



## RANCHO SANTA FE FIRE PROTECTION DISTRICT REGULAR BOARD OF DIRECTORS MEETING MINUTES

Rancho Santa Fe Fire Protection District - Board/Community Room  
16936 El Fuego  
Rancho Santa Fe, California

July 25, 2003  
9:00 a.m.

### 1. *Meeting Called to Order/Roll Call*

President Ashcraft called the meeting to order at 9:06 a.m.

Directors Present: Ashcraft, Douglas, Hickerson, Hillgren, Lombard  
Directors Absent: None  
Staff Present: Erwin Willis, Fire Chief; Dallas E Neville, Deputy Chief; Don Butz, Deputy Chief; Cliff Hunter, Fire Marshal; Karlana Rannals, Board Clerk

President Ashcraft welcomed Cliff Hunter, Fire Marshal to the District and the meeting.

### 2. *Pledge of Allegiance*

Director Ashcraft led the Pledge of Allegiance.

### 3. *Approval of Minutes*

MOTION BY DIRECTOR HILGREN, SECOND BY DIRECTOR LOMBARD, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and file:

- a. Board of Directors regular meeting minutes held June 11, 2003.

### 4. *Security Patrol Monthly Report – June 2003*

Chief Wellhouser reviewed the previous month's statistics. Monthly report reviewed and filed.

### 5. *Public Comment*

Marie Addario, Camino Privado asked why the Fire District is requiring the widening of roads to 24 feet when state law requires only 20. She urged the Board to look for a compromise, look at each situation and make it user friendly. As President of the Art Jury, she reported that there are many things for the Fire District to consider and informed them of their willingness to work towards a solution.

Sara Levy-Buehner, 4390 Camino Privado spoke to the unfairness of requiring one family to widen a road at their sole cost. She questioned why private citizens are required to meet the 24-foot standard when El Fuego (location of headquarters fire station) is not 24 feet. She urged the Board to agenda this item for discussion at their next meeting.

Pete Smith, Rancho Santa Fe Association Manger, 17022 Avenida de Acacias spoke of a conflict in goals between the Association and the Fire District. The Association attempts to retain the rural character and the Fire District's goal to make the community safer. He reported that many do not see the practical benefit of widening the road to 24 feet.

Howard Crull, El Camino Privado suggested that all nine neighbors share in the cost of widening the road if they have to do it. Perhaps an assessment can be arranged.

July 25, 2003

David Hawkins, 16354 Via del Alba informed the Board that he was required to widen his roadway and because of this requirement, there are more cars parked on the shared drive than previous. He shared photos showing his concern. When he contacted the Fire District about the situation, he reported that the response is “it is not their problem.”

Patty Queen, 17660 La Bajada encouraged the Board of Directors to agenda this topic for discussion at their next meeting. She expressed the importance of working together to remain fire safe and maintain the rural community (urbanization vs. rural ambiance)

President Ashcraft conveyed his appreciation to all speakers and reported that from the public comment there are two items for the next meeting, 1) Appeal of Ordinance Requirements for the Buehner property; and 2) Urbanization vs. Rural Character. He requested that the Board Clerk include these items for the next meeting.

The Board of Directors discussed moving the next meeting to accommodate the public to discuss the items previously identified.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR LOMBARD, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to reschedule the next regular meeting to **August 22, 2003** at **9:00 a.m.**

6. *Correspondence*

Chief Willis read two letters of appreciation thanking the department for our assistance.

7. *Finance*

a. *List of Demands – June 2003*

Monthly report reviewed and filed.

b. *Budget Authorizations*

Chief Neville summarized the Staff Report provided on the following:

Staff Vehicle – he informed the Board that since the Staff Report was prepared, he learned of another option to purchase a vehicle directly from a northern California dealership at a lower cost. This option, if approved, will provide us with a vehicle at a lower cost and sooner for the Fire Marshal to use.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase as requested.

TeleStaff Staffing System – Chief Neville requested authorization to proceed with the purchase identified in the Preliminary Budget for 03/04. He reported that Staff had researched this option previously and determined to be a viable option, but the cost to purchase and implement was prohibitive. Since then, the pricing dropped dramatically. He informed the Board that the Captains are spending numerous hours scheduling overtime for vacancies, i.e., sick leave, vacation, training, etc. This system will automate the process and allow for immediate notification for callbacks in an emergency. Staff responded to questions from the Board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR LOMBARD, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize to proceed with the purchase and implementation of the TeleStaff Staffing System.

