



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Special (in lieu of regular) Board of Directors Meeting
Minutes – September 25, 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 Hillgren led the assembly in the Pledge of Allegiance.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner

Directors Absent: Stine

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; and Karlana Rannals, Board Clerk

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

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 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 TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

i. Board of Directors minutes of August 21, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

1. List of Demands Check 31753 thru 31881, Electronic File Transfers (EFT) and Wire Transfer(s) for the period August 1 – 31, 2019 totaling: \$ 341,064.11
Wire Transfer(s) for the period August 1 – 31, 2019 \$ 244,322.38
Payroll for the period August 1 – 31, 2019 \$ 636,095.06
TOTAL DISTRIBUTION \$1,221,481.55
2. Activity Reports – August 2019
 - a. Operations
 - b. Training

- c. Correspondence – letters/cards were received from the following members of the public:
 - i. None

5. Public Hearing

a. *Final Budget Fiscal Year 2019/2020*

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any written correspondence regarding the final budget.

6. Old Business

- a. None

7. Resolution/Ordinance

a. *Resolution No. 2019-12*

Ms. Rannals summarized the purpose of the resolution that establishes committed and/or constrained fund balances for FY19. Staff evaluates the District’s equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long and short term financial needs of the District. Resolution No. 2019-12 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2019-12 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Committed and/or Constrained Fund Balances for FY19 on a roll call vote:

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

b. *Resolution No. 2019-13*

Fire Marshal Donner summarized the staff report provided. She reported that Senate Bill 1205 requires every district to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards. The bill also requires the governing authority to acknowledge receipt of the report in a resolution. She reported to the board members that District personnel have completed all required inspections and are in 100% in compliance. She responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2019-13 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief Regarding Required Inspection of Certain Occupancies Pursuant Section 13146.2 and 13146.3 of the California Health and Safety Code on a roll call vote:

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

c. *Ordinance 2020-01*

Fire Marshal Donner summarized the staff report provided. She reminded the board members that the District's Ordinance is reviewed and updated on a three-year cycle. She has met with other representatives within the County, as the District also participates in the Consolidated Fire Code. The local ordinance can be more restrictive; however, if there is a need for different restrictions, then the District must disclose the reasons thru findings. A sample of the changes she summarized included, but is not limited to:

- Attendance of Open Burning and Recreational Fires
- Storage of Firewood
- Additional Access
- Fire Department Hammerheads
- Address Identification
- Water Tanks
- Automatic Sprinkler Systems
- Group U Occupancies
- Remodel or Reconstructions (Sprinklers)
- Home Ignition Zones

Chief Cox also reported that the District's ordinance can only do so much. He specifically discussed the collaboration with CalFIRE on methods to mitigate Escondido Creek. Much of the land in the Escondido Creek area is owned by conservancies. CalFIRE has started the CEQA process that will take about a year for approval. In the meantime, the largest effort has to begin with enforcement of what regulations currently exists, along with education. Staff responded to questions from the board.

The Board was questioned as to their next step, a public hearing, and then adoption, or remain as an open discussion item (second reading) at the next regular meeting. The Board of Directors chose to schedule a second reading, which will be held October 16, 2019.

8. New Business

a. *Successor Memorandum of Understanding with Rancho Santa Fe Professional Firefighters Local 4349*

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 HILLGREN, 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. *Regional Fire Appeals Board Hearing*

Chief Cox informed the board that a District's Fire Code requirement is being appealed. As a part of the process, the Board of Directors must appoint a representative to serve as an Appeals Board Member for an appeal of the Fire Code Official's decision that is tentatively scheduled on Thursday, October 17, 2019. The

criteria is that the representative must not have been involved with any of the decision making. At the conclusion of the discussion, Director Hillgren agreed to serve, with Director Tanner the alternate.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to appoint Director Hillgren as an Appeals Board Member, with Director Tanner as the Alternate for the appeal hearing tentatively scheduled on Thursday, October 17, 2019.

c. LAFCO Ballot

Chief Cox informed the Board that the District has an opportunity to cast a ballot to elect a Special District Representative to the San Diego County Consolidated Redevelopment Oversight Board. The board members discussed the candidates in consideration.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN authorized the President to cast a ballot on behalf of the District to elect a Special District Representative to the San Diego County Consolidated Redevelopment Oversight Board uninstructed.

