



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

*Pledge of Allegiance*

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

1. 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; Jim Sturtevant, Battalion Chief; Renee Hill, Deputy Fire Marshal; and Karlana Rannals, Board Clerk

President Ashcraft informed the Board that pursuant to government code section 54954.2(b) (2) there is a request to amend the agenda to include the following topics for discussion and/or action:

AMEND AGENDA ITEM:

Closed Session

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property:

- 1) 16936 El Fuego, Rancho Santa Fe, CA 92067
- 2) 16930 Four Gee Road, San Diego, CA 92127
- 3) 18040 Calle Ambiente, Rancho Santa Fe, CA 92067

Agency Negotiator: Tony Michel, Fire Chief

Negotiating Parties: American Medical Response

Under Negotiation: Instruction to negotiator concerning price and term

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to amend the agenda as requested.

2. Public Comment

Fire Chief Frank Twohy (Elfin Forest/Harmony Grove Volunteer Fire Department), 20018 Fortuna Del Este, Elfin Forest: on behalf of his Board of Directors expressed appreciation for the RSF Fire Board's consideration in the feasibility of a consolidation with the volunteer fire department. He believes there is an opportunity for both agencies to work together by combining the subcommittee to work through the feasibility process.

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

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

4. Consent Calendar

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

a. Board of Directors Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSTAIN 0 ABSENT to approve:

1. Board of Directors minutes of November 13, 2013 (regular meeting)

b. Receive and File

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 24570 thru 24634 the period November 1 – 30, 2013 totaling:	\$ 308,906.15
Payroll for the period November 1– 30, 2013	<u>\$ 586,889.67</u>
TOTAL DISTRIBUTION	\$ 895,795.82

(2) Activity Reports – November 2013

- Operations
- Training
- Fire Prevention

(3) District Articles

(4) Correspondence

- Sarokin

5. Closed Session

Pursuant to section 54957.6, and 54956.8 the board met in closed session from 1:08 – 1:20 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 REAL PROPERTY NEGOTIATORS

Property:

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Agency Negotiator: Tony Michel, Fire Chief

Negotiating Parties: American Medical Response

Under Negotiation: Instruction to negotiator concerning price and term

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

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- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957:  
Public Employee Performance Evaluation – Title: Fire Chief  
*All board members listed attended the closed session*
- c. 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  
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 attended the closed session.*

Upon reconvening to open session, President Ashcraft reported the following:

- a. The Board gave direction to staff concerning price and term for the leased space. He also reported that after a review of lease contracts by legal counsel, the Fire Chief is permitted to execute the documents because of timing; however, all signed contracts are to be included for review on the consent agenda for the January meeting.
- b. The board received information from the negotiators and direction for a compensation adjustment for the Fire Chief was given.
- c. The board received information from the negotiators and the board took no further action.

6. Old Business

- a. None

7. New Business

- a. Independent Auditor's Report FY2013/2013

Director Malin reported that the Finance ad hoc committee (Directors' Malin and Tanner, Chief Michel and Karlana Rannals) met with Paul Kaymark CPA to review the draft audit report for FY13.

He reminded his board colleagues of new financial statements reporting requirements (GASB 68) which phases in over five years, the full pension liability beginning in 2015. Director Malin informed the Board that the ad hoc committee was satisfied with the discussion in the meeting and recommended that the Board accept the report as presented. The ad hoc committee responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY 2012/2013 independent audit prepared by Charles Z. Fedak CPA & Company as presented.

8. Public Hearing

a. Ordinance No. 2014-01

President Ashcraft opened the public hearing. The Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. There were no requests to speak. President Ashcraft closed the public hearing.

9. Resolution/Ordinance

a. Resolution 2013-14

Chief Michel informed the Board that the resolution presented is requested for adoption to confirm the recently negotiated salary and benefits for unrepresented employees.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2013-14 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel on a roll call vote:

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

b. Ordinance No. 2014-01

Deputy Fire Marshal informed the board that there have been no changes to the ordinance since the second reading. She also reported that legal counsel has reviewed the proposed ordinance.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED Ordinance No. 2014-01 *entitled* an Ordinance of the Rancho Santa Fe Fire Protection District Which Adopts the California Fire Code, 2013 Edition and 2012 International Fire Code with Certain Amendments, Additions, and Deletions on a roll call vote:

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

President Ashcraft requested that the board clerk publish a *Notice of Ordinance Adoption* pursuant to all applicable codes.

10. Oral Report

a. Fire Chief – Michel

- i) CSA 107 – Elfin Forest/Harmony Grove – Update: he received an update from a representative of the County Fire Authority. Because of other priorities, County staff has not been able to focus much time on the feasibility of a consolidation. He offered to assist, in addition to other fire district staff to move this opportunity along.

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ii) District Activities:

- (1) Golf Tournament (*December 3, 2013*): very successful event. He conveyed his appreciation to the Hillgren's for allowing the players to gather at their home for the potluck afterwards.
- (2) Cielo Project: the Fire Chief and Deputy Fire Marshall were invited to a public hearing regarding this project. The project is outside the fire district boundaries, and will need to annex to the district for service.

b. Operations – Deputy Chief

Chief Gibbs summarized the monthly report, noting that calls decreased by 4% over the previous month and distributed the seasonal weather outlook. He noted that no significant events that occurred the previous month.

As a follow-up to last month meeting, he distributed a report that shows the percentage of calls that are EMS related. The district's EMS calls is approximately 50%. This is lower than neighboring jurisdictions, and he offered his assessment including the difference of demographics and the district does not have hospitals, convalescent homes or assisted living facilities.

c. Training – Battalion Chief

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

- Hose Lays
- Multi-casualty drill (MCI) at Palomar Airport
- Night drills
- Revised County Tag System

d. Fire Prevention – Deputy Fire Marshal

DFM Hill summarized the activity for the previous month, which included, abatement notices for weeds and dead trees, new construction plan review and inspections, and a presentation on home safety that was coordinated through the Senior Center. New construction increased from the previous month.

e. Administrative Manager

No report

f. Board of Directors

- i) North County Dispatch JPA – Update – Director Ashcraft: he attended the meeting on December 5, 2013. The audit for FY13 was accepted, and he summarized the financial concerns for upcoming capital improvement projects.
- ii) County Service Area 17 – Update – Director Hillgren: no report, the next meeting is scheduled for February 4, 2014.
- iii) Comments:
  - (1) Hillgren – inquired about a phone app to contact all trained CPR personnel.

11. Adjournment

Meeting adjourned at 2:49 pm.

[Signatures next page]

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Karlana Rannals  
Secretary

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James H Ashcraft  
President