



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – March 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 12:00 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

Karlana Rannals led the assembly in the *Pledge of Allegiance*.

1. Public Comment

None.

2. Approval of Minutes

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

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

3. 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; 0 ABSTAIN to waive reading in full all Resolutions and Ordinances.

4. Finance

- a. List of Demands – January 1 – 31, 2005 – Monthly report reviewed and filed.
- b. List of Demands – February 1 – 28, 2005 – Monthly report reviewed and filed.

5. Correspondence

All correspondence received and filed.

6. Resolutions/Ordinances

- a. Ordinance 2005-01 – (*second reading*) 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 summarized the changes discussed to the ordinance from the first reading. He responded to questions from members of the board. The next step of adoption is to schedule a public hearing.

President Ashcraft directed the Board Clerk to notice the public hearing, scheduled for April 9, 2005, pursuant to all applicable codes for Ordinance No. 2005-01.

b. 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 Michel requested to defer discussion/action on this resolution until next month. There was no objection from the Board of Directors.

c. Resolution No. 2005-002 Board Meeting Dates and Times – entitled Establishing Time and Place of Regular Meetings, Holiday and Emergencies

Chief Willis reported this resolution is required since the Board agreed at the February meeting to change the start time of the board meetings.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, to adopt Resolution No. 2005-002. Motion approved on the following roll call vote:

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

d. Resolution No.2005-003 – entitled to Participate in the San Diego County Fire Mitigation Fee Program

Chief Willis informed the members that this resolution renewed annually as required by the County of San Diego to participate in the program. The fees are set and collected by the County of San Diego for all new construction, and distributed back to the District quarterly.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN TO adopt Resolution No. 2005-003 on the following roll call vote:

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

7. New Business

a. Fire Prevention Policy – Vegetation Modification Along Roadways

Chief Willis requested that this item be deferred to the next regular meeting. He requested the additional time to allow for more public input on the policy. He noted that delaying the discussion would not delay the start of the District's annual weed abatement program. There were no objections

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from the Board.

b. Equipment Purchase

Chief Butz summarized the staff report provided. The extractor was originally budgeted in the 2001/02 year. After researching the equipment requirements, it was determined that renovation of a room to upgrade power and plumbing was necessary. He requested that the Board authorize the release of RFB 2005-01 for the purchase and installation of a washer/extractor and dryer for Station 1. Staff responded to questions from the Board.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation and authorize the release of RFB 2005-01.

c. District Funding

Chief Willis summarized the staff report provided. He reported that the County of San Diego has to be notified what the benefit unit rate will be for the property tax bills sent in August. Chief Willis recommended that the Board continue to retain the Fire District Special Tax collection, which generates approximately \$195,240 per year. This revenue will help fund projects that include the remodel of administration building and the replacement of the Fairbanks Ranch Fire Station. He also noted that he still has not received an answer to the request for an Attorney General's opinion on the status of the tax if the board chooses to reduce the benefit unit to zero.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to retain the Fire District special tax at \$2.50 per benefit unit.

8. Old Business

a. Fire Chief Executive Search Request for Proposal

Chief Willis summarized the staff report provided. He stated that he had received three responses to the Request for Proposal (RFP) distributed. They were:

1. CPS – submitted proposal
2. Bob Murray & Associates – submitted proposal
3. The Mills Group – declined to respond due to company commitments

He reported that both firms were highly reputable and the cost implications were very similar. He checked references and informed the Board that either firm will do a good job; however, Bob Murray & Associates has done more work in San Diego County. He believes that the most important issue was selecting the firm that the Board of Directors felt the most comfortable.

The Board discussed the merits of each proposal and agreed to begin negotiations with Bob Murray & Associates for a contract to begin the Fire Chief Executive Search.

MOTION BY DIRECTOR DUOGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Fire Chief to proceed with fee negotiations

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to retain the services of Bob Murray & Associates for the recruitment of a replacement fire chief.

