



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – July 14, 2004**

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

Meeting Called to Order/Roll Call

President Ashcraft called the meeting to order at 1:35 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;
Clifford Hunter, Fire Marshal; Karlena Rannals, Board Clerk

Pledge of Allegiance

Director Ashcraft and parents of the members of the Recruit Academy in attendance led the assembly in the *Pledge of Allegiance*.

1. Public Comment

No one requested to speak.

2. Special Presentations

a. Badge Presentations

Chief Willis and Chief Pavone presented badges to the following members of the District who promoted to the rank of Engineer:

- i. Troy Elliott
- ii. Joe Moscato
- iii. Jim Tenger

Chief Willis and Chief Pavone also presented badges to the following members of the District who completed the eight-week recruit academy for the position of Firefighter/Paramedic:

- i. Karl Boman
- ii. Nicholas Brandow
- iii. Blake Dorse
- iv. Michael Hernandez
- v. Raymond Ligtenberg
- vi. Paul Lorenzo

President Ashcraft provided comments on behalf of the Board of Directors and congratulated our personnel for their commitment and dedication to their profession and service to the community.

3. Motion Waiving Reading in Full of all Resolutions and Ordinances

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED
4 AYES; 0 NOES; 1 ABSENT (*Hillgren*) to waive reading in full all Resolutions and Ordinances.

4. Consent Calendar

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT (*Hillgren*) to approve the Consent Calendar.

a. Board of Directors Minutes

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT (*Hillgren*) to approve:

- i. Board of Directors minutes of June 17, 2004

b. Monthly/Quarterly Reports

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT (*Hillgren*) to receive and file the following monthly reports:

Receive and File –

i. Monthly/Quarterly Reports

(a) List of Demands

(1) Check 13049 thru 13185 for the period June 1 – 30, 2004 totaling:

	\$1,023.622.82
Payroll for the period June 1 – 30, 2004	\$ 408,727.55
TOTAL DISTRIBUTION	\$1,432.350.37

(b) Budget Analysis – July 1, 2003 – June 30, 2004

(c) Prevention Activity – June 2004

(d) Operation/Training – June 2004

5. New Business

a. Strategic Plan – Update

Jim Boylan, Pathfinders, Inc. provided an update on the process and where the District is at in the strategic planning process. He distributed a draft vision statement for review and updated the Board on the work of the Plan Development Team. The draft statement is currently under review by the organization (all members of the District). He anticipates that he will be able to present a preliminary draft for review by the board of directors at the September meeting.

b. Consent Calendar

Chief Willis reminded the Board that the establishment of a consent calendar resulted from the ideas at the Strategic Planning meetings in an effort to streamline routine business of the District. The Consent Calendar usually allows boards and councils additional time for discussion of non-routine matters such as appeals, future planning, etc. He reported that this format has been in place for four months. The Board requested at the last meeting to agendize for discussion the continuation of this format.

Each board member discussed the pros and cons of the format, such as excluding financial information from the calendar, modify the types of reports included and having the opportunity at each meeting to discuss each report so that new board members could better understand the scope of business of the District. At the conclusion of the discussion, all members agreed to eliminate the Consent Calendar format and allow all items an opportunity for questions and discussion.

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c. CSA-17 Compliance

Chief Willis reminded the members that at a previous board meeting they requested to discuss why the area of 4S ranch is exempt from the ten-minute response time compliance by contract. He reported that relocating the Rancho Santa Fe Station 1 - CSA-17 ambulance to the Cielo station would reduce the response time; however, the District's CSA-17 representative must formally request this. He noted that the City of Encinitas is likely to object to the relocation because the response times to their city would increase. The board discussed the option of adding an additional ambulance, however Chief Willis explained the distribution of the CSA-17 property tax in the 4S ranch area and that this area does not pay a property tax funding base. He reported that there is not enough money generated to support an additional ambulance. He suggested that the District continue to work with the City of San Diego on mutual aid and possibly use the 4S Ranch Station as a co-location site with the City. This could improve response times for both agencies.

