



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – May 20, 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.

Pledge of Allegiance

Board Clerk Karlena led 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; Bret Davidson, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlena 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 TANNER, 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 April 15, 2020

b. Receive and File

i. *Monthly/Quarterly Reports*

1) List of Demands Check 32555 thru 32683, Electronic File Transfers (EFT) and Wire Transfer(s) for the period April 1 – 30, 2020 totaling:	\$1,607,996.56
2) Wire Transfer(s) for the period April 1 – 30, 2020, 2020	\$ 385,597.21
3) Payroll for the period April 1 – 30, 2020, 2020	<u>\$ 668,095.83</u>
4) TOTAL DISTRIBUTION	\$2,661,689.60

ii. RSF District Financials – March 31, 2020

iii. Reports – April 2020

1) Operations

2) Training

3) Fire Prevention

4) Correspondence – letters/cards were received from the following members of the public:

- a. Taryn Hefner
- b. Courtesy Chevrolet - Honoring Our Heroes on the Front Line
- c. Sandra Zarcades
- c. Budget Authorization – AEDs & AutoPulse System – the Board of Directors approved the purchase of five AEDs and one AutoPulse System for \$24,947.05; and authorized the equipment exempt from the capitalization policy.
- d. Purchasing Policy – the Board of Directors ratified the revised Administration Policy and Procedure A100.05 Purchasing.
- e. Position Description – the Board of Directors ratified the position description for the Manager, Finance & Administration and accompanying a salary range of \$102,220 - \$130,332.
- f. Surplus Equipment – the Board of Directors authorized offering the District’s HP T1200 HD scanner/printer to another public agency for the trade-in value of \$500, before accepting an offer from a private vendor.

3. Public Comment

No one requested to speak to the Board.

4. Old Business

- a. None

5. New Business

a. Article XIII B California Constitution Appropriation Limit

Ms. Rannals summarized the staff report provided. She recommended that the Board of Directors select the following formula to calculate the District’s new appropriation limit for the 2020/2021 fiscal year:

Change in California per capital personal income (3.73%) for the Cost of Living Factor, and
Change in population within San Diego County average (.59%).

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED to accept staff’s recommendation for calculation of the District’s appropriations limit on the following roll call vote:

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

b. Independent Audit FY20

Ms. Rannals reported that audit season will commence with auditors scheduled to start June 16, 2020. This will be the third year utilizing the Pun Group since the RFQ was conducted in 2018. She requested that since the auditor works for the Board of Directors, she requested that the Board confirm the Pun Group as the financial auditor for FY20 and authorize the Administrative Manager to execute the engagement letter for

FY20. She also noted that at the conclusion of this year's audit, staff will most likely return with a request to either renew with the current firm, or solicit an RFQ for services.

MOTION BY MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED the selection of the Pun Group for FY20 audit and authorize the Administrative Manager to execute the engagement letter on the following roll call vote:

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

c. Authorization to Purchase New Apparatus

Chief Cox summarized the staff report. He noted that since it takes more than one year to order and get delivery of a new Type I engine, staff is recommending that the District order the new engine now, which would then be delivered November/December 2021. By taking this action, the District will avoid a price increase effective May 1, 2020. He noted that the vendor has agreed to honor the April 2020 pricing if a purchase order is executed resulting from approval at the meeting. The cost savings is 5% or \$35,333. He responded to questions from the Board.

MOTION BY MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED the authorizing the Fire Chief to enter into a formal contract with Spartan ERV for the purchase of one (1) Type I fire apparatus at a total cost including tax, delivery and document fees, not to exceed \$706,665, with an expected delivery November/December 2021 on the following roll call vote:

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

6. Resolution/Ordinance

a. Resolution No. 2020-04

Ms. Rannals informed the Board that this resolution required by the State of California reflects the Board's action of selecting the formula to calculate the District's appropriations limit.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2020-04 entitled a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2020/2021 Appropriations of Tax Proceeds on the following roll call vote:

