



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Special (in lieu of regular) Board of Directors Meeting**  
**Minutes – September 27, 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.*

**Closed Session (Time Certain – 11:30 am)**

Pursuant to section 54957, the board met in closed session from 11:40 am – 12:57 pm to discuss the following:

- a. Public Employee Performance Evaluation

Title: Fire Chief

*All board members listed at roll call and the Fire Chief attended the closed session.*

**Regular Session**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:03 pm.

*Pledge of Allegiance*

Director Tanner 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; Frank Twohy, Division Chief; Dave McQuead, Battalion Chief; Marlene Donner, Fire Marshal; and Karlana Rannals, Board Clerk.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

3. Public Comment

No one requested to speak to the Board.

4. 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 August 09, 2017

ii) Board of Directors minutes of September 7, 2017

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 29076 thru 20232, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period September 1 – 30, 2017 totaling: \$ 262,680.74  
Payroll for the period September 1 – 30, 2017 \$ 705,514.95  
ACH Transfer(s) period September 1 – 30, 2017 \$ 222,984.49  
TOTAL DISTRIBUTION \$1,191,180.18
2. Quarterly Investment Summary – June 30, 2017
3. Summary Balance Sheet – June 30, 2017 vs. June 30, 2016
4. Activity Reports –September 2017
  - a) Operations
  - b) Training
  - c) Fire Prevention
  - d) Correspondence – letters/cards were received from the following members of the public:
    - 1) NorCal Interagency Emergency Management Team
    - 2) Yosemite Mariposa County

5. Public Hearing

a. *Final Budget Fiscal Year 2017/2018*

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any written correspondence regarding the final budget.

6. Announcement of Closed Session

President Ashcraft reported that the Board of Directors met to discuss the performance of the Fire Chief. There was no action was taken, although he requested that this item be continued at the next meeting of the Board of Directors as additional information from the Fire Chief was requested.

7. Old Business

a. *Article XIII B California Constitution Appropriation Limit*

Ms. Rannals summarized the staff report provided. She reminded the board members that at the May board meeting, they accepted staff's recommendation to request the State Department of Finance recalculate the population change specific to Rancho Santa Fe Fire Protection District as a result of the reorganization with CSA-107. The Department of Finance completed the District's request for a cost of \$1,000. The staff recommendation is that the Board of Directors select the following formula to calculate the District's new appropriation limit for the 2017/2018 fiscal year:

- 1) Change in California per capital personal income (3.69%) for the Cost of Living Factor, and
- 2) Change in population provided by the California Department of Finance for Rancho Santa Fe Fire Protection District (5.08%).

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept staff's recommendation for calculation of the District's appropriations limit.

8. Resolutions/Ordinances

a. Resolution No. 2017-12

Ms. Rannals informed the Board that this resolution required by the State of California reflects the Board's action of selecting the formula to calculate the District's appropriations limit.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2017-12 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2017/2018 Appropriations of Tax Proceeds* on the following roll call vote:

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

9. New Business

a. *Hazard Abatement – Force Abatement Contractor*

Fire Marshal Donner summarized the staff report provided. She reported that the contract for the sole source contractor has expired. She reviewed the bid submission process and of the four bids received, and all were determined to be responsive. She reported that after reviewing all schedules of fees received, "R.E. Badger and Son, Inc." was determined the lowest and most responsive bid. It was recommended that the Fire Chief or his designee be authorized to execute a service agreement with, *R.E. Badger and Son, Inc.* as the force abatement contractor for forced abatement of hazardous vegetation and rubbish within the four parcels in violation of District's Ordinance 2015-01. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the Fire Chief or his designee to enter into a service agreement with "*R.E. Badger and Son, Inc.*" for forced abatement of hazardous vegetation, and rubbish with the Rancho Santa Fe Fire Protection District for parcels in violation of the Fire District's Ordinance 2015-01.

b. *Final Budget FY18*

Karlana Rannals, Administrative Manager reviewed and summarized the differences between the preliminary budget presented in June and the final budget presented at this meeting. She reported that the primary differences were

