



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 10, 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; 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 February 12, 2003.

5. Security Patrol Monthly Report – February 2003

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

6. Public Comment

No one requested to speak to the board.

7. Correspondence

Chief Willis read letters of appreciation thanking the department for our assistance.

8. Finance

a. List of Demands – February 2003

Monthly report reviewed and filed

b. Budget Authorizations

Chief Willis summarized Staff Report to seek authorization to proceed with the purchase of a replacement Command Vehicle. Staff responded to questions from the board members. MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR ASHCRAFT, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Staffs recommendation and proceed with the purchase requested.

9. *Resolutions*

a. *219 – Resolution Authorizing Investment Deposit at La Jolla Bank*

Chief Willis informed the Board that the resolution presented is necessary to document the action of the Board at the February meeting and to authorize the investment at La Jolla Bank.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, to adopt Resolution No. 219 – Authorizing Investment Deposit at La Jolla Bank on the following vote:

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

b. *220 – Authorizing an Amendment to the Public Employees Retirement System*

Chief Willis informed the board members that this resolution is the final step necessary to amend the Districts contract with the Public Employees Retirement System and implement the 3% @ 50 benefit formula.

MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR ASHCRAFT, to adopt Resolution No. 220 – *Authorizing an Amendment to the Public Employees Retirement System* on the following vote:

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

10. *Administrative Items*

a. *Board Vacancy*

Karlana Rannals summarized the staff report prepared. She reported that once the vacancy occurs, April 1, 2003, the Board can accept letters of interest. She also noted that the Board must select how the Board of Directors chooses to fill the vacancy, appointment or special election.

MOTION BY DIRECTOR LOMBARD, SECOND DIRECTOR ASHCRAFT, CARRIED 5-0 to appoint a representative to the Board, in lieu of a special election. The President directed the Board Clerk to notify the public of such vacancy pursuant to all applicable laws.

The Board of Directors agreed to schedule a special meeting on APRIL 30, 2003 to interview all applicants to fill the vacancy on the Board of Directors. All interviews will be scheduled times certain.

The Board of Directors agreed and announced that at the regular meeting scheduled for May 14, 2003 they would appoint the successful applicant to fill the vacancy on the Board of Directors.

b. Disposal of Assets

Chief Neville summarized the Staff Report prepared. He reported that there has been a change to the County of San Diego auction schedule, next auction April 2003, he informed the Board that because of this change he is modifying his recommendation in the Staff Report. He recommended that the Board authorize Staff to sell the fire apparatus at the County auction.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, CARRIED 5 AYES; 0 NOES to accept Staff's recommendation and sell surplus fire apparatus through the County auction.

c. New Administrative Position/Restructuring

Chief Willis summarized the Staff Report provided. He reported that the proposal does add an additional person to the management team and that the duties and responsibilities between the Chief Officers will be reviewed and redistributed. Director Douglas requested that position descriptions be available for review at the next meeting.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, CARRIED 5 AYES; 0 NOES to accept Staff's recommendations and authorize the additional Fire Marshal position and proceed with the recruitment.

d. Schedule Public Hearing for Public Needs Assessment

Chief Willis reported to the board that there he has been unable to find a willing seller to purchase property to relocate the Fairbanks Ranch Fire Station. He has consulted with legal counsel who has advised that in order to pursue with the condemnation process a public hearing must be held to narrow the six potential lots of consideration. Property owners must be given thirty days written notice prior to the public hearing. The board members discussed various options other than condemnation. At the conclusion of the discussion the board members agreed to conduct schedule a public hearing for public needs assessment at a special meeting on May 7, 2003 at 1:30 p.m.

e. California Special Districts Association Membership

Chief Willis included with the agenda membership information to join California Special Districts Association. The Board conveyed their appreciation for the opportunity to review the membership, however, decided that the benefit of membership does not warrant the cost.

11. Staff Report

a. Fire Prevention Report

Chief Pavone summarized the monthly statistic reports and noted that the statistics reflect a decrease in construction. Monthly report reviewed and filed.

b. Hazard Reduction Program

Chief Pavone reported that the program is close to termination. He anticipates a final report at next months meeting. There are only three applicants left in the program.

c. Operations Report

Chief Neville distributed the previous month's statistics and reviewed the call types that occurred within the District. Monthly report reviewed and filed.

d. Training Report

Chief Butz is on vacation. Chief Neville summarized the previous month's training activity, which included continuing education for EMS and hose evolution training.

e. Contaminated Soil Testing - Update

Chief Pavone reported that the consultant continues to monitor the wells. He reported that the County of San Diego has requested that the District continue to monitoring and test quarterly.

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

1. *Rancho Cielo:* the sales trailers have been moved off of the property. He anticipated that construction will start at the end of April. The Crosby developer has forwarded \$1.4 million in cash, for a total of \$1.8 million deposit. The construction of a new fire station is fully funded.
2. *Fairbanks Ranch:* no additional information to report.
3. *Training Tower:* no report.

12. Directors Report

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

the City of Carlsbad is finalizing the documentation to formally join the JPA. Their participation should result in some savings to the District.

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

no report.

c. Ad Hoc Committee – SFID Projects

Director Ashcraft summarized the meeting that he and Chief Willis participated in a meeting with Santa Fe Irrigation District representatives to discuss the Irrigation District Master Plan. Topics of discussion included fire flow requirements and financing methods to improve water infrastructure.

13. Directors Comments

Director Mullins reminded the board members that this was his last meeting. He thanked the Board and Staff for their support and friendship.

14. Adjournment

Meeting adjourned at 4:02 p.m.