



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

February 8, 2012
Regular Meeting – 1:00 pm

Agenda updated by motion on 02/08/2012

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

All items listed on the Consent Calendar is 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.

3. Consent Calendar

a. Board of Directors Minutes

- i) Board of Directors minutes of January 11, 2012

ACTION REQUESTED: **Approve**

b. Receive and File

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

(1) List of Demands

Check 22446 thru 22505 for the period January 1 – 31, 2012 totaling:

\$ 471,620.62

Payroll for the period January 1 – 31, 2012

\$ 500,943.99

TOTAL DISTRIBUTION

\$ 971,564.61

(2) Financial Reports – Quarter ending December 31, 2011

- Budget Review
- Combined Summary Statement Cash Assets-Liabilities

(3) Activity Reports – January 2012

- Operations
- Training
- Fire Prevention
- Fairbanks Ranch Station Replacement
 - Construction Change Orders

(4) District Articles

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

- None

4. Oral Report

a. Fire Chief – Michel

- i) Fairbanks Ranch Replacement Fire Station – Update
- ii) CPR Class (March 20, 2012 , 5:30 – 8:30 pm)
- iii) Cooperative efforts
- iv) District Activities
 - (1) San Diego County Fire Authority Deployment Study (prepared by Citygate Consultants)

b. Operations – Deputy Chief Ward

c. Training – Battalion Chief Davidson

d. Fire Prevention - Fire Marshal

- i) Fire Prevention Week – presentation by Julie Taber

e. Administrative Manager – Rannals

- i) Form 700 – Conflict of Interest filing

f. Board of Directors

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

5. Old Business

- a. None

6. New Business

a. CY 2012 Board Meeting Schedule

To discuss and confirm the CY12 meeting schedule. [Staff Report 12-01](#)

ACTION REQUESTED: **Approve change to meeting schedule, if new dates are determined**

b. Interim Fire Station Restoration

To discuss and/or approve the removal of the interim fire station and site restoration [Staff Report 12-02](#)

ACTION REQUESTED: **Award contract and authorize Fire Chief to execute a contract with Steigerwald-Dougherty, Inc.**

c. Budget Authorization – Vehicle Purchase

To discuss and/or approve the purchase of a battalion chief command vehicle [Staff Report 12-03](#)

ACTION REQUESTED: **Approve**

d. CSA-17 Advisory Board Representative – Alternate

To discuss and/or appoint a District representative to serve as the alternate to the CSA-17 Advisory Board

ACTION REQUESTED: **Appoint Representative**

7. Closed Session

- a. With respect to every item of business to be discussed in closed session pursuant to section 54956.9:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Name of Case: REXEL, INC. – Case No. 37-2011-00102622

NOTE: this item will be discussed time certain at 2:00 pm and legal counsel will participate via conference call.

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

CONFERENCE WITH LABOR NEGOTIATORS

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

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Fire Chief; Fire Marshal; Battalion Chief (3); Administrative Manager

Under Negotiation: A successor Memorandum of Understanding/Compensation Resolution

8. Adjournment

RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting – Agenda
Wednesday, February 8, 2012 1:00 pm PST

CERTIFICATION OF POSTING

I certify that on February 2, 2012 a copy of the foregoing agenda was posted on the District's website and 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 February 2, 2012

Karlana Rannals

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR MEETING BOARD OF DIRECTORS
MINUTES – January 11, 2012**

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

Director Randy Malin led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner

Directors Absent: Hickerson

Staff Present: Tony Michel, Fire Chief; Darrin Ward, Deputy Chief; Mike Daigle, Deputy Chief; Mike Gibbs, Battalion Chief; Bret Davidson, Battalion Chief; Renee Hill, Fire Prevention Specialist; and Karlana Rannals, Board Clerk

2. Special Presentation

a. Chief Michel and Chief Davidson welcomed all in attendance. Chief Davidson summarized the District's promotional process and the roles and responsibility that each person will assume. Chief Michel congratulated the individuals on their selection and achievements. A Fire District badge was presented to the following members of the District:

i) Brian Slattery, Captain

ii) Paul Lorenzo, Engineer

b. Chief Michel introduced the newest personnel hired during November/December 2011

i) Troy Duncan, Firefighter/Paramedic

ii) Timothy Bryant, Firefighter/Paramedic

President Ashcraft on behalf of the Board of Directors congratulated Captain Slattery and Engineer Lorenzo, and Firefighter/Paramedic's Duncan and Bryant and wished them well in their new position.

3. Public Comment

No one requested to speak to the Board.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions/ordinances.

5. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the Consent Calendar as submitted.

a. *Board of Directors Minutes*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the following:

Board of Directors minutes of December 14, 2012

b. *Receive and File*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 22446 thru 22505 for the period December 1 – 31, 2011 totaling:	\$ 471,620.62
Payroll for the period December 1 – 31, 2011	<u>\$ 500,943.99</u>
	\$ 971,564.61

(2) Activity Reports – December 2011

- Fire Prevention
- Operations
- Training
- Fairbanks Ranch Station Replacement
 - Construction Change Orders

(3) District Articles

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

- Karie
- Wungarten
- Kahn

6. Oral Report

a. *Fire Chief – Michel*

- i) Fairbanks Ranch Replacement Fire Station – Update: Chief Gibbs distributed an update on project. The contractor has given another revised substantial completion date of January 24, 2012, with a completion date of February 7. Overall, the project is approximately 85% complete.
- ii) CPR Class: he offered the board several dates to conduct a CPR class. The consensus was to schedule the three-hour class for March 20, commencing at 5:30 pm.
- iii) District Activities
 - (1) He introduced Deputy Chief Mike Daigle, who was recently promoted in Encinitas because of Chief Muir's retirement. Chief Daigle has assumed the administrative responsibilities previous performed by Chief Henry.

- (2) The District received a \$2,500 grant to develop a “home safety self-inspection” program for residents to inspect their residential fire sprinklers. The program is complete and a walk thru is scheduled for Thursday, January 12, 2012 at 3 pm to see the outcome.
- b. *Operations – Chief Ward*
 - i) Chief Ward summarized the following significant calls that District personnel responded to:
 - (1) Brush Fire: district responded to assist at the Crest fire.
 - ii) Distributed a monthly weather outlook for January
- c. *Training – Battalion Chief Davidson*
 - i) Chief Davidson summarized the following training activity for all personnel:
 - (1) HazMat training with Camp Pendleton at Carlsbad
 - (2) High angle rescue class held on the Olivenhain dam
 - ii) Personnel
 - (1) Completed the 3-week orientation class for new hires:
 - Troy Duncan
 - Tim Bryant
- d. *Fire Prevention - Fire Marshal*
 - i) Fire Prevention Specialist Renee Hill summarized the staff activity:
 - (1) New construction: dropped from the previous month. There is a large medical building under construction in the 4S Ranch area.
 - (2) Weed abatement: to date, notices continue to be sent and four were forced abated
 - (3) Del Dios Gorge: work on the gorge continues to progress to eradicate all invasive species. To date 1,478 trees have been removed
- e. *Administrative Manager – Rannals*
 - i) A report will be presented next month for the 2012 board meeting that will include “ethics training” in December.
- f. *Board of Directors*
 - i) North County Dispatch JPA – Update: Ashcraft: the former Fire Chief Mark Muir was appointed to represent the City of Encinitas on the Board of Directors.
 - ii) County Service Area – 17 – Update: Hickerson: Director Tanner informed the board there was no report
 - iii) Comments
 - None

10. Closed Session

Pursuant to section 54956.9, the board met in closed session from 2:00 – 2:12 pm to discuss the following:

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
 - Name of Case: REXEL, Inc. – Case No. 37-2001-00102622
 - All board members and staff listed attended the closed session. In addition, legal counsel (Stephen J. Fitch, Esq.) participated via conference call.*

Upon reconvening to open session, President Ashcraft that the matter listed was discussed with no action taken by the Board of Directors.

