



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – July 17, 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*

Battalion Chief Livingstone 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; Dave Livingstone, Battalion Chief; Bruce Sherwood, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment Retention Coordinator

2. Public Comment

No one requested to speak to the Board.

3. 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 June 19, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

1. List of Demands Check 31495 thru 31616, Electronic File Transfers (EFT) and Wire Transfer(s) for the period June 1 – 30, 2019 totaling:	\$ 216,895.15
Wire Transfer(s) for the period June 1 – 30, 2019	\$ 309,145.86
Payroll for the period June 1 – 30, 2019	\$ <u>643,246.17</u>
TOTAL DISTRIBUTION	\$1,169,287.15

2. Activity Reports – June 2019

a. Operations

b. Training

c. Fire Prevention

d. Correspondence – letters/cards were received from the following members of the public:

i. RSF Reserve Brandon Harrison, U.S. Coast Guard

4. Old Business

- a. None

5. New Business

a. *Consultant for Financial Oversight*

Chief Cox introduced Cindy Byerrum, Platinum Consulting as a possible consultant to assist in oversight of the District's finances. Ms. Byerrum summarized her experience as a certified public accountant and experience working with special districts. She also profiled her extensive experience working with clients to establish pension trust funds and CalPERS reporting. She responded to questions from the Board.

Chief Cox informed the Board that he has discussed the consulting process with the District's legal counsel, who informed him that a Request for Qualifications may be necessary. The Board of Directors agreed with Chief Cox to proceed with the administrative process in exploring the use of a consultant for financial oversight.

b. *Administrative Citation Process*

Chief Cox discussed an overview of an *Administrative Citation* process for the District and summarized the staff report. He informed the Board that he is seeking an effective way for the Fire Marshal to enforce violations of the District's current ordinance or code. He discussed the two ways available, 1) Administrative Citation, or 2) Misdemeanor Citation, which is much more involved and includes court appearance. He does not recommend the Misdemeanor Citation process because of the additional staff time. If the Board agreed, he would propose using a third party citation processing agency for billing and collecting fines. Staff responded to questions from the Board.

At the conclusion of the discussion, the Board of Directors gave the Fire Chief the direction to proceed with establishing an Administrative Citation process to assist District personnel with compliance of local ordinances.

6. Oral Report

a. *Fire Chief*

1. District Activities

- RSF5 Construction Update and Groundbreaking: he reported that the grading is complete, the pad has been certified. The final step is to obtain the building permit.
- RSF1 Expansion: he reported that the RSF School District is interested in a lease for parking spaces. However, he also reported that there District must bring up to code building requirements to accommodate the ADA requirements with any tenant improvements. This may impact the District's ability to remodel the facility.
- Eucalyptus Forest Health: he distributed photos to show the decline in the forest's health. He anticipates a 15% to 20% loss in trees. He has written letters to CalFIRE seeking emergency funding to help residents with the cost of removal. He noted that RSF Association has been

good about removing dead or dying trees within the roadway easements. To date he has not received any reply from CalFIRE, but he also plans to have this discussion with Supervisor Desmond. The Fire Chief and Board also had a discussion as to the impact on the ability of residents retaining property insurance. Residents are receiving renewal bills 2-3 times the previous year's premium, or outright cancellation notices.

- ISO Rating: The District is now within 6/100<sup>th</sup> of a point of achieving an ISO 2 rating. Chief McQuead and Chief Sherwood will meet with the ISO representative to see if they can reevaluate areas to ensure that the District gets all of the credit to move to a Class 2 ISO rating.

b. *Operations – Deputy Chief*

Chief McQuead reported that the district is on track to duplicate call volume this year. He estimates 3,700 – 3,800 calls for 2019. He reviewed the fuel moisture statistics. He distributed photos of significant incidents that includes a vegetation fire in Fairbanks Ranch; the Survivor's Luncheon held in Del Mar on June 7; a vehicle fire at Del Dios and Rancho Drive; and vegetation fire in Elfin Forest.

c. *Volunteer – Volunteer Recruitment & Retention Coordinator*

VRRRC Twohy reported that the Reserves donated 1,464 hours. In addition, he brought the flag that was referenced in the letter on the Consent Calendar for the Board to see.

d. *Training – Battalion Chief*

Battalion Chief Sherwood reported on the status of three probationary firefighters. One has completed their one-year probation, and two have completed their first quarter testing. All our doing well. Personnel completed Wildland Command and Control training, and to date the Company level training at 1,000 hours. He also distributed an individual first aid kit, which can be used to treat themselves if injured on a high risk call such as wildland or active shooter.

e. *Fire Prevention – Fire Marshal*

Chief Cox reported for the Fire Marshal that there are lot of preliminary projects in the works. The Fire Services Assistant has accepted a limited term position to assist in Fire Prevention.

f. *Administrative/Human Resource Manager*

No report – not in attendance

g. *Administrative Manager*

7. No report – not in attendance

a. *Board of Directors*

i. North County Dispatch JPA – Update: Director Ashcraft – no report. Next meeting August 28, 2019

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

iii. *Comments*

1. Malin

a. Discussed a Wall Street Journal article reported that CalPERS has reported 6.7% investment return for FY19.

b. The District's assessed valuation increased 4% over last year.

8. Adjournment

Meeting adjourned at 2:32 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President