



**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

May 17, 2004

Workshop Session – 8:30 am

At 8:30 am, Directors Ashcraft, Hickerson, Hillgren, and Malin met with Chief Willis at the Fairbanks Ranch Fire Station, 6424 El Apajo, to tour the current facility and discuss the possibility of replacing the fire station. The workshop concluded at 9:30.

Regular Session – 1:30 pm

Meeting Called to Order/Roll Call

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

Directors Present: Ashcraft, Douglas, Hillgren, Malin
Directors Absent: Hickerson
Staff Present: Erwin Willis, Fire Chief; Nick Pavone, Deputy Chief; Don Butz, Deputy Chief, Tony Michel, Deputy Chief; Karlana 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 HILLGREN, SECOND BY DIRECTOR DOUGLAS, and CARRIED 4 AYES; 0 NOES; 1 ABSENT (*HICKERSON*) to waive reading in full all Resolutions and Ordinances.

Director Hickerson arrived at 1:32 pm

3. *Consent Calendar*
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES to approve the Consent Calendar with the removal of the following items:

- 4. b. i. (a) – List of Demands – March 2004
- 4. b. i. (b) – Prevention Activity – April 2004
- 4. b. i. (c) – Operations/Training – April 2004
- 4. c. i. and ii. – Contracts

a. *Board of Directors Minutes*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5-0 to approve:

- i. Board of Directors minutes of April 14, 2004

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ii. Correspondence

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5-0 to receive and file thank you letters from the following members of the public:

- (a) Michael Ott – LAFCO

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 MALIN, SECOND BY DIRECTOR DOUGLAS, and CARRIED 5-0 to receive and file

- i. Check 12824 thru 12948 for the period April 1 – 30, 2004 totaling \$395,264.18
- ii. Payroll for the period April 1 – 30, 2004 totaling \$297,136.46

4. b. i. (b) –

Staff responded to questions from the board on the fire prevention efforts of the District. Fire Marshal Hunter reported that the format of the monthly activity report has changed to represent all functions of the fire prevention bureau, including public education.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 5-0 to receive and file

- 4. b. i. (b) Prevention Activity – April 1 – 30, 2004*

4. b. i. (c) –

Chief Pavone responded to questions from the board on the previous month's call activity and response times.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 5-0 to receive and file

- 4. b. i. (c) Operation/Training – April 2004*

4. c. i. – Contracts – Amendment between county of San Diego and Rancho Santa Fe Fire Protection District for EMT/PS Defibrillation Program, Dispatch Service and ALS Training & Accreditation Program Participation in County Service Area – 17 Emergency Medical Services District

Chief Willis reported that the title of the contract summarizes all of the financial payments that the District receives from the County of San Diego to provide EMS to the residents of the District. He further explained that the reason the dispatch service is included is that should the JPA contract separately, the County would be required to have a competitive bid process. Should the County choose another dispatch center for services, the Chief believes that it would be detrimental to the residents of Rancho Santa Fe. The money received for dispatch service is deposited directly in the account of North County Dispatch JPA.

Chief Willis reported that the contract might need to be modified to include reimbursement for nine paramedics not six, therefore he requested that the Board of Directors approve the contract and authorize the President to execute after a final determination is made of the correct number of personnel.

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The board members also discussed the insurance exposure and requested the Chief to seek a hold harmless agreement with the JPA and/or seek to be named as an additional insured on their policy.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 5-0 to APPROVE the *Amendment between county of San Diego and Rancho Santa Fe Fire Protection District for EMT/PS Defibrillation Program, Dispatch Service and ALS Training & Accreditation Program Participation in County Service Area – 17 Emergency Medical Services District*, and authorize the President to execute the contract upon final determination for the appropriate number of personnel.

4. c. ii. – Contracts – Fire Hydrant Inspection and Maintenance Agreement

Chief Willis reported that this contract between the Fire District and Olivenhain Municipal Water District is to compensate the Fire District \$5 per hydrant for maintenance. It could generate approximately \$10,000 per year.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 5-0 to APPROVE the – *Fire Hydrant Inspection and Maintenance Agreement* and authorize the President to execute the contract.

President Ashcraft requested that the Board consider discussing 5a and 6a consecutively since the topic is similar. There were no objections.

5 New Business

a. Fairbanks Ranch Fire Station Replacement/Remodel

Chief Willis reported that the Board requested at the last meeting that Staff review and update all options to consider for the replacement of the Fairbanks Ranch Fire Station. Chief Willis introduced Don Iler, RRM Design to discuss and review the options for the upgrade, remodel, or reconstruction.

