



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – July 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 meeting of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

Pledge of Allegiance

Division Chief Mike Calhoun 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; Frank Twohy, Division Chief; Mike Calhoun, Division Chief; Bret Davidson, Battalion Chief; Dave McQuead, Battalion Chief; and Karlana Rannals, Board Clerk

Prior to convening to closed session, all participants at the meeting looked over the apparatus that is assigned to the Elfin Forest Fire Station that was re-lettered to Rancho Santa Fe Fire Protection District *proudly serving the community of Elfin Forest*. This was completed in anticipation of the reorganization being finalized in July 2016.

2. Closed Session

Pursuant to section 54957.6, and 54956.8 the board met in closed session from 1:06 – 1:47 pm to discuss the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff

Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Fire Chief; Deputy Chief; Battalion Chief (4); Fire Marshal and Administrative Manager

Under Negotiation: Successor Memorandum of Understanding and Compensation

All board members listed and Chief Michel attended the closed session.

Upon reconvening to open session, President Ashcraft reported that the Board of Directors provided direction to the Agency Negotiators and took no action.

3. Motion waiving reading in full of all Resolutions/Ordinances

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full all resolutions/ordinances.

4. Public Comment

No one requested to speak to the Board.

5. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

1. Board of Directors minutes of June 22, 2016

b. Receive and File

1. *Monthly/Quarterly Reports*

- a) List of Demands Check 27489 thru 27608 for the period June 1 – 30, 2016 totaling:

\$1,953,810.15

Payroll for the period August 1 – August 31, 2015

\$ 508,037.11

TOTAL DISTRIBUTION

\$2,461,847.26

2. *Activity Reports – June 2016*

- a) Training

- b) Fire Prevention

- c) Correspondence – letters/cards were received from the following members of the public:

- i. None

6. Old Business

a. *LAFCO Application – Update*

Chief Michel reported that prior to signing the Memorandum of Understanding (MOU) with the County of San Diego, the obstacle has been the language proposed for the Joint Community Facilities Agreement (JCFA). The JCFA needs to be clear to ensure that the District receives the negotiated funding for the reorganization. The District's legal counsel believes that we are close to a final agreement. Chief Michel anticipates signing the MOU prior to his absence due to vacation. Staff responded to questions from the board. At the conclusion of the discussion, Chief Michel attested that the MOU does meet the negotiated terms between the District and the County of San Diego, and the Board of Directors agreed that they have no objection to Chief Michel signing the MOU.

7. New Business

a. Contract-Agreement Regarding O&M Contributions Under the Fire Services Agreement

Chief Michel reminded the Board that the District agreed to an Assignment and Assumption Agreement dated March 6, 2013, Rancho Cielo Estates (RCE) assigned a 9.4% interest in its rights and responsibilities under the Fire Services Agreement to California West Communities (CalWest). Since a settlement between Rancho Cielo Master HOA, Rancho Cielo Estates (RCE), and Crosby HOA were complete, he was given direction by the Board to meet with CalWest to negotiate a settlement. He reported that the settlement was agreed and signed by CalWest, the agreement was included with the agenda materials, provides the District with a lump sum settlement of \$159,478.80. Staff responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, APPROVED the *Agreement Regarding O&M Contributions Under the Fire Service Agreement* on the following roll call vote:

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

b. Budget Authorization

Chief Michel summarized the staff report provided seeking the purchase of one (1) replacement staff vehicle and emergency lighting package for \$49,228.90. He reported that staff completed a fleet assessment and identified a current need to purchase of one of the budgeted staff vehicles; and staff will reevaluate the need for a second vehicle after the transition with Elfin Forest is complete. The funding will come from the Capital Equipment Replacement Reserve. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the purchase and payment of a replacement staff vehicle for approximately \$49,228.90.

c. Acceptance of Donation

Chief Michel summarized the staff report provided. As a part of the reorganization, Elfin Forest Volunteer Fire Department, Inc. desires to transfer all of their fire apparatus fleet to Rancho Santa Fe Fire Protection District, which will be used to respond to emergencies in and around the fire district. The donation will add one additional reserve engine to the Fire District’s fleet.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the donation of nine (9) fire apparatus and three (3) trailers from the Elfin Forest Harmony Grove Inc., a 501.C3 organization, into the Fire District and authorize the Fire Chief to transfer the following apparatus into its fleet inventory:

