



RANCHO SANTA FE FIRE PROTECTION DISTRICT REGULAR BOARD OF DIRECTORS MEETING MINUTES

Rancho Santa Fe Fire Protection District - Board/Community Room
16936 El Fuego
Rancho Santa Fe, California

November 14, 2001
1:30 p.m.

1. *Meeting Called to Order/Roll Call*

President Mullins called the meeting to order at 1:30 p.m.

Directors Present: Ashcraft, Douglas, Lombard, Mullins, Phillips

Directors Absent: None

Staff Present: Erwin Willis, Fire Chief, Dallas Neville, Deputy Chief, Karlana Rannals,
Board Clerk

2. *Approval of Minutes*

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, CARRIED 5-0, to approve as corrected, and file:

(a) RSFFPD Board of Directors regular meeting minutes held October 24, 2001.

3. *Employee Recognition*

Chief Pavone presented a certificate of appreciation and District mug to Monica Adams, Public Education Specialist, Randy Darland, Engineer and Chris Galindo, Firefighter-Paramedic for their outstanding efforts during fire prevention week. He informed the board members that this year's well-organized event received a lot of positive feedback from the teachers.

Chief Willis presented a District mug to Karlana Rannals, Administrative Manager for her digital photo idea at the pancake breakfast. She was also acknowledge for her time and efforts serving as the Fire District Representative to the San Diego County Regional Power Pool Committee, which the District has saved thousands of dollars in energy costs.

4. *Security Patrol Month Report – October 2001*

Chief Wellhouser unable to attend. Monthly report reviewed and filed.

5. *Public Comment*

No one requested to speak to the board members.

6. *Correspondence*

Chief Willis read several letters of appreciation thanking the department for our assistance.

7. *Finance*

a. *List of Demands – October 2001 (Informational)*

Monthly report reviewed and filed.

b. Annual Audit for FY 00/01

Julie Hammeras of Peasley, Aldinger & O'Bymachow an Accountancy Corporation reported on the district's financial statements and summarized the independent audit prepared. She reviewed with the board members a Management Letter noting areas of concern.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, CARRIED 5-0, to accept and file the audit for FY 00/01 as presented.

c. Budget Authorizations

Chief Willis summarized the Staff Report provided. The cost estimate for the additional square footage to increase the bay of the 4S fire station is between \$85,000 and \$105,000. Chief Willis is not sure if the money will be spent this fiscal year or next fiscal year. He requested that the Board of Directors approve the expense up to \$105,000 to pay the developer for the additional square footage of construction.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR PHILLIPS, CARRIED 5-0, to approve the requested expenditure not to exceed \$150,000.

15 Minute – Recess

8. Ordinance Adoption

MOTION BY DIRECTOR PHILLIPS, SECOND BY DIRECTOR ASHCRAFT, CARRIED 5-0, to introduce by title and waive the reading the following Ordinances:

a. Ordinance No. 02-01- *Vegetation Management and Declaring Certain Waste Matter A Public Nuisance and Providing For the Removal Thereof* and

b. No. 99-02 (Amended) – *Which Adopts By Reference The California Fire Code, 1998 Edition, With Certain Amendments, The Uniform Fire Code Standards, 1997 Edition, And National Fire Protection Association Standards 13, 1996 Edition, 13-D, 1996 Edition, And 13-R, 1996 Edition*

Chief Willis informed the board members that the District has been participating on a committee for over three years to develop a *Consolidated Fire Code* within San Diego County. In order to comply with state law, the District agreed to modify our current code (Ordinance No. 99-02 (Amended) in four areas so to match the ratified code adopted by the Board of Supervisors. However, in order to retain our current standards, Staff has moved the changes from Ordinance 99-02 to Ordinance 02-01.

Staff reviewed with the board members each proposed change and answered their questions.

President Mullins directed the Secretary to schedule the second reading for Ordinance No. 02-01 and Ordinance No. 99-02 (Amended) 96-01 on the next regular board meeting agenda.

9. *Administrative Matters*

a. *NCDJPA Representative*

Director Phillips requested that the board members select a new representative to serve on the North County Dispatch Board of Directors. He explained the reason for his request is due to health reasons. At the conclusion of the discussion, the board members agreed to defer this selection until the next regular meeting.

b. *Attorney Client Fee Agreement*

Chief Willis summarized the need specialized legal counsel in environmental law regarding the claim (one case) made against the District. President Mullins reported that he did not feel comfortable signing the document without the full understanding of fees and services performed. Without legal counsel present, many questions were not answered.

ON MOTION OF DIRECTOR DOUGLAS, SECONDED BY DIRECTOR ASHCRAFT, CARRIED 4/1 to appoint an ad hoc committee to meet with the District's legal counsel, to further review the agreement. In addition, if the questions and concerns are answered to the satisfaction of the ad hoc committee, authorize the President to sign the agreement for specialized legal counsel.

President Mullins appointed Director Douglas and himself to the ad hoc committee and requested that Chief Willis schedule a meeting for further discussion. President Mullins requested that this matter be included as an update at the next meeting.

c. *Minimum Staffing at Administrative Offices – December 24 & December 31, 2001*

Chief Willis informed the Board of Directors that since the holidays fall on a Tuesday this year, many of the employees have requested to have December 24 & December 31 off. He informed them that staffing level would be at a minimum to accommodate the request. This is a no cost matter to the District, as the employees will use either a regular day off or a vacation day. No objection.

10. *Staff Report*

a. *Fire Prevention Report*

Chief Pavone reviewed the monthly report included in the agenda material.

b. *Operations Report*

Chief Neville distributed the monthly activity report. He noted that call volume has increased and noted that the Del Dios station had increased activity.

c. *Training Report*

Chief Butz on vacation.

d. *Fire Station(s) – Update*

1. *Rancho Cielo*: no report

2. *4S Station*: Chief Willis informed the board that the contract to build this station was awarded for construction at \$2.7 million.

e. *Retirement Legislation*

Chief Willis informed the Board of Directors that the Governor has signed new legislation, which

becomes effective January 1, 2002 that increases the maximum retirement benefit from 85% to 90%.

f. RSF Review – Thank You Announcement

Chief Willis distributed a draft one-half page ad thanking the community of Rancho Santa Fe for their generosity to the UFA Widows and Children's Fund. He was successful in getting the Review to publish the ad free.

g. Holiday Party – December 1, 2001

A reminder to sign up and attend the Holiday Party, scheduled for December 1 at the Rancho Santa Fe Garden Club.

11. Adjournment

Meeting adjourned at 5:02 p.m.

Karlana Rannals
Secretary

F J Mullins
President