



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – February 20, 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 considered.

SPECIAL AGENDA (10:00 AM – 12:00 PM)

Harassment Training (Workshop)

Pursuant to the requirements of AB 1661, the following local officials and staff (those who receive compensation for their service or are eligible to have their expenses reimbursed) attended the Harassment Prevention 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:

Karlana Rannals, Board Clerk

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. Meeting convened at 18040 Calle Ambiente, Rancho Santa Fe for the Pledge of Allegiance, Roll Call, and Special Presentations

Pledge of Allegiance

Chief McQuead led the assembly in the Pledge of Allegiance.

Invocation

Chaplain Ray Ramage gave an invocation.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner

Directors Absent: None

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

2. Special Presentations

a. Badge Presentations

Chief Cox welcomed all in attendance. Deputy Chief McQuead discussed the requirements and commitment needed to succeed in the profession and in the District. Chief Cox presented the following district personnel a Fire District badge:

Promotion

- o Dave McQuead, Deputy Chief (October 1, 2018)
- o Brian Slattery, Battalion Chief (May 1, 2018)
- o Bruce Sherwood, Battalion Chief (January 16, 2019)
- o Nathan Sanford, Captain (May 16, 2018)
- o Paul Roman, Captain (January 16, 2019)
- o Stephen Sepich, Engineer (May 16, 2018) – not able to attend
- o Scott Schieber, Engineer (January 16, 2019)

Chief Slattery summarized the requirements of suppression personnel during the first year of their employment. He congratulated the following personnel who have completed their one-year probation:

- o Justin Cloyd, Firefighter/Paramedic (January 16, 2019)
- o Richard LaFleur, Firefighter/Paramedic (January 16, 2019)
- o Robert Scott, Firefighter/Paramedic (January 16, 2019)
- o Haydne Shimer, Engineer (January 16, 2019)
- o Samuel Stamy, Firefighter/Paramedic (January 16, 2019)

President Ashcraft on behalf of the Board of Directors offered congratulations to all and wished continued success in their new role.

President Ashcraft recessed the meeting from 1:30-1:45 pm to resume the remainder of the business meeting at 18027 Calle Ambiente.

3. Closed Session

Pursuant to section 54956.8, the board met in closed session from 1:46 – 1:57 pm to discuss the following:

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 16936 El Fuego

Agency Negotiator: To be determined

Negotiating Parties: North County Dispatch Joint Powers Authority

Under Negotiation: Instruction to negotiator concerning price and term

b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 16936 El Fuego

Agency Negotiator: To be determined

Negotiating Parties: Rancho Santa Fe Association

Under Negotiation: Instruction to negotiator concerning price and term

All board members listed and Chief Cox, Chief McQuead and Karlana Rannals attended both topics of the closed session

Upon reconvening to open session, MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint Fire Chief Fred Cox as the agency negotiator for the Fire District. President Ashcraft reported that the Board of Directors that direction was provided to Chief Cox on the subject negotiations. There was no action taken in closed session.

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

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

5. Public Comment

No one requested to speak to the Board.

6. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 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 January 16, 2019
- ii. Board of Directors minutes of January 31, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

- 1) List of Demands Check 30966 thru 31065, Electronic File Transfers (EFT) and Wire Transfer(s) for the period January 1 – 31, 2019 totaling: \$ 273,636.52
Wire Transfer(s) for the period January 1 – 31, 2019 \$ 216,967.05
Payroll for the period January 1 – 31, 2019 \$ 671,948.22
TOTAL DISTRIBUTION \$1,162,551.79
- 2) Investment Review – December 31, 2018
- 3) Cash Statement – December 31, 2018
- 4) Budget Review – July 1 – December 31, 2018
- 5) Activity Reports – January 2019
 - a. Operations
 - b. Training
 - c. Fire Prevention
 - d. Correspondence – letters/cards were received from the following members of the public:
 - i. None

7. Old Business

- a. None

8. New Business

- a. Amendment No. 5 to Building Lease Agreement

Chief Cox summarized the staff report provided. He reported that Verizon Wireless is seeking to extend the lease that has been in place since 1994 for another five (5) years, with an additional four (4) automatic extension terms of five (5) years each. He also reported that legal counsel had reviewed and concurred with the amendment provided.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Amendment No. 5 to the Building Lease Agreement and authorize the President to execute the document.

