



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – September 14, 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 11:03 a.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

* Director Hickerson joined the meeting at 11:05 am

Pledge of Allegiance

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

1. Motion Waiving Reading in Full of all Resolutions and Ordinances

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 4
AYES; 0 NOES; 1 ABSENT (Hickerson); 0 ABSTAIN to waive reading in full all Resolutions and
Ordinances.

2. Public Comment

None

3. 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:

a. Board of Directors regular meeting minutes held August 10, 2005

4. Finance

a. *List of Demands* – August 1 – 31, 2005 – Monthly report reviewed and filed.

5. Correspondence

Correspondence reviewed and filed.

6. Public Hearing

a. *Final Budget – Fiscal Year 2005/2006*

President Ashcraft opened the public hearing and called for any interested person to comment on the
Final Budget for fiscal year 2005/2006. The Board Clerk informed the President that no oral or written
comments were received. President Ashcraft closed the public hearing.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

September 14, 2005

Page 2 of 7

7. Old Business

None

8. New Business

a. Final Budget – Fiscal Year 2005/2006

Chief Willis summarized the differences between the preliminary budget presented in June and the final budget in the agenda packet, which included changes to the personnel costs resulting from the additional payment to CalPERS and the final agreement with the firefighters bargaining unit. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Final Budget for Fiscal Year 2005/2006 as presented.

b. Strategic Plan Subcommittee Presentations

i. Long Range Financial Plan – Director Malin reported that he worked with staff during the budget preparation to obtain enough financial information to develop the plan for this presentation. He explained that the purpose of developing a plan is so that the District will not run out of cash to pay expenses and other financial obligations.

Director Malin reviewed the assumptions that he made in developing the model presented. He reported that the District must have enough cash on hand to get through to the first major tax distribution scheduled each December 15 to cover the operation costs. The District has the most cash on hand mid-April of each year. He noted that based upon projected capital expenditures, the Board should be aware that the cash position projected for FY 2008 could be very low. Director Malin responded to questions from the Board.

The Board conveyed their appreciation to Director Malin for taking on this task and the work that he has put in to review the District's financial position and prepare the presentation.

ii. Proposed Reorganization of District's Personnel – Chief Pavone introduced Captain Fred Cox and Captain Mark Richards who presented the PowerPoint presentation, which summarized the work of the subcommittee. They also included a recommendation for the Board's consideration that would address Goal IX - a District Organization that excels in service by being proficient, efficient, and creative - Strategy A; Develop District organizational structures, processes and procedures that enable proficient, efficient, and creative operations. At the conclusion of the presentation staff responded to questions from the Board. President Ashcraft congratulated the committee for the work completed to date.

Ten-minute recesses

Chief Pavone summarized the staff report included with the agenda. He reminded the Board that the presentation included recommendation for additional staffing in administration, however, the request before them was to reorganize the emergency response management structure to include

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

September 14, 2005

Page 3 of 7

three shift battalion chief's positions, reclassify one Deputy Chief position to create an administrative training chief position, and eliminate one deputy chief position. The net result is two additional positions to the organization. The recommendation does not include adding a fourth person to the engine at this time; however, he requested the option to revisit this topic at a future date.

Chief Pavone reported that because of his promotion to the position of Fire Chief and the vacancy of a Deputy Chief position, he recommended that the Board of Directors approve *Option 1* of the staff report, which established the position of Shift Battalion Chief and authorize the creation of three positions. In addition, Deputy Chief Michel's position would be converted to Training Chief (Division or Battalion Chief). He noted that this reclassification was acknowledged as a possibility in the recruitment announcement for his position. The estimated 1st year cost of this proposal is \$293,246 annual or \$146,623 for the first six months.

The Board of Directors questioned staff on the issues of compression of compensation, duty coverage, residency requirements, position responsibilities, etc.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 1 NOES; 0 ABSENT; 0 ABSTAIN to approve Option 1 of Staff's recommendation and proceed with the recruitment of three Battalion Chiefs, reclassification of one Deputy Chief position and elimination of one Deputy Chief position.

Director Douglas explained his reason for a no vote was not in opposition of the Battalion Chief model; however, he wanted more information to include a complete side-by-side analysis of costs, including overtime, and a review of the position duty statements of the Deputy Chief and Training Chief position.

Chief Pavone agreed to provide for the Board the position duty statements for all of the chief positions at a future meeting.

c. Contract – Acquisition of Real Property Agreement

Chief Willis summarized the changes from the last version of this agreement. The changes include:

- The useable land available after condemnation will create a land locked parcel.
- The district agrees to purchase the land for \$10
- The District will contribute \$650,000 towards the construction of a bridge
- The Church will contribute \$250,000 if the cost of the bridge exceeds \$650,000
- Both parties agree to a 50/50 cost split if the construction of the bridge exceeds \$900,000
- The exclusive access – exclusive easement was deleted from this contract
- There is an issue of unlimited liability for the District.

