



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – November 10, 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

Captain Chris Galindo led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Cliff Hunter, Fire Marshal; Fred Cox, Battalion Chief; Bret Davidson, Battalion Chief; Mike Gibbs, Battalion Chief; and Karlana Rannals, Board Clerk

2. Special Presentation (time certain – 5:30 pm)

3. Public Comment

No one requested to speak to the Board.

4. Motion waiving reading in full of all Resolutions/Ordinances

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions/ordinances.

5. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar with the removal of 5. b. i) (2)– Statement of Cash Assets – September 30, 2010, and Budget Review – July 1 – September 30, 2010.

a. Board of Directors Minutes

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Board of Directors minutes of October 13, 2010

b. Receive and File

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 21065 thru 21161 for the period October 1 – 31, 2010 totaling: \$ 517,147.51

Payroll for the period October 1 – 31, 2010 \$ 424,778.16

TOTAL DISTRIBUTION \$ 941,925.67

(3) Travel Report

- Pavone

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

November 10, 2010

Page 2 of 6

(4) Activity Reports – October 2010

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

(5) District Articles –October 2010

(6) Correspondence

- Galvin
- Carlson
- Phillips

The Board discussed the items pulled: 5. b. i) (2)

(2) Statement of Cash Assets – September 30, 2010: Director Malin requested that the CalPERS Reserve be listed as a “General Fund Reserve” not a “Restricted Fund Reserve.” Staff agreed to make the change.

(2) Budget Review – July 1 – September 30, 2010: Director Malin requested that the budget review show a depreciation expense vs. zero. Staff agreed to make the change.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve Consent Calendar item 5. b. i) (2) – Summary of Cash Assets – September 30, 2010 and Budget Review – July 1 – September 30, 2010.

6. Old Business

a. None

7. New Business

a. Allocation of Undesignated Reserves

Chief Michel summarized the staff report provided. The Board discussed the pros and cons of staff’s proposed three options and their recommendation. Chief Michel stressed the importance of saving for future year’s capital replacement expenses while also saving for forecasted CalPERS employer rate increases in future years. At the conclusion of the discussion the Board agreed to allocate a majority of the undesignated reserves to the CalPERS reserve account, and the remainder to unspecified capital reserves.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to allocate FY10 undesignated reserves as follows:

- 1) \$1,200,000.00 – CalPERS reserve
- 2) \$519,461.00 – Unspecified capital reserve

b. Proposal for Continued Independent Auditor Services

Ms. Rannals summarized the staff report provided. She reported that the cost proposed by Charles Z. Fedak & Company, CPAs is discounted approximately 10%. The Audit Ad Hoc Subcommittee also informed the Board that they supported the continuation of audit services by Fedak & Company.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the proposal to continue independent auditor services by Charles Z. Fedak & Company, CPAs an Accountancy Corporation through fiscal year ending June 30, 2013.

8. Public Hearing

a. Ordinance No. 2011-01 *entitled* an Ordinance of the Board of Directors which Adopts the California Fire Code, 2010 Edition and 2009 International Fire Code with Certain Amendments, Additions and Deletions President Ashcraft opened the public hearing. The Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. There were no requests to speak. President Ashcraft closed the public hearing.

9. Resolution/Ordinance

a. Resolution No. 2010-10

Chief Michel informed the Board the text of this resolution was presented to retiring Fire Chief Pavone at his dinner held October 30, 2010.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and APPROVED Resolution No. 2010-10 *entitled* a Resolution of Commendation from the Board of Directors of the Rancho Santa Fe Fire Protection District for Nicholas G. Pavone on a roll call vote:

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

b. Resolution No. 2010-11

Chief Michel reported this resolution is required to update the signatories for the District's different bank accounts for payments of payroll, accounts payable and other accounts.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, and APPROVED Resolution No. 2010-11 *entitled* a resolution of the Rancho Santa Fe Fire Protection District Board of Directors Appointing and Authorizing the Designated Personnel to Sign Warrant Orders and Payroll Claims (Checks) on a roll call vote:

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

c. Ordinance No. 2011-01

Chief Michel reported that this is the final action necessary to adopt and implement Ordinance 2011-01, which becomes effective December 13, 2010.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, to adopt Ordinance No. 2011-01. The motion was approved on the following roll call vote:

