

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes December 14, 2022



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 1:00pm.

Pledge of Allegiance

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

Roll Call

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

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Manager, Fire Marshal Marlene Donner, and Battalion Chief/Training Officer Luke Bennett

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

MOTION BY DIRECTOR MALIN, 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.

2. **Consent Calendar**

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the consent calendar as presented.

a. **Board of Directors Minutes**

- Board of Directors minutes of November 16, 2022

b. **Receive and File**

- Monthly/Quarterly Reports

(1) List of Demands Check 35732 thru 35821, Electronic File Transfers (EFT), and Wire Transfer(s) for the period November 2022 totaling:	\$ 214,135.91
Wire Transfer(s) period November 2022	\$ 258,562.74
Payroll for the period November 2022	\$ 667,757.13
TOTAL DISTRIBUTION	\$1,140,455.78

(2) Activity Reports – November 2022

(a) Operations

(b) Training

(c) Fire Prevention

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

(i) None

3. **Public Comment**

None



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

December 14, 2022

4. Resolution/Ordinance

a. Resolution No. 2022-27

This item was tabled at the November 16, 2022, meeting to obtain additional information:

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Oppose Initiative 21-0042A1 which Limits the Ability of Voters and State and Local Governments to Raise Revenues for Government Services – Initiative Constitutional Amendment.

Fire Chief McQuead reported that this came from the California Special Districts Association (CSDA), which advocates for all special districts, requesting support to oppose this initiative. They saw this as a potential roadblock for fees and other opportunities for revenue if this were to pass. The initiative began through the California Business Roundtable, an organization comprised of senior executive leaders throughout the state, to enact measures to make taxes more predictable and limit what passes. This can impact the ability of special district to put forth fees.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Resolution No. 2022-27 to Oppose Initiative 21-0042A1.

b. Resolution No. 2022-28

To discuss and/or adopt a Resolution *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel. Staff Report 22-22

Fire Chief McQuead reported that the Management Resolution was changed to align with changes made previously to the Safety MOU.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Resolution No. 2022-28 on a roll call vote:

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

5. Old Business

None

6. New Business

a. Community Risk Reduction Specialist Position

To discuss and/or approve of the additional position of a Community Risk Reduction Specialist. Staff Report 22-23, Job Flyer, Job Description (Exhibit A) and Benefits, and Proposed Organizational Chart

Fire Chief reported that previously we had hired a temporary Defensible Space Inspector for weed abatement duties. As the District has grown so has the workload of the weed abatement inspector. This position would allow for succession planning and consistency. It will also assist with the District's ISO rating requirements.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Community Risk Reduction Specialist Position.



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

December 14, 2022

b. Independent Auditor's Report FY 2021/2022

The Finance ad hoc committee will report on the financial status of the Fire District for FY21/22 and present any findings resulting from the year-end audit to the Board of Directors.

Director Malin, member of the Finance Committee, summarized the audit report and answered questions from the Board of Directors. The Finance Committee recommends that the Board accept the report as distributed.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY 2021/2022 independent auditors report prepared by The Pun Group as distributed.

7. Oral Report

- a. **Fire Chief:** *Fire Chief McQuead reported on the recent Old Timers Luncheon held by the San Diego County Fire Chiefs Association. The Local 4349 held their Holiday party at Vistonian in Vista on December 2nd. The RSFFPD kids Christmas party was held on December 11th at Station 1 with Santa. Chief McQuead passed out the 2022 year in review in conjunction with the RSF Association. On January 24, 2023, retired Chief Willis plans on retiring from his IT position. A request for proposal has been put out.*
- b. **Operations:** *Deputy Chief Slattery reported 360 calls for November, of which 62% medical and 13% were fire, resulting in 4000 calls for the year. There is one vacancy for Captains due to a workers' comp claim with the further intent to retire. Interviews will be occurring in February. Battalion Chief's assimilating well. Chief Slattery presented pictures from recent incidents.*
- c. **Training:** *Training Battalion Chief Bennett reported that 141 hours completed for training. Four probationary employees completed their first quarter manipulation test and are doing well. Chief Bennett reviewed recent drills executed for the Board. San Diego Health and Wellness came to the District to present the trends since the District has contracted with them.*
- d. **Fire Prevention:** *Fire Marshal Donner reported that not as busy but with some last-minute submittals to beat the code adoption. Fire Code for the Board of Supervisors will have first reading on in January 24; and the second reading on February 7th. Mitigation fee meeting will be in March. Working on cell sites to ensure the correct regulations are met. Fire Prevention met with the RSF Association and will be put together a checklist for AB38 compliance and a plant list. Will be working on gate reviews in the District. Going to meet regarding Zumake creek with County Parks on the flooding.*
- e. **Finance, Human Resources & Administration:** *No report - Manager Caccavo was stranded in Peru.*
- f. **Board of Directors:**
 - North County Dispatch JPA – *Director Ashcraft reported that the tenant improvements are well received. Director Ashcraft will be the Vice President of the Board for the next two years.*
 - County Service Area – 17 – *Director Hillgren reported that the meeting will be in February.*
 - Rancho Santa Fe Fire District Foundation – *Retired Fire Chief Twohy and/or Director Stine will report out on the Foundation. Foundation sending out e-cards to the donors.*
 - Director Comments:
 - (1) Malin: None
 - (2) Stine: Director Stine reported that his kids will be attending his and his wife's alma mater Boston College and they are very happy about it.
 - (3) Tanner: None
 - (4) Hillgren: Director Hillgren reported that she visited the RSF Patrol's space at Station 1 and was impressed.
 - (5) Ashcraft: Director Ashcraft passed out some examples of how other organizations and/or colleges are utilizing naming items to donors.



Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

December 14, 2022

*Meeting break for 10 minutes prior to Closed Session 2:48pm
Adjourned to closed session 3:00pm*

8. **Closed Session**

- a. 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 the Fire Chief McQuead attended the closed session.

Upon reconvening to open session, President Ashcraft reported that the Board of Directors had given direction to staff to increase the Fire Chief's salary by 5% effective January 1, 2023.


Reconvened to open session 3:39pm

9. **Adjournment**

Meeting adjourned at 3:42pm



Alicea Caccavo
Board Clerk



James H. Ashcraft
President