



# 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

May 14, 2003  
1:30 p.m.

## 1. Meeting Called to Order/Roll Call

President Ashcraft 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; Don Butz, Deputy Chief; Karlena Rannals, Board Clerk

## 2. Pledge of Allegiance

President Ashcraft led the Pledge of Allegiance.

## 3. Board of Directors

President Ashcraft reported that from their special meeting held April 30, 2003 the Board approved the appointment of Nancy Hillgren to fill the unexpired term of F J Mullins. Director Hillgren will serve until the next general election November 2004. Karlena Rannals, Notary Public, administered the Oath of Allegiance.

Director Hillgren joined the other members of the Board.

## 4. Badge Presentation

Chief Willis provided a background on the promotional testing process and the following District personnel were presented their promotional badges, which were pinned on by their designated family member or Chief Officer:

Captain

Fred Cox

Tom Ferguson

Greg Rainville

Engineer

Lee Haskin

John Kinney

Chris Mertz

President Ashcraft spoke on behalf of all board members, expressing their appreciation to the District's personnel for the job they do and congratulated the recipients of the promotions.

## 5. Approval of Minutes

Karlena Rannals informed the board members that she made grammatical changes to the minutes.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR LOMBARD, and CARRIED 4 AYES; 0 NOES; 0 ABSENT; 1 ABSTAIN (*Hillgren*) to approve as amended and file:

- a. Board of Directors regular meeting minutes held April 9, 2003, with the additional language to Agenda Item 11. *Administrative Items, a. Personnel, i. Fire Marshal Compensation* – "this position is not subject to step increases"

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR LOMBARD, and CARRIED 4 AYES; 0 NOES; 0 ABSENT; 1 ABSTAIN (*Hillgren*) to approve as amended and file:

b. Board of Directors special meeting minutes held April 30, 2003.

6. *Security Patrol Monthly Report – April 2003*

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

7. *Public Comment*

Chief Willis presented written comments from Dr Jamshidian who has requested that the Board of Directors respond to his written correspondence.

8. *Correspondence*

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

9. *Finance*

a. *List of Demands – April 2003*

Director Douglas inquired about reimbursement of expenses to Del Dios Volunteer Fire Department Inc and the status on the termination of the lease with them. The Board of Directors requested that staff pursue a letter from Del Dios Volunteer Fire Department Inc. confirming that the contract is terminated. Monthly report reviewed and filed.

b. *Budget Authorizations*

Chief Pavone summarized the Staff Report presented requesting funding for additional GIS services outside the current contract that include (1) fire modeling evaluation and mapping for the El Secreto fuel modification project; and (2) Fairbanks Fire Station relocation study - drive-time analysis.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, and CARRIED 5-0 to approve the request.

10. *Administrative Items*

a. *Ad hoc Committee Appointment*

Chief Willis reported that staff has been conducting insurance meeting to look at other options of coverage and potential ways to save money. Any change in plan design is subject to meet and confer with the Firefighters Association. He requested an ad hoc committee be appointed to discuss health insurance benefits.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5-0 to appoint Directors Ashcraft and Lombard to represent the District in these discussions.

b. *Emergency Response Times*

Chief Willis discussed with the Board of Directors the benefit of constructing a second bridge over the San Dieguito River at El Apajo to improve the travel time on emergency responses. The parcel under consideration for the replacement Fairbanks Fire Station is located behind Horizon Christian Fellowship Church. He distributed maps showing sample response times. He also noted there would be environmental issues, which would need to be dealt with. He sought direction from the Board of Directors to see if they are interested in staff proceeding with determining a cost and the feasibility of funding a bridge that would be intended for fire department use only.

At the end of the discussion, the board members concluded that any environmental concerns should be looked at immediately. The Board of Directors requested that staff not only seek a cost estimate but look at the response times of all of the District's station locations to determine an overall picture.

*c. Statement of Qualifications for Architectural and Engineering Consulting Services*

Chief Neville summarized the staff report included. He informed the Board of Directors that the District investigated the "design/build" option – in lieu of separate processes. Legal counsel reports that this option is not available to us, as the County of San Diego does not authorize of this type of construction contract. He presented the draft SOQ for consideration, noting that it is identical to what was used for the Headquarters Station.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR LOMBARD, CARRIED 5-0 to authorize distribution of the Statement of Qualifications for Architectural and Engineering Consultant Services.

