



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

Rancho Santa Fe FPD
Board Room – 18027 Calle Ambiente, Ste. 101
Rancho Santa Fe, California 92067

December 18, 2024
1:00 pm PT
Regular Meeting

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

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

Rules for Addressing the 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 act on any matter presented during the Public Comment but can refer it to staff for review and possible discussion at a future meeting. As permitted by State Law, the Board may act on matters of an urgent nature, or which require immediate attention. The time allotted for each presentation is subject to the discretion of the board and based on the number of intended speakers. Each audience member will be allotted an equal amount of time.

Agendas: Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the Board Clerk’s office located at 18027 Calle Ambiente, Suite 101, Rancho Santa Fe, CA during normal business hours. Packet documents are also posted online at www.rsfire.org.



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

December 18, 2024

1. Call to Order
2. Determination of a Quorum/Roll Call
3. Pledge of Allegiance
4. AB 2449 Approve Director's Request
 - If a request is submitted, consider approval of the Director's request to participate remotely and utilize Just Cause or Emergency Circumstance per AB 2449
5. Approval of Agenda
6. Public Comment

This portion of the agenda may be utilized by any person to address the Board of Directors on any matter within their jurisdiction. However, depending on the subject matter, the Board may be unable to respond at this time or until the specific item is placed on the agenda at a future meeting, as provided by The Brown Act. Comment time will be set based on the number of intended commentors.
7. Motion waiving reading in full of all Resolutions/Ordinances

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

8. Consent Calendar
 - a. Board of Directors Minutes
 - Minutes of November 20, 2024ACTION REQUESTED: **Approve**
 - b. Receive and File
 - Monthly/Quarterly Reports for November 2024
 - (1) List of Demands: Checks 38304 through 38394 and Electronic Funds Transfers (EFTs)

totaling:	\$ 689,047.38
Payroll(s) totaling:	\$ <u>1,143,652.77</u>
TOTAL DISTRIBUTION	\$ 1,832,700.15
 - (2) Grant Recap
 - (3) Activity Reports – November 2024
 - (a) Operations
 - (b) Training
 - (c) Fire Prevention

ACTION REQUESTED: **Receive and File**



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

December 18, 2024

9. Correspondence
 - a. Thank you – Chip Duncan, Fire Chief
 - b. Thank you – Alan J. Bier, MD
 - c. Thank you – The Joy of Learning Club

10. Unfinished Business
 - a. Board of Directors Meeting Calendar
To discuss and confirm the CY25 meeting schedule. [Staff Report 24-35](#)
ACTION REQUESTED: **Confirm dates and/or modify schedule if necessary**

11. New Business
 - a. Resolution No. 2024-18
To discuss and/or adopt a Resolution entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance With California Code Of Regulations, Title 2, Section 570.5. [Staff Report 24-36](#)
ACTION REQUESTED: **Adopt**

 - b. Resolution No. 2024-19
To discuss and/or adopt a Resolution entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel.
[Staff Report 24-37](#)
ACTION REQUESTED: **Adopt**

 - c. 2025 CalPERS ADP
To discuss and/or authorize the FY25 CalPERS Additional Discretionary Payment (ADP) to reduce the districts unfunded accrued liability.
[Staff Report 24-38](#)
ACTION REQUESTED: **Discuss and/or Authorize**

12. Oral Reports
 - i. Fire Chief
 - ii. Operations
 - iii. Training
 - iv. Fire Prevention
 - v. Finance Manager

Board of Directors

 - vi. North County Dispatch JPA – Update
 - vii. County Service Area – 17 – Update
 - viii. Rancho Santa Fe Fire District Foundation - Update
 - ix. Director Comments



Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

December 18, 2024

13. Closed Session

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957:
PUBLIC EMPLOYEE EMPLOYMENT
Title: Fire Chief

14. Adjournment

The next regular Board of Directors meeting to be held on January 15, 2024, in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.

CERTIFICATION OF POSTING

I certify that on December 13, 2024, a copy of the foregoing agenda was posted on the district's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on December 13, 2024:

Sarah Montagne
Board Clerk

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes November 20, 2024



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

Director Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:02pm.

Determination of a Quorum

Quorum confirmed.

Roll Call

Directors Present: Ashcraft, Malin, Stine, Tanner, Hillgren (Virtual)
Directors Absent: None
Staff Present: Fire Chief Dave McQuead; Deputy Chief Jim Mickelson; Fire Marshal Marlene Donner; Finance Manager Burgen Havens; Executive Assistant/Board Clerk Sarah Montagne; Training Chief Luke Bennett; Battalion Chief Greg O’Gorman
RSF Fire District Foundation: Retired Fire Chief Frank Twohy

Pledge of Allegiance

Training Chief Luke Bennett led the assembly in the Pledge of Allegiance.

AB 2449 Approve Director’s Request

No request was made.

Approval of Agenda

Removal of agenda items 11b and 11c.
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve agenda following removal of items 11b and 11c.

1. **Public Comment**

Members of the public commented regarding the Elfin Forest/Harmony Grove Village South project.

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

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

3. **Consent Calendar**

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the consent calendar.

4. **Correspondence**

No correspondence filed.

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes November 20, 2024



5. **New Business**

a. **Board of Directors Meeting Calendar**

To discuss and confirm the CY25 meeting schedule. Staff Report 24-30

ACTION: Update all dates to Third Wednesday and alter July date to July 9. Present updated staff report at the December Board of Directors meeting.

b. **Voluntary Funding Contribution – Questhaven Residential Project**

Removed from agenda.

c. **Voluntary Funding Contribution – Harmony Grove Village South (HGVS) Project**

Removed from agenda.

d. **Resolution No. 2024-16**

To discuss and/or adopt a Resolution entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief regarding required inspections of certain occupancies pursuant to sections 13146.2 and 13146.3 of the California Health and Safety Code. Staff Report 24-33.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER. MOTION CARRIED to adopt Resolution No. 2024-16.

AYE: DIRECTOR ASHCRAFT, DIRECTOR MALIN, DIRECTOR TANNER, DIRECTOR STINE, DIRECTOR HILLGREN

NAY: NONE

ABSENT: NONE

ABSTAIN: NONE

e. **Resolution No. 2024-17**

To discuss and/or adopt a Resolution entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Government Code section 21156. Staff Report 24-34.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN. MOTION CARRIED to adopt Resolution No. 2024-17.

AYE: DIRECTOR ASHCRAFT, DIRECTOR MALIN, DIRECTOR TANNER, DIRECTOR STINE, DIRECTOR HILLGREN

NAY: NONE

ABSENT: NONE

ABSTAIN: NONE

6. **Adjournment**

Meeting adjourned at 2:25pm

The next regular Board of Directors meeting is to be held on December 18, 2024, in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.

Report Criteria:

Report type: Invoice detail

Check.Type = {<->} "Adjustment"

Check Issue Date	Check Number	Payee	Amount	Invoice GL Account Title
11/01/2024	38304	AAA Live Scan	50.00	NEW HIRES & BACKGROUNDS
11/01/2024	38305	Advanced Communication Systems Inc	516.00	RADIOS
11/01/2024	38306	American Medical Response Inc	228.54	CSA-17 CONTRACT
11/01/2024	38307	BW Printworks	1,775.58	OUTSIDE PRINTING & BINDING
11/01/2024	38308	CA Special Districts Association	9,627.00	MEMBERSHIPS & SUBSCRIPTIONS
11/01/2024	38309	Charter Communications Holdings LLC (Sp	1,230.19	UTILITIES: ADMIN
11/01/2024	38309	Charter Communications Holdings LLC (Sp	48.62	UTILITIES: RSF4
11/01/2024	38310	Cielo Village Partners LP	3,200.00	BUILDING: ADMIN
11/01/2024	38311	Cintas Corporation No 2	272.96	FOAM & EXTINGUISHERS
11/01/2024	38312	COR Security Inc	294.17	BUILDING: RSF6
11/01/2024	38312	COR Security Inc	1,614.72	BUILDING: RSF4
11/01/2024	38312	COR Security Inc	3,293.52	BUILDING: RSF5
11/01/2024	38313	Cox Communications	590.71	UTILITIES: RSF2
11/01/2024	38314	Direct Energy Business-Dallas	3,527.88	UTILITIES: RSF1
11/01/2024	38314	Direct Energy Business-Dallas	3,075.88	UTILITIES: RSF1
11/01/2024	38315	DreamSeats, LLC	7,079.18	STATION SUPPLIES
11/01/2024	38316	Erik M. & Christina M Bessel DBA Spot On	5,807.73	UNIFORMS
11/01/2024	38317	Griffin Ace Hardware Co.	45.02	STATION SUPPLIES
11/01/2024	38317	Griffin Ace Hardware Co.	48.47	EQUIPMENT - MINOR
11/01/2024	38318	Guardian Life Insurance Co	5,866.12	RETIREE HEALTH EXPENSE
11/01/2024	38319	Industrial Commercial Systems INC.	2,883.33	BUILDING: RSF5
11/01/2024	38319	Industrial Commercial Systems INC.	1,895.00	BUILDING: RSF1
11/01/2024	38319	Industrial Commercial Systems INC.	1,144.00	BUILDING: RSF3
11/01/2024	38319	Industrial Commercial Systems INC.	511.50	BUILDING: ADMIN
11/01/2024	38319	Industrial Commercial Systems INC.	656.50	BUILDING: RSF6
11/01/2024	38319	Industrial Commercial Systems INC.	675.00	BUILDING: RSF4
11/01/2024	38319	Industrial Commercial Systems INC.	1,227.50	BUILDING: RSF2
11/01/2024	38320	Liebert Cassidy Whitmore	225.00	LEGAL SERVICES
11/01/2024	38320	Liebert Cassidy Whitmore	900.00	LEGAL SERVICES
11/01/2024	38320	Liebert Cassidy Whitmore	10,027.95	LEGAL SERVICES
11/01/2024	38321	MES California	850.17	SCBA EQUIPMENT
11/01/2024	38321	MES California	511.34	SCBA EQUIPMENT
11/01/2024	38322	North County EVS Inc	925.00	APPARATUS: OES
11/01/2024	38323	Olivenhain Municipal Water District	419.58	UTILITIES: RSF2
11/01/2024	38323	Olivenhain Municipal Water District	626.56	UTILITIES: RSF4
11/01/2024	38323	Olivenhain Municipal Water District	969.28	UTILITIES: RSF2
11/01/2024	38323	Olivenhain Municipal Water District	8,313.24	UTILITIES: RSF4
11/01/2024	38324	Rancho Santa Fe Fire Protection District	50,000.00	DUE TO/FROM
11/01/2024	38325	Roadone	350.00	TRAINING- MATERIALS/SUPPLIES
11/01/2024	38325	Roadone	350.00	TRAINING- MATERIALS/SUPPLIES
11/01/2024	38326	SC Commercial LLC	2,498.61	FUEL/PROPANE
11/01/2024	38326	SC Commercial LLC	1,351.10	FUEL/PROPANE
11/01/2024	38327	Verizon Wireless	336.27	CSA-17 CONTRACT
11/01/2024	38327	Verizon Wireless	5,827.13	CELLULAR
11/01/2024	38328	Western Fire Protection	4,955.00	BUILDING: RSF2
11/08/2024	38329	About Service Inc	2,988.11	APPARATUS: REPAIR
11/08/2024	38330	Accme Janitorial Service Inc	740.00	BUILDING: ADMIN
11/08/2024	38331	AT&T Calnet 2/3	30.74	UTILITIES: RSF1
11/08/2024	38331	AT&T Calnet 2/3	30.74	UTILITIES: RSF1
11/08/2024	38331	AT&T Calnet 2/3	76.14	UTILITIES: RSF3
11/08/2024	38331	AT&T Calnet 2/3	90.68	UTILITIES: RSF1
11/08/2024	38331	AT&T Calnet 2/3	34.78	UTILITIES: RSF3
11/08/2024	38331	AT&T Calnet 2/3	59.52	UTILITIES: ADMIN
11/08/2024	38332	California PPE Recon Inc	14,219.05	PPE

