



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – December 10, 2008**

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

**SPECIAL AGENDA (9:30 – 11:30 AM)**

*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 & Associates:

Rancho Santa Fe Fire Protection District

Directors:

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

Staff:

Nicholas G. Pavone, Fire Chief  
Tony Michel, Deputy Chief  
Cliff Hunter, Fire Marshal  
Karlana Rannals, Administrative Manager  
Fred Cox, Battalion Chief  
Michael Gibbs, Battalion Chief

North County Dispatch Joint Powers Authority

Directors:

James H. Ashcraft

Staff:

Charlie Knust, Communications Manager

**REGULAR AGENDA**

Vice President Hickerson called a regular meeting of the Rancho Santa Fe Fire Protection District Board of Directors to order at 1:00 pm.

*Pledge of Allegiance*

Director Tanner led the assembly in the *Pledge of Allegiance*.

**1. Oath of Allegiance – New Elected Board Members**

James H. Ashcraft, Nancy C. Hillgren, and Randall Malin 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 HCKERSON, SECOND BY DIRECTOR MALIN, 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, Hickerson, Hillgren, Malin, Tanner

Directors Absent: None

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

### 4. Special Presentations

#### a. Badge Presentation

Chief Pavone welcomed all in attendance and congratulated the newest member of the District. He introduced Deputy Chief Michel and Battalion Chief Davidson who summarized the District's probationary process for firefighter/paramedic. Chief Davidson congratulated the individual on his achievement. A Fire District badge was presented to the following member of the District:

- i. Nathan Fritchle, Firefighter/Paramedic

Karlana Rannals, Notary Public, administered the Oath of Office. President Ashcraft congratulated Mr. Fritchle and wished him continued success in his position.

### 5. Public Comment

The Board Clerk informed the board members that she received a letter from the Rancho Santa Fe Professional Firefighter's Association Local 4349 requesting to commence negotiations for a successor Memorandum of Understanding.

### 6. Motion waiving reading in full of all Resolutions/Ordinances

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

### 7. Consent Calendar

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar with the removal of 7. b. i) 2 – Financial Report: Statement of Cash Assets and 7. b. i) 5 – Correspondence: CalPERS

*a. Board of Directors Minutes*

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of November 12, 2008.

*b. Receive and File*

MOTION BY DIRECTOR HICKERSON, 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 18619 thru 18720 for the period November 1 – 30, 2008 totaling:	\$324,046.37
Payroll for the period November 1 – 30, 2008	<u>\$586,135.80</u>
TOTAL DISTRIBUTION	\$910,182.17

(2) Financial Reports

- Budget Review: July 1 – September 30, 2008

(3) Activity Reports – November 2008

- Fire Prevention
- Operations
- Training

(3) District Articles – November 2008

(4) Correspondence

- Jon Canavan, City of Poway
- Mark Waldorf, Maranatha Christian Schools

7. b. i) 2 – Financial Report: Statement of Cash Assets & 7. b. i) 5 – Correspondence: CalPERS  
Director Malin requested to discuss these two items since they are somewhat related. He reported that CalPERS has experienced a significant loss in their investment portfolio, and based upon the District's cash asset report, he questioned should the District consider budgeting an additional 1 or 2 percent additional payment in employer contributions to anticipate the additional costs. At the conclusion of the discussion, the matter was referred to the Finance Ad hoc Committee for further discussion and/or recommendation.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the remaining items of the Consent Calendar as submitted.

President Ashcraft requested to convene to closed session since legal counsel was present. There were no objections by the Board.

13. Closed Session

Pursuant to the following Government Code Sections, the Board of Directors convened in Closed Session from 1:40 – 3:30 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 Districts' parking needs. In addition, Staff was authorized to notify Rancho Santa Fe Association that the Notice to Vacate was extended from March 1 to April 1, 2009.

All members of the Board and all staff present during roll call attended during the entire Closed Session. Attorney Stephen J. Fitch also attended during discussions of items A and B.

