



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – September 10, 2014**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 Pm.

Pledge of Allegiance

Captain Greg Rainville 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; Mike Gibbs, Deputy Chief; Fred Cox, Battalion Chief; Renee Hill, Fire Marshal; and Karlana Rannals, Board Clerk

2. Special Presentation

a. Burn Institute

Joanie Ewing, Director of Marketing/Media & Sponsorships for the Burn Institute presented a trophy to representatives from the Rancho Santa Fe Professional Firefighters Association, Local 4349. The trophy is in recognition of their efforts as the top fundraiser in North San Diego County fire agencies, raising more than \$17,000 in one morning. Ms. Ewing also presented a trophy to Chief Michel for winning the "01 Challenge." On behalf of the Burn Institute, she conveyed her appreciation for the time and commitment that everyone contributed to the success of the Boot Drive.

b. Certificate of Recognition

Chief Michel recognized Captain Greg Rainville with a *Certificate of Recognition* for his off duty efforts in initiating CPR resulting in a life saved. President Ashcraft on behalf of the Board of Directors expressed their appreciation for his willingness to assist a citizen in need.

3. Public Comment

No one requested to speak to the board.

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

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, APPROVED on the following roll call vote to waive reading in full of all resolutions/ordinances:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

5. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, APPROVED on the following roll call vote to approve the Consent Calendar as submitted:

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

a. Board of Directors Minutes

- i) Board of Directors minutes of August 13, 2014
- ii) Board of Directors minutes of August 26, 2014

b. Receive and File

- i) Monthly/Quarterly Reports – ACTION REQUESTED: [Information](#)

- 1) List of Demands Check 25400 thru 25486 for the period August 1 – August 31, 2014 totaling:
\$ 203,699.07
Payroll for the period June 1 – June 30, 2014 \$ 484,991.93
TOTAL DISTRIBUTION \$ 688,691.00

- 2) Activity Reports – August 2014

- Operations
- Training
- Fire Prevention

- 3) District Articles

- 4) Correspondence - letters/cards were received from the following members of the public:
 - City of Santee
 - Burr

6. Public Hearing

- a. Final Budget Fiscal Year 2014/2015

President Ashcraft opened and closed the public hearing. Karlana Rannals informed the Board that she had not received any written correspondence regarding the final budget.

7. Old Business

None

8. Resolution/Ordinance

- a. Resolution No. 2014-12

Ms. Rannals summarized the staff report provided which establishes committed and/or constrained fund balances for FY14. She noted one typographical error, changing the fiscal year from FY14 to FY15 on page 1 of the resolution. She informed the board that the completion of the independent audit would occur September 24-25. Staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long and short term financial needs of the District. Resolution No. 2014-12 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund

balances to achieve the long and short-term financial needs. There is one recommended change that is to increase the operating reserve from \$4.5million to \$5.5million.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and APPROVED Resolution No. 2014-12 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing committed and/or Constrained Fund Balances for FY14 on a roll call vote:

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

9. New Business

a. Call for Nominations to the Local Agency Formation Advisory Committee

Chief Michel reminded the board members that the notice to submit a candidate to serve on the Local Agency Formation Special Districts Advisory Committee was included with the meeting material. If a board member is interested in submitting their name, to inform the board clerk.

b. New Deputy Chief Position

Chief Michel presented a PowerPoint slideshow to discuss a District succession plan: and why he proposed to add a second deputy chief position. He noted that within the next five years, 75% of the District's senior leadership might retire. He discussed the advantage and disadvantage of promoting from within. The benefit of seeking qualified candidates outside the organization, and what obstacles currently inhibit our current employees' advancement to the management level. His goal by adding the second position can 1) possibly change the organization's outlook towards promoting to upper management positions; and 2) can help develop a more experienced workforce, by enabling the organization to become better prepared to fill future leadership positions. He responded to questions from the board. This presentation was for information only, and there was no action taken by the Board of Directors.

c. Final Budget FY2014/2015

Karlana Rannals, Administrative Manager reviewed and summarized the differences between the preliminary budget presented in June and the final budget presented at this meeting. She reported that the primary differences were

- Revenue (\$12,374,000): 1) tax revenue is approximately 4.5% higher over FY14 resulting from the increase in assessed valuation and a stabilization in tax refunds; 2) decrease in firefighting reimbursement; and 3) 50% decrease in developer reimbursement.
- Operating Expenditures (\$12,828,000)
 - Personnel – increase primarily due to the addition of 4 positions (3 Firefighter/Paramedic, and 1 Deputy Chief) and increases in retirement and health insurance costs
 - Other Expenditures – increases are primarily due to increased costs for services, a plan for software upgrades, and the purchase of replacement EKG Monitors/Defibrillators

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- Capital (\$1,542,000) – she reported that the replacement Type I fire engine was delivered and paid for in July, a second Type I Engine will be purchased in addition to one replacement staff vehicle during the fiscal year.

She responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2014/2015 Budget as presented.

d. Budget Authorization

Chief Gibbs summarized the staff report provided. He stated that staff seeks the authorization to proceed to upgrade RSF1 Fire Station telephone system that will integrate directly into the districts' existing communications infrastructure. He expects that this new system will significantly increase efficiency and effectiveness by streamlining and improving communications between RSF1 and our administrative offices. Staff responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to 1) approve the phone upgrade for RSF1 Fire Station; 2) select Golden Telecom as the vendor to purchase and install all equipment; and 3) authorize the fire chief to execute any agreements.

Ten-minute recess

10. Oral Report

a. Fire Chief – Michel

- i) CSA 107 – Elfin Forest/Harmony Grove – Update: he informed the board that to date, there haven't been any negotiations between District and County personnel about the finances for reorganization.
- ii) LAFCO Application – Update: the application to reorganize with CSA 107 (Elfin Forest/Harmony Grove Village) was submitted after the last special board meeting. LAFCO has 30 days to notify the District if the application is complete or incomplete. He does not anticipate a notice of an incomplete application.
- iii) Horn's office staff ride: Chris Champine, Senior Policy Advisory for Supervisor Bill Horn toured the district with staff to discuss the district's issues with eucalyptus trees and fire safe councils. If additional fire safe councils are created, the opportunities to obtain grants improve.
- iv) District Activities:
 - Fire Prevention Week – *October 4, 2014* – there is a planned open house at the 4S Ranch Fire Station from 9am – noon.
 - Pancake Breakfast – *October 12, 2014* at RSF1 from 8 – 11 am.

b. Operations – Deputy Chief

Chief Gibbs summarized the previous month activity. The district call volume increased 1%. He distributed the seasonal outlook report and reported that fuel moistures continue to decline. He did not report on any significant activity, however, he did inform the board that there are nine district personnel in northern California as a part of strike teams or single resources.

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He reminded the board that they asked staff to solicit “out of the box” ideas to improve our ability to respond during the wildfire season. One of those ideas solicited was the possibility of moving a helicopter closer to the fire district. He reported that the County is in partnership with San Diego Gas & Electric who has a Type 2 helicopter. He has successfully worked with all parties associated with this resource and staff from the Olivenhain Water District to position this resource on “red flag” days at the Olivenhain dam. The cost of using this resource for an incident is that the first four hours are free. Beyond that, the District or the State would pay for it if it were in SRA land. All parties are excited about moving forward with the proposed plan.

c. Training – Battalion Chief

Chief Cox reported for Chief Davidson summarized the training activity for June/July. It included:

- i) Hose Lays
- ii) EMS Continuing Education
- iii) Transformer sponsored by SDG&E

d. Fire Prevention – Fire Marshal

FM Hill summarized the activity for the previous month. She reported that the removal of dead and dying trees is progressing well. The RSF Association has been cooperative with the removal of trees. Weed abatement notices continue to be sent, with a total to date of 293 notices sent.

e. Administrative Manager

- i) No report

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – no report. The next meeting is scheduled for December 4, 2014.
- ii) County Service Area – 17 – Update: Hillgren – no report. The next meeting is scheduled for November 4, 2014.
- iii) Comments
 - Tanner – conveyed his appreciation for the assistance he needed for a car seat installation.

11. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 3:15 – 4:37 pm for discussions on the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957:

PUBLIC EMPLOYEE EMPLOYMENT CONTRACT

Title: Fire Chief

NOTE: All members of the Board and Chief Michel attended the Closed Session

Upon reconvening, President Ashcraft reported that the board discussed the subject and took no action.

12. Adjournment

Meeting adjourned at 4:39 pm.

Karlana Rannals
Secretary

James H Ashcraft
President