The board of Directors concluded that any portion of the Fire District should not be exempted from the ten minutes response time, and upon renegotiation of the CSA-17 contract, this contract language must be eliminated. In addition, the board requested a complete analysis of the revenue generated by the 4S ranch area to study the merits of funding an additional ambulance vs. establishing a District run transport system.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT (*Hillgren*) to direct that Director Hickerson formally request from the CSA-17 Advisory Board that they relocate the CSA-17 ambulance to the Rancho Cielo Fire Station upon completion of construction.

d. Indemnification and Hold Harmless Agreement

Chief Willis summarized staff report included. He reported that the JPA's legal counsel prepared the agreement presented, and it includes the mutual hold harmless language for each agency. The JPA also requested to be named as an additional insured on the District's policy, which was completed without an additional premium.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT (*Hillgren*) to approve the Agreement after review and consensus by the District's legal counsel. Upon review and approval of legal counsel, the President is authorized to execute the document.

e. Fixed Charge Special Assessment for Weed Abatement

Fire Marshal Hunter summarized the staff report included with the agenda packet. He reported that the abatement is complete and that the District's staff will continue to seek payment from the property owner before placing the special assessment on the property tax roll for fiscal year 2004/05. The deadline for this action to the County of San Diego is August 10, 2004.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT (*Hillgren*) to authorize staff to forward to the County of San Diego all special assessments for property cleared of fire/safety hazards by the Fire District for the property tax

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year 2004/05.

6. Old Business

None.

7. Public Hearing

a. Ordinance 2004-01 – Establishing a Schedule of Fees

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

8. Resolutions/Ordinances

a. Ordinance 2004-01 – Establishing a Schedule of Fees

Fire Marshal Hunter reported that all changes requested from the last meeting was incorporated into the final document. He noted that once adopted by the board of directors, this ordinance becomes effective September 1, 2004.

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

AYES:	Ashcraft, Douglas, Hickerson, Malin
NOES:	None
ABSENT:	Hillgren
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. Ordinance 2004-02 (Second Reading)

Fire Marshal Hunter summarized the changes between the ordinance introduction and the second reading. He noted that the District's ordinance is consistent with the language in the County of San Diego's ordinance. Staff responded to questions from the Board.

President Ashcraft announced that the District scheduled a public hearing for Ordinance 2004-002 on August 11, 2004, with action for final adoption to follow. He further requested that the Secretary notify the public of the hearing pursuant to all applicable codes.

9. Reports

a. Fire Chief

Chief Willis distributed a procedure developed by Staff for members of the Board, District or Community to add additional recipients to the *Bell of Distinction*. He also presented a nominee for consideration, James A Fox, Fire Chief.

Chief Willis reminded the members that this item must be considered on a future agenda for action. Pursuant to the procedure, after a committee is formed, and all nominees are reviewed, the committee will present a recommendation to the Board of Directors who then has the final authority to select the

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recipients.

Director Douglas informed the Board that he supports the nominee presented; however, he would like to nominate Ray Griset, who was a board member with the District for 39 years. Staff agreed to assist Director Douglas with his nomination.

b. Deputy Chief – EMS/Special Projects; Operations

i. EMS/Special Projects – Chief Butz reported on the following:

Construction Update:

Rancho Cielo – staff has conducted the initial walkthrough and deficiencies were noted.

Training Facility – staff is working on final acceptance of this construction project.

Some quality issues were identified.

ii. Operations – Chief Pavone reported that there is an error in total number of calls for the 4S Ranch station. The number should be 24, not 88. There were no significant call activities to report for the previous month.

c. Fire Marshal – Hunter - no report.

d. Board of Directors

North County Dispatch JPA – Update

President Ashcraft reported that the next meeting is July 29, 2004.

County Service Area – 17

Director Hickerson – no report

Comments

Director Douglas – commented on the new computers provided to the Board and Staff for board agenda material will be an asset in the end. He noted that the District would need to review the long-term plans for the Districts IT requirements.

Ms. Rannals distributed nomination papers to Directors Ashcraft and Malin whose term expires after the November General Election.

10. Closed Session

The Board of Directors adjourned to closed session starting at 5:00 pm to discuss the following, as authorized by statute:

CONFERENCE WITH LABOR NEGOTIATOR, pursuant to Government Code Section 54957.6 the

Agency Negotiator: Erwin Willis, Fire Chief

Negotiating Parties: Rancho Santa Fe Board of Directors.

Under Negotiation: Instruction to negotiator for wages and benefits

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Unrepresented Employee:

1. Deputy Chiefs (3)
2. Administrative Manager (1)
3. Staff Assistant (2)
4. Accounting Specialist (1)
5. Urban Forester (1)
6. Fire Prevention Specialist (1)
7. Education Specialist (1)
8. Fire Chief (1)

The Board of Directors reconvened to open session at 6:03 p.m. President Ashcraft reported that the Board of Directors discussed the items identified in Closed Session, and reported the Board provided direction on salary to the Fire Chief for preparation of the resolution for wages and benefits of administrative personnel.

11. Adjournment

Meeting adjourned at 6:06 p.m.

Karlana Rannals
Secretary

James H Ashcraft
President