



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – January 12, 2011**

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

Division Chief Darrin Ward led the assembly in the *Pledge of Allegiance*.

1. Special Presentations

a. Recognition

Chief Michel presented a *Certificate of Recognition* to Mike Scott, Urban Forester for his work on the *San Diego County Wide Multi-Jurisdictional Hazard Mitigation Plan* and the *Fire District – Multi-Hazard Mitigation Plan*.

b. Recognition

Chief Davidson recognized Captain Mark Richards for his work in training, for organizing and facilitating multi-company “rescue” drills.

c. Badge Presentation

Chief Michel welcomed all in attendance. He summarized the Districts promotional and probationary processes and the roles and responsibility that they will assume. Chief Michel congratulated the individuals on their selection and achievements. A Fire District badge was presented to the following members of the District:

- i) Nick Brandow – Engineer
- ii) Kyle Carranza, Firefighter/Paramedic
- iii) Grant Smith, Firefighter/Paramedic

President Ashcraft on behalf of the Board of Directors congratulated Engineer Brandow and Firefighter/Paramedic’s Carranza and Smith and wished them well in their new position.

2. Roll Call

Directors Present: Ashcraft, Hillgren, Hickerson, Malin, Tanner

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Cliff Hunter, Fire Marshal; Darrin Ward, Division Chief; Bret Davidson, Battalion Chief; Mike Gibbs, Battalion Chief; Chris Galindo, Administrative Captain, and Karlana Rannals, Board Clerk

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar as submitted.

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a. Board of Directors Minutes

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Board of Directors minutes of December 8, 2010

b. Receive and File

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 21721 thru 21829 for the period December 1 – 31, 2010 totaling:	\$ 364,013.15
Payroll for the period December 1 – 31, 2010	<u>\$ 510,341.70</u>
TOTAL DISTRIBUTION	\$ 874,354.85

(2) Activity Reports – December 2010

- Fire Prevention
- Operations
- Training
- Fairbanks Ranch Station Replacement – Construction Change Orders

(3) District Articles – December 2010

(4) Correspondence

- Rassieur

c. Sale of Surplus Equipment

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to authorize sale of equipment

5. Old Business

- a. None

6. New Business

- a. None

7. Oral Reports

a. Fire Chief – Michel

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station
 - Update – Captain Galindo distributed an updated construction report. He informed the Board that the project is behind schedule (approximately 20 days) because of bad weather and the holidays.
- Cielo Administration Building - Update: Chief Michel provided an update on the progress of the tenant improvements. He stated that the project manager anticipated completion in mid February. He also distributed a rough estimate on the known and anticipated costs of the project.

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- Labor Negotiation – Staff Assignments: He informed the Board that he assigned Chief Cox to the staff assignment for this committee.
- District Activities
 - The Burn Institute inquired about the District supporting a fund raising event at the fire station. He will work with the Executive Director on an appropriate date, targeting late April 2011.

b. Operations – Chief Ward

Chief Ward reported on the following topics:

- Call activity:
 - 232 calls last month
 - He summarized two significant call that occurred in the 4S Ranch area

c. Training – Battalion Chief Davidson

Chief Davidson summarized the monthly training activity, which included:

- Live fire training
- Hose lays
- EMS
- Low angle
- Active Shooter Table top – working with local law enforcement and school officials
- County Wildland Drill – obtained a \$10,000 grant from SDG&E to support the annual drill. The drill scheduled for May 2011 at Lake Hodges, will occur over a three-day period and train approximately 1,100 firefighters. Board members were encouraged to attend as an observer.
- District has two individuals in background to replace the vacancy resulting from Engineer Pieper's retirement.
- Chief Michel informed the Board that Chief Davidson will represent the Fire District's in San Diego County for UASI grant funding.

d. Fire Prevention – Fire Marshal Hunter

- Annual Report – Car Seat Installation: Public Relations Specialist Taber reviewed the 2010 annual report noting District personnel installed 255 car seats during the year.
- Review – Fire District Website: Public Relations Specialist Taber demonstrated the new website. She also showed a six-minute video entitled "The Silent Killer," in which a portion of the video was filmed at the headquarters station.
- Fire Marshal Hunter reviewed the year-end construction statistics, which showed that new construction for 2010 exceeded years 2009 and 2008.
- The recruitment has started for the forestry intern the District hires each year.

e. Administration – Administrative Manager Rannals

- She reported that the District spent approximately \$8,500 on two special events.

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: no report. The next meeting is scheduled for February 24
- County Service Area 17 – Update – Director Hickerson: no report. The next meeting is scheduled for February 1.
- Comments:
 - None

Ten-minute recess

8. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in closed session from 3:12 – 3:27 pm for discussions on the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.8

Conference with negotiators for the following real property:

16936 ½ El Fuego, Rancho Santa Fe

Negotiating Parties: Board of Directors; Tony Michel, Fire Chief

Under Negotiation: Price

NOTE: All members of the Board and staff personnel listed attended the Closed Session.

Upon reconvening, President Ashcraft reported that the Board received an update for the subject matter listed and that direction was provided to staff. The Board of Directors took no action.

9. Adjournment

Meeting adjourned at 3:28 pm.

Karlana Rannals
Secretary

James H Ashcraft
President