



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – September 8, 2004**

Rancho Santa Fe FPD – Training Room
Rancho Cielo Fire Station – 18040 Calle Ambiente
Rancho Santa Fe, California 92067

Meeting Called to Order/Roll Call

President Ashcraft called the meeting to order at 2:00 p.m. – He noted that the meeting started later than the posted time due to computer training.

Directors Present: Ashcraft, Douglas, Hickerson, Hillgren, Malin
Directors Absent: None
Staff Present: Erwin Willis, Fire Chief; Nick Pavone, Deputy Chief; Don Butz, Deputy Chief;
Tony Michel, Deputy Chief; Clifford Hunter, Fire Marshal; Karlana Rannals,
Board Clerk

Pledge of Allegiance

Director Hillgren 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 DOUGLAS, SECOND BY DIRECTOR MALIN, 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 MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and file:

- a. Board of Directors regular meeting minutes held August 11, 2004.

4. Correspondence

Reviewed and filed.

5. Public Hearing

President Ashcraft opened the public hearing and called for any interested person to comment on the Final Budget for fiscal year 2004/2005. No oral comments or written comments received. President Ashcraft closed the public hearing.

6. Finance

- a. List of Demands August 1 – 31, 2004 – Monthly report reviewed and filed.
- b. Final Budget – Fiscal Year 2004/2005 – Chief Willis summarized the changes between the preliminary budget presented in June and the final. The changes totaled \$78,000 in reductions, including Training, CERT Program, and Consultant Services. Chief Willis reported that the Board must adopt the final budget no later than October 1.

Director Malin reported to the Board that he has been reviewing the financial status of the district and has been working with Staff to obtain a better understanding of the District's funding and expenditures, including personnel costs. He reports that this will help in the development of a long-range financial plan as discussed with the development of a strategic plan. He also requested that the Board of Directors consider a discussion at a future meeting establishing a depreciation policy.

Director Douglas discussed with the Board and Staff the benefits of the CERT Program. He recommended that the amount \$10,000 as presented in the Preliminary Budget be restored for this community program. The Board of Directors agreed to this request.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR DOUGLAS, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Final Budget for Fiscal Year 2004/2005 as amended.

7. New Business

a. LAFCO Elections

Chief Willis informed the members that to elect representatives to the LAFCO Advisory board, the District must authorize a board member to cast the ballot. He requested that the Board of Directors authorize the Board President to cast the ballot on behalf of Fire District

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the Board President to cast the ballot on behalf of the Fire District uninstructed.

8. Old Business

None.

9. Resolutions/Ordinances

a. Resolution No. 2004-012 entitled – Adopting the Fire Mitigation Fee Fund Multi-Year Plan

Chief Willis reported this Resolution is required annually and a copy must be submitted to the Fire Mitigation Fee Committee for review and approval.

MOTION BY DIRECTOR DOUGLAS, SECOND BY DIRECTOR HICKERSON, TO APPROVE Resolution No. 2004-012 on the following roll call vote:

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

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10. Reports

a. Fire Chief

Chief Willis informed the Board that during the fire station dedication, three radios were stolen, approximate value - \$8,000. He also reported that CSA-17 officials have agreed to relocate the CSA-17 ambulance to Station 4 for a 5-week trial period. This should improve the response times to the 4S Ranch area.

b. Deputy Chief

i. Operations - Pavone

Chief Pavone distributed his monthly report for review. He also reported that he has been selected to serve as the District's representative for the Regionalization Review Committee, and will be working with the consultants during the next few months. The agencies that are committed to participate in the study to date are Elfin Forest, Encinitas, Oceanside, and Rancho Santa Fe.

ii. EMS/Special Projects – Butz

Chief Butz reported that his primary project has been the construction and opening of the Rancho Cielo station. In addition, he is pursuing the remodel of the Administration Building and Replacement of the Fairbanks Ranch Fire Station.

iii. Training – Michel

Chief Michel reviewed his report for the previous month. The training hours are high because of the seven probationary firefighters hired. A rescue drill is scheduled for September. He also commended Captain Sturtevant and Firefighter Paramedic Galindo for their work with the MMST team.

c. Fire Marshal

Mr. Hunter summarized his monthly report and responded to questions from the Board. He also reported on the following:

Fire Prevention Specialist Vacancy - the District received 19 applications, which seven applicants were invited to participate in the assessment. The assessment will be conducted on Tuesday, September 28.

Weed Abatement – approximately 7,500 letters were mailed on August 20. As a result, the phone calls and requests for inspections increased significantly.

Collection of Plan Check Fees – effective September 1, the District started collecting fees for services in advance.

d. Administrative Manager

Ms. Rannals informed the members that the Board of Directors must meet in December in order to swear in all newly elected board members. The December meeting is changed to December 1 beginning at 1:30 pm.

e. Board of Directors

North County Dispatch JPA – Update

President Ashcraft – no meeting.

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County Service Area – 17

Director Hickerson – no meeting.

Comments

Director Hillgren – kudos to the staff involved in the construction and dedication of the Rancho Cielo fire station. Job well done!

Director Douglas -

1. Inquired as to how the board can be more informed of major emergencies. Chief Willis will request that Chief Pavone provide a presentation of how the disaster system works.
2. Asked about the status of CERT program. Chief Willis will request that Mr. Neville attend the next meeting to provide an update.

Director Ashcraft– made an inquiry about the District’s dress code for administrative staff.

10. Closed Session

Chief Willis requested that the Board defer this matter to the next meeting since he did not have the information available to present at this meeting. There were no objections.

11. Adjournment

Meeting adjourned at 4:10 p.m.

Karlana Rannals
Secretary

James H Ashcraft
President