



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – October 9, 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 Cox led the assembly in the *Pledge of Allegiance*.

1. Oath of Allegiance – Appointed Board Member

Tucker Stine was sworn-in as a member of the Rancho Santa Fe Fire Protection District for terms prescribed by law. Karlena Rannals, Notary Public, administered the *Oath of Allegiance*.

2. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Mike Gibbs, Deputy Chief; Bret Davidson, Battalion Chief; Fred Cox, Battalion Chief; Renee Hill, Deputy Fire Marshal; and Karlena Rannals, Board Clerk

3. Public Comment

No one requested to speak to the board.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions/ordinances.

5. Consent Calendar

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

a. Board of Directors Minutes

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSTAIN (Stine), 0 ABSENT to approve:

1. Board of Directors minutes of September 11, 2013 (special meeting); and
2. Board of Directors minutes of September 11, 2013 (regular meeting)

b. Receive and File

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

- i) Monthly/Quarterly Reports

- (1) List of Demands
 - Check 24369 thru 24454 the period September 1 – 30, 2013 totaling: \$ 398,266.20
 - Payroll for the period September 1– 30, 2013 \$ 528,092.10
 - TOTAL DISTRIBUTION \$ 926,358.20
- (2) Travel Reports
 - Michel – IAFC Conference (*August 12-18, 2013*)
- (3) Activity Reports – September 2013
 - Operations
 - Training
 - Fire Prevention
- (4) District Articles
- (5) Correspondence
 - Northrop Grumman

6. Old Business

- a. None

7. New Business

a. District Representation Assignment

- i) CSA-17: Chief Michel reminded the board members that the District’s primary representative to the CSA-17 Advisory Board is vacant as a result of Tom Hickerson’s resignation. Although the District has an alternate, the board must select a primary and alternate, and complete an application to serve for concurrence by the County Board of Supervisors.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to nominate to the CSA-17 Advisory Board, Director Hillgren as the primary representative and Director Stine as the alternate representative.

- ii) CSA-107: Chief Michel requested that the board consider appointing an ad hoc committee to discuss the feasibility of reorganizing and or consolidating with CSA-107. He reported he has had preliminary discussions with representatives of CSA-107 and those representatives are interested in exploring the options available.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint to the ad hoc committee Director Ashcraft and Director Malin.

8. Resolution/Ordinance

a. Ordinance No. 2014-01

Deputy Fire Marshal Hill summarized the staff report provided. She reported that the district has 180 days to adopt the new consolidated fire code, which was adopted by the State of California in July 2013. She distributed a matrix outlining the proposed changes and discussed what is new to the Ordinance and the Consolidated Fire Code. Staff responded to questions from the board.

She also reported that she would present additional changes to the Ordinance at the second reading, scheduled for November 13, 2013.

9. Oral Report

a. Fire Chief – Michel

- i) San Dieguito Ambulance Service Request for Proposal (RFP): to date, there has been no information received on the status of the RFP submitted by the District.
- ii) District Activities:
 - (1) Fire Prevention Week (*October 7-13, 2013*): to date the activities planned at the schools have been received well. Presentations are planned throughout the month of October.
 - (2) Employee Recognition (*October 17, 2013*): he informed the board members that the location of the recognition event that will take place at Terrazzo Amore located at the Cielo Village Plaza.
 - (3) Pancake Breakfast (*October 27, 2013*): reminder to board members of the pancake breakfast planned at station 1.

b. Operations – Deputy Chief

Chief Gibbs summarized the four-year comparative data included in the report. He took the opportunity in creating the revised report format to validate the call data. The data retrieved from FireStats is a better representation of the call types the district responds.

He also reported of significant events responded to the previous month, which included:

- Commercial fire at Morgan Run
- Traffic collision on Del Dios Highway
- Medical Aid at LA Fitness
- Strike team response to Camp Pendleton

c. Training – Battalion Chief

Chief Davidson summarized the training activity for September. It included:

- Classes on “acceptable conduct” and “sexual harassment”
- Confined space
- Curriculum training for fire prevention presentations

d. Fire Prevention – Deputy Fire Marshal

DFM Hill summarized the activity for the previous month, which included weed abatement, new construction plan review and inspections, and the notices sent about the diseased and dying eucalyptus trees.

e. Administrative Manager

No report

f. Board of Directors

- i) North County Dispatch JPA – Update – Director Ashcraft: no report, the next meeting is scheduled for December 5, 2013.
- ii) County Service Area 17 – Update – Director Hillgren: no report, the next meeting is scheduled for November 5, 2013.
- iii) Comments:
 - (1) Stine – expressed his appreciation for the appointment and looks forward to the opportunity to serve the residents of the fire district.

Ten-minute recess

10. Closed Session

Pursuant to section 54957.6, and 54956.8 the board met in closed session from 2:50 – 3:59 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 Chief Michel, Deputy Chief Gibbs and Karlena Rannals 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.

11. Adjournment

Meeting adjourned at 4:01 pm.

Karlana Rannals
Secretary

James H Ashcraft
President