



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES –February 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 1:30 p.m.

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

Pledge of Allegiance

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

1. Public Comment

Candace Humber, El Secreto presented the District with a painting in appreciation of the efforts of all personnel.

2. Approval of Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve and file as amended:

- a. Board of Directors regular meeting minutes held January 12, 2005.

3. Finance

a. Financial Reports

Director Malin reviewed his suggestions to the board members on the Board of Directors role for the District's financial oversight. His presentation and remarks were intended to simplify and clarify the Board's understanding of the finances and control. His suggestions for an oversight role included:

- Approve annual Operating Budget and Capital Expenditure Plan
- Authorize expenditures of funds for specific capital projects
- Monitor current revenues/expenses vs. budget
- Insure adequacy of audit and review procedures
- Monitor longer-term revenue/expense trends to identify if/when modifications are required in terms of manning/compensation/replacement of equipment and facilities.

He reported that he believes the Board needs to update or establish policies for staff to use as guidelines. This format will allow District staff to provide a top-level summary, which can be drilled down to the detail if needed. Director Malin provided examples of his suggestions for their consideration. He responded to questions from the Board.

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All board members expressed their appreciation for the efforts of Director Malin. At the conclusion of the discussion, the Board agreed that staff should proceed with the implementation of the suggested budget format the next fiscal year.

4. 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 to waive reading in full all Resolutions and Ordinances.

5. Correspondence

All correspondence received and filed.

6. Old Business

a. Presentation of Top 10 Fire Hazards within the Fire District - UPDATE

Chief Willis made a PowerPoint presentation that updates the top 10 fire hazards within the District, which was originally presented to the Board in 1999. The hazards originally identified in 1999 included the following:

- #10 – the Del Dios community
- #9 – Hacienda Del Santa Fe/ Rancho Del Rio
- #8 – San Dieguito River/Zumaque Area
- #7 – Mt. Israel Road Area
- #6 – Via del Alba
- #5 – La Glorieta
- #4 – El Acebo/Rambla de las Flores
- #3 – El Camino Real/La Madreselva
- #2 – Ewing Preserve
- #1 – Roadway Trees & Canopies

Chief Willis then presented the 2005 Top 10 Fire Hazards, which included the following:

- #10 – Mt. Israel Road Area
- #9 – Hacienda Del Santa Fe/Rancho Del Rio
- #8 – San Dieguito River/Zumaque Area
- #7 – Via del Alba
- #6 – La Glorieta
- #5 – La Madreselva
- #4 – Escondido Creek
- #3 – El Camino Real
- #2 – Sun Valley Road Area
- #1 – Roadway Vegetation & Canopies

Staff responded to questions from the board. The board members discussed numerous options that are available to staff which will encourage and educate the residents to improve their property to survive a wildland fire.

Ten-minute Recess

b. Independent Audit Report & Financial Statements – July 1, 2003 – June 30, 2004

Chief Willis reported that the Management Discussion Analysis of the audit was modified to include the PERS unfunded liability. Also, the PERS unfunded liability was listed on the Statement of Net Assets. Staff responded to questions from the board.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 3 AYES; 1 NOES (Ashcraft); 1 ABSENT to accept and file the audit report for fiscal year 2003/3004 noting its shortcomings.

7. Public Hearing

Ordinance 2004-003 – entitled an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the International Urban-Wildland Interface Code, 2003 Edition with Certain Amendments, Additions, And Deletions

President Ashcraft opened the public hearing for Ordinance 2004-003. There were no requests to speak by the public in favor or opposition of the Ordinance. President Ashcraft closed the public hearing.

