



# 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 20, 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, Lombard, Mullins, Phillips

Directors Absent: Douglas

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

## 2. *Approval of Minutes*

MOTION BY DIRECTOR PHILLIPS, SECOND BY DIRECTOR LOMBARD, CARRIED 4-0-1 (Douglas absent), to approve and file:

(a) RSFFPD Board of Directors regular meeting minutes held February 13, 2002.

## 3. *Security Patrol Monthly Report – February 2002*

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

## 4. *Public Comment*

No one requested to speak to the board members.

## 5. *Fallbrook Fire Presentation*

Chief Willis introduced Captain Tony Michel, who responded with a District structure engine to the wildland fire in Fallbrook on February 10, 2002.

Captain Michel during his 15 minute presentation, summarized the activity of the strike team that their engine was assigned to, and reported on the numerous problems that they encountered. It included weather, narrow roads, and concerned and angry residents.

Chief Willis reviewed the statistics of the fire, which included over 5,400+ acres burned; 43 structures destroyed; 8 structures severely damaged; 2 fire engines destroyed.

## 6. *GIS Demonstration*

Chief Willis introduced Mike Scott, Urban Forester and Mark Carpenter, Consultant from KTU&A. During Mr. Scott and Mr. Carpenter's 45-minute presentation, they demonstrated the Geographic Information System software that the District purchased in 2000, using photos from the Fallbrook fire. The fire model demonstration showed what could happen to the community of Rancho Santa Fe in a similar fire and its risks. They also discussed the software benefits, which included better information to fight fires, provide better training for firefighters and is able to provide better information to the community on the risks.

The board members thanked and commended the presenters for their presentation and information provided.

5. *Correspondence*

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

6. *Finance*

a. *List of Demands – February 2002)*

Monthly report reviewed and filed.

b. *Budget Authorizations*

Chief Willis requested that the request to purchase a check-signing machine be reconsidered. He reported that the impact on Staff continues to increase. However, Karlena Rannals returned from a conference in Florida and recommends software that could take the place of a check signing machine and could be incorporated with the accounting software. He requested conceptual approval to proceed with purchasing a form of electronic signature for checks.

MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR PHILLIPS, and CARRIED 3-1-1 (Douglas absent), to proceed with the most effective form of using electronic signatures.

Chief Willis reported that because of personnel changes at North County Dispatch JPA, the District must relocate our computers from the second floor. He recommended rack mounted file servers. One server was budgeted, however, the need for a second server is necessary. The monies will be spent from reserves.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, and CARRIED 3-1-1 (Douglas absent), to proceed with the purchase of an additional server and the necessary rack for relocation.

7. *Resolutions*

a. *Resolution No. 204 – to Participate in the San Diego County Fire Mitigation Fee Program.*

Chief Willis reported that the County of San Diego requires this Resolution annually. He noted that the Board of Supervisors approved a rate increase. Effective July 1, 2002, the District will receive \$.16 per square foot of new construction. The current rate is \$.14.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR PHILLIPS, and APPROVED Resolution No. 204 on the following roll call vote:

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

*10-minute recess*

9. *Staff Report*

*a. Fire Prevention Report*

Chief Willis summarized the reports included with the agenda material.

*b. Operations Report*

Chief Willis reported that Chief Neville is on medical leave because of a heart attack. He is recovering however will not return to work until after April 22, 2002. He divided the Operation's responsibility amongst the remaining Chief Officers. No activity report is available.

*c. Training Report*

Chief Butz reviewed the different training subjects scheduled for the next two months.

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

1. *Rancho Cielo:* the developer is still working on the cost estimate.
2. *4S Station:* the foundation has been completed and construction is progressing on schedule.
3. *Training Facility:* the permit fees were paid. The next phase is competitive bids for construction.

*11. Real Property Transactions - Negotiator*

Chief Willis informed the board members that the government code had changed and the Board of Directors must first select a negotiator before any discussions for closed session. He recommended that the Fire Chief be appointed the District's negotiator to purchase property to replace the Fairbanks Fire Station.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, and CARRIED 4-1 (Douglas absent), to appoint the Fire Chief as the District's negotiator as recommended.

*11. Closed Session*

The Board of Directors adjourned to closed session starting at 3:50 to discuss the following, as authorized by statute:

1. Pursuant to Government Code Section 54956.8 the Board of Directors  
CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Property: 16090; 94 San Dieguito Road  
Agency Negotiator: Erwin Willis, Fire Chief  
Negotiating Parties: Craig Ranch Inc.  
Under Negotiation: Instruction to negotiator(s) will concern price.

The Board of Directors reconvened at 4:00 p.m. from closed session, and the President announced that during Closed Session the above item was discussed and direction given.

*12. Adjournment*

Meeting adjourned at 4:05 p.m.

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Karlana Rannals  
Secretary

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F J Mullins  
President