



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

Administrative Manager Karlana Rannals led the assembly in the *Pledge of Allegiance*.

1. 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; Jim Sturtevant, Battalion Chief; 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 5(b)

Purchase of Self-Contained Breathing Apparatus

To discuss and/or authorize the purchase of self-contained breathing apparatus and related communication devices. [Staff Report 11-04](#)

ACTION REQUESTED: **Approve**

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

a. Board of Directors Minutes

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Board of Directors minutes of January 12, 2011

b. Receive and File

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 21830 thru 21914 for the period January 1 – 31, 2011 totaling:	\$ 531,243.89
Payroll for the period January 1 – 31, 2011	<u>\$ 412,399.17</u>
TOTAL DISTRIBUTION	\$ 943,643.06

(2) Statement of Cash Assets – December 31, 2010

(3) Activity Reports – January 2011

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

(4) Travel Report - Michel

(5) District Articles – January 2011

(6) Correspondence

4. Old Business

a. Fairbanks Ranch Station Replacement – Construction Change Orders

Captain Galindo summarized the four change orders listed in the staff report provided. Each item listed in the report was determined as an immediate need by the fire chief to avoid further delays in the construction schedule, and the costs were within the Chief’s approved amount (less than \$20,000). Staff responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to ratify the change orders authorized by the fire chief.

5. New Business

a. Sale of Surplus Equipment

Chief Michel summarized the staff report. He reported that since staff determined a replacement brush unit would not improve the District’s response, the funding was eliminated from the Fleet Replacement Schedule included with the FY11 budget. Since the brush unit was reclassified to a reserve status, and is now out of service and stored at RSF 2, it is considered surplus equipment.

A request for proposal (RFP) was distributed in January to potential vendors, with one reply from Fire Trucks Plus. This is the same vendor used to sell then last surplus fire engine. Through the RFP, it was determined that the unit can be listed for \$55,000, in which if it sells at the listed price, the District would net \$45,000 in the sale. Should a negotiated sale of the brush unit be less than \$55,000, the vendor commission is 20%.

Staff recommended that the Fire Chief be authorized to execute the agreement with Fire Trucks Plus Inc., for a consignment sale of VIN: 1HTSEAN6TH243654 (1996 International – Brush Engine).

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve staff’s recommendation to authorize the consignment sale of the 1996 International – Brush Engine and authorize the fire chief to sign the agreement.

b. Purchase of Self-Contained Breathing Apparatus

Chief Sturtevant summarized the staff report. In May 2010, the “Assistance to Firefighters Grant” (“AFG”) was awarded to the District in the amount of \$239,794.00 to be used exclusively for the purchase of Self-Contained Breathing Apparatus (SCBA) and related devices. The grant specifies that the District must contribute ten percent (10%) in matching funds based on the total amount of the grant. The final amount awarded to the Fire District, minus the 10% matching funds, is \$215,814.00. The District’s 10% matching funds is \$23,980.00.

Three bidders responded to the RFP distributed in January 2011 and all were deemed qualified. The RFP stipulated that the District would receive trade-in consideration of all existing SCBA inventory and related components. The trade-in either would provide the District a credit towards future purchases from the selected bidder or applied toward the purchase amount. Listed below are the companies and bids that were received:

Bidder	Bid Amount	Trade-In Value	Net Bid Amount
L.N. Curtis and Sons	\$209,696.00	\$5000.00	\$204,696.00
Diamondback Fire and Rescue	\$211,322.00	\$10,840.00	\$200,482.00
AllStar Fire Equipment, Inc.	\$201,805.00	\$2,500.00	\$199,305.00

Staff recommended that the Board accept the bid proposed submitted from AllStar. Staff has concluded that AllStar Fire Equipment, Inc. has complied with all bidding requirements and submitted the lowest, most responsive bid (\$199,305.00), not including the optional communication devices. When comparing AllStar’s “net bid amount” to the total AFG grant (\$215,814.00) and the District’s matching funds, the balance of the AFG grant will be used to purchase the related communication devices. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to accept the bid submitted by AllStar Fire Equipment, Inc. in the amount of \$199,305.00 and authorize the purchase of self-contained breathing apparatus and related communications devices with the balance of the money from the AFG.

