



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – May 11, 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

Deputy Chief Abelman led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren, Malin, Tanner

Directors Absent: None

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 3 pm to meet with legal counsel.

2. Special Presentations

a. Recognition – Lee Haskin, Engineer

Chief Michel informed the Board that Engineer Haskin was unable to attend the meeting; however, he recognized and commended Engineer Haskin for the time and effort he provides in the District's vehicle maintenance program.

3. Public Comment

No one requested to speak to the Board.

4. Motion Waiving reading in full of all Resolutions/Ordinances

MOTION BY DIRECTOR HICKERSON, SECOND BY HILLGREN TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to waiving reading in full of all resolutions/ordinances.

5. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar, with the removal of items 5. b. 1 (2) & (3).

a. Board of Directors Minutes

i) MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of April 13, 2011.

b. Receive and File

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

i) Monthly/Quarterly Reports

(1) List of Demands

| | |
|--|----------------------|
| Check 22106 thru 22113 for the period April 1 – 30, 2011 totaling: | \$ 853,990.41 |
| Payroll for the period April 1 – 30, 2011 | <u>\$ 447,662.71</u> |
| TOTAL DISTRIBUTION | \$1,301,653.12 |

(4) Activity Reports – April 2011

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

(5) District Articles

(6) Correspondence

- Chinese Bible Church of San Diego
- Carlson
- Call for Nominations – LAFCO
- Carol Streeter

Director Malin had questions for staff on the following reports:

- (2) Statement of Cash Assets – March 31, 2011
- (3) Budget Review – July 1, 2010 – March 31, 2011

He requested that when the preliminary budget is presented at the next meeting that staff include an estimate for personnel costs for the next two fiscal years, based upon the projections provided by CalPERS and a best estimate for health insurance costs.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to receive and file the balance of the consent calendar.

6. Old Business

- a. None

7. New Business

- a. Article XIII B California Constitution Appropriation Limit

Ms. Rannals summarized the staff report provided. She recommended that the Board of Directors select the following formula to calculate the District's new appropriation limit for the 2010/2011 fiscal year:

- Change in California per capital personal income (2.51%) for the Cost of Living Factor, and
- Change in population within the unincorporated area of San Diego County (.72%).

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation for calculation of the District's appropriations limit.

b. Hazard Abatement Sole Source Contractor

Chief Michel summarized the staff report included with the agenda material. He summarized the process to determine a contractor to provide services for forced abatement of hazardous vegetation and rubbish within the Fire District. Of the eight bid packets submitted, only two were determined to be the most responsive bids received. Staff responded to questions from the Board. At the conclusion of the discussion, staff was asked upon renewal of the contract, to reevaluate the criteria prior to distributing a request for proposal to ensure that all respondents are responding to the same questions.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to enter into a service agreement with California Tree Service as the sole source contractor for forced abatement of hazardous vegetation and rubbish within the Rancho Santa Fe Fire Protection District and authorize the Fire Chief to execute the contract.

8. Resolutions/Ordinances

a. Resolution No. 2011-03

Ms. Rannals informed the Board that this resolution is required by the County of San Diego and must be renewed annually. If adopted, the special tax will remain at \$10.00 per benefit unit for FY12 budget year.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2011-03 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing the Benefit Charges for fiscal year 2011/2012* on the following roll call vote:

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

b. Resolution No. 2011-004

Ms. Rannals informed the Board that this resolution required by the State of California reflects the Board's action of selecting the formula to calculate the District's appropriations limit.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and ADOPTED Resolution No. 2011-04 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2011/2012 Appropriations of Tax Proceeds* on the following roll call vote:

