



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – November 9, 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, Hickerson, Hillgren, Malin
Directors Absent: None
Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief; Cliff Hunter, Fire Marshal; Karlana Rannals, Board Clerk

Pledge of Allegiance

Director Hillgren 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 HICKERSON, and CARRIED 5AYES; 0 NOES; 0 ABSENT; 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 HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and file:

a. Board of Directors regular meeting minutes held October 5, 2005

4. Finance

a. List of Demands – October 1 – 31, 2005

Monthly report reviewed and filed.

b. Summary Asset/Liability Statement – September 30, 2005

Ms. Rannals reviewed the statement of cash assets and liabilities. She noted that the error in the statement for prepaid PERS would be corrected on subsequent reports. This report is provided for information only.

c. Combined Summary Statement Revenue/Expenditures

Ms. Rannals reported that this report is intended to summarize the revenue vs. expenditures for the current budget year. This report is provided for information only.

d. Quarterly Budget Review (Expenditures) – July 1 – September 30, 2005

Quarterly report reviewed and filed.

5. Correspondence

None

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6. Old Business

- a. Consulting Agreement between Rancho Santa Fe Fire Protection District and Erwin L. Willis for Computer Technician

Chief Pavone reported that the contract included with the board agenda was rewritten to meet the intent of contracting with Mr. Willis as an independent contractor. Significant changes included:

(1) added performance criteria; (2) deleted health benefits; (3) increased monthly fee.

He informed the board members that legal counsel for the District prepared the contract.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consultant contract for computer technical services.

7. New Business

- a. Contract – *entitled* Specimen Adoption Agreement for 457(b) Deferred Compensation Plan for Governmental Employers

Ms. Rannals summarized the staff report included for this contract. The primary purpose is to adopt an amended and restated agreement of the 457(b) Deferred Compensation Plan for Governmental Employers.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt and authorize the President to execute the Specimen Adoption Agreement for 457 (b) Deferred Compensation Plan for Governmental Employers.

- b. Petition for Formal Recognition (Amended) – Rancho Santa Fe Fire Protection District Employee Association (RSFEA)

Chief Pavone reported that this petition submitted, updates the positions and personnel to the bargaining unit for representation.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 5AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the amended petition by RSFEA for representation.

8. Resolutions/Ordinances

- a. Resolution No. 2005-013 – *entitled* a Resolution of the Rancho Santa Fe Fire Protection District Authorizing Investment of Monies in the Local Agency Investment Fund

Ms. Rannals reported that this resolution updates the authorized District personnel to transfer monies to and from the State investment fund.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, and CARRIED 5AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution No. 2005-013 as presented.

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9. Reports

a. Fire Chief

- Battalion Chief Recruitment – Chief Pavone reported that the test occurred on November 2nd. There are five candidates for four positions. He anticipates that a selection will be made by the end of November and the individuals will assume their new position effective January 14, 2006.
- PERS Conference – he attended the conference with Director Douglas. He reported on a wide variety of seminars and informed the members that a primary focus for PERS staff is rate stabilization.
- Regionalization Study (ESCI) – Update – he reported that he met with the consultant last month. He is reviewing the draft partnership opportunities report and he will forward his comments to the consultant by early December.

b. Deputy Chief

i. Operations/Training – Michel

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

District personnel also participated in the fire prevention month activities planned for the children within the Fire District. District personnel have also been busy preparing for the Battalion Chief and Captain exams. He noted that for the position of Captain there are 13 employees competing for four positions.

c. Fire Marshal – Hunter

- Monthly Report – October 2005 – monthly report reviewed and filed.
- Weed Abatement – the program is ongoing and the District has been successful in compliance without forced abatement.

d. Administrative Manager – Rannals

- No report.

e. Board of Directors

i. North County Dispatch JPA – Update

- Director Ashcraft – he reports that at the meeting held October 27, 2005 the Board voted to proceed with the application by the City of Oceanside to join the JPA. The Board also extended the current Administrator's contract. For Rancho Santa Fe the call volume has increased by 12%.

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ii. County Service Area – 17 – Update:

- Director Hickerson – at the last meeting the strategic plan was finalized. The operations committee is going to recommend to the Advisory Board that two 12-hour ambulances be added during the peak period. He anticipates that one ambulance will be located at the 4S Ranch station.

iii. Comments

- Malin – he reported that he completed the CERT Training program offered by the District. He acknowledged that the group is highly enthusiastic and he enjoyed the experience.

10. Closed Session

Pursuant to Government Code, section 54957.6 the Board of Directors convened in a closed session from the hour of 1:45 pm to 3:00 pm. They met to discuss the following items:

Agency Negotiator: Randy Malin, Director; Nancy Hillgren, Director

Employee Organization: Rancho Santa Fe Fire Protection District Employee Association

11. Announcement of Closed Session

Upon reconvening, President Ashcraft stated that the Board met with labor negotiators and provided direction to the representatives for discussion on establishing a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and Rancho Santa Fe Fire Protection District Employee Association.

12. Adjournment

Meeting adjourned at 3:02 pm.

Karlana Rannals
Secretary

James H Ashcraft
President