Check Issue Date	Check Number	Payee	Amount	Invoice GL Account Title
11/08/2024	38333	Caselle INC.	1,306.00	COMPUTERS & PRINTERS
11/08/2024	38334	CDW Government Inc.	1,622.46	MEMBERSHIPS & SUBSCRIPTIONS
11/08/2024	38335	County of SD/RCS	72.50	800 MHZ NETWORK FEES
11/08/2024	38335	County of SD/RCS	3,148.86	800 MHZ NETWORK FEES
11/08/2024	38336	DanBillt Engineering	15,121.17	CAPITAL - APPARATUS
11/08/2024	38337	Dish	127.80	UTILITIES: RSF6
11/08/2024	38338	DreamSeats, LLC	269.38	STATION SUPPLIES
11/08/2024	38339	EDCO Waste & Recycling Inc	252.25	UTILITIES: RSF5
11/08/2024	38339	EDCO Waste & Recycling Inc	139.14	UTILITIES: RSF6
11/08/2024	38339	EDCO Waste & Recycling Inc	221.46	UTILITIES: RSF6
11/08/2024	38340	Eide Bailly LLP	6,979.35	CONSULTING SVCS - FINANCIAL
11/08/2024	38341	Genuine Parts Company, Inc.	64.59	FUEL/PROPANE
11/08/2024	38342	Gregory Johnson DBA Johnson Equipment Co	782.54	APPARATUS/VEHICLES
11/08/2024	38343	Griffin Ace Hardware Co.	187.42	STATION SUPPLIES
11/08/2024	38343	Griffin Ace Hardware Co.	17.10	EQUIPMENT - MINOR
11/08/2024	38344	Henley Pacific LA LLC (Valvoline)	99.92	APPARATUS: SCHEDULED
11/08/2024	38345	Home Depot INC	191.50	EQUIPMENT - MINOR
11/08/2024	38346	Industrial Commercial Systems INC.	1,730.00	BUILDING: RSF3
11/08/2024	38346	Industrial Commercial Systems INC.	568.00	BUILDING: RSF6
11/08/2024	38347	Integrity Data	258.00	MEMBERSHIPS & SUBSCRIPTIONS
11/08/2024	38348	K & M Pest Solutions	525.00	BUILDING: RSF6
11/08/2024	38349	Magnesite Specialties, Inc.	4,970.00	BUILDING: RSF1
11/08/2024	38350	Nationwide Medical Surgical Inc	1,129.10	CSA-17 CONTRACT
11/08/2024	38351	Olivenhain Municipal Water District	265.32	UTILITIES: RSF3
11/08/2024	38352	Parkhouse Tire INC.	1,133.39	APPARATUS/VEHICLES
11/08/2024	38353	PharmaLink	150.00	CSA-17 CONTRACT
11/08/2024	38354	R.E. Badger & Son INC.	400.00	BUILDING: RSF6
11/08/2024	38355	Race Telecommunications INC	179.50	UTILITIES: RSF1
11/08/2024	38356	Rincon Del Diablo Municipal Water Distri	472.74	UTILITIES: RSF5
11/08/2024	38357	RSF Mail Delivery Solutions	120.00	OFFICE EXPENSES
11/08/2024	38358	Streamline	497.00	WEBSITE
11/08/2024	38359	TK Elevator Corporation	2,054.52	ELEVATOR
11/08/2024	38360	U.S. Bank Corporate Payment Systems	27,330.27	CAL-CARD PROGRAM
11/08/2024	38361	Waste Management Inc	547.51	UTILITIES: ADMIN
11/08/2024	38361	Waste Management Inc	333.44	UTILITIES: RSF4
11/08/2024	38361	Waste Management Inc	333.44	UTILITIES: RSF3
11/08/2024	38361	Waste Management Inc	347.52	UTILITIES: RSF2
11/08/2024	38362	Waterwerx Inc.	1,825.00	BUILDING: RSF4
11/08/2024	38363	ZOLL Medical Corporation	2,586.81	CSA-17 CONTRACT
11/14/2024	38364	Advexure LLC	2,356.00	MEMBERSHIPS & SUBSCRIPTIONS
11/14/2024	38365	CDW Government Inc.	31,248.48	COMPUTERS & PRINTERS
11/14/2024	38366	Fader Electric	250.00	BUILDING: RSF3
11/14/2024	38366	Fader Electric	2,597.00	BUILDING: RSF2
11/14/2024	38366	Fader Electric	852.00	BUILDING: RSF1
11/14/2024	38367	Fitch Law Firm Inc	2,171.43	LEGAL SERVICES
11/14/2024	38368	Hanna Plumbing & Supply	314.22	BUILDING: RSF3
11/14/2024	38369	North County EVS Inc	1,168.30	APPARATUS: SCHEDULED
11/14/2024	38369	North County EVS Inc	14,979.25	APPARATUS: REPAIR
11/14/2024	38369	North County EVS Inc	1,385.71	APPARATUS: REPAIR
11/14/2024	38370	Palomar College	1,988.00	TRAINING: SUPPRESSION
11/14/2024	38371	Rincon Del Diablo Municipal Water Distri	385.33	UTILITIES: RSF5
11/14/2024	38372	SDCFCA	550.00	MEETINGS & SPECIAL EVENTS
11/14/2024	38373	SDG&E	1,271.93	UTILITIES: RSF6
11/22/2024	38374	Advanced Detection Systems	252.00	UTILITIES: RSF6
11/22/2024	38375	AFSS -Southern Division	30.00	TRAINING: ADMINISTRATION
11/22/2024	38376	ASAP Drain Guys & Plumbing	530.00	BUILDING: RSF1
11/22/2024	38377	AT&T	68.18	UTILITIES: RSF3
11/22/2024	38377	AT&T	71.93	UTILITIES: RSF1

Check Issue Date	Check Number	Payee	Amount	Invoice GL Account Title
11/22/2024	38377	AT&T	80.03	UTILITIES: RSF2
11/22/2024	38377	AT&T	238.87	UTILITIES: RSF5
11/22/2024	38377	AT&T	79.54	UTILITIES: RSF6
11/22/2024	38378	AT&T Calnet 2/3	106.00	UTILITIES: RSF6
11/22/2024	38378	AT&T Calnet 2/3	1,364.19	UTILITIES: RSF4
11/22/2024	38378	AT&T Calnet 2/3	1,331.98	UTILITIES: RSF6
11/22/2024	38378	AT&T Calnet 2/3	88.29	UTILITIES: RSF2
11/22/2024	38378	AT&T Calnet 2/3	146.51	UTILITIES: RSF4
11/22/2024	38378	AT&T Calnet 2/3	217.80	UTILITIES: ADMIN
11/22/2024	38378	AT&T Calnet 2/3	19.13	UTILITIES: ADMIN
11/22/2024	38379	Calolympic Safety Inc	1,638.29	APPARATUS/VEHICLES
11/22/2024	38380	Charter Communications Holdings LLC (Sp	277.81	UTILITIES: ADMIN
11/22/2024	38381	Coast to Coast Restoration, Inc	12,175.00	BUILDING: UPGRADES/REPAIRS
11/22/2024	38382	Concentra	426.00	NEW HIRES & BACKGROUNDS
11/22/2024	38383	DEH County of San Diego	708.00	PERMITS
11/22/2024	38384	Ethos Fire	2,225.04	PPE
11/22/2024	38385	Griffin Ace Hardware Co.	24.74	STATION SUPPLIES
11/22/2024	38386	Industrial Commercial Systems INC.	361.50	BUILDING: RSF5
11/22/2024	38386	Industrial Commercial Systems INC.	5,135.72	BUILDING: UPGRADES/REPAIRS
11/22/2024	38387	Konica Minolta Business Inc	160.79	COPIER MAINTENANCE CONTRACT
11/22/2024	38388	L N Curtis & Sons Inc	2,187.97	PPE
11/22/2024	38388	L N Curtis & Sons Inc	647.94	PPE
11/22/2024	38389	Pitney Bowes Inc	260.54	MACHINES & OFFICE EQUIPMENT
11/22/2024	38390	SC Commercial LLC	740.44	FUEL/PROPANE
11/22/2024	38390	SC Commercial LLC	910.31	FUEL/PROPANE
11/22/2024	38390	SC Commercial LLC	2,164.55	FUEL/PROPANE
11/22/2024	38391	SDCFCA	100.00	MEETINGS & SPECIAL EVENTS
11/22/2024	38392	SDCFCA - FPO Section	150.00	MEMBERSHIPS & SUBSCRIPTIONS
11/22/2024	38393	SDG&E	3,999.73	UTILITIES: RSF4
11/22/2024	38393	SDG&E	1,384.17	UTILITIES: ADMIN
11/22/2024	38393	SDG&E	4,198.22	UTILITIES: RSF1
11/22/2024	38393	SDG&E	670.31	UTILITIES: ADMIN
11/22/2024	38393	SDG&E	2,734.54	UTILITIES: RSF2
11/22/2024	38393	SDG&E	118.98	UTILITIES: ADMIN
11/22/2024	38393	SDG&E	709.50	UTILITIES: RSF5
11/22/2024	38394	Shred it Stericycle	137.17	OFFICE EXPENSES
11/01/2024	24110101	Sarah Montagne	124.62	TRAINING: ADMINISTRATION
11/01/2024	24110102	Burgen Havens	77.66	Cash Clearing AR
11/01/2024	24110103	Michael Schieber	19.31	Cash Clearing AR
11/22/2024	24112201	Matt Sivba	250.00	CSA-17 CONTRACT
11/22/2024	24112202	CalPERS	240,627.56	PERS SURVIVOR BENEFIT
11/22/2024	24112203	CalPERS - Health	2,171.62	ADMINISTRATION FEES
11/22/2024	24112204	CalPERS - Health	92,136.14	ADMINISTRATION FEES

Total:

689,047.38

11/15/2024 \$568,652.77 RSF Fire Payroll
11/30/2024 \$575,000.00 RSF Fire Payroll

Total \$1,143,652.77

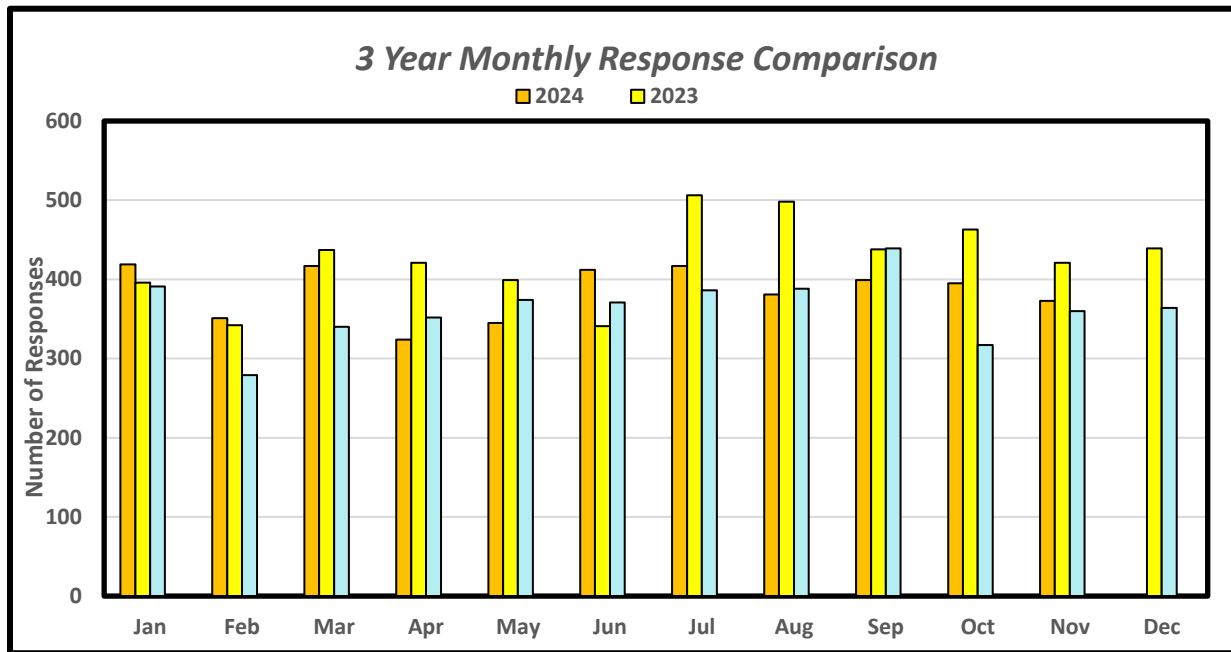
Grand Total: \$1,832,700.15

RSF Grant Re-Cap November 2024

Status	Date Submitted	Agency/Grantor Name	Description / Items Requested	Amount Requested	Total Received	Notes:
ACTIVE	9/30/2021	FEMA	Covid Forced Labor OT	\$ 93,084.25		RFI completed 8/2022. Under eligibility review.
ACTIVE	9/7/2021	UASI FY19	Rescue Systems 1	\$ 7,705.26		Audit Feedback recieved, working on correcting issues.
ACTIVE		UASI FY21	Fresno Symposium & Rescue Systems 1	\$ 20,655.00		Submitted for Reimbursement.
ACTIVE		UASI FY22	Fresno Symposium	\$ 15,000.00		Not seeking Reimbursement-No Symposium in FY22.
ACTIVE	9/29/2022	UASI FY23	Training Courses	\$ 89,098.86		Approved 05/16/2024, Approved amount lowered to \$52,645.00.
ACTIVE	9/26/2023	UASI FY24	Fresno Symposium & Training Courses	\$ 63,620.00		Application Submitted.
ACTIVE	9/12/2024	UASI FY25	Fresno Symposium & Training Courses	\$ 15,000.00		Application Submitted.
			Escondido Creek/San Marcos Defensible			Elfin Forest/Harmony Grove Clean Up; Collaborating w/UrbanCorp, San Marcos Fire and Escondido Fire; 3 year grant - 1/2023-12/2025; Financials going through UrbanCorp. Work expected to be completed by end of February 2024.
ACTIVE	8/1/2022	Coastal Conservancy	Space/Roadway Clearance	\$ 325,864.00		Completed. Check Received.
ACTIVE		SHSGP FY22	4 Radios	\$ 20,338.00	\$20,338.00	All Items Received. Processing for payment.
ACTIVE		SHSGP FY23	2 Radios, MacBooks	\$ 17,080.00		Application updated, amount reduced per County.
ACTIVE		SHSGP FY24	Multigas Monitors	\$ 12,655.00		Completed. Check Received.
CLOSED	4/17/2024	SHSGP FY21	4 Radios	\$ 22,904.00	\$22,904.00	Approved. Jackets received from Fire ETC.
CLOSED	5/15/2023	SD Regional Fire Foundation (County Supervisor Terra Lawson-Remer)	70 Wildland Brush Jackets	\$ 7,380.00		Approved. Tools received from LN Curtis.
CLOSED	5/15/2023	SD Regional Fire Foundation	70 Wildland Brush Jackets	\$ 9,286.97		
CLOSED	5/15/2023	County Supervisor Terra Lawson-Remer	E-Hydraulic Extrication Tools	\$ 5,000.00		
CLOSED	5/15/2023	RSF Fire Protection District General Fund	E-Hydraulic Extrication Tools	\$ 20,000.00		
CLOSED	1/30/2021	OTS	Struts, Airbags, Circ. Saw (Extrication)	\$ 15,181.23	\$ 15,181.23	Check received; Final Quarterly report provided to OTS. Process is officially closed.
CLOSED	6/1/2022	SD Regional Fire Foundation	Mental Health Program Support	\$ 3,000.00	\$ 3,000.00	Check received. Presentation given at prior Board Meeting. Process is officially closed.
CLOSED	3/11/2021	DEPT OF THE TREASURY (ARPA)	COVID-19 Recovery Funds	\$ 329,000.00	\$ 329,000.00	5/12: All documentation submitted to County & approved; Check received. Process is officially closed.
CLOSED	4/21/2023	RSF Association	Firefighter of the Year Award	\$ 750.00	\$ 750.00	Scott Schieber accepted. Process is officially closed.
CLOSED	10/15/2021	CSDA (CA Special Districts)	COVID-19; Staffing and Supplies	\$ 6,163,371.00	\$ 1,154,981.00	Check received. Audit complete.
CLOSED	7/6/2022	UASI FY20	Training; L-954 Course	\$ 15,196.00	\$15,196.00	Approved 04/08/2022. Check Received 9/2023.
CLOSED	5/12/2020	FEMA	Vegetation Management	\$ 18,000.00	\$ 17,000.00	Check received. Utilizing funds for Via Ambiente Roadway Clearance; Work completed and payment received.
RSF Fire District Foundation						
	12/7/2021	RSF Foundation	Forcible Entry	\$ 8,905.00	\$ 8,905.00	(1) Multi-Force Door (Forcible Entry Door Simulator). 50/50 split with the District for pendants, cell guards for
	9/21/2021	RSF Foundation	GIA Wellness	\$ 8,537.50	\$ 8,537.50	Staff and harmonizers for each facility.
	8/19/2021	RSF Foundation	UVC Air Disinfecting	\$ 1,000.00	\$ 1,000.00	10 UVC LED Disinfecting Air Purifiers.
	8/19/2022	RSF Foundation (Sharon McDonald)	E-Hydraulic Extrication Tools	\$ 45,000.00	\$ 45,000.00	Completed.
	2/22/2023	RSF Foundation	Station 6 Improvements	\$ 203,000.00	\$ 203,000.00	Approved.
	4/1/2023	RSF Foundation (Sharon McDonald)	UTV/Radios	\$ 196,337.00	\$196,337.00	Approved. Items in Service.
	6/16/2023	RSF Foundation	RSF3 Barbecue	\$ 1,000.00	\$1,000.00	Approved. Items delivered.
	9/1/2023	RSF Foundation (Sharon McDonald)	Drone Program	\$ 50,000.00	\$50,000.00	Approved. Item delivered. Ongoing purchases procured as needed for Drone program.
	11/27/2023	RSF Foundation (Sharon McDonald)	TICs	\$ 25,000.00	\$25,000.00	Items delivered. Staff Report.
	12/18/2023	RSF Foundation	Blackstone Griddle - RSF1	\$ 399.00	\$399.00	Approved. Items received.
	5/3/2024	RSF Foundation	Specialized turf	\$ 21,849.00	\$ 21,849.00	Approved. Item received and installed.
	5/3/2024	RSF Foundation	5-Decontamination units	\$ 16,501.00	\$ 16,501.00	Approved. Items recieved and Installed.
	5/3/2024	RSF Foundation	RSF6 Parking lot improvement	\$ 29,551.90	\$ 29,551.90	Approved 50/50 Split with the district for Asphalt work.
	5/3/2024	RSF Foundation	RSF2 Training Burn Prop Containers	\$ 12,000.00	\$ 12,000.00	Approved. Containers Installed.
	5/3/2024	RSF Foundation	RSF6-50 Staking chairs for Community room	\$ 2,498.83	\$ 2,498.83	Approved.

