



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – August 10, 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 1:04 pm.

Pledge of Allegiance

Deputy Chief Fred Cox 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; Fred Cox, Deputy Chief; Bret Davidson, Battalion Chief; Dave McQuead, Battalion Chief; Renee Hill, Fire Marshal and Karlana Rannals, Board Clerk.

2. Special Presentations

a. Badge Presentations

Chief Michel welcomed all in attendance. Chief Cox discussed the requirements and commitment needed to succeed in the profession and in the District. The following district personnel were presented a Fire District badge:

- Nathan Sanford, Engineer
- Christopher Pane, Firefighter/Paramedic
- Scott Schieber, Firefighter/Paramedic
- Matt Sivba, Firefighter/Paramedic

President Ashcraft on behalf of the Board of Directors offered congratulations to all and wished continued success in their new role.

b. Certificate of Recognition

Chief Cox recapped a significant call that occurred on May 2, 2016 that resulted in a life-saving CPR. Certificates of Recognition were presented to Captain Trever Krueger, Engineer Brian Schmid, Firefighter/Paramedic Scott Young, Paramedic Todd Klingensmith and EMT Kenny Taylor for their leadership, skill and action taken.

c. Burn Institute

Tiffany Wong, Burn Institute, presented a trophy to the Rancho Santa Fe Fire Protection District as the top fund raising agency in north San Diego County for the Annual Boot Drive, totaling in excess of \$25,000. Captain Trever Krueger accepted on behalf of the Rancho Santa Fe Professional Firefighters, Local 4349. In addition, she presented a trophy to Fire Chief Tony Michel as the winner of the countywide "01 Challenge."

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

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or 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*

i) Board of Directors minutes of July 13, 2016

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 27609 thru 27740 for the period July 1 – 31, 2016 totaling:

\$1,217,138.58

Payroll for the period July 1 – 31, 2016

\$ 744,262.23

TOTAL DISTRIBUTION

\$1,961,400.81

2. Financial Reports

a. Budget Review July 1, 2015 – June 30, 2016

b. Statement of Cash Assets/Liabilities – June 30, 2016

c. Quarterly Investment Summary – June 30, 2016

3. Activity Reports – July 2016

a. Operations (June/July)

b. Training

c. Fire Prevention

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

1) None

c. Acceptance of Donation

The Board of Directors accepted from the *45 Ranch Master* Association a cash donation of \$725, which are proceeds from the Easter Breakfast held March 26, 2016. The funds will be used for public education purposes.

6. Public Hearing

a. *Fire Mitigation Fee Program: Resolution Adopting Multi-Year Facilities and Equipment plan for Rancho Santa Fe Fire Protection District*

President Ashcraft opened the public hearing. The Fire Chief and Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. There were no requests to speak. President Ashcraft closed the public hearing.

7. Old Business

a. *LAFCO Application – Final Report*

Chief Michel reported that the reorganization with CSA-107 (Elfin Forest/Harmony Grove) was complete and became effective July 22, 2016. Staff continues to work on the transition of all deeds, assignment of leases, equipment, and transfer of funds, that the County of San Diego has 45 days to complete.

He reported that staff completed the transfer of equipment from Elfin Forest/Harmony Grove Volunteer Fire Department, Inc. except the following vehicle, which was involved in a “fender bender”:

1998 Ford Expedition Staff Vehicle Division Chief 1FMPU18L9WB31308

The insurance company deemed the vehicle beyond repair and provided a settlement to Elfin Forest/Harmony Grove Volunteer Fire Department, Inc. for \$3,400, plus the cost for the removal and installation of radios.

b. *Contract: Agreement Between the County of San Diego and the Rancho Santa Fe Fire Protection District for Payment of NextGen RCS Infrastructure Costs*

Chief Michel summarized the staff report provided. He reported that the cost of replacing the Next Gen RCS backbone infrastructure exceeds \$70 million. A cost apportionment formula was developed by taking total cost divided by the number of subscriber radios based on average radio count in 2013 and 2014. The District’s average radio count, including Elfin Forest, over those years was a 117 active radios. The District’s share is \$522,079. In preparation for the Next Gen RCS Infrastructure Costs, the District allocated \$700,000 in a General Fund Reserve account restricted for this purpose.

He recommended the Board of Directors approve the “Agreement between the County of San Diego and the Rancho Santa Fe Fire Protection District for Payment of Next Gen RCS Infrastructure Costs”, authorize the Fire Chief to execute the agreement, and authorize payment for the Fire District’s cost share in a one-time payment in the amount of \$522,079. In addition, he requested that after paying for the New Gen RCS infrastructure, he requested that the remainder of the allocated \$700,000 in a General Fund Reserve account be utilized to purchase replacement Next Gen Radios at a later date.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the following:

1. Approve Agreement for Payment of Next Gen RCS Infrastructure Costs
2. Authorize the Fire Chief to execute the agreement
3. Authorize payment in the amount of \$522,079
4. Reallocate the remainder of the reserve account (\$177,921) to the NextGen Radio purchase for a later date.

