



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – May 15, 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.

President Ashcraft requested a moment of silence in honor of James Pine, Deputy Fire Marshal from the County Fire Authority who passed away unexpectedly.

Pledge of Allegiance

Volunteer Recruitment-Retention Coordinator Twohy led the assembly in the Pledge of Allegiance.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner. *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. Special Presentation

President Ashcraft informed the assembly that the presentation planned will be deferred to the June meeting.

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

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances. *The vote was conducted via roll call.*

4. Public Comment

Mr. Barry Willis informed the board that he was recently elected to the LAFCO Board of Directors and sworn in on May 13th. He stated that he believes in local control, and his goal is to get to know each board and wants to know if there are problems or concerns that he can assist with.

5. Consent Calendar

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 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 April 10, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

1. List of Demands Check 31304 thru 31401, Electronic File Transfers (EFT) and Wire Transfer(s) for the period April 1 – 30, 2019 totaling: \$ 220,558.32
Wire Transfer(s) for the period April 1 – 30, 2019 \$ 372,558.32
Payroll for the period April 1 – 30, 2019 \$ 565,281.91
TOTAL DISTRIBUTION \$1,158,369.46
2. Budget Review – July 1, 2018 – March 31, 2019
3. Cash Statement – March 31, 2019
4. Quarterly Investment Review
5. Activity Reports – April 2019
 - a. Operations
 - b. Training
 - c. Fire Prevention
 - d. Correspondence – letters/cards were received from the following members of the public:
 - i. LAFCO

c. *Acceptance of Donation*

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to acknowledge receipt of a \$500 donation to Rancho Santa Fe Professional Firefighters Association in gratitude for a response to an emergency call. *The vote was conducted via roll call.*

6. Old Business

- a. None

7. New Business

a. *Article XIII B California Constitution Appropriation Limit*

Ms. Rannals summarized the staff report provided. She recommended that the Board of Directors select the following formula to calculate the District's new appropriation limit for the 2018/2019 fiscal year: Change in California per capital personal income (3.85%) for the Cost of Living Factor, and Change in population within San Diego County average (.52%).

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and APPROVED to accept staff's recommendation for calculation of the District's appropriations limit on the following roll call vote:

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

b. Independent Audit FY19

Ms. Rannals reported that the District's previous auditor Paul Kaymark, CPA has returned to the auditing field with a new firm. Since the auditor works for the Board of Directors, she wanted to bring the information for their consideration. She reminded the Board that an RFQ was conducted last year, the firm selected the Pun Group signs each year's engagement letters on an annual basis.

The board members at the conclusion of their discussion agreed that since the RFQ was just completed one year ago, and there were no issues with the audit team, they would stay with the Pun Group for the FY19 audit.

MOTION BY MALIN, SECOND BY DIRECTOR TANNER, and APPROVED the selection of the Pun Group for FY19 audit and authorize the Administrative Manager to execute the engagement letter on the following roll call vote:

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

8. Public Hearing

a. *Ordinance No. 2019-02*

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.

9. Resolution/Ordinance

a. *Ordinance No. 2019-02*

Chief Cox summarized the staff report provided. He informed the Board that the biggest change to this proposed ordinance from the last meeting is the more restrictive option for mulch, recommending a three (3) zone model. He also informed the board members that this ordinance will improve upon Fire District's the goal of increased community safety by protecting lives and property from the threat of wildfire. He recommended that the Board proceed with the adoption process and the effective date, if adopted is June 15, 2019. Staff responded to questions from the Board.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and ADOPTED Ordinance No. 2019-02 *entitled* an Ordinance of the Rancho Santa Fe Fire Protection District for Vegetation Management, and Declaring Certain Vegetation, and Certain Waste Matter a Public Nuisance, and Providing for the Removal Thereof, and repealing Ordinance 2015-01 on a roll call vote:

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

b. *Resolution No. 2019-04*

Ms. Rannals summarized the staff report noting the recommendation that the Board of Directors review, approve, and adopt Resolution No. 2019-04 authorizing an industrial disability retirement for retired Engineer Paramedic Joseph D. Moscato.

