



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – June 15, 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

Fire Marshal Hunter 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; Dismas Abelman, Deputy Chief; Cliff Hunter, Fire Marshal; Jim Sturtevant, Battalion Chief; Bret Davidson, Battalion Chief; Chris Galindo, Administrative Captain; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the Board.

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

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

4. Consent Calendar

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

(1) Board of Directors minutes of May 11, 2011

(2) Board of Directors minutes of May 31, 2011

b. Receive and File

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 22106 thru 22213 for the period May 1 – 31, 2011 totaling: \$ 816,659.34

Payroll for the period May 1 – 31, 2011 \$ 411,940.90

TOTAL DISTRIBUTION \$1,228,600.24

(2) Activity Reports – May 2011

▪ Fire Prevention

▪ Operations

▪ Training

▪ Fairbanks Ranch Station Replacement – Construction Change Orders

(3) District Articles

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

- Vista Irrigation District
- Mexicali Fire Department

5. Old Business

a. None

6. New Business

a. Board of Directors Meeting Schedule

Ms. Rannals requested to confirm the meeting dates for July, August and September Board of Directors meetings. At the conclusion of the board discussion, it was determined that the July meeting needed to be rescheduled due to scheduling conflicts.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to reschedule the regular meeting of July 13, 2011 at 1pm, to July 19 at 9:30 am.

b. Fixed Charge Special Assessment for Weed Abatement

Fire Marshal Hunter summarized the staff report included with the agenda material. He reported overall, the District has achieved overall compliance and that only eight parcels have not complied. He noted that every effort has been made to contact the property owner to obtain reimbursement for the forced abatements. He informed that a final attempt to seek reimbursement will be made prior to any special assessment. However, the board action requested is necessary to place a special assessment on the property tax bill.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation to approve the following list for nonpayment of forced abatement fee, and authorize the Administrative Staff to deliver the list to the County of San Diego on or before the County's deadline of August 10, 2011:

Parcel No. 266-360-22; 267-090-23; 265-510-20; 264-110-30; 265-072-12; 303-013-52; 302-163-26; 303-10-44; and 303-100-51

c. Reserve policy – GASB54 Compliance

Ms. Rannals summarized the staff report provided. The proposed policy is intended to improve the usefulness of information provided to financial report users about fund balance/s by providing clearer, more structured fund balance classifications, and by clarifying the definitions of existing governmental fund types. The proposed policy language was provided by the District's audit firm Charles Z. Fedak, CPA.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation and approve Rancho Santa Fe Fire Protection District Policy 3036 as presented.

d. Preliminary Budget FY12

Chief Michel presented a PowerPoint presentation on the Preliminary Budget for FY12. He summarized the changes proposed within each category. He requested an overall Operating Budget of \$11,426 (in thousands) and noted that staff projects the general fund revenue at \$11,703 (in thousands). He summarized the expenditure changes between the proposed budget and FY11.

He also presented the Capital expenditures proposed, which are funded through the general and fire mitigation fee funds. Capital expenditures (equipment, facility, and vehicles) are estimated at \$2,928 (in thousands). The majority of the capital expenditures are to complete the construction of the Fairbanks Ranch replacement fire station. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, to approve the Preliminary Budget for FY12 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 21 2011, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

7. Resolution/Ordinance

a. Resolution No. 2011-05

Chief Michel summarized the staff report provided. This resolution only covers the compensation and benefits of the EMS Coordinator position, which is an “at-will”, non-safety, exempt- position. Although this position will be employed by the Rancho Santa Fe Fire Protection District, the EMS Coordinator will work on behalf of the entire County Service Area 17 (CSA-17) and report to all of the CSA-17 member agencies. The compensation for the position is based on the contract between the County of San Diego (County) and the successful bidder for the right to provide transport services for CSA-17. The total compensation for the EMS Coordinator position shall not exceed the amount set forth in the County contract. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, to approve on the following roll call vote, Resolution 2011-05 as presented:

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

8. 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; however, no additional days were added to the delay.

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- ii) Sharing of Resources with City of Encinitas: he reported that beginning July 1st, new city managers will be in place at the City of Encinitas and City of Del Mar. A new date will be set for a governance meeting. The leadership team is pursuing the different options of sharing resource. They are currently seeking concurrence through the various labor groups.
- iii) District Activities
 - (1) Appreciation Dinner – held May 6 at The Inn at Rancho Santa Fe. The evening was well attended and went well.
 - (2) Spaghetti Dinner – scheduled for June 18 at 4S Ranch Fire Station.
 - (3) Fire Expo – scheduled for June 18 at San Diego County Fair. All board members were invited to attend.
 - (4) District was a co-recipient of the Regional Golden Watchdog award, shared with the cities of Encinitas, Del Mar and Solana Beach for the cooperative efforts. This award was presented by the San Diego County Taxpayers Association.
- iv) Lease Agreement – the district has a signed lease agreement with the Rancho Santa Fe Association for the vacated space at the former administration building.
- b. Operations – Chief Davidson
 - i) He reported a total of 212 incidents from the previous month and the fire loss was estimated at \$3,500. The fire officials are anticipating a significant fire season. Also, local resources were deployed to New Mexico.
- c. Training – Battalion Chief Davidson
 - i) Chief Davidson summarized the following training activity for all personnel:
 - (1) Wildland drill – approximately 1,000 firefighters participated in the three day drill.
 - (2) Classes were held for domestic violence and sexual harassment
 - (3) Reported on upcoming training for social media. A suggestion was made to have a presentation on this topic at a future board meeting.
- d. Fire Prevention - Fire Marshal Hunter
 - i) Reported 254,000 square feet of new construction. Weed abatement personnel have been aggressive in their inspections and getting good results in compliance. The intern for the “shelter in place” communities begins June 22nd. 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) Meeting held May 25, 2011. The FY12 budget was approved. In addition, there were discussions from closed session regarding the upcoming labor negotiations and direction was provided to the chiefs and staff.
 - ii) County Service Area – 17 – Update
 - (1) No report
 - iii) Comments
 - (1) Ashcraft: has been watching the redistricting process for State Assembly. He suggests a letter is written and encouraged participation at the public hearing scheduled for Monday June 20 to not split the fire district in two areas.
 - (2) Malin: discussed a news article on the pension system.
 - (3) Hillgren: appreciated the opportunity to observe the wildland drill. She learned a lot and encouraged all board members to attend, if they have not done so already.

8. Adjournment

Meeting adjourned at 4:10 pm.

Karlana Rannals
Secretary

James H Ashcraft
President