8. Resolutions/Ordinances

a. Ordinance 2004-03 – entitled an Ordinance of the Board Of Directors of the Rancho Santa Fe Fire Protection District Adopting the International Urban-Wildland Interface Code, 2003 Edition With Certain Amendments, Additions, And Deletions

Chief Willis reported that the General Manager of the Rancho Santa Fe Homeowners Association had contact him requesting a 30-day delay prior to the Board's adoption of this ordinance. The Association reported that they had not had the opportunity to review the requirement. Chief Willis advised the Board that if they agree to this, this request would delay the adoption and implementation of the new ordinance. He recommended that the requirement listed in Section 603.2.1(d) be stricken from the ordinance and introduced as a part of the vegetation management ordinance or as a fire prevention policy. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR DOUGLAS, to adopt Ordinance No. 2004-003 with the removal of Section 603.2.1(d). Motion approved on the following roll call vote:

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

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b. 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

Chief Michel reported that since the last ordinance was approved establishing a fee schedule, construction on the training tower was completed. Since the tower opening, many agencies have requested to rent our facility. The current ordinance does not allow the District to assess a use fee. The fees proposed for the training tower is for cost recovery.

Chief Willis also noted two additional changes to the fee ordinance.

1. Use of district facilities – current \$25 – proposed \$50: he recommended that the District continue to split the amount with the firefighters association, as they have been responsible for setting up and tearing down the room. However, he noted that the District is spending more money to clean carpets and replace items due to wear and tear.
2. Added language for establishing a recovery fee: he recommended that the District establish a cost recovery fee for services such as standby use of equipment for movies, special events, etc.

Staff responded to questions from the board. Chief Willis reminded the board that this ordinance is scheduled for a second reading for the next meeting and that no action is required.

c. Resolution No. 000 DRAFT – 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 reported that State law requires the District adopt a resolution for any waiver of fees. The current resolution does not allow Staff to waive a fee to a government agency (i.e., if they are a part of the boundary drop) that wants to use the training tower. The draft resolution is provided to obtain feedback from the board.

Director Douglas informed the board that the current language was not developed for inter-agency use. He suggested that additional language is added to the resolution that covers the desire to waive fees for inter-agency use.

New Business

a. Selection/Award of Request For Bid – Artificial Turf At RSF Station 2

Chief Butz summarized the staff report presented. Staff recommended that the Board of Directors authorize the following:

- 1) Select Pacific Lawns as vendor
- 2) Authorize staff to proceed to negotiate a contract
- 3) At the conclusion of negotiations, authorize the Fire Chief to execute the contract.

Since the publication of the RFP, staff was made aware of a parking problem at the 4S Ranch station. Upon review, staff has determined that we could reduce the size of the turf and replace the material with curbing and asphalt to increase and enhance the parking stalls in front of the station. The quote received to accomplish this is approximately \$5,000. Since the District will reduce the amount of turf installed if the parking situation is remedied, the contract to install artificial turf will be less than \$67,000. Staff responded to questions from the board.

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MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES, 1 ABSENT to accept staffs recommendation and authorize staff to negotiate and enter into this agreement not to exceed \$67,000 for the turf replacement and remedy the parking in front of the station.

B Hazard Abatement – Sole Source Contractor

Fire Marshal Hunter summarized the staff report provided. Staff recommends that the Board of Directors authorize the Fire Chief or his/her designee to enter into a service agreement for a sole source contractor for forced abatement of hazardous vegetation and rubbish within the Rancho Santa Fe Fire Protection District for parcels in violation of Fire District's Ordinance 04-02. He reported that there is no proposed change to the current process of working with the property owner to obtain compliance. The forced abatement is the last resort. This will save staff a lot of time in their ability to abate the property without spending time to determine the lowest bid for services. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES, 1 ABSENT to accept staffs recommendation to authorize a sole source to provide vegetation management services.

c. Strategic Plan for Rancho Santa Fe Fire Protection District

Chief Willis distributed the final strategic plan document for approval by the Board. He reported that this document distributed incorporates all requested changes that were discussed from the last planning meeting.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR DOUGLAS, and CARRIED 4 AYES; 0 NOES, 1 ABSENT to accept adopt the strategic plan prepared for the Rancho Santa Fe Fire Protection District as presented.

d. Board Meeting Dates and Times

Chief Willis reviewed and summarized many of the issues that the Board of Directors will be facing over the next several months. As a result, the board meetings are getting longer each month. He requested this item be placed on the agenda to discuss to see if there are any alternatives such as changing the time of the meeting.

The board members discussed with staff various date and time options. At the conclusion of the discussion, it was agreed to modify the resolution and meet the second Wednesday of each month beginning at 12:00 pm.

