



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – January 12, 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, 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

Division Chief Mark Muir, City of Encinitas led the assembly in the *Pledge of Allegiance*.

1. Public Comment

No one requested to speak.

2. Special Presentations

a. Badge Presentations

Chief Willis summarized the Districts hiring and promotional process used to select personnel for positions. He congratulated all individuals on their selection and achievements. Fire District badges were presented to the following members of the District:

- i. Dale Mosby – Captain
- ii. Chris Galindo – Engineer
- iii. Darin Golden – Fire Prevention Specialist

On behalf of the Board of Directors, President Ashcraft also congratulated all personnel recognized and wished them well in their new roles/positions.

3. Approval of Minutes

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

- a. Board of Directors regular meeting minutes held December 20, 2004.

4. Finance

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

Karlana Rannals introduced Jim Nagel, principal for Hosaka, Nagel & Company. She informed the Board that this audit completes the three-year contract with the firm.

Mr. Nagel first reported that as he was preparing for the Board presentation, he discovered that the wrong Management, Discussion and Analysis was included in the printed audit report.

He apologized for the error and stated that the firm will provide corrected pages 4-7 of the report and submit the corrected pages to all government agencies that they are required to file a report.

Mr. Nagel reviewed the new format of the financial statements that were required with the implementation of GASB 34. He discussed the Statement of Net Assets and reviewed the depreciation schedule provided by District personnel. He also reported on a new requirement, GASB 45, which will require disclosure on post retirement financial obligations. Mr. Nagel acknowledged the efforts of District staff in the preparation of the report and informed the Board that there were no reported material weaknesses.

The auditor and staff responded to questions from the Board. At the conclusion of the discussion, the Board agreed to delay acceptance until the next meeting since the report presented was not an accurate document.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to defer any action until the next meeting.

Ten-minute recess

- b. Monthly/Quarterly Reports
 - i. List of Demands December 1 – 31, 2004 – Monthly report reviewed and filed.
 - ii. Budget Review: Quarterly Report July 1 – December 31, 2004 – quarterly report reviewed and filed.

- c. Statement of Cash Assets – (Quarterly Report July 1 – December 31, 2004) Ms. Rannals reported to the board that this type of a report has been provided to the board in the past; however, she noted that this report had been condensed. She also acknowledged that the information presented is not completely accurate because of timing between receiving the information from the County and other financial institutions and the Board of Directors monthly meeting. The Board agreed to delay quarterly financial reports by one month to accommodate their desire for accurate financial reports. The board members acknowledged the efforts of the report; however, they requested additional information in the report that include the District's PERS liability.

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

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

6. Correspondence

All correspondence received and filed.

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

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President Ashcraft opened the public hearing for Ordinance 2004-003. There were no requests to speak by the public and the Board Clerk informed the Board that no written correspondence was received in favor or opposition of the Ordinance. President Ashcraft closed the public hearing.

8. Old Business

a. None

9. Resolutions/Ordinances

a. Ordinance No. 2004-003 *entitled* – an Ordinance 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 Board requested a matrix at the last meeting to see the changes proposed in a summary format. He reported that once adopted, the ordinance would not become effective until 30 days after adoption.

Staff responded to questions from the Board. During the question and answer period, it was determined that not all homeowners associations may have had sufficient notification of the proposed change of increases to the roadway vegetation standard by 24 inches on each side. The Board of Directors agreed to schedule a second public hearing, and requested that staff notify the appropriate individuals of the proposed ordinance change.

MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR HILLGREN, to schedule a second public hearing for February 9, 2005 and direct the board clerk to notice in the newspaper.

10. New Business

a. Regional Fire Protection Study (Time Certain – 3:00 pm)

Chief Willis introduced Michael Ott, Executive Director, Local Agency Formation Commission (LAFCO). Mr. Ott made a two-hour presentation reviewing the course of action that is necessary for a reorganization or consolidation of fire districts to occur. The first meeting in the process is scheduled for February 7, 2005. At this meeting, the LAFCO staff will receive direction from the Commission whether or not to proceed with consolidation. Should this occur, Mr. Ott estimated that a study could take up to one year to complete before the LAFCO staff will make a recommendation to the Commission. Mr. Ott responded to questions from the District's Board of Directors and staff.

