



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

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

March 17, 2021
1:00 pm PT
Regular Meeting

THIS BOARD OF DIRECTORS MEETING WILL BE CONDUCTED VIA TELECONFERENCE

Pursuant to Governor Newsom’s [Executive Orders N-25-30](#), issued on March 12, 2020 and [N-33-20](#) issued on March 19, 2020: members of the Rancho Santa Fe Fire Protection District Board of Directors and staff may participate in this meeting via teleconference. In the interest of reducing the spread of COVID 19, members of the public are encouraged, but not required, to submit comments via email. Those attending the meeting in person will be required to maintain appropriate social distancing.

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

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the Board Clerk 858-756-5971 ext. 1005. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

Rules for Addressing Board of Directors: Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk. Any person may address the Board on any item of Board business or Board concern. The Board cannot take action on any matter presented during Public Comment, but can refer it to staff for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature or which require immediate attention. The maximum time allotted for each presentation is FIVE (5) MINUTES.

Agendas: Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the office of the Manager, Finance & Administration located at 18027 Calle Ambiente, Suite 101, Rancho Santa Fe, CA during normal business hours. Packet documents are also posted online at www.rsf-fire.org



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

March 17, 2021

Call to Order

1. Pledge of Allegiance
2. Roll Call
3. Public Comment
4. Motion waiving reading in full of all Resolutions/Ordinances

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

5. Consent Calendar

a. Board of Directors Minutes

Board of Directors minutes of February 17, 2021

ACTION REQUESTED: **Approve**

b. Receive and File

Monthly/Quarterly Reports for the period of: **February 2021**

- 1) List of Demands Check 33652 thru 33731, Electronic File Transfers (EFT), and Wire Transfer(s)
totaling: \$ 399,917.97
Wire Transfer(s) expenditures: \$ 240,518.13
Payroll expenditures: \$ 681,763.92
TOTAL DISTRIBUTION \$1,322,200.02

2) Activity Reports – **February 2021**

- a. Operations
- b. Training
- c. Fire Prevention
- d. Correspondence - letters/cards were received from the following members of the public:
 - None

ACTION REQUESTED: **Information**

c. Budget Authorization: Zoll Auto Pulse System – **Staff Report 21-04**

ACTION REQUESTED: **Authorize purchase and exempt from capitalization policy**

6. Old Business - None

7. New Business - None



Rancho Santa Fe Fire Protection District Board of Directors

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8. Resolution/Ordinance
 - a. Resolution No. 2021-10

To adopt Resolution No. 2021-10 entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program
ACTION REQUESTED: **Adopt**

9. Oral Report
 - a. Fire Chief – Cox
 - i. COVID-19 – Update
 - ii. District Activities
 - b. Operations – Deputy Chief
 - c. Volunteer – Volunteer Recruitment & Retention Coordinator
 - d. Training – Battalion Chief
 - e. Fire Prevention – Fire Marshal
 - f. Manager, Finance & Administration

 - g. Board of Directors
 - i. North County Dispatch JPA – Update
 - ii. County Service Area – 17 – Update
 - iii. Comments

10. Closed Session
 - a. California Government Code §54956.9 - CONFERENCE WITH LEGAL COUNSEL – POSSIBLE LITIGATION

Number of cases: One (1)

11. Adjournment

The next regular meeting Board of Directors meeting to be March 17, 2021 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 March 11, 2021 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 March 11, 2021

A handwritten signature in blue ink that reads "Alicea Caccavo".

Alicea Caccavo
Board Clerk

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

SPECIAL AGENDA (10:00 AM – 12:00 PM)

Harassment Training (Workshop)

The Fire District conducted the mandatory two (2) hours harassment training for the Board of Directors and senior management staff. Stephen J. Fitch, Fitch & Associates conducted the training. The following local officials, and staff (those who receive compensation for their service or are eligible to have their expenses reimbursed) attended:

Rancho Santa Fe Fire Protection District

Director:

James H. Ashcraft
Nancy C. Hillgren
Randall Malin
Tucker Stine
John C. Tanner

Staff:

Fred Cox, Fire Chief
Alicea Caccavo, Manager, Finance & Administration/ Board Clerk
Dave McQuead, Deputy Chief
Marlene Donner, Fire Marshal

REGULAR AGENDA

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

Pledge of Allegiance

Fire Marshal Marlene Donner led the assembly in the Pledge of Allegiance.

Director Ashcraft requested a moment of silence for Fire Captain Chris Mertz.
Chaplain McIntosh opened the meeting with a prayer.

Roll Call

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

Directors Absent: None

Staff Present: Fire Chief Fred Cox; Deputy Chief Dave McQuead; Fire Marshal Marlene Donner; Volunteer Recruitment & Retention Coordinator Frank Twohy; and Manager, Finance & Administration/ Board Clerk Alicea Caccavo

1. **Special Presentations**

- a. Helmet Presentation to Fire District Chaplain Mike MacIntosh by Fire Chief Cox
- b. Video Presentation in Memory of Fire Captain W. Chris Mertz

2. **Public Comment**

It was noted that someone had requested to speak to the Board, however, that individual did not join the meeting.

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

MOTION BY DIRECTOR TANNER, 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.

4. **Consent Calendar**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

i. Board of Directors minutes of January 20, 2021

b. Receive and File

Monthly/Quarterly Reports

1) List of Demands Check 33545 thru 33651, Electronic File Transfers (EFT), and Wire Transfer(s) for the period January 1 – 31, 2021 totaling:	\$ 324,566.12
Wire Transfer(s) period January 1 – 31, 2021	\$ 71,410.64
Payroll for the period January 1 – 31, 2021	<u>\$ 623,707.98</u>
	TOTAL DISTRIBUTION
	\$1,019,684.74

2) RSFFPD Profit & Loss Summary - December 31, 2020

3) RSFFPD Combined (GF & FMF) Balance Sheet – December 31, 2020

4) Investment Summary – December 31, 2020

5) Activity Reports – January 2021

a. Operations

b. Training

c. Fire Prevention

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

▪ None

5. **Old Business**

None

6. **Resolution/Ordinance**

a. *Resolution No. 2021-06*

Director Malin questioned the use of the phrase “if applicable” on p. 42, Article II. Manager Caccavo confirmed that this previous phrase was also referenced in Appendix II, as well as in Appendices A-2 and A-3.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, subject to the removal of the phrase “if applicable” in the four places, and APPROVED to adopt Resolution No. 2021-06 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Employees Association on a roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSTAIN: None

ABSENT: None

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b. *Resolution No. 2021-07*

Manager Caccavo reported that per the agreement of the Board, management salary ranges were increased by 3%, classic safety employees will contribute an additional 1% that will go toward the district's UAL. A one-time stipend for the Fire Chief was also included. Chief Cox asked for confirmation that the Fire Chief range would not increase. Manager Caccavo agreed to make that change based on the motion.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, as amended to reflect no Fire Chief range increase and APPROVED to adopt Resolution No. 2021-07 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel on a roll call vote:

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

c. *Resolution No. 2021-08*

Director Ashcraft reported that the adoption of the pay schedule is in accordance with the California Code of Regulations, Title 2, Section 570.5. Manager Caccavo confirmed that any change to pay schedule needs to be displayed publically on the website.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED to adopt Resolution No. 2021-08 *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 on a roll call vote:

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

7. **New Business**

a. *Acceptance of Donation*

Manager Caccavo reported that pursuant to Health and Safety Code 13898 any donation greater than \$500 needs to be accepted by the Board. The Rancho Santa Fe Fire District Foundation donated \$10,000 to the district towards the funeral expenses of Captain Mertz.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and ACKNOWLEDGED and ACCEPTED receipt of the \$10,000 donation from the Rancho Santa Fe Fire District Foundation for funeral expenses for fallen Fire Captain W. Chris Mertz. CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN

8. **Oral Report**

a. Fire Chief – Cox

Mertz Service – Chief Cox reported the February 6th service was well attended. The procession through the Village was nice and was joined by approximately 30 other fire engines in Harmony Grove. He thanked North Coast Church for all they did – full use of the facility, the printing of brochures and prayer cards, among other things. The Fire Chief also thanked all District staff, in particular Manager Caccavo, Sandra Reyes and Sarah Montagne. It was a true tribute to Chris Mertz's life.

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COVID-19 – Chief Cox reported he participated in a CSDA conference call with the goal to try to obtain Corona virus relief funds for special districts. He will be sharing this same information with the governor’s aides February 18th. Currently, special districts receive no COVID-19 relief funds, yet have expenses (mandated leave, death benefits, worker’s comp, etc.). The hope is to get 5% of the allocated funds for special districts, which include not only fire districts, but water districts, school districts and similar entities. Currently, all of the COVID relief funds for unincorporated areas go to the County; as of yet, the County does not pass any of those funds on to special districts.

