



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 12, 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; Dallas E Neville, Deputy 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 and file:

(a) Board of Directors regular meeting minutes held January 8, 2003.

5. Security Patrol Monthly Report – January 2003

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

6. Public Comment

Lauren Hasson, 5148 Seagrove Cove, spoke of her concern about the Fire District condemning her property, Lot 592 – Fairbanks Ranch, to construct a replacement fire station. She and her husband do not desire to sell their land. She also stated that she understands the difficult position the Board of Directors is facing, however, she encouraged the Board of Directors to pursue other options before exercising the condemnation process.

Bob Hasson, 5148 Seagrove Cove, spoke to clarify a letter he had sent to the Fairbanks Homeowners Association about their opposition to selling their property to the Fire District. He stated Chief Willis has been honest and truthful in his conversations; however, they concluded that they do not desire to sell their land to the Fire District. He and his wife understand the District has the right to proceed with condemnation proceedings, however, he echoed his wife's previous remarks that the Board of Directors pursues other options.

7. Correspondence

Chief Willis review the letters of appreciation included in the board agenda packets.

8. *Finance*

a. *List of Demands – January 2003*

Monthly report reviewed and filed

b. *Budget Analysis – July 1 – December 31, 2002*

Quarterly reported reviewed and filed

c. *Investments Certificate of Deposits*

Karlana Rannals reviewed the estimated *Balance Sheet* prepared through December 31, 2002. She informed the board members that the District currently holds two certificates of deposit (CD) with Rancho Santa Fe National Bank, maturity date February 12, 2002. She requested direction from the Board, do they desire to retain surplus money in CD's, transfer the money to the Local Agency Investment Fund or County of San Diego? She reported that CD quotes were obtained from Rancho Santa Fe National Bank, La Jolla Bank, and Bank of America.

At the conclusion of the discussion the board members directed Staff to transfer and reinvest the District's cash assets to La Jolla bank for a period of one year, and that this selected financial institution meet all banking regulations for security of funds. She reported that a resolution will be prepared for the next meeting confirming the direction.

9. *Resolutions*

a. *216 – Resolution of Intent Contract Amendment*

Chief Willis summarized the Staff Report included. This is the first step to amend the Public Employees Retirement System contract from 2% @ 50 to 3% @ 50 for Safety Employees.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR HICKERSON, to adopt Resolution No. 216 – Resolution of Intent Contract Amendment on the following vote:

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

b. *217 – Resolution Updating Salaries and Benefits for Administrative Personnel*

Chief Willis summarized the Staff Report included. The current Salary and Benefit Resolution on file has an error in the monthly compensation of the Staff Assistant position. The proposed resolution corrects this error.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, to adopt Resolution No. 217 – Updating Resolutions and Benefits for Administrative Personnel on the following vote:

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

c. *218 – Resolution to Participate in the San Diego County Fire Mitigation Fee Program*
Chief Willis reported that this resolution is required to be renewed annually. The current fee structure is .16 for construction with sprinklers and .32 for new construction that is not sprinkled. He recommended adoption.

MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR HICKERSON, to adopt Resolution No. 218 – to Participate in the San Diego County Fire Mitigation Fee Program on the following vote:

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

10. *Administrative Items*

a. *Disposal of Assets*

Chief Willis summarized the staff report prepared by Chief Butz. He requested that the board members approve the recommendation to dispose of the assets identified in the report by a sealed bid.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, CARRIED 5 AYES; 0 NOES to accept Staff's recommendation requesting that Staff establish a minimum reasonable bid for each item, and to insure that the process is open to anyone, and post a public notice.

b. *Ad Hoc Committee Appointment*

Chief Willis distributed a letter from Santa Fe Irrigation District requesting Fire District representation on a committee to discuss the Irrigation District Master Plan and contaminated soil. He requested that the President appoint a subcommittee to serve on this committee. President Mullins appointed Directors Ashcraft and Lombard as representatives.

c. *Onyx Ridge Subdivision Annexation*

Chief Willis informed the Board that not all information had been received for this item and requested that no discussion or action take place. No objections.

d. *Community Preparedness Project, Phase II*

Chief Pavone reviewed the Staff Report provided. The primary purpose of Phase II is a follow-up from the grant program and to enhance/modify our current vegetation management program. In addition, the program will focus on the "three E's" of fire prevention: Engineering, Education, and Enforcement. This motto serves as a focus to better prepare the District against wildfire.

