



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – March 8, 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

Deputy Chief Fred Cox 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; Frank Twohy, Division Chief; Jim Sturtevant, Battalion Chief; Dave McQuead, Battalion Chief; Mike Lowry, Interim Fire Marshal; and Karlana Rannals, Board Clerk

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

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

3. Public Comment

No one requested to speak to the board.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, 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 February 81, 2017

b. *Receive and File*

i) *Monthly/Quarterly Reports*

(1) List of Demands Check 28388 thru 28500, Wire Transfer(s), and Electronic File Transfers (EFT) for the period

February 1 – 28, 2017 totaling: \$ 377,778.02

Payroll for the period February 1 – 28, 2017 \$ 592,608.55

Wire Transfer(s) February 1 – 28, 2017 \$ 0.00

TOTAL DISTRIBUTION \$ 970,386.57

(2) Activity Reports – February 2017

a. Operations

b. Training

c. Fire Prevention

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

- None

5. Resolution/Ordinance

a. *Resolution No. 2017-05*

Chief Michel informed the Board that the resolution presented is the result of recent discussions with the Board's ad hoc committee for salary negotiations. The resolution is representative of the direction given to the ad hoc committee.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED Resolution No. 2017-05 *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

b. *Resolution No. 2017-05*

Chief Michel reported that this resolution adopting a pay schedule is necessary because of the revised compensation schedule from prior board action, which will be posted to the District's website per CalPERS regulations.

MOTION BY DIRECTOR MALIN BY DIRECTOR TANNER, and APPROVED Resolution No. 2017-05 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 on a roll call vote:

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

6. Old Business

- a. None

7. New Business

a. *Budget Authorization*

Chief Michel summarized the staff report. He noted that this request is a result of personnel in a temporary facility at RSF5, and that the gravel driveway, parking areas, apparatus bay and the grounds around the fire station have deteriorated due to the heavy rains. The installation of asphalt over the current gravel based will be better suited for the heavy usage and the estimated time the temporary facility will be utilized by the fire district. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the paving project for RSF5 to Eagle Paving of Poway and authorize the expenditure of \$25,141.00.

b. *Acceptance of a Donation*

Chief Michel reported that a \$10,000 donation was received from Ms. Sharron MacDonald in recognition of the efforts of District personnel from a sprinkler activation at her home. The District policy is that the District must acknowledge and accept any donation in excess of \$500. However, the check is payable to the Firefighter's Association. He has been trying to contact the donor to inform her that the District nor the Firefighters Association is a charity and cannot issue a "charitable donation" receipt. He has not been successful to date in his efforts to reach her. The preference by the District and the Firefighter's Union is to donate to the RSF Foundation and designate the money to the restoration of the antique engine.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to acknowledge a \$10,000 donation from Ms. Sharron MacDonald and designate the money as directed by the donor. The donation will be directed to either a 501c3 or deposit to the District's general fund and redirected to Rancho Santa Fe Professional Firefighters Association Local 4349 and designate the money to restore the antique fire engine.

8. Oral Report

a. Fire Chief – Michel

i) District Activities

- (1) CSDA Leadership: he reported that he and Director Tanner attended the training in La Jolla. The conference was intended for managers and board members to assist in their roles. The content delivered and speakers were very good. Director Tanner also offered his experience and positive summary of the conference.
- (2) "Every 15 Minutes" Event at Del Norte High School: the high school has invited the District to participate in the anti-driving under the influence campaign. The event is scheduled for May 3, 2017.
- (3) The Burn Institute Boot Drive: district personnel will participate in the annual event March 9, 2017 to raise funds for the organization.
- (4) Harmony Grove Development: he spoke with the developer and reported that sales have increased, noting that 87 homes sold to date, and another 120 homes are expected to sell in 2017.

b. Operations – Deputy Chief

Chief Cox summarized the previous month's activity, noting district personnel responded to 305 incidents. The increase over the previous month was related to the inclement weather. He reported on two significant incidents 1) vehicle into a tree with three (3) patients; and 2) the two swift water rescue calls.

c. Elfin Forest Volunteer Division – Division Chief

Chief Twohy reported that The Foundation Board of Directors have filed their Certificate of Amendment to repurpose the Foundation. The recruitment efforts continue with four (4) new volunteers accepted,

with an additional six (6) in background. He plans to attend the Palomar College – MIT (Military in Transition) seminar promoting the volunteer program for persons with an interest in the fire service.

d. Training – Battalion Chief

Chief McQuead reported that personnel participated in hazmat training, and the driver operator academy was completed. The results were 16 individuals completed the academy (11 paid and 5 volunteers).

e. Fire Prevention – Fire Marshal

Interim Fire Marshal Mike Lowry reported that the Board of Supervisors held the first hearing for the 2017 Consolidated Fire Code. Activity in the bureau has increased. They are focusing efforts on access and water available in the Elfin Forest area. Brandon Closs, Fire Prevention Specialist (temporary) delivered a presentation on the 2016 Weed Abatement program reviewing its success and compliance rate.

f. Administrative Manager

Ms. Rannals discussed the following with the board members:

- i) Employee Recognition Dinner: she informed the members that the date had change and will be held April 22, 2017.
- ii) Harassment Prevention Training – she reminded the board to complete their training online by March 31st.

g. Board of Directors

- i) North County Dispatch JPA Update – Ashcraft: he reported on the meeting held February 23, 2017 in which the Board of Directors approved the lease between NCDJPA and the Fire District; accepted the financial audit; and discussed a problem between CalPERS and three former employees.
- ii) County Service Area – 17 Update – Hillgren: no report.
- iii) Comments
 - (1) Stine – shared photos of his son’s community service work conducted at RSF2.

9. Adjournment

Meeting adjourned at 2:35 pm.

Karlana Rannals
Secretary

James H Ashcraft
President