



**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

January 19, 2022  
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 [caccavo@rsf-fire.org](mailto:caccavo@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. 1005. 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 office of the Manager, Finance & Administration located at 18027 Calle Ambiente, Suite 101, Rancho Santa Fe, CA during normal business hours. Packet documents are also posted online at [www.rsfire.org](http://www.rsfire.org)



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

January 19, 2022

1. Pledge of Allegiance
2. Roll Call
3. Public Comment
4. 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.

5. Consent Calendar
  - a. Board of Directors Minutes  
 Board of Directors minutes of December 15, 2021  
 Board of Directors minutes of January 14, 2022  
 ACTION REQUESTED: **Approve**
  - b. Receive and File  
 Monthly/Quarterly Reports
    - 1) List of Demands Check 34577 thru 34669, Electronic File Transfers (EFT), and Wire Transfer(s) for the period December 2021 totaling: \$ 400,563.91  
 Wire Transfer(s) period December 2021 \$ 310,509.97  
 Payroll for the period December 2021 \$ 655,295.40  

TOTAL DISTRIBUTION **\$1,366,369.28**
    - 2) Activity Reports – December 2021
      - a. Operations
      - b. Training
      - c. Fire Prevention
 ACTION REQUESTED: **Information**
6. Old Business
  - a. None
7. Resolution/Ordinance
  - a. Resolution No. 2022-02  
 To adopt Resolution No. 2022-02 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing Salaries and Benefits for Management Personnel  
 ACTION REQUESTED: **Adopt**



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

January 19, 2022

- b. Resolution No. 2022-03  
To discuss and/or adopt Resolution No. 2022-03 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2; Section 570.5 [Staff Report 22-01](#)  
ACTION REQUESTED: **Adopt**
  
8. New Business
  - a. Acceptance of Covid Relief Funding  
To discuss and/or authorize the acceptance of a \$1,154,981 award from the California Department of Finance for the financial burden as a result of the Covid pandemic. [Staff Report 22-02](#)  
ACTION REQUESTED: **Authorize accept Covid Relief Funds into the General Fund**
  - b. Sale of Assets  
To discuss and /or authorize the sale of engine #9611 deemed as surplus. – [Staff Report 22-03](#)  
ACTION REQUESTED: **Authorize sale and disposal of surplus engine.**
  
9. Oral Report
  - a. Fire Chief – McQuead
    - i. District Activities
  - b. Operations – Deputy Chief
  - c. Volunteer – Volunteer Recruitment & Retention Coordinator
  - d. Training – Battalion Chief
  - e. Fire Prevention – Fire Marshal
  - f. Manager, Finance & Administration
  - g. Board of Directors
    - i. North County Dispatch JPA – Update
    - ii. County Service Area – 17 – Update
    - iii. Comments
  
10. Closed Session
  - a. PUBLIC EMPLOYMENT  
*With respect to every item of business to be discussed in closed session pursuant to Government Code §54957.6*  
Agency Negotiators: Jim Ashcraft, Randy Malin and assigned Staff  
Represented Employees: Rancho Santa Fe Miscellaneous Employees  
Under Negotiation: Position Re-classification and/or Compensation Resolution
  
11. Adjournment  
The next regular meeting Board of Directors meeting to be February 16, 2022 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

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January 19, 2022

## CERTIFICATION OF POSTING

I certify that on January 15, 2022 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 January 15, 2022

A handwritten signature in blue ink, appearing to read "Alicea Caccavo", is written over a horizontal line.

Alicea Caccavo  
Board Clerk

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes December 15, 2021



*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.*

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:01 pm.

***Pledge of Allegiance***

Retired Administrative Manager, Karlena Rannals, led the assembly in the Pledge of Allegiance.

**Roll Call**

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

Staff Present: Fire Chief Fred Cox; Deputy Chief Dave McQuead; Battalion Chief Luke Bennett; and Manager, Finance & Administration/Board Clerk Alicea Caccavo

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

MOTION BY DIRECTOR HILLGREN, 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, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the consent calendar except for tabling item e. Acceptance of Grant to allow for the presenter to arrive.

a. **Board of Directors Minutes**

- Board of Directors minutes of November 17, 2021

b. **Receive and File**

- Monthly/Quarterly Reports

(1) List of Demands Check 34489 thru 34576, Electronic File Transfers (EFT), and Wire Transfer(s) for the period November 2021 totaling:	\$ 230,067.99
Wire Transfer(s) period November 2021	\$ 71,257.84
Payroll for the period November 2021	<u>\$ 826,137.87</u>
TOTAL DISTRIBUTION	\$ 1,127,463.70

(2) Activity Reports – November 2021

(a) Operations

(b) Training

(c) Fire Prevention

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

c. **Resolution No. 2021-25**

By motion and approval of the Consent Calendar, the Board of Directors adopted Resolution No. 2021-25 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation of a State Of Emergency by Governor Newsom’s Executive Orders N-25-30, Issued March 12, 2020; N-33-20 Issued March 19, 2020, and Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies of Rancho Santa Fe Fire Protection District for the Period December 17, 2021 through January 16, 2021 Pursuant to Brown Act Provisions.

d. **Resolution No. 2021-26 – Fire Chief Fred W. Cox**

By motion and approval of the Consent Calendar, the Board of Directors adopted Resolution 2021-26 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Honoring Fred W. Cox Retiring Fire Chief.

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes December 15, 2021



e. Acceptance of Grant

To accept a grant of \$8,905.00 grant from the Rancho Santa Fe Fire District Foundation for the purchase of one (1) Multi-Force Door (forcible entry door simulator) to be used for training at the District's training facility. Staff Report 21-22

***Tabled to later in the meeting to allow for time for the representative from the Rancho Santa Fe Fire District Foundation to arrive.***

3. Public Comment

*No one requested to speak to the Board.*

4. Public Hearing

a. Ordinance No. 2022-01

Ordinance No. 2022-01 *entitled* An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2019-01.

*President Ashcraft opened the final public hearing. The Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. President closed the public hearing. The Ordinance to take effect February 1, 2022.*

b. Ordinance No. 2022-02

Ordinance No. 2022-02 *entitled* An Ordinance of the Rancho Santa Fe Fire Protection District for Vegetation Management, and Declaring Certain Vegetation, and Certain Waste Matter a Public Nuisance and Providing for the Removal Thereof, and Repealing Ordinance 2019-02

*President Ashcraft opened the final public hearing. The Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. President closed the public hearing.*

c. Ordinance No. 2022-03

Ordinance No. 2022-03 *entitled* An Ordinance of the Rancho Santa Fe Fire Protection District declaring that all parcels of land within the boundaries of the Rancho Santa Fe Fire Protection District are to remain in compliance with any local ordinances, including proof of compliance upon transfer of real property.

*President Ashcraft opened the final public hearing. The Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. President closed the public hearing.*

5. Resolution/Ordinance

a. Ordinance No. 2022-01

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, to ADOPT Ordinance No. 2022-01 *entitled* An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2019-01 on a roll call vote:

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

b. Ordinance No. 2022-02

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, to ADOPT Ordinance No. 2022-02 *entitled* an ordinance of the Rancho Santa Fe Fire Protection District repealing Ordinance No. 2019-02 and enacting Ordinance No. 2022-02 relating to vegetation management, defensible space, and declaring certain vegetation, and certain waste matter a public nuisance, and providing for the removal thereof on a roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

Rancho Santa Fe Fire Protection District  
 Regular Board of Directors Meeting  
 Minutes December 15, 2021



NOES: None  
 ABSTAIN: None  
 ABSENT: None

c. Ordinance No. 2022-03

Chief Cox reported that AB38 is required by the state covering all properties in fire severity zones of which our District has three: medium, high, and very high. Since fire behavior has no boundaries, this ensures that all parcels will meet that standard.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, to ADOPT Ordinance No. 2022-03 *entitled* an ordinance of the Rancho Santa Fe Fire Protection District declaring that all parcels of land within the boundaries of the Rancho Santa Fe Fire Protection District are to remain in compliance with any local ordinances, including proof of compliance upon transfer of real property on a roll call vote:

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

6. Old Business

a. Board of Directors Meeting Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the meeting calendar with the following revised dates:

Regular Meeting Date – 2022	Rescheduled Special Meeting Date – 2022
<b>April 20</b>	<b>April 13</b>
<b>December 21</b>	<b>December 14</b>

7. New Business

a. Appoint Alternate to Public Agency Self Insurance System (PASIS) Board of Directors

Manager Caccavo summarized Staff Report 21-24 provided. The PASIS Bylaws state that the Board of Directors must identify a representative and alternate. The staff report recommends Alicea Caccavo, Manager, Finance & Administration continues as the representative, and Dave McQuead, Fire Chief as the alternate to the Public Agency Self Insurance System (PASIS) Board of Directors. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the staff recommendation to appoint Alicea Caccavo, Manager, Finance & Administration as the representative, and Dave McQuead, Fire Chief as the alternate to the Public Agency Self Insurance System (PASIS) Board of Directors.

b. CalPERS Unfunded Accrued Liability (UAL)

Manager Caccavo reported that currently the District has budgeted \$552,500 for an additional discretionary payment (ADP) and to draw \$447,500 from the General Fund the District would be able to make an ADP of \$1,000,000. Director Malin added that the latest reports from CalPERS do not seem to indicate what will happen until next August and he is in support of a \$1 million ADP.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the staff recommendation to authorize a discretionary additional payment of \$1 million to CalPERS and allocate appropriately to the plans that provide the greatest savings.



Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes December 15, 2021



*Battalion Chief Sherwood entered the meeting at 1:27pm*

8. Oral Report

a. Fire Chief – Cox

• District Activities:

*Chief Cox reported there is a tentative agreement with the Lakes HOA; they are interested in the fixed rate option with an option to buy out each year using the present value; legal counsel Steve Fitch will be drawing up the contract.*

*CalFire finished the south side of the Zumaque fuel project; they will not do the creek crossing due to the rain; the west side will be looked at next year. Chief Cox suggests to work with the County and the conservancy to get the creek crossing addressed.*

*Station 1 remodel is moving along, North Comm is waiting on back ordered furniture and the Patrol moved in. The leases are all executed.*

b. Operations – Deputy Chief

*Chief McQuead reported on the previous months incidents including an Echo Lane fire the day after Thanksgiving.*

*Director Ashcraft requested information on 3G in 2023 that will not work with cell phones for 911 calls; the issue depends on the carrier; information regarding this issue has been added to the website and will be in the editorial section of the Rancho Santa Fe Review.*

*In the Community, the District delivered Santa to the Farms Clubhouse for the Holidays.*

*For the 6<sup>th</sup> year, provide the EMS component for the Keeping it Rural event in Elfin Forest.*

*Fuel moistures are dropping down, no real true Santa Ana winds in San Diego; more rain coming.*

c. Volunteer Recruits

*Chief Sherwood reported that Barkhimer and Cantrell have taken over the program; interviews on December 23<sup>rd</sup> to bring the numbers back up to 10 in the reserve academy; currently at 6 recruits. Looking to do 2 academies per year.*

d. Training – Battalion Chief

*Chief Sherwood reported that there will be testing: Engineer testing in March, Captain testing in April and reserve academy in February. Training with San Marcos involving restringing lines for access.*

e. Fire Prevention – Fire Marshal

*Chief Cox reported that prevention is staying busy; no big projects in the near future.*

f. Administrative Manager/Manager, Finance & Administration

*Manager Caccavo reported that a conditional letter went out to the Fire Service Assistant applicant, moving him into backgrounds.*

*Working on year end items.*

*Retired Manager Rannals reported that she is working on the payroll program which should last 10-15 years. Current payroll system was implemented in 1992.*

g. Board of Directors

- North County Dispatch JPA – *Director Ashcraft reported that the 3G issues and the move in were all that came from the meeting.*
- County Service Area – 17 – *Director Hillgren reported that the next meeting will be in February.*
- Comments –
  - (1) Malin: none
  - (2) Stine: none
  - (3) Tanner: none
  - (4) Hillgren: none
  - (5) Ashcraft: *Rancho Santa Fe Fire District Foundation has been great to our District and how much the District and the Board members appreciates their support.*



Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes December 15, 2021



e. Acceptance of Grant **Tabled from Consent Calendar**

Chief Cox reported that the Foundation previously requested a wish list from staff for items needed, the multi-force door simulator was the first priority. Chief Cox conveyed how impressed he is by the Foundation and all their efforts. Foundation Board Member Twohy explained the history of the Foundation. He also reported that the prop improves firefighter safety and the safety of our community.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, to ACCEPT the grant of \$8,905.00 grant from the Rancho Santa Fe Fire District Foundation for the purchase of one (1) Multi-Force Door (forcible entry door simulator) to be used for training at the District's training facility. Staff Report 21-22

9. Closed Session

CONFERENCE WITH LABOR NEGOTIATORS

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:  
Agency Negotiators: Jim Ashcraft, Randy Malin  
Unrepresented Employees: Fire Chief; Deputy Chief; Battalion Chief (4); Fire Marshal and Manager, Finance & Administration  
Under Negotiation: Successor Compensation Resolution

*All board members listed and Chief Cox, Deputy Chief McQuead and Manager Caccavo attended and participated in this discussion.*

Upon reconvening to open session, President Ashcraft announced that the Board direction given no action taken.

10. Special Presentation (Time Certain – 3:00 pm)

- a. Presentation of Proclamation/Resolution – Fire Chief  
*Director Ashcraft welcomed all in attendance and presented the Proclamation to Fred W. Cox Fire Chief in recognition of his service to the Rancho Santa Fe Fire Protection District and wished him well on all future endeavors.*
- b. Badge Presentation – Fire Chief Presentation of Fire District Badge by the Rancho Santa Fe Fire Protection District Board of Directors will be presented to:
- David McQuead – Fire Chief  
*Director Ashcraft presented the badge and collar brass to newly promoted Fire Chief Dave McQuead. Badge and pinning were done by Chief McQuead's family. Fire Chief McQuead thanked the Board and addressed the staff and the Board with his acceptance speech.*

11. Adjournment

*Meeting adjourned at 4:33pm*

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Alicea Caccavo  
Board Clerk

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James H. Ashcraft  
Board President

Rancho Santa Fe Fire Protection District  
Board of Directors Special Meeting  
Minutes January 14, 2022



*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.*

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:01 pm.

