



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

Rancho Santa Fe FPD  
Board/Community Room – 16936 El Fuego  
Rancho Santa Fe, California 92067

March 18, 2009  
Regular Session 2:30 pm

**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 the Administrative Officer 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.

**Pledge of Allegiance**

- 1. Roll Call**
- 2. Public Comment**
- 3. Consent Calendar**

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.

- a. Board of Directors Minutes
  - i) APPROVE the Board of Directors minutes of February 11, 2009
  - ii) APPROVE the Board of Directors minutes of March 3, 2009ACTION REQUESTED: **APPROVE**

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact the Secretary at 858-756-5971. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.*

b. Receive and File

i) Monthly/Quarterly Reports – ACTION REQUESTED: **INFORMATION**

(1) List of Demands

Check 18974 thru 19032 for the period February 1 – 28, 2009 totaling:	\$ 94,360.14
Payroll for the period February 1 – 28, 2009	<u>\$451,953.80</u>
TOTAL DISTRIBUTION	\$546,313.93

(2) Activity Reports – February 2009

- Fire Prevention
- Operations
- Training

(3) District Articles – January 2009

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

- Audrey & Jayden
- Kate Dargan – CA State Fire Marshal

**4. Old Business**

- a. None

**5. New Business**

- a. Budget Meeting Schedule

To discuss and confirm the FY10 budget meeting schedule

ACTION REQUESTED: **Confirm dates and modify board meeting schedule, if necessary**

**6. Oral Reports**

a. Fire Chief – Pavone

- i) Fairbanks Ranch Replacement Fire Station – Update (see cost analysis)
- ii) SDG&E Litigation
- iii) Del Mar Cooperative Efforts
- iv) District Activities

b. Operations – Deputy Chief Michel

c. Training – Battalion Chief Davidson

d. Fire Prevention - Fire Marshal Hunter

e. Administrative Manager – Rannals

f. Board of Directors

- i) North County Dispatch JPA – Update
- ii) County Service Area – 17 – Update
- iii) Comments

**7. Closed Session**

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8
  - i) Conference with negotiators for the following real property
    - (1) APN 266-182-21
    - (2) APN 266-182-22Negotiating Parties: Jim Ashcraft, Nancy Hillgren, Nick Pavone, Fire Chief and legal counsel Stephen J. Fitch  
Under Negotiation: Both Price and Terms of Payment
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8
  - i) Conference with negotiators for the following real property
    - (1) APN 266-281-05Negotiating Parties: James Ashcraft, Director; Nancy C. Hillgren, Director; Nick Pavone, Fire Chief; and legal counsel Stephen J. Fitch  
Under Negotiation: Both Price and Terms of Payment

**8. Adjournment**



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – February 11, 2009**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

*Pledge of Allegiance*

Deputy Chief Cox led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief; Cliff Hunter, Fire Marshal; Brett Davidson, Battalion Chief Fred Cox, Battalion Chief; and Karlena Rannals, Board Clerk, and Stephen J. Fitch, Attorney

2. Public Comment

Catherine Fox, Mimoso, Rancho Santa Fe

Ms. Fox had several questions for the Board of Directors about the Fire District's need to pursue eminent domain proceedings for the property known as "Dacus." She asked the board to explain the Fire District parking and administrative needs. President Ashcraft explained the board's inability to discuss her questions, as the topic was not listed on the agenda. Chief Pavone offered to schedule a meeting and discuss her questions.

3. Consent Calendar

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar as submitted:

*a. Board of Directors Minutes*

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN,, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of January 14, 2009;

*b. Receive and File*

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

i. Monthly/Quarterly Reports

(1) List of Demands

Check 18864 thru 18973 for the period January 1– 31, 2009 totaling	\$396,862.57
Payroll for the period January 1 – 31, 2009	<u>\$444,403.22</u>
TOTAL DISTRIBUTION	\$841,265.79

(2) Budget Review – July 1 – December 31, 2008

(3) Statement of Cash Assets – December 31, 2008

(4) Activity Reports – January 2009

- Fire Prevention
- Operations
- Training

(5) District Articles – January 2009

(6) Correspondence

- Jon Fagerstrom
- Helms

4. Old Business

a. *Fairbanks Ranch Replacement Fire Station*

Chief Pavone introduced Anthony Damon, Jeff Katz Architecture. Mr. Damon updated the Board on the design and construction schedule of the replacement fire station. He responded to questions from the Board. The Board of Directors was complimentary and supportive to the design presented. There was no action taken by the Board.

5. New Business

a. *LAFCO Nomination to the Special Districts Advisory Committee*

Chief Pavone summarized the staff report provided. He informed the Board that Mr. Ingalls has volunteered to resign as the alternate LAFCO board member and is seeking election to the recently vacated regular position. Mr. Ingalls has been supportive of fire service issues and Chief Pavone recommended that the Board of Directors consider nominating John Ingalls for the position of LAFCO Commission member and authorize the Board President to sign the nomination form.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to support staff's recommendation and nominate John Ingalls as a candidate for the LAFCO Commission and authorize the Board President to sign all appropriate nomination documents.

The Board also requested that a letter of appreciation be sent to Andy Mencheck for his service to the Commission.

b. *Disposal of Surplus Equipment*

Chief Michel summarized the staff report provided. He recommended that the Board of Directors donate the hydraulic tool to the County of San Diego for distribution to a County volunteer agency. He noted that the value is limited due to the age, weight, and necessary maintenance.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve staff's recommendation and donate the surplus equipment to the County of San Diego for distribution to a County volunteer agency.

c. *Meeting Schedule – June 10, 2009*

Chief Pavone informed the Board of a potential conflict for the regular Board of Directors meeting scheduled for June 10, 2009 and requested consideration that the meeting date and time be changed. After review of the calendar, it was agreed to reschedule the regular meeting to June 17, 2009 at 2:30 pm.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move and calendar the June regular meeting for June 17, 2009 commencing at 2:30 pm.