Mr. Iler reported that he reviewed the seismic evaluation performed by Palo Verde Engineering in 2000/2001 and the estimated costs provided at that time. He summarized the three alternatives:

1. Perform a seismic upgrade only - \$350,531
2. Perform the seismic upgrade and add a second story - \$1,480,338
3. Start over - \$3,475,000 - \$3,920,000

He described the process involved in all alternatives outlining the challenges the District may have if pursuing alternative 1 or 2. He also informed the Board that constructing costs are accelerating @ 7 – 8% each month. Mr. Iler responded to questions from the Board. At the conclusion of the presentation, the Board of Directors thanked Mr. Iler for his work and time.

6. Unfinished Business

a. Preliminary Acceptance of Relocated Fairbanks Fire Station

Chief Willis summarized his staff report, which includes the additional information requested at the last board meeting. He reminded the board members that at the last meeting, members of the public expressed several concerns about the proposed location, including: 1) that the Board consider other vacant locations, 2) the District would be contributing to increased traffic which adds to a dangerous roadway, 3) condemnation, 4) views, etc. Chief Willis spoke to each item of concern. He also

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distributed response maps prepared showing the increase/decrease of residents served by alternative locations proposed by the public.

President Ashcraft opened a public comment period for any member of the public wishing to speak on this matter.

Mr. Ty Miller – 5109 El Mirlo – encouraged the Board not to seek condemnation of any property. If the District has a friendly and willing neighbor to sell or donate land, then this is a good deal for the community. He informed the Board that he is in support of the relocation of the fire station.

President Ashcraft closed the public comment period.

President Ashcraft offered each board member an opportunity to discuss the pros and cons of the options presented by Staff and any comments they have from the earlier workshop that included a tour of the current Fairbanks Ranch Fire Station.

Director Hillgren – she concluded that the current location has many site restrictions and it would not be the best use of District funds to continue at the same location. She supports the District proceeding with the church site location closest to San Dieguito Road.

Director Malin – he concluded that the church property is the most viable location. The dual access is a plus. He is in favor of moving forward.

Director Douglas – he was very impressed with Mr. Liska's presentation from the last meeting. He agreed that the current location is not adequate and the District Board of Directors must look ahead. Of all options presented, he supports the church property site for relocation.

Director Hickerson – he supports to the relocation to the church property. The current location is not adequate.

President Ashcraft – he agreed that the current location is not adequate. He complimented Staff on the presentation and review of all options. He supports the selection of the church property for relocation of the Fairbanks Fire Station.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 5-0 to ACCEPT Staff's recommendation to proceed with the negotiations to

1. Obtain the property from Horizon Christian Fellowship to build a replacement fire station
2. Proceed with the creation a legal description for the parcel
3. Authorize Laret Engineering to provide all services necessary to create the legal description not to exceed \$5,000. (*The legal description must be completed before an agreement with Horizon Church can be negotiated.*)

Mr. Bruce Liska asked the Fire District to proceed with this project with caution. He also requested a representative for the Fire District attend their homeowner's association meetings to present the project.

Ten-minute recess.

5 *New Business*

b. *Rancho Santa Fe Community Outreach*

Captain Greg Rainville, President Rancho Santa Fe Firefighters Association summarized his memo that was included with the board agenda. The Firefighters Association sponsors special events each year such as the pancake breakfast and dinner donations to local charities. They are requesting that the District purchase special event insurance to cover the exposure and to back fill for on-duty crews to support these events with the approval of the fire chief.

Captain Rainville and Staff responded to questions from the Board. Chief Willis encouraged the Board to not take any action on the overtime matter, as it is an Operations matter. The Board concluded to defer the matter until the next meeting since additional information from the insurance company is available. No action was taken.

c. *Budget Authorizations*

Chief Willis summarized the staff report included. He reported that the electronic format for board agenda has been available for the last three months. Staff requested that the Board to choose between the written or electronic format. Staff responded to questions from the Board. At the conclusion of the discussion, it was determined to pursue the electronic format and proceed with the purchase of laptops and needed software for all board members and management staff.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4-1 (NOES: HILLGREN) to AUTHORIZE the purchase of laptops and software for all board members and management staff to for use at board meetings.

d. *LAFCO Advisory Committee*

Chief Willis reported that each year this committee seeks nominees to their advisory board. If any board member is interested, the deadline is June 18. There was no interest by any board member to submit their name as a nominee.

