

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes February 21, 2024



*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.*

Director Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:03pm.

**Pledge of Allegiance**

Deputy Chief Brian Slattery 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; Fire Marshal Marlene Donner, Battalion Chief/Training Officer Luke Bennett, Finance Manager Burgen Havens, Battalion Chief Paul Roman, Retired Fire Chief Frank Twohy, Executive Assistant/Board Clerk Sarah Montagne, Community Risk Reduction Specialist Mark Smith, Captain Nathan Fritchle, Engineer Cloyd, FPPM Johnson

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

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

2. **Consent Calendar**

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

a. **Board of Directors Minutes**

- Board of Directors minutes of January 17, 2024

b. **Receive and File**

- Monthly/Quarterly Reports for January 2024

|   |                      |
|---|----------------------|
| List of Demands Check 37340 thru 37427, Electronic File Transfers (EFT), and Wire Transfer(s) totaling: | \$ 226,807.22        |
| Wire Transfer(s) totaling:  | \$ 351,472.72        |
| Payroll(s) totaling:  | \$ <u>827,623.82</u> |

|                    |                 |
|--------------------|-----------------|
| TOTAL DISTRIBUTION | \$ 1,405,903.76 |
|--------------------|-----------------|

- (1) Grant Recap
- (2) Activity Reports – January 2024
  - (a) Operations
  - (b) Training
  - (c) Fire Prevention

ACTION REQUESTED: Receive and File

3. **Public Comment**

*Celebrated the Birthday of retired Fire Chief Frank Twohy.*

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4. **New Business**

a. **Approve Fees for Forced Weed Abatement**

To approve fees and invoicing of property owner for forced abatement of APN 267-080-38-00.

Staff Report 24-03. RSFFPD Legal Counsel Steve Fitch, Montgomery Legal Counsel Christopher Nichols.

Ms. Montgomery and her legal counsel had three main concerns:

1. hours appear inflated by weed abatement contractor; requesting 1/3 reduction of July invoice
2. have not received copy of invoices from Fitch Law Firm
3. Request \$3,384 reduction due to actual cost of 3<sup>rd</sup> party abatement

MOTION TO POSTPONE: MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSTAIN to POSTPONE FOR ONE (1) MONTH

b. **Grant Acceptance – Rancho Santa Fe Fire District Foundation (RSFFDF)**

Accepted grant funding from the RSFFDF for the purchase of Thermal Imaging Cameras. Check presentation by Frank Twohy. Captain Fritchle demonstrated use of TICs.

Staff Report 24-04

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSTAIN to accept grant funding from the RSFFDF for the purchase of Thermal Imaging Cameras.

c. **Independent Auditor's Report FY 2022/2023**

Director Malin reported on the financial status of the Fire District for FY22/23 and presented findings from the year-end audit to the Board of Directors.

d. **Purchase of Used Type VI from San Diego County Fire**

To discuss the purchase of used Type VI apparatus. Staff Report 24-05

e. **Sale of Surplus Property (No. 1282 and 1581)**

To discuss the sale of vehicle ID#1282 and #1581 deemed as surplus. Staff Report 24-06

f. **Local Agency Formation Commission Nominations**

To discuss and/or authorize the President to nominate a regular and alternate Special District member to LAFCO on behalf of the Fire District.

5. **Oral Report**

a. **Fire Chief:**

*Fire Chief McQuead reported Appreciation Dinner scheduled May 23<sup>rd</sup> at Garden Club. RSVPs requested from Board.*

b. **Operations:**

*Deputy Chief Slattery reported newest FFPM doing well. 1 FFPM vacancy. Accounting Specialist interviews yesterday; will conduct 2<sup>nd</sup> interviews. Engineer, Captain, and BC testing upcoming. M266 to M262 conversion April 1. Escondido Fire to join NCDJPA on April 1. RFP for Station 6 Solar due March. Need to re-roof Station 6. Reviewed OPS Reports.*

c. **Training:**

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*Training Battalion Chief Bennett reviewed the training report. Positive feedback on new Training Committee. Multiple reps attended Multi-Casualty drill. Company Officer training ongoing. Chief Bennett shared several training photos.*

d. **Fire Prevention:**

*Fire Marshal Donner reported a new modified Board report for tracking. Cubit for annual weed abatement/inspections moving forward. Fitch reviewing Accela contract. Reported on multiple ongoing district construction projects.*

e. **Finance:**

*Finance Manager Havens reported Caselle implementation ongoing. Audit RFP is out. Working on FY25 budget and budget adjustment for FY24.*

f. **Board of Directors:**

i. **North County Dispatch JPA:**

*The next meeting will be February 28<sup>th</sup>.*

ii. **County Service Area – 17:**

*Meeting was held February 6<sup>th</sup>. Discussed financials and call volume. Will provide further updates and*

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

*Retired Chief Twohy reported the shifting meetings are now quarterly. Foundation presented a community member with a helmet and shield in appreciation of support.*

iv. Director Comments:

|           |  |
|-----------|--|
| Malin:    | None                                   |
| Stine:    | None                                   |
| Tanner:   | Expressed appreciation of RSFFPD Staff |
| Hillgren: | None                                   |
| Ashcraft: | None                                   |

*Break at 3:16p*

*Adjourned to closed session at 3:27p*

6. **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*

*All board members, Fire Chief McQuead, Finance Manager, and Executive Assistant/Board Clerk Sarah Montagne attended and participated in this discussion. Direction given.*

*Reconvened to Open Session at 3:39 pm. No further discussion.*

7. **Adjournment**

*Meeting adjourned at 3:40pm*