



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – October 10, 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

Director Hillgren led the assembly in the *Pledge of Allegiance*.

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; Bret Davidson, Battalion Chief, Jim Sturtevant Battalion Chief; and Karlana Rannals, Board Clerk

2. Special Presentations

Chief Pavone welcomed all in attendance. He introduced Deputy Chief Michel who summarized the Districts promotional process and the roles and responsibility that he will assume. Chief Michel congratulated the individual on his selection and achievements. A Fire District badge was presented to the following member of the District:

- i. Bruce Sherwood, Engineer

President Ashcraft congratulated Engineer Sherwood and wished him well in his new position.

3. Public Comment

No one requested to speak to the Board of Directors.

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

a. Board of Directors Minutes

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of September 12, 2007.

b. Receive and File

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

i. Monthly/Quarterly Reports

(a) List of Demands – September 1 -30, 2007	\$268,342.85
Payroll for the period September 1 – 30, 2007	<u>\$268,342.85</u>
TOTAL DISTRIBUTION	\$729,662.93

(b) Travel Expense Reports

- Pavone

(c) Activity Reports – September 2007

- Fire Prevention
- Operations
- Training

(d) District Articles – September 2007

ii. Correspondence

- Dieterich
- Friedkin
- Burn Institute
- Roger Rowe
- City of Vista

6. Presentation Concerning CSA-17 Contract

Wayne Johnson, Chief Operating Officer for San Diego Medical Services Enterprise, LLC (SDMSE) made a presentation on the services provided by SDMSE and the CSA-17 contract. He highlighted the changes of the contract that included:

- Meeting response times 90% of the time for each jurisdiction
- Increased number of response units within the fire protection district
- Fund a new Emergency Medical Services Coordinator position

Mr. Johnson introduced and summarized the experience and credentials of Matt Gilligan, Program Coordinator dedicated to manage the CSA-17 contract. The Board of Directors expressed their appreciation in their desire to provide a high level of service to the residents.

7. Ordinances/Resolutions

a. Ordinance No. 2008-01 *entitled* An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the International Wildland-Urban Interface Code, 2006 Edition and Adopting Appendix A & D with Certain Amendments, Additions and Deletions (second reading)

Fire Marshal Hunter summarized the changes between the ordinance introduction and the second reading. He noted that the District's ordinance would have the same language as the county building and fire code. Staff responded to questions from the Board.

President Ashcraft announced that the District would schedule a public hearing for Ordinance 2008-01 for November 14, 2007, with action for final adoption to follow. He further requested that the Board Clerk notify the public of the hearing pursuant to all applicable codes.

b. Introduction of Ordinance No. 2008-02 *entitled* An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the California Fire Code, 2007 Edition California Fire Code, 2007 Edition, And 2006 International Fire Code with Certain Amendments, Additions, and Deletions.

Fire Marshal Hunter summarized his staff report. The matrix provided summarizes the changes between the current and proposed ordinance. Staff responded to questions from the board. He informed the Board that no action is required, and that the second reading in the ordinance adoption process is scheduled for November 14, 2007.

8. Old Business

None.

9. New Business

a. Building Lease Agreement – Rancho Santa Fe Association

Chief Pavone summarized the changes in the revised lease agreement. Rancho Santa Fe Association's legal counsel has accepted the lease agreement prepared by the Fire District's attorney. The new term is month-to-month and the cost per square foot was increased from \$1.82 to \$3.00. Chief Pavone responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 0 ABSENT; 1 ABSTAIN (Hickerson) to approve the Building Lease Agreement between Rancho Santa Fe Fire Protection District and Rancho Santa Fe Association effective October 10, 2007 and authorize the Fire Chief to execute the agreement.

b. Parking Lease Agreement – Santa Fe Irrigation District

Chief Pavone informed the board members that he had to sign a parking lease agreement with Santa Fe Irrigation District (SFID) in the event that a solution could not be reached with Rancho Santa Fe School District on the current parking agreement. SFID agreed to lease to the District seven spaces at \$100 per space, per month, for a one-year period with no option for renewal. He informed the Board that legal counsel reviewed and approved the parking lease agreement, and he requested that the Board of Directors ratify the action of executing the document. Chief Pavone responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ratify the action of Chief Pavone in approving the Parking Lease Agreement effective October 1, 2007 and executing the document.

c. FY 2007/2008 Budget REVISED

Karlana Rannals summarized the staff report provided. She explained to the Board of Directors how the calculation error occurred and how the change affected revenue vs. expenditures. Ms. Rannals responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the FY 2007/2008 Budget REVISED.

d. Long Range Financial Plan

Director Malin summarized his meetings with District staff to develop the assumptions that were used to develop the model presented. He reminded the board members that the District should have enough cash on hand to get through to the first major tax distribution scheduled for December 15 to cover operation costs. At the conclusion of his presentation, he informed the Board that the District's cash position over the next five years is acceptable, if the conservative assumptions remain on target. Director Malin responded to questions from the Board.

