



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – October 16, 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 Slattery 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; Brian Slattery, Battalion Chief; Bruce Sherwood, Battalion Chief; Marlene Donner, Fire Marshal; and Frank Twohy, Volunteer Recruitment Retention Coordinator

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

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, 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 TANNER, SECOND BY DIRECTOR HILLGREN, 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 September 25, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

1. List of Demands Check 31882 thru 31966, Electronic File Transfers (EFT) and Wire Transfer(s) for the period September 1 – 30, 2019 totaling: \$ 419,437.04
Wire Transfer(s) for the period September 1 – 30, 2019 \$ 238,541.49
Payroll for the period September 1 – 30, 2019 \$ 666,321.60
TOTAL DISTRIBUTION \$1,324,300.13
2. Quarterly Investment Report – September 30, 2019
3. Cash Statement – September 30, 2019
4. Quarterly Budget Review (unaudited) – July 1 – September 31, 2019

5. Activity Reports – September 2019

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

5. Old Business

- a. *None*

6. Resolution/Ordinance

- a. *Ordinance No. 2020-01*

Chief Cox reported that since the last meeting, there were no changes made to the proposed Ordinance. He requested that the Board continue with the adoption process and schedule a public hearing and final adoption. Staff responded to questions from the board.

The board and staff also discussed various options to deal with the water supply concern within the District. While the concern cannot be addressed with the ordinance before the Board; however a separate ordinance may need to be created. The Board requested a report at the next meeting.

The Board agreed to schedule the public hearing and ordinance adoption on November 20, 2019; and requested that the board clerk notice the meeting for the scheduled actions pursuant to all applicable codes.

7. New Business

- a. *None*

President Ashcraft recessed the meeting to the 2:00 pm time certain closed session.

9. Closed Session

Pursuant to section 54956.9, the board met in closed session from 2:00 – 2:51 pm to discuss the following:

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - one potential (1) case

All board members listed and Chief Fred Cox and Deputy Chief Dave McQuead attended the closed session. In addition, Steve Fitch, legal counsel participated via conference call.

Upon reconvening to open session, President Ashcraft reported that the Board consulted with legal counsel and that direction was given.

8. Oral Report

a. *Fire Chief*

Chief Cox reported the following:

- RSF5 Construction Update and Groundbreaking: Chief Sherwood distributed photos of the project's progress noting that construction started August 23rd. Chief Cox also reported that the Fire Foundation is willing to assist in the solar project for RSF 5. Erickson Hall was directed to seek bids to see if the project could be added back to the station design.
- RSF1 Tenant Improvements – Update: The ADA requirements continue to be a problem with any tenant improvements. He reported on a meeting with the NCDJPA Administrator that they may be willing to assist with the costs to modify the stairway. There may be an opportunity to move forward with the improvements.
- Fuel Mitigation Projects: nothing new to report.
- Ad hoc Finance Committee Meeting – November 5, 2019: reminder of the meeting at Admin in the conference room.

b. *Operations – Deputy Chief*

Chief McQuead reported the following:

- Pancake breakfast – November 3, 2019 at 4S Ranch Fire Station.
- Monthly statistics were reviewed.
- He summarized the number of fires in the southern California region, including the number of acres and containment. He also reported on the personnel that have been deployed.

c. *Volunteer – Volunteer Recruitment & Retention Coordinator*

VRRRC Twohy reported that the Reserves donated 864 hours.

d. *Training – Battalion Chief*

Battalion Chief Sherwood reported that personnel have completed all required training, totaling 1,700 hours. He is working in cooperation with Conor Lenehan to cut trees and clear the Arroyo property.

e. *Fire Prevention – Fire Marshal*

Chief Cox reported that an internal recruitment was conducted for the Deputy Fire Marshal position. Conor Lenehan was the successful applicant and his promotion becomes effective November 1, 2019.

Fire Marshal Donner reported that the appeal hearing is scheduled for October 17, 2019. She reviewed the previous month's statistics, noting that the District collected over \$200,000 in fire mitigation fees for the first quarter of the fiscal year. She is still working on the large animal evacuation program.

Chief Cox also complimented the staff that worked on public education videos.

f. *Board of Directors*

- i. North County Dispatch JPA – Update: Director Ashcraft – No report. The next meeting is scheduled November 20, 2019.
- ii. County Service Area 17 Update: Director Hillgren – No report. The next meeting is scheduled for November 12, 2019.

iii. *Comments*

- i. None

10. Adjournment

Meeting adjourned at 3:17 pm.

Karlana Rannals
Secretary

James H Ashcraft
President