



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – November 17, 2004**

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

Meeting Called to Order/Roll Call

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

Directors Present: Ashcraft, Douglas, Hickerson, Hillgren, Malin
Directors Absent: None
Staff Present: Erwin Willis, Fire Chief; Nick Pavone, Deputy Chief; Don Butz, Deputy Chief;

Pledge of Allegiance

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

Special Presentation

Chief Willis recognized Chief Butz and Chief Michel for their efforts and work on the Station Design Committee and the completion of the Rancho Cielo Fire Station. They were presented with a plaque in appreciation for their work.

1. Public Comment

No one requested to speak.

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

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

3. Approval of Minutes

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and file as amended:

- a. Board of Directors regular meeting minutes held October 13, 2004.

4. Correspondence

Reviewed and filed.

5. Finance

- a. List of Demands October 1 – 30, 2004 – Monthly report reviewed and filed.
- b. Budget Analysis - *First Quarter 04/05 (July 1 – September 30, 2004)* – Quarterly report reviewed and filed.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

November 17, 2004

Page 2 of 5

6. Resolutions/Ordinances

a. Ordinance No. 2004-003 (Second Reading) entitled an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the International Urban-Wildland Interface Code, 2003 Edition with Certain Amendments, Additions, and Deletions

Chief Willis summarized the changes requested by the board from the first reading. The only action he requested from the board is to set a public hearing to continue the approval process.

The Board discussed additional hazards and concerns that should be addressed. They requested that Chief Willis review the status of the top 10 hazards of the fire district that he previously presented and provide an update at the next meeting. They also requested a summary list of the changes in the proposed ordinance that includes an annotation that the changes are new, modified, and/or deleted.

President Ashcraft set the public hearing January 12, 2005 and requested that the Board Clerk to publish the notices pursuant to all applicable laws.

7. Old Business

a. Bell of Distinction Nominee – Update

Chief Willis reported that the Fox family was notified that James A Fox was selected as the next recipient for the *Bell of Distinction* award. He reported that it had been suggested that in lieu of holding a separate event for this award, that this be added to the awards that are given at the annual Appreciation Dinner sponsored by Rotary. The dinner is scheduled for March 19, 2005. All board members agreed to the suggested event.

b. Purchase of Wildland Engine and RFP Process

Chief Butz summarized the staff report provided. He reported that a representative from Master Body contacted Chief Willis and stated that they did not receive a bid package and wanted consideration to submit a bid. Chief Willis and Chief Butz discussed and reviewed the process that he followed. Since courtesy packages were distributed to 14 potential vendors, there is no way to verify the courtesy packet was mailed let alone received by the vendor. He reported that the primary reason that this matter is back on the agenda was to ensure that the Board is comfortable with their decision made at the last meeting based upon the additional information.

Staff responded to questions from the board. The Board stated they prefer multiple bids when purchases are made; however, at the conclusion of their discussion they agreed to stand by their previous action due to the delay in delivery of the engine and potential increase in costs to the District if the process was to restart.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to reaffirm their decision to award the bid to purchase a new wildland engine to Westmark.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

November 17, 2004

Page 3 of 5

8. New Business

a. *DRAFT Contract – Acquisition of Real Property Agreement*

Chief Willis reported that legal counsel of both parties prepared this DRAFT contract; however, it has not been approved by Horizon Christian Fellowship Church. He summarized the contract stating that the church has agreed to donate 1½ acres of land to the District for the construction of a fire station. In exchange, the District will agree to spend up to \$650,000 for the construction of a bridge in which Horizon Christian Fellowship would have access too. He noted that this agreement would terminate if the District were unable to obtain the necessary permits for construction. Chief Willis requested that the board provide any additional comments to him for completion of the final document. He is unable to move forward with the County until an agreement is final. He anticipates a final agreement for approval at the December meeting.

b. *Request for Bid – Artificial Turf at 4S Ranch Fire Station*

Chief Willis summarized the staff report provided. He reported that he successfully negotiated that the developer will reimburse the District for the cost of the turf over a four-year period. There is a cost savings for a reduced use of water. Chief Butz reviewed the proposed RFP process if the board authorizes the release. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the release of the Request for Bid to purchase artificial turf for the 4S Ranch Fire Station.

