



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – February 13, 2008**

Rancho Santa Fe FPD – Board/Community Room  
Headquarters – 16936 El Fuego  
Rancho Santa Fe, California 92067

A regular meeting of the Rancho Santa Fe Fire Protection District Board of Directors was called to order at 1:00 p.m.

*Pledge of Allegiance*

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

1. Roll Call

Directors Present: Ashcraft, Hickerson, Malin, Tanner, Hillgren (*arrived at 1:04 pm*)

Directors Absent: None

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

2. Public Comment

No one requested to speak to the board.

3. Motion waiving reading in full of all Resolutions/Ordinances

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions/ordinances.

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 1 ABSTAIN to approve the Consent Calendar.

a. Board of Directors Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 1 ABSTAIN to approve the Board of Directors minutes of January 9, 2008.

b. Receive and File

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 1 ABSTAIN to receive and file:

i. Monthly/Quarterly Reports

(a) List of Demands – January 1 -31, 2008	\$282,354.69
Payroll for the period January 1 – 31, 2008	<u>\$391,255.42</u>
TOTAL DISTRIBUTION	\$673,610.11

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- (b.) Budget Review – July 1 – December 31, 2007
- (c.) Statement of Cash Assets – December 31, 2007
- (d.) Travel Report – Pavone
- (e) Activity Reports – January 2008
  - Fire Prevention
  - Operations
  - Training
- (f) District Articles – January 2008

ii. Correspondence

- Burn Institute

5. Resolutions/Ordinances

a. Resolution No. 2008-01

Chief Pavone informed the Board that the District must update its resolution annually to participate in the Fire Mitigation Fund program administered by the County of San Diego. The District anticipates receiving approximately \$450,000 in collected fees.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2008-01 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program* on the following roll call vote:

AYES: Ashcraft, Hickerson, Hillgren, Malin, Tanner  
NOES: None  
ABSENT: None  
ABSTAIN: None

b. Resolution No. 2008-02

Chief Pavone summarized the staff report provided. He informed the Board that each fire agency within the county must adopt their own resolution to participate in the program. He also reported that the San Diego County Fire Chiefs Association has been working with the County of San Diego approximately two years to implement this new program; this is already in place in several counties within the State. All first responders will be trained and each station will have signage as a “safe surrender” site and kits to accept infants. Staff responded to questions from the Board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2008-02 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Designation Fire Station at Safe Surrender Sites* on the following roll call vote:

AYES: Ashcraft, Hickerson, Hillgren, Malin, Tanner  
NOES: None  
ABSENT: None  
ABSTAIN: None

6. Old Business

- a. None

7. New Business

- a. Independent Auditor's Report FY 2006/2007

Chief Pavone reported that the Finance ad hoc committee (Directors' Malin and Tanner, Chief Pavone and Administrative Manager Rannals) met with Paul Kaymark CPA to review the draft audit report for FY07. Director Malin informed the Board that the ad hoc committee was satisfied with the discussion in the meeting and recommended that the Board accept the report as presented. The ad hoc committee responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY 2006/2007 independent audit prepared by Charles Z. Fedak CPA & Company as presented.

- b. Independent Auditor's – Selection

Administrative Manager Rannals summarized the staff report provided. She informed the Board that since the audit qualifies as a professional service, and in the absence of a Board policy, based upon the anticipated contract amount the Board is not required to perform a Request for Qualifications (RFQ). The proposal received from the current contractor is for a one-year term with two one-year options. Director's Malin and Tanner reported that they were satisfied with the performance of the current contractor and recommended that the District retain the current accounting firm for audit services.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to retain the current contract Charles Z. Fedak and Associates for audit services for FY08, with options for the FY09 & FY10 years.

