



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING  
MINUTES – July 6, 2005**

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

*Meeting Called to Order/Roll Call*

Director Ashcraft called the meeting to order at 11:03 p.m.

Directors Present: Ashcraft, Douglas, Hickerson, Malin  
Directors Absent: Hillgren  
Staff Present: Erwin Willis, Fire Chief; Nick Pavone, Deputy Chief; Cliff Hunter, Fire Marshal, Karlana Rannals, Board Clerk

*Pledge of Allegiance*

Director Hickerson led the assembly in the *Pledge of Allegiance*.

1. Closed Session

Pursuant to Government Code, section 54957 the Board of Directors convened in a closed session from the hour of 11:05 am to 12:40 pm. They met to discuss the following items:

- a. PUBLIC EMPLOYMENT  
Title: Fire Chief
- b. Conference with Labor Negotiators  
Employee Organization: Rancho Santa Fe Professional Firefighters Association

President Ashcraft reconvened the meeting to open session at 12:41 pm.

2. Public Comment

None

3. Special Presentations

- a. Introduction: Cliff Hunter introduced to the board members, Julie Taber the District's new Public Relations Coordinator. Chief Willis presented Ms. Taber with her badge and she was formally welcomed to the organization by the Board of Directors.
- b. Wildland PrePlan Demo: Captain Greg Rainville made a PowerPoint presentation on the Wildland PrePlan project that he has been working on for the last two years. He distributed a sample of the plan for the board members to review. This plan incorporates the District current maps and GIS information and provides tactical information on each preplan area. This preplan will also be provided to engines responding to the District

4. Approval of Minutes

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve and file as amended:

- a. Board of Directors regular meeting minutes held June 8, 2005.

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5. Motion Waiving Reading in Full of all Resolutions and Ordinances

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR DOUGLAS, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full all Resolutions and Ordinances.

6. Finance

a. *List of Demands* – June 1 – 30, 2005 – Monthly report reviewed and filed.

b. *Budget Authorization* – Chief Willis requested formal authorization to purchase computer servers that he ordered. He reported that the vendor chosen for the purchase had a special price and although this request was out of the normal process, he was able to save the District money by taking advantage of the special pricing.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the purchase of replacement computer servers.

c. *Unfunded Liability* – Director Malin informed the board members that staff forwarded an additional payment of \$500,000 to CalPERS to reduce the unfunded liability for the safety retirement plan. This brings a total payment to CalPERS of \$2,500,000, and reduces the employer rate from 29.7115 to 20.669% for the 2005-06 fiscal year.

7. Correspondence

All correspondence received and filed.

8. Old Business

a. *Interview Dates for Fire Chief Recruitment*

The Board of Directors scheduled the following special meetings to interview applicants for the Fire Chief position:

July 29, 2005 – 7:30 am

July 30, 2005 – 7:30 am

The meetings will be at the Headquarters Station in the Board/Community room. It was noted that pursuant to the Brown Act – the meetings will be posted; however all interviews will be conducted in closed session.

9. New Business

a. *Consultant Agreement* - Chief Willis summarized the contract to provide consulting services for computer maintenance. He anticipated that the contract would commence October 1, 2005.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consultant agreement as presented.

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b. *LAFCO Special District Mailed-Ballot Election*

Chief Willis reported that an election is necessary since a vacancy occurred on the committee. He reported that to date there had not been a fire district representative on the LAFCO board. He encouraged the Board to support Larry Jackman from the San Miguel Consolidated Fire Protection District.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR ASHCRAFT, and FAILED 1 AYES; 3 NOES; 1 ABSENT; 0 ABSTAIN to support and cast a vote in favor of Larry Jackman to the LAFCO Advisory Committee.

The board members discussed the merits of casting a vote in favor of the best-qualified person to represent Fire Districts while serving on the Advisory Committee.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR DOUGLAS, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to support and cast a vote in favor of John Ingalls to the LAFCO Advisory Committee and authorized the President to cast the ballot on behalf of the Rancho Santa Fe Fire Protection District.

