



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – April 13, 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 12:02 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

President Ashcraft led the assembly in the *Pledge of Allegiance*.

1. Public Comment

None.

2. Approval of Minutes

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

- a. Board of Directors regular meeting minutes held March 9, 2005.

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

- a. Board of Directors special meeting minutes held March 30, 2005.

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

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full all Resolutions and Ordinances.

4. Finance

- a. List of Demands – March 1 – 31, 2005 – Monthly report reviewed and filed.

5. Correspondence

All correspondence received and filed.

6. Public Hearing

Ordinance 2005-01 – *entitled* An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and Repealing Ordinance 2004-01

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

April 13, 2005

Page 2 of 7

President Ashcraft opened the public hearing. The Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. There were no requests to speak. President Ashcraft closed the public hearing. The Board Clerk informed the board members that final adoption for this Ordinance is scheduled for adoption May 11, 2005.

7. Resolutions/Ordinances

- a. Resolution No. 2005-001 – *entitled* Specifying the Procedure and Policy for Considering and Acting Upon Any Request For a Waiver of Any Fee Charged By the District

Chief Willis reminded the Board that they deferred action on this Resolution from the last meeting. He reported that additional language was incorporated to allow the Fire Chief or designee the option to waive fees to other government entities who request to use the District's training facilities.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, to adopt Resolution No. 2005-001. Motion approved on the following roll call vote:

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

- b. Resolution No. 2005-004 – *entitled* Amending PASIS (Public Agency Self Insurance System) Joint Powers Agreement Regarding Management of PASIS Funds

Karlena Rannals summarized the Staff Report provided. The primary purpose is to allow the PASIS Board of Directors some flexibility in managing the cash assets in the pool. She informed the Board that bylaw amendment does not become effective until 2/3 of the PASIS members have adopted the resolution. She responded to questions from the Board.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, to adopt Resolution No. 2005-004. Motion approved on the following roll call vote:

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

8. Old Business

- a. Fire Prevention Policy – Vegetation Modification Along Roadways

Fire Marshal Hunter made a PowerPoint presentation demonstrating through photos of the District the need to establish an administrative policy for fuel modifications. The need is to provide operational room on roads less than 24-feet wide. He stated that there is a need to have enough room to open doors and access equipment from the responding unit. He reported that this policy provides the prevention staff consistent guidance when applying the Districts vegetation management ordinance already approved. Staff responded to questions from the board and public.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

April 13, 2005

Page 3 of 7

Chief Willis reminded the board that the current State of California Fire Code adopted in 1997 requires that all fuels within 10 feet must be fire resistant. The roadways with hedges, which is planted to provide privacy, and planted on both sides of the roadway, are common problems in the District. He reminded the members that this is an administrative policy not an ordinance change.

Public Comment

Mario Addario (Camino Privado) – requested clarification from the Board that that prior to their vote asked what is the goal of obtaining 24-feet of operational areas? She is concerned that the community will always be dealing with a moving target.

Robert Green (RSF Association Building Commissioner) reported he was present representing the Art Jury. He distributed a position paper informing the Board of Directors that the Art Jury is not in favor of the policy. He reviewed the questions that they had, although staff had answered some of them during the presentation.

Pete Smith (RSF Association General Manager) expressed his appreciation to the Board for allowing the Association the additional time to notify the residents and allow more time for public input. He stated he understands the need to work hand in hand and the Association has a desire to have a clear understanding as to what the requirements are. He believes that with safety there should be a trade off for aesthetics. He also commented that he appreciated the staff's comment about flexibility. He understands what the District is trying to accomplish; however, he requested that implementation of the policy be deferred until the District staff has the opportunity to work with association staff.

Nancy Olman (Member - Art Jury) encouraged that the Fire District staff participate in a joint meeting.

Board Comment

Douglas – stated that the policy should be written in which the intent is clear. He encouraged that staff develop language that states exactly what they intend to do. Definitions need to be clearer.

Hillgren – stated that it is good to be reminded that the District is proactive in obtaining input from the community. She would like to see the two organizations work more closely. The current language presented is confusing and suggested that definitions be included with the policy.

Malin – stated that this issue presented is one of the more difficult issues of the board. He is sympathetic to the comment of a moving target; however, the board members share the objective of moving the community towards being more fire safe. He encouraged staff to keep the administrative policy clear, concise, and always moving forward to promote awareness.

Ashcraft – stated that the policy should be flexible and include an appeal process. He encouraged staff to include other homeowners associations such as Sun Valley to get the word out.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

April 13, 2005

Page 4 of 7

Chief Willis summarized the suggestions that were made in revising the policy:

Create a sliding scale between 20 to 24 feet when using the 24-inch fuel medication to achieve up 24-feet for roadways

Create a sliding scale for private drives

Define single specimen trees

Define exceptions – provide examples

Simplify the policy – say what you mean

No action taken by the Board, however, they provided direction to staff.

