



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – April 9, 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*

Chief Tony Michel led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner (*Note: Director Hillgren participated via teleconference from the following location: Los Conchas #204, Calle Camino de la Estrella En el Desarrollo de Punta Ballena, Los Cabos, B. C. S. 23410*)

Directors Absent: None

Staff Present: Tony Michel, Fire 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

6. **New Business**

b. Acceptance of Donation

To discuss and/or accept a donation in recognition of district personnel from *The City Church – Staff Report 2014-10*

ACTION REQUESTED: **Accept**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, APPROVED on the following roll call vote to amend the agenda as requested:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

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 STINE, APPROVED on the following roll call vote to waive reading in full of all resolutions/ordinances:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, APPROVED on the following roll call vote to approve the Consent Calendar as submitted:

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

a. Board of Directors Minutes

i) Board of Directors minutes of March 12, 2014

b. Receive and File

i) Monthly/Quarterly Reports

(1) List of Demands

Check 24728 thru 24821 the period March 1 – 31, 2014 totaling:	\$ 397,052.88
Payroll for the period March 1– 31, 2014	<u>\$ 444,941.16</u>

TOTAL DISTRIBUTION	\$ 841,994.04
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(2) List of Demands

(3) Activity Reports – March 2014

- Operations
- Training
- Fire Prevention
- List of Demands

(4) District Articles

(5) Correspondence

- San Diego Mesa College Foundation

5. Old Business

a. None

6. New Business

a. Ad Hoc Committee Appointment

Ms. Rannals reported that the annual audit is on the calendar for FY14. Each year board members are requested to participate in a preliminary and final meeting with the auditors. She requested the board appoint board members to serve on this ad hoc committee. Directors Malin and Tanner agreed to serve as members of the ad hoc committee.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, APPROVED on the following roll call vote to appoint Directors Malin and Tanner to serve on the Audit Ad Hoc Committee for FY14:

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

a. Acceptance of Donation

Chief Michel informed the board that *The City Church* wanted to do something for the District and did not specify what to purchase. Per the District’s policy, he requested that the board accept the donation and he will report to the board at a future meeting as to what is purchased with the money.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, APPROVED on the following roll call vote to accept the \$1,000 donation from *The City Church*:

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

7. Resolution/Ordinance

a. Resolution 2014-02

Ms. Rannals summarized the staff report provided. She reported that because of a recent CalPERS audit for the District’s contract agency (North County Dispatch Joint Powers Authority), staff learned that the various pay schedules included within the various MOUs and resolutions do not satisfy the CalPERS requirement of adopting a “publicly available pay schedule.” The resolution provided will satisfy the requirement and the schedule is a summary of all previously approved salary schedules. She also suggested that any time the board makes a change to a resolution and the salary schedule requires updating, that future resolutions be listed as a “Consent” item on the agenda. There were no objections from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2014-02 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5* on the following roll call vote:

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

b. Ordinance 2014-02

Chief Michel summarized the staff report provided. He informed the Board that the intent of this ordinance is through compliance to reduce the number of false alarm activations and be able to recover the costs associated with responding to nuisance alarms. He also stated to the Board that this ordinance is necessary, as responding to false alarm is an important life-safety issue. With the adoption of a Nuisance Alarm ordinance, it will reduce the number of false alarms and the frequency of repeat false alarms. The District’s response to false alarms has increased and has created situations where engine companies are out of

position for other emergencies. This requires the next closest engine company from another station or jurisdiction to respond. These situations are compounded when the District responds to the same location on multiple occasions. Each time a fire engine responds to an emergency, there is a cost associated with the operation of the fire engine. Fuel and maintenance costs are approximately \$11 per mile for a District engine company. With an average incident round trip of four miles, apparatus costs are approximately \$44 per incident. In addition, the District is charged a "cost per call" for dispatching services. Although small in appearance, this cost increases rapidly when you consider the number of false alarms the engine company responds to annually. As a point of interest, the District has responded to 87 false alarms to one address, since 2010. He believes that by reducing the number of false alarms it will also have a positive effect on the District operationally by improving our emergency response, increasing firefighter safety and reducing apparatus costs. He recommends the Board of Directors proceed with the ordinance adoption for nuisance alarms. Staff responded to questions from the board.

The Board of Directors agreed that this is an important issue and the board clerk was requested to proceed with the ordinance adoption process. A second reading is planned for May 14, 2014.

## 8. Oral Report

### a. Fire Chief – Michel

- i) CSA 107 – Elfin Forest/Harmony Grove – Update: he informed the board that he had an informal meeting with County representatives regarding the fire station location and space needs. He was told that County staff has met with the appropriate individuals in reference to the property tax exchange, and he knows that there is still a shortfall in revenues to operate a full-time fire station. He believes that the County is looking for alternative revenue to make up the shortfall. He continues to respond to interested parties on the status of a potential reorganization, that the district is still in the feasibility phase of a possible reorganization.

### ii) District Activities:

- Dispatcher Appreciation Week – April 14-18, 2014: The District will host lunch at the dispatch center on April 16. All board members were encouraged to attend.
- Pancake Breakfast (4S Ranch) April 19, 2014: The Firefighters Association will serve pancakes and he invited all board members to attend.
- CERT Graduation – April 19, 2014: he invited all board members to attend the graduation.

### b. Operations – Deputy Chief

Chiefs' Davidson and Sturtevant summarized the previous month's activity. The district responded to 218 calls. They also reported on three significant calls: 1) structure fire on Via Del Alba; 2) structure fire at Polo Plaza, which was determined to be a laundry cart; and 3) hazardous materials incident from a trash truck in the 4S Ranch area.

### c. Training – Battalion Chief

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

- i) Hose lays
- ii) Forcible Entry, hosted by Vista
- iii) Advance Cardiac Life Support (ACLS) Recertification
- iv) Mass Casualty Incident (MCI) drill, in cooperation with San Marcos

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d. Fire Prevention – Deputy Fire Marshal

DFM Hill summarized the activity for the previous month. She reported that the “new construction” square footage for March was approximately 52,000 square feet, with 93 plan reviews and 76 consultations performed. She has advertised for the summer intern for the *Shelter in Place* communities.

e. Administrative Manager

i) She reminded the board members of the Employee Recognition dinner planned for Friday, May 2 in the Courtyard of Cielo Plaza.

f. Board of Directors

i) North County Dispatch JPA – Update: Ashcraft – no report. The next meeting is scheduled on May 22, 2014.

ii) County Service Area – 17 – Update: Hillgren – no report. The next meeting is scheduled for May 6, 2014.

iii) Comments

9. Adjournment

Meeting adjourned at 2:36 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President