



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – May 10, 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; Fred Cox, Battalion Chief; Karlana Rannals, Board Clerk

*Pledge of Allegiance*

Chief Pavone 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 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. Chris Danner – Firefighter/Paramedic
- ii. Stephen Sepich – Firefighter/Paramedic

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

2. Public Comment

None

President Ashcraft requested to discuss agenda item 7(a) – *Consent to Assignment by McCrink of Fire Agreement* since the District's legal counsel was present. There were no objections.

7. Old Business

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

Chief Pavone reported that from the last meeting, he found out that the District has signed numerous times a *Consent to Assignment* Agreement. He distributed a section of the original developer agreement, which allows the other developers to assign. The District's legal counsel, Steve Fitch confirmed for the Board that the existing Agreement allows this to occur.

The Board of Directors expressed their concern that developers will not follow through with the financial obligations of the contract. Mr. Fitch informed the members that the Homeowners

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Association Documents disclose that in the event of default, the obligation falls upon the property owner and that a levy (lien) can be enforced. The Board agreed to give the Fire Chief the authority to negotiate the term of the letter of credit.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Fire Chief to negotiate with the developer for a letter and credit and authorize the President to execute the contract:

### 3. Closed Session

Pursuant to Pursuant to Government Code, section 54956.9 the Board of Directors convened in a closed session from the hour of 1:45 to 2.10 pm. The following item was discussed:

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION(Subdivision (a) of Section 54956.9)

Name of case: Mature v. Rancho Santa Fe Fire Protection District

Upon reconvening, President Ashcraft reported that the Board of Directors, by unanimous vote, agreed to authorize President Ashcraft, Chief Pavone and Steve Fitch (legal counsel) to negotiate up to and including the amount of demand to settle the case.

### 4. 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 April 19, 2006

### 5. Finance

- a. List of Demands – April 1 – 30, 2006
- b. Summary Asset/Liability Statement – March 31, 2006
- c. Combined Summary Statement Revenues/Expenditures
- d. Quarterly Budget Review (Expenditures) July 1, 2005 – March 31, 2006

Staff reviewed the monthly reports and responded to questions from the Board. All reports 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 for privacy concern. 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.

### 6. Correspondence

Correspondence reviewed and filed.

### 7. Old Business

- b. Administration Building Remodel

Chief Pavone reminded the board members that an RFP (Request for Proposal) to remodel the administration building was distributed. All responses to the RFP were due by 2:00 pm May 11, 2006. He reported that the next step in the process, after staff opens the bids received, is for the Board of

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Directors to accept or reject the bids. He requested that the Board schedule a special meeting for this matter. A meeting was set for May 24, 2006 at 2:30 pm to discuss and take action on this item

8. New Business

a. Mission Statement & Operating Philosophy

Chief Pavone summarized the work performed by the Values Committee in the development of the mission statement. The proposed mission statement proposed is a result of all the input from the employees and the Board of Directors. The operating philosophy helps to further define the mission statement.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt the Mission Statement and Operating Philosophy as presented.

b. Board Meeting Schedule

Chief Pavone requested that board consider rescheduling the June and July board meeting dates. He has vacation planned and requested consideration to move the dates. After review of schedules, the Board concluded not to change the June meeting; however agreed to reschedule the July Board meeting.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to reschedule the July 12 Board of Directors meeting to July 19, 2006 at 1:00 pm.

9. Closed Session

Pursuant to Pursuant to Government Code, section 54956.6 the Board of Directors convened in a closed session from the hour of 3:05 to 4.00 pm. The following items were discussed:

a. *Conference with Labor Negotiators*

*Agency Designated Representative:*

Board of Directors

*Employee Organization:*

Unrepresented Employees

Position – Deputy Chief (1); Battalion Chief (4); Fire Marshal (1); Administrative Manager (1)

b. *Conference with Labor Negotiator*

*Agency Designated Representative:*

Randy Malin, Director; Nancy Hillgren, Director

*Employee Organization:*

Rancho Santa Fe FPD Employee Association (RSFEA)

10. Announcement of Closed Session

Upon reconvening, President Ashcraft reported that for agenda item 9(a) - an ad hoc committee was selected to work with the Fire Chief for salary review and recommendation for the unrepresented employees. Directors Malin and Hillgren were selected to the ad hoc committee.

President Ashcraft reported that for agenda item 9(b) – the District’s designated representatives provided an update as to the progress of negotiations. There was no action taken by the Board of Directors.

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11. Reports

a. Fire Chief – Chief Pavone

- LAFCO Study – he reminded the Board that LAFCO continues to work on the Micro Study, which LAFCO anticipates completion in December. He attended the meeting for Phase 1 agencies at Elfin Forest station on the proposed reorganization. The various board members attending the meeting stressed the importance of continuing to have a voice in the process. The primary concern is to identify a long-term sustainable funding source.
- Annual Appreciation Dinner – he informed the Board that the annual dinner was well attended and the new location, *The Inn at Rancho Santa Fe* was a great venue. He sent letters of appreciation to the General Manager for *The Inn at Rancho Santa Fe* and Rancho Santa Fe Rotary Club.

b. Operations – Deputy Chief Michel

- Monthly Report – April 2006 – he reported on the triple fatality that occurred on Mount Israel Road. Monthly report reviewed and filed.

c. Training – Battalion Chief Sturtevant

- Monthly Report – April 2006 – Chief Cox reported that most of the activity was participating in training with other agencies. The District training continues to support the regional concept of working and training together.

d. Fire Marshal – Hunter

- Monthly Report – April 2006 – Chief Pavone reported that the prevention bureau has been extremely busy. The Fire Marshal reports that the activity for the month of May will exceed 1 million square feet of new construction. Most of the new development is commercial construction in the 4S Ranch area.
- District Articles – for information only.

e. Administrative Manager – Rannals

- Ethics Training - she is still trying to confirm a date for the ethics training.
- She reminded the board members up for reelection that the candidate material would be available in July.

f. Board of Directors

i. North County Dispatch JPA – Update (Ashcraft)

- City of Oceanside - at the meeting held April 27, 2006, the Board of Directors approved the admission of Oceanside as a member agency. The preliminary plan is to begin providing dispatch service November 1, 2006. The City of Oceanside will increase the total call volume by 25%
- The JPA has begun the process of replacing the Administrator. Staff believes it will take up to one year to find a replacement.
- The call volume for the Fire District increased 11.5% for CY 2005.

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- ii. County Service Area – 17 – Update (Hickerson)
  - On May 1, the CSA-17 established a 12-hour ambulance located in Encinitas. The additional ambulance is on a 90-day trial period.
- iii. Comments
  - None.

12. Adjournment

Meeting adjourned at 4:35 pm.

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Karlena Rannals  
Secretary

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James H Ashcraft  
President