Chief Cox reported in reference to COVID-19 vaccinations, the District still has staff deployed to the vaccination Points of Delivery (POD’s) for 14 days. Covid rate cases are continuing to decrease and are below the 400 range from an all-time high of approximately 4500. The district has not had any COVID infections or testing recently. The District is approximately 60-65% vaccinated and the preventative processes are working.

District Activities – The District will move forward with the Verizon lease modification for Station 1. The modification will yield one ADA van accessible space and modify the parking lot; which will be expanded so that no parking spaces are lost. This brings the District closer to the completion of the North Comm Improvement Project. Chief Cox met with Chief Matt Wellhouser, and Patrol in interested in installing modular office cubicles for the boardroom. The North Comm Finance Committee met recently. Due to COVID, call volume is down and the assessment will likely be the same or lower than in previous years. Chief Cox concluded by thanking everyone for helping the department through some difficult times in this past year.

b. Operations – Deputy Chief

Chief McQuead reported that there were three vegetation fires last month: two in San Marcos and one was in Carlsbad. The District is now using the Tableau platform to capture call volume, resulting in an increase in call volume for Operations as volume is being captured both within and outside of the District. Regarding rainfall, our volume is 40-60% below average.

c. Volunteer – Volunteer Recruitment & Retention Coordinator

Chief Twohy reported that per district standard, when the county COVID-19 two week rolling average is 6% or below, it would allow reserve firefighters to return to work-a-long at district fire stations. The average has decreased in the last week to 5.6% - reserve firefighters will start working at fire stations on Saturday.

d. Training – Battalion Chief

Chief McQuead reported that training hours were as normal. New hire Gabe Saldaña started a three-week joint fire academy with personnel from Encinitas Fire Department. He will complete his training on Friday, and will work under Captain Sanford, who will also serve as his mentor. Chief Cox reported that promotions were recently made. Corey Ender and Nathan Fritchle were promoted to Captain. Sean Canfield and Jake Barkhimer were promoted to Engineer. Chief Livingstone is schedule to retire on July 31st, 2021. He would like to add two additional fire fighters to the Department around June.

e. Fire Prevention – Fire Marshal

Fire Marshal reported on activities in the district: RSF Village post office parking lot will be repaved; staff assisting residents with fire insurance cancellations; Hawthorne in 4-S Ranch has leased one of their buildings to a truck dealer; cursory review of Solana Santa Fe Elementary; working with Morgan Run; Rancho Valencia has been upgrading some of their spa buildings. Plan check reviews are increasing.

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f. Manager, Finance & Administration Caccavo

Board Clerk: Manager Caccavo reported annual Form 700 needs to be completed. Manager Caccavo will reach out to everyone soon regarding completion of the forms.

Human Resources: Interviews for the Accounting Technician position will take place next Wednesday, February 24, 2021. There are two candidates for the position.

Finance: Working with Karlana Rannals and will be training on the budget process in the next few weeks. The auditor also has agreed to another one-year contract for the same rate as last year.

g. Board of Directors

North County Dispatch JPA: No report – next meeting February 24, 2021.

County Service Area – 17: Director Hillgren reported that there was a meeting on February 2, 2021 via Zoom. They started with a financial overview of 2020 - Q2. As previously mentioned, CSA 17 call volume is also down. That impacts billings and reimbursements. A significant number of people have lost their insurance. Expenses have increased about 6.5%. They are confident that things will turn around in the next few quarters; the CSA has healthy reserves to hold them over. The financial analyst will make a report in May. County EMS staff are working from home. The County has contracted with Kevin Crawford for community outreach and procurement. AMR reported that they met their compliance requirements. Over 67% of the transports go to Scripps Encinitas, and 21% go to Scripps La Jolla. Consistent with Chief Cox's comments, 60% of the personnel have been vaccinated. Cal Fire is vaccinating people 65 years and older at Cuyamaca College. There is no fire supported vaccinations for the public. COVID testing turnaround is 4-6 hours. Everyone agreed that Sal has been doing a great job. The transport fee is going to the County Board of Supervisors in the next few months. LAFCO was discussed. Frank Twohy was elected member at large. The next meeting is May 4, 2021.

Director Hillgren reported there was not a lot of discussion regarding a new city ambulance contract. The AMR contract up for renewal at the end of this year. Frank Twohy noted that there were some other Zoom meetings coming up as well.

Comments:

- **Tanner:** He concurred that the funerals were executed beautifully; the individuals were honored.
- **Hillgren:** The procession for Chris Mertz was a privilege and commemorative.
- **Stine:** He was impressed by the professionalism of the events; he appreciated the presentation to the chaplain. He also noted to Manager Caccavo that he filed to Form 700's and that it appears he has no pending actions.
- **Malin:** Mentioned an article regarding CALPERS and plugging pension gaps. He does not think that pension obligation bonds are the answer.
- **Ashcraft:** Agreed that the article Director Malin mentioned regarding CALPERS was concerning. He and his wife were also very impressed with Chris Mertz's family.

10-minute Recess

9. **Closed Session** - None

10. **Adjournment**

Meeting adjourned at 1:52pm.

Check No.	Amount	Vendor	Purpose	
33652	\$750.00	Accme Janitorial Service Inc	Building ADMIN	
33653	\$58.08	Complete Office of California Inc	Office Supplies	
33654	\$199.98	CrewSense, LLC	Scheduling (Crewsense) Maintenance	
33655	\$395.39	EDCO Waste & Recycling Inc	Trash RSF	Trash RSF 5, 6
33656	\$9,905.19	Fire ETC Inc	Safety Equipment	
33657	\$325.50	HRO Design, Inc	Special Events	
33658	\$939.56	Ingersoll-Rand Industrial U.S. Inc	Station Maintenance - RSF3	
33659	\$112.00	Larry Kluey DBA The Honey Do Co.	Station Maintenance - RSF1	
33660	\$4,674.75	Liebert Cassidy Whitmore	Legal Services	
33661	\$18.45	U P S	Shipping Service	
33662	\$70.20	Verizon Wireless	CSA-17 Contract	
33663	\$1,097.50	FireHouse Boards	Special Events	
33664	\$381.24	AT&T Calnet 2/3	Telephone RSF	Phone & Cable RSF 1, 3 and Admin
33665	\$300.54	Fire ETC Inc	Safety Clothing (Protective)	
33666	\$5,516.00	Gibbs, Michael J.	Special Events	Mertz funeral
33667	\$2,108.97	Olivenhain Municipal Water District	Water RSF	Water RSF 2, 3, 4, 6
33668	\$220.00	Power Plus!	Elec/Gas/Propane RSF5	
33669	\$1,346.98	Rincon Del Diablo Municipal Water Di	Water RSF5	
33670	\$3,011.95	SC Commercial LLC	Fuel: Gasoline & Diesel	
33671	\$93.16	Shred it Stericycle	Shredding Services	
33672	\$6,093.26	Stryker Sales Corporation	EKG Upgrade - Defibrillator Monitors	
33673	\$80.00	Terminix International	Building RSF2	
33674	\$9,742.06	U S Bank Corporate Payment System	Cal-Card./IMPAC program	
33675	\$2,886.59	Waste Management Inc	Trash RSF	Trash RSF 1, , 3, 4 & Rebill W/ JPA & RSF Association
33676	\$551.50	Western State Design Inc	Station Maintenance - RSF5	
33677	\$169.96	Willis, Erwin L.	Computer Equipment/Parts	
33678	\$6,950.00	WinTech Computer Services	Consulting Services	
33679	\$495.00	A to Z Plumbing Inc	Building RSF4	
33680	\$157.61	Airgas Inc	Safety: Breathing Air	
33681	\$297.94	Armanino Solutions, LLC	Consulting Services	
33682	\$74.19	AT&T	Telephone RSF6	
33683	\$1,914.86	AT&T Calnet 2/3	Telephone	Phone RSF 2, 3, 4, 6 & Admin
33684	\$24,518.00	Baker Electric, Inc	RSF5 Station Construction-Furnishings &	
33685	\$1,220.00	California's Own Native Landscape De	Landscaping RSF6	
33686	\$36.36	Charter Communications Holdings, LLC	Cable RSF4	
33687	\$1,400.00	City of San Marcos	Suppression - Local Conf/Seminars	
33688	\$3,179.00	County of SD/RCS	800 MHz Network Admin Fees	
33690	\$40.00	Ferrellgas Inc	Elec/Gas/Propane RSF5	
33691	\$1,648.47	Fire ETC Inc	Safety Clothing (Protective)	
33692	\$915.30	Fitch Law Firm Inc	Legal Services	
33693	\$651.25	Global Door & Gate Inc.	Building RSF1	
33694	\$1,263.33	Golden Telecom Inc	RSF5 Station Construction-Furnishings &	

