



**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

March 10, 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; Tony Michel, Deputy Chief; Karlana Rannals, Board Clerk

*Pledge of Allegiance*

Deputy Chief Michel led the assembly in the *Pledge of Allegiance*.

*1. Board of Directors*

*a. Oath of Allegiance*

President Ashcraft reported that from their special meeting held March 8, 2004, the Board approved the appointment of Randall Malin to fill the unexpired term of Gilbert Lombard. Director Malin will serve until the next general election November 2004. Karlana Rannals, Notary Public, administered the *Oath of Allegiance*.

Director Malin joined the other members of the Board.

*b. Election of Officers*

Pursuant to Fire District Law 1987, Section 13853, the District Board shall elect a president, vice-president and a clerk.

**MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4-1 (Douglas) to nominate and elect the following:**

President                      Jim Ashcraft

**DISCUSSION:** Director Douglas informed the board members that he believes it is in the best interest of the Board to rotate the board members through each position.

**MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4-1 (Douglas) to nominate and elect the following:**

Vice President              Cliff Douglas

**MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 5-0 to nominate and select the following:**

Board Clerk                      Karlana Rannals

Director Ashcraft requested that an item that was omitted from the Agenda be included under Item 9 – Directors (d) 4 – Comments

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MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5-0 to add Directors – Comments to the Agenda.

2. *Special Presentations*

Chief Willis presented promotional badges to Tony Michel, Deputy Chief, and David Livingstone, Captain. President Ashcraft congratulated all personnel on their promotions.

3. *Public Comment*

None.

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

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5-0 to waive reading in full all Resolutions and Ordinances.

5. *Consent Calendar*

MOTION BY DIRECTOR HILGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5-0 to approve the Consent Calendar with the removal of the following items:

5. a. i. – Board minutes of February 11, 2004

3. b. i. (a) – List of Demands – February 2004

b. *Monthly/Quarterly Reports*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5-0 to receive and file:

(b) Fire Prevention Activity – February 2004

(c) Operations/Training – February 2004

ii. *Correspondence*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5-0 to receive and file thank you letters from the following members of the public:

(a) Burn Institute

*Items Removed from the Consent Calendar for Discussion*

3. a. i. – *Board of Directors Minutes*

The Board requested a modification to the minutes under *District Reorganization*.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5-0 to approve as corrected the Board of Directors Minutes of February 11, 2004.

3. b. i. (a) – *List of Demands*

Staff responded to questions from the board on the expenses of the District.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 5-0 to receive and file

i. Check 12593 thru 12725 for the period February 1 – 29, 2004 totaling \$617,655.98

ii. Payroll for the period February 1 – 29, 2004 totaling \$328,491.33.

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*6 Resolutions/Ordinances*

*a. Resolution No. 2004-006 Setting Compensation for the Board of Directors*

Chief Willis summarized the Staff Report provided. He informed the Board that the Health and Safety Code allows the directors to receive up to \$100 for each meeting, not to exceed \$400 per month. The Staff Report recommends an increase from \$50 to \$100 per meeting.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED on a roll call vote - 4 AYES; 1 NOES (Douglas); 0 ABSENT; 0 ABSTAIN to approve Resolution No. 2004-006 *Setting Compensation for the Board of Directors*.

*7 New Business*

*a. District Funding*

Chief Willis summarized the Staff Report included. He reported that the County of San Diego has to be notified what the benefit unit rate will be for the property tax bills sent in August. He also reported that he has had discussions with Staff and legal counsel as to whether or not the District's special tax is subject to Proposition 218. Legal counsel has suggested that the District seek an opinion in Superior Court and ask the courts to determine whether the Board of Directors can raise the fee in accordance with the original ballot measure approved by the residents. The board members discussed the merits of keeping the fee at the current level, lowering the fee and/or eliminating the fee. The Board requested that this item be included on the next agenda with approximate costs to seek validation through the court system.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED -4 AYES; 1 NOES (Douglas); 0 ABSENT; 0 ABSTAIN to retain the Fire District Special Tax at \$2.50 per benefit unit for fiscal year 2004/2005.

