



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – September 10, 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 Sturtevant 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 MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions/ordinances.

4. Consent Calendar

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

a. Board of Directors Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of August 13, 2008.

b. Receive and File

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

i. Monthly/Quarterly Reports

(a) List of Demands

(1) Check 18285 thru 18422 for the period August 1 – 31, 2008 totaling: \$457,293.19

Payroll for the period August 1 – 31, 2008 \$479,130.98

TOTAL DISTRIBUTION \$936,424.17

(b) Activity Reports – August 2008

- Fire Prevention
- Operations
- Training

(c) Travel Report – Pavone

(d) District Articles – August 2008

(e) Correspondence

- Horizon Fellowship Church – (2)
- Viejas Fire Department
- Mahelnoa
- International Association of Administrative Professionals
- Podbielniak

5. Public Hearing

a. *Final Budget Fiscal Year 2008/2009*

President Ashcraft opened and closed the public hearing. Karlana Rannals informed the Board that she had not received any written correspondence regarding the final budget.

6. Old Business

a. *None*

7. New Business

a. *LAFCO 2008 Special Districts Election*

Chief Pavone informed the members that to elect representatives to the LAFCO Advisory board, the District must authorize a board member to cast the ballot. He requested that the Board of Directors authorize the Board President to cast the ballot on behalf of Fire District

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Board President to cast the ballot on behalf of the Fire District uninstructed.

b. *Final Budget Fiscal Year 2008-2009*

Chief Pavone reviewed and summarized the differences between the preliminary budget presented in June and the final budget presented at this meeting. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2008/2009 Budget as presented.

8. Resolutions/Ordinances

a. *Resolution No. 2008-11*

Karlana Rannals reviewed the purpose of the resolution and stated that the County requires that the District renew each year as a participant in the Fire Mitigation Fee Fund program. This resolution identifies future capital expenditures planned over the next five years.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and APPROVED Resolution No. 2008-11 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting the Fire Mitigation Fee Fund Multi-Year plan on a roll call vote:

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

9. Oral Reports

a. *Fire Chief – Pavone*

He reported on the following topics:

- District Activities
 - He informed the board members that he was requested to extend an invitation to the Board to assist with “cooking duties” at the upcoming Rancho Days Pancake Breakfast on September 21.
 - He reported that Rancho Santa Fe and Fairbanks Ranch Homeowners Associations have formed a Fire Safe Council. They retained a contractor to develop a fire management plan. They are focusing their efforts on the river bottom and canyon areas.
 - Chief Pavone and Fire Marshal Hunter presented a program to approximately 55 attendees for the Whispering Palms HOA.
 - He provided an update on the countywide proposed per parcel fire tax. The latest County Chiefs survey shows approximately 59% of the fire agencies that responded are supporting the tax.

b. *Operations – Deputy Chief Michel*

He reported on the following topics

- Significant incidents during the last month which included:
 - A small tractor roll-over.
- The County of San Diego has leased additional aircraft, including two Sooper Scoopers, and one air attack ship which will enhance our emergency response resources for wildland fires.

c. *Training – Battalion Chief Davidson*

He summarized the monthly training activity, which included:

- Ventilation drill
- Mass casualty drill
- Scripps field care audits
- In addition, he reported that reports of exposure to blood borne pathogens have increased.

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d. Fire Prevention – Fire Marshal Hunter

He reported on the following topics:

- He has conducted numerous consultations for rebuilds of fire damaged homes.
- Weed abatement notices continue to be sent. About 20 – 25 per week are mailed.
- The redesigned Shelter in Place brochure is almost complete for reprinting.

e. Administration – Administrative Manager Rannals

She discussed the following topics:

- Ethics Training – scheduled prior to the regular Board of Directors meeting on December 10, 2008 from 9:30 – 11:30 am.
- A change in the law effective July 1, 2008 which requires availability of all meeting material 72 hours before the meeting. In order to accommodate this requirement, the agenda and all supporting documentation will be available on the District's website for download no later than November 2008.

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: he reported the next meeting is scheduled for October 30, 2008.
- County Service Area 17 – Update – Director Hickerson: no report.
- Comments:
 - None

10. Adjournment

Meeting adjourned at 2:55 pm.

Karlana Rannals
Secretary

James H Ashcraft
President