7. Old Business

- a. None

8. New Business

- a. None

9. Resolution/Ordinance

- a. Resolution No. 2012-01

Ms. Rannals informed the Board that the resolution presented is requested for adoption to confirm the recently negotiated Memorandum of Understanding with the termination date of December 31, 2012.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and APPROVED Resolution No. 2012-01 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District 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, Hillgren, Malin, Tanner

NOES: None

ABSTAIN: None

ABSENT: Hickerson

10. Closed Session

Pursuant to section 54957.6, the board reconvened to closed session from 2:20 – 3:15 pm to discuss the following:

b. CONFERENCE WITH LABOR NEGOTIATORS

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

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

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Fire Chief; Battalion Chief (4); Administrative Manager

Under Negotiation: A successor Memorandum of Understanding/Compensation Resolution

All board members listed and Chief Michel and Karlana Rannals attended the closed session

c. With respect to every item of business to be discussed in closed session pursuant to Section 54957:

PUBLIC EMPLOYMENT

Title: Fire Chief

All board members listed and Chief Michel attended the closed session

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Upon reconvening to open session, President Ashcraft that the matter listed was discussed with no action taken by the Board of Directors.

11. Adjournment

Meeting adjourned at 3:17 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

Check #	Amount	Vendor	Purpose
22506	\$81.20	ABC Mowers & Supply	Apparatus Tool/Equipment Replacement
22507	\$442.50	Accme Janitorial Service Inc	Building - Monthly Service
22508	\$4,978.65	Advanced Communications Systems Inc	FBR #3 Replacement
22509	\$535.00	Area-West Fence Co	Station Maintenance
22510	\$115.52	AT&T	Telephone/SDMS Rebill
22511	\$3,088.31	AT&T Calnet 2	Telephone
22512	\$175.05	Balignasay, Connie P.	Meetings/Meal Expenses/Mileage Reimbursement
22513	\$838.50	C.A.P.F.	Disability/Life Insurance
22514	\$12,195.00	California Tree Service Inc	Weed Abatement
22515	\$6,936.27	Cielo Village LLC	Cielo HOA Fees
22516	\$669.33	Complete Office of California Inc	Office Supplies
22517	\$2,279.00	County of SD/RCS	800 MHz Network Admin Fees
22518	\$146.34	Cutters Edge Inc	Apparatus Tools/Equipment Repair
22519	\$1,374.32	Daniels Tire Service Inc	Vehicle Repair
22520	\$10.14	Dept. of General Services	Firefighting Foam
22521	\$2,807.00	Design Space Modular Buildings Inc	FBR #3 Replacement
22522	\$1,376.51	Direct Energy Business - Dallas	Elec/Gas/Propane
22523	\$84.35	Fire ETC Inc	Apparatus Tool/Equipment Replacement
22524	\$660.00	Geocon Inc	FBR #3 Replacement
22525	\$768.01	HSBC Business Solutions	Janitorial Supplies
22526	\$555.82	Leading Locksmith Co	Building - Repair/Replace Locks
22528	\$3,119.22	Miramar Truck Center	Vehicle Repair
22530	\$4,021.63	Motorola Solutions Inc	2012 Ford F150
22531	\$866.80	MTGL Inc	FBR #3 Replacement
22532	\$32,255.50	North County Dispatch JPA	Dispatching
22533	\$550.56	Ohlin Sales Inc	Apparatus Tool/Equipment Replacement
22534	\$1,736.72	Olivenhain Municipal Water District	Water/FBR #3 Replacement
22535	\$134,283.54	PERS	PERS (Employer Paid)
22536	\$495.00	Power Plus!	FBR #3 Replacement
22538	\$737.29	Rannals, Karlana	Meetings/Meal Expenses/Telephone-Cell Reimbursement
22539	\$299.20	Roadone	Training - Equipment/Supplies
22540	\$122.02	Staples Advantage	Office Supplies

Check #	Amount	Vendor	Purpose
22541	\$2,991.53	Tenger, James	Miscellaneous Reimbursable
22542	\$250.00	Terminix International	Building - Monthly Service
22543	\$9,497.28	The SoCo Group Inc	Gasoline & Diesel Fuel
22544	\$36.08	U P S	Shipping Service
22545	\$5,770.44	U S Bank Corporate Payment System	Cal-Card./IMPAC program
22546	\$1,728.25	Uniforms Plus	Uniform - Safety Personnel/Prevention
22547	\$1,570.83	Verizon Wireless	MDT Broadband + ATN Line/Telephone - Cellular
22548	\$782.37	Waste Management Inc	JPA - Rebill
22549	\$5,500.00	WinTech Computer Services	Consulting Services
22550	\$366.76	Workplace Services Inc	Building
22551	\$286.66	ABC Mowers & Supply	Apparatus Tool/Equipment Replacement
22553	\$418.79	COR Security Inc	Station Maintenance
22554	\$931.61	Fitch Law Firm Inc	Legal Services
22555	\$925.59	Konica Minolta Business Inc	Copier Maintenance Contract
22556	\$162.50	Lynx Technologies Inc	Mapping Services (ERM)
22558	\$45.79	Napa Auto Parts Inc	Apparatus Parts & Supplies
22559	\$450.00	On-Call Computer Services	Consulting Services
22560	\$300.00	Rancho Santa Fe Rotary	Meetings/Meal Expenses/Association Dues
22561	\$512.53	San Diego Gas & Electric	Elec/Gas/Propane
22562	\$700.00	Santa Fe Irrigation District	JPA - Rebill
22563	\$3,984.00	Shapouri Engineering Company Inc	FBR #3 Replacement
22564	\$40.00	State Fire Training	Certification
22565	\$1,310.41	The SoCo Group Inc	Gasoline & Diesel Fuel
22566	\$14.66	U P S	Shipping Service
22567	\$157.00	Western State Design Inc	Station Maintenance
22568	\$148.19	Ace Uniforms/Uniform Specialist	Uniform - Administrative
22569	\$1,145.74	AT&T Calnet 2	Telephone
22570	\$5,697.56	AT&T Datacomm Inc	Telephone
22571	\$540.91	bkm Officeworks	Station Maintenance
22572	\$175.00	Boot World Inc	Uniform - Administrative
22573	\$86.99	Directv	FBR #3 Replacement
22574	\$948.75	Engineered Mechanical Services Inc	Station Maintenance

