



**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

February 11, 2004  
1:30 p.m.

*Meeting Called to Order/Roll Call*

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

Directors Present: Ashcraft, Douglas, Hillgren, Hickerson  
Directors Absent: None  
Staff Present: Erwin Willis, Fire Chief; Nick Pavone, Deputy Chief; Don Butz, Deputy Chief,  
Mike Gibbs, Deputy Chief; Karlana Rannals, Board Clerk

*Pledge of Allegiance*

President Ashcraft led the Pledge of Allegiance.

1. *Public Comment*  
None.

2. *Motion Waiving Reading in Full of all Resolutions and Ordinances*  
MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED  
4-0 to waive reading in full all Resolutions and Ordinances.

3. *Consent Calendar*  
MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED  
4-0 to approve the Consent Calendar with the removal of the following items:  
3. a. i. – Board minutes of January 21, 2004  
3. b. i. (a) – List of Demands - January 2004

b. *Monthly/Quarterly Reports*  
MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED  
4-0 to receive and file:  
(b) Fire Prevention Activity – January 2004  
(c) Operations/Training – January 2004

ii. *Correspondence*  
MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED  
4-0 to receive and file thank you letters from the following members of the public:  
(a) Denny Neville

*Items Removed from the Consent Calendar for Discussion*

3. a. i. – Board of Directors Minutes  
The Board requested a modification to the minutes under *Public Comment*.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED  
4-0 to approve as corrected the Board of Directors Minutes of January 21, 2004.

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3. b. i. (a) – *List of Demands*

Staff responded to questions on the training facility construction payments listed on the *List of Demands* and if there are any liens. Chief Willis agreed to check on lien releases when payments are made.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 4-0 to receive and file

- i. Check 12517424 thru 12592 for the period January 1– 31, 2004 totaling \$530,079.06
- ii. Payroll for the period January 1 – 31, 2004 totaling \$328,369.73.

Director Ashcraft requested that the Board consider Item 5.a. – *Investment Portfolio Presentation* to accommodate the public and presenter. There were no objections from the Board.

5. *New Business*

a. *Investment Portfolio Presentation*

Chief Willis introduced C. Brent Cook, CFP, Jefferson Pilot Securities, who provided a brief summary of his background and credentials. Mr. Cook discussed with the Board investment options that may be available to the District. However, he offered no investment recommendations. He encouraged the Board to establish an Investment Ad Hoc Committee to look at what other like agencies are doing and to develop and adopt an investment policy before moving forward. He offered to assist in any way that he could.

Director Douglas agreed to serve on the Investment Committee. In addition, the Fire Chief and Administrative Manager will participate on the committee. The Committee will look at different options for an investment strategy and provide recommendations to the Board. The board members thanked Mr. Cook for his presentation and offer of assistance.

4. *Resolutions/Ordinances*

a. *Resolution No. 2004-004 – Authorizing District Personnel to Access State and Local Summary Criminal History*

Chief Willis summarized the Staff Report included. This resolution is necessary to complete background investigations for new employees hired as members of public safety.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, and CARRIED on a roll call vote 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Resolution No. 2004-004 *Authorizing District Personnel to Access State and Local Summary Criminal History Information for Employment.*

b. *Resolution No. 2004-002 – To Participate in San Diego County Fire Mitigation Program*

Chief Willis informed the members that this resolution is required to be renewed annually by the County of San Diego to participate in the program. The fees are collected by the County of San Diego for all new construction, and distributed back to the District quarterly.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, and CARRIED on a roll call vote - 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Resolution No. 2004-002 authorizing the District to *Participate in San Diego County Fire Mitigation Program.*

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5. *New Business*

b. *CD Renewal*

Karlena Rannals, Administrative Manager summarized the Staff Report included. She suggested that since the Board agreed to form an ad hoc committee to review investment options and develop a policy, the monies from the Certificate of Deposit at La Jolla Bank transfer to the State of California Local Agency Investment Fund for a period of not less than 30 days. This will allow the committee to develop and propose a plan for the Board's consideration.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 4-0 to accept Staff's recommendation that at maturity of the Certificate of Deposit, transfer the funds to the State of California Local Agency Investment Fund.

