



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

Deputy Chief Tony Michel 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. Special Presentation**

a. Badge Presentation

Chief Pavone welcomed all in attendance. He summarized the chaplain program and how these volunteers are used at other agencies, and how the District will benefit by the volunteer chaplains. Mr. Roger Moyer, lead pastor in North San Diego County also spoke to the assembly about the program and the type of incidents that a chaplain may be called upon. A Fire District badge was presented to the following members of the District:

- i) Ray Ramage – Chaplain
- ii) Mike MacIntosh – Chaplain

President Ashcraft congratulated Chaplains' Ramage and MacIntosh and welcomed them to the Fire District.

**3. Public Comment**

No one requested to speak to the Board.

**4. 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.

**5. Consent Calendar**

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

a. Board of Directors Minutes

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Board of Directors minutes of September 22, 2010

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

October 13, 2010

Page 2 of 6

b. Easement – San Diego Gas & Electric

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to grant an easement to San Diego Gas & Electric for construction and maintenance of underground utilities and authorize the President to sign the easement.

c. 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 20967 thru 21064 for the period September 1 – 30, 2010 totaling:	\$1,144,929.65
Payroll for the period September 1 – 30, 2010	<u>\$ 456,991.33</u>
TOTAL DISTRIBUTION	\$ 1,601,920.98

(2) Activity Reports – September 2010

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

(3) District Articles – September 2010

(4) Correspondence

- Peterson

6. Old Business

- a. None

7. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 1:20 – 1:55 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 Chief Pavone and Deputy Chief Michel 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

Under Negotiation: A successor Memorandum of Understanding

*NOTE: All members of the Board and staff listed attended the Closed Session*

Upon reconvening, President Ashcraft reported the following:

7. a. – an update on the employment of a new fire chief was provided and the Board agreed to set the salary for the Fire Chief at \$160,000.
7. b. – the board received an update from the negotiators and the Board took no action.

**8. New Business**

a. Employment Contract

Chief Michel reported that the final contract presented was the result of negotiations and all requested changes were incorporated into the contract, which was reviewed by District's legal counsel. The Board also agreed to set the base salary for the Fire Chief at \$160,000.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the employment contract for Tony Michel, Fire Chief as amended, establishing the base salary at \$160,000, commencing November 1, 2010.

b. Appoint Representative and Alternate to Public Agency Self Insurance System (PASIS) Board of Directors  
Chief Pavone informed the Board that as a member of the Public Agency Self Insurance System (PASIS) for workers compensation, the PASIS Board of Directors has a representative and alternate from each member agency. Pursuant to the PASIS Bylaws, the Board of Directors must identify a representative and alternate. Karlena Rannals is the current Chair to the Board of Directors.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint Karlena Rannals as the District's representative and Tony Michel as the alternate to the PASIS Board of Directors.

c. Independent Auditor's Report FY2009/2010

Chief Pavone reported that the Finance ad hoc committee (Directors' Malin and Tanner, Chief Pavone) met with Paul Kaymark CPA to review the draft audit report for FY10. Director Malin informed the Board that the ad hoc committee was satisfied with the discussion in the meeting and recommended that the Board accept the report as presented. The ad hoc committee responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY 2009/2010 independent audit prepared by Charles Z. Fedak CPA & Company as presented.

d. Second Amendment to Agreement for Cooperative Management Services Agreement /Authorization  
Chief Pavone summarized the staff report provided. He reported that because of personnel changes in Encinitas and Rancho Santa Fe, there are vacant positions and opportunities for additional sharing of existing positions. He presented to the board members an abbreviated PowerPoint presentation given to the policy ad hoc committee, which described the proposed realignment by sharing more positions by all four agencies, the financial benefit, and efficiency of operations.

He also reported that the proposed Phase II realignment provides additional shared Chief Officer positions that are necessary for adequate duty coverage, provides immediate staffing needs and will address the long-term staffing needs after the temporary “Administrative Captain” position returns to the shift position. Staff responded to questions from the Board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Second Amendment to Agreement for Cooperative Management Services Agreement and the President to execute the agreement.

