



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – March 12, 2014**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:02 pm.

*Pledge of Allegiance*

Director Hillgren 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; Chris Galindo, Battalion Chief; Jim Sturtevant, Battalion Chief; and Renee Hill, Deputy Fire Marshal

**2. Public Comment**

No one requested to speak to the board.

**3. 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.

**4. Consent Calendar**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve:

i) Board of Directors minutes of February 12, 2014, *with a typo corrected, page 5*

ii) Board of Directors minutes of February 25, 2014

b. Receive and File

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to receive and file:

i) Monthly/Quarterly Reports

1) List of Demands

Check 24728 thru 24821 the period February 1 – 28, 2014 totaling: \$ 344,246.15

Payroll for the period February 1– 28, 2014 \$ 442,420.16

TOTAL DISTRIBUTION \$ 786,666.31

2) Activity Reports – February 2014

- Operations
- Training
- Fire Prevention

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- 3) District Articles
- 4) Correspondence
  - None

5. Old Business

- a. None

6. Consent Calendar

- a. Surplus of Equipment

Chief Michel reminded the board that we received grant funds for the purchase of a new printer/plotter/scanner. There are options to the District Options to dispose of equipment, which include:

1. County Auction – not recommended, County assesses an 80% service charge, staff does not believe this is viable
2. Online Auction – discouraged by legal counsel because of liability behind it
3. Sealed Public bid – not recommended extra staff time involved
4. Donation to another governmental or public agency

Staff recommends that the Board agree to donate the equipment to San Diego Mesa College GIS program, which provides training to fire service personnel in our zone, which does support the fire service overall.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 5 AYES; 0 NOES; 0 ABSENT to approve the donation of surplus equipment (*printer/scanner/plotter*) to San Diego Mesa College and authorize the Fire Chief to execute all appropriate documents required for the donation.

- b. Ad hoc Committee

Chief Michel requested board representatives to serve on an ad hoc committee to update the strategic plan. He informed the board members that money was included in the FY14 budget to retain the services of a consultant. The District last updated the strategic plan in 2009, and to date, many of the objectives are complete.

He is seeking many stakeholders to participate in the process in addition to the board representatives, such as both bargaining groups (firefighter and administration), and other internal and external stakeholders. Staff responded to questions from the board. At the conclusion of the discussion, Directors' Stine and Tanner agreed to serve on the ad hoc committee.

- c. Board Meeting Schedule – April 9, 2014

Director Hillgren due to a prior commitment requested to participate in the regular meeting for April 9, 2014 via teleconference. She agreed to comply with all of the requirements to phone in. President Ashcraft responded that the Board Clerk will follow-up to ensure the District is in compliance for teleconference participants.

7. Resolution/Ordinance

a. Resolution 2014-01

Chief Michel informed the Board that the District must update its resolution annually to participate in the Fire Mitigation Fee Fund program administered by the County of San Diego.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2014-01 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program* on the following roll call vote:

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

8. Oral Report

a. Fire Chief – Michel

- i) List of Demands – he informed the board that the district has recently experienced large expenditures as of result of repairs and maintenance of the apparatus.
- ii) CSA 107 – Elfin Forest/Harmony Grove – Update: he informed the board that a meeting was held February 18 with representatives from the Fire District, Elfin Forest, County Fire Authority and developer to discuss the status of the fire station location. Subsequent conversations with the County regarding a property tax exchange to increase revenue to provide. The County is negotiating between departments, and if they are successful, he knows that there is still a shortfall in revenues to operate a full-time fire station. The County is looking for alternative revenue to make up the short
- iii) District Activities:
  - 1) CSDA Legislative Days – May 20 – 21, 2014 (*Sacramento*) – if there is an interest for up to two board members to attend, please contact him.
  - 2) Fire Mitigation Fee Program Annual Committee Meeting – each year an annual meeting is conducted and this year, there was a recommendation from the Fire Mitigation Fee Committee to increase the fire mitigation fees an additional five cents (.05). The fee will only increase if the Board of Supervisors approves the recommendation.
  - 3) Firehouse World (*San Diego*) – he thanked the three board members for attending.
  - 4) San Diego County Fire Chiefs’ Annual Wildland Training Drill – April 3, 4 and 7 – a summary of the planned activities was provided. If there is an interest by any board member to attend this training in Viejas, please contact him.
  - 5) Additional Topics
    - Boot Drive – the annual boot drive benefiting the San Diego Burn Institute is planned for March 13, 2014. The District plans to participate.
    - Administrative Professionals Day – April 23, 2014

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b. Operations – Deputy Chief

Chief Gibbs summarized the monthly report, noting that the calls are down approximately 6% from the previous year. He also reported that the fuel moisture report is different from previously provided. He explained the changes, and with the assistance of Director Malin, they believe the new format will provide more the board more useful information. There were no significant calls to report for February.

c. Training – Battalion Chief

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

- 1) Hose lays/hose testing
- 2) Large area search
- 3) Critical Incident Stress Debriefing
- 4) New hire recruitment will begin in April as a result of a firefighter/paramedic submitting their resignation.

d. Fire Prevention – Deputy Fire Marshal

DFM Hill summarized the activity for the previous month. She reported that the “new construction” square footage for February decreased considerably, however the plan reviews are consistent to previous months. She is preparing the flyer to recruit a summer intern for the *Shelter in Place* communities. They are seeking an intern with fuel management experience. They are also in the beginning stages of getting some smaller residential communities within the Fire District recognized by the State as a FireWise community. This recognition helps in obtaining grants. Chief Michel also informed the board that secondary access and dead end road ways are still an issue that staff is dealing with.

e. Administrative Manager

- i) Chief Michel reported on her behalf that the North County Dispatch JPA has been the focus of a random audit by CalPERS. She anticipates findings in the final report that must be corrected. The corrections include primarily reporting statutory compensation.
- ii) District received a California Public Records Request Act request from the Union Tribune regarding emails sent and received by the Fire Chief. He informed them that the information prepared and reviewed by legal counsel, was submitted within the specified time.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – encouraged board members to stop by the dispatch center during Dispatcher Appreciation Week – April 14-18, 2014.
- ii) County Service Area – 17 – Update: Hillgren – no report.
- iii) Comments
  - 1) Stine – appreciated the opportunity to tour the Elfin Forest/Harmony Grove area. It helped in understanding the District’s concern.
  - 2) Tanner – he also appreciated the opportunity to tour the Elfin Forest/Harmony Grove area.

*Ten-minute recess*

9. Closed Session

Pursuant to section 54957, the board met in closed session from 2:09 – 2:44 pm to discuss the following:

- a. 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 and Chief Michel attended the closed session. Chief Gibbs attended a portion of the session.*

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the matter listed and took no action.

2. Adjournment

Meeting adjourned at 2:46 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President