Check #	Amount	Vendor	Purpose
22575	\$990.00	Fairbanks Ranch Com. Serv. Dis	Sewer
22576	\$335.00	Garrett Electric Inc	Station Maintenance
22577	\$3,174.58	Guardian Life Insurance Co	Dental Insurance
22578	\$63,273.70	Health Net	Medical Insurance
22579	\$348.46	Home Depot, Inc	Station Maintenance
22580	\$41,590.50	Ledcor Construction C/O CB&T Escrow	FBR #3 Replacement
22581	\$374,315.50	Ledcor Construction Inc	FBR #3 Replacement
22583	\$877.19	North County EVS Inc	Generator Maintenance/Apparatus Repair/Maintenance
22584	\$291.00	Pitney Bowes Inc	Equipment Rental
22585	\$10.98	Rannals, Karlana	Meetings/Meal Expenses
22586	\$100.00	RSFPFA	Firefighters Assn.
22587	\$6,007.60	San Diego Gas & Electric	Elec/Gas/Propane
22588	\$408.70	TelePacific Communications	Telephone
22589	\$586.25	The Lincoln National Life Ins Co	Disability/Life Insurance
22590	\$3,105.62	The SoCo Group Inc	Gasoline & Diesel Fuel
22591	\$12.00	U P S	Shipping Service
22592	\$200.00	Vinyard Doors Inc	Station Maintenance
Various	\$8,856.58	Various Vendors	Medical Reimbursement
Sub-total	<u>\$770,564.18</u>		
1/15/2012	\$257,852.82	Rancho Santa Fe Fire PD	Payroll
1/31/2012	<u>\$173,624.14</u>	Rancho Santa Fe Fire PD	Payroll
	\$431,476.96		
	\$1,202,041.14	Total	

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2010**

July 1, 2011 through December 31, 2011
FY12

	BUDGET EXPENDITURES FY12	ESTIMATED EXPENDITURES FY12	% OF BUDGET
PERSONNEL COSTS			
Salaries/Wages - Staff	\$4,617,771	\$2,196,499	47.6%
Management Services (Coop Eff)	\$233,871	\$58,468	25.0%
Holiday Pay	\$150,961	\$147,181	97.5%
Overtime	\$982,005	\$511,153	52.1%
Health Insurance + HRSA	\$1,111,625	\$555,442	50.0%
Life Insurance/Long Term Disability	\$8,829	\$5,523	62.6%
Paramedic Incentive Pay	\$21,600	\$12,000	55.6%
Retirement *	\$1,634,792	\$395,334	24.2%
Social Security Tax	\$3,658	\$1,453	39.7%
Unemployment Insurance	\$16,222	\$1,277	7.9%
Medicare Tax	\$75,682	\$38,267	50.6%
Workers' Compensation/Wellness	\$180,015	\$85,718	47.6%
Labor (Temporary)	<u>\$35,200</u>	<u>\$21,075</u>	59.9%
PERSONNEL (Subtotal)	\$9,072,232	\$4,029,390	44.4%

* Expenditure is for 3 month period only, due to new CalPERS system.

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2010
July 1, 2011 through December 31, 2011

	BUDGET EXPENDITURES FY12	ESTIMATED EXPENDITURES FY12	% OF BUDGET
CONTRACTURAL			
Administrative Fees	\$200,080	\$27,365	13.7%
Advertising	\$2,278	\$245	10.8%
Apparatus	\$5,000	\$0	0.0%
Association Dues	\$7,656	\$6,864	89.7%
Building/Facility Lease	\$28,440	\$0	0.0%
Dispatching	\$129,732	\$77,413	59.7%
Equipment Rental	\$1,509	\$291	19.3%
Equipment Repair	\$17,350	\$1,355	7.8%
Insurance	\$70,673	\$65,580	92.8%
Laundry Service	\$0	\$0	0.0%
Legal Services	\$38,400	\$9,081	23.6%
Local Meeting/M meal Expense	\$7,084	\$3,151	44.5%
Mileage Reimbursement	\$854	\$93	10.9%
Other Contractual Services	\$58,865	\$35,598	60.5%
Other Professional Services	\$128,456	\$61,659	48.0%
Permits	\$6,135	\$1,755	28.6%
Service Agreements	\$41,403	\$18,188	43.9%
Soil Contamination Cleanup	\$15,000	\$0	0.0%
Subscriptions	\$2,130	\$400	18.8%
Training	\$64,155	\$27,193	42.4%
Utilities			
Electricity	\$105,329	\$48,914	46.4%
Sewer	\$17,748	\$8,196	46.2%
Telephone	\$56,142	\$37,063	66.0%
Trash	\$10,911	\$4,669	42.8%
Water	\$17,088	\$8,682	50.8%
Vehicle Maintenance (Scheduled)	\$56,400	\$18,922	33.5%
Vehicle Repair	<u>\$66,500</u>	<u>\$28,667</u>	43.1%
CONTRACTURAL COSTS (Subtotal)	\$1,155,318	\$491,344	42.5%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2010
July 1, 2011 through December 31, 2011

	BUDGET EXPENDITURES FY12	ESTIMATED EXPENDITURES FY12	% OF BUDGET
MATERIALS & SUPPLY			
Apparatus	\$26,336	\$9,049	34.4%
Audio Visual	\$1,250	\$11	0.9%
Books	\$3,700	\$31	0.8%
Cellular	\$1,250	\$1,161	92.9%
Computer	\$67,520	\$20,245	30.0%
Electrical Supplies	\$417	\$15	3.6%
Fire Hose, Nozzles & Supply	\$5,000	\$0	0.0%
Firefighting Foam	\$3,500	\$1,066	30.5%
Food for Major Emergencies	\$1,000	\$54	5.4%
Fuel	\$69,571	\$36,337	52.2%
Furnishings/Equipment	\$15,400	\$440	2.9%
Grants	\$7,500	\$2,315	30.9%
Hydrant Maintenance	\$500	\$568	113.7%
Janitorial	\$12,000	\$4,542	37.8%
Knox Replacement	\$0	\$0	0.0%
Landscape	\$0	\$0	0.0%
Lumber/Screws/Nails	\$0	\$0	0.0%
Maps	\$750	\$0	0.0%
Medical Supplies	\$46,740	\$6,888	14.7%
Miscellaneous	\$2,254	\$0	0.0%
Office - General	\$38,346	\$20,787	54.2%
Paint	\$0	\$28	0.0%
Program Supplies - CERT	\$2,000	\$25	1.3%
Public Education	\$6,500	\$2,109	32.5%
Radio	\$23,050	\$19,109	82.9%
Rock, Sand, Gravel	\$500	\$0	0.0%
Safety	\$30,111	\$5,047	16.8%
Special Events & Awards	\$4,500	\$190	4.2%
Station Maintenance	\$26,000	\$16,722	64.3%
Station Supplies/Replacements	\$3,750	\$420	11.2%
Street Signs & Markers	\$750	\$56	7.4%
Tools	\$1,000	\$0	0.0%
Training (Expendable Supplies)	\$9,000	\$826	9.2%
Uniforms	\$26,000	\$9,435	36.3%
MATERIAL & SUPPLY (Subtotal)	\$436,195	\$157,475	36.1%
OPERATING COST SUMMARY			
Personnel	\$9,072,232	\$4,029,390	44.4%
Contractual	\$1,155,318	\$491,344	42.5%
Material & Supply	\$436,195	\$157,475	36.1%
Depreciation	\$755,191	\$377,596	50.0%
TOTAL COSTS	<u>\$11,418,936</u>	<u>\$5,055,805</u>	44.3%
BEFORE CAPITAL OUTLAY			

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2010
 July 1, 2011 through December 31, 2011

	BUDGET EXPENDITURES FY12	ESTIMATED EXPENDITURES FY12	% OF BUDGET
CAPITAL and PLANNED PROJECTS			
RSF3 - FBR Station *	\$562,500	\$824,021	146.5%
Microwave Wireless Network *	\$38,250	\$8,141	21.3%
Command/Staff Replacement Vehicles	\$195,000	\$18,452	9.5%
Total Capital & Projects	<u>\$795,750</u>	<u>\$850,615</u>	106.9%

* 75% of Expenditure will be transferred from FMF in June 2012.

