



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – October 13, 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, Malin
Directors Absent: Hillgren
Staff Present: Erwin Willis, Fire Chief; Nick Pavone, Deputy Chief; Don Butz, Deputy Chief;
Clifford Hunter, Fire Marshal; Karlana Rannals, Board Clerk

Pledge of Allegiance

Dallas Neville led the assembly in the *Pledge of Allegiance*.

1. Public Comment

No one requested to speak.

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

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

President Ashcraft requested to proceed with a report from the Volunteer Program Coordinator listed time certain on the agenda. There were no objections.

9. Reports

e. Volunteer Program Coordinator - Program Update and Evaluation Review - CERT Class held August 28 – October 2, 2004

Dallas Neville distributed an update on the CERT Program, which included statistics and comments from the participants about the program and class. He reported that he is applying for grant money from Fireman's Fund and Homeland Security. He also reported that the next CERT class is scheduled for January 2005. He responded to questions from the board.

Chief Willis thanked Mr. Neville for the quality of the class. The curriculum for the CERT program did not include a wildland module. Mr. Neville has developed this module and presented it to the California Fire Chiefs Association and FIREScope for approval. Both organizations are supporting the module as developed. The next level of approval is to FEMA. He is also working with representatives from Fireman's Fund to obtain a \$50,000 grant. If approved, this would cover all costs spent for the development and presentation of the District's first CERT class.

3. Approval of Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve and file as amended:

- a. Board of Directors regular meeting minutes held September 8, 2004.

4. Correspondence

Reviewed and filed.

5. Finance

- a. List of Demands September 1 – 30, 2004 – Monthly report reviewed and filed.

6. Resolutions/Ordinances

- a. Resolution No. 2004-013 *entitled* – Authorizing the Purchase and Manufacture of One(1) ICS Type III Wildland Fire Apparatus

Chief Butz summarized the Staff Report presented. He reminded the board members that the District was unable to ‘piggy back’ on the RFP authorized by California Department of Forestry. He mailed 14 RFP packages and only received proposals from two vendors. After the completion of the Apparatus Committee review of the two bids, they determined that one bid was unresponsive. The Staff Report recommended that the Board of Directors approve Resolution No. 2004-013 and authorize Staff to proceed with negotiations to purchase and construct a Type III engine from West-Mark. Staff responded to questions from the board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR DOUGLAS, TO APPROVE Resolution No. 2004-013 on the following roll call vote:

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

- b. Resolution No. 2004-014 *entitled* – Supporting Proposition A

Chief Willis summarized the Staff Report presented. He stated that the California Special Districts Association prepared the Resolution for local government to consider adopting. Its intent is only to educate the public about limiting or eliminating the State’s ability to raid local government money to balance the State budget. He noted that Governor Schwarzenegger supports this ballot measure.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR DOUGLAS, TO APPROVE Resolution No. 2004-014 on the following roll call vote:

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

- c. Ordinance No. 2004-003 (Introduce) *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

Fire Marshal Hunter summarized the Staff Report presented. He reported after the Cedar and Paradise fires, the San Diego Regional Fire Prevention and Emergency Preparedness Task Force was formed by

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the City and County of San Diego. One of the sub-committees established was the Fire/Building Code Sub-Committee, which was chaired by Chief Willis. This committee had 19 members comprised of stakeholders that included the building industry, architects, developers and fire personnel. The goal was to develop a code that addresses the wildland-urban interface fire problem. He distributed a matrix, which compared the original code to the proposed Ordinance presented. He responded to questions from the board.

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.

7. Old Business

None.

