



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – June 24, 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.*

President Ashcraft called to order the regular meeting of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

*Pledge of Allegiance*

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

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner

*(Note: Director Hillgren participated via teleconference from 755 Golf Club Way, #A2, Sedona, AZ)*

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Mike Gibbs, Deputy Chief; Fred Cox, Deputy Chief; Chris Galindo, Battalion Chief; Jim Sturtevant, Battalion Chief; Dave McQuead, Battalion Chief; Renee Hill, Fire Marshal, and Karlana Rannals, Board Clerk

2. Public Comment

Tiffany Wong and Brittany Bachmann, Burn Institute staff members presented a trophy to the Rancho Santa Fe Fire Protection District as the top fund raising agency in north San Diego County for the Annual Boot Drive, totaling \$14,876. Captain Dave Livingstone accepted on behalf of the Rancho Santa Fe Professional Firefighters, Local 4349. In addition, they presented a trophy to Fire Chief Tony Michel as the winner of the countywide "01 Challenge."

Chief Frank Twohy, Elfin Forest/Harmony Grove Fire Department expressed on behalf of the citizens of Elfin Forest/Harmony Grove his thanks to the Chiefs' and the District for the assistance received at a vehicle accident on June 9, 2015.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER approved unanimously to waive reading in full of all resolutions/ordinances on the following roll call vote:

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

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER to approve the consent calendar on the following roll call vote:

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

a. Board of Directors Minutes

i) Board of Directors minutes of May 13, 2015

b. Receive and File

i) Monthly/Quarterly Reports

1) List of Demands Check 26186 thru 26270 for the period May 1 – May 31, 2015 totaling:  
\$ 194,287.57  
Payroll for the period May 1 – May 31, 2015 \$ 472,323.36  
TOTAL DISTRIBUTION \$ 666,610.93

2) Activity Reports – May 2015

- Operations
- Training
- Fire Prevention

3) 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 status of negotiations has stalled. District staff was informed by the County that it was their intent to choose a cheaper model and contract with CalFire to provide fire protection for CSA 107. The County requested that the District withdraw the LAFCO application submitted, which he declined to do. Chief Michel and Director Ashcraft met with Deputy CAO Agassi to discuss why negotiations ceased and they used the opportunity to create an open dialogue and discuss frustrations with the delayed negotiations for a property tax exchange. He further noted that there is a temporary plan is to put a temporary fire station at Harmony Grove Village to accommodate the certificate of occupancy.

The District has requested additional information on the costs proposed by CalFire to provide service. The District staff will put effort into preparing an analysis on the two proposals.

6. New Business

a. Fixed Charge Special Assessment for Weed Abatement

Fire Marshal Renee Hill summarized the staff report provided. She reported that this year, the majority of property owners who received notices willingly complied within the time allowed. This year, the district has two parcels that were non-compliant property owner(s) and to date have not reimbursed the district for the forced abatement fees.

The district's recourse to recover funds is to place a special assessment on the property tax bill. She requested that the board approve and authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2015 that include the following parcels:

- Parcel No. 269-201-01; and
- Parcel No. 265-220-06.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE to approve and deliver special assessment for nonpayment of fees to the County of San Diego: authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2015. The motion was approved unanimously on the following roll call vote

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

b. Budget Authorization

Chief Cox summarized the staff report provided. He reported the original Request for Proposal (2012) included a five (5) year additional purchase provision with price increases tied to Producers Price Index for transportation equipment over 14,000 lbs. GVW. Staff recommended entering into a formal contract with Spartan ERV. Through negotiations and the desired options, the purchase price is \$617,391. Staff sought authorization as it takes approximately 300 days to construct the vehicle for delivery. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE to approve the purchase and funding to purchase one (1) Type I Fire apparatus for \$617,391m and authorize the disposal of the 1996 reserve engine Spartan/Saulsbury to be sold to the highest bidder. The motion was approved unanimously on the following roll call vote:

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

c. Board Meeting Schedule

Ms. Rannals reminded the board members of the meetings planned for July, August and September, 2015. Calendared for the September agenda is the FY16 Final Budget. At the conclusion of the discussion and a review of the calendar, there was no need to reschedule a meeting.

d. Preliminary Budget FY16

Ms. Rannals presented a PowerPoint presentation on the Preliminary Budget for FY16. She summarized the changes proposed within each category.

