



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

December 9, 2009
Regular Session 1:00 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. Special Presentations

a. Resolution of Commendation

Presentation of Commendations to the following retiring personnel:

- i) William L. Lutz – Captain
- ii) Richard S. Foster – Firefighter

b. Badge Presentations

Presentation of Fire District Badge by Fire Chief Pavone will be presented to:

- i) Grant Smith – Firefighter/Paramedic
- ii) Kyle Carranza – Firefighter/Paramedic

c. Special Recognition

- i) Recognition of Ray Ligtenberg for his contribution in the Construction of a new Vehicle Fire Prop

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

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.

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

- i) Board of Directors minutes of November 18, 2009 (Regular meeting)

ACTION REQUESTED: **APPROVE**

b. Receive and File

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

(1) List of Demands

Check 19949 thru 20020 for the period November 1 – 30, 2009 totaling: \$ 191,026.59

Payroll for the period November 1 – 30, 2009 \$ 582,224.31

TOTAL DISTRIBUTION \$ 773,250.90

(2) Activity Reports – November 2009

- Fire Prevention
- Operations
- Training

(3) District Articles – November 2009

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

- None

6. Old Business

- a. None

7. New Business

- a. Contract: Side letter No. 3 between Rancho Santa Fe Fire Protection District and Rancho Santa Fe Miscellaneous Employees

To discuss and/or approve an improved level of life insurance from \$10,000 to \$25,000. [Staff Report 09-25](#)

ACTION REQUESTED – **APPROVE**

8. Resolution/Ordinance

a. Resolution No. 2009-09

To discuss and/or adopt Resolution No. 2009-09 – *entitled* a Resolution of Commendation from the Board of Directors of the Rancho Santa Fe Fire Protection District for William L. Lutz

ACTION REQUESTED: **ADOPT**

b. Resolution No. 2009-10

Resolution of Commendation from the Board of Directors of the Rancho Santa Fe Fire Protection District for Richard S. Foster

ACTION REQUESTED: **ADOPT**

9. Oral Reports

- a. Fire Chief – Pavone
 - i) Fairbanks Ranch Replacement Fire Station – Update
 - ii) Cooperative Management Services Agreement - Update
 - iii) District Activities
- b. Operations – Deputy Chief Michel
- c. Training – Battalion Chief Davidson
- d. Fire Prevention - Fire Marshal Hunter
- e. Administrative Manager – Rannals
 - i) CalPERS Employer Rates - History
- f. Board of Directors
 - i) North County Dispatch JPA – Update
 - ii) County Service Area – 17 – Update
 - iii) Comments

10. Closed Session

- a. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.8
Conference with negotiators for the following real property:
18029 Calle Ambiente, Rancho Santa Fe
Negotiating Parties: James Ashcraft, Director; John C. Tanner, Director; Nick Pavone, Fire Chief
Under Negotiation: Both Price and Terms of Payment

11. Adjournment



☪ SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting – Agenda
Wednesday, December 9, 2009 1:00 pm PST

CERTIFICATION OF POSTING

I certify that on December 2, 2009 a copy of the foregoing agenda near the regular 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 December 2, 2009

Karlana Rannals

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – November 18, 2009**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:05 pm.

Pledge of Allegiance

Deputy Chief Tony Michel led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson (*arrived at 1:12 pm*); Hillgren, Malin, Tanner

Directors Absent: None

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

2. Public Comment

No one requested to speak to the Board.

3. Special Presentations

a. Painting Presentation

Chief Pavone introduced Leila Hazery, student at Santa Fe Christian School and her guests. She presented her painting “Out of the Ashes” to the Fire District in which she expressed her appreciation for the hard work of all firefighters. Chief Pavone acknowledged her efforts and thanked her for her donation to the District.

b. Plaque Presentation

Chief Pavone and Captain Mike Shore, representing the Professional Firefighters Association Local 4349, presented plaques of appreciation to Matt Basham, RSF Village Market; Hank Mendez, RSF School District; and Tim Cusac, Café Positano for their support and donations to the District’s annual pancake breakfast. This year, approximately 700 meals were served in a four hour period. Through everyone’s support, this annual event was another success. Chief Pavone also complimented Captain Shore for his time and efforts in making the event successful.

