



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Special (in lieu of regular) Board of Directors Meeting
Minutes – June 22, 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 special session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

Pledge of Allegiance

Director Malin led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Malin, Stine, Tanner - *Director Stine participated via teleconference*

Directors Absent: Hillgren

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Chris Galindo, Battalion Chief; Dave McQuead, Battalion; Frank Twohy, Chief – Elfin Forest/Harmony Grove Volunteer Fire Department; and Karlana Rannals, Board Clerk.

2. Special Presentations

a. Badge Presentations

b. Certificate of Recognition

Chief Michel informed the Board that items 2.a. and 2.b. need to be postponed as all of the personnel listed on the agenda were deployed to the *Border Fire*. The items will be rescheduled for a future meeting

c. Introduction – Burgen Havens, Accounting Technician/Staff Assistant

Karlana Rannals introduced Burgen Havens who was selected as the successful applicant to join the administrative team as the Accounting Technician/Staff Assistant. Ms. Havens joined the District June 6, 2016 and resides in San Marcos, CA. 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

Lesli Wilson, Administrator, and Jeff Logan, Operations Manager, from North County Dispatch Joint Powers Authority gave a presentation to Karlana Rannals in recognition and appreciation for her service to NCDJPA since its formation July 1, 1984.

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER to approve the Consent Calendar as submitted on a roll call vote:

AYES: Ashcraft, Malin, Stine, Tanner

NOES: None

ABSENT: Hillgren

ABSTAIN: None

a. *Board of Directors Minutes*

i) Board of Directors minutes of May 18, 2016

b. Receive and File

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

b. Preliminary Budget FY17

Chief Michel gave a PowerPoint presentation on the Preliminary Budget for FY17. He informed the Board that this year the preliminary budget was a challenge to prepare primarily because of the reorganization of Elfin Forest/Harmony Grove. He believes that staff has done their best with the information available to date; however, once the District completes the MOU and the subsequent Joint Community Facilities Agreement, staff believes we will have a better handle on the revenues going forward. He summarized the changes proposed within each category.

He reports that preliminary revenue projection \$15,204 (in thousands) increased (5.2%). The tax revenue anticipated is primarily from the San Diego County Tax Assessor's FY16 estimated receivables, in addition to the revenue currently collected by CSA-107. This projection will most likely be different at final budget.

He reports that the overall Operating Budget of \$15,674 (in thousands). He summarized the expenditure changes between the proposed budget and FY16 budget that include:

- Personnel Cost (+17.5%) – the overall increase are results of
 - Addition of nine (9) personnel and adding personnel to support the Volunteer Division
- Contractual Services (+6.9%) - the overall increase are results of
 - Addition of two (2) locations
 - Addition of twelve (12) vehicles to the fleet
- Material & Supplies (+14.1%) – the overall increase are the results of
 - Addition of two (2) locations
 - Planned purchase of P25 compliant radios
 - Increase in safety equipment and uniforms for the additional personnel

Staff responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, to approve the Preliminary Budget for FY17 as presented on the following roll call vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 21, 2016, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

Ten-minute recess

7. Oral Report

- a. Fire Chief – Michel
 - i) District Activities:
 - 1) Survivor’s Luncheon June 1, 2016 – he spoke of the success of the event. He complimented the staff’s participation and AMR for their support.
- b. Operations – Deputy Chief
Chief Cox summarized the previous month activity, noting district personnel responded to 243 calls the previous month. He reported on two significant calls, 1) structure fire, and 2) a vegetation fire. He also reported that eleven (11) of the District’s personnel have been deployed to the Border Fire, with an estimated containment date of June 28.
- c. Training – Battalion Chief
Chief McQuead summarized the training activity for May which totaled approximately 1,100 hours, and probationary testing and training.
- d. Fire Prevention – Fire Marshal
Chief Michel reported that plan submittals have slowed down, but inspections remain consistent. He has tasked a staff member to focus on the dead and dying trees, concentrating on the evacuation route. Upon completion, the focus will shift to the Elfin Forest/Harmony Grove area. Staff will work on the needed ordinance to adopt the 2016 Fire Code. The ordinance adoption process needs to be completed by December 31.
- e. Administrative Manager
 - i) CalPERS Conference – Riverside, CA October 24-26, 2016 – reminded the board members to inform her of their desire to attend. Directors Ashcraft and Malin plan to attend.
 - ii) Nomination Period for General Election – November 1, 2016 – the filing period begins July 18 and concludes August 12. When the nominations papers arrive, she will notify board members whose term ends of the availability.
- f. Board of Directors
 - i) North County Dispatch JPA – Update: Ashcraft – meeting held May 26, 2016. The primary focus of the meeting was the approval of the FY17 budget.
 - ii) County Service Area – 17 – Update: Hillgren – no report.
 - iii) Comments
 - Stine – he discussed the increase of the assessed valuation in the 4S Ranch area.

8. Adjournment

Meeting adjourned at 3:25 pm.

Karlana Rannals
Secretary

James H Ashcraft
President