



# 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

July 17, 2002  
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; Nicholas Pavone, Deputy Chief; Karlana Rannals, Board Clerk

## 2. *Approval of Minutes*

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, and CARRIED 5-0, to approve and file:

- (a) Board of Directors special meeting minutes held June 5, 2002;
- (b) Board of Directors Workshop Summary held June 12, 2002;
- (c) Board of Directors regular meeting June 12, 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 read several letters of appreciation thanking the department and staff for our assistance.

## 6. *Finance*

### a. *List of Demands – May 2002*

Monthly report reviewed and filed.

### b. *Budget Authorizations – Staff Report No. 02-013*

Chief Willis summarized the Staff Report provided. He reported that with the expansion of staff, the implementation of the Community Preparedness Project and the desire to implement safety messages, the current voice mail system cannot accommodate the changes. Staff responded to the board members questions.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR PHILLIPS, and CARRIED 3-2 (*Douglas, Mullins opposed*), to approve the Staff recommendation and purchase a replacement voice mail system.

## 7. *Resolutions*

### a. *Resolution No. 209 – Establishing Continuation of Health Benefits*

Chief Willis summarized the Resolution presented. He informed the board members that he had consulted with legal counsel who advised him to report to the Board of Directors that all members should vote on this item.

MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR ASHCRAFT, approved as presented Resolution No. 209 on the following roll call vote:

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

*b. Resolution No. 210 – Authorizing the Establishment of an Interest Bearing Checking Account for Credit Card Transaction*

Chief Willis informed the board members that this resolution is necessary for Staff to open a new business checking account with Bank of America to process credit card transactions.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR ASHCRAFT, approved as presented Resolution No. 210 on the following roll call vote:

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

*c. Resolution No. 211 – Authorizing the Establishment of an Interest Bearing Checking Account for Community Preparedness Project Grant Payment*

Chief Willis informed the board members that this resolution is necessary for Staff to open a new business checking account with Rancho Santa Fe National Bank to process payments associated with the Community Preparedness Program.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, approved as presented Resolution No. 211 on the following roll call vote:

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

*8. Fixed Charge Special Assessment for Weed Abatement*

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. 02-01** on the property tax rolls.

MOTION BY DIRECTOR PHILLIPS, SECOND BY DIRECTOR DOUGLAS, CARRIED 5-0, 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

9. *Administrative Matters*

a. *APPROVE – Lease Agreement between Rancho Santa Fe Homeowners Association and Rancho Santa Fe Fire Protection District*

Chief Willis summarized the discussion between the Homeowners Association and the Fire District. The lease has two changes from the previous lease. The first is Term – increased from three to five years, and second, the annual increase is based upon CPI – San Diego County, All Urban Consumer, instead of a flat percentage negotiated. Staff responded to questions from the Board of Directors.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR LOMBARD, and CARRIED 4-1 (*Douglas opposed*), to approve the lease as presented and authorize the Fire Chief to execute the document.

b. *APPROVE – Master Automatic Aid Agreement*

Chief Willis reviewed the structure of the fire departments in the North Zone (northern San Diego County) and how the proposed agreement will provide the District use of resources from other fire departments. The District currently participated in the Master Automatic Aid Agreement which does not include Advanced Life Support (ALS) medical services. This Agreement does include ALS medical services and recommends adoption by the Board of Directors.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR ASHCRAFT, and CARRIED 5-0, to approve Agreement as presented and authorize the Fire Chief to execute the document.

c. *DISCUSS AND OR SELECT – Independent Auditor for FY 02/03*

Chief Willis summarized the Staff Report included. He reported that since the Auditor reports directly to the Board of Directors with their findings, Staff did not make a recommendation as to who to select. Staff responded to questions from the Board.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR ASHCRAFT, and CARRIED 4-1 (*Lombard opposed*), to select *Hosaka, Nagel & Company* and authorize the Fire Chief to execute the document, with the discretion to negotiate a one to three year contract.

d. *Contract Implementation – Early Construction of Rancho Cielo Station*

Chief Willis informed the Board of Directors that it is increasingly difficult to recruit and retain volunteer firefighters for the Del Dios station. At the end of August, there will only be two remaining individuals on the volunteer roster, which is not enough to send an engine. Staff has reviewed several alternatives to better serve the Del Dios community which includes a temporary contract with Escondido to serve the area. He recommended that since the District has the option to trigger construction, because of the four year period approaching (March 2003), Staff recommended that the Board of Directors notify the developer that the District will trigger construction of the Rancho Cielo station when 150 building permits are issued. This station once constructed and in service will better serve the Del Dios community and the eastern portion of the Fire District.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, and CARRIED 5-0, to notify the developer that the District intends to trigger construction at 150 building permits. The Board of Directors further requested that Staff wait until an answer is received from Escondido about a service contract for the area before notifying the developer.