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

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

5. Consent Calendar

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

a. Board of Directors Minutes

i) MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of October 14, 2009

b. Receive and File

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 19880 thru 199948 for the period October 1 – 31, 2009 totaling:	\$ 297,585.38
Payroll for the period October 1 – 31, 2009	<u>\$ 439,304.09</u>
TOTAL DISTRIBUTION	\$ 736,889.47

(2) Cash Statement– July 1 – September 30, 2009

(3) Travel Reports

- Malin
- Pavone

(4) Activity Reports – October 2009

- Fire Prevention
- Operations
- Training

(5) District Articles – October 2009

(6) Correspondence

- Patrick Brady

6. Old Business

- a. None

7. New Business

a. Contract: Shared Liability Agreement – Hiring Consortium

Chief Michel summarized the staff report provided. The District has been a member of the hiring consortium for the past 18 years, which conducts the physical ability testing for entry-level firefighter/paramedic. He reported that a recent review conducted of the consortium’s policies, it was determined that a shared liability agreement for workers compensation was never signed by all participating member agencies. If approved, the District’s liability exposure is shared by all members and will be limited to ten percent (10%) for any claim. For workers compensation, the Fire District is a member agency to PASIS (Public Agency Self Insurance System) and legal counsel for PASIS prepared the agreement. A separate review of the agreement was provided by the Fire District’s legal counsel. Staff responded to questions from the Board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the District’s continued participation in the hiring consortium and authorize the President to sign the agreement for workers compensation coverage for participants in firefighting testing.

b. Budget Authorization

Chief Pavone summarized the staff report provided. The Fire District has developed a replacement schedule to upgrade the radios needed for inter-operability. The request is to replace four (4) radios, which were identified

in the FY10 budget. He noted that the radios were originally purchased via a grant, and some replacements have been purchased also with grant money. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of four replacement radios at \$3,924 (plus tax) for each radio.

8. Oral Reports

a. Fire Chief – Pavone

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station – Update
 - Interim Fire Station – the trailers have been delivered and are on site. The contractors have begun the minor grading necessary on the site. The infrastructure necessary includes water; sewer and power are complete; however, there have been challenges with establishing phone service. He anticipates a move in time of 3-4 weeks.
 - Station Demolition – he continues to work with the architect for the demolition which will occur in the December/January period. He informed the Board that the District could not perform any grading between January 15 and May because of environmental issues, unless all trees are removed.
 - New Construction – no additional information.
- Management Services Contract – The leadership task force held their first meeting on November 18 to discuss the performance of the first 30-days. To date, the responses from all agencies have been positive.
- District Activities
 - CERT Graduation: scheduled for Saturday, November 21st. The Fire District has ten citizens in the class.
 - Holiday Party: scheduled for December 18th at The Inn at Rancho Santa Fe.

b. *Operations – Deputy Chief Michel*

He reported on the following topics:

- Significant calls include:
 - Traffic collision on San Dieguito Road resulting in one fatality
- Recruitment for Firefighter/Paramedic positions: two conditional offers of employment have been made with an anticipated date of hire December 7, 2009.
- Promotion: two positions will open in late December resulting from two retirements (Lutz & Foster). As a result of the promotional testing and interviews, the following personnel were selected:
 - Engineer Dave McQuead – Captain (retirement of Captain Lutz)
 - Firefighter/Paramedic Tim Wood – Engineer (promotion of Engineer McQuead)
 - Captain Chris Galindo – Temporary Administrative Captain
 - Engineer Bruce Sherwood – Temporary Acting Captain (reassignment of Captain Galindo)
 - Firefighter/Paramedic's Brandow and Lorenzo – Temporary Acting Engineer (a shared acting

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

November 18, 2009

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position 9 months each. – Engineer Sherwood)

- Temporary Captain position to fill vacant worker’s compensation captain position to be shared by Engineers’ Bispham, Jordan, Ligtenberg, and Slattery.

c. *Training – Battalion Chief Davidson*

Chief Michel summarized the monthly training activity, which included:

- RSF Personnel participated in:
 - Fire prevention classes to the schools
 - Zone high rise
 - Field care audits

d. *Fire Prevention – Fire Marshal Hunter*

- Presentation: Public Relations Coordinator – Julie Taber: distributed statistics on the number of children (3,600) at 11 schools that were educated during the month of October for fire prevention. She reviewed the curriculum presented to the children and prepared by the Burn Institute. She has requested feedback from the teachers and District personnel for any suggested improvements for the next year.
- Distributed the statistics regarding the “dead trees.” To date, he has authorized seven (7) forced abatements. He assured the board members that every effort is made to get the property owner to comply with the ordinance before he authorizes the work for abatement.
- Construction statistics are low this month.

e. *Administration – Administrative Manager Rannals*

- Proposition 1A Receivable Financing Program – Update: She reported that the application process was completed and accepted by California Communities. The District’s receivable, certified by the County of San Diego, is \$780,226.
- CalPERS Conference: all participants who attended the conference (Director Malin, Deputy Chief Michel, and Karlana Rannals) shared their experience and discussed the future costs of the retirement benefits offered to District employees.

f. *Board of Directors*

- North County Dispatch JPA – Update – Director Ashcraft: next meeting December 3, 2009
- County Service Area 17 – Update – Director Hickerson: next meeting February 2010
- Comments:
 - None

The meeting recessed for ten-minutes.

9. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 2:53 – 4:10 pm for discussions on the following:

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

18029 Calle Ambiente, Rancho Santa Fe

Negotiating Parties: James Ashcraft, Director; John Tanner, Director; Nick Pavone, Fire Chief

Under Negotiation: Both Price and Terms of Payment

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

- b. With respect to every item of business to be discussed, pursuant to Government Code Section 54956.9

Conference with Legal Counsel – Anticipated Litigation

Potential Case: 1

NOTE: All members of the Board and staff listed attended the Closed Session. Legal counsel did not participate by phone as planned.

- c. With respect to every item of business to be discussed, pursuant to Government Code Section 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

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

Under Negotiation: A successor Memorandum of Understanding

NOTE: All members of the Board listed and Chief Pavone attended the Closed

- d. With respect to every item of business to be discussed, pursuant to Government Code Section 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representative: Nicholas G Pavone, Fire Chief

Employee Organization: Unrepresented Employees

Position – Fire Chief (1); Deputy Chief (1); Battalion Chief (4); Fire Marshal (1); Administrative Manager (1)

NOTE: All members of the Board listed and Chief Pavone attended the Closed Session

President Ashcraft reported that an update was provided to the board members for agenda item 10.a and direction was provided to staff and negotiators regarding the pursuit of real property.

President Ashcraft reported that an update was provided to the board members for agenda item 10.b.

President Ashcraft also reported that the Board was provided an update from the negotiators for agenda item 10.c and 10.d and direction was provided.

10. Resolution/Ordinance

- a. Resolution No. 2009-07

Chief Pavone informed the Board that this resolution is a result of the negotiations with the Firefighters Association. This is a one year contract, and the District will begin discussions for contract renewal in early 2010.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and APPROVED Resolution No. 2009-07 – entitled *A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349* on a roll call vote:

AYES: Ashcraft, Hickerson, Hillgren, Malin, Tanner

NOES: None

ABSTAIN: None

ABSENT: None

b. Resolution No. 2009-08

Chief Pavone informed the Board that this resolution updates the salary and benefits for management personnel.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and APPROVED Resolution No. 2009-08 – entitled *A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Establishing Salaries and Benefits for Management Personnel* on a roll call vote:

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

11. Adjournment

Meeting adjourned at 4:14 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

19949	\$707.30	Accme Janitorial Service Inc	Building - Monthly Service Agreement
19950	\$97.47	AT&T	Telephone
19951	\$904.71	AT&T Calnet 2	Telephone
19953	\$147.00	Brandow, Nick	Certification
19954	\$136.50	C.A.P.F.	Disability/Life Insurance
19955	\$2,964.00	Charles Z Fedak & Company	Accounting-Audit Services
19956	\$2,445.00	Cnty Of San Diego	FBR #3 Replacement
19957	\$2,608.00	Cnty of SD DPLU	FBR #3 Replacement
19958	\$472.59	Complete Office of California Inc	Office Supplies
19959	\$2,438.00	County of SD/RCS	800 MHz Network Admin Fees
19960	\$60.00	Cox, Fred W.	School Education/Training/Class B License Reimbursement
19961	\$1,745.70	Direct Energy Business - Dallas	Elec/Gas/Propane
19962	\$92.44	ECMS	Alterations
19964	\$97.14	Galls Retail	Uniform - Safety Personnel
19965	\$456.60	Home Depot, Inc	Buildings - Repair/Apparatus Equip/Tools/Station Maintenance/Flag Poll
19966	\$1,579.21	HSBC Business Solutions	Janitorial Supplies/Radio Batteries/Office Supplies/Safety Equipment
19967	\$19,921.64	Konica Minolta Business Inc	Copier - Replacement
19968	\$863.41	L N Curtis & Sons Inc	Firefighting Foam
19969	\$108.00	Liebert Cassidy Whitmore	Legal Services
19970	\$130.00	Lynx Technologies Inc	Mapping Services (ERM)
19971	\$57.50	Malin, Randy	Admin-Meal/Lodging/Travel Reimbursement
19972	\$504.92	Metro Fire & Safety Inc	Extinguishers
19973	\$145.00	Michel, Tony J	Admin-Meal/Lodging/Travel/internet Reimbursement
19974	\$3,697.20	MJS Investigative Services	Consulting Services
19976	\$6,134.06	North County EVS Inc	Fleet Equipment Maintenance/Repair/Scheduled maint/Generator Maint.
19977	\$14,213.46	Olivenhain Municipal Water District	Sewer/Water/PY Expenses
19978	\$311.00	Olson's Hand Car Wash Inc	Car Wash
19979	\$958.50	On-Call Computer Services	Consulting Services
19981	\$308.85	Premier Signs Inc	Apparatus - Miscellaneous
19982	\$37.24	Rannals, Karlena	Admin-Meal/Lodging/Travel Reimbursement
19983	\$3,805.45	Rose Business Solutions Inc	Program Upgrade/Software Enhancement
19984	\$522.62	RSFPFA	Firefighters Assn./Shift Calendars
19985	\$4,722.38	San Diego Gas & Electric	Elec/Gas/Propane

