



**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 16, 2022
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. 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 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 Manager of Finance and Administration’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

March 16, 2022

NOTE: Meeting will convene at 1pm at Station 4: 18040 Calle Ambiente, Rancho Santa Fe for the Roll Call, Pledge of Allegiance, and Special Presentations.

Call to Order

Pledge of Allegiance

Roll Call

1. Special Presentation

a. Badge Presentations

Presentation of Fire District Badges by Fire Chief McQuead will be presented to:

Promotions

- ❖ Dave McQuead, Fire Chief (*December 16, 2021*)
- ❖ Brian Slattery, Deputy Chief (*January 1, 2022*)
- ❖ Luke Bennett, Battalion Chief (*June 1, 2021*)
- ❖ Cole Thompson, Battalion Chief (*July 16, 2021*)
- ❖ Tanner Worley, Captain (*January 1, 2020*)
- ❖ Cory Ender, Captain (*February 16, 2021*)
- ❖ Nate Fritchle, Captain (*February 16, 2021*)
- ❖ Kyle Carranza, Captain (*July 16, 2021*)
- ❖ Michael Hernandez, Captain (*July 16, 2021*)
- ❖ Scott Young, Engineer/Paramedic (*January 1, 2020*)
- ❖ Sean Canfield, Engineer/Paramedic (*February 16, 2021*)
- ❖ Chase Cantrell, Engineer/Paramedic (*July 16, 2021*)
- ❖ Chris Pane, Engineer/Paramedic (*July 16, 2021*)
- ❖ Michael Weeks, Engineer/Paramedic (*August 16, 2021*)
- ❖ Sarah Montagne, Accounting Technician (*March 16, 2021*)
- ❖ Dan Schaffer, Fire Prevention Specialist (*October 1, 2021*)

Off Probation

- ❖ Alicea Caccavo, Manager of Finance & Administration (*August 16, 2021*)
- ❖ Derek Wheeler, Firefighter/Paramedic (*April 16, 2020*)
- ❖ Alec Connelly, Firefighter/Paramedic (*April 16, 2020*)
- ❖ Manny Fernandez II, Firefighter/Paramedic (*March 16, 2021*)
- ❖ Ian O'Connor, Firefighter/Paramedic (*November 16, 2021*)

New Hires

- ❖ Blaine Nelson, Firefighter/Paramedic (*June 16, 2021*)
- ❖ Corbin Martinez, Firefighter/Paramedic (*August 1, 2021*)
- ❖ Mitchel Grant, Firefighter/Paramedic (*October 16, 2021*)
- ❖ Jenny Huesias, Office Support Coordinator (*June 16, 2021*)
- ❖ Mark Smith, Fire Service Assistant (*February 16, 2022*)



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b. Employee Recognition – Service Awards

5-year

- ❖ Chase Cantrell
- ❖ Alex Trottier
- ❖ Marlene Donner
- ❖ Alicea Caccavo

10-year

- ❖ Nate Sanford
- ❖ John Carey
- ❖ Conor Lenehan
- ❖ Cory Ender
- ❖ Cole Thompson

15-year

- ❖ Brian Schmid
- ❖ Abel Martinez
- ❖ Joseph Carter
- ❖ Nate Fritchle

20-year

- ❖ Tim Wood

- c. **David B. Dewey Firefighter of the Year** – recipient to be announced at the meeting
- d. **Non-safety Employee of the Year** – recipient to be announced at the meeting

NOTE: At the conclusion of Special Presentations, there will be a short recess. The meeting will reconvene at 18027 Calle Ambiente, Rancho Santa Fe for the remainder of the business meeting.

2. 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.

3. Consent Calendar

a. Board of Directors Minutes

- Board of Directors minutes of February 16, 2022
- Board of Directors minutes of March 4, 2022

ACTION REQUESTED: **Approve**



Rancho Santa Fe Fire Protection District Board of Directors

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b. Receive and File

• Monthly/Quarterly Reports

- (1) List of Demands Check 34762 thru 34833, Electronic File Transfers (EFT), and Wire Transfer(s) for the period February 2022 totaling: \$ 137,855.74
Wire Transfer(s) period February 2022 \$ 237,791.96
Payroll for the period February 2022 \$ 757,065.43
TOTAL DISTRIBUTION \$1,132,713.13
- (2) Grant Recap as of March 3, 2022
- (3) Activity Reports – February 2022
- (a) Operations
- (b) Training
- (c) Fire Prevention

