



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING  
MINUTES – September 7, 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 special meeting of the Rancho Santa Fe Fire Protection District Board of Directors at 1:30 pm.

*Pledge of Allegiance*

Chief Twohy 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; and Karlana Rannals, Board Clerk.

2. Public Comment

No one requested to speak to the Board.

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

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full all resolutions/ordinances.

4. Public Hearing

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any comments regarding the fire mitigation fee program.

5. Old Business

a. Request for Proposal for Design-Build Services for RSF5

Chief Michel reported that at a special meeting held March 16, 2017, the Board authorized the distribution of a Request for Statement of Qualifications to retain the services of a design-build team to construct a fire station in Harmony Grove Village. With the assistance of a consultant, a panel (consisting of fire chief, deputy chief, two members of the station design committee, and a board member) reviewed and evaluated three bids to design and construct RSF5. All three bids received far exceeded the original estimate of \$5.2 million. He reviewed all three conceptual designs and quotes with the Board, noting the goal to determine the best value for the District. The committee has a preferred vendor; however, since the costs are over budget between 1.4 to 1.7 million, he requested direction and/or consensus from the board on the project. Chief Michel also reported that he is submitting to the Fire Mitigation Fund Committee for approval to fund 85% of the cost overrun for the RSF 5 project, since this project is a direct result of growth. He responded to questions from the board.

At the conclusion of the discussion, the Board agreed that Chief Michel should negotiate with the preferred design-build team while ensuring that the District is getting the best value for the project. Once negotiations are complete, the contract will be included on the agenda for the October or November 2017 board meeting.

6. New Business

a. Resolution No. 2017-10

Chief Michel reported that the resolution presented is a part of the summary report prepared each year for the County of San Diego for the Fire Mitigation Fee program. As previously report, he has requested additional funding for the construction of RSF5 thru these funds, in addition to costs for RSF6.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Ordinance No. 2017-10 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan* on the following roll call vote:

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

b. Resolution No. 2017-11

Ms. Rannals summarized the purpose of the resolution that establishes committed and/or constrained fund balances for FY17. She informed the board that the completion of the independent audit would occur September 11-12. Staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long and short term financial needs of the District. Resolution No. 2017-11 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2017-11 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing committed and/or Constrained Fund Balances for FY17 on a roll call vote:

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

7. Adjournment

Meeting adjourned at 2:47 Pm.

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Karlena Rannals  
Secretary

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James H Ashcraft  
President