



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – December 13, 2006**

Rancho Santa Fe FPD – Board/Community Room
Headquarters – 16936 El Fuego
Rancho Santa Fe, California 92067

SPECIAL AGENDA (9:30 AM – 12:30 PM)

Ethics Training (Workshop)

Pursuant to the requirements of AB 1234, the following local officials and staff (those who receive compensation for their service or are eligible to have their expenses reimbursed) attended the Ethics Training workshop presented by Stephen J. Fitch, Fitch & Associates:

Rancho Santa Fe Fire Protection District

Directors:

James H. Ashcraft
Thomas Hickerson
Randall Malin
John C. Tanner

Staff:

Nicholas G. Pavone, Fire Chief
Tony Michel, Deputy Chief
Cliff Hunter, Fire Marshal
Karlana Rannals, Administrative Manager
Michael Gibbs, Battalion Chief
Gary Snavely, Battalion Chief

North County Dispatch Joint Powers Authority

Directors:

James H. Ashcraft

Staff:

Dallas E. Neville, Administrator
Kristen Barsness, Administrative Assistant

REGULAR AGENDA

Meeting Called to Order/Roll Call

Director Ashcraft called the meeting to order at 1:00 p.m.

Directors Present: Ashcraft, Douglas, Hickerson, Malin

Directors Absent: Hillgren

Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief, Cliff Hunter, Fire Marshal; Gary Snavely, Battalion Chief; and Karlana Rannals, Board Clerk

Pledge of Allegiance

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

1. Oath of Allegiance – Newly Elected Board Members

Thomas Hickerson and John C. Tanner were sworn-in as members of the Rancho Santa Fe Fire Protection District for terms prescribed by law. Karlana Rannals, Notary Public, administered the *Oath of Allegiance*.

2. Election of Officers

Pursuant to Fire District Law 1987, Section 13853, the District Board shall elect a president, vice-president and a Secretary/Clerk.

MOTION BY DIRECTOR HCKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 4-0 to nominate and elect the following officer:

President James Ashcraft

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 4-0 to nominate and elect the following officer:

Vice President Thomas Hickerson

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4-0 to nominate and appoint the following:

Secretary Karlena Rannals

3. Public Comment

No one requested to speak to the Board.

4. Approval of Minutes

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 3 AYES; 0 NOES; 1 ABSENT; 1 ABSTAIN (*Tanner*) to approve and file:

- a. Board of Directors regular meeting minutes held November 8, 2006

5. Correspondence

Correspondence reviewed and filed.

6. Finance

- a. *List of Demands – November 1 – 30, 2006*

Monthly report reviewed and filed.

- b. *Travel Expense Report – November 2006*

Chief Pavone informed the Board that the new *Travel Expense Report* is a result of requirements within AB1234 to review all expenditures of board and key staff members involving travel to conferences, seminars, etc. He suggested that the Board identify the staff required to complete a *Travel Expense Report*.

In addition, he noted that the Board policy would be modified to include any changes. Staff responded to questions from the Board. At the conclusion of the discussion, the Board of Directors agreed unanimously to require all elected officials and the Fire Chief to complete a *Travel Expense Report* and include the report at a regularly scheduled board meeting.

- c. *Independent Auditor's Report FY 2005/2006*

Paul J Kaymark CPA of Charles Z Fedak reported on the district's financial statements and summarized the independent audit report. He reported that the statements presented include a clean opinion of the audit. Mr. Kaymark also reviewed the management letter, which is required and he reported that the letter is presented to the District without comment. Mr. Kaymark and the District's staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 4-0, to accept and file the audit for FY 05/06 as presented.

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7. Old Business

a. *Cooperative Effort*

Chief Pavone provided an update on the progress of the cooperative effort discussions between Rancho Santa Fe Fire Protection District, Elfin Forest Volunteer Fire Department, City of Solana Beach, and City of Del Mar Fire Departments. He distributed documents that included various options of consideration that included:

- Establishing Defined Contract Services - *lead agency would assume defined functional responsibility*
 - Administrative Services
 - Management Services
 - Limited Functional Consolidation
 - Full Consolidation
- Creating a Joint Powers Agency – *each agency has equal representation*
 - Management Consolidation
 - Limited Functional Consolidation
 - Full Consolidation
- Formation of a new Consolidated Fire Protection District – *boundaries of a new agency would be coterminous with boundaries of existing agencies*
 - This option provides a single focus Fire/EMS delivery system

Chief Pavone informed the Board that John Traylor, consultant for the study plans to attend the February or March meeting to present the results of the study. Once the results are reviewed, each agency would then decide which direction to pursue, if any.