Rancho Santa Fe Fire Protection District Operations Report

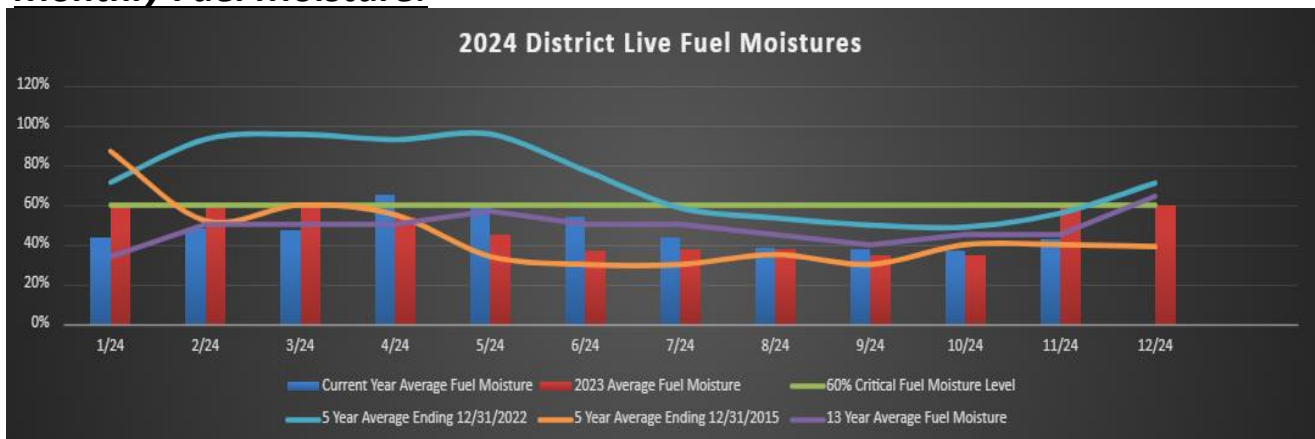
November 2024



3 Year Call Volume Tracker:

2024		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	419	351	417	324	345	412	417	381	399	395	373		4,233
YTD	419	770	1187	1511	1856	2268	2685	3066	3465	3860	4233			
2023		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	396	342	437	421	399	341	506	498	438	463	421	439	5,101
YTD	396	738	1175	1596	1995	2336	2842	3340	3778	4241	4662	5101		
2022		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	391	279	340	352	374	371	386	388	439	317	360	364	4,361
YTD	391	670	1010	1362	1736	2107	2493	2881	3320	3637	3997	4361		

Monthly Fuel Moisture:



Rancho Santa Fe Fire Protection District Operations Report

November 2024

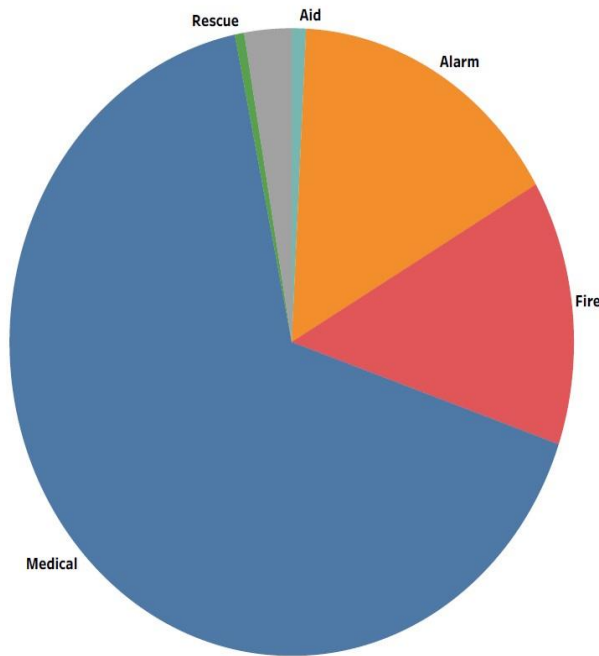
Monthly Incidents

Assigned Incidents for RANCHO SANTA FE FPD
November 2024

Agency
RANCHO SANTA FE FPD

Month
November 2024 to November 2024

Aid	3 incidents / 0.80%
Alarm	59 incidents / 15.82%
Fire	51 incidents / 13.67%
Medical	248 incidents / 66.49%
Rescue	2 incidents / 0.54%
Other	10 incidents / 2.68%
Grand Total	373 incidents / 100.00%



Problem Category

- Aid
- Alarm
- Fire
- Medical
- Rescue
- Other

Data Source: AgencyDashboard_v3_Extract_v4
Data Last Updated: 12/1/2024 2:56:03 PM

Significant Incidents:

Date:	Incident:	Units Assigned:
11/6 - 11/13 11/6 - 11/10	Pre-Position - Mountain Fire Ventura County Pre-Position - Garden Fire Fallbrook	OES6309 C2603, C2604, BR262



Monthly Live Fuel Moisture Summary Report

October 2024

Data Summary

created by brice.smith@fire.ca.gov

October's sampling was taken on October 30/31. **There has been minimal change in live fuel moisture content of chamise since last months sampling. All locations are still at or below the 60% critical threshold.** Portero's new growth is drier than last month, with a 3% decrease in fuel moisture. On the other hand, Mt. Woodson's old growth's fuel moisture increased 5% compared to last month. Overall, fuel moistures are closely similar to last months, very dry.

Location	Sample	6/6/2024	7/1/2024	8/7/2024	8/29/2024	10/1/2024	10/31/2024	Date	Date	Date	Date	Date	Date
Rainbow Camp Battalion 1	New	118.24	No Data	74.70	71.09	59.92	60.10						
	Old	77.61	No Data	70.31	68.62	57.39	58.10						
	AVG	97.93	No Data	72.51	69.86	58.66	59.10						
Warner Springs Battalion 5	New	130.23	No Data	65.63	60.22	61.66	59.06						
	Old	73.59	No Data	49.21	58.92	52.39	54.94						
	AVG	101.91	No Data	57.42	59.57	57.03	57						
Mt. Woodson Battalion 8	New	No Data	No Data	70.20	59.26	57.16	56.80						
	Old	No Data	No Data	60.56	48.36	48.70	54.18						
	AVG	No Data	No Data	65.38	53.81	52.93	55.49						
White Star Battalion 4	New	100.62	No Data	62.60	60.35	56.25	54.15						
	Old	64.12	No Data	49.79	51.05	47.39	50.22						
	AVG	82.37	No Data	56.20	55.7	51.82	52.19						
Potrero Battalion 3	New	No Data	No Data	63.27	61.92	53.88	50.71						
	Old	No Data	No Data	58.08	51.58	50.18	50.27						
	AVG	No Data	No Data	60.68	56.75	52.03	50.49						

Critical Live Fuel Moisture threshold for Chamise = 60%
 Sustained, fast spreading, high intensity wildfires can occur below this threshold

Monthly/Seasonal Outlooks, Southern California: November 2024 – February 2025

Fuels Discussion

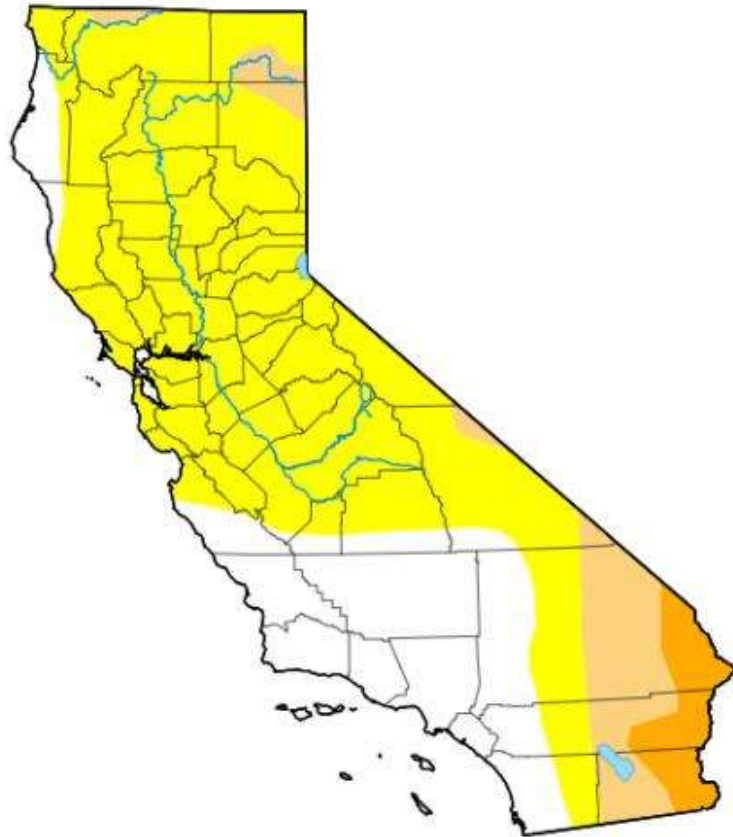
A Fuels and Fire Behavior Advisory is currently in effect for central and southern California for areas under 3,000ft.

Latest USDA Drought Monitor shows an increase in Abnormally Dry (D0) to Moderate Drought (D1) conditions across California (Figure 5), with areas of severe (D2) drought in the Eastern Deserts. While the summer and early fall months are commonly dry across California, this expansion of drought and abnormal dryness is primarily a result of a weaker than average monsoon along with recent above normal temperatures.

Historically hot and dry weather brought record low dead fuel moisture and record high ERCs for the first half of October. The more variable weather since has brought periods of moderated conditions, including a cooler period that is ongoing as of the end of October and is reducing short term fire danger metrics especially in areas most prone to autumn fire activity. (Figure 7).

The long duration of hot and dry weather this summer and fall has driven live fuel moistures to near to below normal levels in many species, with critical values now being observed in many cases (Figure 6). This is notable as live fuel moistures have been running above to much above normal in most areas since late 2022 thanks to back-to-back very wet winters.

(See figures pages 2-4)



Map released: Thurs. October 24, 2024

Data valid: October 22, 2024 at 8 a.m. EDT

Intensity

- None
- D0 (Abnormally Dry)
- D1 (Moderate Drought)
- D2 (Severe Drought)
- D3 (Extreme Drought)
- D4 (Exceptional Drought)
- No Data

Authors

United States and Puerto Rico Author(s):

[Rocky Bilotta](#), NOAA/NCEI

Pacific Islands and Virgin Islands Author(s):

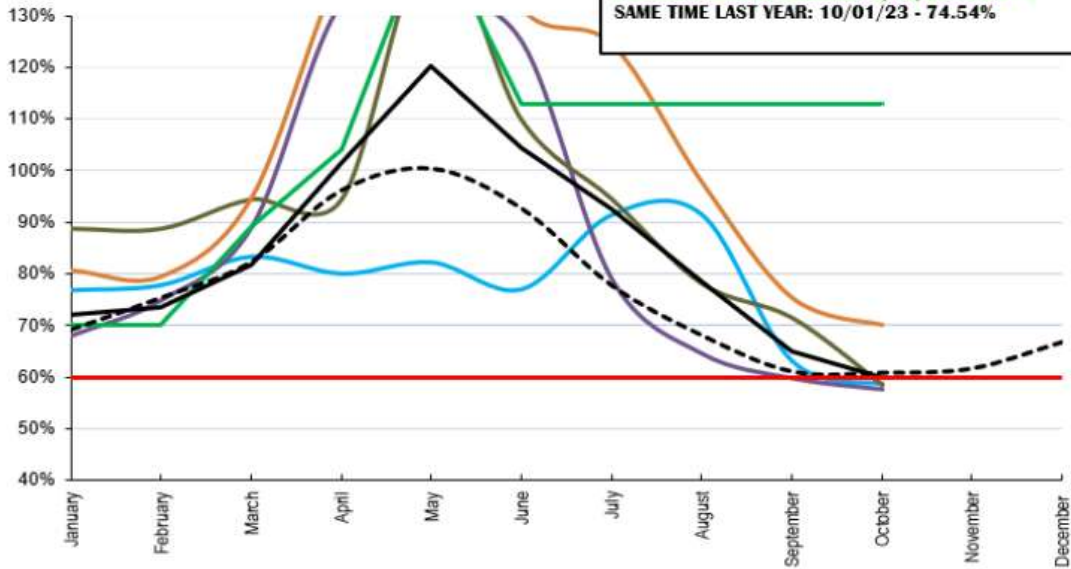
[Brad Rippey](#), U.S. Department of Agriculture

Fig 5: USDA Drought Monitor October 24th



LOS PADRES NATIONAL FOREST
LIVE FUEL MOISTURE DATA 2024

FOREST FUEL MOISTURE DATA
CURRENT FOREST AVERAGE: 10/01/24 - 59.88%
HISTORICAL AVERAGE: (SINCE 2000) - 59.10 %
PREVIOUS FOREST AVERAGE: 9/15/24 - 63.51%
SAME TIME LAST YEAR: 10/01/23 - 74.54%