c. *Authorization to Execute Contract for Lease Agreement for Cell Site at 4S Ranch Fire Station*

Chief Willis summarized the Staff Report included. He reported that this contract with Verizon is not exclusive and allows the Fire District to contract with other vendors for site rental, and he recommended approval. Staff responded to questions from board members.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 3-1 (Abstain – Hickerson) to accept Staff's recommendation to approve the lease with Verizon as presented and authorize the President to execute the contract.

d. *Wood Roof Replacement Incentive*

Chief Willis summarized the Staff Report included. He reported that the Fire District has implemented numerous fire prevention codes, such as the vegetation management ordinance, banning wood roofs, etc. The District only has the opportunity when homes are under construction to improve the survivability. In the year 2000, a GIS flyover was completed and the data showed that 435 structures in the District have combustible (wood) roofs. He did acknowledge that since the year 2000, some of the roofs may have been replaced, but there are still too many combustible roofs. The staff report suggests as an option that the District offer a financial incentive to encourage the property owners to replace their wood roofs. Chief Willis also discussed other options such as adding an additional fire inspector, creating a green belt, collaborate with the homeowners association, increase education, etc.

Director Ashcraft informed the Board that his home currently has a combustible roof and if the Board of Directors approved such a program, he would not participate in any grant or rebate.

At the conclusion of the discussion the Board of Directors acknowledged that staff has provided many options to consider, but in light of the economic uncertainty and the significant cost of such a program, that this program should not be funded at this time. There was no action taken.

e. *District Reorganization*

Chief Pavone summarized the Staff Report included. He reported that adding the position of Battalion Chief was discussed at the management level for a long time and this was identified as an issue in the strategic planning process. He explained that the current issue is span of control and direct supervision between the Chief Officers and the suppression personnel. He informed them of the need to manage effectively the personnel and the difference in work schedules (56 hours vs. 40 hours) make it difficult. In addition, if the Board of Directors approved such reorganization, there would always be a Chief Officer on duty (24/7) in the District. A Battalion Chief would be assigned to a shift, therefore eliminating the need to require the "Deputy Chief" to relocate closer to work. The current requirement

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is that they must reside within thirty-minutes of the District's Headquarters station. Staff responded to questions from the board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, and FAILED 1-3 (NOES – Ashcraft, Douglas, Hillgren) to accept Staff's recommendation.

At the conclusion of the discussion, the Board of Directors agreed that conceptually they understood the presentation ~~need for the reorganization~~<sup>1</sup>; however, they expressed their concern for the increase in personnel costs and concluded that financially this is not a good move at this time. They requested that staff resubmit this item after the March 2 election. They also requested that staff submit for consideration additional options such as hiring an additional deputy chief. There was no action taken.

### 6. *Unfinished Business*

#### a. *Consideration of Board Policies*

Karlena Rannals, Administrative Manager summarized the Staff Report included. She reminded the board that the policies presented are only suggested and in draft form. They reviewed, discussed, amended or struck the following policies:

- Policy No. 1000 - Purpose of Board Policies
- Policy No. 1010 - Adoption/Amendment of Policies
- Policy No. 1020 - Conflict of Interest
- Policy No. 4010 - Code of Ethics
- Policy No. 4020 - Attendance at Meetings
- Policy No. 4030 - Remuneration and Reimbursement
- Policy No. 4040 - Board President

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4-0 to ADOPT as amended Board Policy No. 1000, 1010, 1020, 4020, 4030, and 4040. The Board of Directors did NOT ADOPT Board Policy No. 4010. Additional policies will be presented at the next regular meeting for consideration.

### 7. *Reports*

#### a. *Consultants*

##### i. *Jim Boylan, Pathfinders, Inc. – Status Report on the Development of the District's Strategic Plan.*

Chief Willis informed the Board of Directors that Mr. Boylan could not attend. On his behalf, he distributed a draft vision statement. The next step is to identify the planning development team to meet and develop the implementation plan.

#### b. *Fire Chief*

##### i. *Fire Area Planning Project*

Chief Willis informed the board members that because of Chief Neville's retirement, he has reorganized the responsibilities of the Deputy Chiefs. He reported for Operations – Chief Pavone, EMS/Support Services – Chief Butz, Training – Chief Gibbs. In addition, Captain Rainville has been assigned to work with Chief Pavone to work on wildland preplans for the District. He is currently gathering data, and he anticipates that preplans will be developed for specific areas of the District.

