



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
SPECIAL MEETING (in lieu of regular) BOARD OF DIRECTORS
MINUTES – September 21, 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

Karlana Rannals led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner

Directors Absent: Hickerson

Staff Present: Tony Michel, Fire Chief; Dismas Abelman, Deputy Chief; 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 MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions/ordinances.

4. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

i) MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the following:

(1) Board of Directors minutes of August 10, 2011

b. Receive and File

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 21509 thru 21655 for the period August 1 – 31, 2011 totaling:	\$ 497,233.24
Payroll for the period August 1 – 31, 2011	<u>\$ 518,075.71</u>
TOTAL DISTRIBUTION	\$1,015,308.95

(2) Activity Reports – August 2011

- Fire Prevention
- Operations
- Training
- Fairbanks Ranch Station Replacement – Construction Change Orders

(3) District Articles

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

September 21, 2011

Page 2 of 6

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

- 4S Rancho HOA
- Lita
- Bryson

5. Public Hearing

a. Final Budget Fiscal Year 2011/2012

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. Oral Report

a. *Fire Chief – Michel*

- i) Fairbanks Ranch Replacement Fire Station – Update: Captain Galindo distributed an update on project. He reported that the contractor has given a revised completion date of November 23, 2011. He reviewed all of the work that is occurring concurrently to complete the project on the revised timeline. He reminded the Board that the District has received a “Public Works Stop Notice.” The electrical subcontractor (Fitzpatrick Electrical) is in a dispute with the general contractor Ledcor. Funds have been withheld from the contractor’s payment because of the dispute. He also reported that since the District opted not to install the traffic signals, he anticipates a credit for this change.

Chief Michel informed the board that the contractor is pursuing an accelerated schedule from the subcontractors to make up time on the project completion date. He has also received change orders in excess of his authority of \$20,000. He is in discussions with the contractor on these charges.

- ii) Cooperative Efforts – Update: Michel – he reported that he attended a leadership meeting with the City Manager for Encinitas & Solana Beach (there was no representation from the City of Del Mar). He conveyed the District’s concern about the lack of governance meeting. He agreed to provide an overview for the overall management with costs and savings at the next meeting.

iii) District Activities

- (1) Fire Safe Council Expo (Del Dios/Hodges) – September 25, 2011: Chief Michel is the keynote speaker at this event.
- (2) Fireman’s Fund/G.S. Levine Insurance Ice Cream Social – October 13, 2011: he reminded the board members of the event.
- (3) Pancake Breakfast – TBA: annual breakfast will be held October 16 at RSF1 (El Fuego).

b. *Operations – Chief Ward*

- i) Chief Sturtevant summarized the following significant calls that District personnel responded to:
- (1) Power Outage: as a result, the District will add a backup generator to the administrative offices. There is a need to be sure to keep the phones up and running. All other District locations have generators, and all were operational.
 - (2) Helicopter Accident: occurred at Camp Pendleton and caused a 120+ acre brush fire. The accident resulted in two fatalities;
 - (3) McDonalds Fire (Encinitas): the suspected cause is a gas leak. Structure was a total loss.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

September 21, 2011

Page 3 of 6

c. *Training – Battalion Chief Davidson*

- i) Chief Davidson summarized the following training activity for all personnel:
 - (1) EMS
 - (2) OB, SIDS and regular child birth
 - (3) Personal Protective Equipment
 - (4) Vehicle Hybrid Classes: included airbag safety and electric vehicles

d. *Fire Prevention - Fire Marshal*

- i) Urban Forester Mike Scott joined the meeting to summarize the staff activity:
 - (1) Shared this year's statistics of inspections within the Shelter in Place communities. He noted that there has been a steady decline of noncompliance over the past six years.
 - (2) To date, the District has authorized 20 forced abatements compared to last year of 25.
 - (3) Eucalyptus trees (Red Gums) are being monitored for their health.

e. *Administrative Manager – Rannals*

- i) She reminded the board members of the retirement celebration planned on September 28, 2011 for Fire Marshall Cliff Hunter.

f. *Board of Directors*

- i) North County Dispatch JPA – Update: no report
- ii) County Service Area – 17 – Update: no report
- iii) Comments

Tanner – he attended the 9-11 Memorial event. He thought it was very well done.

7. Closed Session – Time Certain 2:00 pm

Pursuant to sections 54956.95, 54957 and 54956.8 the Board met in closed session from 2:00 to 4:25 to discuss the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.95:
 - i) LIABILITY CLAIM
Claimant: Stephen A Lampher, Jr.
Agency claimed against: Rancho Santa Fe Fire Protection District
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957
 - i) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- c. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6
 - i) CONFERENCE WITH LABOR NEGOTIATORS
Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff
Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349
Represented Employees: Rancho Santa Fe Miscellaneous Employees
Unrepresented Employees: Fire Chief; Fire Marshal; Battalion Chief (3); Administrative Manager
Under Negotiation: A successor Memorandum of Understanding/Compensation Resolution

Upon reconvening, President Ashcraft reported all matters listed were discussed and there was no action taken.

Ten-minute recess

8. Old Business

- a. None

9. New Business

a. Liability Claim – Stephen A Lampher, Jr.

