



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

Captain Chris Galindo led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief; Cliff Hunter, Fire Marshal; Fred Cox, Battalion Chief; Bret Davidson, 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

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Board of Directors minutes of July 13, 2010

b. Grant of Water Easement to Olivenhain Municipal Water District

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to ratify the grant of an easement to Olivenhain Municipal Water District for the installation and maintenance of water services facilities for the Fairbanks Ranch Fire Station.

c. Slope & Drainage Easement for County Highway

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to ratify the grant of an easement to County of San Diego for the installation and maintenance of county highway facilities located at the Fairbanks Ranch Fire Station.

d. Easement for County Highway

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to ratify the grant of an easement to County of San Diego for the installation and maintenance of county highway facilities located at the Fairbanks Ranch Fire Station.

e. Traffic Signal Easement

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to ratify the grant of an easement to County of San Diego for the installation and maintenance of county highway facilities located at the Fairbanks Ranch Fire Station.

f. *Receive and File*

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 20765 thru 20875 for the period July 1 – 31, 2010 totaling:	\$ 598,397.44
Payroll for the period July 1 – 31, 2010	\$ 444,582.20
TOTAL DISTRIBUTION	\$ 1,042,979.64

(2) Activity Reports – July 2010

- Fire Prevention
- Operations
- Training

(4) District Articles – July 2010

(5) Correspondence

- None

4. Old Business

- a. None

5. New Business

- a. None

6. Oral Reports

- a. Fire Chief – Pavone

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station: Update – Captain Galindo reported that there has been a lot of activity at the site. The contractor (Ledcor) has mobilized the subcontractors that include:
 - 1st phase - soil stabilization.
 - 2nd phase – installation of the shoring wall.He also informed the board that once the site work is completed, the pad and foundation work may begin, once the permit is issued.
- Administration Building: staff has finalized the floor plan with the designer. The designer intends to start the tenant improvement permits with the County within a few weeks. The “due diligence” period has been extended due to continued negotiations with the HOA agreement.
- Management Services Contract (Cooperative Management Services Contract) – no report
- Insurance Services Office (ISO) – the District is in receipt a request from ISO to evaluate the District. This formal rating evaluates and measures the major elements of the District’s fire-suppression system and develops a numerical grading called a Public Protection Classification (PPC). The last review was completed in 1996. This review involves a lot of staff time to prepare.

Minutes

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- District Activities
 - CERT Volunteer Picnic - August 29 at San Dieguito Park.
 - Rancho Days Pancake Breakfast – September 26 at Rancho Santa Fe Headquarters

b. Operations – Deputy Chief Michel

He reported on the following topics:

- Call activity:
 - Suspicious fires in the 4S Ranch area. Juveniles are likely responsible.
- Received information from a meeting held at the Multi-agency Coordination Center. Fire season is expected to be normal, and the winter rains is expected to be at normal to below normal.

c. Training – Battalion Chief Davidson

Chief Davidson summarized the monthly training activity, which included:

- EMS drill for pediatric training
- RIC drill
- Grass fire
- leadership

d. Fire Prevention – Fire Marshal Hunter

- Prevention staff continues to work with property owners to remove the dead and dying trees. Progress is being made.
- At the September meeting, the agenda will include the first reading to update the District's Fire Code. The code adoption process takes a minimum of three months before it becomes effective.
- New construction activity increased from the previous month, adding 132,000 square feet of new construction.
- Preparing for Fire Prevention month in October

e. Administration – Administrative Manager Rannals

- FY10 Revenue Update – she informed the Board that the District's tax revenue was approximately \$280,000 below the approved budget. This is a result of the sale and reassessment of properties.
- Election 2010 – distributed candidate list from the Registrar of Voters. There are three candidates for two positions.
- CalPERS Conference – she informed the board that no board member is available to attend the conference in Indian Wells.

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: no report.
- County Service Area 17 – Update – Director Hickerson: no report.
- Comments:
 - None.

Ten-minute recess

7. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 2:20 – 6:03 pm for discussions on the following:

- a. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: - 1 Case
NOTE: All members of the Board and staff listed attended the Closed Session
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
NOTE: All members of the Board and staff listed attended the Closed Session
- c. With respect to every item of business to be discussed in closed session pursuant to Section 54957:
PUBLIC EMPLOYEE APPOINTMENT
Title: Fire Chief
NOTE: All members of the Board and Chief Pavone attended the Closed Session
- d. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.6
CONFERENCE WITH LABOR NEGOTIATORS
Agency Negotiators: Jim Ashcraft, Randy Malin
Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349
Represented Employees: Rancho Santa Fe Miscellaneous Employees
Employee organization: Unrepresented Employees
Position – Fire Chief (1); Deputy Chief (1); Battalion Chief (4); Fire Marshal (1); Administrative Manager (1)
Under Negotiation: A successor Memorandum of Understanding
NOTE: All members of the Board and Chief Pavone attended the Closed Session

Upon reconvening, President Ashcraft reported the following:

- 7. a. – legal counsel was available by phone, direction was provided and the Board took no action.
- 7. b. – staff updated the board on a personnel matter and the Board took no action.
- 7. c. – MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to appoint Deputy Chief Tony Michel to Fire Chief effective November 1, 2010.
- 7. d. – the board received an update from the negotiators and the Board took no action.

8. Adjournment

Meeting adjourned at 6:10 pm.

Karlana Rannals
Secretary

James H Ashcraft
President