19986	\$700.00	Santa Fe Irrigation District	Vehicle Site Rental
19987	\$35.52	SD Cnty Vector Control Program	Taxes & Assessments
19988	\$30.00	SDCFCA -EMS Section	Association Dues
19989	\$9,538.00	Shapouri & Associates	FBR #3 Replacement
19990	\$6,649.00	Shapouri Engineering Company Inc	FBR #3 Replacement
19991	\$80.00	State Fire Training	Certification
19992	\$96.00	State of CA Dept of Justice	Background Investigation - Employment
19996	\$205.50	Terminix International	Building - Monthly Service Agreement
19997	\$50.94	The Screening Pros	Background Investigation - Employment
19998	\$5,847.92	The SoCo Group Inc	Gasoline & Diesel Fuel
19999	\$1,260.00	ThyssenKrupp Elevator Inc	Elevator Service
20000	\$69.93	U P S	Shipping Service
20001	\$5,819.60	U S Bank Corporate Payment System	Cal-Card./IMPAC program
20002	\$1,321.87	Verizon Wireless	Telephone - Cellular
20003	\$55.07	Vista Paint Corp.	Hydrant Maintenance
20004	\$860.05	Waste Management Inc	Trash Disposal
20005	\$427.60	Willis, Erwin L.	Repair Machines & Office Equipment
20006	\$5,100.00	WinTech Computer Services	Consulting Services
20007	\$880.53	AT&T Calnet 2	Telephone
20010	\$190.00	Engineered Mechanical Services Inc	Building - Monthly Service Agreement
20011	\$468.71	Fire ETC Inc	Safety Clothing
20012	\$2,808.43	Guardian Life Insurance Co	Dental Insurance
20013	\$60,363.00	Health Net	Medical Insurance
20016	\$1,743.16	North County EVS Inc	Apparatus Repair/Scheduled Maintenance
20017	\$295.00	SDCFCA - FPO Section	Prevention - Local Conference/Seminars
20018	\$365.82	The Lincoln National Life Ins Co	Disability/Life Insurance
20019	\$1,938.94	The SoCo Group Inc	Gasoline & Diesel Fuel
20020	\$20.00	U P S	Shipping Service
Various	\$10,413.11	Various	Medical Reimbursement
Sub-total	\$191,026.59		

15-Nov-09	\$188,233.51	Rancho Santa Fe FPD	Payroll
29-Nov-09	\$153,259.36	Rancho Santa Fe FPD	Payroll
30-Nov-09	\$240,731.44	Rancho Santa Fe FPD	Payroll
<i>Sub-total</i>	<u>\$582,224.31</u>		
TOTAL	<u><u>\$773,250.90</u></u>		

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	5	22,088
Fire Inspector	0	0
TOTAL	5	22,088

RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Fire Marshal	45,137	14,706
Fire Inspector	0	0
TOTAL	45,137	14,706

COMMERCIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	1	6,000
Fire Inspector	0	0
TOTAL	1	6,000

TOTAL NEW CONSTRUCTION		Sq Footage
Based on permitted Sq footage	Total Added	42,794

FIRE SPRINKLER REVIEWS	Commercial	Residential
Fire Marshal	0	0
Fire Inspector	3	7
TOTAL	3	7

TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
TOTAL	0	0

LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Urban Forester	23	22.5
TOTAL	23	22.5

SERVICES PERFORMED

DPLU - Fire Marshal	Number	Staff Hours
Project Availability Forms		
Use Permits		
Zaps		
Administrative Review		
Habit Plans		
Approval Letters		
TOTAL	0	0.0

INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	2	2.0
Hydros	12	12.0
Finals	19	19.0
Landscape	0	0.0
Reinspections	0	0.0
Code Enforcement	3	3.0
Misc.	0	0.0
TOTAL	36	36.0

HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	39	16.5
Weed Abatement Reinspection	131	49.5
1st Notice	28	9.5
2nd Notice	22	8.0
Final Notice	15	5.0
Forced Abatement	0	0.0
Homeowner Meeting	22	16.0
TOTAL	257	104.5
Shelter-In-Place Community (Intern)	1st Notice	Homeowner Meetings
Bridges Notices		
Cielo Notices		
Crosby Notices		
Lakes Notices		
TOTAL		