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

ABSTAIN: None

b. Resolution No. 2020-05

Ms. Rannals informed the Board that this resolution required by the County of San Diego must be renewed annually. If adopted, the special tax will continue at \$10.00 per benefit unit for FY20.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2020-05 entitled a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for fiscal year 2020/2021 on the following roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

c. Resolution No. 2020-06

Ms. Rannals informed the Board that this resolution required by the County of San Diego must be renewed annually to continue the collection of the voter approved special assessment in the tax rate areas within the Elfin Forest/Harmony Grove reorganization. This assessment has a built-in cost of living increase that is 2.3% for FY21. If adopted, the special assessment will be \$165.85 per benefit unit for FY21.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2020-06 entitled a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Levies Establishing the Benefit Charges for fiscal year 2020/2021 on the following roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

7. Oral Report

a. Fire Chief

i. COVID-19

- 1) Antibody Testing: he reported that through the City of Carlsbad, they were able to obtain 5,000 testing kits to implement a voluntary antibody testing process. He believes that this is a good way to test the workforce. He has met with the union representatives and they are in concurrence.
- 2) Workers' Compensation Presumption: this is a change from the Governor's office noting that there is an assumption that if a public safety employee contracted COVI-19, that they were exposed through work. While the illness is presumptive, it is also rebuttable. However, workers compensation and 4850 benefits would be extended to all public safety workers.
- 3) The lobby is still closed to the public. The District will need to put protection in place for the employees.

- 4) The District will need to modify plans for crews responding to wildland fires because of COVID-19 and the attempt to maintain social distancing. They are purchasing cots and tents for personnel.

ii. Fire Insurance

- 1) AB-2167: would establish the Insurance Market Action Plan (IMAP) program under which residential property insurance policies in a county may qualify for IMAP protection if the requirements of the program are met. The bill would require an IMAP filing submitted to the Department of Insurance by an insurer to include, among other things, a request for adequate rates, a plan for maintaining solvency of the insurer, and mitigation requirements.
- 2) SB-292: would implement the wildfire mitigation provisions for the IMAP program set forth in AB 2167 and establishes committees to address wildfire mitigation issues and catastrophic insurance modeling issues.

iii. Recruitment Timeline – Manager, Finance & Administration: The position description was ratified earlier in the consent calendar. He has retained the services of Robert Half to assist in the recruitment. Robert Half believes that the current labor market is good and that the District will be successful in the recruitment. The time line is to interview late June, offer employment to commence a background and have the new person start late July.

iv. Other:

SDG&E: he is working with SDG&E to get a helicopter at RSF5. The plan is to locate a helicopter in North County.

Fire Services Assistant: the District is seeking the services of a temporary employee.

Weed Abatement:

- b. Operations – Deputy Chief – Chief McQuead reported on the rain event that occurred on April 10, and a recent structure fire that was extinguished by the residential sprinkler system. He responded to questions from the Board.
- c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the reserve program is restarting and the volunteer/reserve personnel are happy to come back to work.
- d. Training – Battalion Chief – Chief McQuead report that Chief Sherwood is on vacation; however they have been busy completing the required fit testing. Also, the construction for RSF5 is anticipated to be complete by the end of June.
- e. Fire Prevention – Fire Marshal – Fire Marshal Donner report that they have been busy with weed abatement inspections. Director Stine suggested that staff explore a community based program that could assist with helping residents with their weed abatement.
- f. Administrative Manager – Ms. Rannals reminded the board members that the preliminary budget would be presented at the June meeting.
- g. Board of Directors
 - i. North County Dispatch JPA – Update: Director Ashcraft: no report. The next meeting is scheduled for May 27, 2020/
 - ii. County Service Area 17 – Update: Director Hillgren: no report. The March meeting was cancelled, and the next meeting is planned for August.

- iii. Comments
 - 1. None

Ten-minute recess

8. Closed Session

Pursuant to the following section, the board met in closed session from 2:07 – 3:35 pm, and discussed the following:

- a. Anticipated Litigation (1) Matter – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: one (1) matter
All board members listed and Chief Cox, Ms. Stefanie Vaudreuil, Liebert, Cassidy, Whitmore, Legal Counsel Ms. Rannals attended and participated in this discussion.

- b. 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, Chief McQuead and Ms. Rannals attended and participated in this discussion.

Upon reconvening to open session, President Ashcraft announced that direction was given to legal counsel in reference to Item 8. a.; and direction was given to the Agency Negotiators regarding the successor Memorandum(s) of Understanding and Compensation Resolution listed in 8. b.

b. Adjournment

Meeting adjourned at 3:38 pm.

Karlana Rannals
Secretary

James H Ashcraft
President