has used the newest technology to make the jobs easier for employees. Ms. Rannals provided a brief history of platforms used for the custom payroll software. She reported that since Microsoft intend to phase out the support of FoxPro, it is necessary to modify the platform and the consultant necessary for the conversion became available. It will take approximately eight months (at \$6,000 per month) for this project; however, if it exceeds the timeframe anticipated, the District will be charged an hourly rate of \$85 per hour. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the expenditure for the platform conversion of the payroll and timecard program.

c. GASB 68 Financial Reporting – Implementation

Ms. Rannals gave a presentation to the board on the financial reporting requirements of the pension unfunded liability, how the new reporting requirement will affect the financial statements, and reviewed strategy options to reduce the district’s obligation with CalPERS. Since the presentation was informational only and no action requested from the board, in preparation of the District’s FY16 budget, a

recommendation is planned to make an accelerated payment prior to June 30. Staff responded to questions from the board.

Ten-minute recess

7. Resolution/Ordinance

a. *Ordinance 2014-01A*

Fire Marshal Renee Hill summarized the staff report. She reported that when the County of San Diego Board of Supervisors ratified the District's original ordinance (2014-01), the new language was not incorporated into the consolidated fire code; and therefore, did not ratify the district's ordinance in totality. She summarized the differences of the three sections within the document. She noted the importance of having a legal ordinance; therefore, it is necessary to adopt the amended ordinance 2014-01A.

The board was also advised that a second reading is not necessary; however, if the board chooses to follow the original adoption process, a special meeting would be needed. At the conclusion of the discussion, the board agreed to proceed with the adoption process and schedule a public hearing for March 11.

b. *Resolution 2015-01*

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 STINE, and ADOPTED Resolution No. 2015-01 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) LAFCO 2015 Special District Election Results: he reported that Jo McKenzie (Primary) and Ed Sprague (Alternate) were elected to the LAFCO Commission. He also noted that there is a special district's representative vacancy on the commission. He asked that if any RSF board member were interested in seeking this position, to contact him directly.
- i) Strategic Plan: he reported that the plan update is moving forward and the preliminary meetings with the management team have started.
- ii) District Activities:
 - FDAC New Board Member Training at RSF2 – March 6-7, 2015: he reports that Director Stine and a staff member, to be determined, will attend the training.

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b. Operations – Deputy Chief

Chief Gibbs summarized the previous month activity. He distributed the seasonal outlook monthly report, in which no more significant rain is anticipated. He also reported that the significant activity included: 1) a citizen rescue occurred on January 25 on Via De La Valle. Staff plans to nominate these citizens for the Spirit of Courage Awards held annually by the Burn Institute.

c. Training – Battalion Chief

Chief Davidson summarized the training activity for January. It included:

- i) Placing new monitors in service
- ii) Burn box
- iii) S212 class (chainsaw maintenance)
- iv) CERT Program Update – he provided a PowerPoint presentation that included an overview of the program, when the District implemented the program, the type of training given to citizens and the total number of district residents who have completed the program. He responded to questions from the board.

d. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month that included 75,000 square feet of new construction. She also gave an update on the notices sent for dead and/or dying eucalyptus trees along with the rate of compliance. Fire extinguisher training is planned at the 4S Commons and training was provided to prevention and administrative staff to assist the Public Education Coordinator with updating the district's website.

e. Administrative Manager

- i) Conflict of Interest Form 700 for FY15: she reported that each board member has the option to file his or her Form 700 electronically. The process is easy and if board members need assistance, she is pleased to help. All forms must be submitted either electronically or via paper no later than April 1.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – no report. The next meeting is scheduled for February 26, 2015.
- ii) County Service Area – 17 – Update: Hillgren – Director Hillgren reported the following highlights from the meeting held February 3:
 - Elected officers: Sheryl Parks – Chair; Barb Cerney Vice Chair,
 - Budget subcommittee: Director Hillgren appointed
 - Budget Review: they are even on expenses; however, revenue is down. They believe this primarily due to non-resident transports (22%) and resident transports increased by 11%
 - Medical director spoke about the Ebola case and reports that influenza is high
 - Compliance rate with paramedic provider is good
 - Application to annex CSA-107 to CSA-17: board approved for staff to initiate the application. John Traylor (LAFCO) gave a report to the advisory board as to how long it could take, the purpose of terms and conditions, and the need to negotiate a property tax exchange. 2015.

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iii) Comments

- Hillgren – congratulated Director Malin on his profile in 92067 magazine
- Stine – enjoyed the opportunity to attend the Firehouse World Expo

9. Closed Session

Pursuant to section 54957, the board met in closed session from 4:22 – 5:25 pm to discuss the following:

a. Public Employee Performance Evaluation

Title: Fire Chief

All board members listed and Chief Michel attended the closed session.

Upon reconvening to open session, President Ashcraft reported that the Board of Directors provided direction to staff on the matter listed and took no action.

10. Adjournment

Meeting adjourned at 5:26 pm.

Karlana Rannals
Secretary

James H Ashcraft
President