- c. Contract: Verizon Wireless (VAW) LLC – First Amendment to Lease Agreement

Chief Pavone summarized the staff report provided. The amendment submitted for approval is an amendment to the existing lease for the 4S Ranch station, and replaces the current Exhibit B with Exhibit B-1 due to some construction changes. To date nothing has been constructed, although Verizon for the past 18 months has paid site rental. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the first amendment to lease agreement with Verizon Wireless (VAW) LLC.

d. Contract: Verizon Wireless (VAW) LLC –Lease Agreement

Chief Pavone summarized the staff report provided. This is a new site at the Rancho Cielo station and is the same lease agreement used for the other locations within the District. The District's legal counsel has reviewed this document. Staff responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the lease agreement with Verizon Wireless (VAW) LLC for a new cell site at the Rancho Cielo station.

e. Budget Authorization

Chief Pavone summarized the staff report provided. This expenditure is to replace a staff vehicle identified as a capital purchase during the FY08 year. The District will sell the oldest vehicle at auction.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of a new vehicle identified in the FY08 Capital Replacement budget and authorize the sale of the oldest vehicle at auction.

8. Oral Reports

a. Fire Chief – Pavone

- Parking Lease Agreement with Santa Fe Irrigation District (SFID) – Update: he appeared at the SFID Board of Directors meeting and discussed with them the opportunity for a cooperative effort in constructing a joint parking facility. They understand Fire District is “land locked” and were receptive to study the possibility. He reported that they were also receptive to extending the term of the current parking agreement.
- RSF Association Lease Agreement – Update: he reported that a letter was sent to Pete Smith, General Manager informing them that since all options to allow RSF Patrol to remain as a tenant have been explored, a discussion was necessary for their relocation. He met with Pete Smith and they discussed a possible timeline as early as July 2008.
- District Activities
  - Save the Date – May 1, 2008 is the scheduled date for the annual Appreciation Dinner sponsored by RSF Rotary Club.

b. Operations – Deputy Chief Michel

He reported on the following topics:

- the Battalion Chiefs responded to 13 fire responses the previous month, which included a chimney fire in the 4S Ranch area, and a mulch fire because of illegal dumping.
- The crews responded to a CPR call in which the patient was brought back and survived. The call was determined a “good save.”

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c. Training – Battalion Chief Davidson

He reported on the following topics:

- Completed the annual training plan
- Several outside agencies have been training at the tower

d. Fire Prevention – Fire Marshal Hunter

He reported on the following topics:

- Summarized building activity for January 2008, noting that construction activity has decreased significantly
- Working on a revised fee schedule ordinance
- The annual weed abatement notices are being reviewed for a spring mailing

e. Administration – Administrative Manager Rannals

- Cash Statement – December 31, 2007: She explained the changes in the report that was included with the consent calendar.
- Form 700 – Statement of Economic Interests: an email will be sent to each Director with the Form 700 as an attachment. She requested that by the March board meeting all forms be returned to her for filing with the County of San Diego Clerk of the Board. She also reported that she attended a seminar presented by the FPPC and shared information learned and suggested changes when completing the Form 700.

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: no report
- County Service Area 17 – Update – Director Hickerson: Director Hickerson was voted as the Chairman for CSA-17. He informed the board members that there is a request from Elfin Forest Volunteer Fire Department to annex the entire district into CSA-17.
- Comments:
  - Malin - Inquired about the new aerial maps that were made for the District

9. Closed Session

Pursuant to the following Government Code Sections, the Board of Directors convened in Closed Session from 2:35— 3:20 pm for discussions on:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:  
CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Property: APN 269-183-24 – 6363 Calle del Campanano  
Agency Negotiator: Nicholas G Pavone, Fire Chief, Ali Shapouri  
Negotiating Parties: Sourapas Trust  
Under Negotiation: Instruction to negotiator concerning price and term

10. Announcement of Closed Session

Upon reconvening, President Ashcraft reported that the board members discussed the identified property and provided direction concerning price and term to Chief Pavone, Agency Negotiator on the following real property:

Property: APN 269-183-24 – 6363 Calle del Campanano

11. Adjournment

Meeting adjourned at 4:03 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President