Check No.	Amount	Vendor	Purpose	
33695	\$135.10	Jon's Flags & Poles Inc.	Special Events	
33696	\$113.11	Konica Minolta Business Inc	Copier Maintenance Contract	
33697	\$49,283.82	NCDJPA	Dispatching	
33698	\$1,750.00	Roadone	Training Equipment/Supplies: Expendable	
33699	\$968.68	Robert Half International	Temporary Labor	
33700	\$90.00	RSF Mail Delivery Solutions	Mail Delivery Service	
33701	\$636.02	Santa Fe Irrigation District	Water RSF	Water RSF 1 & JPA rebill
33702	\$4,516.10	SC Commercial LLC	Fuel: Gasoline & Diesel	
33703	\$4,037.50	Scott Davis	Programing - Computer & Software PR	
33704	\$11,591.02	SDG&E	Elec/Gas/Propane RSF	Gas & Electrice RSF 1, 2, 3, 4, 5, 6, Admin
33705	\$1,755.66	ThyssenKrupp Elevator Inc	Elevator Service	Elevator & JPA Rebill
33706	\$615.39	TPX	Telephone ADMIN	
33707	\$36.90	U P S	Shipping Service	
33708	\$543.92	United Site Services	Sewer RSF6	
33709	\$187.50	Aair Purification Systems	Building RSF4	
33710	\$3,900.00	American Residential Services, LLC	Station Maintenance - RSF2	
33711	\$201.07	Blend	Outside Printing & Binding	
33712	\$826.00	Business Owner's Ins Agency	Commercial - Liability - Auto Coverage	
33713	\$750.00	Cal Fire/State Fire Training	Books - Training	
33714	\$110.00	California Society of Municipal Fina	Association Dues	
33715	\$436.91	Charter Communications Holdings, LLC	Telephone ADMIN	
33716	\$243.47	Cox Communications	Telephone RSF2	
33717	\$119.99	Cox Communications	Telephone RSF3	
33718	\$3,706.06	Erik M. & Christina M Bessel DBA Spo	Uniforms: Safety Personnel	Turn-Out cleaning, inspection, repair
33719	\$70.04	Fire ETC Inc	Safety Clothing (Protective)	
33720	\$813.77	Lincoln National Life Ins Co	Life Insurance/EAP	
33721	\$46.20	Montagne, Sarah	Special Events	Mertz funeral
33722	\$27,557.73	Motorola Solutions Inc	Radio Equipment Replacement	Radio Replacement, CSA-17
33723	\$2,690.00	R.E. Badger & Son, Inc.	Forced Weed Abatement	
33724	\$415.80	Reyes, Sandra N.	Special Events	
33725	\$1,270.40	Robert Half International	Temporary Labor	
33726	\$50.00	RSF Security Inc	Alarm System Monitoring RSF5	
33727	\$2,726.68	SC Commercial LLC	Fuel: Gasoline & Diesel	
33728	\$478.00	Terminix International	Building RSF1	Pest Control RSF 1, 3, 4, 5, 6, Admin
33729	\$353.31	ThyssenKrupp Elevator Inc	Elevator Service	
33730	\$18.45	U P S	Shipping Service	
33731	\$476.20	United Imaging	Office Supplies	
EFT000000000683	\$163.00	Reyes, Sandra N.	Janitorial Supplies	
EFT000000000684	\$146,176.46	VOYA	HRA Contributions	
EFT000000000685	\$23,132.21	VOYA	HRA Contributions	
EFT000000000686	\$225.00	Slattery, Brian Y	CSA-17 Contract	
Misc	\$10,571.38	Various	Medical Reimbursement	

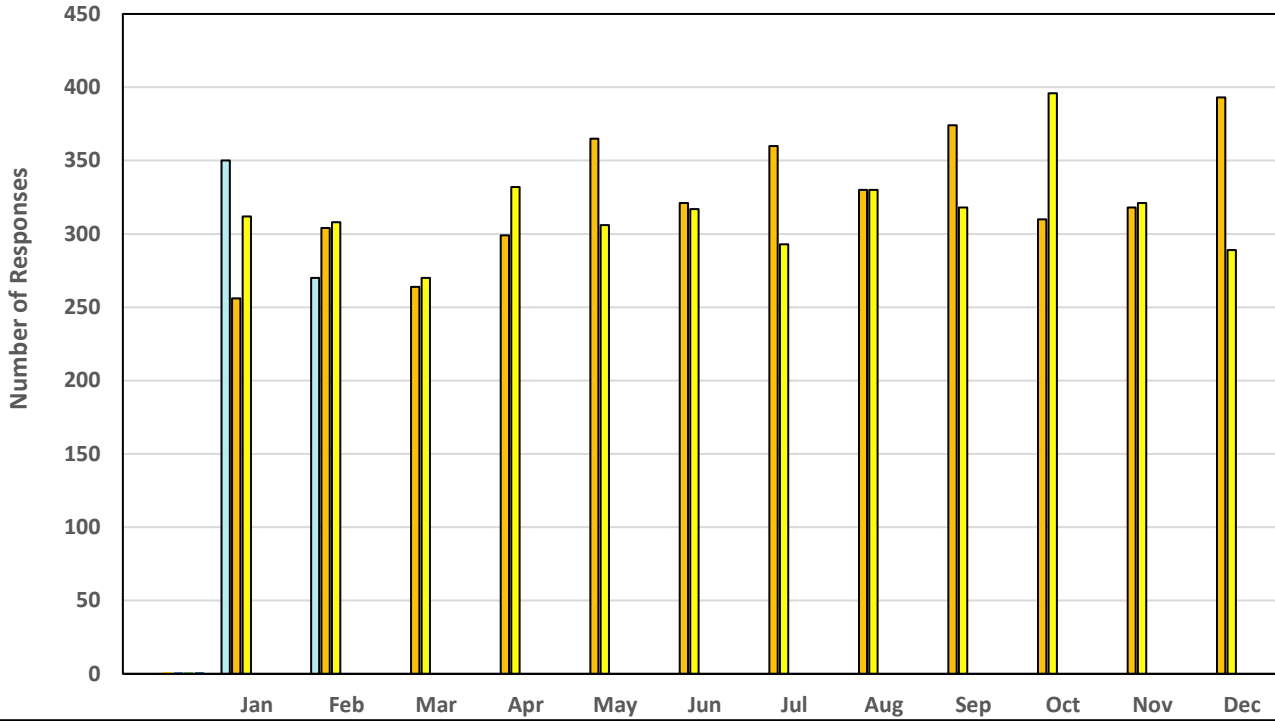
Check No.	Amount	Vendor	Purpose
EFT000000000690	\$319.00	Benz, Curtis	Education/Training Reimbursement
Subtotal	\$399,917.97		
ACH Transfer	\$173,539.89	CalPers RET Jan 2021	CalPERS
	\$66,978.24	CalPERS Health Mar 2021	CalPERS
Subtotal	\$240,518.13		
2/15/2021	399,864.09	Payroll	RSFFPD
2/28/2021	281,899.83	Payroll	RSFFPD
Subtotal	681,763.92		
Total	<u>\$1,322,200.02</u>		

Rancho Santa Fe Fire Protection Operations Report

February 2021 Incident Count

3 Year Monthly Response Comparison

■ 2021
 ■ 2020
 ■ 2019



3 Year Call Volume Tracker:

2021	Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	YTD	350	620											
2020	Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	YTD	256	560	824	1123	1488	1809	2169	2499	2873	3183	3501	3894	2.69%
2019	Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	YTD	312	620	890	1222	1528	1845	2138	2468	2786	3182	3503	3792	