— North Fork (MRD)
 — Gifford (SLRD)
 — San Marcos (SBRD)
 — Oak Flat (ORD)
— Los Alamos (MPRD)
 — Forest Avg %
 - - - 10 YR Avg
 — Critical Point

Fig 6: Los Padres NF Live Fuel Moistures from October 1st, 2024

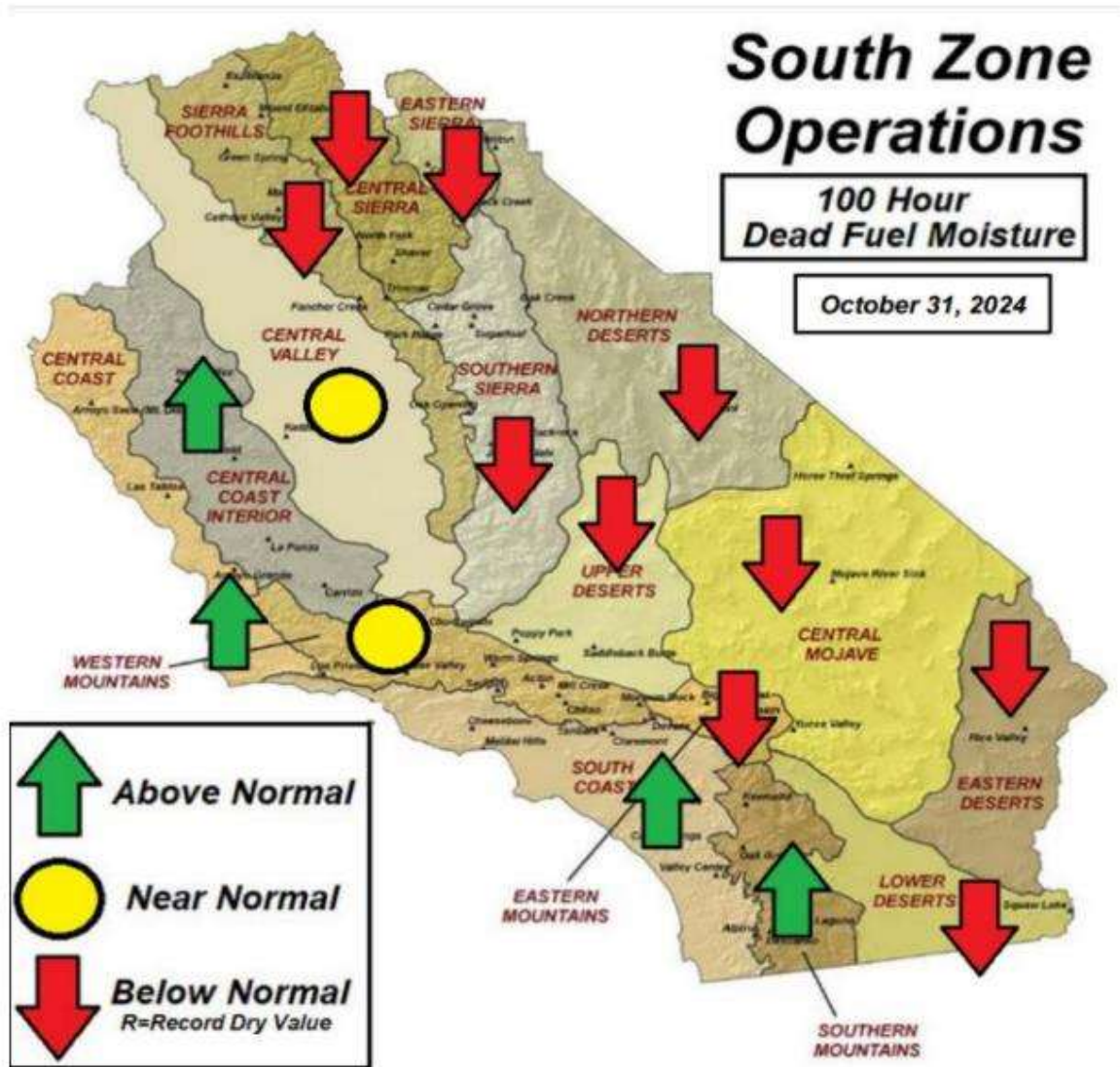


Fig 7: 100 hr dead fuel moisture relative to normal by PSA as of October 31st

(Predictive Services/Southern CA Geographic Coordination Center, Issued October 31st, 2024)

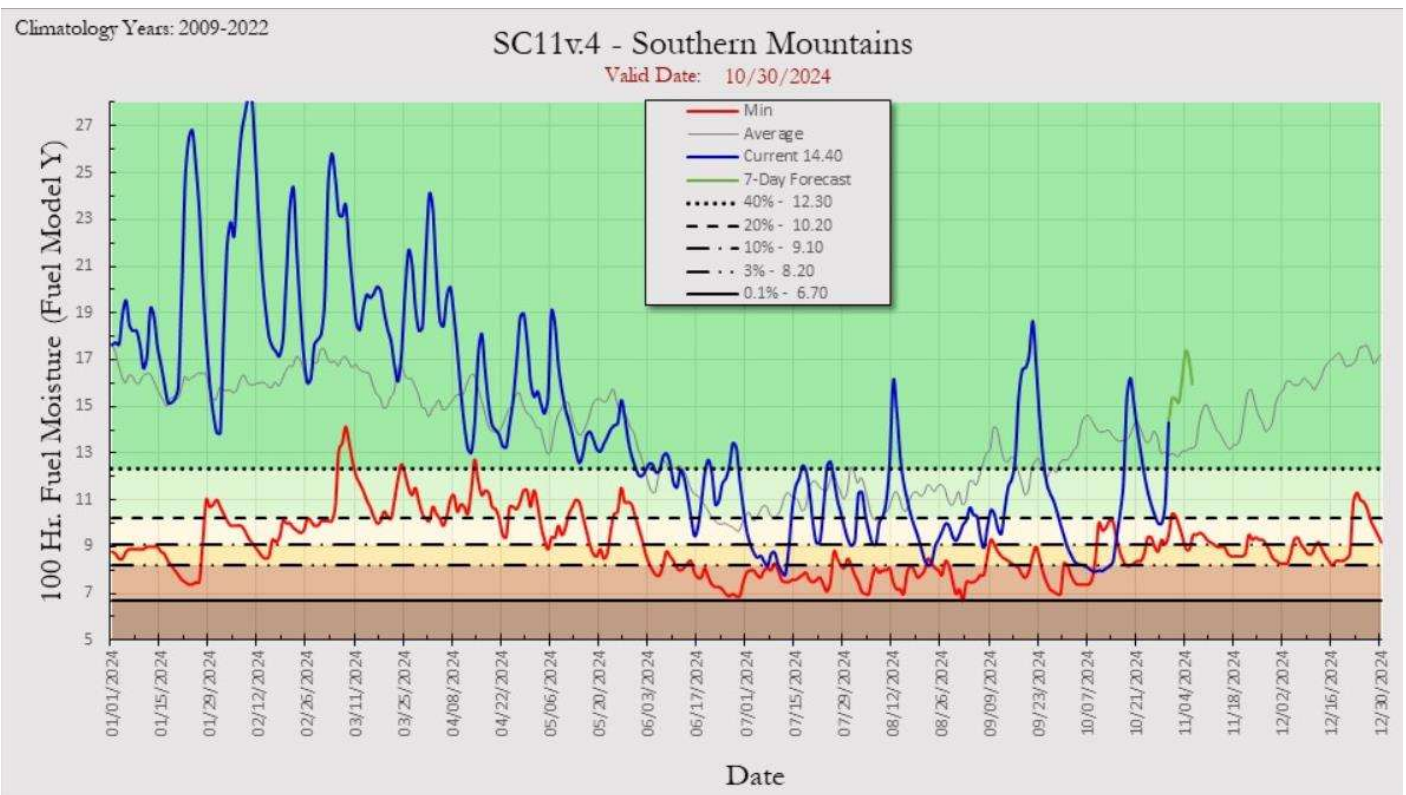
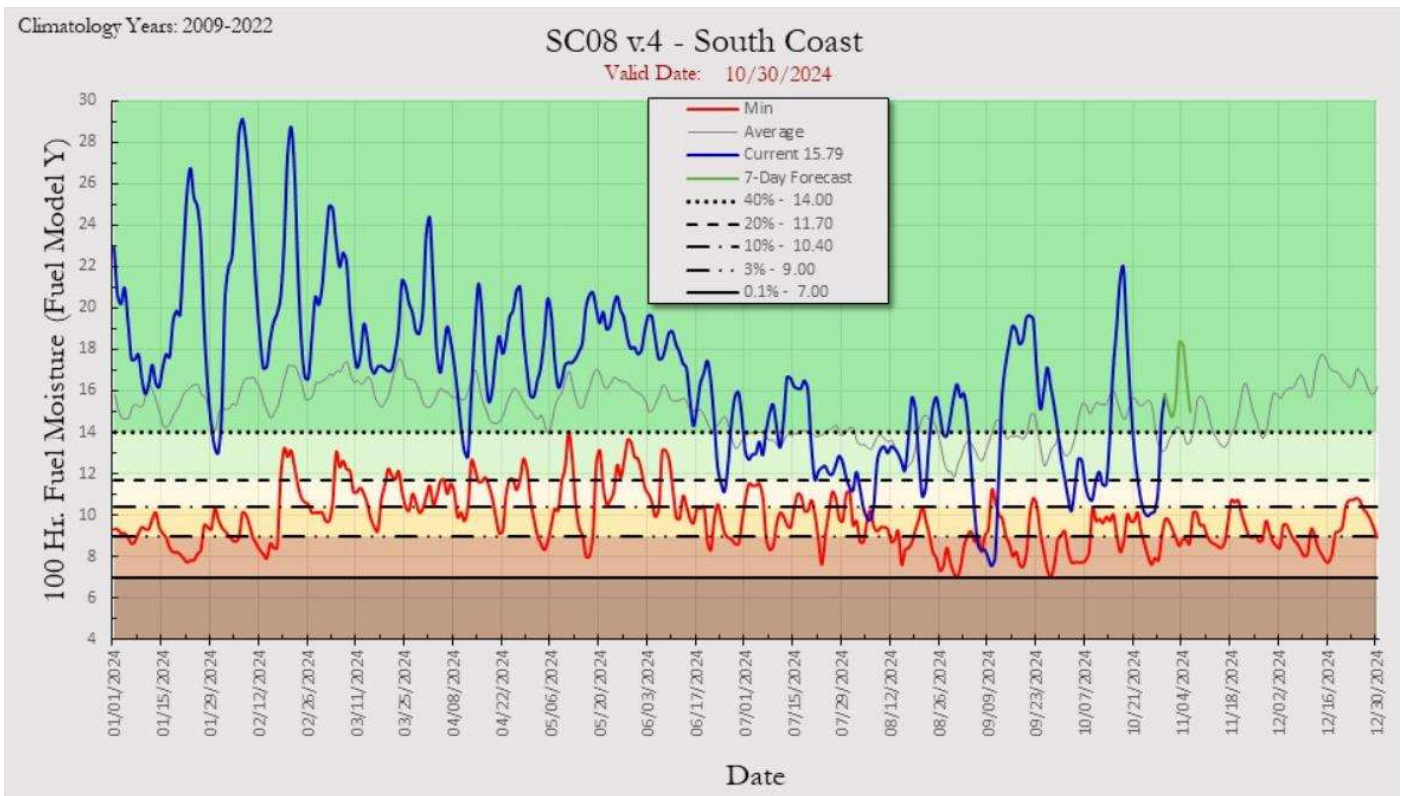
<https://gacc.nifc.gov/oscc/predictive/outlooks/myfiles/assessment.pdf>