- b. North Mutual Threat Zone Agreement

Chief Cox summarized the staff report provided. He reported that under the agreement with the Cities of San Diego, Escondido, Poway Fire Departments California Department of Forestry and Fire Protection and Rancho Santa Fe Fire Protection District, all agencies when responding within the identified mutual threat zone agree to operate on a common communications plan under one command/communication center. This will provide for better command and control and prevent duplication of resource requests. He responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the North Mutual Threat Zone Agreement and authorize the Fire Chief to execute the document.

- c. Board of Directors Meeting Calendar

Director Stine requested consideration to change the regular meeting dates for March and April 2019 due to conflicts. He was not aware of the conflict when the Board modified the regular meeting dates from the second Wednesday to the third Wednesday. After review of calendar, it was determined to change the following regular meetings:

Regular Meeting Date – 2019	Rescheduled Special Meeting Date – 2019
March 20	March 13
April 20	April 10

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

9. Resolution/Ordinance

a. Ordinance No. 2019-01

Chief Cox reviewed the staff report provided. He summarized the changes between the current and proposed ordinance. The fees did go up in some categories, however, the changes are a direct result of the services being performed and the time that it takes to complete the reviews and inspections. Staff responded to questions from the board.

The Board was informed that the next step was to schedule a public hearing or plan for a second reading. President Ashcraft stated that since the Board in their prior action changed the meeting date, that a second reading on March 13 would be planned prior to scheduling the public hearing.

10. Oral Report

a. Fire Chief

- i. District Activities – he reported that the Admin remodel is almost complete. The workstation in the back was converted to an office, and the workstations were relocated to another part of the building.
 - ii. RSF5 Construction – the Limited Building Zone Easement is still being processed, however, he was told by the County that it should not hold up issuing the building permit. He is anticipating an April start date.
 - iii. SDG&E plans to add an additional helicopter, with night flying capability, starting June 1.
 - iv. Roadway clearance was completed with cooperation of the City of San Marcos on east side Elfin Forest Rd to San Elijo Village. Costs were split 50/50 with the District's share coming from a previous grant received from PG&E.
 - v. He sent a letter to CalFire requesting collaborative efforts with hazardous fuel reduction in the Elfin Forest/Harmony Grove areas. This will be in cooperation with adjoining agencies (Cities of Encinitas, Carlsbad, and San Marcos).
- b. Operations – Deputy Chief – Chief McQuead distributed a handout with photos from significant events as a result of the recent rains.
- c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the volunteers contributed 1,708 hours the previous month.
- d. Training – Battalion Chief – Chief Sherwood reported that district personnel accomplished 2,100 hours of training the previous month. Key activities included new hire testing, preparation for the Engineer's exam starting March 8, and swift water rescue.
- e. Fire Prevention – Fire Marshal – Fire Marshal Donner reviewed the previous month's statistics. She distributed the weed abatement packet that will be distributed to property owners. Also, the Wall Street Journal contact District prevention staff for a story an upcoming story on fire prevention.
- f. Administrative/Human Resource Manager – Ms. DeAvila reported on her attendance at the LCW Conference and her participation in incorporating her human resource experience in the hiring process.
- g. Administrative Manager –
- i. Form 700 – Ms. Rannals reminded the board that the completion of their Form 700 is due to the County of San Diego by April 1st.

- ii. Recognition Dinner – she reported that the annual recognition dinner will be hosted by Art & Catherine Nicholas on April 13, 2019. Invitations will be mailed early March.
- h. Board of Directors
 - i. North County Dispatch JPA – Update: President Ashcraft reported that the next meeting is February 27th
 - ii. County Service Area 17 – Update: Director Hillgren reported on the meeting held February 5, 2019. There are new representatives to CSA 17, and there was time dedicated to educating the new representatives. The advisory board selected a new Chair, Don Heiser, and Vice Chair Joe Mosca. They reviewed the finances noting that each agency’s budget was doubled because of excess reserves. There has been no change or movement on the LAFCO application, so starting 2020 areas with no designated ambulance service will be reclassified to a ground ambulance operating area. There will be no rules about who is going to respond
 - iii. Comments
 - 1. Malin – he has completed all presentations of the long-range financial plan to district personnel.

Adjournment

Meeting adjourned at 3:24 pm.

Karlana Rannals
Secretary

James H Ashcraft
President