Rancho Santa Fe Fire Protection Operations Report

February 2021 Incident Count

Incident Problem Type

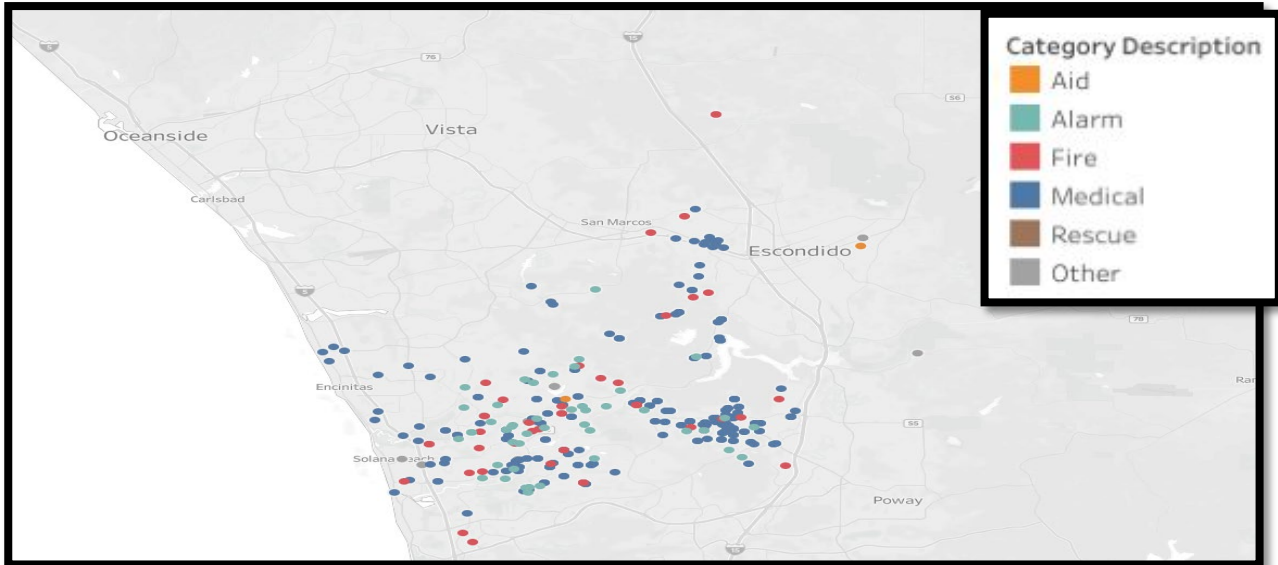
Summary: Number of Incidents by Problem for:
RANCHO SANTA FE FPD

Problem Codes	Category ..	Time Assigned		
		Incidents/R..	% of Total I..	% Differenc..
		2021	2021	2021
11-44 / POSS DEATH	Medical	1.0	0.37%	0.00%
5150 / PSYCH PROBLEMS	Medical	1.0	0.37%	0.00%
A/R - INVESTIGATION	Aid	1.0	0.37%	0.00%
A/R - STRUCT FIRE	Aid	1.0	0.37%	0.00%
A/R - VEG FIRE	Aid	1.0	0.37%	0.00%
ABDOMINAL PAIN	Medical	1.0	0.37%	0.00%
ALLERGIES (REACTIONS)	Medical	3.0	1.11%	0.00%
ANIMAL BITES / ATTACKS	Medical	1.0	0.37%	0.00%
ASSAULT	Medical	3.0	1.11%	0.00%
BACK PAIN (NON-TRAUM..	Medical	3.0	1.11%	0.00%
BIKE ACC	Medical	1.0	0.37%	0.00%
BREATHING PROBLEMS	Medical	10.0	3.70%	0.00%
C2C - CHECK COMMENTS (..	Other	1.0	0.37%	0.00%
CARBON MONIX ALARM	Fire	2.0	0.74%	0.00%
CHEST PAIN	Medical	3.0	1.11%	0.00%
CHOKING	Medical	2.0	0.74%	0.00%
CONVULSIONS	Medical	1.0	0.37%	0.00%
CPR	Medical	1.0	0.37%	0.00%
DIABETIC PROBLEMS	Medical	3.0	1.11%	0.00%
DO NOT DISPATCH	Other	2.0	0.74%	0.00%
FAINTING SPELLS	Medical	5.0	1.85%	0.00%
FALL - FROM HEIGHT	Medical	1.0	0.37%	0.00%
FALL - NOT HEIGHT	Medical	15.0	5.56%	0.00%
FIRE - OTHER	Fire	2.0	0.74%	0.00%
FIRE ALARM - COMM	Alarm	4.0	1.48%	0.00%
FIRE ALARM - RES	Alarm	39.0	14.44%	0.00%
FIRE ALARM PROBLEM	Fire	5.0	1.85%	0.00%
FIRE ALARM RESET	Other	1.0	0.37%	0.00%
HEADACHE	Medical	1.0	0.37%	0.00%
HEART PROBLEMS	Medical	2.0	0.74%	0.00%
HEMORRHAGE	Medical	6.0	2.22%	0.00%
HYDRANT LEAKING	Fire	1.0	0.37%	0.00%
ILLEGAL BURNING	Fire	1.0	0.37%	0.00%
INVESTIGATION - FD	Fire	3.0	1.11%	0.00%
LIFT ASSIST	Fire	3.0	1.11%	0.00%
LOCK IN - VEHICLE / FD	Fire	1.0	0.37%	0.00%
MEDICAL AID	Medical	18.0	6.67%	0.00%
MEDICAL ALARM	Alarm	3.0	1.11%	0.00%
MOVE-UP	Other	4.0	1.48%	0.00%
NAT GAS LN BRK - OUTSIDE	Fire	1.0	0.37%	0.00%
NON-BREATHER	Medical	1.0	0.37%	0.00%
ODOR INVESTIGATION	Fire	3.0	1.11%	0.00%
OVEN FIRE	Fire	1.0	0.37%	0.00%
OVERDOSE	Medical	4.0	1.48%	0.00%
PERSON DOWN	Medical	2.0	0.74%	0.00%
PUBLIC SERVICE	Fire	2.0	0.74%	0.00%
RESCUE - TC	Medical	2.0	0.74%	0.00%
RESCUE - TC EXPANDED	Other	2.0	0.74%	0.00%
SEIZURE	Medical	2.0	0.74%	0.00%
SICK PERSON (SPEC DIAG)	Medical	28.0	10.37%	0.00%
SMOKE CHECK	Fire	3.0	1.11%	0.00%
SNAKE REMOVAL	Fire	2.0	0.74%	0.00%
STROKE (CVA)	Medical	5.0	1.85%	0.00%
STRUCTURE FIRE - COMM	Fire	4.0	1.48%	0.00%
STRUCTURE FIRE - RES	Fire	3.0	1.11%	0.00%
SUICIDE ATTEMPT	Medical	2.0	0.74%	0.00%
TC	Medical	18.0	6.67%	0.00%
TC - VEH VS PED	Medical	1.0	0.37%	0.00%
TRAUMATIC INJURIES	Medical	5.0	1.85%	0.00%
UNCONSCIOUS	Medical	8.0	2.96%	0.00%
UNKNOWN PROBLEM	Medical	5.0	1.85%	0.00%
VEHICLE FIRE	Other	3.0	1.11%	0.00%
WATER PROB - FD	Fire	2.0	0.74%	0.00%
WIRES DOWN	Fire	1.0	0.37%	0.00%
WORKING STRUC. APT / C..	Fire	1.0	0.37%	0.00%
WORKING STRUC. COMM	Fire	2.0	0.74%	0.00%
Grand Total		270.0	100.00%	0.00%

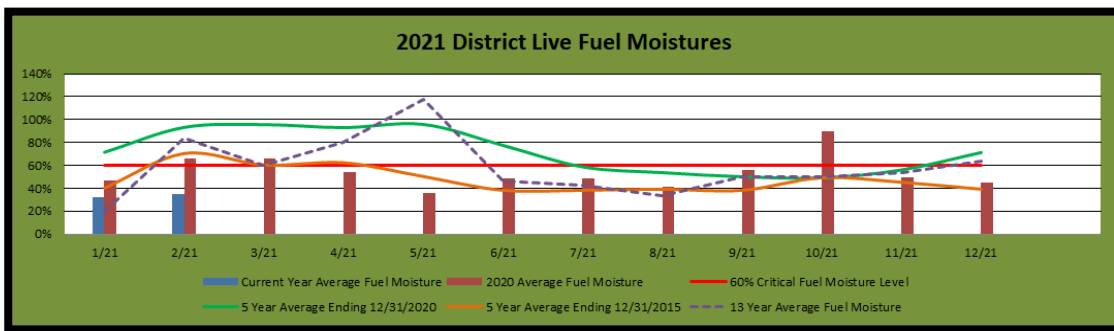
Rancho Santa Fe Fire Protection Operations Report

February 2021 Incident Count

Monthly Incident Map



Monthly Fuel Moisture:



