



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – June 19, 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 Malin led the assembly in the Pledge of Allegiance.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner. *Director Hillgren participated via teleconference*

Directors Absent: Stine

Staff Present: Fred Cox, Fire Chief; Dave McQuead, Deputy Chief; Marlene Donner, Fire Marshal; Kim DeAvila, Administrative/HR Manager; and Karlana Rannals, Board Clerk.

2. Special Presentation

a. Chief McQuead summarized a call that Colton Israels, Fire Services Assistant, was near a swift water rescue in February 2019. A victim was holding onto a tree after their car was swept down Escondido Creek in significant flooding. His quick action called dispatch requesting an emergency response and assisted on-duty personnel in locating where the person was clinging to a tree. He was presented a plaque in appreciation for quick actions.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, 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.*

4. Public Comment

No one requested to speak to the Board.

5. Consent Calendar

MOTION BY DIRECTOR TANNER, 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 May 15, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

1. List of Demands Check 31402 thru 31494, Electronic File Transfers (EFT) and Wire Transfer(s) for the period May 1 – 31, 2019 totaling: \$ 150,241.10

Wire Transfer(s) for the period May 1 – 31, 2019	\$ 226,216.32
Payroll for the period May 1 – 31, 2019	<u>\$ 711,215.13</u>
TOTAL DISTRIBUTION	\$1,087,672.55

2. Activity Reports – May 2019

- a. Operations
- b. Training
- c. Fire Prevention
- d. Correspondence – letters/cards were received from the following members of the public:
  - i. None

c. Acceptance of Grant

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept a grant of \$15,000 from the Rancho Santa Fe Fire District Foundation for the purchase of wildland boots. *The vote was conducted via roll call.*

d. Policy Consent

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to ratify the following administrative policies: *The vote was conducted via roll call.*

- i. Administrative Policy A100.06 – Gratuities and Donations
- ii. Administrative Policy A100.11 – Record Retention Schedule

6. Old Business

- a. None

7. Public Hearing

- a. *Fire Mitigation Fee Program: Resolutions Adopting Multi-Year Facilities and Equipment Plan for Rancho Santa Fe Fire Protection District*

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any comments regarding the fire mitigation fee program.

8. New Business

- a. *Successor Memorandum of Understanding with Rancho Santa Fe Miscellaneous Employees*

Chief Cox informed the board that the District is in receipt of a letter from the respective bargaining unit cited requesting to meet and confer for a successor MOU, which expires December 31, 2019. He requested that an ad hoc committee be created to negotiate a successor contract.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to appoint Directors' Ashcraft and Malin as the agency negotiator for a successor MOU.

- b. *Preliminary Budget FY20*

Karlana Rannals gave a PowerPoint presentation on the Preliminary Budget for FY20. She reports that preliminary revenue projection \$18,050 (in thousands) increased (3.4%). The revenue anticipated is primarily

from the San Diego County Tax Assessor’s FY20 estimated receivables (\$14,420); the remainder is comprised of CSA-107 tax shortfall, developer reimbursement, FEMA/OES reimbursement, fees, and lease revenue.

She reports that the overall Operating Budget of \$13,733 (in thousands) increased (.1%). She summarized the expenditure changes between the proposed budget and FY20 estimated expenditures that include:

- Personnel Cost – 13,733 (3.2%) – the overall decrease increase is the direct result that at this time of additional payments to CalPERS to reduce the unfunded accrued liability and a full year’s expense for SAFER grant personnel. In addition, the preliminary budget does not include any salary adjustments.
- Contractual Services (+14.8%) - the overall increase are the results of the increases to
  - Commercial Insurance
  - Other Contractual and Professional Services
  - Utility costs
  - Training
  - Vehicle maintenance and repairs
- Material & Supplies (+93.7%) – the overall increase are the results of the increases to
  - Fuel
  - Medical Supplies, which includes the purchase of Defibrillator’s in excess of \$500k
  - Safety Equipment

She also provided an overview of the District’s cash position and she responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, to approve the Preliminary Budget for FY20 as presented on the following roll call vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 25, 2019, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

*Ten-minute recess*

9. Resolution/Ordinance

a. *Resolution No. 2019-09*

Chief Cox reported that the resolution presented is a part of the summary report prepared each year for the County of San Diego for the Fire Mitigation Fee program. As previously reported, he has requested additional funding for the construction of RSF5 due to the increased costs.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and ADOPTED Ordinance No. 2019-09 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan* on the following roll call vote:

