



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – March 12, 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

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

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren, Malin, Tanner (*arrived at 1:10 pm*)

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 HICKERSON, SECOND BY DIRECTOR MALIN, 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 HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the Board of Directors minutes of February 13, 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 23702 thru 23779 the period February 1 – 28, 2013 totaling:	\$ 284,214.97
Payroll for the period February 1 – 28, 2013	<u>\$ 473,682.07</u>
TOTAL DISTRIBUTION	\$ 757,898.04

(2) Activity Reports – February 2013

- Operations
- Training
- Fire Prevention

(3) District Articles

(4) Correspondence

- Girl Scout Troup 2063

5. Old Business

- a. None

6. New Business

a. Budget Authorization

Chief Michel summarized the staff report provided. He requested that the board authorize funds for additional professional services to be performed by CityGate Associates. These services are needed should the fire district decide to submit a proposal for ambulance services to the County of San Diego. The cost estimate is not to exceed \$34,281. Staff responded to questions from the board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to authorize the expenditure not to exceed \$34,281 for additional professional services needed from Citygate Associates, LLC.

b. Budget Authorization

Chief Cox summarized the staff report provided. He summarized the RFP and review process of all bids received. He reported that the district received three bids: Spartan ERV, KME, and Rosenbauer. After a thorough review of all bids, Spartan ERV was determined to be the lowest, most responsive bid. He recommended, pending legal review of the final contract, to authorize the Fire Chief to enter into a formal contract with Spartan ERV for the purchase of one (1) Type I fire apparatus at a total cost not to exceed \$584,702. It will take between 210 – 270 days to construct the apparatus. He also noted that the monies for the replacement Type 1 fire apparatus list in the District’s FY13 capital expenditure plan and will actually be remitted in the FY14 year. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to enter into a formal agreement with Spartan ERV for the purchase of a Type 1 fire apparatus for an amount not to exceed \$584,702. In addition, they authorized the Fire Chief to execute the contract, pending legal review.

c. April/May 2013 Meeting Date(s)

Board members requested the discussion to consider rescheduling the April/May meeting date(s) due to other commitments. After discussion and review of the calendar, it was agreed to reschedule the following regular meeting(s) due to scheduling conflicts:

Regular Meeting Date – 2013	Rescheduled Meeting Date – 2013
April 10	No change
May 8	May 15

Note: all meeting times begin at 1pm.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move and calendar the May meeting as agreed.

7. Resolution/Ordinance

a. Resolution No. 2013-05

Ms. Rannals informed the Board that the District must update its resolution annually to participate in the Fire Mitigation Fee Fund program administered by the County of San Diego. She reported that the fee set by the County of San Diego Board of Supervisors is expected to increase the next fiscal year, from .46 to .47 per square foot for new construction.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2013-05 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program* on the following roll call vote:

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

b. Resolution No. 2013-06

Ms. Rannals informed the Board that the resolution presented updates the authorized district personnel to transfer monies to and from the State investment fund.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2013-06 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Investment of Monies in the Local Agency Investment Fund on a roll call vote:

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

c. Ordinance 2013-01

Chief Galindo summarized the staff report and all supplemental ordinance attachments that demonstrated the methods used in calculating the proposed fees. The review of calculations took into consideration compensation adjustments, the restructure of the fire prevention positions and the move to the administration building. Chief Galindo informed the board that the last review District fees occurred in 2008. He reminded the board that the District is not able to add a CPI component to the ordinance; therefore, the District must adopt a revised ordinance each time the fees increase. Staff responded to questions from the board.

President Ashcraft requested that the Board Clerk schedule the second reading of the ordinance adoption process for April 10, 2013.

8. Oral Reports

a. *Fire Chief – Michel*

- i) Call for Nominations to the Local Agency Formation Special Districts Advisory Committee Vacancy: the notice was included with the meeting material. If a board member is interested in submitting their name, to inform the board clerk.
- ii) District Activities
 - (1) RSF Rotary Club @ RSF3: he reminded that the meeting is planned for Tuesday, April 23, 2013. Please RSVP to Chief Michel.
 - (2) Fireman's Fund Grant – March 13, 2013: the district is the recipient of a \$6,250 grant to purchase SCBA cylinders. The check presentation is scheduled for March 13, 2013 at RSF3.
 - (3) Fire Districts Annual Conference – April 4-6, 2013 (Napa, CA): distributed brochure for the conference. If any board member is interested in attending, please RSVP to him or the board clerk.
- iii) District Facilities: he informed the board that a result of the recent rains, there was flooding at RSF1, which affected the Board/Community room, captain's office and a portion of the offices outside the Board/Community room. A claim was filed with the insurance company, and they are assisting with repairs and restoration. All community meetings planned for this location are cancelled until the repairs are complete.

b. *Operations – Deputy Chief Ward*

Chief Ward reported on the following topics:

- Call activity:
 - 225 calls last month
 - Fire loss approximately \$50,000 – vehicle fire
- Active Shooter – Encinitas
 - He expressed his appreciation for the assistance at this incident. The on-duty battalion chief also summarized the incident and the lessons learned.

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

- High rise drills, including night drills
- Attendance and participation at the Firehouse World Conference and Expo
- Hose lays
- Hose testing
- Ladder testing

d. *Fire Prevention*

i) *Deputy Fire Marshal (Renee Hill)*

An announcement has been posted for a Forestry summer intern. They continue to work on the two large projects in The Lakes and the tenant improvement for The Inn at Rancho Santa Fe.

ii) *Fire Marshal (Chris Galindo)*

He has met with Arnold King from RSF Association to discuss the strategy to remove the dead and dying trees. The District wants to continue to collaborate with the Association.

e. *Administrative Manager - Rannals*

- i) Form 700 – Conflict of Interest Statement – all forms have been filed on behalf of the Board of Directors with the Clerk of the Board of Supervisors.

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f. *Board of Directors*

- i) North County Dispatch JPA – Update – Director Ashcraft: meeting held February 28, 2013. He updated the board on the status of the cooperative efforts between NCDJPA and Heartland Communications.
- ii) County Service Area 17 – Update – Director Hickerson: no report. The next meeting is scheduled for May 7, 2013
- iii) Cooperative Efforts – Governance Ad hoc Subcommittee – Update: the leadership has not met to date; however, they are striving for a regularly scheduled meeting on the 4th Thursday of each month.
- iv) Comments:
 - (1) None

Ten-minute recess

9. Closed Session

Pursuant to Section 54957, the Board of Directors met in closed session from 2:45 – 4:04 pm to discuss the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: El Fuego and Calle Ambiente Fire Stations
Agency Negotiator: Fire Chief
Negotiating Parties: Verizon
Under Negotiation: Instruction to negotiator concerning price and term
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: a portion of parcels 265-493-11-00 and 265-451-55-00
Agency negotiator: Fire Chief
Negotiating parties: Pacifica Real Estate Services

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

10. Adjournment

Meeting adjourned at 4:06 pm.

Karlana Rannals
Secretary

James H Ashcraft
President