



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – November 12, 2008**

Rancho Santa Fe FPD – Board/Community Room  
Headquarters – 16936 El Fuego  
Rancho Santa Fe, California 92067

A regular meeting of the Rancho Santa Fe Fire Protection District Board of Directors was called to order at 1:00 p.m.

*Pledge of Allegiance*

Urban Forester Mike Scott led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief; Jim Sturtevant, Battalion Chief; Cliff Hunter, Fire Marshal; Mike Scott, Urban Fire Forester; and Karlena Rannals, Board Clerk.

2. Public Comment

No one requested to speak.

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

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

4. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar as submitted.

*a. Board of Directors Minutes*

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of October 8, 2008.

*b. Receive and File*

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

i. Monthly/Quarterly Reports

(1) List of Demands

Check 18523 thru 18618 for the period October 1 – 31, 2008 totaling: \$200,581.97

Payroll for the period October 1 – 31, 2008 \$513,595.84

TOTAL DISTRIBUTION \$714,177.81

(2) Activity Reports – October 2008

- Fire Prevention
- Operations
- Training

(3) District Articles – October 2008

(4) Correspondence

- Green
- Dr. & Mrs. Sydney Levine
- Adzina Family
- Board of Supervisors – Butte County

(5) Travel Reports

- Ashcraft
- Pavone

5. Old Business

a. *None*

6. New Business

a. *Hazard Mitigation Plan*

Chief Pavone provided a brief background on the plan development and informed the Board that the presentation planned by Mike Scott, Urban Forester is an update to the former District's Top 10 Hazards.

Mike Scott presented the update entitled "Understanding All Risks Hazard Mitigation." He reported that hazard mitigation planning is the process of figuring out how to reduce or eliminate the loss of life and property damage resulting from natural or human-caused hazards. The information obtained can be used in other ways, such as prioritizing items within the District based upon the threat model developed by the State. In addition, this risk assessment and plan development is necessary for the District to obtain funds from FEMA. At the conclusion of the presentation, staff responded to questions.

b. *Budget Authorizations – Capital*

Chief Pavone summarized the staff report provided. The replacement vehicles were identified in the FY09 Capital Budget and the costs are less than expected.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve staff's recommendation for the following:

- (1) Authorize the purchase of one (1) replacement command vehicle and installation of radios and emergency lights;
- (2) Authorize the purchase of one (1) replacement utility pick-up truck and installation of radios and emergency lights; and
- (3) Authorize the sale of two (2) 2001 Ford Expeditions at auction.

*c. Budget Authorizations – Contractual Services*

Chief Pavone summarized the staff report provided. The proposed contract for services with Career Survival Group will allow the District to fully implement the California law outlined in AB220 also known as the Firefighters Bill of Rights. The cost includes a review of all District policies, recommended edits, and employee training for new district procedures. He also informed the Board that legal counsel had reviewed the proposed contract.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve staff's recommendation to approve and authorize the execution of the contract for services with Career Survival Group.

*d. Board Policy – 3040 – Expense Authorizations*

Chief Pavone summarized the current process used for discretionary and capital expenditures greater than \$5,000, which currently includes Board of Directors approval. The proposed policy was reviewed and direction was given to staff on additional language to include in a policy. The item was deferred and there was no action taken by the Board.

*e. Fairbanks Rancho Replacement Fire Station – Architectural & Engineer Services Contracts*

Chief Pavone summarized the staff report. He reported that the committee met and completed an objective review process for the selection of an architectural firm. He has completed negotiations with Jeff Katz Architecture. He informed that Board that legal counsel reviewed and approved the contract for services. Legal counsel also recommends that the District contract directly with the two sub-consultants for liability and management reasons. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLEGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve staff's recommendation to approve and authorize the Board President to execute the following architectural and engineering service contracts:

Jeff Katz Architecture	\$320,000
Shapouri Engineering Co. (civil engineering)	\$80,050
Geocon Inc. (geotechnical services)	\$9,470

*f. Long Range Financial Plan*

Director Malin summarized his meetings with District staff in developing the assumptions used to develop the long-range plan. He reminded the board members that the District should have enough cash on hand to get through to the first major tax distribution scheduled for December 15 to cover operation costs. At the conclusion of his presentation, he informed the Board that the District's cash position over the next five years might be tight, if the conservative assumptions remain on target. Director Malin responded to questions from the Board.

7. Resolutions/Ordinances

a. *Ordinance No. 2009-01*

Fire Marshal Hunter summarized the changes to the Ordinance from the first to the second reading. The Board requested additional changes to Attachment C to clarify positions in performing the actual services.

President Ashcraft requested that the Board Clerk schedule the public hearing of the ordinance adoption process for December 10, 2008 and notify the hearing pursuant to all applicable codes.