***Pledge of Allegiance***

Director Tanner led the assembly in the Pledge of Allegiance.

**Roll Call**

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

Staff Present via Zoom: Manager, Finance & Administration/Board Clerk Alicea Caccavo

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

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

2. **Public Comment**

*No one requested to speak to the Board.*

3. **Resolution/Ordinance**

a. **Resolution No. 2022-01**

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, to ADOPT Resolution No. 2022-01 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation of a State Of Emergency by Governor Newsom’s Executive Orders N-25-30, Issued March 12, 2020; N-33-20 Issued March 19, 2020, and Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies of Rancho Santa Fe Fire Protection District for the Period January 17, 2021 through February 16, 2022 Pursuant to the Brown Act Provisions on a roll call vote:

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

4. **Adjournment**

*Meeting adjourned at 9:04am*

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Alicea Caccavo  
Board Clerk

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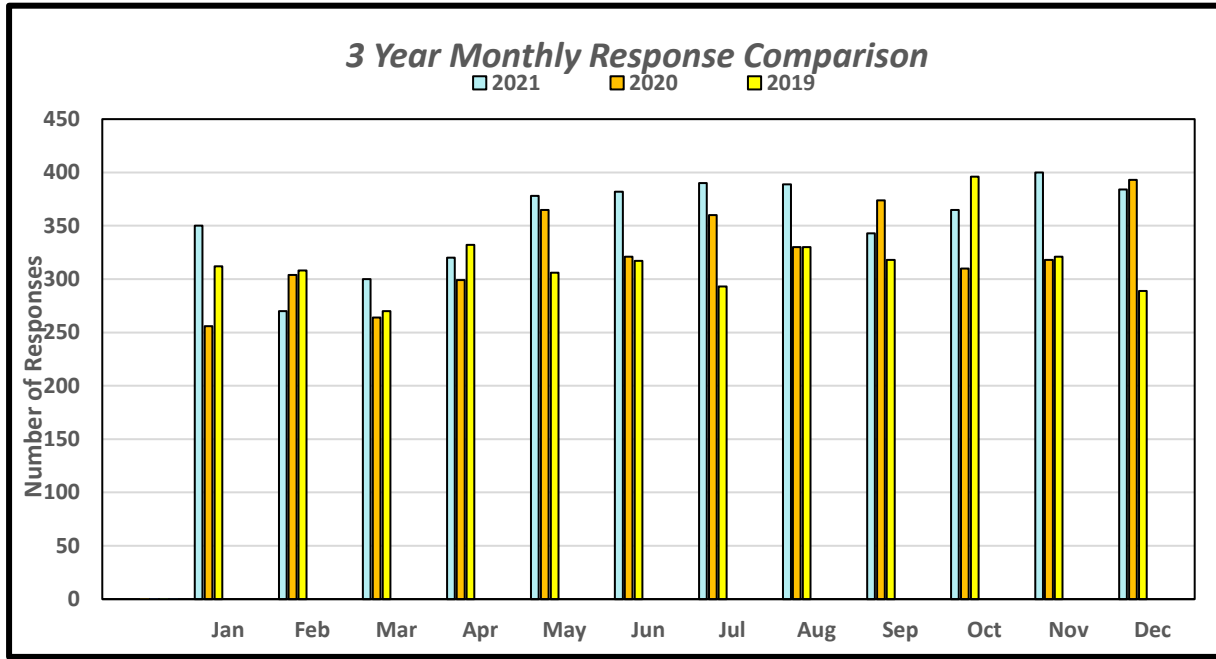
James H. Ashcraft  
Board President

Check No.	Amount	Vendor	Purpose
34577	\$279.23	About Service Inc	Scheduled - ID 1181
34578	\$60.00	AFSS -Southern Division	Association Dues
34579	\$1,140.62	Allstar Water Systems Inc	Building RSF2
34580	\$180.43	AT&T	Telephone RSF1, RSF2, RSF3
34581	\$1,681.50	C.A.P.F.	Disability Ins Short & Long
34582	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
34583	\$468.00	Dependable Alarm Systems Inc	Alarm System Monitoring RSF2
34584	\$1,630.13	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
34585	\$120.86	Dish	Cable RSF6
34586	\$1,311.19	Entenmann-Rovin Co Inc.	Uniforms: Safety Personnel
34587	\$238.88	Golden Telecom Inc	Telephone Repair
34588	\$408.49	Griffin Hardware Co.	Station Maintenance - RSF2; Elec/Gas/Propane RSF2
34589	\$1,924.14	Home Depot, Inc	Apparatus: Equipment, Car Wash, Misc.; Training Equipment/Supplies: Expendable; Fuel: Gasoline & Diesel; Station Maintenance - RSF2, RSF5; Landscape Maintenance Supply
34590	\$51.13	Napa Auto Parts Inc	Apparatus: Parts & Supplies
34591	\$2,925.49	North County EVS Inc	Repair - ID 1611, ID 1162 WT; Scheduled - ID 1162 WT
34592	\$3,000.00	Pun Group	Accounting-Audit Services
34593	\$32.00	Rancho Santa Fe Fire Protection Dist	Background Investigation
34594	\$50.00	RSF Security Inc	Alarm System Monitoring RSF5
34595	\$4,826.19	SC Commercial LLC	Fuel: Gasoline & Diesel
34596	\$485.75	Sound Image Inc	Radio (Base) Repair
34598	\$506.00	Terminix International	Building RSF1, RSF2, RSF3, RSF4, RSF5, ADMIN
34599	\$6,341.00	U S Bank Corporate Payment System	Cal-Card./IMPAC program
34600	\$1,915.09	Verizon Wireless	CSA-17 Contract; Cellular - Telephone
34601	\$2,070.41	Waste Management Inc	Trash RSF1, RSF2, RSF3, RSF4; RSF Assn - Patrol; NCDJPAREbill
34602	\$116.73	Willis, Erwin L.	Computer Equipment/Parts; Computer Cabling
34603	\$17,757.53	ZOLL Medical Corporation	CSA-17 Contract
34604	\$128.20	Airgas Inc	Safety: Breathing Air
34605	\$2,271.91	American Medical Response Inc	CSA-17 Contract
34606	\$195.00	American Radio	Radio (Mobile Repair)
34607	\$64.20	AT&T	Telephone RSF6
34608	\$2,023.73	AT&T Calnet 2/3	Telephone RSF1, RSF2, RSF3, RSF4, RSF6, ADMIN
34609	\$110.00	California Society of Municipal Fina	Association Dues
34610	\$568.00	CDW Government Inc.	Computer - License/Software

34611	\$362.99	Charter Communications Holdings, LLC	Cable RSF4; Telephone ADMIN
34612	\$125.00	Cnty of SD Assessor Office	Consulting Services
34613	\$659.89	COR Security Inc	Omnilock Supplies/Repair
34614	\$383.00	County of San Diego, DEH	Permit: County/City
34615	\$3,321.50	County of SD/RCS	CAP Code Paging Service-Monthly Service; 800 MHz Network Admin Fees
34616	\$23,569.24	CPR1 LLC	CSA-17 Contract
34617	\$1,370.68	Duthie Electric Svc Corp	Generator RSF1- Maintenance & Service
34618	\$450.00	Dynamic Communities Inc	Association Dues
34619	\$446.18	EDCO Waste & Recycling Inc	Trash RSF5, RSF6
34620	\$8,500.00	Elite Command Training LLC	Suppression - Regional
34621	\$1,275.00	Fitch Law Firm Inc	Legal Services
34622	\$160.00	Government Finance Officers Associat	Association Dues
34623	\$133.85	Griffin Hardware Co.	Station Maintenance - RSF2
34624	\$3,250.00	Integrity Data	Computer - License/Software
34625	\$21.55	Kamps Propane, Inc.	Elec/Gas/Propane RSF6
34626	\$135.34	Konica Minolta Business Inc	Copier Maintenance Contract
34627	\$4,872.37	LZB Retail, Inc.	Furnishings - General
34628	\$323.25	MGM Plastics, Inc.	Type I Engine 2014
34629	\$2,251.64	Olivenhain Municipal Water District	Water RSF2, RSF3, RSF4, RSF6
34630	\$179.50	Race Telecommunications, Inc	Telephone RSF1
34631	\$634.50	Reyes, Sandra N.	Education/Training Reimbursement
34632	\$314.78	Rincon Del Diablo Municipal Water Di	Water RSF5
34633	\$90.00	RSF Mail Delivery Solutions	Mail Delivery Service
34634	\$712.80	San Diego Union-Tribune, LLC	Advertising
34635	\$577.82	Santa Fe Irrigation District	Water RSF1; NCDJPA Rebill
34636	\$4,568.95	SC Commercial LLC	Fuel: Gasoline & Diesel
34637	\$11,935.77	SDG&E	Elec/Gas/Propane RSF1, RSF2, RSF3, RSF4, RSF5, RSF6, Admin
34638	\$82.00	Terminix International	Building RSF6
34639	\$661.82	ThyssenKrupp Elevator Inc	Elevator Service
34640	\$632.61	TPX	Telephone ADMIN
34641	\$1,165.67	Uniforms Plus	Uniforms: Safety Personnel
34642	\$634.93	United Imaging	Office Supplies
34643	\$23.00	AAA Live Scan	Background Investigation
34644	\$640.00	Accme Janitorial Service Inc	Building ADMIN
34645	\$872.26	Ahlee Backflow Service	Building RSF1
34646	\$223.05	Allstar Water Systems Inc	Building RSF6, ADMIN
34647	\$2,072.46	Complete Office of California Inc	Office Supplies

34648	\$729.73	Cox Communications	Telephone RSF5, Cable RSF5
34649	\$75.00	Day Wireless Systems Inc	Radio (Mobile Repair)
34650	\$369.50	Fire ETC Inc	Uniforms: Safety Personnel
34651	\$5.31	Griffin Hardware Co.	Station Maintenance - RSF2
34652	\$201.40	Napa Auto Parts Inc	Repair - ID 1681
34653	\$51,413.06	NCDJPA	Dispatching
34654	\$180,000.00	Rancho Santa Fe Fire Protection Dist	Interfund Transfer
34655	\$1,696.11	SC Commercial LLC	Fuel: Gasoline & Diesel
34657	\$348.15	Stanley N Parfrey DBA 3 Volt Electri	Building RSF6
34658	\$2,294.48	Uniforms Plus	Uniforms: Safety Personnel
34659	\$383.51	AT&T	Telephone RSF1, RSF 2, RSF3, RSF5
34660	\$101.81	Caccavo, Alicea I.	Admin - Meal/Lodging/Travel; Special Events
34661	\$111.92	Charter Communications Holdings, LLC	Cable - Admin
34662	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
34663	\$2,016.00	D&W Consulting, Inc.	Weed Abatement Software Maint/Storage
34664	\$715.00	Engineered Mechanical Services Inc	Building RSF2
34665	\$888.94	Erik M. & Christina M Bessel DBA Spo	Uniforms: Safety Personnel
34666	\$5,100.36	Guardian Life Insurance Co	Medical Insurance; Med/Dental - Retiree-Former Employees
34667	\$337.50	NCB-North County Beverage Inc	Repair Machines & Office Equipment
34668	\$5,192.47	SC Commercial LLC	Fuel: Gasoline & Diesel
34669	\$160.00	State Fire Training	Permit: Certification
MISC	\$11,168.43	Various	Medical Reimbursement
<b>Subtotal</b>	\$400,563.91		
ACH Transfer	\$228,322.43	CalPERS	CalPERS - November 2021 Retirement
ACH Transfer	\$82,187.54	CalPERS	CalPERS - January 2022 Health
<b>Subtotal</b>	\$310,509.97		
12/15/2021	338,562.43	Payroll	RSFFPD
12/31/2021	316,732.97	Payroll	RSFFPD
<b>Subtotal</b>	\$ 655,295.40		
<b>Total</b>	<b>\$1,366,369.28</b>		

# Rancho Santa Fe Fire Protection District Operations Report December 2021

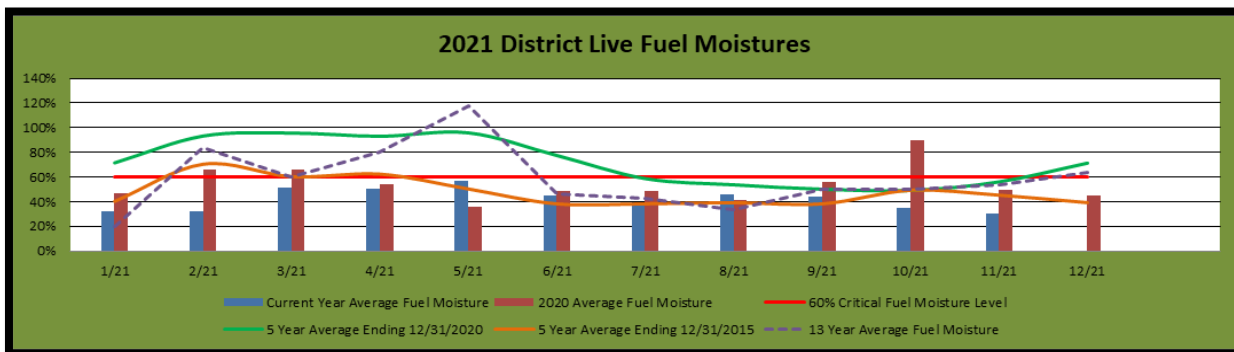


## 3 Year Call Volume Tracker:

Year	Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
		2021	350	270	300	320	378	382	390	389	343	365	400	384
2020	Responses	256	304	264	299	365	321	360	330	374	310	318	393	3,894
	YTD	256	560	824	1123	1488	1809	2169	2499	2873	3183	3501	3894	2.69%
2019	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	

