



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – January 16, 2019**

*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*

Deputy Chief McQuead led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Malin, Tanner, Stine

Directors Absent: Hillgren

Staff Present: Fred Cox, Fire Chief; Dave McQuead, Deputy Chief; Bruce Sherwood, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlana Rannals, Board Clerk.

2. Special Presentation

a. Annual Fitness Profile – San Diego Sports Medicine

Chief Cox introduced Katie Rusk who presented a PowerPoint presentation on the wellness of district personnel. She included the history of the wellness program, named the regional program participants and gave comparisons to how district personnel compares to other organizations in the County. Overall, she congratulated the organization for its fitness level in cardiovascular, musculoskeletal injuries, cancer risk and behavioral health. She responded to questions from the Board.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

4. Public Comment

No one requested to speak to the Board.

5. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

i) Board of Directors minutes of December 12, 2018

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 30884 thru 30965, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period December 1 – 31, 2018 totaling: \$ 242,329.04  
Wire Transfer(s) period December 1 – 31, 2018 \$1,249,013.40

Payroll for the period December 1 – 31, 2018 \$ 708,223.51  
TOTAL DISTRIBUTION \$2,199,565.95

2. Activity Reports – December, 2018
  - a) Operations
  - b) Training
  - c) Fire Prevention
  - d) Correspondence – letters/cards were received from the following members of the public:
    - 1) None
3. Travel Reports
  - a) Ashcraft
  - b) Malin

6. Old Business

- a. None

7. Resolutions/Ordinances

- a. Resolution No. 2019-01

Chief Cox informed the board members that the SAFER grant for the Volunteer Recruitment & Retention Coordinator included a two percent (2%) increase. The resolution only modifies the hourly wage for this position.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2018-01 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Establishing Reimbursement, Salary and Benefits for Personnel as Volunteer Recruitment and Retention Coordinator on the following roll call vote:

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

- b. Resolution No. 2019-02

Chief Cox informed the board this resolution is necessary each time that there is a salary adjustment and is a CalPERS requirement.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2018-01 *entitled* A Resolution 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, Malin, Stine, Tanner  
NOES: None  
ABSTAIN: None  
ABSENT: Hillgren

8. New Business

a. Acceptance of Donation

Chief Cox summarized the staff report provided. He reported that staff recommends accepting a grant award for \$110,000 from the Rancho Santa Fe Fire District Foundation while maintaining a \$33,800 commitment in District matching funds. The grant is to reimburse the District's General fund for the recent replacement of the septic system at RSF6. He also noted that staff also recommends the approximate \$7,677 in excess funding be authorized for landscape/parking lot improvements for Fire Station 6. Staff responded to questions from the Board.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and ACCEPTED grant funds for \$110,000 from the Rancho Santa Fe Fire District Foundation on the following roll call vote:

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

Representatives from the Rancho Santa Fe Fire District Foundation, Mr. Tim Constanzo, Mrs. Nona Barker and Mr. Jim Depolo, President presented a check to President Jim Ashcraft and Fire Chief Fred Cox. President Ashcraft on behalf of the District conveyed the District's appreciation for the grant and support to the Fire District.

b. *Independent Auditor's Report FY 2017/2018*

Director Malin reported that the finance ad hoc committee (Directors' Malin and Tanner, Chief Cox and Karlana Rannals) met with Gary Caporicci, CPA from the Pun Group to review the draft audit report for FY18.

He reminded his board colleagues of the financial statements requirement (GASB 68), which reports the full pension liability. Although the board has taken action to make accelerated payments to reduce the District's pension obligation, it has slightly increased because of the poor investment performance of CalPERS and the reduction of the discount rate. In addition, the auditor reviewed the internal controls that staff has in place and perform various testing of accounts.

Director Malin informed the Board that the ad hoc committee was satisfied with the discussion in the meeting; the District received a clean report from the auditors and recommended that the Board accept the report as distributed. The ad hoc committee responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the FY 2017/2018 independent audit prepared by The Pun Group as distributed.

9. Oral Report

a. Fire Chief – Cox

i) District Activities

1. RSF5 Construction: the district has received the final conditions letter from the County of San Diego, which must be met before the building permit will be issued. There are five conditions, of which two are significant. The first is filing an easement giving the County a 50-foot easement on

the property. Legal counsel is working on the easement language. He noted that to move the project forward, he would most likely request a special meeting. Another condition that must be met is the storm water runoff, which will add \$100,000 to \$200,000 to the cost. These two of the five conditions will significantly affect the cost of the project.

2. RSF6 Septic tank is complete and operating. Again, a special thanks to the RSF Fire District Foundation for the grant.
  3. He has been contact with the North County Dispatch JPA Administrator who is interested in renting additional space at the El Fuego location. Thru tenant improvements and a relocation of another tenant, this may be worth pursuing for long-term leases.
  4. Badge Presentation – reminder that the badge ceremony is scheduled for February 20.
  5. Fuel Abatement – CalFire has money in the County to increase their fire prevention efforts, specifically fuel abatement.
- b. Operations – Deputy Chief  
Chief McQuead summarized the previous month’s activity and year’s statistics, noting the call load for 2018 was 3,745 an overall increase in calls of 4.62%.
- c. Elfin Forest Volunteer Division – Division Chief  
VRRRC Twohy reported that ten volunteers on the roster are in medic school. The volunteers contributed 1,320 hours the previous month. They are in the middle of a volunteer recruit academy.
- d. Training – Battalion Chief  
Chief Sherwood reported that there is 98 hours of scheduled training. The District completed an audit with a 100% success rate in compliance with all mandated training. Personnel also participated in training fir high angle rescue and active shooter training.
- e. Fire Prevention – Fire Marshal  
FM Donner reported that the District would participate in Love Your Heart day on February 14. Staff is working on the annual weed abatement mailer, and the District added nearly 2.3 million square feet of new construction in the previous month.
- f. Administrative/Human Resource Manager – no report
- g. Administrative Manager  
Harassment Training – she reminded the board that training will commence at 10 am. In addition, the regular meeting will start at RSF4 for the badge ceremony and reconvene in the boardroom at the conclusion.
- h. Board of Directors
- i) North County Dispatch JPA – Update: Ashcraft – no report. The next meeting is February 27, 2019.
  - ii) County Service Area – 17 – Update: Hillgren – no report.
  - iii) Comments
    1. Malin – gave former Governor Jerry Brown credit for signing legislation for pension reform.
    2. Stine – commented that since the County Board of Supervisors approved the Harmony Grove Village South project, there is a lot of misinformation on how the Fire District played a role in the process. He suggested an FAQ on the process.

10. Adjournment

Meeting adjourned at 3:25 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President