*d. Contract Amendment – Rancho Cielo Development Company*

Chief Willis summarized the current contract with Rancho Cielo, noting that the document required Cielo to start construction by March 22, 2003. He informed the Board that he sent Cielo a letter notifying them that they were in violation of the contract and that the District would cease issuing permits. Through discussions with the developer he negotiated an amendment, copy included with the agenda packets, which states that construction of the Rancho Cielo station must be complete by May 1, 2004, and further, penalties were established for each day past the completion date. He recommended the board approve the amendment.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR LOMBARD, CARRIED 5-0 to approve the amendment as negotiate and authorize the Board President to sign the document.

*Twenty-minute recess*

*11. Staff Report*

*a. Fire Prevention Report*

Chief Pavone summarized the monthly statistic reports with no significant activity to report. Monthly report reviewed and filed. He also provided additional information on the following topics:

*Customer Service Comment Cards* - shared with the Board a *snapshot* of the feedback that has been received in the last quarter about the Fire Department personnel;

*Evacuation Brochure* – distributed the brochure that Monica Adams, Pubic Education Specialist has been working on.

*Fire Department Access Policy* – it is always the desire to enforce the fire code on access, however, because of the inconsistency in the enforcement of fire department access, he is looking to develop a policy, which will offer some flexibility. He did not recommend that the District amend the current ordinance but sought the input from the Board so a draft policy can be prepared and presented to the Board for consideration.

*b. Hazard Reduction Program*

Chief Pavone summarized his final report, noting there is one applicant left in the program, with a maximum payment of \$6,000 for three parcels. The payments only represent trees that qualified for the rebate. He is unable to estimate the actual number of trees removed. Staff was encouraged to seek an estimate in quantifiable terms.

*c. Operations Report*

Chief Neville distributed the previous month's statistics and reviewed the call types that occurred within the District, including a fatal traffic collision on Del Dios Highway. Monthly report reviewed and filed.

*d. Training Report*

Chief Butz summarized the previous month's training hours with an emphasis on firefighting, EMS and confined space rescue.

*e. Contaminated Soil Testing - Update*

Chief Pavone reported that he should be receiving the feasibility study soon.

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

1. *Rancho Cielo:* Erikson Hall was selected for the construction of the Rancho Cielo station. This same contractor constructed the 4S Ranch Fire Station.
2. *Fairbanks Ranch:* no additional information.

*12. Directors Report*

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

The JPA continues to negotiate with the employees to renew their contract, which terminates June 30, 2003. The FY 03/04 Budget was approved and the Administrator received a letter from the City of Del Mar with a request for information and costs to join the JPA.

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

He was unable to attend the last meeting, but it is reported that the FY 03/04 Budget was approved.

*c. Ad Hoc Committee – SFID Projects*

No report.

*d. Ad Hoc Committee – Unrepresented Employees*

Directors Ashcraft and Lombard reported that they had received a written request from one unrepresented employee requesting a follow-up to a meeting held with them last year. They deferred this item to closed session.

*13. Directors Comments*

Director Lombard – thanks for the birthday wishes

Director Douglas – suggested that for the benefit of new board members a fact book about the fire district be developed. Chief Neville spoke of his plan to create such a document.

Director Hillgren – she is pleased to be serving on the board and has a lot to learn. She also

conveyed her appreciation to Chief Willis for spending time with her driving around the district. Director Ashcraft – reminded each board member of the need to be familiar with the open meeting laws also known as the Brown Act. Karlena Rannals distributed a summary of the Brown Act, prepared by the State of California Attorney Generals office.

*14. Closed Session*

The Board of Directors adjourned to closed session starting at 4:20 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 open session at 6:00 p.m. President Ashcraft reported that the Board of Directors discussed the items identified in Closed Session, and provided direction for salary adjustments to the negotiator.

President Ashcraft also reported that the Board of Directors plans to convene in closed session on Wednesday, June 11, 2003 at 1:00 p.m. to discuss the letter from the District's Urban Forester.

*15. Adjournment*

Meeting adjourned at 6:07 p.m.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President