



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – April 8, 2015**

*These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were actually considered.*

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:06 pm.

*Pledge of Allegiance*

Director Tanner led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine (*arrived at 1:14pm*), Tanner

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Mike Gibbs, Deputy Chief; Fred Cox, Deputy Chief; Jim Sturtevant, Battalion Chief; Dave McQuead, Battalion Chief; Renee Hill, Fire Marshal, and Karlana Rannals, Board Clerk

President Ashcraft informed the Board that pursuant to government code section 54954.2(b) (2) there is a request to amend the agenda to include the following topics for discussion and/or action:

AMEND AGENDA ITEM

8. Closed Session (**Time Certain – 2pm**)

b. with respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 16936 El Fuego

Agency Negotiator: Tony Michel, Fire Chief

Negotiating Parties: RSF Association

Under Negotiation: Instruction to negotiators concerning price and term

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, APPROVED on the following roll call vote to amend the agenda as requested:

AYES: Ashcraft, Hillgren, Malin, Tanner

NOES: None

ABSENT: Stine

ABSTAIN: None

2. Public Comment

No one requested to speak to the Board of Directors

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

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to waive reading in full of all resolutions/ordinances.

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

i) Board of Directors minutes of March 11, 2015

b. Receive and File

i) Monthly/Quarterly Reports

1) List of Demands Check 25994 thru 26065 for the period March 1 – March 31, 2015 totaling:

\$ 399,800.24

Payroll for the period March 1 – March 31, 2015

\$ 463,798.48

TOTAL DISTRIBUTION

\$ 863,598.72

2) Activity Reports – March 2015

- Operations
- Training
- Fire Prevention

3) Correspondence - letters/cards were received from the following members of the public

- None

c. Resolutions

i) Resolution 2015-02 – *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salary and Benefits for the Emergency Medical Services Coordinator Position*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2015-02 on a roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSTAIN: None

ABSENT: None

ii) Resolution 2015-03 – *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2015-03 on a roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSTAIN: None

ABSENT: None

5. Old Business

a. LAFCO Application – Update

Chief Michel gave the update, reporting that the district held its first meeting to discuss a property tax exchange between the District and County. He believed that the proposal offered to the County by the District was favorable and the overall meeting was productive. A tentative meeting is planned for April 14, however, he planned to seek a 30-day extension.

He also reported that he had received copies of the letters of support for the district's proposal from the Elfin Forest and Harmony Grove Town council. Staff responded to questions from the board.

b. Budget Authorization – November 12, 2014 (*UASI Grant Project*)

Chief Gibbs summarized the staff report provided. He reported that the Urban Area Security Initiative (UASI) representatives have requested that the Board of Directors acknowledge, as a part of the budget authorization approval, the "Blue Card Simulations" developed by *Across the Street Productions*, were purchased by a sole source vendor. He informed the board that all of the equipment needed for the command simulators was competitively priced; however, no other competitors for the "Blue Card Simulations" could provide the same equipment.

6. New Business

a. Budget Authorization

Chief Cox summarized the staff report. He reported that staff sought to purchase one (1) set of Hurst eHydraulic rescue tools. The new battery powered extrication tools will replace older gasoline powered hydraulic tools on E2614. The older hydraulic tools would be kept and relocated to a reserve unit. He also noted that the district would seek \$20,000 in reimbursement of this purchase thru funds available from the State Homeland Security.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to authorize the purchase of one set of Hurst eHydraulic rescue tools estimated to cost \$32,246.

b. Contract – Assignment and Assumption Agreement

Chief Michel summarized the staff report provided. He reported that District received notice by Rancho Cielo Estates, Ltd, (Cielo) of their intent to assign a portion of their rights and obligations to CWV Cielo 41 LLC, (Cal West) and California West Communities, LLC. Pursuant to Section 17.6 of the Rancho Cielo Fire Agreement, if Cielo desires to assign the rights and interest under the Fire Agreement, Cielo must obtain the District's prior written consent, which would be granted if such assignee demonstrates to the reasonable satisfaction of the District. He along with district's legal counsel has worked with Cielo and Cal West on this Assignment and Assumption Agreement to satisfy the District interest. The assignment and assumption agreement will be for Cal West Cielo 41 LLC, and California West Communities, LLC will be retroactive to March 6, 2013. The assignment is specified at 9.4% of the responsibility. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Cal West Assignment and Assumption of the Rancho Cielo Agreement for Provisions of Fire Protection and Fire Fighting Services and Emergency Medical Response and authorize the Fire Chief to execute this assignment.

7. Oral Report

a. Fire Chief – Michel

- i) Strategic Plan: he reported that the most recent meeting was the Focus meeting that Directors Stine and Tanner attended. The primary focus of the meeting was to brainstorm the district's SWOT (strength, weakness, opportunity and threats). He also reminded the board of their retreat planned for April 30 at the Hilton Garden Inn located in Carlsbad.
- ii) District Activities:
  - Wildland Drill April 22-24, 2015 at Viejas - he invited board members to be present.

b. Operations – Deputy Chief

Chief Gibbs summarized the previous month activity. He noted a spike in calls. He distributed the seasonal outlook monthly report noting that the fuel moistures are significantly lower. He also reported on the significant activity:

- 1. Rush/structure fire – Del Dios
- 2. Rescue Vehicle Accident – 4S Ranch

c. Training – Battalion Chief

Chief Michel welcomed Chief McQuead to his new position as Training Officer. Chief McQuead summarized the training activity for March. It included:

- 1. Active shooter class
- 2. Second quarter testing for probationary firefighter/paramedics
- 3. New hire testing
- 4. Fire School Jun 1 – 5, 2015 at Camp Pendleton

d. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month that included 21,000 square feet of new construction. She reported that they completed the Arroyo property in cutting down trees, weed abatement notices mailed, she will be rehiring the part time weed abatement inspector, and she will start the recruitment efforts for the shelter in place intern. District personnel also participated in: 1) 4S Ranch Pancake Breakfast that included 200 trainings for Hands Only CPR.

e. Administrative Manager

- i) She reminded the board members of the Employee Recognition Dinner scheduled for May 9, 2015 at the home of Art & Catherine Nicholas.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – no report, the next meeting is May 28, 2015. He encouraged board members to stop by dispatch on April 14 for Dispatcher Appreciation Week.
- ii) County Service Area – 17 – Update: Hillgren – no report, the next meeting is May 5, 2015
- iii) Comments
  - Michel – distributed a magazine featuring District personnel and EMS personnel on the cover.

*10-minute recess*

8. Closed Session

a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one potential (1) case*

Pursuant to section 54956.9, the board met in closed session from 2:00 – 2:23 pm to discuss the following:

a. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) case*

*All board and staff members listed attended the closed session. Legal counsel for the district, Stephen J. Fitch, participated via conference call.*

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the matter listed and provided direction to staff and legal counsel.

b. Pursuant to Section 54956.8, the board met in closed session from 2:44 – 3:29 to discuss the following:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 16936 El Fuego

Agency Negotiator: Tony Michel, Fire Chief

Negotiating Parties: RSF Association

Under Negotiation: Instruction to negotiators concerning price and term

*All board members listed and Chief Michel attended the closed session.*

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the matter listed and provided direction to staff.

9. Adjournment

Meeting adjourned at 3:30 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President