



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – April 21, 2010**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 2:00 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; Jim Sturtevant, Battalion Chief; and Karlana Rannals, Board Clerk

**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

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 March 10, 2010.

ii) 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 April 8, 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 20334 thru 20432 for the period March 1 – 31, 2010 totaling: \$ 303,593.91

Payroll for the period March 1 – 31, 2010 \$ 430,291.27

TOTAL DISTRIBUTION \$ 733,885.18

(2) Activity Reports – March 2010

- Fire Prevention
- Operations
- Training

(4) District Articles– March 2010

(5) Correspondence

- None

**4. Old Business**

- a. None

**7. Closed Session (Time Certain 2:15)**

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 2:10 – 2:31 pm for discussions on the following:

- a. Conference with negotiators for the following real property, pursuant to Government Code Section 54956.8

18029 Calle Ambiente, Rancho Santa Fe

Negotiating Parties: James Ashcraft, Director; John Tanner, Director; Nick Pavone, Fire Chief  
Under Negotiation: Both Price and Terms of Payment

*NOTE: All members of the Board and staff listed and Steve Fitch, legal counsel attended the Closed Session*

Upon reconvening, President Ashcraft reported that item (a) was the only matter discussed at this session. The Board discussed the price and terms of payment for the purchase of real property at 18029 Calle Ambiente, Rancho Santa Fe.

**5. New Business**

- a. Purchase of Real Property

Chief Pavone and Steve Fitch, legal counsel reported that the District and the owners of the property at 18029 Calle Ambiente have agreed to a price and contract language to purchase the real property listed. Chief Pavone informed the Board that the agreed purchase price is \$1,482,480, and 50% of the cost of tenant improvements estimated at \$123,540. However, he noted that other costs are necessary such as survey, evaluation (inspection) of the structure and site. The District has 60 days to conduct the standard customary and due diligence. Staff responded to questions from the Board.

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

- 1) Purchase real property at 18029 Calle Ambiente, Rancho Santa Fe for \$1,482,480;
- 2) Approve all necessary expenditures associated with the standard and customary “due diligence” evaluations and inspections for subject real property; and
- 3) Authorize the President to execute all documents for the REAL PROPERTY PURCHASE AND SALE AGREEMENT AND ESCROW INSTRUCTIONS.

- b. Standby Charge Rate

Mr. Habib Isaac, Willdan Financial Services, made a presentation to the Board on the history of the District’s 1980 voter approved standby charge. He offered his appreciation to provide the District of his “professional opinion.” He reported that in reviewing the election material and all supporting documentation, the purpose of the standby charge identified was to be sure that the District had an adequate revenue stream to provide fire

prevention and fire protection, in the event that State's bailout monies were no longer available. If that occurred, the Board of Directors would have the ability to assess the maximum of \$10.00 per benefit unit. He noted that since the inception of the standby charge, the Board has only assessed \$2.50 per benefit unit. Since the enactment of the standby charge, state legislation has eliminated all of the District's bailout funding, thus allowing the Board of Directors to increase the standby charge. In his professional opinion, the District's Board of Directors may increase its standby charge, which is considered a special tax approved pursuant to Proposition 13 by a two-thirds vote and; therefore, complies with Proposition 218. The consultant and staff responded to questions from the Board.

The board members discussed the pro and cons of increasing the charge, which would increase the average residential property tax by less than one-half percent (<0.5% or 0.005). At the conclusion of the discussion, the Board agreed to increase the standby charge to \$10.00 per benefit unit and direct staff to prepare the appropriate resolution for consideration at the next board meeting.

d. Ad Hoc Committee Appointment - Audit

Ms. Rannals informed the Board that the audit firm has scheduled their first meeting with staff on May 26. She requested that the Board President appoint an ad hoc committee to meet with staff and the independent auditor to begin the FY10 financial audit.

President Ashcraft appointed Directors Malin and Tanner to the ad hoc committee for the FY10 financial audit.

**6. Oral Reports**

a. Fire Chief – Pavone

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station – Update
  - The mandatory pre-bid meeting was held April 12 attended by 20-22 contractors. The opportunity to submit a bid will close April 29. Captain Galindo has been working with the contractors and sub-contractors responding to their questions. The bid opening will be closed, and will commence on April 30. At that time, a review to determine the lowest and most responsive bidder will be done and references checked. He requested that the Board consider a special meeting to award the contract so that the project can continue to move forward. A special board meeting was scheduled for May 6, 2010 at 1pm to discuss and/or select a contractor for the replacement Fairbanks Ranch Fire Station.
- Management Services Contract – The leadership task force met to review eight alternatives to deal with the upcoming retirement of the Training Officer from the City of Encinitas. The preferred structure is:
  - Training Chief: Solana Beach Deputy Chief will provide training services for Del Mar, Encinitas, and Solana Beach
  - Fire Marshal & Management Analyst: City of Encinitas personnel will provide prevention services for Del Mar, Encinitas, and Solana Beach.
  - Administrative Battalion Chief: City of Encinitas will hire for a new position for their city.

He also reported that the next step is to form a board/council subcommittee to explore a long-term governance model or structure.

- District Activities
  - April 21, 2010 is the annual “Boot Drive” benefiting the Burn Institute.

*b. Operations – Deputy Chief Michel*

He reported on the following topics:

- Call activity:
  - No significant calls

*c. Training – Battalion Chief Davidson*

Chief Michel recapped the first quarter training activity. He also reported that Chief Davidson was voted by the students at the Palomar Fire Academy as top instructor. In addition, the District’s former Fire Services Assistant, James Kratz was named top recruit.

Chief Sturtevant summarized the monthly training activity, which included:

- City of Carlsbad has joined with Encinitas and Rancho Santa Fe to coordinate and participate in the annual training calendar.

*d. Fire Prevention – Fire Marshal Hunter*

- No report

*e. Administration – Administrative Manager Rannals*

- Health Benefit Committee – Update: she updated the Board on the progress of the Health Benefits Committee and summarized the presentations made by FAS (current broker) and Lawson-Hawks on behalf of FDAC-EBA.
- San Diego Taxpayers Association – she has received two requests for information regarding employer and employee contributions to the District’s retirement plans, and requested an electronic copy of the District’s budgets for the last ten years.

*f. Board of Directors*

- North County Dispatch JPA – Update – Director Ashcraft: No report. The next meeting is scheduled for May 27.
- County Service Area 17 – Update – Director Hickerson: No report. The next meeting is scheduled for May 4.
- Comments:
  - none.

**7. Closed Session**

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 5:00 – 5:50 pm for discussions on the following:

- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957:  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Fire Chief

*NOTE: All members of the Board and Chief Pavone attended the Closed Session*

Upon reconvening, President Ashcraft reported that Chief Pavone announced his retirement effective October 31, 2010. They congratulated and expressed their appreciation to Chief Pavone for his leadership and service to the Fire District.

He also reported that the Board discussed the preferred process to select and appoint a new fire chief. He stated that the Board intends to interview all chief officers this summer. At this time, the Board is not interested in retaining the services of an outside recruitment firm.

**8. Adjournment**

Meeting adjourned at 5:52 pm.

---

Karlana Rannals  
Secretary

---

James H Ashcraft  
President