



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – July 24, 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*

Chief Pavone led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren, Malin, Tanner (arrived 1:10 pm)  
Directors Absent: None  
Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief; Cliff Hunter, Fire Marshal; Jim Sturtevant Battalion Chief; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the Board of Directors.

3. Motion waiving reading in full of all Resolutions

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full all Resolutions and Ordinances.

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 4-0-1 absent to approve the Board of Directors minutes of June 13, 2007.

b. Receive and File

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER CARRIED 3-0 to receive and file:

i. Monthly/Quarterly Reports

(a) List of Demands – June 1 -30, 2007	\$241,265.91
Payroll for the period June 1 – 30, 2007	<u>\$399,943.28</u>
TOTAL DISTRIBUTION	\$641,209.19

(b) Activity Reports – June 2007

- Fire Prevention
- Operations
- Training

(c) District Articles

ii. Correspondence

- City of Encinitas
- North County Fire Protection District
- San Miguel Consolidated Fire Protection District

5. Old Business

a. None

6. New Business

a. Resolution No. 2007-07

Chief Pavone introduced the resolution presented to Chief Snavelly at his retirement picnic in recognition of his service to the District.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2007-07 *entitled* Commendation from the Board of Directors of the Rancho Santa Fe Fire Protection District for Gary D. Snavelly on a roll call vote:

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

b. Resolution No. 2007-08

Chief Pavone summarized the changes in this resolution. Changes included an adjustment to the salary ranges for all positions, the transfer of unused medical premiums for retirees, and clarification in the language for emergency response compensation.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2007-08 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing salaries and benefits for management personnel on a roll call vote:

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

c. Budget Authorizations

Chief Michel summarized the staff report included with this agenda item. He discussed the reasons for the early purchase and the increase in funding request. He informed the board members that the current alerting system does not allow enough time to get the full announcement, which delays in the Battalion Chief's notification.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED 5-0 staff's recommendation to increase the "Alerting Upgrade" in the Final Budget to \$31,000 and authorize the upgrade of the station alerting system prior to the final approval of the budget.

d. Request for Office of Emergency Services (OES) Engine

Chief Michel summarized the staff report included with this agenda item. He informed the board members that the State plans to purchase 15 additional Type 3 engines of which five (5) are intended for the southern California region. The District would like to be considered, and must submit a letter of intent to the Office of Emergency Services for consideration. There are numerous agencies applying, but if selected, the District must commit to staff the apparatus and deploy the engine when requested.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED 5-0 to authorize staff to submit a letter of intent to the Office of Emergency Services to consider assigning a Type 3 apparatus at one of the Fire District stations.

7. Oral Reports

a. Fire Chief – Pavone

▪ *Cooperative Efforts*

He reported that he received an update from John Traylor informing him that the he met with the city managers for Solana Beach and Del Mar to discuss the option of sharing management personnel. The next step is to schedule 2/2/1 meetings with members of both city councils. They anticipate completing this process within two weeks. Upon completion of the council and the public process, he anticipates a direction from both city councils. He did note that Solana Beach has an interest in pursuing a discussion to enter into a contract at a later date.

▪ *Soil Contamination – Update*

The report was submitted to the Regional Water Quality Control Board on July 8. He anticipates a response from that board by the next meeting. The District has begun to disassemble the remediation equipment.

▪ *Fairbanks Ranch Fire Station Replacement*

He met with the homeowner (parcel next to the current site), Ali Shapouri, consultant to begin negotiations, design and development. A preliminary review was conducted to look at all potential issues including any sensitive habitat exist that may exist.

▪ *CSA-17*

The contract was awarded to San Diego Medical Services, which is the current provider. A meeting is scheduled for July 25 to negotiate contract items. The next CSA-17 Advisory Board meeting is scheduled for August 7.

▪ *District Activities*

- a. There was a great turnout at the retirement picnic for Gary Snavely. Everyone had a good time and Gary and his wife Cindy were very appreciative of the event, the attendance, and acknowledgement.
- b. Chiefs' Pavone and Cox, and Fire Marshal Hunter attended a reception at The Inn at Rancho Santa Fe in acknowledgement for all donors to the Rotary's annual Appreciation Dinner. This event was well attended.

- c. He continues to participate in discussions with Rancho Santa Fe Association on the relocation of the Patrol.
- d. He met with representatives of Santa Fe Irrigation District and their master plan consultant to discuss long-term parking solutions. The Irrigation District desires to underground utilities and does need the Fire District's cooperation to achieve their goal. They are currently working to obtain costs to underground utilities and they are interested in discussing how to help the District in long-term parking solutions.

b. Operations – Deputy Chief Michel

He reported on the following topics:

- He anticipates introducing the successful applicant for the Training Battalion Chief at the next meeting.
- Chiefs' Gibbs and Sturtevant were dispatched to the Zaca fire in Santa Barbara. He agreed to send the fire incident webpage links to each board member for information.
- Fuel moisture levels are at the critical stage, which is unusual this early in the season.
- He distributed a report developed to provide data to the board members on the number of staff vehicles that the District have, which also included when staff was added to the District.
- The District is accepting applications for the position of Firefighter/Paramedic. He desires to establish a list of qualified applicants in the event of a vacancy.

c. Training – Battalion Chief Sturtevant

Chief Michel reported in the absence of Chief Sturtevant on the following topic:

- The District is in the process of participating in the zone-wide rescue drills at Station 2.

d. Fire Prevention – Fire Marshal Hunter

He reported on the following topics:

- New construction activity is down from the previous month.
- Jennifer Stoffey was selected to replace Sara Blackburn. Her start date was July 23, 2007
- At the last meeting, the board took action to place the cost of forced abatements, plus administrative costs on the property tax bill for two property owners. Both owners have paid the invoice; therefore, the District will not need to forward the information to the County of San Diego for placement on the property tax bill.
- Wess Shiller, Intern Urban Forester Intern will leave his position August 31. He also distributed compliance data for Rancho Cielo resulting from Wes's work.

e. Administration – Administrative Manager Rannals

She reported on the following topics:

- She received FY08 Assessed Valuation from the County of San Diego, which increased by 14.5% over last year.
- Reminder – no meeting is scheduled for August
- Reminder – next meeting is scheduled for September 12, 2007

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: the Board approved the payment to CalPERS to pay off the side fund. The Board also approved the FY08 Budget in which the Fire District incurred a 13% increase over last year.
- County Service Area 17 – Update – Director Hickerson: No report
- Comments
  - None

8. Closed Session

Pursuant to Government Code Section 54957.6, the Board of Directors reconvened in Closed Session from 1:5— 3:55 pm to conference with labor negotiators for the unrepresented employees for the following positions:

Closed Session

Position – Fire Chief (1)

Upon reconvening, President Ashcraft reported that a salary adjustment for the position of Fire Chief was discussed.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, to authorize a 6.5% increase to the annual salary for the Fire Chief.

9. Adjournment

Meeting adjourned at 4:00 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President