ACTION REQUESTED: [Receive and File](#)

c. Resolution No. 2022-08

To adopt by consent Resolution No. 2022-08 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation of a State Of Emergency by Governor Newsom’s Executive Orders N-25-30, Issued March 12, 2020; N-33-20 Issued March 19, 2020, and Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies of Rancho Santa Fe Fire Protection District for the Period March 19, 2022 through April 17, 2022 Pursuant to Brown Act Provisions

ACTION REQUESTED: [Adopt](#)

4. Public Comment

5. Old Business

6. New Business

7. Resolution/Ordinance

a. Resolution No. 2022-09

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

ACTION REQUESTED: [Adopt](#)

b. Resolution No. 2022-10

To discuss and/or adopt a resolution *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting Amendment No. 1 to a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349

ACTION REQUESTED: [Adopt](#)

c. Resolution No. 2022-11

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Amendment No. 1 to a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Employees Association

ACTION REQUESTED: [Adopt](#)



Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

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7. Oral Report
 - a. Fire Chief
 - b. Operations – Deputy Chief
 - c. Training – Battalion Chief
 - d. Fire Prevention – Fire Marshal
 - e. Manager, Finance & Administration
 - c. Board of Directors
 - I. North County Dispatch JPA – Update
 - II. County Service Area – 17 – Update
 - III. Comments

8. Adjournment

The next regular meeting Board of Directors meeting to be April 13, 2022 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 12, 2022 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 April 12, 2022:

Alicea Caccavo
Board Clerk

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes February 16, 2022



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.

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

Pledge of Allegiance

Deputy Chief Slattery led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Hillgren, Stine, Tanner

Directors via Zoom: Malin

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Fire Marshal Marlene Donner; and Manager, Finance & Administration/Board Clerk Alicea Caccavo

1. **Public Comment**

None

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

a. **Board of Directors Minutes**

Board of Directors minutes of January 14, 2022 Special Meeting

Board of Directors minutes of January 19, 2022

b. **Receive and File**

Monthly/Quarterly Reports for the period of: **January 2022**

- 1) List of Demands Check 34670 thru 34761, Electronic File Transfers (EFT), and Wire Transfer(s)
totaling: \$ 901,225.71
Wire Transfer(s) expenditures: \$ 242,633.28
Payroll expenditures: \$ 615,830.44
TOTAL DISTRIBUTION \$ 1,759,689.43

2) RSFFPD Profit & Loss Summary as of **December 31, 2021**

3) RSFFPD Combined (GF & FMF) Balance Sheet as of **December 31, 2021**

4) Investment Summary as of **December 31, 2021**

5) Activity Reports – **January 2022**

a. Operations

b. Training

c. Fire Prevention

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

- None

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c. Resolution No. 2022-04

To adopt by consent Resolution No. 2022-04 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation of a State Of Emergency by Governor Newsom’s Executive Orders N-25-30, Issued March 12, 2020; N-33-20 Issued March 19, 2020, and Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies of Rancho Santa Fe Fire Protection District for the Period February 17, 2022 through March 18, 2022 Pursuant to Brown Act Provisions

4. Old Business

None

5. New Business

a. Human Resource Analyst Position

To discuss and/or approve of the additional position of a Human Resource Analyst. Staff Report 22-01, Job Description, and Proposed Organizational Chart

Manager Caccavo reported that the Manager, Finance & Administration role has been taking on more human resource duties in addition to increasingly demanding human resource items such as Covid. To accommodate this development of additional daily tasks required, a new Human Resource Analyst position was created for internal candidates. This new position would enable the Manager to oversee the role, encourage employee retention and succession planning.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the additional position of HR Analyst.

b. Budget Authorization

To discuss and/or approve the purchase and implementation of the Caselle Government Accounting and Human Resource Software. Staff Report 22-02, Caselle Contract Proposal, Assurance Agreement and License Agreement

Manger Caccavo reported that with Microsoft’s pending decision to no longer support our current accounting software GP; and to align with other Fire Special Districts in San Diego, Staff has been utilizing a consultant to research public sector governmental accounting systems tailored to the Special District’s needs. Staff recommends the process of implementation of the Caselle software by the Fiscal Year 2023-24.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and authorize Fire Chief to execute the agreement with Caselle.

