



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR MEETING BOARD OF DIRECTORS
MINUTES – February 8, 2012**

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

Fire Prevention Specialist Renee Hill led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Darrin Ward, Deputy Chief; Dismas Abelman, Deputy Chief; Jim Sturtevant, Battalion Chief; Bret Davidson, Battalion Chief; Renee Hill, Fire Prevention Specialist; Chris Galindo, Administrative Captain; and Karlana Rannals, Board Clerk

President Ashcraft informed the Board of a request to amend the agenda to include the following topics for discussion and/or action:

NEW AGENDA ITEM: New Business 6 (c) and 6(d)

c. Budget Authorization – Vehicle Purchase

To discuss and/or approve the purchase of a battalion chief command vehicle [Staff Report 12-03](#)

ACTION REQUESTED: **Approve**

d. CSA-17 Advisory Board Representative – Alternate

To discuss and/or appoint a District representative to serve as the alternate to the CSA-17 Advisory Board

ACTION REQUESTED: **Appoint Representative**

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to amend the agenda as requested.

2. Public Comment

No one requested to speak to the Board.

3. Consent Calendar

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

a. *Board of Directors Minutes*

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

Board of Directors minutes of January 11, 2012

b. *Receive and File*

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 22446 thru 22505 for the period January 1 – 31, 2012 totaling:	\$ 471,620.62
Payroll for the period January 1 – 31, 2012	<u>\$ 500,943.99</u>
	\$ 971,564.61

(2) Financial Reports – Quarter ending December 31, 2011

- Budget Review
- Combined Summary Statement Cash Assets-Liabilities

(3) Activity Reports – January 2012

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

(3) District Articles

- (4) Correspondence - letters/cards were received from the following members of the public:
- None

4. Oral Report

a. *Fire Chief – Michel*

- i) Fairbanks Ranch Replacement Fire Station – Update: Captain Galindo distributed an update on project. He reported that most board members have walked through the construction site. The walk thru with the contractor took 1 ½ days to complete and develop the “punch list.” He also informed the board that Erwin Willis has been a tremendous resource to assist with the installation of the computer infrastructure. The project is approximately 99% complete.
- ii) CPR Class: a reminder that the CPR class scheduled for March 20 will begin at 5:30 pm. All spouses are welcome to attend.
- iii) Cooperative efforts: the leadership and chief officers met January 27, 2012 to discuss the obstacles and ways to overcome them to keep a cohesive unit as the leadership explores additional opportunities. They hope to reconnect with the governance group in a few months.
- iv) District Activities
 - (1) San Diego County Fire Authority Deployment Study: the study prepared by Citygate Consultants was reviewed with representatives of the Fire Districts Association, which Chief Michel was voted president. The deployment study is forecasting the existing footprint (CSA-135) and how it might be affected in five to ten years.
 - (2) As President of San Diego County Fire Districts Association, he has a seat on the Fire Mitigation Fee Program Committee. The fee per square foot will remain at 46 cents.

b. *Operations – Chief Ward*

- i) Chief Ward reported 178 calls for service the previous month. He summarized the following significant calls that District personnel responded to:
 - (1) Fire loss totaling \$3,250 was caused by
 - Unattended candle; Dryer fire; Barbeque fire on a deck; Trash can fire

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- (2) Distributed a monthly weather outlook for February
- c. *Training – Battalion Chief Davidson*
- i) Chief Davidson summarized the following training activity for all personnel:
- (1) Multi-Casualty Incident (MCI) training
 - (2) Live Fire Training – sponsored by San Marcos
 - (3) Hose Testing
 - (4) Hose Lays
- d. *Fire Prevention - Fire Marshal*
- i) Fire Prevention Week: Public Education Coordinator Julie Taber summarized the activities conducted in October 2011. Statistics reported that there were 20 presentations made with combined grades that reached approximately 1,800 students.

7. Closed Session

Pursuant to section 54956.9, the board met in closed session from 2:00 – 2:12 pm to discuss the following:

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Name of Case: REXEL, Inc. – Case No. 37-2001-00102622
All board members and staff listed attended the closed session. In addition, legal counsel (Stephen J. Fitch, Esq.) participated via conference call.

