



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – April 12, 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

Fire Chief (Retired) Mike Lowry led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Stine, Tanner

Directors Absent: Malin

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Frank Twohy, Division Chief; Jim Sturtevant, Battalion Chief; Marlene Donner, Fire Marshal; and Karlana Rannals, Board Clerk

2. Special Presentations

a. *Badge Presentation*

Chief Michel summarized the recruitment selection process for the Fire Marshal position. He presented Marlene Donner her Fire District badge. President Ashcraft on behalf of the Board of Directors offered congratulations to her and wished continued success in her new role.

b. *Certificate of Recognition*

Chief Michel recapped a significant call that occurred on March 28, 2017 that resulted in a life-saving CPR. A Certificate of Recognition was presented to Firefighter/Paramedic Chase Cantrell for his off-duty leadership, skill, and actions taken while performing life-savings efforts to a citizen.

3. Public Comment

Chief Mike Lowry expressed his appreciation to the Board of Directors for the opportunity to serve as the interim Fire Marshal.

4. Consent Calendar

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

a. *Board of Directors Minutes*

i) Board of Directors minutes of March 8, 2017

ii) Board of Directors minutes of March 16, 2017

b. *Receive and File*

i) *Monthly/Quarterly Reports*

(1) List of Demands Check 28501 thru 28625, Electronic File Transfers (EFT), and Wire Transfer(s) for the period March 1 – 31, 2017 totaling:	\$ 346,889.22
Payroll for the period March 1 – 31, 2017	\$ 642,972.62
Wire Transfer(s) March 1 – 31, 2017	\$ <u>140,529.89</u>
TOTAL DISTRIBUTION	\$1,130,391.73

(2) Activity Reports – March 2017

- a. Operations
- b. Training
- c. Fire Prevention
- d. Correspondence – letters/cards were received from the following members of the public:
 - None

5. Old Business

- a. None

6. New Business

a. *Use of RSF6 Facilities*

Chief Michel informed the Board that the Elfin Forest Harmony Grove Town Council has used RSF6 (prior to the reorganization) for several years in support of the annual 4th of July activities. The Town Council made a request to continue the use of the fire station for the 4th of July event that includes a designated area for a “beer garden.” He requested that the board provide staff the necessary direction or approval of this request. Staff responded to questions from the Board.

At the conclusion of the discussion, it was agreed that the Elfin Forest/Harmony Grove Town Council could continue to use RSF6, with the appropriate insurance requirements, and an agreement, that is reviewed and approved by the District’s legal counsel, which includes “hold harmless” language.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the use of the RSF6 location for the 4th of July activities, and further authorized the Fire Chief to execute the agreement.

b. *Tentative Map 5081 – Improvements*

Chief Michel reported that this matter was requested for removal from the agenda at the request of legal counsel. The Board of Directors agreed to the request. There was no discussion or action taken on this topic.

7. Oral Report

a. Fire Chief – Michel

- i) Meeting with Finance Committee: he reported that staff had participated in the first round of budget discussions. The current fiscal year received significant one time revenue that will significantly affect

the District's financials. He requested a meeting with the Finance Committee and staff to discuss the topic. A meeting will be set for late April/early May.

- ii) Request for Qualifications (RFQ) for Design/Build Services for RSF5: the RFQ closes Monday, April 17, 2017.

b. Operations – Deputy Chief

Chief Cox summarized the previous month's activity, noting district personnel responded to 290 incidents. He discussed the recent CPR save in the Rancho Diegueno area and noted that CSA-17 has an overall save rate of 19%, noting that the national average is approximately 5%.

c. Elfin Forest Volunteer Division – Division Chief

Chief Twohy reported on a community presentation on fire prevention. The integration continues to make progress. There are new plans to create a new mentoring program that pairs a career professional with a volunteer for one 24-hour shift. In addition, volunteer and firefighter personnel plan to attend a conference for combination departments.

d. Training – Battalion Chief

Chief Cox reported that personnel participated in blue card training, a new EMS reporting software, and probationary testing.

e. Fire Prevention – Fire Marshal

Fire Marshal Donner reported that the staff has been very busy with inspections at The Inn at Rancho Santa Fe. Another project that is taking a lot of the inspector's time is the tenant improvements at Cymer. Staff is also preparing for the annual mailing of weed abatement letters. Harmony Grove Village homes are selling and a new phase of construction is planned for this summer.

f. Administrative Manager

Ms. Rannals discussed the following with the board members:

- i) Harassment Prevention Training: all board members completed the required two-hour training; therefore, all are in compliance.
- ii) Employee Recognition Dinner: reminded the members of the dinner on April 22, 2017.
- iii) Photos: individual photos are needed for the new photo board. They were requested to have their picture taken April 24 at RSF4.

g. Board of Directors

- i) North County Dispatch JPA Update – Ashcraft: no report.
- ii) County Service Area – 17 Update – Hillgren: no report, next meeting May 2, 2017. Director Hillgren requested that the alternate attend the meeting, as she will be out of town. Director Stine agreed to attend.
- iii) Comments
 - (1) None

8. Adjournment

Meeting adjourned at 2:00 pm.

[Signatures next page]

Karlena Rannals
Secretary

James H Ashcraft
President