c. Financial Audit Services – FY 21/22

To discuss and/or approve the distribution of a “Request for Proposal” to retain the services of an independent auditor. Staff Report 22-03

Manager Caccavo reported that Pun Group indicated an increase of \$5000 to extend the contract for two (2) years due to staff shortages and the previous year they did not increase the cost for audit. Staff recommends to continue with the current auditor as it would be beneficial in light of all the upcoming changes.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve continuing the contract with Pun Group for an additional two (2) years.

d. Contract for IT Services

To discuss and/or approve the updated contract with Erwin Willis of Wintech for IT services.

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Directors Ashcraft and Hillgren recused themselves (and left the room) from the item to be prudent and ensure that there is no perceived conflict of interest.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to approve the updated contract with Wintech.

6. **Resolution/Ordinance**

a. **Resolution No. 2022-05**

To adopt Resolution No. 2022-05 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
Manager Caccavo reported that this is an annual item that is brought before the board to adopt for continued participation in the SD County Fire Mitigation Fee Program for year 2022-23. Director Ashcraft identified that the resolution indicates on the fourth paragraph that “the District lacks sufficient funds for new or improved Facilities from fund balances, capital facility funds, property tax sources, or an 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” could appear misleading and would like to remind all that it is the Boards’ duty to consider the rapid increases in fiscal requirements that have come due, such as CalPERS obligations and other fiscal challenges.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2022-05.

b. **Resolution No. 2022-06**

To discuss and/or adopt Resolution No. 2022-06 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

Manager Caccavo reported that this is an annual item and due to the approval of the HR Analyst position in New Business, item A, previously discussed, the Salary Schedule must be approved and reposted to the website.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2022-06.

c. **Resolution No. 2022-07**

To discuss and/or adopt Resolution No. 2022-07 entitled A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing Signers on District Bank and Investment Accounts.

Manager Caccavo reported that due to recent changes in staff the District will need to update the signatures with the banking and investment vendors to ensure authority in house to execute checks and approvals.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2022-07.

7. Oral Report

a. **Fire Chief**

i. District Activities: *Chief McQuead reported that he and Fire Marshal visited the Santa Fe Irrigation District to network; Chief McQuead and Chief Slattery met with Olivenhain Municipal Water District which promptly resulted in correcting the leak at Station 2.*

Chief McQuead reported that he attended a Webelos virtual meeting, which is a 9 year old to 11 year old troop bridging the gap from cub scout to boy scout.

Chief McQuead reported that a quilting group out of Elk Grove created quilts for surviving member of fallen firefighters; they sent one for Jenny Mosby and one for Canli Mertz.