*d. Budget Authorization*

Chief Pavone reported that the *The Inn at Rancho Santa Fe* has produced plans for a parking structure, which could be a viable option to meet the goals of all participating parties. He requested that the board authorize the District's participation in a cost analysis for a parking structure and fund the District's proportionate share. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve staff's recommendation and authorize to participate in a detailed cost analysis for a parking structure and authorize the expenditure of \$2,500.

6. Oral Reports

*a. Fire Chief – Pavone*

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station – Update: the approval process continues to progress. The significant event to report is the County approved the “remandment of relinquished rights” at a hearing last week.
- Office of Emergency Services (OES) Engine – the District took possession of the new OES engine that is housed at the Rancho Cielo station. The new engine is a certified USAR Type III engine and is on display for a tour at the end of the meeting.
- District Activities
  - The Appreciation Dinner is scheduled for May 8, 2009 at The Inn at Rancho Santa Fe.

*b. Operations – Deputy Chief Michel*

He reported on the following topics

- Significant calls include:
  - Sprinkler activation occurred and contained the fire. Damage was estimated at \$6,000
  - Traffic collisions
- Suppression personnel are testing a new piece of equipment (CPR device) which performs compressions on a patient. The estimated cost is \$12,000 - \$14,000 per unit. If the equipment has positive results, CSA-17 will pursue a grant for the device.
- Overall rainfall amounts are on target; however, much more rain is needed.

*c. Training – Battalion Chief Davidson*

Chief Davidson summarized the monthly training activity, which included:

- Personnel are testing the Lucas (CPR) Device
- Hot air balloon training, since there are numerous launches within the District
- Thermal Imaging camera training
- CERT Academy begins February 25

*d. Fire Prevention – Fire Marshal Hunter*

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

February 9, 2009

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- The previous month's statistics continue to demonstrate the slowdown in new construction
- He is currently accepting applications for a summer Urban Forester intern to continue the inspections for the Shelter in Place communities
- Working on a grant to educate homeowners on how to take care of residential fire sprinkler systems.
- Completing work with the Rancho Santa Fe/Fairbanks Ranch Associations to apply for a grant to develop a brochure.

*e. Administration – Administrative Manager Rannals*

- She reminded the board members to submit their Form 700, so all Conflict of Interest forms can be filed with the Clerk of the Board of Supervisors.

*f. Board of Directors*

- North County Dispatch JPA – Update – Director Ashcraft: the next meeting is scheduled for February 26, 2009
- County Service Area 17 – Update – Director Hickerson: reported that the ad hoc committee continues to meet. The committee is reviewing all parcels not paying the per parcel fee
- Comments:
  - None

The following was disclosed prior to convening to closed session:

- Director's Ashcraft, Hillgren, and Tanner are residents within the Covenant and members of the Rancho Santa Fe Association
- Negotiators for a successor memorandum of understanding reported that no meetings have occurred since the last board meeting, and therefore there was no need for a discussion in closed session.

**7. Closed Session**

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 1:53 – 3:37 pm for discussions on the following:

- a. Conference with negotiators for the following real property, pursuant to Government Code Section 54956.8

- APN 266-182-21
- APN 266-182-22

Negotiating Parties: James Ashcraft, Director; Nancy Hillgren, Director; Nick Pavone, Fire Chief, and legal counsel Stephen J. Fitch

Under Negotiation: Both Price and Terms of Payment

Upon reconvening to the open session, President Ashcraft reported the following:

- a. Conference with Negotiators for Real Property: the District's negotiators and legal counsel were provided direction regarding the eminent domain proceedings.

All members of the Board and all staff present during roll call attended the entire Closed Session during the discussion of item A, noting Director Hickerson departed the meeting at 3:15 pm. Attorney Stephen J. Fitch also attended.

8. Adjournment

Meeting adjourned at 4:45 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING  
MINUTES – March 3, 2009**

President Ashcraft called to order the special meeting of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

*Pledge of Allegiance*

Fire Marshal Hunter led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief; Cliff Hunter, Fire Marshal; Fred Cox, Battalion Chief; and Karlana Rannals, Board Clerk.

2. Public Comment

No one requested to speak to the Board.

It was disclosed prior to closed session that Director's Ashcraft, Hillgren, and Tanner are residents within the Covenant and members of Rancho Santa Fe Association.

3. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 1:03 – 2:26 pm for discussions on the following:

A. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8

i) Conference with negotiators for the following real property

(1) APN 266-182-21

(2) APN 266-182-22

Negotiating Parties: James Ashcraft, Director; Nancy C. Hillgren, Director; Nick Pavone, Fire Chief

Under Negotiation: Both Price and Terms of Payment

B. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8

i) Conference with negotiators for the following real property

(1) APN 266-281-05

Negotiating Parties: James Ashcraft, Director; Nancy C. Hillgren, Director; Nick Pavone, Fire Chief

Under Negotiation: Both Price and Terms of Payment

Upon reconvening, President Ashcraft reported that an update was provided to the board members and direction was provided to staff and negotiators regarding the eminent domain proceedings and the pursuit of real property for the Districts' parking needs.

All members of the Board and staff listed attended the Closed Session.

4. New Business

a. Budget Authorization

Chief Pavone summarized the staff report. He informed the Board that at the last meeting, the Board approved an expenditure of \$2,500 to participate in a cost analysis for a parking structure. Since the last meeting, additional costs are needed to determine the feasibility of a structure for parking. He requested authorization for a range from \$2,500 - \$20,000 to participate in the cost analysis. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation and approve the expenditure to participate in a cost analysis to determine the feasibility of a structure for parking, not to exceed \$20,000.

