



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – August 10, 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, Hillgren, Malin
Directors Absent: None
Staff Present: Erwin Willis, Fire Chief; Nick Pavone, Deputy Chief; Don Butz; Deputy Chief;
Tony Michel, Deputy Chief; Cliff Hunter, Fire Marshal; Karlana Rannals, Board Clerk

Pledge of Allegiance

Chief Pavone led the assembly in the *Pledge of Allegiance*.

1. Public Comment

None

2. Special Presentation

a. Badge Presentation/Introduction

Cliff Hunter introduced Ms. Rene Mayer, successful applicant for the Fire Prevention Specialist position and Ms. Sara Blackburn successful applicant for the Staff Assistant position. He summarized their education and qualifications that they bring to their respective positions. President Ashcraft on behalf of the Board of Directors also welcomed the staff to the District.

3. Approval of Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and file:

a. Board of Directors regular meeting minutes held July 6, 2005

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

b. Board of Directors special meeting minutes held July 29, 2005.

4. Finance

a. *List of Demands* – July 1 – 31, 2005 – Monthly report reviewed and filed.

5. Correspondence

None.

6. Old Business

None

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7. New Business

a. *Board of Directors Health Insurance* - Chief Willis reported that this subject was requested for discussion from a board meeting a few months ago. The board members reviewed their eligibility for health benefits with staff and discussed the merits of submitting requests for reimbursement for medical insurance premiums if the director is not on the District's health plan. Staff verified that a properly adopted resolution is on file, which covers the option of requesting reimbursement for medical expenses including premiums.

8. Resolutions/Ordinances

None

9. 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, organizational structure, and long range financial plan. The Board discussed with staff the desire to review the district proposed organizational structure. Since Chief Pavone was selected as the District's new Fire Chief, they are interested in the recruitment of a replacement position (Battalion Chief vs. Deputy Chief). Chief Pavone reported that the committee could have a presentation developed for the next meeting. In addition, Director Malin informed the members that he anticipated having a rough draft of the long-range financial plan review available as well.
- Consolidation Study – Update – no report.
- Replacement of Fairbanks Fire Station – Update - he met with Jim Lauret, Lauret Engineering who was contracted to complete the legal description for the parcel. He anticipates that the agreement with the church will be complete and available for approval at the next Board of Directors meeting.

Once the Board of Directors approves the agreement, the next step would be to submit the project to the County of San Diego. Once the District is the legal owner of the property, the public input will commence.

- Settlement Agreement – Rancho Cielo Fire Station – he reported that all parties signed a final settlement agreement and that the developers have paid all the O&M reimbursements, penalties and interest negotiated.
- LAFCO Report – Update – he reported that the LAFCO Committee did accept the “substantially similar proposal” as prepared by the County Fire Chiefs Association. The proposal suggests that Rancho Santa Fe and Elfin Forest are like agencies that should consider consolidating, however, both Boards must approve. He reminded the board that a key component to the similar proposal is that the County has to help fund the newly created entities. It will take about a year for LAFCO to complete the study.

He suggested that the Board of Directors hire the GIS contractor to perform a response time study that would assist the Board once the LAFCO study is complete. The Board requested that staff add this item to the final budget.

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- Other
 - Staff is in discussions with representatives from the Encinitas, Del Mar and Solana Beach Fire Departments for duty chief coverage.

- b. Deputy Chiefs
 - i. Operations – Pavone
 - Monthly Report – July 2005 – monthly report was distributed, reviewed, and filed. There were no significant calls in the District to report; however, the District provided standby personnel at the “Battle of the Bridges” golf event.
 - Regionalization Study – Update – the independent agency evaluation is almost complete. He anticipates having the final report by the end of August. The consultant is moving ahead with phase 2 of the project; however, their contract is about three months behind schedule.

 - ii. EMS/Special Projects – Butz
 - EMS – the County of San Diego has updated and adopted new protocols.
 - Admin Building Remodel – the plans are at the County for comment and review.

 - iii. Training – Michel
 - Monthly Report – July 2005 – distributed monthly training calendar and reviewed the highlights of the training activity.
 - The District received the new Fire Blast Trainer and personnel have participated in the train-the-trainer class.
 - The 4th CERT Training Academy will begin September 21. Director Malin is scheduled to participate. The District is actively recruiting residents to participate in the class and establish teams in the Del Dios and 4S Ranch area.

- c. Fire Marshal – Hunter
 - Monthly Report – July 2005 – monthly report reviewed and filed. He noted that with the increased square footage that is under construction, the District is utilizing overtime personnel to keep up with the increased workload.
 - Home Change of Ownership Program – he summarized his staff report. He has consulted with legal counsel and to date there is not a government code section, which would allow the Board of Directors to adopt a local ordinance for implementation of such a program. This will require new legislation and he has been in discussions with Senator Kehoe’s office on this possibility.
 - Weed Abatement – he reported that the first article on weed abatement is scheduled for the next issue of the Review.

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d. Administrative Manager – Rannals

- PERS Conference – October 24 – 26, 2005 – summarized the brochure included in the board material and requested that any members of the board wanting to attend to contact her. To date – Director Douglas plans to attend the conference.
- Budget Meeting – September 14, 2005 – reminded the board members that at the next meeting a noticed public hearing for the final budget is scheduled. The adoption of the final budget is also scheduled.
- Audit Pre-Conference – she reported that the new auditors have requested a pre-conference meeting in which they have requested that a board member attend the meeting. This is a new audit requirement. Director Malin agreed to attend the meeting scheduled for the week of August 22nd.

e. Board of Directors

i. North County Dispatch JPA – Update

- Director Ashcraft –reported that dispatch services for North County Fire Protection District began on June 28, 2005. The switch to the new system went smoothly.

ii. County Service Area – 17 – Update:

- Director Hickerson – unable to attend. Chief Willis reported that CSA-17 hired a consultant to perform a response time analysis. The draft analysis is under evaluation. In addition to the response times, the consultant reviewed ambulance locations based on today's call load and the future loads projected in 2008. He noted that there is enough funding for three full-time and two 12-hour ambulances.

iii. Comments

- Malin – asked about how the recent weather activity (lightning) affected the fire season.
- Ashcraft – reported that the dinner held at the headquarters station benefiting the Burn Institute went well. There were 85 attendees and he complimented the staff on their efforts towards the success of this event.

10. Closed Session

Pursuant to Government Code, section 54957.6 the Board of Directors convened in a closed session from the hour of 1:35 pm to 3:32 pm. They met to discuss the following items:

CONFERENCE WITH LABOR NEGOTIATORS: Board of Directors

EMPLOYEE: Fire Chief

President Ashcraft reconvened the meeting to open session at 3:32 pm.

11. 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 with Erwin L. Willis, Fire Chief on terms of temporary employment contract; and
- b. met with Nicholas G. Pavone on the terms of an employment contract for his

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promotion to Fire Chief. The Board of Directors also discussed and agreed to his promotion date effective September 14, 2005.

12. Adjournment

Meeting adjourned at 3:35 p.m.

Karlana Rannals
Secretary

James H Ashcraft
President