



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Special (in lieu of regular) Board of Directors Meeting
Minutes – April 10, 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

Director Stine led the assembly in the Pledge of Allegiance.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner (*arrived at 1:22 pm*). *Director Hillgren participated via teleconference*

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 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. *The vote was conducted via roll call.*

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR STINE, 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 March 13, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

- 1) List of Demands Check 31190 thru 313039, Electronic File Transfers (EFT) and Wire Transfer(s) for the period March 1 – 31, 2019 totaling: \$ 261,032.62
Wire Transfer(s) for the period March 1 – 31, 2019 \$ 223,292.47
Payroll for the period March 1 – 31, 2019 \$ 631,437.15
TOTAL DISTRIBUTION \$1,115,762.24

2) Activity Reports – March 2019

a. Operations

- b. Training
- c. Fire Prevention
- d. Correspondence – letters/cards were received from the following members of the public:
 - i. Robert & Anita Scott
 - ii. Cecilia
 - iii. Lise and Bill Shanahan

5. Old Business

a. RSF5 Design/Build

Chief Cox summarized the staff report. He also introduced Nathan Complin from Erickson/Hall who attended the meeting to respond to any questions that the board members may have. Chief Cox reminded the board members that after a competitive bid process approximately 18 months ago for the design-build of the Harmony Grove Village Fire Station, Erickson Hall and WLC Architects were selected as the design-build team. The design-build contract was broken into two parts and an estimated Guaranteed Maximum Price (GMP) was set at approximately 6 million dollars for the construction of the station. Now that Erickson Hall publicly bid all trades the final GMP has been set at \$6,678,927. This is not inclusive of permits and utility fees that will be the responsibility of the District to pay for. These costs are estimated to be \$175,000 of which \$22,000 has already been expended. He reported that the approximate \$600,000 over projected costs mainly attributed to:

- a. increased costs due to storm water run-off requirements
- b. increased construction costs over the past twelve (12) months

Although staff has worked diligently to reduce costs without reducing the usability and operating efficiency of the fire station. He summarized the changes that were made to save on costs. He also noted that future savings may be realized during construction due to efficiencies or alternate construction methods. Chief Cox discussed the various options to proceed with the station construction, noting that the next big hurdle is obtaining a permit from the County of San Diego. Staff and Mr. Complin responded to questions from the Board.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN authorized the construction of RSF5 (*Harmony Grove Village Fire Station*) accepting the guaranteed minimum price set at \$6,678,927 for construction; and authorize the President and/or Fire Chief to execute all documents and permits necessary to start construction. *The vote was conducted via roll call.*

6. Public Hearing

a. Ordinance No. 2019-01

President Ashcraft opened the public hearing. The Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. There were no requests to speak. President Ashcraft closed the public hearing.

7. New Business

a. *Surplus of Equipment*

Chief Cox summarized the staff report and reports that vehicle ID 0384 is 16 years old, and has been used by several staff positions, most recently the Fire Services Assistant. With the purchase of a replacement pickup truck last year, this vehicle is no longer needed. A preferred vendor, Fire Etc., has offered to pay \$2400 cash for the vehicle. He noted that this is more than the District would receive then sending it to a County Auction. He responded to questions from the board.

MOTION BY DIRETOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN (*the vote was conducted via roll call*) to authorize the surplus and sale of vehicle ID 0384 to Fire Etc. for \$2,400 in cash.

8. Resolution/Ordinance

a. *Ordinance No. 2019-01*

Chief Cox informed the Board that this is the final 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 discussed. He recommended that the Board proceed with the adoption process and the effective date, if adopted is June 1, 2019.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and APPROVED Ordinance No. 2019-01 *entitled* an Ordinance of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2016-01 on a roll call vote:

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

President Ashcraft requested that the board clerk publish a *Notice of Ordinance Adoption* pursuant to all applicable codes.

b. *Ordinance No. 2019-02*

Chief Cox summarized the staff report provided. He noted that the staff has been discussing numerous ways to improve life safety and property protection measures. Staff has recommended several changes to the current ordinance that include (1) removing dead and dying vegetation between 50 and 100 feet from a building; (2) removing combustible mulch; (3) increasing roadside vegetation clearance for severe fire hazard areas and evacuation routes; and (4) clarification for vacant parcels and defensible space along property lines.

The board discussed with staff their desire that the District's ordinance be stringent enough for the District's standards to protect ourselves and structures, even if it exceeds the national standards. Chief Cox ensured the board that the ordinance language will meet their intent.

The board agreed to schedule the public hearing and ordinance adoption for May 15, 2019; and requested that the board clerk notice the meeting for the scheduled actions pursuant to all applicable codes.

9. Oral Report

a. Fire Chief

i. District Activities

1. He reported that the annual weed abatement letter has been mailed, noting that this year the packet did not include the evacuation map.
2. CalFire is performing the defensible space inspections and they are occurring in the Fairbanks Ranch area. If there are potential violations, CalFire will notify the district. They are also working with the Escondido Creek Conservancy on vegetation management.
3. The Dispatch tenant improvements are currently on hold.

b. *Operations – Deputy Chief*

Chief McQuead distributed a handout with photos for a significant fire incident in San Marcos; and he distributed the seasonal weather outlook.

c. *Volunteer – Volunteer Recruitment & Retention Coordinator*

VRRS Twohy reported that the volunteers donated 1,557 hours the previous month. He also complimented the personnel at RSF6 for saving costs in doing some landscape and parking lot improvements themselves.

d. *Training – Battalion Chief*

Chief Sherwood reported that all scheduled training, approximately 1,800 hours was completed. Two new hires will start on April 16. He attended a grant training in which there are new opportunities to apply for grants to fund training. Also, five personnel attended the Emergency Vehicle Operations Course (EVOC) training, which provides advanced driving skills.

e. *Fire Prevention – Fire Marshal*

Brandon Closs, Fire Prevention Specialist demonstrated a new software that staff is using to assist in the weed abatement tasks. FM Donner reviewed the previous month's statistics noting that there was a child bitten by a rattle snake in the 4S Ranch area. The District's Public Education Coordinator has distributed a PSA about snakes.

f. *Administrative/Human Resource Manager*

Ms. DeAvila reported on the following:

1. Curtis Benz has promoted to Engineer
2. All personnel have completed the Workers' Compensation training.

g. *Administrative Manager*

Ms. Rannals reported on the following:

1. Recognition Dinner – April 13, 2019: a reminder of the upcoming dinner

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2. She has been notified that Paul Kaymark, CPA, the District's previous auditor has reengaged in an auditing firm in Murrieta. She asked the board if they are interested in discussing the audit firm for the FY19 year at the May meeting. She was requested by the Board to put the matter on the agenda for May 15 for discussion.
 3. Bell of Distinction – the presentation is scheduled for June 26.
- h. *Board of Directors*
1. North County Dispatch JPA – Update: Director Ashcraft – no report
 2. County Service Area 17 Update; No report; however, Director Hillgren reminded Director Stine that he attends the May meeting as she is not available.
 3. Comments
 - a. Stine – informed the Board that the Rancho Santa Fe Fire District Foundation will have their inaugural fundraising event on May 18 from 4-8pm in the courtyard of the Cielo Village Plaza.
 - b. Tanner – he made an inquiry about the status of Julian FPD. He also reported that Chief Cox will meet with the CSD.

Adjournment

Meeting adjourned at 2:39 pm.

Karlana Rannals
Secretary

James H Ashcraft
President