Chief Willis reported that the Church Board of Directors has not approved this agreement. He recommended that the Board approve this agreement in anticipation that the church Board of Directors will accept the same document as presented.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

September 14, 2005

Page 4 of 7

Director Hillgren departed the meeting at 2:05 pm

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON and CARRIED 3 AYES; 1 NOES (Douglas); 1 ABSENT (Hillgren); 0 ABSTAIN to approve the contract entitled Acquisition of Real Property as presented. Chief Willis was requested by the Board to try to get the exclusive agreement language back into the contract.

d. Employment Contract – Fire Chief

Chief Willis reported that each board member had an opportunity to review the contract in draft form and all requested changes were incorporated into the contract and therefore he recommended approval.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN and CARRIED 4 AYES; 0 NOES; 1 ABSENT (Hillgren); 0 ABSTAIN to approve the employment contract for Fire Chief as presented.

e. Appoint Representative and Alternate to Public Agency Self Insurance System (PASIS) Board of Directors

Chief Willis informed the Board that as a member of the Public Agency Self Insurance System (PASIS) for workers compensation, each member agency has a representative and alternate to the Board of Directors. Pursuant to the PASIS Bylaws, the Board of Directors must identify a representative and alternate. Karlana Rannals is the current Chair to the Board of Directors.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN and CARRIED 4 AYES; 0 NOES; 1 ABSENT (Hillgren); 0 ABSTAIN to appoint Nicholas Pavone as the District's representative and Karlana Rannals as the alternate to the PASIS Board of Directors.

f. October 12, 2005 Board of Directors Meeting

Chief Pavone requested that the Board members consider a special meeting for October in lieu of the regular Board of Directors meeting since he will be on vacation. October 5, 2005 was identified as a mutually convenient meeting date for all members.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN and CARRIED 4 AYES; 0 NOES; 1 ABSENT (Hillgren); 0 ABSTAIN to cancel the regular board meeting on October 12, 2005 and hold a special meeting on October 5, 2005 @ noon.

9. Resolutions/Ordinances

- a. Resolution No. 2005-010 – *entitled* a Resolution of the Rancho Santa Fe Fire Protection District Appointing and Authorizing Designated Personnel to Sign Warrant Orders and Payroll Claims

Chief Willis reported that this since he is leaving his employment as Fire Chief, the resolution is a housekeeping matter to identify the current signers for the local financial institutions and the County of San Diego.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

September 14, 2005

Page 5 of 7

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, to adopt Resolution No. 2005-010. Motion approved on the following roll call vote:

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

b. Resolution No. 2005-011 – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan
Chief Willis reported that this resolution is updated each year and a copy provided to the Fire Mitigation Fee Committee as a part of the District reporting requirements.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, to adopt Resolution No. 2005-011. Motion approved on the following roll call vote:

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

10. Reports

a. Fire Chief

- RSF Association Fire Safety Program – Chief Willis recently found this homeowners program and included it with the agenda packet. He reported that this program the Fire District worked with conjunction with the Rancho Santa Fe Homeowners Association back in the 90's. He provided the document for information only.

b. Deputy Chiefs

i. Operations – Pavone

- Monthly Report – August 2005 – Chief Pavone reported on one fire in which the sprinkler system was activated and put out the fire. Monthly report reviewed and filed.
- Regionalization Study – Update – no report

ii. EMS/Special Projects – Butz

- Chief Butz reported that the County of San Diego policy does not comply with the DEA – the paramedics are going to have to establish centralized drug storage at the district.

iii. Training – Michel

- Monthly Report – August 2005 – distributed monthly training calendar and reviewed the highlights of the training activity.
 - Personnel participated in training for the new Type III engine.
 - He is preparing for the 4th CERT Training Academy to begin September 21.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

September 14, 2005

Page 6 of 7

c. Fire Marshal – Hunter

- Monthly Report – August 2005 – monthly report reviewed and filed. He noted that the district added in excess of one million new square feet of new construction in the previous month. Much of the new construction was a result of development in the 4S ranch area.
- Weed Abatement – he distributed a progress report for the top fire hazard areas of the District.

d. Administrative Manager – Rannals

- Authorized Signatory to LAIF – Karlana Rannals reported that in updating the resolutions necessary because of the change of leadership, she requested direction from the Board for the authorized board members to serve as signatory on the account. The current members are Directors Ashcraft and Douglas. At the conclusion of the discussion, the Board members determined that it is not necessary to add a Director as a signatory to the Local Agency Investment Fund.

e. Board of Directors

- i. North County Dispatch JPA – Update
 - Director Ashcraft – next meeting scheduled for October 27, 2005.
- ii. County Service Area – 17 – Update:
 - Director Hickerson – unable to attend. Chief Willis reported that the CSA-17 committee evaluated the response time analysis and will propose to add two 12-hour ambulances in the near future. CSA-17 also approved the purchase of PDA's for the first responder paramedics, which will be funded from reserves. .
- iii. Comments
 - Ashcraft – inquired about the cleanup of the Ewing Preserve. The CDF work crews are working to clear vegetation from the property.

11. Closed Session

Pursuant to Government Code, section 54957.6 the Board of Directors convened in a closed session from the hour of 3:20 pm to 4:50 pm. They met to discuss the following items:

CONFERENCE WITH LABOR NEGOTIATORS: Erwin L. Willis, Fire Chief

Unrepresented Employee:

1. Deputy Chiefs (2)
2. Fire Marshal (1)
3. Administrative Manager (1)

12. Announcements of Closed Session

President Ashcraft reported that the Board of Directors met in closed session to discuss the following matters reporting no action taken:

- a. met with the negotiator for unrepresented employees and direction was provided to staff to prepare the resolution for wages and benefits of administrative personnel.

President Ashcraft recessed the meeting until 6:00 pm

President Ashcraft reconvened the regular meeting at 6:00 pm

13. Special Presentation
 - a. Badge Presentation
 - i. Nicholas G Pavone – Fire Chief

President Ashcraft summarized the hiring process for the replacement fire chief and the Board was pleased to announce the selection and promotion of Nicholas G Pavone to the position of Fire Chief. Karlana Rannals, Notary Public, administered the Oath of Office. President Ashcraft offered on behalf of the Board congratulations for his promotion and presented the Fire Chief badge and bugles to his family to pin on his uniform.

Chief Pavone thanked all present for their attendance and spoke of his enthusiasm for the opportunity to lead the organization.

12. Adjournment

Meeting adjourned at 6:20 p.m.

Karlana Rannals
Secretary

James H Ashcraft
President