



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – February 22, 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 Hickerson 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; Fred Cox, 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 HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar with removal of 3.b.i(b).

a. Board of Directors Minutes

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5-0 to approve the Board of Directors minutes of January 10, 2007.

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

a. List of Demands – January 1-31, 2007	\$286,406.24
Payroll for the period January 1-31, 2007	<u>\$388,521.29</u>
TOTAL DISTRIBUTION	\$674,927.53

b. *(pulled for discussion)*

c. Quarterly Budget Review (Expenditures) – July 1 – December 31, 2006

d. Activity Reports – January 2007

1. Fire Prevention
2. Operations
3. Training

e. District Articles

ii. Correspondence

- Jane Mullins
- Arnie Lewin
- Burn Institute
- Nancy Bell

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- City of Escondido

Items removed from the Consent Calendar for discussion

(b) Summary Asset/Liability Statement – December 31, 2006

In response to the Director's inquiry, the cash position for December 31, 2005 is \$5,373,602 compared to December 31, 2006 at \$5,268,410. Staff also explained that the Fire Mitigation Fee report (graph) demonstrated the age of the fees collected.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5-0 to receive and file Summary Asset/Liability Statement – December 31, 2006.

4. Old Business

a. Cooperative Effort

Chief Pavone introduced John Traylor, Consultant for the City of Solana Beach. Mr. Traylor provided the update on the discussions of cooperative efforts between Rancho Santa Fe Fire Protection District, Elfin Forest Volunteer Fire Department and Cities of Del Mar and Solana Beach Fire Departments. He reported that the first project reviewed was County Service Area – 17 (ambulance provider). The committee had an opportunity to work with the County of San Diego to look at different EMS options, set performance standards for the contract provider, and include funding for an EMS Coordinator within CSA-17. Other cooperative efforts that committee members identified for cost avoidance include:

- Duty Chief Coverage (*currently shared between Rancho Santa Fe, Solana Beach and Del Mar Fire Departments*)
- Training Officer
- Battalion Chief
- Fire Marshal
- Other Overhead Positions (Fire Chief, Deputy Chief)

Mr. Traylor reported that he is currently looking at various ways to distribute an equitable cost sharing formula for any of the opportunities identified. Mr. Traylor expressed his appreciation for the assistance that Rancho Santa Fe Fire Protection District personnel have provided him. He responded to questions from the Board of Directors. The Board members expressed their appreciation to Mr. Traylor for his report. The Board of Directors took no action on this subject.

b. Local Agency Formation Commission – Micro Study

Chief Pavone requested that Mr. Traylor, who is also a part time consultant for LAFCO provide background on the Micro Study, its funding, and the report that was released in early February.

Mr. Traylor explained the initial review for fire agencies funding started in 1999, and LAFCO staff updated the review in 2001. The Cedar fires in 2003-sparked new interest in the delivery of fire and EMS services in the unincorporated areas of the County. The County of San Diego Board of Supervisors agreed to contribute \$8.75 million to the fire enhancement program, and has committed to this amount for a three-year period. The study includes several models of service delivery and the projected costs.

Chief Pavone reported that included as an attachment to the Micro Study prepared by LAFCO staff is a report prepared by Department of Planning and Land Use (DPLU) entitled *Conceptual Reorganization of*

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San Diego County Fire Services. He reported that the “conceptual reorganization” was prepared without input from the fire service and therefore the plan has not been validated. The County Fire Chiefs and Fire Districts Associations intend to meet to develop a plan for a response to the “conceptual reorganization”

5. New Business

a. Resolution No. 2007-01

Karlena Rannals summarized the staff report included for this item. She informed the board members that they must adopt the Resolution of Intent so she may proceed with the amendment process to amend the CalPERS retirement formula for local miscellaneous members from 2% @ 55 to 2.7% at 55. She also noted that the staff report included the change in the accrued liability for the District is \$407,516, which is higher than originally anticipated.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2007-01 *entitled* To Approve an Amendment to Contract between the Board of Administration California Public Employees Retirement System and the Board of Directors Rancho Santa Fe Fire Protection District on a roll call vote:

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

b. Resolution No. 2007-02

Karlena Rannals summarized the staff report included for this item. The County of San Diego requires that the resolution be renewed annually to participate in the Fire Mitigation Fee program.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2007-02 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Participate in the San Diego County Fire Mitigation Fee Program on a roll call vote:

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

c. District Funding

Chief Pavone informed the board members that in preparation of the budget for the last five years, staff has requested direction from the Board whether or not they intend to continue assessing the Benefit Assessment fee. Because of the restrictions of Proposition 218, the Board of Directors is unable to increase the assessment without voter approval. He proposed to the Board that staff be allowed to assume that the collection of the fee will continue as a revenue source. He noted that the Board is required to renew the resolution each year setting the benefit fee rate to forward to the County of San Diego for collection. At the conclusion of the discussion, the Board of Directors agreed to allow staff to calculate the benefit fee assessment as an ongoing source of revenue.

