



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – June 17, 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 1:00 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; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlena Rannals, Board Clerk.

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

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

2. Consent Calendar

MOTION BY DIRECTOR TANNER, 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*

i. Board of Directors minutes of May 20, 2020

b. Receive and File

i. *Monthly/Quarterly Reports*

1) List of Demands Check 32684 thru 32757, Electronic File Transfers (EFT) and Wire Transfer(s) for the period May 1 – 31, 2020 totaling:	\$ 644,205.91
2) Wire Transfer(s) for the period May 1 – 31, 2020, 2020	\$ 229,855.19
3) Payroll for the period May 1 – 31, 2020, 2020	<u>\$ 565,851.83</u>
TOTAL DISTRIBUTION	\$1,439,912.83

ii. Reports – May 2020

1) Operations

2) Training

3) Fire Prevention

4) Correspondence – letters/cards were received from the following members of the public:

a. None

3. Public Comment

No one requested to speak to the Board.

4. Public Hearing

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

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.

5. Old Business

a. None

6. New Business

a. Fixed Charge Special Assessment for Weed Abatement

Ms. Rannals summarized the staff report and the process to collect the forced abatement charges paid to the abatement contractor. This year, the district has two parcels that were a non-compliant property owner, and to date have not reimbursed the district for the forced abatement fees.

The district's recourse to recover funds is to place a special assessment on the property tax bill, which includes a \$500 administrative fee. She requested that the board approve and authorize the administrative staff to deliver the Weed Abatement Special Assessment list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2020 that include the following parcels for nonpayment of forced abatement costs:

Parcel No. 264-672-01-00 and Parcel No. 679-070-08-00.

She noted that this is the first time in three years that property owners have not reimbursed the District directly.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE to approve and deliver special assessment for nonpayment of forced abatement costs to the County of San Diego: authorize the administrative staff to deliver the Weed Abatement Special Assessment list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2020. The motion was approved unanimously on the following roll call vote:

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

b. Preliminary Budget FY21

Karlana Rannals delivered a PowerPoint presentation on the Preliminary Budget for FY21. She reports that preliminary revenue projection \$17,730 (in thousands) decrease (1.3%). The revenue anticipated is primarily from the San Diego County Tax Assessor's FY21 estimated receivables (\$15,136); the remainder is comprised of CSA-107 tax shortfall, developer reimbursement, interest, lease revenue, and FEMA/OES reimbursement, fees.

She reports that the overall Operating Budget of \$1,723 (in thousands) increased (3.4%). She summarized the expenditure changes between the proposed budget and FY21 estimated expenditures that include:

- Personnel Cost – 14,040 (1.72%) – the overall increase is the direct result that at this time of additional payments to CalPERS to reduce the unfunded accrued liability and a full year's expense for SAFER grant personnel. In addition, the preliminary budget does include the elimination of positions, and does not include any salary adjustments.
- Contractual Services (+23.8%) - the overall increase are the results of the increases to
  - Commercial Insurance – (+10.0%)
  - Other Contractual and Professional Services – (+34.0%)
  - Utility costs – (+7.6%)
  - Vehicle maintenance and repairs – (+69.0%)
- Material & Supplies (-14.8%) – the overall decrease are the results of the changes to
  - Medical Supplies – (-67.8%) which eliminates the one time purchase of Defibrillator's in FY20
  - Radio – (+349.3%) that includes the purchase of replacement radios
  - Station Maintenance – (+96.6%)
  - Safety Equipment – (+114.0%)
- Capital - \$1,743,324
  - The budget plan includes the completion of RSF5 and the purchase of a replacement brush engine.

She also provided an overview of the District's cash position and she responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, to approve the Preliminary Budget for FY21 as presented on the following roll call vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 16, 2020, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

7. Resolution/Ordinance

a. Resolution No. 2020-07

Chief Cox reported that the resolution presented is a part of the summary report prepared each year for the County of San Diego for the Fire Mitigation Fee program. As previously reported, he successfully requested additional funding for the construction of RSF5 due to the increased costs, and the new report includes a request for a Type I and Type III Fire Engine. He reported that staff monitors the FMF account balance to ensure that the money collected is spent within the prescribed 5-year time period.

MOTION BY DIRECTOR HILLEGREN, SECOND BY DIRECTOR TANNER, and ADOPTED Ordinance No. 2020-07 *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 on the following roll call vote:

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

8. Oral Report

a. Fire Chief

- i. RSF5 Update: Chief Sherwood reported that the new move in date is July 15. The biggest issue is the completion of the fire line to hook up the fire sprinkler system. The construction costs continue to remain on budget.
- ii. District Activities:
  - 1) The Administrative offices reopened to the public June 17<sup>th</sup>.
  - 2) The Manager, Finance and Administration interviews are scheduled for June 29, 2020
  - 3) The EMS Coordinator for CSA-17 has given his notice to resign as he and his family are relocating to Oklahoma
  - 4) All District personnel were offered the antibody test for COVID-19
  - 5) The Electrostatic sprayers have been ordered.
- b. Operations – Deputy Chief – Chief McQuead reported 1) the new training report format; 2) the peaceful protest in the 4S Ranch area, and 3) one significant incident in which it involved two drownings.
- c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the reserve program has returned to full operation that generated 816 volunteer hours this reporting period.
- d. Training – Battalion Chief – Chief Sherwood offered his appreciation with Firefighter/Paramedics Barkhimer and Cantrell on their work with the Volunteer Reserve Program. District personnel participated in multi-company drills that have restarted.
- e. Fire Prevention – Fire Marshal – Chief Cox reported on behalf of the Fire Marshal noting that staff in staying busy with plan checks and inspections.
- f. Administrative Manager – Ms. Rannals reported that the nomination period for the November 3 General Election is July 13 – August 7, 2020.

g. Board of Directors

- i. North County Dispatch JPA – Update: Director Ashcraft: The NCDJPA Board met May 27, 2020 reporting that they approved the labor contract with the Employees Association.
- ii. County Service Area 17 – Update: Director Hillgren: no report. The March meeting was cancelled, and the next meeting is planned for August.
- iii. Comments
  - 1) Hillgren: Inquired about the October meeting and suggested that the Board move the meeting date back to the third Wednesday. *This will be added to the July agenda for discussion.*

*Ten-minute recess*

9. Closed Session

Pursuant to the following section, the board met in closed session from 3:17 – 3:58 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

Unrepresented Employees: Fire Chief; Deputy Chief; Battalion Chief (4); Fire Marshal and Administrative/Human Resource Manager

Under Negotiation: Successor Memorandum of Understanding and/or Compensation Resolution

*All board members listed and Chief Cox, Chief McQuead and Ms. Rannals attended and participated in this discussion.*

Upon reconvening to open session, President Ashcraft announced that direction was given to the Agency Negotiators regarding the successor Memorandum(s) of Understanding and Compensation Resolution.

a. Adjournment

Meeting adjourned at 4:00 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President