



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Special (in lieu of regular) Board of Directors Meeting
Minutes – September 21, 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.

Pledge of Allegiance

Director Stine 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; Mike Calhoun, Division Chief; Jim Sturtevant, Battalion Chief; Dave McQuead, Battalion Chief; and Karlana Rannals, Board Clerk.

2. Special Presentations

a. Fire Prevention Personnel

Chief Michel introduced each staff member assigned to the Fire Prevention Division of the District. There are:

- Conor Lenehan, Forester/Fire Prevention Specialist II
- Nicole Berry, Fire Prevention Specialist
- Nina Eich, Office Support Coordinator (not in attendance)
- Bill Lutz, Weed Abatement Inspector
- Brandon Closs, Fire Prevention Specialist
- Mike Calhoun, Division Chief

He commended each of them for their hard work and efforts. Their patience, willingness and follow through to work with residents on the various prevention issues, including “dead and/or dying trees” are paying dividends in creating a safer community. Board members also commended the efforts of the staff and they can see a difference driving through the community.

3. 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.

4. Public Comment

No one requested to speak to the Board.

5. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 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 August 10, 2016

Reimbursement, Salary and Benefits for Personnel Assigned to the Elfin Forest/Harmony Grove Volunteer Division on the following roll call vote:

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

b. Resolution No. 2016-13

Karlana Rannals summarized the staff report provided. She reported that the Board of Directors last amended the Districts Conflict of Interest Code on May 24, 2000. State law requires every local governmental agency to periodically review its Conflict of Interest Code to determine whether it is accurate and up-to-date. The resolution provided simplifies the current code and the appendixes reference designates the positions who must file and the disclosure categories of reportable economic interest. She responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and ADOPTED Ordinance No. 2016-13 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Amending the Fair Political Practices Commission's Standard Conflict of Interest Code and Candidate Disclosure Statement and Repealing Resolution No. 185* on the following roll call vote:

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

c. Resolution No. 2016-14

Chief Michel reported that as staff was preparing for the annual financial audit, it was discovered that although the Board of Directors approved the hiring of nine positions to staff the new Harmony Grove Fire Station, the new classification of *Limited Term Firefighter/Paramedic*, which is not covered under the Rancho Santa Fe Professional Firefighters Association Memorandum of Understanding, needed a formal document for the wages and benefits given. Staff responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2016-14 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing an Hourly Rate and Benefits for a Limited Term Firefighter/Paramedic Position* on the following roll call vote:

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

d. Resolution No. 2016-15

Ms. Rannals summarized the purpose of the resolution that establishes committed and/or constrained fund balances for FY16. She informed the board that the completion of the independent audit would occur September 22-23. Staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long and short term financial needs of the District. Resolution No. 2016-15 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2016-15 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing committed and/or Constrained Fund Balances for FY16 on a roll call vote:

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

9. New Business

a. *Meet and Confer for Successor Memorandum of Understanding (MOU) with Rancho Santa Fe Professional Firefighters Association and Rancho Santa Fe Miscellaneous Employees*

Chief Michel informed the board that the District is in receipt of letters from each respective bargaining unit requesting to meet and confer for a successor MOU, which expires December 31, 2016. He requested that an ad hoc committee be created to negotiate a successor contract.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint Directors' Ashcraft and Malin as the agency negotiator for successor MOU's.

b. *Final Budget FY17*

Karlana Rannals, Administrative Manager reviewed and summarized the differences between the preliminary budget presented in June and the final budget presented at this meeting. She reported that the primary differences were

- Revenue (\$14,250,000): 1) tax revenue is approximately 3% higher over FY16 resulting from the increase in assessed valuation; 2) increase in firefighting reimbursement; and 3) decrease in developer reimbursement.
- Operating Expenditures (\$15,310,000)
 - Personnel – the increase (6.8%) is the net result of negotiated increases to salary, the addition of 10½ positions (9 Firefighter/Paramedic, 1 ½ Division Chief) and increases to health, retirement and workers' compensation insurance costs.
 - Other Expenditures – increases are primarily due to increased costs for services, a plan for software upgrades, and utilities.
- Capital (\$1,303,500) – she reported that the replacement Type I fire engine approved in FY15 has been ordered and the expected delivery and payment is December 2016. In addition to two replacement staff vehicles are planned during the fiscal year.

She responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2016/2017 Budget as presented.

Ten-minute recess

10. Oral Report

- a. Fire Chief – Michel
 - i) District Activities
 - 1. Pancake Breakfast – planned for October 9, 2016 at RSF1. All are encouraged to attend.
 - ii) Elfin Forest Reorganization

Staff continues with the implementation of integrating the two organizations.
- b. Operations – Deputy Chief

Chief Cox summarized the previous month’s activity, noting district personnel responded to 295 calls. He reported on significant calls and distributed the monthly seasonal weather outlook and reported that the fuel moisture is under 40% for August. Several personnel have responded with strike teams to fires north of the District. He also reported on a free service from AIG that is pre-treating areas with Phoscheck on September 26. The areas identified will give fire crews a buffer in the event of a wildfire.
- c. Elfin Forest Volunteer Division – Division Chief

Chiefs’ Twohy and Calhoun reported that they have been busy working to educate the community on the new requirements for weed abatement as a result of the reorganization. Most residents are willing to voluntarily comply with the District’s ordinances.
- d. Training – Battalion Chief

Chief McQuead reported that although he was deployed on a strike team for 17 days, personnel participated in a zone-wide Code X training. Code X is the rescue of a person in a static water source. The training was conducted at Lake Hodges. A new hire academy was conducted for the latest Firefighter/Paramedic hired August 8, 2016.
- e. Fire Prevention – Fire Marshal

Chief Michel reported that the Fire Marshal resigned her position and he will retain the services of a retired annuitant until the position can be filled. He plans for an assessment center in November or December to fill the vacancy. He also highlighted a new page in the monthly report showing the number of eucalyptus inspections. They are seeing success in getting the dead and/or dying trees removed. The board requested a presentation at the October board meeting profiling the various blights of the dead and dying trees.
- f. Administrative Manager

Ms. Rannals reported the following:

 - 1. Ethics Training – December 14, 2016 – training has been scheduled and will begin at 10 am, followed by lunch and the regular Board of Directors meeting.
 - 2. Board of Directors meeting October 12, 2016 – she will not be in attendance, as she will be at an accounting conference with the Accounting Specialist.
 - 3. The nomination period for the November general election has concluded and there are three candidates for three open seats. Therefore, the incumbents are automatically reelected to a new four-year term.

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g. Board of Directors

i) North County Dispatch JPA – Update: Ashcraft – no report.

ii) County Service Area – 17 – Update: Hillgren – no report.

iii) Comments

1. Malin – commented on the recent article about CalPERS in the San Diego Union Tribune, and LA Times.

2. Stine – progress continues for the District’s new website, which 30 – 35% of content has been transition to the new site.

11. Adjournment

Meeting adjourned at 3:30 pm.

Karlana Rannals
Secretary

James H Ashcraft
President