



## RANCHO SANTA FE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING AGENDA

Rancho Santa Fe FPD  
Board/Community Room – 16936 El Fuego  
Rancho Santa Fe, California 92067

December 13, 2006  
1:00 pm

### **SPECIAL AGENDA (9:30 – 11:30 am)**

ETHICS TRAINING (Workshop) – The Fire District will conduct ethics training for Board of Directors and senior management staff. Stephen J. Fitch, Fitch & Associates, will conduct the training. No action will be taken and members of the public are welcome to attend.

### **REGULAR AGENDA (1:00 pm)**

#### **Roll Call**

#### **Pledge of Allegiance**

#### **RULES FOR ADDRESSING BOARD OF DIRECTORS**

Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk.

Any person may address the Board on any item of Board business or Board concern. The Board cannot take action on any matter presented during Public Comment, but can refer it to the Administrative Officer for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature or which require immediate attention. The maximum time allotted for each presentation is FIVE (5) MINUTES.

#### **1. Oath of Allegiance – Newly Elected Board Members**

Administration of the Oath of Allegiance to Board Members-Elect Thomas Hickerson and John Tanner. The Oath of Allegiance will be administered by a Notary Public.

#### **2. Election of Officers**

Pursuant to the Fire Protection District Law 1987, Section 13853, effective January 1, 1988, the district board shall elect a president, vice-president and a secretary or clerk.

#### **3. Public Comment**

#### **4. Approval of Minutes**

a. Board of Directors minutes of November 8, 2006

ACTION

REQUESTED: **APPROVE**

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact the Secretary at 858-756-5971. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.*

**5. Correspondence**

- a. Steele

ACTION REQUESTED: **NONE**

**6. Finance**

- a. List of Demands

Check 16086 thru 16211 for the period November 1 – 30, 2006 totaling: \$495,489.32

Payroll for the period November 1– 30, 2006 \$484,773.15

TOTAL DISTRIBUTION \$980,262.47

ACTION REQUESTED: **INFORMATION**

- b. Travel Expense Reports – detailed receipts available upon request.

- o Pavone
- o Michel
- o Rannals

ACTION REQUESTED: **INFORMATION**

- c. Independent Auditor's Report FY 2005/2006

A representative from *Charles Z. Fedak & Company Certified Public Accountants* will make a presentation on the financial status of the Fire District for FY 06 and present any findings to the Board of Directors.

ACTION REQUESTED: **ACCEPT**

**7. Old Business**

- a. Cooperative Effort

Update the progress of the study between Rancho Santa Fe FPD, City of Solana Beach, City of Del Mar, and Elfin Forest Volunteer FD, and to provide direction to staff.

ACTION REQUESTED: **DIRECTION**

- b. Fairbanks Ranch Fire Station – Replacement

To update the progress for a replacement fire station.

ACTION REQUESTED: **INFORMATION/ DIRECTION**

- c. Administration Building Partial Remodel – to discuss and/or authorize a partial remodel of the Administration Building – [Staff Report 06-016](#)

ACTION REQUESTED: **APPROVE**

**8. New Business**

- a. Legal Opinion of Incompatible Offices board representatives to stand and ad hoc committees – [Staff Report 06-017](#)

ACTION REQUESTED: **INFORMATION**

- b. District Representation and Ad Hoc Committee Assignments – to appoint board representatives to stand and ad hoc committees – [Staff Report 06-018](#)

ACTION REQUESTED: **Assign & Appoint District Representatives and Committee Assignments**

**9. Reports**

- a. Fire Chief
  - o Strategic Plan – Update
  - o Community Activity – Update
  - o Consent Calendar
  
- b. Operations – Deputy Chief Michel
  - o Monthly Report – November 2006
  
- c. Training – Battalion Chief Sturtevant
  - o Monthly Report – November 2006
  
- d. Fire Prevention - Fire Marshal Hunter
  - o Monthly Report – November 2006
  - o District Articles
  
- e. Administration – Administrative Manager Rannals
  
- f. Board of Directors
  - i. North County Dispatch JPA – Update
  - ii. County Service Area – 17 – Update
  - iii. Comments

**10. Adjournment**