



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

Director Tanner led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Malin, Tanner

Directors Absent: Hickerson, Hillgren

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

President Ashcraft announced that Closed Session will be held time certain at 2pm to meet with legal counsel.

2. Special Presentations

a. Introduce Firefighter/Paramedic

Chief Michel introduced Cameron Stinson, Firefighter/Paramedic as the newest employee hired to the District. He provided a brief background to Mr. Stinson's experience, the hiring process, and the 12-month probationary period. President Ashcraft welcomed the Mr. Stinson to the District on behalf of the Board of Directors.

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 3 AYES; 0 NOES; 2 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

i) MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of March 2, 2011.

b. *Receive and File*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

| | |
|--|----------------------|
| Check 22004 thru 22105 for the period March 1 – 31, 2011 totaling: | \$2,066,259.91 |
| Payroll for the period March 1 – 31, 2011 | <u>\$ 430,755.52</u> |
| TOTAL DISTRIBUTION | \$2,497,015.43 |

(2) Activity Reports – March 2011

- Fire Prevention (February/March)
- Operations (February/March)
- Training
- Fairbanks Ranch Station Replacement – Construction Change Orders

(3) District Articles– (February/March)

(4) Correspondence

- Ziemiak

5. Old Business

- a. None

6. New Business

- a. Ad Hoc Committee Appointment - Audit

Ms. Rannals reported that the annual audit has been scheduled for FY11. Each year board members are requested to participate in a preliminary and final meeting with the auditors. She requested the president appoint board members to serve on this ad hoc committee. President Ashcraft appointed Directors Malin and Tanner to serve as members of the ad hoc committee.

- b. Budget Authorization

Chief Michel summarized the staff report included with the agenda material. He informed the Board that he recommended replacing the 2000 GMC van this budget year. The District did not replace the command vehicle listed in the capital budget resulting from the cooperative efforts agreement. The van will be sold at County auction.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to authorize the purchase of a replacement vehicle, and authorize the sale of the GMC van at county auction.

- c. EMS Coordinator, CSA-17

Chief Michel summarized the staff report included. He noted that with the last contract renewal the CSA required the position of EMS Coordinator. The contract requires the expenditure of up to \$119,000 for this position. The position has been in place for approximately three years. The individual is compensated by San Diego Medical Services and supervised by Chief Ward. Over the past three years, numerous issues have arisen, and for the most part have been worked out; however, one of the main concerns has been the ability for this position to speak on behalf of the four agencies, which comprises the CSA. The request to add the position to the Fire District list of authorized personnel will only be funded by CSA-17 funds, and only as long as they are available. He distributed a salary comparison of the District's cost compared to costs paid by SDMS. He acknowledged that there could be some future liability on the District's part as it relates to pension benefits, but the District is not able to calculate those future benefits because of several factors, that include length of employment, investment returns, change in defined benefits, etc. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to add the EMS Coordinator position to the list of authorized District positions, and further authorize the Fire Chief to negotiate an agreement to fill the position.

8. Closed Session

Pursuant to section 54956.9 and 54956.8 the Board met in closed session from 2:05 to 2:35 to discuss the following:

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) case*
All members listed and Stephen J. Fitch, Esq. legal counsel attended the closed session.
- b. 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

Upon reconvening, President Ashcraft reported that direction was provided to legal counsel for item 8. a., and there was no need to discuss item 8.b. He also announced that the board would reconvene to closed session at the conclusion of all open session agenda items.

7. Oral Report

- a. Fire Chief – Michel
 - i) Fairbanks Ranch Replacement Fire Station – Update: Captain Galindo distributed an update on project. He reported that the project continues to be behind schedule. He noted that framing is close to completion. The retaining wall is complete. The major endeavor is the traffic signal, which the County of San Diego has deemed inadequate. Time is a factor as the road improvements must be completed to move forward with the project. If a mutually agreeable plan is not made, then the District may go back to the original “flashing signals.” The anticipated completion date is September 2011.
 - ii) Cielo Administration Building – Update
Chief Michel reported that as of this date, April 13, escrow has not closed for the Calle Ambiente location. He has been working with legal counsel to resolve the issues delaying the close of escrow. He reported that a third amendment to the sale agreement was authorized, which was a “no cost, only operating expenses” lease. This gave staff the authority to legally occupy the building. Chief Michel also commended the administrative staff for all of the hard work and extra hours committed to accomplish the move. He anticipates that the May 2011 board meeting will move to the Calle Ambiente location.
 - iii) Sharing of Resources with City of Encinitas: he updated the Board on the discussions with Chief Muir (City of Encinitas) on joint habitation of a fire station. He has agreed to look at the response plan criteria to obtain data regarding the long response time to the northwest portion of the Fire District. He will update the Board as he obtains more information.
 - iv) District Activities
 - (1) Burn Institute Dinner – scheduled for April 28. All board members are welcome to attend.
 - (2) Appreciation Dinner – scheduled for May 6 at The Inn at Rancho Santa Fe
 - (3) Cooperative Efforts Governance Meeting – scheduled for April 19 at Encinitas City Hall
 - (4) Wildland Training – scheduled for May and invited board members to observe the training. All are welcome.

- b. Operations – Chief Ward
 - i) Reported total incidents (February – 194 and March 206). He summarized the following significant calls:
 - (1) RSF Lakes – Structure fire (garage) – damage to the home approximately \$1 million. There was significant fire and smoke damage to the structure
 - (2) San Dieguito Road – dryer fire
- c. Training – Battalion Chief Davidson
 - i) Chief Ward summarized the following training activity for all personnel:
 - (1) Continuing Education for Trauma
 - (2) Mandatory sexual harassment supervisor training
- d. Fire Prevention - Fire Marshal Hunter
 - i) Chief Michel report that the Fire Marshal was in South Carolina observing a test center for Wildland fires. The District has hired a temporary employee (two days per week) for weed abatement inspections.
- e. Administrative Manager – Rannals
 - i) No report
- f. Board of Directors
 - i) North County Dispatch JPA – Update
 - (1) No report – next meeting scheduled May 25, 2011
 - ii) County Service Area – 17 – Update
 - (1) No report – next meeting scheduled May 3, 2011
 - iii) Comments
 - (1) Ashcraft: requested a future agenda item to discuss any emergency plans if there were ever a significant incident at the San Onofre Nuclear Generating Station.

Ten-minute recess

8. Closed Session

The Board of Directors reconvened to closed session from 3:59 – 5:45 pm pursuant to section 54957 to discuss the following:

PUBLIC EMPLOYMENT

Title: Fire Chief

All board members listed and Fire Chief Tony Michel attended the closed session.

Upon reconvening, President Ashcraft reported that the board members discussed the topic listed and no action was taken by the Board.

9. Adjournment

Meeting adjourned at 5:46 pm.

Karlena Rannals
Secretary

James H Ashcraft
President