b. *Fairbanks Ranch Fire Station – Replacement*

Chief Pavone reported that the property that the District desired is no longer available. He stated that the best location for a replacement fire station would be located along San Dieguito Road. He informed the Board that the Fire District must move forward and consider all available options, which may include eminent domain, which is the least desirable option.

c. *Administration Building Partial Remodel*

Chief Pavone summarized the staff report included with the agenda. The building permit obtained originally in 2005 is set to expire in the first quarter of 2007. The FY 07 Budget included a new staff position, but the District is unable to hire someone due to lack of office space. The partial remodel proposed will create one additional space and other needed items that were included in the original remodel project. He requested that the Board authorize staff to proceed with distribution of the RFP to complete a partial remodel of the original project.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the distribution of the RFP in order to proceed with a partial remodel of the administration building. .

8. New Business

a. *Board of Directors/Incompatible Offices*

Chief Pavone summarized the staff report and informed the members that currently the District has an incompatible office situation. Director Tanner was elected to the Community Services District and the Fire Protection District Board of Directors. He requested a legal opinion since this topic had surfaced once before with a board member serving as a member of the San Dieguito Planning Group. He

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reported that the research conducted of the current situation does not appear to be a risk to the Fire District. If any action were initiated against Director Tanner, he would be required to relinquish his Community Services District position and not the Fire District position. The opinion also determined that the San Dieguito Planning Group is an advisory group to the County of San Diego and therefore is not an incompatible office should a Fire District board member be appointed to serve. Chief Pavone reminded the Board that this was for information only and no action was necessary.

b. District Representation and Ad Hoc Committee Assignments

Chief Pavone summarized the staff report provided. The board members reviewed their committee assignment and agreed to serve in the following assignments:

Board of Directors

North County Dispatch JPA – Jim Ashcraft

Advisory Board

County Service Area (CSA) – 17 – Tom Hickerson

Ad Hoc Committee

Investment – Randy Malin

Staff Assigned: TBD

Negotiations – Randy Malin, John Tanner

Staff Assigned: TBD

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES, 1 ABSENT to certify board members representing the Fire District to the board and committees as agreed.

9. Reports

a. Fire Chief – Chief Pavone

- Strategic Plan – Update – he reports that the committee has met to review and update the plan. The review includes removing items that the District performs on a daily basis and identifies items that are no longer a priority. At the conclusion of the update process, a revised document will be presented at a workshop planned for the Board of Directors.
- Community Activity – Update – he made a presentation at the Board meeting for Rancho Santa Fe Association, which was received well. He reports that the Association anticipates having a representative attend the Fire District board meetings.
- Consent Calendar – he requested that the Board of Directors consider reestablishing the consent calendar to the monthly board meeting agenda. This will streamline the meeting for matters of routine business. He reminded the Board that any member would have the right to pull any item on the consent calendar for questions and/or discussion. The Board agreed unanimously to reestablish the Consent Calendar to the meeting agenda.

b. Operations – Deputy Chief Michel

- Monthly Report – November 2006 – he summarized the monthly activity including:
 - Two structures fires
 - Responses from the 10-day Santa Ana weather condition
- Offers of employment were made for the two vacant Firefighter/Paramedic positions
- Firefighter/Paramedic Jordan was selected for promotion to Engineer.

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c. *Training – Battalion Chief Sturtevant*

- Monthly Report – November 2006 – Chief Sturtevant did not attend the meeting. Chief Michel summarized the previous month's activity. Activities included:
 - Probationary testing
 - Employment testing for Firefighter/Paramedic and Engineer
 - Zone-wide High Rise Drill

d. *Fire Marshal – Hunter*

- Monthly Report – November 2006 – Fire Marshal Hunter summarized the monthly activity. He noted that plan review activity was the lowest since November 2003. New construction inspections continue to be active.
- Staff is working with the “shelter-in-place” communities on signage
- He encouraged the Board members to check out the District's website. The website updates frequently and is a good resource for the public.
- He anticipates hiring another Urban Forester intern for the 2007 summer.
- District Articles – for information only.

e. *Administrative Manager – Rannals*

- She received the results of the actuarial valuation to amend the retirement plan to 2.7% @ 55 for non-safety employees. The necessary resolutions will be included on future agendas to move the contract amendment forward.

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.
 - Interviews were conducted for the top three candidates to hire a new Administrator

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

- No report.

iii. Comments

- Ashcraft – he congratulated the newly elected members of the Board.
- Tanner – he welcomed the opportunity to be a part of the Fire District Board of Directors and noted that he has a lot to learn.

9. Adjournment

Meeting adjourned at 4:20 pm.

Karlana Rannals
Secretary

James H Ashcraft
President