



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR MEETING BOARD OF DIRECTORS
MINUTES – November 9, 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

Battalion Chief Mike Gibbs led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren, Malin, Tanner

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Dismas Abelman, Deputy Chief; Darrin Ward, Deputy Chief; Mike Gibbs, Battalion Chief; Bret Davidson, Battalion Chief; Chris Galindo, Administrative Captain; Renee Hill, Fire Prevention Specialist; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the Board.

3. Consent Calendar

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar with the removal of 3.d. Fairbanks Ranch Fire Station Replacement Project – Drywall Subcontractor Substitution Request.

a. *Board of Directors Minutes*

i) MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the following:

(1) Board of Directors minutes of October 12, 2011

(2) Board of Directors minutes of October 31, 2011

b. *Receive and File*

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 21250 thru 22322 for the period October 1 – 31, 2011 totaling:	\$ 262,881.23
Payroll for the period October 1 – 31, 2011	<u>\$ 444,912.20</u>
TOTAL DISTRIBUTION	\$ 707,793.43

(2) Financial Reports

- Budget Review
- Combined Summary Statement of Cash Assets-Liabilities

(3) Activity Reports – October 2011

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

(3) District Articles

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

- Hunter

c. *Sale of Surplus Equipment*

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the following:

VIN: 3B7HC12Y3IG172149 (2001 Dodge 1500 Pickup) be sold at auction. This sale will take place on February 4, 2012 in Ramona, California by TNT auctioneers to the highest bidder.

Chief Michel requested to pull 3.d. to discuss a correction to the staff report date, which is incorrect. The date of the staff report should have been November 3 as it was not completed until the correspondence received from Ledcor regarding supplemented workforce that was dated November 3, 2011.

d. *Fairbanks Ranch Fire Station Replacement Project – Drywall Subcontractor Substitution Request*

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the following:

1. Notice of Subcontractor Substitution Request to Flatwall Inc. as requested by the General Contractor (Ledcor Construction, Inc.) for the Project.
2. Accept and grant the Flatwall Inc. Subcontractor Substitution for cause in accordance with Public Contract Code 4107.

4. Oral Report

a. *Fire Chief – Michel*

- i) Fairbanks Ranch Replacement Fire Station – Update: Captain Galindo distributed an update on project. He provided an update on the status of the “Public Work’s Stop Notice.” He also reported that the concrete for the apparatus floor has been poured and the construction project is approximately 75% complete. The contractor has given a revised completion date of January 2012. Also, the church has decided that they no longer need the temporary trailer, so at the completion of the project, the trailer will have to be removed and the grounds restored.

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- ii) Cooperative Efforts – Update: Michel – he met with Chiefs’ Muir and Ott to discuss possible changes in personnel since Chief Muir’s retired to accept the appointment to the Encinitas City Council. There is no new information to report.
- iii) District Activities
 - (1) Fireman’s Fund/G.S. Levine Insurance Ice Cream Social: the event was held October 13, 2011 at the Fairbanks Ranch Country Club, and it was well attended.
 - (2) Pancake Breakfast: the annual breakfast was held October 16 at RSF1 (El Fuego). It was estimated that about 500 breakfasts were served.
- b. *Operations – Chief Ward*
 - i) Chief Ward summarized the following significant calls that District personnel responded to:
 - (1) Brush Fire: on the border of 4S Ranch and San Diego City (in the Santa Luz area). Cause under investigation
 - (2) Distributed a monthly weather outlook for November.
- c. *Training – Battalion Chief Davidson*
 - i) Chief Davidson summarized the following training activity for all personnel:
 - (1) Fire Prevention month – most personnel participated in education activities at the schools.
 - (2) Certified one person as a “driver/operator.”
 - (3) Completed the exam for Fire Marshal
 - (4) Completed the recruitment for Firefighter/Paramedic.
- d. *Fire Prevention - Fire Marshal*
 - i) Fire Prevention Specialist Renee Hill joined the meeting to summarize the staff activity:
 - (1) New construction: 102,000 square feet for previous month
 - (2) Weed abatement: to date, the district has spent \$28,075 to force abate properties.
 - (3) Del Dios Gorge: work will begin on November 14th to eradicate all invasive species. A partial road closure on Del Dios Highway will occur.
- e. *Administrative Manager – Rannals*
 - i) No report
- f. *Board of Directors*
 - i) North County Dispatch JPA – Update: Ashcraft: next meeting scheduled for December 1, 2011
 - ii) County Service Area – 17 – Update: Hickerson: reported that an “at-large” member resigned from the advisory board
 - iii) Comments
 - Hillgren: attended the CalPERS Conference in Long Beach. She believed the conference was very worthwhile. She also believed that they did a good job of presenting the issues. The answers regarding the pension problems are not easy; however, she acknowledged that the District is on the right track in the decisions that were made. From paying off the pension unfunded liability to establishing a reserve to prepare for rate increases resulting from the loss in the investment portfolio. She encouraged other board members to attend if available.

5. Old Business

- a. None

6. New Business

a. *Forced Abated Property – Update*

Chief Michel provided an update on the annual weed abatement program. The district hired an intern to focus on the “shelter-in-place” communities and hired a part time employee to inspect all other properties. From all of the properties inspected this year, there are a larger number of properties that are under forced abatement. He noted that staff puts forth a lot of effort to work with property owners for compliance before abating the property. Many of the homes that are forced abated are bank foreclosures or non-responsive. Once force abated, staff continues to seek direct reimbursement of the costs to abate before placing on the assessment on the property tax bill. He reported that this matter is for information only, since there is a larger than normal cost to this program. Staff responded to questions from the board.

b. *Revised Architectural Services Contract*

Captain Galindo reported that the construction of the fire station is taking longer than originally anticipated. Some of this is due to weather conditions, however many of the delays are due to the prime contractors difficulty in managing the construction schedule as well as issues related to subcontractor work performance. The actual duration of the *construction administration phase* is presently at 17 months which is 6 months past the contract period for this phase of work. Katz has submitted a proposal for additional architectural services for the amount of \$28,000.00 for (7) seven months (\$4,000.00 per month) and based on an anticipated project completion date of January 1, 2012. The District’s legal counsel has reviewed the contract and he believes that we can get cost recovery because of the potential liquidated damages. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the extension of the architectural services contract with Jeff Katz Architecture in the amount of \$28,000.00 for the Fairbanks Ranch Fire Station Replacement Project.

Ten-minute recess

7. Closed Session

Pursuant to sections 54957.6 the Board met in closed session from 2:30 to 4:20 to discuss the following:

a. 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; Battalion Chief (4); Administrative Manager

Under Negotiation: A successor Memorandum of Understanding/Compensation Resolution

All board members listed and Chief Michel and Karlana Rannals attended the closed session

- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957:

PUBLIC EMPLOYMENT

Title: Fire Chief

All board members listed and Chief Michel attended the closed session

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

8. Adjournment

Meeting adjourned at 4:21 pm.

Karlana Rannals
Secretary

James H Ashcraft
President