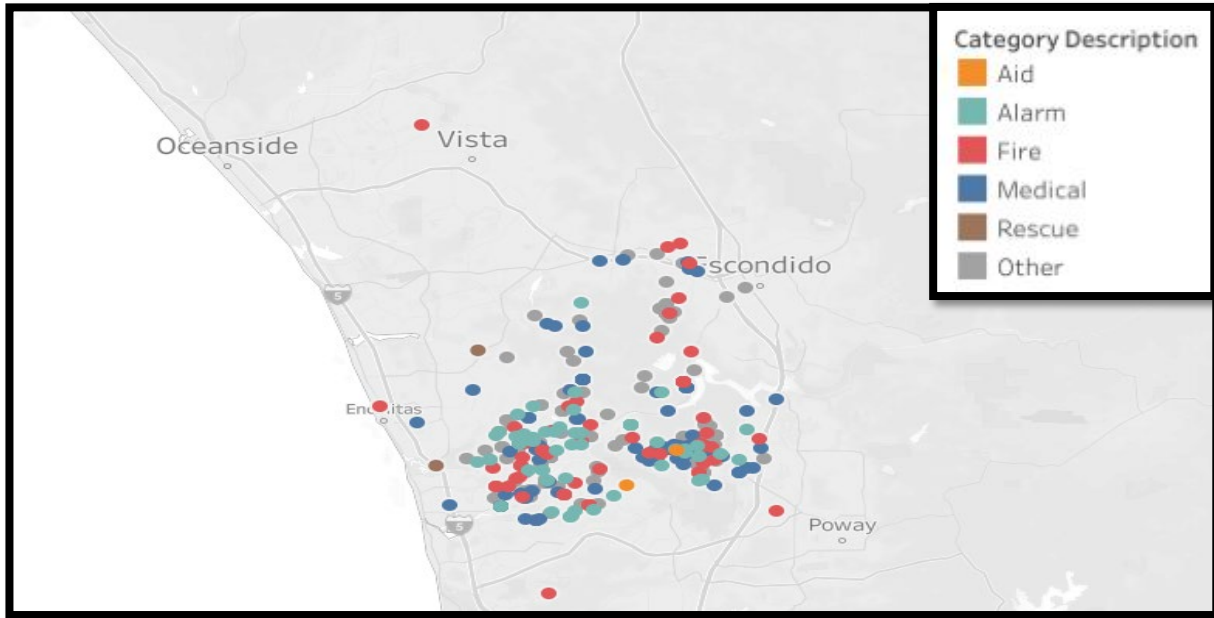
## Monthly Fuel Moisture:

No Fuel Moisture Reading for December 2021



# Rancho Santa Fe Fire Protection District Operations Report December 2021

## Monthly Incident Map

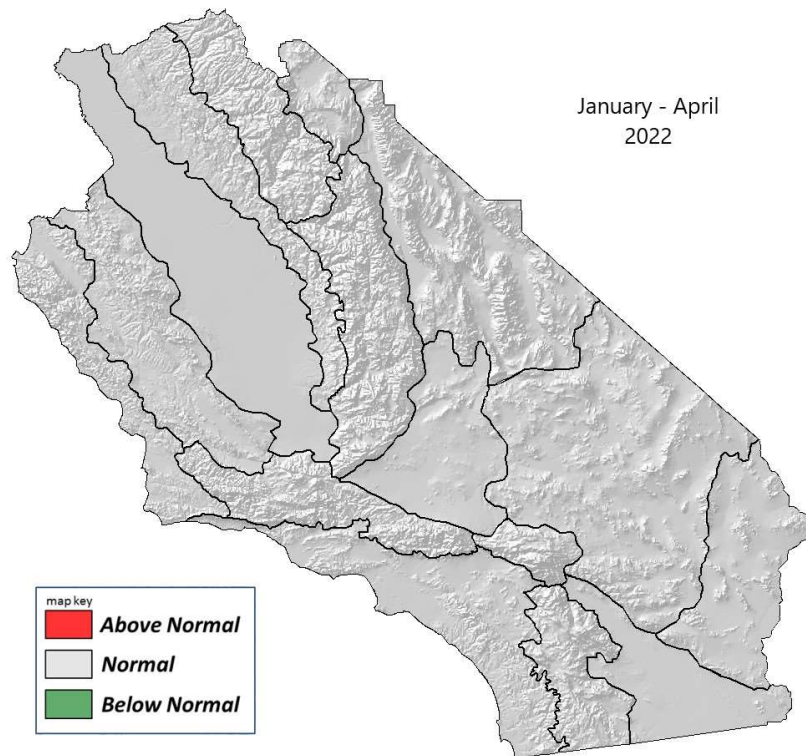


## Significant Incidents:

No significant Incident for December 2021

Date:	Incident:	Units Assigned:





**\*Monthly Images will only be shown when there are changes**

## January 2022 - April 2022 South Ops Highlights

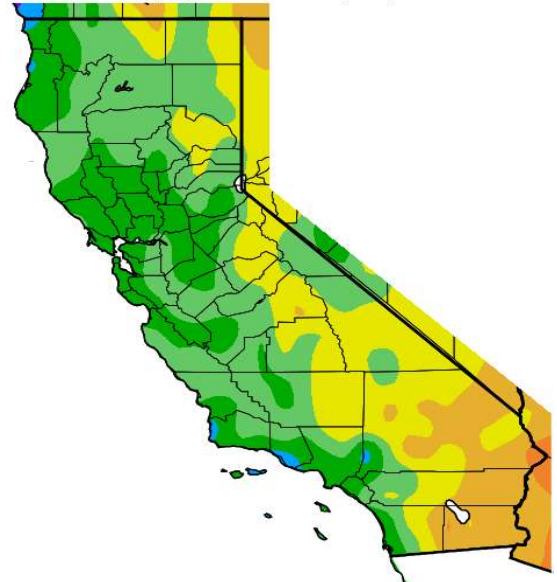
- Temperatures will be below normal through the period.
- Rainfall will be near to a little above normal through the period.
- The amount of Santa Ana wind events will be below normal through the period.



## Weather Discussion

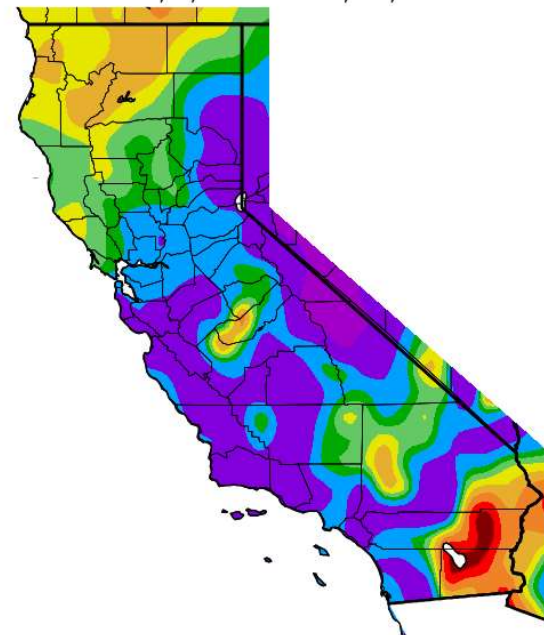
The strong upper-level area of high pressure that resided off the California Coast the last two weeks of November stayed in place through the first week of December bringing well above normal temperatures and dry conditions to Central and Southern California. This area of high pressure moved off to the west and a series of Pacific storms moved inland over California from the Gulf of Alaska during the last three weeks of the month. These Pacific storms were only separated by brief weak areas of high pressure. Temperatures were below normal with the storms and near normal with the weak ridges the last three weeks of the month. For the month, temperatures ended up near to a little below normal across most of the area, except temperatures were a little above normal across the deserts (**Fig 1**). Periods of rain and snow moved across the region the last three weeks of the month. Precipitation was well above normal across most of the region in December, except there was below normal precipitation across some desert locations (**Fig 2**). The snow level was mainly between 7,000 and 8,000 feet, except it dropped to between 3,000 and 5,000 the last week of the month. Winds were light offshore during the first week of the month with the strong upper-level area of high pressure off the coast. Otherwise, winds were mainly from the south to west the rest of the month. Just ahead of and with the troughs, there were strong south to west winds over the wind prone mountain and desert areas. There was one weak Santa Ana wind event this month which occurred December 17-18.

Av. Max. Temperature dep from Ave (deg F)  
12/1/2021 – 12/29/2021



**Fig 1: December 1st - December 29th Temperature (% of Ave.)**

Percent of Average Precipitation (%)  
12/1/2021 – 12/29/2021

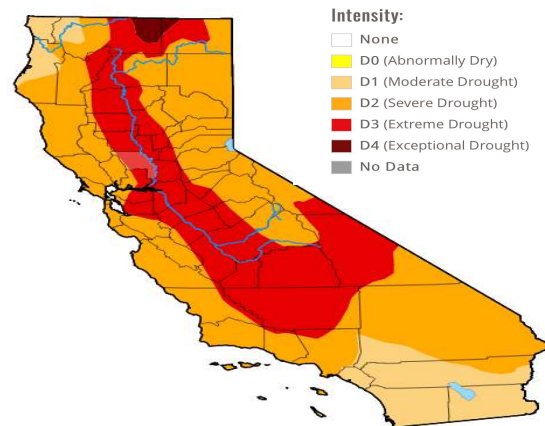


**Fig 2: December 1st - December 29th Precipitation (% of Ave.)**

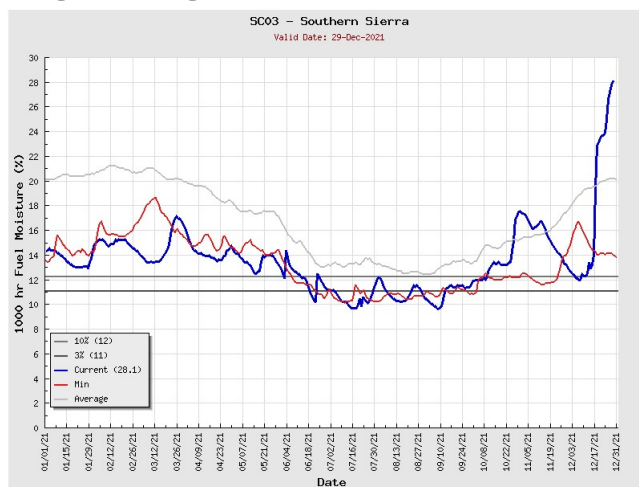


## Fuels Discussion

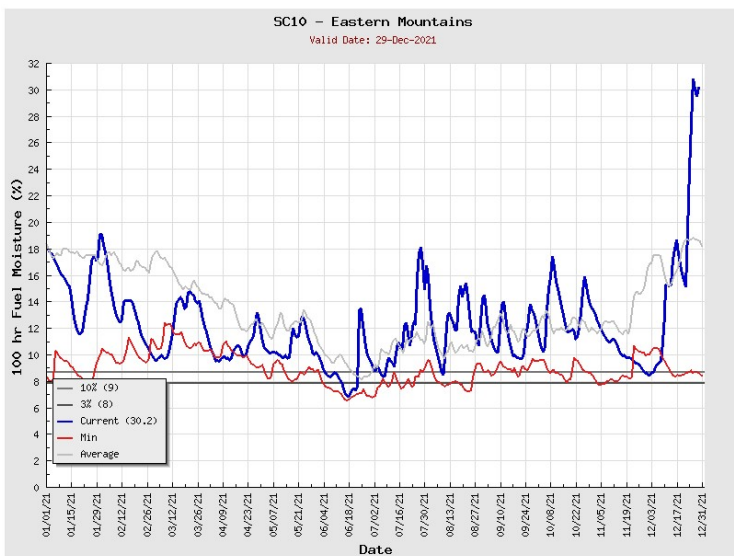
The above normal precipitation this month brought improvement to the drought situation. There is no more exceptional drought across the region. From Los Angeles County northward there is now severe to extreme drought. East and south of Los Angeles County there is moderate drought (**Fig 3**). During the first week of the month, both the 1000-hr and 100-hr dead fuel moisture were at record dry levels and by the end of the month they were well above normal across the entire area (**Figs 4 @ 5**). The live fuel moisture has increased to near normal and is now mainly between 70% and 90% (**Fig 6**).



