



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – December 20, 2004**

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 1:30 p.m.

Directors Present: Ashcraft, Douglas, Hickerson, Hillgren, Malin  
Directors Absent: None  
Staff Present: Erwin Willis, Fire Chief; Nick Pavone, Deputy Chief; Tony Michel, Deputy Chief; Cliff Hunter, Fire Marshal; Karlana Rannals, Board Clerk

*Pledge of Allegiance*

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

1. *Oath of Allegiance – Newly Elected Board Members*

James Ashcraft, Nancy Hillgren and Randy Malin were sworn as members of the Rancho Santa Fe Fire Protection District for terms prescribed by law. Karlana Rannals, Notary Public, administered the *Oath of Allegiance*.

2. *Election of Officers*

Pursuant to Fire District Law 1987, Section 13853, the District Board shall elect a president, vice-president and a Secretary/Clerk.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 4-1 (Douglas) to nominate and elect the following officer:  
President James Ashcraft

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4-1 (Douglas) to nominate and elect the following officer:  
Vice President Cliff Douglas

Director Douglas declined to serve stating that he believes that District officers should rotate offices.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5-0 to rescind the motion to nominate and elect the following officer:  
Vice President Cliff Douglas

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5-0 to nominate and elect the following officer:  
Vice President Thomas Hickerson

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5-0 to nominate and appoint the following:

Secretary                                  Karlena Rannals

3. Public Comment

No one requested to speak.

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

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

5. Approval of Minutes

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 regular meeting minutes held November 17, 2004.

6. Correspondence

Director Malin inquired about the letter from LAFCO providing a status report on the regional fire protection study. Chief Willis provided additional information on the study. Chief Willis suggested that a representative from LAFCO attend the January meeting to provide the board members a presentation on the process involved in forced consolidation. There were no objections from the Board. All other correspondence reviewed and filed.

7. Finance

- a. List of Demands November 1 – 30, 2004 – Monthly report reviewed and filed.

8. Old Business

- a. Contract – Acquisition of Real Property Agreement

Chief Willis summarized the changes requested by the board from the November meeting. Those changes are included in the document that was included for approval. Staff responded to questions from the Board. Director Douglas suggested that to protect the District in the future, that the Notice of Right to First Refusal and an Option to Relocate Easements appear on the title notice.

Chief Willis will request those additions and requested that the Board approve the contract and authorize the President to execute the document pending a final review by Director Douglas.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the contract and authorize the President to execute the document pending a final review by Director Douglas.

- b. Contract – Administration Building Addition and Alternatives

Chief Willis reported that at the last meeting he had requested the architect to review the feasibility of constructing a separate entrance/exit to the second floor of the administration building. Upon review and a conceptual design, the architect estimates a separate entrance would increase construction costs by

\$41,000. Chief Willis informed the board members that North County Dispatch JPA is currently in discussions with the City of Escondido to relocate to a new facility in Escondido if they were to join the JPA. If the JPA were to vacate the second floor, the District would then have the flexibility to use the space ourselves or lease it out. Staff responded to questions from the Board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, and CARRIED 5AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve adding a secondary access to the design and construction to remodel the administration building.

9. Closed Session

Pursuant to Government Code, section 54957.6 the Board of Directors convened in a closed session from the hour of 2:50 to 3:07 pm. The following item was discussed:

a. CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Nick Pavone, Deputy Chief – Operations, Karlana Rannals, Administrative Manager

Employee organization: Rancho Santa Fe Professional Firefighters Association

Upon reconvening, President Ashcraft reported the Board met to get a report on the progress of negotiations that included a six-month extension of the current contract. No action was taken during closed session.

10. Resolutions/Ordinances

a. Resolution No. 2004-015 *entitled* – a Resolution of Commendation from the Board of Directors of the Rancho Santa Fe Fire Protection District for James S Hudson

Chief Willis informed the members of the pending retirement of Captain Hudson and requested approval to recognize him for his service to the District.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, TO APPROVE Resolution No. 2004-015 on the following roll call vote:

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

b. Resolution No. 2004-016 *entitled* – a Resolution of Establishing Salaries and Benefits for Administrative personnel of the District.

Chief Willis informed the members that the resolution considered incorporates the change in vacation hours accrued based upon time in service with the District.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, TO APPROVE Resolution No. 2004-016 on the following roll call vote:

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

c. Resolution No. 2004-017 *entitled* – a Resolution Adopting A Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association (Amendment 4)

Chief Willis informed the members that this resolution being considered extends the current contract with Rancho Santa Fe Professional Firefighters Association for six months and authorized the payment of a one-time lump sum based upon the rank of the employee.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, TO APPROVE Resolution No. 2004-017 on the following roll call vote:

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

11. New Business  
None

12. Adjournment  
Meeting adjourned at 3:15 p.m.

Original Signature on File  
Karlena Rannals  
Secretary

Original Signature on File  
James H Ashcraft  
President