



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – July 15, 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

Deputy Fire Marshal Conor Lenehan lead 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; Frank Twohy, Volunteer Recruitment & Retention Coordinator; Conor Lenehan, Deputy Fire Marshal; and Karlana Rannals, Board Clerk.

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

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 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 HILLGREN, SECOND BY DIRECTOR MALIN, 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 June 17, 2020
- ii. Board of Directors minutes of June 26, 2020

b. Receive and File

i. *Monthly/Quarterly Reports*

- List of Demands Check 32658 thru 32878, Electronic File Transfers (EFT) and Wire Transfer(s) for the period June 1 – 30, 2020 totaling: \$1,195,144.74
- Wire Transfer(s) for the period June 1 – 30, 2020, 2020 \$ 164,017.59
- Payroll for the period June 1 – 30, 2020, 2020 \$ 660,574.66
- TOTAL DISTRIBUTION \$2,019,736.99

ii. Reports – June 2020

- Operations
- Training
- Fire Prevention

- 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. Old Business

- a. None

5. New Business

a. Senate Bill 474 (Stern)

Chief Cox summarized the proposed bill and explained why the District is opposed to this legislation as the District is defined as a high risk fire area. This fire risk determination would severely impact any new construction and/or development within the District. The legislation does not take any local ordinances in effect. He encouraged the board members to reach out to their legislators individually and request that they oppose the proposed legislation.

b. Hazard Abatement – Forced Abatement Contractor

Deputy Fire Marshal Lenehan summarized the staff report provided. He reported that the contract for the sole source contractor is nearing expiration. He reviewed the bid submission process and reported after reviewing all schedules of fees received, “R.E. Badger and Son, Inc.” was determined the lowest and most responsive bid. It was recommended that the Fire Chief or his designee be authorized to execute a service agreement with, R.E. Badger and Son, Inc. as the abatement contractor for forced abatement of hazardous vegetation and rubbish for +parcels in violation of District’s Ordinance 2019-02. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the Fire Chief or his designee to enter into a service agreement with “R.E. Badger and Son, Inc.” for forced abatement of hazardous vegetation, and rubbish with the Rancho Santa Fe Fire Protection District for parcels in violation of the Fire District’s Ordinance 2019-02.

c. Board of Directors Meeting Date – October 28, 2020

The Board of Directors changed their meeting date from October 21 to October 28, 2020 to accommodate a scheduling conflict. The board member’s conflict no longer exists, and requested to return to its original scheduled date. There was no objection by the board members.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to change the meeting date from October 28 to October 21, 2020, the board’s regular meeting date.

6. Resolution/Ordinance

a. Resolution No. 2020-09

Chief Cox reported this resolution includes all of the recently negotiated compensation for the managers of the District, and the stipend will be accrued back to June 30, 2020. Staff responded to questions from the Board.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN to approve and adopt Resolution No. 2020-09 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel on the following roll call vote:

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

b. Resolution No. 2020-10

Chief Cox reported this resolution adopts Amendment No. 2 to a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349 that includes all of the recently negotiated compensation. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER to approve and adopt Resolution No. 2020-10 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Amendment No. 2 to a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349 the following roll call vote:

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

c. Resolution No. 2020-11

Ms. Rannals informed the Board that the District’s Conflict of Interest Code requires a biennial review, which updates the designated positions within the District, and she requested authorization to notify the County of San Diego Clerk of the Board no later than October 1, 2020 that amendments are necessary, and execute the form. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2020-11 *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 on the following roll call vote:

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

7. Oral Report

a. Fire Chief

i. District activities:

- He reported that a job offer was made for the Manager, Finance and Administration to Alicea Caccavo. Her employment will commence August 16, 2020. Also, Nina Eich has resigned her position as Office Support Coordinator effective close of business July 17, 2020.
 - He was contacted by the RSF Association General Manager about the apartments under construction at Manchester and Rancho Santa Fe Road. She has conveyed her concerns over the lack of emergency preparation and evacuation.
 - COVID-19: there is an increase in cases within the County. The District continues to monitor the cases and are testing employees that are ill. The new disinfectant equipment has been ordered. There have been changes for fire camp for personnel responding, as each engine fire crew must be self-sufficient for three days. COVID-19 is also affecting the employment pool for paramedics and firefighters, as schools and academies have been cancelled for the remainder of this calendar year. He is expecting a shortage of qualified candidates.
- ii. RSF5 Update: Chief Sherwood reported that the new move in is unknown. They are still trying to get the fire line tap installed. The RFP for the solar installation has been released. He continues to tie up loose ends on the construction project.

b. Operations – Deputy Chief – Chief McQuead reported 1) personnel were deployed on a strike team to Camp Pendleton; 2) new fuel moisture equipment has been purchased.

c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the reserve program because of COVID 19 is only staffing RSF 6, but the Reserves did donate 984 volunteer hours this reporting period.

d. Training – Battalion Chief – Sherwood reported the District personnel participated in in 1,900 training hours the previous month. He also noted that the last three of the four firefighter/paramedics hired have been active in the Volunteer Reserve Program.

e. Fire Prevention – Fire Marshal – Deputy Fire Marshal Lenehan reported that staff continues to stay busy with plan checks and inspections. The Fire Prevention staff is working with the CalFIRE Defensible Space Inspector comparing properties and collecting building date for construction type.

f. Administrative Manager – Ms. Rannals reported that the nomination period for the November 3 General Election has begun and will continue to August 7, 2020.

g. Board of Directors

- i. North County Dispatch JPA – Update: Director Ashcraft: No report, the next meeting is planned for August 26, 2020.

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- ii. County Service Area 17 – Update: Director Hillgren: No report, the next meeting is planned for August 3, 2020.
- iii. Comments
 - Tanner: he conveyed his appreciation to the personnel who assisted with putting up and taking down the American flags for the holiday.
 - Malin: CalPERS investments received a 4.7% interest rate of return for FY20, short of their target of 7%. He is waiting for the assessed valuation numbers from the County of San Diego.

8. Adjournment

Meeting adjourned at 2:28 pm.

Karlana Rannals
Secretary

James H Ashcraft
President