



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – October 12, 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 1:00 pm.

*Pledge of Allegiance*

Director Hillgren 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; Frank Twohy, Division Chief; Mike Calhoun, Division Chief; Bret Davidson, Battalion Chief; Jim Sturtevant, Battalion Chief; Dave McQuead, Battalion Chief; Mike Lowry, Interim Fire Marshal; and Burgen Havens, Accounting Technician/Staff Assistant

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

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

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 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 September 21, 2016

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 27849 thru 27949, and Electronic File Transfers (EFT) for the period September 1 – 30, 2016 totaling: \$ 376,721.15

Payroll for the period September 1 – 30, 2016 \$ 699,984.17

TOTAL DISTRIBUTION \$1,076,705.32

2. Activity Reports – September 2016

a. Operations

b. Training

c. Fire Prevention

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

1) None

5. Old Business

- a. None

6. Resolutions/Ordinances

- a. Ordinance No. 2017-01

Chief Michel summarized the staff report provided. He reported that the district has slightly more than 180 days to adopt the new consolidated fire code, which was adopted by the State of California in July 2016. He reviewed a matrix outlining the proposed changes in the Ordinance, which is somewhat more restrictive between the model Fire Code and the Consolidated Fire Code. He requested that the Board continue with the adoption process and schedule a public hearing and final adoption. Staff responded to questions from the board.

The board agreed to schedule the public hearing and ordinance adoption for November 9, 2016; and requested that the board clerk notice the meeting for the scheduled actions pursuant to all applicable codes.

7. New Business

- a. Sale of Surplus Equipment

Chief Cox summarized the staff report requesting that the Board authorize the sale and surplus of the MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the sale and surplus of vehicle (ID# 1081) be sold to the highest bidder in the County of San Diego public auction on November 2016 in Ramona, California, by TNT Auctioneers.

8. Oral Report

- a. Fire Chief – Michel

- i) District Activities

1. Pancake Breakfast – event well attended, approximately 500 breakfasts served.
2. San Diego Fire Foundation Grant – a grant in the amount of \$25,000 was presented to the District from the San Diego Fire Foundation. The monies will be spent on safety equipment.
3. Fire Prevention Week/Month – active month for all personnel giving public education presentations

- ii) CalPERS Conference – Director Malin unable to attend, if a board member is available, staff will change the registration.

- iii) He extended an invitation to attend the retirement recognition on November 1, 2016, starting at 8:30 am for Captain Mark Richards, who retires effective November 7, 2016 .

- b. Operations – Deputy Chief

Chief Cox summarized the previous month's activity, noting district personnel responded to 265 calls. He noted a significant increase in EMS calls, which is occurring throughout the County. All personnel have returned from the various strike teams that personnel were deployed. He also distributed a report on showing the response times to calls, how training out of area affects the call response times. Brandon Closs did a great job on the PhosCheck.

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- c. Elfin Forest Volunteer Division – Division Chief  
Chief Twohy reported he is working collaboratively with Chief Cox to develop a task book for hiring and training of volunteer personnel. They also seek to establish a committee to discuss the long range operational planning.
- d. Training – Battalion Chief  
Chief McQuead noted a change in the report on the monthly statistics. Although he reported on the zone-wide Code X training last month, it continued into September. The training was conducted at Lake Hodges, trained approximately 600 personnel throughout the zone. FF/PM Scott Young completed probation on September 28, 2016. A new Captain's exam will be conducted November 14, 2016.
- e. Fire Prevention – Fire Marshal  
Chief Michel introduced Mike Lowry, who is helping fire prevention personnel. There has been a lull in the number of plan reviews; however, reviews are on the rise.

Chief Michel also introduced Conor Lenehan, Fire Prevention Specialist/Forester and Brandon Closs, Forestry Assistant who delivered a PowerPoint presentation *entitled* Forest Health of the Ranch. They reviewed the current pests that include the Red Gum Lerp Psyllid, Eucalyptus Beets and Western Pine Beetle, to name a few. They also discussed the possible future pests within the trees. Staff responded to questions.

- f. Administrative Manager – not in attendance
- g. Board of Directors
  - i) North County Dispatch JPA – Update: Ashcraft – no report.
  - ii) County Service Area – 17 – Update: Hillgren – no report.
  - iii) Comments
    - 1. Stine – good opportunity for messaging and branding facilities. In addition, as a result of the presentation, there may be other opportunities to message the health of the forests in Rancho Santa Fe.
    - 2. Hillgren – made an inquiry about what hospital a patient may be transported to, if there were an emergency incident within the Fire District. Staff discussed the various options that are available to the responding personnel.

9. Adjournment

Meeting adjourned at 2:40 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President