



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – May 9, 2007**

Rancho Santa Fe FPD – Board/Community Room
Headquarters – 16936 El Fuego
Rancho Santa Fe, California 92067

A regular meeting of the Rancho Santa Fe Fire Protection District Board of Directors was called to order at 1:00 p.m.

Pledge of Allegiance

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

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren, Malin, Tanner

Directors Absent: None

Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief; Cliff Hunter, Fire Marshal; Mike Gibbs and Jim Sturtevant Battalion Chiefs; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the Board of Directors.

3. Motion waiving reading in full of all Resolutions

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

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar with the removal of Item 4 c and 4 d.

a. Board of Directors Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5-0 to approve the Board of Directors minutes of April 11, 2007.

b. Receive and File

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER CARRIED 5-0 to receive and file:

i. Monthly/Quarterly Reports

(a) List of Demands – April 1-30, 2007	\$144,329.36
Payroll for the period April 1-30, 2007	<u>\$382,221.44</u>
TOTAL DISTRIBUTION	\$526,550.80

(b) Travel Expense Report – Pavone

(e) Activity Reports – April 2007

- Fire Prevention
- Operations
- Training

(f) District Articles

ii. Correspondence

- North County Fire Protection District
- Diane Sutherland – Burn Institute
- Millie Smythe
- Karina – Encinitas Fire Department
- Various Cards and Photos shared at meeting

Items removed from the Consent Calendar for discussion:

(c) Summary Asset/Liability Statement – March 31, 2007

(d) Quarterly Budget Review (Expenditures) – July 1, 2006 – March 31, 2007

Staff responded to the questions from the Board on these two reports. At the conclusion of the discussion, the Board members requested, and staff agreed that beginning with the September 2007 quarterly reports, it would include all revenue collected.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5-0 to receive and file Summary Asset/Liability Statement – March 31, 2007, and Quarterly Budget Review (Expenditures) July 1, 2006 – March 31, 2007.

5. Old Business

a. Gann Limit

Karlena Rannals summarized the prepared staff report. She reported that because of her research she presented three options available to the Board of Directors for discussion/action. The following options were:

- Do nothing
- Prior to June 1, request that the State of California Department of Finance to prepare a special population change estimate for the district. (If this method is selected, then this request is required annually.)
- Authorize the use of the local change in population, data provided by LAFCO/SANDAG, as the alternate population factor.

Ms. Rannals recommended the following action for consideration:

- Authorize staff to use the population data provided by LAFCO and/or SANDAG as an option each year to determine the population factor
- Recalculate Gann Limit back to FY 96/97 year. (This year was selected because the District has supporting documentation for when the population started to change)

She responded to questions from the Board. At the conclusion of the discussion, the Board supported the logical, reasonable approach to the recommendation. The Board requested that staff document all research and forward the Board's action to the District's legal counsel for his review.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5-0 to accept staff's recommendation and authorize staff to use the population data provided by LAFCO and/or SANDAG as an optional factor to calculate the Gann Limit. In addition, authority was given to recalculate the limit back to FY96/97 year.

a. Strategic Plan Update

Chief Pavone summarized the staff report provided. He reported that the update process has taken longer than anticipated. He explained that there have been numerous changes including personnel, and it has been important to spend the extra time to get everyone at the same level. The revised plan is ready for review/discussion by the Board of Directors. The options for the Board members are:

- Provide staff verbal/written input into proposed revised strategic plan
- Schedule Board/committee workshop to complete revised strategic plan
- Approve the revised strategic plan

Chief Pavone recommended that the Board schedule a Board/committee workshop as it would provide the most buy-in from all interested parties. Staff responded to questions from the Board.

At the conclusion of the discussion, the Board of Directors agreed to schedule a special workshop on June 25, 2007 beginning at 8:30 am to discuss the draft strategic plan for the Fire District.

15-minute recess

6. New Business

a. Article XIII B California Constitution Appropriation Limit

Karlana Rannals summarized the staff report included. She reminded the Board members that they must formally select the per capita and population factors prior to adoption of the required resolution. The data is provided by the State of California Department of Finance and SANDAG, and recommended that the Board consider selecting the following factors:

- the change in California per capital personal income (4.42%) for the Cost of Living Factor; and
- the change in population within the county (2.00%)

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5-0 to accept staff's recommendation for the annual calculation of the District's Gann Limit.

b. Resolution No. 2007-05

Karlana Rannals informed the Board members that this resolution is required annually, and the resolution upon approval, the County of San Diego will receive a certified copy for authorization to assess the District's special tax.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and APPROVED Resolution No. 2007-05 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for Fiscal Year 2007/2008 on a roll call vote:

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

c. Resolution No. 2007-06

Karlena Rannals reminded the Board members that this resolution determines the District's annual appropriation limit and uses the factors identified in the Boards previous action in agenda item 6 a. The calculated maximum limit applicable to the 2007/08 appropriations of tax proceeds is \$14,989.338.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and APPROVED Resolution No. 2007-04 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2007/2008 Appropriations of Tax Proceeds on a roll call vote:

