



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

November 20, 2003
1:30 p.m.

1. *Meeting Called to Order/Roll Call*

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

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

2. *Pledge of Allegiance*

Director Lombard led the Pledge of Allegiance.

3. *Approval of Minutes*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR LOMBARD, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and file as corrected:

- a. Board of Directors regular meeting minutes held October 8, 2003.

4. *Finance*

a. *Independent Audit Report & Financial Statements – July 1, 2002 thru June 30, 2003*

Karlana Rannals introduced Roy Hosaka, principal for Hosaka, Nagel & Company. Mr. Hosaka reported on the District's financial status and noted that the District has met all of its reporting requirements required by the State of California and County of San Diego, including distribution. Mr. Hosaka responded to questions from the board members.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR LOMBARD, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to receive and file the audit report as presented.

Director Ashcraft recommended moving to item 5 (a) to accommodate the public. There were no objections.

5. *Administrative Items*

a. *Wildfires – October 2003*

Chief Willis provided a PowerPoint presentation that included a collection of photos from the various local news sources showing the devastating results of the wildfires that occurred in San Diego County. Chiefs' Neville and Pavone made an oral presentation on their experience of being assigned to the fire. Chief Willis advised the Board that the resources in this County were stretched, however, the cooperation among the various agencies were outstanding. He noted that although the Fire District did not experience any loss from this fire, he reminded the Board and the public, that it is not if it will occur in Rancho Santa Fe, but when? The District has an opportunity to review what actions we could take to make the community more fire safe. Discussion items include – establishing a notification system through media outlets, electronic gates (can they be manually overridden?), vegetation management requirements for structures and roads, improved access, and green belts.

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Bruce Liska, Del Rayo Downs Homeowners Association complimented the District on its Evacuation Brochure and requested copies for each homeowner in the community.

The Board of Directors congratulated the Staff for a job well done. They encouraged Staff to seek opportunities to meet with the various communities on ways to make their community more fire safe.

b. Functional Consolidation

Chief Willis summarized his staff report on the benefits of working more closely with neighboring fire agencies operationally. He noted that the District has participated for many years with mutual aid, automatic aid and other regional blending opportunities, such as training and purchasing. Functional consolidation is another step the District can take to providing the closest unit available to a call regardless of jurisdiction. Discussions for functional consolidation occurred prior to the wildfires. Chief Willis requested concurrence from the Board of Directors and requested a board members attend the press conference scheduled for December 2. Staff responded to questions from the Board.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to proceed to participate in the functional consolidation plan as presented. Director Douglas agreed to participate at the press conference.

c. Consideration to Develop Board Policies

Karlenna Rannals summarized her Staff Report and noted that we have new members to the Board and little formalized District documentation to assist the Board of Directors and Staff with District policy. She planned to purchase the Sample Policy Handbook, created by the California Special Districts Association, to assist Staff if authorized. She requested direction from the Board of Directors.

All members believed this to be a good idea and directed Staff to move forward and begin to develop District policies for consideration beginning 2004.

d. Rancho Santa Fe Fire District Strategic Plan

Jim Boylan, Pathfinders, Inc. provided an update to the board members noting that shift meetings had occurred in preparation for the Board of Directors strategic session. He reported that the organization has been very positive about the process and participative. He also informed the board members that he is researching options and costs to present to the District for obtaining public input in the strategic planning process. The Board of Directors will participate in two 1/2-day planning sessions, December 8-9, 2003. Both sessions will be held in the Catalpa Room at The Inn of Rancho Santa Fe. The Board Clerk informed the Board that the meeting would be noticed pursuant to the Brown Act.

e. Board of Directors Meeting – Change in Date

Due to the board's participation in the strategic session and minimum items for the agenda, it was suggested to cancel the December meeting. It was also noted, that there were scheduling conflicts for the January meeting.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR LOMBARD, and CARRIED UNANIMOUSLY to proceed cancel the Board of Directors regular meeting for December 10, 2003.

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MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR LOMBARD, and CARRIED UNANIMOUSLY to reschedule the regular meeting for January to January 21, 2004 at 1:30 p.m.

Recess 1540 - 1550

4. *Finance (Cont.)*

b. *List of Demands – October 2003*

Monthly Report review and filed.

c. *Holiday Party – Donation*

Chief Willis informed the Board that in previous years the Fire District has contributed to the District's holiday party, this year scheduled for December 20. He asked that the Board of Directors consider a contribution to the event, which helps keep the cost down for participation by all employees. He recommended a \$1,000 contribution.

MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR HICKERSON, and CARRIED UNANIMOUSLY to accept Staff's recommendation and authorize a \$1,000 donation to the holiday party.

6. *Security Patrol Monthly Report – October 2003*

Monthly report reviewed and file.

7. *Correspondence*

Chief Willis read several letters of appreciation. President Ashcraft read a letter from Chief Kevin Crawford, Fire Chief, City of Carlsbad, thanking Chief Willis for his outstanding leadership, the time and commitment working as the Zone Coordinator during the wildfires of October 2003.

8. *Public Comment*

No one requested to speak to the board members.

9. *Staff Report*

a. *Fire Prevention Report*

Fire Marshal Hunter reviewed the previous month's statistics and they are working on weed abatement issues.

b. *Contaminated Soil*

Chief Pavone reported that there has been a lot of activity. The feasibility study have been completed and he continues to work with the consultants on additional tests and new monitoring wells.

c. *Operations Report*

Chief Neville summarized the monthly activity report noting that responses during the previous month had increased.

d. *Training Report*

Chief Butz summarized the previous month's training hours noting the hours were lower because of the fires.

e. *Fire Station(s) – Update:*

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Chief Butz reported on the following:

Rancho Cielo – the station's slab and footings were poured. He anticipates completion summer 2004.

Training Project – the drafting pit foundation was completed. The foundation for the tower should be started mid December.

10. *Directors Report*

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

The Board met October 30 and the JPA has concluded to remain on the Fire District's PERS contract until the current labor contract ends, June 2005. The addition of the City of Carlsbad has gone smoothly.

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

The Board met on November 4 and approved their final budget.

c. *Ad Hoc Committee – SFID Projects*

No report.

11. *Directors Comments*

President Ashcraft – reported he enjoyed the dinner with the firefighters and their families during the wildfires.

Director Hillgren – stated that during the fires, everyone performed exemplary and that she was proud of everyone and it is a privilege to be a part of the organization.

12. *Closed Session*

The Board of Directors adjourned to closed session starting at 4:55 to discuss the following, as authorized by statute:

Closed Session

a. CONFERENCE WITH AD HOC COMMITTEE, pursuant to Government Code Section 54957.6:

Agency Negotiator: Jim Ashcraft, Gil Lombard

The Board of Directors reconvened to open session at 5:45 p.m. President Ashcraft reported that the Board of Directors discussed the item identified for Closed Session.

13. *Announcement of Closed Session Actions*

President Ashcraft reported that the Board discussed additional compensation for personnel assigned to administration and an adjustment was agreed to.

14. *Personnel*

a. *Side Agreement – RSFFA Labor Relations*

MOTION BY DIRECTOR LOMBARD, SECOND BY DIRECTOR HILLGREN, and CARRIED UNANIMOUSLY to APPROVE the Side Agreement for additional compensation to personnel reassigned to an administrative position as negotiated between the Rancho Santa Fe Fire Protection District and Rancho Santa Fe Firefighters Association Labor Relations.

15. *Adjournment*

Meeting adjourned at 5:47 p.m.

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Karlana Rannals
Secretary

James H Ashcraft
President