



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – June 13, 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 1:06 p.m.

Pledge of Allegiance

Deputy Chief Michel led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin

Directors Absent: Hickerson, Tanner

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. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 3-0 to approve the Board of Directors minutes of May 9, 2007.

b. Receive and File

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER CARRIED 3-0 to receive and file:

i. Monthly/Quarterly Reports

(a) List of Demands – May 1 -31, 2007 \$500,663.40

Payroll for the period May 1-31 2007 \$382,221.44

TOTAL DISTRIBUTION \$907,701.11

(b) Activity Reports – April 2007

- Fire Prevention
- Operations
- Training

(c) District Articles

ii. Correspondence

- City of Carlsbad
- Brendon Talley

4. Old Business

a. Cooperative Effort Study

Chief Pavone introduced John Traylor, Consultant for the City of Solana Beach. Mr. Traylor presented his report on the study of cooperative efforts between Rancho Santa Fe Fire Protection District, and the Cities of Del Mar and Solana Beach Fire Departments. He informed the Board that he has worked on this report for the past eight months and complimented the Board on their willingness to study the various options and the commitment of Rancho Santa Fe personnel to participate in meetings, and provide the necessary information in preparation of this report.

He summarized the findings from the North Zone Regionalization study presented in March 2005. His study further analyzed the options available resulting from that report. His direction from all agencies was to prepare the study retaining the highest quality and level of service, which could include an equal opportunity for establishing policy, such as a Joint Powers Authority.

His study's findings included:

- There are opportunities to eliminate duplication of effort by consolidating management functions in a cooperative effort between the agencies.
- Rancho Santa Fe with the addition of the Solana Beach Deputy Chief has the capacity to assume management level functions for all three agencies.
- Rancho Santa Fe has the greatest potential for cost avoidance
- The concept of resource sharing can be accomplished through an agreement by contract or through the formation of a Joint Powers Authority (JPA)
- Scope of Consolidation - Options
 - No Change
 - Administrative Services – Contract
 - Management Consolidation – Contract
 - Management Consolidation – JPA
 - Limited Functional Consolidation – JPA
 - Limited Functional Consolidation – Contract
 - Full Functional Consolidation – JPA
 - Full Functional Consolidation – Contract
 - Full Consolidation – JPA
 - Full Consolidation – Contract
- Three (3) concepts of Cost Sharing
- Potential Costs Savings for Rancho Santa Fe through cooperation

- Options to Consider
 - #1 - Remain status quo
 - #2 - Participate with the cities of Del Mar and Solana Beach in cost sharing of fire management resources (management contract)
 - #3 - Participate with the City of Solana Beach in cost sharing of fire management resources (management contract)

- Recommendation
 - That the Board of Directors considers cooperative opportunities #2 & #3.

Chief Pavone informed the Board that the three agencies have worked cooperatively (informal) for years in areas such as CSA-17, training, and the current sharing of duty Battalion Chief for duty coverage, which was formalized last year. He stated that if the Board of Directors desires to pursue one of the recommended options, that a minimum time be identified. He suggested at least one-year period. Mr. Traylor and staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 3-0 to accept the recommendation to support committing the District's fire management resources and pursue discussions with the cities of Del Mar and Solana Beach to create a management contract for a substantial amount of time to evaluate the benefits of participating in cooperative efforts.

5. Closed Session

Pursuant to Government Code Section 54957.6, the Board of Directors convened in Closed Session from 1:55 – 3:25 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 due to a time certain agenda item the board would reconvene to closed session at the end of the meeting to conclude their discussions.

4. Old Business (Cont.)

a. Lease Agreement between Rancho Santa Fe Fire Protection District and Rancho Santa Fe Association (*Time Certain – 3:30 pm*)

Chief Pavone informed the Board that he continues to meet with representatives from the Association to discuss options of relocating Rancho Santa Fe Patrol. The District notified the Association in June 2006 of the intent not to renew the building lease agreement. He reported that the District received a letter from the Association submitting a formal request to extend the lease for the RSF Patrol space for a period of 10 years with an additional 10-year extension. He notified the Board of Directors that since the publishing of the agenda and supporting material, he received a request from RSF Association to rescind their request for extension. The issue remains, that effective July 1, 2007, the District no longer has a lease agreement and will not have anything in place to assess rent at fair market value and/or increase space rental based upon Consumer Price Index.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 3-0 that the Board of Directors acknowledges that the lease between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Association will expire June 30, 2007. The Board of Directors agrees to continue the expired lease between the District and Rancho Santa Fe Association on a month-to-month basis, without the provision of automatic renewal until it is brought back to the Board of Directors for further action.

