



# 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

February 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, Mullins, Phillips

Directors Absent: None

Staff Present: Erwin Willis, Fire Chief; Dallas Neville, Deputy Chief, Nicholas Pavone, Deputy Chief; Don Butz, Deputy Chief; Karlana Rannals, Board Clerk

Chief Willis introduced to the Board of Directors Monica Adams, Public Education Specialist, and Aya Aoyama, International Student from Palomar College who is gaining work experience until May. Ms. Adams and Ms. Aoyama provided a brief background of their education and experience.

## 2. *Board of Directors*

- a. *The Board of Directors shall select and appoint a resident to fill the unexpired term of Robert McCarter. The Oath of Allegiance will be administered by a Notary Public.*

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR PHILLIPS, CARRIED 4-0 to appoint Gilbert Lombard to fill the unexpired term of Robert McCarter. Director Lombard will serve until the next general election November 2002. The Oath of Allegiance was administered by Karlana Rannals, Notary Public.

Director Lombard joined the other members of the Board.

- b. *Election of Officers for the Rancho Santa Fe Fire Protection District Board of Director. In accordance with Fire Protection District Law 1987, Section 13853, effective January 1, 1988, the district board shall elect a vice-president resulting from a vacancy on the Board of Directors.*

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR PHILLIPS, CARRIED 5-0, to nominate and appoint Director Jim Ashcraft to serve as Vice President.

Director Douglas also requested for the next meeting that all committee positions be reviewed and discuss the rotation of committee representative from the Board of Directors

## 2. *Approval of Minutes*

MOTION BY DIRECTOR PHILLIPS, SECOND BY DIRECTOR ASHCRAFT, CARRIED 4-0, to approve and file:

(a) RSFFPD Board of Directors regular meeting minutes held January 17, 2001

3. *Security Patrol Month Report – January 2001*

Chief Wellhouser reported on the previous month's statistics. Monthly report reviewed and filed.

4. *Correspondence*

Chief Willis read letters thanking the department for our assistance.

5. *Public Comment*

No one requested to speak to the board members.

6. *Finance*

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

Monthly report reviewed and filed.

b. *Cash Assets– Interest Earnings*

Chief Willis reported that the board members requested this information at the last meeting. The Interest Earnings report for the County of San Diego, and Local Agency Investment Fund, was included with the board packets. The Board discussed the renewal of the Certificate of Deposit, currently held at Rancho Santa Fe National Bank. Staff requested direction from the Board on the reinvestment of funds. The board members concluded that the District would renew the Certificate of Deposit, however, split into two Certificates of Deposit.

*c. Budget Authorizations*

*1. Staff Report No. 01-003 – Simulator*

Chief Willis summarized the staff report provided. He reported that Chief Butz was able to find a better, portable, and more versatile simulator than originally planned. Staff requested authorization to purchase and reallocate the funds for the Incident Simulator. The cost for the software and hardware do not exceed the original budget request. MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR DOUGLAS, CARRIED 4-0, to approve Staff's request for the purchase of the Incident Simulator and reallocates the funds appropriately.

*2. Staff Report No. 01-004 – Replacement Computers*

Chief Willis summarized the Staff Report provided. This purchase is a part of the District's ongoing replacement of computer equipment. This request is a planned expenditure from the budget. MOTION BY DIRECTOR PHILLIPS, SECOND BY DIRECTOR ASHCRAFT, CARRIED 4-0, to approve Staff's request for the purchase of replacement computers.

*7. Board of Directors*

*a. Conflict of Interest Statements*

Karlana Rannals informed the board members that the Annual Conflict of Interest Form must be filed by April 1, 2001 with the Clerk of the Board of Supervisors. She requested that all members complete the form and return to her by March 14 for filing.

*b. Interview – Gilbert Lombard – Time Certain 2:00 p.m. for Vacant Board Position*

The board members interviewed Mr. Lombard from 2:00 – 2:20 p.m. The Board informed Mr. Lombard that he would be notified before the next meeting on their decision for appointment.

*c. Interview – Kim Higgins – Time Certain 3:00 p.m. for Vacant Board Position*

The board members interviewed Mrs. Higgins from 3:10 - 3:25 p.m. The Board informed Mrs. Higgins that she would be notified before the next meeting on their decision for appointment.