#### 8. Old Business

##### a. *Board Policy – 3040 – Expense Authorizations*

Chief Pavone reminded the Board members that this subject was discussed at the November 2008 Board meeting. Based upon the Board's discussion, he reviewed the additional language added to the proposed policy. He reminded the Board that the intent of the document is to provide guidelines for purchases that should be approved by the Board either through the Consent Calendar or as a New Business matter.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 5-0 to ADOPT as presented Board Policy No. 3040-1 as amended.

#### 9. New Business

##### a. *Independent Auditor's Report FY 2007/2008*

Chief Pavone reported that the Finance ad hoc committee (Directors' Malin and Tanner, Chief Pavone and Administrative Manager Rannals) met with Paul Kaymark CPA to review the draft audit report for FY08. Director Malin informed the Board that the ad hoc committee was satisfied with the discussion in the meeting and recommended that the Board accept the report as presented. The ad hoc committee responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY 2007/2008 independent audit prepared by Charles Z. Fedak CPA & Company as presented.

##### b. *District Seal*

Chief Sturtevant summarized the staff report provided. He noted that this item is a result of the

strategic plan to develop a graphical identity that better reflects the District boundary and the services provided. He reported that through the committee's research, there has been no formal recognition of the District's current seal.

Director Hickerson suggested that the Board should also consider changing the District's name to include and represent the numerous communities served by the Fire District. At the conclusion of the discussion, the Board members chose not to pursue a name change at this time.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 1 NOES; 0 ABSENT; 0 ABSTAIN to adopt the new District Seal as presented.

*c. District Representation and Ad Hoc Committee Assignments*

Chief Pavone 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: Nick Pavone, Karlana Rannals

Negotiations – Randy Malin, Jim Ashcraft

Staff Assigned: Tony Michel, Karlana Rannals

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt the new District Seal as presented.

10. Public Hearing

*a. Ordinance No. 2009-01 entitled an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and Repealing Ordinance 2005-01.*

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.

11. Resolutions/Ordinances

*a. Ordinance No. 2009-01 entitled an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and Repealing Ordinance 2005-01.*

Chief Pavone reported that is the final action necessary to adopt and implement Ordinance 2009-01, which becomes effective January 26, 2009.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, to adopt Ordinance No. 2009-01.

Motion approved on the following roll call vote:

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

*b. Resolution No. 2008-13 entitled a Resolution of the Rancho Santa Fe Fire Protection District Board of Directors, County of San Diego, State of California Approving the Purchase of Property*

Chief Pavone informed the Board on the necessity of the resolution, which identifies the property being purchased for the replacement fire station, and authorizing the Board President to execute any and all documents in connection with the purchase. He noted that the escrow company is requesting a resolution in lieu of meeting minutes.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2008-13 on the following roll call vote:

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

## 12. Oral Reports

### *a. Fire Chief – Pavone*

He reported on the following topics:

- Del Mar/Solana Beach Management Services – Update: he provided a status on the discussions to provide fire management services to the cities of Del Mar and Solana Beach.
- District Activities
  - The Inn at Rancho Santa Fe has extended an invitation to attend their event celebrating their 50<sup>th</sup> anniversary. All board members are invited to attend.
  - Fire Districts Association of CA – the association is hosting a certificate of achievement program January 23-24, 2009 at the 4S Ranch Station – Training Room. If a member is interested in participating, contact him directly.
  - A reminder that the holiday party is scheduled for December 20<sup>th</sup>.

### *b. Operations – Deputy Chief Michel*

He reported on the following topics

- The OES engine and a District engine responded on a strike team to the wind event in LA and Orange County.
- The press release sent regarding the roadside fires that occurred in the District heightened the public awareness. There were no incidents during the previous month.

### *c. Training – Battalion Chief Davidson*

Chief Davidson summarized the monthly training activity, which included:

- Personnel participated in the zone-wide train-the-trainer classes

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- District personnel attended the Training Officers' Workshop held in Fresno
- He was accepted as one of a twelve-member committee (statewide) to write new curriculum for Fire Officer.

*d. Fire Prevention – Fire Marshal Hunter*

- The previous month's statistics showed the slowdown in new construction.
- The San Dieguito River Project was successful in receiving a \$100,000 grant; however, the estimated cost to complete the project is \$900,000. The Council is looking to obtain additional funding for the project.

*e. Administration – Administrative Manager Rannals*

There was no report.

*f. Board of Directors*

- North County Dispatch JPA – Update – Director Ashcraft: There was no report.
- County Service Area 17 – Update – Director Hickerson: There was no report.
- Comments:
  - None

14. Adjournment

Meeting adjourned at 5:34 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING  
MINUTES – December 29, 2008**

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

A special meeting of the Rancho Santa Fe Fire Protection District Board of Directors was called to order at 10:00 am.

*Pledge of Allegiance*

Chief Pavone led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Malin, Tanner  
Director Hillgren participated via teleconference from the following location:  
0183 E Fork Road  
Snowmass, Colorado 81615

Directors Absent: None

Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief; Cliff Hunter, Fire Marshal; Brett Davidson, Battalion Chief; Mike Gibbs, Battalion Chief; and Karlana Rannals, Board Clerk.

2. Public Comment

No one requested to speak.

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

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, to approve waiving reading in full of all resolutions/ordinances. Motion approved on the following roll call vote:

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

4. Closed Session

Pursuant to the following Government Code Sections, the Board of Directors convened in Closed Session from 10:02 to 11:55 am for discussions on:

- a. 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 by the negotiators to address the District's parking needs

All members of the Board and all staff present during roll call attended the entire Closed Session. Attorney Stephen J. Fitch also attended during the discussion of item A.

5. Resolutions/Ordinances

a. Ordinance No. 2008-14 – *entitled* a Resolution of the Rancho Santa Fe Fire Protection District Board of Directors to Acquire Certain Real Property by Eminent Domain Proceedings and Directing the District Counsel to Commence an Action in the Superior Court for the Purpose of Acquiring Said Real Property

Attorney Stephen Fitch reported that the resolution being considered is the first step necessary to acquire real property by eminent domain proceedings. He also reported that if adopted by the Board, this item would be scheduled for discussion and/or ratification at the next regular Board meeting to allow the property owner an opportunity to comment on the Board's action.

Chief Pavone reminded the board members (prior to the vote) that the District has worked diligently in the past two years to work with Rancho Santa Fe Association and Rancho Santa Fe School District to seek a solution that would address all parties' interest. He believes that the District has exhausted all options, and he summarized the numerous discussions that he has had with Rancho Santa Fe Association and Rancho Santa Fe School District. The discussions included:

- Since the Board of Directors authorized notifying the tenants, Rancho Santa Fe Association Patrol, to vacate their leased space in December 2006 in order to address the immediate parking needs of the District, there have been two attempts to purchase property in the adjoining area – there is no willing seller.
- Since receiving notification from Rancho Santa Fe School District to cease parking across the street from the HQ station during school hours, the District has negotiated a two-year lease with Santa Fe Irrigation District to lease land for seven parking spaces. The Irrigation District has informed the Fire District that there is no option of purchasing any of their property and there is no desire at this time by SFID to enter into a long-term lease.
- The vacant property owned by Rancho Santa Fe Association is the only private property that is available which causes the least injury and impact to the public.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, to adopt Resolution No. 2008-14 authorizing the acquisition of real property (APN: 266-182-21) and directing District Counsel to commence action in Superior Court for the purpose of acquiring real property to address the District's immediate need for parking. Motion approved on the following roll call vote:

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

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6. Adjournment

Meeting adjourned at 12:02 pm.

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Karlena Rannals  
Secretary

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James H Ashcraft  
President