



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – August 21, 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 Sherwood 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, Admin/Human Resource Manager; and Karlana Rannals, Board Clerk

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

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, 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 STINE, 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 July 17, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

1. List of Demands Check 31617 thru 31752, Electronic File Transfers (EFT) and Wire Transfer(s) for the period July 1 – 31, 2019 totaling: \$ 620,947.45
Wire Transfer(s) for the period July 1 – 31, 2019 \$1,213,514.47
Payroll for the period July 1 – 31, 2019 \$ 697,029.21
TOTAL DISTRIBUTION \$2,531,491.13

2. Activity Reports – July 2019

- a. Operations
- b. Training

- c. Fire Prevention
- d. Correspondence – letters/cards were received from the following members of the public:
 - i. North County Fire Protection District
 - ii. Linda Steiner

5. Old Business

- a. None

6. New Business

a. Consultant for Financial Oversight

Chief Cox summarized the staff report provided. He reported that he saw two options for the District to consider, either hire another full-time employee or a consultant to provide oversight that is significantly less than an employee. He consulted with District's legal counsel on the necessity of an RFQ (Request for Qualifications) which professional services does not require the RFQ. He believes a contract with Platinum Consulting will not only provide the needed oversight, but also provide a review of the administrative processes. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and authorize the Fire Chief to enter into an agreement for financial consulting services with Platinum Consulting Group.

b. Budget Authorization

Deputy Chief McQuead summarized the staff report. He noted that the funding for these Zoll ECG monitors and AutoPulse Systems will be 100% funded from the County of San Diego, County Service Area 17 funds. In addition, he also requested this purchase be exempt from the District's capitalization policy. Staff responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize and/or approve the following:

1. Authorize the purchase of ten (10) ZOLL ECG monitors for \$344,719.81
2. Authorize the purchase of three (3) ZOLL Auto Pulse systems for \$45,966.15
3. Approve the request that these purchases will be exempt from the District's capitalization policy and expense the cost in FY19/20.

c. Budget Authorization

Deputy Chief McQuead summarized the staff report. He reported that the request for this vehicle is to replace the Deputy Chief's vehicle. The District funding request \$58,994.43 is well under budget.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of a new vehicle that includes shell, radios and emergency lighting package and accessories for \$58,994.43.

d. Budget Authorization

Deputy Chief McQuead summarized the staff report. He reported that there is a need to replace Brush Engine 265 (0212) and Pierce is the vendor of choice. It takes approximately 12-18 months to build a new engine to the District's specifications. Although the payment will be made in FY 21 or FY22, it is important to proceed with the order that will be purchased through the Houston-Galveston Area Council (HGAC) Buy program. He also reported that legal counsel has reviewed the project and he will be adding language regarding liquidated damages. Staff responded to questions from the Board, reporting that the oldest vehicle in the fleet will be sold to the highest bidder.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Fire Chief to enter into a formal contract with South Coast Fire Equipment/Pierce for the purchase of one (1) Type III fire apparatus at a total cost including tax, delivery and document fees, not to exceed \$472,971.28.

e. Fire Prevention Staffing

Chief Cox summarized the staff report. He informed the board that the District has the potential of losing long time staff to other agencies due to the District's lack of upward mobility. He is recommending that the Board support the funding of the Deputy Fire Marshal's position, which will add approximately \$25,000 in personnel costs, and fill the position through an internal recruitment process. He also believes that the additional cost can be offset with plan check fees to ensure discretionary projects are charged an appropriate fee for the actual services provided. He estimates that over seventy-five percent of Fire Prevention staff time is spent on discretionary services. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the following:

- a. Establish a Fire Prevention career path
- b. Fund the Deputy Fire Marshal position in the FY20 budget
- c. Select a candidate from an internal recruitment process.

f. San Diego Local Agency Formation Commission (LAFCO Special Districts Advisory Committee – Call to Nominations

Chief Cox informed the Board that he currently serves on this Advisory Committee, which meets quarterly; and he is interested in continuing to serve as the Special Districts Representative. In order to continue serving in this role, the Board of Directors must re-nominate him.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to nominate Fred Cox as a nominee to serve as a special district member on the LAFCO Special District Advisory Committee and authorize the Board President to sign all documents supporting the nomination.

