



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – September 22, 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

Administrative Manager Karlena Rannals 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; Mike Gibbs, Battalion Chief; Jim Sturtevant, Battalion Chief; Bret Davidson, Battalion Chief; Chris Galindo, Captain; and Karlena 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 TANNER, 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 with the removal of 4. d. i) (2) – Summary of Cash Assets – June 30, 2010

a. Board of Directors Minutes

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Board of Directors minutes of August 11, 2010

b. Fire Station #4 HOA Maintenance Agreement

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve maintenance easement and authorize the President to sign the easement.

c. Easement Correction, Sewer Lines and Appurtances for Fairbanks Ranch Fire Station Project

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the easement correction for the Fairbanks Ranch Fire Station Project and authorize the President to sign the easement.

d. *Receive and File*

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 20876 thru 20966 for the period August 1 – 31, 2010 totaling:	\$ 190,238.83
Payroll for the period August 1 – 31, 2010	\$ 525,848.04
TOTAL DISTRIBUTION	\$ 716,087.04

(3) Budget Review July 1, 2009 – June 30, 2010

(4) Activity Reports – August 2010

- Fire Prevention
- Operations
- Training

(5) District Articles – July 2010

(6) Correspondence

- Burn Institute
- Caroline Fleischmann

4. d. i) (2) – Summary of Cash Assets – June 30, 2010: President Ashcraft requested an explanation as to how and why the cash position of the District had increased significantly. It was explained that
- i) The District had received a significant reimbursement from the State of California from the soil contamination fund
 - ii) Depreciation (which is a non cash expense)
 - iii) Conservative management of the operating budget

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve Consent Calendar item 4. d. i) (2) – Summary of Cash Assets – June 30, 2010

5. Old Business

- a. None

6. Public Hearing

- a. Final Budget Fiscal Year 2010/2011

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.

7. New Business

- a. Final Budget Fiscal Year 2010/2011

Chief Pavone 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 3% lower than previously projected
- Expenditures
 - Personnel – additional positions were not funded or prorated due to vacancies
 - Expenditures – soil contamination and legal costs increased
 - Capital – added funding for a microwave (wireless) network. Note: the District submitted for partial funding through the fire mitigation fund for this project.

He reported that staff continues to look for additional opportunities to reduce the operating costs. Staff

responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2010/2011 Budget as presented.

b. First Amendment to Agreement for Cooperative Management Services Agreement

Chief Pavone reported that proposed changes for fees for management services have made it necessary to amend "Exhibit B" ("Annual Payment for Services") of the agreement. The updated fees include the increases in employee compensation costs for those that are reimbursed through the agreement. There are revisions to "Exhibit A" ("Description of Services") that effect the cities of Solana Beach, Del Mar, and Encinitas. There are no proposed changes to the scope of services for the Fire District.

The amendment presented was prepared by the District's legal counsel and allows changes to be initiated through amendments rather than complete re-write of the agreement. He recommended the Board approve the amendment and authorize the President to execute the amendment

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the *First Amendment to Agreement for Cooperative Management Services* and authorized the President to sign the amendment.

c. Fairbanks Ranch Fire Station Construction – Change Order Process/Authorization

- i) Change Order Process/Authorization: Chief Pavone requested that the Board give authorization to the Fire Chief to approve change orders that are time sensitive and less than \$20,000. He explained that the goal is to have the ability to deal with "immediate needs" of the project and to move the construction forward with minimal delays. He also informed the board, that should they approve his request, that all change orders that were time sensitive would be included on the consent agenda at the next appropriate Board of Directors meeting. Any change order over \$20,000 would wait for board action at the appropriate board meeting. He responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Fire Chief to approve "time sensitive" change orders under \$20,000, with the concurrence of the Board President or Vice President if the President is not available.

- ii) Change Order No. 920008: Captain Galindo summarized the staff report included. The sewer pipe proposed is more durable and will be more suitable for the increased weight. The amount (\$693.78) is for increased material costs only; no labor costs are associated with the change order. Staff responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Change Order No. 920008 as requested in the amount of \$693.78.

d. Automatic Aid Agreement

Chief Pavone summarized the staff report included. He reported that the existing agreement has been in place since 1985. The City of San Diego are auditing all of their current agreements and updating as appropriate. District's legal counsel reviewed and approved the proposed agreement.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the updated Automatic Aid Agreement with the City of San Diego and authorize the Fire Chief to execute the agreement.