*8. Unfinished Business*

*a. Consideration of Board Policies*

Karlana 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. 4050 - Members of the Board of Directors
- Policy No. 4060 - Committees of the Board of Directors
- Policy No. 4070 - Basis of Authority
- Policy No. 4090 - Training, Education, and Conferences
- Policy No. 5010 - Board Meetings
- Policy No. 5020 - Board Meeting Agenda
- Policy No. 5030 - Board Meeting Conduct
- Policy No. 5040 - Board Actions and Decisions

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, and CARRIED 5-0 to ADOPT as amended Board Policy No. 4050, 4060, 4070, 4090, 5010, 5020, 5030, and 5040. Additional policies will be presented at the next regular meeting for consideration.

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9. *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 updated the Board including the identification of the planning development team. The Board suggested that Chief Willis schedule Mr. Boylan for a few hours to update Director Malin on the process and progress of the District’s strategic plan.

*Ten-minute recess*

b. *Fire Chief*

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

Chief Willis informed the Board that the presentation to Rancho Santa Fe Homeowners Association on February 19 at 9:00 a.m. is rescheduled to March 18. He invited all Board members to attend.

c. *Deputy Chief – EMS/Special Projects*

i. *Construction Update*

1. *Rancho Cielo:* Chief Butz reported that the interior walls have been framed, and the electrical and plumbing are near completion. They continue to make progress on the retaining wall. He also reported that numerous upgrades have been made to this project. The developer wanted to match the fire station to the commercial property also under construction. The Board requested that Staff find out the costs of the additional upgrades. Chief Butz informed the Board that the construction for the station is at \$3.8 million and the cost of the site work is \$1 million.

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* – no report.

ii. *Contaminated Soil Update*

Chief Pavone reported that the next subcommittee meeting is scheduled for March 17. This meeting is to identify the remediation method and an estimated cost to mitigate the contamination. The initial rough estimate is \$750,000 - \$1 million and there is no clear timeframe of how long it can take to clean the contamination. Chief Pavone reminded the board members that the District has received a letter from the County of San Diego stating that they are not requiring any remediation. Any future cleanup costs the District chooses to make may not be reimbursed by the State of California.

The board members requested a summary report to update all board members and help bring the new Director current on the matter.

d. *Board of Directors*

i. *North County Dispatch JPA – Update*

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President Ashcraft reported that the Board met at a special meeting February 26 to review the preliminary budget for FY 04/05. The JPA plans to add Del Mar by July 1 and North County Fire Protection District has expressed an interest in joining the JPA.

*ii. County Service Area – 17 – Update*

No report.

*iii. Investment*

Director Douglas reported that he met with Staff and Brent Cook to review options for consideration and to determine the minimum investment index. Through the discussion, it was agreed that the minimum amount to invest should be \$500,000. He reported that safety and liquidity of funds are the priority for any investment instrument that the District may use. ~~participates with~~<sup>1</sup>. The rate of return discussed is 4% plus CPI.

*iv. Comments*

*Director Hillgren* – welcomed Director Malin.

Director Douglas – expressed his concern about the inability to meet the less than 7-minute response times and asked if the District can really achieve the goal. Staff responded to his concerns, and reported that they anticipate improvement with the opening of the Cielo station.

*Director Hickerson* – reported that he liked receiving the board agenda electronically and would like to see it continue.

*Director Malin* – looking forward to serving as a Director on this board. He would like to have the opportunity to talk to each director individually to be brought up to speed on the various issues of the District.

*Director Ashcraft* – he informed the members that he had requested that Chief Willis distribute to each board member the 2003 San Diego County Fire Siege Fire Safety Review report and requested that Chief Willis provide his comments. Chief Willis provided comments on the document, which point out that the losses in these fires, had the same causes as many previous fires. In general, few recommended changes have been made from the previous reports.

10. *Adjournment*

Meeting adjourned at 4:35 p.m.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President