



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

January 8, 2003
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: Erwin Willis, Fire Chief; Nicholas Pavone, Deputy Chief; Don Butz, Deputy Chief; Karlana Rannals, Board Clerk

2. Pledge of Allegiance

President Mullins led the Pledge of Allegiance.

3. 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.

4. 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 December 18, 2002.

5. Security Patrol Monthly Report – December 2002

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

6. Public Comment

No one requested to speak.

7. Correspondence

Chief Willis read two letters of appreciation.

8. Finance

a. List of Demands – December 2002

Monthly report reviewed and filed.

9. Public Hearing – Call for Public Comment

A public hearing for Ordinance No. 03-01 – Which Adopts By Reference The California Fire Code, 2001 Edition, With Certain Amendments, The Uniform Fire Code Standards, 2000 Edition, And National Fire Protection Association Standards 13, 1999 Edition, 13-D, 1999 Edition, and 13-R, 1999 Edition

President Mullins opened and closed the public hearing there being no one to speak to this item.

10. Ordinance Adoption

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD to adopt Ordinance No. 03-01 – Which Adopts By Reference The California Fire Code, 2001 Edition, With Certain Amendments, The Uniform Fire Code Standards, 2000 Edition, And National Fire Protection Association Standards 13, 1999 Edition, 13-D, 1999 Edition, and 13-R, 1999 Edition, on the following vote:

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

President Mullins further directed the Secretary to prepare all legal notices for Ordinance Adoption, pursuant to all applicable codes and ordinances.

11. Administrative Items

a. Disposal of Rancho Santa Fe 4S Ranch Fire Station Modular Buildings

Chief Willis summarized the staff report provided. He reported that through his negotiations with Mike Rust, Kelwood Development, they have agreed to purchase the modular buildings for \$2,000. He also noted that this will eliminate the District from paying the expense to remove all buildings from the Rancho Bernardo site. He recommended that the Board of Directors approve the sale of the buildings for the agreed amount and authorize the transfer of ownership.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, CARRIED 5 AYES; 0 NOES to accept Staff's recommendation.

b. Rancho Cielo Fire Station and Training Facility

Chief Willis presented a Power Point presentation for the District's future projects and staffing needs for 2003 and beyond.

He identified a number of projects that are up coming and estimated the number of staff hours to accomplish the following type of projects:

1. construction of a training tower
2. construction of a new fire station
3. recruitment/testing - nine new firefighter/paramedics
4. promotional assessments/interviews for Engineer and Captain
5. recruitment/testing - one Deputy Chief when Chief Neville retires
6. design and specification for new fire apparatus.

He reported that Staff identified short and long term solutions to accomplish many of the projects and comply with the additional responsibilities in implementing the Paramedic program.

1. Hire 3 Paramedics for Cielo Station, early
2. Promote 3 new Captains
 - Assign 2 Captains in Fire Prevention for Community Preparedness Program
 - Assign one Captain in Administration to assist with Cielo project and new personnel (this position would be filled with overtime until promotional testing can be completed)

3. Hire one additional administrative person (type undetermined)

He reviewed the benefits and disadvantages of the proposed solution along with the estimated cost for implementation. He also informed the Board that if the District does proceed with any or all of the proposed solution, that there is a lack of office space which will need to be addressed.

Chief Willis requested that the Board of Directors authorize all or a portion of the solutions offered, so the District can proceed with accomplishing the many tasks for the projects identified.

At the conclusion of the presentation, the Board of Directors discussed the pros and cons of the solution provided, and staff responded to their questions. MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR LOMBARD, CARRIED 5 AYES; 0 NOES to accept a portion of Staff's recommendation to proceed with an early hire of three Firefighter/Paramedics, authorize the early promotion of up to three Captain's positions. They also agreed in concept of the additional administrative position, no action was taken to authorize this position.

Ten minute recess

12. *Staff Report*

a. *Fire Prevention Report*

Chief Pavone summarized the monthly statistic reports and noted that the District continues to see a rise in residential inspections.

b. *Hazard Reduction Program*

Chief Pavone distributed a statistical report for the grant program through December 2002. To date, there are approximately 40 applicants in the program.

c. *Operations Report*

Chief Neville was unable to attend due to his participation on a Strike Team. No report.

d. *Training Report*

Chief Butz summarized the previous month's training activity, which included training in CPR training and 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 was Friday, December 20, 2002. Chief Butz was congratulated by the Board of Directors and the Fire Chief for the design and build of the station, along with the success of the Grand Opening.
3. *Fairbanks Ranch*: Chief Willis reported that to date, he has not received an appraisal. The owner of the property had contacted him for an update.
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. Appreciation Dinner

The annual dinner is scheduled at the Rancho Santa Fe Golf Club for Saturday March 8 beginning at 6:00 p.m.

13. Directors Report

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

No report.

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

No report.

14. Directors Comments

President Mullins informed his fellow board members that he will resign his position on the Board of Directors on March 13, 2003.

15. Adjournment

Meeting adjourned at 4:10 p.m.

Karlana Rannals
Secretary

F J Mullins
President