



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Special (in lieu of regular) Board of Directors Meeting**  
**Minutes – June 13, 2017**

*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 1:00pm.

*Pledge of Allegiance*

Administrative Manager Karlana Rannals 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; Chris Galindo, Battalion Chief; Dave McQuead, Battalion Chief; Marlene Donner, Fire Marshal; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the Board.

3. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 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 May 10, 2017

b. *Receive and File*

i) *Monthly/Quarterly Reports*

(1) List of Demands Check 28740 thru 28859, Electronic File Transfers (EFT), and Wire Transfer(s) for the period May 1 – 31, 2017 totaling:	\$ 787,438.54
Payroll for the period May 1 – 31, 2017	\$ 594,812.56
Wire Transfer(s) May 1 – 31, 2017	<u>\$ 201,702.24</u>
TOTAL DISTRIBUTION	\$1,583,953.34

(2) Activity Reports – May 2017

a. Operations

b. Training

c. Fire Prevention

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

- None

4. Old Business

a. None

5. New Business

a. *Fixed Charge Special Assessment for Weed Abatement*

Fire Marshal Donner summarized the staff report provided. She reported that this year, the majority of property owners who received notices willingly complied within the time allowed. This year, the district has two parcels that were a non-compliant property owner, and to date have not reimbursed the district for the forced abatement fees.

The district's recourse to recover funds is to place a special assessment on the property tax bill, which includes a \$500 administrative fee. She requested that the board approve and authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2017 that include the following parcels for nonpayment of forced abatement costs:

Parcel No. 303-050-34-00 and Parcel No. 265-191-28-00.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER to approve and deliver special assessment for nonpayment of forced abatement costs to the County of San Diego: authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2017. The motion was approved unanimously on the following roll call vote:

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

b. *Preliminary Budget FY18*

Karlana Rannals gave a PowerPoint presentation on the Preliminary Budget for FY18. She informed the Board that the new budget year is expected to be the "new normal" for the District since the District will have completed one full fiscal year cycle that includes the revenue and expenditures from the reorganization of Elfin Forest/Harmony Grove.

She reports that preliminary revenue projection \$15,044 (in thousands) increased (5.2%). The revenue anticipated is primarily from the San Diego County Tax Assessor's FY17 estimated receivables (\$13,426); the remainder is comprised of CSA-107 tax shortfall, developer reimbursement, fees, and lease revenue.

She reports that the overall Operating Budget of \$15,217 (in thousands) decreased (-0.6%). She summarized the expenditure changes between the proposed budget and FY17 budget that include:

- Personnel Cost – 12,030 (-2.4%) – the overall decrease increase is the direct result that at this time there are no additional payments planned to CalPERS to reduce the unfunded accrued liability. However, the preliminary budget does include negotiated salary adjustments and the additional of part time personnel to operate from the Elfin Forest Volunteer Fire Station.

- Contractual Services (+5.6%) - the overall increase are the results of the increases to
  - Dispatching costs
  - Utility costs
  - Vehicle maintenance and repairs
- Material & Supplies (+7.3%) – the overall increase are the results of the increases to
  - Apparatus
  - Fuel
  - Station maintenance and supplies

She also provided an overview of the District’s cash position that increased in excess of \$3.5 million. She explained that this is primarily because of the Elfin Forest/Harmony Grove reorganization in which the County paid \$2.5 million in tax shortfall, \$4.5 million to construct a new fire station, and \$762K in CSA-107 reserves. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, to approve the Preliminary Budget for FY18 as presented on the following roll call vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 27, 2017, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

6. Oral Report

a. Fire Chief – Michel

- i) Battalion Chief Jim Sturtevant Retirement: his retirement date is set for July 3, 2017 and his last shift is July 2; and Dave Livingstone was promoted to the rank of Battalion Chief.
- ii) Fire Season Outlook: he had an opportunity to attend the Wildland Forum at Barona. He reported that Predictive Services expects the season to be busy. The grass crop is keeping the State busy.
- iii) CalFire Defensible Space Inspections: CalFire has informed District officials that they will be conducting inspection for all State Responsibility Area (SRA) properties. Their plan is to begin in the Harmony Grove/Elfin Forest area. He explained his concerns over two different standards, which may confuse residents in their compliance with the Fire District standards, which is more restrictive than the State.

b. Operations – Deputy Chief

Chief Cox summarized the previous month’s activity, noting district personnel responded to 262 incidents. He reviewed the district’s fuel moistures, noting that level are approximately 60%.

c. Elfin Forest Volunteer Division – Division Chief

Chief Twohy reported that the repurpose and renaming of the Foundation is complete. The new name is *Rancho Santa Fe Fire District Foundation* and the Foundation is seeking to expand the representation of board members throughout the fire protection district. The Foundation has retained the services of a bookkeeper and accountant. He also reported that he received a call for Tanner Worley on behalf of the Rancho Santa Fe Professional Firefighters Association (RSFPFA), informing him that RSFPFA had raised money to assist a former District employee and Volunteer who is in treatment for brain cancer.

d. Training – Battalion Chief

Chief McQuead summarized his report and showed a video produced by District personnel on hose lays.

e. Fire Prevention – Fire Marshal

Fire Marshal Donner reported that the staff has continued to be very busy with inspections. The District interviewed applicants for Forestry Intern position. Weed abatement is in full swing with 157 notices sent to date.

f. Administrative Manager

Ms. Rannals discussed the following with the board members:

- i) CalPERS Education Forum 2017: the Forum is scheduled for October 23-25 in Rancho Mirage. She confirmed that Direction Stine will attend and Director Ashcraft is a tentative.
- ii) She also suggested that the Board of Directors review at the September 27 meeting the need for the October meeting since it is scheduled two weeks after the approval of the Final Budget in September. The board members agreed to add the topic to the September agenda.

g. Board of Directors

- i) North County Dispatch JPA Update – Ashcraft: the meeting held May 25, 2017 included discussion for monies to fund a space needs analysis. He brought this to the Board's attention since NCDJPA is getting serious about looking at other locations, which would increase the cost per call.
- ii) County Service Area – 17 Update – Hillgren: no report, the next meeting is August 3.
- iii) Comments
  - (1) Malin: relayed a compliment that he received from a neighbor about Rancho Santa Fe personnel.
  - (2) Stine: the redesigned website is up. He believed that Julie Taber did a great job, and it was a good representation of the District's brand.
  - (3) Tanner: he asked a question about bee swarms and the District's response. Staff informed him that the District does have a policy (or protocol) on bees and suppression.
  - (4) Hillgren: June 14 is the golf tournament and they will be hosting the site for a post-game potluck at their home. All personnel were welcome to attend.

7. Adjournment

Meeting adjourned at 3:00 pm.