Rancho Santa Fe Fire Protection District

FY 12

PERIODS**Assets**

June 30, 2011

30-Sep-11

31-Dec-11

Current Assets

Cash

\$ 11,993,546

\$ 9,340,340

\$ 10,794,004

GF Accounts Receivable

\$ 108,797

\$ 203,539

\$ 155,391

ALS (Paramedic)

\$ 75,558

\$ 97,504

\$ 97,624

MDC Reserve

\$ 97,028

\$ 97,028

\$ 97,289

PASIS (Workers Compensation)

\$ 556,681

\$ 581,681

\$ 573,452

PREPAID (Cap Assets)

\$ -

\$ -

\$ 32,256

TOTAL ASSETS

\$ 12,831,609

\$ 10,320,093

\$ 11,750,016

Liabilities

Current Liabilities

Accounts Payable

\$ 423,188

\$ (2)

\$ 415,218

Accrued Expenses

\$ 241,141

\$ 355,643

\$ 288,178

Other Payables

\$ 76,137

\$ -

\$ -

TOTAL LIABILITIES

\$ 740,466

\$ 355,641

\$ 703,396

Long Term Liabilities

Contract Compensation

\$ 493,436

\$ 467,121

\$ 419,738

IBNR Liability (Workers Compensation)

\$ 162,497

\$ 162,497

\$ 162,497

Soil Contamination

\$ 6,106

\$ 6,106

\$ 6,106

TOTAL LONG TERM LIABILITIES

\$ 662,040

\$ 635,725

\$ 588,341

Fund Balance

Restricted Reserves

ALS / MDC Funds

\$ 194,532

\$ 194,532

\$ 194,914

PASIS (Workers Compensation)

\$ 394,183

\$ 394,183

\$ 394,183

General Fund Reserves

CalPERS

\$ 1,700,000

\$ 1,700,000

\$ 1,200,000

Capital Replacement

\$ 4,568,379

\$ 4,568,379

\$ 5,140,388

Operating

\$ 4,250,000

\$ 1,931,818

\$ 2,863,636

Fund Balance Overage/(Deficit)

\$ 322,008

\$ 539,814

\$ 665,157

TOTAL FUND BALANCE

\$ 11,429,103

\$ 9,328,727

\$ 10,458,279

TOTAL LIABILITIES & FUND BALANCE

\$ 12,831,609

\$ 10,320,093

\$ 11,750,016

Restricted Cash

Fire Mitigation

\$ 1,618,125

\$ 1,203,685

\$ 1,287,026

FMF Accounts Payable

\$ -

\$ -

\$ -

FMF Accounts Receivable

\$ 199,468

\$ 83,341

\$ 66,874

FMF Deposit In Transit

\$ -

\$ -

\$ -

\$ 1,817,593

\$ 1,287,026

\$ 1,353,900

Combined Fund Total

\$ 14,649,202

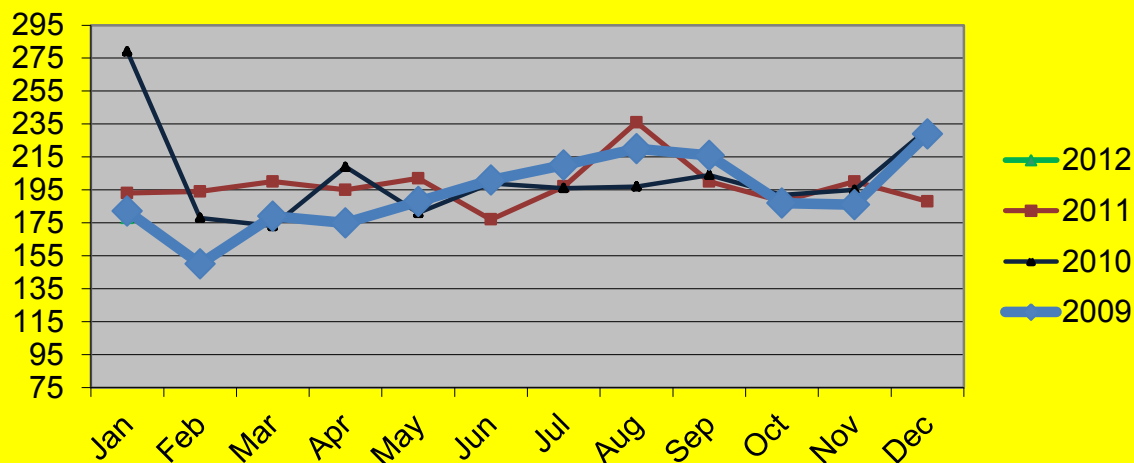
\$ 11,607,118

\$ 13,103,916

January 2012 Operations Report

Rancho Santa Fe Fire Protection District Incident Response Report

Four Year Monthly Response Comparison



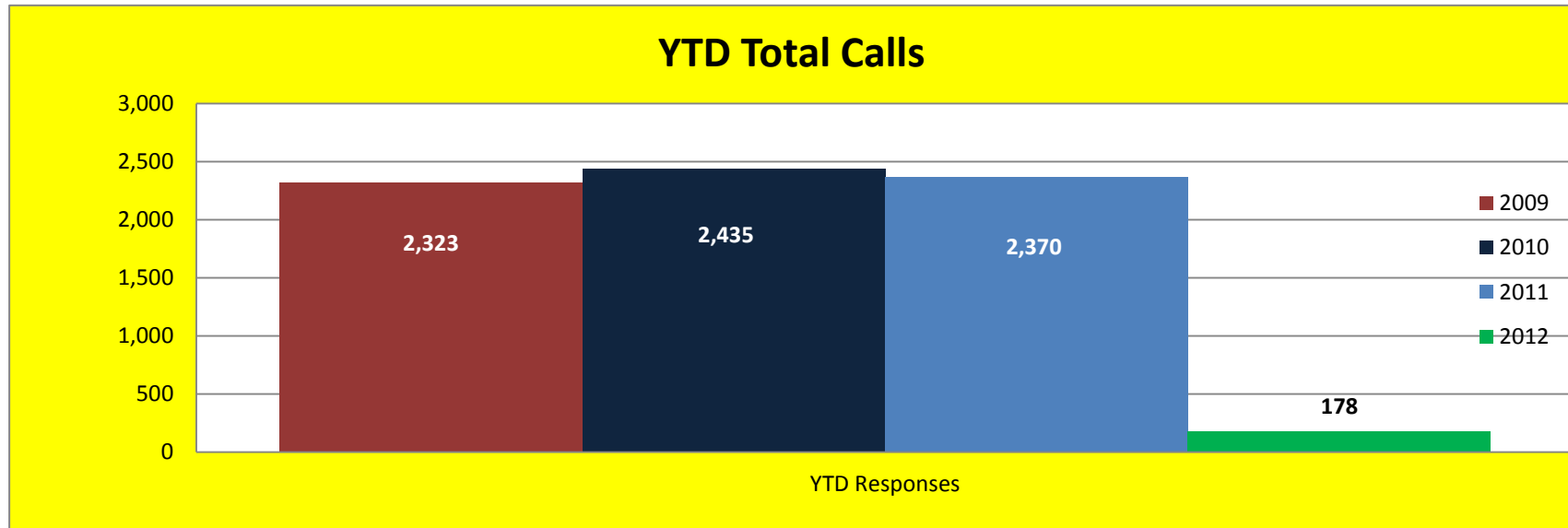
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	178												178
YTD	178	178	178	178	178	178	178	178	178	178	178	178	-7.77%

