



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – August 9, 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. *Meeting convened at 18040 Calle Ambiente, Rancho Santa Fe for the Pledge of Allegiance, Roll Call, and Special Presentations*

*Invocation*

Chaplain Ray Ramage gave an invocation.

*Pledge of Allegiance*

Fire Chief Michel led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine

Directors Absent: Tanner

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Frank Twohy, Division Chief; Mike Calhoun, Division Chief; Dave Livingstone, Battalion Chief; Dave McQuead, Battalion Chief; Marlene Donner, Fire Marshal and Karlana Rannals, Board Clerk

2. Special Recognition

a. Badge Presentations

Chief Michel welcomed all in attendance. Chief Cox discussed the requirements and commitment needed to succeed in the profession and in the District. Chief Michel presented the following district personnel a Fire District badge:

Promotion

- Marlene Donner, Fire Marshal
- David Livingstone, Battalion Chief
- Joe Carter, Captain
- Brian Salameh, Engineer

Chief McQuead introduced and welcomed the following employee to the District:

New Hire – Firefighter/Paramedic

- Daniel Sprague (*August 1, 2017*)

President Ashcraft on behalf of the Board of Directors offered congratulations to all and wished continued success in their new role.

President Ashcraft recessed the meeting from 1:14-1:29 pm to resume the remainder of the business meeting at 18040 Calle Ambiente.

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, 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 July 12, 2017

b. *Receive and File*

i) *Monthly/Quarterly Reports*

(1) List of Demands Check 28987 thru 29075, Electronic File Transfers (EFT), and Wire Transfer(s) for the period July 1 – 31, 2017 totaling:	\$ 460,093.47
Payroll for the period July 1 – 31, 2017	\$ 813,837.91
Wire Transfer(s) July 1 – 31, 2017	<u>\$ 399,722.28</u>
TOTAL DISTRIBUTION	\$1,673,653.66

(2) Activity Reports – July 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. *SAFER Grant Application*

Chief Cox and Chief Michel led the discussion to accept or reject the SAFER Grant Award to improve staffing at RSF6. Chief Cox described the requirements of the FEMA Grant awarded if the Board of Directors accepts the grant. They include:

- There is a cost share requirement, Year 1-75% Grant/25% District; Year 2-75% Grant/25% District; and Year 3-35% Grant/65% District
- No one can be laid off during the grant period (three years)
- Only the salary/benefits of a first year Firefighter/Paramedic will be reimbursed.
- The District has 30 days to accept or reject the grant
- If accepted, the District has 180 days from the award date to get all of the needed personnel hired.

Chief Michel discussed that the Elfin Forest community for over 30 years has been served by volunteers; however, the resident volunteers are limited because of the time commitment. Volunteers are expected to volunteer three (3) 24-hour shifts and participate in a minimum of three (3) trainings per month. The District is currently experiencing an issue in retaining the volunteers at RSF6. If the Board accepts the grant, the District would implement full time daily staffing at RSF6 that includes 1-Captain, 1-Engineers, and 1 Driver/Operator and/or volunteer starting around January 1, 2018. Also, if the grant is accepted and a new staffing model plan in place, the District will eliminate the two Division Chief positions. He also reported that a financial analysis has been done, and staff believes that to retain the new staffing plan, an additional

\$400,000 will be added to the personnel budget in year four (4) of the staffing model proposed. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the 2016 Staffing for Adequate Fire & Emergency Response (SAFER) grant and approve staff's recommendation of a new staffing model at RSF6 to improve supervision, training and emergency response that includes:

- Hire the three (3) SAFER FFPM (new) positions; place them at one of the other fire stations within the District as the third person on the engine. Use the displaced FFPMs into new staffing model for RSF6
- Move the fourth person at RSF4 and allocate the position to the new staffing model at RSF6
- Eliminate two (2) RSF6 Division Chief Positions.
- Promote three Captains for supervision and training at RSF6
- Promote three Engineers for enhanced crew safety
- Continue funding four (4) of the shared PTT DO positions at minimum wage. Note: this equates to two (2) FTE staffing positions, which were present at the time of grant award. These must be maintained as a condition of the grant during the performance period

6. New Business

- a. None

7. Oral Report

a. *Fire Chief – Michel*

- i) IAFC 2017: he attended the conference in North Carolina. He reported that the fire service has a real need for risk management. Because of the numerous lawsuits, there is a need to ensure that policies and procedures are current. Also, the fire service is getting federal funding as the Trump administration has extended the grants for five years.
- ii) SRA Fee – the State of California has suspended the SRA fee for FY17/18.

b. *Operations – Deputy Chief*

Chief Cox reported the following:

- District experienced a CAD (Computer Aided Dispatch) Upgrade that also included the implementation of a new numbering system
- Significant incidents, that included a MCI (Mass Casualty Incident) on Elfin Forest & Harmony Grove Roads, and one fatality on Del Dios Highway
- He reviewed the personnel and equipment that have been deployed on strike team responses to
  - Central California
  - Detweiler Fire in Merced County – at this fire, the District engine was broken into with uniforms and equipment stolen, and most of it recovered in Stockton.

c. *Elfin Forest Volunteer Division – Division Chief*

Chief Twohy reported that the building for RSF6 continues to move forward. Also 157 first notices were sent for weed clearance in the community.

*d. Training – Battalion Chief*

Chief McQuead summarized his report and reported that personnel participated in the recruitment of the recent hire of a new Firefighter/Paramedic.

*e. Fire Prevention – Fire Marshal*

Fire Marshal Donner reported that prevention staff continues to be extremely busy with plan reviews and inspections. Also 175 weed abatement inspections were conducted the previous month.

*f. Administrative Manager*

Ms. Rannals discussed the following with the board members:

- i) A reminder that the next meeting is planned for September 27 at 1pm.
- ii) There will be a Celebration of Life for Retired Fire Captain Curtis Fisher on Saturday, August 12 at RSF4 beginning at 11am
- iii) The FY18 assessed valuation report was received, and the AV before the reorganization with Elfin Forest/Harmony Grove increased by 3.45%.

*g. Board of Directors*

- i) North County Dispatch JPA Update – Ashcraft: no report, the next meeting is August 25, 2017
- ii) County Service Area – 17 Update – Hillgren: their meeting was held August 1<sup>st</sup> and reports:
  - (1) There is a hepatitis type A outbreak
  - (2) They are reviewing the times to transfer patients
  - (3) A Mass Casualty Trailer is rotating throughout the County, it is currently at the Del Mar Fire Station
  - (4) Transports are up and the financial position is positive; and the budget approved was conservative.
- iii) Comments
  - (1) Malin: discussed a Wall Street Journal article on the median rates of returns for pensions was 12.4%. He also discussed a recent article about the whether or not large fires should burn or not.
  - (2) Stine: he appreciated the Fire District distributing through social media and posting the missing Elfin Forest teen. Also, there is a big problem in the 4S Ranch area with cars being broken into.

8. Adjournment

Meeting adjourned at 2:55 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President