



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – October 5, 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 12:00 p.m.

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

Pledge of Allegiance

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

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

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

2. Public Comment

None

3. Approval of Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR DOUGLAS, and CARRIED 3 AYES; 0 NOES; 1 ABSENT; 1 ABSTAIN to approve and file:

a. Board of Directors regular meeting minutes held September 14, 2005

4. Finance

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

5. Correspondence

None

6. Old Business

None

7. New Business

a. Consultant Agreement – Computer Services

Chief Pavone distributed a copy of the contract approved at the July 6, 2005 Board of Directors meeting. He reported that upon review of the contract and after consulting with legal counsel there is a conflict in the language. The conflict is between references as an independent contractor and the references as an employee. He requested information regarding the intentions of the Board.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

October 5, 2005

Page 2 of 4

The Board informed Chief Pavone that their intent was to create an independent contractor relationship and acknowledged the need to modify and amend the contract appropriately. Chief Pavone will work with legal counsel to amend the contract to create an independent contractor for computer maintenance

8. Reports

a. Fire Chief

- Zone Coordinator – Chief Pavone reported that he is currently serving as the Acting Zone Coordinator. Chief Willis served during his tenure with the District in this assignment. He explained the responsibilities with this assignment and informed the Board that the Zone Chiefs will conduct a vote for the assignment at their next meeting.
- Resignation of Deputy Chief Don Butz – he informed the Board that Chief Butz had submitted his resignation effective October 7, 2005. He accepted the position as Fire Chief for Viejas Indian Reservation. The Board congratulated Chief Butz and offered best wishes for continued success.
- Battalion Chief Recruitment – Update – he reported that because of Chief Butz resignation interviews were held on October 4 to fill a temporary acting Battalion Chief position. He reported that Captain Mark Richards was the successful candidate and will begin his new assignment on October 7. The recruitment process to fill the newly created Battalion Chief positions has begun. He anticipates that the process will be completed and all positions will be filled by January 1.
- Fairbanks Station Replacement – he informed the Board that the church Board of Directors had not approved the contract because they have not yet met.

b. Deputy Chiefs

i. Operations – Michel

- Monthly Report – September 2005 – Chief Michel reported that the previous month was busy with the District responding with four strike teams. In the 4S Ranch area a residential fire occurred in the garage in which the fire was extinguished by a fire sprinkler.

ii. EMS/Special Projects – Butz

- Chief Butz reported that the County of San Diego policy for narcotics was modified for compliance with the DEA. The District has modified its policy to comply with the County EMS requirements and have created a central storage system for narcotics.
- Chief Butz expressed his thanks and appreciation for the experience and opportunities offered him during his employment with the District.

iii. Training – Michel

- Monthly Report – September 2005 – reviewed monthly training calendar and reviewed the highlights of the training activity.
 - Training with other jurisdictions on hose lays.
 - The 4th CERT Training Academy to began September 21 and completion will occur on October 22, 2005.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

October 5, 2005

Page 3 of 4

c. Fire Marshal – Hunter

- Monthly Report – September 2005 – September’s construction activity dropped significantly from the previous month but the bureau is still busy.
- Weed Abatement – he modified the monthly report to include a progress report for the top fire hazard areas of the District.

d. Administrative Manager – Rannals

- No report.

e. Board of Directors

i. North County Dispatch JPA – Update

- Director Ashcraft – next meeting scheduled for October 27, 2005. He reported that the JPA received a letter of intent from the City of Oceanside to join the JPA. This topic will be discussed at the next meeting. When Oceanside joins the JPA, it will add an additional 11,000 calls to the workload.

ii. County Service Area – 17 – Update:

- Director Hickerson – no report.

iii. Comments

- Ashcraft – inquired if there was a process in which the District could practice evacuations. Chief Pavone responded that this would be difficult and that the Fire District does not have the authority however, the District has developed a plan along with the Sheriff’s department. He agreed to provide a copy of the evacuation maps to the board members.
- Hillgren – congratulated and welcomed the new fire chief to the District.
- Malin – he requested that if the Board has any questions about the plan presented at the last meeting to contact him. He inquired if the Board would be revising the budget and staff informed the Board that this is a planned action item for February 2006.

9. Closed Session

Pursuant to Government Code, section 54957.6 the Board of Directors convened in a closed session from the hour of 1:30 pm to 2:45 pm. They met to discuss the following items:

Agency Negotiator: Nicholas Pavone, Fire Chief

Unrepresented Employee:

1. Deputy Chief (1)
2. Battalion Chiefs (4)
3. Fire Marshal (1)
4. Administrative Manager (1)

10. Announcement of Closed Session

President Ashcraft reported that the Board of Directors met in closed session to review and discuss options for wages and benefits for identified personnel.

11. Resolutions/Ordinances

- a. Resolution No. 2005-012 – *entitled* a Resolution of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Administrative Personnel of the District

President Ashcraft reported that because of closed session, the board agreed to amend Section VIII – vacation accrual to the following:

VIII. VACATION ACCRUAL

Annual vacation accrual hours shall be based upon years of service in accordance with the following:

0 - 5 years	80 hours
6 - 10 years	120 hours
11 - 15 years	136 hours
16 - 20 years	160 hours
21 + years	200 hours

Note: The Fire Chief is authorized to negotiate the starting vacation accumulation for management staff members new to the District.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, to adopt as amended Resolution No. 2005-012. Motion approved on the following roll call vote:

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

12. Adjournment

Meeting adjourned at 2:52 pm.

Karlana Rannals
Secretary

James H Ashcraft
President