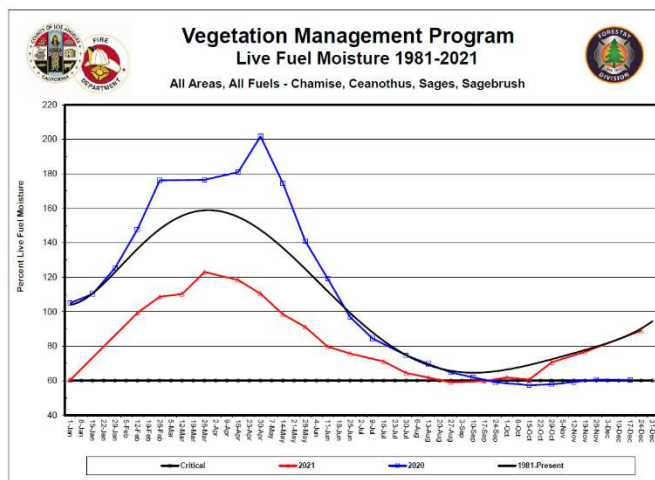
**Fig 3: Drought Monitor December 30th, 2021**



**Fig 4: Southern Sierra 1000 hr Dead fuel moisture December 29th**



**Fig 5: Eastern Mountains 100 hr Dead fuel moisture December 29th**

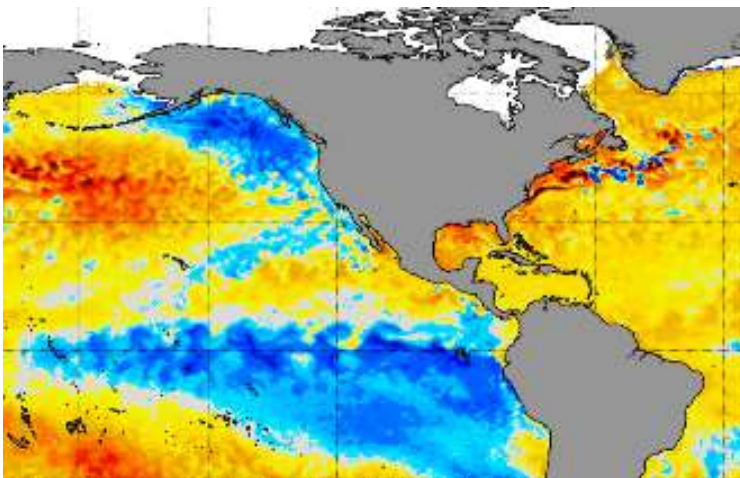


**Fig 6: LA County Live Fuel Moisture December 23rd**

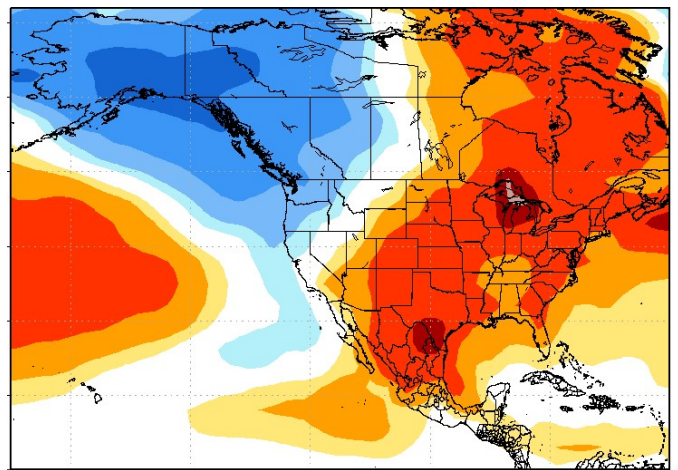


## SOUTH OPS OUTLOOK

Sea Surface temperatures have cooled to a little below normal along the West Coast and sea surface temperatures in the Gulf of Alaska remain well below normal (**Fig 7**). Computer models show that these sea surface temperatures will remain below normal through the spring months (**Fig 8**). This will likely keep the area of high pressure further to the west and allow Pacific troughs from the Gulf of Alaska to keep moving inland into California. The sea surface temperatures in the Equatorial Pacific are well below normal and will continue to be below normal through at least March with only slow warming (**Fig 7**). These sea surface temperatures will approach normal levels in April, but by this point most of the rainy season will be done. Thus, the Pacific troughs are not expected to entrain abundant amounts of sub-tropical moisture. Temperatures will likely remain below normal, and precipitation will likely remain near to a little above normal from January through April. The snow level will likely remain mainly below 5,000 feet in January through April period. The amount of Santa Ana wind events will likely remain below normal through the winter and spring months.



*Fig 7: Sea Surface Temperature Anomaly, December 29<sup>th</sup>, 2021*

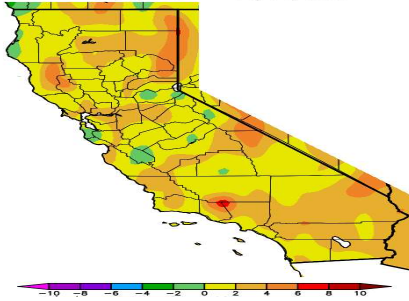


*Fig 8: Forecast Temperature Anomalies for January through April, December 29<sup>th</sup>, 2021*



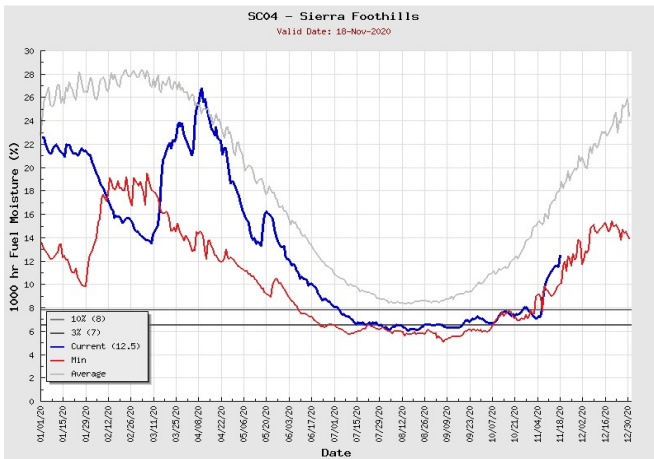
## Select Intel Links used in the forecast

Av. Max. Temperature dep from Ave (deg F)  
11/1/2020 - 11/19/2020



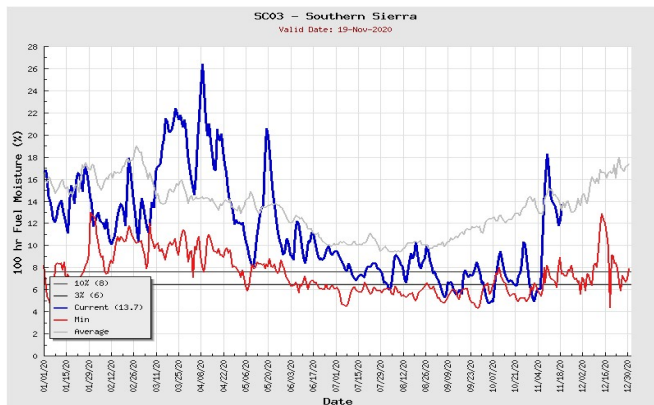
### Climate

- <https://calclim.dri.edu/pages/anommaps.html>



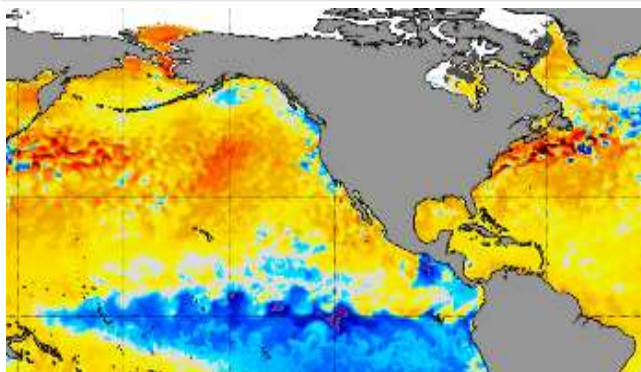
### 1000 hr dead fuel moisture

- [https://gacc.nifc.gov/oscc/fuelsFireDanger\\_Thousand.php](https://gacc.nifc.gov/oscc/fuelsFireDanger_Thousand.php)



### 100 hr dead fuel moisture

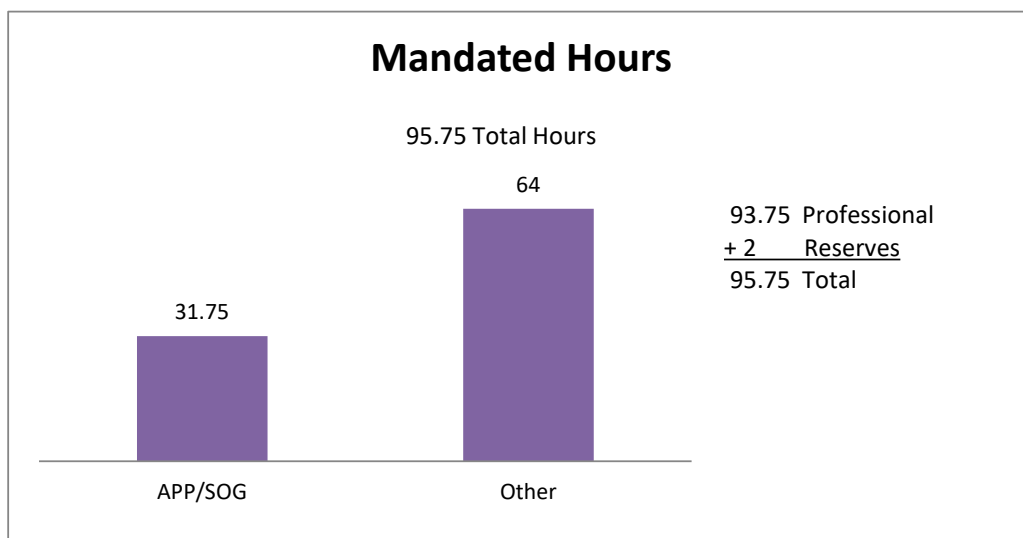
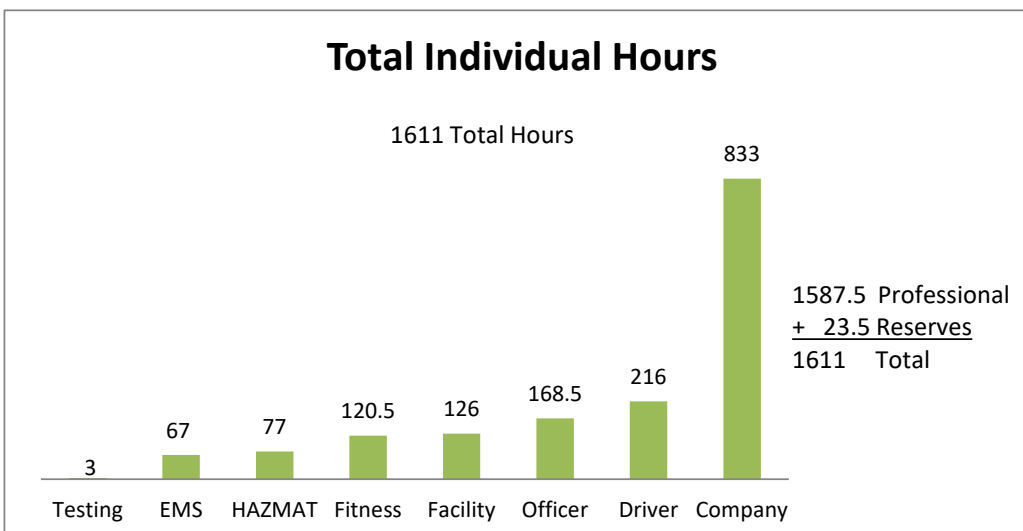
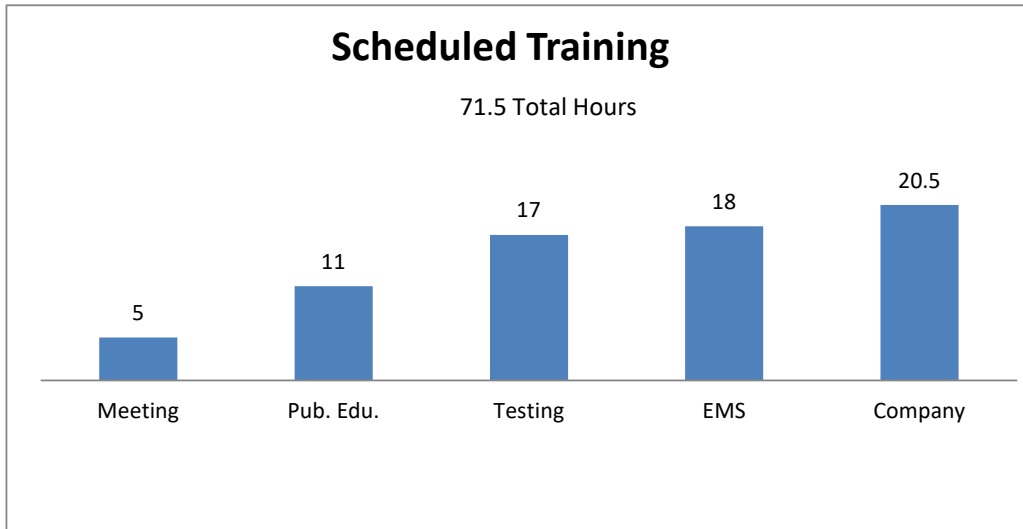
- [https://gacc.nifc.gov/oscc/fuelsFireDanger\\_Hundred.php](https://gacc.nifc.gov/oscc/fuelsFireDanger_Hundred.php)



### Current sea surface temperatures

- <https://www.ospo.noaa.gov/Products/ocean/sst/anomaly/>

**Training Division  
December 2021**



See next page for descriptions.