*e. Review of District's Commercial Insurance*

Mr. Gary Burrows, Broker, Torrey Pines Insurance attended the board meeting to answer any questions that the members may have about the District's liability policy. He noted that the policy that the District has is designed to specifically serve the needs of fire departments and summarized the coverage and the current limits on the policy.

At the conclusion of the discussion, Mr. Burrows agreed to follow-up on the following unanswered questions or requests:

1. Does the policy name as an additional insured the Board of Directors and Fire Chief?
2. Look at the history and see if other fire districts have been sued.
3. Get quotes for increased limits of liability, perhaps in \$10 million increments.

*f. Board of Directors*

*1. Notice of Resignation – Director Phillips*

Director Phillips informed the board members that due to health reasons, he must resign his position as Director, effective July 18, 2002. President Mullins spoke on behalf of the Board of Directors and thanked Director Phillips for the many years of service he has given the District. He informed Director Phillips that a formal recognition will take place at a future meeting.

MOTION BY DIRECTOR ASHCRAFT, SECOND DIRECTOR LOMBARD, CARRIED 5-0, to accept the resignation of Director Phillips.

*2. Notice of Vacancy –*

MOTION BY DIRECTOR LOMBARD, SECOND DIRECTOR PHILLIPS, CARRIED 5-0 to appoint a representative to the Board, in lieu of a special election. The President directed the Board Clerk to notify the public of such vacancy pursuant to all applicable laws.

The Board of Directors agreed to schedule a special meeting on August 5, 2002 to interview all applicants to fill the vacancy on the Board of Directors. All interviews will be scheduled times certain.

The Board of Directors agreed and announced that at the regular meeting scheduled for August 14, 2002 they would appoint the successful applicant to fill the vacancy on the Board of Directors.

*g. Candidate Filing Period – November 5, 2002 Election*

Karlana Rannals distributed Nomination papers and the Candidate's Filing Guide to those Directors whose seat is up for election on November ballot. The filing period ends at 5:00 p.m. on Friday, August 9, 2002.

*10. Community Preparedness Project*

*a. Project Update*

Chief Pavone summarized the Staff Report included with the Agenda. The application period has started and the District has hired Karen Berding as the Grant Program Coordinator. Numerous phone calls have been generated on this program.

*b. CDF Augmentation Engine*

Chief Neville summarized the Staff Report included with the Agenda. Since the Board of Directors approved the concept to contract with California Department of Forestry (CDF) the Governor signed an Executive Order that allows the District to house a CDF engine with personnel for free. However, there is a disadvantage in that the District cannot control where the engines are responding to. Staff has met with our personnel to discuss various coverage options. The option of Stand-by Compensation is the most desirable. This option will require a meet and confer, plus a side letter for this compensation. President Mullins reactivated the Ad Hoc Committee for the purpose of discussing Stand-by Compensation and appointed Directors Ashcraft and Lombard to serve on the committee.

*11. Personnel*

*a. APPROVE – Memorandum of Understanding modification for Call Back Compensation Article XXV – Section 25.02*

Chief Willis informed the Board of Directors this item has been agreed by the District and the Firefighters Association Labor Relations Committee and changes the minimum call back period from two hours to four hours.

MOTION BY DIRECTOR ASHCRAFT, SECOND DIRECTOR LOMBARD, CARRIED 5-0 to modify Article XXV – Section 25.02 Call Back Compensation from two to four hour minimum, Effective August 1, 2002.

*12. Staff Report*

*a. Fire Prevention Report*

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

Chief Pavone also provided an update to the Board of Directors on the status of the contaminated soil. He reported that legal counsel was successful in obtaining a stay so that the District can complete the testing. The Irrigation District has notified the Fire District that they want all contaminated soil removed from their property. The District will continue to monitoring the wells and test quarterly.

The Board of Directors requested that a written status report be prepared by legal counsel and presented at a future meeting. They further stated they wanted written updates periodically.

*b. Operations Report*

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

*c. Training Report*

Chief Butz is on vacation. No report.

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

1. *Rancho Cielo*: status previously discussed.
2. *4S Station*: projected completion date October 15<sup>th</sup>.
3. *Fairbanks Ranch*: staff met with the County planner. The desired property for a replacement station has several environmental problems. It is identified as a wetland, it is in a flood plain and in the specific plan it is designated as open space. Staff will have to continue to look at other options for the Board's consideration.

e. *Fire Conditions*

No report.

13. *Directors Report*

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

No Report.

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

Next Meeting scheduled for August 6, 2002.

14. *Closed Session*

The Board of Directors deferred this item to the next meeting due to time constraints.

15. *Announcement of Closed Session Actions*

No report of actions.

16. *Adjournment*

Meeting adjourned at 5:15 p.m.

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Karlana Rannals  
Secretary

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F J Mullins  
President