9. Reports

a. Fire Chief

- Strategic Plan – Update: He sent a message to all employees requesting volunteers to establish committees to begin the strategic plan work on the priority items identified. Personnel have volunteered to participate, and he is waiting for the scheduled shift meetings to conclude before moving forward.
- Regionalization Study – Update: He reported the consultants ESCI met with the fire chief and the board president to make corrections to the draft report and discussed items that may be accomplished region wide for emergency response. The final independent agency review is scheduled for completion by the end of April. He noted the success of any regional effort would be based upon the finances.
- Replacement of Fairbanks Ranch Fire Station – Update: He summarized the pre-intake meeting that he attended with Fire Marshal Hunter with the County of San Diego Public Works and Environmental departments. He reported that the zoning does not need to be changed. The 64-acre specific plan (El Apajo Specific Plan) states the site of the current fire station is located in a specific location. To relocate the station the Specific Plan must be modified, which would be open to public scrutiny. Additional requirements may occur such as:
 - Environmental Impact Report - cost estimated at \$250,000 – county officials advised that it would take at least two years for this process. This requirement is necessary because the County of San Diego has a resource protection ordinance. Because of the County ordinance, the District may not be allowed to mitigate for wetland loss.

He reported that he met with Ali Shapouri on the necessary steps to modify the Specific Plan. Mr. Shapouri conveyed his views on the success of the modification. Permits from the Army Corps of Engineers, Fish & Wildlife are necessary. If there is no public opposition, it will go through. If there is opposition then the process will not be simple.

The Board suggested a matrix with the various hurdles and estimated costs.

Recess 1:05 – 1:25 pm

b. Deputy Chiefs

i. Operations – Pavone

- Monthly Report – February 2005: monthly report distributed, reviewed, and filed. He summarized significant calls that District personnel responded on.
- Regionalization Study – Update: additional information was not provided.
- Soil Contamination – Update: reported that he had received a letter from the County of San Diego informing the District that they are not endorsing that remediation is necessary and therefore the State of California may not reimburse for the cost to clean the soil. He intends to attempt another meeting with the County. He also reported that the remediation process

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- is operational 24/7. The containment building is very quiet.
- ii. EMS/Special Projects – Butz
 - Emergency Roof Repair – he summarized the memo included with the agenda. The cost of the emergency repair was \$9,475.
 - Sale of Assets – the District delivered three vehicles to a company to sell on consignment. The equipment did not sell at auction; however, the consignment company agreed to purchase the assets per the consignment contract. The assets sold for a total of \$8,000.
 - iii. Training – Michel
 - Monthly Report – February 2005: he reported on significant training that included multi-jurisdictional training that included burn room operations. In addition, KUSI profiled the District's Training Facility with two live shots about 4½ minutes each.
- c. Fire Marshal – Hunter
- Monthly Report – February 2005: monthly report reviewed and filed.
 - Personnel recruitment – Update:
 - Fire Prevention Specialist – Darin Golden resigned his position as he accepted a position with the City of Chula Vista.
 - Public Relations Coordinator – he reported that he received 250 inquiries, of which the district received 64 applicants. The applications are being screened down to ten (10) of the most qualified applicants. An assessment process is scheduled for March 25.
- d. Administrative Manager – Rannals
- Conflict of Interest: she reminded the board members to forward their completed forms so they can be filed with the Clerk, Board of Supervisors for San Diego County.
 - Budget Adoption Schedule: she reviewed the schedule with the board members and noted the preliminary budget is scheduled for presentation and discussion on June 8, 2005.
- e. Board of Directors
- i. North County Dispatch JPA – Update
 - Director Ashcraft – no report.
 - ii. County Service Area – 17 – Update:
 - Director Hickerson – he and Chief Willis attended the strategic planning meeting. They are working to obtain better ambulance service to the District. The CSA Advisory Board agreed to increase the non-resident fee for services. In addition, the contractor is looking at delivery alternatives such as establishing a 12-hour car at the headquarters station.
 - iii. Comments
 - Malin – inquired about information on the latest site for the school at Aliso Canyon.
 - Douglas – (1) discussed the 10 ten list and requested Staff develop and present ways to quantify and measure the success. Chief Willis reported that the new fire inspector was working on the project; however, because of the vacancy this information in the monthly

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- report will be delayed. (2) Consider developing a list of top 10 threats that are not fire related. He suggested getting input from the firefighters. (3) He suggested that the size of the fire stations that are constructed be the actual size needed.
- Ashcraft – (1) supported Directors Douglas suggestion on a top 10 list that is not fire related. (2) supported CSA-17 solution of an additional 12-hour car. (3) Suggested a quarterly matrix identifying problems that the district is facing.

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 2:10 to 2:58 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.

In addition, he reported that the board discussed the employment of a replacement fire chief. No action was taken.

12. Adjournment

Meeting adjourned at 3:00 p.m.

Karlana Rannals
Secretary

James H Ashcraft
President