SERVICES PERFORMED

GRADING - Fire Marshal	Number of Inspections	Staff Hours
Plan Review	3	3.0
Site Inspection	3	3.0
TOTAL	6	6.0

SPECIAL PROJECTS - All Staff	Number of Inspections	Staff Hours
GIS Mapping	5	
Fuels Mitigation	0	
Special Projects/Other		25.0
Continuing Education (Staff Hours)		
TOTAL	5	25.0

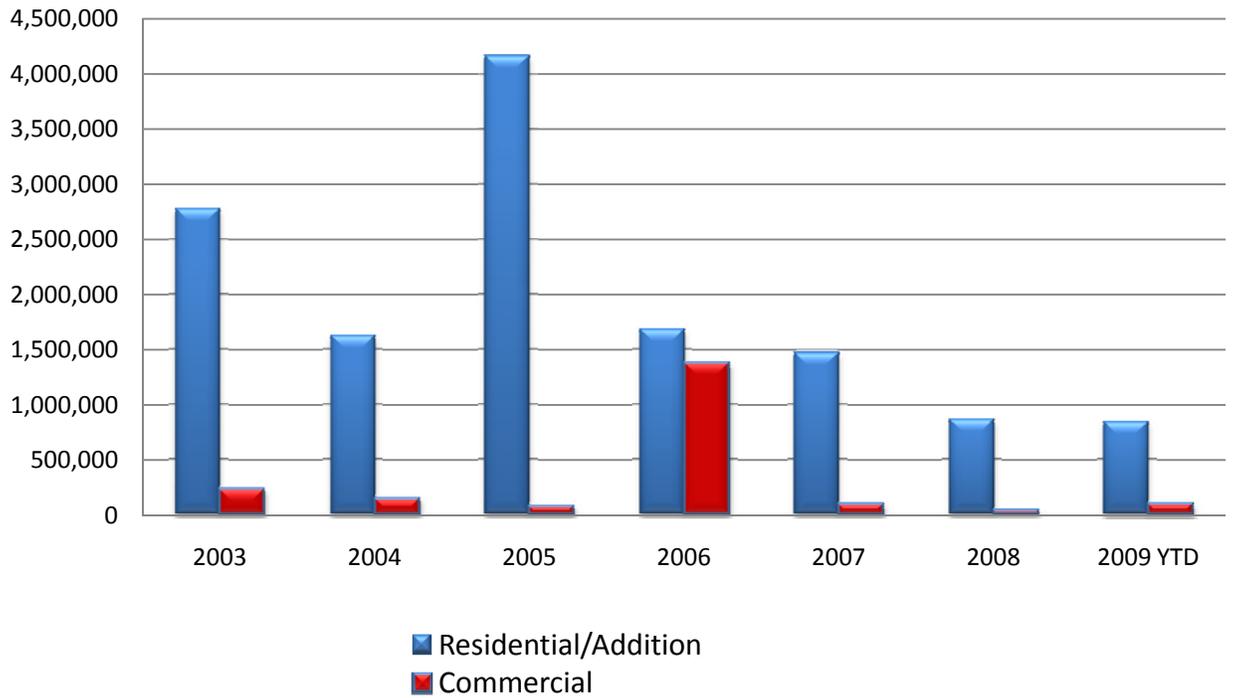
FIRE PREVENTION - All Staff	Number	Staff Hours
Incoming Phone Calls	179	49.0
Consultations	8	9.5
General Office	4	10.0
TOTAL	187	58.5

PUBLIC EDUCATION - PRC	Number	Staff Hours
Web Master (Website hits and hours worked)	0	16.0
Graphic Design		2.0
Communication & Relations		9.0
Number of Releases	3.0	
Education: Design and Prepare		6.0
Education: Presentations	554.0	19.0
Number Reached: Children		
Number Reached: Adults		
In Service Staff Training		
Child Safety Seat Installations	14.0	14.0
Clerical		43.0
Continuing Education		3.0
Special Projects		0.0
TOTAL		112.0

Office Support Coordinator-Prevention	Number	Staff Hours
Phone Calls (All Administrative Staff)	530	26.5
Walk in/Counter (All Administrative Staff)	177	8.9
Knox Application Request	6	0.5
UPS Outgoing Shipments	5	0.4
Plan Accepted/Routed	31	5.2
Training Classes:		
Outside Meetings		
TOTAL		41.4

