



**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

January 21, 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; Don Butz, Deputy Chief, Cliff Hunter, Fire Marshal;  
Karlana Rannals, Board Clerk

*Pledge of Allegiance*

Lynn Fisher led the Pledge of Allegiance.

1. *Special Presentations*

Chief Willis presented to Tim Wood his badge for Firefighter Paramedic. In addition, Karlana Rannals, Notary Public administered the *Oath of Allegiance*. Chief Willis also presented promotional badges to Michael J. Gibbs, Deputy Chief, and David Bispham, Engineer. David Livingstone, Captain was unable to attend. President Ashcraft congratulated all personnel on their selection and/or promotions.

2. *Public Comment*

a. Mr. Bill Paul distributed a brochure and presented a short video<sup>1</sup> on the K-MAX helicopter developed by the Kaman Aerospace Corporation. He encouraged the Board of Directors to look at air resources as an option to fight major wildfires.

3. *Motion Waiving Reading in Full of all Resolutions and Ordinances*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full all Resolutions and Ordinances.

4. *Consent Calendar*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar.

a. *Board of Directors Minutes*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors Minutes of November 20, 2003.

b. *List of Demands*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to receive and file

- i. Check 12424 thru 12516 for the period December 1 – 30, 2003 totaling \$596467.03
- ii. Payroll for the period December 1 – 30, 2003 totaling \$330,750.07.

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<sup>1</sup> Amended by Board of Directors at regular meeting February 11, 2004

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*c. Monthly/Quarterly Reports*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to receive and file:

- i. Budget Analysis – July 1 – December 30, 2003
- ii. Fire Prevention Activity – November & December 2003
- iii. Operations/Training – December 2003

*d. Correspondence*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to receive and file.

- i. Frank Gaines - \$100 donation
- ii. Susan Fox - \$25 donation
- iii. Harold & Kay Johnson - \$100 donation
- iv. Annette Parks - \$100 donation
- v. Kate & Don McBeath - \$500 donation

*All donations received were forwarded to Rancho Santa Fe Firefighters Association*

5. *Resolutions/Ordinances*

*a. Resolution No. 2004-001 Appointing & Authorizing Designated Personnel to Sign Warrant Orders and Payroll Claims*

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Resolution No. 2004-001 Appointing & Authorizing Designated Personnel to Sign Warrant Orders and Payroll Claims.

*b. Resolution No. 2004-002 Authorizing Investment of Monies in the Local Agency Investment Fund*

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Resolution No. 2004-002 authorizing Investment of Monies in the Local Agency Investment Fund.

*c. Resolution No. 2004-003 A Commendation from the Board of Directors of the Rancho Santa Fe Fire Protection District for Dallas E Neville, Jr.*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR DOUGLAS, and CARRIED 4 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve as amended Resolution No. 2004-003 A Commendation from the Board of Directors of the Rancho Santa Fe Fire Protection District for Dallas E Neville, Jr. The Board of Directors will present this resolution to Chief Neville at his retirement dinner scheduled for January 24, 2004 at the Lomas Santa Fe Country Club.

President Ashcraft asked if there were objections to moving to agenda item 6(d) to accommodate the schedule of the consultant. There were no objections from the Board.

6. *New Business*

*d. Consideration to Hire a consultant to Assist the District in Determining a Cost and the Potential Issues in Constructing a Bridge at the San Dieguito River and El Apajo.*

Chief Willis summarized his Staff Report and distributed a response time map that showed all current locations of the District's fire stations and how constructing a bridge would reduce the response time by two minutes. He reported that the District's Administrative Staff do not have the time or the expertise to evaluate the cost of construction, environmental impact, or obtain an accurate appraisal.

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He noted that if the Board of Directors decided to pursue the option to construct a bridge, a Request for Proposal (RFP) is necessary to hire a consultant.

Chief Willis introduced Ken Dunford, a registered Civil Engineer, to speak to the board members on the details of such a project. Mr. Dunford who has been involved in the construction of over 90 bridges reported that the unknowns are broad, noting any environmental approvals would be the most difficult. He estimated the cost of such a project could exceed \$2,000,000, which would include the design, construction, and inspection of a bridge.

The board members discussed other alternatives to the construction of a bridge that included approaching the City of Del Mar to join North County Dispatch JPA and using that station in the boundary drop format for first response. Chief Willis was requested to analyze the response times of the Solana Beach and Del Mar fire station locations with the boundary drop format. The Board of Directors provided direction, however took no action.

*a. Consideration of Board Policies*

Karlana Rannals summarized the Staff Report included for this item and reminded the Board that this would be their policies and what she provided were only suggestions. The Board of Directors reviewed the DRAFT policies and requested that this item be rescheduled for discussion at the next board meeting. They further requested that only policies 1000 thru 4040 be included for consideration. The Board of Directors took no action taken on this item.

