



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – October 14, 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*

Cliff 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; Mike Gibbs, Battalion Chief; and Karlana Rannals, Board Clerk

**2. Public Comment**

No one requested to speak to the Board.

**3. Special Presentations**

a. H1N1 Virus

Mary Murphy, RN CSA-17 EMS Coordinator provided an update on the H1N1 virus, which included the exposures and deaths incurred in the County. She also spoke of the significant threat to the workforce. Workers are encouraged to “stay home” to reduce the exposure to others. She noted that the Fire District is preparing to vaccinate all personnel; however, the vaccine is in short supply.

**4. Motion waiving reading in full of all Resolutions/Ordinances**

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

**5. Consent Calendar**

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; -to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

i) MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of September 9, 2009

b. *Receive and File*

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

i) Monthly/Quarterly Reports

(1) List of Demands

|  |                      |
|--|----------------------|
| Check 19773 thru 19879 for the period September 1 – 30, 2009 totaling: | \$ 473,422.37        |
| Payroll for the period September 1 – 30, 2009                          | <u>\$ 613,337.74</u> |
| TOTAL DISTRIBUTION   | \$ 1,086,760.11      |

(2) Budget Review – July 1 – September 30, 2009

(3) Activity Reports – September 2009

- Fire Prevention
- Operations
- Training

(4) District Articles – September 2009

(5) Correspondence

- Burn Institute

6. Old Business

- a. None

7. New Business

- a. Budget Authorization

Karlena Rannals summarized the staff report provided. The current copier is approximately seven years old with an excess of 930,000 copies. She also reported that staff evaluated leasing the copier; however, based upon volume, she recommended purchasing the copier in lieu of leasing. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the funding and purchase of a new copier for a cost of \$20,200.

- b. Contract: Agreement for Cooperative Management Services

Chief Pavone summarized the staff report provided. He reported that the Board has been discussing this opportunity between the cities of Solana Beach and Del Mar for over three years. With the addition of the City of Encinitas, additional opportunities for cooperative efforts exist. If all parties approve the agreement, Rancho Santa Fe Fire Protection District will provide Battalion Chief Duty coverage for four agencies beginning October 15, 2009. The Fire District will be compensated \$367,542 for the service, which was prorated for the FY10 budget. He does anticipate a significant transition for all agencies; however, there is a commitment from all agencies to make this agreement succeed. The initial agreement is for a two-year period and can be terminated by either party with 90-day notice.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Agreement for Cooperative Management Services and authorize the President to execute the document.

Chief Pavone informed the Board that a press conference is scheduled for October 15, 2009 at 11:30 am for the official signing of the agreement at Seaside Park in Solana Beach.

c. Temporary Administrative Captain Position

Chief Pavone informed the Board that this item is related to the previous Board's action. He reported that the Battalion Chief's would increase their responsibilities from 4 stations and 13 personnel to 11 stations and 37 personnel each day. Currently each Battalion Chief has additional responsibilities in support services. Examples of responsibilities are facility maintenance, fleet maintenance, and communications to name a few. The Administrative Captain position would assume those responsibilities and assist with the responsibilities associated with the replacement of the Fairbanks Ranch Fire Station. He is requesting that the Board authorize the temporary appointment of an Administrative Captain for the term of the Agreement for Cooperative Management Services. If approved, this will allow the Battalion Chiefs to focus on daily supervision of emergency response personnel, and allow the person in the temporary assignment to career development training for the future in support of the District's succession plan. The revenue the District will receive from the Agreement for Cooperative Management Services will fund the additional cost of this position and the subsequent temporary promotions.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the appointment of the temporary Administrative Captain position and all subsequent temporary promotions to fill the vacancies and authorize the associated costs with the assignments.

d. Proposition 1A Receivable Financing Program

Chief Pavone and Karlana Rannals summarized the staff report provided. This program will provide the District with 100% of the 8% property tax shift to the State under Proposition 1A. The financing outlines bond proceeds to be distributed to coincide with the dates that the State will be shifting property tax from local agencies. Ms. Rannals reported that the necessary clean up legislation SB 67 has been approved by the Legislature. It was noted that there is no cost to the Fire District to participate in the Prop1A program. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the District's participation with the Proposition 1A Receivable Financing Program sponsored by the California Statewide Communities Development Authority (CSCDA).

e. Long Range Financial Plan

Director Malin reviewed with the Board the assumptions used to develop the updated long-range plan. He reminded the board members that the District should have enough cash on hand to get through to the first major tax distribution scheduled for December 15 to cover operation costs. At the conclusion of his presentation, he informed the Board that the District's cash position over the next five years could be tight, if the conservative assumptions remain on target, and if all anticipated capital projects are completed. Director Malin responded to questions from the Board.