Monthly Live Fuel Moisture Summary Report

100 Hr. Fuel Moisture Local Predictive Service Areas, October, 2024

October 2024



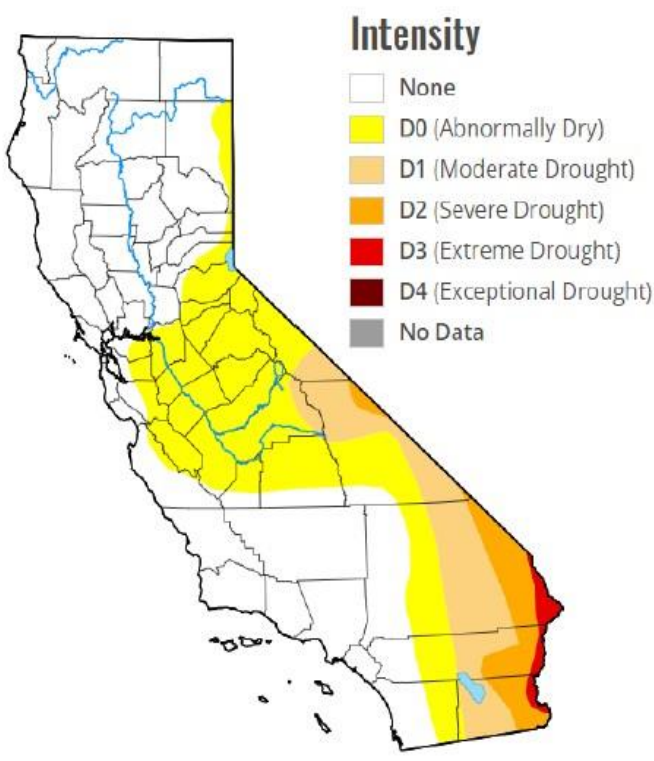
December

January



Drought Monitor

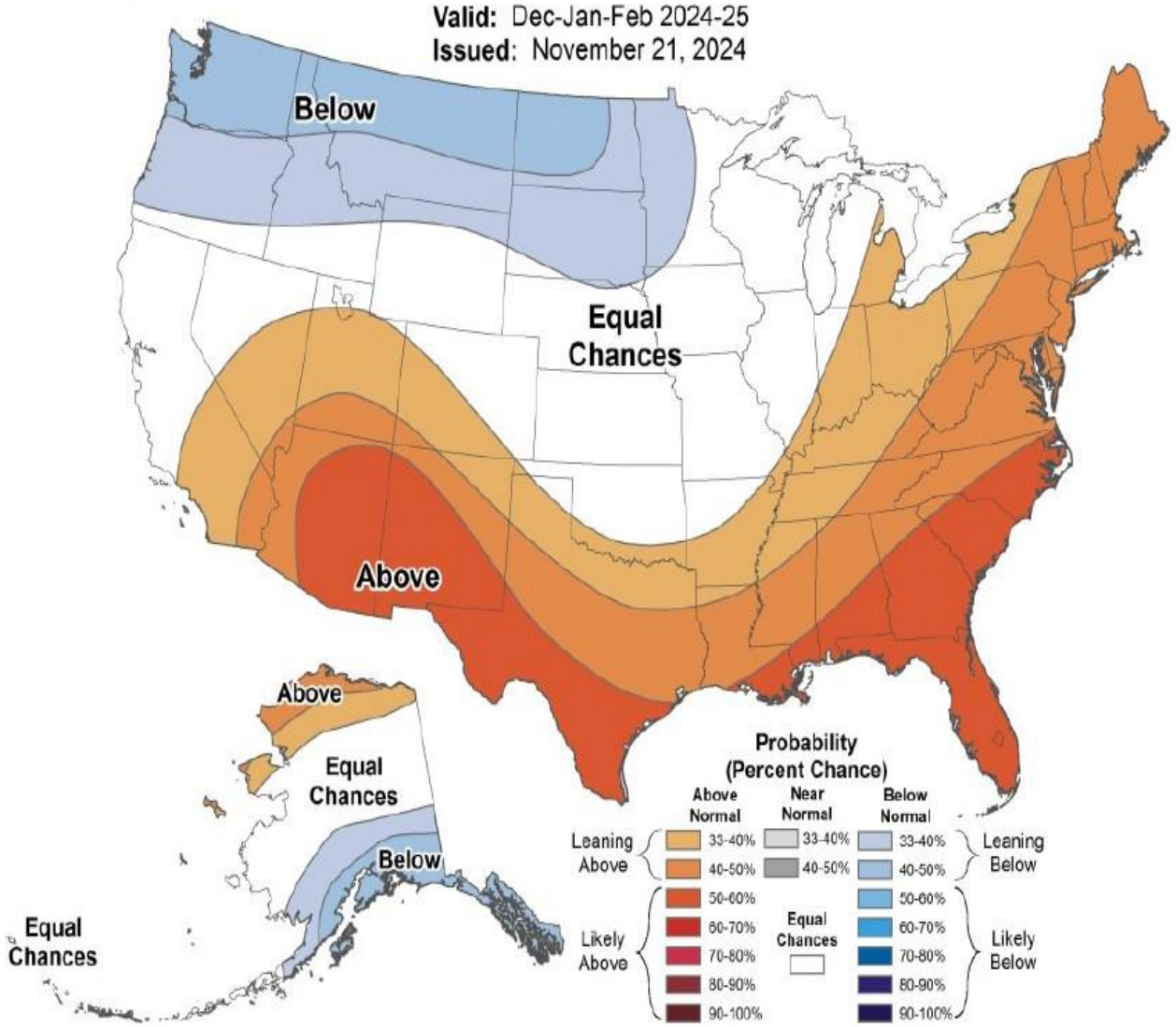
California | U.S. Drought Monitor (unl.edu)



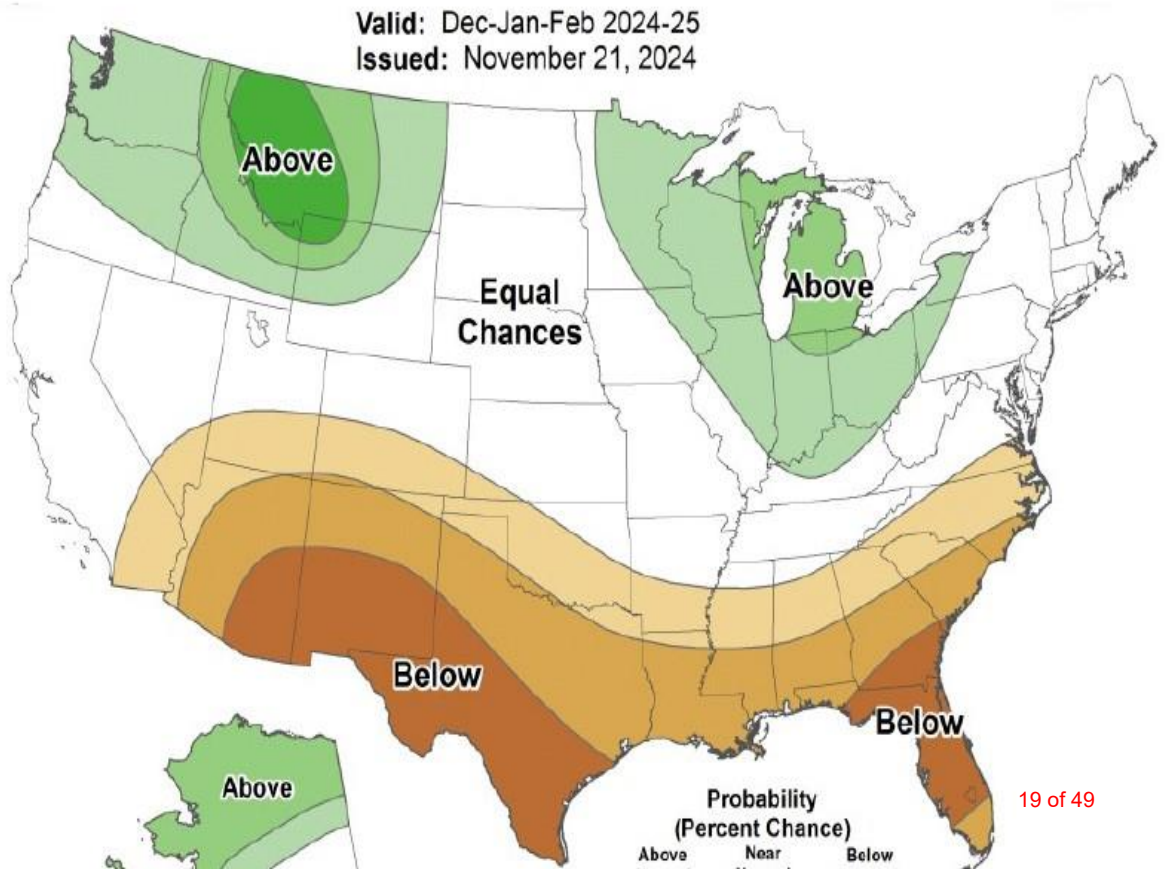
Northern California has seen a considerable improvement in drought-related conditions due to a series of powerful storms from the Pacific. These storms brought significant rainfall to coastal areas and snowfall in the mountains. However, the southeast part of the state is expected to receive little to no precipitation and may experience moderate to extreme drought over the next four months. Despite these conditions, reservoir levels throughout the state are anticipated to remain at or above historical averages.

Valid: Dec-Jan-Feb 2024-25
Issued: November 21, 2024

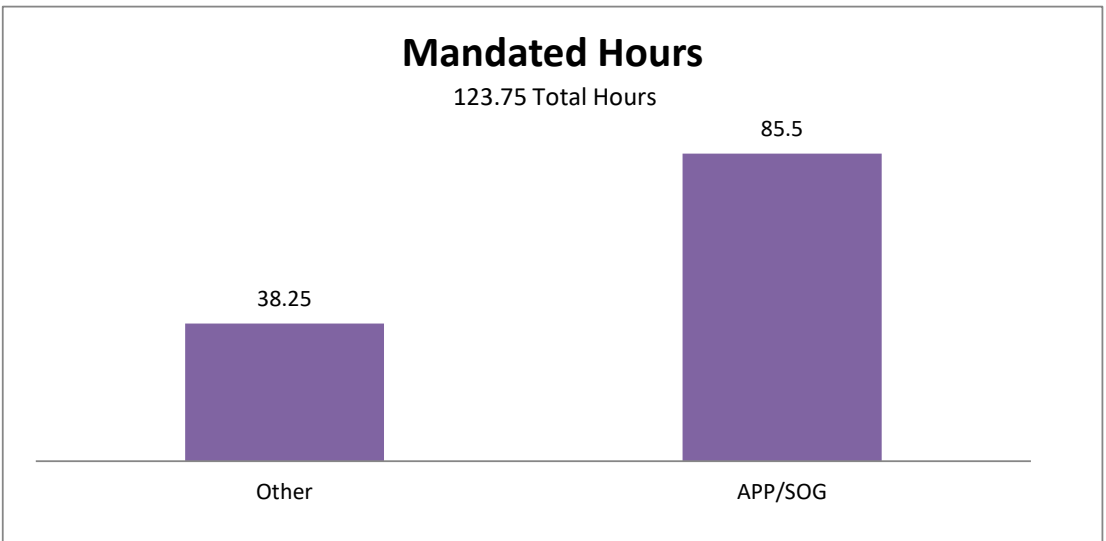
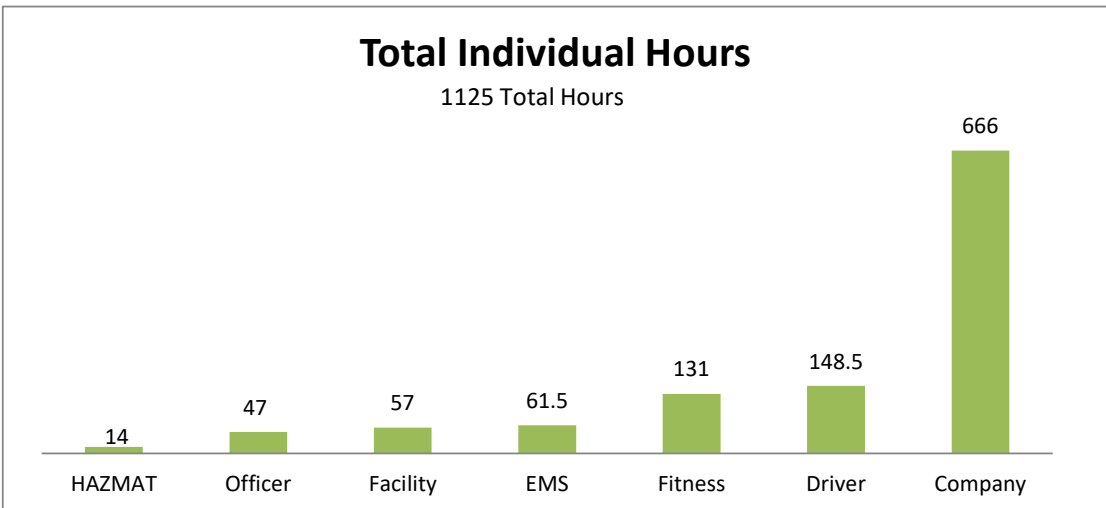
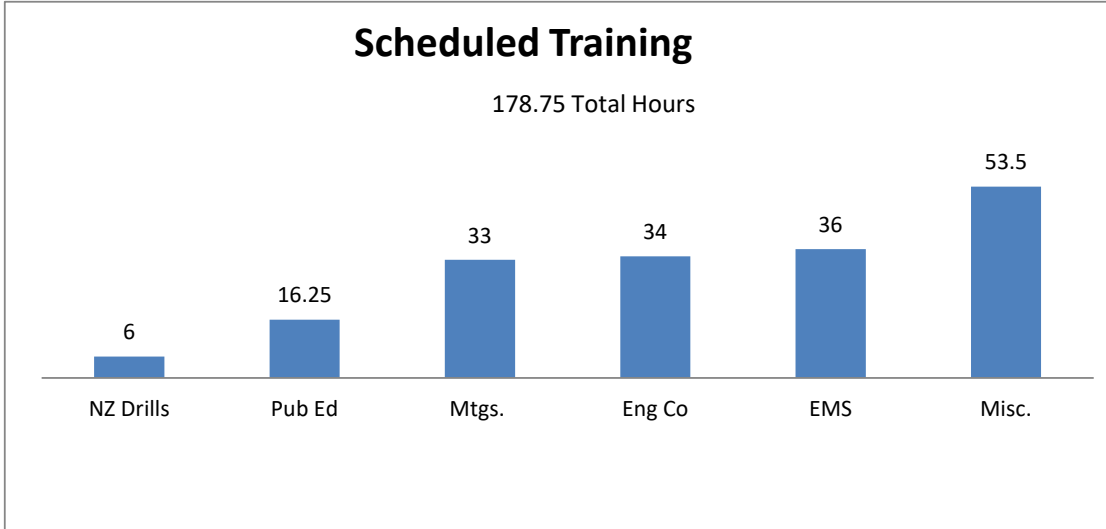
Temperature



Precipitation



**Training Division
October 2024**

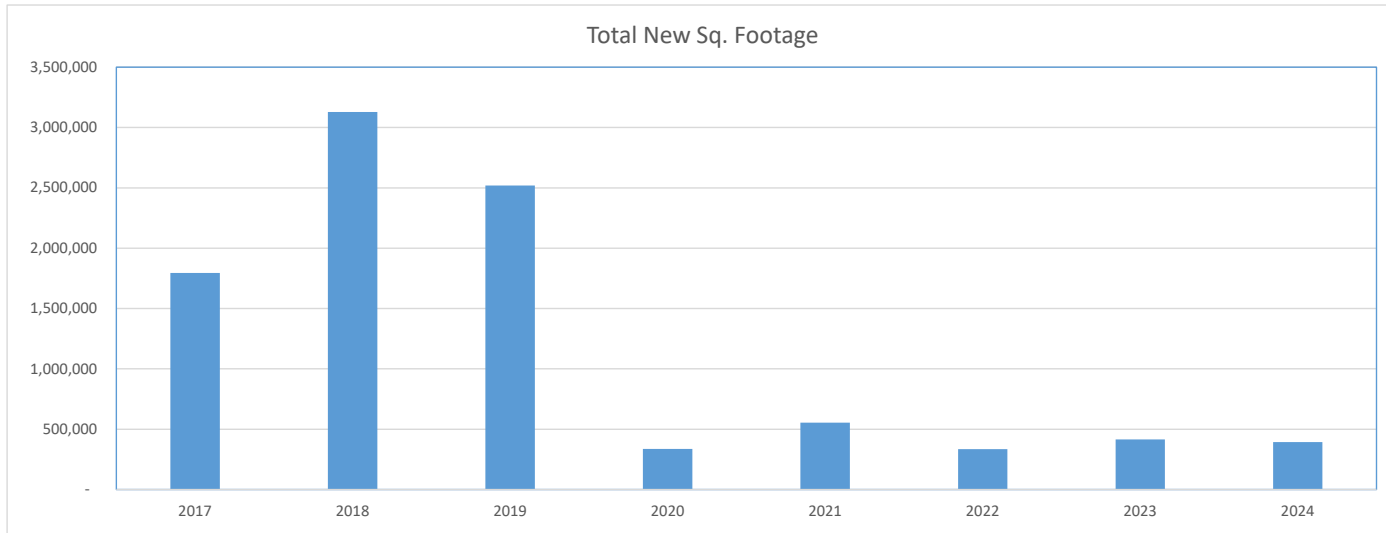


See next page for descriptions.

