



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – November 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.

Pledge of Allegiance

Director Tanner led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner

(Note: Director Hillgren participated via teleconference from 755 Golf Club Way, #A6, Sedona, AZ)

Directors Absent: Stine

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Dave Livingstone, Battalion Chief; Brian Slattery, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment Retention Coordinator; Kim DeAvila, Admin/Human Resource Manager and Karlana Rannals, Board Clerk.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances. *The vote was conducted via roll call.*

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 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 October 10, 2018

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 30673 thru 30783, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period October 1 – 31, 2018 totaling:

Payroll for the period October 1 – 31, 2018	\$ 236,326.01
ACH Transfer(s) period October 1 – 31, 2018	\$ 218,533.78
	<u>\$ 599,893.92</u>
TOTAL DISTRIBUTION	\$1,054,753.71
2. Activity Reports – October 2018
 - a) Operations
 - b) Training
 - c) Fire Prevention
 - d) Correspondence – letters/cards were received from the following members of the public:
 - 1) None

5. Old Business

a. RFP – RSF6 Septic System Replacement

Chief Cox summarized the staff report. He reminded the board members that at their September meeting the Board of Directors rejected the single bid received and to re-advertise the bid. Staff revised the RFP and re-advertised receiving two bids. After reviewing the sewage treatment capacity with the lowest bidder, the contractor recommended to upgrade the treatment unit to allow for future site expansion. The additional cost of \$28,000, which was still approximately \$70,000 below the next bidder. He reported that the District will apply for grant funding from Rancho Santa Fe Foundation, and the remaining cost will be funded between the District’s General and Fire Mitigation Funds. Staff recommended awarding RFP #003-2018 to Septic Solutions for a cost of \$128,000, along with reengineering fees of \$1,800, miscellaneous fees of \$4,000, and authorize the Fire Chief to execute necessary contract(s). Staff responded to questions from the Board with VRRRC Twohy providing additional background on the project.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and APPROVED the staff recommendation to award RFP #003-2018 to Septic Solutions for a cost of \$128,000, along with reengineering fees of \$1,800, miscellaneous fees of \$4,000, and authorize the Fire Chief to execute necessary contract(s) on the following roll call vote:

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

6. Resolution/Ordinance

a. Resolution No. 2018-17

Ms. Rannals reported that this resolution is required for each financial institution to update signatures on the bank accounts to become effective December 3, 2018.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2018-17 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Signers on District Bank Accounts on a roll call vote:

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

b. Resolution No. 2018-18

Chief Michel informed the Board that this resolution adds the additional position of Finance Manager. The salary set is the same as the Administrative/Human Resource Manager. No other changes were made to the salary resolution.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2018-18 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Establishing Salaries and

Benefits for Management Personnel on the following roll call vote:

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

c. Resolution No. 2018-19

Chief Michel informed the Board that this resolution required by CalPERS adds the Finance Manager position to the pay schedule.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2018-19 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 on the following roll call vote:

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

7. New Business

a. Purchase of Type I Engine

Chief's Cox and Livingstone summarized the staff report provided. Staff requests authorization to proceed with the purchase of the engine through the Houston/Galveston Area Council (HGAC) since construction of the engine is estimated to take 12 to 18 months. Chief Cox informed the board that the proposed purchase is forecasted to be included in the FY20 budget. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2018-19 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 on the following roll call vote:

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

b. Tenant Improvement Construction

Chief Cox summarized the staff report provided. He reported that with the addition of staff positions and seasonal fire prevention personnel there is a lack of office space. Staff proposes in tenant improvement to provide additional office space within the current floorplan. The cost estimates were solicited from three local construction companies and the cost to construct is not to exceed \$18,000. He noted that staff has already secured the necessary building permits from the County of San Diego.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED the staff recommendation to proceed with the tenant improvements to the administrative office building at a cost not to exceed \$18,000 and authorize the Fire Chief to execute said contract with the lowest most responsive bidder on

the following roll call vote:

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

c. Long Range Financial Plan

Director Malin reviewed with the Board the assumptions used to develop the updated long-range plan. He reminded the board members that the District should have enough cash on hand to get through to the first major tax distribution scheduled for December 15 to cover operation costs. He distributed two assumption showing revenue growth at 2% and 3%, with associated assumptions for expenses. He focused a portion of his presentation on the District's unfunded accrued liability (UAL), profiling the past additional payments made to reduce the net pension obligation. At the conclusion of his presentation, he informed the Board that the District's cash position over the next five years must be watched and managed. The expected UAL by FY25 will exceed 1.2 million and will significantly impact the operating budget and position of the District. Director Malin responded to questions from the Board.