5. Adjournment

Meeting adjourned at 4:45 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President

Check #	Amount	Vendor	Purpose
18974	\$707.00	Accme Janitorial Service Inc	Building Monthly Service
18975	\$2.55	AT&T	Telephone
18976	\$177.60	AT&T/MCI	Telephone
18977	\$74.00	CSDA-S.D. Chapter	Meetings/Meal Expenses
18978	\$1,001.51	Daniels Tire Service Inc	Vehicle Repair/Scheduled Maintenance/Tires & Tubes
18979	\$4,000.00	James W Waldorf Inc	Admin Bldg Remodel/Addition
18980	\$1,275.76	L N Curtis & Sons Inc	Safety Clothing
18981	\$13,288.96	N C E V S	Apparatus Repair/Scheduled Maintenance
18982	\$345.00	North County Dispatch JPA	Misc Bank Charges-Administrative Fees
18983	\$251.72	Rannals, Karlena	Notary Forms/Mileage/Medical Reimbursement
18984	\$1,142.09	Santa Fe Irrigation District	Water/Parking Site Rental
18985	\$20,635.00	Shapouri & Associates	FBR #3 Replacement
18986	\$140.05	Sturtevant, James F.	Station Replacement Reimbursement
18987	\$36.96	The Screening Pros	Background Investigation - Employment
18988	\$2,581.97	The SoCo Group Inc	Gasoline & Diesel Fuel
18989	\$30.22	U P S	Shipping Service
18990	\$775.70	Waste Management Inc	Trash Disposal
18991	\$883.25	Waxie Sanitary Supply	Janitorial Supplies
18992	\$5,000.00	WinTech Computer Services	Consulting Services
18993	\$555.56	Arizona Instrument LLC	Calibration/Maintenance
18994	\$390.69	AT&T/MCI	Telephone
18996	\$908.54	Blend	Outside Printing & Binding
18997	\$46.00	Canyon Ridge Communications Inc	Pager Repair/Replacement
18998	\$3,250.00	Career Survival Group	Consulting Services
18999	\$367.00	Cnty of SD APCD	Permits - County/City
19000	\$636.35	Complete Office of California Inc	Office Supplies
19001	\$1,147.53	COR Security Inc	Building
19002	\$2,313.20	County of SD/RCS	800 MHz Network Admin Fees
19003	\$281.25	Custom Design Software Inc	Computer Programming
19004	\$64.65	ECMS	Breathing Apparatus
19005	\$2,916.65	ESRI Inc	Computer - License/Software

Check #	Amount	Vendor	Purpose
19006	\$305.28	Fire ETC Inc	Training - Equipment/Supplies
19007	\$578.24	Galls Retail	Uniform - Safety Personnel
19008	\$95.96	Home Depot, Inc	Breathing Apparatus
19009	\$9.90	Hunter, Clifford F	Admin-Meal/Lodging/Travel
19010	\$255.00	Irvine Valley Air Condit. Inc	Building - Repair/Maintenance
19011	\$785.00	J P Witherow Roofing Co	Building - Repair/Maintenance
19012	\$6,600.00	Jeff Katz Architecture	FBR #3 Replacement
19013	\$151.56	Napa Auto Parts Inc	Apparatus Parts & Supplies
19014	\$804.36	Olivenhain Municipal Water District	Water
19015	\$16.11	Pitney Bowes Inc	Office Supplies
19017	\$150.00	Rose Business Solutions Inc	Consulting Services
19018	\$25.00	RSFPFA	Firefighters Assn.
19019	\$1,956.75	San Diego Gas & Electric	Elec/Gas/Propane
19020	\$1,349.96	Savmart Pharmaceutical Service	CSA-17 - Supplies
19022	\$45.00	SDCFCA	Meetings/Meal Expenses
19023	\$64.00	State of CA Dept of Justice	Background Investigation - Employment
19024	\$1,762.55	Stephen J Fitch & Associates	Legal Services
19026	\$69.50	Terminix International	Building - Monthly Service
19027	\$1,745.51	The SoCo Group Inc	Gasoline & Diesel Fuel
19028	\$40.15	U P S	Shipping Service
19029	\$7,455.84	U S Bank Corporate Payment System	Cal-Card./IMPAC program
19030	\$617.01	Uniform Specialists Inc	Uniform - Safety Personnel
19031	\$403.10	Waxie Sanitary Supply	Janitorial Supplies
	\$3,847.59	Various	Metical Reimbursements
<i>Sub-total</i>	<i>\$94,360.13</i>		

15-Feb-09	229,466.35	Rancho Santa Fe FPD	Payroll
28-Feb-09	222,487.45	Rancho Santa Fe FPD	Payroll
<i>Sub-total</i>	<i>451,953.80</i>		

**Grand Total \$546,313.93**

## PLAN REVIEW

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	11	42,025
Fire Inspector	1	0
Urban Forester	0	0
<b>TOTAL</b>	<b>12</b>	<b>42,025</b>

RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Fire Marshal	0	12,750
Fire Inspector	0	0
Urban Forester	0	0
<b>TOTAL</b>	<b>0</b>	<b>12,750</b>

COMMERCIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	0	10,786
Fire Inspector	6	0
<b>TOTAL</b>	<b>6</b>	<b>10,786</b>

TOTAL NEW CONSTRUCTION		Sq Footage
<b>Based on permitted Sq footage</b>	<b>Total Added</b>	<b>65,561</b>

FIRE SPRINKLER REVIEWS	Commercial	Residential
Fire Marshal	0	0
Fire Inspector	0	9
<b>TOTAL</b>	<b>0</b>	<b>9</b>

TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>

LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Urban Forester	18	15.5
<b>TOTAL</b>	<b>18</b>	<b>15.5</b>

## SERVICES PERFORMED

DPLU - Fire Marshal	Number	Staff Hours
Project Availability Forms	8	8.0
Use Permits	0	0.0
Zaps	0	0.0
Administrative Review	0	0.0
Habit Plans	0	0.0
Approval Letters	4	4.0
<b>TOTAL</b>	<b>12</b>	<b>12.0</b>

INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	4	3.0
Hydros	19	16.0
Finals	28	24.0
Landscape	8	5.0
Reinspections	9	8.0
Code Enforcement	12	16.0
Misc.	9	9.0
<b>TOTAL</b>	<b>89</b>	<b>81.0</b>

HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
<b>Top 10 Hazards (# of Parcels Notified)</b>	1	1.0
#10. Mt. Israel/Lake Hodges	0	0.0
#9. Hacienda Santa Fe	0	0.0
#8. San Dieguito River/Zumaque Area	0	0.0
#7. Via del Alba	0	0.0
#6. La Glorieta	0	0.0
#5. La Madreselva	0	0.0
#4. Escondido Creek	0	0.0
#3. El Camino Real	0	0.0
#2. Sun Valley Road	0	0.0
#1. Roadway Vegetation/Canopies	0	1.0
Weed Abatement Inspection	15	7.5
Weed Abatement Reinspection	20	10.0
1st Notice	10	2.5
2nd Notice	11	2.8
Final Notice	5	1.3
Forced Abatement	0	0.0
Homeowner Meeting	3	3.0
<b>TOTAL</b>	<b>65</b>	<b>29.0</b>

<b>Top 10 Hazards notified this month</b>	<b>1/1243</b>	
<b>Top 10 Hazards notified YTD</b>	<b>228/1243</b>	
<b>Shelter-In-Place Communities (5)</b>	<b>5/5</b>	

## SERVICES PERFORMED

GRADING - Fire Marshal	Number of Inspections	Staff Hours
Plan Review	8	8.0
Site Inspection	2	2.0
<b>TOTAL</b>	<b>10</b>	<b>10.0</b>

SPECIAL PROJECTS - All Staff	Number of Inspections	Staff Hours
GIS Mapping	0	
Fuels Mitigation	0	
Special Projects/Other	0	
Continuing Education (Staff Hours)		
<b>TOTAL</b>	<b>0</b>	<b>0.0</b>

FIRE PREVENTION - All Staff	Number	Staff Hours
Incoming Phone Calls	312	38.5
Consultations	7	7.0
General Office		
<b>TOTAL</b>	<b>319</b>	<b>45.5</b>

PUBLIC EDUCATION - PRC	Number	Staff Hours
Web Master (Website hits and hours worked)	2,354	10.0
Graphic Design		20.0
Communication & Relations		3.0
Number of Releases	1.0	
Education: Design and Prepare		17.0
Education: Presentations	14.0	11.0
Number Reached: Children		
Number Reached: Adults		
In Service Staff Training		
Child Safety Seat Installations		
Clerical		55.0
Continuing Education		16.0
Special Projects		0.0
<b>TOTAL</b>	<b>2,369.0</b>	<b>132.0</b>

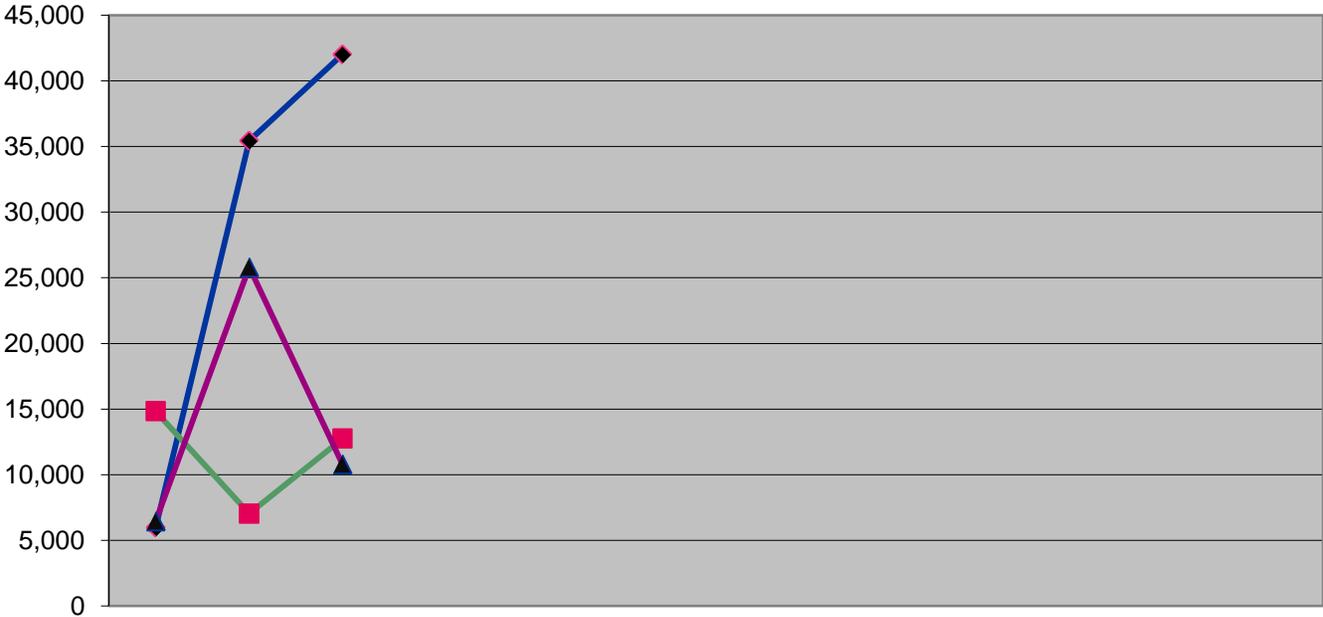
Office Support Coordinator-Prevention	Number	Staff Hours
Phone Calls (All Administrative Staff)	675	33.8
Walk in/Counter (All Administrative Staff)	179	9.0
Knox Application Request	6	0.5
UPS Outgoing Shipments	6	0.5
Plan Accepted/Routed	45	7.5
Training Classes:		
Outside Meetings		
<b>TOTAL</b>		<b>51.2</b>