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

9. Oral Report

a. Fire Chief – Michel

- i) Fairbanks Ranch Replacement Fire Station – Update: Captain Galindo distributed an update on project. He reported that since the previous report there were no additional delays. The interior drywall installation has begun. He reviewed with the Board the following:
 - (1) Signal update – the decision has been made to reestablish the flashing yellow beacon lights. There were too many issues with the County, which would delay the construction on the project.
 - (2) Street repaving – at the end of construction, the District will be responsible for patching the roadway, apply a slurry seal, and restripe the roadway.
 - (3) Project management – discussed concerns with the management of the project by the construction company. A meeting was held with all parties to discuss the various issues. Many issues/concerns were resolved because of the meeting.
 - (4) Temporary Fire Station – Horizon Christian Fellowship Church would like to take over the lease of the temporary trailers when the District's project is complete.
 - (5) Budget – project is about 44% spent. The anticipated completion date is September 2011.
- ii) Cielo Administration Building – Update
Chief Michel welcomed the Board to their new meeting location. The employees are settling in to the new surroundings, and are unpacking as time permits.
- iii) Sharing of Resources with City of Encinitas: there is no new information to report. He is waiting for data to analyze response times.
- iv) District Activities
 - (1) Burn Institute Dinner – held April 28. There were approximately 40 people attending. He thanked the staff and Firefighters Association for the work done to make the event successful.
 - (2) Appreciation Dinner – due to a scheduling conflict, the event was rescheduled for June 3 at The Inn at Rancho Santa Fe
 - (3) Taxpayers Association Awards Banquet – the District has been selected as a finalist as a member of the "Cooperative Efforts" agreement. He requested that at least one board member attend the event. President Ashcraft agreed to attend.
 - (4) Spaghetti Dinner – scheduled for June 18 at the 4S Ranch Fire Station. All are welcome to attend.
 - (5) CERT Graduation – scheduled for May 21 and will be held at the 4S Ranch Fire Station. There are 23 participants in the class.

b. Operations – Chief Ward

- i) Total incidents reported for April was 195. He summarized the following significant calls:
 - (1) Small brush fire on Del Dios Highway
 - (2) Fatality – fall from a roof
- ii) Chief Abelman informed the board that he had obtained information from the Office of Emergency Services regarding an emergency plan should a significant event occur at the San Onofre Nuclear Generating Station (SONGS). An inter-jurisdictional emergency planning committee exists and regularly meets to review the emergency plan. Chief Michel distributed information about SONGS what to do in the event of an emergency

- c. Training – Battalion Chief Davidson
 - i) Chief Ward summarized the following training activity for all personnel:
 - (1) Rapid Intervention Crew (RIC) Training
 - (2) Dynamic Risk Assessment
 - ii) He reminded the board members that the annual wildland training was scheduled for May 16, 17 and 20.
- d. Fire Prevention - Fire Marshal Hunter
 - i) Chief Michel introduced Fire Prevention Specialist Renee Hill to provide the report in the absence of Fire Marshal Hunter. Ms. Hill reported on the following:
 - (1) There was 85,500 square feet of new construction
 - (2) Staff assisted with the Firefighter Boot Drive benefitting the Burn Institute
 - (3) Personnel conducted 14 safety seat inspections
- e. Administrative Manager – Rannals
 - i) Tax Refunds – FY11 – she reported that to date, the District has experience approximately \$225,000 in property tax refunds. This is about five times the normal.
 - ii) A reminder that the next meeting is scheduled for June 15, in which the preliminary budget will be presented for approval.
- f. Board of Directors
 - i) North County Dispatch JPA – Update:
 - (1) No report – next meeting scheduled May 25, 2011. There will be no representation at this meeting since both the representative and the alternate are unavailable.
 - ii) County Service Area – 17 – Update
 - (1) A meeting was held May 3, 2011. There was nothing to report.
 - iii) Comments
 - (1) Hillgren: she requested consideration of moving the board meeting date in July. It was noted that this topic would be added to the June agenda for discussion.

Ten-minute recess

10. Closed Session

Pursuant to section 54956.9 and 54956.8, the Board met in closed session from 3:10 to 5:25 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 attend the closed session, and Stephen J. Fitch, Esq. legal counsel participated by conference call.
- 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
All members listed attend the closed session, and Stephen J. Fitch, Esq. legal counsel participated by conference call.
- c. The Board of Directors convened to closed session 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 direction was provided to legal counsel for item 8.a. and 8.b. He also announced that the board members discussed the topic listed for 8.c. and no action was taken by the Board.

11. Adjournment

Meeting adjourned at 5:30 pm.

Karlana Rannals
Secretary

James H Ashcraft
President