**8. Resolution/Ordinance**

a. Resolution No. 2009-06

Ms. Rannals informed the Board that this resolution is the formal action required to participate in the Proposition 1A Receivable Financing Program sponsored by the California Statewide Communities Development Authority (CSCDA).

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2009-06 – entitled *a Resolution Approving the Form of and Authorizing the Execution and Delivery of a Purchase and Sale Agreement and Related Documents with Respect to the Sale of the Seller's Proposition 1A Receivable from the State; and Directing and Authorizing Certain Other Actions in Connection Therewith* on a roll call vote:

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

**9. Oral Reports**

a. Fire Chief – Pavone

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station – Update
  - Permits – the project continues to move forward. The Planning Commission approved the project at their hearing on September 23. Final approval is expected from the Board of Supervisors in October and will be considered for approval on the consent calendar.
  - Interim Fire Station – the District has received the building permit to place the modular buildings on the property for the interim fire station.
  - Station Demolition – he anticipates that demolition will occur in the December/January period and the District can begin developing the RFP now that the interim station permits are complete.
  - New Construction – The architect has completed approximately 95% of the station documents and submitted to the County for comments.
- Management Services Contract – Once approved, the expected “go live” date is October 15. All participating entities have agreed to participate in a press conference, tentatively scheduled for October 15. There have also been numerous task groups formed to resolve any operational or contractual issues prior to implementation.
- USAR Trailer – (CALEMA [OES]) has offered an USAR Trailer to the District. This trailer offers specialized equipment that can be used for confined space and trench rescues. The trailer requires a tow vehicle and must have six qualified individuals. The District may be interested if through the cooperative efforts of other local agencies it can be staffed. He will update the Board as he obtains more information.
- District Activities
  - Pancake Breakfast: a successful event held on October 11, 2009 with estimated 600 – 700 attendees.

- Rotary Fall Festival: encourage all board members to attend.

*b. Operations – Deputy Chief Michel*

He reported on the following topics:

- Significant calls include:
  - OES Engine responded to two out of county strike team responses
  - Traffic collision/rollover in which one teen was killed
  - Traffic collision on Del Dios Highway resulting in one fatality
- Recruitment for Firefighter/Paramedic positions (three individuals undergoing background investigations). There will be two positions open in late December resulting from two retirements.
- Fuel moistures remain at a critical level

*c. Training – Battalion Chief Davidson*

Chief Michel summarized the monthly training activity, which included:

- RSF Personnel participated in:
  - Swift water rescue
- CERT training class to begin November 3, 2009.

*d. Fire Prevention – Fire Marshal Hunter*

- Board of Supervisors ratified the Fire District's Ordinance on October 14
- Distributed a letter with comments on the negative declaration for the Rowe School playground expansion project.
- Construction statistics increased because of models and production units in the 4S Ranch area.

*e. Administration – Administrative Manager Rannals*

- She asked the board members if they wanted the auditor for the FY10 financial statements and audit at the next meeting. After a discussion, the board members concluded that there was no need to schedule the auditor to appear for a presentation at the next meeting.
- Reminder that the next meeting was rescheduled to November 18, 2009 because of the federal holiday on November 11.

*f. Board of Directors*

- North County Dispatch JPA – Update – Director Ashcraft: next meeting December 3, 2009
- County Service Area 17 – Update – Director Hickerson: no report
- Comments:
  - Malin – will be attending the CalPERS Conference scheduled for October 26-28, 2009.

*The meeting recessed for ten-minutes.*

**10. Closed Session**

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 4:12 – 5:30 pm for discussions on the following:

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

18029 Calle Ambiente, Rancho Santa Fe

Negotiating Parties: James Ashcraft, Director; John Tanner, Director; Nick Pavone, Fire Chief

Under Negotiation: Both Price and Terms of Payment

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

- b. With respect to every item of business to be discussed, pursuant to Government Code Section 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Jim Ashcraft, Randy Malin, Assigned Staff

Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349

Under Negotiation: A successor Memorandum of Understanding

*NOTE: All members of the Board listed and Chief Pavone, Deputy Chief Michel, and Karlena Rannals attended the Closed Session.*

- c. With respect to every item of business to be discussed, pursuant to Government Code Section 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representative: Nicholas G Pavone, Fire Chief

Employee Organization: Unrepresented Employees

Position – Fire Chief (1); Deputy Chief (1); Battalion Chief (4); Fire Marshal (1); Administrative Manager (1)

*NOTE: All members of the Board listed and Chief Pavone attended the Closed Session*

President Ashcraft reported that an update was provided to the board members for agenda item 10.a and direction was provided to staff and negotiators regarding the pursuit of real property.

President Ashcraft also reported that the Board was provided an update from the negotiators for agenda item 10.b and 10.c. and direction was provided.

**11. Adjournment**

Meeting adjourned at 5:34 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President