Staff requested an approval for the concept of the project, the commitment to utilize the additional personnel needed and to get further direction from the Board of Directors. The board members discussed the merits of the program, Phase 1 and 2 and how to establish objective methods to determine the success of the program.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES to authorize Staff to proceed with Phase 2, with the request that Staff develop a method to objectively measure the program's success and report to the Board.

e. Additional Office Space

Chief Willis summarized the Staff Report provided. He reported that Staff has reviewed many options to expand the office space with minimum impact to Staff and at a minimum cost. He recommends that the Board of Directors select Option 5 identified in the report. This option provides the best long term solution to current and future space needs.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR ASHCRAFT, CARRIED 5 AYES; 0 NOES to approve Staff's recommendation and to proceed with construction of additional office space at the Administration Building.

20-minute Recess

11. Staff Report

a. Fire Prevention Report

Chief Pavone summarized the monthly statistic reports and noted that the statistics reflect a reduction due to the holiday season. He also reported on a follow-up meeting on illegal encampments.

b. Hazard Reduction Program

Chief Pavone reviewed the statistical report for the grant program through January 2003. He anticipates that the program will conclude by the end of the month. Mike Scott provided an update on the status of the vegetation management program. The GIS software has proved to be a valuable tool in resolving the various issues the district has experienced and assists in time responses.

c. Operations Report

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

d. Training Report

Chief Butz summarized the previous month's training activity, which included training in CPR training, hose deployment techniques and fire investigation.

e. Contaminated Soil Testing - Update

Chief Pavone reported that the consultant continues to monitor the wells. He reported that he has been advised that detectable levels of contamination are now appearing in Monitoring Well 11.

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

- 1. Rancho Cielo:* plans are at County for a second review. The design of the hose tower was approved by the San Dieguito Planning Group.

2. *4S Station:* no report.
3. *Fairbanks Ranch:* no report.
4. *Training Tower:* approved by the County Planning Commission.

g. Fire Service Cooperative Effort Meeting- Update

Chief Willis, Director Ashcraft and other Staff members attended the meeting on February 4 in Escondido. Approximately 120 people attended the presentation.

h. Form 700 – Conflict of Interest Code

Karlana Rannals requested that the board members complete their forms and return to her for filing with the Clerk of the Board of Supervisors.

i. Appreciation Dinner- March 8, 2003

The Chief reminded the board members that the dinner is scheduled for March 8th at the Rancho Santa Fe Golf Club Restaurant.

12. Directors Report

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

all member agencies approved the restated and amended joint powers agreement. The City of Carlsbad has voted in the affirmative to join the JPA. Their participation should result in some savings to the District. Karlana Rannals was recognized for her service to the JPA from 1984 to 2003.

b. CSA-17 – Director Lombard reported on the following:
the annual report was reviewed and discussed..

13. Directors Comments

Director Douglas informed the members that former Director Chadwell was going to have open heart surgery.

14. Closed Session

The Board of Directors adjourned to closed session starting at 4:00 p.m. to discuss the following, as authorized by statute:

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: Lot 592 – Via Cazadero, Rancho Santa Fe, CA
Agency negotiator: Erwin Willis, Fire Chief, Steve Fitch, Legal Counsel
Property Owner Negotiator: Mr/Mrs. Hasson
Under negotiation: review of appraisal and instructions to negotiator will concern price

The Board of Directors reconvened at 4:55 p.m. from closed session, and the President announced that during Closed Session the above item was discussed and direction given to Staff and legal counsel.

RSFFPD Board of Directors
February 12, 2003
15. Adjournment
Meeting adjourned at 5:45 p.m.

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Karlana Rannals
Secretary

F J Mullins
President

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