*b. Resolution No. 2008-12*

Karlana Rannals summarized the staff report prepared. This revised resolution is necessary since the Board of Directors enhanced the miscellaneous employees retirement plan effective July 1, 2007, and the employee contribution rate changed from 7% to 8%.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2008-12 on the following roll call vote:

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

8. Oral Reports

*a. Fire Chief – Pavone*

He reported on the following topics:

- Del Mar/Solana Beach Cooperative Effort – Update: he reported that he met with the City Managers of Del Mar and Solana Beach and both agencies continue to move forward to contract with the Fire District directly for management services. He informed the board that each city is working to have a decision by December 31; however, he has already sent the 60-day notice of the Fire District’s intent to terminate the Duty Chief Coverage agreement December 31, 2008.
- LAFCO Activation of Latent Powers for Structural Fire Protection and EMS within an Unincorporated Area of CSA No. 135: he reports that this is the final step necessary to create a regional fire authority. The map included with the agenda material shows the unincorporated islands within the Fire District. All Fire Districts affected will be meeting with LAFCO to insure that the unserved islands have fire protection. He will also seek to negotiate a property tax exchange from the County to provide fire protection.
- LAFCO Election: he distributed the results of the election.
- Heritage Fund Grant: he was contacted by Rancho Santa Fe Insurance and Levine Insurance notifying him that the Fire District has been selected to receive \$25,000 in grant funding. The insurance companies would like to hold an “ice cream social” at the Rancho Cielo Station. No date has been determined.
- CalPERS Conference – October 27-29, 2008: Director Ashcraft, Chief Pavone, and Karlana Rannals attended the conference in Indian Wells. Each participant summarized their experience and the information shared included:

- Approximately 800 in attendance
- There are approximately 1.5 million members of CalPERS.
- 19.5% investment return in 2006
- The economy was the “hot topic” \$161 billion loss as of the date of conference
- Reiterated that looking over the long haul (the last 15 years) the rolling rate of return CalPERS maintains over a 9% rate of return
- Smoothing approach has been successful
- Current assumptions are being evaluated such as salaries are higher than the current assumption, and retirement dates are later
- Investment staff – more than 200 employees
- District Activities
  - Holiday Party scheduled for December 20 at the Inn at Rancho Santa Fe
  - Pancake Breakfast/Open House was well attended
  - CERT Training Class in progress. The graduation is set for Saturday, November 15

*b. Operations – Deputy Chief Michel*

He reported on the following topics

- The District sent personnel as a part of a strike team to Camp Pendleton and Oceanside.
- The OES engine responded to a fire in Los Angeles County
- Suspicious roadside fires occurred in the District during the recent Santa Ana’s

*c. Training – Battalion Chief Davidson*

Chief Michel summarized the monthly training activity, which included:

- A unique training opportunity, a resident allowed personnel to train in a house prior to demolition
- Swift water rescue training at the Encina Power Plant
- The recent Captain’s exam resulted in five individuals placing on the Captain’s list for future promotions.
- One Firefighter/Paramedic successfully completed his probationary period.

*d. Fire Prevention – Fire Marshal Hunter*

- Distributed a revised *Living with Wildfire* and *Shelter in Place* brochure for comments. He plans to have 5,000 brochures of each topic printed.
- Distributed information on the Child Safety Seat program. It takes up to one hour to install and test a child safety seat in a vehicle. Two employees in Fire Prevention are certified to install the safety seats.

*e. Administration – Administrative Manager Rannals*

She discussed the following topics:

- Reminded the board members of the upcoming Ethics Training scheduled for December 10 beginning at 9:30 am.
- Due to the independent financial audit starting later this year, the financials for year ending June 30, 2008 were not closed until October. The September 30 financials were not available for the November meeting, but they will be included on the consent calendar for the December meeting.

*f. Board of Directors*

- North County Dispatch JPA – Update – Director Ashcraft: the October 30 meeting was cancelled. There was no report.

- County Service Area 17 – Update – Director Hickerson: the Advisory Board met in October to review revised budget figures. The revenue is higher than anticipated. Staff is exploring the option of charging a user fee for transport services. An ad hoc committee was created to discuss the 4S Ranch and any other areas, which do not generate tax revenue.
- Comments:
  - None

9. Closed Session

Pursuant to the following Government Code Sections, the Board of Directors convened in Closed Session from 4:40 – 5:32 pm for discussions on:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957:
  - i) LIABILITY CLAIM  
Claimant: Rancho Santa Fe School District  
Agency claimed against: Rancho Santa Fe Fire Protection District
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:
  - i) Conference with Negotiators for Real Property to Address the Districts' Parking Needs

Upon reconvening, President Ashcraft reported that an update was provided to the board members on the status of the liability claim, and direction was provided to staff to pursue real property for the District's parking needs.

10. Adjournment

Meeting adjourned at 5:34 pm.

---

Karlana Rannals  
Secretary

---

James H Ashcraft  
President