



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – December 14, 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.*

**SPECIAL AGENDA (10:00 AM – 12:00 PM)**

Ethics Training (Workshop)

Pursuant to the requirements of AB 1234, the following local officials and staff (those who receive compensation for their service or are eligible to have their expenses reimbursed) attended the Ethics Training workshop presented by Stephen J. Fitch, Fitch Law Firm, APC:

Rancho Santa Fe Fire Protection District

Director:

James H. Ashcraft  
Nancy C. Hillgren  
Randall Malin  
Tucker Stine  
John C. Tanner

Staff:

Tony Michel, Fire Chief  
Karlana Rannals, Administrative Manager  
Fred Cox, Deputy Chief  
Frank Twohy, Division Chief  
Dave McQuead, Battalion Chief

North County Dispatch Joint Powers Authority

Director:

James H. Ashcraft

Staff:

None

**REGULAR AGENDA**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:04 pm.

*Pledge of Allegiance*

Chief Michel led the assembly in the *Pledge of Allegiance*.

1. Oath of Allegiance – New Elected Board Members

James Ashcraft, Nancy Hillgren, and Randall Malin were sworn-in as members of the Rancho Santa Fe Fire Protection District for terms prescribed by law. Karlana Rannals, Notary Public, administered the *Oath of Allegiance*.

2. Election of Officers

Pursuant to Fire District Law 1987, Section 13853, the District Board shall elect a president, vice-president and a Secretary/Clerk.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and CARRIED 5-0 to nominate and elect the following officer:

President                      James Ashcraft

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5-0 to nominate and elect the following officer:

Vice President John Tanner

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5-0 to nominate and appoint the following:

Secretary Karlena Rannals

3. 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; Bret Davidson, Battalion Chief; Dave McQuead, Battalion Chief; Mike Lowry, Interim Fire Marshal; and Karlena Rannals, Board Clerk

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 November 9, 2016

b. Receive and File

i) *Monthly/Quarterly Reports*

(1) List of Demands Check 28058 thru 28159, and Electronic File Transfers (EFT) for the period November 1 – 30, 2016 totaling:	\$ 388,600.10
Payroll for the period November 1 – 30, 2016	\$ <u>729,543.00</u>
TOTAL DISTRIBUTION	\$1,118,143.10

(2) Travel Report – Ashcraft

(3) Activity Reports – November 2016

- a. Operations
- b. Training
- c. Fire Prevention

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

- None

6. Old Business

a. None

7. New Business

*a. Independent Auditor's Report FY2015/2016*

Director Malin reported that the finance ad hoc committee (Directors' Malin and Tanner, Chief Michel and Karlana Rannals) met with Paul Kaymark CPA to review the draft audit report for FY16.

He reminded his board colleagues of the financial statements requirement (GASB 68), which reports the full pension liability that was implemented the previous year. He noted that previous board actions to reduce the District's pension obligation shows the actual obligation as of June 30, 2015. Unfortunately, because of the CalPERS rate of return on investments, the District is not seeing an equal reduction in the liability to the additional payments made.

Director Malin informed the Board that the ad hoc committee was satisfied with the discussion in the meeting and recommended that the Board accept the report as distributed. The ad hoc committee responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY 2015/2016 independent audit prepared by The Punn Group as distributed.

*b. CalPERS Pension Unfunded Accrued Liability (UAL) – Accelerated Payment*

Ms. Rannals summarized the staff report provided. She reminded the Board that their direction to staff was to eliminate the Pre-2013 Pool UAL for the 1<sup>st</sup> tier safety and miscellaneous pension plans over a three-year period. The FY17 budget approved the final \$1 million payment; however, after consulting with the CalPERS actuary, additional funds \$517,165 is needed to eliminate the UAL as of 12/31/2016. The additional funds needed is a direct result of the dismal returns from the CalPERS investment portfolio. She reviewed the cash statement provided showing that the District did have available cash to eliminate the District's Pre-2013 Pool UAL. She responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize an additional \$517,165 to the budgeted \$1 million for an accelerated payment to California Public Employee's Pension System to eliminate the District's share of the Pre-2013 Pool UAL of the 1<sup>st</sup> tier safety plan and remit payment to CalPERS prior to December 31, 2016.

