



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA**

Rancho Santa Fe FPD  
Board Room – 18027 Calle Ambiente  
Rancho Santa Fe, California 92067

May 20, 2020  
1:00 pm PT  
Regular Meeting

**THIS BOARD OF DIRECTORS MEETING WILL BE CONDUCTED VIA TELECONFERENCE**

Pursuant to Governor Newsom’s [Executive Orders N-25-30](#), issued on March 12, 2020 and [N-33-20](#) issued on March 19, 2020: members of the Rancho Santa Fe Fire Protection District Board of Directors and staff may participate in this meeting via teleconference. In the interest of reducing the spread of COVID 19, members of the public are encouraged, but not required, to submit comments via email. Those attending the meeting in person will be required to maintain appropriate social distancing.

Public Comment: to submit a comment in writing, please email [rannals@rsf-fire.org](mailto:rannals@rsf-fire.org) and write “Public Comment” in the subject line. In the body of the email include the item number and/or title of the item as well as your comments. If you would like the comment to be read out loud at the meeting (not to exceed five minutes), please write “Read Out Loud at Meeting” at the top of the email. All comments received by 11:00 am will be emailed to the Board of Directors and included as “Supplemental Information” on the District’s website prior to the meeting. Any comments received after 11:00 am will be added to the record and shared with the members of the Board at the meeting.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the Board Clerk 858-756-5971 ext. 1014. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

Rules for Addressing Board of Directors: Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk. Any person may address the Board on any item of Board business or Board concern. The Board cannot take action on any matter presented during Public Comment, but can refer it to staff for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature or which require immediate attention. The maximum time allotted for each presentation is FIVE (5) MINUTES.

Agendas: Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the Administrative Manager’s office located at 18027 Calle Ambiente, Suite 101, Rancho Santa Fe, CA during normal business hours. Packet documents are also posted online at [www.rsf-fire.org](http://www.rsf-fire.org)



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

May 20, 2020

Call to Order

Pledge of Allegiance

Roll Call

### 1. Motion waiving reading in full of all Resolutions/Ordinances

All items listed on the Consent Calendar are considered routine and will be enacted by one motion without discussion unless Board Members, Staff or the public requests removal of an item for separate discussion and action. The Board of Directors has the option of considering items removed from the Consent Calendar immediately or under Unfinished Business.

### 2. Consent Calendar

#### a. Board of Directors Minutes

- Board of Directors minutes of April 15, 2020

ACTION REQUESTED: **Approve**

#### b. Receive and File

- Monthly/Quarterly Reports

(1) List of Demands Check 32555 thru 32683, Electronic File Transfers (EFT), and Wire Transfer(s) for the period April 1 – 30, 2020 totaling:	\$1,607,996.56
Wire Transfer(s) period April 1 – 30, 2020	\$ 385,597.21
Payroll for the period April 1 – 30, 2020	\$ <u>668,095.83</u>
TOTAL DISTRIBUTION	\$2,661,689.60

(2) RSF District Financials – March 31, 2020

(3) Activity Reports – April 2020

(a) Operations

(b) Training

(c) Fire Prevention

(d) Correspondence - letters/cards were received from the following members of the public:

(i) Taryn Hefner

(ii) Courtesy Chevrolet – Honoring Our Heroes on the Front Line

(iii) Sandra Zarcades

ACTION REQUESTED: **Information**

#### c. Budget Authorization: AEDs & AutoPulse System – **Staff Report 20-06**

ACTION REQUESTED: **Authorize purchase and exempt from capitalization policy**

#### d. Purchasing Policy – **Staff Report 20-07**

ACTION REQUESTED: **Ratify**

#### e. Position Description – **Staff Report 20-08**

Manager, Finance and Administration

ACTION REQUESTED: **Ratify**



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

May 20, 2020

- f. Surplus Equipment: Printer/Plotter/Scanner – [Staff Report 20-09](#)  
ACTION REQUESTED: **Authorize disposal and/or sale of equipment**
3. Public Comment
4. Old Business
  - a. None
5. New Business
  - a. Article XIII B California Constitution Appropriation Limit  
To discuss and/or approve the change in population for the Rancho Santa Fe Fire Protection District appropriations limit [Staff Report 20-10](#)  
ACTION REQUESTED: **Select a method to calculate appropriations limit**
  - b. Independent Audit FY20  
To discuss and/or confirm Financial Auditor for FY20. [Oral report](#)  
ACTION REQUESTED: **Confirm Financial Auditor and authorize the Administrative Manager to execute engagement letter for FY20**
  - c. Authorization to Purchase New Apparatus – [Staff Report 20-11](#)  
ACTION REQUESTED: **Authorize purchase and Fire Chief to execute a contract**
6. Resolution/Ordinance
  - a. Resolution No. 2020-04  
To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2020/2021 Appropriations of Tax Proceeds  
ACTION REQUESTED: **Adopt**
  - b. Resolution No. 2020-05  
To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for Fiscal Year 2020/2021  
ACTION REQUESTED: **Adopt**
  - c. Resolution No. 2020-06  
To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Levies for Special Taxes to be collected on the Tax Roll for Fiscal Year 2020/2021  
ACTION REQUESTED: **Adopt**
7. Oral Report
  - a. Fire Chief – Cox
    - i. COVID-19
      - (1) Antibody Testing
      - (2) Workers' Compensation Presumption
    - ii. Fire Insurance
      - (1) [AB-2167](#)
      - (2) [SB-292](#)
    - iii. Recruitment Timeline – Manager, Finance & Administration
    - iv. District Activities



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

May 20, 2020

- b. Operations – Deputy Chief
- c. Volunteer – Volunteer Recruitment & Retention Coordinator
- d. Training – Battalion Chief
- e. Fire Prevention – Fire Marshal
- f. Administrative Manager
- g. Board of Directors
  - North County Dispatch JPA – Update
  - County Service Area – 17 – Update
  - Comments
8. Closed Session
  - a. Anticipated Litigation (1) Matter – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) matter*  
**Time Certain 2:00 pm**
  - b. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:  
CONFERENCE WITH LABOR NEGOTIATORS  
Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff  
Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349  
Represented Employees: Rancho Santa Fe Miscellaneous Employees  
Unrepresented Employees: Fire Chief; Deputy Chief; Battalion Chief (4); Fire Marshal and  
Administrative/Human Resource Manager  
Under Negotiation: Successor Memorandum of Understanding and/or Compensation Resolution
9. Adjournment  
The next regular meeting Board of Directors meeting to be June 17, 2020 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



# Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

May 20, 2020

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## CERTIFICATION OF POSTING

I certify that on May 14, 2020 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on May 14, 2020

A handwritten signature in black ink that reads "Karlana Rannals".

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Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – April 15, 2020**

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

**REGULAR AGENDA**

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*

Deputy Chief McQuead led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner

Directors Absent: None

Staff Present: Fred Cox, Fire Chief; Dave McQuead, Deputy Chief; Bruce Sherwood, Battalion Chief; Bret Davidson, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlena Rannals, Board Clerk.

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

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

2. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

i. Board of Directors minutes of March 11, 2020

b. Receive and File

i. *Monthly/Quarterly Reports*

1) List of Demands Check 32477 thru 32554, Electronic File Transfers (EFT) and Wire Transfer(s) for the period March 1 – 31, 2020 totaling:	\$ 596,878.48
2) Wire Transfer(s) for the period March 1 – 31, 2020	\$ 226,040.96
3) Payroll for the period March 1 – 31, 2020	<u>\$ 624,202.20</u>
4) TOTAL DISTRIBUTION	\$1,447,121.64

ii. Investment Review – March 31, 2020

iii. Reports – March 2020

- 1) Operations
- 2) Training
- 3) Fire Prevention

4) Correspondence – letters/cards were received from the following members of the public:

a. None

- c. Sale of Surplus Equipment #0611 – the Board of Directors approved the sale of surplus equipment #0611 to Fire Etc. for \$33,500.
- d. Sale of Surplus Equipment #0281 – the Board of Directors approved the sale of surplus equipment #0281 to Fire Etc. for \$2,400.
- e. Sale of Surplus Equipment #0781 – the Board of Directors approved the sale of surplus equipment #0781 to Fire Etc. for \$3,000.

3. Public Comment

The Board Clerk read an email/letter as follows:

a. Roadway Improvement Plan

Eric Anderson, property owner, Rancho Santa Fe, informing the Board of his significant challenges trying to process a roadway improvement plan. A hard copy of the subject email/letter dated April 15, 2020 is on file with the Board Clerk.

4. Old Business

a. None

5. New Business

a. CalPERS Unfunded Accrued Liability (UAL)

Chief Cox requested from staff a review of the cash position of the District. Because of the unknown of the COVID-19 Pandemic and its associated expenses, he recommended that a second discretionary payment not be sent to CalPERS this fiscal year. He further noted that because of the decline in the economy, he anticipates that CalPERS will incur a significant loss. The Board of Directors were in concurrence and a second discretionary payment will not be made for this fiscal year.

6. Resolution/Ordinance

a. Resolution No. 2020-03

It was determined during the meeting that the resolution had not been included in the agenda material. At the request of the Board the resolution was read by the Board Clerk in its entirety. Chief Cox then informed the Board that the resolution was necessary to file for a FEMA grant for the COVID-19 related expenses.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2020-03 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District AND Designation of Applicant’s Agent Resolution for Non-State Agencies on the following roll call vote:

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

7. Oral Report

a. Fire Chief

- i. COVID-19: the District has been holding up well overall. The staff has been positive overall. There have been an addition five (5) individuals who have been tested and all results have been negative. The caseload is trending down in San Diego County. The District has experienced some challenges obtaining PPE as suppression personnel are wearing masks on every call. He is working with the RSFFD Foundation on a grant for disinfecting equipment. They are also working with the San Diego Fire Foundation on a grant for UV lighting.
- ii. Rancho Cielo Estates Bankruptcy: he reported that legal has petitioned for Chief Cox to serve as a member of the bankruptcy committee
- iii. District Activities:
  - 1) The administrative office remains closed to the public, and are working a modified 4/10 workday schedule (Monday – Thursday)
  - 2) Escondido Creek Conservancy received a grant to remove nonnative vegetation. He anticipates that the work will begin soon.
  - 3) Dispatcher Appreciation Week, a video was created by District personnel.

b. Operations – Deputy Chief

Chief McQuead reported the following:

- i. COVID-19: the call volume zone-wide has dipped because of COVID-19 and many of the face to face meetings have changed to online video conferencing. He and others are working to purchase additional masks, gowns, goggles and gloves. He also reported that the medical directors and Zach Smith has been a great resource and asset. All north zone agencies are supporting a unified message during this pandemic.
- ii. He summarized the previous month’s statistics noting that the rain experienced the previous week resulted in three swift water rescues.

c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that as of March 19, the program was suspended; however, the volunteer/reserves are getting their assignments to keep up with their training. He checks on them once a week. He also reported that the RSF Fire District Foundation gave each employee (full and part time) a gift card in recognition for their service to the Community.

d. Training – Battalion Chief – Chief Sherwood reported that district personnel competed in a Captain’s exam. Four individuals tested and all four passed. He also gave praise to Chief Davidson who has served as a mentor to these individuals. The probationary firefighters have completed their final quarter testing and all have successfully completed probation. The training hours are still ongoing in Target Solutions.



e. Fire Prevention – Fire Marshal

Fire Marshal Donner reviewed the previous month’s statistics. She also reported that the annual weed abatement letter will be mailed within the next month inspections and the associated inspections have started.

f. Administrative Manager

She reported that in light of COVID-19, the annual recognition dinner has been postponed. A date may be announced later.

g. Board of Directors

- i. North County Dispatch JPA – Update: Director Ashcraft: no report.
  - ii. County Service Area 17 – Update: Director Hillgren: no report
  - iii. Comments
1. Stine: asked about the mudslide incident near the tennis courts

*Ten-minute recess*

8. Closed Session

Pursuant to the following section, the board met in closed session from 2:55 – 3:40 pm, and discussed the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff

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

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Fire Chief; Deputy Chief; Battalion Chief (4); Fire Marshal and Administrative/Human Resource Manager

Under Negotiation: Successor Memorandum of Understanding and/or Compensation Resolution

*All board members listed and Chief Cox, Chief McQuead and Ms. Rannals attended and participated in this discussion.*

Upon reconvening to open session, President Ashcraft announced that direction was given to the Agency Negotiators regarding the successor Memorandum(s) of Understanding and Compensation Resolution.

b. Adjournment

Meeting adjourned at 3:42 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President

Check No.	Amount	Payee	Description
32555	210.11	Allstar Water Systems Inc	Building RSF6, ADMIN
32556	214.00	AT&T	Telephone RSF1
32557	166.94	AT&T	Telephone RSF3
32558	331.84	AT&T Calnet 2/3	Telephone RSF
32559	5,000.00	AVI Systems Inc.	AV Upgrade 2020
32560	1,681.50	C.A.P.F.	Disability Ins Short & Long
32561	1,062.74	California Health & Safety Inc	Breathing Apparatus - Supplies and Parts, Fit Testing
32562	1,220.00	California's Own Native Landscape De	Landscaping RSF6
32563	3,220.00	Central Marble Supply	Building RSF4
32564	2,370.00	Cielo Village Partners LP	Cielo HOA Fees
32565	12.19	Cintas Corporation No 2	Safety: Extinguishers (Service & Purchas
32566	307.91	Complete Office of California Inc	Office Supplies
32567	345.00	Concentra	SAFER VRRRC-Entry Level Physicals
32568	1,780.78	COR Security Inc	Building RSF2
32569	240.00	Costco Inc.	Association Dues
32570	315.89	Cox Communications	Cable, Telephone RSF2
32571	1,073.04	CrewSense, LLC	Scheduling (Crewsense) Maintenance
32572	1,380.68	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
32573	125.83	Dish	Cable RSF6
32574	7,500.00	E7 Systems LLC	Consulting Services - Prevention
32575	3,680.89	Fire ETC Inc	Safety Clothing (Protective), Boots
32576	1,342.00	Fritchle, Nathan	Education/Training Reimbursement
32577	1,077.00	Garrett Electric Inc	Building RSF
32578	157.00	Golden Telecom Inc	Telephone Repair
32579	13.24	Griffin Hardware Co.	Station Maintenance - RSF2
32580	275.00	K & K Coatings	Station Maintenance - RSF3
32581	1,575.00	Liebert Cassidy Whitmore	Legal Services
32582	1,282.30	Lincoln National Life Ins Co	Life Insurance/EAP
32583	8,290.27	MES California	Safety Equipment
32584	48,819.45	NCDJPA	Dispatching
32585	1,557.94	North County EVS Inc	Scheduled & Repair - ID 0311
32586	730.00	Power Plus!	Elec/Gas/Propane RSF5
32587	15,000.00	Rincon Del Diablo Municipal Water Di	RSF5 Station Design/Build

Check No.	Amount	Payee	Description
32588	3,700.46	SC Commercial LLC	Fuel: Gasoline & Diesel
32590	80.00	State Fire Training	Permit: Certification
32591	488.00	Terminix International	Building RSF, ADMIN
32592	72.55	U P S	Shipping Service
32593	11,264.02	U S Bank Corporate Payment System	Cal-Card./IMPAC program
32594	935.44	Uniforms Plus	Uniforms: Safety Personnel
32595	2,232.95	United Site Services	Sewer RSF5, 6
32596	1,826.25	Verizon Wireless	Cellular - Telephone
32597	1,188.00	Vortex Industries, Inc.	Building RSF1
32598	2,669.03	Waste Management Inc	Trash RSF
32599	6,950.00	WinTech Computer Services	Consulting Services
32600	600.00	Accme Janitorial Service Inc	Building ADMIN
32601	1,247.52	AT&T Calnet 2/3	Telephone RSF
32602	252.84	B & B Appliance Service Dept	Station Maintenance - RSF4
32603	329.00	Concentra	SAFER VRRRC-Entry Level Physicals
32604	241.09	COR Security Inc	Building RSF1
32605	3,236.00	County of SD/RCS	CAP Code Paging Service-Monthly Service
32606	169.05	Cox, Fred W.	COVID 19 Expense
32607	386.66	EDCO Waste & Recycling Inc	Trash RSF
32608	33,241.89	Endeavor Bank	RSF5 Station Design/Build
32609	631,596.02	Erickson-Hall Const Co Inc	RSF5 Station Design/Build
32610	634.58	Ferrellgas Inc	Elec/Gas/Propane RSF5
32611	1,920.00	Fitch Law Firm Inc	Legal Services
32612	66.00	Flyers Energy, LLC	Fuel: Gasoline & Diesel
32613	3,000.00	Gregory L. Kaczur dba Pacific Sun De	Building Admin Upgrades
32614	2,324.32	Home Depot, Inc	Training Equipment/Supplies: Expendable, Public Education
32615	18.78	L N Curtis & Sons Inc	Material, COVID 19 Expense
32616	60.82	Lexis Nexis DBA Matthew Bender & Co,	Fleet Equip Maintenance/Repair-Port Gen/
32617	1,181.76	MES California	Books
32618	51.66	Napa Auto Parts Inc	Apparatus: Gas Monitor Supplies
32619	3,053.53	Olivenhain Municipal Water District	Apparatus: Parts & Supplies
32620	222.46	Parkhouse Tire, Inc.	Water RSF
			Apparatus: Tires & Tubes

Check No.	Amount	Payee	Description
32621	292.26	Pitney Bowes Inc	Equipment Rental
32622	626.11	Santa Fe Irrigation District	Water RSF1
32623	1,500.42	SC Commercial LLC	Fuel: Gasoline & Diesel
32624	2,381.57	SDG&E	Elec/Gas/Propane RSF
32625	40.00	State Fire Training	Permit: Certification
32626	89.48	Stericycle, Inc.(Shred-It)	Shredding Services
32627	17.45	U P S	Shipping Service
32628	29.34	Willis, Erwin L.	Computer Equipment/Parts
32629	157.61	Airgas Inc	Safety: Breathing Air
32630	64.20	AT&T	Telephone RSF6
32631	309.48	AT&T Calnet 2/3	Telephone RSF, ADMIN
32633	357.94	Charter Communications Holdings, LLC	Cable, Telephone ADMIN
32634	672,403.25	Emergency Vehicle Group, Inc.	2020 E265
32635	6,928.76	Fire ETC Inc	COVID 19 Expense
32636	60.51	Griffin Hardware Co.	Station Maintenance - RSF2
32637	710.71	Konica Minolta Business Inc	Copier Maintenance Contract
32639	275.33	Rincon Del Diablo Municipal Water Di	Water RSF5
32640	1,448.70	SC Commercial LLC	Fuel: Gasoline & Diesel
32641	7,749.97	SDG&E	Elec/Gas/Propane RSF, Admin
32642	550.57	TPx	Telephone ADMIN
32643	17.45	U P S	Shipping Service
32644	837.70	Vortex Industries, Inc.	Building RSF2
32645	1,500.00	Wayne C. Officer DBA Septic Solution	Building RSF6
32646	93.16	Willis, Erwin L.	Computer Equipment/Parts
32647	795.00	A to Z Plumbing Inc	Building RSF4
32648	260.21	AT&T	Telephone RSF5
32648	260.21	AT&T	Cable RSF5
32649	165.39	AT&T	Telephone RSF
32650	108.95	Charter Communications Holdings, LLC	Cable - Admin
32651	215.90	Cox Communications	Telephone RSF2
32652	99.99	Cox Communications	Telephone RSF3
32653	1,330.86	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
32654	6,505.00	Fire ETC Inc	COVID 19 Expense