**Rancho Santa Fe Fire Protection District
Fire Prevention Bureau
Nov 2009**

Total Construction Per Square Footage



Calendar Year	Residential/Addition	Commercial	Total
2003	2,780,155	228,014	3,008,169
2004	1,626,386	142,969	1,769,355
2005	4,169,259	74,753	4,244,012
2006	1,682,953	1,375,623	3,058,576
2007	1,468,352	92,962	1,561,314
2008	864,159	35,264	899,423
2009 YTD	841,943	96,332	938,275

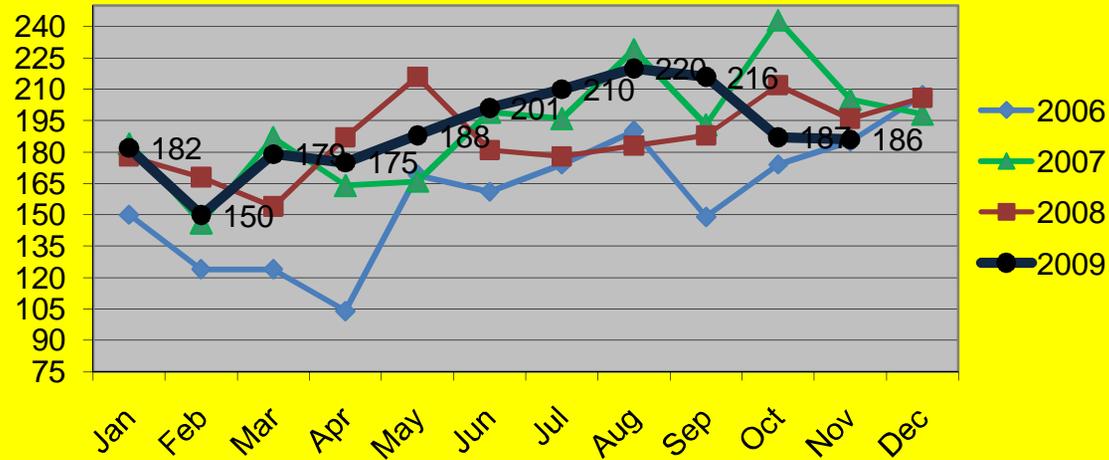
Comparison 2008/2009 Total Square Footage

2008	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	166,243	42,871	54,537	52,307	172,708	15,308	17,050	40,658	141,204	85,693	83,616	27,228
2009	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	68,294	65,561	47,061	62,307	171,971	53,878	142,534	68,269	117,324	7950	42,794	

Rancho Santa Fe Fire Protection District Incident Response Report

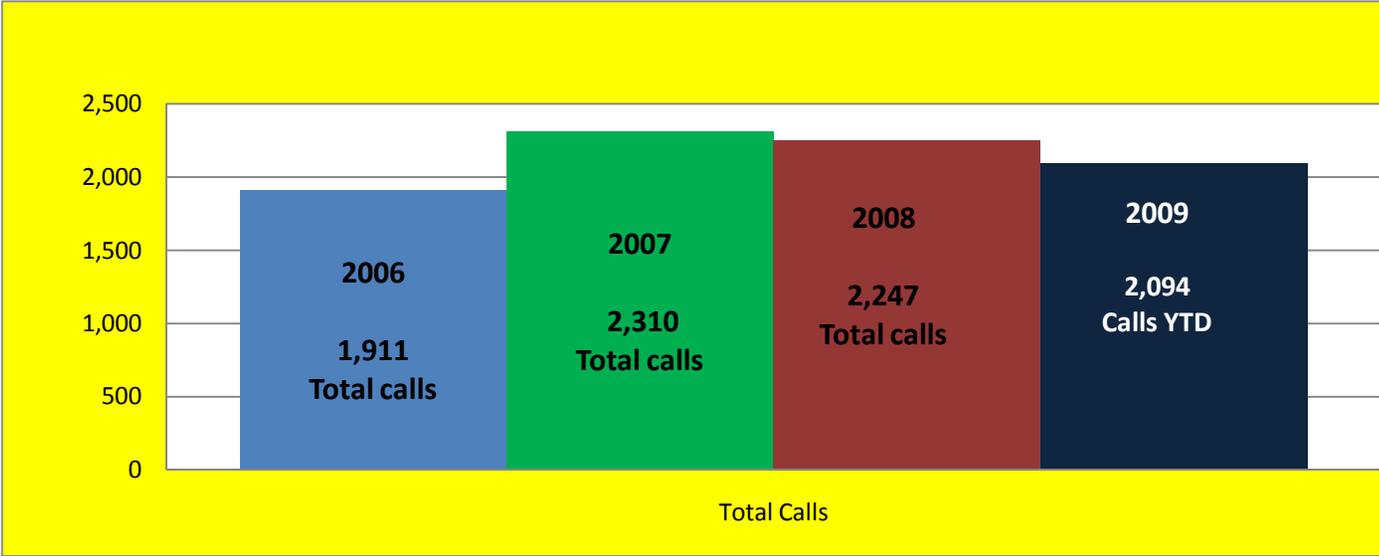
December 2009 Board Report

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	179	175	188	201	210	220	216	187	186		2,094
YTD	182	332	511	686	874	1,075	1,285	1,505	1,721	1,908	2,094		