*c. District Representation and Ad Hoc Committee Assignments*

Ms. Rannals summarized the staff report provided. The board members reviewed their committee assignment and agreed to continue to serve in the following assignments:

Board of Directors

North County Dispatch JPA (Primary) – Jim Ashcraft

North County Dispatch JPA (Alternate) – Nancy Hillgren

Advisory Board

County Service Area (CSA) – 17 (Primary) – Nancy Hillgren

County Service Area (CSA) – 17 (Alternate) – Tucker Stine

Ad Hoc Committee

Finance Committee – Randy Malin, John Tanner  
Staff Assigned: Tony Michel, Karlana Rannals  
Negotiations – Randy Malin, Jim Ashcraft  
Staff Assigned: Karlana Rannals, Fred Cox

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to reappoint the board members to the agreed committees representing the Fire District.

8. Oral Report

a. Fire Chief – Michel

i) District Activities

Fire Marshal Recruitment/Test: he reported that the assessment center for the replacement Fire Marshal position was held December 12. The District received a total of 16 applicants, of which eight were invited to participate in the process. On the date of the assessment, December 12, six applicants participated in the testing. He thanked Director Stine for his participation in the assessment process. He anticipates final interviews and an offer of employment by mid-January.

b. Operations – Deputy Chief

Chief Cox summarized the previous month's activity, noting district personnel responded to 252 calls. He reported on the wildland fire in Gopher Canyon and discussed a significant traffic collision on Del Dios Highway. The operational transition with Elfin Forest continues, with the hiring of Part-time Driver/Operator. To date he has received five applications for the six positions authorized. In addition, they recently completed the interview process for three new Firefighter/Paramedic positions.

c. Elfin Forest Volunteer Division – Division Chief

Chief Twohy reported he continues to work with Chief Cox and Chief McQuead on the operational transition. He is also working on an upgrade for the septic system at RSF6, and looking at possible modular housing for new sleeping quarters for RSF6 personnel.

d. Training – Battalion Chief

Chief McQuead reported that personnel participated in training classes for Command and Control, SCBA and the new company inspection program. A Captain's test was held November 3rd, with three candidates participating in the process and two passed.

Chief Davidson reported that the Design/Review Committee had been touring fire facilities, including Orange County Fire Authority, for design ideas of facilities constructed under a "Design/Build" model.

e. Fire Prevention – Fire Marshal

Chief Lowry reported that the bureau and inspectors remain busy, noting an increase in requests for inspections. Bill Lutz has completed his weed abatement assignment for the season. and officers were also involved in the public education efforts for fire prevention month.

Conor Lenehan gave a summary of the meetings with the CONE Committee. The CONE Committee is working on a reforestation plan and the District is assisting with a list of drought tolerant, fire resistive

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trees. He responded to questions from the Board. The Board conveyed their appreciation for the cooperative work that is occurring between the CONE Committee and District staff.

f. Administrative Manager

No report

g. Board of Directors

i) North County Dispatch JPA – Update: Ashcraft – he reported on the meeting held December 1, 2016 noting a potential dispute with three retirees who retirement compensation may be affected as the result of an agency audit.

ii) County Service Area – 17 – Update: Director Stine gave a summary report from the special meeting held November 17th. The County has rescinded on their agreement for a property tax exchange for the annexation of the Harmony Grove area. The Advisory Board voted to send letters of opposition to the County Board of Supervisors. There has been a significant change in County staff supporting the Advisory Board and CSA-17, and the lines of communications have deteriorated and disrespectful.

iii) Comments

(1) Stine – the website is progressing well and hopes that it will be live in January. He also recommended adding signage at the RSF Training Facility to notify the public of when training activities occur.

(2) Ashcraft – made an inquiry on the outcome of the Oakland fire. Chief Michel explained the requirements and types of inspections for certain facilities and buildings.

9. Closed Session

Pursuant to section 54957.6, the board met in closed session from 2:45 – 4:45 pm to discuss a successor Memorandum of Understanding and compensation with the following represented employees:

a. Rancho Santa Fe Professional Firefighters Association – Local 4349

b. Rancho Santa Fe Employees Association

*All board members listed and Chief Tony Michel, \*Deputy Chief Fred Cox and \*Karlana Rannals attended the closed session.*

*\*Attended a portion of the closed session*

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the subject and direction was given the District’s agency negotiators.

Adjournment

Meeting adjourned at 4:46 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President