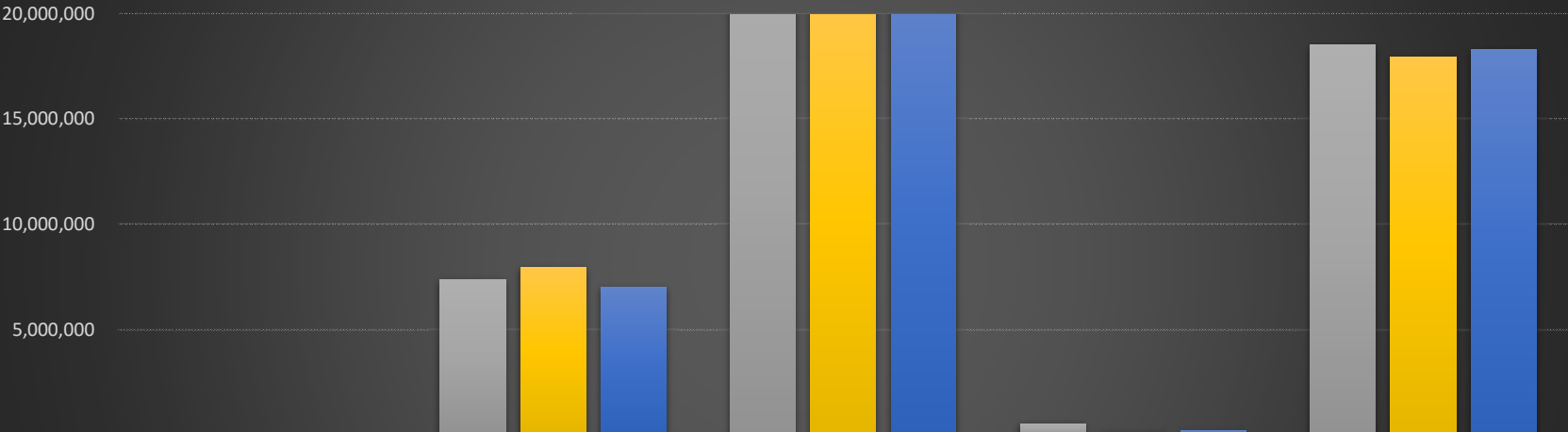
Check No.	Amount	Payee	Description
32655	119.00	Flyers Energy, LLC	Fuel: Gasoline & Diesel
32656	1,600.00	Gregory L. Kaczur dba Pacific Sun De	Station Maintenance - Admin
32657	4,432.08	Guardian Life Insurance Co	Medical Insurance
32658	1,116.00	Liebert Cassidy Whitmore	Legal Services
32658	1,116.00	Liebert Cassidy Whitmore	Legal Services
32659	458.62	SC Commercial LLC	Fuel: Gasoline & Diesel
32660	17.45	U P S	Shipping Service
32661	223.25	AT&T	Telephone RSF1
32662	563.00	Garrett Electric Inc	Building RSF1
32663	407.75	SC Commercial LLC	Fuel: Gasoline & Diesel
32664	1,598.94	Transamerican Mailing & Fulfillment	Postage
32665	7,352.29	Transamerican Mailing & Fulfillment	Outside Printing & Binding
32666	1,006.59	Western State Design Inc	Station Maintenance - RSF
32667	568.65	About Service Inc	Repair - ID 1281
32668	467.50	Advanced Communication Systems Inc	Radio (Mobile Repair)
32669	1,681.50	C.A.P.F.	Disability Ins Short & Long
32670	1,545.00	California Health & Safety Inc	Fit Testing
32671	324.55	CDW Government Inc.	Computer Equipment/Parts
32672	115.83	Dish	Cable RSF6
32673	3,430.45	Engineered Mechanical Services Inc	Building RSF1
32674	1,415.24	Fire ETC Inc	Safety Equipment
32675	271.31	Griffin Hardware Co.	Station Maintenance - RSF2
32676	525.00	K & K Coatings	Station Maintenance - RSF1
32677	1,307.00	MES California	Breathing Apparatus - Supplies and Parts
32678	19,476.27	North County EVS Inc	Scheduled & Repair- Various Apparatus
32679	500.00	Pun Group	Accounting-Audit Services
32680	116.55	SC Commercial LLC	Fuel: Gasoline & Diesel
32681	150.00	TinyFrog Technologies Inc.	Website Redesign
32682	17.45	U P S	Shipping Service
32683	308.03	Western State Design Inc	Station Maintenance - RSF4
EFT000000000611	621.00	Reyes, Sandra N.	Education/Training Reimbursement
EFT000000000613	1,242.00	Cooper, Correy	Education/Training Reimbursement
EFT000000000614	678.18	DeAvila, Kimberly	Medical Insurance

## Rancho Santa Fe Fire Protection District

## List of Demands- Apr 2020

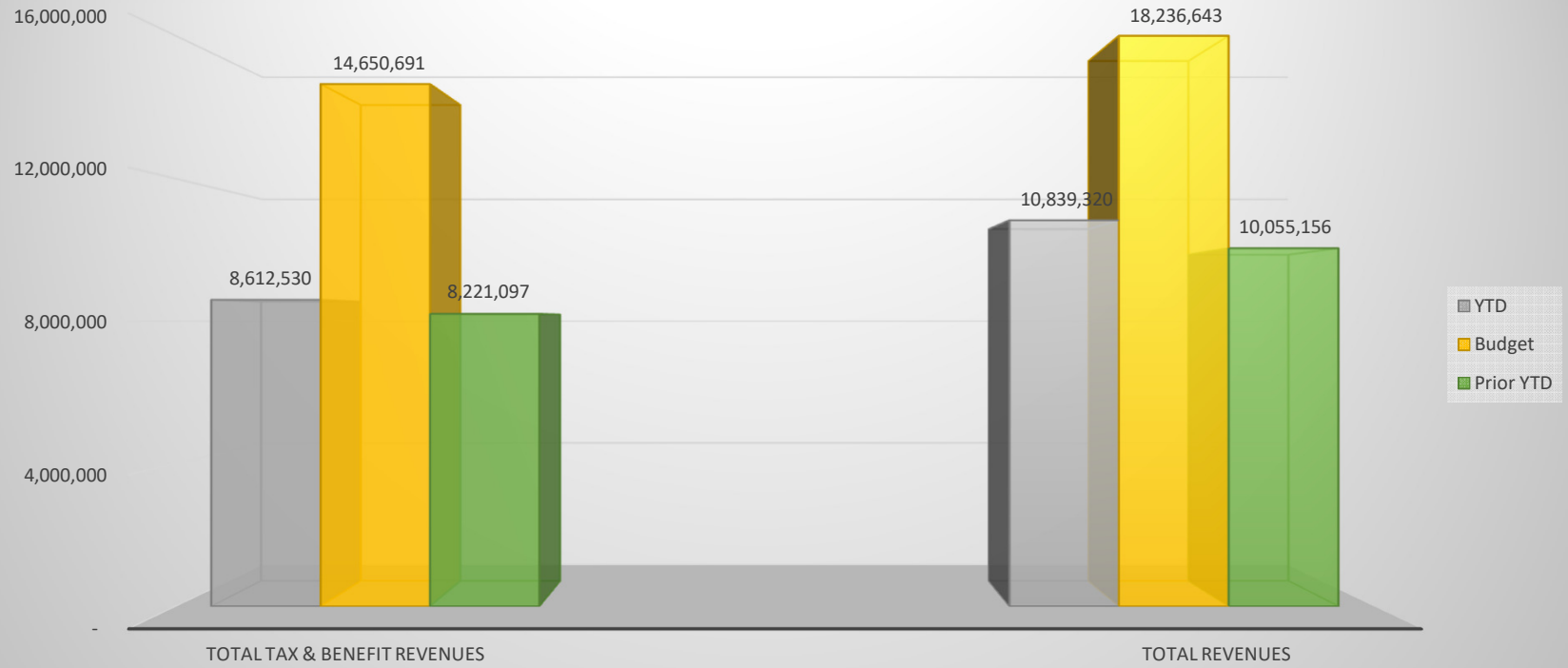
Check No.	Amount	Payee	Description
EFT000000000615	225.00	Israels, Colton	FP - Local Conference/Seminars
EFT000000000616	547.24	Reyes, Sandra N.	Janitorial Supplies
EFT000000000619	69.27	Reyes, Sandra N.	Office Supplies
EFT000000000621	3,480.00	Davidson, Bret A	Education/Training Reimbursement
EFT000000000623	1,242.00	Cooper, Correy	Education/Training Reimbursement
MISC	12,087.98	Various	Medical Reimbursement
<b>Subtotal</b>	<b>1,607,996.56</b>		
ACH Transfer	159,452.23	CalPERS	CALPERS- Mar 2020 Ret
ACH Transfer	158,319.44	CalPERS	CALPERS- Apr 2020 Ret
ACH Transfer	67,825.54	CalPERS	CALPERS- MAY 2020 Health
<b>Subtotal</b>	<b>385,597.21</b>		
4/15/2020	352,693.61	RSFFPD	Payroll
4/23/2020	5,086.06	RSFFPD	Payroll-Special
4/30/2020	310,316.16	RSFFPD	Payroll
<b>Subtotal</b>	<b>668,095.83</b>		
<b>Total</b>	<b>2,661,689.60</b>		

### Cash And Investments



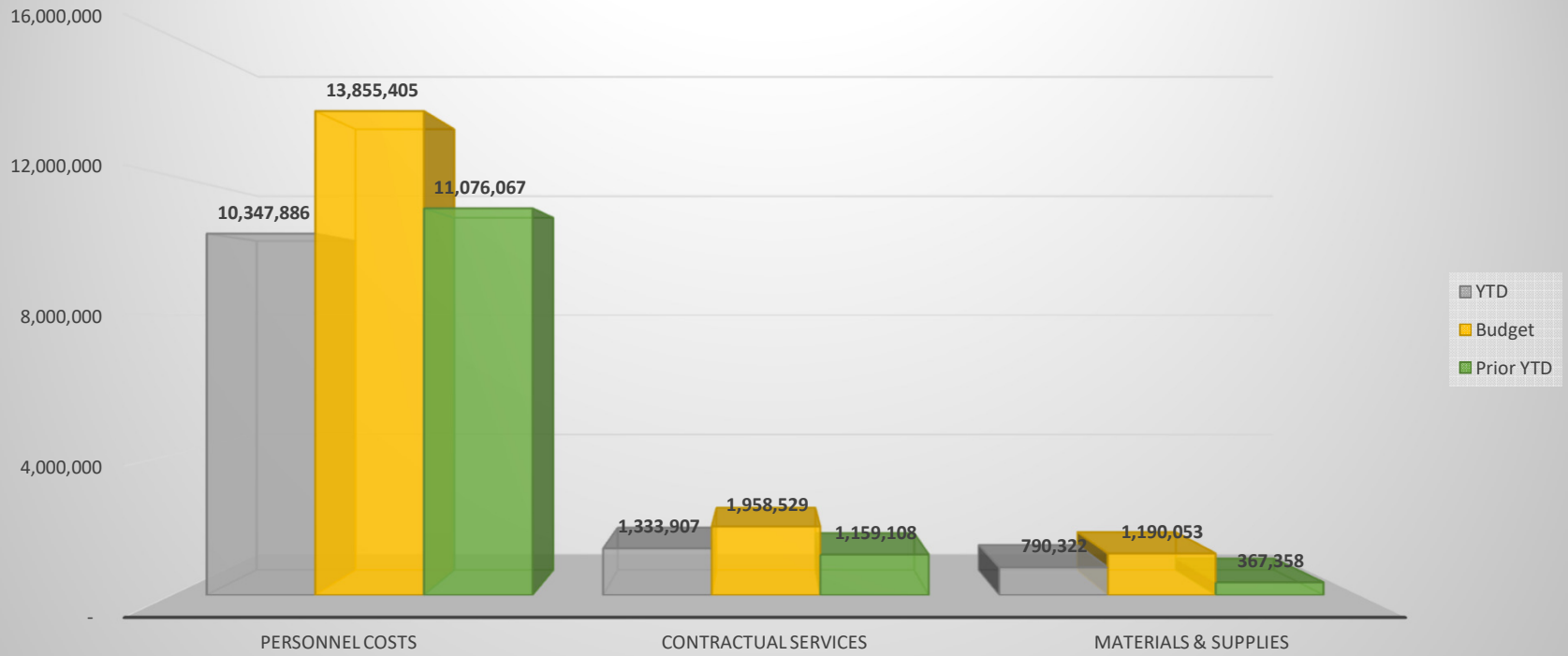
	Restricted Cash and Investments	Total Cash and Investments	Accounts Receivable	Fixed Assets
■ Jun-19	7,356,110	24,919,344	556,357	18,510,043
■ Mar-20	7,933,659	20,209,500	158,500	17,930,684
■ Mar-19	7,008,047	20,743,300	189,264	18,272,744

# Revenues

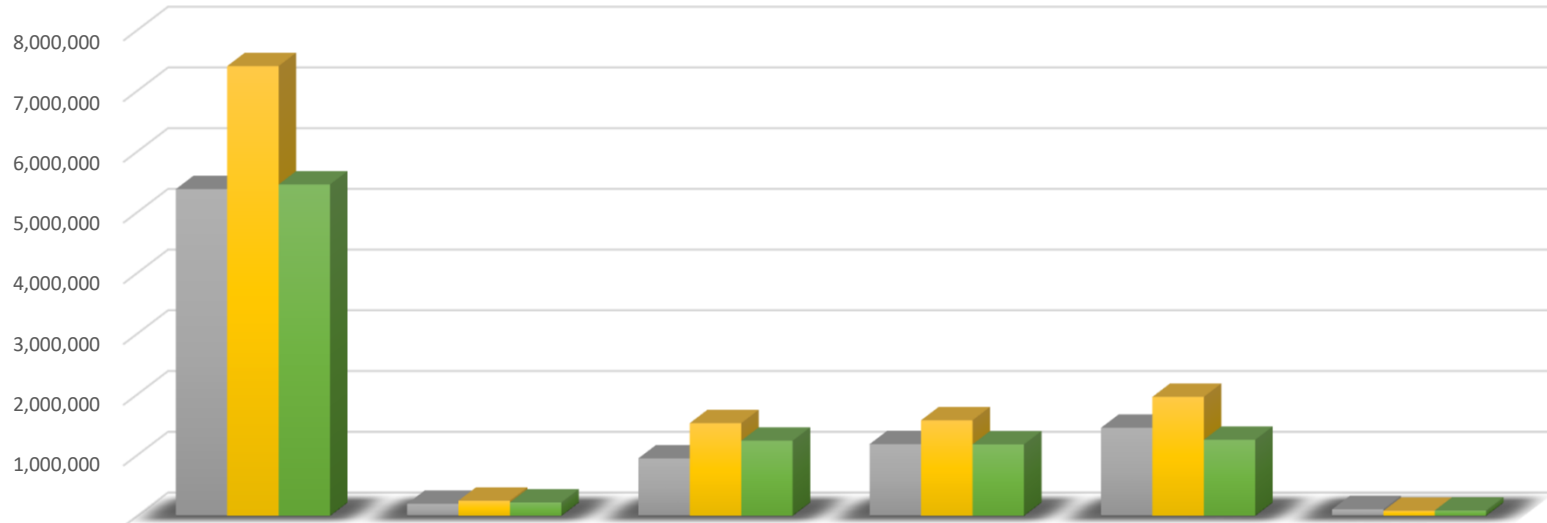




# Expenses



## Personnel Costs



	Salaries	Holiday Pay	Overtime	Health Insurance + HRSA	Retirement	Labor (Temporary)
■ YTD	5,380,886	197,761	947,657	1,182,625	1,450,780	107,632
■ Budget	7,408,064	251,419	1,527,682	1,574,996	1,960,561	82,298
■ Prior YTD	5,458,495	222,140	1,238,810	1,178,406	1,253,330	89,148

**Rancho Santa Fe Fire Protection District**  
**Statement of Revenues and Expenses**  
**For the Period Ending March 31, 2020**  
**(Unaudited)**

	YTD	Budget	YTD %	Prior YTD
1 Tax & Benefit Fee Revenues	\$ 8,612,530	\$ 14,650,691	59%	\$ 8,221,097
2 Other Revenues	2,226,791	3,585,952	62%	1,834,059
3 <b>Total Revenues</b>	<b>10,839,320</b>	<b>18,236,643</b>	<b>59%</b>	<b>10,055,156</b>
4 <b>Total Expenses</b>	<b>12,472,115</b>	<b>17,003,987</b>	<b>73%</b>	<b>12,602,533</b>
<b>Net Revenues Available to Fund</b>				
5 <b>Capital Related Costs</b>	<b>(1,632,795)</b>	<b>1,232,656</b>		<b>(2,547,377)</b>
6 Other Capital	89,819	1,175,293	8%	208,239
7 Capital Improvement Projects	3,462,066	5,961,617	58%	261,894
8 Depreciation	579,359	772,000	75%	577,649
9 <b>Increase (Decrease) in Fund Balance</b>	<b>(5,764,038)</b>	<b>(6,676,254)</b>	<b>86%</b>	<b>(3,595,159)</b>

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*

**Rancho Santa Fe Fire Protection District**  
**Detail Statement of Revenues and Expenses**  
**For the Period Ending March 31, 2020**  
**(Unaudited)**

	YTD	Budget	YTD 75%	Prior YTD
<b>1 Tax &amp; Benefit Fee Revenues</b>				
2 Tax & Benefit Fee Revenues	\$ 8,612,530	\$ 14,650,691	59%	\$ 8,221,097
<b>3 Total Tax &amp; Benefit Revenues</b>	<b>8,612,530</b>	<b>14,650,691</b>	<b>59%</b>	<b>8,221,097</b>
<b>4 Other Revenues</b>				
5 Landscape/Plan Check/ Sprinkler Fees	269,387	321,880	84%	225,059
6 Rental Fees	298,578	390,949	76%	274,698
7 Interest Income	213,057	413,158	52%	226,758
8 Development Reimbursement	53,068	308,207	17%	-
9 Reimbursed Expenses	1,027,782	1,522,193	68%	615,545
10 Grant Revenues	255,220	432,269	59%	340,582
11 Other Revenues	109,698	197,296	56%	151,417
<b>12 Total Other Revenues</b>	<b>2,226,791</b>	<b>3,585,952</b>	<b>62%</b>	<b>1,834,059</b>
<b>13 Total Revenues</b>	<b>10,839,320</b>	<b>18,236,643</b>	<b>59%</b>	<b>10,055,156</b>
<b>14 Expenses</b>				
<b>15 Personnel Costs</b>				
16 Salaries	5,380,886	7,408,064	73%	5,458,495
17 Holiday Pay	197,761	251,419	79%	222,140
18 Overtime	947,657	1,527,682	62%	1,238,810
19 Health Insurance + HRSA	1,182,625	1,574,996	75%	1,178,406
20 Life Insurance/Long Term Disability	25,965	42,492	61%	23,481
21 Retirement	1,450,780	1,960,561	74%	1,253,330
22 CalPERS UAL (Additional Payments)	457,025	457,025	100%	961,651
23 Social Security Tax	4,854	5,536	88%	5,645
24 State Disability Insurance	34	-	0%	-
25 Unemployment Insurance	398	13,108	3%	542
26 Medicare Tax	97,002	134,407	72%	101,619
27 Workers' Compensation/Wellness	495,268	397,817	124%	542,801
28 Labor (Temporary)	107,632	82,298	131%	89,148
<b>29 Total Personnel Costs</b>	<b>10,347,886</b>	<b>13,855,405</b>	<b>75%</b>	<b>11,076,067</b>
<b>30 Contractual Services</b>				
31 Administrative Fees	190,824	220,373	87%	64,347
32 Advertising	1,078	1,863	58%	1,055
33 Association Dues	11,800	12,327	96%	11,807
34 Building Facility Lease	23,700	35,169	67%	24,617
35 Dispatching	180,631	209,923	86%	156,078
36 Engineering Services	-	-	0%	-
37 Equipment Rental	585	1,927	30%	1,358
38 Equipment Repair	13,427	32,989	41%	14,909

**Rancho Santa Fe Fire Protection District**  
**Detail Statement of Revenues and Expenses**  
**For the Period Ending March 31, 2020**  
**(Unaudited)**

