



**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 9, 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, Lombard, Mullins, Phillips

Directors Absent: None

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

Chief Willis requested from the Board of Directors the following:

**REQUEST FOR MOTION TO AMEND AGENDA TO INCLUDE:**

Pursuant to Government Code Section 54954.2 (b) (2.) there is a need to take immediate action by the governing body subsequent to the posted agenda.

(Four votes in favor of this motion is required to amend)

*NEW AGENDA ITEM:*

*Agreement between Rancho Santa Fe FPD and Bernardo Lakes-San Diego, L.P., a California limited partnership*

*To discuss and/or approve an agreement to satisfy the financial obligation of Bernardo Lakes identified in the Agreement for Provision of Fire Protection and Fire Fighting Services and Facilities and Emergency Medical Response to the Santa Fe Valley (the "Fire Services Agreement").*

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR ASHCRAFT, CARRIED 5-0, to modify the agenda to include the Agreement between the District and Bernardo Lakes.

*2. Approval of Minutes*

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR DOUGLAS, CARRIED 5-0, to approve and file:

(a) RSFFPD Board of Directors regular meeting minutes held December 12, 2001.

*3. Security Patrol Monthly Report – December 2001*

Chief Wellhouser reviewed the previous months statistics. Monthly report reviewed and filed.

*4. Public Comment*

No one requested to speak to the board members.

5. *Correspondence*

Chief Willis read two letters of appreciation thanking the department for our assistance. He also read a letter from the Rancho Santa Fe Community Services District (CSD) requesting the use of our Board Room to hold their monthly board meetings. He informed the board members that the District has been trying to accommodate all meeting requests, however the difference with this request is that the CSD Board of Directors meet in the afternoon, which eliminates the use of the room for Fire District meetings. The board members concurred to allow the use of the room, however, they directed Staff to inform the CSD Staff that their contract is to be reviewed and renewed annually.

6. *Demonstration – Document Imaging System*

Staff introduced Brian Porter of LaserFiche, who provided a twenty-minute demonstration of a document imaging system, which included the benefits of this system for record management and typical costs of the hardware and software. The Staff Report provided for this item, requested that Board of Directors support the distribution of a Request for Proposal (RFP). Upon conclusion of discussion, the Board of Directors did not object, however, they requested that Staff discuss this form of record keeping with legal counsel.

7. *Finance*

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

Monthly report reviewed and filed.

b. *Budget Authorizations*

Chief Pavone summarized the Staff Report provided. He reported that the request to purchase a fuel moisture analyzer was included in the current year budget. If approved, the maintenance cost is approximate \$600 each year. Staff responded to questions from the Board of Directors on the purpose, use, and the value of information to the District and firefighting personnel.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, CARRIED 5-0, to approve the purchase of a Fuel Moisture Analyzer.

8. *Public Hearing*

a. *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.*

President Mullins opened the public hearing and called for all interested persons to comment on the proposed Ordinance No. 02-01 and No. 99-02 (Amended). The Secretary informed the Board President that the District had not received any written correspondence.

President Mullins closed the public hearing.

9. *Ordinance Adoption*

MOTION BY DIRECTOR PHILLIPS, SECOND BY DIRECTOR ASHCRAFT, and CARRIED 5-0, to waive the reading and ADOPT 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*

President Mullins directed the Secretary to publish all required legal notices pursuant to all applicable codes for Ordinance No. 02-01 and Ordinance No. 99-02 (Amended).

10. *Appeal of Ordinance 99-02 Requirement (Continued)*

Chief Willis updated the board members on the meetings that took place since the board meeting of January 9, 2001 between Staff and Mr. Dethlefsen, property owner. Mr. Dethlefsen also provided the board members additional information in his attempt to provide an incentive for his neighbors to share in the cost to widen the road to 24-feet. He requested that the Board of Directors consider his request for relief of requirements so that he can proceed with his project while attempting to develop a coalition to eventually get the road widened.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, and CARRIED 4-1 to DENY the appeal of road width requirements placed on the property located at APN 678-060-20.

The Board of Directors encouraged Mr. Dethlefsen to work with Staff to continue in finding a solution that will meet the District's road width standards, and minimize the financial burden to the property owner.

11. *Traffic Calming Devices*

Chief Willis reviewed the Staff Report, prepared by Chief Pavone, seeking feedback from the Board of Directors on this issue. Traffic speed, in the residential areas, is a concern to many developments in the District. Traffic calming devices were installed, without consideration of the District's Ordinance. Although Staff has been working with the homeowners associations identified to eliminate these devices or find an alternative, he informed the board members that there is one homeowners association that the District plans to cite if the traffic calming devices are not removed.

The Board of Directors discussed with Staff the method of review and enforcement process of the Ordinance in place. At the conclusion, the Board of Directors concurred to enforce the current Ordinance so long as each situation is treated the same.

*10 Minute – Recess*

*12. Property Disposal*

Chief Willis summarized the Staff Report provided and Staff's recommendation to donate the equipment to a volunteer fire department in San Diego County. He reported that the District has two options to dispose of property, the County of San Diego auction, or donation. At the conclusion of the discussion, the Board of Directors directed Staff to draft an Agreement that would hold the District harmless if the equipment was donated to another agency.

MOTION BY DIRECTOR PHILLIPS, SECOND BY DIRECTOR ASHCRAFT, and CARRIED 3-2 to approve Staff's recommendation and donate the vehicle to a local volunteer fire department.

*NEW AGENDA ITEM*

*Agreement between Rancho Santa Fe FPD and Bernardo Lakes-San Diego, L.P., a California limited partnership*

Chief Willis introduced Liz Albano of Colrich Community. He reported that Bernardo Lakes is responsible for 6% of the operation and maintenance of the Rancho Cielo Fire Station. Bernardo Lakes failed to include in the Homeowners Association document notifying the property owners of the financial obligation for any funding shortfall. Bernardo Lakes understands their obligation and is interested in paying up front the projected financial obligation. He further reported that this issue must be resolved before the final 24 building permits are issued. Ms. Albano informed the Board that this project is due to be completed by the end of 2002.

Chief Willis requested that the Board of Directors approve and or authorize the following:

- 1) Proposed buyout of \$148,724;
- 2) Appoint an ad hoc committee to develop an agreement which includes legal review;
- 3) Authorize the President to execute the Agreement

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR DOUGLAS, and CARRIED 5-0 to approve Staff's recommendation. President Mullins appointed Director Douglas and himself to serve on the ad hoc committee. A report will be made at the next meeting.

*12. Staff Report*

*a. Fire Prevention Report*

Chief Pavone reviewed the monthly report included in the agenda material. He reported that the Bureau is still busy and that inspections are still being booked a week in advance.

*b. Operations Report*

Chief Neville distributed the monthly activity report. There was no significant call activity to report on. He also reported that effective January 1, a paramedic engine is assigned to the 4S Ranch station.

*c. Training Report*

Chief Butz reported that training included a live-fire exercise in Encinitas.

*d. Fire Station(s) – Update*

1. *Rancho Cielo*: the developer is in the process of having a construction cost estimate

completed.

2. *4S Station:* Chief Butz reported that the developer still does not have a building permit.
3. *Fairbanks:* President Mullins reported that a letter was sent to the property owner of the vacant land that could serve as a fire station site in the Fairbanks Ranch area.

*e. Del Dios Community Meeting– Update*

Chief Willis reported that the meeting went very well and there was a good discussion from the community.

*13. Adjournment*

Meeting adjourned at 4:55 p.m.

---

Karlana Rannals  
Secretary

---

F J Mullins  
President