

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes January 20, 2021



*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 1:05 pm.

*Pledge of Allegiance*

Director John Tanner led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner

Directors Absent: None

Staff Present: Fire Chief Fred Cox; Deputy Chief Dave McQuead; Fire Marshal Marlene Donner; Volunteer Recruitment & Retention Coordinator Frank Twohy; and Manager, Finance & Administration/ Board Clerk Alicea Caccavo.

1. **Public Comment**

No one requested to speak to the board.

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

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

3. **Consent Calendar**

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MAILIN, 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 December 16, 2020

b. Receive and File

*Monthly/Quarterly Reports*

1) List of Demands Check 33452 thru 33544, Electronic File Transfers (EFT), and Wire Transfer(s) for the period December 1 – 31, 2020 totaling:	\$ 142,942.52
Wire Transfer(s) period December 1 – 31, 2020	\$1,240,266.31
Payroll for the period December 1 – 31, 2020	<u>\$ 711,430.69</u>

TOTAL DISTRIBUTION \$2,094,639.52

2) Activity Reports – December 2020

a. Operations

b. Training

c. Fire Prevention

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

▪ None

4. **Old Business**

None

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5. **Resolution/Ordinance**

a. *Resolution No. 2021-01*

Manager, Finance & Administration Caccavo summarized the staff report provided. She reported that the resolution serves to provide the ability of the Administration staff to deduct the classic safety member's contribution as agreed upon in the MOU on a pretax basis. Provided Resolution 2021-02 is adopted this will be a pretax deduction of 1% for 2021; 2% for 2022; and 3% in 2023.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED to adopt Resolution No. 2021-01 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Employer Pick-up of Employee Contribution towards Employer Pension Costs on a roll call vote:

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

b. *Resolution No. 2021-02*

Director Ashcraft informed the Board that the resolution presented to adopt will confirm the recently negotiated Memorandum of Understanding (MOU) between the District and the Local 4349.

Manager Caccavo requested that the dates on the Resolution, sixth paragraph, should be revised to the dates January 1, 2021 to December 31, 2023.

Director Malin reported that the negotiations, while taking some time, were agreed upon for a three (3) year agreement. The negotiating committees worked together to discuss the long range plan for the District and its importance for the future of the District.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED to adopt Resolution No. 2021-02 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349 on a roll call vote:

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

c. *Resolution No. 2021-03*

Chief Cox reported to the board that, per the terms of the SAFER grant, there is 2% cost increase for the Volunteer Coordinator which is fully grant funded. The grant ends November 24, 2021; the District plans on applying again for the grant once it is open.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED to adopt Resolution No. 2021-03 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Volunteer Recruitment and Retention Coordinator on a roll call vote:

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

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d. *Resolution No. 2021-04*

Manager Caccavo reported that this is an annual item per the CalPERS requirements that agencies maintain a publicly available pay schedule.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED to adopt Resolution No. 2021-04 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2; Section 570.5 on a roll call vote:

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

6. **New Business**

a. *Suspension of False Alarm Fines*

Fire Marshal Donner reported that due to the Covid pandemic, staff would like to temporarily suspend fining business and home owners for false alarms. She indicated that there have 28 since January 1<sup>st</sup> that the staff were dispatched to. Chief Cox summarized that it would be a good gesture to the community. Finance impact would the dispatch fee and the cost of sending personnel.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and APPROVED to authorize the temporary suspension of fine assessment for nuisance alarms until June 1, 2021 CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN

7. **Oral Report**

a. Fire Chief – Cox

- i. ***RSF-5 Update*** – Chief Cox reported concrete work is done and the project is under budget by \$28,480.00, with the final review of the expenses to be done. The solar project to begin and is 85/15 split with Fire Mitigation funds and the general fund fees.
- ii. ***COVID-19*** – Cases are very high. 56% of safety staff are vaccinated. 6 personnel have had Covid cases starting last March 2020. There is an agreement with the County similar to a strike team assignment for vaccinations. Required Covid leave expired on December 31, 2021, however the District is extending the leave temporarily. There may be opportunity for Covid relief funds to assist with the financial impact. Double layered masks are required to be worn by personnel to prevent the spread of Covid.
- iii. ***North County Dispatch JPA/ Patrol Remodel*** – Chief Wellhouser of RSF Patrol is looking at modular designs and Fire Marshal Donner is ready with the county official to sign off on the stairway modification. Verizon has agreed to install a van accessible ADA compliant space. North County Dispatch is planning on staying for 5-8 years or more with renovations.
- iv. ***Staffing Update*** – Down 3 Captains – 1 from injury and 2 due to Covid; 1 Engineer; 3 Firefighters; one new hire coming on February 1, 2021.

