



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – June 17, 2004**

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

Meeting Called to Order/Roll Call

President Ashcraft called the meeting to order at 1:30 p.m.

Directors Present: Ashcraft, Douglas, Hillgren, Malin
Directors Absent: Hickerson
Staff Present: Erwin Willis, Fire Chief; Nick Pavone, Deputy Chief; Don Butz, Deputy Chief;
Tony Michel, Deputy Chief; Clifford Hunter, Fire Marshal; Karlana Rannals,
Board Clerk

Pledge of Allegiance

Director Douglas led the assembly in the *Pledge of Allegiance*.

1. *Public Comment*

Director Douglas thanked his fellow board members and staff of the District for the phone calls and cards sent during his recent illness.

2. *Motion Waiving Reading in Full of all Resolutions and Ordinances*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR DOUGLAS, and CARRIED
4 AYES; 0 NOES; 1 ABSENT (*Hickerson*) to waive reading in full all Resolutions and Ordinances.

3. *Consent Calendar*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR DOUGLAS, and CARRIED
4 AYES; 0 NOES; 1 ABSENT (*Hickerson*) to approve the Consent Calendar.

a. *Board of Directors Minutes*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR DOUGLAS, and CARRIED
4 AYES; 0 NOES; 1 ABSENT (*Hickerson*) to approve:

- i. Board of Directors minutes of May 17, 2004

b. **Monthly/Quarterly Reports**

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR DOUGLAS, and CARRIED
4 AYES; 0 NOES; 1 ABSENT (*Hickerson*) to receive and file the following monthly reports:

- (a) List of Demands

- (1) Check 12849 thru 13048 for the period May 1 – 31, 2004 totaling:

	\$821,906.03
Payroll for the period May 1 – 31, 2004	<u>\$328,019.80</u>
TOTAL DISTRIBUTION	\$692,400.64

- (b) Prevention Activity – May 2004

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(c) Operation/Training – May 2004

ii. *Correspondence*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR DOUGLAS, and CARRIED 4 AYES; 0 NOES; 1 ABSENT (*Hickerson*) to receive and file thank you letters from the following members of the public:

- (a) Donald W Bretthauer – *International Association of Administrative Professionals*;
- (b) Charles Glasgow – *North County Fire Protection District*;
- (c) Michael Ott – *LAFCO*
- (d) Bruce Thomas – *NTD Design | Edge Builders*
- (e) Michael Ott – *LAFCO*
- (f) Kenneth Marzion – *Public Employees Retirement System*

Director Hickerson arrived at 1:33 pm

4. *New Business*

a. *Appeal – Ordinance No. 03-01 Requirement*

Chief Willis stated that the property owner at 3603 Fortuna Ranch Road has requested an exemption from the requirement to install another fire hydrant on the property. He reported that all administrative options were utilized before the request to appeal to the Board of Directors.

Fire Marshal Hunter summarized the staff report included with the agenda packet. He reported that staff discussed options with the property owner such as placement of hydrant and alternate road route. The site of the proposed structure is 750 feet from the current hydrant location. The District's standard is 500 feet. He recommended that the Board of Directors deny the request because allowing the property owner the exemption of the required hydrant sets a precedent that 750 is the new acceptable standard. Staff responded to questions from the Board.

Devon Geise, property owner, read a prepared statement to the Board. She informed the members that she purchased the property in 1987 and improvements for the lots were already in place. She believes that she is in full compliance because she has adhered to the County of San Diego standards. She informed the members that she has lived in the area for 35 years and there is no brush in the area. She has spent 16 years developing the property to build a 1,000 square foot home. To require that she extend the water line another 300 feet will not allow her to build. She requested an exemption based upon meeting the County of San Diego standards and financial hardship. Ms. Geise responded to questions from the Board.

The board members discussed their concern of weakening the current ordinance if the request was accepted. At the conclusion of the discussion, the board concluded that the 500-foot standard is the safest measure.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT to deny the request for an exemption in requiring a fire hydrant from the property owner located at 3603 Fortuna Ranch Road.

