

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes August 16, 2023



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 1:05 pm.

Pledge of Allegiance

Director Stine led the assembly in the Pledge of Allegiance.

Roll Call

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

Director Hillgren participated via teleconference:

306 Kootenai Court, Sun Valley, ID 83353

Staff Present: Deputy Chief Brian Slattery; Manager, Finance & Administration/Board Clerk Alicea Caccavo; Fire Marshal Marlene Donner; and Battalion Chief Paul Roman

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

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 MALIN, SECOND BY DIRECTOR TANNER, 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 July 19, 2023

b. **Receive and File**

- Monthly/Quarterly Reports for July 2023

(1) List of Demands Check 36727 thru 36840, Electronic File Transfers (EFT), and Wire Transfer(s)
totaling: \$ 735,196.57

Wire Transfer(s) totaling: \$ 882,995.84

Payroll(s) totaling: \$ 754,248.49

TOTAL DISTRIBUTION \$ 2,372,440.90

(2) Grant Recap

(3) Activity Reports – July 2023

(a) Operations

(b) Training

(c) Fire Prevention

3. **Public Comment**

None

4. **New Business**

a. **Credit Card Merchant Services**

To discuss and/or approve the Service Agreement with Paya Credit Card Merchant Services. Staff Report 23-22, Service Agreement

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Manager Caccavo reported that Staff is moving to a new vendor for credit card payments to accommodate the new government accounting software, Caselle. Paya integrates with Caselle seamlessly.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Paya Service Agreement and authorize Manager Caccavo to execute the agreement.

b. Del Dios Traffic Solutions

To discuss the traffic calming options on Lake Drive along Lake Hodges that has become an alternate route for some drivers from Del Dios Highway per the Del Dios Town Council request. Staff Report 23-23 *Directors discussed the staff report and questions were answered by the Staff. It was advised that the (3) community members of Del Dios that were spearheading this were met with in person by Chief McQuead and Chief Slattery to discuss options that would help their concerns. Additionally, they were put into contact with The Traffic Engineering Manager with San Diego County. Stop signs are not allowed by the county and speed bumps or form of those were not approved by the Fire District. The Fire District does support the use of other traffic calming measures as discussed and to coordinate with the County of San Diego. See Staff Report for additional details.*

5. Resolutions/Ordinance

a. Resolution No. 2023-10

To discuss and/or adopt a Resolution *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing Signers on District Bank and Investment Accounts.

Manager Caccavo reported that the Resolution needed to be updated to accommodate the CA Class investment vehicle.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, to ADOPT the Resolution *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing Signers on District Bank and Investment Accounts.

b. Resolution No. 2023-11

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Provide State Disability Insurance (“SDI”) for Eligible Employees.

Manager Caccavo reported that the previous resolution included the non-safety Management personnel in with the Employee Association. Since they are not part of that Memorandum of Understanding, the Management personnel will have the option to be included in the State Disability Insurance.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, to ADOPT the Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Provide State Disability Insurance (“SDI”) for Eligible Employees.

6. Old Business

a. Preliminary Budget FY23/24

To discuss and/or adopt the Preliminary Budget for the next fiscal year and hold the second and final public hearing. Preliminary Budget

Manager Caccavo reported that further review of the assessed valuations resulted in a projection of 5.9% growth. The revenue was raised to a conservative 5.5% and further adjustments were noted on page 23 of the document.

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MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, to approve the revisions to the preliminary budget for FY 23/24 and to propose the final budget to be brought before the board at the next regularly scheduled meeting, September 20, 2023, on a roll call vote:

