

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes April 17, 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 1:02pm.

Pledge of Allegiance

Deputy Chief Brian Slattery led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Malin, Stine, Tanner

Directors Absent: Hillgren

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Fire Marshal Marlene Donner, Finance Manager Burgen Havens, Battalion Chief Jim Mickelson, Executive Assistant/Board Clerk Sarah Montagne

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 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 TANNER, SECOND BY DIRECTOR STINE, 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 February 21, 2024

b. **Receive and File**

- Monthly/Quarterly Reports for March 2024

(1) List of Demands Check 37524 thru 37612 and Electronic File Transfers (EFTs)

totaling: \$ 339,151.55

Wire Transfer(s) totaling: \$ 362,318.10

Payroll(s) totaling: \$ 812,649.87

TOTAL DISTRIBUTION \$ 1,514,119.52

(2) Grant Recap

(3) Activity Reports – March 2024

(a) Operations

(b) Training

(c) Fire Prevention

ACTION REQUESTED: Receive and File

3. **Public Comment**

None

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4. **New Business**

a. **Verizon Lease Contract Extension**

To discuss and approve the 2nd amendment to the Verizon communication lease agreement.
Staff Report 24-11.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT;
0 ABSTAIN to approve the 2nd amendment to the Verizon communication lease agreement.

b. **FY24 Budget Amendment**

To discuss and/or approve the budget amendment for FY24. Staff Report 24-12. Following an additional discovery by the Finance Manager, discussion led to the decision to table until May meeting.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0
ABSTAIN to accept Resolution 2024-02 Establishing benefits for the members of the Board of Directors.

5. **Oral Report**

a. **Fire Chief:**

Fire Chief McQuead reported an update on the Pinnacle Project. Mosby being added to Capitol Park Memorial 10/12. Provided positive feedback on AFSS conference last week. Looking into AFG grant for SCBA's. April 24th we will be having Admin Professionals Appreciation Lunch. Made an offer to a candidate for Accounting Specialist I and published IT Specialist position opening.

b. **Operations:**

Deputy Chief Slattery reported 17 applications for FF/PM, 13 testing. NZ Captains test was April 10th; 2 candidates passed. NZ BC Exam is May 15th; 2 applicants. Escondido Onboarding April 29th. Hosted FOTS class at Station 2 on 4/13; 29 students. Type VI should be on the floor at the end of May. Extended Wildland Attack Drill next Thursday. 417 total calls for March. M266 has been removed and M232 is now 24 hours. CSA-17 advisory committee meeting May 7th @ 4p.

c. **Training:**

Deputy Chief Slattery reported that we have concluded the 2024 NZ Engineer Exam, hosted all participant agencies at RSF2. Crews did amazing job as hosts accommodating all agency needs. RSF Candidates were all successful and did well. Conducting more Command-and-Control training (Blue Card Labs) for all 3 divisions. Sets and reps with sim lab/headsets/iPads. All BC's attended the Extended Attack Preparation Drill at SMC getting ready for the fire season and the potential for complex incidents that go into extended operations. Manipulative RT-130 (Refresher Training) has been completed. Manipulative RT-130 (Refresher Training) has been completed. Participated in the "Every 15 Minutes" program at Del Norte HS through CHP with AMR and Reach Air Ambulance.

d. **Fire Prevention:**

Fire Marshal Donner reported 102 plan reviews last month; 488 Weed Abatement inspections; 43 Construction Inspections. Cymer/ASML wanting to expand the 17075 Thornmint Building – adding lab space and clean rooms; 30,000sf. TI; We currently have 15 projects in the queue for ASML/Cymer. Morgan Run is now called La Valle Coastal Club – has submitted the 3 residential buildings for a major interior remodel. The Inn @ RSF submitted the next phase of fire alarm plans. We have been noticing False Alarms -\$7745 billed; Since January we have run a little over 122 false alarm calls. Weed abatement annual mailer is currently being reviewed and we are getting ready to send it out. In the process of updating the fee schedule.

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e. **Finance:**

Finance Manager Havens working on GL Caselle cleanup and training; Working on FY25 Budget; Prelim budget done by June. Sent award letter to Nigro & Nigro for Audit as discussed previously.

f. **Board of Directors:**

i. **North County Dispatch JPA:**

May 22nd is next meeting. Main topic will be the addition of Escondido Fire.

ii. **County Service Area – 17:**

Advisory Committee meeting on May 7th.

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

Retired Chief Twohy reported the Foundation plans on meeting the first week of May. Received many grant requests.

iv. **Director Comments:**

Tanner: Questions regarding Homeowners Insurance cancellations

Ashcraft: Mentioned upcoming elections

6. **Adjournment**

Meeting adjourned at 1:53pm

A handwritten signature in blue ink, appearing to read "S. Montagne", written over a horizontal line.

Sarah Montagne
Executive Assistant/Board Clerk

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

James H. Ashcraft
President