As a contracting agency with CalPERS, CalPERS requires that the determination, whether a safety employee is/was incapacitated from performing the duties of his/her position be made by the governing body of the employing agency. The District engaged the services of an independent medical evaluator and the physician deemed that Engineer Paramedic Moscato (a safety employee) is substantially incapacitated for the performance of his duties. District personnel forwarded all information to legal counsel for review also concluding that there is competent medical and factual evidence that supports a finding that Joseph D. Moscato is substantially incapacitated from the performance of his usual and customary duties as an Engineer/Paramedic for a permanent duration and the cause of incapacitation is industrial. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED the resolution *entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Government Code section 21156 on a roll call vote:*

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

b. *Resolution No. 2019-05*

Ms. Rannals informed the Board that this resolution required by the State of California reflects the Board's action of selecting the formula to calculate the District's appropriations limit.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2019-05 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2019/2020 Appropriations of Tax Proceeds* on the following roll call vote:

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

c. *Resolution No. 2019-06*

Ms. Rannals informed the Board that this resolution required by the County of San Diego must be renewed annually. If adopted, the special tax will continue at \$10.00 per benefit unit for FY20.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2019-06 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for fiscal year 2019/2020* on the following roll call vote:

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

d. *Resolution No. 2019-07*

Ms. Rannals informed the Board that this resolution required by the County of San Diego must be renewed annually to continue the collection of the voter approved special assessment in the tax rate areas within the Elfin Forest/Harmony Grove reorganization. This assessment has a built-in cost of living increase that is 3.37% for FY20. If adopted, the special assessment will be \$162.12 per benefit unit for FY20.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2019-07 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Levies Establishing the Benefit Charges for fiscal year 2019/2020* on the following roll call vote:

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

e. *Resolution No. 2019-08*

Chief Cox reported that this resolution is to update only one section regarding management compensation reducing time in a staff assignment from 75% to 65%. No other changes were made.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2019-08 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel* on the following roll call vote:

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

10. Oral Report

a. *Fire Chief*

1. District Activities

- Fuel Abatement: staff continues to work with the Escondido Creek Conservancy and working with CalFire. The San Dieguito Conservancy has been requested to work on removing invasive species. Also, the roadway work has been completed on Via Ambiente.
- RSF1 Tenant Improvements: The RSF Association and North Com are in agreement to move forward with the Tenant Improvements. Staff will move cautiously by starting with site plan approval before proceeding with detailed architectural drawings. He reported that the improvements are estimated to cost \$100,000. He also has had discussions with RSF School District and they are interested in working out a parking arrangement.
- RSF5 Update: In anticipation of the start of grading for the new station, Erickson Hall has mobilized and has moved on site. Per our grading conditions, (72) hours before the

commencement of grading, a certified biologist must conduct a bird survey to ensure avoidance of impacts to nesting avian species, such as raptors, coastal California gnatcatcher, and other migratory birds.

Protected birds were observed in the area, most notably the California gnatcatcher and rufous crowned sparrow. The project is currently on hold. Staff is looking at all options to restart the project as soon as possible with the worst-case being Sept 1. A later start date may cause rebidding of the project which will likely result in higher costs. Staff will look at cost mitigation strategies moving forward.

b. *Operations – Deputy Chief*

Chief McQuead distributed a handout with photos of significant incidents; and he distributed and discussed the seasonal weather outlook.

c. *Volunteer – Volunteer Recruitment & Retention Coordinator*

VRRS Twohy reported that the volunteers donated 2,016 hours the previous month.

d. *Training – Battalion Chief*

Chief Sherwood reported that all scheduled training, approximately 2,300 hours was completed. Highlighted training activities included the new hire academy and a zone-wide active shooter. Fire school will be conducted the first week of June at Camp Pendleton.

e. *Fire Prevention – Fire Marshal*

FM Donner reviewed the previous month's statistics noting 307,000 square feet of new construction, and that there are several projects that are moving forward.

f. *Administrative/Human Resource Manager*

Ms. DeAvila reported on the following:

1. Captain Troy Elliott retired effective May 11, 2019. This vacancy will result in promotions and a new hire
2. Continues to work with staff on reviewing policy and procedures.

g. *Administrative Manager*

Ms. Rannals – no report

h. *Board of Directors*

1. North County Dispatch JPA – Update: Director Ashcraft – no report. The next meeting is planned for May 22, 2019 in Vista
2. County Service Area 17 Update; No report; however, Director Stine highlighted the meeting that took place on May 7. The topics included:
 - i. Flu season has ended
 - ii. A business consultant was hired
 - iii. The benefit fee will increase by 3%
 - iv. The measles is the next threat
 - v. Next meeting is August 6, 2019

i. *Comments*

1. Malin – he asked if the recent news article regarding district elections vs. at large elections could affect RSFFPD. Chief Cox responded that research is being conducted now to make that determination.
2. Stine – informed the board that the Rancho Santa Fe Fire District Foundation will host their inaugural event on May 18, 2019 from 4-8 pm. This is a great opportunity to raise awareness and money for the Foundation.

Adjournment

Meeting adjourned at 2:45 pm.

Karlana Rannals
Secretary

James H Ashcraft
President