6. New Business

a. Fixed Charge Special Assessment for Weed Abatement

Fire Marshal Hunter summarized the staff report provided. He will continue to seek reimbursement from the one property owner of the forced abatement. If the owner chooses not to reimburse the District, he requested authorization from the Board of Directors to authorize the Administrative Manager to deliver a list of parcels to the County of San Diego assessing the cost to abate the property that includes an administrative fee on the 2007/2008 property tax bill.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 3-0 to deliver the list of parcels to the County of San Diego assessing the costs to abate the property that includes an administrative fee on the 2007/208 property tax bill, if the property owner does not reimburse the Fire District by July 15, 2007.

b. Preliminary Budget FY 08

Chief Pavone presented a PowerPoint presentation on the Preliminary Budget for FY 08. He summarized in his presentation the changes proposed within each category. He requested an overall Operating Budget of \$9,443 (in thousands) and he noted that staff projects the general fund revenue at \$10,859 (in thousands). He also reported that the "Estimated – Cash Net Assets for FY 07 & FY08 anticipates a board decision to pay off the CalPERS unfunded liability for the "Local Miscellaneous" contract. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, to approve the Preliminary Budget for FY 2007/08 as presented on the following vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 12, 2007, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

c. Unfunded Liability – CalPERS

Chief Pavone reported that the District finally received the District's proportionate share of the unfunded liability for the CalPERS local miscellaneous contract. The side fund for the year ending June 30, 2007 is \$280,342. He requested authorization to transfer to CalPERS the money to pay-off the side fund, which will reduce the employer rate by 5.915%.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, to authorize the Administrative Manger to authorize the transfer of \$280,342 to CalPERS to payoff the side fund for the District's Local Miscellaneous contract on the following vote:

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

7. Oral Reports

a. Fire Chief – Pavone

▪ *Soil Contamination*

He reported that the public review period for the County of San Diego for the preliminary closure of the site has expired. There were no specific comments from the public. The next step is the submission to the Regional Water quality Control Board for a 30-day period.

▪ *Fairbanks Ranch Fire Station Replacement*

He sent a letter to the Fairbanks Rancho Homeowners Association asking for consideration to allow a neighboring property owner to build a storage building. If allowed, the property owner is open to working out an arrangement to access through the fire station's parking lot. The HOA agreed in concept, however, there are numerous steps to take prior to any construction occurring.

▪ *District Activities*

▪ Chiefs' Pavone and Cox, and Fire Marshal Hunter attended a reception at The Inn at Rancho Santa Fe for all donors to the Rotary's annual Appreciation Dinner. The event was well attended.

b. Operations – Deputy Chief Michel

He reported on the following topics:

- Fuel moistures are dropping and the fire danger continues to be high.
- The recruitment for a replacement Battalion Chief has narrowed to one candidate. A final interview is scheduled for June 19.

c. Training – Battalion Chief Sturtevant

He reported on the following topics:

- The District completed a joint new hire academy with the City of Escondido. It went very well.
- The District participated in the Wildland Preparedness Drill in Barona. Approximately 600 firefighters per day attended.
- He thanked the Board of Directors for their financial support to the new fitness assessment program. Each employee received valuable information.

d. Fire Prevention – Fire Marshal Hunter

He reported on the following topics:

- Wess Shiller was selected for the Urban Forester Intern position. He will work from June 25 through September 28.
- A new “rattlesnake” article was distributed. The information will be posted on the District’s website.
- Building construction was slower than the previous month.

e. Administration – Administrative Manager Rannals

She reported on the following topics:

- She had a follow-up conversation with legal counsel regarding the recalculation of the Gann Limit. He acknowledged that the steps taken to recalculate the limit seemed reasonable and because we have performed due diligence with the State Department of Finance by contacting them directly. He suggested that I provide a copy of my calculations to the State Department of Finance next year and request that they certify the results.
- Reminder - regular July meeting was rescheduled to July 24, 2007
- Reminder – strategic plan workshop scheduled for June 25 @ 8:30 am.

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: Board met on May 29, 2007 and approved a new Administrator’s contract. Lesli Wilson was selected and started her employment on June 5, 2007.
- County Service Area 17 – Update – Director Hickerson: No report
- Comments
 - Ashcraft – he complimented staff on the decision to participate in a joint new hire academy with Escondido and the promotional testing with the City of Solana Beach.

8. Closed Session

Pursuant to Government Code Section 54957.6, the Board of Directors reconvened in Closed Session from 5:25– 5:35 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 salary ranges and medical reimbursement benefits were discussed and established for all non-represented employees.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, to authorize the following:

- Establish the following salary ranges for the non-represented personnel
 - Fire Chief - \$136,380 – \$165,771
 - Deputy Chief - \$104,928 - \$127,541
 - Battalion Chief - \$95,553 - \$111,992
 - Fire Marshal - \$101,241 - \$123,059
 - Administrative Manager - \$73,433 - \$89,258
- Authorize the Fire Chief to establish a salary within the specified range for all non-represented positions under his direction.
- Effective immediately, authorize the Administrative Manager to transfer 100% of unused medical premiums to a retired employee's Health Retirement Savings account.

9. Adjournment

Meeting adjourned at 5:40 pm.

Karlana Rannals
Secretary

James H Ashcraft
President