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

d. Budget Authorization

Chief Pavone summarized the staff report provided. He reported that the budget specified two vehicles for replacement. Additional research by staff identified that one vehicle purchase can be delayed for an additional year. The cost of the vehicle identified for replacement in the Vehicle Replacement Schedule, is included with the FY 07 budget. Staff requested authorization to purchase the vehicle for \$41,853.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5-0 to approve staff's recommendation to purchase a replacement vehicle for \$41,853.

e. Facility Lease Agreement

Chief Pavone asked the Board for direction on the existing lease agreement with Rancho Santa Fe Association. The Association leases space from the Fire District for the Patrol. The District notified the Association in June 2006 that the Fire District was not going to renew their lease. Since the notification, he has had several discussions with Association management to discuss alternatives for the relocation of Patrol, and they are considering a few options. However, these options will require a major use permit from the County of San Diego. He was told that the permit process could take as long as 14 months. He noted that to date, he has not received a written request to extend the current lease.

The Board members and staff discussed the various lease options, month-to-month, specific period, etc.; and whether or not the Association utilized all of the space currently leased. The Board identified that a 6-month lease extension would be considered, if requested by Rancho Santa Fe Association. The Board also requested consideration from the Association to review the space currently being used and the potential to reduce the lease space in the interim. A site visit was planned after the board meeting to review the current leased space. There was no action taken by the Board of Directors.

7. Oral Reports

a. Fire Chief – Pavone

▪ *Cooperative Effort*

He informed the Board members that the final report is near completion. He anticipates that John Traylor, consultant for the City of Solana Beach, who has completed the analysis will present his findings at the next meeting.

▪ *Soil Contamination*

He reported that he has received notice from the County of San Diego for the preliminary closure of the site. The next step in the process is the public review, which will take 30 days. At the conclusion of the public review period, the next step is a 30-day review by the Regional Water Quality Review Board.

▪ *LAFCO – Countywide Consolidation*

He reported that the vote of the LAFCO Commission was to support the recommendations of the Micro Study, with the provision to allow the seven requested agencies to opt out. The model of governance selected is to create a fire zone within the existing CSA-135 (RCS – Regional Communications System). He noted that with this model of governance the Board of Supervisors would have the ultimate authority.

▪ *Fairbanks Ranch Fire Station Replacement*

He reported that he met with representatives from the Helen Woodward Animal Center. He was informed at that meeting that there is no option available to purchase land. This leaves the only option left to use the current site and determine a method to acquire some of the property adjacent to the station. He is working with Ali Shapori to establish the footprint of a replacement facility.

▪ *Legislative Days*

He attended the annual event coordinated by California Special Districts Association and California Fire Chiefs Association. He had the opportunity to meet with Assemblyman Martin Garrick and discuss with him various fire service issues facing the District.

▪ *District Activities*

▪ Boot Drive held May 9 to benefit the Burn Institute

▪ Spirit of Courage Awards sponsored by the Burn Institute is planned for May 31, 2007.

b. Operations – Deputy Chief Michel

He reported on the following topics:

- He reviewed the five-year analysis for emergency responses that he included with the agenda material.
- He reported that the fire conditions this year are critical radical and as a result, the annual “fire school” at Camp Pendleton will most likely be cancelled.
- The assessment for the position of Battalion Chief will be held May 25, 2007.

c. Training – Battalion Chief Sturtevant

He reported on the following topics:

- The District completed a joint Captains test with Del Mar and Solana Beach. This is the first time that the District has participated in a joint test and it went very well.
- The District hired a new Firefighter/Paramedic Joe Carter and participated in a joint Academy with Escondido.

d. Fire Prevention – Fire Marshal Hunter

He reported on the following topics:

- He will conduct the interviews for the summer Forester intern on May 15, 2007
- The County of San Diego Board of Supervisors has docketed ratification of the consolidated fire code on May 23, 2007.
- He traveled to Sacramento at the request of the State Fire Marshal to participate in the discussions regarding building code changes.
- Building construction has increased in the past month.

e. Administration – Administrative Manager Rannals

She reported on the following topics:

- Health Benefits will increase 12% next fiscal year, and the District will change dental providers.

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: Board met on April 29, 2007. A special board meeting is scheduled for May 29, 2007 to approve the new Administrator’s contract, which should commence June 1, 2007.
- County Service Area 17 – Update – Director Hickerson: Director Hickerson unable to attend. Chief Michel reported that the Advisory Group is proposing amendments to the Advisory Board guidelines. One such proposal is if an appointee misses more than two meetings in a calendar year, the advisory group can request a replacement.
- Comments
 - Hillgren– informed the members that while in New York recently, she visited “ground zero.” She also inquired on the recruiting efforts for the City of San Diego. Chief Pavone responded to her questions/concerns.

8. Closed Session

Pursuant to Government Code Section 54957.6 the Board of Directors convened in Closed Session from 4:10 – 4:33 pm to conference with labor negotiators for the unrepresented employees for the following positions:

Closed Session

Position – Fire Chief (1); Deputy Chief (1); Battalion Chief (4);
Fire Marshal (1); Administrative Manager (1)

Upon reconvening, President Ashcraft reported that direction was provided to the ad hoc committee and that the Board of Directors took no action.

9. Adjournment

Meeting adjourned at 4:35pm.

Karlana Rannals
Secretary

James H Ashcraft
President