

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes December 13, 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.

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

Pledge of Allegiance

Deputy Fire Marshal Lenehan led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Hillgren, Malin, Stine, Tanner

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Deputy Fire Marshal Conor Lenehan, Battalion Chief/Training Officer Luke Bennett (late 1:23), Office Support Coordinator Dana Shedley

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

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, 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 HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the consent calendar as presented.

a. **Board of Directors Minutes**

- Board of Directors minutes of November 15, 2023

b. **Receive and File**

- Monthly/Quarterly Reports for November 2023

(1) List of Demands- Check 37147 thru 37245, Electronic File Transfers (EFT), and Wire Transfer(s) totaling: \$ 604,954.55

Wire Transfer(s) totaling: \$ 316,907.27

Payroll(s) totaling: \$ 719,088.74

TOTAL DISTRIBUTION \$ 1,640,950.56

(2) Grant Recap

(3) Activity Report– 2023

(a) Operations

(b) Training

(c) Fire Prevention

ACTION REQUESTED: Receive and File

3. **Public Comment**

None



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4. Resolution/Ordinance

a. Resolution No. 2023-14

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Investment of Monies in the Local Agency Investment Fund
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Adopt Resolution 2023-14 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None

b. Resolution No. 2023-15

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Signers on District Bank Accounts.
MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Adopt Resolution 2023-15 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None

c. Resolution No. 2023-16

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Cafeteria Plan. Staff Report 23-30, Exhibit A Cafeteria Plan
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Adopt Resolution 2023-16 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None

d. Resolution No. 2023-17

To discuss and/or adopt a Resolution *entitled* a Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting an Amendment No. 1 to the Memorandum of Understanding Between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters' Association-Local 4349.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Adopt and Authorize Resolution 2023-17 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None



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e. Resolution No. 2023-18

To discuss and/or adopt a Resolution *entitled* a Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting an Amendment No. 1 to the Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Fire Protection District Employees Association.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Adopt and Authorize Resolution 2023-18 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None

f. Resolution No. 2023-19

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.

MOTION BY DIRECTOR HILGREN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Adopt Resolution 2023-19 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None

g. Resolution No. 2023-20

To discuss and/or adopt a Resolution *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 Staff Report 23-31, Exhibit A Salary Schedule

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Adopt Resolution 2023-20 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None

5. New Business

a. New Executive Assistant/ Board Clerk Position

To discuss and/or approve the new position of Executive Assistant/ Board Clerk. Staff Report 23-32 *Fire Chief reported the new position will report to the Fire Chief. This position would conduct normal business of the Office Support Coordinator as well as any tasks given by the Fire Chief and the position of Board Clerk.*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Approve the Executive Assistant/Board Clerk position.



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b. Rename current Office Support Coordinator to Permit Technician

To discuss and/or approve to rename current position Office Support Coordinator to Permit Technician.
Staff Report 23-33

Fire Chief reported this is simply a name change to be more of an alignment with industry standards of responsibilities. This position will report to the Fire Marshal

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Approve to Rename current Office Support Coordinator to Permit Technician.

6. Oral Report

a) Fire Chief:

Fire Chief McQuead reported the success of the chili lunch with Sharron MacDonald and friend at Station #2. Prevention and Administration all came out to meet and great. Crew showed off the new drones as well as the UTV. Sharron was very happy. Slattery showed pictures from Chili lunch. Had a small conversation with Captain Ender regarding purchasing thermal cameras. Shortly after the call Sharron MacDonald called, asked about any new projects then generously donated \$25,000 towards the purchase of the thermal cameras. Attended a few events, first being the Old Timers Luncheon put on by SDCFCA. Attendees included Current chiefs as well as retired Fire Chiefs. The second event attended was the 92nd Annual Candlelight Ball hosted by Scripps. The next appreciation dinner will be on May 23rd, 2024.

b) Operations:

