



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – May 11, 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 1:00 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

Director Hillgren led the assembly in the *Pledge of Allegiance*.

1. Public Comment

None

2. Special Presentations

a. *Badge Presentation* – Chief Willis introduced Karlana Rannals, Notary Public who administered the “Oath of Allegiance” to J Luke Bennett, the District’s newest Firefighter/Paramedic. Chief Willis summarized the phases of the recruit academy that all new Firefighter/Paramedics must complete. Chief Willis welcomed Firefighter/Paramedic Bennett and presented to him his badge.

b. *Farewell* – Chief Willis informed the Board that Karen Berding, Staff Assistant resigned her position effective May 13, 2005. He reported that she is not going far as she and Captain Fred Cox will be married on June 12. Congratulations were offered.

c. *CERT Trainers* – Chief Michel introduced to the Board of Directors all of the trainers who teach for the District’s Community Emergency Response Team program. The District has held two classes and the response from the attendees is positive. Chief Michel expressed the District’s appreciation for their time and commitment to the program and presented trainers with a gift of appreciation.

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 April 13, 2005.

4. 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.

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5. Finance

a. *List of Demands* – April 1 – 30, 2005 – Monthly report reviewed and filed.

b. *Budget Analysis* – July 1, 2004 – March 31, 2005 – Quarterly report reviewed and filed.

c. *Statement of Cash Assets* – April 30, 2005 – Karlana Rannals summarized the report. She noted that although the cash balances are high, the Districts expenses average \$800,000+ per month. She reports that the next major distribution of property tax revenue from the County of San Diego will not occur until December. Report reviewed and filed.

d. *CalPERS Unfunded Liability* – Director Malin distributed spreadsheets that demonstrated what effect a lump sum payment would have on the employer rate paid to CalPERS. He recommended that based upon the statement of cash assets presented that that district forward a lump sum payment, minimum \$1,000,000.

The Board discussed the merits of different lump sum payments. At the conclusion of the discussion, it was determined to forward \$2,000,000 to CalPERS.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to make a \$2,000,000 lump sum payment to CalPERS to reduce the District's unfunded liability.

The board members expressed their appreciation to staff and Director Malin for their work on this project.

6. Correspondence

All correspondence received and filed.

7. Resolutions/Ordinances

a. *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 Willis reported that this is the final action to adopt the revised fee ordinance, which becomes effective July 1, 2005.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, to adopt Ordinance No. 2005-01. Motion approved on the following roll call vote:

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

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8. Old Business

a. *Petition for Formal Recognition – Rancho Santa Fe Fire Protection District Miscellaneous Employee Association*

Director Malin reported that the ad hoc committee met with the employees requesting formal recognition. He reported that the meeting went well. The committee discussed with the employees their reasons for delaying action. The employees agreed to wait for a response to their request and a second meeting is scheduled.

9. New Business

a. *Public Employment Agreement*

Chief Willis discussed the contract language and responded to questions from the Board. At the conclusion of the discussion, Chief Willis agreed to modify the contract and reschedule this matter for the next board meeting. There was no action taken by the Board of Directors.

b. *Selection of Vendor from RFB 205-02*

Chief Butz summarized the staff report provided. He recommended that the Board choose Fire Blast as the vendor to purchase the FLAG Props and authorize the Fire Chief to execute the contract. The cost of this project is \$36,368.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation and authorize:

1. Select vendor – Fire Blast for purchase and installation of FLAG Props
2. authorize the Fire Chief to execute the contract

Ten-minute recess

10. Reports

a. Fire Chief

- Strategic Plan – Update – he met with all personnel and has a list of volunteers to serve on the committees to begin the implementation of the strategic plan. The EMS and Value Statement Committees has started meeting.
- Regionalization Study – Update – the Districts Fire Chiefs continue to meet each Friday to draft a similar compliant proposal for submission to LAFCO. They have a draft concept that includes a 4-step process that the Chiefs have agreed to. He discussed the various options from forming one north county fire department to all fire districts becoming one agency. The success of any of the options discussed is additional funding from either the County of San Diego or the State.
- Replacement of Fairbanks Ranch Fire Station – Update – he reported that he continues to meet with the church to explore other options and opportunities.
- Video Conferencing Media Event – he invited all board members to attend on May 26 the press event at the Carlsbad Safety Center.
- Spirit of Courage Awards – he announced that the awards banquet benefiting the Burn Institute is scheduled for May 26.

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b. Deputy Chiefs

i. Operations – Pavone

- Monthly Report – April 2005 – monthly report reviewed and filed. He noted significant calls in the 4S Ranch area one a traffic collision, which resulted in a fatality.
- Regionalization Study – Update – he reported that the meeting with the consultant and agency representatives scheduled for April 21, 2005 was cancelled. He is disappointed with the draft study primarily because of the inaccurate information written in the report. The consultant (ESCI) has agreed to provide a revised draft.
- Soil Contamination – Update – the remediation process continues to operate 24/7. The equipment continues to collect and remove free product from the ground.

ii. EMS/Special Projects – Butz

- Artificial Turf Project – this project is complete.

iii. Training – Michel

- Monthly Report – Monthly 2005 – he reported that the previous month included a two-week fire academy for our new Firefighter/Paramedic.

c. Fire Marshal – Hunter

- Monthly Report – April 2005 – monthly report reviewed and filed
- Personnel recruitment – Update –
 - Fire Prevention Specialist – continue to accept applications until May 19.
 - Public Relations Coordinator – he reported that the offer of employment was rescinded based upon the individual not passing the background check.
- Weed Abatement – he distributed a summary report updating the Board on this year's program. He selected "Tree Keepers" located in Ramona as the sole source contractor for the District.
- Citation Program – he is working with other fire agencies and the District Attorney's office to develop a citation program. He noted that although the goal is always to gain compliance through education, there are times when citations are the only recourse.

d. Administrative Manager – Rannals

- She requested direction from the Board regarding the selection of a new auditor. The responses to the RFP are expected by May 31. Director Malin agreed to assist staff and review the responses for a recommendation to the board at the June 8 meeting.

e. Board of Directors

i. North County Dispatch JPA – Update

- Director Ashcraft – the meeting scheduled for April 28 was rescheduled to June 23, 2005.

ii. County Service Area – 17 – Update:

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- Director Hickerson – he was unable to attend. Chief Willis reported the Board approved an increase to the benefit fee, conduct a study on unit locations and response times in the CSA, and approved the budget for the next year.

iii. Comments

- Malin – reported that he received a call from Pete Smith, General Manager Rancho Santa Fe Association inviting him to attend the Art Jury meetings.
- Douglas – requested that staff present a progress report on the top ten fire hazards at least quarterly. He also expressed his concern about a statement made from a candidate for the Board of Directors of the Rancho Santa Fe Association about the Fire District. Should there be a response? They determined that the Board would not respond.

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 4:50 to 5:55 pm. They met to discuss the following item:

- a. Conference with Labor Negotiators

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. He also noted that Director Hillgren had to leave the meeting at 5:35 pm

12. Adjournment

Meeting adjourned at 5:56 p.m.

Karlana Rannals
Secretary

James H Ashcraft
President