7. *Resolutions/Ordinances*

a. *Ordinance Introduction – Establishing a Schedule of Fees*

Chief Willis informed the Board of Directors that the District was notified that the property tax revenue received would be cut by 3% because of the state budget deficit. He reported that staff has been reviewing all funding sources to insure cost recovery for services performed. The fee schedule has not been updated in three years.

Fire Marshal Hunter summarized the staff report included. He reported that all services currently provided were reviewed and the proposed fee ordinance is intended for full cost recovery, that included all personnel cost providing the service. The fees are based upon the actual costs incurred by the fire district, which are based upon the total compensation of the employee(s) providing a particular service and include total personnel hours utilized for plan review, file review, database information entry, travel to and from the site, written response, and site inspection. Additionally, a portion of the utilities, phone, FAX, cell service, vehicle operation and replacement, liability and vehicle insurance and overhead cost are included. The other change he proposes is to collect the fees up front.

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Ms. Rannals informed the board members that this is the introduction to the new ordinance and no action is required. She reviewed the schedule of adoption and reported that this item will appear on the next meeting agenda for a second reading.

b. ADOPT Resolution No. 2004-007 – Setting Benefit Charges

Chief Willis reported that County of San Diego requires renewal of this resolution each year. At the Board of Directors meeting held March 10, 2004, the Board discussed and approved to continue the collection of the Fire District special tax.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN to, and APPROVED on a role call vote to ADOPT Resolution No. 2004-007 entitled *Setting Benefit Charges for Fiscal Year 2004/2005*.

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

8. *Reports*

a. *Fire Chief*

i. *CSA-17 Compliance*

Chief Willis requested that the Board provide direction to the District's CSA-17 representative. Based upon the information distributed, the 4S Ranch area is not getting a proper response. There is an opportunity to improve the response times; however, the City of Encinitas is opposed to relocating the ambulance. Director Hickerson believes there should be an ambulance at the 4S Station. Chief Willis informed them that there is not enough money for a fourth ambulance and that the County of San Diego has cut the CSA-17 budget by 20% because of the shift in revenue because of the state budget deficit. The Board requested that this matter be placed on the board agenda to discuss this matter. This topic will require additional long term planning.

b. *Deputy Chief – EMS/Special Projects*

i. *Construction Update*

1. Rancho Cielo: Chief Butz reported that painting continues and cabinets were delivered for installation. The construction continues to progress.

2. Training Facility – the construction of this project continues to progress.

ii. *Recent Fires & Fire Season Conditions*

Chief Pavone reported that there has been significant fire activity and that in April 2004 ten strike teams were deployed. There has been record heat and approximately 12,000 acres were burned between the Pendleton, Corona and Temecula fires. The fuels are extremely dry due to the drought condition and fire professionals anticipate extreme fire behavior. He reported that the US Forest Service has cancelled the use of all of their air tankers. Last year's air crashes were due to damaged airframes.

The Board requested a summary for the next meeting of special things the District is planning for this year's fire season.

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c. *Fire Marshal*

i. *Shelter in Place Brochure* – Fire Marshal Hunter reviewed the brochure with the board members and informed them that this brochure is designed for the communities of the Bridges, 4S Ranch, Crosby and Santa Fe Valley.

ii. *Community Forums* – Fire Marshal Hunter reported that the District has several community forums planned for Evacuation and Shelter in Place. He invited that board members to attend any session.

iii. *Fire Extinguisher Training* – Fire Marshal Hunter invited the board members to participate in the FirE Extinguisher Training class scheduled for June 2, 2004.

d. *Administrative Manager*

i. *District General Election for Directors – Candidate Filing Period*

Karlena Rannals informed the Board that the candidate-filing period begins July 12 for the November 2 election. Directors Malin, Hillgren, and Ashcraft are up for reelection.

e. *Board of Directors*

i. *North County Dispatch JPA – Update*

President Ashcraft reported that at the board meeting held April 29 the budget was approved and that there was disagreement by the City of Vista to extend a fee increase for Rancho Santa Fe Patrol over a two-year period.

ii. *County Service Area – 17 – Update*

Director Hickerson reported the he was unable to attend the meeting..

iii. *Comments*

Director Douglas – discussed the symposium held April 30 and that many people supported consolidation. Chief Willis noted that the committee is attempting to develop station funding for the fire service.

9. *Closed Session*

The Board of Directors adjourned to closed session starting at 5:40 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

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)

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The Board of Directors reconvened to open session at 6:38 p.m. President Ashcraft reported that the Board of Directors discussed the items identified in Closed Session, and reported the Board took no action.

10. *Adjournment*

Meeting adjourned at 6:40 p.m.

Karlena Rannals
Secretary

James H Ashcraft
President