



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – January 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 1:00 pm. Meeting convened at 18040 Calle Ambiente, Rancho Santa Fe for the Pledge of Allegiance, Roll Call, and Special Presentations

1. Roll Call

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

Directors Absent: None

Staff Present: Fred Cox, Fire Chief; Dave McQuead, Deputy Chief; Dave Livingston, Battalion Chief; Bruce Sherwood, Battalion Chief; Conor Lenehan, Deputy Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlana Rannals, Board Clerk.

2. Invocation

Chaplain Mike MacIntosh gave an invocation.

3. Pledge of Allegiance

Chief McQuead led the assembly in the Pledge of Allegiance.

4. Special Presentations

a. Badge Presentations

Chief Cox welcomed all in attendance. Deputy Chief McQuead discussed the requirements and commitment needed to succeed in the profession and in the District. Chief Cox presented the following district personnel a Fire District badge:

*Promotion*

- Craig McVey, Captain (*June 16, 2019*)
- Tanner Worley, Captain (*January 1, 2020*)
- Curtis Benz, Engineer/Paramedic (*April 1, 2019*)
- Alex Trottier, Engineer/Paramedic (*June 16, 2019*)
- Scott Young, Engineer/Paramedic (*January 1, 2020*) – *unable to attend*
- Conor Lenehan, Deputy Fire Marshal (*November 1, 2019*)

*Off Probation*

- Josh Guzman, Firefighter Paramedic (*July 16, 2019*)

*New Hire(s)*

- Alec Connelly, Firefighter/Paramedic (*April 16, 2019*)
- Derek Wheeler, Firefighter/Paramedic (*April 16, 2019*)
- Harry Lee, Firefighter/Paramedic (*August 16, 2019*)

*Volunteer/Reserve*

- Corbin Martinez – *unable to attend*

*Retiree(s)*

- Troy Elliott, Captain (*May 11, 2019*) – *unable to attend*
- Greg Rainville, Captain (*December 20, 2019*) – *unable to attend*

President Ashcraft on behalf of the Board of Directors offered congratulations to all and wished them continued success in their new role.

President Ashcraft recessed the meeting from 1:25 -1:37 pm to resume the remainder of the business meeting at 18027 Calle Ambiente.

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

MOTION BY DIRECTOR STINE, 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.

6. Public Comment

No one requested to speak to the Board.

7. Consent Calendar

MOTION BY DIRECTOR HILLGREN, 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 December 18, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

1) List of Demands Check 32162 thru 32258, Electronic File Transfers (EFT) and Wire Transfer(s) for the period December 1 – 31, 2019 totaling:	\$ 992,614.22
Wire Transfer(s) for the period December 1 – 31, 2019	\$ 288,003.24
Payroll for the period December 1 – 31, 2019	<u>\$ 719,755.68</u>
TOTAL DISTRIBUTION	\$2,000,373.14

2) Activity Reports – December 2019

- a. Fire Prevention
- b. Operations
- c. Training
- d. Correspondence – letters/cards were received from the following members of the public:
  - Jim Desmond, Supervisor, Fifth District – San Diego County Board of Supervisors

8. Old Business

- a. None

9. 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.

10. Resolution/Ordinance

- a. *Resolution No. 2020-01*

Chief Cox reported that the resolution presented is amending the Fire Mitigation Multi Year Plan to capture the additional funding needed due to the increased costs for the construction of RSF5. The Fire Mitigation Fee Committee will meet in February and they have agreed to allow the District to substitute the resolution originally adopted in June 2019. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Ordinance No. 2020-01 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

11. New Business

- a. Acceptance of Grant

Chief McQuead summarized the staff report provided. He reported that the District applied for a grant from the San Diego Regional Foundation for the purchase of a set of hydraulic extrication tools for RSF6. The grant was approved and the Foundation has requested the District's share \$10,000 for the purchase. The District's contribution will be combined with their \$30,000.00, then the San Diego Regional Fire Foundation will complete the purchase and deliver the rescue extrication equipment to the District. Also, since the District is not purchasing the equipment, he is also requesting that the Board accept the donated equipment, and exempt the donated equipment from the District's capitalization policy. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize or approve the following:

- a. Authorize the payment in the amount of \$10,000.00 to the San Diego Regional Fire Foundation to purchase the rescue extrication equipment
- b. Upon receipt of equipment, accept the donated equipment with a total value of \$40,000

- c. Authorize the exemption of the donated equipment from the District's capitalization policy.

12. Oral Report

a. Fire Chief

- i. RSF5 Construction – Chief Sherwood reported that the construction is progressing well. The hanging of dry wall is the next phase for the interior and they are setting the generator on site.
- ii. Chief Cox is working with Verizon for possible handicap improvements at RSF1. This may assist the District in the remodel of the board/community room requirements.
- iii. He is in conversations with Santa Fe Irrigation District about the possibility of renting space.
- iv. He also reported that the Rancho Santa Fe Fire District Foundation has approved an additional gift of \$7,000. This will come to the Board for acceptance at a future meeting.

b. Operations – Deputy Chief – Chief McQuead distributed a fuel moisture report for discussion.

- c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the volunteers contributed 994 hours the previous month. In addition, he has approximately 15 individuals in background to add to the reserve program.

- d. Training – Battalion Chief – Chief Sherwood reported that district is conducting an internal recruitment for the vacant Firefighter/Paramedic position. The applicants are from the Volunteer Reserve program. He also announced that there will be an Engineer's and Captain's exam in the spring.

e. Fire Prevention – Fire Marshal –

*Julie Taber* showed the Board the reprint of a painting received from the students of BayArt Academy in Sonoma County. This reproduction was sent to 506 fire stations throughout California in recognition for the response to the Kincade Fire.

*Deputy Fire Marshal Lenehan* reviewed the previous month's statistics. He also noted that prevention staff attended the Fire Safe Council meeting and they continue to look for grant money to assist with the costs associated with fuel reduction.

f. Administrative Manager –

- i. Recognition Dinner – she reported that she is seeking suggestions for a location within the Fire District to hold the annual recognition dinner. A date will be determined once a location is identified.

g. Board of Directors

- i. North County Dispatch JPA – Update: No report - the next meeting is February 26<sup>th</sup>
- ii. County Service Area 17 – Update: No report – the next meeting is tentatively planned for March 17, 2020
- iii. Comments
  - 1. Malin – he distributed a new article from the San Diego Union Tribune on the San Diego City pension fund.

*Ten-minute recess*

13. Closed Session

Pursuant to the following sections, the board met in closed session from 3:10 – 4:05 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.

14. Adjournment

Meeting adjourned at 4:07 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President