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b. Preliminary Budget – FY 2004/05

Chief Willis presented a PowerPoint presentation on the Preliminary Budget for FY 2004/05. He summarized in his presentation the changes proposed within each category. Overall, the Operating Budget (without capital) increased by 12.43%. During his presentation, he discussed several increases to the budget with a major increase in personnel costs due to adding six new firefighter/paramedics and the increased cost for the retirement plan. Staff responded to questions from the board members.

Director Malin requested several modifications to the current budget format be considered for future documents. He also requested that the Board of Directors establish a depreciation policy for capital equipment.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, to approve the Preliminary Budget for FY 2004/05 as presented on the following vote:

AYES:	Ashcraft, Douglas, Hickerson, Hillgren, Malin
NOES:	None
ABSENT:	None
ABSTAIN:	None

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 8, 2004, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

c. CERT Program

Dallas Neville, Volunteer Program Coordinator, provided an update on the start of the Community Emergency Response Team. He informed the members that the purpose of this community program is to survive any large-scale emergency for at least 72 hours. The District has added a wildland module to the training program designed by FEMA. The first class for the public is scheduled to begin August 28 and should be completed by September 15. The cost is free to the public; however, the cost to the district is \$55 per student, not including the cost of the instructor's time. A second class is scheduled for February 2005.

In addition, Mr. Neville provided an update on additional programs the District plans such as the Explorer Scouts and Fire Corps, which is in development by the Department of Homeland Security.

c. Consent Calendar

The board members agreed to defer this discussion to the next meeting.

d. Article XIII B California Constitution Appropriation Limit

Karlana Rannals reviewed the Staff Report provided and recommended that the Board select the change in California per capita personal income (3.28%) for the Cost of Living factor and the change in population for San Diego County (3.11%). These factors are necessary to calculate the District's annual Gann Limit resolution.

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MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept Staff's recommendation.

f. Request to Release Bid for a Type III Engine

Chief Willis summarized the staff report provided. He reported that although budgeted in FY 2003/04 the District was unable to order the vehicle due to the selected vendor not having an existing public agency contract with a "piggy-back" clause. He also reported that legal counsel reviewed the Request for Bid document.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept Staff's recommendation and authorize the release of the Request for Bid.

g. Policy for Payment of Forced Abatements

Fire Marshal Hunter reviewed with the Board of Directors the current forced abatement procedure for the District when noncompliance for weed abatement occurs. He reported that there is a lot of staff time invested in properties that choose not to comply with the District's weed abatement ordinance. He requested that the board allow him to select one contractor to perform the forced abatement work when homeowners do not clear their property voluntarily and that the District pay the contractor for any authorized work performed. Annually, the District would place any uncollected money plus the administrative fee from the forced abatements on the property tax bills for each affected parcel.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept Staff's recommendation to pay the selected contractor for forced abatements and then place any uncollected money on the property tax bill.

5. Unfinished Business

a. RSFFA Community Outreach

Karlana Rannals provided the board members an update on the status of liability insurance for special events. The District's insurance broker informed her that the District is covered by liability insurance when the Firefighters Association holds their special events on District property. The Board of Directors requested that Staff follow-up with the insurance company confirming the conversation.

6. Resolutions/ Ordinances

a. Ordinance 2004-001 (Second Reading) – Establishing a Schedule of Fees

Fire Marshal Hunter summarized the ordinance language changes from the previous meeting to the present. He informed the Board that he proposed to add language for tent permits. The District has not collected fees for this service previously. Staff responded to questions from the Board.

President Ashcraft announced that the District has scheduled a public hearing for Ordinance 2004-001 on July 14, 2004, with action for final adoption to follow. He further requested that the Secretary notify the public of the hearing pursuant to all applicable codes.

