



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – November 14, 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 Tanner 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; Jim Sturtevant, Battalion Chief; and Karlana Rannals, Board Clerk

2. Public Comment

a. Dee Parks and Alexander Nawrocki, representatives from Hacienda Santa Fe Homeowners Association expressed their gratitude for the outstanding performance of the firefighting personnel during the "Witch Creek" fire. They presented a plaque and made a monetary donation in recognition of their gratitude.

b. Pete Smith, General Manager, Rancho Santa Fe Association: expressed his appreciation on behalf of the Association. He noted that the proactive and forward planning on the part of District personnel was successful and resulted in no loss of life.

c. Erwin Willis, former Fire Chief, Rancho Santa Fe FPD: commended everyone for their efforts during the wildland fire. Chief Pavone thanked Mr. Willis for his support and contributions throughout the event.

3. Motion waiving reading in full of all Resolutions

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

4. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar with the removal of items 4.b.i.(a) & 4.b.i.(b).

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 October 10, 2007.

b. Receive and File

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

i. Monthly/Quarterly Reports

(a) List of Demands – October 1 -31, 2007	\$503,486.61
Payroll for the period October 1 – 31, 2007	<u>\$438,012.03</u>
TOTAL DISTRIBUTION	\$941,498.64

(c) Activity Reports – October 2007

- Fire Prevention
- Operations
- Training

(d) District Articles – October 2007

ii. Correspondence

- Clotfelter
- Sinning

Items removed from the Consent Calendar for discussion.

4. b.i (a) – List of Demands

Staff responded to questions regarding specific expenditures listed.

4. b.i (b) – Budget Review

Staff responded to questions regarding the non-cash retirement expense, in which the money was sent to CalPERS last fiscal year. Staff reported that this is an accounting entry required by the auditors.

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

4. b.i (a) – List of Demands

4. b.i (b) – Budget Review

5. Public Hearing

President Ashcraft opened the public hearing for Ordinance 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. Ms. Rannals reported to the board that she had not received any requests to speak or written correspondence. President Ashcraft closed the public hearing.

6. 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

Fire Marshal Hunter summarized the staff report provided. He noted that once adopted by the board of directors, this ordinance becomes effective 30 days after the date of adoption. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLTREN, SECOND BY DIRECTOR HICKERSON, and APPROVED on the following roll call vote:

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

President Ashcraft requested that the Secretary notify the public of the ordinance adoption and publish all legal notices according to all applicable codes.

- b. Second reading 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, and 2006 International Fire Code with Certain Amendments, Additions, and Deletions.

Fire Marshal Hunter reported that there were no changes between the ordinance introduction and the scheduled 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 2008-02 for December 12, 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.

7. Old Business

None.

8. New Business

- a. Witch Fire – October 21 – 31, 2007

Chief Pavone reported to the board members that the presentation would focus on three areas, 1) incident overview; 2) incident operations; and 3) damage assessment. The fire consumed approximately 6,000 acres and destroyed 61 homes, with an additional 23-damaged mild to moderate. He conveyed his appreciation to the board members for their support and assistance during the fire and expressed his thanks to all District personnel for their individual contributions during the wildfire incident. Chief Michel summarized the incident operations.

Chief Hunter summarized the damaged assessment process and the District's damage assessment report.

At the conclusion of the presentation, the Board of Directors once again expressed their gratitude for all of the efforts associated with the fire.

b. Waiver of District Fees

Chief Pavone reviewed with the Board the District's current fee ordinance and resolution authorizing the waiver of fees. The District has received the first plan to rebuild and pursuant to the resolution, he waived all fees associated with the rebuild. He reported that his action is consistent with the waiver of fees by the County of San Diego, and recommended to the Board that requests from other fire victims within the Fire District have their fees waived.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ratify the action of Chief Pavone to grant a waiver of District fees to fire victims of the October 2007 wildfires.

c. Acceptance of Donations

Chief Pavone distributed a list of residents who sent a check in gratitude for the efforts and performance of District personnel during the October 2007 wildfires. To date, cash donations totaled \$3,900 in addition to numerous gift cards that were received. Pursuant to Health and Safety Code 13898, the Board of Directors must formally accept the donations and determine a purpose. Once accepted, staff will send a letter of acknowledgement to the donor. Chief Pavone discussed with the board three options in determining a purpose for the money. The Board of Directors agreed to defer until the next meeting the purpose for the donations.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the monetary donations totaling \$3,9000 as a result of the October 2007 wildfires.

d. Succession Planning

Chief Michel distributed a chart that outlined all positions and where the current personnel intended and/or expected to retire from the District. In summary, approximately 15 members of the District intend to retire within the next five to six years. Staff responded to questions from the Board.

Director Hillgren departed @ 4:35 pm

Oral Reports

a. Fire Chief – Pavone

- Replacement of Fairbanks Ranch Fire Station – the consultant continues to work on this project and it is progressing. He anticipates receiving the plot plan on November 16. He has also been working with Don Iler who provided the

architectural design for the District's Headquarters fire station to provide a footprint for a replacement station.

- Alternate Sites for Administration Building – there is no information to report.
- Strategic Plan – in light of the recent wildfires and a change in priorities, dates and deadlines that were established within the updated plan may not be able to be met. He will continue to monitor and report the progress of the plan to the board members.
- *District Activities*
 - Pancake Breakfast – the breakfast was successful. They estimate that there were in excess of 300 hundred breakfasts served. Many employees and their families attended this event.

b. Operations – Deputy Chief Michel

He reported on the following topics:

- The District offered the Firefighter/Paramedic position to Nathan Fritchle. He is currently attending an orientation academy, which is in cooperation with the City of Escondido and their two new hires.
- He will be attending the FEMA grant application meeting to seek reimbursement of costs resulting from the October 2007 wildfires.
- He summarized significant call activity in addition to the recent wildfire that included an incident in which a vehicle crashed into the Village Pharmacy building. He noted that the building incurred structural damage.

c. Training – Battalion Chief Davidson

No report - Chief Davidson was not in attendance.

d. Fire Prevention – Fire Marshal Hunter

He reported on the following topics:

- Fire Prevention Week Activity – two schools activities were cancelled because of the recent wildfires.
- He has given numerous press interviews (print and television) regarding the wildfires and the success of the District's Shelter-in-Place communities.
- He was appointed for a third term to the International Code Committee.

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

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: at the meeting held October 25, 2007 the Board of Directors discussed or took the following action:
 - approved the final resolution to establish a retirement contract with California Public Employees Retirement System;
 - reviewed the first draft of an emergency operations plan
 - reviewed the first update on the trial period of the 24 hour work schedule

- discussed ways to reduce the time period in the employee hiring process
- County Service Area 17 – Update – Director Hickerson: at the meeting held November 6, 2007 the advisory board discussed:
 - the activity resulting from the October 2007 wildfires
 - the significant number of ambulance runs on October 22 without the first responders
 - evacuation of Pomerado Hospital
 -
- Comments
 - Malin – inquired about a sliding gate that was bent at a 45 degree angle
 - Tanner – commended Director Malin on the long-range financial plan presentation

11. Closed Session

Pursuant to the following Government Code Sections, the Board of Directors convened in Closed Session from 5:15— 5:28 pm for discussions on:

- a. 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: El Fuego

13. Adjournment

Meeting adjourned at 5:29 pm.

Karlana Rannals
Secretary

James H Ashcraft
President