



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – December 12, 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 considered.*

**SPECIAL AGENDA (10:00 AM – 12:00 PM)**

*Ethics Training (Workshop)*

Pursuant to the requirements of AB 1234, the following local officials and staff (those who receive compensation for their service or are eligible to have their expenses reimbursed) attended the Ethics Training workshop presented by Stephen J. Fitch, Fitch Law Firm, APC:

Rancho Santa Fe Fire Protection District

Director:

James H. Ashcraft  
Nancy C. Hillgren  
Randall Malin  
Tucker Stine  
John C. Tanner

Staff:

Fred Cox, Fire Chief  
Karlana Rannals, Board Clerk  
Kim DeAvila

North County Dispatch Joint Powers Authority

Director:

James H. Ashcraft

Staff:

None

**REGULAR AGENDA**

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 Cox led the assembly in the *Pledge of Allegiance*.

1. Oath of Allegiance – New Elected Board Members

Tucker Stine and John Tanner were sworn-in as members of the Rancho Santa Fe Fire Protection District for terms prescribed by law. Karlana Rannals, Notary Public, administered the *Oath of Allegiance*.

2. Election of Officers

Pursuant to Fire District Law 1987, Section 13853, the District Board shall elect a president, vice-president and a Secretary/Clerk.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and CARRIED 5-0 to nominate and elect the following officer:

President                      James Ashcraft

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5-0 to nominate and elect the following officer:

Vice President              John Tanner



8. Resolution/Ordinance

a. Resolution No. 2018-20

Ms. Rannals reminded the board members of their conversation at the last meeting to move their regular meeting date from the second Wednesday to the third Wednesday of each month. This resolution is necessary to set the revised meeting date.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED Resolution No. 2018-20 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Time and Place of Regular Meetings, Holiday, and Emergencies on a roll call vote:

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

b. Resolution No. 2018-21

Chief Cox informed the board members that his employment contract was drafted by the District's legal counsel and must be ratified by the Board of Directors.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2018-21 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Ratifying the Employment Agreement between the Rancho Santa Fe Fire Protection District and Fire Chief Fred Cox on a roll call vote:

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

9. New Business

a. *Call for Nominations – San Diego Local Agency Formation Commission (LAFCO)*

Chief Cox summarized the request from LAFCO and noted that only elected officials could submit their name for consideration to serve on the LAFCO Commission. At the conclusion of the discussion, no board member expressed an interest in submitting their name for consideration. No action was taken by the Board.

b. *Appoint Representative and Alternate to Public Agency Self Insurance System (PASIS) Board of Directors*

Ms. Rannals summarized the staff report provided. The PASIS Bylaws state that the Board of Directors must identify a representative and alternate. The staff report recommends Kimberly DeAvila, Administrative/Human Resource Manager as the representative, and Fred Cox, Fire Chief as the alternate to the Public Agency Self Insurance System (PASIS) Board of Directors. Staff responded to questions from the board.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the staff recommendation to appoint Kimberly DeAvila, Administrative/Human Resource

Manager as the representative, and Fred Cox, Fire Chief as the alternate to the Public Agency Self Insurance System (PASIS) Board of Directors.

*c. Board of Directors Meeting Calendar*

Ms. Rannals reviewed the staff report provided. She informed the board members that the schedule listed reflects the new meeting date for the third Wednesday of each month, and she included routine matters that are considered by the Board with specific deadlines to assist should it be necessary to reschedule a meeting. After review of the calendar, it was determined to change the following regular meetings:

<b>Regular Meeting Date – 2019</b>	<b>Rescheduled Special Meeting Date – 2019</b>
<b>September 18</b>	<b>September 25</b>

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move and calendar the 2019-year meeting schedule as agreed.

