



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – November 20, 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

Volunteer Recruitment and Retention Coordinator Frank Twohy 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; Marlene Donner, Fire Marshal; and 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 STINE, 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 October 16, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

1. List of Demands Check 31967 thru 32061, Electronic File Transfers (EFT) and Wire Transfer(s) for the period October 1 – 31, 2019 totaling:	\$ 683,673.78
Wire Transfer(s) for the period October 1 – 31, 2019	\$ 384,640.3
Payroll for the period October 1 – 31, 2019	<u>\$ 638,815.09</u>
TOTAL DISTRIBUTION	\$1,707,129.17

2. Activity Reports – October 2019
 - a. Fire Prevention
 - b. Operations
 - c. Training
 - d. Correspondence – letters/cards were received from the following members of the public:
 - i. City of Encinitas
 - ii. San Diego County Local Agency Formation Commission
3. Position Description
 - a. Deputy Fire Marshal

By motion and approval of the Consent Calendar, the Board of Directors ratified the Deputy Fire Marshal position description.

5. Public Hearing

- a. Ordinance No. 2020-01

President Ashcraft opened the public hearing. The Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. There were no requests to speak. President Ashcraft closed the public hearing.

6. Old Business

- a. *None*

7. Resolution/Ordinance

- a. *Ordinance No. 2020-01*

Fire Marshal Donner reported that there had been no changes to the language of the ordinance since the last board meeting. She recommended that the Board proceed with the adoption process and the effective date, if adopted is January 1, 2020.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and APPROVED Ordinance No. 2020-01 *entitled* an Ordinance of the Rancho Santa Fe Fire Protection District Which Adopts the 2019 California Fire Code and the 2018 International Fire Code with Certain Amendments, Additions and Deletions on a roll call vote:

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

President Ashcraft requested that the board clerk publish a *Notice of Ordinance Adoption* pursuant to all applicable codes.

b. *Resolution No. 2019-14*

Karlana Rannals summarized the staff reported provided. She reported that employees had contacted their Nationwide representative for accessing this loan option, learning that the contract did not provide for this. After researching this employee request, and determining that by amending the plan, it will not impact District administrative personnel in any of the loan transactions. Staff recommended that the Board of Directors approve the resolution allowing a participant to seek a loan from their deferred compensation plan. Staff responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2019-14 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Amend Nationwide 457 Deferred Compensation Plan Making Loans to Participants Available on a roll call vote:

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

8. New Business

a. *ISO Public Protection Classification Survey*

Chief Cox reported that the results from the recent ISO survey resulted in the District achieving an official protection class of 2. This improvement is looked at favorably in fire insurance rates for property owners. He commended Chief McQuead for the significant work that it takes to respond to the survey and the meetings with the ISO representatives to achieve this improved protection class. He plans a press release announcing the new rating. The board members congratulated all staff who assisted in the process.

b. *Independent Auditor's Report FY 2018/2019*

Director Malin reported that the finance ad hoc committee (Directors' Malin and Tanner, Chief Cox and Karlana Rannals) met with Coley Delaney, CPA and Albert Sutrisno, CPA from the Pun Group to review the draft audit report for FY19.

He reminded his board colleagues of the financial statement requirement (GASB 68), which reports the full pension liability. The board has continued their efforts by making accelerated payments to reduce the District's pension obligation; however, there is little improvement.

Director Malin informed the Board that the ad hoc committee was satisfied with the discussion in the meeting; the District received a clean report from the auditors and recommended that the Board accept the report as distributed. The ad hoc committee responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY 2018/2019 independent audit prepared by The Pun Group as distributed.

c. *LAFCO Ballot Form | Election to Special District's Advisory Committee*

Chief Cox informed the Board members that there is a need to cast a ballot to fill eight (8) open seats on the 16-member Special Districts Advisory Committee. The District may cast a ballot selecting up to 8 eligible nominees, and the District must authorize a board member to cast the ballot. He requested that the Board of Directors authorize the Board President to cast the ballot on behalf of the Fire District

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Board President to cast the ballot on behalf of the Fire District uninstructed.

d. *Board of Directors Meeting Calendar*

Ms. Rannals reviewed the staff report provided. She informed the board members that the schedule listed reflects the new meeting date for the third Wednesday of each month, and she included routine matters that are considered by the Board with specific deadlines to assist should it be necessary to reschedule a meeting. After review of the calendar, it was determined to change the following regular meeting:

Regular Meeting Date – 2020	Rescheduled Special Meeting Date – 2020
March 18	March 11

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move and calendar the 2020-year meeting schedule as agreed.