Rancho Santa Fe Fire Protection District
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- ii. Appreciation Luncheon: *Chief McQuead reminded the Board that on the March 16th Board meeting Staff will catch up two years' worth of badge pinning and new hire introductions starting at 11:30 am.*
- b. **Operations – Deputy Chief**
*Chief Slattery reported on several vacancies: one Battalion Chief, one Captain, one Engineer and two (2) Firefighter/Paramedics. The Battalion Chief testing will be 2/22 & 2/23 and the District will be doing testing for Engineer and Captain with the North Zone. Anticipate the transition of Chief Sherwood to the floor and Chief Thompson to Training Chief by April 2022.
Released two probationary firefighters based on medical skills. Discussion followed regarding current recruitment issues.
Engineer Cantrell has taken over the reserve program with a total of seven (7) reserves who were on hold due to Covid; another ten (10) are going to be moving through backgrounds with a two-week academy starting early March.
Deputy Chief Slattery presented the differing incidents on the dashboard of software Tableau and presented recent pictures on traffic collisions in the District's jurisdiction.*
- c. **Training – Battalion Chief**
Chief Slattery reported that recently the North Zone agencies held an extended attack drill reenacting three scenarios of major wildfire with Battalion Chief's acting as Incident Commander.
- d. **Fire Prevention – Fire Marshal**
*Fire Marshal Donner reported that Amazon is redoing a 2-story building in 4S Ranch; Staff is working on a new Weed Abatement mailer.
Staff attended Damage Inspection Specialist training put on by CalFire. Fire Marshal Donner handed out a packet that CalFire put together regarding what building materials are burning during the large fires. The handout shows the different components of structural hardening and its effects. Staff will translate and add the information in a more simplistic manner to the annual mailer.*
- e. **Manager, Finance & Administration**
- i. Form 700: *Manager Caccavo reported that the Form 700 is due by April 1, 2022.*
- ii. Auditor: *Previously discussed.*
- iii. Website: *Staff looking at possibly moving the current website to Streamline which is geared for compliancy for Special Districts. Directors would like to move forward on this; Manager Caccavo getting quotes.*
- iv. Grant: *Manager Caccavo passed out a sample of a grant recap that Staff would like to present moving forward onto the Consent Calendar. The Rancho Santa Fe Fire District Foundation will be added to the form.*
- f. **Board of Directors**
- i. North County Dispatch JPA: *Director Ashcraft reported that North Comm will be meeting on 2/23/2022.*
- ii. County Service Area – 17: *Director Hillgren reported that at the 2/1/2022 Zoom meeting; discussed drug overdose cases when given in the field; during the pandemic opioid overdoses skyrocketed. Financially volume of transports went up so increase in reserves - 4 million in reserves to 5.5 million in reserves in about 3 years; 11% of the budget is excess reserves.
Newly created Recovery Resource Council similar to substance abuse counselors help with withdrawal and mitigation. Currently there is a severe blood shortage in SD County.
Compliance for prior quarter was down from approximately 95% to 92-93%.
Ambulance RFP anticipated to be out by the end of March; of the Ambulatory services 60% go to Scripps in Encinitas and 26% Scripps in La Jolla.*

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*EMS Coordinator Sal Ruiz will be getting a much needed assistant.
May 3rd next meeting – Director Stine to attend.*

iii. Comments

Stine: Form 700 using same link and password.
Tanner: Appreciate the flags put out by Station 1 personnel.
Hillgren: Biden promoting nationally recognized hardening procedures for fire insurance.
Malin: None

Meeting adjourned for a 10-minute break at 2:44pm and subsequently into Closed Session at 2:56pm.

8. **Closed Session**

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Represented Employees: Employee Association
All board members listed and Chief McQuead, Deputy Chief Slattery and Manager Caccavo attended and participated in this discussion.

Reconvened to Open Session at 3:19pm

Upon reconvening to open session, President Ashcraft announced that the Board had given direction; no action taken.

9. **Adjournment**

Meeting adjourned at 3:20pm

Alicea Caccavo
Board Clerk

James H. Ashcraft
Board President

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes March 4, 2022



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.

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 10:30am.

Pledge of Allegiance

Fire Chief McQuead led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Tanner

Directors via Zoom: Hillgren, Malin, Stine

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; and Manager, Finance & Administration/Board Clerk Alicea Caccavo

1. **Public Comment**

None

Meeting adjourned at 10:31am to Closed Session

2. Closed Session

a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS

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

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

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Deputy Chief, Battalion Chiefs (4), Manager, Finance & Administration, Fire Marshal

Under Negotiation: Side Letter/ Addendum Memorandum of Understanding and/or Compensation Resolution

All board members listed and Chief McQuead, Deputy Chief Slattery and Manager Caccavo attended and participated in this discussion.

Reconvened to Open Session at 11:19am

Upon reconvening to open session, President Ashcraft announced that the Board had given direction to Deputy Chief Slattery to set up meet & confer with both bargaining groups with the Board negotiators to cover the Board of Directors proposal; no action taken.

