



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – June 17, 2009**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 2:30 pm.

*Pledge of Allegiance*

Battalion Chief Davidson led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren, Malin, Tanner

Directors Absent: None

Staff Present: Nick Pavone, Fire Chief; Cliff Hunter, Fire Marshal; Bret Davidson, Battalion Chief; Michael Gibbs, Battalion Chief; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the Board.

3. Motion waiving reading in full all Resolutions/Ordinances

No resolutions/ordinances were listed on the agenda for action; therefore, no action required.

4. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar as submitted:

a. *Board of Directors Minutes*

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of May 13, 2009

b. *Receive and File*

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to receive and file:

i.) Monthly/Quarterly Reports

(1) List of Demands

Check 19351 thru 19423 for the period May 1 – 31, 2009 totaling:	\$293,207.00
Payroll for the period May 1 – 31, 2009	<u>\$460,072.57</u>
TOTAL DISTRIBUTION	\$753,279.57

(2) Activity Reports – May 2009

1. Fire Prevention
2. Operations
3. Training

(3) District Articles – May 2009

(4) Correspondence - Thank you letters/cards were received from the following members of the public:

- Jack Mullins
- Department of Forestry and Fire Protection
- City of Poway
- John Tanner
- Mrs. Pugley's Class
- Joel Anderson Assemblyman, District 77
- Burn Institute
- California Fire Alliance
- International Code Council

5. Old Business

a. None

6. New Business

a. Budget Authorization

Chief Pavone summarized the staff report provided. The "alerting upgrade" project for the 4S Ranch fire station is necessary to ensure that personnel assigned to this station are alerted to any emergency response immediately. The current alerting technology is old and does not have the ability to individually alert selective dorms. By doing the project now, the District will realize a \$9,000 savings. He reported that staff has obtained the necessary quotes to have the work performed and the cost of \$29,000 which is less than originally anticipated. The vendor also stated that the replaced alerting system could be temporarily utilized for the interim fire station, thereby saving the district \$5,000. He recommended that the Board approve the project and authorize the expenditure.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation to approve the "alerting upgrade" station project and authorize the expenditure of \$29,000.

b. Contract

1. Schoenfelder Sewer Easement Agreement

Chief Pavone reviewed the staff report and the request for a sewer easement by the owner of the current neighbor (Mr. Jerry Schoenfelder) of the current and proposed fire station site. He informed the Board that in return for the easement, the neighbor would provide support and not hinder the District's processing of permits or approvals for the fire station. He reported that the District's legal counsel drafted the agreement presented and the document has been approved by Mr. Schoenfelder. He did note that one word was missing from the contract that will be corrected if accepted by the Board. He recommended the Board approve the revised document and authorize the Board President to execute the contract.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation to approve the request from Mr. Jerry Schoenfelder for a sewer easement on property owned by the Fire District, and authorize the Board President to the execute the corrected version of the easement agreement.

2. Interim Fire Station Lease Agreement Horizon Christian Fellowship

Chief Pavone reviewed the staff report provided. He reported on the need for an interim fire station site during the demolition and construction of the replacement fire station. Many parcels were evaluated for a temporary site, and it was determined that the Horizon Christian Fellowship Church was the best available option. This location will maintain the response times to that area that is served by the current Fairbanks Ranch fire station. He reported that the District's legal counsel drafted the agreement presented and the document has been approved by the church and their legal counsel. The church has offered the site at no cost to the District. He recommended the Board approve the lease agreement and authorize the Board President to execute the contract. Chief Pavone expressed sincere appreciation for the willingness of the church to provide this opportunity and their support of the community's needs.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation to approve the lease agreement between the Fire District and Horizon Christian Fellowship and authorize the Board President to the execute the agreement.

c. Fixed Charge Special Assessment

Fire Marshal Hunter summarized the staff report provided. He reported that every effort has been made to contact the property owner to obtain reimbursement for the forced abatement. The board action requested is necessary to place a special assessment on the property tax bill.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation to approve the list submitted and authorize the Administrative Staff to deliver the list to the County of San Diego on or before the County's deadline of August 10, 2009.

d. Preliminary Budget FY10

Chief Pavone presented a PowerPoint presentation on the Preliminary Budget for FY10. He summarized the changes proposed within each category. He requested an overall Operating Budget of \$10,555 (in thousands) and noted that staff projects the general fund revenue at \$10,857 (in thousands). He summarized the expenditure changes between the proposed budget and FY08.

He also presented the Capital expenditures proposed which are funded through the general and fire mitigation fee funds. Capital expenditures (equipment, facility, and vehicles) are estimated at \$4,042 (in thousands). The majority of the capital expenditures are a result of the Fairbanks Ranch replacement fire station. Staff responded to questions from the Board.

