



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES**

Rancho Santa Fe Fire Protection District - Board/Community Room  
16936 El Fuego  
Rancho Santa Fe, California

October 8, 2003  
1:30 p.m.

*1 Meeting Called to Order/Roll Call*

President Ashcraft called the meeting to order at 1:30 p.m.

Directors Present: Ashcraft, Douglas, Hillgren, Lombard, Hickerson  
Directors Absent: None  
Staff Present: Erwin Willis, Fire Chief; Nick Pavone, Deputy Chief; Don Butz, Deputy Chief, Cliff Hunter, Fire Marshal; Karlana Rannals, Board Clerk

*2 Pledge of Allegiance*

Karlana Rannals led the Pledge of Allegiance.

*3 Special Presentation*

President Ashcraft with the assistance of Chief Willis presented an *Award of Excellence* to Monica Adams, Public Education Specialist recognizing her work in promoting and developing fire prevention activities, promotional materials, and excellent community relations.

*4 Approval of Minutes*

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and file as corrected:

- a. Board of Directors regular meeting minutes held September 8, 2003.

*5 Security Patrol Monthly Report – September 2003*

Chief Wellhouser reviewed the previous month's statistics. Monthly report reviewed and filed.

*6 Correspondence*

Chief Willis read letters of appreciation and shared photos that he had received from a "snake call".

*7 Public Comment*

No one requested to speak to the board members.

*8 Administrative Items*

*a. Fire Department Access Roads – Administrative Guidelines*

Chief Willis summarized his staff report provided. He reported that the policy drafted was at the direction of the Board of Directors, and that he contacted legal counsel to seek assistance in the procedure for making the change in the access road width. Steve Fitch, legal counsel for the District attended the meeting and informed them that the Board must adopt findings to justify the exception of reducing the private roadway widths from 24 to 20 feet. He presented the following finding for consideration:

Recommended finding No. 1:

Because of the reduced number of residences who may need to evacuate on roadways serving eight or fewer single-family dwellings, the volume of traffic can be mitigated by 20-foot roadways with turnouts every 400 feet.

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Chief Willis also reported that from the last meeting he requested that the Board of Directors consider an increase to the trigger point from the current 1 to 500 square feet for remodels and or additions before the 24-foot road standard is required. Legal counsel has advised this change would also require a finding. He presented the following finding for consideration:

Recommended finding No. 2:

A minor addition to an existing single-family dwelling does not add to the traffic loading of roadways, therefore widening the roadway beyond the State minimum is not required.

Chief Willis presented the DRAFT *Fire District Access Administrative Exception Policy* which defines the purpose, scope, definitions, addresses new construction, remodels, additions and or relocated single-family dwellings. It is based on the number of parcels, road width, roadways over 600-feet long and the improvements that extend to the nearest public roadway. He noted that legal counsel recommends sending written notice of these administrative exemptions to the County, if approved.

Robert Green, Building Commissioner for Rancho Santa Fe Association read a letter from the board members of the Art Jury requesting that the Board of Directors consider a higher trigger point for fire department requirements. He also provided comments on the report presented by Chief Willis. The Board President informed Mr. Green that the issue on the agenda was only for roadway standards.

Staff and Mr. Fitch responded to questions from the Board of Directors, which included Mr. Fitch's opinion regarding possible liability of the District and Board for damages to people and property within the District, and to District employees, resulting from narrowing the required road width. Mr. Fitch informed the Board that the decision to adopt an administrative exemption was within the Board authority and should form no basis for liability of the District or Board members. He did note that anyone with the appropriate filing fee can sue the District for whatever he or she chooses.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR LOMBARD, and CARRIED 3 AYES; 2 NOES (Douglas/Hickerson); 0 ABSENT; 0 ABSTAIN to adopt recommended finding No. 1 to support the administrative exception for reduced road width standard from 24 to 20-feet.

MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 1 NOES (Ashcraft); 0 ABSENT; 0 ABSTAIN to adopt recommended finding No. 2 to support the administrative exception for minor remodel and/or additions from 1 to 500 square feet.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR LOMBARD, and CARRIED 4 AYES; 0 NOES; 0 ABSENT; 1 ABSTAIN (Douglas) to send written notification of the administrative exceptions to the appropriate county office.

President Ashcraft requested that the Board move to Item 12(a) Closed Session since legal counsel be required to participate in this matter on the agenda. No one objected.

12. *Closed Session*

The Board of Directors adjourned to closed session starting at 2:20 to discuss the following, as authorized by statute:

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Closed Session

a. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

Pursuant to subdivision (a) of Section 54956.9:

Name of case: Mature vs. Rancho Santa Fe Fire Protection District

The Board of Directors reconvened to open session at 3:15 p.m. President Ashcraft reported that the Board of Directors discussed the item identified for Closed Session, and provided direction to Staff and legal counsel and authorized the release of the feasibility study to all appropriate parties to this case.

8. *Administrative Items (Continued)*

b. *Rancho Santa Fe Fire Protection District Strategic Plan*

Chief Willis updated the board members on the number of meetings that have occurred to date in the development of the strategic plan. He reported that the meetings are averaging three hours in length and the primary topic has been discussing the SWOT (strength, weakness, opportunity & threat) of the District. He requested that the Board schedule their two ½ days planning sessions and encouraged them to meet away from their normal meeting place. All members agreed to the following dates: Monday, December 8 and Tuesday, December 9. Both sessions will begin at 8:00 a.m. at a location to be determined. The board clerk reminded the members that these sessions would be noticed pursuant to the open meeting laws.

c. *Additional Office Space*

Chief Willis summarized the staff report included with the agenda. He reviewed the five options for consideration and reported that the architect, who was retained by the District to evaluate the space and develop recommendations, developed Options 4 & 5. After discussion by the Board and Staff, the Board concluded to select Option 5, which adds additional office space to the front and rear of the Administration Building, and remodel existing space. Chief Willis reminded the Board that architect costs for option 5 were not included in the original scope of work.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR LOMBARD, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to select option 5 and authorize the architect to proceed with the development of the additional office space and remodel the current facility.

d. *Authorize the Revised Cost of Construction for Project 2 – Training Tower*

Chief Butz summarized staff report provided. He reported that in performing the review the RFP submittals were bid correctly by both contractors; however, the costs of the bid alternates were reflected differently. Marcotte & Hearne's actual total bid is \$1,106,900, which is an increase of \$232,900 from the original cost reported to the Board. Even with this increase, Marcotte & Hearne is still the lowest bidder by \$22,600. He recommended that the Board of Directors award the contract at the revised cost. He noted that the District receives a tower capable of supporting the District's training requirements. Marcotte & Hearne's revised cost still places them as the lowest bidder with a superior training tower.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR LOMBARD, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the revised construction cost for the training tower at the 4S Ranch station at \$1,106,900.

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*e. Approval of Contract for Project 1 – Training Facility*

Chief Butz reported that at the August 2003 board meeting, the Board of Directors awarded the construction of Training Facility (props – infrastructure, drafting pit, confined space) to Erickson-Hall who was the lowest bidder. The proposed contract is a standard American Institute of Architects (AIA) document, which was used for other District construction projects and has been reviewed by District counsel. He requested the Board of Directors authorize President of the Board to execute the contract presented for the construction of Project 1 – Training Facility.

MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the President to execute the contract as presented.

*f. Approval of Contract for Project 2 – Training Tower*

Chief Butz reported that at the August 2003 board meeting, the Board of Directors awarded the construction of the Training Tower to Marcotte & Hearne and approved the revised cost of construction earlier in this meeting. The proposed contract is a standard American Institute of Architects (AIA) document, which was used for other District construction projects and has been reviewed by District counsel. He requested the Board of Directors authorize President of the Board to execute the contract presented for the construction of Project 2 – Training Tower.

MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the President to execute the contract as presented.

