



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – January 10, 2007**

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 1:00 p.m.

Directors Present: Ashcraft, Hickerson, Hillgren, Malin, Tanner
Directors Absent: None
Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief, Cliff Hunter, Fire Marshal; Fred Cox, Gary Snaveley, and Jim Sturtevant Battalion Chiefs; and Karlena Rannals, Board Clerk

Pledge of Allegiance

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

1. Public Comment

Steve Shillington was introduced as the new liaison for Ranch Santa Fe Association.

2. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar.

a. Board of Directors Minutes

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5-0 to approve the Board of Directors minutes of December 13, 2006.

b. MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5-0 to receive and file:

1.	List of Demands – December 1-31, 2006	\$132,351.26
2.	Payroll for the period December 1-31, 2006	<u>\$448,236.69</u>
	Total Distribution	\$580,587.95
3.	Travel Expense Report – Pavone	
4.	Activity Reports – December 2006	
	1. Fire Prevention	
	2. Operations	
	3. Training	
5.	District Articles	
6.	Correspondence	
	1. Sandra Frank	
	2. Holly & Russ Carter	

3. Old Business

None

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4. New Business

a. Budget Authorizations – FY 07

Chief Pavone summarized the staff report. He noted that the purchase of a color printer/plotter was to be funded 100% from fire mitigation fees collected. The FMF Committee approved to reimburse 75% of the cost. He requested that the Board authorize the purchase and amend the FY 07 budget to fund the difference from the operating budget.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 5-0, to accept staff's recommendation to purchase the equipment and fund the difference in cost from the FY 07 operating budget.

The board members requested an aging table to determine which quarter of mitigation fees collected are nearing the five-year period.

b. Type I Apparatus Purchase

Chief Cox summarized the staff report. He reported that due to the restraints needed for apparatus in the District, he reported most manufacturers could not, or did not want to expend the effort or time in engineering a product to meet the District's specifications. This explained why there is only one proposal received from the RFP distributed. Staff consulted legal counsel to ensure that the District complied with the competitive bid process. This engine will take approximately one year to construct.

Staff recommends that the contract be awarded to Crimson Fire Emergency Vehicle Group at the negotiated price of \$471,555 (\$437,638.00 plus sales tax) to construct a new Type I fire apparatus

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5-0, to accept staff's recommendation to Crimson Fire Emergency Vehicle Group as the vendor to purchase and construct a new Type I fire apparatus at the negotiated cost of \$471,555 and authorize the Fire Chief to execute the contract.

5. Oral Reports

a. Fire Chief – Pavone

1. *Cooperative Effort*

At a recent meeting, he met with Tracey Jarman, Fire Chief, San Diego City Fire Department to discuss the advantage of sharing resources, such as a truck company. Regionally placing this type of equipment will cover and better serve a larger area.

2. Replacement Fairbanks Ranch Fire Station

He continues to seek an appropriate parcel to relocate the Fairbanks Ranch Fire Station. He met with Dave Abrams to review possible options (vacant lots) in the Fairbanks Ranch area. He also had discussion with the County on an "open space" parcel and Helen Woodward Animal Shelter.

3. Administration Building Remodel

He informed the Board that because of the estimates that he received for the remodel, it was determined that the District will have to go out to bid on the project.

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4. Fuel Contamination

He has a meeting with County Environmental Health and the District's consultant to update the information on the site. Everyone is eager to close the site; however, all parties must make sure that all of the supporting documentation is accurate. The District has reached agreement with the vendor to repurchase the remediation equipment. He also reported that SFID is not interesting in the building, as a building permit would be need and they do not want to go through the permit process.

b. Operations – Deputy Chief Michel

He reported on the following topics:

- Call activity, in particular the two significant wind events.
- The District has obtained a building permit to construct the storage building for the Training Facility.
- Two offers of employment were extended. Those individuals are currently in the background investigation phase.

c. Training – Battalion Chief Sturtevant

He reported on the continuing education classes and the Engineers' promotional testing process.

d. Fire Prevention – Fire Marshal Hunter

He reported that he has been working with the "Shelter in Place" communities on signage that the District is requiring for each community. He also informed the Board that staff is seeking to expand the website to keep it informative and educational.

e. Administration – Administrative Manager Rannals

No report

f. Board of Directors

1. North County Dispatch JPA – Update: Director Ashcraft reported that the next meeting is scheduled for January 25. A key agenda topic is the replacement of the Administrator.

2 County Service Area 17 – Update: no report

3. Comments:

Director Hillgren requested consideration to reschedule the February meeting, which she will be unable to attend.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 5-0, to move the Board of Directors meeting scheduled for February 14 to February 22. The District's website will be amended to reflect the new date.

6. Adjournment

Meeting adjourned at 2:10 pm.

Karlana Rannals
Secretary

James H Ashcraft
President