**9. Resolution/Ordinance**

a. Resolution No. 2010-07

Chief Pavone informed the Board that the only change to the Memorandum of Understanding is the termination date, which was changed to December 31, 2011. All other provisions of the agreement remain unchanged.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2010-07 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349 on a roll call vote:

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

b. Resolution No. 2010-08

Chief Pavone informed the Board that the only change to the Memorandum of Understanding is the termination date, which was changed to December 31, 2011. All other provisions of the agreement remain unchanged.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2010-08 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Fire Protection District Employees Association on a roll call vote:

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

c. Resolution No. 2010-09

Mike Scott, Urban Forester summarized the staff report provided. He reported that the Fire District is an “all risk” fire agency and that the District should be prepared for all potential disasters. Both CalEMA and FEMA have reviewed the Multi-Jurisdictional Hazard Mitigation Plan and found it meets all requirements. If the Board of Directors adopts the multi-jurisdictional plan, which also adopts the local jurisdictional plan, the District is eligible to apply and receive federal grants. This document may be useful when updating the strategic plan. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and APPROVED Resolution No. 2010-09 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Multi-Jurisdictional Hazard Mitigation Plan on a roll call vote:

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

d. Ordinance No. 2011-01

Fire Marshal Hunter summarized the staff report included. He reviewed the changes to the ordinance between the first and second reading. He noted the most significant change was adding a section on the proper installation of solar panels. The next step of the adoption process is the public hearing, followed by final adoption. Staff responded to questions of the board.

President Ashcraft announced that the District would schedule a public hearing for Ordinance 2011-01 for November 10, 2010, with action for final adoption to follow. He further requested that the Board Clerk notify the public of the hearing pursuant to all applicable codes. There was no further action taken by the Board of Directors.

**10. Oral Reports**

a. Fire Chief – Pavone

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station: Update – he gave an update on the soil remediation, grading and the installation of the shoring wall. He also reported that the realigned well is complete. He anticipates that the District will receive a certified pad in a few weeks.
- Cielo Administration Building - Update: the tenant improvement plans have been submitted to the County of San Diego.
- District Activities
  - He and Chief Michel met with Mrs. Mature and she has agreed to allow the District to conduct vapor soil testing.
  - Rancho Days Pancake Breakfast – breakfast was a success. They estimated that approximately 700 breakfasts were served.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

October 13, 2010

Page 6 of 6

- He expressed his appreciation to the Board of Directors for their confidence and support during his time as not only Fire Chief, but also his career with the Rancho Santa Fe Fire Protection District.

*b. Operations – Deputy Chief Michel*

He reported on the following topics:

- Call activity:
  - commercial fire at the Hawthorne facility
- Distributed latest weather activity

*c. Training – Battalion Chief Davidson*

Chief Davidson summarized the monthly training activity, which included:

- Confined space
- Swift water
- SDMSE mass casualty table top exercise
- Completed disciplinary training with Career Survival
- Probationary 3<sup>rd</sup> quarter testing

*d. Fire Prevention – Fire Marshal Hunter*

- Staff and engine crews are presenting education programs for Fire Prevention
- Staff is keeping current on inspections resulting from the new construction. Last month's statistics, staff reviewed over 200,000 square feet of new construction
- Forced abatements are on the rise, to date 14 are planned

*e. Administration – Administrative Manager Rannals*

- Property Tax Bills – to date, she has responded to seven calls from residents about the increase to the District's special tax
- Board Meeting, November 10, 2010 – she confirmed the start time and the timing of the board meeting to accommodate the badge ceremony and reception for the new Fire Chief.

*f. Board of Directors*

- North County Dispatch JPA – Update – Director Ashcraft: no report.
- County Service Area 17 – Update – Director Hickerson: no report. Next meeting November 2, 2010
- Comments:
  - Malin – requested that staff add to the November agenda the subject "CalPERS Reserve"

**11. Adjournment**

Meeting adjourned at 4:25 pm.

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Karlena Rannals  
Secretary

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James H Ashcraft  
President