



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

December 18, 2002
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, Hickerson, Lombard, Mullins
Directors Absent: None
Staff Present: Dallas Neville, Deputy Chief; Nicholas Pavone, Deputy Chief; Don Butz, Deputy Chief; Karlena Rannals, Board Clerk

2. *Pledge of Allegiance*

President Mullins led the Pledge of Allegiance.

3. *Oath of Allegiance – Newly Elected Board Members*

Clifford Douglas, Thomas Hickerson, and Gilbert Lombard were appointed as a member of the Rancho Santa Fe Fire Protection District for terms prescribed by law. The Oath of Allegiance was administered by Karlena Rannals, Notary Public.

4. *Election of Officers*

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

MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR HICKERSON, CARRIED 5-0 to nominate and elect the following slate of officers:

President	F. J. Mullins
Vice President	Jim Ashcraft
Board Clerk	Karlena Rannals

5. *Motion Waiving Reading in Full of all Resolutions and Ordinances*

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, CARRIED 5-0 to waive reading in full of all resolutions and ordinances.

6. *Approval of Minutes*

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve as corrected and file:

(a) Board of Directors regular meeting minutes held November 13, 2002.

7. *Security Patrol Monthly Report – November 2002*

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

8. *Public Comment*

No one requested to speak.

9. *Correspondence*

Chief Willis read several letters of appreciation.

10. *Finance*

a. *Independent Audit Report & Financial Statements – July 1, 2001 – June 30, 2002*

Ms. Rannals distributed replacement pages provided by Hosaka, Nagel & Company correcting a line item of “Long-term Debt” which the District does not have. All board members requests from the previous meeting, to provide additional information to the public in the audit reports, such as allocating the “designated reserves” were included.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, CARRIED 5-0 to received and file the Independent Audit Report for FY 2001/02 as prepared by *Hosaka Nagel & Company*.

b. *List of Demands – November 2002*

Monthly report reviewed and filed.

11. *Administrative Items*

a. *ADOPT – Resolution No. 215 – to Authorize and Establish a Procurement Card Program*

Ms. Rannals summarized the Staff Report provided. She reported that the Procurement Card program is authorized by the State of California Department of General Services. The current contract is with U.S Bank, which is the financial institution that will issue cards. The program is flexible and allows the District to manage card distributions, types of transactions, and credit limits. Staff responded to questions of the Board and upon conclusion of the discussion, the Board of Directors agreed to allow the District to participate in the program, however, requested an update and an opportunity to look at the guidelines in place at a future meeting.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR ASHCRAFT, APPROVE Resolution No. 215 to authorize and establish a Procurement Card Program by the following roll call vote:

AYES:	Ashcraft, Douglas, Hickerson, Lombard, Mullins
NOES:	None
ABSENT:	None
ABSTAIN:	None

b. *Electronic Document Management*

Chief Willis summarized the Staff Report provided. He reported that based upon his research, the best and most economic way to move toward an electronic document system is to purchase the necessary hardware and software and use a temporary employee to implement this program. The cost is estimated at \$17,500.

Staff responded to questions of the board and at the conclusion of the discussion, the Board of Directors approved Staff's recommendation and implement an electronic document management program. The Board of Directors requested that a report be prepared to identify the long term costs of the program, and how this system is saving the District money.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR ASHCRAFT, CARRIED 5-0, to APPROVE the establishment of an Electronic Document Management Program and procure the necessary resources for implementation.

c. Memorandum of Understanding between Rancho Santa Fe Fire Protection District and Rancho Santa Fe Firefighters Association – Labor Relations Committee – Modification to Article XVIII Health Insurance

Director Ashcraft informed the board members that he and Director Lombard had met with the Firefighters Association to discuss the District's contribution to health benefits. The language proposed will pay up to the current Health Net – family rate and drop the additional \$35 per month previously approved.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, CARRIED 5-0, to APPROVE the modified MOU language, as presented, to Article XVIII Health Insurance.

d. Disposal of Fire Apparatus

Chief Willis summarized the Staff Report provided, however, he reported that Staff had been made aware that Shelter Valley Volunteer Fire Department, who serves a community below Julian did not have a fire truck. It broke down after the "Pines Fire". Staff reported that they desire to modify their recommendation identified in the Staff Report and donate the fire apparatus to Shelter Valley.

