

**MINUTES OF THE FIRE DEPARTMENT MANAGEMENT GOVERNANCE &
ORGANIZATIONAL EVALUATION CITY COUNCIL SUBCOMMITTEE MEETING
May 7, 2025, 9:00 AM, SOLANA BEACH CITY HALL**

1. CALL TO ORDER/ROLL CALL

Chief Gordon called the meeting to order at 9:07 a.m.

The following representatives were in attendance:

Agency

City of Del Mar Tracy Martinez, Deputy Mayor; John Spelich, Council Member

City of Encinitas Bruce Ehlers, Mayor; Luke Shaffer, Council Member

City of Solana Beach Jill MacDonald, Council Member; Jewel Edson, Council Member

Also present: City of Del Mar City Manager Ashley Jones; City of Encinitas City Manager Jennifer Campbell; City of Solana Beach City Manager Alyssa Muto; Fire Chief Josh Gordon; Deputy Chief Jorge Sanchez; Acting Fire Marshal Jordan Villagomez; Fire Administrative Manager Corina Jimenez; Management Analyst Melissa Flores; Solana Beach Captain Ryan Pester; and Del Mar Captain Joel Carrington.

There being a quorum present, the meeting was in order. Committee members and staff introduced themselves.

2. ORAL COMMUNICATIONS

Oral communication occurred shortly before the end of the meeting. Fire Captain Joel Carrington talked about the importance of including floor personnel in these discussions and decisions that will affect them.

3. APPROVAL OF April 17, 2025, MEETING MINUTES

ACTION: Mayor Ehlers made a motion to approve the April 17, 2025, meeting minutes, Council Member Mac Donald seconded. Motion carried. Ayes: Ehlers, MacDonald, Martinez, Spelich, and Shaffer. Absent: Edson Nays: None. Abstain: None.

4. COMMITTEE BUSINESS

4A. Shared Management Budget Presentation

Chief Gordon provided an overview of personnel in the shared management agreement and the cost for each city by position and total cost for each position. The existing FY2025 budget was presented to the Governance Committee. Councilmember Edson of Solana Beach asked the Fire Chief if the budget is accurate to the invoicing to date. It was explained that the numbers used in the presentation was the budget proposed, not the actuals to date. The Del Mar and

Solana Beach City Managers noted that the actuals were higher than those presented.

Council member Edson requested hard copies of the budget information ahead of time so that Governance Committee members can review before the meeting; and Mayor Ehlers requested a digital copy.

City Manager Muto requested time be tracked in relation to overtime. Both Del Mar and Solana Beach expressed their most recent invoice was significantly higher than budgeted for.

Chief Gordon provided information on what the Fire Marshal and Fire Prevention have been working on in relation to shared work, such as high fire severity map updates, code updates, and inspection programs.

Del Mar requested that Fire management look at opportunities/strategies to control and better financially project overtime costs so all members can budget appropriately.

Fire Administration Manager Jimenez provided a breakdown of the administrative fee and how the formula is determined.

4B. Breakdown of Shared Work – Organizational Chart and Functional Responsibilities.

Chief Gordon reviewed the current organizational chart and a high-level overview of the functional roles of each position within the fire cooperative agreement (COOP) and the challenges.

Solana Beach confirmed that the Fire Chief oversees Marine Safety in City of Encinitas. Solana Beach stated that the cost allocation should be calculated based on a percentage of the Fire Chief's salary less his time spent on the additional responsibilities associated with overseeing the City of Encinitas Marine Safety Division.

Councilmember Spelich asked if the department has what they need budget wise to respond to increasing ocean water incidents, such as the panga incident. Chief Gordon reviewed some additional protocols that have been implemented, such as body armor and helmets.

4C. Discussion on Future of Cooperative Management Agreement

Mayor Ehlers shared that the Encinitas City Council will be having an upcoming agenda item to consider separating from the cooperative management agreement. He explained the thought process behind a nine (9) month timeline for separating from the cooperative management agreement to accomplish it within one budgetary cycle. Del Mar and Solana Beach expressed that they were not opposed to the City of Encinitas proposal to unwind the Fire Cooperative Agreement, but did voice concerns with transitioning outside of the start of the Fiscal Year.

Councilmember Shaffer expressed his desire to pursue separating from the cooperative management agreement.

Solana Beach and Del Mar requested that Encinitas provide an update on the outcome their Council discussion at the next Governance meeting. There was interest expressed in working collaboratively on any public messaging and next steps moving forward. The City Managers and Fire Chief agreed that they would work together to develop a plan for next steps should Encinitas decide to exit the COOP.

5. FUTURE AGENDA ITEMS

- Encinitas will report back at the next meeting what their Council decided going forward on the cooperative agreement.
- Emergency Management – Positions, staffing and required training, drill.

6. ADJOURNMENT

Chief Gordon adjourned the meeting at 11:01 A.M.