



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – February 13, 2013**

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

Deputy Chief Ward led the assembly in the *Pledge of Allegiance*.

President Ashcraft informed the Board that pursuant to government code section 54954.2(b) (2) there is a request to amend the agenda to include the following topics for discussion and/or action:

AMEND AGENDA ITEM:

7. New Business

b. Contract Amendment

To approve a contract amendment between the County of San Diego and Rancho Santa Fe Fire Protection District *entitled* Amendment to the Memorandum of Agreement dated as of March 7, 1995, between the County of San Diego and Participating Cities and Jurisdictions regarding the Implementation, Governance, Method of Funding and Costs of a Regional Radio System Providing Communication Services to Public Safety and Public Service Agencies Operating in San Diego County and Imperial county [Staff Report 03-01](#)

ACTION REQUESTED: **Approve**

c. Budget Authorization

To approve the purchase of staff vehicle [Staff Report 03-02](#)

9. Closed Session

a. With respect to every item of business to be discussed in closed session pursuant to Section 54957:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Fire Chief

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT (Hillgren) to amend the agenda as requested.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren (arrived at 1:30 pm), Malin, Tanner

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Darrin Ward, Deputy Chief; Bret Davidson, Battalion Chief; Jim Sturtevant, Battalion Chief; Chris Galindo Battalion Chief/Fire Marshal; Renee Hill, Deputy Fire Marshal; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the board.

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

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

4. Consent Calendar

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the Board of Directors minutes of January 9, 2013.

b. Receive and File

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 23530 thru 23610 for the period January 1 – 31, 2013 totaling:	\$ 377,859.38
Payroll for the period January 1 – 31, 2013	<u>\$ 404,610.95</u>
TOTAL DISTRIBUTION	\$ 782,470.33

(2) Budget Review July 1 – December 31, 2012

(3) Statement of Cash Assets – December 31, 2012

(4) Activity Reports – January 2013

- Operations
- Training
- Fire Prevention

(5) District Articles – January 2013

(6) Correspondence

- Sunclak/Easby
- NcNamaras
- Koshi
- Valejo

5. Old Business

a. None

6. New Business

a. Employment Agreement

Chief Michel summarized the two changes agreed on. He requested the board approve the contract as submitted.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the employment agreement between Rancho Santa Fe Fire Protection District and Tony J. Michel.

b. Regional Communications System Participating Agency Agreement

Chief Michel summarized the staff report provided. He reported that on August 7, 2012 the County Board of Supervisors approved to extend the RCS Participating Agency Agreement for an additional three-year period, to March 31, 2016. The fire district's board approval will simply extend the existing RCS Participating Agency Agreement, which will not change any of the conditions and financial obligations to the district. Staff responded to questions from the board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the agreement *entitled* Amendment to the Memorandum of Agreement dates as of Mary 7, 1995, between the County of San Diego and Participating Cities and Jurisdictions regarding the Implementation, Governance, Method of Funding and Costs of a Regional Radio System Providing Communication Services to Public Safety and Public Service Agencies Operating in San Diego County and Imperial County.

c. Budget Authorization

Chief Michel summarized the staff report provided. The District had originally planned to have the fire prevention vehicle replaced during FY10. However, due of the good condition of the vehicle and the low mileage, staff extended the life of the vehicle for an additional three years.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the purchase of a replacement fire prevention vehicle with radios and white strobe Opticom light.

7. Resolution/Ordinance

a. Resolution No. 2013-03

Ms. Rannals informed the Board that the resolution presented is requested for adoption to confirm the recently negotiated salaries and benefits for management personnel.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2013-03 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel on a roll call vote:

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

b. Resolution No. 2013-04

Ms. Rannals informed the Board that the resolution presented is requested for adoption to confirm the recently negotiated salary and benefits for the Emergency Medical Services Coordinator position.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2013-04 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salary and Benefits for the Emergency Medical Services Coordinator Position on a roll call vote:

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

8. Oral Reports

a. *Fire Chief – Michel*

- i) Cooperative Efforts: he reported that the Governance Ad hoc Committee is scheduled to meeting February 26. It has been at least two years since the last meeting and there are several new representatives because of the November elections.
- ii) District Activities
 - (1) Pizza Parties: these pizza parties are a result of Fire Prevention Week and the coloring contests.
 - (2) Firehouse World: Chief Officers and suppression personnel will attend this national conference held in San Diego. If any board member is interested in attending the expo, contact him directly.
 - (3) RSF Rotary Club: the district will host the Rotary luncheon planned for April 23 at the Fairbanks Ranch Fire Station. The program will be about the fire district and its activities. All board members are encouraged to attend.
 - (4) Gift: the district is the recipient of a \$10,000 bequest from a resident of the district and it is to be used for equipment.

b. *Operations – Deputy Chief Ward*

Chief Ward reported on the following topics:

- Call activity:
 - 230 calls last month
 - 29% increase
- Structure fire – Calle Serena
 - Fire occurred on February 10th. There was a significant loss to property. There was one firefighter transported who was treated and released. A third party insurance company has been retained to investigate the cause of the fire.

c. *Training – Battalion Chief Davidson* Chief Davidson summarized the monthly training activity, which included:

- Probationary testing
- EMS Skill Recertification
- Driver operator 1B Class – this class helps prepare personnel for promotion to Engineer Hose lays
- Ladder testing

d. *Fire Prevention*

i) *Deputy Fire Marshal (Renee Hill)*

She reviewed new construction projects planned for *The Lakes*. She is also beginning the application process to hire a temporary employee from CalPoly to assist in the summer with inspections in the Shelter in Place communities.

ii) *Fire Marshal (Chris Galindo)*

He distributed a draft plan for the eucalyptus mitigation project. He responded to questions from the board.

- e. Administrative Manager Rannals
 - i) Form 700 – Conflict of Interest Statement – she reminded the board members to forward their completed statement for filing.
 - ii) She reminded the board that the Board of Directors March meeting was rescheduled to March 12, 2013.
- f. *Board of Directors*
 - North County Dispatch JPA – Update – Director Ashcraft: next meeting scheduled for February 28, 2013.
 - County Service Area 17 – Update – Director Hickerson: he will serve on an ad hoc committee on compensation for the EMS Coordinator position
 - Comments:
 - Tanner – unable to attend April 2013 meeting
 - Hillgren – she requested consideration to reschedule the May 2013 meeting. This will be added to the March agenda for discussion
 -

Ten-minute recess

9. Closed Session

Pursuant to Section 54957, the Board of Directors met in closed session from 2:35 – 3:20 pm to discuss the following:

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Fire Chief

All board members listed and Chief Michel attended the closed session.

Upon reconvening, President Ashcraft reported that the matter listed was discussed and the Board of Directors took no action.

10. Adjournment

Meeting adjourned at 3:22 pm.

Karlana Rannals
Secretary

James H Ashcraft
President