8. Oral Report

a. Fire Chief – Michel

i) District Activities

He discussed the following with the board:

- he introduced Kim DeAvila, the successful candidate for the Admin/Human Resource Manager. Kim provided a brief synopsis of her experience and talked of her enthusiasm in accepting this position.
- He also conveyed his appreciation for the opportunity to work and lead the Fire District. He will miss the people, but looks forward to the new chapter of retirement.

b. Operations – Deputy Chief

Chief Cox summarized the previous month's activity, noting district personnel responded to 292 calls and noted one two-acre grass fire that was caused by mowing weeds. Fuel moistures have improved. He also provided statistics on the personnel deployed to the Woolsey and Hill fires. Director Hillgren requested a simple map showing the potential "highways of fire" within the Fire District.

c. Elfin Forest Volunteer Division – Division Chief

Chief Cox reported that they will start accepting applications for the volunteer program for the new volunteer academy in December/January. In addition, volunteers contributed 1,326 volunteer hours to the District.

d. Training – Battalion Chief

Chief Slattery reported that he, along with VRRRC Twohy are in the vetting process to add the 10-12 volunteers in the program. Personnel also participated in numerous public education events for Fire Prevention month.

e. Fire Prevention – Fire Marshal

FM Donner summarized the previous months statistics that included numerous tenant improvements, 80 new construction inspections and 94 plan reviews.

f. Administrative Manager

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- Ms. Rannals congratulated the two incumbents (Stine and Tanner) on their reelection to the Board of Directors. They will be sworn at the next meeting, and the officers and committee assignments will be selected.
- She also inquired as to the availability of the ad hoc committee for Finance to review the draft audit for FY18. She will contact the Directors when a date is set with the audit firm.

reminded the board members of the upcoming election on November 6th.

g. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – no report. The next meeting is planned for November 28th 2018.
- ii) County Service Area – 17 – Update: Direct Hillgren reported on the meeting held November 7, 2018 that included:
 1. Flu season started November 1st
 2. The budget process timeline was revised to address the advisory board’s concern
 3. The Return of Spontaneous Circulation (ROSC) rate for CSA-17 is 38%, which is higher than the national average rate
 4. The CSA has applied for regional grants for the procurement of body armor
 5. County of San Diego Board of Supervisors declared November 7, 2018 “Tony Michel Day”
- iii) Comments
 1. Hillgren – Congratulations to Tony Michel for his service to the District
 2. Tanner – discussed lists necessary in the event evacuations are needed, and he appreciated the election results
 3. Ashcraft – congratulated Tony Michel on his upcoming retirement and presented him with his 35-year service award.

9. Closed Session

Pursuant to section 54957.6, the board met in closed session from 3:47 – 4:32 to discuss the following:

a. Conference with Labor Negotiators

Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff

Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Deputy Chief, Battalion Chief, Fire Marshal, Administrative Manager, Administrative/Human Resource Manager, Finance Manager

Under Negotiation: Memorandum of Understanding Amendment and Compensation

All board members listed and Tony Michel, Fire Chief and Fred Cox, Deputy Chief attended this session

b. Conference with Labor Negotiators

Agency Negotiators: Board of Directors

Employee organization: Unrepresented Employee – Position: Fire Chief

All board members listed and Fred Cox, Deputy Chief attended this session

Upon reconvening, President Ashcraft report that Item 9. a. direction was given to the agency negotiator, and Item 9. b. a draft employment contract was reviewed for Fred Cox as Fire Chief effective December 1, which will be approved at the December Board meeting.

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10. Adjournment

Meeting adjourned at 4:35 pm.

Karlana Rannals
Secretary

James H Ashcraft
President