



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – January 13, 2010**

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

1. Roll Call

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

Directors Absent: None

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

2. Public Comment

No one requested to speak to the Board.

3. Special Presentations

a. Badge Presentation

Chief Pavone welcomed all in attendance. He introduced Deputy Chief Michel who summarized the Districts promotional process 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) David C. McQuead – Captain
- ii) Timothy D. Wood - Engineer

President Ashcraft congratulated Captain McQuead and Engineer Wood and wished them well in their new position.

4. Consent Calendar

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

a. Board of Directors Minutes

- i) MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, CARRIED, 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of December 9, 2009.
- ii) MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of January 5, 2010.

b. *Receive and File*

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 19949 thru 20020 for the period December 1 – 31, 2009 totaling:	\$ 575,421.90
Payroll for the period December 1 – 31, 2009	<u>\$ 494,313.78</u>
TOTAL DISTRIBUTION	\$ 1,069,735.68

(2) Activity Reports – December 2009

- Fire Prevention
- Operations
- Training

(5) District Articles – December 2009

(6) Correspondence

- Rancho Santa Fe women’s fund
- Robert W. Grigg

5. Old Business

a. Ad Hoc Committee Assignments

Director Ashcraft reminded the board members that this subject is unfinished from the last meeting. The Memorandum of Understanding (MOU) for the suppression and administrative employees are due to expire June 30, 2010, and discussions should start within the next 30 days for a successor agreement. Director’s Ashcraft and Malin agreed to serve as primary representatives, and Director Hillgren agreed to serve as the alternate representative for the labor negotiations ad hoc committee.

6. New Business

a. Contract: Demolition

Chief Pavone summarized the staff report provided and introduced Captain Chris Galindo, who is assisting on the demolition and reconstruction of the replacement of the Fairbanks Ranch Fire Station. Captain Galindo reviewed the demolition RFP process and reported that eight companies submitted a bid ranging from \$28,000 - \$96,000. As included in the staff report, a recommended contractor was to be made at the meeting since staff needed time to perform background and reference checks. He reported that staff recommends American Wrecking, Inc. be awarded the demolition contract as lowest, most responsive bid of \$30,577. He also recommended that since the standard AIA document is currently under review by the District’s legal counsel, that they authorize the Fire Chief to execute the contract when complete. Staff responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the following:

1. Award demolition contract to American Wrecking, Inc. for \$30,577;
2. Authorize Fire Chief to execute the standard AIA document after review by legal counsel

b. Donation of Surplus Equipment

Chief Pavone reported that the District has evaluated all of the equipment located within the Fairbanks Ranch Fire Station and has salvaged, either sold, or gotten rid of the equipment. He noted that staff was informed by the vendor that the Plymovent (exhaust) system was not worth salvaging; however, Inter-Mountain Volunteer Fire Department has expressed an interest in the system. Personnel from the volunteer agency will absorb the cost to remove and install in their own facility; however, their budget is limited. Chief Pavone recommended that the Board of Directors consider donating the equipment "as is." He would also obtain a release of liability from the agency.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to donate the exhaust system from the Fairbanks Ranch Fire Station to Inter-Mountain Volunteer Department.

7. Oral Reports

a. Fire Chief – Pavone

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station – Update
 - Building Permit – received final approval "in writing" for the land use permits and site plan. Also, Jeff Katz, architect will be submitting for review and approval, the second set of plans to the County
 - Construction RFP – anticipates the document will be released in February
 - Interim Station – relationship is working well between the District and Horizon Christian Fellowship Church
- Management Services Contract – The leadership task force continues to meet to discuss the second phase of the cooperative effort. Once consensus is achieved, a presentation will be prepared for the Board and Councils to consider. All agencies continue to be positive in this effort.
- District Activities
 - Appreciation Dinner: scheduled for April 30 at *The Inn at Rancho Santa Fe*
 - Retirement Party: scheduled for April 24 for Captain Lutz and Firefighter Foster

b. *Operations – Deputy Chief Michel*

He reported on the following topics:

- Significant calls include:
 - Garage fire (cause – heat lamp) with \$400,000 in estimated damages
 - Oven fire (cause – plastic container) with \$50,000 in estimated damages
- 2009 call volume increased by 3.4% over 2008 year

c. *Training – Battalion Chief Davidson*

Chief Davidson summarized the monthly training activity, which included:

- RSF Personnel participated in:
 - Vehicle fire training
 - New hire orientation (mini academy)

d. *Fire Prevention – Fire Marshal Hunter*

- New construction statistics is 111,000 square feet for December 2009
- Distributed statistics regarding the “dead trees”
- Distributed statistics regarding collection of fire mitigation fees

e. *Administration – Administrative Manager Rannals*

- CalPERS Employer Rates – History: Ms. Rannals distributed a historical data sheet for CalPERS employer rates and the associated charts beginning with 1983. She noted that most of the spikes in employer rates are a result of either 1) contract changes; or 2) market fluctuations.
- FY10 Tax Apportionment Refunds: She distributed a data sheet showing the amount of refunds in property taxes over a five-year period. She pointed out that the refunds as of December 2009 are twice the amount for FY09. She believes this is a direct result in the housing decline in property values through sales, reassessments, and foreclosures.

f. *Board of Directors*

- North County Dispatch JPA – Update – Director Ashcraft: next meeting February 25, 2010.
- County Service Area 17 – Update – Director Hickerson: next meeting February 2, 2010
- Comments:
 - None

The meeting recessed for ten-minutes.

8. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 3:10 – 3:59 pm for discussions on the following:

- a. Conference with negotiators for the following real property, pursuant to Government Code Section 54956.8

16936 El Fuego, Rancho Santa Fe

Negotiating Parties: Nick Pavone, Fire Chief

Under Negotiation: Instruction to negotiator concerning lease price

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

- b. Conference with negotiators for the following real property, pursuant to Government Code Section 54956.8

18029 Calle Ambiente, Rancho Santa Fe

Negotiating Parties: James Ashcraft, Director; John Tanner, Director; Nick Pavone, Fire Chief

Under Negotiation: Both Price and Terms of Payment

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

President Ashcraft reported that an update was provided to the board members for agenda items 10 a & b and direction was provided to staff and negotiators regarding a lease price and price in the pursuit of real property.

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11. Adjournment

Meeting adjourned at 4:05 pm.

Karlana Rannals
Secretary

James H Ashcraft
President