*b. Community Emergency Response Team (CERT)*

Chief Willis summarized the staff report included. He reported that since the October 2003 wildfires, there is a renewed interest on the part of residents to create a Community Emergency Response Team (CERT) program. He recommended re-employing Dallas Neville, who is interested in developing this community program and is available and interested in part time employment. Chief Willis reported that Federal Emergency Management Agency sets the standards for the 17½-hour training and cannot be modified. He added however, that the District could add an additional training module that talks about brush management, home protection, purchasing standard pool pumps, etc.

Chief Willis noted that if the Board of Directors approved the reemployment of Mr. Neville, the major advantage to the District is that he already knows the district and community. This program could have a tremendous value to the District and increase the safety of the residents thru proper training. He asked the Board if they were interested in developing a CERT program for the community of Rancho Santa Fe. The Board supported the concept.

MOTION BY DIRECTOR HICKERSON to table this topic until the next meeting. There being no second, President Ashcraft announced that the motion failed for lack of a second.

The board members discussed the value of reemploying Mr. Neville, however, believed that the hourly compensation presented was too high. At the conclusion of the discussion, the board reached consensus to reduce the hourly compensation from \$55 to \$45 per hour, plus medical/dental insurance.

MOTION BY DIRECTOR HILLGRE, SECOND BY DIRECTOR DOUGLAS, and CARRIED 3 AYES; 1 NOES (Hickerson); 0 ABSENT; 0 ABSTAIN to authorize Staff to develop and implement a CERT program with authorization to offer a part time position not to exceed 960 hours per year to Dallas Neville at the rate of \$45 per hour, plus medical/dental benefits.

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c. *Board Vacancy – Resignation of Gil Lombard*

Chief Willis and President Ashcraft reported that each had received an email from Gil Lombard on January 12, 2004 informing them that he resigned his position as Director for the Rancho Santa Fe Fire Protection District effective immediately.

The staff report provided by Karlena Rannals outlined the process for appointing a replacement. She reported that since the vacancy occurred January 12 the Board could accept letters of interest once the vacancy announcement is posted. She also noted that the Board must select how the Board of Directors chooses to fill the vacancy, appointment or special election.

MOTION BY DIRECTOR HILLGREN, SECOND DIRECTOR HICKERSON, CARRIED 4-0 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 March 8, 2004 beginning @ 12:30 p.m. to interview all applicants to fill the vacancy. All interviews are to be scheduled with times certain.

The Board of Directors agreed and announced that at the regular meeting scheduled for March 10, 2004 they would appoint the successful applicant to fill the vacancy on the Board of Directors.

e. *Appoint Negotiation Committee to Meet and Confer for Paramedic Engineer Compensation*

Chief Willis informed the board members that because of upcoming promotions, which will include paramedics, the Board of Directors agreed to meet and discuss additional compensation when this occurs. Director Hickerson and President Ashcraft agreed to serve as District's representative for the compensation discussion. President Ashcraft announced that these committee members will also serve to negotiate a new Memorandum of Understanding prior to the Firefighters contract ends December 31, 2004.

f. *Appoint Board Member to Serve as District's Representative to CSA-17*

Chief Willis informed the board members that since Mr. Lombard resigned, a new representative should be appointed to represent the District on the CSA-17 Advisory Board. Director Hickerson agreed to serve on this committee.

7. *Unfinished Business*

None.

8. *Reports*

a. *Consultants*

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

Karlena Rannals informed the Board of Directors that due to a family emergency he was unable to attend the meeting.

b. *Fire Chief*

i. *Participation in Regionalization Study*

Chief Willis informed the board members that a Request for Proposal (RFP) would be distributed in February by the north San Diego county fire departments to study the issue of consolidation/regionalization. After the RFP's responses are returned, the Board of Directors will need to determine whether to participate in the funding of such a study.

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*ii. Deputy Chief Rotation*

Chief Willis informed the Board of Directors that since the retirement of Deputy Chief Neville the following personnel assignments were made:

Nick Pavone – Deputy Chief Operations

Don Butz – Deputy Chief EMS/Special Projects

Mike Gibbs – Deputy Chief Training

*c. Deputy Chief – EMS/Special Projects*

*i. Construction Update*

1. Rancho Cielo: Chief Butz reported that the construction of the station is progressing. The application for the generator permit was resubmitted to the County for reconsideration.

2. Training Facility – Change Order for a Foam Separator: Chief Butz summarized his staff report. He reported that due to the need to continue the progress of construction and the timing of the Board's monthly meeting, the Fire Chief authorized the Change Order with the architect's approval. The cost for the change is \$10,479.

*d. Board of Directors*

*i. North County Dispatch JPA – Update*

President Ashcraft reported that the next meeting is scheduled for January 29, 2004

*ii. County Service Area – 17 – Update*

Director Hickerson reported he has been told the next meeting is scheduled for February 3<sup>rd</sup>.

*iii. Additional Comments*

*Director Douglas* – encouraged Staff to submit articles to the print media that is more fire prevention related rather than internal information such as the promotions

*9. Adjournment*

Meeting adjourned at 4:30 p.m.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President