



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 9, 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

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*

Vice President Ashcraft led the Pledge of Allegiance.

3. *Badge Presentation*

Badges were presented to Firefighter Paramedics McQuead, Slattery and Vos. Comments were provided by Chiefs' Willis, Neville and Butz, in addition to the Oath of Allegiance was administered by Karlana Rannals, Notary Public.

4. *Election of Officers*

Vice President Ashcraft informed the Board that since Director Mullins resigned, it is necessary to select a President and called for nominations.

Director Lombard motioned to nominate James Ashcraft for President, and Cliff Douglas for Vice President. Motion seconded by Director Hickerson, and approved unanimously. Karlana Rannals will remain as Board Clerk.

5. *Approval of Minutes*

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR LOMBARD, and CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and file:

(a) Board of Directors regular meeting minutes held March 12, 2003.

6. *Security Patrol Monthly Report – March 2003*

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

7. *Public Comment*

No one requested to speak to the board.

8. *Correspondence*

Chief Willis read letters of appreciation thanking the department for our assistance. Also, he acknowledged a letter written to the Board of Directors (copy included in agenda book) by Dr. Shamshidian. The Board encouraged staff to invite Dr. Shamshidian to a speak to them directly.

9. *Finance*

a. *List of Demands – March 2003*

Monthly report reviewed and filed

b. *Budget Analysis – July 1, 2002 – March 31, 2003*

Chief Willis summarized the report and Staff responded to questions. Quarterly report reviewed and filed.

10. *Appeal of Ordinance 03-01 Requirements*

David Williams, 4736 Sun Valley Road, requested that the Board of Directors grant relief of the District's requirements to widen his road and driveway to obtain a final occupancy permit, which would then allow him to sell his home. He presented a detailed chronology of his attempts to widen the road cooperatively with his neighbors. However, now because of the legal injunction granted to one of his neighbors he is unable to pave the road. He did state that if he paves the road a certain way, the neighbor with the injunction, would however agree but this alternative is cost prohibitive. He believes his only alternative to get the road paved is to offer a bond for one-half the cost to widen the road.

Mr. Kevin Sullivan, legal counsel for Mr. Williams also spoke to the Board of Directors noting that Mr. Williams has attempted to satisfy the conditions of the Fire District, but has been met with opposition from neighbors. He also informed the board that the property owner next to Mr. Williams, who obtained the injunction, did not seek appropriate permits for his new construction. This would have triggered him to have widened the roadway to his home. He supported Mr. Williams offer to bond for the work to be completed and this may be the only option to obtain a permit.

Chief Willis distributed a photo of the road way, and noted that Mr. Williams had appealed for relief of the District's requirements in 1999, which the Board of Directors denied. He reported that he was aware of the injunction, however, the District was never asked to submit a report to the Court in favor of public safety.

The applicant and Staff responded to questions of the Board. The Board concluded that the goal is to obtain a twenty foot roadway.

MOTION DIRECTOR DOUGLAS, SECOND DIRECTOR LOMBARD, CARRIED 4/0 to deny the applicants appeal of District's requirements for roadway width. The Board of Directors further directed Staff to seek a legal opinion on pursuing legal action against the property owner who did not obtain the appropriate permits for construction, and present a report of facts at a future meeting.

11. *Administrative Items*

a. *Personnel*

i. *Fire Marshal Compensation*

Chief Willis informed the board members that a corrected staff report was distributed correcting the annual compensation. He summarized the report and recommended approval of the Fire Marshal compensation range at \$72,400 – 92,500.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR LOMBARD, CARRIED 4-0 to accept Staff's recommendation and establish a range at \$72,400 - \$92,500 for the new Fire Marshal position.

ii. District Reorganization

Chief Willis reported that at the last board meeting the Directors requested additional information on the proposed duties and responsibilities for the Chief Officers with the additional position for a dedicated Fire Marshal. Staff responded to questions from the Board. Director Douglas requested that Staff include objective ways of demonstrating progress since there is a greater emphasis in fire prevention.

iii. Fire Prevention Specialist Vacancy & Reassignment of Personnel

Chief Willis informed the Board that Dawn Robinson, Fire Prevention Specialist, left her position with the District on March 31st. She was hired by Lakeside Fire Protection District as an Inspector. He reported that 50% of her time was dedicated to weed abatement, which notices are in the process of being mailed. Staff has recommended an alternative to allow for the new Fire Marshal to participate in the selection process of her successor. He recommended that Kelly Arneman, Staff Assistant for Fire Prevention, be reassigned to the Fire Prevention Specialist position and compensate her a 15% differential, and replace her position with Karen Berding, temporary contract employee. He anticipates this reassignment would be in effect for approximately 4 – 6 months.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, CARRIED 4-0 to accept Staff's recommendation and reassign personnel as presented.

iv. Administrative Staff – Special Compensation

Chief Willis summarized the Staff Report included for this item.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, CARRIED 4-0 to accept Staff's recommendation and authorize the special compensation of \$650.

Fifteen minute recess

15. Closed Session

Closed Session

Conference with Legal Counsel – Pending Litigation

Pursuant to Government Code Section 54956.9 the Board of Directors convened in closed session from 3:45 to 4:12 p.m. to discuss litigation (Mature vs. Rancho Santa Fe Fire Protection District). Upon reconvening, President Ashcraft reported that legal counsel provided an update on the meetings with Staff and the District's consultant on the status of the contaminated soil and discussed possible remediation plans. He also reported that additional direction was provided for legal counsel.

11. Administrative Items

b. Health Insurance

Karlana Rannals provided an update to the board members on the anticipated rate increases for health insurance. Chief Willis informed the Board that the employees have been meeting to discuss insurance plan alternatives and/or modifications to the plan design.

12. Staff Report

a. Fire Prevention Report

Chief Pavone summarized the monthly statistic reports with no significant activity to report. Monthly report reviewed and filed.

b. Hazard Reduction Program

Chief Pavone reported that the program is close to termination. There is only one applicant remaining. He plans to have a program summary for the next meeting.

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 summarized the previous month's training hours with an emphasis on training the new Firefighter/Paramedics and in-service EMS requirements.

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:* in the process of obtaining permits for construction. He anticipates construction will begin around May 7th. Since start of construction is past the contract date, he has requested the developer provide an amendment to the contract that make them responsible for personnel costs and the cost of the Escondido contract past a deadline of May 1, 2004.
2. *Fairbanks Ranch:* Chief Willis reported that the District may have a willing seller to relocate the Fairbanks Ranch Fire Station. He reported that he agreed to pay up to \$5,000 in costs to evaluate the location. He distributed a map showing a drive time analysis for the site under consideration. He responded to questions from the Board. At the conclusion of the discussion, the board concurred that the expenses requested were appropriate and authorized. They also requested a list of what work is being planned for the site. MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR LOMBARD, CARRIED 4-0 to authorize up to \$5,000 for preliminary site work and use Fairbanks Reserve allocation as a funding source.

13. Directors Report

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

The JPA formally accepted the City of Carlsbad as a member effective July 1, 2004. He previously reported that the District should see a savings, however due to increased personnel costs by changing the shift cycle from 24 hour to 12 hour - the anticipated savings have diminished.

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

No report.

c. Ad Hoc Committee – SFID Projects

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Chief Willis reported that he and Chief Pavone had met with SFID to discuss their water system. After that meeting and discussing other alternatives, they may not have to implement a new assessment to fund upgrades to the infrastructure.

14. Directors Comments

None

16. Adjournment

Meeting adjourned at 5:10 p.m.

Karlana Rannals
Secretary

James H Ashcraft
President