Training Division - Descriptions

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

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



Total New Square Footage (*Reflected in Chart Above)

Year	Total
2017	1,793,936
2018	3,128,964
2019	2,519,545
2020	336,899
2021	554,173
2022	333,814
2023	415,530
2024	392,466

Total New Square Footage Only

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	29,226	41,043	38,102	25,751	38,400	7,290	16,516	15,384	77,848	15,070	22,529	9,740
2021	29,808	23,298	50,000	29,760	7,104	19,361	24,413	1,794	33,357	106,768	99,103	129,407
2022	42,895	14,666	32,871	8,805	39,325	42,871	18,679	21,916	23,981	18,782	46,658	22,365
2023	18,185	62,584	62,584	26,121	29,280	19,320	35,530	43,154	6,591	32,907	30,062	49,212
2024	34,014	12,126	27,634	32,019	47,195	12,864	21,183	124,723	32,445	7,901	40,362	0

Comparison Total Reviewed Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	240,861	691,306	274,736	307,024	412,556	248,869	287,395	424,065	250,518	742,439	440,335	137,995
2020	40,748	86,593	145,794	76,506	54,651	42,950	47,950	91,532	163,417	127,963	59,192	47,677
2021	90,462	89,135	111,456	98,218	118,557	151,000	203,116	254,055	312,253	204,313	171,023	137,116
2022	128,254	204,226	162,816	250,473	176,018	115,972	27,777	130,623	261,094	319,242	219,859	243,944
2023	212,285	345,997	283,413	401,980	136,835	240,963	144,320	111,107	46,952	98,828	211,622	250,663
2024	188,103	90,004	176,084	148,134	110,743	49,134	130,763	210,614	286,781	106,718	202,387	0

Totals by Type	Plan Reviews	Inspections
Remodel	1	1
Residential Construction	16	13
Addition	20	3
ADU	6	1
Commercial Construction	1	1
Commercial T.I.	10	0
Tents/Special Events	3	2
Rack Storage	0	0
Preliminary	20	1
Fire Suppression Systems	22	17
Alarms	3	14
Landscaping	26	3
Grading/Mylars/Improvement	4	0
Underground	2	5
Hood System	0	0
Tanks	0	0
Cell Sites	2	0
DPLU	2	0
ESS/Solar	6	0
High Piled Storage	0	0
High Hazard/Communications/Other	0	0
Spray Booth	0	0
FPP	0	0
Technical Reports	0	0
Gates/Knox	1	2
Site Visit	0	1
Annual Inspection	0	4
DSS Liscensing	0	0
AB38	0	15
Total Plan Reviews	145	
Total Inspections	83	
SQFT Reviewed (No Mit Fees)	162025	
Approved SQFT (Mit Fees)	40362	
Total SQFT Reviewed	202387	

FIRE PREVENTION ACTIVITIES

Investigations	1
Public Education/Community Outreach	-
Special Project	-
Meetings	39
Training Hours	3
TOTAL	43

WEED ABATEMENT

Activity	# of Inspections
Weed Abatement Inspection	-
Weed Abatement Reinspection	-
1st Notice	5
Final Notice	-
Posting	2
Notices Printed	-
Abated	-
Forced Abatement	-
TOTAL	7

OFFICE SUPPORT

Activity	# Completed
Phone Calls	766
Correspondence	6,249
Walk in/Counter	270
Knox Application Request	4
Burn Permits	5
Plans Accepted/Routed	109
Special Projects	1
Scanning Documents/Electronic Files	156
Meetings: Admin/Prevention/Admin Shift	1
Post Office Runs	-
Deposit Runs/Preparations	3
TOTAL	7,564

From: Chip Duncan <>
Sent: Monday, December 9, 2024 3:49 PM
To: David C. McQuead <McQuead@RSF-Fire.org>
Subject: Thank You

Dave,

WT 266 with FAE Carey and FC Trottier. They were assigned to assist with working structure (12/5). We had zero water available; they showed up and skillfully solved our problem. Big thank you

Chip Duncan

Fire Chief

Rincon Fire Department

Rincon Band of Luiseño Indians

33485 Valley Center Road/Valley Center, CA



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We are both eternally grateful for the hard work, dedication, commitment and compassion you exhibit every day.



P.S.

And thank you for securing our bikes at your station for an entire month while I was hospitalized

SHARP Rees-Stealy
Medical Group

Alan J. Bier, MD
President

5651 Copley Drive, Suite A, San Diego, CA 92111
858-262-6666 ■ FAX 858-262-6777
alan.bier@sharp.com

Nov 8, 2024

To my heroes at the Rancho Santa Fe Fire Department,

With sincere thanks to the paramedics and firefighters who came to my rescue following my bike accident on October 6, 2024 at 12:23 PM on Via Alba.

The prompt response along with the professional and expert care I received helped to save my life that day.

The compassion and kindness shown to my wife during those terrifying moments meant so much to her, and of course to me as well.

Dear Rancho Santa Fe Fire Station firefighters and paramedics,
Thank you for a great firehouse tour and hands on experience that was so
valuable and memorable! We are so grateful for your time and education!

Love,
The Joy of Learning Club

Fierce
Dear Firefighters & Paramedics,
Passionate

Wishing you a holiday season
filled with miracles.

We are thinking of you
all and how blessed
we are to live in this
community with you all
as our protectors!
Thank you for all you
do!! with gratitude,
the JLC homeschool group's
families



STAFF REPORT

NO. 24-35

TO: BOARD OF DIRECTORS
FROM: SARAH MONTAGNE, BOARD CLERK
SUBJECT: CY 2025 BOARD MEETING SCHEDULE
DATE: DECEMBER 18, 2024



RECOMMENDATION

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

BACKGROUND

The Board of Directors adopted Resolution No. 2018-20 establishing the third 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 lists the meeting dates for 2025, if approved; and I have included the annual (or routine) agenda topics that the Board must act upon:

Meeting Dates 2025	Annual Agenda Topic(s)
January 15	Accept: FY24 Financial Statements (if not already completed); Final audit reports must be provided to the State Controller's office no later than 1/31
February 19	Harassment Training (<i>every two years – 2025</i>)
March 19	Budget Workshop – Finance Committee meets
April 16	
May 21	Select criteria to determine annual appropriations Gann Limit Resolution: Appropriations Limit Resolution: Setting Benefit Charges (RSF & Elfin Forest) Accept: Final chance for property owners to dispute any force abatement cost to the board before approval and district invoicing. Appreciation Dinner
June 18	Adopt: Preliminary Budget (<i>must be adopted by June 30</i>) Resolution: Combined FMF Program Participation and 5 Year Capital Plan. Due to County Fire Authority before June 30th . Public Hearing: FMF Resolution notice given X 2, with at least 5 days apart, with the first 10 days prior to hearing in a newspaper of general circulation within the jurisdiction of the participating agency.
July 9	Accept: List of non-payments for forced abatement (if any) to Wildan for property tax bills. Due to Wildan before August 10th .
August 20	COI-Biennial Review due October 1 (<i>even numbered years</i>)
September 17	Public Hearing: Final Budget Resolution: Establishing Constrained or Committed Fund Balances Adopt: Final Budget (<i>must be adopted by September 30</i>) COI-Biennial Review due October 1 (<i>even numbered years</i>)

October 15	
November 19	Accept: FY24/25 Financial Statements (if complete); final audit reports must be provided to the State Controller's office no later than 1/31/2025 Board of Directors Meeting Calendar Review (Calendar for 2026)
December 17	Accept: FY24/25 Financial Statements (if not completed in November); final audit reports must be provided to the State Controller's office not later than 1/31/2026 Ethics Training (<i>every two years – 2026</i>) Oath of Office (<i>every election year</i>) Election of Officers (<i>every election year</i>)

RESOLUTION No. 2024-18

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

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

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

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

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

- 1) That the attached pay schedule titled Rancho Santa Fe Fire Protection District Salary Schedule, set forth in Exhibit “A” attached hereto and incorporated herein by reference is approved effective December 1, 2024, and adopted.
- 2) That the pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on December 18, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H. ASHCRAFT

President

ATTEST:

SARAH MONTAGNE

Board Clerk

2024 RSFFPD Salary Schedule

Position		Step A	Step B	Step C	Step D	Step E
Firefighter/Paramedic	Annual	101,701	106,786	112,125	117,731	123,618
	Monthly	8,475	8,899	9,344	9,811	10,301
	Semi-Monthly	4,238	4,449	4,672	4,905	5,151
	BASE Rate Hourly	34.925	36.671	38.505	40.430	42.451
Engineer/Paramedic	Annual	109,610	115,090	120,845	126,887	133,231
	Monthly	9,134	9,591	10,070	10,574	11,103
	Semi-Monthly	4,567	4,795	5,035	5,287	5,551
	BASE Rate Hourly	37.641	39.523	41.499	43.574	45.752
Captain	Annual	126,449	132,771	139,410	146,380	153,699
	Monthly	10,537	11,064	11,617	12,198	12,808
	Semi-Monthly	5,269	5,532	5,809	6,099	6,404
	BASE Rate Hourly	43.423	45.594	47.874	50.268	52.781

Position		Step A	Step B	Step C	Step D	Step E
Fire Prevention Specialist	Annual	92,206	96,816	101,657	106,740	112,077
	Monthly	7,684	8,068	8,471	8,895	9,340
	Semi-Monthly	3,842	4,034	4,236	4,447	4,670
	BASE Rate Hourly	44.330	46.546	48.873	51.317	53.883
Fire Prevention Specialist II	Annual	102,987	108,136	113,543	119,220	125,181
	Monthly	8,582	9,011	9,462	9,935	10,432
	Semi-Monthly	4,291	4,506	4,731	4,967	5,216
	BASE Rate Hourly	49.513	51.988	54.588	57.317	60.183
Deputy Fire Marshal	Annual	121,438	127,510	133,885	140,579	147,608
	Monthly	10,120	10,626	11,157	11,715	12,301
	Semi-Monthly	5,060	5,313	5,579	5,857	6,150
	BASE Rate Hourly	58.384	61.303	64.368	67.586	70.966
Executive Assistant / Board Clerk	Annual	78,538	82,465	86,588	90,918	95,464
	Monthly	6,545	6,872	7,216	7,576	7,955
	Semi-Monthly	3,272	3,436	3,608	3,788	3,978
	BASE Rate Hourly	37.759	39.647	41.629	43.710	45.896
Permit Technician	Annual	66,638	69,970	73,468	77,142	80,999
	Monthly	5,553	5,831	6,122	6,428	6,750
	Semi-Monthly	2,777	2,915	3,061	3,214	3,375
	BASE Rate Hourly	32.037	33.639	35.321	37.087	38.942
Human Resource Analyst	Annual	86,694	91,028	95,580	100,359	105,377
	Monthly	7,224	7,586	7,965	8,363	8,781
	Semi-Monthly	3,612	3,793	3,982	4,182	4,391
	BASE Rate Hourly	41.680	43.764	45.952	48.249	50.662
Accounting Specialist II	Annual	94,220	98,931	103,878	109,071	114,525
	Monthly	7,852	8,244	8,656	9,089	9,544
	Semi-Monthly	3,926	4,122	4,328	4,545	4,772
	BASE Rate Hourly	45.298	47.563	49.941	52.438	55.060
Accounting Specialist I	Annual	85,461	89,734	94,220	98,931	103,878
	Monthly	7,122	7,478	7,852	8,244	8,656
	Semi-Monthly	3,561	3,739	3,926	4,122	4,328
	BASE Rate Hourly	41.087	43.141	45.298	47.563	49.941
Accounting Technician	Annual	75,420	79,191	83,150	87,308	91,673
	Monthly	6,285	6,599	6,929	7,276	7,639
	Semi-Monthly	3,142	3,300	3,465	3,638	3,820
	BASE Rate Hourly	36.259	38.072	39.976	41.975	44.074
IT Technician**	Annual	98,012	102,912	108,058	113,461	119,134.08
	Monthly	8,168	8,576	9,005	9,455	9,927.84
	Semi-Monthly	4,084	4,288	4,502	4,728	4,963.92
	BASE Rate Hourly	47.121	49.477	51.951	54.549	57.276

Position		Step A	Step B	Step C
Battalion Chief - Shift	Annual	169,069	177,522	186,399
	Monthly	14,089	14,794	15,533
	Semi-Monthly	7,045	7,397	7,767
	BASE Rate Hourly	58.059	60.962	64.011
Battalion Chief - Training	Annual	169,069	177,522	186,399
	Monthly	14,089	14,794	15,533
	Semi-Monthly	7,045	7,397	7,767
	BASE Rate Hourly	81.283	85.347	89.615
Range/Annual Salary				
Fire Chief	Annual	226,569	↔	245,000
	Monthly	18,881		20,417
	Semi-Monthly	9,440		10,208
Deputy Fire Chief	Annual	195,717	↔	215,778
	Monthly	16,310		17,982
	Semi-Monthly	8,155		8,991
Fire Marshal	Annual	154,989	↔	170,876
	Monthly	12,916		14,240
	Semi-Monthly	6,458		7,120
Finance Manager	Annual	120,000	↔	146,167
	Monthly	10,000		12,181
	Semi-Monthly	5,000		6,090

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

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

*demonstrative purposes only
 ** Revised December 1, 2024

STAFF REPORT

NO. 24-36

TO: BOARD OF DIRECTORS
FROM: DAVE MCQUEAD, FIRE CHIEF
SUBJECT: DISTRICT PAY SCHEDULE
DATE: DECEMBER 18, 2024



RECOMMENDATION

The Fire Chief recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations Title 2, Section 570.5, requirement for a Publicly Available Pay Schedule.

STAFF ANALYSIS

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

The updated pay schedule “Exhibit A” to Resolution 2024-18 reflects the July 1, 2024 Board approved District Pay Schedule with addition of the Positions – Temporary (as needed and determined by the Fire Chief) effective December 1, 2024, as approved and agreed to by the District Board of Directors or Fire Chief.

RESOLUTION NO. 2024-19

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

BE IT RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the following salary ranges and benefits for management personnel effective, January 1, 2025.

