



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – December 16, 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.

SPECIAL AGENDA (10:00 AM – 12:00 PM)

Ethics Training (Workshop)

Pursuant to the requirements of AB 1234, the following local officials, and staff (those who receive compensation for their service or are eligible to have their expenses reimbursed) attended the Ethics Training workshop presented by Stephen J. Fitch, Fitch Law Firm, APC:

Rancho Santa Fe Fire Protection District

Director:

James H. Ashcraft
Nancy C. Hillgren
Randall Malin
Tucker Stine
John C. Tanner

Staff:

Fred Cox, Fire Chief
Karlana Rannals, Board Clerk
Alicea Caccavo, Manager, Finance & Administration
Dave McQuead, Deputy Chief
Bruce Sherwood, Battalion Chief
Marlene Donner, Fire Marshal

North County Dispatch Joint Powers Authority

Director:

James H. Ashcraft

Staff:

None

REGULAR AGENDA

Director 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

Deputy Chief Dave McQuead led the assembly in the *Pledge of Allegiance*.

1. Oath of Allegiance – New Elected Board Members

James Ashcraft and Nancy Hillgren were sworn-in as members of the Rancho Santa Fe Fire Protection District Board of Directors for terms prescribed by law. Karlana Rannals, Notary Public, administered the *Oath of Allegiance*.

Ms. Rannals informed the Board, that Randall Malin was sworn-in as a member of the Rancho Santa Fe Fire Protection District Board of Directors on Tuesday, December 15, 2020 since he was participating in the meeting via Zoom.

2. Election of Officers

Pursuant to Fire District Law 1987, Section 13853, the District Board shall elect a president, vice-president, and a Secretary/Clerk.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and CARRIED 5-0 to nominate and elect the following officer:

President James Ashcraft

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5-0 to nominate and elect the following officer:

Vice President John Tanner

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5-0 to nominate and appoint the following:

Secretary Karlena Rannals

Ms. Rannals conveyed her appreciation for the many years of support and announced that she would resign her position effective January 1, 2021 due to her retirement.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5-0 to nominate and appoint effective January 1, 2021 the following:

Secretary Alicea Caccavo

3. 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; Frank Twohy, Volunteer Recruitment & Retention Coordinator; Marlene Donner, Fire Marshal; Alicea Caccavo, Manager, Finance & Administration, and Karlena Rannals, Board Clerk

4. Video Presentation in Memory of Captain Dale E. Mosby

Chief Cox introduced the video informing the board members that this presentation was put together by District personnel and was shown as a part of the "Celebration of Life for Captain Dale E. Mosby."

At the conclusion, President Ashcraft spoke on the tragedy of Captain Mosby's passing and how well the service and honor procession was done. He also extended on behalf of the Board of Directors and all members of the Fire District their appreciation to the Rancho Santa Fe Fire District Foundation for the \$20,000 donation toward burial expenses, and the additional \$10,000 to the Mosby family for their needs.

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

MOTION BY DIRECTOR TANNER, 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.

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*

- Board of Directors minutes of November 18, 2020

b. Receive and File

- *Monthly/Quarterly Reports*

- 1) List of Demands Check 33358 thru 33451, Electronic File Transfers (EFT) and Wire Transfer(s) for the period November 1 – 30, 2020 totaling: \$ 194,010.82
Wire Transfer(s) for the period November 1 – 30, 2020 \$ 239,380.28
Payroll for the period November 1 – 30, 2020 \$1,012,047.26
TOTAL DISTRIBUTION \$1,445,438.36
- 2) Reports – November 2020
 - a. Operations
 - b. Training
 - c. Fire Prevention
 - d. Correspondence – letters/cards were received from the following members of the public:
 - i. None

8. Old Business

- a. None

9. Resolution/Ordinance

- a. *Resolution No. 2020-17*

Ms. Caccavo summarized the staff report. She reported that District personnel was aware of Captain Mosby's intention to retire, and with his untimely death, requested that the board consider extending benefits to his surviving spouse as if he had retired. She noted that the current Memorandum of Understanding between the District and Local 4349 does not address specifically death prior to retirement. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2020-17 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Approve Service Retirement Benefits for Captain Dale E. Mosby on a roll call vote:

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

10. New Business

- a. *District Representation and Ad Hoc Committee Assignments*

Ms. Rannals summarized the staff report provided. The board members reviewed their committee assignment and agreed to continue to serve in the following assignments:

Board of Directors

North County Dispatch JPA (Primary) – Jim Ashcraft

North County Dispatch JPA (Alternate) – Nancy Hillgren

Advisory Board

County Service Area (CSA) – 17 (Primary) – Nancy Hillgren

County Service Area (CSA) – 17 (Alternate) – Tucker Stine

Ad Hoc Committee

Finance Committee – Randy Malin, John Tanner

Staff Assigned: TBD

Negotiations – Randy Malin, Jim Ashcraft

Staff Assigned: TBD

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to reappoint the board members to the agreed committees representing the Fire District.

