



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – February 14, 2018

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*

Pledge of Allegiance

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

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner - *Director Hillgren participated via teleconference and joined at 1:35pm.*

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Dave McQuead, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlana Rannals, Board Clerk.

2. Special Presentations

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

1. Paul Lorenzo, Captain (*November 16, 2017*)
2. Correy Cooper, Captain (*January 16, 2018*)
3. Brian Salameh, Captain (*January 16, 2018*)
4. Cole Thompson, Captain (*January 16, 2018*) – (*unable to attend*)
5. Paul Roman, Engineer (*November 16, 2017*)
6. John Carey, Engineer (*January 16, 2018*)
7. Brian Ciuchta, Engineer (*January 16, 2018*)
8. Cory Ender, Engineer (*January 16, 2018*)
9. Jake Elkins, Engineer (*January 16, 2018*)
10. Matt Sivba, Engineer (*January 16, 2018*)

Off Probation

1. Michael Weeks (*December 1, 2017*)
2. Jacob Barkhimer (*January 3, 2018*)
3. Chasen Cantrell (*January 3, 2018*)
4. Alexander Trottier (*January 3, 2018*)

Chief Cox introduced and welcomed the following employees to the District:

New Hire – *Firefighter/Paramedic*

1. Justin Cloyd (*January 2, 2018*)
2. Richard LaFleur (*January 2, 2018*)
3. Robert Scott (*January 2, 2018*)
4. Haydne Shimer (*January 2, 2018*)
5. Samuel Stamy (*January 2, 2018*)

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 1:16-1:35 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. Motion waiving reading in full of all Resolutions/Ordinances

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances. *The vote was conducted via roll call.*

5. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted. *The vote was conducted via roll call.*

a. *Board of Directors Minutes*

- i) Board of Directors minutes of January 10, 2018

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 29646 thru 29734, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period January 1 – 31, 2018 totaling: \$ 293,676.50
Wire Transfer(s) period January 1 – 31, 2018 \$ 205,284.55
Payroll for the period January 1 – 31, 2018 \$ 765,396.96
TOTAL DISTRIBUTION \$1,264,358.01
2. Budget Review – July 1 – December 31, 2017
3. Cash Statement – December 31, 2017
4. Quarterly Investment Review
5. Activity Reports – January, 2018
 - a) Operations
 - b) Training
 - c) Fire Prevention

d) Correspondence – letters/cards were received from the following members of the public:

- 1) North County Fire Protection District
- 2) CalFire Incident Management Team 6

c. Acceptance of Donation

The staff report summarized staff request to accept the \$9,179.50 donation from the Rancho Santa Fe Fire District Foundation for the purchase of personal protective equipment for the Volunteer Division.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the donation of \$9,179.50. *The vote was conducted via roll call.*

6. Old Business

a. None

7. Resolutions/Ordinances

a. Resolution No. 2018-02

Chief Michel informed the Board that the District must update its resolution annually to participate in the Fire Mitigation Fee Fund program administered by the County of San Diego.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2018-02 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program on the following roll call vote:

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

8. New Business

a. Financial Audit Services – FY18

Administrative Manager Rannals summarized the staff report provided. The previous auditor Paul Kaymark has left the Punn Group. Since, the District has completed the three-year contract with The Punn Group, and the last Request for Proposal (RFP) was distributed in 2005; staff believes it will be in the best interest of the District to distribute an RFP since staff will have to develop a relationship with a new auditor. She also asked that should the Board concur with the option of distributing an RFP, staff requests whether or not the Finance Committee desires to be involved in the process and/or recommendation. A draft RFP was included for concurrence, noting that legal counsel had reviewed the document. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED the distribution of the RFP to retain the services of an independent auditor on the following roll call vote:

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

In addition, the board concluded that the Finance Committee would participate in the final interview(s) on the short list of proposers.

b. RSF6 Modular Building

Chief Cox summarized the staff report provided. RSF6 is in need of various improvements, the modular design concept is expected to save an estimated twenty to thirty percent in construction costs, and the construction period is reduced by about one third. Staff estimates a rough project budget:

| | |
|---|------------------|
| Modular Building (purchase and site set): | \$625,000 |
| Septic System: | \$ 80,000 |
| Site Improvements (asphalt work): | <u>\$ 40,000</u> |
| Estimated Project cost | \$745,000 |

The estimated remaining balance of \$70,318 will be held as contingency. At the completion of construction, and after final project costs are reconciled, staff would like any remaining balance applied towards a solar photovoltaic and battery energy storage system for RSF6.

