



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – July 12, 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 1:05 pm.

*Pledge of Allegiance*

Director Hillgren led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner

Directors Absent: Stine

Staff Present: Tony Michel, Fire Chief; Frank Twohy, Division Chief; Bret Davidson, Battalion Chief; Dave McQuead, Battalion Chief; and Karlana Rannals, Board Clerk

Ms. Rannals informed the board members in attendance that although the Agenda informed the public that Director Stine would participate via teleconference; he notified her that he was unable to conference in.

2. Special Recognition

a. *Captain Curtis J. Fisher, Retired*

Chief Michel informed the Board of Directors on the passing of Captain Fisher. Captain Fisher retired from the District in 1995 after 29 years of service with the District and 40-year fire service career. He requested a moment of silence in recognition of his service to the District.

b. *Burn Institute*

Tiffany Wong, Burn Institute, presented a trophy to the Rancho Santa Fe Fire Protection District as the top fund-raising agency in north San Diego County for the Annual Boot Drive, totaling in excess of \$20,000. Battalion Chief Davidson accepted on behalf of the Rancho Santa Fe Professional Firefighters, Local 4349. In addition, she presented a trophy to Fire Chief Tony Michel as the winner of the countywide "01 Challenge" raising \$2,029.

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

i) Board of Directors minutes of June 12, 2017

b. *Receive and File*

i) *Monthly/Quarterly Reports*

(1) List of Demands Check 28860 thru 28986, Electronic File Transfers (EFT), and Wire Transfer(s) for the period June 1 – 30, 2017 totaling:	\$ 202,558.33
Payroll for the period June 1 – 30, 2017	\$ 600,564.48
Wire Transfer(s) June 1 – 30, 2017	<u>\$ 283,448.33</u>
TOTAL DISTRIBUTION	\$1,086,571.14

(2) Activity Reports – June 2017

- a. Operations
- b. Training
- c. Fire Prevention
- d. Correspondence – letters/cards were received from the following members of the public:
  - None

5. Old Business

- a. None

6. New Business

a. *CalPERS Unfunded Accrued Liability (UAL)*

Chief Michel and Administrative Manager Rannals led the discussion on the request of Director Malin to reestablish a reserve fund for additional CalPERS payments. Ms. Rannals distributed a summarized statement of cash assets and liabilities. She reported that based upon the current capital reserve policy, which is 100%, there is not enough cash to fund both the capital reserve policy and additional UAL payments to reduce the net pension obligation. At the conclusion of the discussion, the Board of Directors agreed to refer to the Finance Committee for further discussion, with a policy recommendation for the Board's consideration.

7. Oral Report

a. *Fire Chief – Michel*

- i) Badge Ceremony – August 9, 2017: he reminded the board of the badge ceremony and that lunch will be provided prior to the Board of Directors meeting. The meeting will commence at RSF4 starting at 1pm.
- ii) IAFC 2017: he will be attending the annual conference in North Carolina from July 25-30, 2017
- iii) Vacation Schedule: he will be on vacation from July 18 thru August 2, returning August 3<sup>rd</sup>. Deputy Chief Cox will be acting fire chief in his absence.

b. *Operations – Deputy Chief*

Battalion Chief McQuead reported in Chief Cox's absence due to vacation. He reported on the following:

- Fuel moistures are now to a critical level.
- Significant incidents, that included one fatality on Del Dios Highway
- He reviewed the personnel and equipment that have been deployed on several strike team responses.

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*c. Elfin Forest Volunteer Division – Division Chief*

Chief Twohy expressed his appreciation to the RSF5 personnel and fire prevention staff for their attendance and participation in the Elfin Forest community picnic. He provided an update on the Rancho Santa Fe Fire District Foundation and that they are looking for additional board members.

*d. Training – Battalion Chief*

Chief McQuead summarized his report and reported on the table top wildland incident specialized training. The content included how to run the incident as a team which included communications.

*e. Fire Prevention – Fire Marshal*

Chief Michel reported that Fire Marshal Donner was on a special assignment. He reported that prevention staff continues to be extremely busy with plan reviews and inspections.

*f. Administrative Manager*

Ms. Rannals discussed the following with the board members:

- i) Department of Finance Population Change Estimate: she reported that the contract has been signed and should be completed by the September 1 deadline.

*g. Board of Directors*

- i) North County Dispatch JPA Update – Ashcraft: he reported that Jeff Logan, Operations Manager is leaving the JPA and that his last day is July 17.
- ii) County Service Area – 17 Update – Hillgren: no report, the next meeting is August 1.
- iii) Comments
  - (1) Tanner: reminded the board members that he will not attend the August board meeting due to a scheduled vacation.

8. Adjournment

Meeting adjourned at 2:24 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President