	YTD	Budget	YTD 75%	Prior YTD	
39	Liability Insurance	117,907	116,378	101%	105,798
40	Laundry Services	-	350	0%	-
41	Legal Services	25,956	49,430	53%	28,289
42	Local Meeting/Meal Expense	3,785	7,815	48%	6,708
43	Mileage Reimbursements	244	700	35%	116
44	Other Contractual Services	147,505	191,849	77%	121,606
45	Other Professional Services	144,881	222,106	65%	123,740
46	Permits and Fees	11,827	12,144	97%	9,980
47	Service Agreements	25,230	58,462	43%	23,518
48	Soil Contamination	-	-	0%	-
49	Various Subscriptions	5,388	5,745	94%	2,916
50	Training/Conferences/Seminars	54,594	140,536	39%	52,130
51	Utility - Cable	4,007	6,101	66%	3,955
52	Utility - Electricity	117,881	188,752	62%	126,560
53	Utility Sewer	26,173	37,108	71%	25,307
54	Utility - Telephone	49,850	77,295	64%	52,607
55	Utility -Trash	22,412	29,872	75%	26,189
56	Utility - Water	24,076	36,165	67%	21,987
57	Vehicle Maintenance - Scheduled	38,657	93,200	41%	31,715
58	Vehicle Repairs	91,490	169,950	54%	121,814
59	<b>Total Contractual Services</b>	<b>1,333,907</b>	<b>1,958,529</b>	<b>68%</b>	<b>1,159,108</b>
60	<b>Materials &amp; Supplies</b>				
61	Apparatus	27,115	44,750	61%	23,831
62	Apparatus-Computers	298	250	119%	34
63	Audio Visual	-	600	0%	-
64	Books	556	8,724	6%	1,061
65	Cellular	1,024	1,837	56%	1,014
66	Computer	40,064	66,653	60%	37,780
67	Electrical Supplies	182	200	91%	-
68	Fire Hose, Nozzles & Supply	-	12,000	0%	9,938
69	Firefighting Foam	2,290	2,500	92%	2,290
70	Food for Major Emergencies	-	2,000	0%	-
71	Fuel	56,850	84,755	67%	54,328
72	Furnishings/Equipment	5,517	18,500	30%	6,714
73	Grants	25,000	-	0%	-
74	Hydrant Maintenance	863	1,741	50%	1,252
75	Janitorial	9,952	14,225	70%	10,497
76	Knox Replacement	995	5,000	20%	4,602
77	Landscape	50	708	7%	303
78	Lumber/Screws/Nails	-	200	0%	109

**Rancho Santa Fe Fire Protection District**  
**Detail Statement of Revenues and Expenses**  
**For the Period Ending March 31, 2020**  
**(Unaudited)**

	YTD	Budget	YTD 75%	Prior YTD	
79	Maps	1,736	2,557	68%	2,395
80	Medical Supplies	442,520	547,661	81%	12,510
81	Miscellaneous	14,885	5,250	284%	1,814
82	Office - General	23,715	46,711	51%	14,710
83	Paint	-	100	0%	-
84	Program - Supplies	-	2,500	0%	788
85	Public Education	7,538	16,000	47%	4,620
86	Radio Equipment	5,097	23,723	21%	23,102
87	Rock, Sand, Gravel	-	1,000	0%	261
88	SAFER Grant	27,120	54,531	50%	51,788
89	Safety Equipment	43,213	104,362	41%	60,247
90	Special Events & Awards	996	6,714	15%	3,410
91	Station Maintenance	15,277	47,500	32%	15,268
92	Station Supplies/Replacements	2,463	7,000	35%	3,767
93	Street Signs/Signage	-	1,250	0%	1,055
94	Tools	1,355	1,472	92%	557
95	Training (Expendable Supplies)	5,088	11,454	44%	4,269
96	Uniforms	28,565	45,625	63%	13,042
97	<b>Total Material &amp; Supplies</b>	<b>790,322</b>	<b>1,190,053</b>	<b>66%</b>	<b>367,358</b>
98	<b>Total Expenses</b>	<b>12,472,115</b>	<b>17,003,987</b>	<b>73%</b>	<b>12,602,533</b>
	<b>Net Revenues Available to Fund</b>				
99	<b>Capital Related Costs</b>	<b>\$ (1,632,795)</b>	<b>\$ 1,232,656</b>		<b>\$ (2,547,377)</b>
100	Other Capital	89,819	1,175,293	8%	208,239
101	Capital Improvement Projects	3,462,066	5,961,617	58%	261,894
102	Depreciation	579,359	772,000	75%	577,649
103	<b>Increase (Decrease) in Fund Balance</b>	<b>\$ (5,764,038)</b>	<b>\$ (6,676,254)</b>	<b>86%</b>	<b>\$ (3,595,159)</b>

\*YTD - Year to Date

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**Rancho Santa Fe Fire Protection District**  
**Balance Sheet**  
**3/31/2020**  
**(Unaudited)**

	<b>Jun-19</b>	<b>Mar-20</b>	<b>Mar-19</b>
<b>Assets</b>			
Non Restricted Cash and Investments	\$ 17,563,234	\$ 12,275,841	\$ 13,735,253
Restricted Cash and Investments	7,356,110	7,933,659	7,008,047
<b>Total Cash and Investments</b>	<b>24,919,344</b>	<b>20,209,500</b>	<b>20,743,300</b>
Accounts Receivable	556,357	158,500	189,264
Fixed Assets	18,510,043	17,930,684	18,272,744
<b>Total Assets</b>	<b>43,985,744</b>	<b>38,298,684</b>	<b>39,205,308</b>
<b>Liability</b>			
Current Liabilities	1,957,227	1,407,944	1,568,575
Accrued Liabilities	1,499,951	1,618,695	1,619,305
Net Pension Liabilities	5,963,295	5,963,295	6,012,546
<b>Total Liability</b>	<b>9,420,473</b>	<b>8,989,934</b>	<b>9,200,426</b>
<b>Excess Assets over Liabilities</b>	<b>\$ 34,565,270</b>	<b>\$ 29,308,750</b>	<b>\$ 30,004,882</b>
<b>Additional Information - Reserve Allocation</b>			
Mobile Data Computers (MDC) Equipment Reserve	16,407	16,407	15,381
Advanced Life Support (ALS) Equipment Reserve	104,935	104,935	66,842
Harmony Grove/ Elfin Forest (HGEFF) Cal trust Reserve	4,742,973	4,742,973	4,678,073
Environmental Initiative for Sustainability	228,770	228,770	228,770
Community Emergency Response Team (HGEFF) Reserve	8,888	8,888	7,001
Mitigation Fees	2,260,402	2,767,951	2,047,015
PASIS Reserve	(6,265)	63,735	(35,034)
<b>Reserves Specified</b>	<b>7,356,110</b>	<b>7,933,659</b>	<b>7,008,047</b>
General Reserve	15,115,958	4,146,755	6,493,652
Unspecified Capital Reserves	7,720,807	8,300,166	7,775,679
Undesignated Reserves	(5,273,531)	(171,080)	(534,078)
<b>Reserves Unspecified</b>	<b>17,563,234</b>	<b>12,275,841</b>	<b>13,735,253</b>
<b>Total Cash Reserves</b>	<b>\$ 24,919,344</b>	<b>\$ 20,209,500</b>	<b>\$ 20,743,300</b>

# RANCHO SANTA FE FIRE PROTECTION DISTRICT

## *Financial Statement Analysis*

March 2020 – 75% of Fiscal Year

**Line 2 Taxes:** Property taxes revenue is at 59% due to the timing of receipts – the majority of property taxes is received in December and April, and as such, this line item will appear high or low depending upon time of the year.

**Line 5 Landscape/Plan Check/ Sprinkler Fees:** Various fees for Landscape, Plan and Sprinkler fees. This account will trend over or under depending upon the timing of receipts.

**Line 6 Rental Fees:** Various rental fees collected for cell towers and station space rentals. Year to date is trending at budget.

**Line 7 Interest Income:** The majority of interest revenues come from the State Local Investment Pool (LAIF), the County Investment Pool, and the Public Agency Self Insurance System (PASIS). This account will trend over or under budget depending upon the timing of interest receipts.

**Line 8 Development Reimbursement:** This account will trend under budget until development fees are received, or over budget if more development fees are received than expected. Fees were budgeted from the Rancho Cielo, Lennar, and CalWest Community development.

**Line 9 Reimbursed Expenses:** This account has reimbursements for paramedic overtime, manpower services for CSA-17, Elfin Forest Harmony for CSA 107, FEMA/OES reimbursements, and amortization of the revenues from Station 6, which is \$312,000 per year for 8 years (currently in year 5).

**Line 10 Grant Revenues:** Various grants monies received in the current year are for wildland boots, training, equipment and station lighting. The timing of grants received can cause this account to trend over or under budget.

**Line 11 Other Revenues:** Major items included in this category are electric for solar rebates, instructor training revenues; and investment gains on the CalTRUST reserves. Year to date is under budget.

**Line 16 Salaries:** This category includes salaries and vacation for all staff. This category is trending on budget.

**Line 17 Holiday Pay:** This category includes 120 hours paid holiday regardless of holidays. The timing of Holiday Pay used can cause this account to trend over or under budget. Paid in November of each year for November 1 of the prior year through the October 31<sup>st</sup> of the current year.

**Line 18 Overtime:** This account is for overtime for all staff. This account can trend over or under expected budget depending upon timing of overtime incurred.

**Line 19 Health Insurance & HRSA:** This category includes all health benefits, as well as Health Retiree Savings and Medical reimbursements for active employee's health savings accounts paid by the District. This account is trending at budget due to employee medical reimbursements being used.

**Line 20 Life Insurance/Long Term Disability:** This account is used to purchase life insurance and short/long term disability for all staff.



**Line 21 Retirement:** This category includes ongoing employer contributions to CalPERS for employee retirement and the onetime payment of \$618k to the Unfunded Liability, paid annually.

**Line 22 CalPERS UAL:** This is the additional payment of Unfunded Liability approved by the Board for fiscal year 2020. The payment was made in July and at 100% of budget.

**Line 23 Social Security:** This account is employer social security expenses paid by the District for temporary employees. These temporary employees work for Weed Abatement and the Administrative Manager.

**Line 24 State Disability Insurance:** This accounts for disability insurance paid by employees. The account may have a small balance depending upon timing of withdrawals from the employees and remittances to the insurer.

**Line 25 Unemployment Insurance:** This accounts for unemployment insurance paid to the state of California for most unemployment insurance is paid in the first quarter of the calendar year.

**Line 26 Medicare Tax:** This account is for Medicare taxes, 1.45% gets paid by the employee and the employer based on gross wages. YTD will trend over or under budget with salaries based on budget.

**Line 27 Workers Compensation/ Wellness:** YTD is over budget due to an increase in injuries and claims.

**Line 28 Labor (temporary):** This account is for temporary employees; the current temporary employees are for weed abatement and the Administrative manager. Temporary labor expense is at 131% due to most temporary employees finishing work in December, additionally due to an employee on leave causing additional temporary labor time not budgeted for.

**Line 31 Administrative Fees:** This category includes assessment charges for property taxes, year-end audit, bank charges and the admin fee for the 800 MHz network. This account can occasionally trend over or under budget based on timing of payments.

**Line 32 Advertising:** This category is used for advertising for agenda items and job postings. This account can trend over/ under budget based on timing and need of advertising.

**Line 33 Association Dues:** This account is for memberships for fire prevention, admin associations and small district members. This account can trend over or under budget based on timing of dues. This account is at 96% as most of the dues have been paid for the year.

**Line 34 Building Facility Lease:** This account is for the HOA payments for the administrative building.

**Line 35 Dispatching:** This account is for annual payments to North County Dispatch JPA. YTD includes the dispatching supplemental costs, which is their annual fee for subscription, maintenance and administrative fees for dispatching, which is paid in full in July. The remaining dispatch costs are paid on quarterly basis throughout the year.

**Line 37 Equipment Rental:** This account is for the rental of power tools or any other tools that may be needed but are not owned. This is used on a as needed basis and my trend over or under budget accordingly.

**Line 38 Equipment Repair:** This category includes repair and/or annual service fees for small equipment: radios, computer, telephones, generators. This account can occasionally trend over or under budget due to timing of payments and needs.

**Line 39 Liability Insurance:** This account is for general liability and automobile/fleet insurance. Annual payments are made in July, causing this account to be near 100% of budget.

**Line 40 Laundry Services:** This account is for Laundry services for all stations and administrative staff.

**Line 41 Legal Services:** This account is for as needed legal services and training classes from the District's legal firm. YTD is trending under budget due to less legal services needed than anticipated.

**Line 42 Local Meeting/Meal Expense:** This account is for meeting and meal expenses for suppression, board of directors, administration and management. This can trend over or under budget depending on need and timing.

**Line 43 Mileage Reimbursement:** This account is for mileage reimbursement for suppression, board of directors, administration and management. This can trend over or under budget depending on need and timing.

**Line 44 Other Contractual Services:** This category is for services for the stations and building, such as alarm systems, roadside clearance, and station upgrades. YTD is right in line with budget.

**Line 45 Other Professional Services:** This category is for professional services for IT, Great Plains, accounting services, software maintenance, website services, and various professional services needed. YTD is under budget due to timing of services used.

**Line 46 Permits and Fees:** This category is for various permits needed. This account can occasionally trend over or under budget depending upon when permit fees are due.

**Line 47 Service Agreements:** This category is for other service agreements for the stations and buildings, such as software, radio and telephone services, elevator, copiers and generators. This account will trend over or under budget depending upon timing of payments made and amount of maintenance needed on the generators.

**Line 49 Various Subscriptions:** This account is for various small subscriptions for the District. YTD is over budget due to the new software for video conferencing not being budgeted for.

**Line 50 Training:** This account is for training for fire prevention, suppression, educational reimbursements, and other training. YTD will trend over or under budget dependent upon timing of expenses.

**Line 51 Utility Cable:** This account is for cable for all stations and admin building. YTD will stay consistent with bills being paid monthly.

**Line 52 Utility Electricity:** This account is for electricity and propane for all stations and admin building. YTD will stay consistent with bills being paid monthly.

**Line 53 Utility Sewer:** This account is for sewer for all stations and admin building, Station 5 has a holding tank system, which must be pumped each month. YTD will vary due to some stations having bills that come annually.

**Line 54 Utility Telephone:** This account is for telephone for all stations and admin building. YTD will stay consistent with bills being paid monthly.

**Line 55 Utility Trash:** This account is for trash for all stations and admin building. YTD will stay consistent with bills being paid monthly.

**Line 56 Utility Water:** This account is for water for all stations and admin building. YTD will stay consistent with bills being paid monthly.

**Line 57 Vehicle Maintenance Scheduled:** This category is for all scheduled vehicle maintenance. The scheduling of maintenance of this account can occasionally cause trending over or under budget.

**Line 58 Vehicle Repair:** This category is for all unexpected as needed vehicle repairs. YTD is at 54% due to a major repair of an engine.

**Line 61 Apparatus:** This category is for apparatus purchases like parts, supplies, tires, tubes, towing, car wash, etc. This is on a needed basis therefore this account can occasionally cause trending over or under budget.

**Line 62 Apparatus-Computers:** This category is for apparatus purchases for MDC equipment and parts. This is on a needed basis therefore this account can occasionally cause trending over or under budget.

**Line 63 Audio Visual:** This category is for audio visual equipment and parts. This is on an as needed basis and can cause trending over or under budget.

**Line 64 Books:** This category is for continuing education and training books. This is on an as needed basis and can cause trending over or under budget.

**Line 65 Cellular:** This category is for cell phone purchases and repairs. This is on an as needed basis and can trend over or under budget.

**Line 66 Computer:** This category is for computer purchases and repairs on an as needed basis. This has quarterly and annual fees as well as on an as needed basis – can trend over or under budget.

**Line 67 Electrical Supplies:** This account is for miscellaneous electrical like light fixtures and small repairs needed throughout the stations.

**Line 68 Fire Hose, Nozzles & Supply:** This category is for fire hose and nozzle purchases and repairs. This is on a needed basis therefore this account can occasionally cause trending over or under budget.

**Line 69 Firefighting Foam:** This account is for the purchase of Firefighting foam, which is a fire retardant used off season to mitigate fire in wildland areas. YTD is at 92% due to this being purchased on an annual basis.

**Line 70 Food for Major Emergencies:** This category is for food to feed staff in major emergencies. This is on an as needed basis therefore this account can trend over or under budget.

**Line 71 Fuel:** This category is for fuel for engines. This account can occasionally trend over or under budget based on timing and need of re-fueling.

**Line 72 Furnishings/ Equipment:** This category is for furnishings and equipment for chairs, beds and fitness equipment purchases and repairs. This is on an as needed basis therefore this account can trend over or under budget.

**Line 74 Hydrant Maintenance:** This category is for hydrant maintenance for fire hydrants. This is on an as needed basis - can trend over/under budget.

**Line 75 Janitorial:** This account is for janitorial supplies for all stations and the administration building, which are purchased on a monthly basis.

**Line 76 Knox Replacement:** This account is for Knox boxes, which are special keys to use when accessing gates around the districts. This is on a as needed basis therefore this account can occasionally cause trending over or under budget.

**Line 77 Landscape:** This category is for landscape supplies like rock, sand and weed killer. This is on an as needed basis therefore this account can trend over or under budget.

**Line 78 Lumber/Screws/Nails:** This category is for supplies like lumber, screws and nails needed for small projects. This is on an as needed basis therefore this account can trend over or under budget.

**Line 79 Maps:** This account is for the purchase of Thomas Guide maps that are purchased annually and are in every engine and with fire prevention staff.

**Line 80 Medical Supplies:** This category is for Medical Supplies and for defibrillator monitors upgrades. This is on an as needed basis - can trend over or under budget.

**Line 81 Miscellaneous:** This category is for miscellaneous fire response expenses, reimbursements along with monies collected and owed to Rancho Santa Fe association Patrol, North County Dispatch JPA and the Rancho Santa Fe Professional Firefighter Association, as well as any COVID-19 expenses. YTD is over budget due to COVID-19 expenses that were not budgeted for.

**Line 82 Office - General:** This category is for office supplies and equipment like furniture, postage, printing, binding, shipping services and flags, along with weed abatement notices that are issued once a year. This is on an as needed basis and can trend over or under budget.

**Line 83 Paint:** This category is for paint. This is on an as needed basis - can trend over/under budget.

**Line 84 Program - Supplies:** This category is for program supplies for getting various certifications. This is on an as needed basis and can trend over or under budget.

**Line 85 Public Education:** This category is for materials and appearance expenses for public education events and appearances. This is on an as needed basis and can trend over or under budget.

**Line 86 Radio Equipment:** This account is for Radio Equipment replacements and repairs on an as needed basis.

**Line 87 Rock, Sand, Gravel:** This category is for supplies like rock, sand and gravel. This is on an as needed basis - can trend over/under budget.

**Line 88 SAFER Grant:** This account is for Tuition costs, physicals and training for firefighters at Palomar college. This is on an as needed basis and can trend over or under budget.

**Line 89 Safety Equipment:** This category is for Safety Clothing, Boots, Extinguishers and Rescue Equipment. This is on an as needed basis and can trend over or under budget.

**Line 90 Special Events & Awards:** This account is for events and awards like promotions, badge ceremonies, firefighter of the year and other accolades. This is on an as needed basis and can trend over or under budget.

**Line 91 Station Maintenance:** This category is for Station Maintenance for basic maintenance, broken doorknobs and paint. This is on an as needed basis and can trend over or under budget.

**Line 92 Station Supplies/ Replacements:** This category is for Station Replacement items like appliances or large furniture. This is on an as needed basis and can trend over or under budget.

**Line 93 Streets Signs/ Signage:** This category is for Street Signs and Signage. This is on an as needed basis and can trend over or under budget.

**Line 94 Tools:** This category is for tools for maintenance or replacement. This is on an as needed basis and can trend over or under budget.

