



RANCHO SANTA FE FIRE PROTECTION DISTRICT

Regular Board of Directors Meeting Minutes – August 8, 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

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

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, 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 TANNER, SECOND BY DIRECTOR MALIN, 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 July 11, 2018

ii) Board of Directors minutes of July 17, 2018

b. *Receive and File*

i) Monthly/Quarterly Reports

1. List of Demands Check 29943 thru 30063, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period July 1 – 31, 2018 totaling:	\$ 478,998.03
Wire Transfer(s) period July 1 – 31, 2018	\$ 595,107.47
Payroll for the period July 1 – 31, 2018	<u>\$ 739,958.33</u>
TOTAL DISTRIBUTION	\$1,814,063.83

2. Cash Statement (Unaudited) – June 30, 2018

3. Quarterly Investment Review

4. Activity Reports – July, 2018

a) Operations

- b) Training
- c) Fire Prevention
- d) Correspondence – letters/cards were received from the following members of the public:
 - 1) None

5. Closed Session

- a. Pursuant to section 54957, the board met in closed session from 1:04 – 1:30 to discuss the following:
Public Employment
Title: Fire Chief
All board members listed and Chief Tony Michel attended the closed session.

Upon reconvening, President Ashcraft announced that on July 17, an ad hoc committee was appointed to explore the options of an internal or external recruitment for Fire Chief. The committee provided the recommendation of an internal recruitment. He announced that based on the Board’s discussion, it was approved to appoint Deputy Chief Fred Cox to the position of Fire Chief, effective December 1, subject to the successful negotiation of an employment contract.

6. Resolution/Ordinance

- a. Resolution No. 2018-10
Chief Michel informed the Board that with the retirement of Karlana Rannals as Administrative Manager, in order for her to train the two successors (Admin/HR Manager and Finance Manager), the CalPERS requirement of a 180-day separation in service must be waived by the District’s Board of Directors at a public meeting. He reported that the Admin/HR Manager recruitment closed August 1 and the District received 18 applications. He hopes to have the Finance Manager announcement distributed within the next 30-days. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2018-10 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District for Exception to the 180-day Wait Period GC section 7522.56 & 21224* on the following roll call vote:

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

7. Old Business

- a. None

8. New Business

- a. RFP – RSF6 Septic System Replacement
Chief Michel summarized the staff report provided. He reported that when the RFP was distributed for the bunkhouse, the district did not receive any bids. The feedback that staff received was that the project was

too broad. Staff decided to pull the septic system from the project since the permit will expire in November. Before anything can be done in a remodel or reconstruction, this part of the project must be completed. He responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the distribution of the RSF6 Septic System Replacement (RFP 02-2018).

9. Oral Report

a. Fire Chief – Michel

i) Fire Season – the previous month activity was busy. The entire -Operational Area is at draw down. District Staff has been working a lot of hours, and at one point, the District had approximately 14 people deployed at one time. Personnel at the various fires have been reporting severe fire behavior.

b. Operations – Deputy Chief

In Chief Cox's absence, Chief Slattery summarized the previous month's activity noting 337 calls, and he highlighted the significant response showing where District personnel was deployed to in July.

c. Volunteer – Volunteer Recruitment Retention Coordinator

VRRRC Twohy reported that four volunteers started their academy the previous month. In addition, volunteer hours totaled 510 hours the previous month.

d. Training – Battalion Chief

Chief Slattery noted that personnel participated in continuing education classes and helped in the new hire testing and academy.

e. Fire Prevention – Fire Marshal

FM Donner reported on the previous month's activity that included plan review totaling 344,679 square feet of new construction, 115 inspections and 124 plan reviews. Staff continues to work on updating the Fee Schedule Ordinance.

f. Administrative Manager

Ms. Rannals reported that the nomination period ends on August 10, and to date three candidates have applied for two open positions on the board.

Board of Directors

i) North County Dispatch JPA – Update: Ashcraft – participated in a special meeting to hire a new Administrator. Also, the Board of Directors changed their meeting times from 5:00 pm start time to 11:00 am.

ii) County Service Area – 17 – Update: Hillgren – no report

iii) Comments

1. None

10. Adjournment

Meeting adjourned at 2:15 pm.

Karlana Rannals
Secretary

James H Ashcraft
President