



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES**

Rancho Santa Fe Fire Protection District - Board/Community Room
16936 El Fuego
Rancho Santa Fe, California

April 14, 2004
1:30 p.m.

Meeting Called to Order/Roll Call

President Ashcraft called the meeting to order at 1:30 p.m.

Directors Present: Ashcraft, Douglas, Hickerson, Malin
Directors Absent: Hillgren
Staff Present: Erwin Willis, Fire Chief; Nick Pavone, Deputy Chief; Don Butz, Deputy Chief, Tony Michel, Deputy Chief; Karlena Rannals, Board Clerk

Pledge of Allegiance

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

1. *Public Comment*
None.

2. *Motion Waiving Reading in Full of all Resolutions and Ordinances*
MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 4-0 (ABSENT: HILLGREN) to waive reading in full all Resolutions and Ordinances.

3. *Consent Calendar*
MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 4-0 (ABSENT: HILLGREN) to approve the Consent Calendar with the removal of the following items:
3. b. i. (a) – List of Demands – March 2004
3. b. i. (c) – Budget Analysis – July 1, 2003 thru March 31, 2004

a. *Board of Directors Minutes*
MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 4-0 (ABSENT: HILLGREN) to approve:
i. Board of Directors minutes of March 8, 2004
ii. Board of Directors minutes of March 10, 2004

b. *Monthly/Quarterly Reports*
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4-0 (ABSENT: HILLGREN) to receive and file:
(c) Fire Prevention Activity – March 2004
(d) Operations/Training – March 2004

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ii. Correspondence

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HICKERSON, and CARRIED 4-0 (ABSENT: HILLGREN) to receive and file thank you letters from the following members of the public:

- (a) Valerie Gieseh

Items Removed from the Consent Calendar for Discussion

3. b. i. (a) – List of Demands

Staff responded to questions from the board on the expenses of the District.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 4-0 (ABSENT: HILLGREN) to receive and file

- i. Check 12726 thru 12823 for the period March 1 – 31, 2004 totaling \$281,815.29
- ii. Payroll for the period March 1 – 31, 2004 totaling \$326,010.22

3. b. i. (b) –

Staff responded to questions from the board on the financial status of the District.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4-1 (ABSENT: HILLGREN) to receive and file

- i. Budget Analysis – July 1, 2003 thru March 31, 2004*

President Ashcraft requested to renumber items under new business to accommodate the public. There were no objections.

Director Hillgren arrived at 1:55 p.m.

4 New Business

a. Preliminary Acceptance of Relocated Fairbanks Fire Station Site

Chief Willis summarized the Staff Report included. He reported that the station constructed in 1984 was determined in 1999 that the structure could not withstand a major earthquake. In 2000, the District hired a consultant, Nicoloff & Associates, who prepared a report for the Board of Directors noting the cost for a seismic upgrade and second story addition more than to tear down the structure and start-over. The lot size of the current location is not large enough to accommodate to an increased size of a current station. At that time, the Board of Directors directed staff to pursue the option of finding a different site.

Chief Willis distributed response maps looking at the various parcels that were considered. Most of the parcels under review have owners who are not willing to sell to the Fire District. The Board of Directors have even had discussions regarding eminent domain procedure, however, if a willing seller is determined, that would be best. He reported that he has been working with the owners of Horizon Christian Fellowship Church who is willing to sell and/or donate property to the District. The site under consideration would require the construction of a bridge (\$1.2 million) or a culvert system (\$600,000). His opinion is that this site is optimum and he would not recommend moving any further north. He reported to the Board that he is seeking a commitment from the District to move forward on the recommended site (owned by the church) to retain a firm to create a new legal description which would allow the process can begin for a replacement station. Staff responded to

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questions from the Board.

Chief Willis introduced James Cummings from CTA architects and informed the Board that they attended so they could answer any questions on the specific site under consideration.

Mr. Dave Abrams, Manager, Fairbanks Ranch Association: expressed his concern to the Board of Directors about the access off San Dieguito Road. He was not in attendance to state an official position, just gathering information for his Board of Directors.

Mr. Bruce Liska – 15490 Pimilico Corte: informed the Board that he is the Board President and spokesperson for Del Rayo Downs Homeowners Association. He displayed a map from the El Apajo Specific Plan and reported he understands the need for public safety. In his opinion, there are several things wrong with the proposed site. The HOA objects to the rezoning change in order to build a fire station. This is in a 100-year flood plain and dedicated open space. He believes there are two more sites that merit consideration.

He introduced Marv Golden who assisted in working with the County of San Diego to agree to a specific plan for the area in El Apajo several years ago. Mr. Golden was available to answer questions about the intent of the El Apajo specific plan.

