



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – April 19, 2006**

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, Douglas, Hickerson, Hillgren, Malin
Directors Absent: None
Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief; Cliff Hunter, Fire Marshal; Gary Snavelly, Battalion Chief; Jim Sturtevant, Battalion Chief; Karlana Rannals, Board Clerk

Pledge of Allegiance

Battalion Chief Snavelly 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 March 8, 2006

3. Finance

- a. List of Demands – March 1 – 31, 2006

Staff reviewed the monthly report and responded to questions from the Board. Report reviewed and filed.

Director Malin requested that the Board of Directors consider summarizing the expenditure report. He expressed his concern in particular listing each person receiving medical reimbursement. He stated that the information for personnel related expenditures could be reported to the board in summary form. The board members agreed to a modified format.

4. Correspondence

Correspondence reviewed and filed.

5. Old Business

None

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6. New Business

a. *Administrative Contract between Rancho Santa Fe Fire Protection District and North County Dispatch Joint Powers Authority*

Chief Pavone summarized the staff report included with the agenda material. He reported that staff determined that the District was not recovering costs for services performed for the JPA after performing a task analysis. He notified the JPA Chiefs that the District needed to recover their costs for services and notified them of the proposed increase. The JPA Chiefs agreed unanimously to the new administrative fee after the review of the services provided by the Fire District. The fee will increase from \$20,000 to \$69,600 annually. Chief Pavone informed the Board that legal counsel for the District reviewed the revised two-year contract, which includes options for renewal.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the administrative contract between Rancho Santa Fe Fire Protection District and North County Dispatch Joint Powers Authority and authorize the President to execute the contract.

b. *Budget Authorization – FY 05/06*

Chief Pavone reported that the request to add concrete flooring would improve safety at the training facility. The District obtained three quotes and the lowest most responsive bid received is \$28,000. He requested authorization to proceed with the improvements and approve the additional cost of \$2,000 from general fund reserves.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED on the following vote: 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the improvements to the training tower and the additional cost from the general fund reserve.

Chief Pavone reported that in the current budget, the District planned to replace a command vehicle. With the addition of the Battalion Chief positions, there is a need for a new vehicle. He requested funding to purchase the new vehicle from the Fire Mitigation Fund because of the growth of the District. The FMF Committee approved only a portion of the entire cost. He asked the Board to authorize the purchase of the vehicle and conversion equipment and reallocate the \$65,000 expenditure between the general and fire mitigation funds.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALINE, and CARRIED on the following vote: 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the purchase of a new vehicle and conversion equipment, and reallocation of monies between the general and fire mitigation fund.

c. *Consent to Assignment by McCrink of Fire Agreement*

Chief Pavone informed the Board that this request is a result of McCrink selling a portion of his property to Lennar. Pursuant to the Fire Agreement, the assignment must transfer to the new owner. He requested that the Board approve the Assignment and authorize the Board President to execute the document. He noted that legal counsel reviewed the agreement.

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The board members had questions for staff that included the duties of McCrink and how the District is protected? At the conclusion of the discussion, the Board requested more information on the obligation of McCrink and the assignment. No action was taken by the Board of Directors pending additional information.

7. Closed Session

Pursuant to Pursuant to Government Code, section 54956.6 the Board of Directors convened in a closed session from the hour of 2:10 to 3:20 pm. The following items were discussed:

a. Conference with Labor Negotiators

Agency Designated Representative: Board of Directors

Employee Organization: Unrepresented Employees
Position – Battalion Chief (4)

b. Conference with Labor Negotiator

Agency Designated Representative: Randy Malin, Director; Nancy Hillgren, Director

Employee Organization: Rancho Santa Fe FPD Employee Association (RSFEA)

8. Announcement of Closed Session

President Ashcraft reported that the negotiators were provided direction for both agenda items. There was no action taken by the Board of Directors.

9. Reports

a. Fire Chief

- LAFCO Study – he reported that LAFCO continues to work on the Micro Study. Commencing April 26 the Phase 1 fire agencies will discuss the micro report process. He planned to attend the meeting at Elfin Forest station to hear concerns on the proposed reorganization.
- Strategic Plan – Update
 - Mission Statement – a copy of the draft statement was included with the agenda materials. He reported that a subcommittee of the strategic planning committee developed this statement. He suggested that the board discuss the draft and adopt the mission statement at the next meeting.
The board members discussed the mission statement and requested that the committee add the words “cost effective” to the document.
 - Value Statement – within the same document of the mission statement, a core value statement was developed. All District personnel were interviewed, and the statement is a summary of the agency’s core values.
The Board commended the committee for the work presented.
- Soil Contamination – Update – they are still working towards a settlement with the Districts pending litigation. Legal counsel is trying to establish a settlement conference date. The District continues to move towards closing the case with the County of San Diego. He is meeting with water district personnel to address their concerns.
- District 60th Anniversary – seeking board input in having an event in recognition of the Districts 60th anniversary. Staff is considering an event in conjunction with Fire Prevention Week. The Board agreed to discuss options and look at estimated costs.

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- Annual Appreciation Dinner – he reminded the board members of the dinner scheduled for Friday April 21st that will be held at *The Inn at Rancho Santa Fe*

- b. Operations – Deputy Chief Michel
 - Monthly Report – March 2006 – he summarized the monthly report and responded to questions from the Board. He informed the board members that any response in excess of 7 minutes, the Captain must provide additional information.

- c. Training – Battalion Chief Sturtevant
 - Monthly Report – March 2006 – he reported that most of the activity was dedicated to company inspections. Personnel also participated in the first responder training for WMD (weapons of mass destruction). This is necessary to continue to receive federal grants.

- d. Fire Marshal – Hunter
 - Monthly Report – March 2006 – he reported that the largest project reviewed the previous month was Lennar. The District collected \$323,000 in fire mitigation fees in the 3rd quarter.
 - District Articles – for information only.

- e. Administrative Manager – Rannals
 - Ethics Training - she informed board members that she is attempting to coordinate training with North County Fire Protection District. She requested a quote from the District's legal counsel. She anticipates having a session scheduled for July.

- f. Board of Directors
 1. North County Dispatch JPA – Update
 - Next meeting scheduled for April 27, 2006

 - ii. County Service Area – 17 – Update:
 - Next meeting scheduled for April 25, 2006. CSA-17 established a 12-hour ambulance beginning March 1st.

 - iii. Comments
 - Hillgren – noted that a signal light is being installed at El Apajo & San Dieguito Road
 - Malin – distributed a sample budget format that he would like staff to use to present the budget. The format presented is intended to clarify and simplify the financial plan for the budget presentation. The board members agreed to try this format for the next budget year.
 - Douglas – he met a person that is a chaplain for the Carlsbad Fire Department. He questioned whether the District has an interest in this type of program. Chief Pavone agreed to investigate.

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10. Adjournment
Meeting adjourned at 4:25 pm.

Karlana Rannals
Secretary

James H Ashcraft
President