



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – January 9, 2008**

Rancho Santa Fe FPD – Board/Community Room  
Headquarters – 16936 El Fuego  
Rancho Santa Fe, California 92067

A regular meeting of the Rancho Santa Fe Fire Protection District Board of Directors was called to order at 1:00 p.m.

*Pledge of Allegiance*

Chief Pavone led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Malin, Tanner

Directors Absent: Hickerson, Hillgren

Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief; Cliff Hunter, Fire Marshal; Fred Cox, Battalion Chief; Bret Davidson, Battalion Chief; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the board.

3. Special Presentations

Chief Pavone summarized the “fire storm” event in October 2007 that resulted in an outpouring of community support during and after the “Witch Creek” fire for the Fire District, and fire victims. In acknowledgement of the efforts and support of the bike/toy distribution to young fire victims, he presented certificates of appreciation to the following recipients:

Chris Danner, Firefighter/Paramedic, Rancho Santa Fe Fire Protection District  
Reverend Dr. Jack Baca, Senior Pastor Rancho Santa Fe Village Presbyterian Church  
Tony Hawk Foundation (CC Flashman, Representative)

On behalf of the Rancho Santa Fe Professional Firefighters Association, Chris Dinner presented a plaque of appreciation to the Tony Hawk Foundation for all donated goods in support of the special event for the young fire victims of the “Witch Creek” fire.

On behalf of the Board of Directors, President Ashcraft extended congratulations to all involved in the event.

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to approve the Consent Calendar.

a. Board of Directors Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of December 12, 2007.

b. Receive and File

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to receive and file:

i. Monthly/Quarterly Reports

(a) List of Demands – December 1 -31, 2007	\$463,479.35
Payroll for the period December 1 – 31, 2007	<u>\$411,511.84</u>
TOTAL DISTRIBUTION	\$874,991.19

(b) Activity Reports – December 2007

- Fire Prevention
- Operations
- Training

(c) District Articles – December 2007

ii. Correspondence

- City of Solana Beach
- University of California (2)
- Kevin Jeffries, Assembly Member, California Legislature

5. Old Business

a. Acceptance of Donations

Chief Pavone distributed an updated list of residents who sent a check in gratitude of the efforts and performance of District personnel during the October 2007 wildfires. To date, unrestricted cash donations total \$41,100. A donation for \$2,500 was received with a specific request to purchase goggles. This purchase is currently being researched. He also reminded the Board that the District sends letters of acknowledgement to the donor.

Chief Pavone reported to the Board the outcome for each employee group's vote regarding the employees' proportionate share. The members of the Firefighters Association requested that the final per person contribution be remitted to the Professional Firefighters Association and that the Administrative/Prevention personnel and the Management personnel selected a one-time distribution to their Health Retirement Savings account.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to the following:

Accept the monetary donations totaling \$13,000 because of the October 2007 wildfires and distribute the proportionate share as approved at the December 2007 Board of Directors meeting. (*Note: Total received through January 9, 2008 - \$43,600*)

6. New Business

a. Contract: Duty Coverage between Rancho Santa Fe Fire Protection District and Solana Beach and Del Mar Fire Departments.

Chief Pavone summarized the staff report included. He reminded the Board members that the District gave notice in August 2007 to terminate the existing duty-coverage contract. The current contract does not include any compensation for services since the District agreed to an "in-kind" contribution during the cooperative efforts evaluation.

Chief Pavone reported that although the evaluation is complete, there is a desire by the City of Solana Beach to continue duty coverage by contract. He estimated that the Battalion Chiefs spend approximately 15 hours per month responding to the cities of Del Mar and Solana Beach Fire Departments. The proposed agreement is the same with the exception of a compensation clause, and that the contract was prepared originally by the District's legal counsel.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to approve the contract for duty coverage between Rancho Santa Fe Fire Protection District and Solana Beach and Del Mar Fire Departments.

b. Contract: Recognition of New Classification and Salary Range of Office Support Coordinator  
Chief Pavone reported that when the Staff Assistant for Fire Prevention resigned her position in August 2007, the managers reviewed the position description and re-titled the classification, not realizing the Memorandum of Understanding (MOU) did not cover that classification. The incumbent in the Office Support Coordinator position has requested that her position be recognized and added as a represented classification for wages and benefits. The salary range is set at the same pay range as Staff Assistant I.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to approve the following:

1. Add a new classification title *Office Support Coordinator*;
2. Set the pay range for Office Support Coordinator at the same pay range as Staff Assistant I;
3. Establish a side letter between Rancho Santa Fe Fire Protection District and Rancho Santa Fe Fire Protection District Employees Association in recognition of the new classification; and
4. Authorize representatives of Rancho Santa Fe Fire Protection District to execute the side letter effective January 9, 2008.

## 7. Oral Reports

### a. Fire Chief – Pavone

- He reminded the Board of the special event planned for January 27 from 11:00 am – 1:30 pm to allow the community to say “thank you” to first responders for their role in the “Witch Creek” fire.
- He reminded the Board that a presentation on Monday January 14, 2008 would be made, during the Rotary meeting, to Kerman Beriker, General Manager for *The Inn at Rancho Santa Fe* to recognize him for his support to the Fire District. He invited all board members to participate at the luncheon.
- *District Activities*
  - He has made several presentations about the “Witch Creek” fire. The upcoming presentation include: Crosby, The Bridges, Fairbanks Ranch Association, Rancho Del Lago Association, and Rancho Santa Fe Senior Center.

### b. Operations – Deputy Chief Michel

He reported on the following topics:

- Personnel responded to a structure fire on La Glorietta
- He conducted an “all hands” meeting to discuss lessons learned from the “Witch Creek” fire. A summary of “lessons learned” was distributed
- He distributed a list of equipment that has been purchased in the last few years through grant money.

### c. Training – Battalion Chief Davidson

He reported on the following topics:

- Probationary testing for Firefighter/Paramedic
- Sprinter drill
- Preparing and publishing an annual training plan.

### d. Fire Prevention – Fire Marshal Hunter

He reported on the following topics:

- Summarized building activity for December 2007, noting that he has seen a slowdown in plan review activity.
- Construction is occurring at The Lakes
- Rene Hill, Fire Prevention Specialist will return to work on January 14 from maternity leave

### e. Administration – Administrative Manager Rannals

No report

### f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: next meeting January 24, 2008.
- County Service Area 17 – Update – Director Hickerson: no report
- Comments: None

8. Closed Session

Pursuant to the following Government Code Sections, the Board of Directors convened in Closed Session from 2:25— 3:00 pm for discussions on:

- 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: El Fuego

Agency Negotiator: Nicholas G Pavone, Fire Chief

Negotiating Parties: Rancho Santa Fe School District

Under Negotiation: Instruction to negotiator concerning price and term

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

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN 269-183-24 – 6363 Calle del Campanano

Agency Negotiator: Nicholas G Pavone, Fire Chief

Negotiating Parties: Sourapas Trust

Under Negotiation: Instruction to negotiator concerning price and term

9. Announcement of Closed Session

Upon reconvening, President Ashcraft reported that the board members discussed the identified property and provided direction concerning price and term to Chief Pavone, Agency Negotiator on the following real property:

- a. Property: El Fuego  
b. Property: APN 269-183-24 – 6363 Calle del Campanano

10. Adjournment

Meeting adjourned at 3:01 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President