8. New Business

a. *Conversion of Firefighter/Paramedics Limited Term to Full Time Employees*

Chief Michel summarized the staff report provided. He reported that as a part of the implementation of contract for service into CSA-107 (EF/HGV), the fire district hired and utilized three (3) limited term

firefighter/paramedic (LTFF/PM). The LTFF/PM's were hired to help transition the fire district into this new service area and the service contract. Now that the reorganization is complete, the limited term position has created operational issues that have been mitigated with a lot of work and effort on the part of District personnel. He noted that while there is a fiscal impact, approximately \$171,000 the first year, there are numerous reasons to change including employee retention. If approved, he expects to convert the three position by the end of calendar year 2016. Staff responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to convert the three (3) limited term firefighter/paramedic positions into full time positions.

9. Resolutions/Ordinances

a. Resolution No. 2016-08

Karlena Rannals summarized the staff report provided. She reported that California public agencies created a joint powers authority (JPA) for the purpose of pooling local agency assets. Since the District will receive monies from the County of San Diego that will be specifically used for the construction of the Harmony Grove Village Fire Station, and the monies will not be needed for 1½ to 2 years; the JPA is an additional investment tool for the District to participate with. Staff recommended the District join the JPA known as CalTrust. She responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, APPROVED Resolution No. 2016-08 entitled *The Resolution Authorizing Rancho Santa Fe Fire Protection District A "Public Agency" Within the Meaning of that Term as Defined by the California Government Code, to Join with Other Public Agencies as a Participant of the Investment Trust of California, Carrying On Business as CalTrust* on the following roll call vote:

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

b. Resolution No. 2016-09

Chief Michel reported that the resolution presented is a part of the summary report prepared each year for the County of San Diego (due August 29) for the Fire Mitigation Fee program. The District does plan to submit for new projects specific to the construction of a new fire station to the committee for FY17.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Ordinance No. 2016-09 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan* on the following roll call vote:

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

c. Resolution No. 2016-10

Chief Michel reported that throughout the discussions with Elfin Forest/Harmony Grove residents, the District knew of the importance of their community room. He explained that the current resolution on file does not allow the Fire Chief or their designee to waive fees when appropriate, for alarm fees or meeting rooms.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2016-10 *entitled* Specifying the Procedure and Policy for Considering and Acting Upon Any Request for A Waiver of Fee Charged by the District on the following roll call vote:

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

d. Resolution No. 2016-11

Chief Michel reported that this resolution is specific to the Elfin Forest Fire Station and necessary, specifically the community room. He previously reported that prior resolution does not allow the Fire Chief or their designee to waive fees when appropriate.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2016-11 *entitled* Specifying the Procedure and Policy for Considering and Acting Upon Any Request for A Waiver of Fee Charged by the District on the following roll call vote:

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

10. Oral Report

a. Fire Chief – Michel

i) Elfin Forest Reorganization

Staff continues with the implementation of integrating the two organizations. He plans for the September meeting the compensation resolution for the Volunteer Division of the District.

b. Operations – Deputy Chief

Chief Cox summarized the previous two months' activity, noting district personnel responded to 300 calls for June and 271 calls for July. He reported on significant calls and distributed the monthly seasonal

weather outlook, and reported that the fuel moisture is under 50% for July. Several personnel have responded with strike teams to fires north of the District. Chief Davidson distributed information about the Pilot Fire in San Bernardino.

c. Elfin Forest Volunteer Division – Division Chief

Chief Twohy reported that the ad hoc committee formed within the EFF/HG Inc. continues to meet to repurpose to the Rancho Santa Fe Fire District Foundation. The EFF/HG Inc. approved the funding for the grant received to purchase breathing apparatus. Training continues to be a highlight for the volunteers. He toured the Elfin Forest/Harmony Grove community with Director Malin.

d. Training – Battalion Chief

Chief McQuead summarized the training activity for July that included 2nd quarter testing for the probationary employees, and a new hire recruitment test was conducted.

e. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month that included approximately 28,456 square feet of new construction and 63 plan reviews. She is working to prepare the Ordinance to adopt the new fire code.

Chief Michel reported that over 100 properties were cited because of dead trees. He has prioritized that staff will focus on the evacuation routes in having the dead trees removed. He knows that the cost is expensive to have the trees removed, but it is a life-safety issue that must be addressed. Staff responded to questions from the board.

f. Administrative Manager

Ms. Rannals reported the following:

1. The nomination period for the November general election concludes August 12th. On this date, the only candidates were the current incumbents.
2. The District will incur an additional cost (estimated between \$4,000 to \$6,000) to assist staff with the calculation for the District's net pension obligation.
3. The District's FY17 assessed valuation increased by 3% over FY16.

g. Board of Directors

i) North County Dispatch JPA – Update: Ashcraft – no report.

ii) County Service Area – 17 – Update: Stine/Michel – meeting held August 2, 2016. The County of San Diego decided to change the findings for the LAFCO application. It was completely changed which resulted in inconsistencies to how CSA -17 currently operates.

iii) Comments

1. Malin – commented in the dismal investment earnings of .6% by CalPERS
2. Stine – progress moving along for the District's new website.

Ten-minute recess

11. Closed Session

Pursuant to the following, the board met in closed session from 3:30 – 4:15 pm to discuss the following:
Government Code Section 54957

a. Public Employee Performance Evaluation

Title: Fire Chief/Fire Marshal

All board members listed and Chief Michel attended the closed session

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Government Code Section 54957.6

b. 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 discussed the two subjects and direction was given to Chief Michel and agency negotiators.

12. Adjournment

Meeting adjourned at 4:17 pm.

Karlana Rannals
Secretary

James H Ashcraft
President