



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – August 19, 2020**

*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*

Ms. Alicea Caccavo (Manager, Finance & Administration) lead the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine

Directors Absent: Tanner

Staff Present: Fred Cox, Fire Chief; Dave McQuead, Deputy Chief; Bruce Sherwood, Battalion Chief; Frank Twohy, Volunteer Recruitment & Retention Coordinator; Conor Lenehan, Deputy Fire Marshal; Alicea Caccavo, Manager, Finance & Administration; and Karlana Rannals, Board Clerk.

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

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

2. Consent Calendar

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, 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 July 15, 2020

b. Receive and File

i. *Monthly/Quarterly Reports*

- List of Demands Check 32879 thru 33011, Electronic File Transfers (EFT) and Wire Transfer(s) for the period July 1 – 31, 2020 totaling: \$1,258,840.65
- Wire Transfer(s) for the period July 1 – 31, 2020 \$ 872,277.81
- Payroll for the period July 1 – 31, 2020 \$1,026,188.64
- TOTAL DISTRIBUTION \$3,157,307.10

ii. Reports – July 2020

- Operations
- Training
- Fire Prevention

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

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept a grant of \$26,639.50 from FEMA 2020 Assistance for Firefighters Grant – COVID 19 Supplement Program for reimbursement of personal protective equipment during the COVID 19 pandemic.

3. Public Comment

No one requested to speak to the Board.

4. Old Business

- a. None

5. New Business

a. Budget Authorization

Chief Cox summarized the staff report provided. The staff proposed to convert a planned utility vehicle to a command vehicle. He noted that with the reorganization of Elfin Forest/Harmony Grove along with the growth of the district, it has become necessary for an additional utility vehicle. Also with this growth, the potential for a major incident, or multiple incidents at the same time has also increased. The availability of multiple Command Vehicles is essential. This purchase qualifies for funds from Fire Mitigation at 85%. He responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the purchase of (1) Utility/Command Vehicle with Shell, Command Module, Radios and Emergency Lighting Package for a cost not to exceed \$74,335.43.

*The meeting recessed from 1:08 to 1:21 due to technical issues with video conferencing.*

b. Board Policy: 3045 Allowance for Bad Debts and Write Offs Policy

Ms. Rannals summarized the purpose of the policy, recognizing that on occasion there is a need to recognize a bad debt when a receivable is no longer collectible, while the District retains the right to collect funds should the circumstances change. Currently, the District has one outstanding receivable that this proposed policy could affect; however, there are no plans to write off any receivable for the FY20. This policy would be necessary going forward, should the Finance Manager, in concurrence with the Fire Chief, deem that a bad debt transaction is necessary. She also spoke of a correction necessary within the policy correcting the text in removing a term referenced. She responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to adopt Board Policy: 3045 Allowance for Bad Debts and Write Offs Policy as amended.

6. Resolution/Ordinance

a. Ordinance No. 2020-02

Chief Cox complimented the Fire Prevention staff on the research and work performed in the preparation of this ordinance. He reported that this ordinance allows for an administrative process, that includes fines when property owners choose not to comply with the fire code. District personnel will be able gain compliance thru enforcement by issuing an administrative citation, which does not go down the criminal path. This ordinance and all supporting documents applicable to the Administrative Citation Program has been approved by legal counsel. The staff responded to questions from the Board.

The Board agreed to schedule the public hearing and ordinance adoption for September 16, 2020; and requested that the board clerk notice the meeting for the scheduled actions pursuant to all applicable codes.

7. Oral Report

a. Fire Chief

- i. Introduction: Manager, Finance & Administration: he introduced and welcomed Alicea Caccavo to her new role with the District.
- ii. 2020 Enhanced Fire Response Plan: Chief McQuead sent to the Board the latest seasonal outlook document. Chief Cox distributed to the Board, prior to the meeting, a document prepared by staff outlining a response plan and the tasks that may be associated with the emergency. Although the document is a guideline, he noted that there may be a need to spend extra money to be better prepared. He responded to questions from the Board. The Board asked for an update on the status of large animal evacuations. He and the prevention staff will follow-up.
- iii. RSF5 Update: Chief Sherwood reported that the building is 98.8% complete. The final inspection is planned for August 20. Erickson Hall has been very responsive to all follow-up requests.
- iv. District activities:
  - SB 474 – this bill was pulled.
  - COVID Testing – the District has a contract with a company in Carlsbad for COVID 19 testing.
  - Interviews for Office Support Coordinator – an offer is pending.
  - The Board requested that a “cheat sheet” be prepared listing the various websites that would be useful for referrals or information when emergencies occur.
- b. Operations – Deputy Chief – Chief McQuead reported 1) personnel were deployed on a strike team to the Apple Fire; 2) personnel are assigned as single resources on fires in northern California; 3) the fuel moisture report is back; 4) significant incident – vegetation fire, that may have been arson with juveniles.
- c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the reserve program is back to staffing all open stations, and the Reserves donate 886 volunteer hours this reporting period.

Due to a closed session matter scheduled for 2:00 pm, the board suspended the open session and agreed to reconvene after closed session.

8. Closed Session **Time Certain, 2:00 pm**

Pursuant to the following section, the board met in closed session from 2:05 – 2:52 pm, and discussed the following:

Pursuant to Consideration of personnel matter (complaint against employee)

With respect to every item of business to be discussed in closed session pursuant to Section 54957  
*All board members listed and Ms. Stefanie Vaudreuil, Attorney, Liebert, Cassidy & Whitmore attended and participated in this discussion.*

Upon reconvening to open session, President Ashcraft announced that direction was given to the District's legal counsel and no action was taken.

*10-minute recess*

The Board of Directors reconvened to open session at 3:00 pm

7. Oral Report (Cont.)

- d. Training – Battalion Chief – Sherwood reported the District personnel completed all training needed to prepare for wildland season. PIO training is planned for September 14 for all Chief Officers. Also planned is Command and Control classes scheduled for September 28.
- e. Fire Prevention – Fire Marshal – Deputy Fire Marshal Lenehan reviewed the previous month's statistics; and discussed various projects that are currently being developed.
- f. Administrative Manager – Ms. Rannals reported that she received the CalPERS valuation reports dated June 30, 2019. Employer rates are on the rise. She also reminded the Board that the annual Ethics training will be conducted, tentatively in person, on December 16, 2020
- g. Board of Directors
  - i. North County Dispatch JPA – Update: Director Ashcraft: No report, the next meeting is planned for August 26, 2020.
  - ii. County Service Area 17 – Update: Director Hillgren: No report, the next meeting is planned for September 15, 2020.
  - iii. Comments
    - 1. None
    - 2.

9. Adjournment

Meeting adjourned at 3:28 pm.