1. SALARIES

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

<i>Position</i>	<i>Range/Annual Salary</i>	
Fire Chief	\$237,897	\$262,282
Deputy Chief	\$205,504	\$226,569
Fire Marshal	\$162,738	\$179,419
Finance Manager	\$126,264	\$139,206

1.2 The following salary range for NON-EXEMPT position(s) identified is as follows:

<i>Position</i>	<i>Range/Annual Salary</i>	
Battalion Chief	\$177,522	\$195,719

2. RETIREMENT

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

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

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

2.2 All safety employees enrolled in the CalPERS 3% @ 50 plan: the employee will contribute 100% of the employee's contribution for all reportable wages. Effective January 1, 2024, in addition to paying the member contributions identified previously, classic safety members (Tier 1 & Tier 2) shall in engage in cost-sharing pursuant to Government Code Section 20516(f) by contributing an additional one and three quarter (1.75%) percent; for a total of 13.75%, to be collected of the employee's compensation reported toward the employer's cost and applied towards the District's UAL. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.

- 2.3 All safety employees hired after July 1, 2012; the District shall retain a retirement plan with the Public Employee Retirement System (PERS) 3% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:
- a. 1959 Survivor Benefit – Fourth Level
Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service, and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- 2.4 All safety employees enrolled in the CalPERS 3% @ 55 plan: the employee will contribute 100% of the employee’s contribution for all reportable wages. Effective January 1, 2024, in addition to paying the member contributions identified previously, classic safety members (Tier 1 & Tier 2) shall in engage in cost-sharing pursuant to Government Code Section 20516(f) by contributing an additional one and three quarter (1.75%) percent; for a total of 13.75% to be collected of the employee’s compensation reported toward the employer’s cost and applied towards the District’s UAL. The employee will contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth Level.
- 2.5 Employee contributions for employees entering membership on or after January 1, 2013, and subject to the California Public Employees’ Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.
- 2.6 The district agrees to report member contributions as taxed deferred for all employees enrolled in the CalPERS plans.
- 2.7 Retirement (Non-safety): the district shall retain a retirement plan with the Public Employees Retirement System (PERS) 2.7% @ 55 plan for all employees hired before April 1, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:
- a. One-Year Final Compensation
 - b. 1959 Survivor Benefit - Fourth Level
Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service, and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- 2.8 All non- safety employees enrolled in the PERS 2.7% @ 55 plan; the employee will contribute 100% of the employee’s contribution for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.
- 2.9 All non-safety employees hired after July 1, 2012; the District shall retain a retirement plan with the Public Employee Retirement System (CalPERS) 2.5% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:
- a. 1959 Survivor Benefit – Fourth Level
Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service, and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

- 2.10 All non-safety employees enrolled in the PERS 2.5% @ 55 plan; the employee will contribute 100% of the employee's contribution toward the employee contribution for all reportable wages. The employee will also contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth level.
- 2.11 Employee contributions for employees entering membership on or after January 1, 2013, and subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.
- 2.12 The District agrees to report member contributions as tax deferred for all employees enrolled in CalPERS.

3. SICK LEAVE

3.1 *Shift Employees*

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

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

- a. All unused sick leave hours will be reported to CalPERS for additional service credit, if applicable; or
- b. The employee may choose to convert unused sick leave hours to an employee's FHRA at a ratio of 2:1. A minimum of 500 sick leave hours is required to be eligible for this option. The FHRA contribution shall be calculated at the straight time rate and shall not exceed the value of 40 shifts or 960 hours.

3.2 *Non-shift employees*

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

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

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

3.3 *Management Employees*

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

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

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

3.3.4 Bereavement leave shall be granted for the death or imminent death of any employee's immediate family or dependent, including spouse's immediate family or dependent. Bereavement leave shall not exceed five (5) days, based on Government code section 12945.7. No paid leave shall be granted without prior administrative approval. All bereavement leave shall be charged against accrued sick leave.

3.3.5 Definition of Immediate Family defined in California Labor Code Section 245.5.

4. INSURANCE

- 4.1 The district shall contract with a provider(s) for medical and dental benefits for providing employees and their eligible dependents with insurance benefits. The district agrees to contribute 80% of the average CalPERS HMO medical plans listed by the CalPERS in Region 2 or any subsequent region designated by CalPERS as the region in which the district is located; and 100% of the HMO dental plan(s) offered (at the family rate), per month toward medical and dental insurance; this is defined as District Contribution. This calculated dollar amount shall be inclusive of any mandatory contributions that may be required by the provider. However, if the monthly premiums for medical and dental insurance exceed 80% of the average HMO medical/dental plans offered per month, the affected employee will be responsible for the difference.
- 4.2 Any unused medical premium amount from the District Contribution shall be deposited monthly into the employees Active Health Reimbursement Arrangement (AHRA) and may be used for medical/dental reimbursements as defined Internal Revenue Code Section 213(d) and described in IRS Publication 502 for a maximum period of 12 months. These funds will be in the Active Health Reimbursement Arrangement (AHRA). After the 12-month period expires, 100% of any unused amount from the District Contribution (AHRA) shall be transferred to the employee's Funded Health Retirement Account (FHRA). At the conclusion of December 31st, employees will have until January 31st to submit claims for reimbursement in the TASC (or similar) system for reimbursement of the previous calendar year. Anything submitted after January 31st for the previous calendar year will be declined. On February 1st, 100% of the remaining funds in the AHRA will then be transferred into the Funded Health Reimbursement Arrangement (FHRA). NOTE: If an employee separates from employment during the 12-month period, the unused amount from the District Contribution (AHRA) shall be forfeited. The unused amount from the District Contribution (AHRA) cannot be cashed out.
- 4.3 The district will strive to provide every eligible employee with options for group medical and dental insurance plans. If eligible dependents are enrolled in the group insurance, they must be enrolled in the same coverage as the employee.
- 4.4 Eligible full-time employees may elect to opt out of only the medical insurance if proof of alternate group health coverage that complies with the ACA's health care reform mandates can be provided to the district. If an eligible full-time employee opts out and provides the required proof of alternative group health coverage, the district shall place a capped rate of \$1,000 per month (\$12,000 annually) in the employee's Active Health Reimbursement Arrangement (AHRA) to be utilized per the provisions in 4.2.
- 4.5 Employees, upon retirement, at no additional cost to active employees or to the district shall be allowed to remain on the group dental plan until age 65. The retiree will be required to have the same plan as active employees. The retiree will be responsible for payment of the entire premium and a two percent (2%) administrative cost.
- 4.6 Life: The District shall provide a \$50,000 life insurance policy for the employees and the Board of Directors, and \$1,000 life insurance policy for employee's dependents. The policy shall include accidental death and dismemberment coverage.
- 4.7 Long-Term Disability: The District shall provide a Long-Term Disability plan.
- 4.8 In the event the Board of Directors modifies the insurance benefit (increase or decrease) in any other labor contract, this insurance benefit shall be adjusted per said resolution or contract for all positions identified in this Resolution.

5. FUNDED HEALTH RETIREMENT ACCOUNT (FHRA)

- 5.1 Employees shall be required to participate in a District administered Funded Health Retirement Account (FHRA). The following terms apply:
 - a. Effective July 1, 2006, a monetary contribution will be made by the district in the amount of \$100 per employee per month.

- b. The value of any unused Active Health Reimbursement Arrangement (AHRA) shall be transferred at the end of each calendar and fiscal year to the employee's Funded Health Retirement Account (FHRA) (contributed twice a year).
 - c. If the shift employee has an excess of 480 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (144 minus sick leave used x 0.50) will be contributed to the FHRA at the employee's hourly rate.
 - d. If the non-shift employee has an excess of 343 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (96 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.
- 5.2 Medical Reimbursement: this option is considered a non-taxable benefit, which may be used for additional medical/dental expenses, and this option is not considered as reportable compensation to CalPERS. Note that unused monies in this account are not eligible for transfer to the District's Health Retirement Savings Account.

6. MANAGEMENT INCENTIVE PAY (Exempt)

- 6.1 Effective July 1, 2023, in recognition of the unique nature of the district's executive management and confidential positions and associated job responsibilities, exempt employees covered by this Resolution will receive Management Incentive Pay (MIP). Management personnel are responsible for coordinating the services provided by their department and are held accountable for responding to the distinctive needs of the community, irrespective of time and place. MIP consists of an additional 10% of base pay paid bi-weekly.
- 6.2 Safety Officer Training Premium - Non-Exempt Battalion Chiefs who are assigned by the Fire Chief as the Training Officer to instruct and train fire personnel on safety procedures will receive an additional 5% of base pay paid bi-weekly. Battalion Chiefs will be rotated in and out of the assignment at the discretion of the Fire Chief.

7. HOLIDAYS

- 7.1 For the purpose of this section, the legal "holiday" shall mean and include the following days:
 - a. New Year's Day (January 1)
 - b. Martin Luther King Day (third Monday in January)
 - c. President's Day (third Monday in February)
 - d. Memorial Day (fourth Monday in May)
 - e. Independence Day (July 4)
 - f. Labor Day (first Monday in September)
 - g. Veteran's Day (November 11)
 - h. Thanksgiving Day (fourth Thursday in November)
 - i. Day after Thanksgiving Day
 - j. Christmas Day (December 25)
 - k. Floating Holiday

8. USE OF DISTRICT VEHICLES

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

Regulations and the District’s Administrative policy.

9. VACATION ACCRUAL

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

Years of Service	Based on 40-hour work week	Based on 56-hour work week
0 – 4 years	80 hours	264 hours
5 – 9 years	120 hours	288 hours
10 – 14 years	160 hours	312 hours
15 – 19 years	200 hours	360 hours
20+ years	240 hours	408 hours

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

- 9.2 All management employees shall have the option to sell the excess of 80 hours (non-shift), or the excess of 264 hours (shift) accrued vacation at straight time, not more than twice a year, after the work period ends that include June 30 and December 31.
- 9.3 An employee may only sell a maximum of 200 hours of accrued vacation per calendar year. Minimum vacation accrual balances are required as identified in 10.2.
- 9.4 A written request received by November 30 for payment of accrued vacation sold back to the district, which will be remitted by separate check on December 15. A written request received by June 30 for payment of vacation sold back to the district, which will be remitted by separate check on July 15. No payments under this section will be reported as “reportable compensation” for retirement purposes.
- 9.5 Annual vacation accrual for the position of Fire Chief and Deputy Chief will be calculated based on years of service under the 40-hour work week with the annual addition of 86 hours allocated on December 31st. The annual 86 hours will be prorated from time of promotion to December 31st.
- 9.6 Any vacation hours accrued above 600 hours on June 30 and December 31 will be automatically cashed out on July 15 and January 15 pay dates, respectively.

10. NON-EXEMPT FLSA COMPENSATION

- 10.1 The Shift Battalion Chief position shall be paid an hourly rate of time and one-half for all overtime worked beyond their regular hours assigned.
- 10.2 The hourly rate for the Training Officer (Battalion Chief) position will be converted to a 40-hour workweek. The hourly rate will be adjusted as specified herein. Factor from 56-hour workweek to a 40-hour workweek is **.714**; Factor from 40-hour workweek to a 56-hour workweek is **1.4**.
- 10.2.1 The Training Officer shall be paid an hourly rate of time and one-half per the 40-hour workweek for all Training Officer/administrative overtime beyond their regular hours assigned.
- 10.2.2 The Training Officer (Battalion Chief) who works overtime for sick leave coverage, vacation coverage, vacancy coverage, call-back pay or incident deployment. The hourly rate will be converted from the 40-hour workweek to the 56-hour workweek and overtime shall be paid an hourly rate of time and one-half per the 56-hour workweek.

11. UNIFORMS

- 12.1 Positions required to wear class B uniforms will be provided a Uniform Allowance up to \$600.00 each fiscal year. The value of the uniform provided is reported to CalPERS as

compensation subject to retirement contributions for employees in classic retirement tiers (not PEPRAs).

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on December 18, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H. ASHCRAFT
President

ATTEST:

SARAH MONTAGNE
Board Clerk

STAFF REPORT

NO. 24-37

TO: BOARD OF DIRECTORS
FROM: DAVE MCQUEAD, FIRE CHIEF
SUBJECT: REVISED MANAGEMENT RESOLUTION
DATE: DECEMBER 18, 2024



RECOMMENDATION:

The Fire Chief recommends the Board of Directors approve the revised management resolution as presented (see track changes).

SUMMARY:

Salaries (Reference Items 1.1. and 1.2).

The salary range for each management position reflects a 5% increase (see track changes).

With the upcoming 5% increase taking effect on January 1, 2025, to the RSF Professional Firefighters Memorandum of Understanding and the RSF Employee Association Memorandum of Understanding, this 5% increase adjustment to the management resolution will maintain the current degree of separation between the corresponding management position and the specific MOU upper-level position or rank. Examples: Accounting Specialist II to the Finance Manager, or Deputy Fire Marshal to Fire Marshal or Fire Captain to Battalion Chief. A financial incentive is in place to support succession planning.

Vacation Accrual (Reference Item 9.5).

Language was added to clarify the additional annual 86 vacation hours will be allocated on December 31st to the Fire Chief and Deputy Chief. Language was added to clarify the annual 86 vacation hours will be prorated from date of promotion to December 31st.

RESOLUTION NO. 2024-XX

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

BE IT RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the following salary ranges and benefits for management personnel effective, January 1, 2025.

1. SALARIES

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

<i>Position</i>	<i>Range/Annual Salary</i>	
Fire Chief	\$226,567 , \$237,897	\$245,000 \$262,282
Deputy Chief	\$195,717 \$205,504	\$215,778 \$226,569
Fire Marshal	\$154,989 \$162,738	\$170,876 \$179,419
Finance Manager	\$120,000 \$126,264	\$146,167 \$139,206

1.2 The following salary range for NON-EXEMPT position(s) identified is as follows:

<i>Position</i>	<i>Range/Annual Salary</i>	
Battalion Chief	\$169,068 \$177,522	\$186,398 \$195,719

2. RETIREMENT

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

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

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

2.2 All safety employees enrolled in the CalPERS 3% @ 50 plan: the employee will contribute 100% of the employee’s contribution for all reportable wages. Effective January 1, 2024, in addition to paying the member contributions identified previously, classic safety members (Tier 1 & Tier 2) shall in engage in cost-sharing pursuant to Government Code Section 20516(f) by contributing an additional one and three quarter (1.75%) percent; for a total of 13.75%, to be collected of the employee’s compensation reported toward the employer’s cost and applied towards the District’s UAL. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.

