

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes March 20, 2024



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.

Director Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:01pm.

Pledge of Allegiance

Attorney Steve Fitch led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Malin, Stine, Tanner

Directors Absent: Hillgren

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Fire Marshal Marlene Donner, Finance Manager Burgen Havens, Battalion Chief Jim Mickelson, Executive Assistant/Board Clerk Sarah Montagne, and Community Risk Reduction Specialist Mark Smith (1:28p Departure)

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

Legal Representation: RSFFPD Attorney Steve Fitch (1:33p Departure), Montgomery Legal Counsel Christopher Nichols (Teleconference - 1:25p Departure)

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

2. **Consent Calendar**

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the consent calendar as presented.

a. **Board of Directors Minutes**

- Board of Directors minutes of February 21, 2024

b. **Receive and File**

- Monthly/Quarterly Reports for February 2024

(1) List of Demands Check 37428 thru 37523 and Electronic File Transfers (EFTs)

totaling: \$ 306,840.87

Wire Transfer(s) totaling: \$ 358,828.43

Payroll(s) totaling: \$ 795,205.20

TOTAL DISTRIBUTION \$ 1,460,874.50

(2) Grant Recap

(3) Activity Reports – February 2024

(a) Operations

(b) Training

(c) Fire Prevention

ACTION REQUESTED: Receive and File

3. **Public Comment**

None

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4. **Old Business**

a. **Approve Fees for Forced Weed Abatement**

To approve fees and invoicing of property owner for forced abatement of APN 267-080-38-00.

Staff Report 24-07. Discussion of additional legal fees and concerns stated in the February meeting.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve fees and invoicing of property owner for forced abatement of APN 267-080-38-00.

5. **New Business**

a. **Resolution 2024-02 – Establishing benefits for the members of the Board of Directors**

To discuss and accept Resolution Establishing benefits for the members of the Board of Directors.

Staff Report 24-08

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept Resolution 2024-02 Establishing benefits for the members of the Board of Directors.

b. **New Information Technology Specialist**

To discuss and/or approve hiring the new position of Information Technology Specialist.

Staff Report 24-09

MOTION BY DIRECTOR TUCKER, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve hiring the new position of Information Technology Specialist.

c. **Award Contract for Auditor**

To discuss and/or approve the awarding of contract for FY24-FY26 auditor.

Staff Report 24-10

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the awarding of contract for FY24-FY26 auditor.

6. **Oral Report**

a. **Fire Chief:**

Fire Chief McQuead reported Appreciation Dinner opened to Retirees. Scheduled May 23rd at Garden Club. Pancake Breakfast at Station 1 on October 13th. LAFCO bringing to advisory committee to extend reps for 4 years.

b. **Operations:**

Deputy Chief Slattery reported Dispatcher Appreciation week is April 14th-20th. One FFPM vacancy – New hire testing April 17th. NZ Engineers testing complete – 2 successful candidates. NZ Captains Testing April 8th-18th – 3 internal candidates and 1 on eligibility list. NZ BC Test is May 13th-16th – 2 internal candidates. Escondido Fire on-boarding April 29th to NCDJPA. Call volume numbers. Trail rescue in February – utilized Drone. Praised Station 2 crew on home birth response. Vehicle Fire on March 10th off El Acebo.

c. **Training:**

Deputy Chief Slattery reported On Duty Health physicals scheduled. Blue Card lab ongoing. Drone Capabilities, Report Writing/EMS Documentation, NZ Extended Attack Wildland Drill, SD County Wildland Drill and NZ SDG&E training all completed or upcoming.

d. **Fire Prevention:**

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Fire Marshal Donner reported updates on Rancho Valencia, Helen Woodward, Morgan Run, Diegueno Country School, Aliso Canyon, Hernandez Hideaway, QuestHaven, and live-work units in Harmony Grove. Update on meeting with County regarding ESS and Solar discrepancies. New touchscreen for digital plan reviews. False alarm billing is going well.

e. **Finance:**

Finance Manager Havens provided 10/31/23 budget numbers. Will discuss revenues in April. Revised budget will be discussed at next month's meeting.

f. **Board of Directors:**

i. **North County Dispatch JPA:**

Prelim budget submitted.

ii. **County Service Area – 17:**

Next meeting is in May. Stine and Twohy on finance sub-committee. Revaluating financial data and will provide updates including 2 missed units.

iii. **Rancho Santa Fe Fire District Foundation:**

Retired Chief Twohy reported the Foundation held a community meeting. Looking for additional Board member. Next meeting is April 11th.

iv. **Director Comments:**

Malin:	Complimentary of staff and District changes.
Stine:	Complimentary of staff and District changes.
Tanner:	Complimentary of staff and District changes.
Ashcraft:	None

7. **Adjournment**

Meeting adjourned at 2:27pm

A handwritten signature in black ink, appearing to read "Sarah Montagne", written over a horizontal line.

Sarah Montagne
Executive Assistant/Board Clerk

A handwritten signature in blue ink, appearing to read "James H. Ashcraft", written over a horizontal line.

James H. Ashcraft
President