



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – September 11, 2013**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

*Invocation*

Ray Ramage, fire district chaplain, led the invocation, which a video followed paying tribute to the men and women who lost their life on the tragic day of September 11, 2001.

*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; Mike Gibbs, Deputy Chief; Bret Davidson, Battalion Chief; Chris Galindo, Battalion Chief; Renee Hill, Deputy Fire Marshal; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the board.

3. Introductions

a. Nicole Berry – Fire Prevention Specialist

Deputy Fire Marshal Hill introduced Nicole Berry who was selected as the District's new Fire Prevention Specialist. Ms. Berry started on September 4, 2013 and is from Glendora, CA. President Ashcraft, on behalf of the Board of Directors, welcomed her and wished her success in her career with the fire district.

4. Special Meeting September 11, 2013 Report

President Ashcraft reported that at the special meeting held just prior to the regular meeting, the Board conducted interviews for the vacant board position. He informed those in attendance that the Board of Directors have selected applicant Tucker Stine to serve in the vacant position previously held by Thomas Hickerson. He will be sworn in at the next regular board meeting. The board congratulated Mr. Stine who attended the meeting as an observer.

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

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

6. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGRENCARRIED 4 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 0 ABSENT to approve:

1. Board of Directors minutes of July 10, 2013; and
2. Board of Directors minutes of July 29, 2013

b. Receive and File

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 0 ABSENT to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 24150 thru 24254 the period July 1 – 31, 2013 totaling:	\$ 402,743.32
Payroll for the period July 1 – 31, 2013	<u>\$ 459,004.48</u>
TOTAL DISTRIBUTION	\$ 861,747.80

(2) List of Demands

Check 242255 thru 24368 the period August 1 – 31, 2013 totaling:	\$ 477,625.27
Payroll for the period August 1 – 31, 2013	<u>\$ 475,631.61</u>
TOTAL DISTRIBUTION	\$ 953,256.88

(3) Activity Reports – 2013

- Operations – August
- Training – July, August
- Fire Prevention – July, August

(4) District Articles

(5) Correspondence

- None

7. Old Business

a. None

8. Public Hearing

a. Final Budget Fiscal Year 2013/2014

President Ashcraft opened and closed the public hearing. Karlana Rannals informed the Board that she had not received any written correspondence regarding the final budget.

9. New Business

a. Fire Engine Surplus Sale

Deputy Chief Gibbs summarized the staff report provided. He informed the board that by consigning early, it allows the successful vendor to advertise nationally the vehicle to potential buyers, while the District

maintains full use of the vehicle until the new engine is placed into service. In addition, a consignment sale usually obtains higher net proceeds for the sale of the equipment.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Fire Chief to enter into a consignment agreement with the vendor that provides the best terms and highest net proceeds for the sale of surplus equipment

b. Final Budget FY14

Chief Michel reviewed and summarized the differences between the preliminary budget presented in June and the final budget presented at this meeting. He reported that the primary differences were

- Revenue: tax revenue is approximately 1.3% higher than FY13 resulting from the increase in assessed valuation and a reduction in tax refunds
- Expenditures
  - Personnel – decrease primarily due to the implementation of a 2<sup>nd</sup> and 3<sup>rd</sup> tier pension plans and a reduction in overtime costs
  - Other Expenditures – increases are primarily due to increased costs for services, a preliminary plan for software upgrades, and the purchase of replacement 800 MHz mobile radios
  - Capital – a replacement fire engine is scheduled for delivery in addition to the replacement of two staff vehicles.

Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2013/2014 Budget as presented.

10. Resolution/Ordinance

a. Resolution No. 2013-11

Ms. Rannals reviewed the purpose of the resolution and stated that the County requires that the District renew each year as a participant in the Fire Mitigation Fee Fund program. This resolution identifies future capital expenditures planned over the next five years.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and APPROVED Resolution No. 2013-11 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting the Fire Mitigation Fee Fund Multi-Year plan on a roll call vote:

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

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b. Resolution No. 2013-12

Ms. Rannals summarized the staff report provided which establishes committed and/or constrained fund balances for FY13. She reported that the completion of the independent audit would occur September 18 and 19. Staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long and short term financial needs of the District. Resolution No. 2013-12 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs.

Chief Michel also explained the purpose of the new committed fund, which plans for potential green initiatives at the fire stations, and an increase in committed funds for the potential upgrade to the County's regional communications system.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2013-12 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing committed and/or Constrained Fund Balances for FY13 on a roll call vote:

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

9. Oral Report

a. Fire Chief – Michel

- i) San Dieguito Ambulance Service Request for Proposal (RFP): a response bid by Rancho Santa Fe Fire Protection District was submitted August 6 to provide transport services. To date, no information has been communicated to any potential bidders.
- ii) District Activities:
  - (1) Fire Prevention Week (*October 7-13, 2013*): he announced the various activities that are planned during the month of October.
  - (2) Employee Recognition (*October 17, 2013*): he reminded all board members of the recognition event that will take place within the courtyard of the Cielo Village Plaza.
  - (3) Pancake Breakfast (*October 27, 2013*): encouraged all board members to attend the breakfast planned at station 1.

b. Operations – Deputy Chief

Chief Gibbs summarized the new report format and responded to questions from the board members.

c. Training – Battalion Chief

Chief Davidson summarized the training activity for July and August. In addition, he has two new firefighter/paramedics that have been hired and participated in a three-week orientation academy.

d. Fire Prevention – Deputy Fire Marshal

DFM Hill summarized the activity for the previous two months, which included weed abatement, new construction plan review and inspections, and the recruitment and selection of the Fire Prevention Specialist.

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e. Administrative Manager

Ms. Rannals thanked both Chief Michel and the Board of Directors for their support and flexibility during her term as international president for the International Association of Administrative Professionals. The annual meeting in Anaheim, California was a resounding success and she shared some of the recognition that she received at the meeting.

e. Board of Directors

i) North County Dispatch JPA – Update – Director Ashcraft: The board met August 22, 2013. There is no significant activity to report.

ii) County Service Area 17 – Update: Director Hillgren unable to attend meeting. Chief Michel informed the board that a discussion would be necessary at the October board meeting since the resignation of Director Hickerson who was appointed the primary representative for Rancho Santa Fe Fire Protection District.

iii) Comments:

(1) None

*Ten-minute recess*

11. Closed Session

Pursuant to section 54957.6, and 54956.8 the board met in closed session from 3:00 – 5:12 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 negotiators for the following real property

Parcel: 264 042 12 00

Negotiating Parties: Tony Michel, Fire Chief

Under Negotiation: Both Price and Terms of Payment

*All board members and staff listed attended the closed session.*

b. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff

Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Emergency Medical Services Coordinator

Unrepresented Employees: Fire Chief; Deputy Chief; Battalion Chief (4); and Administrative Manager

Under Negotiation: Successor Memorandum of Understanding and Compensation

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

Upon reconvening to open session, President Ashcraft reported that the Board of Directors provided direction to staff on both items listed and took no action.

12. Adjournment

Meeting adjourned at 5:15 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President