



## 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

June 11, 2003  
1:30 p.m.

The Board of Directors convened to a closed session from 1:00 – 1:30 p.m. to discuss the following:

With respect to every item of business to be discussed in closed session pursuant Government Code Section 54957.6:

### CONFERENCE WITH LABOR NEGOTIATOR:

Agency Negotiator: Erwin Willis, Fire Chief

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 (2)
7. Public Education Specialist (1)

2. With respect to every item of business to be discussed in closed session pursuant to Section 54956.95:

### LIABILITY CLAIMS

Claimant: Curtis J Fisher

Agency claimed against: Rancho Santa Fe Fire Protection District

3. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

### CONFERENCE WITH LABOR NEGOTIATOR

Agency Negotiator: Directors J Ashcraft & G Lombard

Employee organization: Rancho Santa Fe Firefighters Association Labor Relations Committee

Upon reconvening, President Ashcraft reported that the Board of Directors was unable to complete discussions for all items listed for Closed Session. They recessed to begin the open session and further reported that the Board will complete the discussions identified on the agenda at the end of the regular session.

### 1 Meeting Called to Order/Roll Call

President Ashcraft called the meeting to order at 1:30 p.m.

Directors Present: Ashcraft, Douglas, Hickerson, Hillgren, Lombard

Directors Absent: None

Staff Present: Erwin Willis, Fire Chief; Dallas E Neville, Deputy Chief; Nicholas Pavone, Deputy Chief; Don Butz, Deputy Chief, Karlana Rannals, Board Clerk

2. *Pledge of Allegiance*

Director Lombard led the Pledge of Allegiance.

3. *Motion waiving reading in full of all Resolutions and Ordinances*

MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full all Resolutions and Ordinances.

4. *Approval of Minutes*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR LOMBARD, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve as amended and file:

- a. Board of Directors regular meeting minutes held May 14, 2003.

5. *Security Patrol Monthly Report – May 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 of Directors.

7. *Correspondence*

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

8. *Finance*

a. *List of Demands – May 2003*

Monthly report reviewed and filed.

b. *Article XIII B California Constitution Appropriation Limit*

Chief Willis reviewed the Staff Report provided and recommended that the Board select the change in California per capita personal income (2.31%) for the Cost of Living factor and the change in population for San Diego County (1.77%).

MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept Staff's recommendation.

9. *Appeal of Ordinance 03-01 Requirements*

Chief Willis informed the members that this item at the request of the appellant is withdrawn for discussion.

10. *Resolutions*

a. *Resolution No. 221 – Establishing Salaries and Benefits for Administrative Personnel of the District*

Chief Willis reported this resolution for consideration is the result of the discussions from closed session at the last meeting. MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR HICKERSON to ADOPT Resolution 221 on the following vote:

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

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b. Resolution No. 222 – Approving The Implementation of Government Code, Section 20636 (C)(4) Pursuant To Section 20691, Reporting the Value of Employer Paid Member Contributions (EPMC) as Compensation for All Local Miscellaneous Members

Chief Willis informed the Board that this Resolution is required by Public Employees Retirement System to report the value of employer paid member contributions for all personnel covered in the Local Miscellaneous contract.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR LOMBARD to ADOPT Resolution 222 on the following vote:

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

c. Resolution No. 223 – Setting Benefit Charges for Fiscal Year 2003/2004

Chief Willis informed the Board of Directors that this resolution required by the County of San Diego is to be renewed annually. He reported that there is no change in the benefit assessment, which remains at \$2.50 per benefit unit. He also reminded the Board that they agreed last fiscal year to dedicate the revenue collected to fire prevention programs, such as the tree grant. Directors Douglas and Ashcraft expressed their concern over continuing to charge a benefit fee when we continue to experience a surplus in revenue.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR LOMBARD to ADOPT Resolution 223 on the following vote:

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

d. Resolution No. 224 - Determining the 2003/2004 Appropriations of Tax Proceeds

Chief Willis informed the members that this resolution is necessary because of their previous action.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR LOMBARD to ADOPT Resolution 224 on the following vote:

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

11. Administrative Items

a. Request for Proposal for RSFFPD Training Facility and Training Tower Authorize distribution of Request for Proposal Staff

Chief Butz summarized the staff report provided. He requested that the Board of Directors authorize the release of the Request for Proposal to construct the Training Tower. The budget includes a \$1,250,000 expense to construct both phases of the training tower.



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MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR LOMBARD, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the release of the RFP for construction of both phases of the Training Facility at the 4S Ranch Fire Station.

*b. LAFCO Elections*

Chief Willis informed the members that to elect representatives to the LAFCO Advisory board, the District must authorize a board member to cast the ballot. He requested that the Board of Directors authorize the Board President to cast the ballot on behalf of Fire District

BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint the Board President to cast the ballot on behalf of the Fire District.

