



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – November 8, 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 12:00 p.m.

Directors Present: Ashcraft, Douglas, Hillgren, Malin
Directors Absent: Hickerson
Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief, Cliff Hunter, Fire Marshal; Jim Sturtevant, Battalion Chief; Gary Snaveley, Battalion Chief; and Karlena Rannals, Board Clerk

Pledge of Allegiance

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

Chief Pavone requested from the Board of Directors the following:

REQUEST FOR MOTION TO AMEND AGENDA TO INCLUDE:

Pursuant to Government Code Section 54954.2 (b) (2.) there is a need to take immediate action by the governing body subsequent to the agenda being posted.

(Four votes in favor of this motion to amend is required)

(Three votes in favor of this motion to amend, if only four members present)

NEW AGENDA ITEM: 8(b)

8. New Business

- b. Contract: Settlement Agreement and Mutual Release between *Santa Fe Irrigation District and Rancho Santa Fe Fire Protection District*

ACTION REQUESTED: **APPROVE**

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4-0, to modify the agenda to include Contract Settlement Agreement and Mutual Release.

1. Special Presentations

a. Badge Presentations

Chief Pavone introduced Deputy Chief Michel, who summarized the Districts promotional process and the roles and responsibility that each member will assume. He congratulated all individuals on their selection and achievements. Fire District badges were presented to the following members of the District:

- i. W. Chris Mertz, Captain
- ii. Craig McVey, Engineer
- iii. Tim Wood, Firefighter/Paramedic

b. Director Recognition

Chief Pavone presented Director Cliff Douglas a “Retired” Directors Badge in recognition of his nearly twenty year’s service as an elected member of the Board of Directors. Director Douglas expressed his

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appreciation to his colleagues and members of the District for the assistance and support received over the years.

2. Public Comment

Frank Twohy, Fire Chief, and Bob Kephart, Vice Chair, Board of Directors for Elfin Forest Volunteer Fire Department expressed their sincere appreciation for the donation of a command vehicle to their department. They also presented a “large” thank you card signed by members of the department.

3. Approval of Minutes

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

- a. Board of Directors regular meeting minutes held October 11, 2006

4. Correspondence

Correspondence reviewed and filed.

5. Finance

- a. List of Demands – October 1 – 31, 2006
- b. Summary Asset/Liability Statement – September 30, 2006
- c. Quarterly Budget Review (Expenditures) – July 1 – September 30, 2006

All monthly reports were reviewed and filed.

6. Old Business

- a. None

7. Closed Session

Pursuant to Pursuant to Government Code, section 54956.9 the Board of Directors convened in a closed session from the hour of 12:55 to 1:25 pm. The following item was discussed:

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

(Subdivision (a) of Section 54956.9)

Name of case: Santa Fe Irrigation District v. Rancho Santa Fe Fire Protection District

Upon reconvening, President Ashcraft informed the public that the Board of Directors met with legal counsel to discuss the settlement for the named case. Board action will be taken under Item 8 (b) Contract: Settlement Agreement and Mutual Release between *Santa Fe Irrigation District and Rancho Santa Fe Fire Protection District*

8. New Business

- a. Contract: Duty Coverage between Rancho Santa Fe Fire Protection District and Solana Beach and Del Mar Fire Departments

Chief Pavone summarized the staff report included with the agenda material. He reported that the agreement formalizes a long-standing practice of duty coverage, and allows the RSF Battalion Chiefs to gain additional experience and to build relationships with neighboring jurisdictions.

Staff responded to questions from the Board, including questions regarding the minimum level of

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liability insurance. The Board requested that Staff verify the levels of insurance prior to signing the contract.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the contract for *Duty Coverage between Rancho Santa Fe Fire Protection District and Solana Beach and Del Mar Fire Departments*, and authorize the Fire Chief to execute the contract, after verifying the insurance.

b. Contract: Settlement Agreement and Mutual Release between *Santa Fe Irrigation District and Rancho Santa Fe Fire Protection District*

President Ashcraft reminded the board members that this item was added to the agenda and the contract requires approval resulting from the closed session discussion.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the Settlement Agreement and Mutual Release between *Santa Fe Irrigation District and Rancho Santa Fe Fire Protection District* and authorize the President to execute the contract.