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	193	194	200	195	202	177	197	236	200	188	200	188	2,370
YTD	193	387	587	782	984	1,161	1,358	1,594	1,794	1,982	2,182	2,370	2.6% decrease

2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	279	178	173	209	181	199	196	197	204	192	195	232	2,435
YTD	279	457	630	839	1,020	1,219	1,415	1,612	1,816	2,008	2,203	2,435	4.7% increase

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	229	2,323
YTD	182	332	511	686	874	1,075	1,285	1,505	1,721	1,908	2,094	2,323	Master Agenda Page 18 of 33

Rancho Santa Fe Fire Protection District Incident Response Report



Incident Summary by Incident Type

Date Range: From 1/1/2012 To 1/31/2012

Incident Type(s) Selected: All

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time hh:mm:ss	Total Loss	Total Value
Fire	10	9	00:07:34	\$3,250.00	\$651,750.00
EMS/Rescue	91	89	00:05:42	\$0.00	\$0.00
Hazardous Condition	2	2	00:05:05	\$0.00	\$0.00
Service Call	14	3	00:08:01	\$0.00	\$0.00
Good Intent	49	4	00:06:02	\$0.00	\$0.00
False Call	12	12	00:05:52	\$0.00	\$0.00
Blank or Invalid	10	0		\$0.00	\$0.00
Totals	188	119		\$3,250.00	\$651,750.00

Note: The incident count used in averages does not include the following:

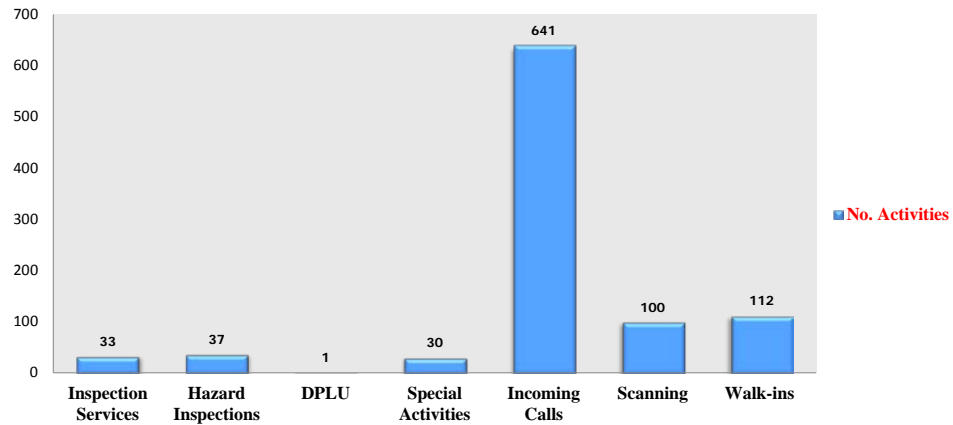
Not Completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No Arrival and Invalid Dates/Times.

January 2012

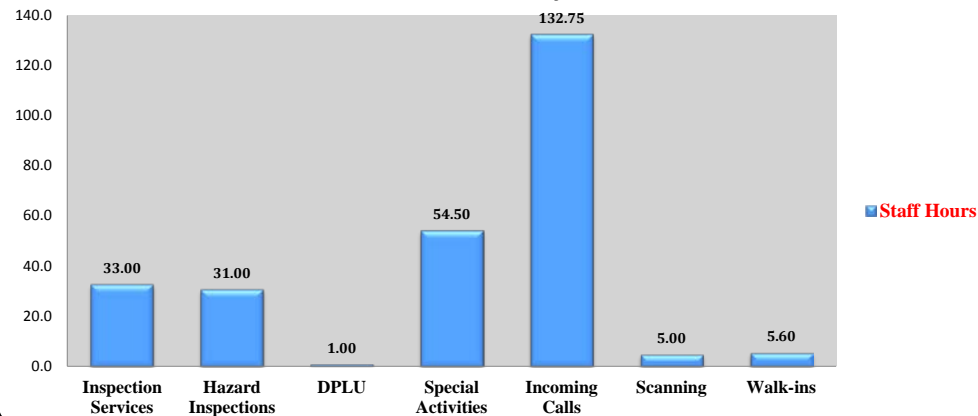
January 2012							February 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29			

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 1 - 7	Jan 1, 12	2	3	4	5	6	7
	C Shift	A Shift 1:30pm 2:30pm SOL 24 11 Foam Flow Sensor (SOL 1)	C Shift 7:00am 4:30pm 2605 Electrical Problem (RSF 4)	A Shift 9:00am 11:00am Encinitas EMS Committee meeting (Station 5) 11:00am 12:00pm ENC-Meet with City Manager	B Shift 9:00am 10:30am Tsunami Checklist Review (Encinitas City Hall - Carnation Room) - Michael J. Gibbs	A Shift 7:00am 4:30pm 2662 PM Service (RSF 2)	RSF Hose Testing
Jan 8 - 14	8	9	10	11	12	13	14
	RSF Hose Testing	Hose Lays (RSF Sta 2)	Truck Ventilation Training 4:00am 6:00am FAILSOF / SITE TRUNKING 2:00pm 3:00pm Inspection Meeting (Solana) 3:30pm 4:30pm 2411/2	B Shift 10:00am 11:00am ENC 2313/Fire Safety Talk (1421 Burgundy Rd/ 2:00pm 3:00pm 2411/2 471 Fire Hydrant Maintenance	C Shift 9:00am 11:30am JPA Chiefs Recurring Meeting 11:00am 12:00pm Zoning 2:00pm 3:00pm 2411/2 7:00pm 9:00pm Failsof	San Marcos Burn (405) 1:30pm 2:30pm 2411/2 471 Fire Hydrant Maintenance Training (SOL Sta 1)	San Marcos Burn (405) RSF Hose Testing
Jan 15 - 21	15	16	17	18	19	20	21
	RSF Hose Testing	MCI Drill (RSF 2) - Active	MCI Drill (RSF 2) - Active 10:00am 1:00pm Ladder Testing (RSF 2) - Abel Martinez	MCI Drill (RSF 2) - Active 7:30am 11:30am Open House SDG&E (571 E) 12:45pm 1:45pm Station Tour (Station 2) 3:00pm 4:00pm ENC 23	San Marcos Burn (405) 9:00am 5:00pm 2411 New Hire Orientation (RSF Sta 2) 9:00am 5:00pm Swiftwater Team Training (C)	San Marcos Burn (405) 9:00am 5:00pm 2411 New Hire Orientation (RSF Sta 2) 9:00am 10:30am Tsunami Guideline / Public	RSF Hose Testing San Marcos Burn (San) 9:00am 5:00pm 2421 Wildland Hose Lay New Hire (Solana)
Jan 22 - 28	22	23	24	25	26	27	28
	RSF Hose Testing 8:30am 10:00am Firefighter Bill of Rights Training (RSF #1) - 10:30am 12:00pm Firefighter Bill of Rights	8:00am 11:30am EMS Committee Meeting (RSF-1 Training Room) 9:00am 5:00pm 2411 New Hire Orientation (RSF Sta 2)	MCI Drill (RSF 2) - Active 8:00am 6:00pm Water Shut Down (Linea Del Cielo ECR) - Michael J. Gibbs	City of Del Mar Weekly MCI Drill (RSF 2) - Active 8:00am 6:00pm Solana Beach Water Shut 8:30am 11:30am FW: C 9:00am 5:00pm 2471 to	MCI Drill (RSF 2) - Active 8:30am 6:00pm Water Shut Down (RSF Station 1 Area)	2411 - Live Fire Training Hose Lays (RSF Sta 2) 8:00am 12:00pm Fire Academy (SMC TRN)	RSF Hose Testing
Jan 29 - Feb 4	29	30	31	Feb 1	2	3	4
	RSF Hose Testing	Truck Ventilation Training	Truck Ventilation Training 1:30pm 2:30pm Workers Comp Paperwork Training (DMR Station #1) - Michael J. Gibbs				

