



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – April 8, 2009**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

Pledge of Allegiance

Fire Marshal Hunter 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; Tony Michel, Deputy Chief; Cliff Hunter, Fire Marshal; Michael Gibbs, Battalion Chief; Bret Davidson, 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

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions/ordinances.

4. Consent Calendar

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

a. *Board of Directors Minutes*

1. MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of March 18, 2009

2. MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of March 27, 2009

b. *Receive and File*

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

a. *Monthly/Quarterly Reports*

i. *List of Demands*

Check 19094 thru 19220 for the period March 1– 31, 2009 totaling \$453,600.19

Payroll for the period March 1 – 31, 2009 \$432,195.48

TOTAL DISTRIBUTION \$885,795.67

b. *Activity Reports – March 2009*

i. *Fire Prevention*

ii. *Operations*

iii. *Training*

- c. District Articles – March 2009
- d. Correspondence
 - i. None

5. Old Business

- a. None

6. Resolutions/Ordinances

- a. *Resolution No. 2009-02*

Chief Pavone informed the Board that the District must update its resolution annually to participate in the Fire Mitigation Fee Fund program administered by the County of San Diego. He reported that the fee set by the County of San Diego Board of Supervisors would remain the same for next fiscal year, 46 cents per square foot for new construction.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2009-02 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program* on the following roll call vote:

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

- b. *Resolution No. 2009-03*

Chief Pavone informed the Board that this resolution required by the County of San Diego must be renewed annually. If adopted, the special tax remains at \$2.50 per benefit unit for FY 10.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2009-03 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing the Benefit Charges for fiscal year 2009/2010* on the following roll call vote:

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

7. New Business

- a. *Agreement for Professional Services*

Ms. Rannals summarized the staff report provided. She reported that the County of San Diego has been processing the special tax assessments for the annual property tax roll for over 25 years. Since receiving notification that they will not be collecting, she has been attending meetings with other fire districts within the county to determine a qualified vendor to provide the services. The proposed contract between Willdan Financial Services and the District for Special Tax Administration is for three years, with two (2) one (1) year options to renew. Staff responded to questions from the Board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 to approve the contract between Rancho Santa Fe Fire Protection District and Willdan Financial Services for Benefit Fee Processing and authorize the Board President to execute the document.

b. *Budget Authorization*

Chief Michel summarized the staff report provided. He reported that the FY09 Capital Budget included the planned purchase of replacement Thermal Imaging Cameras. The cameras to be purchased are the Bullard T320 at a cost of \$11,201.25 per unit. The current cameras, (Draegers), are over fourteen (14 yrs) old, heavy, large and use outdated technology. Due to the increase in California sales tax, the cost for the cameras went from \$20,000.00 to 22,402.50.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 to authorize the purchase of two thermal imaging cameras and fund the expenditure from the general fund.

c. *Ad Hoc Committee Appointment – Audit*

Ms. Rannals informed the Board that the audit firm has scheduled their first meeting with staff on May 21. She requested that the Board President appoint an ad hoc committee to meet with staff and the independent auditor to begin the FY09 financial audit.

President Ashcraft appointed Directors Malin and Tanner to the ad hoc committee for the FY09 financial audit.

d. *LAFCO 2009 Special Districts Election*

Chief Pavone informed the Board members that to elect representatives to the LAFCO Committee and Special District Advisory Committee, 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 the Fire District

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, 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. Oral Reports

a. *Fire Chief – Pavone*

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station – Update: the project is progressing and Ali Shapouri, project consultant will submit a revised plan within the week. He anticipates receiving approval in 4-6 weeks. He continues meeting with representatives for Horizon Christian Church regarding the site agreement for a temporary fire station in the church property.

- LAFCO Population Census: the document was provided as information only. The census data will be used to calculate the District's Gann limit.
- District Activities
 - Heritage Grant: A check presentation from Fireman's Fund will be made at a planned Ice Cream Social planned for Friday, May 15, 2009 at the Rancho Cielo station.
 - Village Merchant's Association: is hosting a street festival in the Village of Rancho Santa Fe on Saturday, May 9, 2009. The District will attend and participate at the event.
 - Training: The District will participate in a "live-burn" training May 9-10. Additional details will be available closer to the event by contacting Chief Michel.
 - Reminder: the Appreciation Dinner is scheduled for May 8, 2009 at The Inn at Rancho Santa Fe.

b. Operations – Deputy Chief Michel

He reported on the following topics:

- Significant calls include:
 - None to report
- Personnel are attending classes resulting from the succession planning interviews.
- Chief Gibbs explained how samples are collected for determining fuel moisture in the vegetation. The information obtained is used to predict fire behavior.

c. Training – Battalion Chief Davidson

Chief Davidson summarized the monthly training activity, which included:

- Completion of the Zone RIC training
- Strike Team Leader training
- HazMat training

d. Fire Prevention – Fire Marshal Hunter

- The District hosted (March 30-31, 2009) a group of scientists from Spain looking at the District's Shelter-in-Place communities.
- He was selected to participate on a Task Force to develop codes by 2010 that all new residential construction will require the installation of fire sprinklers throughout the state.

e. Administration – Administrative Manager Rannals

- She has received a request to move the August 2009 board meeting. She asked that the board members review their calendar and she will schedule for discussion at the May meeting.

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: No report.
- County Service Area 17 – Update – Director Hickerson: No report.
- Comments:
 - Malin:
 - He was notified that a neighbor within his HOA had received a letter cancelling his homeowners insurance. Chief Pavone informed him that unfortunately, that is more common than realized.

- Questioned how the District is notified if a gate strobe is not working. Staff explained how the District is notified and follow-up procedures to insure that it is in working order.
- Hillgren:
 - She inquired about the District of Distinction award sponsored by California Special Districts Association. Staff explained how the program worked, in addition to the associated cost.

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

9. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 2:27 – 3:21 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.

Minutes
Rancho Santa Fe Fire Protection District Board of Directors
April 8, 2009
Page 6 of 6

10. Adjournment

Meeting adjourned at 3:22 pm.

Karlana Rannals
Secretary

James H Ashcraft
President