



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – November 8, 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 1:00 pm.

Pledge of Allegiance

Division Chief Calhoun 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; Fred Cox, Deputy Chief; Mike Calhoun, Division Chief; Chris Galindo, Battalion Chief; Marlene Donner, Fire Marshal; and Karlena Rannals, Board Clerk.

2. Public Comment

Haley Visajorn, representative from State Senator Joel Anderson invited the board members and staff to Senator Anderson's holiday open house at Toyota El Cajon on December 12 from 6 – 8pm. RSVP's were requested.

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

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 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 September 27, 2017

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 29233 thru 29346, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period September 1 – 30, 2017 totaling: \$ 142,415.34
Wire Transfer(s) period September 1 – 3-, 2017 \$ 211,100.49
Payroll for the period September 1 – 30, 2017 \$ 584,845.74
TOTAL DISTRIBUTION \$ 938,361.57
2. List of Demands Check 29347 thru 29430 Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period October 1 – 31, 2017 totaling: \$ 210,833.66
Wire Transfer(s) period October 1 – 31, 2017 \$ 204,613.75
Payroll for the period October 1 – 31, 2017 \$ 883,941.00
TOTAL DISTRIBUTION \$1,299,388.41
3. Quarterly Investment Summary – September 30, 2017

4. Activity Reports –September – October, 2017
 - a) Operations
 - b) Training
 - c) Fire Prevention
 - d) Correspondence – letters/cards were received from the following members of the public:
 - 1) Levin
 - 2) RedZone Disaster Intelligence LLC
5. Travel Reports
 - a) James H Ashcraft – CalPERS Conference – October 23-25, 2017
 - b) Tucker Stine – CalPERS Conference – October 23-25, 2017

c. Acceptance of Donation

The Board of Directors accepted from the *Barbara R. Levin* a cash donation of \$500, given in recognition of district personnel for their assistance with her husband. The monetary donation will be given to the Rancho Santa Fe Professional Firefighters Association.

5. Old Business

- a. None

6. Resolutions/Ordinances

- a. Resolution No. 2017-13

Chief Michel informed the Board that this resolution is necessary since the District is the recipient of the Staffing for Adequate Fire & Emergency Response (SAFER) Grant to employ a Volunteer Recruitment & Retention Coordinator. The District has completed the recruitment process and the person selected will start on November 27, 2018. The resolution outlines the compensation and benefits, which the District will receive reimbursement from the grant on a quarterly basis.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2017-13 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Reimbursement, Salary, and Benefits for Personnel as Volunteer Recruitment and Retention Coordinator* on the following roll call vote:

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

7. New Business

- a. *Potential Forced Abatement*

Chief Michel advised the board of a specific parcel that is deemed a public nuisance and a fire hazard. He reported that fire prevention staff has attempted to meet with the property owner to assist in the forced abatement; however, prevention personnel have been kicked off the property numerous times. In order to abate the property, the District may be required to take legal actions and get assistance from law enforcement

to abate the property. Despite the numerous attempts, there is no willingness by the property owner to work on a cleanup plan. He requested direction from the Board of Directors. Staff responded to questions from the board. At the conclusion of the discussion, the Board of Directors concurred that District staff should proceed with the necessary steps to force abate the property on Las Colinas.

b. *RSF5 Design/Build Contract*

Chief Michel summarized the process in selecting the preferred contractor for the design/build of a fire station in Harmony Grove Village. The committee has recommended Erickson-Hall Construction Co. as the contractor to provide the design/build services. The estimated cost for the project is \$6 million; however, the final construction cost is not given until the design is close to completion. Staff is seeking board approval to authorize the Board President to execute the AIA Standard Form of Agreement between Owner (*Rancho Santa Fe Fire Protection District*) and Design-Builder (*Erickson-Hall Construction Co.*). Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve to select Erickson-Hall Construction Co. to provide design-build services to construct a fire station in Harmony Grove, and authorize the President, Board of Directors to execute the contract.

c. *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 – 2018	Rescheduled Special Meeting Date – 2018
June 13	June 20
September 12	September 26

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to move and calendar the 2018-year meeting schedule as agreed.

8. Oral Report

a. Fire Chief – Michel

i) He informed the board members that he received a letter from Battalion Chief Chris Galindo notifying him of his retirement date December 29, 2018. He thanked Chief Galindo for his years of service to the District.

ii) District Activities

He reported that he has been very busy since the last meeting. He discussed the following with the board on the following:

- CalPERS Conference – October 23-25, 2017 – he reported that it was a good conference and this year, he believed that CalPERS staff was more open to direct questions than in previous years.