At the conclusion of both interviews, the board members discussed the merits of each applicant. They found both applicants qualified for the position. They concluded that although there is no requirement to appoint by region, it was important to the current board members to seek representation from all areas of the District. Therefore, the Board of Directors directed Chief Willis to notify Mr. Lombard of his selection to fill the vacant Director's position for the District. The President announced that the Board of Directors would officially appoint for the vacancy at the next meeting, March 14.

*8. Resolutions*

*a. ADOPT Resolution No. 193 Appointing and Authorizing Designated Personnel to Sign Warrant Orders and Payroll Claims*

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR ASHCRAFT, to ADOPT Resolution No. 193 as presented on a roll call vote:

AYES: Ashcraft, Douglas, Mullins, Phillips  
NOES: None  
ABSENT: None  
ABSTAIN: None

The President directed Staff to forward this resolution to the County of San Diego to update the authorized signatures for the District.

**9. Administrative Items**

- a. *To discuss and/or approve the vendor to perform the Earthquake Safety Evaluation for Fairbanks Ranch Fire Station. Staff Report No. 01-005 provided.*

Chief Willis reported that at the December Board meeting, the Board authorized distribution of the Request for Proposal. The *Staff Report* provided is a summary of the responses and Staff's recommendation. The Selection/Review Committee unanimously rated Nicoloff & Associates as the most qualified. Nicoloff & Associates also presented the lowest bid cost of all five (5) submitted responses. MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR ASHCRAFT, CARRIED 4-0, to select Nicoloff & Associates to perform the Earthquake Safety Evaluation for Fairbanks Ranch Fire Station.

- b. *LAFCO Special District Mailed-Ballot Election Nominations to LAFCO Special District Member or Special District Advisory Committee*

1. Chief Willis asked if any board member was interested in submitting their name to serve on the Local Agency Formation Commission and Special District Advisory Committee. No one from the Board of Directors was interested.

2. *To delegate authority and authorize the Fire Chief to - cast the ballot on behalf of the Rancho Santa Fe Fire Protection District Board of Directors for the Mailed-Ballot Election of Special District Members on the Local Agency Formation Commission and Special District Advisory Committee*

Chief Willis informed the board members that if the Board desires, with the Board's approval, he could provide a copy of the minutes to LAFCO authorizing the Fire Chief to cast the ballot on behalf of the District. DIRECTOR ASHCRAFT MOTIONED. SECONDED DIRECTOR DOUGLAS, CARRIED 4-0, to authorize the Fire Chief to cast the ballot for Rancho Santa Fe Fire Protection District in the upcoming LAFCO election.

**10. Staff Report**

- a. *Fire Prevention Report*

Chief Pavone reviewed the previous month's statistics. He noted a large increase in residential square footage, a result of new model homes. Plan reviews increased significantly because of new developments.

- b. *Operations Report*

Chief Neville distributed the monthly activity report. He noted that calls were down slightly. The District sent two engines to the Viejas fire in Alpine.

- c. *Training Report*

Chief Butz reported that he is still developing a reserve program for consideration. He summarized the training conference that he attended in San Jose. He also noted the significant recruitment efforts for Firefighters at the conference. The market is so tight that many agencies are looking for lateral transfers. The Board of Directors requested that the Administrative Staff study the recruitment and employment problem. They should look for long-term solutions to recruit and maintain well-

qualified personnel.

*d. Fire Station(s) – Update*

Chief Butz reported that the construction standard documents to construct the 4S Fire Station is being finalized. Staff is still working to clear the road easement on the 4S property. However, the Rancho Cielo Station is clear. The San Dieguito Planning Group has reviewed the 4S Project and they communicated their concerns on the Training Tower. The preliminary site work has begun for the Rancho Cielo Station No. 5.

*e. Personnel – Update*

Chief Willis reported that the District hired Monica Adams as the Public Education Specialist. She will start on February 20, 2001.

*12. Adjournment*

Meeting adjourned at 4:00 p.m.

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Karlana Rannals  
Secretary

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F J Mullins  
President