



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – November 12, 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

Chief Frank Twohy, Elfin Forest-Harmony Grove Fire Department 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; Chris Galindo, Battalion Chief; Bret Davidson, Battalion Chief; Renee Hill, Fire Marshal; and Karlana Rannals, Board Clerk

2. Public Comment

President Ashcraft congratulated Directors Stine and Tanner on their successful reelection to the Board of Directors.

3. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

i) Board of Directors minutes of October 8, 2014

b. Receive and File

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

1) List of Demands Check 255771 thru 25650 for the period October 1 – October 31, 2014 totaling:
\$ 378,117.38
Payroll for the period October 1 – October 31, 2014 \$ 553,555.36
TOTAL DISTRIBUTION \$ 931,672.71

2) Budget Review – July 1, 2014 – September 30, 2014

3) Statement of Cash Assets – September 30, 2014

4) Activity Reports – October 2014

- Operations
- Training
- Fire Prevention

5) District Articles

6) Correspondence - letters/cards were received from the following members of the public

- Grateful residents

7) Travel Report

- Michel – Cal Chiefs Conference – Long Beach (*September 30 – October 2*)
- Ashcraft – CalPERS Conference – Riverside (*October 26-28*)
- Michel – CalPERS Conference – Riverside (*October 26-28*)

4. Old Business

a. LAFCO Application – Update

Chief Michel reported that the 30-day period for comments ended November 3 for all affected agencies. He submitted comments from the District, and he requested additional information from LAFCO conditions, which amended the District's application. He met with the LAFCO Executive Director on November 4 to discuss the amended application to that the application can move to the assessor's office. He was informed that two agencies (Rincon Del Diablo Water District and City of San Diego) asked for an additional 30-day period for review. Mr. Ott was able to respond to some District questions at the same meeting.

Chief Michel met again with Mr. Ott on November 6 and this meeting resulted with the two mutually agreeing to serve area 2, and area 5, which will amend the District's sphere of influence. Mr. Ott also determined in the best interest of the application to remove the condition of annexation of CSA-17. He also met with the County Assessor regarding the conditions and the next step is negotiation of property tax transfer. He responded to questions from the board.

5. New Business

a. Independent Auditor's Report FY2013-2014

Director Malin reported that the Finance ad hoc committee (Directors' Malin and Tanner, Chief Michel and Karlana Rannals) met with Paul Kaymark CPA to review the draft audit report for FY14.

He reminded his board colleagues of new financial statements reporting requirements (GASB 68) that is phased in over five years, the full pension liability beginning in 2015. Director Malin informed the Board that the ad hoc committee was satisfied with the discussion in the meeting and recommended that the Board accept the report as presented. The ad hoc committee responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY 2013/2014 independent audit prepared by Charles Z. Fedak CPA & Company as presented.

b. Budget Authorization

Chief Gibbs summarized the staff report and noted that the current camera is failing. He reviewed the two options available, fix or replace. Staff recommended replacing the thermal imaging camera, although it was not included in the FY15 capital budget, the funding is available in the replacement fund for capital equipment.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of replacement thermal imaging camera (TIC) w/accessories to replace the malfunctioning unit quoted for \$10,119.

c. Budget Authorization

Chief Davidson summarized the staff report. He reported that the District submitted a grant request on behalf of the San Diego County Fire Chiefs Association. The District took the lead on the purchase of four portable strategic fire simulators, which are to be distributed by operational zones countywide. The funding needed is \$115,842, however will be 100% reimbursable through the Urban Area Security Initiative (UASI) grant. In addition, staff requested an exemption from the District’s capitalization policy, as it is likely that with the change in technology the equipment would not be replace. The District’s proportionate share of the equipment is \$28,960. Staff responded to questions from the board.

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

- 1) Authorize the district to serve as the purchasing agent for the grant;
- 2) Authorize the purchase of four ((4) portable Strategic Fire Simulators that were submitted and approved as part of a Countywide Urban Area Security Initiative (UASI) grant project; and
- 3) Exempt the equipment from the District’s capitalization policy and expense the cost in FY15.

d. Board of Directors Meeting Calendar

Ms. Rannals reviewed the staff report provided. She included routine matters that are considered by the Board with specific deadlines to assist should it be necessary to reschedule a meeting. After review of the calendar, it was determined to change the following regular meetings:

Regular Meeting Date – 2015	Rescheduled Meeting Date – 2015
June 10	June 24
July 8	**Cancelled**
November 11	November 18

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move and calendar the 2015 year regular meeting schedule as agreed.

6. Oral Report

a. Fire Chief – Michel

- i) CSA 107 – Elfin Forest/Harmony Grove – Update: he informed the Board that the next step is to wait on the LAFCO process. He noted that the County of San Diego sought comments from him for the construction of the fire station.
- ii) CalPERS Conference – Update: he and other attendees summarized the conference information obtained. The board members requested a presentation on the benefit of paying the unfunded liability at the January meeting.
- iii) District Activities:
 - None

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

November 12, 2014

Page 4 of 5

b. Operations – Deputy Chief

Chief Gibbs summarized the previous month activity. He distributed the seasonal outlook report and reported that fuel moistures did increase from the previous month. He reported that the significant activity included: 1) Vegetation fire (Camino de la Mitra) and 2) structure fire (Purple Leaf), sprinkler activated – loss estimate - \$30,000. He also provided an update on the relocation of a helicopter three days a week to the water treatment plant.

c. Training – Battalion Chief

Chief Davidson summarized the training activity for October. It included:

- i) Fire prevention education events – at elementary schools throughout the Fire District
- ii) Hose lays
- iii) Zone-wide RIC
- iv) Pump Testing
- v) Driver/Operator class (Carlsbad)
- vi) Completion of the probationary academy

d. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month. The District's prevention staff participated at the pancake breakfast at RSF1 and Open House RSF2. There were several press releases the previous month and an overall increase in new construction. Interviews are scheduled November 17 for the *Office Support Coordinator* position.

e. Administrative Manager

- i) AB1234 Mandatory Compliance (Ethics Training) will be conducted December 10, 2014 starting at 9:30 am.
- ii) Appeal process training for an independent board is also planned following the ethics training on December 10.

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: Stine (Alternate) – he summarized the meeting he attended and the topics covered included:
 - Ebola testing – three cases, an exercise is planned for hospitals countywide November 20
 - Community para-medicine program – this is a two paramedic pilot project
 - Annexation to CSA-17 the underserved areas with Elfin Forest-Harmony Grove
- iii) Comments
 - Stine – expressed his appreciation for the opportunity to serve the fire district
 - Tanner – expressed his appreciation for the opportunity to serve the fire district
 - Hillgren – stated the article in the publication “92067” was well done.

7. Closed Session

Pursuant to section 54957.6, the board met in closed session from 3:09 – 3:44 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

Unrepresented Employees: Fire Chief, Deputy Chief, Battalion Chief (4), Fire Marshal, and

Administrative Manager

Under Negotiation: Successor resolution for salary compensation and benefits

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

Upon reconvening to open session, President Ashcraft reported that Director Hillgren departed the meeting at 3:30 pm and that the Board of Directors provided direction to staff on the matter listed and took no action.

8. Adjournment

Meeting adjourned at 3:45 pm.

Karlana Rannals
Secretary

James H Ashcraft
President