Chief Michel reviewed the requirements of government code section 913 and responded to questions from the board. It was recommended that the board reject the claim.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to reject the claim and refer the matter to the District’s insurance carrier for resolution.

b. Donation of Vehicle

Chief Michel summarized the staff report provided. He reported that San Diego Medical Service has notified the District that they are no longer able to insure the vehicle and any drivers employed by the District. After several discussions it was determined that, a transfer of ownership was to best solution, since the vehicle was purchased using SDMS funds. SDMS has agreed to this option and transfer ownership of the current EMS coordinator’s vehicle to the RSFFPD. He recommended the Board of Directors accept the donation of a Sport Utility Vehicle (SUV) from San Diego Medical Services (SDMS) and authorize President to execute Vehicle Transfer Agreement.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the donation of vehicle for an agreed book value of \$8,555, which will be added to the District fleet assets, and authorize the President to execute a Vehicle Transfer Agreement.

c. Major Use Permit Modification for Verizon Wireless Communications Facility

Chief Michel summarized the staff report provided. He reported that Verizon Wireless submitted a request to the “County” to modify its original Major Use Permit in order to reconfigure the existing Omni whip antennas and add two additional antennas (for a total of 5 antennas) to the existing roof-mounted monopole (*see photo simulations of existing and proposed configuration, attachment 1a – 1c*). There are no other proposed changes to the size or location of the existing equipment room located on the second floor of the fire station. Verizon is within their rights to ask for this modification. Chief Michel recommended approval.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve a Major Use Permit Modification to the existing Verizon Wireless Communications Facility located within Rancho Santa Fe Fire Station One, and to authorize the Board President to sign a Major Use Permit agreement issued by the San Diego County Department of Planning and Land Use.

d. Shared Firefighter Resource Pool Memorandum of Understanding (MOU)

Chief Michel summarized the staff report provided. He reported that on occasion, vacation, vacancies, training, sick, workers compensation or other types of paid or unpaid leave, may tax an individual department’s ability to provide adequate staffing on paramedic engines or ambulances. The creation of a shared resource pool will allow member agencies access to a larger pool of qualified employees to assist in meeting their staffing requirements before forcing back firefighters or having employees work an excessive number of hours. It will also facilitate the cross training of employees, thereby enhancing the overall efficiency and effectiveness of fire services provided by the member agencies.

Staff from the Rancho Santa Fe Fire Protection District, City of Encinitas, City of Del Mar, and City of Solana Beach have agreed to a draft MOU establishing a resource pool (included as Attachment A). Note that District's legal counsel has reviewed and concurred with the attached MOU.

The District has met and conferred with the Rancho Santa Fe Firefighters Association, and the Association has agreed to participate in the resource pool if the MOU is approved by the Board of Directors. Each firefighter/paramedic designated by the member agency under the MOU will remain a full time employee of that member. The performance of duties would be the same as would occur pursuant to a mutual aid response between members. A member agency whose paramedic/firefighter has been utilized from the resource pool (pursuant with the MOU) will invoice the other member that utilized the responding firefighter/paramedic for the actual costs incurred by the member agency (employer), including overtime and the employer portion of all state, federal and local employee taxes. The Rancho Santa Fe Fire Protection District has been designated as the lead agency for the purposes of compiling and disseminating the list of qualified firefighters in the resource pool. Any member agency can elect to terminate its participation in the MOU upon written notification to the other members. The MOU shall automatically terminate if, at any time, fewer than two members are party to the MOU.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the Memorandum of Understanding (MOU) creating a firefighter resource pool for the purpose of meeting staffing requirements of paramedic engines and paramedic ambulances, and authorize the President to execute the agreement.

e. LAFCO 2011 Special Districts Election

Chief Michel informed the Board members that to elect representatives to the LAFCO Committee and Special District Advisory Committee, 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 the Fire District

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the Board President to cast the ballot on behalf of the Fire District uninstructed.

Director Tanner departed the meeting at 5:02 pm

f. Final Budget FY 2011/2012

Chief Michel reviewed and summarized the differences between the preliminary budget presented in June and the final budget presented at this meeting. He reported that the primary differences were

- Revenue: tax revenue is approximately 2% lower than FY11 resulting from reduced assessed valuation
- Expenditures
 - Personnel – increase primarily due to increased medical and retirement costs
 - Other Expenditures – decrease primarily due to FY11 purchase of breathing apparatus
 - Capital – three vehicle purchases are planned for FY12

The Board requested that staff generate a list of items that could generate new revenue sources for the District. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to approve Fiscal Year 2011/2012 Budget as presented.

10. Resolution/Ordinance

a. Resolution No. 2011-06

Chief Michel 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 MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2011-06 *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, Hillgren, Malin, Tanner
NOES:	None
ABSTAIN:	None
ABSENT:	Hickerson

b. Resolution No. 2011-07

Chief Michel reported this will be presented to Fire Marshal Hunter in recognition for his service to the Fire District.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and APPROVED Resolution No. 2011-07 *entitled* a Resolution of Commendation from the Board of Directors of the Rancho Santa Fe Fire Protection District for Clifford F. Hunter on a roll call vote:

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

11. Adjournment

Meeting adjourned at 5:15 pm.

Karlena Rannals
Secretary

James H Ashcraft
President