9. Reports

a. Fire Chief – Chief Pavone

- Cooperative Effort Study (*Del Mar/Elfin Forest/Rancho Santa Fe/Solana Beach*): he reports that he continues to meet semi-monthly with the representatives of the study. The City of Encinitas has expressed an interest in participating in the study. All representatives have agreed to study a specific list of items. The consultant, John Traylor intends to prepare a staff report that will update the Board on his progress.
- Personnel – Update – Firefighter/Paramedic Blake Dorse accepted a position with the City of Oceanside. Recruitment is in progress to fill two vacant positions and testing is scheduled for November 28 and 29.
- Community Activity – Update:
 - He reported that the Department served breakfast to 294 people and approximately 50 people at the spaghetti dinner in conjunction with the District's 60th anniversary on October 29.
- Holiday Party – December 8, 2006 – reminded the board members of the event. All questions can be directed to the event chair Paul Lorenzo.

Director Hillgren departed the meeting at 2:00 pm.

b. Operations – Deputy Chief Michel

- Monthly Report – October 2006 – he summarized the monthly activity including:
 - 2692 (new ambulance located at RSF2) responded to 25 calls, of which 11 were after hours.

c. Training – Battalion Chief Sturtevant

- Monthly Report – October 2006 – Chief Sturtevant summarized the previous month's activity. Activities included:
 - Probationary testing

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- Various Continuing Education Classes, e.g. S231, Vehicle Maintenance
- Zone-wide High Rise Drill

d. Fire Marshal – Hunter

- Monthly Report – October 2006 – Fire Marshal Hunter summarized the monthly activity. He noted that plan review activity has decreased; however, because of the shopping center in the 4S Ranch area, inspections have increased.
- Fire Prevention Week Activity Report – Julie Taber, Public Relations Coordinator summarized the activities that included presentations to 12 schools that totaled 56 presentations and reached 2,634 students. Each student was provided a “goodie bag.” The District received positive feedback from the schools. Chief Pavone congratulated Julie and all of the suppression personnel for their efforts and the success of the presentations.
- District Articles – for information only.

e. Administrative Manager – Rannals

- State Controllers Report FY 2005/2006 – the report was filed on time by the auditor
- Financial Statements FY 2005/2006 – a representative from the audit firm Charles Z Fedak & Company will present the audit at the December meeting.
- CalPERS Conference – she summarized the conference that she and Chief Michel attended.

f. Board of Directors

i. North County Dispatch JPA – Update (Ashcraft)

- He reported on the following JPA activities:
 - JPA will begin dispatching services for the City of Oceanside January 2007.
 - Bids were distributed to develop an emergency preparedness plan
 - The center will expand to eight consoles
 - The recruitment for a new Administrator continues. Interviews are scheduled for December.

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

- Chief Pavone provided the report in Director Hickerson’s absence. A meeting was held on November 7. The RFP is to be distributed November 30 for a new paramedic transport provider. The CSA-17 Fire Chiefs are working with County of San Diego EMS staff to make changes in future contracts that will provide a better level of service.

iii. Comments

- Douglas – expressed his appreciation for the gift and thanked the community for the opportunity to serve. He also encouraged the Board to continue an effort to quantify the progress of the District’s problems, including the Gann Limit and find an objective anonymous method to solicit feedback from the public.
- Ashcraft – he expressed appreciation to Director Douglas for his contributions to the Fire District and the community.

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9. Adjournment

Meeting adjourned at 3:00 pm.

Karlena Rannals
Secretary

James H Ashcraft
President