



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR MEETING BOARD OF DIRECTORS
MINUTES – June 13, 2012**

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

Battalion Chief Chris Galindo 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; Fred Cox, Battalion Chief; Bret Davidson, Battalion Chief; Chris Galindo, Battalion Chief; Deputy Fire Marshal; and Karlana 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: New Business 7 (d) and renumber 7(d) to 7(e)

d. July 2012 Meeting Date

To discuss and/or reschedule the July 2012 Board of Directors meeting date

ACTION REQUESTED: **Reschedule**

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to amend the agenda as requested.

2. Special Presentation

a. Chief Michel and Chief Davidson welcomed all in attendance. Chief Davidson summarized the District's promotional process and the role and responsibility that the new engineer will assume. Chief Michel congratulated the district employee member on their selection and achievements. A Fire District badge was presented to the following members of the District:

i) Joe Carter, Engineer

3. Public Comment

No one requested to speak to the board.

4. Consent Calendar

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar as submitted.

a. *Board of Directors Minutes*

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the following:

Board of Directors minutes of May 9, 2012

b. *Receive and File*

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 22862 thru 22971 for the period May 1 – 31, 2012 totaling:	\$ 756,398.73
Payroll for the period May 1 – 31, 2012	<u>\$ 409,666.54</u>
	\$1,166,065.27

(2) Activity Reports – May 2012

- Fire Prevention
- Operations
- Training
- Fairbanks Ranch Station Replacement

(3) District Articles

(4) Correspondence - letters/cards were received from the following members of the public:

- None

5. Oral Report

a. *Rancho Santa Fe Firefighters Association*

- i) Antique Engine: FF/PM Trevor Krueger - presented a PowerPoint presentation to the board members on the history of the antique fire engine donated to the association. The donor wishes to remain anonymous. A volunteer department located in Paramus, New Jersey originally owned the engine. It also has many of the original tools on the engine. Through the volunteer efforts of off-duty firefighting personnel, they are working to restore the engine and the tools by year-end. The association estimates it will cost approximately \$40,000 to restore it. The Rancho Santa Fe Foundation has assisted the firefighter association in creating an account that allows for donations received being tax deductible. He requested the board spread the word on their efforts. They believe this will be a great asset to the numerous community events throughout the district.

b. *Fire Chief – Michel*

- i) Cooperative Efforts: he reports that the leadership group met about the opportunity to submit a bid for the CSA-17 contract. He announced that the cooperative efforts agencies have no interest in preparing a bid to provide ambulance transport. If the fire district was interested, a special meeting may need to be scheduled to discuss the time necessary to respond to the RFP and the merits of adding transport services to the district responsibility.

A second meeting was held with a representative from Encinitas and Solana Beach to discuss different organizational models for fire service management, with a long-term goal of achieving one chief. He made it clear that Rancho Santa Fe is comfortable with the current structure. All agencies are experiencing organizational obstacles, such as differences in human resource processes. Until those differences are eliminated, retaining the services of only one fire chief will not fix the obstacles.

- ii) Fire Districts vs. CalFire: Chief Michel presented a PowerPoint presentation, which provided an overview of why the San Miguel Consolidated Fire Protection District chose to outsource firefighting services and begin negotiations with CalFire (the only respondent to the RFP) for providing the services. The loss of property tax revenue, approximately 20%, combined with the reduction of expenses (personnel and operational), reduction of staffing and delivery of services, inability to

achieve labor concessions, did not shore up the 1.6 million shortfall expected in the FY 13 year. The leadership had no other options.

He also offered by comparison what Rancho Santa Fe Fire District has done to ensure financial solvency. The district has no long-term debt, which includes no side fund to CalPERS; sought alternative funding sources, such as lease revenue; adjusted staffing where appropriate that resulted from vacancies; and has positive labor/management relationships.

Staff responded to questions from the board. The board conveyed their appreciation to the chief and staff for the presentation, which they found educational and insightful.

iii) District Activities

- (1) Spaghetti Dinner – 4S Ranch: he reported that the dinner was a tremendous success. The firefighters association estimated that during the event 430 people were fed. The crowd was enthusiastic and impress with the live demonstrations
- (2) Proposition B: distributed an article regarding the successful election results for Proposition B in both San Diego and San Jose. This was provided for information only.