Upon reconvening to open session, President Ashcraft that the matter listed was discussed with no action taken by the Board of Directors.

President Ashcraft also informed the board that they would complete the remainder of the closed session topics after the completion of all new business.

Ten-minute recess

- ii) Fire Prevention Specialist Renee Hill summarized the staff activity:
- (1) New Construction: staff has reviewed the fire protection plan of a new church that has some site issues that include access. The church size is in excess of 60,000 square feet.
 - (2) Weed abatement: to date, notices continue to be sent and seven were forced abated
 - (3) Del Dios Gorge: The first phase is complete.
- e. *Administrative Manager – Rannals*
- i) She reminded the board members and staff to submit the Conflict of Interest form for filing by April 1st.
- f. *Board of Directors*
- i) North County Dispatch JPA – Update: next meeting scheduled for February 23, 2012
- ii) County Service Area – 17 – Update: Hickerson: advisory committee met February 7, 2012. Director Tanner was appointed as a member at large. In addition, the budget was presented for review and comment.
- iii) Comments
Malin:
- commented on real estate and the reallocation of resources
 - requested that staff obtain information from other agencies in negotiations concentrating on agencies in north San Diego County

- suggested that a letter be written to the legislature encouraging new retirement plan options

Tanner:

- spoke of Dr. Roger Rowe’s passing – memorial service planned for March 31, 2012
- discussed the Vile of Life Program presented by Mary Murphy

5. Old Business

a. None

6. New Business

a. CY 2012 Board Meeting Schedule

Ms. Rannals reviewed staff report included. She included routine matters that are considered by the Board with specific deadlines to assist should it be necessary to reschedule a meeting. After review of the calendar, it was agreed to reschedule the following regular meetings due to scheduling conflicts:

Regular Meeting Date – 2012	Rescheduled Meeting Date – 2012
September 12	September 19

Note: all meeting times begin at 1pm.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move and calendar the September meeting as agreed.

b. Interim Fire Station Restoration

Chief Abelman summarized the staff report. He reported that only one subcontractor responded to the request for proposal, Steigerwald-Dougherty, Inc. He informed the board that Steigerwald-Dougherty completed the original site improvements for the interim station, and it makes sense to have the same company remove the equipment. The Board concurred with the rationale.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to award the interim fire station removal and site restoration contract for \$9,487.50 to Steigerwald-Dougherty, Inc. and authorize the Fire Chief to execute the contract to complete the project.

c. Budget Authorization – Vehicle Purchase

Chief Michel summarized the staff report included. The District did distribute A Request for Proposal (RFP) in December of 2011. The lowest bid received was from a dealer that provides government pricing on the State contract; however, the bid received was lower than that on the State contract. He noted that it could take up to 120 days to receive the vehicle. This replacement vehicle was anticipated and budgeted as a line item in the FY12 capital replacement budget.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of one replacement command vehicle with radios, light bar with emergency lighting, a shell, and command package.

d. Appointment to CSA-17 Alternate

Director Hickerson informed the board that since Director Tanner is appointed to the Advisory Committee as a Member at Large, it is necessary for the Fire District to select an alternate representative in the event that he is unable to attend a meeting. Director Hillgren agreed to serve as an alternate to the CSA-17 Advisory Committee.

7. Closed Session (Reconvened)

Pursuant to section 54957.6, the board reconvened to closed session from 3:40 – 5:25 pm to discuss the following:

b. CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff

Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Fire Chief; Battalion Chief (4); Administrative Manager

Under Negotiation: A successor Memorandum of Understanding/Compensation Resolution

All board members listed and Chief Michel and Karlana Rannals attended the closed session for represented employees.

All board members listed and Chief Michel attended the closed session for unrepresented employees.

Upon reconvening to open session, President Ashcraft that the matter listed was discussed with no action taken by the Board of Directors.

8. Adjournment

Meeting adjourned at 5:27 pm.

Karlana Rannals
Secretary

James H Ashcraft
President