Year	Make	Type	Use	Vin #
2000	HME	Type I Pumper	2nd Out /Reserve Engine	44KFT4281YWZ19228
2004	Chevrolet	2500 HD P/U Type 6	Brush/Rescue Engine Rescue, Brush and Patrol	1GBHK231X4F118710
2004	S&S Freightliner	Type 3 Brush Engine	1st Out Brush Engine	1FVDBWAK84DM58709
1998	Ford Expedition	Staff Vehicle	Division Chief	1FMPU18L9WB31308
2000	Ford Expedition	Staff Vehicle	Division Chief	1FMRU1561YLB01147
2006	HME Pumper	Type I Pumper	1st Out Engine	44KFT42866WZ20744
2008	Ford Ambulance	Rescue Ambulance		1FDXE45P38DA35547
1990	GMC	Type 3 Brush Engine	2nd Out Brush/Reserve	1GDM7D1C2LV502902
2011	Peterbilt	Water Tender	2000 gallons	2NP3HN8X6BM112188
2004	Interstate Trailer	CERT Trailer	Disaster Supply/Equipment	4RACS10134K003021
2008	Pace American Trailer	CERT Trailer	Disaster Supply/Equipment	4P2FB10198U088024
2012	Ronco Trailer	ORV Quad Trailer	Transport for Polaris Quad	1R9UE1214CV252061

8. Resolutions

a. Resolution No. 2016-07

Chief Michel informed the board that the resolution and policy is intended to update the Board's decision on December 13, 2006 that adopted a policy pursuant to Assembly Bill 1234 (AB 1234), which addresses the reimbursement of "actual and necessary" expenses incurred by District Board members. The requirement of AB 1234 is intended for elected officials and not staff. He noted that while the District did not have a separate policy, the District has been in compliance with the provision of AB1234, including that all reports have been included with agenda meeting materials under the "Consent Calendar" as necessary. Staff responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, APPROVED Resolution No. 2016-07 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Updating the Public Officials Travel and Reimbursement Policy*, which incorporates by reference Board Policy No. 3041 on the following roll call vote:

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

9. Oral Report

a. Fire Chief – Michel

i) District Activities:

- 1) Badge Ceremony – planned for August 10, 2016, prior to the Board meeting
- 2) Chiefs' Cox and Sturtevant are on vacation, he also reported his absence dates in July for vacation.

b. Operations – Deputy Chief

i) Chief McQuead reported on behalf of Chief Cox the following activity

- 1) Significant Call
 - Homicide/suicide in Rancho Santa Fe
 - Traffic collision in Elfin Forest
 - Three (3) units and line medics deployed to the Border Fire

c. Training – Battalion Chief

i) Chief McQuead report on the training activities that included:

- 1) Continuing education classes
- 2) County Wildland Drill
- 3) Fire School – held at Camp Pendleton
- 4) Fire Control 3 Class

d. Elfin Forest Volunteer Division

i) Chief Twohy reported on the following activities

- 1) Community picnic – expressed his appreciation for those personnel and board members who attended
- 2) Badge ceremony for the volunteers

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- 3) EFF/HG, Inc. applied successfully for a FEMA Grant to purchase breathing apparatus. The \$152,000 grant will purchase 18 breathing apparatus
 - 4) The training and blending between the two entities is going very well.
- e. Fire Prevention
- i) Conor Lenehan, Urban Forester/Fire Prevention Specialist reported that prevention staff is staying very busy. The eucalyptus trees are a special concern. Brandon Closs, Forestry intern has been assisting staff on the tree issue. He responded to questions from the board.
- f. Administrative Manager
- i) Karlana Rannals reported that the nomination period for the November general election starts July 18 and concluded August 12, 2016. Nomination papers may be obtained from her beginning July 18, or candidates can go directly to the Registrar of Voters office.
- g. Board of Directors
- i) North County Dispatch – Update: Director Ashcraft no report, next meeting August 25, 2016
 - ii) County Service Area – 17 Update: Director Hillgren no report. Chief Michel did inform the Board of Directors that a new EMS Coordinator was hired to replace Mary Murphy.
 - iii) Comments
 - 1) Malin – discussed the pending crisis with public pensions
 - 2) Stine – the community appreciated the Fire District’s participation at the 4S Ranch Carnival. In addition, he extended his personal appreciation for the care given to his mother’s recent medical emergency.
 - 3) Ashcraft – distributed a recent Wall Street Journal article regarding pensions.

10. Adjournment

Meeting adjourned at 2:57 pm.

Karlana Rannals
Secretary

James H Ashcraft
President