



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Special (in lieu of regular) Board of Directors Meeting**  
**Minutes – March 13, 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.*

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

1. Roll Call

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

Directors Absent: None

Staff Present: Fred Cox, Fire Chief; Dave McQuead, Deputy Chief; Bret Davidson, Battalion 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. Motion waiving reading in full of all Resolutions/Ordinances

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

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, 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 February 20, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

1) List of Demands Check 31066 thru 31189, Electronic File Transfers (EFT) and Wire Transfer(s) for the period February 1 – 28, 2019 totaling:	\$ 331,913.60
Wire Transfer(s) for the period February 1 – 28, 2019	\$ 223,000.24
Payroll for the period February 1 – 28, 2019	<u>\$ 510,691.38</u>
TOTAL DISTRIBUTION	\$1,065,605.22

2) Activity Reports – February 2019

a. Operations

b. Training

- c. Correspondence – letters/cards were received from the following members of the public:
  - i. Butte County Fire Department – Darren Read, Fire Chief

5. Old Business

- a. None

6. New Business

*a. Local Agency Formation Commission Election*

Chief Cox informed the Board that the District has an opportunity to cast a ballot to elect a regular and alternate special district member on the Local Agency Formation Commission (LAFCO). The board members discussed the candidates in consideration.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN authorized the President to cast a ballot on behalf of the District to elect a regular and alternate special district member on the Local Agency Formation Commission (LAFCO) uninstructed.

*b. RSF1 Tenant Options*

Chief Cox informed the Board that he met with representatives from Rancho Santa Fe Association on a possible relocation within the RSF1 location. They are open to modifying their lease. He has retained the services of William Smith to complete space diagrams, which will give an opportunity for cost estimates for the tenant improvements. In addition, he also plans to separate as many utilities as possible.

7. Resolution/Ordinance

*a. Ordinance No. 2019-01*

Chief Cox informed the Board that this is the second reading to update the fee ordinance. He noted that there were no modifications to the proposed ordinance language from the last meeting, in which the ordinance was first introduced.

The Board was informed that the next step was to schedule a public hearing. President Ashcraft requested that the Board Clerk schedule the public hearing for April 10, and publish the Notice of Intent to Adopt a New Ordinance applicable to all required codes.

*b. Resolution No. 2019-03*

Ms. Rannals informed the Board that the District must update its resolution annually to participate in the Fire Mitigation Fee Fund program administered by the County of San Diego. The 58 cents per square foot fee collected is expected to remain the same.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2019-03 entitled a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program on the following roll call vote:

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

8. Oral Report

a. Fire Chief

i. District Activities

1. He reported that the grading and landscaping plans for RSF5 were submitted to the County of San Diego for review. He is working with the Supervisor Desmond for assistance in pushing forward the building permit.
2. Rancho Santa Fe will receive six new AED's and the plan is to put them at the various schools within the District.
3. Fuel Abatement - Chief Davidson reported that the District is looking for opportunities to work with CalFire for fuel abatement on current easements specifically along Del Dios Highway and Escondido Creek area. Other areas of concern requires permission from landowners. CalFire has the option of using hand crews and they have monies allocated from the State for vegetation abatement.

b. Operations – Deputy Chief

Chief McQuead a handout with photos of a significant incident that occurred on March 8 involving power poles down with live wires.

c. Volunteer – Volunteer Recruitment & Retention Coordinator

VRRS Twohy reported that the volunteers donated 1,106 hours the previous month.

d. Training – Battalion Chief

Chief Sherwood reported that all scheduled training was complete. In addition, the Engineer promotional exam was completed and three members of the district were successful in their efforts. He is working on the details for "active shooter" training at the end of April; and he plans a focus on wildland training beginning in April that will extend thru August.

e. Fire Prevention – Fire Marshal

FM Donner reported that the monthly report is in redesign; however, an additional 691,306 square feet of new construction was reviewed. She is also meeting with representatives from Harmony Grove Village South to discuss the types of building that are being proposed in the new community.

f. Administrative/Human Resource Manager

Ms. DeAvila reported on the following:

1. She participated in the zone-wide engineer testing and was impressed by the staff and their knowledge. She has been participating in the North Zone consortium for hiring firefighter. The area is struggling to obtain qualified candidates. There seems to be numerous factors affecting the result.

2. The District will bring onboard two new hires effective April 16, who have successfully passed the background and medical requirements.
3. All district personnel will participate in Workers' Compensation training in March/April.

g. *Administrative Manager*

Ms. Rannals reported on the following:

1. Form 700: all required filings are complete
2. CalPERS Conference October 28-30, 2019 – Oakland, CA: she inquired as to who is interested in attending as the early bird registration will start in June. Director Tanner plans to attend.
3. Recognition Dinner – April 13, 2019: a reminder of the dinner, please RSVP

h. *Board of Directors*

Chief McQuead reviewed a significant incident that occurred on March 8 involving power poles down with live wires.

1. North County Dispatch JPA – Update: Director Ashcraft provided an update from the last meeting noted that the JPA has four new representatives attending the quarterly meetings. NCDJPA has paid off their CalPERS UAL, and they are discussing the establishment of a Section 115 Trust.
2. County Service Area 17 Update; No report; however, Director Hillgren requested that Director Stine attend the May meeting as she is not available.
3. Comments
  - i. Tanner – he made an inquiry about the status of Julian FPD. Chief Cox responded that the special election to stay or go away from CalFire is March 19.

9. Closed Session

Pursuant to section 54956.9, the board met in closed session from 2:06 – 2:26 pm to discuss the following:

- a. POTENTIAL LITIGATION (1) CASE – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
*All board members listed and Chief Cox, Chief McQuead and Karlana Rannals attended the closed session. In addition, Steve Fitch, legal counsel participated via conference call.*

Upon reconvening, President Ashcraft reported that direction was provided to staff.

Adjournment

Meeting adjourned at 2:28 pm.

---

Karlana Rannals  
Secretary

---

James H Ashcraft  
President