9. New Business

a. Equipment Purchase

Chief Butz summarized his staff report included with the agenda. The purchase of the FLAG (Flammable Liquids and Gasses) props will complete Phase 3 of the Training Tower. He requested release of the Request for Bid (RFB) to pursue the completion of this phase. He responded to questions from the Board.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON and approved unanimously to authorize the release of RFB 2005-02.

b. Selection of Vendor from RFB 2005

Chief Butz summarized his staff report included with the agenda. He reported that he had three vendor representatives attended the job walk through but only two of those vendors submitted bids. Board members expressed their concern that there were only two bids submitted. Staff explained that the District is having a difficult time getting multiple bids on small projects such as this. They believe that the primary reason is that contractors are very busy and they do not really need the work. Staff also reported that they did not anticipate the extent of the renovations necessary to install the washer/dryer extractor; therefore, the cost to purchase and install exceeded the budget estimate.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN and approved by the following vote 4 AYES; 1 NOES (Ashcraft); 0 ABSENT; 0 ABSTAIN to accept Staff's recommendation to authorize:

1. Select vendor – Marcotte & Hearn
2. authorize the excess cost be funded from reserves
3. authorize the Fire Chief to execute the contract

c. Petition for Formal Recognition – Rancho Santa Fe FPD Miscellaneous Employee Association

Chief Willis recommended that the Board defer any action on this item as the petition included a position that currently is vacant. He also recommended that Board consider forming a committee to meet with the non-safety employees to discuss their concerns. The board members agreed to defer action and Directors Hillgren and Malin agreed to represent the Board and schedule a meeting with the non-safety employees.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

April 13, 2005

Page 5 of 7

10. Reports

a. Fire Chief

- Strategic Plan – Update: He has met with all shifts except Administration and has five new volunteers to begin the implementation of the strategic plan. He noted that the EMS committee has been meeting and Director Malin and Ms. Rannals have been working on the long-term financial plan.
- Regionalization Study – Update: the Districts Fire Chiefs are meeting each Friday to attempt to develop a similar compliant proposal for submission to LAFCO and possibly form a regional fire district. There is a six-month timeline to present such a proposal to LAFCO. Director Malin requested that staff present a map, which would help demonstrate where the unincorporated area of the county exists.
- Replacement of Fairbanks Ranch Fire Station – Update: He reported that Mr. Shapouri met with representatives of Del Rayo Downs to understand and address the concerns of the homeowners association (HOA). He also informed the members that the HOA met with representatives of the church to communicate their concerns on any future expansion of the church. This is the first step to any modification to the El Apajo specific plan.

b. Deputy Chiefs

i. Operations – Pavone

- Monthly Report – March 2005: monthly report reviewed and filed. He noted that there were no significant calls that District personnel responded on.
- Regionalization Study – Update: staff just received the final draft of the independent agency review. A meeting with the consultant and agency representative's consultant is scheduled for April 21, 2005 in Escondido.
- Soil Contamination – Update: the remediation process continues to operate 24/7. To date there have not been any noise complaints. He submitted an invoice to the State of California seeking reimbursement for previous expenditures. He responded to questions from the Board.

ii. EMS/Special Projects – Butz

- Artificial Turf Project – reported that at the last meeting, the board selected the vendor to install the artificial turf. The project is in progress and is scheduled for completion by April 22.

iii. Training – Michel

- Monthly Report – Monthly 2005: he reported that the previous month included third quarter testing for all probationary firefighter-paramedics. All probationary personnel passed their test. Personnel also participated in drills with the City of Escondido. The new Firefighter-Paramedic will start April 16.

c. Fire Marshal – Hunter

- Monthly Report – March 2005: monthly report reviewed and filed.
- Personnel recruitment – Update:

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

April 13, 2005

Page 6 of 7

- Fire Prevention Specialist – he will begin the recruitment for the vacancy by the end of the month.
 - Public Relations Coordinator – he reported that an offer of employment was made based upon satisfactory completion of a medical and background check. If the candidate successfully completes the process, he anticipates the individual will start their employment early May.
- d. Administrative Manager – Rannals
- No report
- e. Board of Directors
- i. North County Dispatch JPA – Update
 - Director Ashcraft – the next meeting is scheduled for April 28, 2005.
 - ii. County Service Area – 17 – Update:
 - Director Hickerson – he was unable to attend. Chief Butz reported that from the last board meeting, the City of Encinitas objected to the proposal of a housing a part time car in Rancho Santa Fe. Encinitas believes that since the call volume is higher in their city, the part time unit should be located at the Village Park station. Staff will continue to monitor the request to locate a part-time unit at Rancho Santa Fe’s headquarters station.
 - iii. Comments
 - Malin – reported to the members that he has been working on the District long-range financial plan. He distributed charts showing the members the cash position for each month based upon when the District’s tax revenue is apportioned. He anticipates a report at the May meeting, which should help the members with decisions regarding the PERS obligation.
 - Douglas – requested that staff incorporate updates on the progress of addressing (1) fire dangers; and (2) threats that are not fire related. Chief Willis reminded Director Douglas that the non-fire related threats would be addressed through the strategic plan, which he provides a report on each month in his Fire Chiefs’ report. The update on the top 10 fire threats will be provided each month with the fire prevention report.
10. Closed Session
- Pursuant to Government Code, section 54957.6 and 54957, the Board of Directors convened in a closed session from the hour of 3:35 to 4:45 pm. They met to discuss the following item:
- a. Conference with Labor Negotiators
 - b. Public Employment – Fire Chief
11. Announcements of Closed Session
- Upon reconvening, President Ashcraft stated that the Board met with labor negotiators and provided direction to the representatives for discussion on a successor Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and Rancho Santa Fe Professional Firefighters Association.

Minutes
Rancho Santa Fe Fire Protection District Board of Directors
April 13, 2005
Page 7 of 7

In addition, he reported that the board discussed the contract for future employment the fire chief. No action was taken.

12. Adjournment
Meeting adjourned at 4:46 p.m.

Karlana Rannals
Secretary

James H Ashcraft
President