## 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.		



PLAN REVIEWS					
Plan Type	# of New Reviews	# of Resubmittals	Approved New SQFT (Mit Fees)	SQFT Reviewed (No Mit Fees)	Total SQFT Reviewed
New Residential	17		103406	47821	108814
Residential Additions/Remodels	7	5	905	7853	6692
New Commercial	1	1	2400	0	0
Commercial T.I.	3	0	0	18166	18166
Tents/Special Events	0	0	0	0	0
Rack Storage	0	0	0	0	0
Preliminary	5	3	22696	21153	3444
Fire Suppression Systems	6	1	0	0	0
Alarms	0	0	0	0	0
Landscaping	19	7	0	0	0
Grading/Mylars/Improvement Plans	1	2	0	0	0
Underground	1	0	0	0	0
Hood System	0	0	0	0	0
Tanks	0	0	0	0	0
Cell Sites	1	0	0	0	0
DSS/CCL	0	0	0	0	0
DPLU	2	0	0	0	0
Solar Panels	3	0	0	0	0
High Piled Storage	1	0	0	0	0
High Hazard/Communications/Other	1	0	0	0	0
Spray Booth	0	0	0	0	0
Fire Protection Plans	0	0	0	0	0
Technical Reports	1	0	0	0	0
<b>TOTAL</b>	<b>69</b>	<b>19</b>	<b>129407</b>	<b>94993</b>	<b>137,116</b>

<b>INSPECTIONS</b>	
<b>Inspection Type</b>	<b># of Inspections</b>
Alarms	9
Fire Supression Systems	15
Building Construction	12
Landscaping	7
Tent/Special Event	-
Gates/Knox	2
Site Visit	5
Technical Report/FPP	-
Underground	4
Annual Inspection	2
DSS Licensing	-
Other	4
<b>TOTAL</b>	<b>60</b>

<b>SPECIAL PROJECTS</b>	
<b>Project Type</b>	<b># of Projects</b>
Grants	-
GIS	1
Forms (Updates/New)	-
Project Research	5
Computer Programming/I.T.	-
Emergency Response Support	-
Annual Mailer (Weed Abatement)	-
Board Report Formatting/ Design	-
Other	-
<b>TOTAL</b>	<b>6</b>

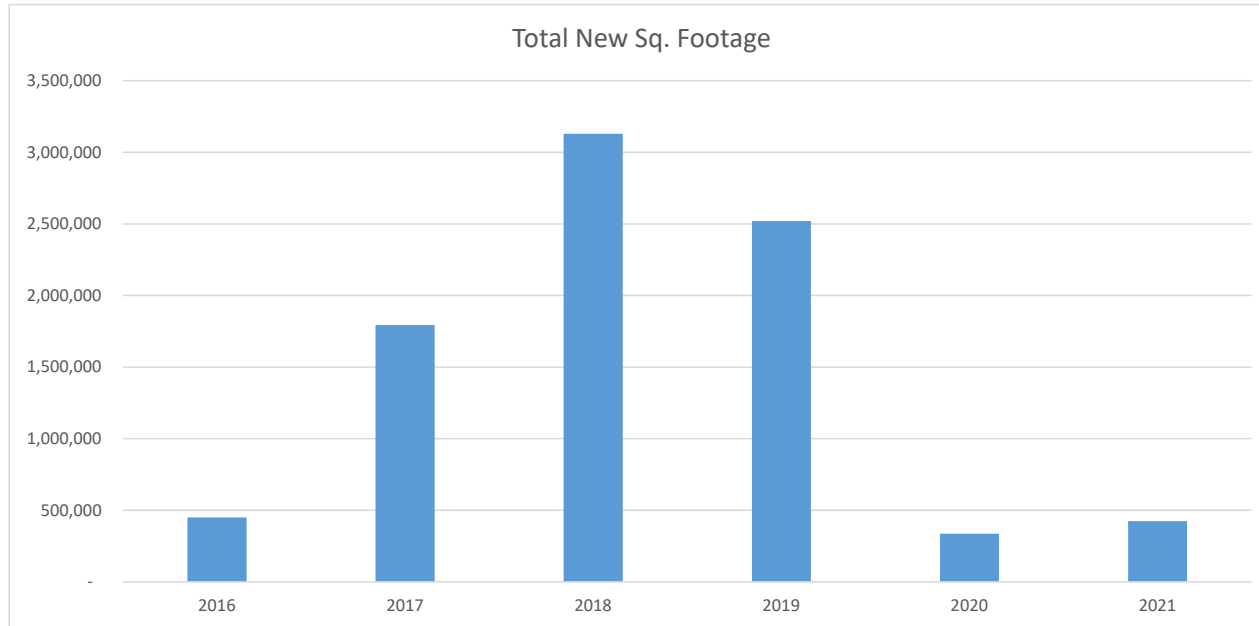
<b>MEETINGS</b>	
<b>Meeting Type</b>	<b># of Meetings</b>
H.O.A	1
Staff	5
Board	-
On-Site Project Meetings	17
In-Office Project Meetings	21
Shift	-
Captain's	-
Weed Abatement	2
County	-
Code Development	-
Support/I.T. Development	-
San Diego County FPO's	5
Community Stakeholder Meetings	1
North Zone	-
Other	14
<b>TOTAL</b>	<b>66</b>

<b>TRAINING/EDUCATION</b>	
<b>Class Name</b>	<b>Dates</b>
<b>TOTAL</b>	

<b>WEED ABATEMENT</b>	
<b>Activity</b>	<b># of Inspections</b>
Weed Abatement Inspection	1
Weed Abatement Reinspection	-
1st Notice	-
Final Notice	-
Posting	-
Notices Printed	-
Abated	3
Forced Abatement	-
<b>TOTAL</b>	

<b>OFFICE SUPPORT</b>	
<b>Activity</b>	<b># Completed</b>
Phone Calls	1,100
Correspondence	3,819
Walk in/Counter	223
Knox Application Request	6
Burn Permits	1
Plans Accepted/Routed	62
Special Projects	-
Scanning Documents/Electronic Files	176
Meetings: Admin/Prevention/Admin Shift	3
Post Office Runs	-
Deposit Runs/Preparations	4
<b>TOTAL</b>	<b>5,394</b>

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



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

Year	Total
2016	450,437
2017	1,793,936
2018	3,128,964
2019	2,519,545
2020	336,899
2021	424,766

**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	38,400	7,290	16,516	15,384	77,848	15,070	22,529	9,740
<b>2021</b>	29,808	23,298	50,000	29,760	7,104	19,361	24,413	1,794	33,357	106,768	99,103	

**Comparison 2019/2020/2021 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	54,651	42,950	47,950	91,532	163,417	127,963	59,192	47,677
<b>2021</b>	90,462	89,135	111,456	98,218	118,557	151,000	203,116	254,055	312,253	137,116	171,023	

## RESOLUTION No. 2022-02

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A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING SALARIES AND BENEFITS FOR MANAGEMENT PERSONNEL

**BE IT RESOLVED** that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the following salary ranges and benefits for management personnel effective January 1, 2022.

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### 1. SALARIES (FLSA Exempt)

1.1 The following salary range for the positions identified is as follows:

Position	Range/Annual Salary	
Fire Chief	\$178,056	\$223,197
Deputy Chief	<del>\$ 175,876</del>	<del>\$ 201,360</del>
Battalion Chief	<del>\$ 134,175</del>	<del>\$ 164,370</del>
Fire Marshal	\$117,099	<del>\$ 153,780</del>
Manager, Finance & Administration	\$105,287	<del>\$ 138,268</del>

- Deleted: 152,537
- Deleted: 194,485
- Deleted: ¶
- Deleted: 124,737
- Deleted: 159,097
- Deleted: 149,301
- Deleted: 134,241

### 2. RETIREMENT

2.1 Retirement (Safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 3% @ 50 plan for all safety employees hired before March 31, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:

- a. One-Year Final Compensation
- b. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.2 All safety employees enrolled in the CalPERS 3% @ 50 plan, the employee will contribute 100% of the employee's contribution for all reportable wages, plus an additional 2% employee contribution applied towards the District's UAL. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.

Deleted: <#>Stipend: By separate check, a \$5,000 stipend, less applicable state and federal withholdings, will be paid to the Fire Chief represented within this resolution. This one-time stipend is not reportable compensation to CalPERS.¶

2.3 All safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (PERS) 3% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:

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a. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.4 All safety employees enrolled in the PERS 3% @ 55 plan, the employee will contribute 100% of the employee's contribution for all reportable wages, plus an additional 2% employee contribution applied towards the District's UAL. The employee will contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth Level.

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2.5 Employee contributions for employees entering membership on or after January 1, 2013 and subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.

2.6 The District agrees to report member contributions as taxed deferred for all employees enrolled in the CalPERS plans.

2.7 Retirement (Non-safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 2.7% @ 55 plan for all employees hired before April 1, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:

a. One-Year Final Compensation

b. 1959 Survivor Benefit - Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.8 All non-safety employees enrolled in the PERS 2.7% @ 55 plan, the employee will contribute 100% of the employee's contribution for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.

2.9 All non-safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (CalPERS) 2.5% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:

1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.10 All non-safety employees enrolled in the PERS 2.5% @ 55 plan, the employee will contribute 100% of the employee's contribution toward the employee contribution for all reportable wages. The employee will also contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth level.

2.11 Employee contributions for employees entering membership on or after January 1, 2013 and subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.

2.12 The District agrees to report member contributions as taxed deferred for all employees enrolled in CalPERS.

### 3. SICK LEAVE

#### 3.1 *Shift Employees*

3.1.1 Accrual: Shift employees shall accrue sick leave at the rate of 12 hours per month. Sick leave shall be accumulated with no maximum accrual.



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3.1.2 At retirement, unused sick leave credit for shift employees shall be converted as follows:

- a. All unused sick leave hours will be reported to CalPERS for additional service credit, if applicable
- b. The employee must choose to convert unused sick leave hours to an employee's RHSA at a ratio of 2:1. A minimum of 500 sick leave hours is required to be eligible for this option. The RHSA contribution shall be calculated at the straight time rate and shall not exceed the value of 40 shifts.

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3.2 *Non-shift employees*

3.2.1 Accrual: Non-shift employees shall accrue sick leave at the rate of 8 hours per month. Sick leave shall be accumulated with no maximum accrual.

3.2.2 At retirement, unused sick leave credit for non-shift employees shall be converted as follows:

- a. All unused sick leave hours will be reported to CalPERS for additional service credit, if applicable; and
- b. The employee must convert unused sick leave hours to be an employee's RHSA at a ratio of 2:1. A minimum of 357 hours is required to be eligible for this option. The RHSA shall be calculated at the straight time rate and shall not exceed the value of 685 hours.

3.3 *Management Employees*

3.3.1 The accrual rate shall apply to the employee's permanent work schedule and not be changed for temporary or short-term assignments.

3.3.2 When an employee changes from one work schedule to another work schedule as a permanent assignment, accumulated leave shall be adjusted in accordance to the ratio of one work schedule to the other. Example: factor from 56-hour workweek to 40-hour workweek is .714; the factor from 40-hour workweek to 56-hour workweek is 1.4.

3.3.3 Sick leave shall be available for personal illness or injury, emergency medical or dental appointments and for reasonable travel time to and from health care facilities. Sick leave shall also be available to an employee for caring for a member of his/her immediate family who is ill or injured, emergency medical or dental appointments, and for reasonable travel time to and from health care facilities.

3.3.4 Definition of Immediate Family - Immediate family shall include: husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, grandparent, grandchild, or any legal dependent residing in same household.

**4. INSURANCE**

4.1 The District shall contract with a provider(s) for medical and dental benefits for providing employees and their eligible dependents with insurance benefits. The District agrees to contribute 80% of the average CalPERS HMO medical plans listed by the CalPERS in Region 2 or any subsequent region designated by CalPERS as the region in which the District is located; and 100% of the HMO dental plan(s) offered (at the family rate), per month toward medical and dental insurance. This calculated dollar amount shall be inclusive of any mandatory contributions that may be required by the provider. However, if the monthly premiums for medical and dental insurance exceed 80% of the average HMO medical/dental plans offered per month, the affected employee will be responsible for the difference.

4.2 Any unused premium may be used for medical/dental expenses as defined by the Administrative Policy for a maximum period of 12 months. After the 12-month period expires, at retirement, or if an employee is of retirement age and separation occurs due to disability or death, 100% of any unused premium shall be transferred to the employee's Retirement Health Savings Account. NOTE: If an employee separates from employment for any other reason, the unused premium shall be forfeited.

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4.3 Eligible full-time employees may elect to opt out of only the medical insurance, if proof of coverage can be provided to the District. If no medical options are selected, the District shall place a capped rate of \$1,000 per month (\$12,000 annually) in the employee's medical reimbursement account. Unused premiums shall be transferred to the employees HRSRA per the provisions in 6.01.

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- 4.4 Employees, upon retirement, at no additional cost to active employees or to the District shall be allowed to remain on the group dental plan until age 65. The retiree will be required to have the same plan as active employees. The retiree will be responsible for payment of entire premium and a two percent (2%) administrative cost.
- 4.5 Life: The District shall provide a \$50,000 life insurance policy for the employee and the Board of Directors, and \$1,000 life insurance policy for employee's dependents. The policy shall include accidental death and dismemberment coverage.
- 4.6 Long-Term Disability: The District shall provide a Long-Term Disability plan.
- 4.7 In the event the Board of Directors modifies the insurance benefit (increase or decrease) in any other labor contract, this insurance benefit shall be adjusted per said resolution or contract for all positions identified in this Resolution.

**5. HEALTH RETIREMENT SAVINGS ACCOUNT**

- 5.1 Employees shall be required to participate in a District administered Retirement Health Savings Account (RHSA). The following terms apply:
  - a. ~~A monetary contribution will be made by the District in an amount of \$100 per employee per month.~~
  - b. The value of any unused medical reimbursement shall be transferred at the end of each calendar and fiscal year to the employee's RHSA (contributed twice a year).
  - c. If the shift employee has an excess of 480 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (144 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.
  - d. If the non-shift employee has an excess of 343 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (96 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.

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**6. MANAGEMENT INCENTIVE PAY**

- 6.1 Effective July 1, 2021, and in recognition of the unique nature of the District's executive management and confidential positions and associated job responsibilities, Management Incentive Pay (MIP) may be provided annually as a percentage of annual base salary, 5% of the annual base salary in any calendar year and reported to the California Public Employees' Retirement System as earned per pay period. Management personnel are responsible for coordinating the services provided by their department and are held accountable for responding to the distinctive needs of the community, irrespective of time and place. Management Incentive Pay is available to all employees included in the pay and benefits plan, and employees shall not have the option to decline Management Incentive Pay. Management Incentive Pay shall not be for overtime, nor in lieu of other benefits excluded under the California Public Employees Retirement Law statutes, not for special compensation not otherwise listed in Title 2 CCR, Section 571. To the extent permitted by law, this pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571 (a)(1) Incentive Pay— Management Incentive.
- 6.2 All Manager personnel represented in this resolution will receive a 5% of their annual base salary as of July 1. The MIP provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1, and paid once per calendar year on the July 31 pay date. The MIP of 5% of the annual base salary shall only to be used once in a twelve (12) month period for the calculation of reportable compensation. Management personnel covered by this benefit may choose one of the following options:
  - a. Direct Payment – Cash: this option is considered additional income and is subject to federal and state withholding taxes.
  - b. Direct Payment – Deferred Compensation 457 Plan: this option is considered additional income and is subject to the maximum deferral allowed by the IRS.
  - c. Combination of Option a, or b: this option may not exceed the maximum benefit.