Incident Summary by Incident Type

Date Range: From 11/01/2009 To 11/30/2009

Incident Type(s) Selected: All

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time hh:mm:ss	Total Loss	Total Value
Fire	3	3	00:09:18	\$0.00	\$0.00
EMS/Rescue	88	81	00:04:58	\$0.00	\$0.00
Hazardous Condition	5	4	00:05:31	\$0.00	\$0.00
Service Call	27	4	00:06:36	\$0.00	\$0.00
Good Intent	44	8	00:07:04	\$0.00	\$0.00
False Call	19	18	00:07:21	\$0.00	\$0.00
Totals	186	118		\$0.00	\$0.00

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.

November 2009

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 1 - 7	Nov 1	2	3	4	5	6	7
		5:00pm 2612 Search ; 7:30pm 2611 Search	5:00pm 2612 Search ; 7:30pm 2611 Search	5:00pm 2612 Search ; 7:30pm 2611 Search ;	8:30am 2611,2612,26 1:30pm 2612, 2614 CI	8:30am 2611,2612,26 1:30pm 2612, 2614 CI	
Nov 8 - 14	8	9	10	11	12	13	14
		8:30am 2611,2612,26 1:30pm 2612, 2614 CI	9:00am Del Mar Gran 4:00pm 2613 Search ; 7:00pm 2614 Search	9:00am EMS Comitter 4:00pm 2613 Search ; 7:00pm 2614 Search	8:30am Peer Review; 4:00pm 2613 Search ; 7:00pm 2614 Search	8:00am Zone Ventilat 9:00am 2611 Hose La 1:30pm 2612 Hose La	Battalion Chiefs Drill 8:00am Hose Lays EN
Nov 15 - 21	15	16	17	18	19	20	21
		Fire Prevention Inspe	9:00am 2611 Hose La 1:30pm 2612 Hose La	Scripps FCA; TBA 10:00am Station Tour;	Scripps FCA; TBA 10:00am Canceled: Sta	Fire Prevention Inspe 10:00am Station Tour;	Battalion Chiefs Drill
Nov 22 - 28	22	23	24	25	26	27	28
		9:00am 2613 - Zone t 1:30pm 2614 - Zone t	9:00am 2613 - Zone t 1:30pm 2614 - Zone t	9:00am 2613 - Zone t 1:30pm 2614 - Zone t	8:00am Thanksgiving	9:00am 2611 Hose La 1:30pm 2612 Hose La	8:00am Solana Beach
Nov 29 - Dec 5	29	30	Dec 1	2	3	4	5

STAFF REPORT

NO. 09-25

TO: BOARD OF DIRECTORS
NICHOLAS PAVONE, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: MOU AMENDMENT (SIDE LETTER)

DATE: DECEMBER 2, 2009



BACKGROUND

The current Memorandum of Understanding with Rancho Santa Fe Fire Protection District Employee's Association expires June 30, 2010. The District recently concluded negotiations with the Firefighters Association and management personnel. One provision that changed for both represented groups was the volume of life insurance purchased by the District beginning December 1, 2009.

CURRENT SITUATION

Lincoln Financial Group has informed the Fire District that the Employee's Association, as a part of District's group life insurance plan, cannot have a lower volume of insurance, currently set at \$10,000. The Board of Directors has agreed to increase volume from \$10,000 → \$25,000 for suppression personnel, and increase volume from \$25,000 → \$50,000 for management personnel. Therefore all covered members within the "Employees Association" must be increased from \$10,000 → \$25,000.

The District and the representatives of the Association held discussions regarding the increased insurance, and the representatives of the Association and the District have agreed to the change.

RECOMMENDATION

Approve the side letter as prepared, which allows the improvement of life insurance from \$10,000 → \$25,000 beginning December 1, 2009.

SIDE LETTER No. 3 TO THE MEMORANDUM OF UNDERSTANDING
between
Rancho Santa Fe Fire Protection District
and
Rancho Santa Fe Fire Protection District Employees Association

This is a side letter number 3 to the Memorandum of Understanding effective 12:01 a.m. on July 1, 2006 through 12:00 midnight on June 30, 2010 between the Rancho Santa Fe Fire Protection District, herein referred to as "District," and Rancho Santa Fe Fire Protection District Employees Association, herein referred to as "Association."

