



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – December 18, 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 John Tanner 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; David Livingstone, Battalion Chief; Bruce Sherwood, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment Retention Coordinator, and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the Board.

3. Consent Calendar

MOTION BY DIRECTOR MALIN, 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 November 20, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

1. List of Demands Check 32063 thru 32161, Electronic File Transfers (EFT) and Wire Transfer(s) for the period November 1 – 30, 2019 totaling:	\$1,286,219.31
Wire Transfer(s) for the period November 1 – 30, 2019	\$ 67,289.65
Payroll for the period November 1 – 30, 2019	<u>\$ 904,316.65</u>
TOTAL DISTRIBUTION	\$2,257,825.61

2. Activity Reports – November 2019

a. Fire Prevention

b. Operations

c. Training

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

1) None

c. Acceptance of Grant

By motion and approval of the Consent Calendar, the Board of Directors approved to accept a grant \$4,083.65 from Rancho Santa Fe Fire District Foundation for the replacement of conventional lighting with LED light fixtures and bulbs at RSF6.

4. Old Business

a. *Board of Directors Meeting Calendar*

Ms. Rannals reviewed the staff report provided. She reminded the board that they requested the additional discussion to review the meetings from the last half of the year, and discuss whether the regular meeting date should remain for the third Wednesday of each month. After review of the calendar, it was determined to change the following regular meetings:

Regular Meeting Date – 2020	Rescheduled Special Meeting Date – 2020
March 18	March 11
October 21	October 28

In addition, the consensus from the Board, noting the rescheduled meetings, they concluded that the regular meeting date would remain for the third Wednesday of each month.

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

5. New Business

a. *LAFCO – Call for Nomination | Regular Special District Member Election on LAFCO*

Chief Cox summarized the request from LAFCO and noted that only elected officials could submit their name for consideration to serve on the LAFCO Commission. At the conclusion of the discussion, no board member expressed an interest in submitting their name for consideration. There was no action taken by the Board.

6. Oral Report

a. *Fire Chief*

Chief Cox reported the following:

- RSF5 Construction Update and Groundbreaking: Chief Sherwood provided the update noting that the storm water runoff is complete, and that the interior is progressing. The construction firm is predicting completion for June 2020.
- RSF1 Tenant Improvements – Update: He is working with Verizon on improvements, and is discussions with requesting that they install an ADA parking space.
- Fuel Mitigation Projects: a meeting with the Elfin Forest/Harmony Grove residents is being scheduled, with CalFIRE as a participant.
- Badge Ceremony – January 15, 2020 will be held. The Rancho Santa Fe Professional Firefighters Local 4349 have chosen to conduct this event annually.
- Captain Greg Rainville retires on December 20, 2019.

b. *Operations – Deputy Chief*

Chief McQuead reported the following:

- Monthly statistics were reviewed, noting significant incidents during Thanksgiving week.
- He reported that he has been busy revising policies and creating evaluation procedures, since all evaluations for suppression personnel have changed to be performed annually.
- He introduced Zack Smith, EMS Coordinator for CSA-17 who demonstrated Auto Pulse System and EKG Monitors and Defibrillator. He anticipates that the CSA-17 survival statistics will only improve. CSA-17 funds were used to make the purchase of this technology.

c. *Volunteer – Volunteer Recruitment & Retention Coordinator*

VRRRC Twohy reported that the Reserves donated 750 hours. He is working on applications and backgrounds for 13 potential volunteers. Many of the applications are from the recent graduates of the Palomar Fire Academy. The Board expressed an interest in a presentation about the Palomar Fire Academy.

d. *Training – Battalion Chief*

Chief Sherwood reported that personnel have completed more than 2,000 hours of training that included firefighter safety and survival, and live fire. He distributed a training plan for 2020 that aligns with the District's strategic plan. He responded to questions from the Board.

e. *Fire Prevention – Fire Marshal*

Fire Marshal Donner reported the following:

- She and other prevention personnel attend a class on clearance to vegetation, ignition resistant and shelter in place communities
- She continues to work on potential locations for large animal evacuation
- Monthly statistics were reviewed
- FPS Closs is working to apply for a CalFIRE grant for tree removal

f. *Administrative Manager*

- Ms. Rannals informed the board that since the board changed the March meeting date, she will not be in attendance due to a planned vacation
- CalPERS Visit – a presentation by the Actuary Nina Ramsay is confirmed for January 27, 2020 at 9am and will be hosted by Rancho Santa Fe

g. *Board of Directors*

- i. North County Dispatch JPA – Update: Director Ashcraft – No report. He reported that the next meeting is planned for February 26, 2020
- ii. County Service Area 17 Update: Director Hillgren – No report. She reported that the next meeting is planned for February 4, 2020
- iii. *Comments*
 - i. Hillgren: she passed along a compliment that she received about our agency and personnel
 - ii. Malin: he discussed an article from the Wall Street Journal about the pension unfunded liability nationwide.

Ten-minute recess

7. Closed Session

Pursuant to the following sections, the board met in closed session from 2:11 – 4:23 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 and Chief McQuead 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
All board members listed and Chief Cox attended and participated in this item.

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., the Board acknowledged that the claim will conclude thru a settlement agreement after approval by the Workers' Compensation Appeals Board; and
- c. With respect to 10. c., an evaluation of the Fire Chief performance was performed. There was no action taken by the Board.

8. Adjournment

Meeting adjourned at 4:25 pm.

Karlana Rannals
Secretary

James H Ashcraft
President