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6.3 Medical Reimbursement: this option is considered a non-taxable benefit, which may be used for additional medical/dental expenses, and this option is not considered as reportable compensation to CalPERS. Note that unused monies in this account are not eligible for transfer to the District's Health Retirement Savings Account

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6.4 Staff Management Incentive Pay: Beginning July 1, 2017, all Management personnel represented in this resolution and who are assigned to a 40-hour or 9/80 workweek, will receive an additional Staff Management Incentive Pay (SMIP) of 5% of their annual base salary. To be eligible for the SMIP, the manager must have been assigned to a 40-hour or 9/80 workweek for a minimum of 65% of the previous fiscal year. The SMIP provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1 and paid once per year on the August 15 pay date, or at retirement if employee retires prior to this pay date. This SMIP of 5% of annual base salary shall only to be used once in a twelve (12) month period for the calculation of reportable compensation. Management personnel covered by this benefit may choose one of the options described in 6.2 a – c.

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## 7. HOLIDAYS

- 7.1 For the purpose of this section, the legal "holiday" shall mean and include the following days:
- a. New Year's Day (January 1)
  - b. Martin Luther King Day (third Monday in January)
  - c. President's Day (third Monday in February)
  - d. Memorial Day (fourth Monday in May)
  - e. Independence Day (July 4)
  - f. Labor Day (first Monday in September)
  - g. Veteran's Day (November 11)
  - h. Thanksgiving Day (fourth Thursday in November)
  - i. Day after Thanksgiving Day
  - j. Christmas Day (December 25)
  - k. Floating Holiday
- 7.2 All Chief Officers shall receive holiday payment equal to one-half month's salary, payable on November 15. Rotating schedules to assure availability during holidays will be required.

## 8. USE OF DISTRICT VEHICLES

- 8.1 The District will assign a vehicle to the following positions for commuting to/from work and all business purposes to insure availability for immediate emergency response:
- a. Fire Chief
  - b. Deputy Chief
  - c. Fire Marshal
  - d. Battalion Chief – Administrative/Training
- 8.2 Personnel assigned to a take home vehicle must meet a 45-minute response time to District from their place of residence.
- 8.3 Battalion Chief – Shift: while on duty, shift Battalion Chiefs are provided an emergency vehicle to assist in the performance of their duties.
- 8.4 The value for all personal use may be reported as a taxable fringe benefit as established by IRS Regulations and the District's Administrative policy.

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### 9. VACATION ACCRUAL

9.1 Annual vacation accrual hours shall be based upon years of service in accordance with the following:

Years of Service	Based on 40 hour work week	Based on 56 hour work week
0 – 4 years	80 hours	<del>144</del> hours
<del>5 – 9</del> years	120 hours	168 hours
10 – 14 years	136 hours	<del>192</del> hours
<del>15 – 19</del> years	160 hours	240 hours
20+ years	200 hours	<del>288</del> hours

Note: The Fire Chief is authorized to negotiate the starting vacation accumulation different from shown above for management staff members new to the District.

- 9.2 All management employees shall have the option to sell the excess of 80 hours (non-shift), or the excess of 112 hours (shift) accrued vacation at straight time, not more than twice a year, after the work period ends that include June 30 and December 31.
- 9.3 An employee may only sell a maximum of 200 hours of accrued vacation per calendar year. Minimum vacation accrual balances are required as identified in 9.2.
- 9.4 A written request received by December 31 for payment of accrued vacation sold back to the District, which will be remitted by separate check on January 15. A written request received by June 30 for payment of vacation sold back to the District, which will be remitted by separate check on July 15. No payments under this section will be reported as “reportable compensation” for retirement purposes.

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### 10. EMERGENCY RESPONSE COMPENSATION

- 10.1 The District will compensate employees at the straight-time hourly rate for all time worked greater than their daily rate for responses for which the District is reimbursed. The District will pay compensation upon receipt of monies from agencies requesting services. Maximum compensation will not exceed any reimbursement amount received by the District. This provision does not apply to any Battalion Chief position.
- 10.2 Battalion Chief Emergency Callback: *Battalion Chief Emergency Callback* is defined as a call back to work for emergency coverage exceeding three (3) hours; or when on an emergency assignment that does not extend into the next 24-hour operational period shall be paid at their straight time hourly rate.
- 10.3 Battalion Chief Extended Overhead Assignment: *Battalion Chief Extended Assignment* is defined as an emergency assignment that extends into the next 24-hour operational period. The employee shall be paid an hourly rate of time and one-half.
- 10.4 Cal-OES/California Fire Assistance Agreement (CFAA) reimbursement for Battalion Chief Overhead assignment and Backfill: Overhead assignments through a Cal-OES/CFAA reimbursable incident, the battalion chief shall be paid an hourly rate of time and one-half for overtime worked beyond their regular hours assigned. A Battalion Chief who directly backfills the open shift(s) created by the overhead assignment, shall be paid an hourly rate of time and one-half for overtime worked beyond their regular hours assigned. The Training Officer-Battalion Chief is not backfilled when assigned to an incident.

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Resolution No. 2022-02  
Page 7 of 7

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**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on January 19, 2022 by the following vote:

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Deleted: None

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AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_

\_\_\_\_\_  
James H. Ashcraft  
President

ATTEST:

\_\_\_\_\_  
Alicea Caccavo  
Board Clerk

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# STAFF REPORT

NO. 22-01

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**TO:** BOARD OF DIRECTORS  
DAVE MCQUEAD, FIRE CHIEF

**FROM:** ALICEA CACCAVO, MANAGER, FINANCE & ADMINISTRATION

**SUBJECT:** DISTRICT PAY SCHEDULE

**DATE:** JANUARY 15, 2022

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## RECOMMENDATION

The Manager, Finance & Administration recommends the Board of Directors adopt, by Resolution the District Pay Schedule in accordance with California Code of Regulations Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule.

## STAFF ANALYSIS

The CalPERS Board of Administration adopted an amendment to California Code of Regulations Section 570.5 (effective August 10, 2011) to require that a pay schedule is available publicly. The regulation specifies that compensation earnable is defined in statute and further clarified by California Code of Regulations (CCR) Section 570.5, and that salaries shall be “duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws.” Therefore, only those pay amounts that meet the definition of compensation earnable can be used when calculating retirement benefits. This regulation applies to all employers reporting compensation to CalPERS.

The pay schedule “Attachment A” to Resolution 2022-03 reflects all salaries currently in place and previously agreed to by the District Board of Directors or Fire Chief.

The pay schedule “Attachment B” illustrates the recommended revisions to the salary schedule per Resolution 2022-02 which is a previous agenda item for the Board meeting dated 1/19/2022.

## RESOLUTION No. 2022-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

**WHEREAS**, the California Public Employees Retirement System (“PERS”) adopted the California Code of Regulations, Title 2, Section 570.5 on August 10, 2011; and

**WHEREAS**, the California Code of Regulations, Title 2, Section 570.5 requires the District’s Board of Directors approve and adopt all pay schedules; and

**WHEREAS**, the Regulations require that the pay schedule be made public without reference to another document in disclosure of the pay rate.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Rancho Santa Fe Fire Protection District, a public agency in the County of San Diego, California, as follows:

- 1) That the attached pay schedule titled Rancho Santa Fe Fire Protection District Pay Schedule, set forth in Attachment “A” or Attachment “B” attached hereto and incorporated herein by reference is approved effective January 1, 2022 and adopted.
- 2) That the pay schedules approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on January 19, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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JAMES H ASHCRAFT  
President

ATTEST:

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Alicea Caccavo  
Board Clerk



## Rancho Santa Fe Fire Protection District Resolution 2022-03 Attachment A

Effective Date - January 1, 2022

Position		Steps or Range					
		Step A	Step B	Step C	Step D	Step E	
Fire Prevention Specialist	Hourly	36.167	37.975	39.874	41.867	43.961	
	Monthly	6,269	6,582	6,911	7,257	7,620	
	Annual	75,227	78,988	82,937	87,084	91,439	
Public Education Coordinator	Hourly	37.080	38.934	40.880	42.924	45.071	
	Monthly	6,427	6,749	7,086	7,440	7,812	
	Annual	77,126	80,982	85,031	89,283	93,747	
Office Support Coordinator	Hourly	26.138	27.445	28.817	30.258	31.771	
	OT Rate	39.21	41.17	43.23	45.39	47.66	
	Semi Monthly	2,265	2,379	2,497	2,622	2,753	
	Monthly	4,531	4,757	4,995	5,245	5,507	
	Annual	54,367	57,086	59,940	62,937	66,084	
	Accounting Specialist	Hourly	31.925	33.521	35.197	36.957	38.805
Accounting Specialist	OT Rate	47.89	50.28	52.80	55.44	58.21	
	Semi Monthly	2,767	2,905	3,050	3,203	3,363	
	Monthly	5,534	5,810	6,101	6,406	6,726	
Accounting Specialist	Annual	66,404	69,725	73,211	76,871	80,715	
	Accounting Technician	Hourly	28.174	29.583	31.062	32.615	34.246
		OT Rate	42.26	44.37	46.59	48.92	51.37
Semi Monthly		2,442	2,564	2,692	2,827	2,968	
Accounting Technician	Monthly	4,883	5,128	5,384	5,653	5,936	
	Annual	58,602	61,532	64,609	67,839	71,231	
	Fire Prevention Specialist II/Forester	Hourly	40.395	42.415	44.536	46.763	49.101
OT Rate		60.59	63.62	66.80	70.14	73.65	
Semi Monthly		3,501	3,676	3,860	4,053	4,255	
Monthly		7,002	7,352	7,720	8,106	8,511	
Annual		84,022	88,223	92,634	97,266	102,129	
Deputy Fire Marshal	Hourly	48.268	50.681	53.215	55.141	57.898	
	OT Rate	72.40	76.02	79.82	82.71	86.85	
	Semi Monthly	4,128	4,335	4,551	4,779	5,018	
	Monthly	8,256	8,669	9,103	9,558	10,036	
	Annual	99,077	104,030	109,232	114,694	120,428	

Position		Step A	Step B	Step C	Step D	Step E
Firefighter/Paramedic	Hourly	27.751	29.138	30.595	32.125	33.731
	Monthly (Includes FLSA)	6,914.50	7,260.23	7,623	8,004	8,405
	Annual (Includes FLSA)	82,974	87,123	91,479	96,053	100,855
Engineer/Paramedic	Hourly	29.908	31.404	32.974	34.623	36.354
	Monthly (Includes FLSA)	7,452	7,825	8,216	8,627	9,058
	Annual (Includes FLSA)	89,426	93,898	98,592	103,522	108,698
Captain	Hourly	34.503	36.228	38.040	39.942	41.939
	Monthly (Includes FLSA)	8,597	9,027	9,478	9,952	10,450
	Annual (Includes FLSA)	103,164	108,322	113,738	119,425	125,397

Position		Range	
Fire Chief	Semi Monthly	7,419	→ 9,300
	Monthly	14,838	→ 18,599.70
	Annual	178,056	→ 223,196
Deputy Chief	Semi Monthly	6,546	→ 8,103
	Monthly	13,093	→ 16,206.08
	Annual	157,113	→ 194,485
Battalion Chief	Semi Monthly	5,353	→ 6,629
	Monthly	10,707	→ 13,258
	Annual	128,479	→ 159,097
Fire Marshal	Semi Monthly	5,025	→ 6,221
	Monthly	10,051	→ 12,442
	Annual	120,612	→ 149,301
Manager, Finance & Administration	Semi Monthly	4,519	→ 5,593.39
	Monthly	9,037	→ 11,187
	Annual	108,445	→ 134,241

Position - Volunteer Division		Range	
Recruitment-Retention Volunteer Coordinator	Hourly	34.68	→ 41.62

Positions - Temporary (as needed and determined by the Fire Chief)		Range	
Temporary - Non-exempt	Hourly	California Minimum Wage	→ 76.49

Examples of a temporary employee's position includes but is not limited to:  
Fire Services Assistant; Interns (Administration, Fire Prevention, Training); Fire Prevention (Weed Abatement; Plan Review);  
Firefighter/Paramedic; Retired Annuitants as extra help, etc.