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<sup>1</sup> Amended by Board of Directors at regular meeting March 10, 2004

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*ii. Del Mar, Solana Beach, Encinitas, Carlsbad Response Times to Fire District*

Chief Willis distributed response maps to the board members showing the response times by adding agencies surrounding the Fire District. The maps demonstrate that by adding Del Mar to the JPA it improves the responses to the southwest portion of the District. He suggested that if the Fire District paid for the hardware cost to add Del Mar to North County Dispatch JPA, Del Mar will be able to join as soon as May 1. This one-time cost of \$10,000 will improve response times and speed up the decision for Del Mar to join the JPA.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR ASHCRAFT, and CARRIED 4-0 to purchase the hardware necessary for Del Mar Fire Department to join North County Dispatch JPA at a cost not to exceed \$10,000.

*iii. Connection of San Diego City Dispatch System to NCDJPA Dispatch System*

Chief Willis reported that he has been working with the City of San Diego to connect the two computer-aided dispatch systems between the City of San Diego and NCDJPA. Through negotiations, a developer has agreed to pay \$97,000 for the necessary equipment. The total cost of the equipment is estimated at \$150,000. The remainder is to be split between Rancho Santa Fe Fire District, City of San Diego and CSA-17. He reported that CSA-17 does not have the money available in this year's budget. Chief Willis proposed to proceed with this one time opportunity and front the funds for CSA-17. He informed the Board that the District would be reimbursed July 1, 2004 after the 2004/2005 budget is approved.

Staff responded to questions from the Board. At the conclusion of the discussion, the Board agreed that this is a unique window of opportunity and supported reducing the response times to the 4S Ranch area by connecting the two CAD systems.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR DOUGLAS, and CARRIED 4-0 to proceed with the project of connecting the two dispatch centers, and authorized the funds from reserves for Rancho Santa Fe's financial responsibility, and agreed to pay in advance for CSA-17 portion of the funding expecting repayment July 2004.

*iv. Presentation to Rancho Santa Fe Association Board of Directors*

Chief Willis informed the Board that he has been requested to make a presentation to Rancho Santa Fe Homeowners Association on February 19 at 9:00 a.m. He invited the Board members to attend.

*c. Deputy Chief – EMS/Special Projects*

*i. Construction Update*

1. Rancho Cielo: Chief Butz reported that the construction of the station continues to progress. The hose tower is in place.
2. Training Facility – the District is “in line” at the County for plan review. Because of the fires, the property owners who lost their homes are being given priority review.
3. Fairbanks Ranch Replacement Station – Chief Willis reported that he met with the new architect for the church.

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c. *Administrative Manager*

i. *Form 700 – Conflict of Interest Compliance for Calendar Year 2003*

Karlenna Rannals thanked the board members for completing their annual reports so quickly. She will forward all Form 700's to the Clerk of the Board, Board of Supervisors for the County of San Diego.

d. *Board of Directors*

i. *North County Dispatch JPA – Update*

President Ashcraft reported that the Board met on January 29, 2004. He was encouraged that other public agencies are looking to join the Dispatch JPA.

ii. *County Service Area – 17 – Update*

Director Hickerson reported he attended the eight-minute meeting and that the Board elected a new chair.

iii. *Comments*

*Director Hickerson* – would like to see more information sent to the Board electronically or receive the material in an electronic format.

*Director Douglas* – reported that 40% of the city of San Diego's equipment is over 12 years old.

*Director Hillgren* – reported that she had attended a lecture promoting the use of heparin, which is used to treat burn victims. She would like to pursue additional information and bring this back to the organization.

8. *Closed Session*

The Board of Directors conducted a closed session from 5:00 – 5:20 p.m. Upon reconvening, President Ashcraft reported that the members discussed the distribution of vacation hours for the Deputy Chiefs' positions. The Chief was requested to present this matter along with salary negotiations in May 2004. There was no action taken.

9. *Adjournment*

Meeting adjourned at 5:21 p.m.

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Karlenna Rannals  
Secretary

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James H Ashcraft  
President