



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – November 18, 2020

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.

REGULAR AGENDA

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:02 pm.

Pledge of Allegiance

Battalion Chief Bruce Sherwood led the assembly in the Pledge of Allegiance.

Roll Call

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

Directors Absent: None

Staff Present: Fred Cox, Fire Chief; Dave McQuead, Deputy Chief; Bruce Sherwood, Battalion Chief; Brian Slattery, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; Alicea Caccavo, Manager, Finance & Administration; and Karlana Rannals, Board Clerk.

Chief Cox requested from the Board of Directors the following:

REQUEST FOR MOTION TO AMEND AGENDA TO INCLUDE:

Pursuant to Government Code Section 54954.2(b) (2), there is a need to take immediate action by the governing body subsequent to the agenda being posted.

(Four votes in favor of this motion to amend is required)

(Three votes in favor of this motion to amend, if only four members present)

AMEND AGENDA ITEM: 8. Closed Session

b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.9 Anticipated Litigation (1) Matter – CONFERENCE WITH LEGAL COUNSEL IF NEEDED, ON STANDBY – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: one (1) matter

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5-0, to modify the agenda to include 8. Closed Session, b. Anticipated Litigation (1) Matter.

President Ashcraft announced that on November 16, 2020, Captain Dale E. Mosby passed. He requested a moment of silence in remembrance of his service to the profession and community.

1. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

- Board of Directors minutes of October 21, 2020

b. Receive and File

• *Monthly/Quarterly Reports*

- 1) List of Demands Check 33222 thru 33357, Electronic File Transfers (EFT) and Wire Transfer(s) for the period October 1 – 31, 2020 totaling: \$ 278,050.57
Wire Transfer(s) for the period October 1 – 31, 2020 \$ 237,179.85
Payroll for the period October 1 – 31, 2020 \$ 917,655.77
TOTAL DISTRIBUTION \$1,432,886.19
- 2) RSFFPD Profit & Loss Summary – September 30, 2020
- 3) RSFFPD Cash Statement – September 30, 2020
- 4) Investment Summary – September 30, 2020
- 5) Reports – October 2020
 - a. Operations
 - b. Training
 - c. Fire Prevention
 - d. Correspondence – letters/cards were received from the following members of the public:
 - i. None

2. Public Comment

No one requested to speak to the Board.

3. Public Hearing

- a. *Fire Mitigation Fee Program: Resolution Adopting Multi-Year Facilities and Equipment Plan for Rancho Santa Fe Fire Protection District - Amended*

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any comments regarding the fire mitigation fee program.

4. Old Business

- a. None

5. Resolution/Ordinance

- a. *Resolution No. 2020-16*

Chief Cox reported that the Fire Mitigation Fee Committee met on November 5, 2020 and approved the modified report submitted for consideration. The committee approved amending the reimbursement of 40% for a Type 1 and Type III Engines, along with a Water Tender. The resolution needed to be amended to match the approved request from the committee. He responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and APPROVED Resolution No. 2020-16 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan-Amended on a roll call vote:

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

6. New Business

a. *Independent Auditor's Report FY 2019/2020*

Director Malin reported that the finance ad hoc committee (Directors' Malin and Tanner) in addition to Chief Cox, Karlena Rannals, Alicea Caccavo, Burgen Haven, Trevor Krueger and Brian Schmid met with Coley Delaney, CPA from the Pun Group to review the draft audit report for FY20.

He reminded his board colleagues of the financial statement requirement (GASB 68), which reports the full pension liability. The board has continued their efforts by making accelerated payments to reduce the District's pension obligation; however, there continues to be little improvement. He also reported that by including representatives from the Firefighter's Union, he believed that it was a great opportunity to educate them on the District's finances from a third party.

Director Malin informed the Board that the ad hoc committee was satisfied with the discussion in the meeting; the District received a clean report from the auditors and recommended that the Board accept the report as distributed. The ad hoc committee responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY 2019/2020 independent audit prepared by The Pun Group as distributed.

b. *Additional Discretionary Payment - CalPERS*

Chief Cox summarized the staff report provided. He reported that CalPERS developed a new additional discretionary payment (ADP) tool that allows for the contract public agencies to make better projections. This new tool also allows for the District to take a more aggressive approach and target a specific funding status.

As noted in the staff report, \$689,322 is a planned ADP in the FY21 operating budget. He recommends that if the Board of Directors chooses, that the District forward \$1 million as an ADP to pay down the UAL for both (Miscellaneous and Safety) Classic Tier 1 employees. If approved, staff would solicit the expertise of the District's actuary at CalPERS and apply a proportionate share of the money that would provide the greatest savings, while improving the District's funding status for each plan. Staff also requested direction on a targeted funding status that the Board of Directors seeks, which will assist in the planning for future operating budgets. Staff responded to questions from the Board.