**Rancho Santa Fe Fire Protection District  
Fire Prevention Bureau**

**February 2009**

**Construction Based on Permitted Square Footage**

- ◆ Residential
- Additions
- ▲ Commerical

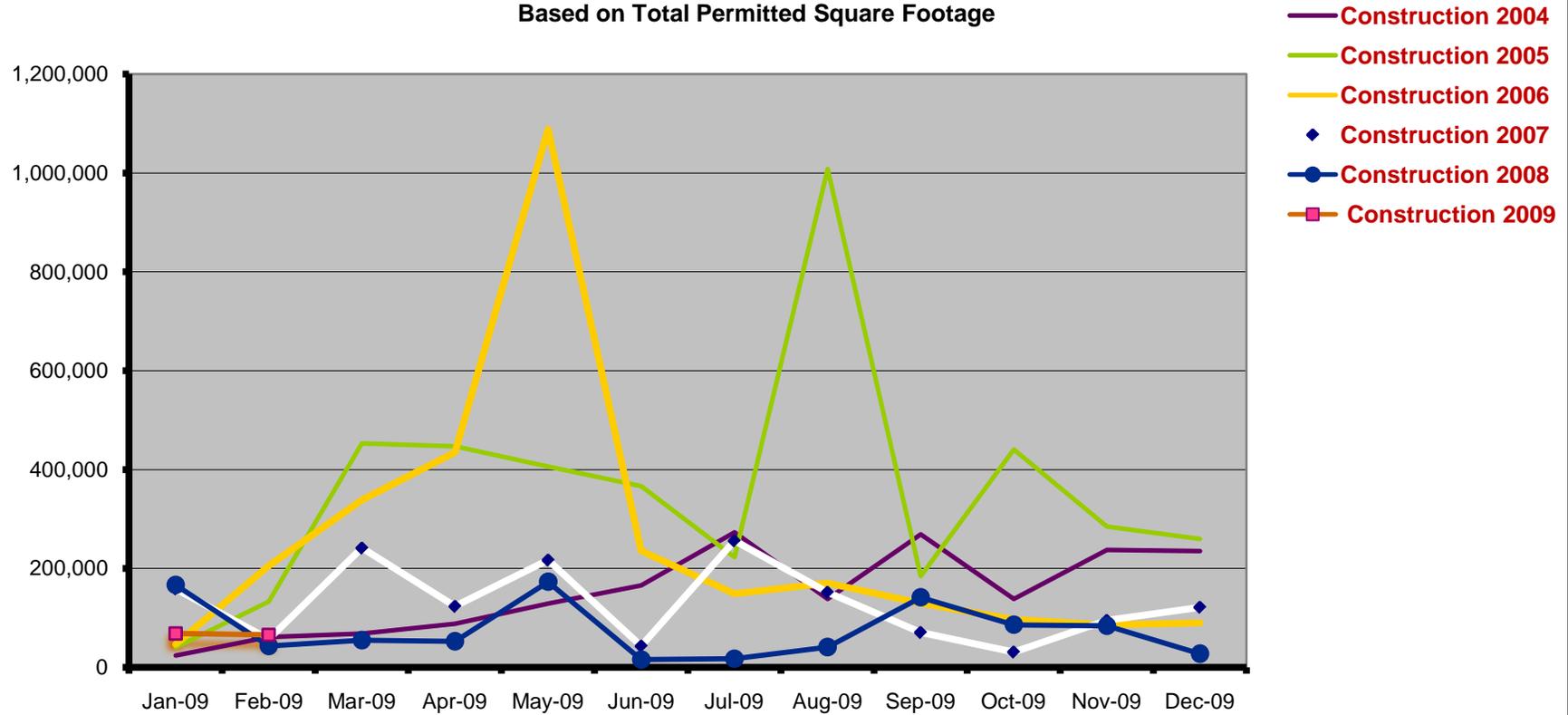


	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09
◆ Residential	5,959	35,451	42,025										
■ Additions	14,829	7,032	12,750										
▲ Commerical	6,440	25,811	10,786										

# Rancho Santa Fe Fire Protection District

## Fire Prevention Bureau

**Construction Trends 2004 thru 2009**  
Based on Total Permitted Square Footage

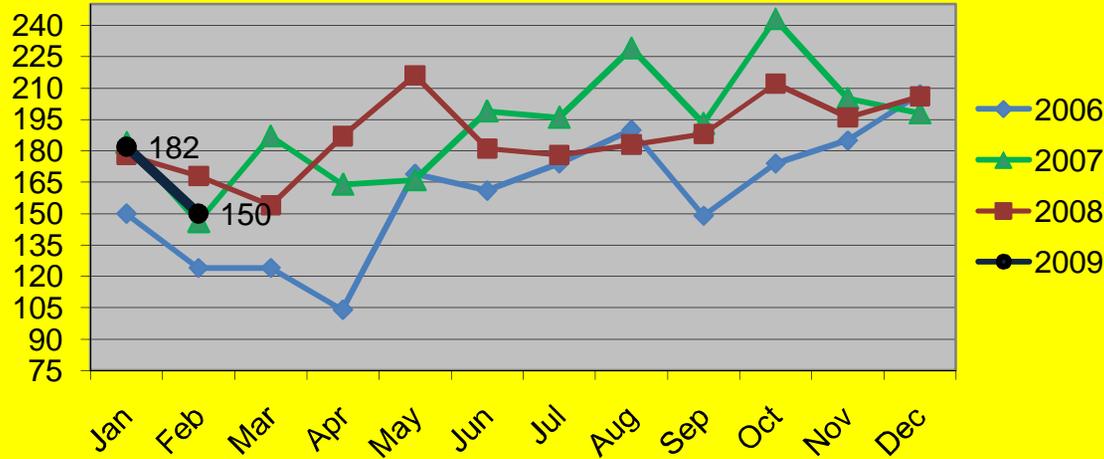


<b>2004</b>	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04
	23,737	61,058	68,214	87,768	128,876	165,585	273,075	138,232	269,181	137,914	237,348	235,335
<b>2005</b>	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05
	39,985	132,738	452,849	447,022	405,857	366,244	222,683	1,008,098	183,972	440,457	284,495	259,612
<b>2006</b>	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06
	46,126	205,163	337,951	434,515	1,088,179	235,495	148,424	170,111	128,957	96,576	85,093	89,508
<b>2007</b>	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07
	158,437	56,423	241,123	122,953	216,739	42,555	255,724	151,428	70,034	30,360	94,413	121,125
<b>2008</b>	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08
	166,243	42,871	54,537	52,307	172,708	15,308	17,050	40,658	141,204	85,693	83,616	27,228
<b>2009</b>	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09
	68,294	65,561	0	0	0	0	0	0	0	0	0	0