Ten-minute recess

8. New Business

a. Disposal of Vehicles

Chief Butz summarized Staff Report presented. He reported that the District previously contracted with Fire Trucks Plus to dispose of the excess vehicles. It has provided the District with a higher return on the vehicle vs. using the County of San Diego auction. He responded to questions from the board.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept Staff's recommendation and contract with Fire Trucks Plus, a consignment vendor specializing in fire apparatus for the disposal of the District's excess fleet.

b. Recognition of Bargaining Unit

Chief Willis informed the board members that the firefighters have renamed their bargaining unit. The District has received a request for the Board of Directors to accept the Rancho Santa Fe Professional Firefighters Association for formal recognition.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to recognize Rancho Santa Fe Professional Firefighters Association as the exclusive bargaining unit for the firefighters.

c. Bell of Distinction Nominee

Chief Willis summarized the Staff Report presented. He reported that the committee unanimously endorses adding the name James A Fox, Fire Chief to the Bell of Distinction for his distinguished career and contribution to the Fire District.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the Committee's recommendation and add James A Fox name to the Bell of Distinction.

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9. Reports

- a. Fire Chief
 - Chief Willis requested the boards' input for election of members to the San Diego County Special Districts Association.
- b. Deputy Chief
 - i. Operations - Pavone
 - Monthly Report – he summarized his monthly report noting no significant activity for the month of September.
 - Regionalization Study – he reported that ESCI was the vendor selected to perform the regionalization study for the north San Diego region. He and other staff members completed an extensive packet providing information such as budget, call volume, current policies and procedures, etc. The consultants are on site during the week of October 11 to interview staff and obtain additional information. They anticipate a DRAFT report within 45 days of the consultants site visit.
 - ii. EMS/Special Projects – Butz
 - CSA-17 – he reported that CSA-17 Paramedic Unit 2696 had relocated to RSF Station 4 for the 30-day trial period. At the conclusion of the period, it will relocate back the Headquarters until the CSA Committee meets to develop its strategic plan and make a determination on its permanent replacement.
 - Apparatus – the new engine will be ordered and he would anticipate delivery in June 2005.
 - Rancho Cielo Station – he is finishing the purchase of the equipment and working on the final bill for reimbursement.
 - iii. Training – Michel
 - Monthly Report - Chief Michel was on vacation. Chief Pavone reported that the primary training focus continues to be for the probationary Firefighter/Paramedics.
- c. Fire Marshal – Hunter
 - Monthly Report – he summarized his monthly report and responded to questions from the Board.
 - Fire Prevention Specialist Vacancy – the top three candidates interviewed were not selected for the position, as they did not appear to be the right fit for the organization. He and Chief Willis will interview applicants from Band 2.
 - Plan Check Fees – he reported a significant increase in our collection of fees resulting from the new fee ordinance.
- d. Administrative Manager - Rannals
 - No report.

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e. Board of Directors

- *North County Dispatch JPA – Update:* President Ashcraft – reported there has not been a meeting; however, Rita Fraser, Administrator submitted her resignation effective October 17, 2004.
- *County Service Area – 17:* Director Hickerson – reported there has not been a meeting; however, he requested direction from the board on the District’s position on the relocation of the CSA-17 Ambulance.
- *Comments*
 - Director Hickerson – complimented Captain Gibbs on his fire prevention presentation at a school in the 4S Ranch area.
 - Director Malin – requested information and/or comments on Proposition C (County of San Diego ballot measure)

10. Closed Session

a. Conference with Labor Negotiators – pursuant to Government Code section 54957.6 the Board of Directors convened in a closed session from the hour of 4:32 p.m. to 6.00 p.m. The purpose was to discuss and provide direction to negotiators for a successor Memorandum of Understanding between the District and the Rancho Santa Fe Professional Firefighters Association. Upon reconvening, President Ashcraft reported that they provided direction to the District’s representatives; however, they took no action.

b. Conference with Labor Negotiators – President Ashcraft reported that Chief Willis had requested that the Board defer this matter to the next meeting since not all board members attended. There were no objections.

11. Adjournment

Meeting adjourned at 6:10 p.m.

Karlana Rannals
Secretary

James H Ashcraft
President