



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – March 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 1:05 pm.

Pledge of Allegiance

Director Hillgren 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; Dave Livingston, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlana Rannals, Board Clerk.

2. Public Comment

No one requested to speak to the Board.

3. 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 February 14, 2018

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 29735 thru 29844, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period February 1 – 28, 2018 totaling: \$ 276,321.85
Wire Transfer(s) period February 1 – 28, 2018 \$ 209,846.80
Payroll for the period February 1 – 28, 2018 \$ 696,036.08
TOTAL DISTRIBUTION \$1,182,204.73
2. Activity Reports – February, 2018
 - a) Operations
 - b) Training
 - c) Fire Prevention
 - d) Correspondence – letters/cards were received from the following members of the public:
 - 1) None

4. Old Business

a. None

5. New Business

a. Budget Authorization

Chief Livingstone summarized the staff report provided for a replacement vehicle. The current F150 has approximately 123,000 and is 15 years old. This vehicle, used daily for hydrant maintenance and numerous support details throughout the District, is scheduled for replacement in the FY18 Capital Replacement plan. Staff has secured a bid through the State of California contract for \$28,335.43. The additional \$10,000 is necessary for radios and an emergency lighting package. Staff requested the board authorize the purchase.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN the purchase of a replacement vehicle for a cost of \$38,335.43.

b. Administrative Policy A100.11 – Ticket and Passes Distribution Policy

Chief Michel summarized the staff report provided. This policy identifies a procedure for accepting, distributing, and the reporting of tickets or passes given or received by a District employee. Legal counsel prepared this policy, which will be posted to the District’s website after board ratification. Staff responded to questions from the Board. In addition, Chief Michel reported that he would be requesting ratification of additional policies in the next few months.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ratify the approval and distribution of Administrative Policy A100.11 – Ticket and Passes Distribution.

6. Oral Report

a. Fire Chief – Michel

- i) Zone Strategic Plan – He chaired the strategic plan committee and was liaison to the Fire Prevention Officers section in setting their goals and objectives. He was pleased to report that the North Zone strategic plan document has been finalized that will be a good roadmap for all North Zone agencies for the next few years.
- ii) Harmony Grove Village South – he has been meeting with County staff regarding evacuation plans for new development in the area. The Development has also requested a fire availability letter.
- iii) CSA-17 Annexation – he has been meeting with LAFCO and County representatives on the annexation application.
- iv) Harmony Grove Village Fire Station – he has met with the developer so that all remaining utility infrastructure will be brought to the property.
- v) Battalion Chief Test – the application period ended on February 28. He received two applications and one applicant has withdrawn their name. He plans to proceed with the test with the one applicant.

b. Operations – Deputy Chief

Chief Cox summarized the previous month’s activity noting a decline in the call volume. The fuel moisture remains low. A vegetation fire occurred on Del Dios Highway that was cause by a car.

c. Elfin Forest Volunteer Division – Volunteer Recruitment Retention Coordinator

VRRRC Twohy reported that ten (10) volunteers completed their 80-hour academy. The remodeling of RSF6 is about ¾ complete. The RSF Fire District Foundation approved a \$4,000 grant for the purchase of

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a Detox unit. Chief Michel noted that the acceptance of the grant would most likely be an item on the Consent Calendar next month.

d. Training – Battalion Chief

Chief Cox reported that the previous month’s activity included almost 2,000 hours of training. Many of the hours were attributed to the Volunteer Fire Academy. Conor Lenehan helped to facilitate an S212 on the Arroyo property that cleared nearly 300 trees from the property.

e. Fire Prevention – Fire Marshal

FM Donner reported on the previous month’s activity that included completion of the plans for Helen Woodward property; Love your Heart day; 80-plan review and 98 inspections; and the distribution of 371 weed abatement notices.

f. Administrative Manager

Ms. Rannals reported on the following topics:

- i. Form 700 - she reminded the board members to complete their Form 700 by April 2, 2018;
- ii. RFP Financial Audit Services – Update: approximately ten (10) RFP’s were mailed and she has been receiving calls. She anticipates that the District will receive responses;
- iii. Recognition Dinner – April 21, 2018: reminded the members of the upcoming dinner and confirming their attendance.

g. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – the meeting was held February 22, 2018 and Lesli Wilson, Administrator announced her retirement, planned for fall 2018. In addition, the dispatch employees joined the Teamsters for exclusive bargaining of wages and working conditions.
- ii) County Service Area – 17 – Update: Hillgren – no report.
- iii) Comments
 - 1. None

7. Adjournment

Meeting adjourned at 1:55 pm.

Karlana Rannals
Secretary

James H Ashcraft
President