# Rancho Santa Fe Fire Protection District Incident Response Report

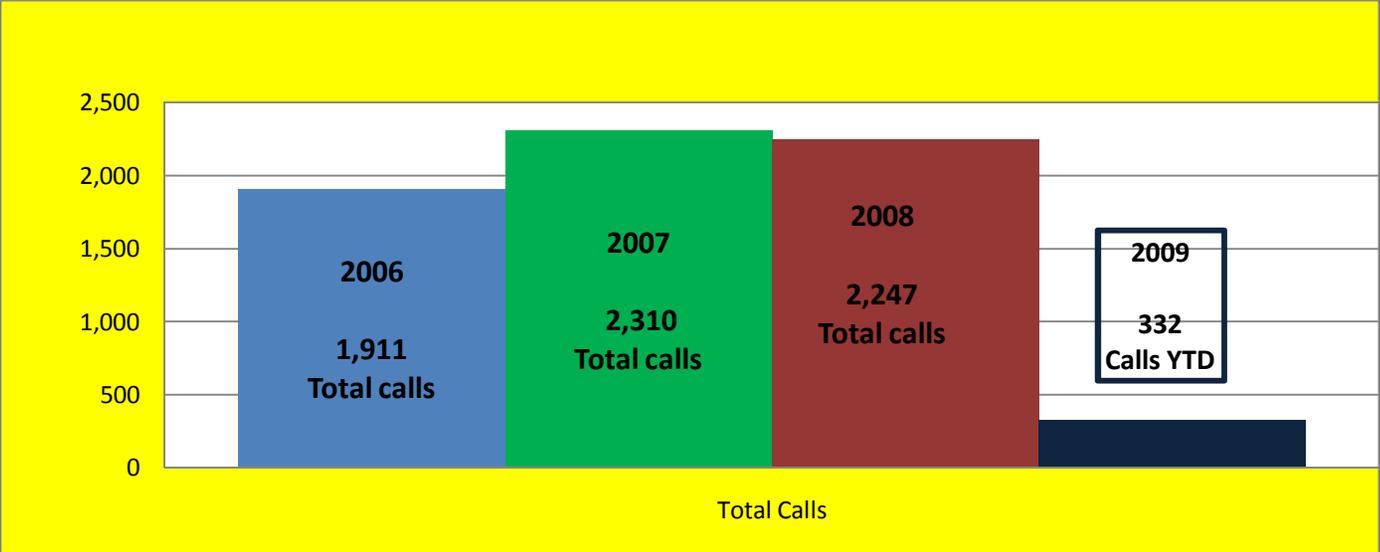
## March 2009 Board Report

### Four Year Monthly Response Comparison



2006	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Responses
Responses	150	124	124	104	169	161	174	190	149	174	185	207	1,911
YTD	150	274	398	502	671	832	1,006	1,196	1,345	1,519	1,704	1,911	18% increase
2007	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Responses
Responses	184	146	187	164	166	199	196	229	193	243	205	198	2,310
YTD	184	330	517	681	847	1,046	1,242	1,471	1,664	1,907	2,112	2,310	21% increase
2008	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	178	168	154	187	216	181	178	183	188	212	196	206	2,247
YTD	178	346	500	687	903	1,084	1,262	1,445	1,633	1,845	2,041	2,247	2.7% decrease

2009	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	182	150											332
YTD	182	332											



## **Incident Summary by Incident Type**

**Date Range: From 02/01/2009 To 02/28/2009**

**Incident Type(s) Selected: All**

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<b>Incident Type</b>	<b>Incident Count</b>	<b>Used in Ave. Resp.</b>	<b>Average Response Time hh:mm:ss</b>	<b>Total Loss</b>	<b>Total Value</b>
Fire	3	3	00:09:35	\$0.00	\$0.00
EMS/Rescue	77	75	00:05:57	\$0.00	\$0.00
Hazardous Condition	4	2	00:03:47	\$0.00	\$0.00
Service Call	22	7	00:06:06	\$0.00	\$0.00
Good Intent	22	2	00:09:08	\$0.00	\$0.00
False Call	22	22	00:06:24	\$0.00	\$0.00
Blank or Invalid	8	0		\$0.00	\$0.00
<b>Totals</b>	<b>158</b>	<b>111</b>		<b>\$0.00</b>	<b>\$0.00</b>

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**Note:** The incident count used in averages does not include the following:  
Not Completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No Arrival and Invalid Dates/Times.

# February 2009

February 2009						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2009						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 1 - 7	<b>Feb 1</b> Hose Testing; Station :	<b>2</b> 9:00am Scripps FCA; f	<b>3</b> 9:00am 2611 Electrica 1:30pm 2612 - Electric 1:30pm 2613 Hose La	<b>4</b> 9:00am 2611 Electrica 1:30pm 2612 - Electric	<b>5</b> 9:00am 2611 Electrica 1:30pm 2612 - Electric	<b>6</b> 9:00am SDSME; Telec	<b>7</b> Battalion Chiefs Drill;
	<b>8</b> Hose Testing; Station :	<b>9</b> 9:00am Scripps FCA; f	<b>10</b> 9:00am EMS Comitter 1:30pm 2614 Hose La	<b>11</b> 9:00am 2613 Electrica 1:30pm 2614 - Electric	<b>12</b> 9:00am 2613 Electrica 1:30pm 2614 - Electric	<b>13</b> 9:00am 2613 Electrica 10:00am Himmel resid 1:30pm 2614 - Electric	<b>14</b> Hose Testing; Station :
Feb 8 - 14	<b>15</b> 8:00am Elfin Forest/S;	<b>16</b> Fire Prevention Inspe	<b>17</b> Fire Prevention Inspe 10:00am Inspections; C	<b>18</b> 8:00am SCBA Fit Testi 8:00am Thermal Imag 1:30pm Thermal Imag	<b>19</b> 9:00am 2613 Hose La 1:30pm 2614 Hose La	<b>20</b> 9:00am 2613 Hose La 1:30pm 2614 Hose La	<b>21</b> Battalion Chiefs Drill;
	<b>22</b> Hose Testing; Station :	<b>S-290 Intermediate Wildland Fire Behavior Sta 4; Station 4 Classroom; Training-Calendar</b>				<b>26</b> 8:00am Palomar Fire , 8:00am SCBA Fit Testi	<b>27</b> Hose Testing; Station ; 8:00am Palomar Fire ,

is much appreciated.