8. Resolution/Ordinance

a. Resolution No. 2010-06

Ms. 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 MALIN, SECOND BY DIRECTOR HICKERSON, and APPROVED Resolution No. 2010-06 *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, Hickerson, Hillgren, Malin, Tanner
NOES:	None
ABSTAIN:	None
ABSENT:	None

b. Ordinance No. 2011-01

Fire Marshal Hunter summarized the staff report included. He reported that there while there not many lot of changes proposed, the integration (or consolidation) of the District three codes, 1) 2007 California Fire Code, based on the 2006 International Fire Code with amendments, 2) Ordinance 2008-02 and 3) 2006 International Wildland-Urban Interface Code with amendments, Ordinance 2008-01, into one ordinance. The proposed ordinance enhances the 2010 California Fire Code, and focuses exclusively on minimum fire-safety standards for new construction and existing conditions within the Rancho Santa Fe Fire Protection District.

The introduction of Ordinance No. 2011-01 begins the adoption process and a second reading is scheduled for October 13, 2010. Staff responded to questions of the board. There was no further action taken by the Board of Directors.

9. Oral Reports

a. Fire Chief – Pavone

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station: Update – Captain Galindo gave an update on the soil remediation, grading and the installation of the shoring wall. He anticipates that the work will be completed and that the pad to begin construction will be ready within two - three weeks.
- Cielo Administration Building - Update: the due diligence period has been completed. The creation of the CC&R's has significantly affected the delay. The District's legal counsel has had a significant amount of time in its development. The construction documents will be submitted to the County Department of Planning and Land Use for approval in the next few weeks. He has conveyed his concern to the developer about a competitive bid process for the tenant improvements. They have agreed to this process. The timeframe for completion is estimated 60-90 days from selecting a contractor. Ms. Rannals has been working with the GSA vendor for additional office furniture, and the quote for the relocation and new furniture is \$62,500.
- District Activities
 - Rancho Days Pancake Breakfast – September 26 at Rancho Santa Fe Headquarters

b. *Operations – Deputy Chief Michel*

He reported on the following topics:

- Call activity:
 - A water tender was sent to the “cowboy” incident.
- A tremendous amount of staff time is being invested in preparation for the ISO review/rating. He intends to release a “press release” to inform the public that the flowing of hydrants is a part of the review process.

c. *Training – Battalion Chief Davidson*

Chief Davidson summarized the monthly training activity, which included:

- Hose lays
- Strategy & tactics
- High rise drill (at Palomar hospital)

d. *Fire Prevention – Fire Marshal Hunter*

- Distributed “shelter in place” flyer for information
- Staff is keeping current on inspections resulting from the new construction
- Preparing for Fire Prevention month in October

e. *Administration – Administrative Manager Rannals*

- Fire Chief Reception – she asked the board if they wished to schedule a badge ceremony and reception at the November board meeting. All board members agreed to reception. The timing will be determined at the October meeting.
- December 8, 2010 – the biannual ethics training will be scheduled prior to the regular Board of Directors meeting.

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: the Board met August 26, 2010. The Board of Directors discussed the performance of the Administrator and gave direction for salary adjustments.
- County Service Area 17 – Update – Director Hickerson: no report.
- Comments:
 - Hillgren – discussed the editorial in the Union-Tribune on the consolidation of fire departments/districts
 - Malin – discussed the editorial on the employment contract approved for Oceanside Firefighters

Ten-minute recess

10. Oral Reports

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 4:20 – 6:20 pm for discussions on the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957:
PUBLIC EMPLOYEE
Title: Fire Chief
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 Government Code Section 54957.6
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
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:

10. a. – an update on the employment of a new fire chief was provided and the Board took no action.
10. b. –the board received an update from the negotiators and the Board took no action.

11. Adjournment

Meeting adjourned at 6:25 pm.