**Rancho Santa Fe Fire Protection District  
Resolution 2022-03  
Attachment B**

Effective Date - January 1, 2022

		Steps or Range				
Position		Step A	Step B	Step C	Step D	Step E
Fire Prevention Specialist	Hourly	36,167	37,975	39,874	41,867	43,961
	OT Rate	54.25	56.96	59.81	62.80	65.94
	Semi Monthly	3,134	3,291	3,456	3,629	3,810
	Monthly	6,269	6,582	6,911	7,257	7,620
	Annual	75,227	78,988	82,937	87,084	91,439
Public Education Coordinator	Hourly	37,080	38,934	40,880	42,924	45,071
	OT Rate	55.62	58.40	61.32	64.39	67.61
	Semi Monthly	3,214	3,374	3,543	3,720	3,906
	Monthly	6,427	6,749	7,086	7,440	7,812
	Annual	77,126	80,982	85,031	89,283	93,747
Office Support Coordinator	Hourly	26,138	27,445	28,817	30,258	31,771
	OT Rate	39.21	41.17	43.23	45.39	47.66
	Semi Monthly	2,265	2,379	2,497	2,622	2,753
	Monthly	4,531	4,757	4,995	5,245	5,507
	Annual	54,367	57,086	59,940	62,937	66,084
Human Resource Specialist	Hourly	34,005	35,705	37,490	39,365	41,333
	OT Rate	51.01	53.56	56.24	59.05	62.00
	Semi Monthly	2,947	3,094	3,249	3,412	3,582
	Monthly	5,894	6,189	6,498	6,823	7,164
	Annual	70,730	74,267	77,980	81,879	85,973
Accounting Specialist	Hourly	31,925	33,521	35,197	36,957	38,805
	OT Rate	47.89	50.28	52.80	55.44	58.21
	Semi Monthly	2,767	2,905	3,050	3,203	3,363
	Monthly	5,534	5,810	6,101	6,406	6,726
	Annual	66,404	69,725	73,211	76,871	80,715
Accounting Technician	Hourly	28,174	29,583	31,062	32,615	34,246
	OT Rate	42.26	44.37	46.59	48.92	51.37
	Semi Monthly	2,442	2,564	2,692	2,827	2,968
	Monthly	4,883	5,128	5,384	5,653	5,936
	Annual	58,602	61,532	64,609	67,839	71,231
Fire Prevention Specialist II/Forester	Hourly	40,395	42,415	44,536	46,763	49,101
	OT Rate	60.59	63.62	66.80	70.14	73.65
	Semi Monthly	3,501	3,676	3,860	4,053	4,255
	Monthly	7,002	7,352	7,720	8,106	8,511
	Annual	84,022	88,223	92,634	97,266	102,129
Deputy Fire Marshal	Hourly	48,268	50,681	53,215	55,141	57,898
	OT Rate	72.40	76.02	79.82	82.71	86.85
	Semi Monthly	4,128	4,335	4,551	4,779	5,018
	Monthly	8,256	8,669	9,103	9,558	10,036
	Annual	99,077	104,030	109,232	114,694	120,428
<b>Position</b>		<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Firefighter/Paramedic	Hourly	27,751	29,138	30,595	32,125	33,731
	Monthly (Includes FLSA)	6,914.50	7,260.23	7,623	8,004	8,405
	Annual (Includes FLSA)	82,974	87,123	91,479	96,053	100,855
Engineer/Paramedic	Hourly	29,908	31,404	32,974	34,623	36,354
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	Monthly (Includes FLSA)	8,597	9,027	9,478	9,952	10,450
	Annual (Includes FLSA)	103,164	108,322	113,738	119,425	125,397
<b>Position</b>		<b>Range</b>				
Fire Chief	Semi Monthly				7,419	→ 9,300
	Monthly				14,838	18,599.70
	Annual				178,056	223,196
Deputy Chief	Semi Monthly				7,328	→ 8,390
	Monthly				14,656	16,779.00
	Annual				175,876	201,360
Battalion Chief	Semi Monthly				5,591	→ 6,849
	Monthly				11,181	13,698
	Annual				134,175	164,370
Fire Marshal	Semi Monthly				4,879	→ 6,407
	Monthly				9,758	12,815
	Annual				117,099	153,780
Manager, Finance & Administration	Semi Monthly				4,387	→ 5,761.20
	Monthly				8,774	11,522
	Annual				105,287	138,269
<b>Position - Volunteer Division</b>		<b>Range</b>				
Recruitment-Retention Volunteer Coordinator	Hourly				34.68	→ 41.62
<b>Positions - Temporary (as needed and determined by the Fire Chief)</b>		<b>Range</b>				
Temporary - Non-exempt	Hourly				California Minimum Wage	→ 93.50

Examples of a temporary employee's position includes but is not limited to:  
Fire Services Assistant; Interns (Administration, Fire Prevention, Training); Fire Prevention (Weed Abatement; Plan Review);  
Firefighter/Paramedic; Retired Annuitants as extra help, etc.

TO: BOARD OF DIRECTORS  
FROM: DAVE MCQUEAD, FIRE CHIEF  
SUBJECT: ACCEPTANCE OF COVID RELIEF FUNDING  
DATE: JANUARY 15, 2022



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**RECOMMENDATION:**

Staff recommends the acceptance of the COVID Relief Funding awarded under the California Department of Finance 2021 Budget Act. The acceptance of the award to the Rancho Santa Fe Fire Protection District will allow the reimbursement of \$1,154,981.00 towards unanticipated cost incurred during the COVID-19 pandemic. (Reference attachment)

**BACKGROUND:**

The 2021 Budget Act appropriated \$100 million of one-time general funds to provide fiscal relief to independent special districts to mitigate the effects of revenue losses or unanticipated costs incurred due to the COVID-19 public health emergency. The California Special District Association work closely with the California Department of Finance to determine eligibility and how to distribute the funds. These unanticipated costs incurred between March 4, 2020, and June 15, 2021 (aligns with similar federal timelines) are the same as defined and would have been an eligible use for CARES Act or ARPA.

On October 1, 2021, the application process was made available and closed on October 15, 2021. The Rancho Santa Fe Fire Protection District submitted an application of \$6,163,370.98 for unanticipated payroll and materials cost.

**CURRENT SITUATION:**

On December 16<sup>th</sup>, 2021, Chris Palmer (Senior Public Affairs Field Coordinator) of the California Special Districts Association notified the Rancho Santa Fe Fire Protection District through email the following:

*“We are thrilled to inform you that the Rancho Santa Fe Fire Protection District has been awarded \$1,154,981.00 in COVID-19 relief funding under the \$100 million relief program from the California Department of Finance!*

*This funding arrives after special districts across California experienced budget and staff cuts necessitated as a result of the COVID pandemic. Throughout 2020 and 2021, California’s special districts provided essential services to their local communities, maintained a large portion of the state’s critical infrastructure, and employed thousands of front-line workers, but initially received none of the COVID relief funding available to cities and counties.”*

Total Application Request:	\$6,163,370.98
<b>Total Covid Relief Funding Award:</b>	<b>\$1,154,981.00</b>



# County of San Diego

**TRACY DRAGER**  
AUDITOR AND CONTROLLER  
(858) 694-2176  
FAX: (858) 694-2296

AUDITOR AND CONTROLLER  
5530 OVERLAND AVE, SUITE 410, SAN DIEGO, CA 92123-1261

December 22, 2021

TO: Alicea Caccavo  
Manager, Finance & Administration  
Rancho Santa Fe Fire Protection District

FROM: Tracy Drager  
Auditor and Controller

## COVID-19 FISCAL RELIEF FOR SPECIAL DISTRICTS

The 2021 Budget Act appropriated \$100 million one-time monies to provide fiscal relief to independent special districts for revenue losses and or unanticipated costs incurred due to the COVID-19 public health emergency. Monies are reserved for districts that have not received other forms of COVID-19 fiscal relief directly from the state or federal government.

The California Department of Finance has calculated the allocations and shared them with the State Controller's Office (SCO), who in turn has disbursed the funds to the county auditor-controllers. Each county auditor controller must allocate the funds to the independent special districts in their county, within 30 days of receipt of funding from the SCO.

As noted on page 5 of the attached document, "COVID-19 Fiscal Relief for Special Districts – Allocations by Special District and County, your entity's allocation share is \$1,154,981."

Since you have monies invested in the County of San Diego's Treasury Investment Pool, unless notified by you in writing no later than January 7<sup>th</sup>, 2021, we will deposit your share of the allocation to your Oracle Fund 47650 RANCHO SANTA FE FPD.

If you have any questions, please contact Brian Ruehle, Deputy Controller in Financial Accounting and Reporting at (858) 694-2199.

TRACY DRAGER  
Auditor and Controller

FAR:BR:mel

Attachment

**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

<b>County and Special District</b>	<b>Total Allocation</b>
<b>Alameda</b>	<b>\$ 9,085,375.00</b>
Alameda County Mosquito Abatement District	\$ 50,241.00
Alameda County Resource Conservation District	\$ 548,642.00
Dublin San Ramon Services District	\$ 2,847,966.00
East Bay Regional Park District	\$ 564,092.00
Eden Township Healthcare District	\$ 1,250,663.00
Hayward Area Recreation and Park District	\$ 1,007,307.00
Livermore Area Recreation and Park District	\$ 1,223,460.00
Oro Loma Sanitary District (Alameda)	\$ 23,821.00
Union Sanitary District (Alameda)	\$ 1,569,183.00
<b>Alpine</b>	<b>\$ 95,675.00</b>
Bear Valley Water District	\$ 95,675.00
<b>Amador</b>	<b>\$ 175,034.00</b>
Jackson Valley Irrigation District	\$ 167,246.00
Volcano Community Services District	\$ 7,788.00
<b>Butte</b>	<b>\$ 1,435,595.00</b>
Durham Recreation and Park District	\$ 93,798.00
Feather River Recreation and Park District	\$ 278,252.00
Paradise Irrigation District	\$ 1,024,700.00
Paradise Recreation and Park District	\$ 38,845.00
<b>Calaveras</b>	<b>\$ 696,638.00</b>
Mark Twain Health Care District	\$ 347,687.00
San Andreas Recreation and Park District	\$ 6,532.00
Valley Springs Public Utility District	\$ 342,419.00
<b>Colusa</b>	<b>\$ 42,059.00</b>
Arbuckle Park and Recreation District	\$ 42,059.00
<b>Contra Costa</b>	<b>\$ 3,329,425.00</b>
Alamo-Lafayette Cemetery District	\$ 67,587.00
Central Contra Costa Sanitary District (Contra Costa)	\$ 996,177.00
Contra Costa Resource Conservation District	\$ 5,868.00
East Contra Costa Fire Protection District	\$ 24,296.00
Ironhouse Sanitary District (Contra Costa)	\$ 4,066.00
Kensington Police Protection and Community Services District	\$ 387,210.00
Mountain View Sanitary District (Contra Costa)	\$ 44,309.00
Pleasant Hill Recreation and Park District	\$ 1,314,137.00
Rodeo-Hercules Fire Protection District	\$ 276,087.00
West County Wastewater District (Contra Costa)	\$ 209,688.00

**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

<b>County and Special District</b>	<b>Total Allocation</b>
<b>Del Norte</b>	<b>\$ 608,262.00</b>
Crescent City Harbor District	\$ 486,658.00
Smith River Community Services District	\$ 121,604.00
<b>El Dorado</b>	<b>\$ 1,387,027.00</b>
Cameron Park Community Services District	\$ 193,788.00
El Dorado County Fire Protection District	\$ 114,115.00
El Dorado Hills Community Services District	\$ 212,314.00
El Dorado Irrigation District	\$ 550,390.00
Fallen Leaf Lake Community Services District	\$ 308,607.00
Tahoe Resource Conservation District	\$ 7,813.00
<b>Fresno</b>	<b>\$ 11,140,649.00</b>
Bluffs Community Services District	\$ 61,213.00
Calwa Recreation and Park District	\$ 252,148.00
Central Valley Pest Control District	\$ 39,344.00
Clovis Veterans Memorial District	\$ 203,526.00
Coalinga-Huron Recreation and Park District	\$ 476,702.00
Fresno County Fire Protection District	\$ 865,207.00
Fresno Metropolitan Flood Control District	\$ 199,342.00
Fresno Mosquito and Vector Control District	\$ 98,032.00
Fresno-Westside Mosquito Abatement District	\$ 122,362.00
James Irrigation District	\$ 131,738.00
North Central Fire Protection District	\$ 74,832.00
Panoche Water District	\$ 631,567.00
Sierra Resource Conservation District	\$ 2,314,180.00
Westlands Water District	\$ 5,670,456.00
<b>Humboldt</b>	<b>\$ 1,150,721.00</b>
Fruitland Ridge Fire Protection District	\$ 6,611.00
Humboldt County Resource Conservation District	\$ 853,252.00
North Humboldt Recreation and Park District	\$ 290,858.00
<b>Imperial</b>	<b>\$ 543,191.00</b>
Bombay Beach Community Service District	\$ 15,305.00
Heber Public Utility District	\$ 447,385.00
Seeley County Water District	\$ 80,501.00
<b>Inyo</b>	<b>\$ 120,303.00</b>
Big Pine Cemetery District	\$ 35,846.00
Eastern Sierra Community Services District	\$ 57,214.00
Southern Inyo Fire Protection District	\$ 27,243.00



**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

<b>County and Special District</b>	<b>Total Allocation</b>
<b>Kern</b>	<b>\$ 4,281,321.00</b>
Arvin Community Services District	\$ 14,087.00
Bear Mountain Recreation and Park District	\$ 8,990.00
Bear Valley Community Services District	\$ 4,493.00
Cemetery District No. 1	\$ 45,373.00
East Kern Health Care District	\$ 17,875.00
Lamont Public Utility District	\$ 455,606.00
McFarland Recreation and Park District	\$ 211,712.00
North of the River Recreation and Park District	\$ 486,471.00
Semitropic Water Storage District	\$ 2,304,095.00
Stallion Springs Community Services District	\$ 4,522.00
Tehachapi Valley Recreation and Park District	\$ 203,329.00
West Side Cemetery District	\$ 80,254.00
West Side Recreation and Park District	\$ 436,331.00
Wheeler Ridge-Maricopa Water Storage District	\$ 8,183.00
<b>Lake</b>	<b>\$ 192,968.00</b>
Hidden Valley Lake Community Services District	\$ 116,992.00
Lake County Vector Control District	\$ 75,976.00
<b>Lassen</b>	<b>\$ 164,475.00</b>
Herlong Public Utility District	\$ 76,891.00
Lassen Library District	\$ 87,584.00
<b>Los Angeles</b>	<b>\$ 4,028,537.00</b>
Antelope Valley Resource Conservation District	\$ 86,608.00
Beach Cities Health District	\$ 1,130,937.00
Metropolitan Water District of Southern California	\$ 183,675.00
Palm Ranch Irrigation District	\$ 116,763.00
Palos Verdes Library District	\$ 134,109.00
West Basin Municipal Water District	\$ 2,376,445.00
<b>Madera</b>	<b>\$ 1,665,635.00</b>
Chowchilla Memorial Healthcare District	\$ 444,626.00
Madera Irrigation District	\$ 1,221,009.00
<b>Marin</b>	<b>\$ 2,407,993.00</b>
Inverness Public Utility District	\$ 966.00
Marin County Resource Conservation District	\$ 212,270.00
Marinwood Community Services District	\$ 337,424.00
Novato Fire Protection District	\$ 33,154.00
Ross Valley Sanitary District	\$ 15,717.00

