



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – August 13, 2008**

Rancho Santa Fe FPD – Board/Community Room
Headquarters – 16936 El Fuego
Rancho Santa Fe, California 92067

A regular meeting of the Rancho Santa Fe Fire Protection District Board of Directors was called to order at 1:00 p.m.

Pledge of Allegiance

Battalion Chief Davidson led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief; Jim Sturtevant, Battalion Chief; Bret Davidson, Battalion Chief; Cliff Hunter, Fire Marshal; and Karlana Rannals, Board Clerk.

2. Public Comment

No one requested to speak.

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 TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar with the removal of 4.c. – Budget Ratification, and 4.d. i. a. – List of Demands.

a. Board of Directors Minutes

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of July 9, 2008.

b. Acceptance of Donated Equipment

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept equipment purchased through a 2005 Urban Area Securities Initiative Grant.

d. *Receive and File*

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

- i. Monthly/Quarterly Reports
 - (b) Activity Reports – July 2008
 - Fire Prevention
 - Operations
 - Training
 - (c) District Articles – July 2008
 - (d) Correspondence
 - Chan
 - Senator Don Perata

c. *Budget Ratification*

Chief Pavone informed the board that this paving project was identified and the expenditure planned for the FY08 budget year. He informed the Board that bids were obtained to replace the concrete that is cracking and chipping away in front of the headquarters station. In researching options, contractors discussed the option of pavers with staff. The cost was nearly the same, but the pavers have a “lifetime” guarantee. The District wanted to complete the work when school was in summer session; however, there was a time lag in getting the pavers to begin the project. Because of the short window, it was necessary to sign the contract before the next scheduled Board of Directors meeting.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ratify the request for budget authorization.

d. *Receive and File:*

(a) List of Demands	
(1) Check 18189 thru 18284 for the period July 1 – 31, 2008 totaling:	\$442,588.14
Payroll for the period July 1 – 31, 2008	<u>\$532,026.42</u>
TOTAL DISTRIBUTION	\$974,614.56

The board members questioned checks written expensed to *workers compensation*. Staff explained the difference in the workers compensation accounts (PASIS vs. checking account) to pay for injured workers medical expenses.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to receive and file monthly report.

5. Resolutions/Ordinances

a. *Resolution No. 2008-10*

Karlana Rannals summarized the staff report provided. The letter received from the Department of Finance modified the annual populations change using a benchmark of April 1,

2000. The spreadsheet provided demonstrates how the revised population changed the limit each year. The resolution provided revises the Gann limit for the FY 2008-2009 year. Staff responded to questions from the Board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and APPROVED Resolution No. 2008-10 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District revising the 2008/2009 appropriations of tax proceeds on the following roll call vote:

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

6. Old Business

a. *None*

7. New Business

a. *Proposed County Ballot Measure*

Chief Pavone summarized for the board members the background on the ballot measure to improve and enhance firefighting resources approved by the Board of Supervisors August 5th for a vote in the November general election. His PowerPoint presentation included not only the background, but if approved, how the proposed JPA would be governed and the monies collected would be spent. He informed the Board that they have three options to consider regarding the ballot measure: 1) support; 2) oppose; or 3) remain neutral.

The Board through their deliberations talked about the merits of supporting, opposing, or remaining neutral on the ballot measure. In addition, the Board also discussed the enhanced benefits to the region, if approved; however they concluded that the per parcel tax and proposed funding plan does not fix the problem.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, the Rancho Santa Fe Fire Protection District Board of Directors approved unanimously to not support the regional and local fire protection parcel tax and funding plan scheduled for the November 4 general election.

The Board requested that staff develop a press release announcing the action taken by the Board of Directors and explaining their position.

b. *Contract: Consulting Agreement between Rancho Santa Fe FPD and Erwin L. Willis*

Chief Pavone summarized the staff report provided. He noted that the hours worked by Mr. Willis in maintaining the District's computer network have increased over the three-year period, and that his response time to problems is usually less than one hour. He recommended that the board approve the consultant's requested increase in monthly fee.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Fire Chief to sign an amendment to the consulting agreement between Rancho Santa Fe FPD and Erwin L. Willis to increase the compensation amount to \$5,000 per month for the period of September 1, 2008 to September 30, 2009.

8. Oral Reports

a. *Fire Chief – Pavone*

He reported on the following topics:

- Boundary Adjustment – the District has received final approval from the County. The attorney is working on the conveyance document to complete the property exchange with the current owner. He continues discussions with Horizon Fellowship Church. They are willing to discuss the District using a part of their property for a temporary facility when the station is under reconstruction.
- Request for Qualifications (RFQ) for Architect – the RFQ period will run from August 13 through September 8. He requested assistance from the board (if interested) in the screening the proposals. Directors Ashcraft and Tanner agreed to assist Chief Pavone in reviewing the proposals and participate in the interview process.
- CalPERS Conference – October 27-29, 2009 – he inquired if any board member was interested in attending. Director Ashcraft agreed to attend.
- District Activities
 - Chief Pavone and Fire Marshal Hunter will be presenting programs to the following community groups:
 - Whispering Palms HOA
 - Public Interest Committee (PIC)
 - Fairbanks Ranch Community HOU
 - Crosby
 - He invited the board members to attend the RCS Anniversary Luncheon on August 20 at San Dieguito Park.

b. *Operations – Deputy Chief Michel*

He reported on the following topics

- Significant incidents during the last month which included:
 - Structure fire that included a sprinkler activation
 - Assisted Encinitas Fire in a vegetation fire between El Camino Real near Leucadia Blvd.
 - Traffic collision on Del Dios Highway resulting in a fatality

c. *Training – Battalion Chief Davidson*

He summarized the monthly training activity, which included:

- HazMat training at the Olivenhain Dam
- Paramedic Continuing Education Units
- Completion of Engineers exam resulting in four members of the District who passed the exam.

d. Fire Prevention – Fire Marshal Hunter

He reported on the following topics:

- New construction plan reviews continue to decline
- The summer urban forester intern concluded his assignment
- Distributed a draft, redesigned Shelter in Place brochure for comments.

e. Administration – Administrative Manager Rannals

She discussed the following topics:

- General Election – the filing period ended and the District has three candidates, for three positions.
- Distributed an update on the collection and expenditure of the Fire Mitigation fund over a five-year period.

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: he reported at the meeting held the call volume for the District increased by 9%
- County Service Area 17 – Update – Director Hickerson: he reported that the advisory board might consider appointing an ad hoc committee to review the taxes collected per parcel in the CSA is appropriate. The City of Encinitas dedicated an intern this past year, which proved to be successful, identified parcels that were not paying taxes to CSA-17.
- Comments:
 - Hillgren – daughter participated as a camp counselor this summer for “Camp Beyond the Scars.”
 - Malin – suggested that board members consider submitting a profile for inclusion in the quarterly FireWire. The board members agreed to the suggestion and Director Malin volunteered to go first.

9. Adjournment

Meeting adjourned at 4:06 pm.

Karlana Rannals
Secretary

James H Ashcraft
President