The Board of Directors requested that Staff revisit why the current station location is not adequate and report at the next meeting. The board requested the following items be addresses:

- Look at plans that show the Santa Luz station responding to calls
- Look again at current station with the idea to remodel; what efficiencies do we have and what do we lose (what would it cost to make it safe)
- Possibility of eminent domain

All members concurred that public safety should prevail for the residents and personnel; however they have an obligation to proceed cautiously.

Fifteen minutes recess

b. Future Projects/Program

Chief Willis summarized the staff report included. He reviewed the various costs for upcoming projects and possible costs the District may incur because of the strategic planning process. He noted that the County of San Diego has decided to implement the Reverse 9-1-1- system, therefore this can be eliminated from the District's project list.

c. District Funding

Chief Willis summarized the staff report included. The Board acknowledges that based upon the previous discussion of future projects and programs; there is a concern that if the Districts desire to raise or lower the special tax, the Board may not have the ability to restore the funding to its existing level. The Board of Directors requested that staff or legal counsel send a letter to the Attorney General for an opinion.

d. Fuel Contamination

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Chief Willis reported that staff and the ad hoc committee met to discuss the testing results, which was better than anticipated. The Consultant has developed a plan to clean the contaminated fuel spill. The estimated first year cost is \$300,000 and \$150,000 each year thereafter. The District would have to construct a masonry structure to minimize the noise. This vapor extractor/burner would run 7/24 for the next 1-1/2 to 2 years to clean the soil. The District is in the process of obtaining a permit from Air Pollution Control District (APCD) and he anticipates the approval process taking 4-6 months. The Board took no action.

8. *Unfinished Business*

a. *Consideration of Board Policies*

Karlana Rannals, Administrative Manager summarized the Staff Report included. She reminded the board that the policies presented are only suggested and in draft form. They reviewed, discussed, amended or struck the following policies:

- Policy No. 5050 - Review of Administrative Decisions
- Policy No. 5060 - Minutes of Board Meetings
- Policy No. 5070 - Rules of Order for Board and Committee Meetings

MOTION BY DIRECTOR DOULAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 5-0 to ADOPT as amended Board Policy No. 5050, 5060, 5070.

9. *Reports*

a. *Fire Chief*

i. *Presentation to Rancho Santa Fe Association Board of Directors*

Chief Willis informed the Board he made the e presentation on the October wildfires to Rancho Santa Fe Homeowners Association and although rushed, he believed it to be received favorably. President Ashcraft reported that he attended the presentation and complimented the Chief on the presentation and thought it to have been very effective.

Chief Willis informed the members that he would make the same presentation on June 1 to the Fairbanks Ranch Homeowners Association.

b. *Deputy Chief – EMS/Special Projects*

i. *Construction Update*

1. Rancho Cielo: Chief Butz reported landscaping plan has been reviewed and approved. The construction continues to move forward. He noted that the generator is still an outstanding issue.

2. Training Facility – the foundation is in place and he reported that the steel crew would be on site April 17.

c. *Administrative Manager*

i. *Budget Adoption Schedule*

Karlana Rannals informed the Board that the preliminary budget is scheduled for presentation at the June 9 meeting, and the public hearing and final budget adoption is scheduled for September 8. If there are any conflicts, she requested to be informed for possible rescheduling of board meetings. There were no conflicts determined.

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ii. Direct Deposit

Ms. Rannals informed the board members that direct deposit is available to any member requesting. She told them to forward a voided check and she will set it up for the next monthly stipend.

d. Board of Directors

i. North County Dispatch JPA – Update

President Ashcraft reported that the next board meeting is April 29, 2004

ii. County Service Area – 17 – Update

Director Hickerson reported the next Advisory Board meeting is May 4, 2004.

iii. Comments

Director Hillgren – reported that she read a statistic that the city of San Diego meets their standard response time only half of the time in 40% of the city.

Director Douglas – noted that since construction is down (based upon the monthly report), he asked if the District is building out? If so, where is the District long term? He also asked if there should be a greater emphasis on cooperation, and in order to achieve a workshop with other boards may benefit.

Director Malin – inquired about a regional fire approach. Chief Willis informed him that the north county fire departments are planning to conduct a study.

Director Ashcraft – (1) inquired about the status of the strategic planning process, (2) would like to see the quarterly budget analysis as an action item, citing fiduciary responsibility; (3) the Rancho Santa Fe School is looking at a second site in the Cielo area.

10. Adjournment

Meeting adjourned at 4:25 p.m.

Karlana Rannals
Secretary

James H Ashcraft
President