



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – November 18, 2009**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:05 pm.

Pledge of Allegiance

Deputy Chief Tony Michel led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson (*arrived at 1:12 pm*); 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. Painting Presentation

Chief Pavone introduced Leila Hazery, student at Santa Fe Christian School and her guests. She presented her painting “Out of the Ashes” to the Fire District in which she expressed her appreciation for the hard work of all firefighters. Chief Pavone acknowledged her efforts and thanked her for her donation to the District.

b. Plaque Presentation

Chief Pavone and Captain Mike Shore, representing the Professional Firefighters Association Local 4349, presented plaques of appreciation to Matt Basham, RSF Village Market; Hank Mendez, RSF School District; and Tim Cusac, Café Positano for their support and donations to the District’s annual pancake breakfast. This year, approximately 700 meals were served in a four hour period. Through everyone’s support, this annual event was another success. Chief Pavone also complimented Captain Shore for his time and efforts in making the event successful.

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

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

a. Board of Directors Minutes

i) MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of October 14, 2009

b. *Receive and File*

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 19880 thru 199948 for the period October 1 – 31, 2009 totaling:	\$ 297,585.38
Payroll for the period October 1 – 31, 2009	<u>\$ 439,304.09</u>
TOTAL DISTRIBUTION	\$ 736,889.47

(2) Cash Statement– July 1 – September 30, 2009

(3) Travel Reports

- Malin
- Pavone

(4) Activity Reports – October 2009

- Fire Prevention
- Operations
- Training

(5) District Articles – October 2009

(6) Correspondence

- Patrick Brady

6. Old Business

- a. None

7. New Business

a. Contract: Shared Liability Agreement – Hiring Consortium

Chief Michel summarized the staff report provided. The District has been a member of the hiring consortium for the past 18 years, which conducts the physical ability testing for entry-level firefighter/paramedic. He reported that a recent review conducted of the consortium’s policies, it was determined that a shared liability agreement for workers compensation was never signed by all participating member agencies. If approved, the District’s liability exposure is shared by all members and will be limited to ten percent (10%) for any claim. For workers compensation, the Fire District is a member agency to PASIS (Public Agency Self Insurance System) and legal counsel for PASIS prepared the agreement. A separate review of the agreement was provided by the Fire District’s legal counsel. Staff responded to questions from the Board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the District’s continued participation in the hiring consortium and authorize the President to sign the agreement for workers compensation coverage for participants in firefighting testing.

b. Budget Authorization

Chief Pavone summarized the staff report provided. The Fire District has developed a replacement schedule to upgrade the radios needed for inter-operability. The request is to replace four (4) radios, which were identified

in the FY10 budget. He noted that the radios were originally purchased via a grant, and some replacements have been purchased also with grant money. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of four replacement radios at \$3,924 (plus tax) for each radio.

8. Oral Reports

a. Fire Chief – Pavone

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station – Update
 - Interim Fire Station – the trailers have been delivered and are on site. The contractors have begun the minor grading necessary on the site. The infrastructure necessary includes water; sewer and power are complete; however, there have been challenges with establishing phone service. He anticipates a move in time of 3-4 weeks.
 - Station Demolition – he continues to work with the architect for the demolition which will occur in the December/January period. He informed the Board that the District could not perform any grading between January 15 and May because of environmental issues, unless all trees are removed.
 - New Construction – no additional information.
- Management Services Contract – The leadership task force held their first meeting on November 18 to discuss the performance of the first 30-days. To date, the responses from all agencies have been positive.
- District Activities
 - CERT Graduation: scheduled for Saturday, November 21st. The Fire District has ten citizens in the class.
 - Holiday Party: scheduled for December 18th at The Inn at Rancho Santa Fe.

b. *Operations – Deputy Chief Michel*

He reported on the following topics:

- Significant calls include:
 - Traffic collision on San Dieguito Road resulting in one fatality
- Recruitment for Firefighter/Paramedic positions: two conditional offers of employment have been made with an anticipated date of hire December 7, 2009.
- Promotion: two positions will open in late December resulting from two retirements (Lutz & Foster). As a result of the promotional testing and interviews, the following personnel were selected:
 - Engineer Dave McQuead – Captain (retirement of Captain Lutz)
 - Firefighter/Paramedic Tim Wood – Engineer (promotion of Engineer McQuead)
 - Captain Chris Galindo – Temporary Administrative Captain
 - Engineer Bruce Sherwood – Temporary Acting Captain (reassignment of Captain Galindo)
 - Firefighter/Paramedic's Brandow and Lorenzo – Temporary Acting Engineer (a shared acting

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position 9 months each. – Engineer Sherwood)

- Temporary Captain position to fill vacant worker's compensation captain position to be shared by Engineers' Bispham, Jordan, Ligtenberg, and Slattery.

c. *Training – Battalion Chief Davidson*

Chief Michel summarized the monthly training activity, which included:

- RSF Personnel participated in:
 - Fire prevention classes to the schools
 - Zone high rise
 - Field care audits

d. *Fire Prevention – Fire Marshal Hunter*

- Presentation: Public Relations Coordinator – Julie Taber: distributed statistics on the number of children (3,600) at 11 schools that were educated during the month of October for fire prevention. She reviewed the curriculum presented to the children and prepared by the Burn Institute. She has requested feedback from the teachers and District personnel for any suggested improvements for the next year.
- Distributed the statistics regarding the “dead trees.” To date, he has authorized seven (7) forced abatements. He assured the board members that every effort is made to get the property owner to comply with the ordinance before he authorizes the work for abatement.
- Construction statistics are low this month.

e. *Administration – Administrative Manager Rannals*

- Proposition 1A Receivable Financing Program – Update: She reported that the application process was completed and accepted by California Communities. The District's receivable, certified by the County of San Diego, is \$780,226.
- CalPERS Conference: all participants who attended the conference (Director Malin, Deputy Chief Michel, and Karlana Rannals) shared their experience and discussed the future costs of the retirement benefits offered to District employees.

f. *Board of Directors*

- North County Dispatch JPA – Update – Director Ashcraft: next meeting December 3, 2009
- County Service Area 17 – Update – Director Hickerson: next meeting February 2010
- Comments:
 - None

The meeting recessed for ten-minutes.

9. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 2:53 – 4:10 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 54956.9

Conference with Legal Counsel – Anticipated Litigation

Potential Case: 1

NOTE: All members of the Board and staff listed attended the Closed Session. Legal counsel did not participate by phone as planned.

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

CONFERENCE WITH LABOR NEGOTIATORS

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 attended the Closed

- d. 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 reported that an update was provided to the board members for agenda item 10.b.

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

10. Resolution/Ordinance

- a. Resolution No. 2009-07

Chief Pavone informed the Board that this resolution is a result of the negotiations with the Firefighters Association. This is a one year contract, and the District will begin discussions for contract renewal in early 2010.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and APPROVED Resolution No. 2009-07 – entitled *A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349* on a roll call vote:

AYES: Ashcraft, Hickerson, Hillgren, Malin, Tanner

NOES: None

ABSTAIN: None

ABSENT: None

b. Resolution No. 2009-08

Chief Pavone informed the Board that this resolution updates the salary and benefits for management personnel.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and APPROVED Resolution No. 2009-08 – entitled *A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Establishing Salaries and Benefits for Management Personnel* on a roll call vote:

AYES: Ashcraft, Hickerson, Hillgren, Malin, Tanner

NOES: None

ABSTAIN: None

ABSENT: None

11. Adjournment

Meeting adjourned at 4:14 pm.

Karlana Rannals
Secretary

James H Ashcraft
President