



## 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 13, 2001  
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; Dallas Neville, Deputy Chief; Nick Pavone, Deputy Chief; Don Butz, Deputy Chief; Karlana Rannals, Board Clerk

### 2. *Approval of Minutes*

MOTION BY DIRECTOR PHILLIPS, SECOND BY DIRECTOR ASHCRAFT, CARRIED 5-0, to approve and file as corrected:

- (a) RSFFPD Board of Directors regular meeting minutes held May 10, 2001; and
- (b) RSFFPD Board of Directors regular meeting minutes held June 13, 2001.

### 3. *Security Patrol Month Report – May 2001*

Chief Wellhouser unable to attend. 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 reported that the District mailed approximately 4,000 *Living with Wildfire* guides to property owners. As a result of the mailer, he noted that there has been an increase in phone calls reporting problems.

### 6. *Finance*

#### a. *List of Demands – May 2001 (Informational)*

Monthly report reviewed and filed.

### 7. *Fixed Charge Special Assessment for Weed Abatement*

Director Douglas reported he has a potential conflict of interest and therefore informed the Board he would abstain from the discussion and/or any vote.

Chief Willis reviewed the Staff Report provided. The action requested authorizes the County of San Diego to place the costs to abate fire safety hazards to property owners not in compliance with the District's **Ordinance No. 95-01** on the property tax rolls. MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, CARRIED 4-0-1 ABSTAIN, approved the list of property owners who have not reimbursed *Fire Prevention Services* for costs to abate their property and the authorization for the County of San Diego to place a Fixed Charge Special Assessment for Weed Abatement

8. *Contracts*

a. *To discuss and/or approve – Agreement for Fixed Asset Inventory Project with Asset Systems, Inc.*

Chief Willis informed the Board that this contract was first presented to them at their April 11 board meeting. The Board directed Staff to further identify the open-ended costs and bring back a revised contract for approval. The contract included in the board packets does include a cost cap. The contract for services is not to exceed \$31,945 and travel expenses are not to exceed \$7,350.

The Board members discussed with Staff the need for the specialized software and the ongoing costs after the project is completed. MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR PHILLIPS, CARRIED 4-1, to approve the contract with *Asset Systems, Inc.* and authorize the Fire Chief to execute the contract.

9. *FY 2001/2002 Preliminary Budget*

Chief Willis made a presentation for the Preliminary Budget for FY 01/02. He summarized in his presentation the changes proposed within each category. Overall, the Operating Budget (without capital) increased by 6.01%.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR PHILLIPS, to approve the Preliminary Budget for FY 2001/2002 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 12, 2001, 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 Command Vehicle identified in the Preliminary Budget. He informed the Board that there are financial incentives by ordering immediately. MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR DOUGLAS, CARRIED 5-0 to authorize the Chief to proceed with the purchase of the Command Vehicle.

10. *Resolutions*

a. *Resolution No. 197 – Establishing Salaries and Benefits of Administrative Personnel of the District*

Chief Willis reported this resolution reflects the direction provided from closed session of the last meeting.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR ASHCRAFT approved Resolution No. 197 on the following roll call vote:

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

*b. Resolution No. 198 – Commendation for Roger Rowe*

Chief Willis informed the Board that this Resolution will be presented by District personnel to Dr. Rowe for his outstanding support to the Fire District. MOTION BY DIRECTOR PHILLIPS, SECOND BY DIRECTOR ASHCRAFT, approved Resolution No. 198 on the following roll call vote:

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

*11. Staff Report*

*a. Fire Prevention Report*

Chief Pavone summarized the previous month's statistics. He reported that most of the increase in square footage is due to the production homes in the 4S Ranch area.

*b. Operations Report*

Chief Neville distributed the monthly activity report. Monthly report reviewed and filed.

*c. Training Report*

Chief Butz reported that in the previous month, District personnel have been using on-line software called *Target Safety* to complete OSHA required training. He is also planning for next month a leadership class for all company officers.

*d. Fire Station(s) – Update*

*1. Rancho Cielo:* nothing to report.

*2. 4S Station:* the plans are still at the County waiting for approval. The developer anticipates the start of construction in September.

*3. Fairbanks:* nothing to report.

*12. Closed Session*

The board members met in closed session from 4:05 - 4:50 p.m. pursuant to Government Code Section 54957.6 to discuss the following:

*CONFERENCE WITH LABOR NEGOTIATOR(S) to discuss and provide direction for a possible meet and confer meeting between the District and the Rancho Santa Fe Firefighters Association – Labor Relations Committee.*

Upon reconvening, President Mullins reported that the ad hoc committee appointed to represent the District discussed their first meeting with RSFFA Labor Relations Committee. He reported there being no action taken.

13. *Adjournment*

Meeting adjourned at 4:52 p.m.

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Karlana Rannals  
Secretary

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F J Mullins  
President