



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – January 8, 2014**

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 Sturtevant 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

2. Public Comment

No one requested to speak to the board.

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

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

4. Consent Calendar

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

i) Board of Directors minutes of December 11, 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 24635 thru 24727 the period December 1 – 31, 2013 totaling:	\$ 464,260.87
Payroll for the period December 1– 31, 2013	<u>\$ 449,955.47</u>
TOTAL DISTRIBUTION	\$ 914,216.34

c. Lease Agreements – Ratify month-to-month lease agreements executed by the Fire Chief at the direction of the Board of Directors:

i) Lease Agreement between Rancho Santa Fe Fire Protection District and American Medical Response of Southern California – 16936 El Fuego, Rancho Santa Fe

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- ii) Lease Agreement between Rancho Santa Fe Fire Protection District and American Medical Response of Southern California – 16930 Four Gee Road, San Diego
- iii) Lease Agreement between Rancho Santa Fe Fire Protection District and American Medical Response of Southern California – 18040 Calle Ambiente, Rancho Santa Fe

5. Old Business

- a. None

6. New Business

- a. Budget Authorization

Chief Michel reported that at the November 2013 meeting, staff received approval to purchase a new Ford Expedition, but he noted that prior to purchase, the fleet needs assessment will be conducted. After the review, staff requested authorization to purchase two (2) replacement Command/Staff vehicles with Radio and Emergency Lighting packages. The vehicles will be purchased from the City of San Diego Bid #10032675-13-E with San Diego County options.

- Total Vehicle costs including sales tax and fees (\$56,802)
- Mobile Radios, Emergency Lighting, and Console, (\$40,000)
 - **Total Cost: (\$96,802)**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, 5 AYES; 0 NOES; 0 ABSENT to approve staff requests and authorize the purchase for two (2) replacement Command/Staff vehicles with Radio and Emergency Lighting packages. The vehicles will be purchased from the City of San Diego Bid #10032675-13-E with San Diego County options for the estimated cost of \$96,802.

7. Oral Report

- a. Fire Chief – Michel

- i) CSA 107 – Elfin Forest/Harmony Grove – Update: he has no new information because of the holidays. County staff informed him that they are working on a detachment, which was requested by the developer. He continues to have dialogue with County to help them understand the District’s philosophy for emergency responses, station locations and funding. He was asked to attend the next Community Advisory Committee meeting.
- ii) District Activities:
 - (1) San Diego County Planning Advisory Committee Meeting: he and the Deputy Fire Marshal attended a meeting regarding the proposed Cielo project.
 - (2) Firehouse World: he invited the board members to attend the exposition at the San Diego Convention Center any day between February 17 and 20.
 - (3) CSDA Annual Conference: this is for planning purposes, should a board members plan to attend, the conference is scheduled for September 29 – October 2, 2014 in Palm Springs.
 - (4) Employee Recognition: the staff is proposing to return to the spring cycle of employee recognition. The tentative date planned is May 2, 2014 and the location will be finalized prior to the next meeting.

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b. Operations – Deputy Chief

Chief Gibbs summarized the monthly report, noting that the called decreased approximately 5% or 2,517 calls for calendar year 2013. The fuel moistures are down and minimum rain is expected. There were no significant calls to report for the previous month.

c. Training – Battalion Chief

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

- Hose lays
- Elevator training
- Driver/operator certification

d. Fire Prevention – Deputy Fire Marshal

DFM Hill summarized the activity for the previous month. She reported that the “new construction” square footage totals for calendar year 2013 surpassed the previous years. Staff is reviewing a log of tenant improvement plans.

e. Administrative Manager

No report.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft - no report. The next meeting is scheduled for February 27.
- ii) County Service Area – 17 – Update: Hillgren – no report. The next meeting is scheduled for February 4.
- iii) Comments
 - (1) Malin – informed the board members of a news article on disability fraud in New York State.

8. Adjournment

Meeting adjourned at 1:56 pm.

Karlana Rannals
Secretary

James H Ashcraft
President