3. **Adjournment**

Meeting adjourned at 3:20pm

Alicea Caccavo
Board Clerk

James H. Ashcraft
Board President
Master Agenda
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Check No.	Amount	Vendor	Purpose
34762	\$280.00	A to Z Plumbing Inc	Building RSF6
34763	\$156.88	Aair Purification Systems	Building RSF3
34764	\$760.09	AT&T Calnet 2/3	Telephone RSF1, RSF3, RSF6, ADMIN
34765	\$1,593.00	C.A.P.F.	Disability Ins Short & Long
34766	\$512.20	Cox Communications	Telephone, Cable - RSF5
34767	\$2,265.41	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
34768	\$130.86	Dish	Cable RSF6
34769	\$406.71	EDCO Waste & Recycling Inc	Trash - RSF5, RSF6
34771	\$188.83	Griffin Hardware Co.	Station Maintenance - RSF2
34772	\$250.00	K & K Coatings	Station Maintenance - RSF5
34773	\$686.40	L N Curtis & Sons Inc	Rescue Equipment
34774	\$200.00	Ligtenberg, Ray	Education/Training Reimbursement
34775	\$6,475.37	North County EVS Inc	Scheduled - ID 2011
34776	\$1,636.15	Olivenhain Municipal Water District	Water - RSF2, RSF4
34777	\$3,000.00	Reserve Account	Postage
34778	\$314.78	Rincon Del Diablo Municipal Water Di	Water RSF5
34779	\$3,898.87	SC Commercial LLC	Fuel: Gasoline & Diesel
34780	\$82.00	Terminix International	Building RSF6
34781	\$15,536.70	U S Bank Corporate Payment System	Cal-Card./IMPAC program
34782	\$903.90	Uniforms Plus	Uniforms: Safety Personnel
34783	\$70.20	Verizon Wireless	CSA-17 Contract
34784	\$2,118.93	Waste Management Inc	Trash - RSF1, RSF2, RSF3, RSF4
34785	\$252.12	Willis, Erwin L.	Computer Equipment/Parts
34786	\$800.00	Accme Janitorial Service Inc	Building ADMIN
34787	\$2,023.03	AT&T Calnet 2/3	Telephone - RSF2, RSF3, RSF4, RSF6, ADMIN
34788	\$13,845.16	BIT PROS INC	Repair - ID 0312
34789	\$4,740.00	Cielo Village Partners LP	Cielo HOA Fees
34790	\$39.47	EDCO Waste & Recycling Inc	Trash RSF6
34791	\$511.25	Eide Bailly LLP	Consulting Services- Financial
34792	\$1,245.00	Fitch Law Firm Inc	Legal Services
34793	\$185.00	Golden Telecom Inc	Telephone Repair
34794	\$110.49	Griffin Hardware Co.	Station Maintenance - RSF2
34795	\$85.21	Home Depot, Inc	Station Maintenance - RSF2; Fuel: Gasoline & Diesel
34796	\$64.38	Konica Minolta Business Inc	Copier Maintenance Contract
34797	\$288.98	MES California	BA Bottle Maintenance/Hydro Testing
34798	\$287.31	Olivenhain Municipal Water District	Water RSF3

Check No.	Amount	Vendor	Purpose
34799	\$179.50	Race Telecommunications, Inc	Telephone RSF1
34800	\$120.00	RSF Mail Delivery Solutions	Mail Delivery Service
34801	\$75.00	S2Technology, Inc.	Consulting Services
34802	\$582.67	Santa Fe Irrigation District	Water RSF1; NCDJPA Rebill
34803	\$2,022.16	SC Commercial LLC	Fuel: Gasoline & Diesel
34804	\$3,818.04	SDG&E	Elec/Gas/Propane - RSF2, RSF6
34805	\$320.00	State of CA Dept of Justice	Background Investigation
34806	\$623.05	TPX	Telephone ADMIN
34807	\$7,500.00	WinTech Computer Services	Consulting Services
34808	\$670.00	A to Z Plumbing Inc	Building - RSF1, RSF2
34809	\$131.64	Airgas Inc	Safety: Breathing Air
34810	\$196.88	Armanino Solutions, LLC	Consulting Services
34811	\$64.20	AT&T	Telephone RSF6
34812	\$140.00	B & B Appliance Service Dept	Station Maintenance - RSF3
34813	\$250.00	Bennett, Luke D.	CSA-17 Contract
34814	\$4,129.30	BIT PROS INC	Repair - ID 6309 (OES)
34815	\$451.45	Blend	Outside Printing & Binding
34816	\$362.99	Charter Communications Holdings, LLC	Telephone - RSF4, ADMIN
34817	\$1,489.99	Compressed Air Specialties Inc	BA Compressor Maintenance
34818	\$72.50	County of SD/RCS	CAP Code Paging Service-Monthly Service
34819	\$661.50	FADER ELECTRIC INC.	Building - RSF3
34820	\$166.50	Global Door & Gate Inc.	Building - RSF2
34821	\$219.34	Griffin Hardware Co.	Station Maintenance - RSF2
34822	\$263.36	HANNA PLUMBING & SUPPLY INC	Building - RSF4
34823	\$4,900.47	MES California	Breathing Apparatus - Supplies and Parts
34824	\$8,450.75	North County EVS Inc	Scheduled - ID 0461, ID 0561, ID 1611; Repair - ID 0461, ID 0561; Suppression - Local Conf/Seminars
34825	\$127.89	Reyes, Sandra N.	Janitorial Supplies
34826	\$4,950.50	SC Commercial LLC	Fuel: Gasoline & Diesel
34827	\$12,600.13	SDG&E	Elec/Gas/Propane - RSF1, RSF2, RSF3, RSF4, RSF5, ADMIN
34828	\$500.00	Sound Image Inc	Radio (Portable) Repair
34829	\$85.00	Terminix International	Building RSF2
34830	\$2,178.22	ThyssenKrupp Elevator Inc	Elevator Service, NCDJPA Rebill
34831	\$3,125.00	Vanguard Fire Protection Inc	Station Maintenance - RSF1, RSF2, RSF3, RSF4, RSF5, SRF6
34832	\$4,608.84	Willdan Financial Services Inc	Benefit Assessment
34833	\$4,736.22	Guardian Life Insurance Co	Medical Insurance, Med/Dental - Retiree-Former Employees

