



RANCHO SANTA FE FIRE PROTECTION DISTRICT

Special (in lieu of regular) Board of Directors Meeting Minutes – April 18, 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.

Pledge of Allegiance

Fire Marshal Donner 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 Livingstone, 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 MALIN, 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 March 14, 2018

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 29845 thru 29942, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period March 1 – 31, 2018 totaling:

Wire Transfer(s) period March 1 – 31, 2018	\$ 792,868.75
Payroll for the period March 1 – 31, 2018	\$ 212,831.77
	<u>\$ 588,201.97</u>
TOTAL DISTRIBUTION	\$1,593,904.49
2. Activity Reports – March, 2018
 - a) Operations
 - b) Training
 - c) Fire Prevention
 - d) Correspondence – letters/cards were received from the following members of the public:
 - 1) None
3. Acceptance of Donation

The Board of Directors unanimously accepted a \$4,000 donation from the Rancho Santa Fe Fire District Foundation to purchase a chemical detox unit.

4. Acceptance of Donation

The Board of Directors unanimously accepted a Tree Art Sculpture located at the entry of the Fire Wise Garden at RSF6.

4. Old Business

- a. None

5. New Business

- a. LAFCO – San Diego County Consolidated Redevelopment Oversight Board

Chief Michel summarized LAFCO's request to appoint a special districts representative to the San Diego County Consolidated Redevelopment Oversight Board (ROB). This is a successor agency to the County Oversight Board when Redevelopment Agencies were eliminated by the State. The ROB will include a primary and alternate representing special districts. He responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the recommendation of Edmund Sprague by the LAFCO Special District's Advisory Committee as the special district representative, and authorize the President to cast a ballot on behalf of the District.

- b. Financial Auditor

Director Malin reported on behalf of the ad hoc Finance Committee, which included Director Tanner, Chief Michel, and Administrative Manager Rannals, on the Request for Proposal (RFP) process, the responses received and interviews conducted. He reported that staff received five responses (all responses were available to the board and public for review, if needed) and staff recommended three firms for an interview. All firms interviewed were determined qualified; however, consideration was given to the firms that have previous fire district experience. Staff noted that the quotes for financial audit services were within \$1,000 or less of one another. The consensus of the Finance Committee was to recommend *The Pun Group* with a cost of \$12,500 each year for three years. He noted the advantage of remaining with the same firm was a minimum learning curve, although new personnel would be assigned to our account and their experience with the Fire District. The Committee responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to retain the services of The Pun Group as the District's financial auditor for the FY18 year, with two one year options at a cost of \$12,500 each year; and authorize the Administrative Manager to execute the engagement letter.

6. Oral Report

- a. Fire Chief – Michel

- i) Waiver of Administrative Fees – Qian: He reported to the Board that he recently authorized the reimbursement of a \$500 administrative charge for a forced abatement. A property owner claimed

through their attorney that the forced abatement had not been conducted properly. After a thorough review of the District's process, consult with the District's legal counsel, the District did follow proper procedures with the forced abatement and had no other obligation to the homeowner. However, the District offered to refund in good faith the \$500. The property owner agreed to accept the refund.

- ii) FDAC Conference – April 11-13, 2018 in Monterey, CA: he reported that he and Deputy Chief Cox attended the conference. He reviewed some of the conference highlights and the higher-level discussions in policies and procedures. He specifically discussed a presentation he attended on cancer awareness, and what agencies should be doing to be proactive. Many of the suggestions discussed the District is already doing. He plans a presentation from the Safety Committee to discuss what we have and continue to do in support of the firefighter's wellness. In addition, he plans to submit a budget authorization at the May meeting for a needed Plymovent system for RSF6.
 - iii) Military in Training – district personnel participated in an event thru Palomar College at the San Marcos Training Center promoting the fire service as a profession to service members leaving the military. It was a positive experience for all who attended.
 - iv) Battalion Chief Training – he offered the Battalion Chief Training to Brian Slattery, which he has accepted. His promotion date will be effective in the next few weeks.
- b. Operations – Deputy Chief
Chief Cox summarized the previous month's activity noting 292 calls, and he reported on one significant incident that occurred on Circa del Este. In addition, a new EMS Coordinator Zachariah Smith was hired for CSA-17.
- c. Volunteer – Volunteer Recruitment Retention Coordinator
VRRRC Twohy report that the program continues to move forward. The hours committed to the District by the volunteers from February 5 to April 16 totaled 3,926 hours. He extended his appreciation to the Captains for their willingness and commitment to add a volunteer to their shift for training and skills.
- d. Training – Battalion Chief
There was no report provided.
- e. Fire Prevention – Fire Marshal
FM Donner reported on the previous month's activity that included the reconstruction of Helen Woodward Animal Center has started; staff participated at the March 31 spring event at 4S Ranch that included educating the public with "Hands Only CPR" and promoting Alert San Diego. In addition, she reviewed several planned developments have started construction and the plan review/inspection activity.
- f. Administrative Manager
Ms. Rannals reported on the following topics:
- i. CalPERS Conference – October 22-24, 2018 in Indian Wells, CA: she informed the board that early bird registration will begin in June and polled the board members of their interest in attending. Directors Malin and Ashcraft expressed their interest in attending the training.
 - ii. Recognition Dinner – April 21, 2018: she reminded the board members of the upcoming event. Directors Ashcraft, Malin and Stine planned to attend.
- g. Board of Directors
- i) North County Dispatch JPA – Update: Ashcraft – the next meeting is planned for May 2018. He did attend on behalf of the Board the Dispatcher Appreciation lunch on April 10.
 - ii) County Service Area – 17 – Update: Hillgren – no report. The next meeting is scheduled for May 1.
 - iii) Comments

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1. Stine – he acknowledged the new signage at the Rancho Santa Fe Fire Protection District Training Facility
2. Ashcraft – he expressed his appreciation to the Rancho Santa Fe Fire District Foundation for the grant and art that was recently donated.

7. Adjournment

Meeting adjourned at 2:10 pm.

Karlana Rannals
Secretary

James H Ashcraft
President