District Representation and Ad Hoc Committee Assignments

Chief Willis summarized the staff report provided. The board members reviewed their committee assignment and agreed to serve in the following assignments:

Board of Directors

North County Dispatch JPA – Jim Ashcraft

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Advisory Board

County Service Area (CSA) – 17 – Tom Hickerson

Ad Hoc Committee

Investment – Cliff Douglas

Staff Assigned: Erwin Willis, Karlana Rannals

Negotiations – Jim Ashcraft, Randy Malin

Staff Assigned: Nick Pavone, Karlana Rannals

Consolidation/Regionalization – Jim Ashcraft, Nancy Hillgren, Primary & Randy Malin, Alternate

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES, 1 ABSENT to recertify board members representing the Fire District to the board and committees as agreed. It was also agreed that all board members would participate in the fire chief recruitment and implementation of the strategic plan.

e. Fire Chief Executive Search Request for Proposal (RFP)

Chief Willis summarized the staff report included. He presented four options for consideration; however, he recommended that the board select an executive recruitment firm. A draft Request for Proposal was prepared for discussion and/or distribution.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES, 1 ABSENT to authorize the release of the RFP to hire a firm that provides the most appropriate services at the lowest cost to conduct an outside recruitment

10. Reports

a. Fire Chief

- Reported that he and President Ashcraft attended the LAFCO hearing on Monday February 7, 2005. The LAFCO Commission agreed to move forward with the study; however, they did add the option for agencies to opt out of a consolidation. He also noted that the commission concluded that funding by the County was imperative to succeed in a consolidation.
- The Administrative Manager will send a letter to CalPERS to seek information to determine a proportionate share of the unfunded liability for 4S Ranch personnel.

b. Deputy Chiefs

i. Operations – Pavone

- Monthly Report – January 2005 monthly report reviewed and filed. He summarized significant calls that District personnel responded on. January and February are hose testing months. The report reflects actual feet
- Regionalization Study – Update – He received the draft evaluation to review. Most of the staff has many comments that include correcting inaccurate information, interpretation of processes and issues with GIS response times.

ii. EMS/Special Projects – Butz

- Participated at the CSA-17 strategic planning session on Tuesday, February 01, 2005

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iii. Training – Michel

- Training calendar was included in the packet
- Completed the recruitment to replace the vacancy from the retirement of Captain Hudson. An offer of employment was made based upon completing and passing the medical and psychological evaluation
- The second academy for CERT is almost complete. He scheduled the graduation ceremony for 1:00 pm on February 12. He invited all board members to attend.

c. Fire Marshal - Hunter

- Monthly Report – January 2005 – monthly report reviewed and filed.
- He provided an update on the vacancy of the Public Relations Coordinator. He is in the process of screening the applications. The recruitment period ends February 24.
- He reported that he is reviewing the Fire Prevention Staff Assistant's position of duties and responsibilities. Karen Berding will leave her position May 15, 2005.

d. Administrative Manager – Rannals

- Chief Willis reminded the members to complete their Conflict of Interest Forms and submit the Board Clerk by March 9, 2005
- **The Annual Appreciation Dinner will be held March 19, 2005 at RSF Golf Club Restaurant**

e. Board of Directors

- *North County Dispatch JPA – Update:* calls decreased by 1.4% between 2003 and 2004
- *County Service Area – 17 – Update:* no report.
- Comments
Hillgren– inquired if the Fire Chief had received and reviewed the report on incorporation from Rancho Santa Fe. He responded that he had not read the report. She also expressed her approval of the strategic planning process and looks forward to the implementation of the plan.

11. Closed Session

Pursuant to Government Code, section 54957.6 the Board of Directors convened in a closed session from the hour of 5:40 to 6:02 pm. The met to discuss the following item:

CONFERENCE WITH LABOR NEGOTIATORS

12. Announcements of Closed Session

Upon reconvening, President Ashcraft 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.

13. Adjournment

Meeting adjourned at 6:03 p.m.

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Karlana Rannals
Secretary

James H Ashcraft
President