Deputy Chief Slattery reported on Staffing: staffing is currently full. The new hire Sean Johnson will be finishing academy on Friday. One individual, Capt. O'Connor on workers comp for another month. Currently helping in the office with training. Suppression switching to 48/96 schedule on January 16th. Slattery and McQuead both attended the annual "Keeping it Rural" 5K/10K run. About three hundred runners were in attendance this year. Brought out the two UTV's with paramedics, AMR and Elfin Forest Rangers were there to assist as well. Chief McQuead and Chief Slattery met with Chief Gordan and the County of SD EMS to discuss the proposed move of Medic 266 to a 24hr unit Medic 232 at Cardiff station in Encinitas. The month of November ran 421 calls with a total of 4,662 calls YTD. Had a small vegetation fire Thanksgiving Day on the Del Mar County club. There was a shooting in 4s Ranch which an officer shot in a parking lot. Station #2 crew were dispatched out. Captain Ender started a fundraiser internally for the officer and his family. Five personnel including Captain Lorenzo, Engineer Young, FFPM Martinez, FFPM Nelson with BC Roman leading a training event in La Paz Mexico. Lead Education in forcible entry and Training on lateral truck. Slattery shows pictures from training in La Paz. Fuel moisture for December is at 63%, about the same as November.

c) Training:

Training Battalion Chief Bennett reported 153 training hrs. scheduled. Individuals logged over 1400 hrs. with 1500 hrs. of mandated training. Completed the North Zone confined space drill which was a big success. Hosted classes for succession planning for own personnel in the region. Just wrapped up Company Officers 2D and 2E (state fire training series) which is mandated for Captains test. Classes have been full. Completed an in-service training for the new hydraulic e-tool which crews cut up vehicles. A specialist from Hurst came out with additional training on tools. New hire academy, with Sean Johnson, wrapped up his second week. Engineer Duncan continues with the drone training. Held an in-service training course for new pilots where they got to practice flying drones. Another in-service training is scheduled for February which all crews will rotate through to show the capability of the drones and how to utilize them. Recently completed a night drill put on by Chief Mickelson in which they conducted live fire training in the tower and a car fire in the garage. Began working with Zone T.O putting together



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promotional testing for 2024. Engineer tests will be in March, Captains test in April and BC tests will be in May.

d) **Fire Prevention:**

Deputy Fire Marshal Lenahan reported on a few large projects going on. The Belmont Residential Care Facility is currently in plan review. Expected 2-year timeline until building starts. There is a 7-lot subdivision on Aliso Canyon rd. currently in the grading and improvement plan process. Expected 2 years before building starts. Working on getting Rancho Valencia resort in compliance. They had a large tentative improvement project happen during covid in the spa which never got approved by fire. We are working to complete the permit. Diegueno County School currently has substandard sprinkler and alarm coverage. Working on getting them back up to compliance. Received a notice from planning about for four new storage buildings at the storage warehouse on Willow Court. 9500-18,000 sq ft. Currently have 1 Grant, Questhaven Rd., which is a dirt road closed to the public. Getting 20 ft of vegetation clearance completed inside the gate. Help with 40-yard dumpster in the back of station 6, have been working on restrooms. Urban Corp has about a month and a half of work left. The pinnacle continues blasting behind station 2. The lots are selling quickly.

e) **Board of Directors:**

i. **North County Dispatch JPA:**

Hillgren attended, Jim was traveling. The meeting was quick, the main topic was Escondido joining. They have been working on joining since 2002. The next meeting will be February 28th. They have been behind on annual financial reporting due to losing their division manager. Had lunch with a friend at the racetrack, she wanted to meet the manager Carlana, for any Emergency needs with horses. They expressed they are happy to accommodate and help. Met Wendy Robinson, The Director of San Diego city Fire and Rescue Foundation. She discussed about a grant from the San Diego River Conservancy for Mighty Fire Breaker (to Geo-track). Think it something into which we should look.

ii. **County Service Area – 17:**

No meeting

iii. **Rancho Santa Fe Fire District Foundation:**

Shifting meetings to quarterly. Actively looking for new members

iv. Director Comments:

Malin:	None
Stine:	None
Tanner:	None
Hillgren:	None
Ashcraft:	Absent

7. **Closed Session**

With respect to every item of business to be discussed in closed session pursuant to Section 54957 Employee Performance Evaluation

Title: Fire Chief

With the absence of President Ashcraft, The Board of Directors agreed to move this closed session to next month.



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8. Adjournment

Meeting adjourned at 2:23pm

Dave McQuead
Fire Chief

James H. Ashcraft
President