Chief Willis asked that the board members request the Board President attend the meeting of February 7, 2005. He noted that all board members were encouraged to attend. At the conclusion of the discussion, President Ashcraft was requested to represent the District and the Board Clerk was requested to include this item on the agenda each month under Old Business for a report/update.

b. Special Tax Review

Chief Willis reported that the District's legal counsel sent a letter approximately four months ago to the State of California Attorney General requesting an opinion regarding the District's special tax. To date, no response has been received.

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c. 4S Ranch PERS Liability

Chief Willis summarized the staff report included with the agenda material. He reported that he has discussed the retirement liability with representatives of 4S Ranch to inform them of their prorata share of the unfunded liability. He also reported that the district must request assistance from CalPERS to obtain the proportionate share of the liability for the personnel assigned to the 4S Ranch station. There may be a cost associated with this request of CalPERS. He requested that the board authorize him to pursue reimbursement from the 4S Ranch contract and seek an approximate cost from CalPERS.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT to authorize the Fire Chief to seek reimbursement from 4S Ranch developers for their proportionate share of the CalPERS unfunded liability.

d. Selection of Audit Firm for Financial Statements

Chief Willis informed the members that the three-year contract with Hosaka Nagel and Company is complete. He reported that staff seeks direction to extend the contract with Hosaka Nagel and Company for an additional three years or distribute an Request for Proposal (RFP) seeking bids from other firms for professional services.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT to authorize staff to prepare and distribute an RFP seeking proposals for a three-year term.

11. Reports

a. Fire Chief

- Reported he is in negotiations with representative from Rancho Cielo for reimbursement of the O&M costs incurred resulting from the construction delays and payment for interest and penalties from the delay in construction.
- Notified the Board that the attorney representing Horizon Christian Fellowship Church requested changes to the contract for the parcel in Fairbanks Ranch to relocate the fire station.

b. Deputy Chiefs

i. Operations – Pavone

- Monthly Report – December 2004 – monthly report reviewed and filed. He noted a fatality that occurred on New Years day and there were flooding problems that resulted from the storms.
- Regionalization Study – Update – anticipates that the consultant will distribute a draft report for review mid-February. Phase 2 of the study will begin in March.

ii. EMS/Special Projects – Butz

- CSA-17 has scheduled the next strategic planning session for Tuesday, February 01, 2005.
- Scripps Chula Vista has closed their doors. This could affect our personnel as 1,700 calls will need to be redistributed throughout the county.

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iii. Training – Michel.

- Training calendar was distributed. He reported that he intends to change the format to detail the activity.
- Reviewed a map of where the CERT volunteers reside. He plans to establish teams when there are enough trained volunteers.

c. Fire Marshal - Hunter

- Monthly Report – December 2004 – monthly report reviewed and filed.
- Anticipates that the recruitment announcement to replace Monica Adams, Public Education Specialist to be complete and distributed within a few weeks.

d. Administrative Manager – Rannals

- Reported that she will not be able to attend the February Board of Directors meeting due a scheduled vacation. She anticipates that the board agenda material will be available on February 3, 2005
- She reminded the Board of the Strategic Plan Workshop scheduled for Wednesday February 2, 2005 at the Rancho Cielo station.

e. Board of Directors

- *North County Dispatch JPA – Update:* President Ashcraft reported that the next meeting would be held January 27, 2005.
- *County Service Area – 17 – Update:* no report.
- Comments

Hillgren– inquired if the Fire District intends to attend the school board meeting on the contaminated soil issue. Chief Willis informed her that he plans to attend.

Malin – inquired about the effects of the rain at proposed station relocation site in Fairbanks Ranch. He suggested that someone take pictures of the location if there is water.

Ashcraft– reported that he had been contacted by Mr. Schoenfelder to notify the District of his interest in purchasing the Fairbanks Ranch Fire Station location if it is relocated.

12. Closed Session

Pursuant to Government Code, section 54957 the Board of Directors convened in a closed session from the hour of 6:55 to 7:55 pm. The following item was discussed:

PUBLIC EMPLOYMENT

Title: Fire Chief

13. Announcements of Closed Session

Upon reconvening, President Ashcraft announced that Erwin L. Willis announced his plan to retire summer 2005. He requested that the Board Clerk schedule for the February agenda a discussion to develop a plan to recruitment and selection a replacement for Chief Willis.

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14. Adjournment

Meeting adjourned at 8:00 p.m.

Original Signature on File

Karlena Rannals

Secretary

Original Signature on File

James H Ashcraft

President