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

7. **Oral Report**

- a. Fire Chief – Deputy Chief Slattery reported on the Fire Chief's behalf that Mrs. McDonald has generously offered to donate \$50,000 to the drone program, resulting in \$600,000 in donations to date. Station 2 will be hosting her and her family for a chili dinner and to tour the training tower. Staff received the new Utility Task Vehicle (UTV) and the trailer for Station 6; it will now be outfitted, and training will be set up for it. Office of Emergency Services (OES) will be loaning the District a Type 6 vehicle in about 2-3 weeks until delivery on the one the District ordered has been taken. The Station 2 crews were visited by the family of a STEMI (Major heart attack) patient save.
- b. Operations – Deputy Chief Slattery reported that the District will be working on updating all policies utilizing the new subscription to Lexipol and the plan is to be completed within one year. Currently suppression is fully staffed, however there is one Firefighter/Paramedic under investigation and one Captain on Labor Code 4850 leave. He reported on recent incidents in the District. Call volume increased to over 500 for the first time, due to running calls in Encinitas from Medic 266. The past month the District has had 3 deployments to Riverside for fires and one in the Pacific Northwest for the fire in Oregon. Weather forecast indicates the potential for lightning strikes in the coming week. Fuel moisture was at average 85% for new growth in month of July based on Cal Fire data & locations.
- c. Training – Deputy Chief Slattery reported on behalf of Training Officer Luke Bennett as he was deployed. First on Scene training with EMS Coordinator Sal Ruiz coming up on 8/19. Today, 8/16, is the anniversary date for 4 probationary firefighters. Staff received BKR radios and trained on them. Tablet command training was completed. Peer support training will be completed. Qualcomm is developing an application via cell phone to find repeaters for radio transmissions. EDCO drill for Compressed Natural Gas (CNG) truck fires with After Action Report. Blue Card Incident Command Training. First quarter testing successfully completed for Soto and Shimer.
- d. Fire Prevention – Fire Marshal Donner reported that they will be holding a San Diego Wildfire presentation on 9/7 and meeting with the RSF Association on 9/15 regarding creative landscaping. Fire Marshal Donner reported that there was an administrative warrant issued to a resident of Los Colinas for \$21,000 that will be reimbursed to the District.
- e. Human Resources, Finance & Board Clerk – Manger Caccavo reported that Staff will be in Utah the week of September 12th for pre-live training on Caselle Government Accounting Software. The District will be going live for the financials at the beginning of October. The annual audit is scheduled for the end of September. The staff is still working on the transition of the medical reimbursements for Directors with TASC and will advise as soon as it is complete.
- f. Board of Directors
 - l. North County Dispatch JPA – Negotiations were finalized last quarter. Escondido Dispatch is still working on integrating with NCDJPA for Fire response. They are awaiting City Council approval and anticipate potential merging of Escondido by the end of 2023. They are working on staffing and implementation ahead of this time period.

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- II. County Service Area – 17 – *Last CSA-17 Advisory Committee meeting was on Aug. 1st at Solana Beach City Hall. There was not a quorum present, so it was informational only. The financial report was presented by an outside consultant. Financially sound and have access via an online portal to financial statements. The trending financials are lower than last year mostly due to the new CSA-17 contract. All financials are still in the positive and should trend upwards. No report on LAFCO. Six-month analysis on ambulance Medic 266 under way to determine the best placement. Next meeting 11/7/2023 at the RSF Administrative Board Room (change of location this quarter only, due to polling date).*
- III. Rancho Santa Fe Fire District Foundation – *Retired Fire Chief Twohy reported that the foundation is so grateful for all the donations received from Mrs. MacDonald. The Harmony Grove Village will host the next Fire Safe Council Fair. The foundation is working on their funds and the upcoming taxes.*
- IV. Director Comments:
 - (1) Malin – *None*
 - (2) Stine - *Discussed the Maui Fire and the challenges that crews faced.*
 - (3) Ashcraft – *None*
 - (4) Tanner – *Grateful for our fire crews and their preparation.*
 - (5) Hillgren - *None*

3:09pm Adjourned for a 10-minute break

3:19pm Reconvened

3:19pm Adjourned into Closed Session

8. Closed Session

- 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
Under Negotiation: Memorandum of Understanding

4:19 Reconvened to Open Session

Upon reconvening to open session, President Ashcraft announced that the Board had given direction; no action taken.

9. Adjournment

Meeting adjourned at 4:19pm

A handwritten signature in blue ink, appearing to read "Alicea Caccavo".

Alicea Caccavo
Board Clerk

A handwritten signature in blue ink, appearing to read "James H. Ashcraft".

James H. Ashcraft
Board President