



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – December 8, 2010**

SPECIAL AGENDA (10:00 AM – 12:00 PM)

Ethics Training (Workshop)

Pursuant to the requirements of AB 1234, the following local officials and staff (those who receive compensation for their service or are eligible to have their expenses reimbursed) attended the Ethics Training workshop presented by Stephen J. Fitch, Fitch Law Firm, APC:

Rancho Santa Fe Fire Protection District

Director:

James H. Ashcraft
Thomas Hickerson
Nancy C. Hillgren
Randall Malin
John C. Tanner

Staff:

Tony Michel, Fire Chief
Cliff Hunter, Fire Marshal
Karlana Rannals, Administrative Manager
Fred Cox, Battalion Chief
Michael Gibbs, Battalion Chief

North County Dispatch Joint Powers Authority

Director:

James H. Ashcraft

Staff:

None

City of Encinitas

Council Member:

None

Staff:

Scott Henry, Division Chief
Darrin Ward, Division Chief

City of Solana Beach

Council Member:

None

Staff:

Dismas Abelman, Division Chief

REGULAR AGENDA

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

Fire Marshal Hunter led the assembly in the *Pledge of Allegiance*.

1. Oath of Allegiance – New Elected Board Members

Thomas Hickerson and John C. Tanner were sworn-in as members of the Rancho Santa Fe Fire Protection District for terms prescribed by law. Karlana Rannals, Notary Public, administered the *Oath of Allegiance*.

2. Election of Officers

Pursuant to Fire District Law 1987, Section 13853, the District Board shall elect a president, vice-president and a Secretary/Clerk.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 5-0 to nominate and elect the following officer:

President James Ashcraft

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 5-0 to nominate and elect the following officer:

Vice President Thomas Hickerson

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 5-0 to nominate and appoint the following:

Secretary Karlena Rannals

3. Roll Call

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

Directors Absent: None

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

4. Public Comment

No one requested to speak to the Board.

5. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in closed session from 1:05 – 2:45 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 Chief Michel, Fire Marshal Hunter and Board Clerk Rannals attended the Closed Session.

- b. 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 Chief Michel, Fire Marshal Hunter and Board Clerk Rannals 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.

Ten-minute recess

6. Consent Calendar

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

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 November 10, 2010

b. Receive and File

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 21162 thru 21722 for the period November 1 – 30, 2010 totaling:	\$ 573,816.74
Payroll for the period November 1 – 30, 2010	<u>\$ 602,899.18</u>
TOTAL DISTRIBUTION	\$ 1,176,715.92

(2) Activity Reports – November 2010

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

(3) District Articles – November 2010

(4) Correspondence

- Caltagirone
- Stewart

7. Old Business

a. None

8. New Business

a. Fairbanks Ranch Fire Station Donation of Services

Captain Galindo summarized the staff report provided. He explained that the owner of Hume & Company wanted to apply a termite preventative treatment to all wood surfaces located within the new fire station. The company has established a community donation program offering free labor and materials to fire agencies within San Diego County. The owner only requested a letter from the District thanking the company for the pretreatment donation.

Captain Galindo reminded the Board that pursuant to the Health & Safety Code, the Board of Directors must consider the acceptance of the donated item, valued at \$9,288.00. 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 accept the pretreatment donation valued at \$9,288.00 from Hume & Company and request the Fire Chief send a letter thanking the company for their generous donation.

b. District Representation and Ad Hoc Committee Assignments

Ms. Rannals summarized the staff report provided. The board members reviewed their committee assignment and agreed to serve in the following assignments:

Board of Directors

- North County Dispatch JPA (Primary) – Jim Ashcraft
- North County Dispatch JPA (Alternate) – Nancy Hillgren

Advisory Board

- County Service Area (CSA) – 17 (Primary) – Tom Hickerson
- County Service Area (CSA) – 17 (Alternate) – John Tanner