The Board also requested that the topic of the meeting schedule continue at the next meeting for an additional discussion regarding the regular meeting date.

9. Oral Report

a. *Fire Chief*

Chief Cox reported the following:

- RSF5 Construction Update and Groundbreaking: Chief McQuead distributed photos on the status of construction. It is progressing rapidly.
- RSF1 Tenant Improvements – Update: The project is still in a holding pattern pending what the County will approve and the funding requirements.
- Fuel Mitigation Projects: there is a plan to start work in approximately three months in the area near the old San Marcos landfill, near Escondido Creek.

b. *Operations – Deputy Chief*

Chief McQuead reported the following:

- Monthly statistics were reviewed.
- He summarized the number of personnel that were deployed throughout the State.
- Reported on the fire at Spyglass Lane and its significant loss, noting the cause of the fire was still under investigation.

c. *Volunteer – Volunteer Recruitment & Retention Coordinator*

VRRRC Twohy reported that the Reserves donated 1,298 hours. He is also in the process of recruiting ten new volunteers.

d. *Training – Battalion Chief*

Chief McQuead reported that personnel have completed all required training. Personnel also participated in mandated training that included confined space.

e. *Fire Prevention – Fire Marshal*

Fire Marshal Donner reported the following:

- A 64-lot subdivision was submitted for review
- She met with Bill Milligan regarding the large animal evacuation and potential locations
- Monthly statistics were reviewed
- Five schools were educated during Fire Prevention month
- She attended a meeting with the Fairbanks Rancho Homeowners Association and their plan to use goats in the Fairbanks area.

f. *Board of Directors*

i. North County Dispatch JPA – Update: Director Ashcraft – No report. He reported that they met on November 20, 2019 and there was nothing significant to report.

ii. County Service Area 17 Update: Director Hillgren – No report. She informed the Board that she attended the meeting held November 12, 2019 and reported:

1. The financials were reviewed;
2. A dangerous flu season is anticipated
3. The CSA averages about 700 calls per month, with Rancho Santa Fe averaging 100 calls
4. Next meeting is scheduled for February 4, 2020

iii. CalPERS Conference – Update: Director Tanner reported that he, Chief McQuead and Vanessa Schrandt attended. He found the conference informative, and they also had a productive meeting with the new actuary to the District, Nina Ramsey.

iv. *Comments*

i. Hillgren: she attended a Fire Watch presentation led by Caitlin Kaitlyn Kreutz, Fire Preparedness Administrator from Rancho Santa Fe Association. The Association has become proactive in working with specific properties in the covenant and contracting with Fire Watch.

ii. Malin: he discussed an article from The Economist on unfunded accrued liabilities, noting another major corporation terminating their defined benefit plan.

iii. Stine: reported on the success of the Pancake Breakfast at RSF2, stating that holding it in November made a difference in attendance. He also discussed the Rancho Santa Fe Fire District Foundation and future fundraising opportunities.

Ten-minute recess

10. Closed Session

Pursuant to the following sections, the board met in closed session from 3:12 – 5:09 pm, and discussed the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff
Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349
Represented Employees: Rancho Santa Fe Miscellaneous Employees
Unrepresented Employees: Fire Chief; Deputy Chief; Battalion Chief (4); Fire Marshal and Administrative/Human Resource Manager
Under Negotiation: Successor Memorandum of Understanding and/or Compensation Resolution
All board members listed and Chief Cox attended and participated in this discussion.
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54995(b):
 - i. Liability Claims
(1) Claimant: Joseph D. Moscato
All board members listed, Chief Cox, Chief McQuead and Karlana Rannals attended and participated in this item.
- c. With respect to every item of business to be discussed in closed session pursuant to Section 54957
Employee Performance Evaluation
Title: Fire Chief

Upon reconvening to open session, President Ashcraft announced the following:

- a. With respect to 10. a., direction was given to the Agency Negotiators regarding the successor Memorandum(s) of Understanding and Compensation Resolution; and
- b. With respect to 10. b., there is nothing to report; and
- c. With respect to 10. c., due to Director Stine’s departure at 4:16 pm, this item was not discussed and will be continued on the next agenda.

11. Adjournment

Meeting adjourned at 5:12 pm.

Karlana Rannals
Secretary

James H Ashcraft
President