

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes April 21, 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.

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:04 pm.

Pledge of Allegiance

Battalion Chief Bruce Sherwood led the assembly in the Pledge of Allegiance.

Roll Call

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

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

1. **Special Presentation**

a. Certificate of Excellence – Battalion Chief Sherwood

Director Ashcraft acknowledged Chief Sherwood for his exemplary work in the building of Station 5 and presented him with a Certificate of Excellence.

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. **Consent Calendar**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar with the exception of the Statement of Cash Assets.

a. **Board of Directors Minutes**

- Board of Directors minutes of March 17, 2021

b. **Receive and File**

- Monthly/Quarterly Reports

(1) List of Demands Check 33732 thru 33828, Electronic File Transfers (EFT), and Wire Transfer(s) for the period March 1 – 31, 2021 totaling:	\$ 715,168.84
Wire Transfer(s) period March 1 – 31, 2021	\$ 249,079.99
Payroll for the period March 1 – 31, 2021	\$ <u>788,493.16</u>
TOTAL DISTRIBUTION	\$1,752,741.99

(2) Investment Review – **March 31, 2021**

(3) Activity Reports – **March 2021**

(a) Operations

(b) Training

(c) Fire Prevention

(d) Correspondence - letters/cards were sent/received:

(i) To Governor Newsom, Pro Tem Atkins and Speaker Rendon; regarding Covid-19 Impacts on California's Fire Districts from Fire Chief Cox and other fire districts

(ii) To Erickson Hall Construction from Fire Chief Cox

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The Board discussed the format and requirements of the Statement of Cash Assets. At the conclusion of the discussion and by consensus the Board agreed to refer the discussion to the Finance Committee on how the report will be presented for future board meetings.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to pull the Statement of Cash Assets as submitted and to direct Finance Committee to submit options for report to be presented for future board meetings.

4. **Public Comment:** None

5. **Old Business:**

a. **Salary Authorization for Fire Chief**

Manager Caccavo reported that this was to clarify for the previous months minutes as they pertained to the Fire Chief.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, to confirm approval and authorization of the 3% salary increase of the Fire Chief retroactive to January 1, 2021 on a roll call vote:

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

6. **New Business**

a. **Sale of Assets**

To discuss and /or authorize the sale of two (2) single wide manufactured homes (buildings), one (1) steel canopy, one (1) wood storage shed, and one (1) scanner/plotter/printer. – Staff Report 21-05
Fire Chief Cox reported that there is surplus property at Station 5 in a limited building zone easement which needs to be moved within a year of the certificate of occupancy. Battalion Chief Sherwood has secured sale with Valley Center Fire Protection District for the fair market value price of \$42,013.93; this includes the building pads to be returned to rough grade condition.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and authorize Fire Chief to enter into negotiations and finalize sales agreement for the Board President to execute and deliver said agreement.

b. **Local Agency Formation Commission Election**

To discuss and/or select a nominee to serve as a special district member on the Local Agency Formation Commission (LAFCO). – Letter from LAFCO with Attachment A
Fire Chief reported that it is the opportunity for Board Members to join the LAFCO board.

7. **Resolution/Ordinance:** None

8. **Oral Report**

a. **Fire Chief – Cox**

SB 95 - Mandatory COVID-19 leave

Fire Chief Cox reported that due to SB 95 mandatory Covid leave, the District must allow for 80/116 hours for Covid leave, for 40 hour/shift workers respectively, during the time period of January 1 through September 30, 2021. Staff is tracking the time and working with the Governor's office to obtain possible relief funds.

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AB 3074 - Defensible Space/Ember Resistance Zones

Chief Cox reported that AB 3074 will require new construction to have 5 feet ignition resistant zone. The bill will also require existing homes to have the same clearance retroactively and will go into effect at a later date.

NC/Patrol/RSF remodel

Chief Cox reported that remodel proposal should be obtained by the next Board Meeting. RSF Patrol Chief Wellhouser is happy with the modular design for the lower offices. No structural modifications will be done.

El Fuego AC unit replacement

Chief Cox reported that three air conditioners at Station 1 need replacement at a cost of \$29,000 and will be included in the tenant agreements and prorated over 144 months.

Recognition Dinner

Chief Cox reported that the recognition dinner will be put off until the current Covid restrictions relax.

b. Operations – Deputy Chief

Deputy Chief McQuead reported that there were 300 incidents in March; running automatic aid with San Marcos with the addition of Station 5 and 6.

Operation Collaboration hoping to be out of the PODS by June in time for fire season. All North Zone agencies volunteered for training to be a vaccinators and helpful in collaborating. Interaction with the public has been beneficial for the staff deployed on these PODS. Fire Chief Cox added that our overtime costs will be high, however we will be getting cost recovery for the time the vaccinators are deployed.

c. Volunteer – Volunteer Recruitment & Retention Coordinator

Chief Twohy reported that 522 hours were donated serving the community by the reserves. Starting onboarding of an additional 5 new reserves.

d. Training – Battalion Chief

Chief Sherwood reported that training is ramping up. With the new personnel on the floor, there will be a new training for off road driving; the County Wildland drill coming up; and a training for swift water rescue coming. March 20 testing for new firefighters and new hire academy coming up.

e. Fire Prevention – Fire Marshal

Fire Marshal Donner reported that the District is reviewing plans for Belmont assisted living and independent living in 4S Ranch; Carmel Pacific assisted living and Questhaven LLC proposing single family homes in San Elijo. Meeting with the Lakes for landscaping issues to get compliant.

Housing developments have tapered off, although there are still several in the works. Del Dios Ranch next one anticipated that includes 70 homes.

Fire Chief Cox reported that with the 4 assisted living homes proposed for construction in the District there will be a need for developer agreements that include cost recovery, as it will dramatically affects our district's call volume.

Dan Schaffer is back as the Weed Abatement inspector and the weed abatement flyer will be going out with a deadline of May 25th.

f. Manager of Finance & Administration

Finance

Manager Caccavo reported that she is working on the budget for FY 21/22.

Human Resources

Recruitments – 1) Office Support Coordinator in final interviews; 2) the Battalion Chief internal recruitment flyer went out; 3) two firefighter/paramedics in backgrounds.

Board Clerk

Nothing to report.

c. Board of Directors

- I. North County Dispatch JPA – Director Ashcraft reported that the next meeting will be May 26.

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II. County Service Area – 17 – *Director Hillgren reported that the next meeting will be in May; they are held on a quarterly basis.*

III. Director Comments:

Director Stine – Commended the vaccinators and has had nothing but great feedback on the vaccine PODS. Four Gee Road, located behind the station, has had several issues with racing, drugs recently; lacking speed limit signs.

Director Tanner – Reported that Via de Fortuna also has many speeding motorists. Saturday morning has the car club and dog show in the village of Rancho Santa Fe.

9. **Closed Session**

Pursuant to the following section, the board met in closed session from 2:25 –2:35pm, and discussed the following:

With respect to every item of business to be discussed in closed session pursuant to:

a. California Government Code §54957 – Public Employee Performance Evaluation

Title: Fire Chief

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 Chief and there was no action taken by the board.

10. **Adjournment**

Meeting adjourned at 2:38pm.

A handwritten signature in blue ink, appearing to be "Alicea Caccavo", written over a horizontal line.

Alicea Caccavo
Board Clerk

A handwritten signature in blue ink, appearing to be "James H. Ashcraft", written over a horizontal line.

James H. Ashcraft
President