



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

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

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren, Malin, Tanner

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Darrin Ward, Deputy Chief; Dismas Abelman, Deputy Chief; Bret Davidson, Battalion Chief; Fred Cox, Battalion Chief; Renee Hill, Deputy Fire Marshal; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the board.

3. Special Presentation

a. Badge Presentations

Chief Michel welcomed all in attendance. Chief Michel and Chief Davidson summarized the District's promotional testing process and the roles and responsibility that they will assume. Chiefs' Michel and Davidson congratulated the individuals on their promotion. A Fire District badge was presented to the following members of the District:

- i) Ray Ligtenberg, Captain
- ii) Trever Krueger, Engineer

President Ashcraft on behalf of the Board of Directors congratulated the employees and wished them continued success in their new roles.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Board of Directors minutes of May 15, 2013.

b. Receive and File

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 23957 thru 24057 the period May 1 – 31, 2013 totaling:	\$ 420,561.63
Payroll for the period May 1 – 31, 2013	<u>\$ 431,946.42</u>
TOTAL DISTRIBUTION	\$ 852,508.05

(2) Activity Reports – May 2013

- Operations
- Training
- Fire Prevention

(3) District Articles

(4) Correspondence

- Ventura County Fire Protection District
- Douglas Family

5. Old Business

- a. None

6. New Business

a. Fixed Charge Special Assessment for Weed Abatement

Deputy Fire Marshal Hill summarized the staff report provided. She reported that this year, the majority of property owners who received notices willingly complied within the time allowed. This year, the district has two parcels that were non-compliant property owner(s) and to date have not reimbursed the district for the forced abatement fees.

The district’s recourse to recover funds is to place a special assessment on the property tax bill. She requested that the board approve and authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County’s deadline of August 10, 2013 that include the following parcels:

- Parcel No. 267-410-09; and
- Parcel No. 265-380-25.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County’s deadline of August 10, 2013.

b. Preliminary Budget FY14

Chief Michel presented a PowerPoint presentation on the Preliminary Budget for FY14. He summarized the changes proposed within each category. He requested an overall Operating Budget of \$11,285 (in thousands) and noted that staff projects the general fund revenue at \$11,553 (in thousands). He summarized the expenditure changes between the proposed budget and FY13.

He also presented the Capital expenditures proposed, which is primarily funded through the general fund. He noted that there aren't any new planned expenditures for the fire mitigation fund. Capital expenditures (equipment, facility, and vehicles) are estimated to be \$985 (in thousands). The capital expenditures planned are a replacement engine (which was ordered in FY13) and two (2) staff vehicles. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, to approve the Preliminary Budget for FY14 as presented on the following vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 11, 2013, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

7. Oral Reports

a. *Fire Chief – Michel*

- i) San Dieguito Ambulance Service Request for Proposal (RFP): he reported that the County of San Diego has distributed the RFP. The final date to submit a response is August 6, 2013. He anticipates information to the board at the next regular meeting, or a special meeting for direction.
- ii) Deputy Chief Testing: three candidates participated in the two-day testing process. He anticipates a selection and a promotion to become effective July 1, 2013.
- iii) Fire District Golf Tournament: Director Hillgren's family traveled abroad last summer and found an antique fire hose nozzle. Mr. Hillgren with the assistance of District employee's created a perpetual trophy for the winner. The employees hope to restart the tournament in the fall of 2013 or spring of 2014.

b. *Operations – Deputy Chief Ward*

- i) Chief Ward reported on the following topics:
 - (1) Call activity:
 - 251 calls last month, approximately 20% increase to date over last year.
 - No fire loss the previous month
 - (2) Weather outlook continues to be dry. The June fuel moisture is equivalent to what occurs in August.
 - (3) Crews have responded with strike teams to various incidents in southern California.

c. *Training – Battalion Chief Davidson*

- i) Chief Davidson summarized the monthly training activity, which included:
 - (1) Wildland – R2-130
 - (2) Sexual Harassment
 - (3) Radio
 - (4) HazMat
 - (5) Probationary testing
 - (6) Wellness physicals
 - (7) Defibrillator monitor trial study

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- d. *Fire Prevention - Deputy Fire Marshal (Renee Hill)*
 - i) Increase in new construction square footage
 - ii) Provided tours of the shelter-in-place communities to representatives from Fireman's Fund
 - iii) Brian del Rosario was hired as the summer forestry intern starting June 18, 2013
- e. *Administrative Manager - Rannals*
 - i) No report
- f. *Board of Directors*
 - i) North County Dispatch JPA – Update – Director Ashcraft: he summarized meeting held May 23, 2013. Heartland is no longer the backup for NCDJPA. They have a smaller staff and no longer have the appropriate staffing to provide the backup is necessary.
 - ii) County Service Area 17 – Update – Director Hickerson: no report.
 - iii) Comments:
 - (1) Malin – would like to start the negotiation process much sooner this year. August is the target date.

8. Adjournment

Meeting adjourned at 2:26 pm.

Karlana Rannals
Secretary

James H Ashcraft
President