



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – August 23, 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 1:02 p.m.

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

Pledge of Allegiance

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

1. Motion Waiving Reading in Full of All Resolutions and Ordinances

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 5AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full all Resolutions and Ordinances.

2. Public Comment

James Alexy, 7150 Via del Charo – he informed the board members that he was a candidate in the November election for a position on the Board. He distributed his candidate statement and summarized his qualifications.

John Traylor, Consultant, Solana Beach Fire Department – he informed the board members that as a part time Chief Officer for Solana Beach and Del Mar, he is looking forward to working with the four communities (Del Mar, Elfin Forest, Rancho Santa Fe and Solana Beach) to look at options and opportunities for cooperative efforts. He informed the board that he is still a part time employee with LAFCO and intends to use the studies already completed in his analysis and review for cooperative efforts.

3. Approval of Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve and file:

- a. Board of Directors regular meeting minutes held July 19, 2006

4. Correspondence

Correspondence reviewed and filed.

5. Finance

- a. List of Demands – July 1 – 31, 2006
Monthly report reviewed and filed.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

August 23, 2006

Page 2 of 5

b. Summary Asset/Liability Statement – June 30, 2006

Ms. Rannals summarized the quarterly report. In reviewing the report, she noted that the District must comply with GASB 34, show depreciation as an operating expense, and establish a funding plan for future capital replacements. The report reflects “depreciation” and “operating” reserve per prior board action. She reminded the board members that the focus has been to reduce the unfunded liability to CalPERS for the safety plan, which was accomplished in June 2006.

Director Malin has been working with staff on a budget format, cash statements, and plans to update the long-range financial plan. As a result, it was determined that the June 30 report does not adequately fund an “operating reserve” that should be equivalent to 5½ months of operating expenses. For FY 06/07, as of June 30, 2006 the funding level to cover operating expenses should be \$4,125 million.

Ms. Rannals requested that the Board of Directors approve the following:

1. Establish an “Operating Reserve” to be reviewed and allocated annually equivalent to 5½ months operating expenses;
2. Reallocate the June 30, 2006 “depreciation reserve” to “operating reserve”
3. All excess revenue shall be designated to operating reserve until the funding level of \$4,125 is achieved. Once achieved, all excess revenue shall be designated to accumulated depreciation.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4 AYES; 1 NOES; 0 ABSENT; 0 ABSTAIN to approve staff’s recommendation.

6. Old Business

a. Decentralization of Fire District Operations

Chief Pavone summarized the staff report included with the agenda packet. He reported that staff looked at several issues in preparing the report, which included changes since the original review in 2003 for the administration building expansion; the growth of the District; the type of services offered; the intent of decentralization, to name a few. He stated that the District does a good job of accommodating the public at the current location, but staff should review the services offered along with the areas served.

The board members asked if the District has the option to request the JPA relocate. It was determined that the District is in the middle of a five-year lease with the JPA and the district may choose not to exercise addition subsequent five year options.

Director Hillgren suggested to the board members that the District could benefit from the use of a space planner for the current location and supports looking at all options. The Board agreed to consider the services of a space planner. Chief Pavone will research the cost of a space planner and present the information at a future meeting. There was no action taken by the Board of Directors.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

August 23, 2006

Page 3 of 5

7. New Business

a. Donation of Surplus Equipment

Chief Pavone summarized the staff report included with the agenda packet. He reported that the District recently purchased a replacement command vehicle for the shift Battalion Chief. Elfin Forest Volunteer Fire Department contacted the District and asked if we would consider donating the old command vehicle to EFVFD. Chief Pavone informed the Board that Don Heiser, retired Fire Chief from the City of Encinitas volunteers with Elfin Forest and is providing duty coverage for the area. Since Elfin Forest is an adjacent fire district, the District could receive a direct benefit with another duty chief in the area. Chief Pavone recommended that the Board donate the 1998 Ford Expedition to Elfin Forest.

MOTION BY DIRECTOR HICKERSON, SECOND BY MALIN HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to donate the command vehicle to the Elfin Forest Volunteer Fire Department.

8. New Business

a. Resolution No. 2006-07 entitled A Resolution Establishing Salaries and Benefits for Management Personnel

Chief Pavone reported that this resolution is the result of the board discussion and direction from the last meeting.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, to adopt Resolution No. 2006-007. Motion approved on the following roll call vote:

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

9. Closed Session

Pursuant to Government Code, section 54956.6 the Board of Directors convened in a closed session from the hours of 3:45 to 4:40 pm. The following items were discussed:

a. Conference with Labor Negotiator

<i>Agency Designated Representative:</i>	Randy Malin, Director; Nancy Hillgren, Director
<i>Employee Organization:</i>	Rancho Santa Fe FPD Employee Association (RSFEA)

b. Conference with Labor Negotiators

<i>Agency Designated Representative:</i>	Board of Directors
<i>Employee:</i>	Fire Chief

9. Announcement of Closed Session

Upon reconvening, President Ashcraft reported that for agenda item 9(a), the board reviewed and discussed the draft memorandum of understanding between Rancho Santa Fe Employee Association and the District.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

August 23, 2006

Page 4 of 5

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 1 NOES; 0 ABSENT; 0 ABSTAIN to prepare a resolution for adoption at the next meeting to accept the negotiated Memorandum of Understanding with the RSFEA bargaining group.

President Ashcraft reported that for agenda item 9(b) the board agreed to changes to the Fire Chiefs employment contract. The revised contract will be scheduled for approval at the next meeting.

10. Reports

a. Fire Chief – Chief Pavone

- LAFCO Study – Consolidation – Update: he reported that there isn't any additional information on the study. The County continues to move forward with the Micro Study and he anticipates that the report will be completed at the beginning of 2007.
- Strategic Plan – he reports that the committee has a meeting scheduled for the end of August. He plans to have Jim Boylan facilitate the next meeting. He also plans to provide a plan update at the October or November Board of Directors meeting.
- Community Activity – Update: He spoke at the Fairbanks Ranch Homeowners Association regular meeting. At the meeting residents inquired on the status of the replacement fire station for Fairbanks. The Burn Institute dinner originally scheduled for August was deferred until the spring. Staff has begun the planning for the District's 60th anniversary event.

b. Operations – Deputy Chief Michel

- Monthly Report – July 2006 – he summarized the monthly activity including:
 - strike team activity; Chiefs Michel and Gibbs responded as strike team leaders
 - small ½ acre brush fire in the Del Dios area

c. Training – Battalion Chief Sturtevant

- Monthly Report – July 2006 – Chief Sturtevant summarized the previous month's activity. He noted that some of the scheduled training was cancelled due to the high heat index.

d. Fire Marshal – Hunter

- Monthly Report – July 2006 – Fire Marshal Hunter summarized the monthly activity. The *Shelter in Place* inspections continue to progress. Three communities have been completed.
- Future Projected Development – he summarized the staff report included and responded to questions from the board members.
- District Articles – for information only.

e. Administrative Manager – Rannals

- Candidate Filing Report – the filing period ended August 11, 2006 and there are five candidates for two positions. The election will be held Tuesday, November 7

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

August 23, 2006

Page 5 of 5

f. Board of Directors

i. North County Dispatch JPA – Update (Ashcraft)

- The next scheduled meeting is October 26, 2006. The JPA is currently screening applications for a new Administrator.

ii. County Service Area – 17 – Update (Hickerson)

- No report

iii. Comments

- Douglas – requested that staff review the lease agreement with North County Dispatch.

10. Adjournment

Meeting adjourned at 4:50 pm.

Karlana Rannals
Secretary

James H Ashcraft
President