It is agreed that Article 22.02 shall be added as a provision to the Memorandum of Understanding:

ARTICLE XXII – LIFE INSURANCE

22.01 *[No change to the current MOU.]*

22.02 The District shall improve the life insurance policy to \$25,000 beginning December 1, 2009. All other provisions identified in 22.01 shall remain the same.

The District and the representatives of the Association held discussions regarding the above, and the representatives of the Association and the District have caused this Side Letter to be signed to signify their mutual approval.

Approval and adoption of this Side Letter is made the 9th day of December 2009 at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District.

TEAM MEMBERS
RANCHO SANTA FE
FIRE PROTECTION DISTRICT

TEAM MEMBERS
RANCHO SANTA FE FPD
EMPLOYEES ASSOCIATION

James H. Ashcraft, President
Board of Directors

Dina Bussey, Accounting Specialist
RSFFPD Employees Association

Randall Malin, Member
Board of Directors

Mike Scott, Urban-Fire Forester
RSFFPD Employees Association

RESOLUTION No. 2009-09

A Resolution of Commendation from the Board of Directors
of the Rancho Santa Fe Fire Protection District for
William L. Lutz

WHEREAS, William L. Lutz has retired from his position as Captain for the Rancho Santa Fe Fire Protection District; and

WHEREAS, since February 1, 1975 until December 24, 2009, Captain Lutz has served the community with distinction, loyalty and dedication for 33 years-10 months at the ranks of Firefighter, Engineer, and Captain; and

WHEREAS, during his service to the Rancho Santa Fe Fire Protection District, he has served in many important roles:

Risking his life in the efforts of saving the lives and property of others on a day-to-day basis, and participated in many major emergency incidents including the Diegueno Fire (1979), Paint Fire (1990) Harmony Grove Fire (1996); Paradise/Cedar Fire (2003); and the Witch Creek Fire (2007); and

WHEREAS, Captain Lutz has served on numerous committees and special assignments representing the Fire District in such roles as Southern Area Fire Equipment Research (SAFER) Committee, North Zone Mapping Committee, and coordinator for Breathing Apparatus Purchase and Maintenance program; and

WHEREAS, Captain Lutz has contributed countless hours in the development and maintenance of the District's Emergency Response Map Books; and

WHEREAS, Captain Lutz has assisted in the development and training many new firefighters; and

WHEREAS, Captain Lutz has shared his sense of humor, passion for his profession, and willingness to share his opinions and experiences to others.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District do hereby convey their deep appreciation, admiration and gratitude to Captain Lutz, and commend him for his superior record of dedicated fire service and protection rendered to the residents of the Rancho Santa Fe Fire Protection District; and

BE IT FURTHER RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby wish Captain Lutz a well deserved, most satisfying and rewarding retirement.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on December 9, 2009 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

RESOLUTION No. 2009-10

A Resolution of Commendation from the Board of Directors
of the Rancho Santa Fe Fire Protection District for
RICHARD S. FOSTER

WHEREAS, Richard S. Foster has retired from his position as Firefighter for the Rancho Santa Fe Fire Protection District; and

WHEREAS, from 1983 to June 1990, Firefighter Foster served as a Volunteer Firefighter with the Del Dios Volunteer Fire Department and Rancho Santa Fe Fire Protection District; and

WHEREAS, since June 25, 1990 until December 24, 2009, Firefighter Foster has served the community with distinction, loyalty and dedication for 19½ years; and

WHEREAS, during his service to the Rancho Santa Fe Fire Protection District, he has served in many important roles:

Risking his life in the efforts of saving the lives and property of others on a day-to-day basis, and participated in many major emergency incidents including the Paint Fire (1990) Harmony Grove Fire (1996); Centennial Olympic Park Bombing Deployment (1996); Paradise/Cedar Fire (2003); and the Witch Creek Fire (2007); and

WHEREAS, Firefighter Foster has served on numerous committees and special assignments representing the Fire District as a member of the FEMA Urban Search and Rescue Task Force 8 as a Rescue Specialist, served on the District's Training Rescue Committee, and participated as a member of the Community Emergency Response Team (CERT) instructor cadre; and

WHEREAS, Firefighter Foster has contributed countless hours in the development, purchase and maintenance of the District's Rescue Equipment and assisted in the development and training of many new firefighters and volunteers; and

WHEREAS, Firefighter Foster has displayed a passion for his profession, and a willingness to share his experiences to others.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District do hereby convey their deep appreciation, admiration and gratitude to Firefighter Foster, and commend him for his superior record of dedicated fire service and protection rendered to the residents of the Rancho Santa Fe Fire Protection District; and

BE IT FURTHER RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby wish Firefighter Foster a well deserved, most satisfying and rewarding retirement.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on December 9, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary