



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGUL MEETING BOARD OF DIRECTORS  
MINUTES – December 14, 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*

Deputy Chief Darren Ward 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; Darrin Ward, Deputy Chief; Mike Gibbs, Battalion Chief; Chris Galindo, Administrative Captain; Renee Hill, Fire Prevention Specialist; Mary Murphy, EMS Coordinator; and Karlena Rannals, Board Clerk

2. Public Comment

No one requested to speak to the Board.

3. Special Presentation/Recognition

Chief Michel informed the Board that Mary Murphy was selected as a recipient for the California Emergency Medical Services Authority Meritorious Service Award. Mary was recognized for providing superior EMS coordination, education and leadership in San Diego County.

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

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

5. Consent Calendar

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

a. *Board of Directors Minutes*

i) MOTION BY DIRECTOR HILLGEN, SECOND BY DIRECTOR MALIN, 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 HILLGEN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 22323 thru 22445 for the period November 1 – 30, 2011 totaling:	\$ 649,767.18
Payroll for the period November 1 – 30, 2011	<u>\$ 635,048.99</u>
	\$1,284,816.17

(2) Activity Reports – November 2011

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

(3) Travel Reports – November 2011

- Michel – Cal Chiefs Conference (Riverside, CA September 2011)
- Michel – CalPERS Conference (Long Beach, CA October 2011)
- Hillgren – CalPERS Conference (Long Beach, CA October 2011)

(4) District Articles

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

- Bylund
- Duns
- Richmond
- Thurman
- Perry

c. *Approved Change Order Requests – Fairbanks Ranch Fire Station Replacement Project*

MOTION BY DIRECTOR HILLGEN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to ratify the action approved by the Fire Chief in November 2011 for the following:

*Change Request Order No. 920030* – The installation of additional cantilever deck beams. The cost of this added changed to the contract amount is \$11,914.00; and

*Change Request Order No. 920040* – The fabrication and installation of metal flashing at exhaust curbs in the mechanical well and “L” metal for waterproofing at the wall/deck transitions. The cost of this added change to the contract amount is \$1,218.00

6. Oral Report

a. *Fire Chief – Michel*

- i) Fairbanks Ranch Replacement Fire Station – Update: Captain Galindo distributed an update on project. The contractor has given a revised substantial completion date of January 4, 2012. He anticipates the final notice of completion for the next board meeting.
- ii) Cooperative Efforts – Update: Michel – he participated in two leadership meetings with the coastal cities. The next meeting is scheduled for December 20, 2011 to obtain input for all Chief Officers.

- iii) LAFCO – Special Districts Election – Preliminary Results: Michel informed the board that the results included in the agenda material is for information only.
- iv) District Activities
  - (1) Holiday Party: reminded the board of the event on December 17, 2011 @ Jolly Roger in Oceanside.
- b. *Operations – Chief Ward*
  - i) Chief Ward summarized the following significant calls that District personnel responded to:
    - (1) Brush Fire: approximately five acres on the border of 4S Ranch and San Diego City (in the SantaLuz area).
    - (2) Rescue vehicle accident at Via Del La Valle and El Apajo
    - (3) Stressful/Emotional Incident – a critical incident debrief is planned for the emergency response personnel.
  - ii) Mike Daigle, Encinitas was selected to fill the vacant Deputy Chief position
  - iii) Distributed a monthly weather outlook for December
- c. *Training – Battalion Chief Davidson*
  - i) Chief Gibbs summarized the following training activity for all personnel:
    - (1) Rapid Intervention Crew (RIC) Training
    - (2) High angle rescue
  - ii) Personnel
    - (1) New hire academy started November 28<sup>th</sup> with two Firefighter/Paramedics:
      - Troy Duncan
      - Tim Bryant
    - (2) Captain Dan Carey announced his retirement effective December 30, 2011. He joined the Fire District July 1, 1980 and served continuously for of 31½ years.
    - (3) Personnel are participating in the new hire testing with 62 applicants
- d. *Fire Prevention - Fire Marshal*
  - i) Fire Prevention Specialist Renee Hill summarized the staff activity:
    - (1) New construction: dropped from the previous month. Construction consisting of large remodels or additions
    - (2) Weed abatement: to date, 40 notices have been sent and two were forced abated
    - (3) Del Dios Gorge: work will began November 14<sup>th</sup> to eradicate all invasive species. To date 535 trees have been removed
- e. *Administrative Manager – Rannals*
  - i) No report
- f. *Board of Directors*
  - i) North County Dispatch JPA – Update: Ashcraft: meeting held December 1, 2011. The auditor presented the FY11 audit report.
  - ii) County Service Area – 17 – Update: Hickerson: reported that an “at-large” member resigned from the advisory board and he is recommending John Tanner as a candidate for replacement
  - iii) Comments

Ashcraft: inquired about calling 9-1-1 and how the medics obtain medical and prescription information. The Vial of Life was discussed. Chief Michel will provide more information about the program at a future meeting.