b. Operations – Deputy Chief

Chief McQuead reported that the San Diego County Health and Human Services is working as an incident command for the vaccination pods. Currently working on vaccinating licensed paramedic, EMT, long term healthcare patients and healthcare staff using Moderna vials that contain 10 vaccinations. Training began at the end of December for vaccinators.

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Finished 2020 with 100 extra calls that included brush fires and false alarms. In December the Celebration of Life for Captain Dale E. Mosby took place. The District had one structure fire and sent two strike teams to the Creek Fire in De Luz, California.

He reviewed the previous month's statistics and the seasonal outlook.

c. Volunteer – Volunteer Recruitment & Retention Coordinator

Chief Twohy reported that the reserve shifts are suspended due to the two week rolling average of Covid cases; with a threshold of 6% or less to bring the reserves back. Funded 2 of the reserves through medic school and 1 through the fire academy through grants.

d. Training – Battalion Chief

Chief McQuead reported that there is an added 5 year benchmark to the training reports which will help with the ISO rating.

e. Fire Prevention – Fire Marshal

Fire Marshal reported that the large animal evacuation report was published in the RSF Review on January 14, 2021. Staff has reached out the County to find out why some plans are not being submitted for fire review before County approval; codes are not being enforced. This impacts the fuel reduction efforts of staff and the mitigation fee revenue.

She summarized current projects in the jurisdiction. Plan review and construction has slowed down.

f. Manager, Finance & Administration

Manager Caccavo reported -

**Board Clerk:** Reminder that there will be harassment training from 10-12pm before the next regularly scheduled meeting on February 17, 2021.

**Human Resources:** Vanessa Schrandt, the Accounting Technician, resigned effective February 6, 2021. Offer letter was sent to Gabriel Saldaña for the position of Firefighter/Paramedic with a tentative start date of February 16, 2021; he was previously with the reserve program.

**Finance:** In reference to going out for RFP for a new auditor per CA AB 1345; determined that District would continue with Pun Group for an additional year. Summarized the calendar year items that need attending to annually.

g. Board of Directors

i. North County Dispatch JPA: No report – next meeting February 24, 2021.

ii. County Service Area – 17: No report – meeting early February.

iii. Comments-

- 1) Tanner: Conveyed appreciation to Chief McQuead and Chief Davidson for the communication of personnel and how they are doing. Welcome to the new Clerk of the Board.
- 2) Hillgren: Spoke of her appreciation of the communication also and welcome to the new Clerk as well.
- 3) Ashcraft: Conveyed the difficulties the agency has had and how terrific the staff has been; the board is there for staff in any way for support.

**10-minute Recess**

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8. **Closed Session**

Pursuant to the following section, the board met in closed session from 2:23 – 3:47pm, and discussed the following:

*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 Miscellaneous Employees

Under Negotiation: Successor Memorandum of Understanding

***All board members listed and Chief Cox, Deputy Chief McQuead, Manager, Finance & Administration Caccavo attended and participated in this discussion.***

*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

Unrepresented Employees: Fire Chief, Deputy Chief, Battalion Chiefs (4), Fire Marshal, and Manager, Finance & Administration

Under Negotiation: Compensation Resolution

***All board members listed and Chief Cox attended and participated in this discussion.***


Upon reconvening to open session, President Ashcraft announced that direction was given to the District's Agency Negotiators regarding the Represented Employees and that terms were made for Fire Chief Cox.


MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN for the following agreed terms for Fire Chief Fred Cox effective January 1, 2021:

- One-time \$5,000 stipend
- 3% Salary Increase
- 1% CalPERS additional employee contribution as a classic member to the UAL.

9. **Adjournment**

Meeting adjourned at 3:57pm.

  
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Alicea Caccavo  
Board Clerk

  
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James H. Ashcraft  
President