She reports that preliminary revenue projection \$13,530 (in thousands) increased (.3%). The tax revenue anticipated is primarily from the San Diego County Tax Assessor's FY15 estimated receivables. This projection will most likely be different at final budget.

She reports that the overall Operating Budget of \$12,899 (in thousands). She summarized the expenditure changes between the proposed budget and FY15 budget that include:

- Personnel Cost (-1.1%) – the overall decrease are results of
  - MOU and employee resolution increased wages
  - Reduction of 3 FF/PM positions
  - Reduction in health care costs
  - Increase in overtime costs
  - Reduction in retirement costs
- Contractual Services (+18.3%) - the overall increase are results of
  - Increase in Equipment Repair
  - Increase in Contractual/Professional Services
  - Increase in utility costs
- Material & Supplies (-8.4%) – the overall decrease are the results of
  - Increase in Computer costs
  - Decrease in Medical Supply as the result of completing the purchase of Defibrillators
  - Increase in safety equipment

She summarized the Capital expenditures proposed, which is primarily funded through the general fund. Capital expenditures (equipment, facility, and vehicles) are estimated to be \$715 (in thousands). The capital expenditures planned are one replacement engine (authorized FY15) and two staff vehicles. Staff responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, to approve the Preliminary Budget for FY16 as presented on the following roll call vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 9, 2015, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

*Ten-minute recess*

7. Ordinance/Resolution

a. Ordinance No. 2015-01

Chief Michel and Fire Marshall Hill summarized the staff report provided. The draft ordinance intends to repeal Ordinance No. 2004-002, approved August 2004 and provides an overall update of the ordinance. There have been are new sections added that were recently removed from the consolidated fire code recently approved by the County Board of Supervisors. Ms. Hill reported that since a second reading is not required, staff recommends the board schedule the public hearing and final adoption for the same meeting. Staff responded to questions from the board.

Director Ashcraft requested that staff proceed with the ordinance adoption process and schedule a public hearing and final ordinance adoption for August 12, 2015.

b. Resolution No. 2015-07

Ms. Rannals informed the Board that this resolution required is necessary to update all signature cards at the various financial institutions.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2015-07 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Signers on District Bank Accounts* 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) Strategic Plan: he reported that works continues on the plan. The core-planning group is currently working on a vision statement.
- ii) District Activities:
  - Town Hall Meetings – Drought/Water Reduction Mandate: District staff has been asked to attend a few town hall meetings. His goal is to ensure that fire code requirements do not conflict with the mandate. At the meeting he attended, hosted by Santa Fe Irrigation District, both entities (water and fire) agreed to create a joint message.
- ii) He reported that this is the last planned meeting for Deputy Chief Mike Gibbs. Chief Gibbs will retire effective December 2, 2015. Chief Gibbs has been in the fire service for 39 years, starting as a volunteer with the Fire District when he was 16. He has done an outstanding job in his current role as Deputy Chief. He wished him well in the new chapter of his life.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity. He distributed the monthly fuel moisture report. He also reported that the district has four personnel at the “Lake Fire.”

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c. Training – Battalion Chief

Chief McQuead summarized the training activity for May. He reviewed the new charts included in the board material, which he believes will better represent the total training for all personnel. In addition, he reviewed the chart created for new hire testing.

d. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month that included 50,000 square feet of new construction. In addition, she reported on the number of weed abatement and shelter in place inspections Staff is also preparing for the 4S Ranch Street Fair planned for July 4.

e. Administrative Manager

No report

f. Board of Directors

i) North County Dispatch JPA – Update: Ashcraft – no report, the next meeting is May 28, 2015.

ii) County Service Area – 17 – Update: Hillgren – no report, the next meeting is July 28, 2015.

iii) Comments

- Malin – inquired about staffing for the upcoming fire season.

9. Closed Session

a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one potential (1) case*

Pursuant to section 54956.9, the board met in closed session from 3:30 – 3:47 pm 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.

10. Adjournment

Meeting adjourned at 3:55 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President