The Board of Directors expressed their appreciation to Director Malin and staff for their work on the long-range financial plan.

e. Building Lease Agreement – San Diego Medical Services Enterprise, LLC

Chief Michel summarized the staff report. He reported that for San Diego Medical Services Enterprise to achieve the required response times within the fire protection district, a third ambulance was added and is located at RSF4 (Rancho Cielo). The lease agreement presented for approval is the same agreement for ambulances at RSF1 (HQ) and RSF2 (4S Ranch). He also reported that legal counsel reviewed and approved the agreement.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Building Lease Agreement between Rancho Santa Fe Fire Protection District and San Diego Medical Services Enterprise, LLC and authorize the Fire Chief to execute the document.

10. Oral Reports

a. Fire Chief – Pavone

- *Cooperative Efforts* – he continues his discussions with Dave Ott, City Manager for Solana Beach. There has been a delay in the process due to the expiration of the MOU for the Del Mar firefighters. The goal still exists between the City of Del Mar and City of Solana Beach to merge firefighting personnel and to pursue discussions to establish a management services contract with Rancho Santa Fe FPD. Chief

Pavone noted that all costs will need to be reevaluated and estimates that the earliest a management contract may be implemented is February 2008.

- Soil Contamination – Update – the State has not heard the case and there is no additional information available to share with the Board.
- Replacement of Fairbanks Ranch Fire Station – nothing to report.
- Alternate Sites for Administration Building – he has been researching vacant land available to seek possible sites to relocate the Administrative offices. There is not much land available in the 4S Ranch area. He was made aware of a possible location in the Crosby development. He is seeking additional information to determine if the developer is interested in selling the parcel.
- Administrative Office – Holiday Schedule: he informed the Board that he has received a written request from the administrative employees to close the office Monday, December 24. The employees are willing to use a paid “floating” holiday or vacation day this year. This will allow for four consecutive days off. The consensus of the Board is that the Fire Chief should approve this request; however, they have no objections.
- *District Activities*
 - Recognition Lunch – he intends to schedule a lunch for the employees of Santa Fe Irrigation District in recognition for their support and assistance for temporary parking. They are still seeking a date.
 - Pancake Breakfast – reminder that the Firefighters Association and District has scheduled the annual event for Sunday, October 14 to coincide with Fire Prevention Week.

b. Operations – Deputy Chief Michel

The Battalion Chiefs have responded to numerous calls in Solana Beach. The strike team activity has been limited.

c. Training – Battalion Chief Davidson

Chief Davidson reported that most of the District’s Captains attended the Supervisor’s Academy. The MCI (Mass Casualty Incident) drill with the Coaster train in Solana Beach was successful. The event resulted in 93 simulated patients and allowed CERT members to participate.

d. Fire Prevention – Fire Marshal Hunter

He reported on the following topics:

- Julie Taber summarized the Fire Prevention Week Activity that is planned for the month of October. She anticipates that in excess of 3,000 students will be educated in the program.
- Wildfire seminars reached 15 residents.
- Renee Hill, Fire Prevention Specialist gave birth to a girl on October 3, 2007.

e. Administration – Administrative Manager Rannals: nothing to report.

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: Next meeting October 25, 2007.
- County Service Area 17 – Update – Director Hickerson: The next meeting is scheduled for Tuesday, November 6, 2007.
- Comments
 - None

11. Closed Session

Pursuant to the following Government Code Sections, the Board of Directors convened in Closed Session from 4:00— 4:40 pm for discussions on:

- a. With respect to Section 54956.8:
Property: APN 269-183-24 – 6363 Calle del Campanano
Agency Negotiator: Nicholas G Pavone, Fire Chief
Negotiating Parties: Sourapas Trust
Under Negotiation: Instruction to negotiator concerning price and term

- b. With respect to every item of business to be discussed in closed session pursuant 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

12. 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: 6363 Calle del Campanano
- ii. Property: El Fuego

13. Adjournment

Meeting adjourned at 4:42 pm.

Karlana Rannals
Secretary

James H Ashcraft
President