

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes August 25, 2022



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 1:07 pm.

***Pledge of Allegiance***

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

**Roll Call**

Directors Present: Ashcraft, Malin, Stine, Tanner

Directors Delayed: Hillgren

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Manager, Finance & Administration/Board Clerk Alicea Caccavo

Staff Delayed: Fire Marshal Marlene Donner

1. **Special Presentations**

a. San Diego Regional Fire Foundation (SDRFF) Grant

Presentation of \$3,000 donation towards the District's mental wellness. Staff Report 22-08

*Director Ashcraft introduced Joan Jones and Frank Ault of the SDRFF and Fire Chief McQuead informed the Board that they were here to donate \$3000 to the mental wellness of the staff. He explained the importance of the collaboration with SDRFF and the District to purchase auto extrication and brush jackets with grant funds.*

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

3. **Consent Calendar**

MOTION BY DIRECTOR MALIN, 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**

i) Board of Directors minutes of July 2022

b) **Receive and File**

i) Monthly/Quarterly Reports

(1) List of Demands Check 35241 through 35361, Electronic File Transfers (EFT), and Wire Transfer(s) for the period July 1 – 31 totaling:	\$ 742,043.44
Wire Transfer(s) period July 1 – 31	\$1,104,407.42
Payroll for the period July 1 – 31	\$ 695,665.78
TOTAL DISTRIBUTION	\$2,542,116.64

(2) Financial Statements month end June 30, 2022

(3) Grant Re-cap

(4) Activity Reports – July 2022

(a) Operations

- (b) Training
- (c) Fire Prevention - None
- (d) Correspondence - letters/cards were received from the following members of the public:
  - (i) None

**c) Sale of Assets**

To review the previous sale of staff vehicle (No. 1481) deemed as surplus which was sold on July 18th. Staff Report 22-09

*Manager Caccavo reported that this is for information only as the vehicle had already been sold.*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the receipt and disposal of the vehicle sold.

**4. Public Comment**

*None*

*1:24pm Hillgren arrives*

**5. Public Hearing**

**a. Final Budget Fiscal Year 2022/2023**

To call for any taxpayer to appear and be heard regarding the increase, decrease or omission of any budget item, or for the inclusion of additional items prior to adoption by the Board of Directors

*President Ashcraft opened and closed the public hearing. Manager Caccavo informed the Board that she had not received any written correspondence regarding the final budget.*

*1:31pm Donner arrives*

**6. Old Business**

**a. Final Budget FY 2022/23**

To discuss and/or approve Final Budget Final Budget Booklet

*Director Malin advised the Board that there are two (2) major items that defy historical trends as it relates to the budget. Manager Caccavo went over the changes from the preliminary to the final budget summarized on page 20 of the proposed final budget. Manager Caccavo and Finance Committee member Director Malin explained the new reserve funding philosophy and the anomaly of the increase in the county's assessed valuations. She and Director Malin responded to questions from the board.*

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2022/2023 Budget as presented; resolution to be adopted.

**b. CalPERS Funding Status Target**

To discuss and/or authorize a percentage target for CalPERS Safety and Miscellaneous Plans. Staff Report 22-10, Exhibit A

*Manager Caccavo reported that the CalPERS increase in funding status for this year will be significantly decreased in the next valuation reports. Finance Committee is looking to memorialize the strategy for direction to the staff. Currently, 28% are PEPRAs members and 62% are Classic for the Safety staff.*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize a funding status target of 93% for the CalPERS plans.

7. **New Business**

a. **Acceptance of Grant Funds**

*Fire Chief McQuead summarized Staff Report 22-11, regarding a resident had donated \$50,000 to the Rancho Santa Fe Fire District Foundation specifically for purchase of a set of Hurst E-Hydraulic Extrication Tools.*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the grant funds.

b. **Authorize Purchase of Apparatus**

To discuss and/or authorize the Fire Chief to purchase one (1) Rescue All-Terrain Vehicle and transport trailer for Station #6. Staff Report 22-12

*Fire Chief McQuead reported that the Apparatus Committee found this vehicle intended for Station 6 to respond to trail rescues. Chief McQuead and Deputy Chief Slattery answered questions from the Board.*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Fire Chief to purchase a new type 6 apparatus for Station 6.

8. **Resolution/Ordinance**

a. **Resolution No. 2022-20**

To discuss and/or adopt resolution 2022-20 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Amending the Fair Political Practices Commission's Standard Conflict of Interest Code and Candidate Disclosure Statement and Repealing Resolution No. 2018-13. Staff Report 22-13

*Manager Caccavo informed the Board that the District's Conflict of Interest Code requires a biennial review, which updates the designated positions within the District. Manager Caccavo reported the only change was to update the designated position to reflect the title change from Administrative Manager to Manager of Finance & Administration.*

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ADOPTED Resolution No. 2022-20 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Amending the Fair Political Practices Commission's Standard Conflict of Interest Code and Candidate Disclosure Statement and Repealing Resolution No. 2020-10.

b. **Resolution No. 2022-21**

To discuss and/or adopt Resolution No. 2022-21 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Classifying the Various Components of Fund Balance as Defined in Governmental Accounting Standards Board Statement No. 54 and Establishing a Reserve Balance Guideline for the Fiscal Year 2022/2023. Exhibit A

*Manager Caccavo reported that this resolution depicts the different fund balances and the designated fund reserves. This will be an annual item moving forward. Manager Caccavo answered questions from the Board.*

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ADOPTED Resolution No. 2022-21 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Classifying the Various Components of Fund Balance as Defined in Governmental Accounting Standards Board Statement No. 54 and Establishing a Reserve Balance Guideline for the Fiscal Year 2022/2023.

