

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes October 18, 2023



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 1:04pm.

Pledge of Allegiance

Training Battalion Chief Bennett led the assembly in the Pledge of Allegiance.

Roll Call

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

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Manager, Finance & Administration/Board Clerk Alicea Caccavo, Fire Marshal Marlene Donner, Battalion Chief/Training Officer Luke Bennett, Battalion Chief Greg O’Gorman,

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

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

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, 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 MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the consent calendar as presented.

a. **Board of Directors Minutes**

- Board of Directors minutes of September 20, 2023

b. **Receive and File**

- Monthly/Quarterly Reports

(1) List of Demands Check 36958 thru 37056, Electronic File Transfers (EFT), and Wire Transfer(s) for the period totaling:	\$ 291,479.15
Wire Transfer(s) period September 2023	\$ 291,536.62
Payroll for the period September 2023	\$ 805,717.45
TOTAL DISTRIBUTION	\$1,388,733.22

- (2) Grant Recap
- (3) Activity Report– September 2023
 - (a) Operations
 - (b) Training
 - (c) Fire Prevention

ACTION REQUESTED: Receive and File

3. **Public Comment**

None



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4. Resolution/Ordinance

a. Resolution No. 2023-13

To discuss and/or adopt a Resolution – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief Regarding Required Inspection of Certain Occupancies Pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code. [Staff Report 23-25](#)

MOTION BY DIRECTOR HILGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution No. 2023-13 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief Regarding Required Inspection of Certain Occupancies Pursuant Section 13146.2 and 13146.3 of the California Health and Safety Code.

5. Oral Report

a. **Fire Chief:**

Fire Chief McQuead reported on the recent Pancake breakfast lead by H. Shimer. All Chiefs had an opportunity to participate in the dunk tank. Slattery, McQuead & Guzman attended the CalPERS conference. CalPers did not have as many classes this year but was still valuable. Met up with our appointed Actuary, Nina Ramsey. CalPERS investment net return went up from 5.8% to 6.2% final. Escondido voted into the NCDJPA. Chief & JA answered questions from the board. All agencies could see a potential fee reduction of approximately 12%. Schedule change 48/96 for safety personnel for one year trial; 4/10's schedule change for admin. Schedule changes are set for January 2024.

b. **Operations:**

Deputy Chief Slattery reported on Staffing: 1 Firefighter vacancy due to resignation with a signed settlement of claims agreement. Previous testing list provided a candidate who is in backgrounds now. Starting 2-week academy on 12/1. Two current probationary firefighter Soto & Shimer are doing well. Live Fuel moistures possibly lower. Type 6 utility truck in Station 6 area working out well. CSA-17 advisory committee will be here at 4pm on November 7th in the board room. Video of pancake breakfast played.

c. **Training:**

Training Battalion Chief Bennett reported that Training hours scheduled over 100 hours. Participated in the North Zone rope rescue drill and was recognized for the district's instructor involvement. Consortium training presented by LCW which all the B/C's attended. VHF review training for vegetation fires. UTV training plan has been implemented with B Div. North Zone engineer academy will be hosted at our facility. Chief Bennet presented images of recent training exercises.

d. **Fire Prevention:**

Fire Marshal Donner reported that Muslim cultural center across from station 5. The Chabad Jewish Center going in on Via De La Valle near the candle factory. The Belmont Building plans have been submitted. The Inn has not responded so FP is working on the main building regarding the sprinklers, using Fire Watch, November 1 promoting an opening date.

e. **Finance, Human Resources & Administration:**

Started in Caselle with A/R, A/P, CR & GL. Payroll training/start up on 10/26 & 10/27. Negotiations continue. AUDIT tying up the last items hope to bring to the November meeting.

f. **Board of Directors:**

i. **North County Dispatch JPA:**

None

ii. **County Service Area – 17:**



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Director Stine to attend the next meeting on November 7th held in the RSFFPD Administrative office Board room.

III. **Rancho Santa Fe Fire District Foundation** – Proceeds from pancake breakfast were donated to Foundation. Check presentation for the Drone program in November

IV. Director Comments:

Malin: None

Stine: County approved a community park adjacent to station 2.

Tanner: Saturday morning traffic is now being monitored by the sheriff's office

Hillgren: Pancake breakfast was great

Ashcraft: None

2:29pm Adjourned for break

2:43pm Reconvened to open session

2:44pm Adjourned into Closed session

6. **Closed Session**

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

Under Negotiation: Memorandum of Understanding

3:32pm Reconvened to Open Session

Upon reconvening to open session, President Ashcraft reported that the Board of Directors had given direction; no action taken.

7. **Adjournment**

Meeting adjourned at 3:33pm

Dave McQuead
Fire Chief

James H. Ashcraft
President