Chief Michel commended Chief Sturtevant for his efforts and success in securing the AFG Grant for the purchase of the breathing apparatus.

6. Resolution/Ordinance

a. Resolution No. 2011-01

Ms. Rannals informed the Board that this Resolution is to acknowledge the contributions of Engineer Philip E. Pieper to the District. Engineer Pieper retired December 30, 2010 after approximately 29-years with the District.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2011-01 entitled a *Resolution of Commendation from the Board of Directors of the Rancho Santa Fe Fire Protection District for Philip E. Pieper* on the following roll call vote:

AYES:	Ashcraft, Hickerson, Hillgren, Malin, Tanner
NOES:	None
ABSENT:	None
ABSTAIN:	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 still behind schedule because of bad weather. He reviewed a revised construction schedule, noting the shoring wall is complete, and the interior drywall should begin in May.

Chief Michel reported that a change order is forthcoming because of necessary road improvements resulting from the contractor finding a well line that never showed up on any civil drawings. The cost of the improvements falls within the contingency fund for the project.

- Cielo Administration Building - Update: Chief Michel provided an update on the progress of the tenant improvements. He reported that the project manager has given a revised completion date of March 16.
- District Activities
 - District and Burn Institute representatives met to discuss a fund raising event at the Headquarters station. The event is scheduled for April 28. He will share more information as it becomes available.

b. *Operations –Chief Ward*

Chief Ward reported on the following topics:

- Call activity:
 - 193 calls last month
 - He summarized two significant structure fires that occurred in the District

c. *Training – Battalion Chief Davidson*

Chief Davidson summarized the monthly training activity, which included:

- Hose testing
- Ladder testing
- Hose lays
- EMS
- Captain’s Exam – completed a joint promotional exam. Of the 14 candidates (between four agencies), eight passed the exam.

d. Fire Prevention – Fire Marshal Hunter

- Forestry Intern: applications are being accepted for the temporary position. Closing date to apply is March 31.
- Weed Abatement: in preparation to mail, the annual weed abatement letters to property owners.
- He reviewed the previous month's statistics that showed 105,000 square feet of new construction.

e. Administration – Administrative Manager Rannals

- Conflict of Interest: Form 700 is due to her by March 15 so to meet the filing date of April 1.
- Social Security: employee contribution rate changed from 6.2% to 4.2%, resulting in a slight "net increase" in meeting compensation.
- Property Tax Refunds: she reported that property tax refunds exceed the FY10 total (as of February 4, 2011). She reported that the County has been working on processing the applications for reassessments, which in 2008 exceeded 42,000 requests. Staff will continue to monitor the refunds and how it will affect the property tax revenue for FY11.

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: he reported that the CSA is recommending a user fee for residents of the CSA. The CSA has been in deficit spending for a few years, and it is necessary to make this recommendation, noting that the proposed fee is less than ½ of the nonresident fee.
- Comments:
 - None

Ten-minute recess

The following was disclosed prior to convening to closed session:

Director's Ashcraft, Hillgren, and Tanner are residents within the Covenant and members of the Rancho Santa Fe Association

8. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in closed session from 3:15 – 5:08 pm for discussions on the following:

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

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

February 9, 2011

Page 6 of 6

- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6

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; Fire Marshal; Battalion Chief (3); Administrative Manager

Under Negotiation: A successor Memorandum of Understanding/Compensation Resolution

NOTE: All members of the Board and Chief Michel and Ms. Rannals attended the Closed Session.

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

9. Adjournment

Meeting adjourned at 5:09 pm.

Karlana Rannals
Secretary

James H Ashcraft
President