*g. Board Appointment – Rater for Deputy Chief Assessment*

Chief Wills reported that the district will hold an assessment for the position of Deputy Chief on October 28 and requested that a board member consider volunteering to serve as a rater. Director Hickerson agreed to serve as a rater.

*h. November Board of Directors Meeting*

Chief Wills informed the board members that he would be in Denver attending a class that he has been trying for several months to attend. The first day of the class is scheduled for the next regular board meeting on November 12. He requested that the Board consider rescheduling the meeting to allow him to participate.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to reschedule the meeting to November 20 @ 1:30 p.m.

*9. Staff Report*

*a. Fire Prevention Report*

Fire Marshal Hunter reviewed the previous month's statistics, noting that there was 193,000 square feet of new construction and staff conducted 160 inspections. The weed abatement inspections are progressing. The inspectors have been dealing with numerous vertical clearance issues.

*b. Contaminated Soil*

Chief Pavone reported that no additional information is available.

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*c. Operations Report*

Chief Neville is on vacation, no report.

*d. Training Report*

Chief Butz summarized the previous month's training hours, which had an emphasis on fire, EMS and HIPAA training.

*e. Fire Station(s) – Update:*

Chief Butz reported on the following:

*Rancho Cielo* – the contractor is working hard to keep the project moving forward. They are digging trenches for plumbing.

*Fairbanks Ranch* – Chief Willis informed the board members that both the Fire District and the Church rejected the first draft of a site layout. The church has directed their engineer to start over with the fire station next to San Dieguito Road.

*10. Directors Report*

*a. North County Dispatch JPA – Director Ashcraft reported the following:*

The next meeting will be held October 30, 2003.

*b. CSA-17 – Director Lombard reported on the following:*

No report

*c. Ad Hoc Committee – SFID Projects*

No report.

*11. Directors Comments*

Director Hillgren stated she thought the pancake breakfast went well and enjoyed seeing everyone there. Director Lombard conveyed a “job well done” to Chiefs Willis and Pavone on the contaminated soil issue.

*12. Closed Session (Cont.)*

The Board of Directors adjourned to closed session starting at 4:35 to discuss the following, as authorized by statute:

Closed Session

*b. CONFERENCE WITH AD HOC COMMITTEE, pursuant to Government Code Section 54957.6:*

Agency Negotiator: Jim Ashcraft, Gil Lombard

The Board of Directors reconvened to open session at 4:40 p.m. President Ashcraft reported that the Board of Directors discussed the item identified for Closed Session, and took no action.

*13. Announcement of Closed Session Actions*

President Ashcraft reported

Agenda Item A – direction was provided to Staff and legal counsel and authorized the release of the feasibility study.

Agenda Item B – no action taken.

14. *Finance*

a. *List of Demands – August 2003*

Monthly report reviewed and filed.

b. *Budget Analysis (Quarterly Report – July 1 – September 30, 2003)*

Quarterly report reviewed and filed.

c. *Budget Authorizations*

Chief Willis summarized the staff reports for these items and recommended approval for the following:

<b>Description</b>	<b>FY 03/04 Budget</b>	<b>Funding Request</b>	<b>Funding Source</b>	<b>Action Requested</b>
<i>Personnel – Bonus</i>	\$0.00	\$5,000.00	<i>Reserves</i>	Approve the request and authorize payment.
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR LOMBARD, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize payment of personnel bonuses.				
<i>Command Vehicle</i>	\$50,000	\$50,000	<i>Vehicle Replacement Reserves</i>	Approve the request to purchase the vehicle as approved in the 03/04 budget.
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR LOMBARD, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of vehicle.				
<i>Utility Vehicle</i>	\$35,000	\$35,000	<i>Vehicle Replacement Reserves</i>	Approve the request to purchase the vehicle as approved in the 03/04 budget.
MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of the vehicle.				

15. *Adjournment*

Meeting adjourned at 4:50 p.m.

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Karlena Rannals  
 Secretary

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James H Ashcraft  
 President