**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

<b>County and Special District</b>	<b>Total Allocation</b>
Sanitary District No. 5 (Marin)	\$ 167,484.00
Sausalito-Marín City Sanitary (Marin)	\$ 1,106,828.00
Southern Marin Fire Protection District	\$ 54,666.00
Strawberry Recreation District	\$ 285,759.00
Tamalpais Community Services District	\$ 182,971.00
Tiburon Fire Protection District	\$ 10,754.00
<b>Mendocino</b>	<b>\$ 2,132,696.00</b>
Albion-Little River Fire Protection	\$ 88,124.00
Coast Life Support District	\$ 59,291.00
Gualala Community Services District	\$ 150,683.00
Mendocino Coast Recreation and Park District	\$ 602,160.00
Noyo Harbor District	\$ 1,232,438.00
<b>Mono</b>	<b>\$ 15,994.00</b>
Antelope Fire Protection District	\$ 15,994.00
<b>Monterey</b>	<b>\$ 1,936,009.00</b>
Greenfield Recreation and Park District	\$ 36,406.00
Monterey County Regional Fire Protection District	\$ 70,622.00
Monterey Peninsula Regional Park District	\$ 1,059,975.00
Moss Landing Harbor District	\$ 329,207.00
North County Public Recreation District	\$ 168,717.00
Pajaro/Sunny Mesa Community Services District	\$ 55,009.00
Soledad-Mission Recreation and Park District	\$ 182,258.00
Spreckels Memorial District	\$ 33,815.00
<b>Napa</b>	<b>\$ 372,660.00</b>
Napa County Regional Park and Open Space District	\$ 372,660.00
<b>Nevada</b>	<b>\$ 1,228,827.00</b>
Nevada-Sierra Connecting Point Public Authority	\$ 628,068.00
Rough and Ready Fire Protection District	\$ 187,163.00
Truckee Fire Protection District	\$ 17,562.00
Truckee-Donner Recreation and Park District	\$ 396,034.00
<b>Orange</b>	<b>\$ 1,384,739.00</b>
Buena Park Library District	\$ 315,979.00
Costa Mesa Sanitary District (Orange)	\$ 485,395.00
Midway City Sanitary District (Orange)	\$ 258,866.00
Orange County Cemetery District	\$ 40,155.00
Orange County Mosquito and Vector Control District	\$ 17,034.00
Placentia Library District	\$ 56,317.00



**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

<b>County and Special District</b>	<b>Total Allocation</b>
Rossmoor Community Services District	\$ 48,578.00
Silverado - Modjeska Recreation and Park District	\$ 108,681.00
South Coast Water District	\$ 53,734.00
<b>Placer</b>	<b>\$ 1,057,189.00</b>
Auburn Cemetery District	\$ 3,000.00
Auburn Recreation and Park District	\$ 334,974.00
Olympic Valley Public Service District	\$ 36,581.00
Placer Mosquito and Vector Control District	\$ 52,954.00
South Placer Fire Protection District	\$ 133,337.00
South Placer Municipal Utility District	\$ 241,932.00
Tahoe City Public Utility District	\$ 254,411.00
<b>Plumas</b>	<b>\$ 330,947.00</b>
Almanor Recreation and Park District	\$ 45,375.00
Central Plumas Recreation District	\$ 65,466.00
Gold Mountain Community Services District	\$ 84,264.00
Hamilton Branch Community Services District	\$ 24,834.00
Indian Valley Recreation and Park District	\$ 33,766.00
Meadow Valley Fire Protection District	\$ 35,966.00
Quincy Fire Protection District	\$ 41,276.00
<b>Riverside</b>	<b>\$ 1,296,349.00</b>
Beaumont Cherry Valley Recreation and Park District	\$ 310,206.00
Beaumont Library District	\$ 22,318.00
Coachella Valley Cemetery District	\$ 57,512.00
Coachella Valley Mosquito and Vector Control District	\$ 14,503.00
Desert Recreation District	\$ 847,768.00
Idyllwild Water District	\$ 30,158.00
Palm Springs Cemetery District	\$ 4,122.00
Valley-Wide Recreation and Park District	\$ 9,762.00
<b>Sacramento</b>	<b>\$ 7,215,824.00</b>
Arden Manor Recreation and Park District	\$ 83,092.00
Arden Park Recreation and Park District	\$ 162,026.00
Cordova Recreation and Park District	\$ 15,881.00
Cosumnes Community Services District	\$ 3,981,404.00
Fair Oaks Recreation and Park District	\$ 219,459.00
Fulton-El Camino Recreation and Park District	\$ 537,418.00
Herald Fire Protection District	\$ 415,139.00
North Highlands Recreation and Park District	\$ 742,013.00

**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

<b>County and Special District</b>	<b>Total Allocation</b>
Orangevale Recreation and Park District	\$ 250,009.00
Rio Linda-Elverta Parks and Recreation Area (Sacramento)	\$ 104,805.00
Sacramento Metropolitan Fire District	\$ 409,972.00
Sacramento-Yolo Mosquito and Vector Control District	\$ 39,897.00
Sloughhouse Resource Conservation District	\$ 17,360.00
Southgate Recreation and Park District	\$ 237,349.00
<b>San Benito</b>	<b>\$ 284,538.00</b>
Pacheco Pass Water District	\$ 230,354.00
San Benito Resource Conservation District	\$ 54,184.00
<b>San Bernardino</b>	<b>\$ 5,577,878.00</b>
Apple Valley Fire Protection District	\$ 1,109,761.00
Apple Valley Foothill County Water District	\$ 4,336.00
Chino Valley Independent Fire District	\$ 3,320,209.00
Helendale Community Services District	\$ 126,934.00
Hesperia Recreation and Park District	\$ 514,127.00
Inland Empire Utilities Agency	\$ 12,303.00
Mojave Water Agency	\$ 6,123.00
Rim of the World Recreation and Park District	\$ 323,583.00
San Bernardino Valley Water Conservation District	\$ 37,549.00
West Valley Mosquito and Vector Control District	\$ 122,953.00
<b>San Diego</b>	<b>\$ 6,268,072.00</b>
Grossmont Healthcare District	\$ 47,117.00
Lakeside Fire Protection District	\$ 1,365,612.00
North County Fire Protection District (San Diego)	\$ 1,459,698.00
Olivenhain Municipal Water District	\$ 43,561.00
<b>Rancho Santa Fe Fire Protection District</b>	<b>\$ 1,154,981.00</b>
San Miguel Consolidated Fire Protection District	\$ 2,129,691.00
Valley Center Fire Protection District	\$ 67,412.00
<b>San Joaquin</b>	<b>\$ 2,957,033.00</b>
Escalon Consolidated Fire Protection District	\$ 651,404.00
Linden-Peters Fire Protection District	\$ 45,478.00
Mokelumne Rural Fire Protection District	\$ 121,013.00
Port of Stockton	\$ 772,817.00
San Joaquin County Mosquito and Vector Control	\$ 98,519.00
South San Joaquin Irrigation District	\$ 1,134,711.00
Tracy Fire Protection District	\$ 26,965.00
Waterloo-Morada Fire Protection District	\$ 18,578.00

**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

<b>County and Special District</b>	<b>Total Allocation</b>
Woodbridge Fire Protection District	\$ 87,548.00
<b>San Luis Obispo</b>	<b>\$ 364,832.00</b>
Cambria Community Healthcare District	\$ 165,533.00
Cambria Community Services District	\$ 25,643.00
Port San Luis Harbor District	\$ 16,890.00
San Simeon Community Services District	\$ 135,231.00
Templeton Community Services District	\$ 9,535.00
Upper Salinas/Las Tablas Resource Conservation District	\$ 12,000.00
<b>San Mateo</b>	<b>\$ 2,206,980.00</b>
Highlands Recreation Community Services District	\$ 454,025.00
Menlo Park Fire Protection District	\$ 43,225.00
Peninsula Health Care District	\$ 817,512.00
San Mateo County Harbor District	\$ 122,718.00
San Mateo County Mosquito and Vector Control District	\$ 91,298.00
Sequoia Healthcare District	\$ 678,202.00
<b>Santa Barbara</b>	<b>\$ 1,449,622.00</b>
Goleta Sanitary District (Santa Barbara)	\$ 279,115.00
Isla Vista Community Services District	\$ 53,063.00
Isla Vista Recreation and Park District	\$ 697,940.00
Mission Hills Community Services District	\$ 16,676.00
Montecito Sanitary District (Santa Barbara)	\$ 362,374.00
Santa Ynez River Water Conservation District	\$ 40,454.00
<b>Santa Clara</b>	<b>\$ 1,107,373.00</b>
Midpeninsula Regional Open Space District	\$ 12,496.00
Santa Clara Valley Water District	\$ 1,019,735.00
South Santa Clara Valley Memorial District	\$ 75,142.00
<b>Santa Cruz</b>	<b>\$ 386,684.00</b>
Aptos-La Selva Fire Protection Services	\$ 23,450.00
Boulder Creek Recreation and Park District	\$ 230,654.00
Central Fire Protection District (Santa Cruz)	\$ 5,892.00
La Selva Beach Recreation District	\$ 31,840.00
Resource Conservation District of Santa Cruz County	\$ 23,484.00
Santa Cruz Port District	\$ 71,364.00
<b>Shasta</b>	<b>\$ 1,237,669.00</b>
Anderson-Cottonwood Irrigation District	\$ 94,404.00
Western Shasta Resource Conservation District	\$ 1,143,265.00
<b>Siskiyou</b>	<b>\$ 345,240.00</b>

**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

<b>County and Special District</b>	<b>Total Allocation</b>
Dunsmuir Recreation and Park District	\$ 4,858.00
Shasta Valley Resource Conservation District	\$ 339,827.00
Weed Recreation and Park District	\$ 555.00
<b>Solano</b>	<b>\$ 996,408.00</b>
Greater Vallejo Recreation District	\$ 594,359.00
Silveyville Cemetery District	\$ 2,000.00
Solano Resource Conservation District	\$ 38,492.00
Suisun Resource Conservation District	\$ 361,557.00
<b>Sonoma</b>	<b>\$ 1,672,762.00</b>
Cazadero Community Services District	\$ 5,267.00
Gold Ridge Resource Conservation District	\$ 320,306.00
Marin/Sonoma Mosquito and Vector Control District	\$ 173,632.00
Monte Rio Recreation and Park District	\$ 57,641.00
Petaluma Health Care District	\$ 395,905.00
Russian River Recreation and Park District	\$ 503,531.00
Sonoma County Fire District	\$ 216,480.00
<b>Stanislaus</b>	<b>\$ 1,317,536.00</b>
Del Puerto Health Care District	\$ 128,747.00
Salida Sanitary District (Stanislaus)	\$ 15,610.00
Stanislaus Consolidated Fire Protection District	\$ 949,778.00
Turlock Fire Protection District	\$ 223,401.00
<b>Sutter</b>	<b>\$ 34,100.00</b>
Sutter County Resource Conservation District	\$ 34,100.00
<b>Tehama</b>	<b>\$ 21,243.00</b>
Resource Conservation District of Tehama County	\$ 21,243.00
<b>Tuolumne</b>	<b>\$ 292,915.00</b>
Groveland Community Services District	\$ 16,104.00
Jamestown Sanitary District (Tuolumne)	\$ 8,118.00
Tuolumne City Sanitary District	\$ 229,859.00
Twain Harte Community Services District	\$ 38,834.00
<b>Trinity</b>	<b>\$ 203,505.00</b>
Trinity County Resource and Water Conservation District	\$ 161,556.00
Trinity Public Utilities District	\$ 25,479.00
Weaverville / Douglas City Parks and Recreation District	\$ 16,470.00
<b>Tulare</b>	<b>\$ 6,630,626.00</b>
Delta Vector Control District	\$ 188,365.00
Exeter District Ambulance	\$ 64,528.00

**COVID-19 Fiscal Relief for Special Districts  
Allocations by Special District and County**

<b>County and Special District</b>	<b>Total Allocation</b>
Lower Tule River Irrigation District	\$ 37,746.00
Southern Tulare County Citrus Pest Control District	\$ 77,851.00
Tulare Local Healthcare District	\$ 6,019,980.00
Tulare Mosquito Abatement District	\$ 137,531.00
Visalia Memorial District	\$ 104,625.00
<b>Ventura</b>	<b>\$ 3,832,603.00</b>
Casitas Municipal Water District	\$ 112,459.00
Channel Islands Beach Community Services District	\$ 42,487.00
Conejo Recreation and Park District	\$ 178,195.00
Pleasant Valley Recreation and Park District	\$ 230,484.00
Rancho Simi Recreation and Park District	\$ 3,259,166.00
Ventura Port District	\$ 9,812.00
<b>Yolo</b>	<b>\$ 790,264.00</b>
Knights Landing Cemetery District	\$ 22,684.00
Yolo County Flood Control and Water Conservation District	\$ 542,374.00
Yolo County Resource Conservation District	\$ 14,332.00
Yolo Fire Protection District	\$ 210,874.00

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# STAFF REPORT

NO. 22-03

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**TO:** BOARD OF DIRECTORS  
DAVID MCQUEAD, FIRE CHIEF

**FROM:** COLE THOMPSON, BATTALION CHIEF

**SUBJECT:** SALE OF SURPLUS PROPERTY

**DATE:** JANUARY 15, 2022

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## RECOMMENDATION:

Staff recommends that vehicle #9611 is deemed surplus, and be sold to Fire Etc. for cash based on their offer of \$15,000.00.

## BACKGROUND:

This vehicle was purchased in 1996 as a type I front line engine and has served our personnel admirably for over 25 years in both a first-out and reserve status. With the addition of a new type I engine, this vehicle is surplus and is no longer a necessity as it pertains to fleet inventory.

## CURRENT SITUATION:

The capital improvement plan includes the acquiring of a new type I engine that has been received and is currently being outfitted. This type I engine was manufactured in 1996, and now being 25 years old with 80,000 miles, is no longer an efficient option as a fleet vehicle due to age, design, and ongoing mechanical issues.