



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – February 10, 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*

Battalion Chief Mike Gibbs 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; Mike Gibbs, Battalion Chief; and Karlena Rannals, Board Clerk

**2. Public Comment**

No one requested to speak to the Board.

**3. Special Presentations**

a. Plaque Presentation

Chief Pavone welcomed and introduced Ellen Agey and Natalia Ajuba from the American Red Cross. Ms. Agey & Ms. Ajuba informed the Board that the Viterbi Foundation donated funds to purchase a response vehicle in honor of the Rancho Santa Fe Fire Protection District Firefighters and their valiant efforts during the Witch Creek fire. They presented the Fire District with a plaque in recognition of the donation and thanked the firefighters for their commitment and dedication to public safety.

**4. 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

i) MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of January 13, 2010.

b. Receive and File

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 20021 thru 20156 for the period January 1 – 31, 2010 totaling:	\$ 177,974.88
Payroll for the period January 1 – 31, 2010	<u>\$ 507,011.95</u>
TOTAL DISTRIBUTION	\$ 684,986.83

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- (2) Financial Reports – Quarter ending December 31, 2009
  - Budget Review
  - Combined Summary Statement Cash Assets-Liabilities
- (3) Activity Reports – January 2010
  - Fire Prevention
  - Operations
  - Training
- (4) District Articles– January 2010
- (5) Correspondence
  - The Family of Micael Svec
  - Virginia Dimitry
  - Palomar District – California Garden Clubs
  - H Lee Sarokin
  - Stephen Anear
  - Sandra Zarcades
- (6) Travel Report
  - Pavone

**5. Old Business**

a. Multi-Hazard Mitigation Plan

Mike Scott, Urban Forester presented an update and provided an overview of the District's Multi-Hazard Mitigation Plan. He provided each board member with the draft plan and encouraged them to review the goals and objectives, the prioritized mitigation actions, the implementation strategy and the projected timeline. He requested that the Board members provide any comments or questions to him or Chief Pavone. He anticipates re-submitting this plan for Board approval in May or June 2010. Upon Board approval, the plan will be sent to FEMA for their approval. Staff responded to questions from the Board. There was no action taken by the Board of Directors.

**6. New Business**

a. Contract: 3 C's Memorandum of Understanding

Chief Michel summarized the staff report provide. The 3C's (Command, Control and Communication) program started in 2005 as a result of the 2003 wild fires. This countywide cooperative effort allows for direct contact and communication with the County Emergency Operations Center (EOC), police departments, EMS Department Operations Center (DOC) and will allow for live feeds from a helicopter video down link.

The Board of Directors approved, thru budget approval, the expenditures of the 3Cs project for the last two budgets; however, no expenditures to date have been spent on this project. The project's Memorandum of Understanding was recently completed and sent to all participating public safety agencies to sign. Since the North County Dispatch JPA and the Rancho Santa Fe Fire Protection District only require one line feed from the 3Cs network, we will only be charged one fee for both agencies and we will be sharing the cost of the per agency fee. The District's fee, split 50/50 is approximately \$3,500 annually. The District's legal counsel has reviewed

this MOU without comments or concerns.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the 3 C's Memorandum of Understanding and authorize the Fire Chief to sign the contract.

b. Consulting Services – Willdan Financial Services

Chief Pavone reported that the District's Board of Directors has in past years, discussed the possibility of increasing the District's voter approved special tax (or benefit fee), which is currently assessed at \$2.50 per benefit unit. The Board requested in March 2006 that the District's legal counsel send a letter to the State's Attorney General requesting an opinion asking if the voter approved tax be subject to Proposition 218. To date, the District has not received a response to our request.

He reported that the District has an opportunity to retain the services of Willdan Financial Services to perform a thorough review of the election documents, confirm the election process, and provide a professional opinion as to the Board's ability to increase the fee. The fee for this service is \$5,000. He recommended that the Board authorize the expenditure and obtain the professional opinion. Staff responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to obtain the services of Willdan Financial Services to obtain a professional opinion in the Board's ability to annually increase or decrease amount set per benefit unit and authorize the expenditure of \$5,000 and authorize the Fire Chief to sign the contract.

c. Board of Directors Meeting Schedule

i) Special Meeting – February 16, 2010

Chief Pavone informed the board members that the information necessary for the agenda item would not be available; therefore, there is no need to have a special meeting.

ii) Regular Meeting

(1) April 14, 2010

(2) July 14, 2010

Chief Pavone informed the Board of potential conflicts for the regular Board of Directors meetings scheduled for April and July. Consideration was requested to change the meeting dates. After review of the calendar, it was agreed to reschedule the following regular meetings:

April 14, 2010 will be changed to April 21, 2010 starting at 1pm; and

July 14, 2010 will be changed to July 13, 2010 starting at 1pm

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move and calendar the April and July meetings as agreed with no change in the meeting start time.

d. Budget Meeting Schedule

The Board members agreed to defer this item to the next regular meeting since personal schedules are pending for some board members. There was no action taken by the Board.

## 7. Oral Reports

### a. Fire Chief – Pavone

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station – Update
  - Demolition – the fire station was demolished February 9. The contractor is completing the site work and anticipates completing the job by February 12 (weather permitting).
  - Building Permit – there are design issues involving ADA access to the new station. The architect is working with the County to find a solution. This is holding up the 100% submittal to the County.
  - Interim Station – there are some flooding issues with the site, which has been primarily weather related.
- Management Services Contract – The leadership task force continues to meet to discuss the second phase of the cooperative effort. He anticipates that a Board/Council subcommittee will be created within 60 days. Their task will be to look at the efforts long-term.
- Employee Handbook – he reported that a project identified in the District’s Strategic Plan was to create an Employee Handbook. He distributed the final document for feedback in future publications. This is provided as information only.
- 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:

- Call activity:
  - During the previous month, many calls were weather related, such as trees and wires down.

*Director Hillgren departed the meeting at 2:35 pm.*

### c. Training – Battalion Chief Davidson

Chief Davidson summarized the monthly training activity, which included:

- RSF Personnel participated in:
  - HazMat refresher training which includes WMD (Weapons of Mass Destruction) and auto injector usage for employees.
  - EMT Skills testing
  - Helicopter training

### d. Fire Prevention – Fire Marshal Hunter

- New construction statistics increased. All of the new construction were single family residences, there was no commercial plans reviewed in January
- Distributed the statistics regarding car seat installations. During 2009, staff performed 132 installations.

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*e. Administration – Administrative Manager Rannals*

- Form 700 – Conflict of Interest – Ms. Rannals reminded the board members to submit their form by the March 15 deadline.
- Health Benefits Committee - She summarized the first meeting held January 29<sup>th</sup>. She informed the Board members that they will be receiving an electronic “Health Benefits Satisfaction Survey” and encouraged each member to participate in the survey.

*f. Board of Directors*

- North County Dispatch JPA – Update – Director Ashcraft: next meeting February 25, 2010.
- County Service Area 17 – Update – Director Hickerson: held a meeting February 2<sup>nd</sup>, a subcommittee was established to look at options for additional revenue.
- Comments:
  - Malin: he informed the Board that he and Director Ashcraft would be meeting with representatives of both bargaining units to present the long-range financial plan. The purpose is to educate, not negotiate at this meeting
  - Hickerson: The San Dieguito Planning Group is reviewing the property at Rancho Cielo to convert to office condominiums
  - Ashcraft: representatives of RSF Association contacted him regarding leasing space for RSF Patrol. He reported that he informed them that the Board and staff would be open to a discussion

**8. Adjournment**

Meeting adjourned at 3:07 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President