



# 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

March 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 at Palomar College and working at the District as an intern until May 2001. Ms. Adams and Ms Aoyama provided brief remarks about 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 serve the unexpired term of Robert McCarter. Karlana Rannals, Notary Public, administered the Oath of Allegiance. Director Lombard joined the meeting.

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

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

Director Douglas requested that the Board consider rotating committee assignments and positions of the board, i.e., president, and vice president, at the next meeting. The subject will be included on the next agenda.

## 3. *Approval of Minutes*

MOTION BY DIRECTOR PHILLIPS, SECOND BY DIRECTOR ASHCRAFT, CARRIED 4-0-1 ABSTAIN, to approve and file:

(a) RSFFPD Board of Directors regular meeting minutes held February 14, 2001.

## 4. *Security Patrol Month Report – February 2001*

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

5. *Correspondence*

Chief Willis read letters thanking the department for our assistance. He also read a letter from former Director McCarter thanking the District and Board of Directors for all of the support during his terms in office.

6. *Public Comment*

No one requested to speak to the board members.

7. *Finance*

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

Monthly report reviewed and filed.

b. *District Funding – To discuss the continuation of assessing the Fire District per parcel Special Tax for fiscal year 2001/2001. – Staff Report No. 01-006 provided*

Chief Willis reviewed the Staff Report included with the agenda. He provided background information about the special tax for the benefit of the new board member. The Board and Staff discussed the pros and cons of continuing the per parcel tax. The board members concluded to retain the special tax for the coming year.

8. *Resolutions*

MOTION BY DIRECTOR PHILLIPS, SECOND BY DIRECTOR ASHCRAFT, CARRIED 5-0, to waive reading in full of this Resolution.

Chief Willis reported *Resolution No. 194 - to Participate in the San Diego County Fire Mitigation Fund Fee Program* requires renewal annually. The monies collected as a result of new development is restricted and can only be used for one time capital improvement as a result of growth. MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR ASHCRAFT, approved Resolution No. 194 on the following roll call vote:

AYES: ASHCRAFT, DOUGLAS, LOMBARD, MULLINS, PHILLIPS  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

9. **Staff Report**

a. *Fire Prevention Report*

Chief Pavone reviewed the previous month's statistics. He noted a decrease in residential square footage, however the number of inspections remains significant.

b. *Operations Report*

Chief Neville distributed the monthly activity report. Monthly Report reviewed and filed.

c. *Training Report*

Chief Butz reported that skill maintenance and proficiency was the focus for February. He is working with all employees about an on-line training program that covers numerous subjects.

*d. Fire Station(s) – Update*

*Rancho Cielo:* Chief Butz reported that the site is being designed. Issues of concern – driveway and the height of proposed hose tower. The District will need to seek a variance. In addition, the District took ownership of the property on March 5. The lot is 2.7 gross acres, 1.25 acres net. This site will have a helicopter pad.

*4S Station:* plans have been submitted to the County of San Diego. This site will have a helicopter pad and training facility.

*Fairbanks:* continuing with the feasibility study. The survey of lot lines and a soils report is in progress. The contract is at legal counsel for review.

*e. Annexation– Update*

Chief Willis reported that Local Agency Formation Commission (LAFCO) approved the annexation. LAFCO will forward to the State Board of Equalization for approval. Once approved by the State, the District Board will give final approval within 30 days.

*10. Closed Session*

The board members met in closed session from 2:50 - 4:00 pursuant to Government Code Section 45957 to discuss the following:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Upon reconvening, President Mullins reported that the Board Members concurred with the actions taken by the fire chief, including compensation for the resignation of Firefighter Paramedic Arribere.

MOTION BY DIRECTOR PHILLIPS, SECOND BY DIRECTOR ASHCRAFT, CARRIED 5-0 to add the following item to the Agenda:

POSITION RECLASSIFICATION - FROM CONTRACT FIREFIGHTER/PARAMEDIC TO REGULAR FULL TIME FIREFIGHTER PARAMEDIC.

Chief Willis reported that since the District has incurred a vacancy resulting from the resignation of Firefighter/Paramedic Arribere, it will be difficult to recruit a replacement with uncertainty of a full-time position. He requested the Board of Directors consider reclassify the three contract positions to regular full-time positions. This will assist Staff in recruiting efforts.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, CARRIED 5-0, to approve Staff's request and reclassify 3 Contract Firefighter/Paramedic positions to regular full-time.

*11. Adjournment*

Meeting adjourned at 4:00 p.m.

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Karlana Rannals  
Secretary

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F J Mullins  
President