7. Resolution/Ordinance

a. *Resolution No. 2019-11*

Ms. DeAvila summarized the staff report noting the recommendation that the Board of Directors review, approve, and adopt Resolution No. 2019-11 authorizing an industrial disability retirement for retired Captain Troy D. Elliott.

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. Mr. Elliott has a Workers Compensation claim and is currently represented by legal counsel for his claim. Mr. Elliott was examined by an *Agreed Medical* Evaluator who reported that Mr. Elliott (a safety employee) is substantially incapacitated for the performance of the duties required as a Fire Captain. 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 Troy D. Elliott is substantially incapacitated from the performance of his usual and customary duties as a Fire Captain 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 HILLGREN, 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
NOES:	Tanner
ABSTAIN:	None
ABSENT:	None

8. Oral Report

a. *Fire Chief*

- District Activities
 - RSF5 Construction Update and Groundbreaking: he reported that RSF5 construction is underway. They are currently working on the underground, and Battalion Chief Sherwood will be taking over the day to day oversight on the project.
 - RSF1 Expansion: he reported that after consulting with the County of San Diego, the handicap lift currently installed does not meet current code. He is still exploring options to accommodate the current tenants with a remodel expansion.
 - Roadside Mowing: County roads will begin mowing along Del Dios Highway. This helps tremendously in fire prevention.

- He met with Supervisor Desmond who has agreed to support writing a Board letter to the State in support of grants to help homeowners with the cost of removal of the eucalyptus forest.

b. *Operations – Deputy Chief*

Chief McQuead reported the following:

- The Operations Report has an incorrect YTD total which should be 2,138.
- The fuel moistures are at critical levels.
- There were no significant calls to report.
- Captain Nick Brandow, Engineer Brian Chiuta, and Firefighter/Paramedic Alex Trottier were nominated for the Hero's Luncheon hosted by the North San Diego Regional Chamber of Commerce.
- As a result of a Rancho Santa Fe Fire District Foundation Grant, we are currently outfitting all suppression personnel and volunteers with wildland boots.

c. *Volunteer – Volunteer Recruitment & Retention Coordinator*

VRRRC Twohy reported that the Reserves donated 1,400 hours. He reported that four new reserves are currently attending the 8-hour academy. The SAFER Grant is supporting grants for two Reserves to attend the 18-week Fire Academy and one Reserve in Paramedic School. The Board conveyed their interest in a future presentation on the Academy.

d. *Training – Battalion Chief*

Battalion Chief Sherwood reported that personnel completed the mandated HazMat training, Wildland Command and Control, and everyone is on track to meet the mandated training for the year. He also noted that the new hire Academy will conclude August 30.

e. *Fire Prevention – Fire Marshal*

Fire Marshal Donner that the process to adopt the updated Fire Code will be brought to the meeting next month. She also reviewed the previous months statistics.

f. *Administrative/Human Resource Manager*

Ms. DeAvila reported that the new Firefighter/Paramedic started August 16 and that a temporary Fire Services Assistant was hired, since the current individual is working in fire prevention to assist in the workload for weed abatement.

g. *Administrative Manager*

Ms. Rannals reviewed the following:

- FY20 Assessed Valuation – she reported a 4.2% increase over FY19
- CalPERS FY21 Employer/Employee Rates – she distributed the new rates for FY21 noting that the PEPRA Safety employees will see an increase in their rate from 12% to 13%
- CalPERS Health Insurance Rates – the rates for CY20 have been released and there is an overall increase of 7.9% or an additional \$109 per month based upon the current language in the MOU.

h. *Board of Directors*

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

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- ii. County Service Area 17 Update: Director Hillgren – Chief Cox reported that an outside consultant has been retained to look at ways to increase revenue and reduce costs. Director Stine delivered to Director Hillgren the Member Handbook for CSA-17 representatives.
- iii. *Comments*
 - i. None

9. Adjournment

Meeting adjourned at 2:38 pm.

Karlana Rannals
Secretary

James H Ashcraft
President