With special kindness

P.S. Enjoy your  
breakfast!! ☺

Dear 45 Ranch Fire Company ~  
We greatly appreciate your  
help last night! I am a  
first-time mother and your  
quick response/kindness eased  
my mind about my little girl,  
Audrey. Thank you also from our  
neighborhood for fighting the wildfires  
& saving our properties! XOXO, "The Twins",  
Audrey & Jaden ☺



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**  
**Office of the State Fire Marshal**

P.O. Box 944246  
SACRAMENTO, CA 94244-2460  
(916) 445-8200  
Website: [www.fire.ca.gov](http://www.fire.ca.gov)



March 5, 2009

Nicholas G. Pavone  
Fire Chief  
Rancho Santa Fe Fire Protection District  
16936 El Fuego, Box 410  
Rancho Santa Fe, California 92067

Dear Chief Pavone:

State Fire Training has just begun one of its most important projects to date - reviewing the courses within the Fire Officer and Chief Officer certification tracks and revising them to meet their respective Certification Training Standards. We had our first meeting January 20-22, 2009 in Sacramento. As you know, one of your personnel, Bret Davidson, is participating in this undertaking.

Many individuals and organizations support and maintain the State Fire Training system. However, no organization or individual plays a more pivotal role than those who donate their time, energy, and resources to ensure our training programs reflect current standards, technology, and criteria.

On behalf of State Fire Training, the State Board of Fire Services, and the California fire service, I would like to thank Bret and recognize his special efforts that will make this a successful and satisfying project.

Sincerely,

A handwritten signature in black ink, appearing to read "Kate Dargan".

KATE DARGAN  
State Fire Marshal

cc: State Board of Fire Services



FAIRBANKS RANCH FIRE STATION - SCHEMATIC DESIGN COST ESTIMATE

MARCH 12, 2009

SECT	DESCRIPTION	QUANTITY NUMBER	UNIT	UNIT COST	TOTAL
<b>SYSTEMS ESTIMATE - FIRE STATION</b>					
<b>100</b>	<b>FOUNDATION SYSTEM</b>				
1.	WALL & COLUMN FOOTINGS	75	CY	375.00	28125.00
2.	TRASH/GENERATOR FOOTINGS	8	CY	375.00	1950.00
<b>TOTAL, 100</b>					<b>\$30,075</b>
<b>200</b>	<b>FLOOR SYSTEM</b>				
1.	CONCRETE SLAB ON GRADE	5660	SF	7.00	39620.00
2.	CONCRETE CURBS AT SOG	480	LF	10.00	4800.00
3.	HIGH DENSITY CONCRETE @ APP BAY	1	LS	16000.00	16000.00
4.	GYP CRETE @ SECOND FLOOR	5075	SF	2.00	10150.00
5.	SECOND FLOOR FRAMING	5075	SF	10.00	50750.00
6.	SECOND FLOOR PLYWOOD SHEATHING	5075	SF	2.00	10150.00
7.	CONCRETE SLAB AT GEN/TRASH/FUEL	900	SF	7.00	6300.00
<b>TOTAL, 200</b>					<b>\$137,770</b>
<b>300</b>	<b>ROOF SYSTEM</b>				
1.	ROOF FRAMING	6130	SF	12.00	73560.00
2.	STEEL BEAMS & BRACES	1	LS	20000.00	20000.00
3.	BUILT UP ROOFING	200	SF	3.50	700.00
4.	TILE ROOFING	5930	SF	8.00	47440.00
5.	R-30 BATT INSULATION	5370	SF	1.00	5370.00
6.	ROOF HATCH	1	EA	750.00	750.00
7.	ROOF ACCESS LADDER	1	EA	1000.00	1000.00
8.	WOOD FASCIA	1060	LF	12.00	12720.00
9.	FLASHING & SHEET METAL	1	LS	18000.00	18000.00
<b>TOTAL, 300</b>					<b>\$179,540</b>
<b>400</b>	<b>EXTERIOR WALL SYSTEM</b>				
1.	2 X 6 WALL FRAMING	8800	SF	6.00	52800.00
2.	STEEL COLUMNS	1	LS	20000.00	20000.00
3.	POSTS & BEAMS	1	LS	12000.00	12000.00
4.	PLYWOOD SHEAR PANELS	10000	SF	2.00	20000.00
5.	LATH & STUCCO	9100	SF	10.50	95550.00
6.	8" CMU BLOCK	2720	SF	24.00	65280.00
7.	STONE VENEER	3910	SF	30.00	117300.00
8.	R-19 BATT INSULATION	10000	SF	0.75	7500.00
9.	WALL LOUVERS/VENTS	1	LS	5000.00	5000.00
10.	MISC. DECORATIVE UPGRADES	1	LS	40000.00	40000.00
<b>TOTAL, 400</b>					<b>\$435,430</b>
<b>500</b>	<b>INTERIOR WALL SYSTEM</b>				
1.	2 X 6 WALL FRAMING	5640	SF	6.00	33840.00
2.	8" CMU BLOCK	2900	SF	24.00	69600.00
3.	STEEL COLUMNS	1	LS	6000.00	6000.00
4.	SOUND INSULATION	5000	SF	0.55	2750.00
<b>TOTAL, 500</b>					<b>\$112,190</b>
<b>600</b>	<b>INTERIOR FINISH SYSTEM</b>				
1.	GYPSUM BOARD WALLS	21000	SF	2.00	42000.00
2.	GYPSUM BOARD CEILINGS-SUSPENDED	4700	SF	6.00	28200.00
3.	LAY-IN CEILINGS	1160	SF	2.00	2320.00
4.	GYPSUM BOARD CEILINGS-APP. ROOM	3130	SF	5.00	15650.00
5.	RESILIENT FLOORING & CARPET	3220	SF	3.50	11270.00
6.	CERAMIC TILE WALL & FLOOR	2350	SF	10.00	23500.00
7.	PAINTING	1	LS	55000.00	55000.00
8.	FITNESS ROOM FLOORING	435	SF	10.00	4350.00
<b>TOTAL, 600</b>					<b>\$182,290</b>
<b>700</b>	<b>DOOR &amp; WINDOW SYSTEM</b>				
1.	DOOR, FRAME & HARDWARE	39	EA	1500.00	58500.00
2.	BI-FOLDING DOORS	4	EA	30000.00	120000.00
3.	EXTERIOR WINDOWS	700	SF	100.00	70000.00
<b>TOTAL, 700</b>					<b>\$248,500</b>
<b>800</b>	<b>SPECIALTY SYSTEMS</b>				
1.	TOILET ACCESSORIES	6	EA	900.00	5400.00
2.	CABINETS & SHELVING	1	LS	75000.00	75000.00
3.	TURNOUT LOCKERS	20	EA	900.00	18000.00
4.	LOCKERS (BUNK ROOM)	18	EA	1200.00	21600.00
5.	FLAG POLE	1	EA	2000.00	2000.00
6.	SIGNAGE	1	LS	6000.00	6000.00
7.	WINDOW COVERINGS	30	EA	175.00	5250.00
8.	HOSE STORAGE	1	LS	5000.00	5000.00
9.	MISC ACCESSORIES	1	LS	20000.00	20000.00
10.	KITCHEN EQUIPMENT	1	LS	40000.00	40000.00
11.	SHOWER DOORS	4	EA	550.00	2200.00
12.	STATION ALERTING SYSTEM	1	LS	50000.00	50000.00
13.	AV EQUIPMENT	1	LS	10000.00	10000.00
<b>TOTAL, 800</b>					<b>\$260,450</b>