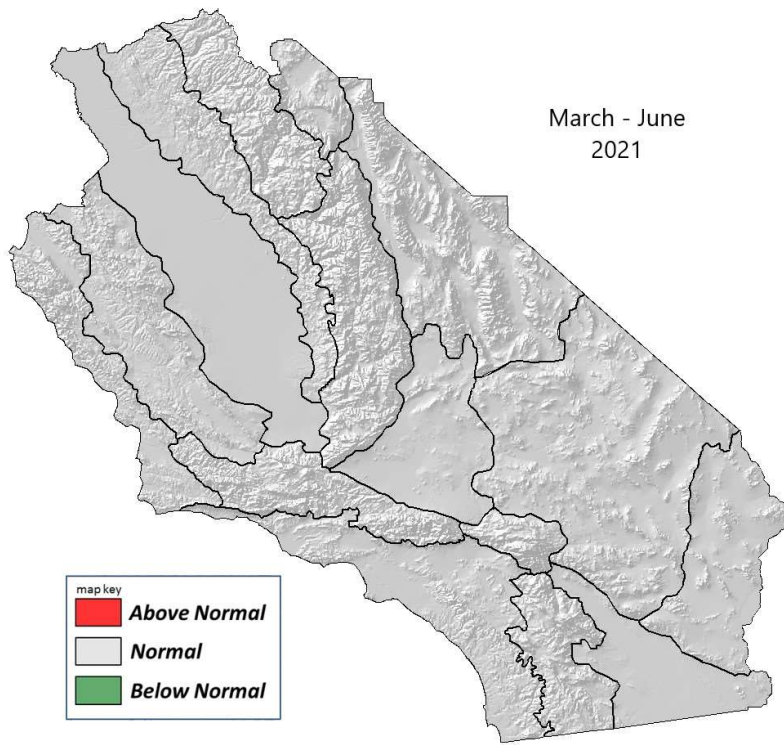
Significant Incidents:

Date	Incident Type	Units Assigned:
------	---------------	-----------------

No Significant Incidents for February 2021

Operation Collaboration Incident is still active (Vaccinations administered by the Fire Service).

Engineer Scott Young	Vaccinator	Deployed 2/1/2021 through 2/14/21
Firefighter Josh Guzman	Vaccinator	Deployed 2/15/2021 through 2/28/21
Captain Luke Bennett	Vaccinator Team Leader	Deployed 2/15/2021 through 2/28/21



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

March - June 2021 South Ops Highlights

- Rainfall will be below normal each month through June.
- Temperatures will be a little below normal each month through June.
- The marine layer will be deeper than normal across the coastal areas during May and June.



Weather Discussion

A series of troughs moved inland over the Pacific Northwest and Northern California while weak high pressure sat off the Southern California Coast through much of February. Overall, temperatures were a little above normal across the area (**Fig 1**). When the ridge off the Southern California Coast was at its strongest, temperatures peaked at 10 to 15 degrees above climatology. The succession of troughs brought about periods of cooling and temperatures at their coolest fell to 5 to 10 degrees below normal. Scattered showers with light rainfall amounts were observed only during the middle part of the month causing precipitation totals to be well below normal across the entire region (**Fig 2**). The snow level hovered around 5,000 feet. One to two feet of new snow fell over the High Sierra, but very little in the way of new snowfall occurred across the mountains of Southern California. The snowpack remains between 50% and 75% of normal across the Sierra (**Fig 3**). Trough passages gradually shifted further inland from the coast as the month progressed, resulting in a few brief moderate to strong offshore wind events during the latter half of the month.

Av. Max. Temperature dep from Ave (deg F)
2/1/2021 - 2/27/2021

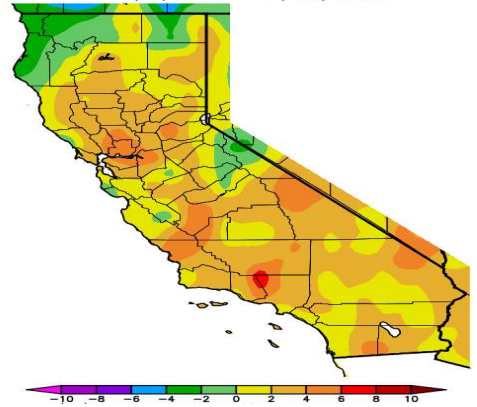


Fig 1: February 1st - February 27th Temperature (% of Ave.)

Percent of Average Precipitation (%)
2/1/2021 - 2/27/2021

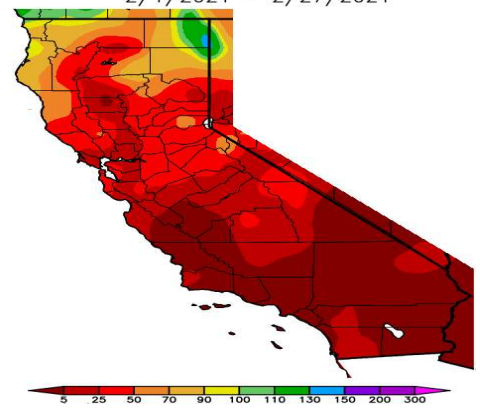


Fig 2: February 1st - February 27th Precipitation (% of Ave.)

Data For: 25-Feb-2021

% Apr 1 Avg. / % Normal for this Date

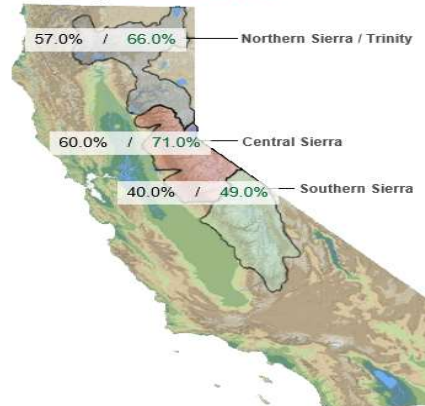


Fig 3: Snow pack as of Feb 25th, 2021



Fuels Discussion

There was considerable improvement in drought conditions across the Central Coast due to the significant rainfall that occurred at the end of January. However, moderate to severe drought continues across much of the interior part of Central and Southern California accompanied by extreme to exceptional drought over the deserts bordering Nevada and Arizona (Fig 4). Both the 1000-hour and 100-hour dead fuel moisture have dropped substantially since the end of January. These fuel categories are now well below normal and at record levels for this time of year (Figs 5@6). Overall, live fuel moisture values are increasing but they are still well below normal for this time of year (Fig 7).

