



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – June 8, 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 12:02 p.m.

Directors Present: Ashcraft, Douglas, Hickerson, Hillgren, Malin
Directors Absent: None
Staff Present: Erwin Willis, Fire Chief; Nick Pavone, Deputy Chief; Tony Michel, Deputy Chief; Cliff Hunter, Fire Marshal, Karlena Rannals, Board Clerk

Pledge of Allegiance

Chief Willis led the assembly in the *Pledge of Allegiance*.

1. Public Comment

None

2. 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 May 11, 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* – May 1 – 31, 2005 – Monthly report reviewed and filed.

b. *CalPERS Unfunded Liability* – Chief Willis reported that Staff submitted a letter to CalPERS requesting the unfunded liability for a select group of employees hired to operate the 4S Ranch Fire Station. CalPERS notified the District that the actuarial liability as of June 30, 2003 for the ten employees that we specified is \$2,467,462 and our funding status is 76.3%. This equates to a shortfall of \$584,788. He notified 4S Ranch of their responsibility and although reluctant, they have acknowledged that they are obligated to fund the shortfall. He asked the Board of Directors if they wanted to pay an additional \$500,000 to CalPERS to reduce the unfunded liability.

The Board discussed the merits of paying as much as the District can afford, and as fast as we can afford to pay it as long as there is sufficient funds to operate. At the conclusion of the discussion, the Board of Directors agreed to make a minimum additional payment of \$500,000, which will bring our total payment to \$2.5 million. The Board agreed to remit more funds, if available. Director Malin agreed to work with Staff to determine an appropriate payment after reviewing the cash flow of the District.

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MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR DOUGLAS, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize an additional minimum lump sum payment of \$500,000 to CalPERS to reduce the unfunded liability for the Safety plan.

5. Correspondence

All correspondence received and filed.

6. Old Business

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

Director Malin requested to defer discussion of this item until the Board met in closed session. There were no objections from the Board.

b. *Public Employment Agreement*

Chief Willis informed the Board that he incorporated all of the requested contract language changes, except vacation from the previous meeting. He explained that the vacation hours would only become effective beginning November 1.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the temporary employment contract for Erwin L. Willis, Fire Chief as presented.

7. New Business

a. *Article XIII B California Constitution Appropriation Limit*

Karlana Rannals summarized the Staff Report provided. She recommended that the Board of Directors accept the following formula to calculate the District's new appropriation limit for the 2005/2006 fiscal year:

- Change in California per capital personal income (5.261%) for the Cost of Living Factor; and
- Change in population within the county unincorporated area (1.27%).

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation for calculation of the District's appropriations limit.

b. *Contract Amendment County of San Diego and Rancho Santa Fe Fire Protection District for EMT/PS Defibrillation and First Responder Program Advanced Life Support Training and accreditation program.*

Chief Willis summarized the staff report provided. This contract renews annually and he recommended that the Board approve as presented and authorize the President to execute the document.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation to approve and authorize the President to execute the contract.

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c. *Selection of Vendor from Request for Proposal for Audit Services*

Karlena Rannals summarized the staff report provided. She reviewed the process that she followed to distribute the RFP. The District received two quotes:

Hosaka, Nagel & Company - \$7,165 for both District and JPA for a one-year contract or \$20,262 for a three-year contract; and

Charles Z Fedak & Company - \$11,500 for both District and JPA for a one-year contract or \$36,000 for a three-year contract

She also reported that on May 31, 2005 Roy Hosaka contacted her to withdraw their quote because of their need to schedule their audit work for the year 2005 prior to May 31. Staff responded to questions from the board.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR ASHCRAFT, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to retain Charles Z Fedak & Company to perform the audit services for a period of one year, with an option to extend the contract for two additional one-year periods.

d. *Interview Dates for Fire Chief Recruitment*

Chief Willis reported that Bob Murray reports that 37 applicants applied for the Fire Chief position. He noted that 35 applicants qualified of which 16 are employed within the State of California and eight are from San Diego County. The consultant requested a special meeting on July 6, 2005 to review and discuss applicants recommended for an interview.

The Board agreed to the following special meeting schedule:

July 6, 2005 – 11:00 am: Select applicants for interview

July 29, 2005 – 8:00 am: Applicants 1st Interview

August 1, 2005 – 8:00 am: Applicants 2nd Interview

e. *July 2005 Board of Directors Meeting*

The Board agreed to cancel their regular meeting for July 13, 2005 and add any business to the agenda for discussion and/or action at the July 6, 2005 Special Board of Directors meeting.

f. *Preliminary Budget – FY 2005/06*

Chief Willis presented a PowerPoint presentation on the Preliminary Budget for FY 2005/06. He summarized in his presentation the changes proposed within each category. Overall, the Operating Budget increased to \$9,119,470. During his presentation, he discussed several changes to the budget and noted that based upon the District's decision to forward \$2 million to CalPERS to reduce the unfunded liability reduced our retirement contribution by 14%. Staff responded to questions from the board members.