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- Tribute to Elfin Forest/Harmony Grove Fire Department, November 4, 2017 – he attended the community tribute to the volunteers the past 40 years. There were numerous volunteers, past and current, in attendance.
- Pancake Breakfast, November 5, 2017 – the breakfast was well attended by members of the community. There was lots of interest and participation in the different public education booths.
- Staff members continues to attend and monitor the County of San Diego a plan improve the ambulance service to the underserved areas of the County in creating a Unified Service Area (USA).

b. Operations – Deputy Chief

Chief Cox summarized the previous month's activity, noting district personnel responded to 261 calls in September and 339 calls in October. During the previous two months, personnel responded to numerous deployments including the fires in the Napa region. He also reported that the fuel moisture is approximately 40%, and he provided a report on significant calls that occurred in the previous month.

Chief Cox informed the Board members that one District staff member attended the night of the Las Vegas shooting. He was not physically injured; however, the incident certainly affected him emotionally. The fire service is trending an increase in PTSD incidents and district personnel are exploring the benefits of peer support training.

c. Elfin Forest Volunteer Division – Division Chief

Chief Cox reported that they are working to procure all of the ALS equipment for the transition in January. They have retained professional services for a site plan development for a modular home and new septic system.

Chief Calhoun reported that they are working on a small tenant improvement to improve the sleeping rooms, bath, bunk, and day rooms for on duty personnel.

d. Training – Battalion Chief

Chief Cox reported for Chief McQuead that they have completed an Engineer and Captain's exam, in addition to new hire testing. From the 25 new hire applicants, there are six individuals in background.

e. Fire Prevention – Fire Marshal

FM Donner reported that prevention staff continues to be busy with inspections. The two weed abatement inspectors are finishing their work for this calendar year. She also discussed reviewing maps of proposed new development within the fire district. Julie Taber completed public education for Fire Prevention month.

f. Administrative Manager

Ms. Rannals reported the following:

1. CalPERS Conference – summarized her attendance at the conference. Most valuable information that she obtained was meeting with the District's actuarial consultant. She concurred with Chief Michel's observations on the openness of CalPERS staff. The 2018 conference is scheduled for October 22-24 in Indian Wells.
2. New Administrative Temp – she informed the Board that the District has hired a temporary employee, Vanessa Schrandt to assist with our accounts payable.

- g. Board of Directors
 - i) CalPERS Conference – Director Ashcraft commented that he too concurred with the comments made from staff. He took the opportunity to meet with CalPERS staff and board members to discuss the concerns for sustainability of the retirement system and its investment portfolio.
 - ii) North County Dispatch JPA – Update: Ashcraft – no report.
 - iii) County Service Area – 17 – Update: Director Hillgren reported the advisory group met November 7, 2017 and summarized the following topics:
 - 1. Presentation on 211 – a centralized database that residents can call to get non-emergency assistance;
 - 2. Smoke Alarm Installations – provided by Red Cross of San Diego and Imperial Counties;
 - 3. County report on Hepatitis A;
 - 4. AMR Compliance Goals – AMR is in compliance 95-98% of the time
 - 5. Unified Service Area – County EMS is trying to add the Harmony Grove Community to the Valley Center Unified Service area.
 - iv) Comments
 - 1. None

Ten-minute recess

9. Closed Session

- a. Pursuant to section 54957.6, the board met in closed session from 3:20 – 4:12 pm to discuss a Memorandum of Understanding (MOU) Amendment and compensation with the following represented employees:
 - i) Rancho Santa Fe Professional Firefighters Association – Local 4349
 - ii) Rancho Santa Fe Employees Association
 - iii) Unrepresented employees: Fire Chief, Deputy Chief, Battalion Chief, Fire Marshal and Administrative Manager

All board members listed and Chief Tony Michel attended the closed session.
- b. Pursuant to section 54957, the board met in closed session from 3:20 – 4:12 pm to discuss the following:
Public Employee Performance Evaluation
Title: Fire Chief

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

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the following:

- 9. a. - Direction was given the Chief to present an amendment to the MOU and compensation at the next regular meeting; and
- 9. b. – The Fire Chief was given a performance evaluation. There was no action taken by the board.

10. Adjournment

Meeting adjourned at 4:15 pm.