



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA**

Rancho Santa Fe FPD
Board Room – 18027 Calle Ambiente
Rancho Santa Fe, California 92067

December 13, 2023
1:00 pm PT
Regular Meeting

Public Comment: to submit a comment in writing, please email McQuead@rsf-fire.org and write “Public Comment” in the subject line. In the body of the email include the item number and/or title of the item as well as your comments. If you would like the comment to be read aloud at the meeting (not to exceed five minutes), please write “Read Out Loud at Meeting” at the top of the email. All comments received by 11:00 am will be emailed to the Board of Directors and included as “Supplemental Information” on the District’s website prior to the meeting. Any comments received after 11:00 am will be added to the record and shared with the members of the Board at the meeting.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the Board Clerk 858-756-5971 ext. 1014. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

Rules for Addressing the Board of Directors: Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk. Any person may address the Board on any item of Board business or Board concern. The Board cannot take action on any matter presented during the Public Comment but can refer it to staff for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature, or which require immediate attention. The maximum time allotted for each presentation is FIVE (5) MINUTES.

Agendas: Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the Manager of Finance and Administration’s office located at 18027 Calle Ambiente, Suite 101, Rancho Santa Fe, CA during normal business hours.

Packet documents are also posted online at www.rsf-fire.org.



Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

December 13, 2023

Call to Order

Pledge of Allegiance

Roll Call

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

All items listed on the Consent Calendar are considered routine and will be enacted by one motion without discussion unless Board Members, Staff, or the public requests removal of an item for separate discussion and action. The Board of Directors has the option of considering items removed from the Consent Calendar immediately or under Unfinished Business.

2. Consent Calendar

a. Board of Directors Minutes

- Board of Directors minutes of November 15, 2023

ACTION REQUESTED: **Approve**

b. Receive and File

- Monthly/Quarterly Reports for November 2023

(1) List of Demands Check 37147 thru 37245, Electronic File Transfers (EFT), and Wire Transfer(s) totaling:	\$ 604,954.55
Wire Transfer(s) totaling:	\$ 316,907.27
Payroll(s) totaling:	\$ <u>719,088.74</u>
TOTAL DISTRIBUTION	\$ 1,640,950.56

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

ACTION REQUESTED: **Receive and File**

3. Public Comment

4. Resolution/Ordinance

a. Resolution No. 2023-14

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Investment of Monies in the Local Agency Investment Fund

ACTION REQUESTED: **Adopt**

b. Resolution No. 2023-15

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Signers on District Bank Accounts.

ACTION REQUESTED: **Adopt**



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

December 13, 2023

c. Resolution No. 2023-16

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Cafeteria Plan. [Staff Report 23-30, Exhibit A Cafeteria Plan](#)

ACTION REQUESTED: **Adopt**

d. Resolution No. 2023-17

To discuss and/or adopt a Resolution *entitled* a Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting an Amendment No. 1 to the Memorandum of Understanding Between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters' Association-Local 4349.

ACTION REQUESTED: **Adopt and authorize the execution of Amendment No. 1 (Exhibit A)**

e. Resolution No. 2023-18

To discuss and/or adopt a Resolution *entitled* a Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting an Amendment No. 1 to the Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Fire Protection District Employees Association.

ACTION REQUESTED: **Adopt and authorize the execution of Amendment No. 1 (Exhibit A)**

f. Resolution No. 2023-19

To discuss and/or adopt a Resolution *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel.

ACTION REQUESTED: **Adopt**

g. Resolution No. 2023-20

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 [Staff Report 23-31, Exhibit A Salary Schedule](#)

ACTION REQUESTED: **Adopt**

5. New Business

a. New Executive Assistant/ Board Clerk Position

To discuss and/or approve the new position of Executive Assistant/ Board Clerk. [Staff Report 23-32](#)

ACTION REQUESTED: **Approve**

b. Rename current Office Support Coordinator to Permit Technician

To discuss and/or approve to rename current position Office Support Coordinator to Permit Technician. [Staff Report 23-33](#)

ACTION REQUESTED: **Approve**



Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

December 13, 2023

5. Oral Report
 - a. Fire Chief
 - b. Operations
 - c. Training
 - d. Fire Prevention
 - e. Human Resources, Finance & Board Clerk
 - f. Board of Directors
 - I. North County Dispatch JPA – Update
 - II. County Service Area – 17 – Update
 - III. Rancho Santa Fe Fire District Foundation - Update
 - IV. Director Comments
6. Closed Session
 - a. With respect to every item of business to be discussed in closed session pursuant to Section 54957
Employee Performance Evaluation
Title: Fire Chief
7. Adjournment
The next regular Board of Directors meeting to be held on January 17th, 2023, in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.

CERTIFICATION OF POSTING

I certify that on November 9, 2023, a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on December 8th, 2023:

Dave McQuead
Fire Chief