At the conclusion of the discussion, the Board conveyed their desire to have a funding status of 90+% for all funds, and that the available cash for future ADP be evaluated on a quarterly basis. They also supported the

staff recommendation to forward \$1 million to CalPERS as an ADP for FY21 and consult with CalPERS staff to maximize savings.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize an additional discretionary payment of \$1 million to CalPERS and allocate appropriately to the Classic Tier 1 retirement plans that provides the greatest savings, and forward the payment no later than December 31, 2020.

c. *Board of Directors Meeting Calendar*

Ms. Rannals reviewed the staff report provided. She informed the board members that the schedule listed reflects the meeting date for the third Wednesday of each month, and she included routine matters that are considered by the Board with specific deadlines to assist should it be necessary to reschedule a meeting. After review of the calendar, it was determined that there is no need to change any of the regular scheduled meetings.

7. Oral Report

a. Fire Chief

- RSF5 Update: Chief Sherwood reported that there are only few warranty issues with the station, and the contractor has completed the first phase of the demolition of the concrete and it has been re-poured.
- Hazardous Fuel Updates: CalFire has been working in the Elfin Forest area focusing on creating a 100 foot fuel break.
- District activities:
 - 1) None

b. Operations – Deputy Chief – Chief McQuead introduce Sal Ruiz, Coordinator/DICO, from San Dieguito EMS District (CSA-17). Mr. Ruiz summarized his background and experience for the board.

Chief McQuead reviewed the previous month's statistics and the seasonal outlook, noting that the District's call activity is tracking similar to last year. He also reported that District personnel responded to the Silverado Fire in Orange County.

c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the reserve program is continues to provide staffing at the stations, and that the Reserves donated 920 volunteer hours this reporting period.

d. Training – Battalion Chief – Chief Sherwood reported that District personnel completed the required training the previous month. The District hired a new Firefighter/Paramedic on November 16, 2020, who has begun a two-week academy.

e. Fire Prevention – Fire Marshal – Fire Marshal Donner reviewed the previous month's statistics. They are working with the restaurants for outdoor dining. She also responded to question regarding large animal evacuations.

- f. Administrative Manager/Manager, Finance & Administration – Ms. Rannals reported the following:
- Registrar of Voters: there are still approximately 10,000 ballots to be counted, and as of this date, the incumbents are on track to be re-elected.
 - Reminder that the meeting scheduled for December will commence at 10 am for the bi-annual ethics training.

Ms. Caccavo reported the following:

- The District has created a Grant Committee and she is a co-chair along with Captain Cole Thompson. They are reviewing all of the grant processes and opportunities so not to duplicate efforts.
- She is continuing her efforts in performing the job analysis for the administrative and fire prevention personnel.

g. Board of Directors

- 1) North County Dispatch JPA – Update: Director Ashcraft: no report, next meeting December 2, 2020.
- 2) County Service Area 17 – Update: Director Stine: he summarized the following information from the meeting held November 10, 2020:
 - The call volume is down for the year, noting that CSA-17 anticipates a loss for the year.
 - The hospital has not been at full capacity even though the County is back in the purple tier for COVID-19.
 - The flu numbers are down, and it is most likely because people are wearing masks.
 - Lifeguards are responding to more water rescues, as it is estimated that there were 2.5 million beachgoers this year.
- 3) Comments
Malin: regarding the election results, he encouraged Director’s Stine and Tanner to perhaps consider a candidate statement if they seek re-election.
Ashcraft: he conveyed his appreciation to the community for supporting the incumbents.

10-minute recess

8. Closed Session

Pursuant to the following section, the board met in closed session from 3:07 – 4:12 pm, and discussed the following:

- 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: Successor Memorandum of Understanding
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.9:
Anticipated Litigation (1) Matter – CONFERENCE WITH LEGAL COUNSEL IF NEEDED, ON STANDBY –
ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: one (1) matter

All board members listed and Chief Cox, Deputy Chief McQuead, Alicea Caccavo and Karlana Rannals attended and participated in this discussions.

Upon reconvening to open session, President Ashcraft announced that direction was given to the District's Agency Negotiators and direction was given for item 8. a. He also reported that there was no action taken for item 8. b.

9. Adjournment

Meeting adjourned at 4:15 pm.

Karlana Rannals
Secretary

James H Ashcraft
President