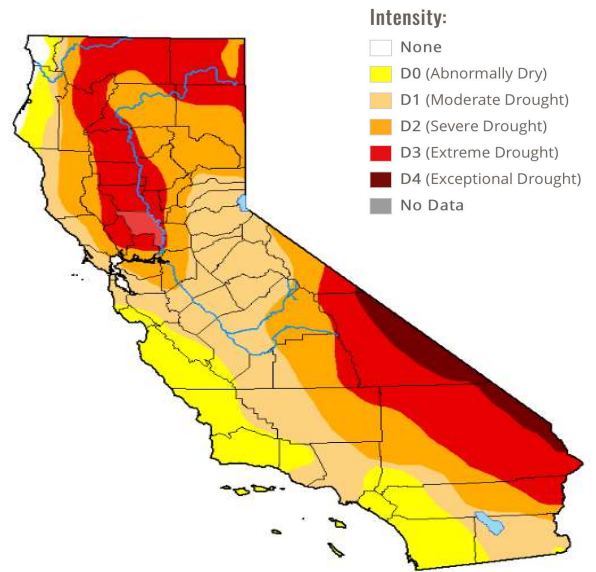


Fig 4: Drought Monitor February 25th, 2021

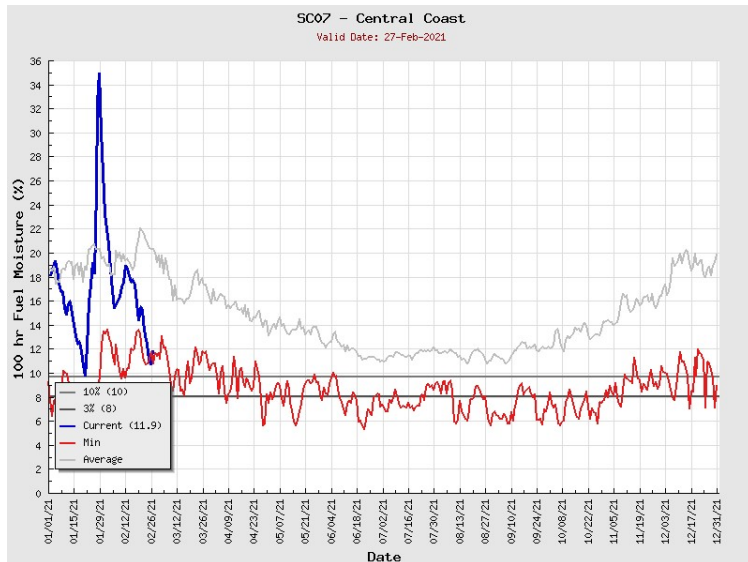


Fig 6: Central Coast 100 hr Dead fuel moisture February 27th

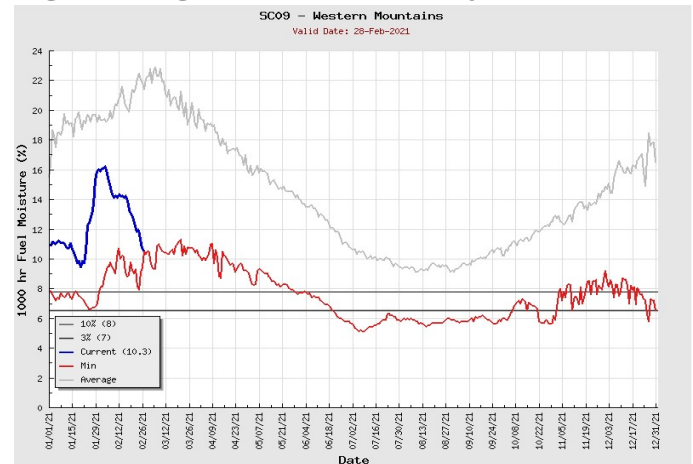


Fig 5: Western Mountains 1000 hr Dead fuel moisture February 28th

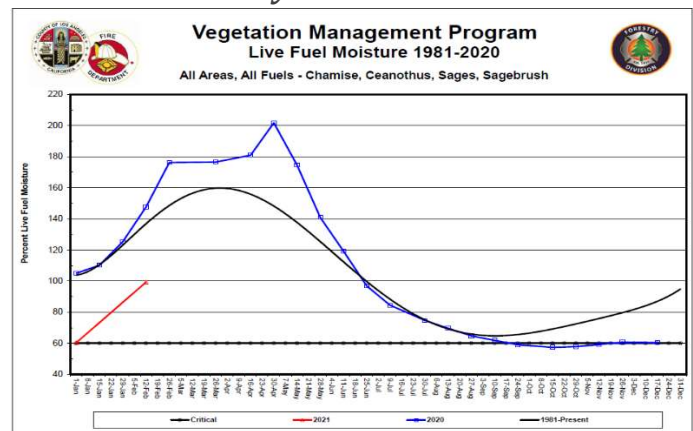


Fig 7: LA County Live Fuel Moisture February 15th

SOUTH OPS OUTLOOK

Sea surface temperatures have persisted a bit below normal across the Gulf of Alaska (**Fig 8**). This will create a tendency for Pacific troughs to continue to move into the West Coast. Sea surface temperatures look to remain below normal along the West Coast which would facilitate a westward shift in the ridge of high pressure off the Southern California Coast (**Fig 9**). This would cause the upper-level flow (storm track) and attendant Eastern Pacific troughs to be directed further south into the region during March and April. Even though we are expecting a normal number of upper-level troughs to move across the region throughout the spring, a limited amount of subtropical moisture is expected due to the trend of below normal sea surface temperatures across the Equatorial Pacific (**Fig 8**). As a result, precipitation is expected to be below normal across the geographic area due to the limited amount of moisture available to be entrained into the troughs. Temperatures through June will likely be a little below normal as sea surface temperatures just off the West Coast continue to cool (**Fig 9**). The below normal sea surface temperatures off the West Coast will also cause the marine layer across the coastal areas to be deeper than normal in May and June. The large fire threat is expected to remain near normal through June.

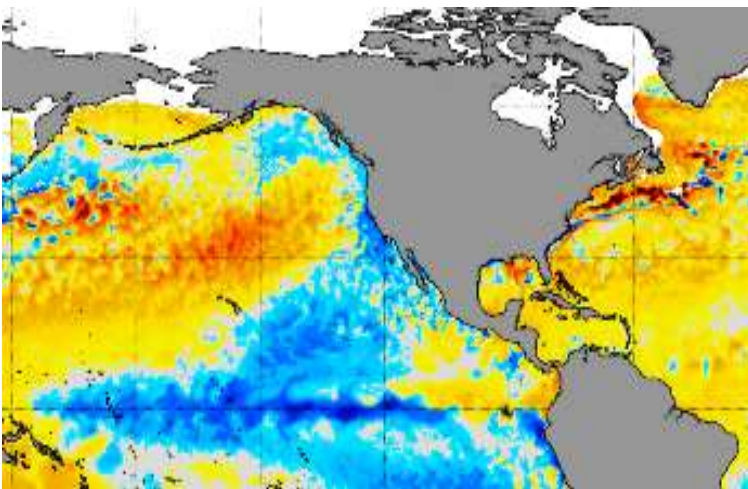


Fig 8: Sea Surface Temperature Anomaly, February 27th, 2021

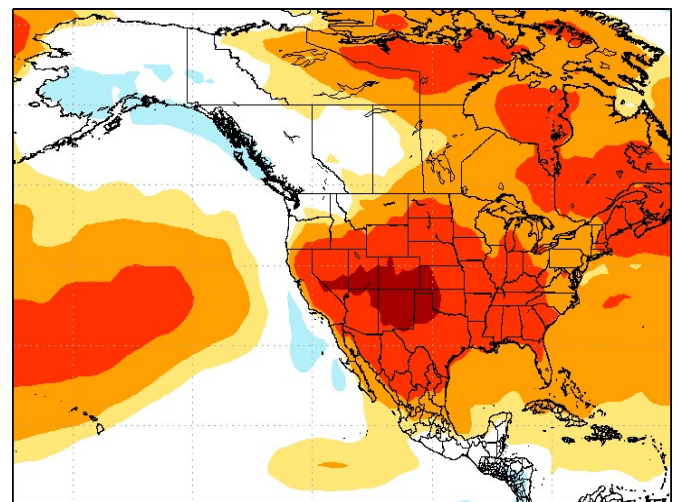
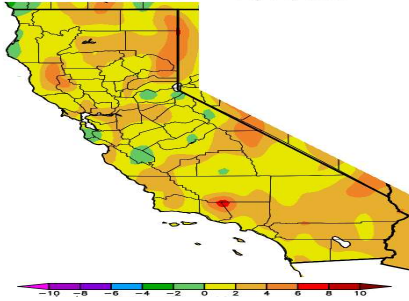


Fig 9: Forecast Temperature Anomalies for March through June, February 27th, 2021



