



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING  
MINUTES – June 24, 2014**

*(This meeting was in lieu of the regular meeting of June 11, 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: Mike Gibbs, Deputy Chief; Chris Galindo, 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 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 HILLGREN, 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 June 4, 2014

b. Receive and File

i) Monthly/Quarterly Reports

(1) List of Demands

Check 25076 thru 25160 the period May 1 – 31, 2014 totaling: \$ 371,962.21

Payroll for the period May 1– 31, 2014 \$ 613,346.68

TOTAL DISTRIBUTION \$ 985,308.89

(2) Activity Reports – May 2014

- Operations
- Training
- Fire Prevention

(3) District Articles

(4) Correspondence

- Burn Institute
- Lofthouse
- Carlis
- Moventette-Trafton
- Cielo Residents/HOA
- Mertz
- Photos of thank you notes received

5. Public Hearing

a. Ordinance No. 2014-02

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.

6. Old Business

a. None

7. Resolution/Ordinance

a. Resolution No. 2014-06

Chief Gibbs informed the Board that the resolution presented is requested for adoption to confirm the recently negotiated salary and benefits for the Emergency Medical Services Coordinator position.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2014-06 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salary and Benefits for the Emergency Medical Services Coordinator Position on a roll call vote:

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

b. Ordinance No. 2014-02

Chief Gibbs and Deputy Fire Marshal Hill summarized the process to develop the ordinance and reminded the board members of the statistics and 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 noted that once the Board of Directors adopts the ordinance, the ordinance would not become effective until August 10, 2014. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Ordinance No. 2014-02 *entitled* an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Pertaining to Nuisance Fire and Medical Alarms on a roll call vote:

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

8. New Business

a. Hazard Abatement – Sole Source Contractor

Deputy Fire Marshal Hill summarized the staff report provided. She reported that the contract for the sole source contractor has expired. She reviewed the bid submission process and of the five bids received, three were determined to be responsive. She reported that after reviewing all schedules of fees received, “R.E. Badger and Son, Inc.” was determined the lowest and most responsive bid. It was recommended that the Fire Chief or his designee be authorized to execute a service agreement with, *R.E. Badger and Son, Inc.* as the sole source contractor for forced abatement of hazardous vegetation and rubbish within the for parcels in violation of District’s Ordinance 04-02 and 2014-01. Staff responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and APPROVED 5-0 the staff recommendation to authorize the Fire Chief or his designee to enter into a service agreement for a sole source contractor with “*R.E. Badger and Son, Inc.*” for forced abatement of hazardous vegetation, and rubbish with the Rancho Santa Fe Fire Protection District for parcels in violation of the Fire District’s Ordinance 04-02 and 2014-01.

b. Board Meeting Schedule

Ms. Rannals requested to review the upcoming board-meeting schedule to confirm a quorum and remind the board members that the September meeting would include the final budget on the agenda. At the conclusion of the board discussion, since the July 9 meeting was days away from the June 24 meeting, it was determined that any agenda items planned for the July meeting could be deferred to August.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and APPROVED 5-0 to cancel the July 9, 2014. President Ashcraft requested that the board clerk notice the cancelled meeting.

c. Preliminary Budget FY15

Ms. Rannals presented a PowerPoint presentation on the Preliminary Budget for FY15. She summarized the changes proposed within each category.

She reported that preliminary revenue projection \$12,089 (in thousands) is down (.8%). The tax revenue anticipated is primarily from the San Diego County Tax Assessor's FY14 estimated receivables. This projection will most likely be different at final budget.

She reported that the overall Operating Budget of \$11,285 (in thousands). She summarized the expenditure changes between the proposed budget and FY14 budget that include:

- Personnel Cost (+7.6%) – the overall increase are results of
  - MOU and employee resolution increased wages
  - Reinstatement of the Fire Marshal position
  - Increase in health care costs
  - Decrease in overtime costs
- Contractual Services (+1.7%) - the overall increase are results of
  - Decrease in Administrative fees
  - Increase in Dispatch services
  - Decrease in service agreements
  - Increase in utility costs
- Material & Supplies (-19.9%) – the overall decrease are the results of
  - Decrease in furnishings and equipment
  - Decrease in radio as the result of completing the 800/VHF radio purchase
  - Decrease in safety equipment

She summarized the Capital expenditures proposed, which is primarily funded through the general fund. She noted that staff is in the process of updating the five year capital expenditure plan for the fire mitigation fund, which will be presented at a future meeting. Capital expenditures (equipment, facility, and vehicles) are estimated to be \$1,521 (in thousands). The capital expenditures planned are two replacement engines (one of which was ordered in FY13) and one staff vehicles. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, to approve the Preliminary Budget for FY15 as presented on the following vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 10, 2014, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

*Ten-minute recess*

9. Oral Report

a. Fire Chief – Michel

i) CSA 107 – Elfin Forest/Harmony Grove – Update: Chief Gibbs reported that a meeting is scheduled to discuss the fire station space need analysis. In addition, LAFCO sent the required application and supporting material to staff to begin the reorganization process with CSA-107.

ii) District Activities:

(1) Fairbanks Ranch HOA hosted a thank you dinner on June 4, 2014

(2) The new engine has arrived in Anaheim and district personnel are in the process of performing the needed inspections prior to acceptance.

(3) Chief Michel was invited to serve as Grand Marshal for the 4<sup>th</sup> of July parade in Rancho Santa Fe

b. Operations – Deputy Chief

Chief Gibbs summarized the report noting the calls for May 2014. The fuel moisture remains below 60%, which is well below the critical level. He provided an overview of the significant fire events (Coco's, Poinsettia and Bernardo) and gave a specific presentation on the Bernardo Fire that charred 1,540 acres.

c. Training – Battalion Chief

Chief Galindo reporting for Chief Davidson summarized the training activity for May. It included:

i) New hire exam (50 applicants, 7 interviewed, and 4 applicants are currently in background)

ii) Engineer's exam (all eight candidates successfully passed)

iii) Captain's exam (5 candidates)

d. Fire Prevention – Deputy Fire Marshal

Deputy Fire Marshal Hill summarized the activity for the previous month. She reported that submissions for plan review have increased, noting a large increase in the square footage for new construction. Because of the May fires, staff is receiving numerous requests for HOA presentations.

e. Fire Prevention –Administrative Manager

She reminded the board about the candidate filing period (July 17 – August 15) for the November general election. Nomination papers may be obtained at the Registrar of Voters or through her office on or after July 17.

f. Board of Directors

i) North County Dispatch JPA – Update: Ashcraft – no report. The next meeting is planned for August.

ii) County Service Area – 17 – Update: Director Hillgren – no report

iii) Comments

(1) Malin: he informed the board that he and Director Tanner attended the audit entrance meeting. There were told by the auditor of the new mandate for the district financial reports that beginning with FY16 the unfunded pension liability will be recorded.

(2) Stine: he expressed his interest in working with staff to get public education and information in the schools.

(3) Ashcraft: he informed the members that RSF Foundation was trying to help residents who were affected by the fires.

10. Adjournment

Meeting adjourned at 4:13 pm.

---

Karlana Rannals  
Secretary

---

James H Ashcraft  
President