11. Oral Report

a. Fire Chief

- COVID-19 – Update: he distributed the new COVID-19 sick and family regulations for information. District staff is dealing with the paid leave requirement to those who are confirmed COVID-19 cases.
- RSF5 Update: Chief Sherwood reported that the concrete contractor has accepted full responsibility for the inadequate concrete work and is in the process of replacing all of it. The next phase of the project is to remove the manufactured homes and return the land to its original state. There is a public agency interested in procuring the homes, however, the District will need to determine a fair market value. Chief Cox plans to work with legal counsel on this potential option.
- Fuel Hazardous Abatement: Chief Cox distributed a handout showing the results of working with CalFire to reduce the fuel zones. Escondido Creek and Zumaque Road are two targeted areas for 2021. District staff is seeking grant opportunities to assist in funding the cost to abate the areas of concern.
- OES Engine: he also reported that the new OES Type III has been delivered and will be placed at RSF4. The Type I engine was reassigned to another location in San Diego County.
- District activities:
 - 1) Organizationally, district personnel devoted much of their time and energy to the planning for the Celebration of Life of Captain Dale E. Mosby.

c. Operations – Deputy Chief – Chief McQuead reviewed the previous month's statistics and the seasonal outlook, noting that the District's call activity remains like last year. He also reported that District on the following significant incidents: 1) two vehicle head on collision which involved the extrication of the driver; 2) structure fire on Los Colinas; and 3) trail rescue in the Elfin Forest area.

d. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the reserve program has been put on hiatus based on the increased number of cases of COVID-19. He noted that three reserves have been accepted to either the Palomar Fire Academy or Medic School.

e. Training – Battalion Chief – Chief Sherwood reported that District personnel completed the required training the previous month. The training calendar is dynamic based upon the COVID-19 restrictions.

Because of Captain Mosby's passing, the District has made a conditional job offer to a former Elfin Forest District Reserve. He is currently in background.

- f. Fire Prevention – Fire Marshal – Fire Marshal Donner reviewed the previous month's statistics. Staff is working with the Helen Woodward facility as they are moving forward with their new building, and Solana Santa Fe is modernizing their facilities. She noted that the large animal evacuations plan is in final review and will be distributed soon.
- g. Administrative Manager/Manager, Finance & Administration –Ms. Caccavo reported the following:
- Reminded the Board of the required Harassment Training planned for February 17, 2021 which will be conducted by Steve Fitch.
 - Administrative employees agreed to take paid time off, if needed to close the office for both Christmas Eve and New Year's Eve. The administrative office will be closed both December 24-25, 2020; December 31, 2020 and January 1, 2021.
 - She is in the process of setting up the CalPERS payment that with consultation with the District's Actuary, which will be \$800,000 to the Safety 3%@50 plan, and \$200,000 to the Miscellaneous 2.7% @ 55 plan. If all assumptions remain the same, it should provide a total savings of \$1,326,541 to the District.

Ms. Rannals reported the following:

- No report; however, she conveyed her appreciation for the support that she has received from the Board of Directors and other District personnel over her nearly 39 years of employment.
- h. Board of Directors
- 1) North County Dispatch JPA – Update: Director Ashcraft: he reported on the meeting held December 2, 2020 that included 1) the election of officers; 2) facility update for the tenant improvements; and 3) acceptance of the FY20 Independent Financial Statements.
 - 3) Comments
Hillgren: inquired about the article in the San Diego Union-Tribune on Chaplains.
Stine: he commended the organization, communication, and support for the Mosby service
Malin: he also commended each member of the District for the memorial service
All Directors: each Director conveyed their appreciation to Ms. Rannals for her dedicated service to the District and Board of Directors.

10-minute recess

12. Closed Session

Pursuant to the following section, the board met in closed session from 2:58 – 3:53 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
Under Negotiation: Successor Memorandum of Understanding
All board members listed and Chief Cox, Deputy Chief McQuead, Alicea Caccavo and Karlena 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:
Employee Performance Evaluation
Title: Fire Chief
All board members listed and Chief Cox attended and participated in the discussion


Upon reconvening to open session, President Ashcraft announced that direction was given to the District's Agency Negotiators for item 12. a. He also reported that an evaluation was performed for the Fire Chief and that there was no action taken for item 12. b.

13. Adjournment

Meeting adjourned at 3:54 pm.



Karlena Rannals
Secretary



James H Ashcraft
President