7. Old Business

a. None

6. New Business

a. *Change Order Request No. 920040 – Requested El Apajo Road Improvement*

Chief Galindo summarized the staff report provided. He reported that the additional work significantly increased the number of pot holes and trenching which also expanded the number of continuous road and curb patching that would be required in order to repair the roadway in front of the fire station. Also, the inspector assigned to this project has also requested a slurry seal application to 15,750 square feet of roadway which was not included on the original project specification during the bidding process. The project's architect and civil engineer have reviewed the requested changes submitted by Ledcor and recommended that the District approve the additional work related to the El Apajo roadway improvements.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve Change Order Request No. 920040 in the amount of \$26,281.00 for additional El Apajo roadway improvements requested by San Diego County for the Fairbanks Ranch Replacement Project.

b. *Independent Auditor's Report FY 2010/2011*

Director Malin reported that the Finance ad hoc committee (Directors' Malin and Tanner, Chief Michel and Karlana Rannals) met with Paul Kaymark CPA to review the draft audit report for FY11. 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 MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY 2010/2011 independent audit prepared by Charles Z. Fedak CPA & Company as presented.

c. *Long Range Financial Plan*

Director Malin reviewed with the Board the assumptions used to develop the updated 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 will be lower, if the conservative assumptions remain on target, and all anticipated building projects will be completed. Director Malin responded to questions from the Board.

Minutes  
Rancho Santa Fe Fire Protection District Board of Directors  
December 14, 2011  
Page 5 of 7

d. *Staff Reorganization*

Chief Michel summarized the staff report provided. He reported that the recruitment was not successful in determining a candidate. As a result, it created an opportunity to analyze the current organizational structure, evaluate, and determine any areas for improvement. The bureau's current structure was established to meet the needs of a rapidly growing community that had specific areas of need due to that growth. With a slowdown in construction and two vacancies in the prevention bureau, there is an opportunity to reorganize and create a fire prevention bureau that will meet the needs of the future based on the current growth of the community.

He presented for consideration a new organizational structure for the prevention bureau that offers prevention personnel a defined career path and also allows more opportunities for individuals to be better cross-trained in all aspect of the bureau. This proposed structure provides efficiency, flexibility, and cost savings for the organization to grow and meet future needs of the District. The management team recommends a two-phase approach to this transition which includes:

Phase One 1) Test and promote suppression Captain to the rank of Battalion Chief/Fire Marshal to manage and coordinate the day-to-day operations of the fire prevention bureau. This would be a management exempt position that would also have limited Human Resource responsibilities; 2) Test and promote one current person in the fire prevention bureau to the rank of Deputy Fire Marshal to oversee and supervise the remaining personnel in the bureau; 3) Eliminate one Fire Prevention Specialist position from the Board approved authorized list of personnel; 4) Reclassify the *Public Relations Coordinator* position to *Public Education Coordinator* and move this position to report directly to the Fire Chief.

Phase Two 1) Through attrition, eliminate or hire positions based on the current conditions and/or needs.

Director Hillgren requested that the minutes include her statement "that the managers did not use the recruitment to fill the vacant fire marshal position, not that the recruitment was unsuccessful." She believes that the recruitment process was successful in determining qualified candidates, just not the right person to fill the vacant position. Staff responded to questions from the board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve staff's recommendation, as presented, for a two-phase transition to a new organizational structure for the fire prevention bureau.

7. Resolution/Ordinance

a. Resolution No. 2011-08

Ms. Rannals summarized the staff report provided which establishes committed and/or constrained fund balances for FY12. She reported that at the completion of the independent audit, staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are

allocated to meet the constraints of GASB 54, in addition to the long and short term financial needs of the District. Resolution No. 2011-08 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2011-08 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing committed and/or Constrained Fund Balances for FY12 on a roll call vote:

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

*Ten-minute recess*

8. Closed Session

Pursuant to sections 54957.6 the Board met in closed session from 4:35 to 5:24 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.

9. Adjournment

Meeting adjourned at 5:27 pm.