



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – September 13, 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, Hillgren, Hickerson, Malin
Directors Absent: None
Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief, Cliff Hunter, Fire Marshal; Jim Sturtevant, Battalion Chief; Mike Gibbs, Battalion Chief; and Karlana Rannals, Board Clerk

Pledge of Allegiance

Battalion Chief Gibbs 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 HICKERSON, and CARRIED 5AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full all Resolutions and Ordinances.

2. Public Comment

Jim Floros, Executive Director – Burn Institute – he informed the board members that each year a one-day countywide fundraiser is held called “Give Burns the Boot.” This year, the event raised \$181,000. He attended the board meeting to present a trophy to the District as the top fundraiser (for the third year) collecting in excess of \$20,000. A second trophy was presented to Chief Pavone as the top “01” in the County for collecting in excess of \$2,000. He congratulated the District and expressed his appreciation for the support.

3. 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 August 23, 2006

4. Correspondence

Correspondence reviewed and filed.

5. Finance

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

6. Old Business

- a. None

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7. Public Hearing

a. Final Budget Fiscal Year 2006-2007

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

8. New Business

a. Final Budget Fiscal Year 2006-2007

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, specifically regarding the Gann Limit. Ms. Rannals reported that there is no requirement to include the Gann limit calculation in the budget; however, it is required that the Gann limit be reported in the annual financial statements. Additional research is necessary to determine if the District is required to calculate the limit. The Board requested that this subject be included on the December meeting agenda.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2006/2007 Budget as presented.

b. Contract: Employment – Fire Chief

Chief Pavone reported that the contract presented reflects the requested change of eliminating the amount of compensation and references the management resolution for compensation.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the employment contract for the Fire Chief as presented.

c. Contract: Amendment No. 3 to Building Lease Agreement (Verizon Wireless)

Chief Pavone summarized the staff report and noted specifically three changes

1. Removal of “Exclusive use” language-this will allow the District to lease space with other wireless carriers;
2. Emergency power-Verizon will pay for a portion of the District’s emergency generator maintenance costs (\$600.00 per year);
3. Annual rent increases-changes the language to reflect CPI-W San Diego as the basis for annual rent increases.

He reported that the District has been in negotiations for this final contract in excess of two years and recommended approval.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Amendment No. 3 to Building Lease Agreement (Verizon Wireless) as presented.

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d. Request for Proposal for Metal Storage Building

Chief Michel summarized the staff report included with the agenda. This project is the fourth and final phase of the training facility. This project was originally approved in the 2005/06 budget, with 70% of the funding from the fire mitigation fund. The project was not completed in the last fiscal year and was carried over to this budget year for completion. The following bids were received for consideration:

<u>Bidder</u>	<u>Bid Amount</u>
1. C.D.M. Construction Inc.	\$175,040.00
2. Healey Construction Co.	\$179,668.00
3. Precise Construction Management	\$180,000.00

Chief Michel recommended that the Board of Directors authorize the Fire Chief to determine the lowest most responsive bidder, award the contract to a vendor for construction services, not to exceed \$180,000. Staff responded to questions from the board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Fire Chief to determine the lowest most responsive bidder, award the contract to a vendor for construction services, not to exceed \$180,000.

e. Contract: SoCo Group (*Fuel Purchase Agreement*)

Chief Pavone summarized the staff report prepared by Chief Cox. The report shows that the District will experience a cost savings by not only switching fuel types, but also by switching vendors, without compromising reliable 24/7 service. He recommended that the District switch fuel vendors to SoCo Group and authorize the Fire Chief to execute the contract.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Fire Chief to execute the Fuel Service Agreement with SoCo Group.

9. New Business

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

Chief Pavone reported that this resolution is the result of the negotiated Memorandum of Understanding between the Board of Directors and administrative personnel.

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

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

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10. Reports

a. Fire Chief – Chief Pavone

- Cooperative Effort Study (*Del Mar/Elfin Forest/Rancho Santa Fe/Solana Beach*): he reports that he has a meeting the week of September 18 to review the EMS side of the process. In conjunction with this review, CSA-17 is looking at a new RFP that will look at the underserved areas along with the exemptions that are currently in the contract. Other models for transport services will also be reviewed.
- Community Activity – Update:
 - He has a presentation with RSF Association scheduled for the end of September.
 - The District has scheduled a community event in conjunction with the District's 60th anniversary for October 29. A pancake breakfast will be held at RSF1 and a Spaghetti Dinner at RSF2.
 - A resident of the Fairbanks Ranch community donated a framed poster commemorating the faces of fire and law enforcement personnel killed in the attack on the World Trade Center on 9/11/2001.

b. Operations – Deputy Chief Michel

- Monthly Report – August 2006 – he summarized the monthly activity including:
 - Two electrocutions on the same day, one resulting in a fatality
 - Electrical fire at Helen Woodward Animal Center
 - Unexploded charge in the 4S Ranch area. It is believed that it was a leftover blast charge left at a property that was then discovered when digging for a pool.

c. Training – Battalion Chief Sturtevant

- Monthly Report – August 2006 – Chief Sturtevant summarized the previous month's activity.

d. Fire Marshal – Hunter

- Monthly Report – August 2006 – Fire Marshal Hunter summarized the monthly activity. 514 *Shelter in Place* inspections have been completed and 34 properties were determined to be in noncompliance.
- District Articles – for information only.

e. Administrative Manager – Rannals

- Ethics Training – she reported that for planning purposes, the training is set for December 13. This tentative date will allow the new Board member to obtain the training as well.

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f. Board of Directors

i. North County Dispatch JPA – Update (Ashcraft)

- The next scheduled meeting is October 26, 2006. The JPA received 22 applications for the Administrator position. The committee will screen to six candidates to interview.

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

- The Chiefs are in the process of preparing and reviewing the components of a new Request for Proposal.

iii. Comments

- Hillgren – expressed her concerns of the traffic in the Fairbanks Ranch area.

9. Adjournment

Meeting adjourned at 2:40 pm.

Karlana Rannals
Secretary

James H Ashcraft
President