



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – January 13, 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 1:03 pm.

Pledge of Allegiance

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

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner

Directors Absent: Stine

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

2. Special Presentation

Karlana Rannals introduced Sandra Mora, Office Support Coordinator and reported that she started her full-time employment on December 16, 2015. Sandra is from Vista and has worked for the District as an intern and temporary employee since June 2013. President Ashcraft, on behalf of the Board of Directors, welcomed her and wished her success in her career with the fire district.

3. Public Comment

Chief Frank Twohy of Elfin Forest Volunteer Fire Department, Inc. conveyed his personal thanks and appreciation on behalf of the community for the extra efforts from District personnel to staff RSF5 serving the Harmony Grove community.

President Ashcraft shared with the Board of Directors a personal note of appreciation that he received from Chief Twohy and his wife Gail.

Battalion Chief McQuead introduced to the Board the new employees hired as a result of the need to staff a new station. The seven (7) Firefighter/Paramedics introduced were:

- Sean Canfield
- Paul Roman
- Correy Cooper
- Michael Weeks
- Brian Ciuchta
- Jake Elkins
- Joaquin Jaquez

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the consent calendar as submitted:

- a. Board of Directors Minutes
 - i) Board of Directors minutes of December 18, 2015
- b. Receive and File
 - i) *Monthly/Quarterly Reports*
 - List of Demands Check 26905 thru 27004 for the period December 1 – 31, 2015 totaling:

	\$ 461,603.28
Payroll for the period December 1 – 31, 2015	<u>\$ 514,774.92</u>
TOTAL DISTRIBUTION	\$ 976,378.20
 - ii) *Activity Reports – December 2015*
 - *Fire Prevention*
 - *Operations*
 - *Training*
 - iii) Correspondence
 - South Lake County Fire Protection District
- c. County Contract Number 552828 Between County of San Diego and Rancho Santa Fe Fire Protection District
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to ratify the County Contract Number 552828 between County of San Diego and Rancho Santa Fe Fire Protection District

5. Old Business

- a. LAFCO Application – Update

Chief Michel reported that the District’s application is scheduled for discussion and action at the LAFCO Commission March 2016. He reviewed with legal counsel the terms and conditions originally submitted with the application. He stated that since the negotiations were complete with the County, he believed it is to be in the best interest of the District to seek additional language for clarity. He has also requested that legal counsel meet with San Diego County Counsel to work on transferring the various contracts the District will assume because of the reorganization.

Chief Michel also informed the Board that the District took responsibility of RSF5, the temporary fire station serving Harmony Grove Village on December 31, 2015. The transition went smoothly between CalFire and District personnel. Staff responded to questions of the board.

6. New Business

- a. Contract: Second Amendment to the Administrative Services Agreement

Chief Michel summarized the staff report provided. He reported that North County Dispatch Joint Powers Authority (JPA) requested financial consideration in the form of a reduction from the costs paid to the District for administrative services. He stated that since July 1, 2015 the JPA has chosen to take more of the responsibilities within the administrative services agreement. Additionally, starting January 1, 2016, the JPA assumed the responsibility of preparing payroll and the associated CalPERS reporting. The intent of the JPA

is to assume all responsibilities that are currently being provided by the District by July 1, 2016. After a review of their request, staff agrees that the request warranted consideration, and recommends a twenty-five percent (25%) reduction to the remainder of FY16 quarterly installments. This monetary value of this proposed reduction is approximately \$10,464. In addition, he requested that the Board authorize the Fire Chief to execute the contract if approved by the JPA. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT, to approve the requested amendment entitled *Second Amendment to the Administrative Services Agreement* between Rancho Santa Fe Fire Protection District and North County Dispatch Joint Powers Authority, and authorize the Fire Chief to execute the amendment.

b. Budget Authorization

Chief Cox summarized the staff report provided. He reported that staff seeks the authorization to purchase one (1) set of Hurst eHydraulic rescue tools. The new battery powered extrication tools will be placed on E2615, and the older hydraulic tools on E2615 will be kept and placed on a reserve unit. The cost is approximately \$32,697. The equipment was identified in the FY16 budget as a capital purchase and the District will seek reimbursement of \$20,000 from the State Homeland Security Grant.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT, to authorize the purchase of one (1) set of Hurst eHydraulic rescue tools.

c. Mutual Aid System

Chief Cox provided to the Board a presentation that gave an overview on the different aspects of the mutual aid system, specifically the differences between mutual and automatic aid responses within the county, region and State of California.

10-minute recess

d. Independent Auditor's report FY 2014-2015

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 FY15.

He informed his board colleagues of the new financial statements requirements (GASB 68), which reports the full pension liability that was implemented this year. He noted that the board action earlier in the year to reduce the District's pension obligation was deferred in the financials because of the timing of the CalPERS actuarial valuations.

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 presented. The ad hoc committee responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the FY 2014/2015 independent audit prepared by The Punn Group as presented.

7. Oral Report

a. Fire Chief – Michel

i) Strategic Plan: he anticipates the plan to be review for discussion and/or adoption at the next regular meeting.

ii) District Activities:

- Grants – staff has prepared and submitted applications for grants in the following areas:
 - SRA Grant – this grant (approximately \$97,000) seeks to retain a contractor to reduce the fuel modification in the covenant and common areas within the District. The grant money sought is from the State Fire Prevention Fee implemented several years ago. He is optimistic on the release of approximately \$5 million from the State.
 - Assistant to Firefighter Grant – this grant (\$840,000) seeks to fund a truck company, and equipment for Elfin Forest.
 - Firehouse World Expo – San Diego – January 31 – February 4, 2016 – he invited board members to attend.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity, noting district personnel responded to 238 calls the previous month. For CY2015, the district responded to 2,858 calls for service. There are no significant calls to report. He also reported that fuel moistures levels have increased

c. Training – Battalion Chief

Chief McQuead summarized the training activity for December. He has been busy with the recruitment and testing for the seven new hires.

d. Fire Prevention – Fire Marshal

Chief Michel reported that FM Hill had to depart the meeting. He reported that approximately 35,000 square feet of new construction was added in December. The square feet of new construction for CY2015 total 526,925.

e. Administrative Manager

Ms. Rannals informed the board that each employee will receive a new IRS form (1095-C) by March 31, although it is her goal to distribute sooner. This required form informs the employee and IRS that a full time employee was offered health care coverage and that it was affordable.

f. Board of Directors

i) North County Dispatch JPA – Update: the next meeting is planned for February 25, 2016

ii) County Service Area – 17 – Update: the next meetings is planned for February 2, 2016

iii) Comments

(1) Hillgren – inquired about the recent article in the paper about excessive overtime. Staff responded to questions.

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(2) Ashcraft – conveyed his appreciation to district personnel for two recent incidents (public service – tree down, and traffic collision involving a friend). Kudos to all involved. He also encouraged the board members to plan to attend the employee recognition dinner scheduled for April 16, 2016.

8. Adjournment

Meeting adjourned at 3:40 pm.

Karlana Rannals
Secretary

James H Ashcraft
President