



RANCHO SANTA FE FIRE PROTECTION DISTRICT

Special (in lieu of regular) Board of Directors Meeting Minutes – June 20, 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

Battalion Chief Livingstone 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; Brian Slattery, Battalion Chief; Marlene Donner, Fire Marshal; and Karlana Rannals, Board Clerk.

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

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

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, 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 May 9, 2018

b. *Receive and File*

i) Monthly/Quarterly Reports

1. List of Demands Check 30064 thru 30183, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period May 1 – 31, 2018 totaling:

\$ 485,482.64
\$ 212,945.07
<u>\$ 628,175.16</u>
TOTAL DISTRIBUTION
\$1,326,602.87

2. Activity Reports – May 2018

a) Operations

b) Training

c) Fire Prevention

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

1) LAFCO – Ballot Election Results

2) Ventura Fire Department

5. Old Business

a. *CalPERS Unfunded Accrued Liability (UAL)*

Chief Michel reminded the Board of the direction given to staff to remit UAL payments based upon a 20 year plan in lieu of 30 years. At a previous meeting, staff was asked to look at paying an additional amount in addition to the 20-year plan. He distributed a worksheet suggesting an additional \$500,000 payment in FY18 and \$500,000 in FY19. He again reminded the Board that this proposal is over and above the normal payment. Staff responded to questions from the board, noting that Director Ashcraft expressed his views that the District should be much more aggressive with cash payments.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 1 NOES; 0 ABSENT; 0 ABSTAIN to authorize the additional payment of \$500,000 towards the CalPERS 3% @ 50 safety plan before June 30, 2018.

6. Public Hearing

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any comments regarding the fire mitigation fee program.

7. Resolutions/Ordinance

a. *Resolution No. 2018-07*

Chief Cox summarized the staff report provided. He reported that the Federal Disaster Mitigation Act of 2000 requires local governments to adopt a Local Hazard Mitigation Plan (LHMP) or a Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) to maintain continued eligibility to receive pre and post-disaster mitigation funding from the Federal Emergency Management Agency (FEMA). The original plan was developed by staff and adopted by the Board of Directors October 13, 2010, and the plan must be updated periodically.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2018-07 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Approving an Update to the San Diego County Multi-Jurisdiction Hazard Mitigation Plan* on the following roll call vote:

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

b. *Resolution No. 2018-08*

Ms. Rannals informed the Board that the Public Agency Self Insurance System (PASIS) pool chose to enter into a new contract for a third party administrator, AdminSure. Because of this change, it is necessary to update signatures on the Bank of America workers compensation account. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2018-08 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Signers on District Bank Account* on the following roll call vote:

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

c. *Resolution No. 2018-09*

Chief Michel reported that the resolution presented is a part of the summary report prepared each year for the County of San Diego for the Fire Mitigation Fee program. As previously report, he had requested additional funding for the construction of RSF5 thru these funds, in addition to costs for RSF6, which was approved by the committee earlier this year.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Ordinance No. 2018-09 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan* on the following roll call vote:

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

8. New Business

a. *Structure Lease Agreement*

Chief Michel summarized the staff report provided. He reported that the District obtained this lease resulting from the reorganization with CSA-107 that expired April 2017. Since its expiration, District staff legal counsel has been working to update the lease. The new lease term is five years, with an automatic five year extension. He recommended approval and authorization to sign the contract. He responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED the Structure Lease Agreement and authorized the Fire Chief to execute the contract on the following roll call vote:

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

b. *CalPERS Unfunded Accrued Liability - NCDJPA*

Chief Michel summarized the staff report. He reported that the NCDJPA Board of Directors has been working to pay down the JPA'S UAL in the last few years. The JPA Chiefs and staff worked diligently to create an equitable way to determine each agency's proportionate share towards paying off the current balance of the UAL. The JPA Board of Directors agreed at their meeting held May 30 to a two year budget that included a special assessment for the UAL. The District is proposing to pay in full its' obligation in FY18 to save interest. He responded to questions from the Board.

MOTION BY DIRETOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN) to accept staff's recommendation and approve the lump sum \$95,645 payment to North County Dispatch Joint Powers Agency by June 30, 2018 to fulfill the District's obligation towards the special assessment for the CalPERS UAL.