FAIRBANKS RANCH FIRE STATION - SCHEMATIC DESIGN COST ESTIMATE

MARCH 12, 2009

SECT	DESCRIPTION	QUANTITY NUMBER	UNIT	UNIT COST	TOTAL
900	PLUMBING SYSTEM	10300	SF	10.50	108150.00
1000	MECHANICAL SYSTEM	10300	SF	17.50	180250.00
1100	ELECTRICAL SYSTEM				
	1. UNDERGROUND & SITE	1	LS	25000.00	25000.00
	2. BUILDING ELECTRICAL	10300	SF	24.00	247200.00
	3. EM. GENERATOR	1	LS	40000.00	40000.00
	4. SITE ELECTRICAL	1	LS	16000.00	16000.00
	<b>TOTAL, 1100</b>				<b>\$328,200</b>
1200	FIRE SPRINKLER SYSTEM	10300	SF	3.00	30900.00
1300	SITE IMPROVEMENTS				
	1. SOIL NAIL WALL	1	LS	113750.00	113750.00
	2. OVEREX & RECOMPACT	1	LS	12000.00	12000.00
	3. EROSION CONTROL	1	LS	9000.00	9000.00
	4. STORM DRAIN (ON-SITE)	1	LS	112500.00	112500.00
	5. WATER SERVICE	1	LS	40000.00	40000.00
	6. SEWER LATERAL	1	LS	25000.00	25000.00
	7. FIRE SERVICE	1	LS	20000.00	20000.00
	8. GAS SERVICE	1	LS	10000.00	10000.00
	9. SUBDRAINAGE SYSTEM	1	LS	7500.00	7500.00
	10. SITE CONCRETE	1	LS	140000.00	140000.00
	11. CMU RETAINING WALL	100	LF	50.00	5000.00
	12. STONE COLUMNS	1	LS	450000.00	450000.00
	13. PAVEMENT STRIPING	1	LS	2000.00	2000.00
	14. UTILITY CONNECTIONS	1	LS	10000.00	10000.00
	15. IRRIGATION	1	LS	15000.00	15000.00
	16. LANDSCAPE	1	LS	20000.00	20000.00
	17. FENCES AND GATES	1	LS	17000.00	17000.00
	18. MISC SITEWORK ITEMS	1	LS	25000.00	25000.00
	<b>TOTAL, 1300</b>				<b>\$1,033,750</b>
<b>SUBTOTAL CONSTRUCTION</b>					<b>\$3,267,495</b>
CALCULATION OF % MARK-UP					
	DIV 1, GENERAL REQUIREMENTS	10.00%			
	GENERAL CONTRACTOR'S OH&P	12.00%			
	DESIGN DEVELOP CONTINGENCY	5.00%			
	ESCALATION CONTINGENCY	2.00%			
	"BOTTOM LINE" TOTAL MARK-UP	29.00%			\$947,574
<b>TOTAL - BASE BID</b>					<b>\$4,215,069</b>
	CONST. CONTINGENCY	10.00%			\$421,507
<b>TOTAL PROJECT CONSTRUCTION COST</b>					<b>\$4,636,575</b>
BUILDING COST ESTIMATE DOES NOT INCLUDE COSTS FOR ANY FURNISHINGS OR EQUIPMENT WHICH ARE NOT PART OF THE BUILDING CONSTRUCTION.					
<b>ADDITIONAL COST ITEMS</b>					
	1. PERMITS, BLUEPRINTS, ETC.				\$25,000
	2. TESTING & INSPECTIONS				\$50,000
	3. FURNISHINGS				\$200,000
	4. PHONE SYSTEMS				\$25,000
	5. MISC				\$100,000
<b>SUBTOTAL OF ADDITIONAL COSTS</b>					<b>\$400,000</b>
<b>PROJECT COST</b>					<b>\$5,036,575</b>
	PROJECT CONTINGENCY	3.00%			\$151,097
<b>TOTAL PROJECT COST</b>					<b>\$ 5,187,673</b>