



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – September 12, 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

Battalion Chief Davidson led the assembly in the *Pledge of Allegiance*.

President Ashcraft requested to conduct Closed Session after Item 8(b). There were no objections by the board members.

1. Roll Call

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

Directors Absent: None

Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief; Cliff Hunter, Fire Marshal; Fred Cox, Battalion Chief, Bret Davidson, Battalion Chief, Jim Sturtevant Battalion Chief; and Karlena Rannals, Board Clerk

2. Special Presentations

Chief Pavone welcomed all in attendance and congratulated the new member of the District. Chief Pavone summarized the District's hiring process and the responsibility that the Training Battalion Chief will assume. A Fire District badge was presented to the following member of the District:

- i. Bret Davidson, Battalion Chief

Karlana Rannals, Notary Public, administered the Oath of Office. President Ashcraft congratulated Chief Davidson and wished him well in his new position.

Chief Pavone introduced to the board members Lesli Wilson, Administrator for North County Dispatch JPA. He also informed the Board that Sam Smith, Dispatcher has announced his retirement effective October 2, 2007.

3. Public Comment

John Ingalls, Director, Santa Fe Irrigation District thanked the Board for their previous support to his election to the Local Agency Formation Commission as an Alternate. He informed them that he is a candidate for the upcoming election and he would be honored to serve another term. Chief Pavone conveyed his appreciation to Mr. Ingalls for his support during the consolidation efforts.

4. Motion waiving reading in full of all Resolutions

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

5. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of July 24, 2007.

b. Receive and File

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to receive and file:

i. Monthly/Quarterly Reports

(a) List of Demands – July 1 -31, 2007	\$231,582.76
Payroll for the period July 1 – 31, 2007	<u>\$452,488.13</u>
TOTAL DISTRIBUTION	\$684,070.89

(b) List of Demands – August 1 -31, 2007	\$566,401.19
Payroll for the period August 1 – 31, 2007	<u>\$431,974.44</u>
TOTAL DISTRIBUTION	\$998,375.63

(b) Activity Reports – July/August 2007

- Fire Prevention
- Operations
- Training

(c) District Articles – July/August 2007

ii. Correspondence

- North County Fire Protection District
- Diane Cappelletti
- Nina Allen
- Scully Family
- Burn Institute

6. Old Business

a. Replacement Fairbanks Ranch Fire Station

A time certain (3:00 pm) presentation was made by Ali Shapouri, Consultant to review the site development and permit process for the replacement Fairbanks Ranch Fire Station. He informed the board that he anticipates it could take up to 18 months to get through the review

and permit process at the County of San Diego, before construction could begin. He responded to questions from the Board of Directors. There was no action taken by the Board.

7. Public Hearing

a. Final Budget Fiscal Year 2007-2008

President Ashcraft opened and closed the public hearing. Karlana Rannals informed the Board that she had not received any written correspondence regarding the final budget.

8. New Business

a. Final Budget FY 2007/2008

Chief Pavone reviewed and summarized the differences between the preliminary budget presented in June and the final budget presented at this meeting. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2007/2008 Budget as presented.

b. Resolution No. 2007-09

Chief Pavone reported that this resolution requires renewal each year as a participant in the Fire Mitigation Fee Fund program. This resolution identifies future capital expenditures planned over the next five years.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and APPROVED Resolution No. 2007-09 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting the Fire Mitigation Fee Fund Multi-Year plan on a roll call vote:

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

10. Closed Session

Pursuant to the following Government Code Sections, the Board of Directors convened in Closed Session from 1:40— 2:55 pm for discussions on:

With respect to Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 16936 El Fuego
Agency Negotiator: Nicholas G Pavone, Fire Chief
Negotiating Parties: Rancho Santa Fe Association
Under Negotiation: Instruction to negotiator concerning price and term

With respect to Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: El Fuego
Agency Negotiator: Nicholas G Pavone, Fire Chief
Negotiating Parties: Rancho Santa Fe School District
Under Negotiation: Instruction to negotiator concerning price and term

With respect to Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: Linea Del Cielo
Agency Negotiator: Nicholas G Pavone, Fire Chief
Negotiating Parties: Santa Fe Irrigation District
Under Negotiation: Instruction to negotiator concerning price and term

11. Announcement of Closed Session

Upon reconvening, President Ashcraft reported that the board members discussed the identified properties and provided direction concerning price and term to Chief Pavone, Agency Negotiator on the following real property:

- i. Property: 16936 El Fuego
- ii. Property: El Fuego
- iii. Property: Linea Del Cielo

