



# 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 12, 2002  
1:30 p.m.

A workshop was held from 9:00 a.m. – 12:00 noon between the Board of Directors and representatives of homeowners associations within Rancho Santa Fe Fire Protection District. The purpose is to discuss the District's fire prevention codes and enforcement. A summary of this meeting is attached.

## *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; Dallas Neville, Deputy Chief; Nicholas Pavone, Deputy Chief; Don Butz, Deputy Chief; Karlana Rannals, Board Clerk

## *2. Approval of Minutes*

MOTION BY DIRECTOR PHILLIPS, SECOND BY DIRECTOR ASHCRAFT, and CARRIED 4-1 (Abstain – Douglas), to approve and file:

(a) RSFFPD Board of Directors regular meeting minutes held May 22, 2002.

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

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

## *4. Public Comment*

No one requested to speak.

## *5. Correspondence*

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

## *6. Finance*

### *a. List of Demands – May 2002*

Monthly report reviewed and filed. The board members requested a copy of the bank card statements at future meetings.

## *7. Resolutions*

### *a. Resolution No. 207 – Setting Benefit Charges for fiscal year 2002/2003*

Chief Willis, reported *Resolution No. 207 - Setting Benefit Charges for Fiscal Year 2002/2003* requires renewal annually. MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, approved as presented Resolution No. 207 on the following roll call vote:

AYES: ASHCRAFT, DOUGLAS, LOMBARD, MULLINS, PHILLIPS  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

*b. Resolution No. 208 – Establishing Salaries and Benefits for Administrative Personnel*

Chief Willis informed the board members that this resolution represents the authorized changes for salaries and benefits as the results of closed sessions of previous meetings. MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, approved as presented Resolution No. 208 on the following roll call vote:

AYES: ASHCRAFT, DOUGLAS, LOMBARD, MULLINS, PHILLIPS  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

*8. FY 2002/2003 Preliminary Budget*

Chief Willis made a presentation for the Preliminary Budget for FY 02/03. He summarized in his presentation the changes proposed within each category. Overall, the Operating Budget (without capital) increased by 7.46%.

Staff responded to questions from the board members. As a result of the preliminary budget presentation, the Board of Directors requested that the District's insurance agent attend the next meeting to provide answers to specific liability insurance questions. Staff agreed to arrange for the agent to attend.

MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR ASHCRAFT, to approve the Preliminary Budget for FY 2002/2003 on the following vote:

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

President Mullins announced that the District will schedule a public hearing for adopting the Final Budget on September 11, 2002, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

Chief Willis requested authorization to order before July 1, the staff vehicle for the new Fire Inspector and the new fire engine. MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, CARRIED 5-0 to authorize the Chief to proceed with the requested purchases.

9. *Staff Report*

a. *Fire Prevention Report*

Chief Pavone summarized the monthly statistic reports. Inspections are conducted at least one week from the request date.

b. *Operations Report*

Chief Neville summarized the previous month's activity and reviews the district response time recap.

c. *Training Report*

Chief Butz reviewed the different training subjects from the previous month and what is scheduled for the next month. All personnel have completed their EMT recertification.

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

1. *Rancho Cielo*: updating the material list along with costs. Anticipate construction to begin in April/May next year. There is a plan to discuss at the next board meeting to trigger construction in November 2002.
2. *4S Station*: the construction is two months ahead of schedule. Progressing well.
3. *Fairbanks Ranch*: the District's legal counsel has sent a letter to the property owner of a desired location for a replacement station informing of our consideration of a condemnation process.

e. *Fire Conditions*

Chief Neville reported that the threat this season continues to be high and that fire resources continue to move throughout the state.

10. *Directors Report*

a. *North County Dispatch JPA* – Director Ashcraft reported on the following:  
Nothing to report.

b. *CSA-17* – Director Lombard reported on the following:  
Nothing to report.

c. *Negotiation Committee with Rancho Santa Fe Firefighters Labor Relations Committee* – Director's Ashcraft and Lombard reported on the following:

The committee reported that a meeting was held on June 11<sup>th</sup> to discuss the following:

- a. improved retirement formula
- b. reporting of employer paid member contributions
- c. vacation time based upon time in service
- d. outcome of discussion – disability program.

Since no action could be taken at this meeting, it was requested to add this item, Closed Session, on the next meeting agenda. No objection.

11. *Closed Session*

The Board of Directors adjourned to closed session starting at 3:40 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: wages  
Unrepresented Employee:
  1. Deputy Chiefs (3)

The Board of Directors reconvened to an open session at 4:15 p.m.

*12. Announcement of Closed Session Actions*

President Mullins reported that the Board of Directors discussed the items identified in Closed Session, and direction was provided to the negotiator.

*13. Adjournment*

Meeting adjourned at 4:20 p.m.

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Karlena Rannals  
Secretary

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F J Mullins  
President