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

10. Oral Reports

a. Fire Chief – Michel

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station: Update – Captain Galindo distributed a progress report for the replacement station project. The grading was completed November 4th and the parcel was given a “certified” pad on November 9th. He is awaiting the final soils compaction report. He anticipates the building permit be issued by the end of November. The next phase of the project will be the completion of the foundation.
- Cielo Administration Building - Update: Chief Michel informed the Board that the County of San Diego has issued a permit for tenant improvements. He met with representatives from Cielo on November 9 to discuss the tenant improvement costs that are to be shared between the purchaser and seller. The anticipated date to occupy the new facility is mid-late February.
- Cooperative Efforts – the anticipated start date for the latest contract amendment is November 15. Beginning with the December board meeting, all three-deputy chiefs will be present for introductions. At subsequent board meetings, the Operations Chief (at a minimum) will attend.
- ISO Review – the District has collaborated with the different water district’s to create a joint press release about testing hydrants. The water component is the last part of the review and carries a weight of 40% in the overall scoring.
- The District has received an invitation to participate in a forum on November 19 to discuss opportunities to cooperate (such as fire prevention activities) countywide. He asked if a board member is interested in attending. Director Tanner agreed to attend.
- District Activities
 - none

b. *Operations –Chief Michel*

Battalion Chief Cox reported on the following topics:

- Call activity:
 - 192 calls last month
 - Structure fire resulting in \$4,500 in damage
 - Average response time
 - Under seven minutes – 90% of time

c. *Training – Battalion Chief Davidson*

Chief Davidson summarized the monthly training activity, which included:

- Hose lays
- Blood borne pathogen – review of new policy

- Leadership class (L380) – he noted that these costs are covered by federal grants
- Chaplain program – a review of the program and critical incident debriefing

d. Fire Prevention – Fire Marshal Hunter

- Fire Mitigation Fees – higher than expected for first quarter
- Staff has been working to update the District’s website. The goal is to be “user friendly.”
- Fire Prevention Week – completed and a summary report will be presented at the next meeting

e. Administration – Administrative Manager Rannals

- CalPERS Rates: the FY12 employer rates obtained verbally from the CalPERS conference are Safety – 24.112% and Miscellaneous – 14.762%. To date, the District has not received the annual actuarial reports from CalPERS.
- Board Meeting, December 8, 2010
 - Congratulations to Director’s Hickerson and Tanner on their reelection to the Fire District Board of Directors.
 - At the December meeting, the board will elect their officers and appoint subcommittee members
 - Bi-annual ethics training will commence at 10 am.
- Chief Pavone Retirement Celebration – she expressed appreciation for the Board’s support and attendance at the event.

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: no report. The next meeting is scheduled for December 2, 2010
- County Service Area 17 – Update – Director Hickerson: Meeting held November 2nd. He reported that the County has proposed to add a resident transport fee up to \$900; however, the intent is to establish the fee \$400 - \$450 per transport. Currently, CSA-17 is operating at a deficit, approximately \$250,000 annually.
- Comments:
 - Hickerson– inquired about identification cards for new personnel. Chief Michel informed him that staff is looking at a new vendor for the cards.
 - Ashcraft – shared a compliment he received from an acquaintance that he met with for breakfast; and who discussed his interest in working at Rancho Santa Fe Fire Protection District because of the quality of personnel. His acquaintance informed him that the best instructors at the Palomar Academy were Tony Michel, Chris Galindo, Bret Davidson and Dave McQuead.

Ten-minute recess

11. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in closed session from 3:30 – 4:20 pm for discussions on the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.9:
Conference with Legal Counsel – Anticipated Litigation – 1 case

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

- a. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.8

Conference with negotiators for the following real property:

16936 ½ El Fuego, Rancho Santa Fe

Negotiating Parties: Board of Directors; Tony Michel, Fire Chief

Under Negotiation: Price

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

Upon reconvening, President Ashcraft reported that the Board received updates for the subject matters listed and that direction was provided to staff. The Board of Directors took no action.

President Ashcraft recessed the meeting until 5:30 pm

President Ashcraft reconvened the regular meeting at 5:30 pm

2. Special Presentation

- a. Badge Presentation

Tony J. Michel – Fire Chief

President Ashcraft summarized the hiring process for the replacement fire chief and the Board was pleased to announce the selection and promotion of Tony J. Michel to the position of Fire Chief. Karlana Rannals, Notary Public, administered the Oath of Office. President Ashcraft offered on behalf of the Board congratulations for his promotion and presented the Fire Chief badge to his family to pin on his uniform.

Chief Michel thanked all present for their attendance and spoke of his enthusiasm for the opportunity to lead the organization.

12. Adjournment

Meeting adjourned at 5:45 pm.

Karlana Rannals
Secretary

James H Ashcraft
President