8. New Business (Cont.)

c. Hazard Abatement Sole Source Contractor

Fire Marshal Hunter summarized the staff report provided. He recommended that the District retain the current contractor "The Treekeeper" as they were determined as the lowest and most responsive bid.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and APPROVED 5-0 staff's recommendation to authorize the Fire Chief or his designee to enter into a service agreement for a sole source contractor with "The Treekeeper" for forced abatement of hazardous vegetation and rubbish with the Rancho Santa Fe Fire Protection District for parcels in violation of the Fire District's Ordinance 04-02.

d. Ordinance No. 2008-01

Fire Marshal Hunter summarized the staff report provided. He reported that the State of California has adopted a new fire code and a new format. He chaired a countywide Fire Marshal working group to develop the proposed Wildland Urban Interface Code with amendments. The proposed ordinance included a key explaining the amendments, additions, and deletions. He responded to questions from the board. He informed the board members that this ordinance introduction does not require action. This is the first step of the adoption process. A second reading is scheduled for the next regular meeting.

e. Strategic Plan Update-01

Chief Pavone summarized the Strategic Plan and the changes incorporated from the board workshop held in June 2007. He acknowledged the work of the Strategic Planning Committee and requested that the Board of Directors approve the updated plan.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and ADOPTED 5-0 the Fire District new strategic plan.

f. LAFCO 2007 Special Districts Election

Chief Pavone informed the members that to elect representatives to the LAFCO Advisory board, the District must authorize a board member to cast the ballot. He requested that the Board of Directors authorize the Board President to cast the ballot on behalf of Fire District

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Board President to cast the ballot on behalf of the Fire District uninstructed.

g. Ad hoc Committee - Audit

Karlena Rannals summarized the activities of the recent onsite financial audit conducted by Charles Z. Fedak & Associates. She requested that an ad hoc committee be considered to meet with the auditors to discuss in detail the financial statements and District accounting processes. She anticipates that this ad hoc committee will offer the opportunity for in depth discussions outside the scope of a regular board meeting. Directors Malin and Tanner agreed to serve on the committee and were appointed by President Ashcraft.

h. Board Meeting Dates/Location

Chief Pavone informed the board members that this agenda item is intended to discuss the timing of the regular meeting to include month end reports. The Board discussed several optional days to move the Board of Directors meeting day to; however, at the conclusion of the discussion the board members agreed to continue to meet the second Wednesday of each month.

9. Oral Reports

a. Fire Chief – Pavone

▪ *Cooperative Efforts*

He notified the Cities of Solana Beach and Del Mar of our intent to terminate the Battalion Chief Duty Coverage contract. Since the notification, the City of Solana Beach City Manager has informed him that on October 8 and 10, Solana Beach and Del Mar City Councils will consider consolidating to one fire department. If that occurs, the desire is to consider contracting with Rancho Santa Fe for fire management services. He will update the Board as he gets more information.

▪ *Soil Contamination – Update*

The report submitted to the Regional Water Quality Control Board denied the County of San Diego's request for closure. The County must defend their decision to close the site

and they believe that they provided an accurate interpretation of the policies to close the site. The County staff will be meeting with the regional board to address their concerns with the closure.

▪ *District Activities*

- i. Recognition Lunch – he intends to schedule a lunch for the employees of Santa Fe Irrigation District for their support and assistance for temporary parking.

b. Operations – Deputy Chief Michel

He summarized the call activity and explained the new reporting format for the monthly report.

c. Training – Battalion Chief Davidson

Chief Davidson reported on the previous months training activity and informed the board of the upcoming MCI (Mass Casualty Incident) drill with the Coaster train in Solana Beach.

d. Fire Prevention – Fire Marshal Hunter

He reported on the following topics:

- Jennifer Stoffey will transfer to the District's payroll mid-October.
- A new fire code ordinance will be introduced at the next regular meeting to start the adoption process.

e. Administration – Administrative Manager Rannals

No report.

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: Denny Neville left his position as Administrator for a position with the Heartland Fire Dispatch agency. The next board meeting is scheduled for October 25, 2007.
- County Service Area 17 – Update – Director Hickerson: San Diego Medical Services Enterprise has staffed an additional ambulance at RSF4. The new CSA-17 contract provides for an EMS Coordinator position. The CSA-17 agencies are exploring which agency will employ the Coordinator. Wayne Johnson, San Diego Medical Services Enterprise was invited to attend the next meeting for an overview of the paramedic program.
- Comments
 - Hillgren – her daughter participated as a volunteer for “Camp Beyond the Scars. Her daughter had a great experience and was very complimentary of Captain Chris Galindo for his volunteer work as a camp counselor.
 - Ashcraft – requested a schedule of personnel that may retire from the Fire District within the next five years.

Minutes
Rancho Santa Fe Fire Protection District Board of Directors
September 12, 2007
Page 7 of 7

13. Adjournment

Meeting adjourned at 5:07 pm.

Karlena Rannals
Secretary

James H Ashcraft
President