8. *Administrative Items*

a. *Disposal of Surplus Water Tender*

Chief Neville summarized the staff report provided, however since the agenda was published he was made aware of another option for the Board to consider. He reported that each year the Fire District sends emergency personnel to attend the Emergency Vehicle Operations Course sponsored by San Bernardino County. The County is seeking to add a water tender to their fleet for training purposes. He suggested that the Board of Directors consider donating the surplus equipment in exchange for an equivalent or greater value of training courses. Chief Neville estimates the value \$3,000 - \$5,000.

Staff responded to questions from the Board. The Board of Directors directed Staff to seek additional estimates to maximize the value of the vehicle prior to negotiating with San Bernardino County.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to declare the 1984 water tender as surplus and donate the equipment to County of San Bernardino in exchange for an equivalent or great value of training for emergency response personnel.

b. *Development of Strategic Plan with the Assistance of Consultant*

Chief Willis informed the members that at the last meeting, the Board of Directors discussed establishing a goal setting session. From this discussion, Staff suggested that the District contact Mr. Jim Boylan for a proposal to assist the District in the development of a strategic plan. Chief Willis introduced Mr. Boylan who summarized his experience in assisting other public agencies in their development of mission, vision, purpose, goals and objectives. Mr. Boylan reviewed a tentative scope of work, which included cost estimate and timelines.

At the conclusion of the discussion, each board member supported the proposal and the opportunity to set a vision for the Fire District.

MOTION BY DIRECTOR HILLGRE, SECOND BY DIRECTOR HICKERSON, , and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the development of a Strategic Plan and select Jim Boylan, Pathfinders, Inc. as the consultant for assistance in this process.

*Fifteen-minute recess.*

9. *Staff Report*

a. *Fire Prevention Report*

Fire Marshal Hunter reviewed the previous month's statistics. Monthly report reviewed and filed.

b. *Hazard Reduction Program – Update*

No report.

c. *Contaminated Soil*

Chief Willis informed the Board that he had just received the quarterly report from Ninyo & Moore. The report shows that MTBE has been detected underneath La Granada. The report shows that some wells are still showing high levels of contamination. He also reported that the County of San Diego has ordered a mitigation report, which the State of California Tank Clean Up Fund should reimburse the District. Staff plans to submit the report to the County and hope they select one of the four options to clean the contaminated soil. The Board of Directors requested a copy of the report.

*d. Operations Report*

Chief Neville summarized the Operations report distributed. He also discussed that he hopes to have a map for the next meeting that shows response times from each station location. Monthly report reviewed and filed.

*e. Training Report*

Chief Butz summarized the previous month's training hours with an emphasis on completing the confined space rescue training, emergency vehicle operations course, and a train the trainer's class for driver examiners conducted through the Department of Motor Vehicles.

*f. Fire Station(s) – Update:*

Chief Butz reported on the following:

*Rancho Cielo* – distributed photos of the groundbreaking held June 23<sup>rd</sup>. He also thanked the representative in attendance from the San Dieguito Planning Group who has assisted the District in the approval process of the station.

*Admin Building* – Chief Willis informed the Board that the District received two responses to the Request for Qualifications (RFQ) to complete the design work for the Administration Building remodel. The next step is to negotiate the contract for professional services. He requested that the President consider appointing an ad hoc committee to assist with this process. President Ashcraft appointed Directors Hickerson and Hillgren to assist the Fire Chief in contract negotiations.

*10. Directors Report*

*a. North County Dispatch JPA – Director Ashcraft reported the following:*

The next meeting scheduled for July 31 was cancelled.

*b. CSA-17 – Director Lombard reported on the following:*

No report, however the next meeting is scheduled for August 5, 2003.

*c. Ad Hoc Committee – SFID Projects*

No report.

*11. Directors Comments*

Director Douglas – request that it be agendaized discussed the letter to the editor in the July 3<sup>rd</sup> edition of *The Review*. To determine what if any the board wants to take. He encouraged all members of the board to read the letter and requested that an item be included for discussion at the next meeting. discussing how the District maintains itself without political affiliations. Make accusations to the board and should be agendaized – previously discussed and determine if we want to make a response.

*12. Adjournment*

Meeting adjourned at 12:08 p.m.