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b. Ordinance Introduction for Vegetation Management

Fire Marshal Hunter summarized the proposed ordinance that updates Ordinance 02-01. Staff responded to questions from the Board. Ms. Rannals informed the board members that this is the introduction to the new ordinance and no action is required.

c. ADOPT Resolution No. 2004-008 – Prop IV Tax Limitations

Chief Willis reported that this resolution is a follow-up to previous board action that approves the maximum limits on appropriation of proceeds of taxes for fiscal year 2004/05.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN and APPROVED Resolution No. 2004-008 establishing Rancho Santa Fe Fire Protection District's Prop IV Tax Limitations on the following roll call vote:

AYES:	Ashcraft, Douglas, Hickerson, Hillgren, Malin
NOES:	None
ABSENT:	None
ABSTAIN:	None

d. ADOPT Resolution No. 2004-009 – Appointing and Authorizing Designated Personnel to Sign Warrant Orders and Payroll Claims.

Chief Willis informed the Board that this resolution updates all authorized staff members to include Chief Michel as signatories to the District's accounts.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2004-009 *Appointing and Authorizing Designated Personnel to Sign Warrant Orders and Payroll Claims* on the following roll call vote:

AYES:	Ashcraft, Douglas, Hickerson, Hillgren, Malin
NOES:	None
ABSENT:	None
ABSTAIN:	None

President Ashcraft requested to modify the agenda to move to Closed Session. No objections.

The Board of Directors adjourned to closed session starting at 4:30 to discuss the following, as authorized by statute:

CONFERENCE WITH LABOR NEGOTIATOR, pursuant to Government Code Section 54957.6 the

Agency Negotiator: Erwin Willis, Fire Chief

Negotiating Parties: Rancho Santa Fe Board of Directors.

Under Negotiation: Instruction to negotiator for wages and benefits

Unrepresented Employee:

1. Deputy Chiefs (3)
2. Administrative Manager (1)

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3. Staff Assistant (2)
4. Accounting Specialist (1)
5. Urban Forester (1)
6. Fire Prevention Specialist (1)
7. Education Specialist (1)
8. Fire Chief (1)

The Board of Directors reconvened to open session at 5:30 p.m. President Ashcraft reported that the Board of Directors discussed the items identified in Closed Session, and reported the Board provided direction to the Fire Chief for salary adjustments. President Ashcraft also reported that Director Douglas left the meeting at 5:30 p.m.

8. *Reports*

a. *Fire Chief*

i. *Presentation to Del Rayo Downs Homeowners Association*

Chief Willis reported that he made a presentation on June 9 to the Del Rayo Downs Homeowners Association. He stated that meeting was cordial.

b. *Deputy Chief – EMS/Special Projects*

i. *Construction Update - Butz*

1. Rancho Cielo: Chief Butz reported that the station construction continues to progress. He anticipates occupancy around August 15th. Staff recommends the grand opening for September 8th, in conjunction with the Board of Directors meeting.

2. Training Facility – the contractor is putting the final additions on the construction project. Beginning June 22nd, staff will participate in the train the trainer instructor course to operate the training facility. Staff recommended the grand opening for August 11th in conjunction with the Board of Directors meeting.

ii. *Operations Fire Season – Preplan - Pavone*

Chief Pavone summarized the District's plans to prepare for this year's fire season. Activities/plans include:

Two-way paging – still in place. This allows all suppression personnel to be notified of incidents and a method to respond.

Standby Crews – crews are activated as needed by the Fire Chief.

Communications – anticipate that all VHF radios will be upgraded by the end of the year.

Training – suppression personnel have participated in wildland training at Barona and Lake Hodges.

Telestaff Program – staffing program has been purchased, which allows all personnel to be called backed simultaneously.

c. *Fire Marshal*

i. *Fire Prevention Fire Season Preplan*– Fire Marshal Hunter reported on the homeowner's association presentations that have taken place.

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e. *Board of Directors*

i. *North County Dispatch JPA – Update*

President Ashcraft reported that the next meeting is July 29, 2004.

ii. *County Service Area – 17 – Update*

Director Hickerson – no report.

iii. *Comments*

None

10. *Adjournment*

Meeting adjourned at 6:22 p.m.

Original Signature on File

Karlana Rannals
Secretary

Original Signature on File

James H Ashcraft
President