Funding for the project has been primarily secured through the Rancho Santa Fe Fire District Foundation. Funds currently available are \$611,212. However, there is an additional \$102,053 available if matching funds are provided. This would require the expenditure of \$102,053 of District funds for total fund balance of \$815,318. Based upon the estimated timeline, the \$102,053 would be spent in the FY19 budget.

The Request for Proposal has been reviewed by District’s legal counsel and has a “No Obligation to Proceed” clause in the event that unforeseen construction costs exceed the funding available. After the solicitation of Staff responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and APPROVED the distribution Request for Proposal (RFP) 2018-01, which consists of a new 2,500 sq. ft. modular building at Fire Station 6 (RSF6) for office space and crew living quarters, installation of a new septic system, and other site improvements; and committing the additional 102,053 from the FY19 Budget on the following roll call vote:

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

c. Waiver of Fees

Chief Michel summarized the staff report provided. The District's current Ordinance 2016-01 Schedule for Fees, outlines the District's fees for services and use of our facilities. Additionally, both Ordinance 2016-01 and Resolution 2016-10 allows the Board of Directors or Fire Chief to waive fees under specific conditions. One of the specific conditions is if the waiver of fees would be in the best interest of the District and provides for greater health and safety of persons and property within the District.

The 4SRanch-Del Sur Community Foundation (Foundation) has requested the use of our Training Grounds for a two-hour period on May 20, 2018 to celebrate their 10-year anniversary. The Foundation desires to use the training grounds for a small foundation gathering with refreshments and soft drinks. The Foundation has been instrumental in providing financial support to the District in developing a much-needed Residential Fire Sprinkler Maintenance video, not only to the 4S Ranch area, but also for the entire District.

During this two-hour event, the District will participate in providing Community outreach in the areas of fire prevention, district branding, and public education in the form of a fire prevention booth and fire crew demonstrations.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED the waiver of fees for the use of the Training Grounds on May 20, 2018 on the following roll call vote:

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

d. Board of Directors Meeting Schedule

Chief Michel requested consideration to move the April regular meeting date. If approved, this will allow Chiefs' Michel and Cox to attend the Fire Districts conference, which starts April 11. After review of each board members calendar, the agreed to modify the meeting date.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED to change the regular Board of Directors April meeting date from April 11 to April 18, 2018 on the following roll call vote:

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

9. Oral Report

a. Fire Chief – Michel

- i) The chief discussed the change to the staffing model at RSF 6. The new staffing model now has a fulltime captain, engineer with at least one volunteer daily.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

February 14, 2018

Page 6 of 6

- b. Operations – Deputy Chief
Chief Cox summarized the previous month’s activity.
- c. Elfin Forest Volunteer Division – Volunteer Recruitment Retention Coordinator
VRRRC Twohy reported on the new position and noted that to date, 11 individuals are in the Volunteer Academy.
- d. Training – Battalion Chief
Chief Cox reported that the previous month’s activity focused on the hire academy and preparing for the Battalion Chief testing.
- e. Fire Prevention – Fire Marshal
FM Donner reported on the previous month’s activity.
- f. Administrative Manager
She reminded the board members to complete their Form 700 by April 2, 2018.
- g. Board of Directors
 - i) North County Dispatch JPA – Update: Ashcraft – no report. The next meeting is February 22, 2018.
 - ii) County Service Area – 17 – Update: Hillgren – no report.
 - iii) Comments
 - 1. None

10. Closed Session

Pursuant to section 54956.8, the board met in closed session from 3:15 – 3:35 pm to discuss the following:

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 16936 El Fuego
Agency Negotiator: Tony Michel, Fire Chief
Negotiating Parties: Rancho Santa Fe Association
Under Negotiation: Instruction to negotiators, concerning price and term
All board members listed and Chief Michel attended the closed session

Upon reconvening to open session, President Ashcraft reported that the Board of Directors that Chief Michel updated the board on the subject negotiations. There was no action taken in closed session.

11. Adjournment

Meeting adjourned at 3:38 pm.

Karlana Rannals
Secretary

James H Ashcraft
President