



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Special (in lieu of regular) Board of Directors Meeting
Minutes – March 11, 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 1:10 pm.

Pledge of Allegiance

Fire Marshal Donner led the assembly in the Pledge of Allegiance.

1. 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; Bret Davidson, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlena Rannals, Board Clerk.

2. Public Comment

No one requested to speak to the Board.

3. Consent Calendar

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR STINE, 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 February 19, 2020

b. Receive and File

i. *Monthly/Quarterly Reports*

1) List of Demands Check 32381 thru 32476, Electronic File Transfers (EFT) and Wire Transfer(s) for the period February 1 – 29, 2020 totaling:	\$ 686,062.05
Wire Transfer(s) for the period February 1 – 29, 2020	\$ 225,872.58
Payroll for the period February 1 – 29, 2020	<u>\$ 609,275.15</u>
TOTAL DISTRIBUTION	\$1,521,209.78

2) Reports – February 2020

a. Operations

b. Training

c. Fire Prevention

d. Correspondence – letters/cards were received from the following members of the public:

▪ None

4. Old Business

- a. None

5. New Business

- a. COVID19 – Special Presentation

President Ashcraft Cox introduced Zach Smith, CSA-17 EMS Coordinator who provided an overview of the coronavirus pandemic. The information provided, he included was how the virus started, the statistics to date (approximately 125,000 cases to date) noting the worldwide mortality rate is 3-4%. He noted that the elderly population is the most at risk and should avoid crowds. This is a very fluid situation and is changing daily.

He reviewed the response plan prepared for CSA-17. He distributed training materials being used to train emergency response personnel, and noted that there are challenges in obtaining the actual supplies used for personal protections, e.g. gowns, masks, eye protection and gloves. He responded to questions from the board. In closing, he encouraged all citizens to keep good hand hygiene, stay well hydrated, and get plenty of rest.

6. Oral Report

- a. Fire Chief

- i. The Fire Mitigation Fee Committee is recommending the collected for new construction will increase July 1, 2020 to 75¢ per square foot.
 - ii. RSF5 Construction – Chief Cox informed the board that the proposed solar system for RSF5 cost is \$263,000. Because of the significant increase in costs, he will not pursue the solar installation at this time. Chief Sherwood reported that much of the work being done is on the inside, noting that about 50% of the drywall is installed. The construction project continues to be on schedule.
 - iii. The District will hire a temporary employee to assist with the annual weed abatement program.
 - iv. Rancho Cielo Estates has filed for bankruptcy. There will be a need for closed session
 - v. NHA Advisors is a company that offers advice to public agencies on restructuring pension UAL's. In the past they have offered pension bonds under 3%. The Board may want to consider a presentation at a later date.
- b. Operations – Deputy Chief – Chief McQuead reviewed the previous month's statistics. He noted that there is a shortage on the personal protective equipment (PPE). The North Zone Medical Directors have created one message and one protocol for the coronavirus. He reported on one significant incident that was a fatality on Del Dios highway. Manuel Fernandez the District's newest Firefighter/Paramedic will start March 16, 2020.
- c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the volunteers contributed 500 hours the previous month. Completed the reserve academy earlier in March.
- d. Training – Battalion Chief – Chief Sherwood reported that district personnel will complete training in Corona. Completed the Engineer's promotional exam. In addition, the Captain's exam is slated for April 14.

e. Fire Prevention – Fire Marshal

Fire Marshal Donner reviewed the previous month’s statistics. She also reported that weed abatement inspections have started in the shelter in place communities and that the annual mailer is almost complete.

f. Administrative Manager

i. No report

g. Board of Directors

i. North County Dispatch JPA – Update: – Director Ashcraft reported that the Board met in February. The board is receiving information on the county-wide centralized dispatch facility. He noted that there has been no commitment from the JPA Board of Directors to proceed. Other site options are also being considered.

ii. County Service Area 17 – Update: No report – the next meeting is planned for March 17, 2020, and that Director Stine, alternate will attend the meeting.

iii. Comments

1. None

Ten-minute recess

7. Closed Session

Pursuant to the following section, the board met in closed session from 2:20 – 2:27 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 and Chief McQuead 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.

8. Adjournment

Meeting adjourned at 2:30 pm.

Karlana Rannals
Secretary

James H Ashcraft
President