- Revenue (\$15,077,900,000): 1) tax revenue is approximately 1.6% higher over FY17 resulting from the increase in assessed valuation. She noted that all tax rate areas, resulting from the reorganization with CSA-107, was confirmed being transferred to the Rancho Santa Fe Fire Protection District. 2) Increase in grant reimbursement, noting the two SAFER grants awarded to the District; and 3) decrease in the one-time funds provided from the County of San Diego covering the potential tax and construction of RSF5.
- Operating Expenditures (\$12,336,000)
  - Personnel – the increase (2.3%) is the net result of negotiated increases to salary, and the addition of four SAFER funded positions and increases to health, retirement, and workers'

- compensation insurance costs.
- Other Expenditures – increases are primarily due to increased costs for services, planned maintenance to the training facility, utilities, and vehicle maintenance.
- Capital (\$950,294) – she reported that the replacement Type I fire engine approved in FY16 has been ordered and the expected delivery and payment is December 2017. In addition, a replacement staff vehicle is planned during the fiscal year. If everything is purchased and delivered during the FY18 year, the District will be able to transfer approximately \$778K from Fire Mitigation Funds to the District's General Fund.

She responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2017/2018 Budget as presented.

#### 10. Oral Report

a. Fire Chief – Michel

i) District Activities

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

- Ambulance Plan – the County of San Diego is designing a plan improve the ambulance service to the underserved areas of the County. By staff attending meetings, they learned that the Harmony Grove area was to be combined with Valley Center creating a Unified Service Area (USA). District staff has objected to this proposed plan because 1) this potentially can increase response times, and 2) there are other options available. He attended the County's EMCC committee meeting, in which the matter has been tabled for now, but he plans to monitor this matter closely.
- North Zone Strategic Plan – he informed the board that he is leading the Fire Prevention Section looking for opportunities and creating goals and objectives on a regional basis in fire prevention efforts.
- RSF5 Design/Build – he has started discussions on costs of construction with the preferred vendor for design/build construction of RSF5. Thru concessions on both sides, he believes that the costs will be closer to 6 million. His plan is to have a contract ready for review and approval at the next Board of Directors meeting.
- RSF Leadership – he met with the leaders of Santa Fe Irrigation District, Rancho Santa Fe Association, and Rancho Santa Fe School District. The purpose of the meeting is to establish dialogue on projects that each agency is facing and maintain open lines of communication. The first meeting was very productive.

b. Operations – Deputy Chief

Chief McQuead reported on behalf of Chief Cox and summarized the previous month's activity, noting district personnel responded to 291 calls. He reported that the fuel moisture is approximately 40%, and he provided a report on significant calls that occurred in the previous month.

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- c. Elfin Forest Volunteer Division – Division Chief  
Chief Twohy reported that we have hired a person for professional services to provide a conceptual design and site plan for the remodel of RSF6. They are moving forward with the cabling project to improve the computer network, and they are moving forward to improve the septic system.
- d. Training – Battalion Chief  
Chief McQuead reported that personnel participated in a new hire academy, completed an Engineer’s exam, and a leadership development training for all personnel. He is also preparing for the Captain’s test and the new hire testing for the SAFER Grant funded employees.
- e. Fire Prevention – Fire Marshal  
FM Donner reported 57,000 square feet of new construction, and that prevention staff has been busy with inspections. The two weed abatement inspectors have sent 515 notices this season, with a good response in compliance. She also discussed reviewing maps of proposed new development within the fire district. Julie Taber is preparing for Fire Prevention month, and has several schools scheduled for presentations. Chief Michel complimented the Fire Prevention staff for their participation in numerous public education opportunities.
- f. Administrative Manager  
Ms. Rannals reported the following:
  - 1. Summary Balance Sheet – she reviewed the comparative balance sheet with the board members and responded to their questions.
  - 2. Board of Directors meeting October 11, 2017 – she will not attend, as she will be at an accounting conference with the Accounting Specialist.
- g. Board of Directors
  - i) North County Dispatch JPA – Update: Ashcraft – no report.
  - ii) County Service Area – 17 – Update: Hillgren – no report.
  - iii) Comments
    - 1. Ashcraft – distributed an article entitled *The Graying of America*.

11. Adjournment

Meeting adjourned at 3:00 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President