Staff Activities- January 2012



Staff Hours- January 2012

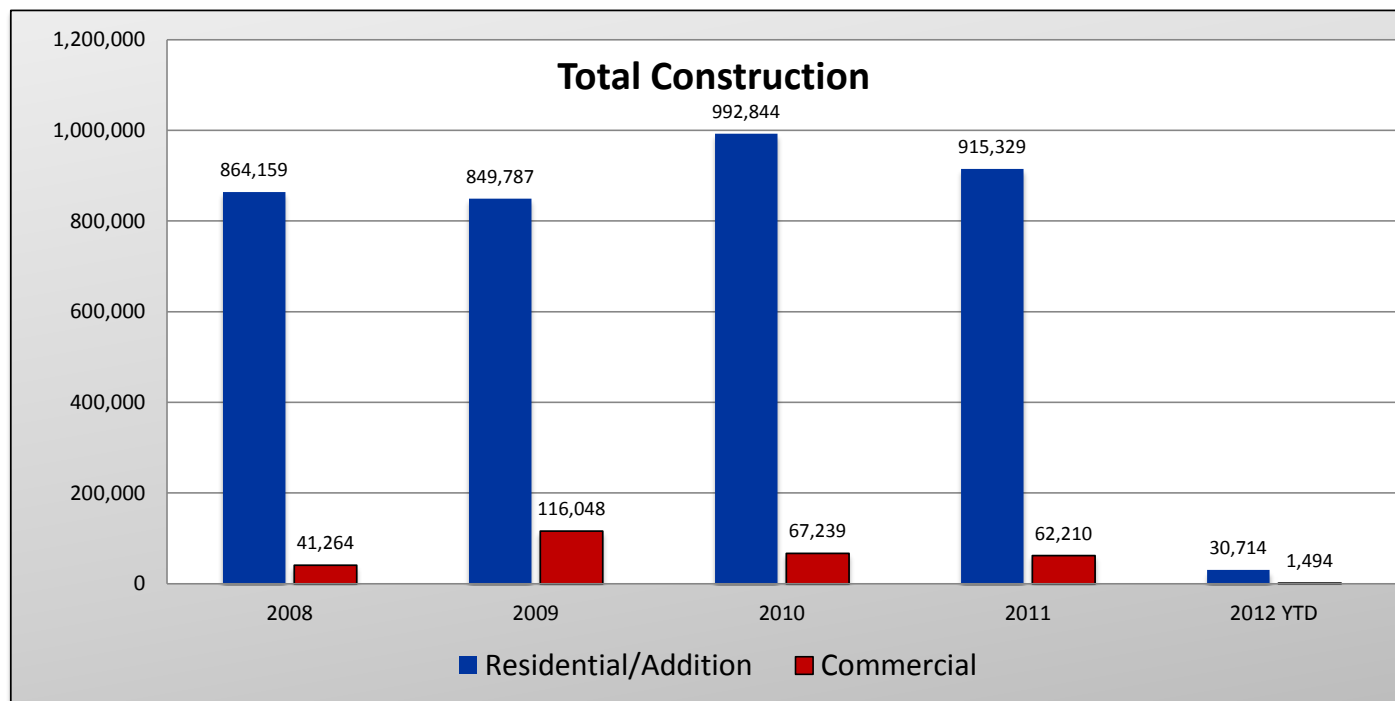


Comparison 2011/2012 Total Monthly Hours/Activities

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	2557	2623	2121	1311	1437	2615	2264	1858	1461	1377	886	675
Hours	413.7	388.8	414.9	271.2	287.8	442.6	448.1	529.0	491.2	349.8	269.3	

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	954											
Hours	262.9											

NOTE: This summary report is not intended to capture all staff hours worked but only to illustrate activity.



Year	Res/Add	Comm	Total
2008	864,159	41,264	905,423
2009	849,787	116,048	965,835
2010	992,844	67,239	1,060,083
2011	915,329	62,210	977,539
2011 ytd	101,548	4,000	105,548
2012 ytd	30,714	1,494	32,208

Comparison 2011/2012 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2011	105,548	5,329	96,869	85,519	254,358	127,399	58,873	25,142	28,020	102,102	67,613	20,767
2012	32,208											

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Inspectors	4	20,089
TOTAL	4	20,089
RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Fire Inspectors	41,447	8,137
Urban Forester	20,022	2,488
TOTAL	41,447	10,625
COMMERCIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Inspectors	2	1,494
TOTAL	2	1,494
TOTAL NEW CONSTRUCTION		Sq Footage
Based on permitted Sq footage	Total Added	32,208
FIRE SPRINKLER REVIEWS	Commercial	Residential
Fire Inspectors	3	19
TOTAL	3	19
TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Fire Inspectors	3	7,183
TOTAL	3	7,183
LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Urban Forester	21	18.0
TOTAL	21	18.0

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Approval Letters	1	1.0
TOTAL	1	1.0
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	2	2.0
Hydros (Fire Sprinklers)	15	15.0
Finals (Structures)	9	9.0
Landscape	1	1.0
Reinspections	2	2.0
Knox/Strobe	2	2.0
Engine Company Follow Up	2	2.0
TOTAL	33	33.0
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	7	4.5
Weed Abatement Reinspection	6	8.0
1st Notice	9	7.0
2nd Notice	2	1.0
Final Notice	3	2.0
Forced Abatement	7	5.5
Postings	3	3.0
TOTAL	37	31.0
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	2	2.0
TOTAL	2	2.0

ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
Training Classes	2	4.5
Meetings	19	35.5
Other	2	8.0
Fuels Reduction	7	6.5
TOTAL	30	54.5
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	641	132.8
Consultations	21	20.5
Plan Review	48	50.0
Scanning	100	5.0
TOTAL	810	208.3