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

b. *Resolution No. 2019-10*

Ms. DeAvila summarized the staff report and reported that the resolution presented is to allow for non-safety employees of the District to contribute thru a payroll tax into State Disability Insurance Program. She also noted that elected officials and retired annuitants would be exempt from this program. This is no cost to the employer. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and ADOPTED Ordinance No. 2019-10 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Provide State Disability Insurance ("SDI") for Eligible Employees* on the following roll call vote:

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

10. Oral Report

a. *Fire Chief*

1. District Activities

- RSF5 Construction Update and Groundbreaking: he distributed photos of the progress of the construction and that the plans are complete and the pad certified. He is still waiting for the building permit.
- Waiver of District Fee: He reported that he waived a \$500 administrative fee on a forced abatement. The property owner had passed away and staff was working with a family member who did not receive the notices in time.

- Fuel Mitigation Projects:
  - Escondido Creek will be limited to roadway clearance this year. This abatement does not require CEQA approval
  - San Dieguito Creek desires to clean the creek bottom up to the Crosby development. They plan to begin the work in November.
  - SDG&E is working on abating beneath and near the power lines
- Other Activities:
  - He has been appointed to the LAFCO Advisory Committee
  - The Chinese Bible Church project in the 4S Ranch area will be discussed at the Board of Supervisors meeting on July 25. He plans to attend as he has concerns regarding the flow of traffic and requiring necessary traffic lights in front of RSF2.
  - He plans to send a letter to Supervisor Desmond about the death of the Eucalyptus trees, and seeking financial support for their removal. There is also a problem with many homeowners having their insurance cancelled.
  - Bill Smith has prepared a site plan for the RSF tenant improvements. This plan will be taken to the County for their comments.
  - He is meeting with RSF School on June 20 to discuss the use of their parking across the street from RSF1.

b. *Operations – Deputy Chief*

Chief McQuead reported that Captain Danner was deployed to the fire in Inyo County. There was a 2.5-acre brushfire in the Fairbanks Ranch area. He also attended the meeting in Elfin Forest about evacuation of large animals.

c. *Volunteer – Volunteer Recruitment & Retention Coordinator*

Not in attendance – no report.

d. *Training – Battalion Chief*

Deputy Chief McQuead reported that safety personnel participated at fire school held at Camp Pendleton. In addition, personnel are performing pre-fire planning at the Ewing Preserve, and in the Mt. Israel area.

e. *Fire Prevention – Fire Marshal*

FM Donner reviewed the previous month's statistics noting 412,000 square feet of new construction, and that there are several projects that are moving forward, including a proposed residential care facility.

f. *Administrative/Human Resource Manager*

Ms. DeAvila reported on the following:

1. She confirmed the number of board members planning to attend the CalPERS Conference October 28-30, 2019 in Oakland, CA.
2. A conditional job offer has been made for the recent vacancy
3. Engineer Craig McVey was promoted to Captain and Firefighter/Paramedic Alex Trottier was promoted to Engineer effective June 16, 2019
4. Staff has completed a vaccination audit
5. She will be attending the Society of Human Resource Managers (SHRM) Conference in Las Vegas June 24-27, 2019

g. *Administrative Manager*

Ms. Rannals – reminded the board that she will not attend the July meeting due to being out of town.

h. *Board of Directors*

i. North County Dispatch JPA – Update: Director Ashcraft – no report.

ii. County Service Area 17 Update: Director Hillgren – no report.

iii. *Comments*

Malin – he discussed pension plans.

Tanner– he made an inquiry about the status of the Julian Fire Protection District.

President Ashcraft recessed the meeting at 3:38 to the time certain presentation

2. Special Presentation (Cont.) – Time Certain 4pm

b. Fire Chief Erwin L. Willis was presented the District’s highest honor, the *Bell of Distinction* award, for his distinguished career and service to the District and community. Chief Willis served as Fire Chief from 1993-2005 and was recognized for his many achievements including establishing the District’s first strategic plan, Shelter-in-Place communities, and remained a strong advocate for fire prevention and the safety it provides for District residents and employees, to name a few. All in attendance participated in a reception congratulating Chief Willis.

11. Adjournment

Meeting adjourned at 4:15 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President