*d. District Representation and Ad Hoc Committee Assignments*

Ms. Rannals summarized the staff report provided. The board members reviewed their committee assignment and agreed to continue to serve in the following assignments:

Board of Directors

- North County Dispatch JPA (Primary) – Jim Ashcraft
- North County Dispatch JPA (Alternate) – Nancy Hillgren

Advisory Board

- County Service Area (CSA) – 17 (Primary) – Nancy Hillgren
- County Service Area (CSA) – 17 (Alternate) – Tucker Stine

Ad Hoc Committee

- Finance Committee – Randy Malin, John Tanner  
Staff Assigned: TBD
- Negotiations – Randy Malin, Jim Ashcraft  
Staff Assigned: TBD

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to reappoint the board members to the agreed committees representing the Fire District.

10. Oral Report

a. Fire Chief – Cox

- District Activities
  - (1) NorthComm is seeking to rent additional space for its center. He has started conversations with the Association’s Patrol Chief on their possible relocation to other space within RSF1. He is exploring the costs associated with tenant improvements in the old board/community room at RSF1.
  - (2) District staff is participating in the final testing for the recruitment of a Battalion Chief.

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(3) The District has received its conditions to apply for a provisional building permit for RSF5. He hopes that construction will begin in January 2019.

(4) The RSF6 septic system upgrade has started, however, they have hit a snag. They have hit solid rock and the electrical panel needs upgrading. He is working with legal counsel to determine who pays for the additional costs.

b. Operations – Deputy Chief

Chief McQuead summarized the previous month's activity, noting district personnel responded to 369 calls. He summarized the significant calls personnel responded to, including the Hill and Woolsey fires.

c. Elfin Forest Volunteer Division – Volunteer Recruitment/Retention Coordinator

VRRRC Twohy reported that the volunteers have given 1,532 hours in volunteer hours to the community. He also reported that eight volunteers have been accepted to paramedic school, which leaves many openings. However, the recent interviews conducted for new volunteer recruits, there are eleven applicants starting the background and physicals.

d. Training – Battalion Chief

Chief McQuead reported that personnel participated in training classes for confined space and blue card training.

e. Fire Prevention – Fire Marshal

Fire Marshal Donner reported that the bureau and inspectors remain busy, noting an increase in requests for inspections. Staff is working the local homeowners' associations and encouraging them to become a FireWise Community.

f. Administrative Manager

Ms. Rannals reported that the CalPERS UAL additional payment was sent on December 10. By sending the payments by December 31, the payment will be reflected in the valuation report issued in August 2019.

g. Administrative/Human Resource Manager

Ms. DeAvila continues to develop her new role in the District and has been learning the many facets of the District.

h. Board of Directors

- North County Dispatch JPA – Update: Ashcraft – he reported on the meeting held November 28, 2018 noting the approval of a \$30,000 expense to explore a centralized communications center.
- County Service Area – 17 – Update: Hillgren – no report. The next meeting is planned for February 5.
- Comments

(1) Malin – (a) he inquired on the status of the audit. Ms. Rannals reported that she has been trying to get a meeting scheduled; however, the report will be completed and on the January 2019 meeting agenda. (b) He reported that he presented the long-range financial plan at the Captain's meeting. Director Stine asked to be included in a future presentation with District personnel since he was not able to attend the board meeting in October.

(2) Hillgren – she offered her congratulations to both Ms. DeAvila and Chief Cox. She also informed the board that she would be absent at the January 2019 meeting due to her vacation out of country.

President Ashcraft recessed the meeting until 3:30 pm

President Ashcraft reconvened the regular meeting at 3:30 pm with all board and staff members listed.

11. Special Presentation

a. Badge Presentation – Fred W. Cox – Fire Chief

President Ashcraft summarized the hiring process for the replacement fire chief and the Board was pleased to announce the selection and promotion of Fred W. Cox to the position of Fire Chief. He gave a brief biography of Chief Cox’s credentials and service to the District. Karlana Rannals, Notary Public, administered the Oath of Office. President Ashcraft offered on behalf of the Board congratulations for his promotion and presented the Fire Chief badge to his family to pin on his uniform.

Chief Cox thanked all present for their attendance and spoke of his enthusiasm for the opportunity to lead the organization.

Adjournment

Meeting adjourned at 3:40 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President