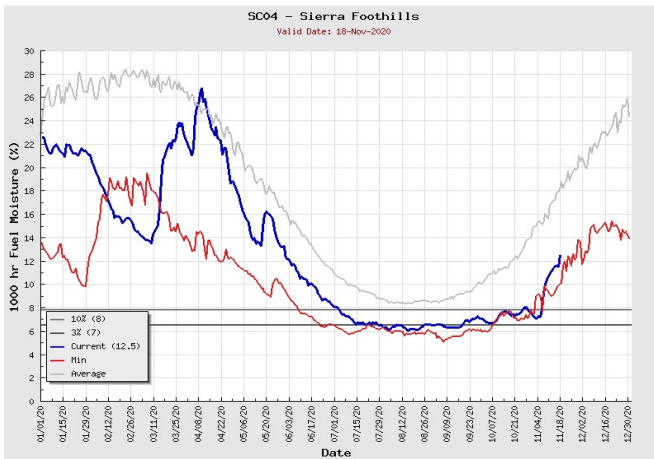
Select Intel Links used in the forecast

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



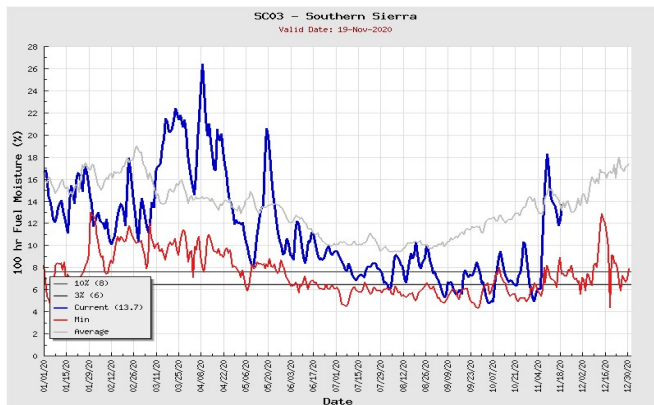
Climate

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



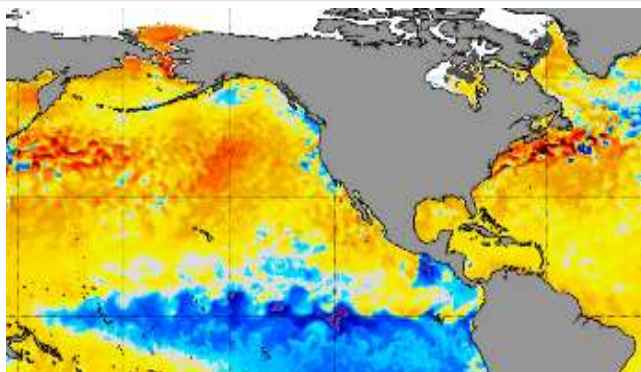
1000 hr dead fuel moisture

- https://gacc.nifc.gov/oscc/fuelsFireDanger_Thousand.php



100 hr dead fuel moisture

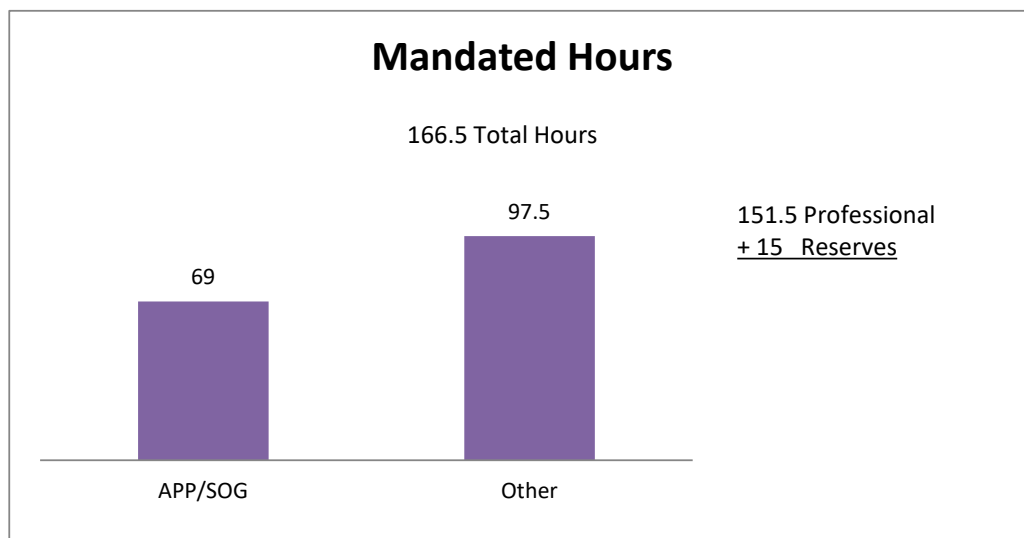
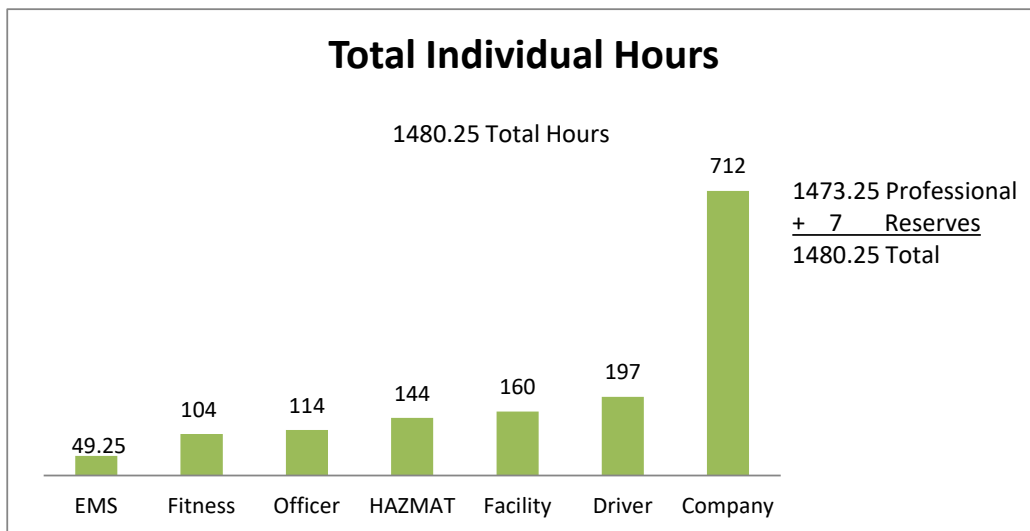
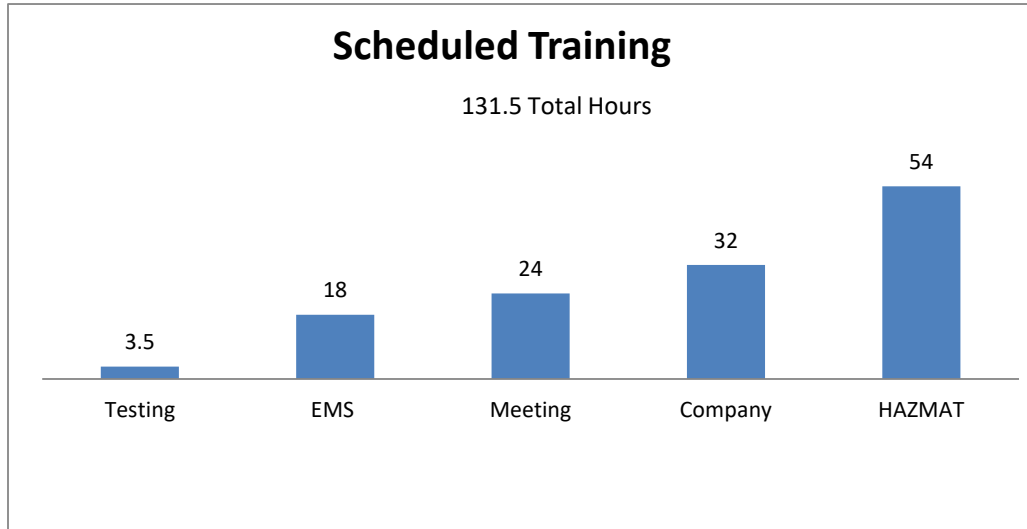
- https://gacc.nifc.gov/oscc/fuelsFireDanger_Hundred.php



Current sea surface temperatures

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

**Training Division
February 2021**



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.		

PLAN REVIEWS

Plan Type	# of New Reviews	# of Resubmittals	Approved New SQFT	SQFT Reviewed (No Mit Fees)	Total SQFT Reviewed	Mitigation \$ Assessed
New Residential	9	4	18184	41389	59,573	\$10,546.72
Residential Additions/Remodels	9	2	5114	13634	18,748	\$2,966.12
New Commercial	0	0	0	0	0	\$0.00
Commercial T.I.	2	0	0	4225	4,225	\$0.00
Tents/Special Events	0	0	0	0	0	
Rack Storage	0	0	0	0	0	
Preliminary	6	1	0	0	0	
Fire Suppression Systems	10	3	0	0	0	
Alarms	7	0	0	0	0	
Landscaping	20	7	0	0	0	
Grading/Mylars/Improvement Plans	6	4	0	0	0	
Underground	0	1	0	0	0	
Hood System	2	0	0	0	0	
Tanks	1	0	0	0	0	
Cell Sites	0	0	0	0	0	
DSS/CCL	0	0	0	0	0	
DPLU	2	0	0	6589	6,589	
Solar Panels	1	1	0	0	0	
High Piled Storage	0	0	0	0	0	
High Hazard/Communications/Other	1	0	0	0	0	
Spray Booth	0	0	0	0	0	
Fire Protection Plans	0	0	0	0	0	
Technical Reports	0	0	0	0	0	
TOTAL	76	23	23298	65837	89,135	\$13,512.84

INSPECTIONS	
Inspection Type	# of Inspections
Alarms	4
Fire Supression Systems	23
Building Construction	17
Landscaping	6
Tent/Special Event	-
Gates/Knox	2
Site Visit	5
Technical Report/FPP	-
Underground	10
Annual Inspection	2
DSS Licensing	-
Other	2
TOTAL	69

SPECIAL PROJECTS	
Project Type	# of Projects
Grants	-
GIS	1
Forms (Updates/New)	-
Project Research	2
Computer Programming/I.T.	-
Emergency Response Support	-
Annual Mailer (Weed Abatement)	-
Board Report Formatting/ Design	-
Other	2
TOTAL	5