- 2.3 All safety employees hired after July 1, 2012; the District shall retain a retirement plan with the Public Employee Retirement System (PERS) 3% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:
- a. 1959 Survivor Benefit – Fourth Level
Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service, and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- 2.4 All safety employees enrolled in the CalPERS 3% @ 55 plan: the employee will contribute 100% of the employee’s contribution for all reportable wages. Effective January 1, 2024, in addition to paying the member contributions identified previously, classic safety members (Tier 1 & Tier 2) shall in engage in cost-sharing pursuant to Government Code Section 20516(f) by contributing an additional one and three quarter (1.75%) percent; for a total of 13.75% to be collected of the employee’s compensation reported toward the employer’s cost and applied towards the District’s UAL. The employee will contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth Level.
- 2.5 Employee contributions for employees entering membership on or after January 1, 2013, and subject to the California Public Employees’ Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.
- 2.6 The district agrees to report member contributions as taxed deferred for all employees enrolled in the CalPERS plans.
- 2.7 Retirement (Non-safety): the district shall retain a retirement plan with the Public Employees Retirement System (PERS) 2.7% @ 55 plan for all employees hired before April 1, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:
- a. One-Year Final Compensation
 - b. 1959 Survivor Benefit - Fourth Level
Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service, and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- 2.8 All non- safety employees enrolled in the PERS 2.7% @ 55 plan; the employee will contribute 100% of the employee’s contribution for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.
- 2.9 All non-safety employees hired after July 1, 2012; the District shall retain a retirement plan with the Public Employee Retirement System (CalPERS) 2.5% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:
- a. 1959 Survivor Benefit – Fourth Level
Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service, and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

- 2.10 All non-safety employees enrolled in the PERS 2.5% @ 55 plan; the employee will contribute 100% of the employee's contribution toward the employee contribution for all reportable wages. The employee will also contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth level.
- 2.11 Employee contributions for employees entering membership on or after January 1, 2013, and subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.
- 2.12 The District agrees to report member contributions as tax deferred for all employees enrolled in CalPERS.

3. SICK LEAVE

3.1 *Shift Employees*

- 3.1.1 Accrual: Shift employees shall accrue sick leave at the rate of 12 hours per month. Sick leave shall be accumulated with no maximum accrual.
- 3.1.2 At retirement, unused sick leave credit for shift employees shall be converted as follows:
 - a. All unused sick leave hours will be reported to CalPERS for additional service credit, if applicable; or
 - b. The employee may choose to convert unused sick leave hours to an employee's FHRA at a ratio of 2:1. A minimum of 500 sick leave hours is required to be eligible for this option. The FHRA contribution shall be calculated at the straight time rate and shall not exceed the value of 40 shifts or 960 hours.

3.2 *Non-shift employees*

- 3.2.1 Accrual: Non-shift employees shall accrue sick leave at the rate of 8 hours per month. Sick leave shall be accumulated with no maximum accrual.
- 3.2.2 At retirement, unused sick leave credit for non-shift employees shall be converted as follows:
 - a. All unused sick leave hours will be reported to CalPERS for additional service credit, if applicable; or
 - b. The employee may convert unused sick leave hours to be an employee's FHRA at a ratio of 2:1. A minimum of 357 hours is required to be eligible for this option. The FHRA shall be calculated at the straight time rate and shall not exceed the value of 685 hours.

3.3 *Management Employees*

- 3.3.1 The accrual rate shall apply to the employee's permanent work schedule and not be changed for temporary or short-term assignments.
- 3.3.2 When an employee changes from one work schedule to another work schedule as a permanent assignment, accumulated leave shall be adjusted in accordance with the ratio of one work schedule to the other. Example: factor from 56-hour workweek to 40-hour workweek is .714; the factor from 40-hour workweek to 56-hour workweek is 1.4.
- 3.3.3 Sick leave shall be available for personal illness or injury, emergency medical or dental appointments and for reasonable travel time to and from health care facilities. Sick leave shall also be available to an employee for caring for a member of his/her immediate family who is ill or injured, emergency medical or dental appointments, and for reasonable travel time to and from health care facilities.
- 3.3.4 Bereavement leave shall be granted for the death or imminent death of any employee's immediate family or dependent, including spouse's immediate family or dependent. Bereavement leave shall not exceed five (5) days, based on Government code section 12945.7. No paid leave shall be granted without prior administrative approval. All bereavement leave shall be charged against accrued sick leave.

- 3.3.5 Definition of Immediate Family defined in California Labor Code Section 245.5.

4. INSURANCE

- 4.1 The district shall contract with a provider(s) for medical and dental benefits for providing employees and their eligible dependents with insurance benefits. The district agrees to contribute 80% of the average CalPERS HMO medical plans listed by the CalPERS in Region 2 or any subsequent region designated by CalPERS as the region in which the district is located; and 100% of the HMO dental plan(s) offered (at the family rate), per month toward medical and dental insurance; this is defined as District Contribution. This calculated dollar amount shall be inclusive of any mandatory contributions that may be required by the provider. However, if the monthly premiums for medical and dental insurance exceed 80% of the average HMO medical/dental plans offered per month, the affected employee will be responsible for the difference.
- 4.2 Any unused medical premium amount from the District Contribution shall be deposited monthly into the employees Active Health Reimbursement Arrangement (AHRA) and may be used for medical/dental reimbursements as defined Internal Revenue Code Section 213(d) and described in IRS Publication 502 for a maximum period of 12 months. These funds will be in the Active Health Reimbursement Arrangement (AHRA). After the 12-month period expires, 100% of any unused amount from the District Contribution (AHRA) shall be transferred to the employee's Funded Health Retirement Account (FHRA). At the conclusion of December 31st, employees will have until January 31st to submit claims for reimbursement in the TASC (or similar) system for reimbursement of the previous calendar year. Anything submitted after January 31st for the previous calendar year will be declined. On February 1st, 100% of the remaining funds in the AHRA will then be transferred into the Funded Health Reimbursement Arrangement (FHRA). NOTE: If an employee separates from employment during the 12-month period, the unused amount from the District Contribution (AHRA) shall be forfeited. The unused amount from the District Contribution (AHRA) cannot be cashed out.
- 4.3 The district will strive to provide every eligible employee with options for group medical and dental insurance plans. If eligible dependents are enrolled in the group insurance, they must be enrolled in the same coverage as the employee.
- 4.4 Eligible full-time employees may elect to opt out of only the medical insurance if proof of alternate group health coverage that complies with the ACA's health care reform mandates can be provided to the district. If an eligible full-time employee opts out and provides the required proof of alternative group health coverage, the district shall place a capped rate of \$1,000 per month (\$12,000 annually) in the employee's Active Health Reimbursement Arrangement (AHRA) to be utilized per the provisions in 4.2.
- 4.5 Employees, upon retirement, at no additional cost to active employees or to the district shall be allowed to remain on the group dental plan until age 65. The retiree will be required to have the same plan as active employees. The retiree will be responsible for payment of the entire premium and a two percent (2%) administrative cost.
- 4.6 Life: The District shall provide a \$50,000 life insurance policy for the employees and the Board of Directors, and \$1,000 life insurance policy for employee's dependents. The policy shall include accidental death and dismemberment coverage.
- 4.7 Long-Term Disability: The District shall provide a Long-Term Disability plan.
- 4.8 In the event the Board of Directors modifies the insurance benefit (increase or decrease) in any other labor contract, this insurance benefit shall be adjusted per said resolution or contract for all positions identified in this Resolution.

5. FUNDED HEALTH RETIREMENT ACCOUNT (FHRA)

- 5.1 Employees shall be required to participate in a District administered Funded Health Retirement Account (FHRA). The following terms apply:
 - a. Effective July 1, 2006, a monetary contribution will be made by the district in the amount of \$100 per employee per month.

- b. The value of any unused Active Health Reimbursement Arrangement (AHRA) shall be transferred at the end of each calendar and fiscal year to the employee's Funded Health Retirement Account (FHRA) (contributed twice a year).
 - c. If the shift employee has an excess of 480 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (144 minus sick leave used x 0.50) will be contributed to the FHRA at the employee's hourly rate.
 - d. If the non-shift employee has an excess of 343 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (96 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.
- 5.2 Medical Reimbursement: this option is considered a non-taxable benefit, which may be used for additional medical/dental expenses, and this option is not considered as reportable compensation to CalPERS. Note that unused monies in this account are not eligible for transfer to the District's Health Retirement Savings Account.

6. MANAGEMENT INCENTIVE PAY (Exempt)

- 6.1 Effective July 1, 2023, in recognition of the unique nature of the district's executive management and confidential positions and associated job responsibilities, exempt employees covered by this Resolution will receive Management Incentive Pay (MIP). Management personnel are responsible for coordinating the services provided by their department and are held accountable for responding to the distinctive needs of the community, irrespective of time and place. MIP consists of an additional 10% of base pay paid bi-weekly.
- 6.2 Safety Officer Training Premium - Non-Exempt Battalion Chiefs who are assigned by the Fire Chief as the Training Officer to instruct and train fire personnel on safety procedures will receive an additional 5% of base pay paid bi-weekly. Battalion Chiefs will be rotated in and out of the assignment at the discretion of the Fire Chief.

7. HOLIDAYS

- 7.1 For the purpose of this section, the legal "holiday" shall mean and include the following days:
- a. New Year's Day (January 1)
 - b. Martin Luther King Day (third Monday in January)
 - c. President's Day (third Monday in February)
 - d. Memorial Day (fourth Monday in May)
 - e. Independence Day (July 4)
 - f. Labor Day (first Monday in September)
 - g. Veteran's Day (November 11)
 - h. Thanksgiving Day (fourth Thursday in November)
 - i. Day after Thanksgiving Day
 - j. Christmas Day (December 25)
 - k. Floating Holiday

8. USE OF DISTRICT VEHICLES

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

Regulations and the District’s Administrative policy.

9. VACATION ACCRUAL

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

Years of Service	Based on 40-hour work week	Based on 56-hour work week
0 – 4 years	80 hours	264 hours
5 – 9 years	120 hours	288 hours
10 – 14 years	160 hours	312 hours
15 – 19 years	200 hours	360 hours
20+ years	240 hours	408 hours

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

- 9.2 All management employees shall have the option to sell the excess of 80 hours (non-shift), or the excess of 264 hours (shift) accrued vacation at straight time, not more than twice a year, after the work period ends that include June 30 and December 31.
- 9.3 An employee may only sell a maximum of 200 hours of accrued vacation per calendar year. Minimum vacation accrual balances are required as identified in 10.2.
- 9.4 A written request received by November 30 for payment of accrued vacation sold back to the district, which will be remitted by separate check on December 15. A written request received by June 30 for payment of vacation sold back to the district, which will be remitted by separate check on July 15. No payments under this section will be reported as “reportable compensation” for retirement purposes.
- 9.5 Annual vacation accrual for the position of Fire Chief and Deputy Chief will be calculated based on years of service under the 40-hour work week with the annual addition of 86 hours allocated on December 31st. The annual 86 hours will be prorated from time of promotion to December 31st.
- 9.6 Any vacation hours accrued above 600 hours on June 30 and December 31 will be automatically cashed out on July 15 and January 15 pay dates, respectively.

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10. NON-EXEMPT FLSA COMPENSATION

- 10.1 The Shift Battalion Chief position shall be paid an hourly rate of time and one-half for all overtime worked beyond their regular hours assigned.
- 10.2 The hourly rate for the Training Officer (Battalion Chief) position will be converted to a 40-hour workweek. The hourly rate will be adjusted as specified herein. Factor from 56-hour workweek to a 40-hour workweek is **.714**; Factor from 40-hour workweek to a 56-hour workweek is **1.4**.
- 10.2.1 The Training Officer shall be paid an hourly rate of time and one-half per the 40-hour workweek for all Training Officer/administrative overtime beyond their regular hours assigned.
- 10.2.2 The Training Officer (Battalion Chief) who works overtime for sick leave coverage, vacation coverage, vacancy coverage, call-back pay or incident deployment. The hourly rate will be converted from the 40-hour workweek to the 56-hour workweek and overtime shall be paid an hourly rate of time and one-half per the 56-hour workweek.

11. UNIFORMS

- 12.1 Positions required to wear class B uniforms will be provided a Uniform Allowance up to \$600.00 each fiscal year. The value of the uniform provided is reported to CalPERS as

Resolution No. 2024-

Page 7 of 7

compensation subject to retirement contributions for employees in classic retirement tiers (not PEPRA).

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on December 18, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

James H. Ashcraft
President

ATTEST:

| _____

STAFF REPORT

NO. 24-38

TO: BOARD OF DIRECTORS
FROM: FINANCE MANAGER, BURGEN HAVENS
SUBJECT: FY25 CALPERS ADDITIONAL DISCRETIONARY PAYMENT
DATE: DECEMBER 18, 2024



RECOMMENDATION:

The staff request an open discussion and to be given direction by the Board of Directors regarding a proposed CalPERS Additional Discretionary Payment (ADP) for Fiscal Year (FY) 2025 budget.

BACKGROUND:

The Rancho Santa Fe Fire Protection District (RSF Fire) has been actively managing its Unfunded Liability (UAL) with CalPERS. After reviewing options for addressing the UAL, the District is considering an additional payment to CalPERS to help further reduce the liability and accelerate the path to full funding. FY25 approved ADP amount is \$1,000,000.

STAFF ANALYSIS:

Staff request an open discussion with the Board of Directors to evaluate the options for making an additional payment, along with projected savings and funding impacts. Options for additional UAL Payment:

10-Year Fresh Start (Soft Restart) with \$900,000 Additional Payment

Total Savings: \$4,636,923

Expected 90% Funding by: 2030 (5 years)

This option represents a 10-year amortization period, with an additional \$900,000 payment. It provides the most substantial savings and a rapid timeline to reach 90% funding.

10-Year Fresh Start (Soft Restart) with \$500,000 Additional Payment

Total Savings: \$4,472,935

Expected 90% Funding by: 2030 (5 years)

This option offers slightly lower savings potential, but still achieves 90% funding within the same five-year period.

15-Year Fresh Start with \$900,000 Additional Payment

Total Savings: \$1,969,002

Expected 90% Funding by: 2032 (7 years)

A longer amortization period, resulting in lower savings but still achieving 90% funding within seven years.

15-Year Fresh Start with \$500,000 Additional Payment

Total Savings: \$1,662,413

Expected 90% Funding by: 2030 (7 years)

This option provides the lowest savings, with a more gradual path to 90% funding over seven years.

Recommendation:

10-Year Fresh Start with \$900,000 Additional Payment

After consulting with Foster & Foster Actuarial and the CalPERS Pension Outlook Manager, the district is in a strong position regarding its UAL. With nearly \$9 million in past additional payments, RSF Fire is projected to be 90% funded within 5 years if the \$900,000 payment option is chosen. This represents the most favorable option in terms of savings and funding timeline.