



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – November 9, 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*

Battalion Chief Sturtevant 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; Jim Sturtevant, Battalion Chief; Dave McQuead, Battalion Chief; Mike Lowry, Interim Fire Marshal; and Karlana Rannals, Board Clerk

By invitation: Stephen J. Fitch, Fitch Law, APC

2. Special Presentation

a. Administrative Personnel

Chief Michel introduce each staff member assigned to Administrative Support. They are:

- Dina Bussey, Accounting Specialist
- Burgen Havens, Accounting Technician/Staff Assistant
- Sandra Reyes, Office Support Coordinator
- Nina Eich, Office Support Coordinator

He commended each of them for their hard work and efforts. The District's support staff has been extremely busy with the Elfin Forest/Harmony Grove transition, employee and promotional testing, and the year-end financial responsibilities.

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 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 October 12, 2016

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 27947 thru 28057, and Electronic File Transfers (EFT) for the period October 1 – 31, 2016 totaling: \$ 420,296.26  
Payroll for the period October 1 – 31, 2016 \$ 576,890.04  
TOTAL DISTRIBUTION \$ 997,086.30
2. Budget Review – July 1 – September 30, 2016
3. Investment Review
4. Activity Reports – October 2016
  - a. Operations
  - b. Training
  - c. Fire Prevention
  - d. Correspondence – letters/cards were received from the following members of the public:
    - 1) None

c. Resolution

Resolution 2016-16 – A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Commending the Retirement of Captain Mark W. Richards

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, APPROVED Resolution No. 2016-16 on the following vote:

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

d. Acceptance of Grant

The Board of Directors accepted and acknowledged receipt of a \$25,000 grant from the San Diego Regional Fire Foundation for the purchase of personal protective equipment for the Elfin Forest Volunteer Division.

6. Public Hearing

a. Ordinance No. 2017-01

President Ashcraft opened the public hearing. The 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. Resolutions/Ordinances

a. Ordinance No. 2017-01

Fire Marshal Lowry summarized the staff report provided that included minor corrections between the first and second reading. He recommended that the Board proceed with the adoption process and the effective date, if adopted is January 1, 2017.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and APPROVED Ordinance No. 2017-01 *entitled* an Ordinance of the Rancho Santa Fe Fire Protection District Which Adopts the California Fire Code, 2016 Edition and 2015 International Fire Code with Certain Amendments, Additions, and Deletions on a roll call vote:

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

President Ashcraft requested that the board clerk publish a *Notice of Ordinance Adoption* pursuant to all applicable codes.

b. Resolution No. 2016-17

Chief Cox informed the Board that this resolution is necessary to compensate the Driver/Operators needed to staff the Elfin Forest Volunteer Station. They are currently compensated via a stipend thru the Elfin Forest/Harmony Grove Fire Department, Inc.; however, since the completion of the reorganization and the laws that govern the district, it is nearly impossible to continue paying stipend. The resolution provided is the best option at this time, creating a Driver/Operator position and paying minimum wage. Staff responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and APPROVED Resolution No. 2016-17 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Compensation for Part-time Personnel Assigned to the Elfin Forest Harmony Grove Volunteer Division on a roll call vote:

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

c. Resolution No. 2016-18

Karlena Rannals reported that this resolution adopting a pay schedule is necessary because of the recent changes in adding personnel to support the Elfin Forest Volunteer Division which will be posted to the District's website per CalPERS regulations.

MOTION BY DIRECTOR HILLGREN SECOND BY DIRECTOR STINE, and APPROVED Resolution No. 2016-18 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 on a roll call vote:

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

8. Old Business

a. None

9. New Business

a. 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 – 2017	Rescheduled Special Meeting Date – 2017
June 14	June 21
September 13	September 27

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move and calendar the 2017-year meeting schedule as agreed.

*Ten-minute recess*

10. Oral Report

a. Fire Chief – Michel

- District Activities

1. CalPERS Conference – October 24-26, 2016: he reported that five District employees attended the conference in Riverside, CA (Director Ashcraft, Chief Michel, Karlana Rannals, Deputy Chief Cox, Captain Trevor Krueger). He and Director Ashcraft informed the board that the sentiment was that CalPERS staff took more responsibility for the poor investment performance, and with the eventuality that the discount rate will be lowered. Director Ashcraft also commented that his take away from the conference is that they intend to invest for the long term much more conservatively.
2. Strategic Plan Goal IX: The strategic plan is moving along slowly, however Goal IX is progressing because of the Elfin Forest/Harmony Grove implementation. A committee of eight participants (four from RSF and four from Elfin Forest Harmony Grove) are looking at various ways to staff the volunteer station 7/24. They are excited and enthusiastic about the outcomes for RSF6.

b. Operations – Deputy Chief

Chief Cox summarized the previous month’s activity, noting district personnel responded to 265 calls. He noted a 14.4% increase over last year. He also reported on the major structure fire that occurred on Avenida Alondra, which was a total loss. He is in the process of purchasing the equipment for Elfin Forest Volunteers from the grant awarded by the San Diego Regional Fire Foundation.

c. Elfin Forest Volunteer Division – Division Chief

Chief Twohy reported he is working with the community to support the community fundraiser called a “Rural Run.”

d. Training – Battalion Chief

Chief McQuead noted a very busy month as many of the engine crews participated in numerous public education events in concert with fire prevention month. Personnel also participated in training on confined space, fit testing and new hire testing. As a result of Captain Richards retirement November 7, to promotions become effective November 16, Captain Bruce Sherwood and Engineer Cole Thompson.

e. Fire Prevention – Fire Marshal

Chief Lowry reported that the inspectors and officers were also involved in the public education efforts for fire prevention month. Now that fire prevention month has concluded, the next focus is training for “hands only CPR.” The weed abatement efforts continue with many residents complying willingly. There

are a few properties that will be forced abated; however, most of those properties are in bankruptcy or foreclosure. In addition, staff continues to work with residents on the dead and/or dying trees. The Fire Marshal application period closes November 17. The Board requested more information on the progress of the CONE Committee at the next meeting.

f. Administrative Manager

She gave an update on the status of the year end audit, which should be available for the December meeting. In addition, because the year-end financial statements were not complete, she did not include the cash report on the consent calendar. She will submit the report as soon as it becomes available.

g. Board of Directors

- North County Dispatch JPA – Update: Ashcraft – no report. Next meeting December 1, 2016.
- County Service Area – 17 – Update: Director Hillgren gave a summary report from the meeting held November 1<sup>st</sup>:
  1. The number of transports are down
  2. AMR compliance rate is between 95-98%
  3. An acting medical director has been named
  4. The flu season has arrived
  5. LAFCO application – Andy Parr spoke to the board noting that the annexation application is complete and will be considered at the Board of Supervisors meeting on December 13. The service to the area should not change, noting that the application is only cleaning up of the process. The property tax, transport fees, and benefit fees have been decided which will remain as is. Because of the decision, the Advisory requested a financial analysis and called for a special meeting on November 17th. She will not be able to attend, and requested the District’s alternate Director Stine attend.
- Comments
  1. Stine – the website is progressing well and hopes that Julie will be able to make a presentation at the December meeting.

11. Closed Session (Time Certain – 1:30 pm)

Pursuant to section 54957, the board met in closed session from 1:35 – 3:25 pm to discuss the following:

a. Public Employee Performance Evaluation

Title: Fire Chief

*All board members listed and Stephen J. Fitch, Fitch Law, APC attended the closed session.*

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the subject and direction was given to legal counsel.

12. Adjournment

Meeting adjourned at 4:16 pm.