Ten-minute recess

10. Resolutions/Ordinances

- a. *Resolution No. 2005-007 – entitled a Resolution of the Rancho Santa Fe Fire Protection District , California, Supporting the San Diego County Fire Chiefs Proposal for the Reorganization of the Local Fire/EMS Agencies in the Unincorporated Areas of San Diego County*

Chief Willis summarized the staff report included. The Fire Chiefs Association and Fire Districts believe this is a better approach than to consolidate all unincorporated districts into one large entity at once. The County of San Diego would be required to contribute additional funding to make the plan work.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, to adopt Resolution No. 2005-007. Motion approved on the following roll call vote:

AYES:	Ashcraft, Douglas, Hickerson, Malin
NOES:	None
ABSENT:	Hillgren
ABSTAIN:	None

- b. *Resolution No. 2005-008 – entitled a Resolution of commendation from the Board of Directors of the Rancho Santa Fe Fire Protection District for Erwin L. Willis*

This resolution formally adopts the resolution presented at the dinner for the retiring Fire Chief Erwin Willis.

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MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, to adopt Resolution No. 2005-008. Motion approved on the following roll call vote:

AYES: Ashcraft, Douglas, Hickerson, Malin  
NOES: None  
ABSENT: Hillgren  
ABSTAIN: None

c. *Resolution No. 2005-009 – entitled* a Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349

Director Malin recommended the Board adopt the resolution as presented and authorize the District negotiating representatives execute the MOU.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR DOUGLAS, to adopt Resolution No. 2005-009. Motion approved on the following roll call vote:

AYES: Ashcraft, Douglas, Hickerson, Malin  
NOES: None  
ABSENT: Hillgren  
ABSTAIN: None

11. Reports

a. Fire Chief

- Strategic Plan – Update - he reported that the three committees continue to meet and work on the values of the organization, rapid reliable EMS and long range financial plan.
- Consolidation Study – Update - he reported that the various local agencies are in the process of adopting the resolution necessary to support the substantially similar proposal, which is due to LAFCO in early July.
- Replacement of Fairbanks Fire Station – Update - he continues to work with representatives from the church, engineers, and legal counsel to complete a map to obtain a legal description.

b. Deputy Chiefs

i. Operations – Pavone

- Monthly Report – June 2005 – monthly report was distributed, reviewed, and filed. There were no significant calls in the District to report.
- Regionalization Study – Update – no report.
- Soil Contamination – Update – he reviewed the statistics provided by the consultant on the progress of the remediation. The system is not currently operating to allow an opportunity to review water recovery.

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- ii. EMS/Special Projects – Butz
  - No report - vacation
- iii. Training – Michel
  - No report – vacation
- c. Fire Marshal – Hunter
  - Monthly Report – June 2005 – monthly report distributed, reviewed, and filed.
  - Personnel recruitment – Update –
    - Public Relations Coordinator – Julie Taber started her position on July 1, 2005
    - Fire Prevention Specialist – interview will be conducted July 7, 2005
    - Staff Assistant – interviews will be conducted July 8, 2005
  - Weed Abatement – he reported that this year 5,000 letters were mailed to property owners
- d. Administrative Manager – Rannals
  - No report
- e. Board of Directors
  - i. North County Dispatch JPA – Update
    - Director Ashcraft –reported that at the last meeting held June 23, 2005, the Board of Directors approved the budget.
  - ii. County Service Area – 17 – Update:
    - Director Hickerson – unable to attend. Chief Willis reported that CSA-17 agreed to hire a consultant to conduct a call analysis. The consultant will look at the current and future call load over the next three years. Based upon the data obtained, it will assist in determining where the ambulances should be located.
  - iii. Comments
    - Douglas – requested that staff and board members explore ways of (1) obtaining homeowners observations of the District’s board meetings, and (2) ways of obtaining unbiased community feedback

## 12. Announcements of Closed Session

President Ashcraft reported that the Board of Directors met in closed session to discuss the following matters reporting no action taken:

- a. met Bob Murray of Murray & Associates to review the applicants for Fire Chief and select applicants for an interview; and
- b. met with labor negotiators and discussed a successor Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and Rancho Santa Fe Professional Firefighters Association – Local 4349

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12. Adjournment

Meeting adjourned at 3:20 p.m.

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Karlena Rannals  
Secretary

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James H Ashcraft  
President