



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – May 12, 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*

Fire Marshal Cliff Hunter led the assembly in the *Pledge of Allegiance*.

**1. Roll Call**

Directors Present: Ashcraft, Hickerson, Hillgren (arrived at 2:15pm), Malin, Tanner  
Directors Absent: None  
Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief; Jim Sturtevant, Battalion Chief; Brett Davidson, Battalion Chief; Chris Galindo, Administrative Captain; and Karlena Rannals, Board Clerk

President Ashcraft informed the Board of a request to amend the agenda to include the following topics for discussion and/or action:

NEW AGENDA ITEM: 6(c)

Recruitment Schedule for the Replacement of the Fire Chief's Position

To discuss and/or provide direction to staff for the recruitment process, schedule, and selection of a new District fire chief.

ACTION REQUESTED: **Direction**

NEW AGENDA ITEM: 6(d)

Board of Directors Meeting Schedule

(i) Regular Meeting

(1) August 11, 2010

To discuss a possible change in the meeting date for the regular Board of Directors meeting schedule due to a potential conflict

ACTION REQUESTED: **Motion to change meeting date, if determined by Board of Directors**

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to amend the agenda as requested.

**2. Public Comment**

No one requested to speak to the Board.

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

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

**4. Consent Calendar**

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

a. Board of Directors Minutes

i) MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of April 21, 2010.

ii) MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of May 6, 2010

b. *Receive and File*

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 20433 thru 20554 for the period April 1 – 30, 2010 totaling:	\$ 531,540.33
Payroll for the period April 1 – 30, 2010	<u>\$ 497,551.73</u>

TOTAL DISTRIBUTION

\$ 1,029,092.06

(2) Financial Reports – Quarter ending March 31, 2010

- Budget Review
- Combined Summary Statement Cash Assets-Liabilities

(3) Activity Reports – April 2010

- Fire Prevention
- Operations
- Training

(4) District Articles– April 2010

(5) Correspondence

- Rachel Donglan
- Bill Fleishmann

**5. Old Business**

a. None

**6. 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 (-2.54%) for the Cost of Living Factor, and  
Change in population within the unincorporated area of San Diego County (1.52%).

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept staff's recommendation for calculation of the District's appropriations limit.

b. AIA Document A101 – 2007 Standard Form of Agreement between Owner (Rancho Santa Fe Fire Protection District) and Contractor (Ledcor Construction Inc.)

Chief Pavone and Captain Galindo summarized the details of the final contract between the fire district and contractor Ledcor Construction. Chief Pavone reported that district personnel, the architect, and legal counsel have reviewed this standard AIA document. He requested board approval for the contract as presented, and authorize the president to execute the document.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to:

- 1) Approve the contract with Ledcor Construction for \$4,540,000 to construct the Fairbanks Ranch fire station; and
- 2) Authorize the President to execute all documents.

c. Recruitment Schedule for the Replacement of the Fire Chief's Position

President Ashcraft led the discussion as to the options available to the Board in seeking a replacement fire chief, which included interviews with internal staff members and/or possibly seeking the expertise of an executive search firm. At the conclusion of the discussion, the board members concluded to schedule a special board meeting on July 1, 2010 beginning at 11:00 am. The purpose will be to interview all senior managers of the district about the appointment of fire chief.

d. Board of Directors Meeting Schedule

- i) Regular Meeting
  - (1) August 11, 2010

Director Malin requested consideration to reschedule the August 2010 meeting due to a conflict. The board members agreed to defer the request to the next meeting since not all members were present for the discussion.

## 7. Resolutions/Ordinances

a. Resolution No. 2010-02

Chief Pavone 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 increase to \$10.00 per benefit unit for FY11 per the discussion and direction from the previous board meeting.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2010-02 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing the Benefit Charges for fiscal year 2010/2011* on the following roll call vote:

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

ABSENT: None  
ABSTAIN: None

b. Resolution No. 2010-03

Ms. Rannals informed the board that this is a housekeeping resolution requested by CalPERS. The District currently agrees by Memorandum of Understanding or resolution to “pick-up” the employees’ contribution to CalPERS. The Internal Revenue Code requires the District to specify that “all employees” receive this benefit. The resolution on file with CalPERS does not comply with the required IRS language.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and ADOPTED Resolution No. 2010-03 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Tax Defer Member Paid Contributions – IRC 414(h)(2) Employer Pick-up* on the following roll call vote:

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

c. Resolution No. 2010-04

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. 2010-04 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2010/2011 Appropriations of Tax Proceeds* on the following roll call vote:

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

**8. Oral Reports**

a. Fire Chief – Pavone

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station: Update – District staff, architect, and representatives from the construction contractor (Ledcor Construction) held their first meeting Monday, May 10, 2010 to identify points of contact, review common issues, and identify a process for approving payments. The meeting was productive and a follow-up preconstruction meeting is scheduled for the week of May 17, in which he anticipates signing the notice to proceed.

He also discussed the proposed County assessment of “traffic impact” fees for \$40,000. He intends to invite representatives from the County to the next meeting to explain the fees and what how they are used.

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- Management Services Contract – The leadership task force approved moving forward with the new preferred structure that includes:
  - 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 a new position for their city that will also provide services to Solana Beach and Del Mar.

The next phase is to establish a board/council ad hoc committee comprised of the leadership team and elected officials to discuss and explore a long-term governance model or structure.

- Deployment Study – he discussed the Regional Fire Services Deployment Assessment Report prepared by Citygate Associates and funded by the County of San Diego. He informed the Board that the study took into consideration all “CalFire” contracts, used a 5-minute response time in which the fire district’s response time is 7-minutes that created a gap and the recommended need of 14 additional fire stations in the County.
- District Activities
  - None to report

*b. Operations – Deputy Chief Michel*

He reported on the following topics:

- Call activity:
  - No significant calls; however, call volume was high for the previous month.

*c. Training – Battalion Chief Davidson*

Chief Davidson summarized the monthly training activity, which included:

- Live fire training at the tower
- County RCS training
- Personnel participated in the annual County Wildland drill. Approximately 850 firefighters participated in the training over four days. The County Training Officers received a \$10,000 grant from San Diego Gas & Electric, which covered most of the cost of the drills.

*d. Fire Prevention – Fire Marshal Hunter*

- Explained the new activity report for fire prevention

*e. Administration – Administrative Manager Rannals*

- Health Benefits – Update
- She discussed the adopted resolution providing continuation of medical benefits for two retirees. The board members requested additional information and requested this discussion be deferred to the next meeting.

*f. Board of Directors*

- North County Dispatch JPA – Update – Director Ashcraft: No report. .
- County Service Area 17 – Update – Director Hickerson: the Advisory Board is reviewing two areas of concern:
  - 1) CPR in assisted living facilities; and 2) tax revenue for the entire service area. Currently the 4S Ranch area does not have a tax base to contribute to the CSA. They continue to work with the County of San Diego on this issue.
- Comments:
  - Malin: he distributed a series of articles from the Wall Street Journal about the CalPERS retirement system.

**9. Adjournment**

Meeting adjourned at 3:30 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President