



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – March 14, 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

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

1. Special Presentation

a. Badge Presentation

Chief Pavone welcomed all in attendance and congratulated the new members of the District. He introduced Deputy Chief Michel and Battalion Chief Sturtevant who summarized the District's promotional process and recruit academy and the roles and responsibility that each member will assume.

Chief Michel congratulated all individuals on their selection and achievements. Fire District badges were presented to the following members of the District:

- i. Marshall Jordan, Engineer
- ii. Abel Martinez, Firefighter/Paramedic
- iii. Brian Schmid, Firefighter/Paramedic

Karlana Rannals, Notary Public, administered the Oath of Office. President Ashcraft congratulated all personnel and wished them well in their new positions.

2. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren, Malin, Tanner

Directors Absent: None

Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief, Fred Cox, and Jim Sturtevant Battalion Chiefs; and Karlana Rannals, Board Clerk

3. Public Comment

No one requested to speak to the Board of Directors.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar with removal of 3.b.i(a).

a. Board of Directors Minutes

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5-0 to approve the Board of Directors minutes of February 22, 2007.

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

i. Monthly/Quarterly Reports

- (a) *(Pulled for discussion)*

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(b) Activity Reports – February 2007

- Fire Prevention
- Operations
- Training

(c) District Articles

ii. Correspondence

- Andrew & Elizabeth Kreitzer
- Tanner

Items removed from the Consent Calendar for discussion

(a)	List of Demands – February 1-28, 2007	\$357,069.02
	Payroll for the period February 1-28, 2007	<u>\$393,083.43</u>
	TOTAL DISTRIBUTION	\$750,152.45

Staff responded to the Directors inquiry of expenditures and clarified its purpose.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5-0 to receive and file List of Demands for the period ending February 28, 2007.

5. Old Business

a. Administration Building Remodel

Chief Pavone informed the Board of Directors that pursuant to the authorization given at the board meeting held February 22, 2007, he executed a contract with DPC Contracting Company as they were determined to be the lowest most responsive bidder for the construction of the Administration Building remodel.

6. New Business

a. Lease Agreement

Deputy Chief Michel summarized the staff report included for this item. He informed the board members that the lease agreement presented for approval is similar to the arrangement that San Diego Medical Services Enterprises has with the City of Solana Beach. This will generate \$1,866 per month in lease revenue, which is consistent with the per square foot charge for the lease agreement at RSF1. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5-0 to approve as presented the Lease Agreement between Rancho Santa Fe Fire Protection District and San Diego Medical Service Enterprises and authorize the Fire Chief to execute the contract.

b. Training Facility Metal Storage Building – Construction

Deputy Chief Michel summarized the staff report included for this item. He reported that the three-inch water line, which was included on the County approved site plan for the building fire sprinkler system, was never installed. The installation of the line is necessary to complete the construction of the storage building. In addition, the cost of the change order (\$11,900) will exceed the authorized expenditure of \$180,000 that did not include contingency monies. Chief Michel requested approval for the additional funding to complete the project. Staff responded to questions from the Board.

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

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approve the additional cost of \$11,900 to complete the construction of the Training Facility Metal Storage Building.

7. Oral Reports

a. Fire Chief – Pavone

▪ *Cooperative Effort*

He informed the board members that he did not have additional information from the last meeting; however, they are trying to finalize the costs for the different shared services.

▪ *LAFCO Micro Study*

He reported that Directors Ashcraft & Tanner attended the public review forum on March 7 at the County Administration Building. LAFCO will accept written comments on the consolidation efforts until Friday, April 6, 2007. The meeting was dominated with speakers from the Phase 1 agencies conveying their concerns over the proposed County of San Diego Conceptual plan, which does not provide the same level of service identified in the LAFCO Micro report.

▪ *County-wide CERT Drill*

He informed the board members of the upcoming CERT drill and invited them to attend on March 17 at the Training Facility on Four Gee Road. .

▪ *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 kitchen and house fire within the Covenant and two rescue responses resulting from traffic collisions.

c. Training – Battalion Chief Sturtevant

District personnel just completed the mini Recruit Academy that began February 19 for the two Firefighter/Paramedics hired.

d. Fire Prevention – Fire Marshal Hunter

- No report.

e. Administration – Administrative Manager Rannals

▪ *CalPERS Contract Amendment*

She informed the board members that she found out that the side fund reported at the last meeting was incorrect. CalPERS told her that the amount disclosed was for all employees, including the dispatchers, not just the administrative employees as reported. CalPERS decided not to honor the request of preparing the actuarial valuation as requested and failed to notify the District of their decision.

▪ *Gann Limit*

She reported that she contacted the State of California Department of Finance and was able to discuss alternative data to calculate the appropriations limit for the Fire District. Because of the significant growth in the 4S Ranch area, the District's growth exceeds significantly the average growth of the county or the unincorporated area. She will use a modified population data source provided by SANDAG to recalculate the District's appropriation limit.

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f. Board of Directors

1. North County Dispatch JPA – Update: Director Ashcraft reported that a special meeting was held March 1. The Board of Directors authorized the JPA Chiefs to move forward with a background check for one candidate for a replacement Administrator.

2. County Service Area 17 – Update: no report.

3. Comments:

Hillgren– complimented staff on the great effort put forth on the Burn Institute dinner held March 2.

Ashcraft– inquired about the cell tower. Chief Pavone reported that he met with the representative of the independent agency who will be conducting the radio frequency analysis. Readings were taken throughout the station and surrounding areas; a report will be distributed soon.

8. Adjournment

Meeting adjourned at 3:22 pm.

Karlena Rannals
Secretary

James H Ashcraft
President