**c. Resolution No. 2022-22**

To discuss and/or adopt Resolution No. 2022-22 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Final Budget for Fiscal Year 2022/2023.

*Manager Caccavo informed the Board that having approved the Budget this resolution will formally adopt the budget.*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ADOPTED Resolution No. 2022-22 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Final Budget for Fiscal Year 2022/2023 by a roll call vote:

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

**9. Oral Report**

**a. Fire Chief:**

*Fire Chief McQuead praised the Admin and Prevention staff for all their hard work; the atmosphere in the office has been great. Chief reported that he recently attended the California Fallen Firefighters Memorial recognizing the Line of Duty Deaths. Captain Chris Mertz's name is now on the wall in Capital Park in Sacramento, CA; very moving event and good to see the Mertz family.*

**b. Operations:**

*Deputy Chief Slattery reported that the District lost a valued member of the team as Chief Thompson has moved to Hawaii. Battalion Chief Sherwood's wife took her life recently; all the staff worked together to support him and his family. Chief Slattery reported that Chief Bennett will be taking over the role of Training Officer. The District sent a conditional offer for another Battalion Chief to Greg O'Gorman from Alpine Fire, anticipated start date is September 16, 2022. Four great recruits going through the academy and will start on the floor September 3<sup>rd</sup>; all vacancies have now been filled. Call volume was 386; 235 were medical calls; fuel moisture below 40%. Chief Slattery reported on recent incidents.*

**c. Training:**

*Chief Slattery, reporting for the Training Officer, informed the board Ian O'Connor and Justin Cloyd promoted to Engineer. Training events: Live fire training, auto extrication, combo drills, wildland, medical and stimulation tests. Multi-company structure fire training led by Battalion Chief Mickelson. New software called Check It has been implemented.*

**d. Fire Prevention:**

*Fire Marshal Donner reported that the code adoption will be put in front of the Board at the September meeting; she reported on the changes to the codes. She informed the Board that the District did not declare the entire District a high fire severity zone and explained the ramifications. Landscaping section now added to the code. Cell towers at Station 1 & 6 had plans approved by the County that were not approved by the District working to get those plans prior to work at the Stations. County Fire Authority working with the County to ensure interest on the Fire Mitigation Funds go to the District since it is accounted quarterly. Large animal evacuations working with county on Sage Hills to clean up the arenas; District to attend Town Hall in Elfin Forest/Harmony Grove. Staff executed 96 plan reviews; 72 construction inspections and 644 weed abatement inspections.*

**e. Finance/Human Resources/Clerk of the Board:**

*Manager Caccavo reported that Staff is working on audit prep. Manager Caccavo informed the Board that staff has been working so hard with all the changes in Admin, in addition to taking on roles within the groups affiliations, such as CalChief's Administrative Section and San Diego County Fire Chief's Association. Board has asked to have Staff come to the next meeting.*

**f. Board of Directors:**

- i) North County Dispatch JPA – *Director Ashcraft reported that Chris Herron received a salary increase; Vista and RSFFPD were the only agencies to give employees an inflation payment; Chief McQuead will be sitting on the board of the dispatchers negotiations; several dispatchers conveyed their appreciation for Chief Slattery in his new role.*
- ii) County Service Area – 17 – *Chief Twohy and Chief Slattery attended and reported finances are strong; transports are up; form a finance committee to look at the reserve policy currently at 50%; transfer of care time may increase due to the nurse going to sign off; AB 361 may sunset in January; CSA-17 contract closed the first of August, no new provider identified yet; medical aid at Fiesta Del Sol took 35 minutes – looking into the day for next meeting.*
- iii) Director Comments –
  - (1) Malin: *104 year old Irene Perry passed away; flooding in Texas created a two mile wide Trinity River; recent article regarding turnouts and their cancer agents – the District has had training and awareness on what not to do and cleaning procedures.*
  - (2) Stine: *Election candidacy deadline passed and there will be no opposition to incumbents Stine and Tanner.*
  - (3) Tanner: *Impressed with Staff at the Administrative office and the positivity; Director Tanner brought picture of him and Tom Mitchell as fire pilots.*
  - (4) Hillgren: *Requested on how the District handles wellness testing – the District tests each year. Interested in new ambulance provider Faulk and how they are perceived – CSA-17 ambulances were covering for Faulk for a time but not recently. How many fire aircraft in the San Diego area – 1 helitanker, 2 blackhawks, 2 type III helicopters and a helitanker, C-130 coming soon.*

*3:41pm Adjourned to Closed Session*

**10. 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  
Unrepresented Employees: Deputy Chief, Battalion Chiefs (4), Manager, Finance & Administration, Fire Marshal  
Under Negotiation: Side Letter/ Addendum Memorandum of Understanding and/or Compensation Resolution

*All board members listed and Chief McQuead, Deputy Chief Slattery, Manager Caccavo attended and participated in this discussion.*

*4:00pm Stine departed*

*4:05pm Reconvened to Open Session*

Upon reconvening to open session, President Ashcraft announced that direction was given to the District's Agency Negotiators.

**11. Adjournment**

Meeting adjourned at 4:06 pm.

**{SIGNATURES NEXT PAGE}**



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Alicea Caccavo  
Board Clerk



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James H. Ashcraft  
President