The board members discussed with Staff the pros and cons of donating vs. selling equipment no longer used by the District.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR LOMBARD, CARRIED 3-2, to APPROVE the disposal of equipment identified in the staff report and accept the modified recommendation of Staff to donate to Shelter Valley Volunteer Fire Department.

Ten minute recess

12. Ordinance Adoption

- a. No. 03-01 Which Adopts by Reference the California Fire Code, 2001 Edition, with Certain Amendments, the Uniform Fire Code Standards, 2000 Edition, a and National Fire Protection Association Standards 13, 1999 Edition, 13-D, 1999 Edition, and 13-R, 1999 Edition.*

Chief Pavone summarized the changes that were discussed and modifications requested at the last meeting to the Ordinance. He answered questions from the board members. The next step of adoption is to schedule a public hearing.

President Mullins directed the Secretary to notice the public hearing, Scheduled for January 8, 2003, pursuant to all applicable codes for Ordinance No. 03-01.

Ten Minute Recess

13. *Staff Report*

a. *Fire Prevention Report*

Chief Pavone summarized the monthly statistic reports and noted that the District continues to see a lot of new construction. There is no indication that new construction is slowing down.

b. *Hazard Reduction Program*

Chief Pavone distributed a statistical report for the grant program through November 2002. To date, approximately 2,019 trees have qualified for the program and have been removed. There was concern by the board members that there is not fast enough progress towards reducing the fire hazard. Staff reported that every effort is being made to work with the property owners and the various homeowners associations to remedy and reduce the hazards. Chief Willis reported that he hopes to discuss at the February board meeting Phase II for the *Hazard Reduction Program*.

Director Douglas requested that the Board be regularly advised of progress in reducing the fire hazard to the District, preferably in some objective, quantifiable form. Director Douglas stated the reduction of the fire hazard to the District before the next fire season should be the number one priority of the District, and a plan to be safe by summer should be presented to the Board as soon as possible.¹

c. *Operations Report*

Chief Neville distributed the response time recap report. Monthly report reviewed and filed.

d. *Training Report*

Chief Butz summarized the previous month's training activity, which included training in swift water rescue.

e. *Contaminated Soil Testing - Update*

Chief Pavone reported that the consultant continues to monitor the wells. The final report to the County of San Diego is still under development.

f. *Fire Station(s) – Update* – Chief Butz reported the following:

1. *Rancho Cielo*: no report.
2. *4S Station*: move-in date scheduled for Friday, December 20, 2002.
3. *Fairbanks Ranch*: Chief Willis reported that he has ordered an appraisal for a property under consideration in the Fairbanks area.
4. *Training Tower*: the San Dieguito Advisory Planning Group approved the four-story training tower. The next step is approval by the County Planning Commission.

g. *Budget Review*

Chief Willis requested that the Board of Directors consider a mid-year budget review at the February meeting. He noted that there have been many changes, such as the *Community Preparedness* and the *Augmentation* Projects. The board members agreed this is appropriate and requested a mid-year

¹ Minutes amended to include paragraph at the Board of Directors meeting held January 9, 2003.

h. Public Employee Retirement System Contract Amendment

Chief Willis distributed the actuarial prepared by the Public Employees Retirement System for Safety and Local Miscellaneous. He reported that pursuant to the MOU, the District must proceed with the contract amendment for Safety personnel; however, the report for Local Miscellaneous is presented for consideration.

i. Workers Compensation Claim

Chief Willis informed the Board of Directors that the District had received a claim for benefits from a former employee, Curtis Fisher, who retired from the District April 1, 1996. The District's third party Administrator is handling the claim on our behalf.

12. Directors Report

a. North County Dispatch JPA – Director Ashcraft reported the following:

City of Carlsbad plans to make a request to formally join the JPA for dispatching services. It was approved by their City Council to proceed. This request should be made at the meeting scheduled for January 30, 2003 board meeting.

b. CSA-17 – Director Lombard reported on the following:

No report.

13. Adjournment

Meeting adjourned at 4:45 p.m.

Karlana Rannals
Secretary

F J Mullins
President