Ten-minute recess

c. *Preliminary Budget – FY19*

Karlana Rannals gave a PowerPoint presentation on the Preliminary Budget for FY19. She reports that preliminary revenue projection \$16,366 (in thousands) increased (2.1%). The revenue anticipated is primarily from the San Diego County Tax Assessor's FY18 estimated receivables (\$13,795); the remainder is comprised of CSA-107 tax shortfall, developer reimbursement, FEMA/OES reimbursement, fees, and lease revenue.

She reports that the overall Operating Budget of \$17,090 (in thousands) increased (4.9%). She summarized the expenditure changes between the proposed budget and FY18 estimated expenditures that include:

- Personnel Cost – 12,860 (4.6%) – the overall decrease increase is the direct result that at this time of additional payments to CalPERS to reduce the unfunded accrued liability and a full year's expense for SAFER grant personnel. In addition, the preliminary budget does include negotiated salary adjustments and additional personnel needed resulting from retirements.
- Contractual Services (+13.3%) - the overall increase are the results of the increases to
 - Commercial Insurance
 - Other Contractual and Professional Services
 - Utility costs
 - Vehicle maintenance and repairs
- Material & Supplies (+14.5%) – the overall increase are the results of the increases to
 - Fuel
 - Medical Supplies
 - Safety Equipment

She also provided an overview of the District's cash position and she responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, to approve the Preliminary Budget for FY19 as presented on the following roll call vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 26, 2018, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

9. Oral Report

a. Fire Chief – Michel

- i) RSF5 – he is proposing to get a building permit to the County of San Diego on July 2nd. He was able to report that the storm water requirements will be based upon the 2007 standards. The site plan is still pending.
- ii) He has been contacted by the LA Times regarding an interview and a planned tour of the Shelter in Place communities. The District requires all shelter in place communities to maintain them. The District may consider charging these communities for these inspections.
- iii) He has vacation plans for much of July; however, he will attend the July Board of Directors meeting.

b. Operations – Deputy Chief

Chief Cox summarized the previous month's activity noting 384 calls, and he reported that there were no significant incidents to report on from the previous month.

c. Volunteer – Volunteer Recruitment Retention Coordinator

Chief Slattery reported that the volunteer force is comprised of 23 individuals. A volunteer academy is planned for mid-July.

d. Training – Battalion Chief

Chief Slattery reported that the 2nd quarter testing is planned for mid-July; a succession plan was recently mapped out noting the clear steps needed to promote and succeed. This plan is a direct result of the strategic plan. A CERT Academy is also planned for the fall.

e. Fire Prevention – Fire Marshal

FM Donner reported on the previous month's activity that continues to be busy. She has been working with the County to request that the County tell applicants to submit their plans at the same time to fire in hopes of speeding up the review process. Staff will also participate in a public education opportunity at the 4S Ranch Community Carnival and staff will stay through the Fireworks display.

f. Administrative Manager

Ms. Rannals reminded the Board that their annual ethics and harassment training was due in December 18 and February 19 respectively. She asked the preferred method of training, in-person or web training. At the conclusion of the discussion, the Board requested in person training for both subjects. She agreed to schedule Ethics for December 2018 and Harassment for January 2019.

g. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – at the meeting held May 24, 2018, he reported that a new Administrator had been offered of employment.
- ii) County Service Area – 17 – Update: Hillgren – no report
- iii) Comments
 1. Malin – spoke of a new report noted that social security disability claims are down.
 2. Stine – informed the board that he joined the Rancho Santa Fe Fire District Foundation as of May 15th.
 3. Tanner – expressed his appreciation for the Fire District accepting the responsibility of placing American flags on Paseo Delicias on federal holidays.

10. Closed Session

- a. Pursuant to section 54957.6, the board met in closed session from 3:55 – 4:20 to discuss the following:
Conference with Labor Negotiators
Agency Negotiators: Fire Chief and Deputy Chief
Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349
Under Negotiation: Meet and confer in good faith for changes in other terms and conditions of employment
All board members listed and Chief Tony Michel, Deputy Chief Cox Karlana Rannals attended the closed session.

Upon reconvening, President Ashcraft reported that direction was provided to staff and there was no action taken by the board.

11. Adjournment

Meeting adjourned at 4:23 pm.

Karlana Rannals
Secretary

James H Ashcraft
President