



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

April 10, 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; Nicholas Pavone, Deputy Chief; Don Butz, Deputy Chief; Karlana Rannals, Board Clerk

2. Approval of Minutes

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

(a) RSFFPD Board of Directors regular meeting minutes held March 20, 2002.

3. Security Patrol Monthly Report – March 2002

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

4. Public Comment

No one requested to speak to the board members.

5. Correspondence

Chief Willis read several letters of appreciation. He also reviewed an article from the *Los Angeles Times*, *Orange County* edition regarding their Reserve Program.

6. Finance

a. List of Demands – March 2002

Monthly report reviewed and filed.

b. Budget Analysis – July 1, 2001 – March 31, 2002

Quarterly report reviewed and filed.

c. Budget Authorizations

Chief Willis summarized Staff Report provided to approve the request to upgrade the District's accounting software. If the District purchases before April 11, the District will save in excess of \$3,000. If the District waits until the new fiscal year, we will be charged full price.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, CARRIED 5-0 to approve Staff's request to upgrade the accounting software.

Chief Willis summarized the Staff Report provided to hire a company to document the District employee benefit plan. This document is necessary in order to proceed with contract with CalPERS

for health benefits. The District's Staff does not have the expertise to document such a plan. He requested that the Board authorize \$3,000 (which is only an estimate) to outsource the request.

The board members reviewed and discussed each option provided in the report with Staff. The Board of Directors requested additional information before approving the request to outsource the management of health benefits. They requested that Staff identify why the District should outsource? What are the advantages to the change? What are the costs? What are the savings?

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, CARRIED 5-0 to approve Option 1, which is to hire a firm to establish a benefit plan document.

15-minute recess

7. *Contracts*

a. *Building Lease – Rancho Santa Fe Fire Protection District & North County Dispatch Joint Powers Agreement.*

Chief Willis reported that the City of Vista Fire Chief recently reviewed the Building Lease, which was approved by both boards in 1991. The City of Vista now has a concern over the termination clause, which is 60 days for either party. He reported that in piecing together the documentation, the Fire District agreed to pay for the cost of the second floor and over a ten-year period of time, the JPA would repay the cost to the District with 8.5% interest. He requested that the Board provide direction to Director Ashcraft, the District's representative on the JPA on how to proceed with the discussions.

The Board of Directors discussed the history in the development of the Lease. The Board concluded that they are comfortable with the current termination clause and the way the Lease is structured. The intent was for the District to be the landlord and not co-owners of the building. Direction was given to Director Ashcraft.

b. *Joint Community Facilities Agreement between Poway Unified School District and Rancho Santa Fe Fire Protection District*

Chief Willis reported that the proposed contract was proposed to assist Newland Communities in the financing of the Fire Station on Four Gee Road. This contract allows the taxpayers to pay for the cost of construction through the Community Services District. Legal counsel has reviewed and approved the contract.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, CARRIED 5-0 to approve the contract as presented and authorize the President to execute the document.

c. *Memorandum of Understanding between Rancho Santa Fe Firefighters Labor Relations Association and Rancho Santa Fe Fire Protection District*

Chief Willis reported that Staff holds quarterly meetings with all District personnel. There are numerous times when it has been difficult to get personnel to return to work for emergency coverage. One of the reasons identified in the meetings, is that pursuant to the Memorandum of Understanding (MOU) the District only pays a two hour overtime minimum. The minimum is not

enough for the employee to drive the distance or take care of child care requirements. Chief Willis requested the Board of Directors appoint an ad hoc committee to meet and confer with the Labor Relations Committee on this item. He also informed the Board that this item was not initiated by the Labor Relations Committee.

President Mullins appointed Directors Ashcraft and Lombard to the ad hoc committee to meet and confer with the Labor Relations Committee.

8. *Staff Report*

a. *Fire Prevention Report*

Chief Pavone reviewed the statistics provided in the agenda packets. Inspections for the month of February increased.

b. *Operations Report*

Chief Butz summarized the previous month's activity. He also reviewed the drowning of a toddler that occurred on April 7th.

c. *Training Report*

Chief Butz reviewed the different training subjects scheduled for the next month, which includes the Emergency Vehicle Operations course and the multi-agency Wildland Training.

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

1. *Rancho Cielo*: the developer is still working on the cost estimate.
2. *4S Station*: the construction is two months ahead of schedule.
3. *Training Facility*: the District is ready to seek competitive bids for construction.

e. *Appreciation Dinner – May 18, 2002*

This is a reminder to the Board of Directors for the annual dinner.

9. *Administrative Items*

a. *Appoint a Negotiator for FY 2002.2003 Wage and Benefit Discussions with Administrative Personnel.*

Chief Willis reported this is a new requirement prior to conducting Closed Session. He recommended that the Board appoint the Fire Chief as negotiator for administrative personnel.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, and CARRIED 5-0, to appoint the Fire Chief as the District's negotiator as recommended.

10. *Closed Session*

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

1. CONFERENCE WITH LABOR NEGOTIATOR, pursuant to Government Code Section 54957.6 the

- Agency Negotiator: Erwin Willis, Fire Chief
Negotiating Parties: Rancho Santa Fe Board of Directors.
Under Negotiation: Instruction to negotiator for wages and benefits
Unrepresented Employee:
1. Deputy Chiefs (3)
 2. Administrative Manager (1)
 3. Staff Assistant (2)
 4. Accounting Specialist (1)
 5. Urban Forester (1)
 6. Fire Prevention Specialist (1)
 7. Education Specialist (1)

The Board of Directors reconvened to an open session at 4:38 p.m.

11. Announcement of Closed Session Actions

President Mullins reported that the Board of Directors discussed the items identified in Closed Session, however no action was taken.

12. Adjournment

Meeting adjourned at 4:42 p.m.

Karlana Rannals
Secretary

F J Mullins
President