*c. Board of Directors Regular Meeting – July 9, 2003*

Chief Willis requested the Board of Directors consider rescheduling the July meeting due to vacations. MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR LOMBARD, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to reschedule the Board of Directors meeting scheduled for July 9, 2003 to July 25, 2003 beginning at 9:00 a.m.

*12. FY 2003/2004 Preliminary Budget*

Chief Willis made a presentation for the Preliminary Budget for FY 03/04. He summarized in his presentation the changes proposed within each category. Overall, the Operating Budget (without capital) increased by 24.90%. During his presentation, he discussed a major increase in personnel costs due to adding six new firefighter/paramedics and the increased cost for the retirement plan. Staff responded to questions from the board members.

Chief Willis also requested that if the Board of Directors approved the preliminary budget as presented, he requested authorization to proceed with the following:

1. Proceed with the purchase of a new vehicle for the new Fire Marshal's position;
2. proceed with the purchase of a new accounting module (if the district purchases by June 20, the District can save \$1,000 on the purchase price.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, to approve the Preliminary Budget for FY 2003/2004 as presented, and further authorizes Staff to proceed with the purchases identified on the following vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 10, 2003, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

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13. *Staff Report*

a. *Fire Prevention Report*

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

b. *Hazard Reduction Program – Update*

Chief Pavone presented a final report on the Hazard Reduction Program. He informed the members that he had been requested to attempt to quantify how many parcels or acres were affected by the reduction. His best estimate after reviewing the information is less than one percent of the total acreage of the District. He informed the members that the grant offered was not enough to make it worthwhile for many of the property owners. There are many positives from the program, and Staff has learned from the challenges that were presented for the next phase.

c. *Contaminated Soil*

Chief Pavone informed the Board that he had just received the feasibility study for different methods of mitigation and costs. He has not had an opportunity to review the study, however, he noted the cost of the suggested alternative is \$500 - \$750 thousand to mitigate. There will be more information available for the next meeting.

d. *Operations Report*

Chief Willis summarized the Operations report distributed. Monthly report reviewed and filed.

e. *Training Report*

Chief Butz summarized the previous month's training hours with an emphasis on rotating suppression personnel through confined space rescue, dispatch orientation, live fire drills in a controlled setting at camp Pendleton.

f. *Fire Station(s) – Update:*

Chief Butz reported on the following:

*Rancho Cielo* - groundbreaking is scheduled for June 23 @ 10:00 am. He also reported that Erickson Hall is the selected contractor for construction. This is the same contractor that constructed the 4S Ranch Fire Station.

*Fairbanks* – Chief Willis informed the Board that he met with the church to discuss the feasibility of the site under consideration and get a cost estimate for the bridge, which is estimated at \$2,000,000. Other factors may need to be considered such as mitigating damage to the wetlands. He has agreed to pay for 1/2 of the cost of an environmental mitigation report, estimate \$12,000 and 10% of a cost of a flyover - \$300. All of this information is necessary and can be used as the project progresses.

g. *Fire Marshal Recruitment – Update*

Chief Willis reported that Cliff Hunter was offered the position of Fire Marshal. He is currently employed by the County of San Diego. Mr. Hunter has successfully completed all phases of the hiring process and has accepted the position with a starting salary of \$82,000.

h. *SANDAG Statistics*

Chief Willis informed the Board that the statistics included with the agenda is for information only and shows a trend of high growth in the District.

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*i. Open Enrollment*

Karlena Rannals informed the Board Members that the month of June is open enrollment for medical and dental insurance. If any member wishes to change their plans, please contact her directly.

*14. Directors Report*

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

The next meeting is scheduled for July 31. In addition, they Board of Directors of the JPA were informed that the Fire Chief for the City of Vista has cancer and was medically retired.

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

No report.

*c. Ad Hoc Committee – SFID Projects*

No report.

*15. Directors Comments*

Director Ashcraft – had been contacted by John Ingalls about the possibility of the District Headquarters relocating to Calzada del Bosque. After consulting with the Fire Chief, they determined that the location would not work because of the increased response times.

He also discussed the possibility of conducting a separate meeting to discuss with all board members goals and objectives for the Board of Directors and the District.

*Closed Session*

The Board of Directors reconvened to closed session from 4:30 to 4:50 to complete the matters identified for closed session.

*16. Announcements of Closed Session*

The Board of Directors reconvened to open session at 4:51 p.m.

President Ashcraft reported that the Board of Directors discussed the following:

1. The requests by the non-represented Administrative Personnel. They have addressed all items except vacation accrual and the retirement plan. The Board of Directors concluded that they are happy with the way things are and do not plan any modifications.
2. the status of a workers compensation claim filed by Curtis J Fisher a retired employee of the District.
3. The Board of Directors agreed to amend the medical insurance contract to include \$10 doctor co-pay.

*17. Adjournment*

Meeting adjourned at 4:55 p.m.