c. *November 2004 - Election Results*

Chief Willis congratulated Directors Ashcraft, Hillgren and Malin who were re-elected to the Board of Directors. He reminded them that they would receive their Oath of Office at the next board meeting.

d. *Volunteer Program Coordinator – Resignation*

Chief Willis reported that Dallas Neville has accepted the position as Administrator for North County Dispatch JPA. The Board of Directors expressed their appreciation for a job well done on the CERT program. He also reported that the District received a \$50,000 grant from the Fireman's Fund. This award is unrestricted and reimburses the District for all costs to start the CERT program.

e. *Administration Building Addition and Alternatives*

Chief Willis anticipated receiving the preliminary drawings for this meeting. They have the architects looking at a redesign that would allow direct access to the second floor of the administration building. The architects were unable to complete the work prior to this meeting.

9. Reports

a. Fire Chief

- 4S Ranch Station Participation @ 4S Ranch Fall Festival

Chief Willis requested that Captain Gibbs provide feedback to the Board. Captain Gibbs reported that the engine crew attended the festival from 8:30 am – 3:00 pm. He noted that the event was well attended and their participation was very well received.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

November 17, 2004

Page 4 of 5

b. Deputy Chiefs

i. Operations – Pavone

- Monthly Report – October 2004 – monthly report reviewed and filed.
- Regionalization Study – Update – The Consultant recently completed the Agency site visits, and is now in the process of compiling information for the draft agency evaluation. The draft should be out for review in late December/early January

ii. EMS/Special Projects – Butz

- Teleconference equipment was delivered and the installation phase is has begun. This system will enhance our ability to train, and still keep the engines in their stations.

iii. Training – Michel - Chief Michel did not attend.

- Chief Pavone summarized the monthly report.

c. Fire Marshal - Hunter

- Monthly Report – October 2004 – Fire Marshal Hunter did not attend. Chief Willis summarized the monthly report.

d. Administrative Manager – Rannals

- Did not attend – no report.

e. Board of Directors

- *North County Dispatch JPA – Update:* President Ashcraft reported that the next meeting will be held November 18, 2004. Two items of interest: (1) the contract for a new administrator; and (2) North County Fire Protection District seeks approval to join the JPA. In addition, this is the last meeting for the Board representatives of Solana Beach and Vista.
- *County Service Area – 17 – Update:* Director Hickerson reported that the Advisory Committee met November 9 – he has agreed to serve on the strategic planning committee.
- *CalPERS Conference held October 25-27, 2004 Anaheim (Douglas/Malin):* Directors Douglas and Malin distributed a summary and made a presentation on their participation and attendance at the CalPERS Conference. They also discussed the status of the District's unfunded liability at CalPERS.
- Comments
Malin – inquired about the ballot measure on consolidation.

10. Closed Session

Pursuant to Government Code section 54957.6 the Board of Directors convened in a closed session from the hour of 5:25 to 6:37 pm. The following items were discussed:

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

November 17, 2004

Page 5 of 5

a. *CONFERENCE WITH LABOR NEGOTIATORS*

Agency designated representatives: Nick Pavone, Deputy Chief – Operations, Karlana Rannals, Administrative Manager

Employee organization: Rancho Santa Fe Professional Firefighters Association.

b. *CONFERENCE WITH LABOR NEGOTIATOR*

Agency Negotiator: Erwin Willis, Fire Chief

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 (2)
7. Education Specialist (1)
8. Fire Chief (1)

c. With respect to every item of business to be discussed in closed session pursuant to Section **54957**:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Deputy Chief – EMS & Special Projects

Upon reconvening, President Ashcraft reported on the following:

- a. *CONFERENCE WITH LABOR NEGOTIATORS for a successor Memorandum of Understanding* - they provided direction to the District's representatives; however, they took no action.
- b. *CONFERENCE WITH LABOR NEGOTIATOR* – two new classifications of vacation time in service created. Staff will prepare an updated resolution for action at the next meeting.
- c. *PUBLIC EMPLOYEE PERFORMANCE EVALUATION* – direction provided to the Fire Chief; however, they took no action.

11. *Adjournment*

Meeting adjourned at 6:40 p.m.

Karlana Rannals
Secretary

James H Ashcraft
President