Ten-minute recess

d. Final Budget FY 2019/20

Karlana Rannals, Administrative Manager reviewed and summarized the differences between the preliminary budget presented in June and the final budget presented at this meeting. She reported that the primary differences were

- Revenue (\$18,236,800): 1) tax revenue is approximately 3.2% higher over FY19 resulting from the increase in assessed valuation; 2) increase in plan review fees; 3) a decrease in reimbursement FF/EMS reimbursement, which is averaged over a three-year period; and 4) increase in interest earnings.
- Operating Expenditures (\$17,776,500)
 - Personnel – the decrease (3.2%) is the net result of funding the Deputy Fire Marshal position, increases to health, retirement, and workers' compensation insurance costs, and a reduction in the additional payment to the CalPERS UAL. In addition there were no assumptions made for salary adjustments, other than step increases.
 - Other Expenditures – increases are primarily due to increased costs for services, new consulting contracts, planned maintenance to the training facility, utilities, and vehicle maintenance, and a one-time purchase of medical equipment funded by County Service Area 17.
- Capital (\$7,136,910) – The largest capital expense is for the construction of the RSF5 Harmony Grove Fire Station Design/Build, in which construction started August 2019. In addition, a new Type 1 Engine and two new staff vehicles will be purchased.
- Cash Reserves (\$15,541) – the estimated 25% reduction is due to the cash payments that will be made for the construction of RSF5 Harmony Grove Fire Station.

She responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve Fiscal Year 2019/20 Budget as presented.

9. Oral Report

a. *Fire Chief*

• District Activities

- RSF5 Construction Update and Groundbreaking: he reported that RSF5 construction continues to progress. The construction schedule calls for the pouring of concrete on September 26th.
- RSF1 Expansion: he reported that the new ADA requirements are what is holding up any tenant improvements. He continues to work with the NCDJPA Administrator to explore options for a remodel expansion.
- Fuel Mitigation Projects:
 - District staff have been working with the Fairbanks Ranch and Rancho Cielo Homeowners Associations to assist with enforcement of proper landscaping and weed abatement.
 - Rancho Santa Fe Association has contracted for aerial flyovers. The Association has also named a fire service liaison to work with District personnel. The Board of Directors requested that the Liaison attend a future board meeting.
- Anticipated De-annexation: he reported that there will be a small de-annexation in the Harmony Grove area that will be better served by the City of San Marcos.
- Harmony Grove South: he has met with developer representatives to discuss financial contributions to the District if the project moves forward.
- Del Dios Ranch: 92 homes are planned.

b. *Operations – Deputy Chief*

Chief McQuead reported the following:

- The call volume has decreased.
- Personnel were deployed to the Spring Fire, Red Bank, Walker and Batista Fires.
- He distributed photos of significant fires and traffic collisions that District personnel responded to.

c. *Volunteer – Volunteer Recruitment & Retention Coordinator*

VRRRC Twohy reported that the Reserves donated 1,400 hours. He also reported that one of the reserves was hired as a full-time Rancho Santa Fe Fire Protection District Firefighter/Paramedic.

d. *Training – Battalion Chief*

Battalion Chief Sherwood reported that personnel completed have completed all required training. He is currently working to build the 2020 training calendar. He also commented on the positive relationships within the North Zone and cooperative training that exists. He credits past and present leadership to this success.

e. *Fire Prevention – Fire Marshal*

Fire Marshal Donner distributed an informational document that Public Education Specialist Julie Taber has been working on for pet and large animal evacuation. Ms. Taber asked the Board to review the document and provide any feedback on the information. She also attended the Cielo Homeowners

meeting and delivered a presentation on wildfire preparedness. There were approximately 30 people in attendance. FM Donner also reviewed the previous month's statistics.

f. *Administrative Manager*

Ms. Rannals informed the Board that she will not be at the October Board of Directors meeting due to a planned vacation.

g. *Board of Directors*

- i. North County Dispatch JPA – Update: Director Ashcraft – he reported on the meeting held August 28, 2019. The Administrator reported that there has been good cooperation on the tenant improvement despite obstacles of the facility. The Administrator also completed his first year of employment.
- ii. County Service Area 17 Update: Director Hillgren – No report. The next meeting is scheduled for November 7, 2019.
- iii. *Comments*
 - i. Malin – discussed articles from the Wall Street Journal pertaining to CalPERS.
 - ii. Tanner – reported that he is looking forward to attending the CalPERS Conference; he appreciated the efforts of District personnel regarding the display of the US Flag on special occasions; and he plans to discuss solar with the CSD.

10. Closed Session

a. Pursuant to section 54957.6, the board met in closed session from 4:01 – 5:07 pm to discuss a Successor Memorandum of Understanding (MOU) with the following represented and unrepresented employees:

- i. Rancho Santa Fe Professional Firefighters Association – Local 4349
- ii. Rancho Santa Fe Employees Association
- iii. Unrepresented employees: Fire Chief, Deputy Chief, Battalion Chief, Fire Marshal, Administrative/Human Resource Manager, and Finance Manager

All board members listed and Chief Fred Cox attended the closed session.

Upon reconvening to open session, President Ashcraft reported that the Board of Directors gave direction to the Agency Negotiators.

11. Adjournment

Meeting adjourned at 5:10 pm.

Karlana Rannals
Secretary

James H Ashcraft
President