



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – April 10, 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

Battalion Chief Fred Cox led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren, Malin

Directors Absent: Tanner

Staff Present: Tony Michel, Fire Chief; Darrin Ward, Deputy Chief; Dismas Abelman, Deputy Chief; Bret Davidson, Battalion Chief; Fred Cox, 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 March 12, 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 23780 thru 23876 the period March 1 – 31, 2013 totaling: \$ 436,056.16

Payroll for the period March 1 – 31, 2013 \$ 422,186.59

TOTAL DISTRIBUTION \$ 858,242.75

(2) Activity Reports – March 2013

- Operations
- Training
- Fire Prevention

- (3) District Articles
- (4) Correspondence
 - None

5. Old Business

a. Agreement for Cooperative Management Services

Chief Michel summarized the meetings that the leadership committee has had to date. He reported that the upcoming planned governance meetings were cancelled. After considerable discussions and considering the pros and cons, on March 25, 2013, he hand delivered a letter notifying the coastal agencies of the district's intent to withdraw from the deputy chief positions, effective July 1, 2013.

On March 29, 2013, he received a hand delivered letter from the coastal agencies fire chief notifying the district of their intent to withdraw their use of shift battalion chiefs and the training chief, effective July 1, 2013.

He reported to the board that there have been many lessons learned from this experience. He is disappointed that it did not work out because of the time and effort placed by everyone. But, the elimination for duplication of effort was never realized; processes continued to occur four different ways. While it is disappointing, he believes that this decision is in the best interest of the district. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 4 AYES; 0 NOES; 1 ABSENT to ratify the ninety day notice to terminate the Agreement for Cooperative Management Services between Rancho Santa Fe Fire Protection District, City of Del Mar, City of Encinitas and City of Solana Beach.

6. New Business

a. Ad Hoc Committee Appointment – Audit

Ms. Rannals reported that the annual audit is on the calendar for FY13. Each year board members are requested to participate in a preliminary and final meeting with the auditors. She requested the president appoint board members to serve on this ad hoc committee. President Ashcraft appointed Directors Malin and Tanner to serve as members of the ad hoc committee.

b. Call for Nominations to the Local Agency Formation Advisory Committee

Chief Michel reported that any board member is eligible to submit their name as a candidate and asked if there was any interest. No board member expressed an interest. He then reported that John Ingalls, Director, Santa Fe Irrigation District has a desire to submit his name and requested that the Fire District Board of Directors nominate and endorse him as a candidate.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to nominate John Ingalls as a candidate for a regular independent special district commission position on the Local Agency Formation Commission (LAFCO).

c. Renewal Hazard Abatement Sole Source Contractor Service Agreement

Chief Galindo summarized the staff report. He reported that the contractor has been responsive and effective and he recommended that the Board approve the option of a one-year extension with California Tree Service, Inc. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLEGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to accept staff's recommendation to authorize the Fire Chief (or his designee) to extend a one-year service agreement with California Tree Service, Inc. for the fire district's sole source forced abatement contractor of hazardous vegetation and rubbish.

d. Budget Authorization

Chief Michel summarized the staff report. He reported that he has had difficulty finding three vendors (minimum bid requirement) to repair the district's training tower. Because of the specialized nature of the training tower's construction limits the District's ability to seek companies that are qualified to perform repairs on our type of training tower. Fire Facilities, Inc. submitted the lowest, most responsive proposal. Fire Facilities, Inc. is also one of the companies that contributed to the tower's original construction. Staff requested that the Board of Directors approves \$41,984.00 for the training tower repairs and authorize the Fire Chief to negotiate and execute an agreement with the contractor. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve \$41,984.00 for the training tower repairs and authorize the Fire Chief to negotiate and execute an agreement with the contractor.

7. Resolution/Ordinance

a. Ordinance 2013-01

Chief Galindo summarized the staff report, which provided a summary of the requested revisions from the first reading. Staff responded to questions from the board.

President Ashcraft requested that the Board Clerk schedule the public hearing and final adoption for May 15, 2013 and notify the hearing pursuant to all applicable codes.

8. Oral Reports

a. *Fire Chief – Michel*

i) District Activities

- (1) California Special Districts Association – Legislative Days Conference, May 14-15, 2013: If any board member is interested in attending, please contact him directly.
- (2) RSF Rotary Club @ RSF3: he reminded that the meeting is planned for Tuesday, April 23, 2013. Please RSVP to Chief Michel.
- (3) Appreciation Dinner: it has been difficult to find a location due to the size needed of a facility. This year's event is expected to be cancelled; however, he is considering a district only function

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so that the service awards and the Firefighter of the Year can be awarded. The board supported the suggestion.

- ii) SRA Fire Fee: he reported that the fire fee invoices sent last year was for the prior fiscal year. The State starting sending invoices in January for the current fiscal year. He noted the invoices have been suspended. He distributed a newspaper article on the SRA fire fee.
- b. *Operations – Deputy Chief Ward*
- i) Chief Ward reported on the following topics:
 - (1) Call activity:
 - o 222 calls last month, approximately 9.3% increase to date over last year.
 - o Small fire loss approximately \$900 – electrical fire
 - (2) Weather outlook is expected to be dry for the remainder of the month.
- c. *Training – Battalion Chief Davidson* Chief Davidson summarized the monthly training activity, which included:
- i) Freeway safety course in cooperation with Vista and Carlsbad FD, instructed by Captain Shore
 - ii) Air Ambulance Use – Overview, was instructed by EMS Coordinator Murphy. The board members requested a summary of this training at a future board meeting. Chief Michel agreed to schedule the presentation at the next board meeting.
 - iii) Probationary testing
 - iv) MDC installation
- d. *Fire Prevention*
- i) *Deputy Fire Marshal (Renee Hill)*
 - (1) Weed abatement letters were sent earlier in the month. Bill Lutz will start a temporary assignment on April 22 as the weed abatement inspector.
 - (2) Forestry summer intern – eight applications were received, and six interviews will be conducted.
 - (3) July 2013 begins a new fire code cycle for the County of San Diego
 - (4) Reported on additions to the monthly fire prevention report
- e. *Administrative Manager - Rannals*
- i) Amortization Periods and Smoothing Methods for CalPERS: she summarized the recommendation from CalPERS staff to modify the approach for calculating employer contribution rates.
- f. *Board of Directors*
- i) North County Dispatch JPA – Update – Director Ashcraft: next meeting is planned for May 23, 2013. He also reported on the dispatcher appreciation luncheon.
 - ii) County Service Area 17 – Update – Director Hickerson: the ad hoc committee was asked to develop a policy for compensation for the EMS Coordinator position. The meeting is scheduled for April 23, 2013.

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iii) Comments:

(1) Malin:

- He inquired as to the status of the County RFP for ambulance service. Staff reported that it is currently under review by the State.
- He informed staff that he anticipated that the FY14 budget would run a deficit and requested that staff use our best judgment in preparation of the document.

10. Adjournment

Meeting adjourned at 4:06 pm.

Karlana Rannals
Secretary

James H Ashcraft
President