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff)	535	26.8
Walk in/Counter (All Administrative Staff)	112	5.6
Knox Application Request	7	0.6
UPS Outgoing Shipments	7	0.6
Plan Accepted/Routed	48	8.0
Formatting Policies	0	0.0
Special Projects: Board Report,Docs needed for FM,repo files	20	40.0
Scanning Documents	100	5.0
Meetings: Admin/Prevention/Admin Shift	6	6.0
Post Office	19	15.0
Deposits	8	4.0
Training Classes:		0.0
TOTAL	862	111.5

WEBSITE/INTERNET		Staff Hours
Update existing info & documents:		5.0
<i>Updated home page, news, etc</i>		5.0
New design progress:		4.0
<i>Page final touches</i>		2.0
<i>Grant</i>		2.0
Compile & write new information:		4.0
<i>Incidents, business opportunities, station bid</i>		2.0
<i>Grant</i>		2.0
Social Media		3.0
<i>Facebook "Fans" - 185, "Total Reach" - 3973, "Organic Reach" - 2413</i>		2.0
<i>Twitter "Follower" - 451</i>		1.0
TOTAL		16.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc:		0.0
<i>None this month</i>		
Fire Wire (quarterly):		0.0
<i>None this month</i>		
TOTAL		0.0
MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		2.0
<i>Neighborhood Communications tour of Station 3</i>		2.0
Press Releases:		8.0
<i>State fee (not yet sent)</i>		1.0
<i>MOU (not yet sent)</i>		5.0
<i>Home Safety</i>		2.0
Other Articles/Stories/Interviews:		2.0
<i>Gorge project (redirecting media)</i>		1.0
<i>RSF Review Interview with Chief</i>		1.0
TOTAL		12.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		2.0
<i>Birthday parties - 0</i>		0.0
<i>Station Tour - 2</i>		2.0
Adult Programs:		24.0
<i>Fire Sprinkler Project</i>		24.0
TOTAL		26.0
EVENTS		Staff Hours
External/Community Events:		0.0
Internal Events:		2.0
<i>Promotion luncheon</i>		2.0
TOTAL		2.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings:		8.0
<i>Staff meetings</i>		4.0
<i>Captain's Meeting</i>		4.0
<i>Shift Meeting</i>		0.0
TOTAL		8.0
CLERICAL		Staff Hours
Prevention-related:		41.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		40.0
<i>Phone Calls - 36</i>		1.0
Meeting Minutes:		8.0
<i>Captain's meeting</i>		8.0
Non-prevention/non-minute related:		20.0
TOTAL		69.0
TOTAL HOURS		133.0

Fairbanks Ranch Station Change Orders

Date	Spec. #	Change Req. #	Change Order #	Description	Proposed Cost	Status	Approval By	Approved	Actual Cost
8/29/10	2660	920001	0.001	Rev. dble. chk. valve to compact style	\$0.00	Approved	Pavone	\$0.00	\$0.00
7/27/10	2225	920002	0.001	ASI-1, clarification only - no cost	\$0.00	Approved	Pavone	\$0.00	\$0.00
7/27/10		920003	0.001	ASI-2, grid line clarification - no cost	\$0.00	Approved	Pavone	\$0.00	\$0.00
7/27/10	16150	920004	0.001	Add louver @ fuel enclosure, per C. Hunter	\$2,534.00	Approved	Pavone	\$2,534.00	\$2,534.00
7/27/10	9930	920005	0.001	Corian solid color clarification - no cost	\$0.00	Approved	Pavone	\$0.00	\$0.00
8/6/10	15310	920006	Rejected	Add FDC to detector check assembly	not submitted	Rejected			\$0.00
8/29/10		920007	Rejected	Cut/Cap neighbor sewer line at main	\$2,821.01	Rejected			\$0.00
9/22/10	2730	920008	0.001	Install 24' C-900 pipe beneath culvert	\$693.78	Approved	Board	\$693.78	\$693.78
8/10/10	26000	920009		Redesign of U.G. work due to unknown	\$14,696.25	Submitted	Board	\$14,696.25	\$14,696.25
8/13/10	2275	920010	0.002	Add retaining wall area at shoring wall	\$19,636.82	Approved	Michel	\$19,636.82	\$19,636.82
8/13/10	2200	920011	0.006	Discovery of underground water line	\$3,909.22	Back Charge	Michel	\$3,909.22	\$3,909.22
9/14/10	2725	920012		Installation of (1) deep rock well - no cost	\$0.00	Approved	Pavone	\$0.00	\$0.00
9/14/10	2260	920013	0.005	Add 45 days and extended O/H as agreed	\$15,450.00	Approved	Board	\$15,540.00	\$15,540.00
1/18/11	15400	920014	0.004	Removal & disposal of abandoned pipe	\$3,153.36	Approved	Michel	\$3,153.36	\$3,153.36
1/31/11	26000	920015	0.006	Concrete cut off of existing headwall	\$1,305.68	Approved	Michel	\$1,305.88	\$1,305.88
		920016		Change in elevator power requirements	<i>credit - TBD</i>	Hold			\$0.00
	26000	920017		Repair broken SDG&E conduit in Roadway	not submitted	Hold			\$0.00
1/18/11	26000	920018	0.004	Costs for sewer repair per RSFCSD	\$4,488.16	Approved	Michel	\$4,488.16	\$4,488.16
	51000	920019		Revised gate post detail per RSFFPD req.	not submitted	Hold			\$0.00
2/7/11		920020	0.004	Add emergency eyewash station	\$1,637.56	Approved	Board	\$1,637.56	\$1,637.56
2/10/11	26000	920021	0.003	Underground utility installation revisions	\$55,433.47	Approved	Board	\$55,433.47	\$55,433.47
		920022		Terrazzo logo Asi per sub	not submitted	Hold			\$0.00
	26000	920023	0.008	Add AT&T pull box	\$2,538.59	Approved	Michel	\$2,538.59	\$2,538.59
3/31/11	92000	920024	0.006	Removal of dintel, north side of building	-\$2,545.00	Approved	Michel	-\$2,545.00	-\$2,545.00
3/31/11	33000	920025	0.006	Increase Bld. Footing 6" per plan change	\$4,901.37	Approved	Michel	\$4,901.37	\$4,901.37
5/10/11		920026		Electrical feed changes at a/c	not submitted	Hold			\$0.00
4/19/11	114500	920027	Chg. Dir. 0.001	Exterior Delta ASI #13 (Extractor)	-\$398.95	Approved	Michel	-\$398.95	-\$398.95
	71000	920028		Water proofing at laundry upstairs	\$1,800.00	Hold			
		920029	Rejected	Cut & patch gas line - SDG&E revised	rejected for rev.	Hold			\$0.00
9/27/11	61000	920030	10	Cantilever deck beam installation	\$11,914.00	Approved	Michel	\$11,914.00	\$11,914.00
4/25/10	51000	920031	0.008	Delete Photo Eye at Swing Gate	-\$765.00	Approved	Michel	-\$795.00	-\$795.00
		920032		Not Submitted					
12/5/11	76000	920033	10	Flashing fabrication and installation	\$1,364.00	Approved	Michel	\$1,364.00	\$1,364.00
5/1/11	81000	920034	Chg. Dir. 0.001	Capt. Office door change - work complete	\$1,863.98	Approved	Michel	\$1,863.98	\$2,087.28