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MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, to approve the Preliminary Budget for FY10 as presented on the following vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 9, 2009, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

e. Meeting Schedule Change – September 9, 2009

It was determined by the Board of Directors that there was no conflict for the majority of the Board and that the regular meeting date and time will remain as scheduled, therefore, no action required.

7. Oral Reports

a. *Fire Chief – Pavone*

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station – Update: the project is progressing slowly. The permit process with the County of San Diego is taking longer than anticipated; and the original cost of permits was estimated at \$50,000 has now increased to \$110,000. He plans to seek a meeting with the County to discuss these costs. On the positive side, the District continues to have community support of the replacement station.
- Solana Beach/Del Mar Management Contract: the City of Solana Beach has accepted the language for a management services contract; however, a new opportunity has presented itself with the City of Encinitas. Discussions are ongoing about splitting the management services contract with the City of Encinitas, as they will provide all management services except the Fire District would provide Battalion Chief Duty Coverage to all agencies, including Encinitas. The discussions are for a two-year contract with a 60-day termination clause. If approved, this will allow all agencies an opportunity to evaluate the cooperative efforts and perhaps seek other opportunities.
- Urban Forester Intern: interviews were completed and unless there are concerns from the board members, he recommends filling the position. The individual performs the necessary inspections to maintain the integrity of our “Shelter in Place” communities. There were no objections from the Board.
- Certificate of Appreciation: Fire Marshal Hunter was presented a Certificate of Appreciation from the San Diego County Fire Chiefs Association Fire Prevention Officers Section for teaching 15 classes this past year.
- District Activities
  - Burn Run: The District will participate on Saturday, June 20 at the San Diego County Fair and host a simulated car fire.
  - San Dieguito River Valley: he is working with this group to remove dead trees.

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- Santa Fe Irrigation District: he plans to attend their Board of Directors meeting to thank them for the training opportunity.

b. *Operations – Deputy Chief Michel*

Chief Gibbs reported on the following topics:

- Significant calls include:
  - One fire that resulted in a monetary loss
  - Drowning of a child in the 4S Ranch area
- Fuel moistures are below 75%, approaching the critical level (60%)

c. *Training – Battalion Chief Davidson*

Chief Davidson summarized the monthly training activity, which included:

- Conducted eight multi-company drills
- RSF Personnel participated in:
  - the building burn down donated by Santa Fe Irrigation District
  - Communications class for wildland fire training
- Rescue systems I (which is a 40-hour class)

d. *Fire Prevention – Fire Marshal Hunter*

- He distributed a letter of support for proposed legislation to ban novelty lighters.
- New tracts are planned for the 4S Ranch area.
- Prevention staff continues to work with property owners within the District to remove the dead and dying trees. Notices totaling 121 have been sent to date.
- Working to obtain a grant for materials only to educate homeowners on how they can maintain their residential fire sprinkler systems.

e. *Administration – Administrative Manager Rannals*

- She informed the Board that the CalPERS Conference is scheduled for October 26-28, 2009 in Santa Clara, CA

f. *Board of Directors*

- North County Dispatch JPA – Update – Director Ashcraft: JPA Board met May 28, 2009. They approved the FY10 Budget and agreed on changes to the amended JPA agreement.
- County Service Area 17 – Update – Director Hickerson: the subcommittee continues to work on getting tax revenues from the 4S Ranch area. They are also discussing the transport services provided for the San Diego County fair.
- Comments:
  - Ashcraft – discussions are underway amongst north San Diego County agencies about creating a 2-tier system for retirement benefits.

*The meeting recessed for ten-minutes.*

The following was disclosed prior to convening to closed session:

- Director's Ashcraft, Hillgren, and Tanner are residents within the Covenant and members of the Rancho Santa Fe Association

8. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 5:10 – 6:23 pm for discussions on the following:

- a. Conference with negotiators for the following real property, pursuant to Government Code Section 54956.8

- 1. APN 266-182-21
- 2. APN 266-182-22

Negotiating Parties: Jim Ashcraft, Director; Nancy Hillgren, Director; and Nick Pavone, Fire Chief  
Under Negotiation: Both Price and Terms of Payment

- b. Conference with negotiators for the following real property, pursuant to Government Code Section 54956.8

- 1. APN 266-281-05

Negotiating Parties: Jim Ashcraft, Director; Nancy Hillgren, Director; and Nick Pavone, Fire Chief  
Under Negotiation: Both Price and Terms of Payment

Upon reconvening, President Ashcraft reported that an update was provided to the board members and direction was provided to staff and negotiators regarding the eminent domain proceedings and the pursuit of real property for the Districts' parking needs.

All members of the Board and staff listed attended the Closed Session.

9. Adjournment

Meeting adjourned at 6:25 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President