d. Burn Institute Dinner

Chief Pavone informed the board members that staff consulted with the District’s insurance representative on the exposure of allowing beer and wine to be served at the dinner on March 2, 2007

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benefiting the Burn Institute. Since the District is not purchasing the beverages and the beverages are consumed in conjunction with the meal, special event insurance is not necessary. Should an incident occur and a claim resulted, the District's general liability insurance would cover the claim. Staff was requested to obtain this information in writing from the insurance representative.

e. Administration Building Remodel

Chief Pavone summarized the staff report. The District received five bids and the costs ranged from \$82,972 to \$121,753. He reported that staff is still reviewing the bids to determine the lowest most responsive bidder. He noted that the bids received appear within reason based on estimates obtained from the architect. He requested that the Board of Directors (1) allow staff to move forward with the project; (2) allow the Fire Chief to verify the lowest, most responsive bidder; and (3) authorize the Fire Chief to negotiate and execute a construction contract.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5-0 to approve:

- (1) the administration remodel project and move forward;
- (2) allow the Fire Chief to verify the lowest, most responsive bidder;
- (3) authorize the Fire Chief to negotiate and execute a construction contract not to exceed \$121,753;
- (4) include a 10% contingency for the projects and \$5,000 for furnishings.

6. Oral Reports

a. Fire Chief – Pavone

▪ *Replacement Fairbanks Ranch Fire Station*

He distributed a map of the area served by the Fairbanks Ranch Fire Station and reviewed the numerous parcels considered as a possible site for a replacement fire station. He reported that there is a real need to move forward with the project, for numerous reasons. He intends to meet with the Executive Director for Helen Woodward Animal Center to determine if there are any options since they intend to reduce the scope of their initial remodel.

▪ *Soil Contamination – Update*

Ninyo & Moore has submitted additional reports to the County of San Diego requesting closure of the site. He also informed the Board that the State of California has notified the District that they will reimburse the District \$149,000 for costs associated with this project.

▪ *Battalion Chief Recruitment*

Staff is in the process of preparing a recruitment for the position of Battalion Chief to replace Gary Snavely, who will retire July 3, 2007.

▪ *Appreciation Dinner*

Dinner scheduled for April 20, 2007 at The Inn at Rancho Santa Fe.

b. Operations – Deputy Chief Michel

He reported on the following topics:

- Call activity, in particular the mutual aid responses to Oceanside on the fire in the river valley, and the construction site fire in the City of Escondido.
- The District has obtained a building permit to construct the storage building for the Training Facility.
- Two firefighter/paramedics were hired beginning February 16, 2007.

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- c. Training – Battalion Chief Sturtevant
District personnel are participating in the mini Recruit Academy that began February 19.
- d. Fire Prevention – Fire Marshal Hunter
- He reported that he was interviewed by the Union Tribune for an article on “Shelter in Place” communities.
 - The application period will close April 6 for applicants interested in the summer intern position. The intern will again focus on inspecting the Shelter in Place communities.
- e. Administration – Administrative Manager Rannals
- Conflict of Interest Forms
She has received all forms except one and expressed her appreciation for submitting the forms early.
 - Projected Tax Revenue
She reported that in preparation of the new budget, she conducted a preliminary review of tax revenues received for FY 07. The District anticipated that in the category of “current secured supplemental roll” approximately \$700,000 was projected. The County estimates that revenues in this tax category will be approximately \$400,000. She believes this reduction is a result of slowing real estate transactions, buying, and selling. She also noted that she anticipates that the District will still achieve a surplus of revenue at the end of the fiscal year.
- f. Board of Directors
1. North County Dispatch JPA – Update: Director Ashcraft reported that a special meeting is scheduled for March 1. A key agenda topic is the replacement of the Administrator.
 2. County Service Area 17 – Update: the last meeting scheduled did not have a quorum; therefore, no business was conducted.
 3. Comments:
Malin – Director Malin spoke about the article in the Union Tribune regarding the recruitment for Firefighter/Paramedics for the City of San Diego. Chief Pavone informed the Board that because the City of San Diego expanded their advertising efforts, they have received in excess of 2,000 applications.

Tanner – Director Tanner expressed his appreciation for the quick and excellent response to his home when he experienced a chimney fire.

Hillgren – Director Hillgren asked if the District was involved in the community meeting on cell towers. Chief Pavone responded that the District is aware of the issue and staff did not attend the community meeting. The Board encouraged staff to continue a dialogue with the school on the matter.

7. Adjournment

Meeting adjourned at 4:18 pm.

[Signatures next page]

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Karlana Rannals
Secretary

James H Ashcraft
President