Ad Hoc Committee

- Finance Committee – Randy Malin, John Tanner
 Staff Assigned: Tony Michel, Karlena Rannals
- Negotiations – Randy Malin, Jim Ashcraft
 Staff Assigned: Karlena Rannals (NOTE: Chief Michel will inform the Board at the next meeting who will be assigned as the second staff member)

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint the board members to the agreed committees representing the Fire District.

c. Board of Directors Meeting Calendar

Ms. Rannals reviewed staff report included. She included routine matters that are considered by the Board with specific deadlines to assist should it be necessary to reschedule a meeting. After review of the calendar, it was agreed to reschedule the following regular meetings due to scheduling conflicts:

Regular Meeting Date – 2011	Rescheduled Meeting Date – 2011
March 9	March 2
June 8	June 15
September 14	September 21

Note: all meeting times begin at 1pm.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move and calendar the March, June and September meetings as agreed.

9. Oral Reports

a. Fire Chief – Michel

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station
 - Update – Captain Galindo distributed an updated construction report. He informed the Board that the District received a building permit on November 23, 2010. He also provided an updated schedule on for the completion of the shoring wall and foundation, noting that the schedule is weather permitting.

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- Geocon – Chief Michel distributed a report showing the number of amendments to the Geocon contract (contractor used for soil remediation at the site). He noted that many of the addendums to the contract is for the additional time and materials associated with the grading and soldier pile beam installation phase. To date the District has spent approximately \$75,000 of the \$110,000 estimated.
- Cielo Administration Building - Update: Chief Michel informed the Board that the tenant improvements have begun and that the framing and rough electrical is almost complete. The current owner is moving quickly on the project.
- Cooperative Efforts: Chief Michel requested self-introductions of the three deputy chiefs attending the meeting. Each chief provided their background and reviewed their functional responsibilities at the District. The Chiefs are:
 - Deputy Chief Scott Henry (Encinitas): Administrative
 - Deputy Chief Darrin Ward (Encinitas): Operations
 - Deputy Chief Dismas Abelman (Solana Beach): Support Services

The Board of Directors welcomed the chiefs, expressed their enthusiasm for the progress of the cooperative efforts, and looked forward to working with them.

- District Activities
 - He attended the County consolidation meeting with Director Tanner. This was an introductory meeting as the County wants to collaborate with other fire agencies. The County agreed to send a survey to all fire chiefs in the County for their interests and priorities in cooperative efforts.
 - Holiday Party – scheduled for December 18

b. Operations – Chief Michel

Chief Ward reported on the following topics:

- Call activity:
 - 195 calls last month
 - No significant losses
 - Weather prediction for the period (December – February) is below normal temperatures with a normal amount of rainfall anticipated

c. Training – Battalion Chief Davidson

Chief Davidson summarized the monthly training activity, which included:

- Live fire training
- Hose lays
- EMS
- Six personnel attended training conference in Fresno
- Firefighter/Paramedics Carranza and Smith successfully completed probation
- District will hire one Firefighter/Paramedic as a result of Engineer Pieper's retirement (scheduled for December 30, 2010)

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d. Fire Prevention – Fire Marshal Hunter

- Fire Prevention Week – Public Relations Specialist Taber distributed a final report. She noted that District personnel completed 35 presentations and was able to teach at all schools in the District, with one exception. The curriculum provided by the Burn Institute was received well by all participants. She also requested the board members participate as judges in the District’s annual coloring contest.
- Forced Abatements –17 forced abatements year to date.
- Multi-jurisdictional Hazard Mitigation Plan: adopted by the County of San Diego and the State of California. This approval allows the District to apply for grant funding.

e. Administration – Administrative Manager Rannals

- No report

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: meeting held December 2, 2010. The JPA is working cooperatively with Heartland Fire Communications and has started to blend policies where appropriate.
- County Service Area 17 – Update – Director Hickerson: no report.
- Comments:
 - None

10. Adjournment

Meeting adjourned at 4:25 pm.

Karlana Rannals
Secretary

James H Ashcraft
President