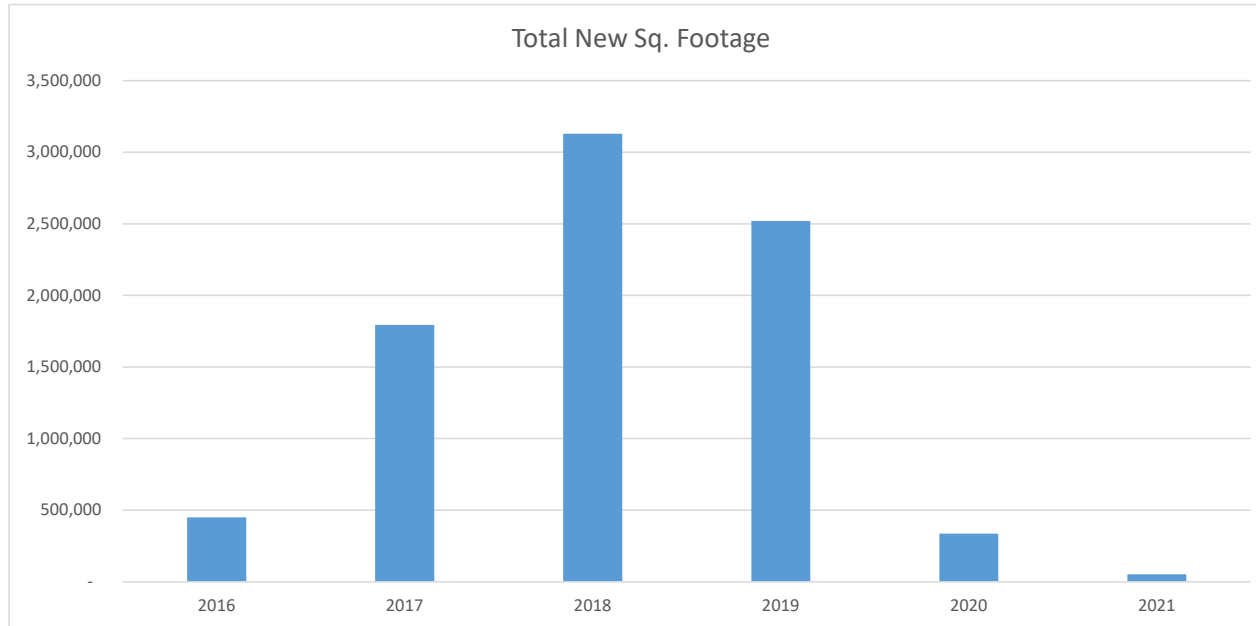
MEETINGS	
Meeting Type	# of Meetings
H.O.A	1
Staff	33
Board	-
On-Site Project Meetings	5
In-Office Project Meetings	4
Shift	-
Captain's	-
Weed Abatement	-
County	2
Code Development	-
Support/I.T. Development	-
San Diego County FPO's	3
Community Stakeholder Meetings	-
Other	-
Other	3
TOTAL	51

TRAINING/EDUCATION	
Class Name	Dates
Giving Stronger Deposition & Trial Testimony	2/18/2021
CCAI Training Seminar	2/22-2/25/2021
TargetSolutions	2/18/2021
Fire Investigation 1B	2/22-2/25/2021
Wildland Fire Investigation	2/22/2021
TOTAL	

WEED ABATEMENT	
Activity	# of Inspections
Weed Abatement Inspection	16
Weed Abatement Reinspection	67
1st Notice	
Final Notice	
Posting	
Notices Printed	
Forced Abatement	
TOTAL	83

OFFICE SUPPORT	
Activity	# Completed
Phone Calls	788
Correspondence	4,431
Walk in/Counter	155
Knox Application Request	3
Burn Permits	1
Plan Accepted/Routed	73
Special Projects	4
Scanning Documents/Electronic Files	182
Meetings: Admin/Prevention/Admin Shift	18
Post Office Runs	-
Deposit Runs/Preparations	4
TOTAL	5,659

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
 February 2020



Total New Square Footage (*Reflected in Chart Above)

Year	Total
2016	450,437
2017	1,793,936
2018	3,128,964
2019	2,519,545
2020	336,899
2021	53,106

2020 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										

Comparison 2019/2020/2021 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										

STAFF REPORT

NO. 21-04

TO: BOARD OF DIRECTORS
FRED COX, FIRE CHIEF
FROM: DAVE MCQUEAD, DEPUTY CHIEF
SUBJECT: BUDGET AUTHORIZATION
DATE: MARCH 10, 2021



The following budget action is requested for approval and/or modification:

Description	FY20/21 Budget	Funding Request	Funding Source	Action Requested
(2) ZOLL Auto Pulse System	Unbudgeted	\$30,767.10	100% CSA 17 ALS funding	Authorize purchase
Total		\$30,767.10		

RECOMMENDATION:

1. Purchase two (2) ZOLL Auto Pulse systems.
2. Request the purchase of this equipment is exempt from the District's capitalization policy.

BACKGROUND:

The Auto Pulse® Resuscitation System provides high-quality automated CPR to victims of sudden cardiac arrest. Easy to use and battery-operated, Auto Pulse squeezes the patient's entire chest to improve blood flow to the heart and brain. Compared with manual CPR, Auto Pulse has been shown to reduce interruptions in compressions during transport by more than 85% and will help improve patient survivability.

This new equipment will be placed at fire stations 2 and 6. Funding for the purchases will come from CSA 17 ALS subsidy.

Staff also seeks an exemption to the District's capitalization policy. Staff anticipates a service life of eight to ten years.

RESOLUTION No. 2021-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT TO PARTICIPATE IN THE SAN DIEGO FIRE MITIGATION FEE PROGRAM FOR FISCAL YEAR 2021-2022

WHEREAS, the Rancho Santa Fe Fire Protection District requires long-term fire protection facilities and equipment (Facilities) to provide fire suppression or emergency medical services within the District's boundaries;

WHEREAS, new development is anticipated in the District, and existing Facilities will be inadequate to provide fire suppression or emergency medical services, creating a situation perilous to public health and safety;

WHEREAS, to mitigate the impacts caused by new development, the District must improve or expand existing Facilities and/or construct or acquire new Facilities;

WHEREAS, the District lacks sufficient funds for new or improved Facilities from fund balances, capital facility funds, property tax sources, or any other appropriate source, and annexation and plan check fees charges by the District do not include a payment toward the costs of Facilities as a component of those fees;

WHEREAS pursuant to California Government Code Section 66000, et seq. (Mitigation Fee Act), the County of San Diego (County) is authorized to collect a mitigation fee from applicants for new development to defray costs related to Facilities that are incurred due to the development;

WHEREAS, the County has established fee ceilings for types of construction by Chapter 3 of Division 10 of Title 8 (commencing with Section 810.301) of the County Code of Regulatory Ordinances (FMF Ordinance); and

WHEREAS, the District desires to participate in the County's Fire Mitigation Fee (FMF) program.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT HEREBY RESOLVES AS FOLLOWS:

1. The District shall participate in the County's FMF Program for Fiscal Year 2021-2022 and agrees to comply with all applicable requirements of the County's FMF Ordinance and the Mitigation Fee Act.
2. The District requests that the County collect 100 percent of the FMF ceiling on the District's behalf from applicants for building permits within the District's boundaries. The percent of the ceiling fee is equal to or less than the Facilities needs caused by new development.

Resolution No. 2021-10

- 3. Except as otherwise provided in the County Code or state law, all FMF revenue shall be used only to expand the availability of Facilities to serve new development within the District’s boundaries. FMF revenue shall not be used to address existing deficiencies, but may be used in response to increased demand reasonably related to the new development to refurbish existing facilities to maintain an existing level of service or achieve an adopted level of service.
- 4. The District shall deposit all FMF revenue received from the County and all interest subsequently accrued by the District on these funds in a separate account to be known as the “San Diego County Fire Mitigation Fee.”
- 5. The District shall defend, indemnify, and hold harmless the County, its officers, officials, employees, agents, and volunteers, from and against any and all demands, claims, actions, litigation, or other proceedings, liability, damages, and costs (including, but not limited to, attorney fees) that are based in whole or in part upon the levy, imposition, collection, or payment of FMF, or the denial of a permit until the FMF is paid, excepting only matters that are based upon the County’s gross negligence or willful misconduct.
- 6. The District shall make its records justifying the basis for the FMF amount available to the public on request.

BE IT FURTHER RESOLVED that this Resolution supersedes Resolution No. 2020-02 adopted February 19, 2020 to participate in the FMF program.

PASSED AND ADOPTED by the Board of Directors of the Rancho Santa Fe Fire Protection District, County of San Diego, State of California, on this 17 day of March 2021, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:
- RECUSED:

JAMES H ASHCRAFT
President

ATTEST:

Alicea Caccavo
Board Clerk