Fairbanks Ranch Station Change Orders

Date	Spec. #	Change Req. #	Change Order #	Description	Proposed Cost	Status	Approval By	Approved	Actual Cost
6/14/11		920035	Chg. Dir. 0.001	Elect. Room 205 (new) layout	\$1,621.00	Approved	Michel	\$1,621.00	\$1,621.00
6/6/11	16000	920036	0.008	Added electrical per owners request	\$2,010.46	Approved	Michel	\$2,010.46	\$2,010.46
6/21/11	61000	920037	Chg. Dir. 0.001	Add shear panel at Grid 9 (RFI #38)	\$1,785.48	Approved	Michel	\$1,785.48	\$1,785.48
9/20/11	25000	920039	Chg. Dir. 0.001	Remove/Replace concrete curb	\$12,256.00	Approved	Michel	\$12,256.00	\$12,256.00
6/22/11		Per Agreement	0.007	Add 25 rain days; Add 10 E/OHD Bld. Perm.	\$7,500.00	Approved	Michel	\$7,500.00	\$7,500.00
7/27/11	25200	920040	C.O. Pending	County Street Improvements	\$26,281.00	Approved	Board	<i>Pending CO</i>	<i>Pending CO</i>
8/29/11	15400	920042	Chg. Dir. 0.001	ASI-21 Relocate Waster Plumbing	\$3,550.00	Approved	Michel	\$3,550.00	\$3,550.00
8/23/11	51000	920043	10	Hose drying rack alternate product	\$2,194.00	Approved	Michel	\$2,194.00	\$2,194.00
8/23/11	2510	920044	Chg. Dir. 0.001	Grading Revisions Per ASI-16 and 7 days	\$14,367.00	Approved	Michel	\$14,367.00	\$14,367.00
8/23/11	51000	920045	10	Weld Hangers to Flange Beam	\$1,948.00	Approved	Michel	\$1,948.00	\$1,948.00
8/23/11	9250	920046	Chg. Dir. 0.001	Inspection requested work	\$2,289.73	Approved	Michel	\$2,289.73	\$2,289.73
9/23/11		920051	Chg. Dir. 0.001	Credit for traffic Signal Deletion	-\$34,600.00	Approved	Michel	-\$34,600.00	-\$34,600.00
1/24/12	N/A	920054		Add rubber stair riser and tread	\$8,834.73	Approved	Michel	<i>Pending CO</i>	<i>Pending CO</i>
Total		47			\$196,469.70				\$157,016.46

Revised February 2, 2012

Chg. Dir. 0.001 This Change Directive issued to Ledcor on 11/7 in place of Change Order No. 09

STAFF REPORT

NO. 12-01

TO: BOARD OF DIRECTORS
TONY J MICHEL, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: CY 2012 BOARD MEETING SCHEDULE

DATE: FEBRUARY 2, 2012



RECOMMENDATION

Review schedule and approve any changes to the meeting schedule that may be necessary.

BACKGROUND

The Board of Directors adopted Resolution No. 2005-014 establishing the second Wednesday of each month as the regular meeting date to conduct business of the District. On occasion, it is necessary to adjust the date to accommodate holidays and scheduling conflicts.

CURRENT SITUATION

The following table list the meeting dates for the remainder of calendar year 2012 and I have included the annual (or routine) agenda topics that the Board must act on:

Meeting Dates – 2012	Annual Agenda Topic(s)
January 11	
February 8	
March 14	Adopt: Resolution to Participate in Fire Mitigation Fee Program (<i>must be adopted by April 15</i>)
April 11	
May 9	Select criteria to determine annual appropriations limit; Adopt resolution: Appropriations Limit Adopt resolution: Setting Benefit Charges
June 13	Adopt: Preliminary Budget (<i>must be adopted by June 30</i>) Accept List of forced abatements to be placed on property tax bills, if any
July 11	
August 8	
September 12	Public Hearing: Final Budget & Fire Mitigation Fee 5 Year Capital Plan Adopt: Final Budget (<i>must be adopted by September 30</i>); Adopt: Fire Mitigation Fee 5 Year Capital Plan
October 10	
November 14	
December 12	Oath of Office (<i>every election year – 2012</i>) Election of Officers (<i>every election year – 2012</i>) Ethics Training

STAFF REPORT

NO. 12-02

TO: BOARD OF DIRECTORS
FROM: TONY J MICHEL, FIRE CHIEF
SUBJECT: INTERIM FIRE STATION RESTORATION
DATE: FEBRUARY 2, 2012



RECOMMENDATION

Staff recommends that the Board of Directors award the interim fire station removal and site restoration contract for \$9,487.50 to Steigerwald-Dougherty Inc.; and authorize the fire chief to sign the contract to complete the project.

BACKGROUND

In February 2010, the Fairbanks Ranch Fire Station relocated to a temporary facility to provide continued service to the community during the construction of the District's new Fairbanks Ranch Fire Station. The District entered into an agreement with Horizon Christian Fellowship to operate the interim station from a site located on their property that is designated as open space. The interim site required site improvements to accommodate the fire station. The original site improvements were awarded to Steigerwald-Daugherty Inc., based on lowest bid.

The County of San Diego approved the interim fire station project with a condition that the open space be restored to its previous condition after the interim station is removed.

CURRENT SITUATION

Because of the imminent completion of Fairbanks fire station and the District's requirement to restore the property, district personnel started the process to restore the land. On December 19, 2011, the District requested quotes from two local contractors to remove the interim station and restore the site to its previous condition. The two contractors were:

- Steigerwald-Daugherty Construction
- Todd Van Dussen Construction and Grading

Only one general contractor, Steigerwald-Daugherty Construction, responded to the request and provided a bid amount of \$9,487.50. After review of the bid, staff believes that Steigerwald-Daugherty's previous experience with this site along with their bid amount is acceptable based on the scope of work detailed in the project.

STAFF REPORT

NO. 12-03

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: BUDGET AUTHORIZATION
DATE: FEBRUARY 8, 2012



The following budget action is requested for approval:

Description	FY 12 Budget	Funding Request	Funding Source	Action Requested
2012 - Ford 4x4 F150 (Battalion Chief Vehicle)	\$85,000	\$28,882.27	100% Fleet Reserve	Authorize purchase

JUSTIFICATION for Funding Request:

Staff is seeking authorization to purchase one (1) replacement battalion chief command vehicle with radios, light bar with emergency lighting, a shell, and command package:

- One (1) Command Vehicle: (\$28,882.27)

This vehicle will replace the 2007 Chevrolet Suburban, which had been serving as the battalion chief's vehicle. This replacement was anticipated and budgeted as a line item in the FY12 capital replacement budget. A Request For Proposal (RFP) was sent in December of 2011. The lowest bid received was from a dealer that provides government pricing on the State contract; however, the bid received was lower than that on the State contract. If approved, staff will proceed with the purchase of the vehicle from that dealer. The amounts requested for radios, lighting, a shell, a command box and installation are estimates based on similar vehicles that have been placed into service. The 2007 Suburban will be placed in reserve status for District service, as needed.

Note: staff will request approval for additional funding for the subject vehicle's emergency lighting, radio and command box at a future board meeting.