**Line 95 Training (Expendable Supplies):** this category is for training equipment and supplies. This is on an as needed basis - can trend over/under budget.

**Line 96 Uniforms:** This category is for uniforms. This is on an as needed basis and can trend over or under budget.

**Line 99 Net Revenues Available to Fund Capital Related Costs:** This is Revenues minus Expenses. Overall the District is showing a net loss through March primarily as a result of the timing of property tax revenues and reimbursements.

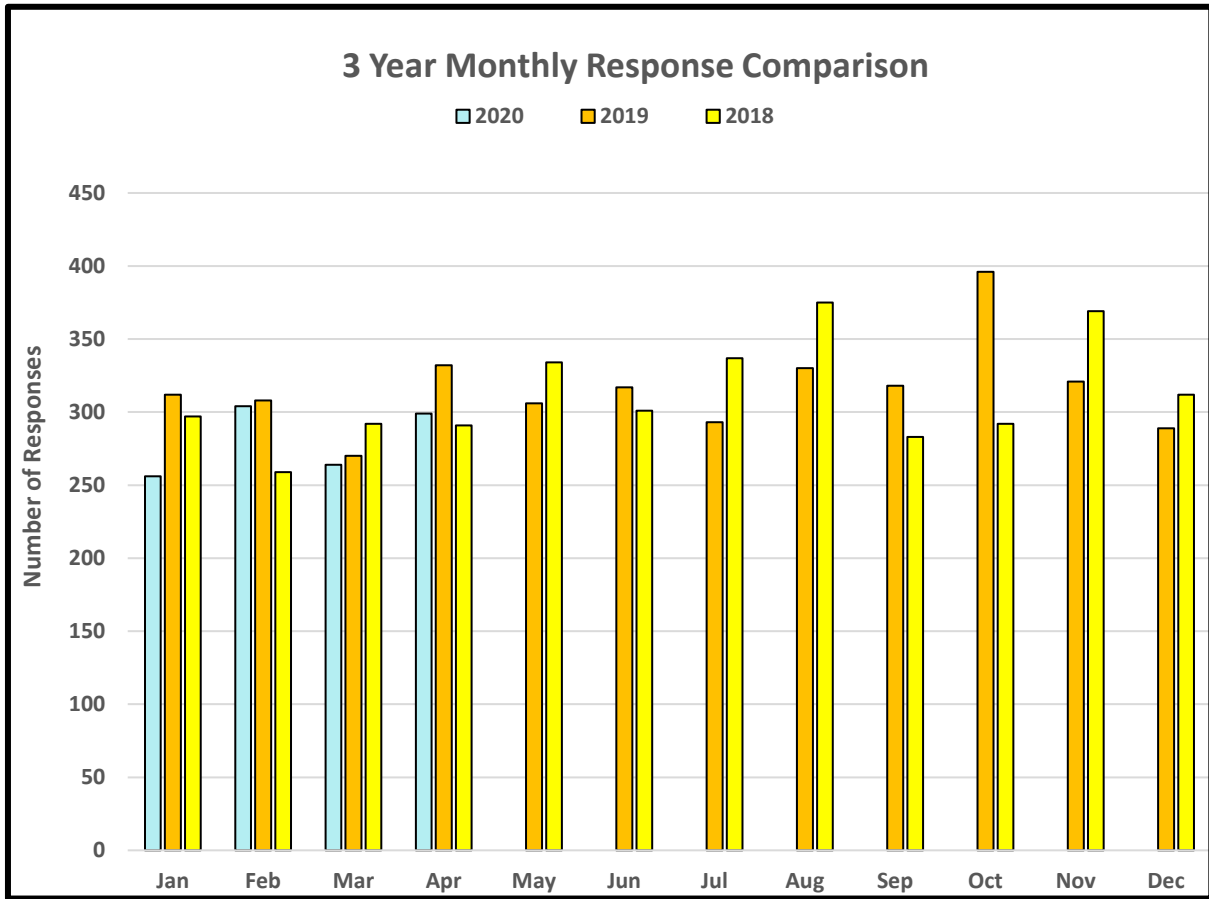
**Line 100 Other Capital:** This account is for the purchase of a staff vehicle, Type 1 engine, new fire prevention vehicle, air conditioner replacement, and tenant improvements.

**Line 101 Capital Improvement Projects:** This account is for the Station 5 design and build.

**Line 102 Depreciation:** This account is for depreciation on future capital replacements.

**Line 103 Increase or (Decrease) to Fund Balance:** This is the project use of cash and reserves for Operations and Capital Improvements.

## April 2020 Incident Count Stations 1 - 6



2020		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	256	304	264	299	0	0	0	0	0	0	0	0	0
YTD	256	560	824	1123	1123	1123	1123	1123	1123	1123	1123	1123	1123	-8.10%
2019		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	312	308	270	332	306	317	293	330	318	396	321	289	3,792
YTD	312	620	890	1222	1528	1845	2138	2468	2786	3182	3503	3792	1.34%	
2018		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	297	259	292	291	334	301	337	375	283	292	369	312	3,742
YTD	297	556	848	1139	1473	1774	2111	2486	2769	3061	3430	3742	4.53%	

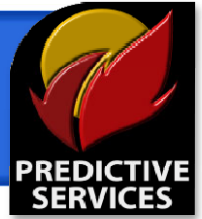
## April 2020 Incident Count Stations 1 - 6

Incident Response Summary by Station		
Station	Month	YTD
RSF1	96	298
RSF2	89	382
RSF3	55	192
RSF4	33	108
RSF5	18	88
RSF6	8	55
<b>Total Count:</b>	<b>299</b>	<b>1123</b>

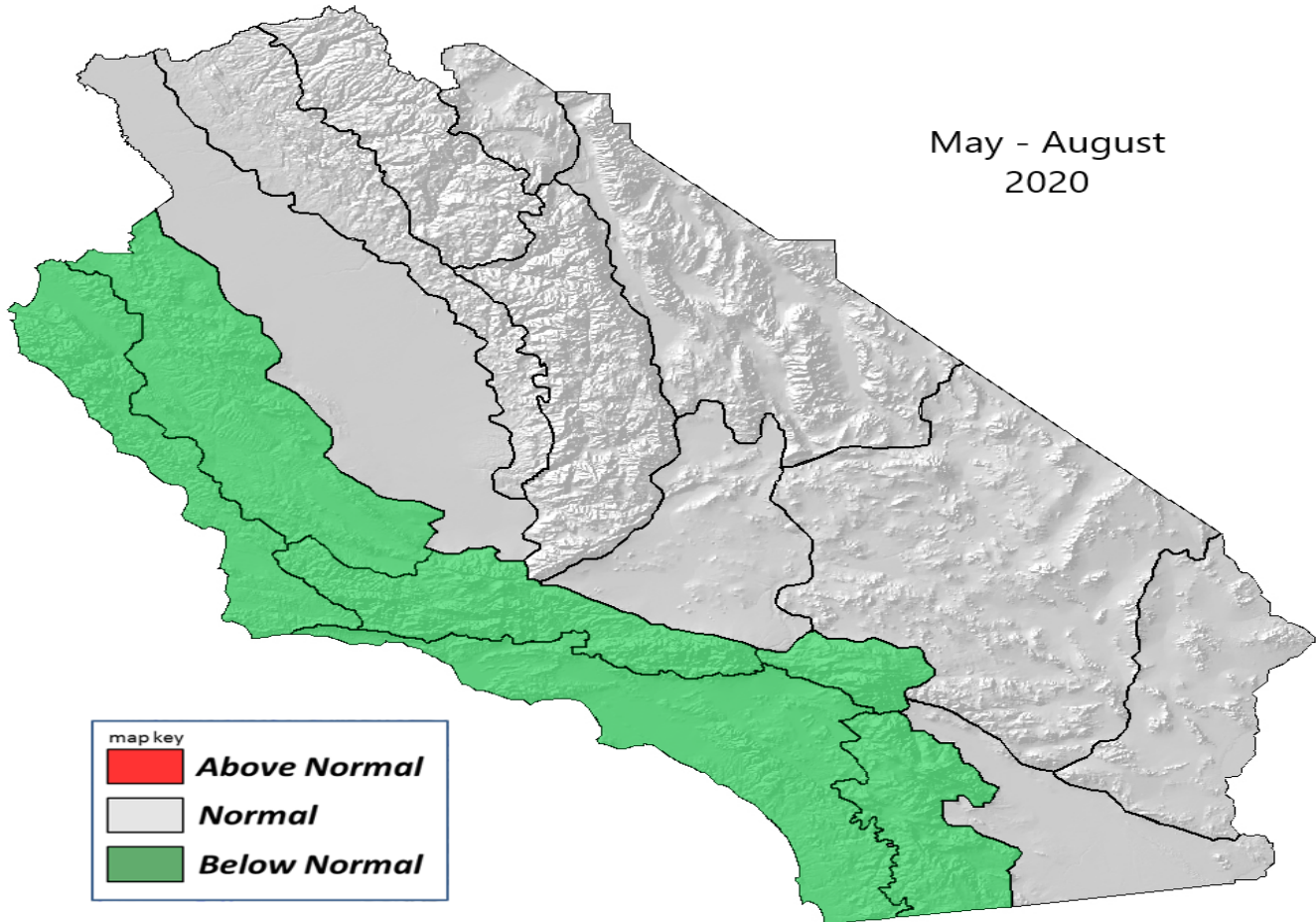
Incident Type Summary		
Type	Month	YTD
Fire	6	29
EMS/Rescue	121	567
Rupture/Explosions	0	0
Hazardous Conditions	2	11
Service Calls	70	136
Good Intent Calls	67	263
False Calls	25	101
Severe Weather	3	3
Other	5	5
<b>Total Incident Count:</b>	<b>299</b>	<b>1123</b>

NO FUEL MOISTURE DATA. MACHINE IS OUT FOR CALIBRATION

SIGNIFICANT INCIDENT(S)/OVERHEAD ASSIGNMENT(S)				
DATE	INCIDENT/LOCATION	TYPE	UNIT/STRIKE TEAM	MISC.
4/10/2020	Harmony Grove	Swift Water Rescue	E265, E141, T141, E264	6 people rescued
			B261, B141	from Escondido Creek
			Swift Water Teams from	
			Encinitas and Cal Fire	
4/30/2020	6763 Calle Del Cruce	Structure Fire	B261, B267, E263, E261,	Battery Charging
			E262, San Diego E46 & T40	motor-bike



## SIGNIFICANT FIRE POTENTIAL



### May - August 2020 HIGHLIGHTS

- *Temperatures a little below normal through August.*
- *Near normal rainfall through June.*
- *Deeper marine layer than normal through August.*
- *Less monsoonal thunderstorms than normal July and August.*

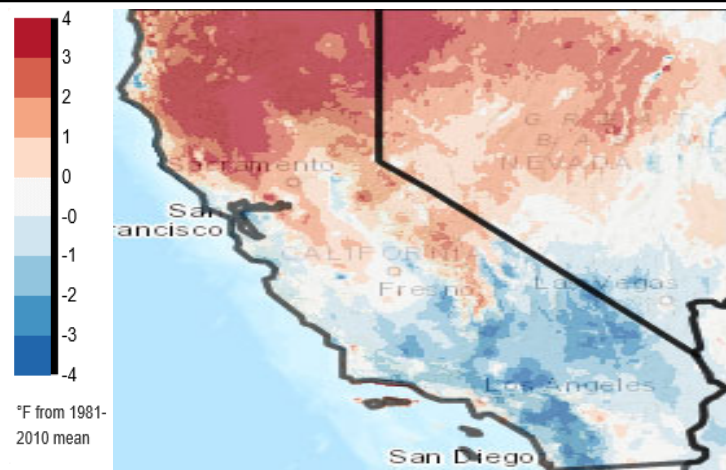


**WEATHER AND FUELS DISCUSSION**

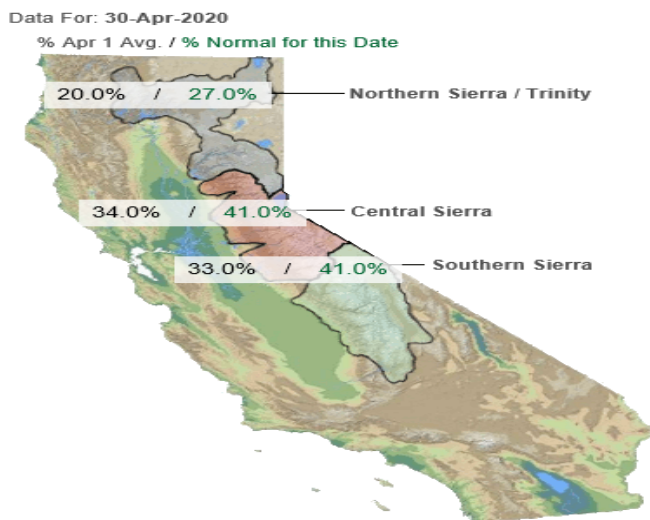
A Pacific trough was the dominant weather feature over the West Coast through April 21<sup>st</sup>. A strong low pressure area moved slowly down the California Coast and eventually inland across Southern California bringing widespread significant rainfall to the entire region April 5<sup>th</sup> – April 10<sup>th</sup>. The snow level was around 6,000 feet and several feet of new snow fell across both the Sierra and the mountains of Southern California above this elevation. Other quick moving weak areas of low pressure moved inland across Central and Southern California bringing periods of light scattered showers and isolated thunderstorms. For the most part, temperatures were well below normal across the region through April 21<sup>st</sup>. However, a couple of brief weak ridges of high pressure brought near to a little above normal temperatures April 1<sup>st</sup> and again April 14<sup>th</sup> – April 16<sup>th</sup>. There was a major change in the weather pattern April 22<sup>nd</sup> through the end of the month as the trough over the West Coast moved eastward to the Central part of the country and strong high pressure set up off the Southern California Coast. This transfer from a trough to a ridge brought well above normal temperatures and low humidity to the region. For the month of April as a whole, rainfall was well above normal (**Fig 1**) and temperatures were a little below normal across most of the region (**Fig 2**). The snow pack in the Sierra got closer to normal the first few weeks of the month, but the snow quickly melted the last week of the month due to warm and dry conditions. The snow pack is now 41% of normal (**Fig 3**). Due to all the rain from the second week of March through the third week in April, the moderate drought and abnormally dry conditions across Southern California are completely gone (**Fig 4**). There is still some moderate drought and abnormally dry conditions across Central California, but it is much improved compared to a month ago (**Fig 4**). Dead fuel moistures have been mostly well above normal since the second week in March, but there was a big drop during the last week of April due to the change to warm and dry conditions (**Fig 5-6 next page**). The warm and dry conditions during the last week of April also caused rapid curing of the fine fuels. Live fuel moistures peaked well above normal at the end of February and then remained well above normal through the end of April. This is unusual because normally right after the live fuels hit their peak, they start to decline. There is a long plateau this year due to abundant late season rainfall.



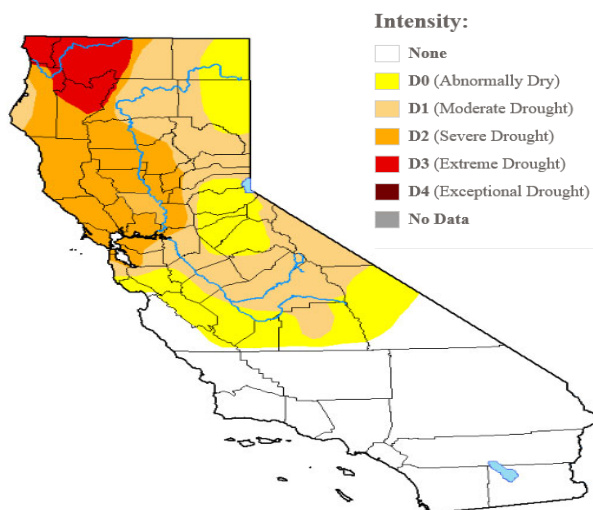
**Fig 1: March 31st - April 29th Precipitation (% of Ave.)**



**Fig 2: March 31st - April 29th Temperature (% of Ave.)**



**Fig 3: Snow Pack as of April 30, 2020**

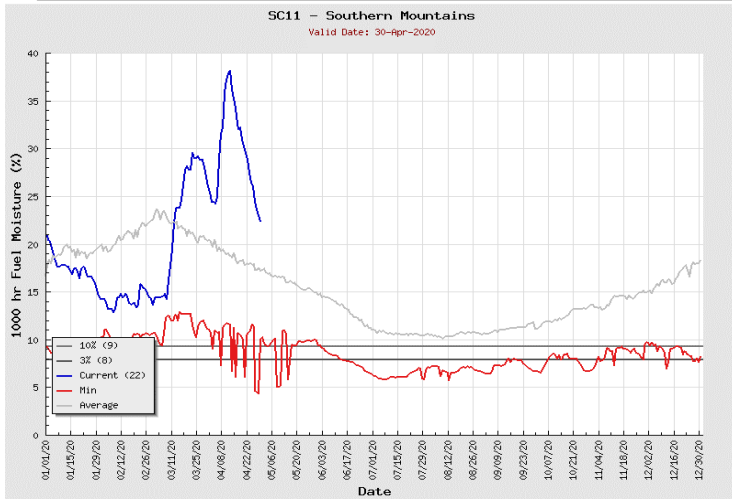


**Fig 4: Drought Monitor April 30th, 2020**

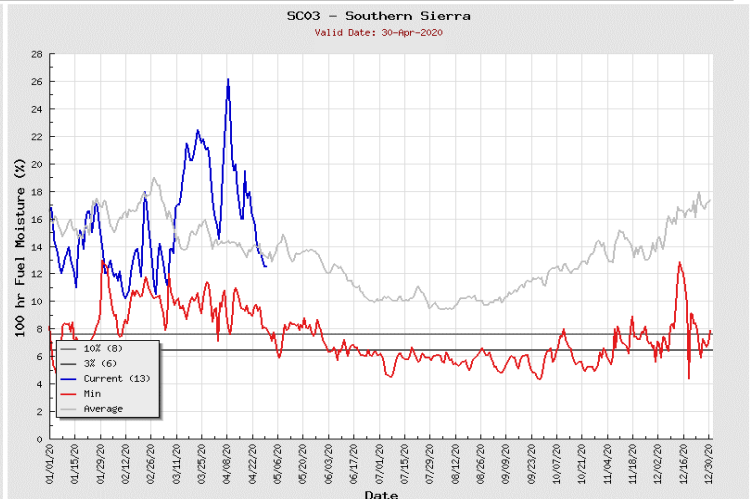


**SOUTH OPS OUTLOOK**

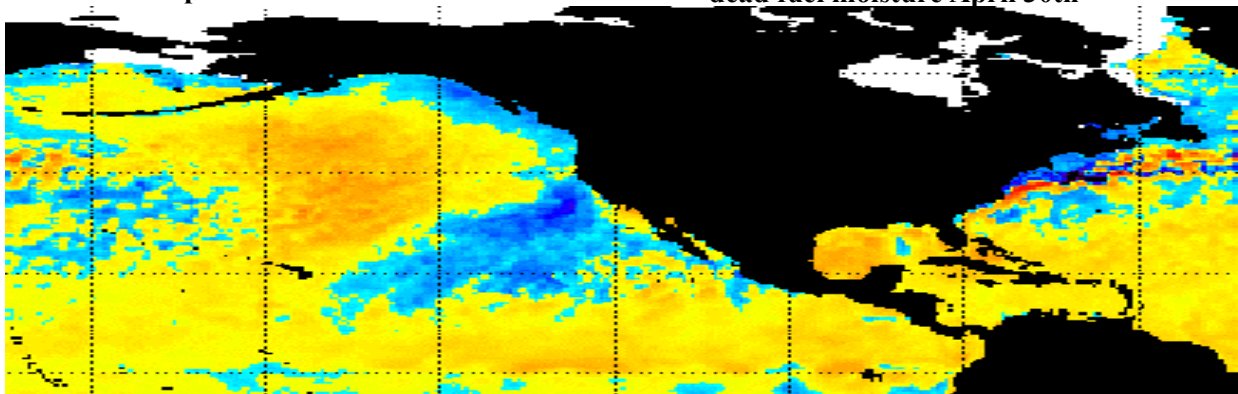
The ridge of high pressure will most likely stay closer to the California Coast May and June as sea surface temperatures in the Gulf of Alaska are now warming (Fig 7). This ridge of high pressure will most likely prevent new areas of low pressure from moving into Central and Southern California for the rest of the spring. Thus, widespread significant rainfall is no longer anticipated. Weak troughs will bring occasional scattered showers and isolated afternoon thunderstorms to the Sierra, but the rest of the region will only see a few days of light rainfall into June. This is usual for late spring, so expect near normal rainfall across Central and Southern California during May and June. Sea surface temperatures off the California Coast remain quite a bit below normal and are expected to remain below normal through the summer months (Fig 7). This will cause temperatures to be a little below normal through August. It will also cause the marine layer to remain deeper than normal when weak troughs move into the West Coast. Thunderstorm activity is still expected to be below normal across Central and Southern California during July and August. Weak troughing over the Pacific Northwest will likely cause high pressure to be centered mainly over the Desert Southwest and Texas instead of the Four Corners Area. This further south and east placement to the center of high pressure will prevent abundant monsoon moisture from coming in from the southeast. Below normal thunderstorm activity means there will most likely be below normal fire activity across the mountains this summer.



**Fig 5: Southern Mountains 1000 hr dead fuel moisture April 30th**

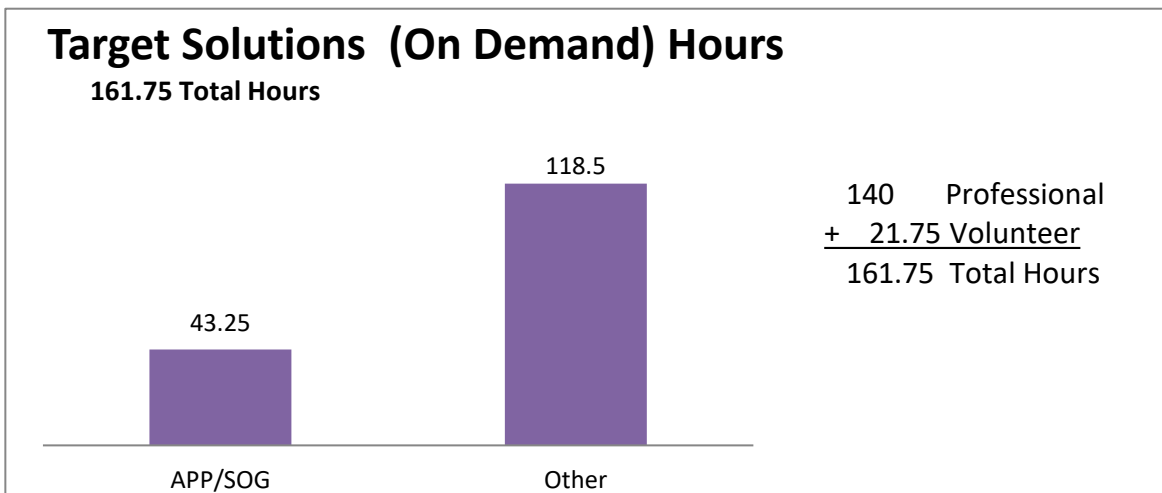
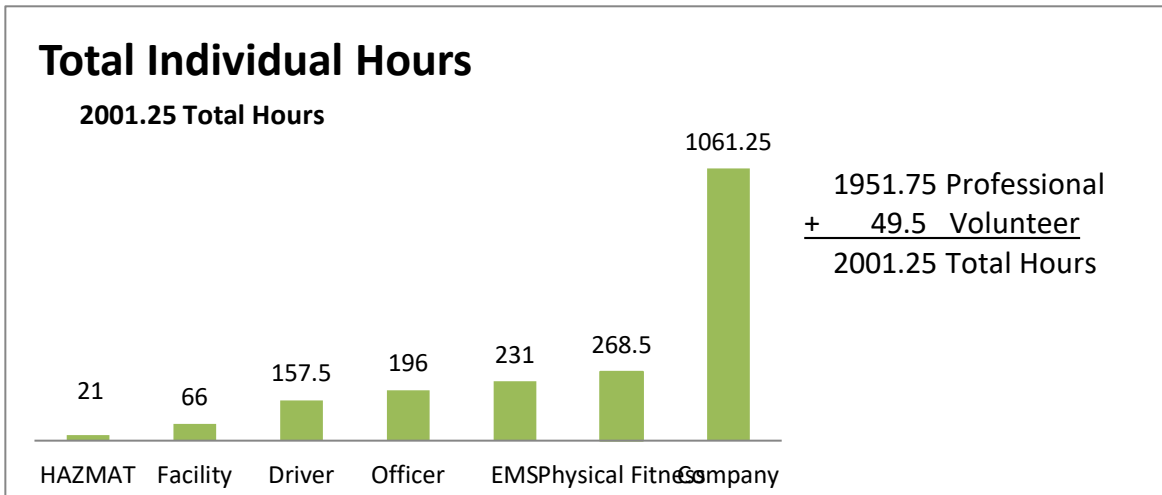
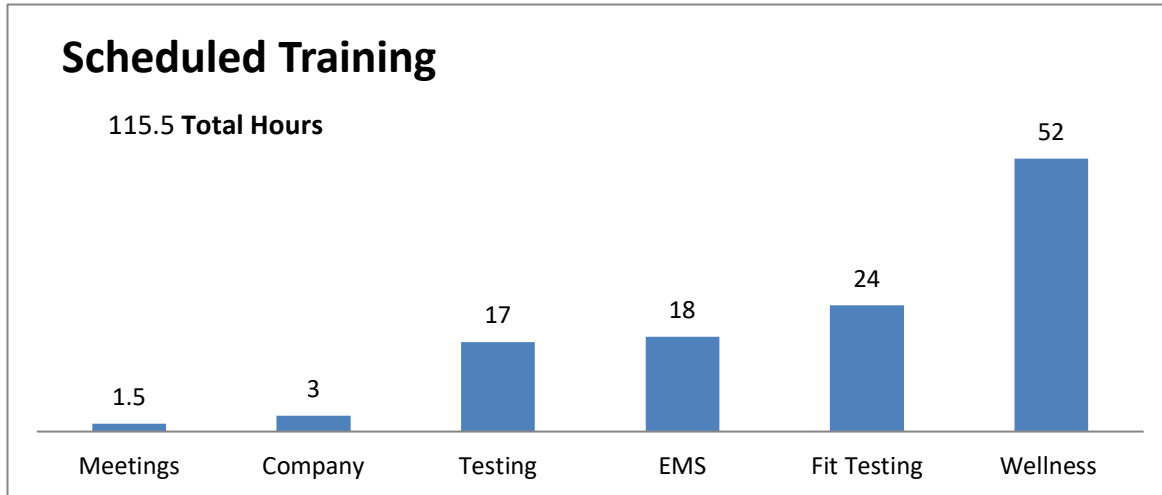


**Fig 6: Southern Sierra 100 hr dead fuel moisture April 30th**



**Fig 7: Sea Surface Temperature Anomaly, April 30th, 2020**

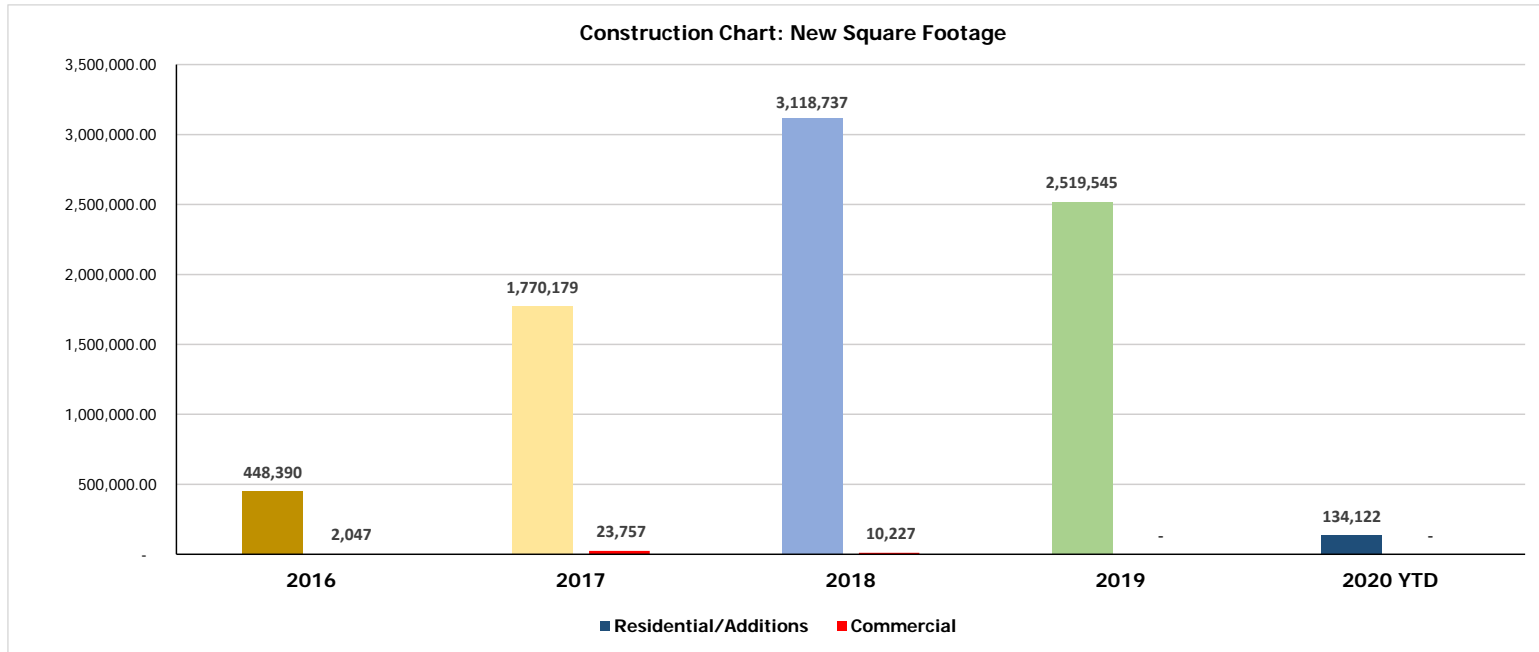
# Training Division April 2020



## Training Division - Descriptions

<b>Scheduled Training</b>		
Training hours are planned annually. This is to maintain a well organized year and to help the firefighters be successful with the hours required by Federal, State, Local.		
<b>Total Individual Hours - 6 Subjects</b>		
<b>Subject</b>	<b>Definition</b>	<b>Examples</b>
<b>Company</b>	Documentation of all Company Training that is not Driver, Officer, Haz-Mat, or Facility Training.	Aerial Ladder, Hose, Ladders, Physical Fitness, SCBA, Technical Rescue, Ventilation, etc.
<b>Driver</b>	This is for documenting Driver Training hours. Per ISO standards employees considered a "Driver" will be required to complete 12 hours of Driver Training annually. You can use this same form to record Driver Training hours for Non-Drivers and it will be counted towards Company Training.	Apparatus Inspections & Maintenance, Basic Hydraulics, Defensive Driving, Maps, Driving Heavy Vehicles, Etc.
<b>Facility</b>	This is live training conducted at an approved site. For the location to be approved it must have at least two acres on the property, a three story tower, and a burn facility. It is also important to note that the training must not just occur on the approved site, but the facility itself must be used. If your users are just sitting in a classroom at an approved site, this cannot count towards facility hours and the completion would need to be applied elsewhere. However, if the classroom portion was followed by utilization of the facility, the entire time could count towards Facility Training.	Company Evolutions, NFPA 1410 Driver/Operator, NFPA 1002 Fire Officer, NFPA 1021 Firefighter Skills, NFPA 1001 Hazardous Materials, NFPA 472 Live Fire, NFPA 1403 Other NFPA Fire Based Training
<b>HazMat</b>	This is for documenting Hazardous Materials Training hours. Per ISO standards all firefighters are required to complete 6 hours of Hazardous Materials Training annually.	DOT Guidebook Review, Decontamination Procedures, First Responder Operations, Etc.
<b>Officer</b>	Per ISO standards employees considered a "Officer" will be required to complete 12 hours of Officer Training annually. You can use this same form to record Officer Training hours for Non-Officers and it will be counted towards Company Training.	Dispatch, General Education, Meetings, Orientation, Exam, Management Principles, Personnel, Promotional, Public Relations, Etc.
<b>EMS</b>	EMS is not tracked or required by Insurance service Organization for Rating. EMS Continuing Education is tracked for recertification of Paramedics (48/2yrs) and EMT (24/2yrs). Through Emergency Service Medical Administration (EMSA).	Continuing Education and SIMS
<b>Mandated Hours</b>		
Hours completed through an assignment on an online database (Target Solutions). Mandated assignments are required by either Federal, State, Local.		

Rancho Santa Fe Fire Protection District  
**Fire Prevention Bureau Monthly Activity Summary**  
 April 2020



**Total New Square Footage Only (\*Reflected in Chart Above)**

Year	Res/Add	Comm	Total
2016	448,390	2,047	450,437
2017	1,770,179	23,757	1,793,936
2018	3,118,737	10,227	3,128,964
2019	2,519,545	-	2,519,545
2018 YTD	332,622	600	333,222
2019 YTD	790,641	-	790,641
2020 YTD	134,122	-	134,122

**2020 Total New Square Footage Only**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2020</b>	29,226	41,043	38,102	25,751								

**Comparison 2019/2020 Total Reviewed Square Footage**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2019</b>	240,861	691,306	274,736	307,024	412,556	248,869	287,395	424,065	250,518	742,439	440,335	137,995
<b>2020</b>	40,748	86,593	145,794	76,506								

Rancho Santa Fe Fire Protection District  
**Fire Prevention Bureau Monthly Activity Summary**  
 April 2020

PLAN REVIEWS				
Plan Type	No. of Reviews	Resubmittals	No. of Structures	Approved New SQFT (Mit Fees)
New Residential	7	2	3	21,474
Additions/Remodels	5	5	2	479
New Commercial	-	-	-	-
Commercial T.I.	1	-	-	3,798
Tents/Special Events	-	-	-	-
Rack Storage	-	-	-	-
Preliminary	10	1	-	-
Fire Suppression Systems	22	-	4	-
Alarms	4	-	1	-
Landscaping	28	6	-	-
Grading/Mylars/Improvement Plans	10	1	-	-
Underground	-	-	-	-
Hood System	-	-	-	-
Tanks	-	-	-	-
Cell Sites	-	-	-	-
DSS/CCL	-	-	-	-
DPLU	1	-	-	-
Solar Panels	-	-	-	-
High Piled Storage	-	-	-	-
High Hazard/Communications/Other	2	-	-	-
Spray Booth	1	-	-	-
<b>TOTAL</b>	<b>91</b>	<b>15</b>	<b>10</b>	<b>25,751</b>
<b>TOTAL PLAN REVIEWS:</b>		<b>106</b>		

Rancho Santa Fe Fire Protection District  
**Fire Prevention Bureau Monthly Activity Summary**  
 April 2020

<b>INSPECTIONS</b>	
<b>Inspection Type</b>	<b>No. of Inspections</b>
Alarms	20
Fire Supression Systems	43
Building Construction	44
Landscaping	4
Tent/Special Event	-
Gates/Knox	2
Site Visit	-
Technical Report/FPP	-
Underground	11
Annual Inspection	2
Other	5
<b>TOTAL</b>	<b>131</b>

<b>SPECIAL PROJECTS</b>	
<b>Project Type</b>	<b>No. of Projects</b>
Grants	-
GIS	2
Forms (Updates/New)	2
Project Research	-
Computer Programming/I.T.	2
Emergency Response Support	-
Annual Mailer (Weed Abatement)	2
Board Report Formating/ Design	19
Other	1
Other	-
<b>TOTAL</b>	<b>28</b>

Rancho Santa Fe Fire Protection District  
**Fire Prevention Bureau Monthly Activity Summary**  
 April 2020

MEETINGS	
Meeting Type	No. of Meetings
H.O.A	-
Staff	22
Board	1
On-Site Project Meetings	-
In-Office Project Meetings	2
Weed Abatement	-
County	5
Code Development	-
Support/I.T. Development	-
San Diego County FPO's	-
Community Stakeholder Meetings	-
Other	-
<b>TOTAL</b>	<b>30</b>

PREVENTION / PUB ED	
Activity	Number
Phone Calls	604
Emails	2,787
<b>TOTAL</b>	<b>3,391</b>



Rancho Santa Fe Fire Protection District  
**Fire Prevention Bureau Monthly Activity Summary**  
 April 2020

<b>WEED ABATEMENT</b>	
<b>Activity</b>	<b>No. of Inspections</b>
Weed Abatement Inspection	60
Weed Abatement Reinspection	-
1st Notice	-
2nd Notice	-
Final Notice	-
Posting	-
Forced Abatement	-
<b>TOTAL</b>	<b>60</b>

<b>ADMINISTRATIVE SERVICES/OFFICE SUPPORT</b>	
<b>Activity</b>	<b>No. Completed</b>
Phone Calls	615
Correspondence	1,300
Walk in/Counter	-
Knox Application Request	7
Burn Permits	-
Plan Accepted/Routed	106
Special Projects	5
Scanning Documents/Electronic Files	750
Meetings: Admin/Prevention/Admin Shift	3
Post Office Runs	-
Deposit Runs/Preparations	8
<b>TOTAL</b>	<b>2,794</b>

Rancho Santa Fe Fire Protection District  
**Public Education Coordinator Monthly Activity Summary**  
 April 2020

<b>SOCIAL MEDIA COMMUNITY INTERACTION</b>			
<b>Social Media</b>	<b>Followers</b>	<b>Interactions</b>	<b>Reach</b>
Facebook	1,592	454	3,925
Instagram	1,508	886	8,816
Twitter	4,086	1,017	33,559
<b>TOTAL</b>	<b>7,186</b>	<b>2,357</b>	<b>46,300</b>

<b>Website Development</b>	<b>Number of Items</b>
New Content	7
Update Existing Content	4
<b>TOTAL</b>	<b>11</b>

<b>COMMUNITY OUTREACH</b>	
<b>Event</b>	<b>Participants</b>
	-
	-
	-
	-
<b>TOTAL</b>	<b>-</b>

<b>STATION TOURS/ENGINE VISITS</b>		
<b>Station No.</b>	<b>Group Name</b>	<b>Participants</b>
		-
		-
		-
<b>TOTAL:</b>	<b>0</b>	<b>0</b>

Rancho Santa Fe Fire Protection District  
**Public Education Coordinator Monthly Activity Summary**  
 April 2020

CAR SEATS	
Car Seats Installed	0
<b>TOTAL:</b>	<b>0</b>

EDUCATIONAL MATERIALS	
Name	Number
COVID Signage	1
Weed Abatement Packet	6,002
	-
<b>TOTAL:</b>	<b>6,003</b>

MEETINGS	
Meeting Type	No. of Meetings
Large Animal Evac	-
Staff	-
Board	-
Shift	-
CSA 17	-
PIO's	-
SO CAL Pub Ed	-
County COVID Press Conference	16
Community Stakeholder Meetings	-
<b>TOTAL</b>	<b>16</b>

Rancho Santa Fe Fire Protection District  
**Public Education Coordinator Monthly Activity Summary**  
 April 2020

TRAINING/EDUCATION	
Class Name	Dates
Britax Harness2Booster Training	4/2/2020
Legit Car Seats	4/23/2020
Target Solutions	4/8/2020
<b>TOTAL</b>	<b>3</b>

CLERICAL	
Activity	Number
Phone Calls	32
Correspondence	565
<b>TOTAL</b>	<b>597</b>

PUBLIC MEDIA INERACTION	
Activity	Number
Press Releases	3
Community Event Interviews	-
On-scene PIO	1
Interviews (Other)	-
<b>TOTAL:</b>	<b>4</b>

**From:** [Fred W. Cox](#)  
**To:** [Karlana Rannals](#)  
**Subject:** FW: Thank you from Seattle! - Sending mail server found on spam.dnsbl.sorbs.net  
**Date:** Monday, May 4, 2020 10:19:42 AM

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For Board report – correspondence.

**From:** Taryn Hefner <tarynbhefner@gmail.com>  
**Sent:** Friday, May 1, 2020 9:01 AM  
**To:** Fred W. Cox <cox@RSF-Fire.org>  
**Subject:** Thank you from Seattle! - Sending mail server found on spam.dnsbl.sorbs.net

Hello!

I wanted to send a quick thank you to your team. Around 1pm yesterday April 30, my father had a seizure and fell in the garage. Not only was your team quick and responsive, but also helped calm my mother down and hosed off her driveway so she didn't have to deal with dad's blood. They even remembered him as the retired deputy from his last fall the same time last year and thought to pat him down and safely remove his gun before getting him to the hospital.

The attention to detail, empathy, and understanding from your paramedics hasn't gone unnoticed and I wanted to say thank you. I live in Seattle and at a time when travel is severely restricted, I couldn't just hop on a plane to be with my family, but I'm grateful for the paramedics who were!

So please pass along my sincere thanks! I'm sending over a Starbucks gift card as well in a separate message, so be on the lookout for that.

Thanks so much for all you do, especially now!

Taryn



**BRING OUR HEROES TO THE FRONT LINE!**



CHEVY CARES  
**FRONT LINE REFUEL**  
CHEVROLET



esy Chevrolet would like to thank our Rancho Santa Fe  
tion District. We're here because you show up and you  
showing up. Late nights, long shifts, dangerous conditions  
matter the task, no matter the risk. You don't quit! So on  
7th we had the honor to provide lunch and deliver to o  
sponders and personally thank them! We would also l  
*Pitchers Sports Bar* who provided the delicious food!

Apr. 25 2020

to the Paramedics:

Your guys came and took me to  
Soupp's Encinitas Emergency on  
Friday, Apr. 10, at about 4:30 a.m.  
Pouring rain. [REDACTED] Lago Lindo.

The men were gentle and firm, had  
clear instructions I could follow altho'  
I was in great pain, and in every way  
made me feel I was in safe, competent  
hands.

So shines a good deed  
in a naughty world.

ow far that  
little candle  
throws his  
beams!



Also, they seemed to arrive about two  
minutes after I called, if that!

Two surgeries, a week in hospital,  
and I'm home now on the way to  
mending.

Thank you, thank you, thank you!

Sandra Zarcades



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# STAFF REPORT

NO. 20-06

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**TO:** BOARD OF DIRECTORS  
FRED COX, FIRE CHIEF  
**FROM:** DAVE MCQUEAD, DEPUTY CHIEF  
**SUBJECT:** BUDGET AUTHORIZATION  
**DATE:** MAY 14, 2020

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The following budget action is requested for approval and/or modification:

Description	FY19/20 Budget	Funding Request	Funding Source	Action Requested
(5) Stryker/LifePack CR2 AEDs	Unbudgeted	\$9,425.00	100% County of San Diego	Authorize purchase
(1) ZOLL AutoPulse System	Unbudgeted	\$15,522.05	100% County of San Diego	Authorize purchase
Total		\$24,947.05		

## RECOMMENDATION

1. Purchase five (5) Stryker/ LifePack CR2 Automatic External Defibrillators (AED).
2. Purchase one (1) ZOLL Auto Pulse systems.
3. Request the purchase of this equipment is exempt from the District's capitalization policy and expense the cost in FY19/20.

## BACKGROUND

The purchase of five (5) Stryker/ LifePack CR2 Automatic External Defibrillator (AED) will allow the District to enhance greater accessibility to an Automatic External Defibrillator (AED) when needed in a cardiac emergency. The AED's will be assigned to Staff and Fire Prevention vehicles.

The purchase of one (1) ZOLL AutoPulse System for the District. The ZOLL AutoPulse System will be located on the fire engine at RSF Station 3. The equipment is a mechanical chest compression device that provides high quality chest compressions during patient care and allows First Responders to address additional actions required during a Cardio Pulmonary Resuscitative (CPR) incident.

This authorization is necessary for the Fire District to serve as the purchasing agent for the ZOLL equipment with the funding provided 100% by the County of San Diego.

Staff also seeks an exemption to the District's capitalization policy. Staff anticipates a service life of eight to ten years.

TO: BOARD OF DIRECTORS  
FRED COX, FIRE CHIEF

FROM: DAVE MCQUEAD, DEPUTY CHIEF

SUBJECT: FIRE DISTRICT POLICIES AND PROCEDURES

DATE: MAY 20, 2020

---



## RECOMMENDATION

Ratify the policy listed below which was prepared by staff and reviewed by the District's legal counsel, Stephen J. Fitch, Esq.

## BACKGROUND

The following Administration Policy and Procedure **A100.05 Purchasing** was implemented in September of 2000 and revised in November of 2006.

## STAFF ANALYSIS

Staff and District Counsel recommend the District adopt and have the current policy ratified with a new revision date by the Board of Directors.

1. **A100.05 Purchasing** was reviewed and revised by Staff and the District's legal counsel to reflect the following additions to the policy for enhanced clarity.
  - Enhanced the responsibility and authorization of the policy.
  - Enhanced the procedure guidelines and monetary criteria for in purchasing of supplies, materials and equipment.
  - Enhanced the procedure guidelines and monetary criteria for contracts with professional or special services.
  - Enhanced the formal bidding process and awarding of contracts.
  - Enhanced the guidelines for Emergency Purchases and Repairs.
  - Addition of Exceptions to Competitive Procurement.
  - Addition of Absolute Compatibility.



# Rancho Santa Fe Fire Protection District

## ADMINISTRATIVE POLICY AND PROCEDURES

### *PURCHASING*

Section: **A100.05**

Date Implemented: **09/2000**

Date Revised: **05/2020**

Page: **1 of 15**

FIRE CHIEF: \_\_\_\_\_

#### **I. PURPOSE:**

- A. To establish a procedure for the purchase of equipment, supplies, materials and other services for the Rancho Santa Fe Fire Protection District as provided in the Fire Board's approved or amended annual budget.
- B. To ensure purchases made by Fire District employees comply with the allocation set forth in the approved budget.
- C. To establish a cost effective procedure for purchasing materials, supplies, equipment and services at the lowest price or from a responsible source/bidder.

#### **II. RESPONSIBILITY AND AUTHORITY:**

- A. All employees of the Rancho Santa Fe Fire Protection District who are responsible for purchasing of equipment, supplies and materials are required to do so in a manner consistent with this procedure.
- B. Personnel conducting purchases shall be responsible for ensuring compliance with the guidelines for seeking price quotes, completion of purchase orders, and/or all necessary accompanying paper work.
- C. All purchases shall be approved by the Fire Chief or designee.
- D. Responsibility – Fire Chief
  1. It is the role of the Fire Chief to recommend and develop policies, monitor compliance, provide effective coordination and counsel, administer the budget, maintain the classification and coding system, analyze proposed State and Federal regulations, formulate long-range planning and conduct special studies as needed. Additional responsibilities include:
    - A. Delegation of Purchasing Authority – Approves the delegation of purchasing authority to other employees of the Rancho Santa Fe Fire Protection District for purchase of goods and services.
    - B. Board of Director's Agenda Items – Prepare required Board of Directors agenda items to secure approval of purchase contracts and related documents which exceed the authority of the Fire Chief.

**E. Authority**

1. Authority of Board of Directors – Government Code Section 13861 vests in the Board of Directors full powers of organization and governance of the Fire District, subject only to certain limited legislative controls. One such control is the requirement to use competitive contracting, as set forth in Public Contract Code 20812. Thus, those authorized through the delegation process to enter into contracts for the Rancho Santa Fe Protection District may do so only when the requirements for competitive contracting are met.
2. Authority of the Fire Chief – The Board of Directors authorizes the Fire Chief to execute on behalf of the Rancho Santa Fe Fire Protection District all contracts and other documents necessary in the exercise of the Fire Chief’s duties. However, specific authorization by resolution of the Board of Directors is required for documents or expenditures which involve:
  - a. Obligations on the part of the Rancho Santa Fe Fire Protection District to expend funds over the authorized amount.
  - b. Agreements by which the Rancho Santa Fe Fire Protection District assumes liability for conduct of persons other than Fire District’s employees.
  - c. Fire Chief is authorized to execute all documents or expenditures necessary in the exercise of the Fire Chief’s duties when an emergency precludes prior submission to the Board, of expenditures which are above and beyond his or hers authorized limit, provided that in all such cases the Fire Chief shall report such actions to the Board, at its next regular meeting.

F. Modification – The Fire Chief shall receive approval by the Board of Directors for any modifications to the policy.

**III. SCOPE:**

A. These guidelines shall apply to all purchases made by the District and its employees

**IV. DEFINITIONS:**

A. Please reference pages 11 through 15 of the policy.

**V. PROCEDURE:**

A. Purchasing Requirements of Supplies, Materials, and Equipment.

1. Purchases \$5,000 or under may be made by authorized employees as designated by the Fire Chief or designee, and require only a purchase order or Cal-card.
2. Purchases between \$5,000 and \$10,000 require approval of the Fire Chief or designee, and completion of the purchase order form and include three verbal quotes. A list of the three verbal quotes must be attached to the P.O. which shows

the name of the vendor and person giving the quote. Internet quotes are also acceptable. If three price quotes cannot be acquired, a written explanation as to why must be submitted to the Fire Chief for approval.

3. Purchases between \$10,000 and \$25,000 require approval of the Fire Chief and must be bid competitively with three written price quotes and the completion of the purchase order form. A list of the three written quotes must be attached to the P.O. which shows the name of the vendor and person giving the quote. Internet quotes are also acceptable. If three price quotes cannot be acquired, a written explanation as to why must be submitted to the Fire Chief for approval.
4. Purchases in excess of \$25,000 require approval of the Board of Directors and are subject to Formal Bidding Procedures. (Reference Item V-C).

**B. Contracts for Professional or Special Services.**

1. Professional or Special Services are defined as specialized knowledge or personal skills, such as engineering, accounting, auditing, finance, and legal. The Board of Directors or the Fire Chief may request the bidding procedure for such service or may forgo the bidding procedure and deem such service by such individuals are in the best interest of the Fire District.
2. Contracts for professional or special services require approval of the Fire Chief or designee but are exempt from the minimum number of price quotes, but should be obtained whenever possible.
3. The selection of the contract shall be based upon an analysis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required as well as the cost of the service.
4. Contracts \$5,000 or under may be made by authorized employees as designated by the Fire Chief or designee and require only a purchase order or Cal-card.
5. Contracts which are between \$5,000 and \$10,000 require a purchase order and approval of the Fire Chief.
6. Contracts between \$10,000 and \$25,000 will undergo informal bidding process of obtaining three written quotes and approval by the Fire Chief. If three price quotes cannot be acquired, a written explanation as to why must be submitted to the Fire Chief for approval.
7. Contracts in excess of \$25,000 require to be reviewed by legal counsel and approval of the Board of Directors and are subject to Formal Bidding Procedures (Reference Item V-C).

C. Formal Bidding Procedures.

1. The purchase or contract for services, supplies, materials and equipment shall be by formal sealed written competitive bids and awarded by the Rancho Santa Fe Fire Protection District to the lowest responsive and responsible bidder submitting the best bid in accordance with the competitive bidding process provided hereinafter:
  - a. The Fire Chief or designee shall issue a notice inviting bids using one or more methods designed to provide reasonable public notice in a manner which will permit current information to be disseminated widely. The notice shall include:
    - (1) Instructions to bidders;
    - (2) Specifications describing the required goods;
    - (3) Bid forms and schedules;
    - (4) Any required bond forms;
    - (5) General Contract provisions;
    - (6) The time on or before which bids will be received;
    - (7) Where and with whom bids shall be filed;
    - (8) The date, time, and place where and when bids will be publicly opened;
    - (9) Statement of bidders' exceptions.
  - b. Sealed formal bids shall be received by the Administrator or designee, at time, date, and place designated in the bid documents. Formal bids, timely received, will be publicly opened by the Fire Chief or designee, and the aggregate bid pricing shall be read aloud.
  - c. Any person or entity with whom the Rancho Santa Fe Fire Protection District has contracted to prepare or assist in the preparation of the bid or proposal documents is ineligible to submit a bid or proposal for the provision of the service or goods so specified in the notice inviting bids or proposals.
  - d. Formal bids received after the deadline for receipt of bids shall not be accepted by the Rancho Santa Fe Fire Protection District and shall be returned to the bidder unopened, unless opening is necessary for identification purpose. The Fire Chief or designee shall submit written notification to the bidder whose bid was received after the deadline stating what the deadline was, when the bid was actually received and that the bid is being returned because it was after the deadline.
  - e. If no bids are received or if no bids meet the requirements as specified in the solicitation documents, the Fire Chief or designee may reissue the solicitation using the informal bidding procedures, negotiate a Contract based upon the solicitation without further complying with this Section, or the Rancho Santa Fe Fire Protection District may terminate the procurement.
  - f. If two or more bids are received with the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay or re-advertising for bids, the Fire Chief may exercise sound discretion and accept the bid he or she chooses.
  - g. In considering formal bids for services or goods, the Board of Directors or Fire Chief may waive minor defects or irregularities, provided that the irregularities do not affect the bid amount or give a particular bidder an advantage over others.

- h. All bids shall be deemed rejected if no action is taken on the bids or proposal within ninety days after the bids have been received and opened, unless bidders agree to extend a bid's effective date at the request of the Rancho Santa Fe Fire Protection District.
- i. The Board of Directors or Fire Chief shall be the authority to reject all bids if doing so is in the best interest of the Rancho Santa Fe Fire Protection District.
- j. The Rancho Santa Fe Fire Protection District shall have the authority to require a performance bond in such amount as it finds reasonably necessary to protect the best interest of the Rancho Santa Fe Fire Protection District consistent with applicable law. If the Rancho Santa Fe Fire Protection District requires a performance bond, the amount of the bond shall be described in the notice inviting bids and bid proposal documents.
- k. An invitation for bids that yields only a single bid from a responsive and responsible bidder, the District at its option, will conduct a price and/or cost analysis of the proposal and negotiate the award, or reject the proposal and re-advertise. A price analysis may include comparing current published public sector pricing, price quotations submitted on similar projects to other jurisdictions; past similar procurements indexed by CPI or PPI, or other established or competitive price processes.

**D. Awarding of Contracts.**

- 1. The Award of Contract shall be based upon the best value to the Rancho Santa Fe Fire Protection District or awarded to the lowest Responsive Bid submitted by a Responsible Bidder.
- 2. Any and all bids may be rejected when it is in the Rancho Santa Fe Fire Protection District's best interest to do so.
- 3. No employee or agent shall participate in the selection, award, or administration of a contract if a conflict of interest would be involved. Such a conflict would arise if the employee, officer or agent or member of the immediate family, their partner or an organization which employees are about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.
- 4. Employees or agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of greater than nominal monetary value from the contractors' parties to sub-agreements, or parties receiving benefits of services from the Rancho Santa Fe Fire Protection District.
- 5. Any violations of such standards by employees or agents of the Rancho Santa Fe Fire Protection District shall be subject to disciplinary action.
- 6. Any gifts of whatever value received by the Rancho Santa Fe Fire Protection District will be considered gifts to the organization. Money and gratuities received as

representatives of the Rancho Santa Fe Fire Protection District will adhere to the District's Gratuity and Donations Policy (**A100.06**)

7. All open purchase orders are issued on a periodic basis through the Rancho Santa Fe Fire Protection District administrative office. The open purchase orders shall be valid for the length of time, single purchase limit, and cumulative amount specified on the purchase order.

E. Contract Administration.

1. The Rancho Santa Fe Fire Protection District will maintain a system for contract administration to ensure compliance with terms and conditions of the contract, to ensure adequate and timely payment of all obligations, to ensure that contractors have met the terms and conditions and specifications of the contract and the evaluate the contractor's performance.
2. Procurement records and files for purchases in excess of \$25,000 will include the following:
  - a. Basis for contractor selection;
  - b. Justification for lack of competition when competitive bids or offers are not obtained; and
  - c. Basis for award of contract.

F. General Guidelines.

1. Fire Chief or designee is responsible for managing his/her budgets in accordance with sound management principles.
2. Fire Chief or designee shall assure that purchases are authorized in the budget, and that appropriations are sufficient to acquire the good or service.
3. All purchasers shall strive to obtain the most cost-effective prices for the Rancho Santa Fe Fire Protection District, and shall consider life-cycle costing or other sound practices in acquisition decisions.
4. A minimum of three (3) written price quotes shall be obtained for all materials, supplies and equipment over \$10,000 unless there are fewer than three qualified or interested suppliers, except for purchases made pursuant to an open purchase order or separate agreement. In cases of recurring purchases for similar items, prior price quotes may be used provided they are less than six months old. Thereafter, purchasers shall obtain new quotes.
5. All purchases, except those made from special or recurring bills (e.g. membership renewals, subscription renewals, conference registrations, contract billings, permit fees, inter-local fees and assessments, etc.), shall be made with a purchase order.



6. An open purchase order (open account) of up to \$10,000 may be sent, on a periodic basis, to selected vendors. Receipts shall be obtained whenever any purchase is made from an open purchase order. Receipts from open purchase order purchases shall be turned in to Accounts Payable at the administrative office.
7. No single purchase under an open purchase order may exceed \$3,000 without pre-approval of the Fire Chief or designee.
8. With approval of the Fire Chief or designee, a Cal-card for selected vendors and uses (e.g. discount wholesale clubs like Costco, Home Depot) may be authorized and exempted from completing the purchase order form, provided the receipt for said purchases are submitted to Accounts Payable at the administrative office.
9. With prior approval of the Fire Chief or designee, an employee may personally pay for an approved purchase, and then seek reimbursement through an expense voucher.
10. All invoices received pursuant to this policy shall be approved for payment by the Fire Chief or designee on either the invoice itself or on the purchase order.
11. For major purchases, the Rancho Santa Fe Fire Protection District administrative office shall review the budget line items to which a purchase order is charged. If a question is raised as to the availability of funds or proper account to be charged, the Fire Chief or Designee shall decide.
12. Purchase orders are normally issued for the amount stated. The vendor can only supply goods and services at the cost listed, except for price reductions.

**G. Purchase Order Procedures.**

1. Purchase orders may be obtained by Accounts Payable at the administrative office.
2. Completely fill out a purchase order (P.O.) form (including account information) for all purchases except recurring bills, credit card purchases, or open purchase orders.
  - Vendor name and address
  - Current date
  - Line item account number (also known as a requisition number), taken from the chart of accounts/expense codes.
  - The delivery location
  - The “Free on Board” (F.O.B.) point (either destination or manufacturer.)
  - The quantity ordered a description of the item(s), the unit price, and the sub-total.
  - The applicable sales tax.
  - The amount of estimated shipping cost, if any.

- Send one copy of the completed and approved purchase order form to the vendor, one copy to the Rancho Santa Fe Fire Protection District Accounts Payable at the administrative office.
- 3. Any employee authorized to purchase under an open purchase order shall secure and return a receipt or statement of the purchase to the Rancho Santa Fe Fire Protection District administrative office. The receipt or statement shall include the account number to be charged.
- 4. Invoices are to be sent to Accounts Payable, who will match the invoice against the purchase order and process it. Sign and record the account number to be charged on all invoices received which did not require a purchase order (recurring bills, renewals, etc.). Any unresolved questions regarding fund availability or the account to be charged should be brought to the attention of the Fire Chief or designee.
- 5. The Rancho Santa Fe Fire Protection District administrative assistance, accounts payable, will assure all invoices or vouchers prepared for payment of purchases have been approved, and signed by the appropriate individual.

**H. Emergency Purchases And Repairs**

1. Emergencies are defined as:  
“Situations that endanger lives, property, or the continuation of vital programs and require immediate, on-the-spot purchases of equipment, materials, supplies or services.”
2. Emergency Purchases of Goods and Services.
  - a. The essence of an emergency is time. However, proper procurement planning for anticipated needs is expected. Emergency purchases should be rare and based on completely unforeseeable circumstances. The decision to declare an emergency purchase is the sole responsibility of the Fire Chief or designee.
  - b. The Board of Directors has delegated to the Fire Chief or designee, to make emergency purchases with a full report made to the Board of Directors at the next regular Board of Directors meeting for any emergency purchases over \$25,000.
  - c. The Rancho Santa Fe Fire Protection District is encouraged to use standard informal bid procedures, including obtaining the required number of bids. Documentation is to be retained by the Rancho Santa Fe Fire Protection District for auditing purposes. Bidding for an emergency purchase is done by the Fire Chief or designee who is responsible for awarding the order to the lowest and best bid, considering the emergency conditions. The Fire Chief or Designee will have the responsibility for handling complaints and protests.
  - d. An emergency purchase requires a letter of justification which will become a part of the file. The letter should be signed by the Fire Chief or designee and must:

- State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation;
- State the specific financial or operational damage that will occur if needs are not satisfied immediately (do not just say there will be a loss or some damage); and
- State why the needs were not or could not be anticipated so that items could have been purchased following regular delegated procurement procedures.

e. Required Auditing Documents:

- Copy of signed bid from awarded vendor;
- Estimated dollar amount;
- Beginning and ending date;
- Bid tabulation sheet (if applicable);
- Emergency justification letter documenting the unforeseeable circumstances, which forced the agency into an emergency procurement situation;
- Invoice receipt; and
- Copy of purchase order.

3. Emergency Repairs

- a. The Fire Chief or designee is authorized without prior Board of Director approval to expend the funds necessary to complete emergency repairs so that services are resumed as soon as possible. Prior Board approval shall be obtained whenever practical.

I. Exceptions to Competitive Procurement

1. The following goods, services and classes of procurements are exempt from the competitive procurement requirements of this policy:
2. Cooperative Purchasing: Services and goods that are acquired directly from or in cooperation with another governmental agency, or under a contract awarded by the federal government of the State or another government, or competitively by any governmental agency to a third party, when the price can be determined to be fair and reasonable, and the sales price of the item to be purchased has been obtained through the competitive bidding process conducted within a previous 12-month period, by the other agency.
3. Single/Sole Source: Only one person, firm or manufacturer exists that can provide the needed item or services, and no equivalent person, firm or manufacturer is available that would meet the best interest of the Rancho Santa Fe Fire Protection District such as quality, schedule, standardization/interoperability or continuity of service.

4. Patent/Copy Rights: Competition is precluded because of the existence of patent rights, copyrights, secret processes, control of the basic raw material(s) or similar circumstances, and there is no equivalent item or service.
5. Absolute Compatibility:
  - a. The procurement is for replacement parts or components for equipment, and no information or data is available to ensure that the parts or components obtained from another supplier will perform the same function in the equipment as the part or component to be replaced:
  - b. The procurement is for replacement parts or components for equipment, and the replacement parts or components would compromise the safety or reliability of the product or personnel, or would avoid or invalidate a manufacturer's warranty or guarantee; or
  - c. The procurement is for upgrades, enhancements or additions to hardware or for enhancements or additions to software, and no information and data is available to ensure that equipment or software from different manufacturers or developers will be as compatible as equipment or software from the original manufacturer(s) or developer(s).
6. Emergency purchases or repairs pursuant of this policy (Reference Item III-H)
7. Utility Services: Such as water, sewer, natural gas, electricity, cable, telephone (landline and cellular) and internet.
8. Professional or Special Services deemed by the Fire Chief or designee to be in the best interest of the Fire District.
9. Miscellaneous:
  - a. Advertising.
  - b. Insurance and bond premiums.
  - c. Credit card purchases of gasoline, oil or emergency automotive needs.
  - d. Real property purchases and related title and escrow fee.
  - e. Transportation and freight charges for shipment of goods.
  - f. Payroll related activities or transactions.
  - g. Membership dues, conventions, training, travel arrangements, including hotel, car rental and airfare.

**DEFINITIONS OF COMMON PURCHASING TERMS**

*Acknowledgment* – A form used by a vendor to inform a purchaser that his order has been received. It generally implies vendor’s acceptance.

*Act of God* – Any accident of a physical cause which is irresistible, such as a hurricane, flood, or lightning; in no way connected with negligence; and beyond the control of, or avoidance by, human power.

*Addendum* – A formal document, issued by Purchasing, which changes specifications or bid terms and conditions prior to the time of bid opening.

*Agency* – A relationship between two parties such that one is authorized to perform or transact certain business for the other.

*Amendment* – Formal notification to contract parties of changes in price, terms, or conditions of a contract previously executed.

*As Is* – An expression signifying that goods offered for sale are without warranty or guarantee. The purchaser has no recourse on the vendor for the quality or condition of the goods.

*Assignment* – Transference of some property right or title to another party.

*Authorized Deviation* – Permission given to a vendor authorizing production or delivery of items within stated limits other than those specified originally.

*Backdoor Selling* – The action of a salesperson who bypasses the Purchasing Division and visits the division that uses his product.

*Back Order* – The undelivered part of an order which the vendor reenters for shipment at a later date.

*Bid* –

- (1) A price offer, usually in competition with other vendors, in response to an Invitation to Bid.
- (2) A price offer made at public auction.

*Bill of Sale* – A written agreement transferring ownership of a property from one party to another.

*Buyer’s Market* – A market condition favorable to purchasers which exists when the forces of supply and demand keep prices at a relatively low level.

*Cartage* – A charge for local hauling.

*Caveat Emptor* – “Let the Buyer Beware”: The sale is at the purchaser’s risk.

*Certified Check* – A check endorsed by a bank, guaranteeing its payment.

*Change Order* – A purchasing document used to modify or add to a purchase order.

*Competitive Bidding* – The offer made by individuals or firms competing for a contract, privilege, or right to supply specified services or merchandise.

*Confirming Order* – A purchase order listing the goods or services and terms of an order originally placed orally.

*Contract* – An oral or written legally binding mutual agreement between two competent parties. An accepted purchase order becomes a contract.

*Contractor* –

- (1) Any one of the parties to a contract,
- (2) One who contracts to perform work or furnish materials in accordance with a contract.

*Delivery* – The transfer of possession. In shipping, it occurs when the carrier submits the bill of lading or title to the goods to the recipient.

*Delivery Schedule* – The agreed time or rate of future deliveries of purchased goods or services.

*Depreciation* – Decrease in value of a capital asset because of use, deterioration, inadequacy, or obsolescence.

*Destination* – The place to which a shipment is consigned.

*Direct Delivery (Drop Shipment)* – The consignment of goods directly from the supplier to the Purchaser. Often used where there is a third party acting as intermediary agent.

*Discount* – An amount deducted from the selling price by the vendor. It is generally applied when a purchaser meets a stipulation that reduces the cost of the goods.

*Distributor* – A purchaser who acquires goods for resale to a wholesaler, retailer, or ultimate consumer.

*Emergency Order* – The purchase of materials or services urgently needed to get rush jobs moving.

*En Route* – On or along the way.

*Equipment* – Personal property of durable nature, which retains its identity throughout its useful life.

*Escalation* – The amount of adjustment allowed in contract price if specified contingencies such as an increase in vendor's costs take place.

*Expedite* – “Follow up.” Tracing the status of an order to ensure that goods are delivered in accordance with contract terms.

*Express Warranty* – Vendor’s representations concerning the nature and use of goods, which the vendor intends the buyer to rely on.

*Firm Bid* – A definite price proposal as differentiated from an “estimated” bid.

*Follow Up* – See “Expedite”.

*Formal Bids* – Purchases with an estimated value of \$25,000 or greater which require publicly opened sealed bids after advertising in the newspaper.

*Free On Board (F.O.B.)* – Indicates a type of business transaction in which the vendor of goods is responsible for all expenses incidental to delivery of goods to the purchaser at a particular place designated.

*Inspection* – Examination and testing of supplies, including raw materials, components, intermediate assemblies and send items to determine whether they conform to contract requirements.

*Inventory* – A stock of goods or an itemized list of a stock of goods on hand at a particular time.

*Invitation to Bid* – A request made by a purchaser to prospective vendors for their competitive price quotations on goods or services.

*Invoice* – A bill sent to the purchaser for payment. It shows quantity, price, and the nature of goods or services or services delivered.

*Invoice Discrepancy* – Price, terms, or conditions on an invoice which differ from those stated at the time of order placement and/or vendor acknowledgement.

*Jobber* – A dealer who purchases goods or commodities from manufacturers or importers for resale to retailers.

*Knocked Down* – The term means that the article described is delivered unassembled.

*Lead Time* – The period of time between the date of ordering to the date of delivery that the purchaser must reasonable grant the vendor to prepare goods for shipment.

*Lease* – A contract conveying from one person to another real estate or personal property for a period of time in return for compensation such as a specified rent.

*Liquidated Damages* – A sum agreed upon between the parties to a contract as damages for breach of contract, to be paid by the breaching party.

*List Price* – The price published in a catalogue or other means of publication.

*Lump Sum* – The price agreed upon between vendor and purchaser for a group of items. The items are not broken down by individual value.

*Manufacturer* – One who produces or assembles items from less complex goods (raw materials or components).

*Mill Run* – An order for sufficient quantity of raw material to warrant a special run by the producer.

*Negligence* – Under a legal duty the doing or omission of some act with a reasonable, prudent person would not have done or omitted under the circumstances.

*Negotiation* – In purchasing, the process of arriving at an agreement on the essentials of a purchase contract between the purchaser and the seller—through discussion.

*Packing List* – A detailed document which itemizes the content of a particular package or shipment.

*Penalty Clause* – A clause in a contract which specifies the amount of money a contractor must pay if he defaults on the terms of his contract.

*Point of Origin* – The depot where a shipment is received by a carrier from the shipper.

*Prepaid Transportation* – Charges have been or are to be paid at the point of shipment.

*Prequalification* – The establishment of products suitable for use prior to competitive bidding.

*Progress Payments* – Payments agreed upon in connection with purchase transactions which require periodic payments before delivery for certain stated amounts. The entire purchase price may be due in advance of delivery, or partially in advance and partially after delivery. Progress payments are generally required in contracts for building construction and often for specially designed machinery and equipment.

*Proprietary Article* – An article made and marketed by a patentee.

*Purchase Order* – A purchaser's formal written offer to a vendor containing all terms and conditions of a proposed transaction.

*Purchase Requisition* – A formal request made to Purchasing to procure goods or services from vendors.

*Purchasing* – Buying materials and services of the right quality, in the right quantity, at the right price, from the right source, and for delivery at the right time.

*Quantity Discount* – Reduction in the unit price offered for large contracts.

*Quotation* – A statement of price, terms of sale, and description of goods or services offered by a vendor to a prospective purchaser; a bid.



*Responsible Bidder* – A person or firm having the capability in all respects to perform the contract requirements.

*Responsive Bidder* – A person or firm who has submitted a bid conforming to all terms, conditions, and requirements of the Invitation to Bid.

*Retention* – The withholding of a part of the purchase payment due until the purchase has been finally accepted as fully meeting specifications. The amount retained as well as the period of retention is stated in the contract agreement.

*Salvage Property* – That has some value in addition to its value as scrap, but which is no longer useful as a unit in its present condition and whose restoration to usefulness as a unit is economically not feasible.

*Seller's Market* – A market condition favorable to vendors which exists when the forces of supply and demand keep prices at a relatively high level.

*Specification* – A comprehensive and accurate statement of the technical requirements descriptive of a good or a service, and of the procedure to be followed to ascertain if the requirements are met.

*Subcontractor* – A party contracting with a prime contractor to perform all or any part of the latter's contract.

*Terms of Payment* – The method of payment agreed upon in a sales contract.

*Trademark* – Exclusive legal symbol used by a supplier to designate his particular goods which may be registered with the U.S. Patent Office.

*Value Intrinsic Worth* – It is determined by the lowest overall cost at which a satisfactory supply of goods or services can be reliably provided.

*Vendor* – The seller of goods or services.

*Volume Discount* – A reduction of price predicated upon the size of an order or upon the total annual volume.

*Warranty* – An undertaking either expressed or implied that a certain fact regarding the subject matter of a contract is as it is or promised to be. Not to be confused with "guarantee" which entails contractual responsibility for the substandard performance or nonperformance of another party.

*Wholesaler* – A purchaser who buys goods for resale

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# STAFF REPORT

NO. 20-08

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**TO:** BOARD OF DIRECTORS  
**FROM:** FRED COX, FIRE CHIEF  
**SUBJECT:** POSITION DESCRIPTION – MANAGER, FINANCE &  
ADMINISTRATION  
**DATE:** MAY 14, 2020

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## RECOMMENDATION:

Staff recommends that the Board of Directors ratify the *Manager, Finance & Administration* position description and accompanying salary range of \$102,220 - \$130,332.

## STAFF ANALYSIS:

Staff recommends consolidating the administrative of functions of the District (finance and human resources) under one administrative management position. The change will result in better organizational oversight and control of District processes.

Staff understands that this position may need future support. This may evolve as one or a combination of the following; continuation with outside financial oversight, distributing the workload within the existing workforce, or hiring a future part-time position to assist in the desired functions as needed by the new Manager, Finance and Administration.

### Funding:

The funding for this full-time position will be included in the FY21 Budget.

### Attachment(s):

1. Position Description – *Manager, Finance & Administration*

Rancho Santa Fe Fire Protection District  
MANAGER, FINANCE & ADMINISTRATIVE SERVICES

**CLASSIFICATION DEFINITION**

To oversee, coordinate and direct the Fire District’s financial, accounting and record keeping operations and activities; to oversee the Fire District’s human resources functions including recruitment, compensation, benefits, payroll and related program areas; to serve as the Board Clerk/Secretary to the Board of Directors if required; and to provide administrative support to the Fire Chief.

**CLASSIFICATION CHARACTERISTICS**

The Finance and Administration Manager will be responsible to lead a team of professionals to complete a range of administrative duties within the areas of finance and human resource. The incumbent shall have exceptional leadership and time, task, and resource management skills. The incumbent must have “hands on” capability in administrative processes and possess excellent communication and organizational skills.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Fire Chief, or when acting as Board Clerk/Secretary of the Board, from the Board of Directors. Exercises direct supervision over clerical staff, consultants and/or vendors in assigned areas of responsibility.

**ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Plans, organizes, and directs all activities of the Fire Districts Administrative section, including budgeting, financial reporting, payroll, office automation and information systems, contract management, personnel management, evaluating subordinate personnel and general human resource needs.
2. Responsible for management of Fire District financial and accounting operations, which may include general accounting, financial reporting, revenue and investment.
3. Participate in the development and implementation of Fire District goals, strategies, objectives, policies and procedures for assigned areas of responsibility; administer policies and procedures.
4. Review and analyze payment and general accounting transactions including accounts payable, accounts receivable, payroll, cash receipts and disbursements, budget adjustment, chart of account changes and related financial areas; research and resolve accounting issues.
5. Work with assigned staff to reconcile and balance financial transactions to the general ledger; ensure the Fire District’s general ledger is well maintained based on generally accepted governmental accounting principles; develop and maintain charts of accounts and other supporting records for financial transactions.

6. Prepare periodic and annual reports including monthly statements, annual finance reports, budget reports and related documents; assist independent auditors conducting the Fire Districts annual audit.
7. Develop and oversee budgets; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
8. Assist in development of the Fire District's annual budget; coordinate budget documentation requirements with District staff; compile budgets and supporting schedules; develop systems to monitor and track District budget expenditures; prepare budget reports.
9. Manage/oversee the Fire District's human resources program areas which may include recruitment, compensation, classification and employee benefits administration; coordinate human resources and payroll operations with agency staff, consultants and/or vendors as may be necessary to ensure adherence to District and mandated rules, regulations, policies and procedures.
10. May serve as Board Clerk/Secretary to the Board of Directors; coordinate the preparation of Board meeting agendas and meeting schedules; attend meetings; prepare and distribute meeting minutes.
11. Provide professional level support in administrative projects; research, compile and analyze data; recommend changes or solutions; prepare written and oral reports as required.
12. Select, train, motivate and evaluate any assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
13. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services and activities of finance and general accounting programs to include Microsoft Dynamics (Great Plains).
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications (Microsoft).
- Principles and practices of finance and general accounting services including debit, credit, journal entries and general ledger operations. Generally accepted record keeping, reporting and accounting principles.
- General payroll administration
- Principles and practices of budget preparation and control.
- Methods and techniques of conducting audits.
- Operations, services and activities of a human resources management program.
- Principles and practices of human resources administration including recruitment, selection, compensation and benefits.
- Rules and regulations governing the conduct of public agency Board and committee meetings.

- Rules, regulations, policies and procedures governing public agency purchasing programs. Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

- Supervise, direct, coordinate and evaluate the work of lower level staff.
- Direct and oversee District accounting and financial analysis programs.
- Interpret and explain District policies and procedures in assigned program areas.
- Ensure District-wide compliance with mandated rules, regulations, policies and procedures in assigned program areas.
- Provide recommendations on District accounting policies and procedures.
- Serve as Board Clerk/Secretary to the District Board of Directors if directed.
- Oversee, direct and coordinate human resources programs and activities.
- Maintain accurate and current files and records in assigned program areas.
- Research, evaluate and compile data for studies and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Bachelor’s degree from an accredited college or university is desirable; or major course work in finance, accounting, business administration or related field.

**Experience:**

Eight (8) years of increasingly responsible technical, administrative, or analytical experience in a public agency/special district or any combination of experience and training that would likely provide the required knowledge and abilities to operate within a public agency/special district.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

*Mobility:* Incumbents require sufficient mobility to work in an office setting and operate office equipment. Frequent standing, sitting, bending and stooping, twisting of waist, side-to-side turning of

neck, fine finger dexterity to operate keyboards and writing materials. May carry materials weighing up to 20 pounds.

*Vision:* Vision sufficient to read small print, numerical figures, financial transactions, computer screens and other printed documents.

*Environment:* Normal office setting.

**BACKGROUND INVESTIGATION**

Prior to appointment, candidates will be subject to comprehensive background investigation. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recent.

**PROBATIONARY PERIOD AND CLASS HISTORY**

Incumbents appointed to positions in this classification shall serve a probationary period of 12 months.

**DISASTER SERVICE WORKER**

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

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# STAFF REPORT

NO. 20-09

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**TO:** BOARD OF DIRECTORS  
**FROM:** FRED COX, FIRE CHIEF  
**SUBJECT:** DISPOSITION OF SURPLUS PROPERTY  
**DATE:** MAY 14, 2020

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## RECOMMENDATION

In consideration of the public good, staff recommends the District offer the below identified equipment to another public agency at/or below the identified cash trade-in value before accepting such offer from a private vendor.

## BACKGROUND

As part of the District's five year fire mitigation capital expenditure plan, the current HP T1200 HD scanner/printer is scheduled for replacement. Quotations are currently being received from vendors with 85% of cost to be funded from fire mitigation fees.

As part of the quote, it was requested the vendor offer a trade-in value for the old printer/scanner. The trade-in value was given at \$500.

Staff believed that there may be other public agencies in North San Diego County that will greatly benefit from such equipment; and in return may provide identifiable secondary benefits to other public agencies within North San Diego County.

In addition, the equipment originally depreciated over a seven year period has not been fully depreciated. The equipment is approximately 6 ½ years old, therefore the remainder will be fully expensed in the FY20 budget. The remainder amount is \$3,017.37 vs. \$2,586.32.

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# STAFF REPORT

NO. 20-10

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**TO:** BOARD OF DIRECTORS  
FRED COX, FIRE CHIEF

**FROM:** KARLENA RANNALS, ADMINISTRATIVE MANAGER

**SUBJECT:** GANN LIMIT COMPLIANCE

**DATE:** MAY 14, 2020



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Pursuant to Government Code §7901, special districts may annually choose one of the following by a recorded vote of the governing body:

1. Cost of Living:
  - a. the change in California per capita personal income; or
  - b. the percentage change in the jurisdiction's assessed valuation, which is attributable to nonresidential new construction.
  
2. Population:
  - a. the change in population within the county;
  - b. the change in population within the unincorporated area of the county;
  - c. the use of specific formula calculations or estimates, permitted for mixed incorporated/unincorporated areas of special districts and/or special districts serving more than one county; or

Each year special districts should perform necessary calculations to determine if year-end proceeds of taxes subject to the limit have exceeded the limit. Preliminary calculations have been made for all revenue received to determine whether this district complies with the appropriations limits established for the current fiscal year. Preliminary calculations show that the district will comply with the appropriation limit.

The following recommendation is submitted for your consideration and/or action:

1. To select the change in California per capital personal income (3.73%) for the Cost of Living Factor and the change in population within San Diego County average (.59%). (A copy of the State of California Department of Finance Price & Population Data for Local Jurisdictions is attached. *The District population provided by SANDAG is not available at this time.*
  
2. The Board may choose to submit population documentation to State Department of Finance Demographic Research Unit for certification by June 1, 2020. Note: there may be a charge by the State for this option. If this option is selected, the District can modify the Gann Limit after supporting documentation is received from the Department of Finance.



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**STAFF REPORT****NO. 20-11**

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**TO:** BOARD OF DIRECTORS  
FRED COX, FIRE CHIEF

**FROM:** DAVID LIVINGSTONE, BATTALION CHIEF

**SUBJECT:** AUTHORIZATION TO PURCHASE NEW APPARATUS

**DATE:** MAY 14, 2020



The following budget action is requested for approval and/or modification:

Description	FY 22 Capital Plan	Funding Request	Funding Source	Action Requested
Purchase: (1) Type I Fire Apparatus	Proposed 700,000	<b>\$706,665</b>	Capital Replacement	Approve Purchase

**JUSTIFICATION for Funding Request:**

Staff is requesting funding to purchase (1) new Type I Fire Apparatus to replace E266/0311. E266/0311 will be placed into ready reserve status. The reserve engine 261R, (1996 Spartan/Saulsbury) to be sold to the highest bidder.

**RECOMMENDATION:**

Staff recommends authorizing the Fire Chief to enter into a formal contract with Spartan ERV for the purchase of one (1) Type I fire apparatus at a total cost including tax, delivery and document fees, not to exceed \$706,665.

**BACKGROUND:**

To stay on track with the District's vehicle replacement program, staff was directed to start the purchasing process for a new Type I engine with a delivery date of Nov/Dec 2021. Typically this means signing a purchase order to order the engine in October 2020. In discussions with the vendor, a 5% (\$35,333) cost increase is to become effective May 1, 2020. To avoid a price increase, the vendor has agreed to honor April 2020 pricing if a purchase order is executed now, and the vendor will extend the build time to 550 days vs. the standard 390 day time frame to meet the District's needs.

The new engine will be purchased through the Houston-Galveston Area Consortium (HGAC) Buy program and is the same specification as our last engine. The cost increase over the previous engine purchase is consistent with the PPI industry data for Heavy Duty Truck Manufacturers including firefighting vehicles. The engine purchase will be included in the FY 22 budget. There are no upfront charges and the contract price is due in full upon delivery of the new fire apparatus.

The HGAC Buy program contract was approved by the District's legal counsel and counsel will also review the purchase contract before execution.

## RESOLUTION NO. 2020-04

A Resolution of the Board of Directors of the Rancho Santa Fe  
Fire Protection District Determining the 2020/2021  
Appropriations of Tax Proceeds

**WHEREAS**, in November of 1979, the California electorate did adopt Proposition 4, which added Article XIII B of the Constitution to the California Constitution; and

**WHEREAS**, the provisions of that Article establish maximum appropriation limitations commonly called *Gann limits* for public agencies including fire districts; and

**WHEREAS**, the District must establish a Gann limit for the 2020/2021 fiscal year in accordance with the provision of with Article XIII B and applicable statutory law.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Rancho Santa Fe Fire Protection District, that the calculated maximum limit applicable to the 2020/2021 appropriations of tax proceeds is \$28,860,830 in accordance with Article XIII B of the Constitution of the State of California.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on May 20, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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JAMES H ASHCRAFT  
President

ATTEST:

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Karlana Rannals  
Secretary

RANCHO SANTA FE FIRE PROTECTION DISTRICT ARTICLE XIII B  
 APPROPRIATION OF PROCEEDS OF TAX LIMITATION  
 DETERMINATION 2020/2021

*Determination of Permitted Growth Rate in Appropriations 2020/2021, recalculated with Department of Finance Special District Population Estimate for Rancho Santa Fe Fire Protection District*

Per Department of Finance:

Per Capita Personal Income = (3.73%), Converted Factor	1.0373
Population Change = 0.59%, Converted	<u>1.0052</u>
Combined Factor =	1.0434
2019/20 Appropriation Limit	\$27,659,838
2020/21 Appropriation Limit Adjustment Factor	1.0434
2020/21 Appropriation Limit	<u>\$28,860,830</u>

### GANN CALCULATION HISTORY

FY	Population Data (LAFCO)	Cost of Living Change	Cost of Living Ratio (C+100)/100	Population Change	Population Change Ratio (E+100)/100	Appropriations Factor d x f	Gann Limit	Tax Proceeds	Over (Under) Limit
FY88		3.47	1.0347	4.21	1.0421	1.0783	1,905,122		
FY89		4.66	1.0466	3.93	1.0393	1.0877	2,054,219		
FY90		5.19	1.0519	3.15	1.0315	1.0850	2,234,438		
FY91	9,137	4.21	1.0421	5.83	1.0583	1.1029	2,424,443		
FY92	9,137	4.14	1.0414	3.33	1.0333	1.0761	2,673,808		
FY93	9,137	-0.64	0.9936	3.25	1.0325	1.0259	2,877,227	2,429,715	(522,010)
FY94	9,137	2.72	1.0272	2.52	1.0252	1.0531	2,951,725	2,567,734	(540,684)
FY95	9,137	0.71	1.0071	1.42	1.0142	1.0214	3,108,418	2,219,836	(955,105)
FY96	9,137	4.72	1.0472	1.55	1.0155	1.0634	3,174,941	2,397,328	(979,004)
FY97	10,941	4.67	1.0467	19.74	1.1974	1.2533	3,376,332	2,524,441	(1,707,179)
FY98	10,941	4.67	1.0467	1.46	1.0146	1.0620	4,231,620	2,745,541	(1,748,363)
FY99	10,941	4.15	1.0415	2.63	1.0263	1.0689	4,493,904	3,054,021	(1,749,474)
FY00	10,941	4.53	1.0453	2.17	1.0217	1.0680	4,803,495	3,532,699	(1,597,352)
FY01	10,941	4.91	1.0491	2.33	1.0233	1.0735	5,130,051	4,026,469	(1,480,833)
FY02	10,941	7.82	1.0782	3.49	1.0349	1.1158	5,507,302	4,621,457	(1,523,751)
FY03	10,941	-1.27	0.9873	2.78	1.0278	1.0147	6,145,208	5,192,948	(1,042,883)
FY04	11,911	2.31	1.0231	2.24	1.0224	1.0460	6,235,831	5,867,676	(655,112)
FY05	14,440	3.28	1.0328	21.26	1.2126	1.2524	6,522,788	6,726,049	(1,442,917)
FY06	16,186	5.26	1.0526	22.23	1.2223	1.2866	8,168,966	7,587,597	(2,922,537)
FY07	21,884	3.96	1.0396	14.71	1.1471	1.1925	10,510,134	8,491,770	(4,041,829)
FY08	21,041	4.42	1.0442	14.11	1.1411	1.1915	12,533,599	9,501,700	(5,432,542)
FY09	26,859	4.29	1.0429	7.60	1.0760	1.1222	14,934,242	9,855,850	(6,902,765)
FY10	29,668	0.62	1.0062	1.32	1.0132	1.0195	16,758,615	9,664,518	(7,420,586)
FY11	27,751	-2.54	0.9746	1.52	1.0152	0.9894	17,085,104	9,299,241	(7,604,998)
FY12	28,262	2.51	1.0251	0.68	1.0068	1.0321	16,904,239	9,307,896	(8,138,474)
FY13	29,131	3.77	1.0377	2.47	1.0247	1.0633	17,446,370	9,394,638	(9,156,631)
FY14	31,198	5.12	1.0512	4.79	1.0479	1.1016	18,551,269	9,690,766	(10,744,431)
FY15	31,412	-0.23	0.9977	1.80	1.0180	1.0157	20,435,197	10,273,101	(10,482,082)
FY16	32,066	3.82	1.0382	1.69	1.0169	1.0557	20,755,183	10,763,457	(11,148,736)
FY17	32,373	5.37	1.0537	0.73	1.0073	1.0614	21,912,193	11,373,884	(11,883,542)
FY18	34,031	3.69	1.0369	5.08	1.0508	1.0896	23,257,426	11,500,546	(13,840,153)
FY19	34,324	3.67	1.0367	0.86	1.0086	1.0456	25,340,699	12,066,028	(14,430,603)
FY20	34,502	3.85	1.0385	0.52	1.0052	1.0439	26,496,631	12,560,750	(15,099,089)
FY21	34,706	3.73	1.0373	0.59	1.0059	1.0434	27,659,838	12,937,572	(15,923,258)



May 2020

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

### **Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2020, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2020-21. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2020-21 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

### **Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

### **Population Certification**

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2020.**

**Please Note:** The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s/ Keely Martin Bosler

KEELY MARTIN BOSLER  
Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2020-21 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2020-21	3.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2020-21 appropriation limit.

**2020-21:**

Per Capita Cost of Living Change = 3.73 percent  
 Population Change = 0.22 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.73 + 100}{100} = 1.0373$

Population converted to a ratio:  $\frac{0.22 + 100}{100} = 1.0022$

Calculation of factor for FY 2020-21:  $1.0373 \times 1.0022 = 1.0396$

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019**

<b>County City</b>	<b>Percent Change</b>	<b>--- Population Minus Exclusions ---</b>		<b>Total Population</b>
	<b>2019-2020</b>	<b>1-1-19</b>	<b>1-1-20</b>	<b>1-1-2020</b>
San Diego				
Carlsbad	0.73	113,635	114,463	114,463
Chula Vista	0.43	270,736	271,908	272,202
Coronado	-0.45	16,774	16,699	21,381
Del Mar	-0.16	4,275	4,268	4,268
El Cajon	0.28	104,104	104,393	104,393
Encinitas	0.14	62,096	62,183	62,183
Escondido	0.40	152,391	153,008	153,008
Imperial Beach	0.43	27,934	28,055	28,055
La Mesa	0.23	59,827	59,966	59,966
Lemon Grove	0.38	26,426	26,526	26,526
National City	-0.27	57,308	57,153	62,099
Oceanside	0.05	177,242	177,335	177,335
Poway	0.08	49,298	49,338	49,338
San Diego	0.07	1,410,653	1,411,662	1,430,489
San Marcos	0.58	96,651	97,209	97,209
Santee	0.38	57,780	57,999	57,999
Solana Beach	0.38	13,786	13,838	13,838
Vista	0.81	102,098	102,928	102,928
Unincorporated	0.59	465,611	468,381	505,675
County Total	0.27	3,268,625	3,277,312	3,343,355

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Gann Calculation History

	A	B	C	D	E	F	G	H	I	J
1	FY	Population Data (LAFCO)	Cost of Living Change	Cost of Living Ratio (C+100)/100	Population Change	Population Change Ratio (E+100)/100	Appropriations Factor d x f	Gann Limit	Tax Proceeds	Over (Under) Limit
2								1,905,122		
3	FY88		3.47	1.0347	4.21	1.0421	1.0783	2,054,219		
4	FY89		4.66	1.0466	3.93	1.0393	1.0877	2,234,438		
5	FY90		5.19	1.0519	3.15	1.0315	1.0850	2,424,443		
6	FY91	9,137	4.21	1.0421	5.83	1.0583	1.1029	2,673,808		
7	FY92	9,137	4.14	1.0414	3.33	1.0333	1.0761	2,877,227		
8	FY93	9,137	-0.64	0.9936	3.25	1.0325	1.0259	2,951,725	2,429,715	(522,010)
9	FY94	9,137	2.72	1.0272	2.52	1.0252	1.0531	3,108,418	2,567,734	(540,684)
10	FY95	9,137	0.71	1.0071	1.42	1.0142	1.0214	3,174,941	2,219,836	(955,105)
11	FY96	9,137	4.72	1.0472	1.55	1.0155	1.0634	3,376,332	2,397,328	(979,004)
12	FY97	10,941	4.67	1.0467	19.74	1.1974	1.2533	4,231,620	2,524,441	(1,707,179)
13	FY98	10,941	4.67	1.0467	1.46	1.0146	1.0620	4,493,904	2,745,541	(1,748,363)
14	FY99	10,941	4.15	1.0415	2.63	1.0263	1.0689	4,803,495	3,054,021	(1,749,474)
15	FY00	10,941	4.53	1.0453	2.17	1.0217	1.0680	5,130,051	3,532,699	(1,597,352)
16	FY01	10,941	4.91	1.0491	2.33	1.0233	1.0735	5,507,302	4,026,469	(1,480,833)
17	FY02	10,941	7.82	1.0782	3.49	1.0349	1.1158	6,145,208	4,621,457	(1,523,751)
18	FY03	10,941	-1.27	0.9873	2.78	1.0278	1.0147	6,235,831	5,192,948	(1,042,883)
19	FY04	11,911	2.31	1.0231	2.24	1.0224	1.0460	6,522,788	5,867,676	(655,112)
20	FY05	14,440	3.28	1.0328	21.26	1.2126	1.2524	8,168,966	6,726,049	(1,442,917)
21	FY06	16,186	5.26	1.0526	22.23	1.2223	1.2866	10,510,134	7,587,597	(2,922,537)
22	FY07	21,884	3.96	1.0396	14.71	1.1471	1.1925	12,533,599	8,491,770	(4,041,829)
23	FY08	21,041	4.42	1.0442	14.11	1.1411	1.1915	14,934,242	9,501,700	(5,432,542)
24	FY09	26,859	4.29	1.0429	7.60	1.0760	1.1222	16,758,615	9,855,850	(6,902,765)
25	FY10	29,668	0.62	1.0062	1.32	1.0132	1.0195	17,085,104	9,664,518	(7,420,586)
26	FY11	27,751	-2.54	0.9746	1.52	1.0152	0.9894	16,904,239	9,299,241	(7,604,998)
27	FY12	28,262	2.51	1.0251	0.68	1.0068	1.0321	17,446,370	9,307,896	(8,138,474)
28	FY13	29,131	3.77	1.0377	2.47	1.0247	1.0633	18,551,269	9,394,638	(9,156,631)
29	FY14	31,198	5.12	1.0512	4.79	1.0479	1.1016	20,435,197	9,690,766	(10,744,431)
30	FY15	31,412	-0.23	0.9977	1.80	1.0180	1.0157	20,755,183	10,273,101	(10,482,082)
31	FY16	32,066	3.82	1.0382	1.69	1.0169	1.0557	21,912,193	10,763,457	(11,148,736)
32	FY17	32,373	5.37	1.0537	0.73	1.0073	1.0614	23,257,426	11,373,884	(11,883,542)
33	FY18	34,031	3.69	1.0369	5.08	1.0508	1.0896	25,340,699	11,500,546	(13,840,153)
34	FY19	34,324	3.67	1.0367	0.86	1.0086	1.0456	26,496,631	12,066,028	(14,430,603)
35	FY20	34,502	3.85	1.0385	0.52	1.0052	1.0439	27,659,838	12,560,750	(15,099,089)
36	FY21	34,706	3.73	1.0373	0.59	1.0059	1.0434	28,860,830	12,937,572	(15,923,258)
40										
41	Recalculated by DOF - 2010									
42	Recalculated by DOF - 2017									



## RESOLUTION No. 2020-05

### A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for Fiscal Year 2020/2021

**BE IT RESOLVED**, that pursuant to the Rancho Santa Fe Fire Protection District Board of Directors meeting held May 20, 2020 this board has determined that charges for providing fire protection services by the Rancho Santa Fe Fire Protection District for fiscal year 2020/2021 shall appear as a separate item on tax bills and collected at the same time and in the same manner as ordinary county ad valorem taxes and caused to be prepared and filed, written reports describing real property receiving fire protection services.

The amount of charges for each parcel for fiscal year 2020/2021 have been computed in conformity with the procedure set forth in, and charges described by applicable ordinances and resolution of the fire protection district.

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**THEREFORE**, it is hereby determined and ordered as follows:

1. That each and every charge set forth in said report is adopted;
2. That said reports are hereby confirmed;
3. That said reports as confirmed by this board be filed with the Auditor & Controller of the County of San Diego;
4. The cost for fiscal year 2020/2021 shall be \$10.00 per benefit unit.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on May 20, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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JAMES H ASHCRAFT  
President

ATTEST

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Karlana Rannals  
Secretary

STATE OF CALIFORNIA  
COUNTY OF SAN DIEGO

I, KARLENA RANNALS, Secretary, Rancho Santa Fe Fire Protection District, Board of Directors hereby certify that I have compared the foregoing copy with the original resolution adopted by said board at its regular meeting on May 20, 2020, which original resolution is on file in my office; and that same contains a full, true and correct transcript there from and of the whole thereof.

Witness my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2020.



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KARLENA RANNALS  
Secretary

## RESOLUTION No. 2020-06

A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Levies for Special Taxes to be collected on the Tax Roll for Fiscal Year 2020/2021

**WHEREAS**, pursuant to Section 53978 of the Government Code, the Board has determined that a special tax for providing structural fire protection by Rancho Santa Fe Fire Protection District serving the Elfin Forest/Harmony Grove areas shall appear as separate items on the tax bill and shall be collected at the same time and in the same manner as ordinary County ad valorem property taxes are collected; and

**WHEREAS**, the amount of charges for each parcel for fiscal year 2020/2021 have been computed in conformity with the procedure set forth in, and charges described by applicable ordinances, resolution and agreement of the fire protection district.

**THEREFORE, BE IT RESOLVED** and is hereby determined and ordered as follows:

1. That each and every charge set forth in said report is adopted;
2. That said reports are hereby confirmed;
3. That said reports as confirmed by this board be filed with the Auditor & Controller of the County of San Diego;
4. That said assessment shall appear as a separate item on tax bills entitled *RSF Elfin Forest/Harmony Grove Fire Protection Assessment*
5. The cost for fiscal year 2020/2021 shall be \$165.85 per benefit unit, a 2.30% increase;
6. This assessment applies to all applicable parcels in the following tax rate areas:

71001	71056	71057	71058	73224
74008	74023	74044	74046	74118
74130	74173	74226	74227	74228
74232	74233	74999	76031	76032
76033	76168	76209		

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on May 20, 2020 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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JAMES H ASHCRAFT  
President

ATTEST

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Karlana Rannals  
Secretary

STATE OF CALIFORNIA  
COUNTY OF SAN DIEGO

I, KARLENA RANNALS, Secretary, Rancho Santa Fe Fire Protection District, Board of Directors hereby certify that I have compared the foregoing copy with the original resolution adopted by said board at its special meeting on May 20, 2020, which original resolution is on file in my office; and that same contains a full, true and correct transcript there from and of the whole thereof.

Witness my hand this \_\_\_\_ day of \_\_\_\_\_, 2020.



\_\_\_\_\_  
KARLENA RANNALS  
Secretary