



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING  
MINUTES – July 29, 2013**

President Ashcraft called to order the special meeting of the Rancho Santa Fe Fire Protection District Board of Directors at 9:00 am.

*Pledge of Allegiance*

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

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Deputy Chief Mike Gibbs; Battalion Chief Brett Davidson; and Chris Galindo, Battalion Chief

2. Special Presentation

a. *Retirement Recognition* - Chief Michel welcomed recently retired district member Captain Terry Gibson to the meeting. He thanked him for his years of dedicated service to the District. He presented him with a retired district badge and identification card.

3. Public Comment

a. No one requested to speak to the Board.

4. Old Business

a. *RSF Battalion Chief Response to Elfin Forest Volunteer Fire Department (CSA-107)*

Deputy Chief Gibbs summarized the staff report provided. He reported that the draft agreement was prepared by the District's legal counsel staff supports providing battalion chief duty coverage to Elfin Forest for a one-year trial period.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the *Battalion Chief Duty Coverage Agreement* as presented and authorize the Fire Chief to execute the contract.

b. *San Dieguito Ambulance Service Request for Proposal (RFP)*

Chief Michel began by thanking all staff members serving on the committee for the long hours and hard work to prepare the bid in response to the RFP to provide ambulance transport services to the citizens within the County Service Area – 17. He informed the board that CityGate Consultants, the consulting firm retained to assist staff in the preparation of the bid, has reviewed the text portion of the bid and offered minimum comments to the narrative. They did also offer additional comments regarding the financial portion of the bid preparation, in particular the philosophy the District would charge for administrative fees. The consultant suggested that the board discuss the merits of not seeking full cost recovery and agree to a reduced percentage of time such as 80%. The board discussed the pros and cons and agreed by consensus that they understood that a portion of the administrative staff time would be dedicated to the ambulance transport business and 100% cost recovery in administrative fees most likely would not allow a bid from the District to be competitive.

Chief Michel requested the board's consent to proceed with the completion of the financial component of the RFP, with flexibility to adjust if necessary the hourly rate, to submit a competitive and responsive bid to provide ambulance transport service to CSA-17. Staff responded to questions from the board.

He reminded the board members that RFP responses are due to the County on August 6, 2013. The County will notify the successful bidder mid-October to begin negotiations in mid-October.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to support proceeding with the submission of a bid to provide transport service to CSA-17.

President Ashcraft, on behalf of the Board of Directors conveyed their appreciation to staff and the committee for their untiring efforts in the preparation of this response. The belief is regardless of the outcome, the citizens of CSA-17 will be better served.

5. New Business

a. *Board Vacancy – Resignation of Tom Hickerson*

Chief Michel summarized the staff report provided. He recapped that at the last Board of Directors meeting Tom Hickerson resigned his position effective July 25, 2013. He reported that the remaining board members have the option of appointing a representative to the Board in lieu of a special election. If they choose the option of a special Election, the cost is approximately \$220,000 - \$270,000. The board members did not believe it was prudent to spend the money for a special election. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint a representative in lieu of a special election. The President requested that the Board Clerk notify the public of such vacancy pursuant to all applicable laws.

The Board of Directors agreed to schedule a special meeting on September 10, 2013 starting at 1pm, with an option to continue on September 11, 2013 starting at 10:00 am to interview all applicants to fill the vacancy on the Board of Directors. All interviews will be scheduled time certain.

The Board of Directors also agreed and announced that at the regular meeting scheduled for September 11, 2013 they would appoint the successful applicant to fill the vacancy on the Board of Directors.

6. Adjournment

Meeting adjourned at 10:01 am.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President