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MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, to approve the Preliminary Budget for FY 2005/06 as presented on the following vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 14 2004, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

8. Resolutions/Ordinances

a. *Resolution No. 2005-005 – entitled a Resolution Setting Benefit Charges for Fiscal Year 2005-06*
Chief Willis reported that the County of San Diego requires that the resolution be updated annually.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, to adopt Ordinance No. 2005-005. Motion approved on the following roll call vote:

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

b. *Resolution No. 2005-006 – entitled Prop IV Tax Limitations for Fiscal Year 2005-06*
Chief Willis reported that this resolution reflects the formula selected by earlier Board of Directors action.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, to adopt Ordinance No. 2005-006. Motion approved on the following roll call vote:

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

c. *Resolution No. 2005-007 – entitled a Resolution of Support of San Diego County Fire District Association Substantially Similar Proposal*
Chief Willis requested a deferral of this item until the July 6 Special Board of Directors meeting. There was no objection from the Board.

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9. Reports

a. Fire Chief

- Strategic Plan – Update – he distributed a summary of employee activity to demonstrate the various committees and commitments that District personnel contribute additional time to the District. He also reported that he authorized the Values and EMS subcommittees for the implementation of the strategic plan to work with Jim Boylan, consultant.
- Regionalization Study – Update – he summarized the meetings that he has attended to draft a similar compliant proposal for submission to LAFCO. The resolution necessary to support the substantially similar proposal is due to LAFCO in early July.
- Video Conferencing Media Event – he reported that the media event held at the Carlsbad Safety Center was well attended by the fire service and elected officials.
- Replacement of Fairbanks Fire Station – Update – he continues to work with representatives from the church, and the engineers and legal counsel on different alternatives.

b. Deputy Chiefs

i. Operations – Pavone

- Monthly Report – May 2005 – monthly report reviewed and filed. He noted significant calls in the District including
 - fatality on Del Dios Highway
 - electrical fire in Del Dios
 - two vegetation fires in the 4S Ranch area
- Regionalization Study – Update – he reported he attended the meeting with the consultant and agency representatives to discuss the draft agency evaluations. They are preparing to move forward with the next phase which is to explore opportunities that are available to regionalize efforts
- Soil Contamination – Update – the remediation process is ongoing and the equipment continues to collect and remove free product from the ground.

ii. EMS/Special Projects – Butz

- No report

iii. Training – Michel

- Monthly Report – May 2005 – monthly report reviewed and filed. He reported that the third CERT Academy would conduct a graduation ceremony on June 18, 2:30 pm at the 4S fire station.

c. Fire Marshal – Hunter

- Monthly Report – May 2005 – monthly report reviewed and filed
- Personnel recruitment – Update –
 - Fire Prevention Specialist – 11 applications were received and the review narrowed those qualified to participate in the testing process is seven

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- Public Relations Coordinator – successful applicant Julie Taber will start on July 1, 2005
 - Staff Assistant – four applications were received. Interviews will be scheduled for early July
 - Weed Abatement – he reported that this year 5,000 letters were mailed to property owners
- d. Administrative Manager – Rannals
- Update – Special Event Insurance – she reported that after discussing the types of special events the district allows (dinners, breakfasts, etc) with the District’s insurance representative, she was told that a rider for each event would cost approximately \$750. She provided this to the Board for information only.
- e. Board of Directors
- i. North County Dispatch JPA – Update
 - Director Ashcraft – no report
 - ii. County Service Area – 17 – Update:
 - Director Hickerson – no report
 - iii. Comments
 - Hillgren – reported that she received a call from a homeowner expressing how he felt about the Fire District requirements on small projects. The homeowner wanted to know if the Board of Directors really understood how the requirements affect the costs of improvements. She suggested that an article is written to explain the requirements and costs.
 - Douglas – requested that staff and board members explore ways to get more community feedback. This will enable the Board to know how the District and staff are perceived.
 - Ashcraft – reported that he attended the Burn Institute Spirit of Courage dinner and told how great the event is.

10. Closed Session

Pursuant to Government Code, section 54957.6 the Board of Directors convened in a closed session from the hour of 3:20 to 5:25 pm. They met to discuss the following items:

- a. Conference with Labor Negotiators
Employee Organization: Rancho Santa Fe Professional Firefighters Association
- b. Conference with Labor Negotiators
Employee Organization: Unrepresented Employees – 4 positions

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.

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He also reported that direction was provided to the members meeting with the unrepresented employees.

6. Old Business

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

Director Ashcraft reminded the members that they agreed to discuss the request for formal recognition at the conclusion of Closed Session. The Board of Directors acknowledged receipt of a request to form a Bargaining Unit from the non-safety hourly employees. Director Malin reported that he and Director Hillgren met with the employees and recognizes their desire to form their own bargaining unit. He recommended that they Board approve the petition for formal recognition and upon completion of negotiations that a contract would be retroactive to July 1, 2005.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR ASHCRAFT, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN, to accept and recognize a request for formal recognition of the Rancho Santa Fe Employees Association for the purpose establishing a Memorandum of Understanding on wages and benefits.

12. Adjournment

Meeting adjourned at 5:30 p.m.

Karlena Rannals
Secretary

James H Ashcraft
President