Ten-minute recess

c. *Operations – Chief Ward*

- i) Chief Ward reported 202 calls for service the previous month. He summarized the following significant calls that District personnel responded to:
 - Car fire, which sustained \$5,000 property damage
 - Structure fire that sustained substantial property damage. There were people inside the home upon arrival however there were no injuries. The cause of origin is undetermined but they discovered that the smoke detectors were disabled.
- ii) Distributed a monthly weather outlook for June.

d. *Training – Battalion Chief Davidson*

- i) Chief Davidson summarized the following training activity for all personnel:
 - (1) County Wildland Drill – Approximately 30 departments participated at the drill hosted by Barona.
 - (2) Conducted Engineer’s exam with all four agencies. There were 14 candidates and 12 were successful in the process.
 - (3) Zone-wide high-rise drill at Camp Pendleton

e. *Fire Prevention – Deputy Fire Marshal*

Deputy Fire Marshal Renee Hill summarized the staff activity:

- (1) New construction: decrease in new construction
- (2) Weed abatement: annual weed abatement letters continue to be mailed. A temporary employee (Bill Lutz) has been hired to assist the program. There were no forced abatements this month.
- (3) Fuel modification has been completed at RSF2 & RSF4.
- (4) Reassessment of staff duties in fire prevention have started. The goal is to have cross training in field inspections.

Chief Galindo reported that he has met with HOAs regarding the eucalyptus trees. All parties are looking for alternatives to reforestation rather than removing the dying trees.

f. *Administrative Manager – Rannals*

- i) Health Insurance Open Enrollment – six meetings were held informing the employees of adding Kaiser as an option for health insurance. Employees are enthusiastic and interested in switching, to not only save money, but also seek professional services closer to home.

g. *Board of Directors*

- i) North County Dispatch JPA – Update: Ashcraft reported on the meeting held May 24, 2012. The authority has obtained several regional grants totaling in excess of \$800k. The board approved the FY13 budget (\$3.271 million) that included a reduction in the cost per call.
- ii) County Service Area – 17 – Update: Hickerson – there was no report.
- iii) Comments

Malin:

- Took the opportunity to watch the operations at the fire on May 31st. He conveyed a great sense of pride as to the professionalism demonstrated by district employees.

6. Old Business

- a. *None*

7. New Business

a. *Lease Agreement*

Chief Michel summarized the staff report provided. He reported that the lease agreement is a one-year lease agreement with three one-year options. The rent is in the sum of \$1,896 per month (\$2.05 square foot), and upon renewal, the rent shall be increased, if any, by the Consumer Price Index for all Urban Consumers, for the region of Los Angeles-Riverside-Orange County. He noted that the agreement was reviewed and has the concurrence of the District's legal counsel.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the lease agreement as submitted and authorize the fire chief to execute the document.

b. *Fixed Charge Special Assessment for Weed Abatement*

Chief Galindo summarized the staff report provided. He reported that this year, the majority of property owners who received notices willingly complied within the time allowed. This year, the district has three parcels that were non-compliant property owner(s) and to date have not reimbursed the district for the forced abatement fees.

The district's recourse to recover funds is to place a special assessment on the property tax bill. He requested that the board approve and authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2012 that include the following parcels:

- Parcel No. 265-470-07;
- Parcel No. 265-072-12; and
- Parcel No. 264-110-30.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2012.

c. *Budget Authorization*

Chief Abelman summarized the staff report provided. The authorization is for the installation of radios, lights and command module to complete the battalion chiefs' to be placed in service. He requested the board accept the \$24,832.84 bid from Johnson Equipment to complete the work.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the bid from Johnson Equipment for \$24,832.84 to complete the battalion chief's vehicle.

d. *July 2012 Meeting Date*

Director Tanner requested that board members discuss the July meeting date due to another commitment. After discussion and review of the calendar, they agreed to reschedule the July 11, 2012 regular meeting to July 3, 2012. The regular meeting time remains at 1pm.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move the July 2012 as agreed.

e. *Preliminary Budget FY13*

Chief Michel presented a PowerPoint presentation on the Preliminary Budget for FY13. He summarized the changes proposed within each category. He requested an overall Operating Budget of \$11,082 (in thousands) and noted that staff projects the general fund revenue at \$11,735 (in thousands). He summarized the expenditure changes between the proposed budget and FY12.

He also presented the Capital expenditures proposed, which is funded through the general fund. He noted that there aren't any planned expenditures for the fire mitigation fund. Capital expenditures (equipment, facility, and vehicles) are estimated to be \$620 (in thousands). The capital expenditures planned are a replacement engine and staff vehicle. Staff responded to questions from the board. The board requested that staff present a detailed depreciation schedule and with planned schedule for replacement of the fleet. Staff responded that there is a plan to present to the board a revised capital replacement plan within the next ninety days.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, to approve the Preliminary Budget for FY13 as presented on the following vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 19, 2012, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

8. Adjournment

Meeting adjourned at 4:35 pm.

Karlana Rannals
Secretary

James H Ashcraft
President