Rancho Santa Fe Fire Protection District

List of Demands - February 2022

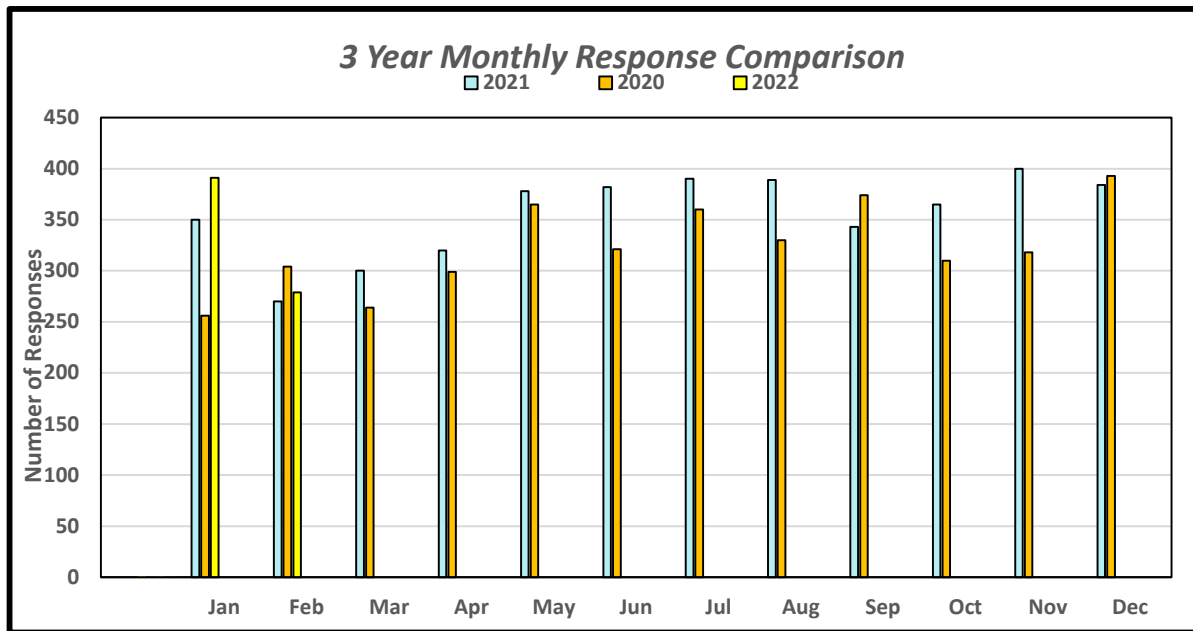
Check No.	Amount	Vendor	Purpose
MISC	\$1,137.97	Various	Medical Reimbursement
Subtotal	<u>\$137,855.74</u>		
ACH Transfer	\$165,502.55	CalPERS	CalPERS - January 2022 Retirement
ACH Transfer	\$72,289.41	CalPERS	CalPERS - March 2022 Health
Subtotal	<u>\$237,791.96</u>		
2/15/2022	\$ 397,268.82	Payroll	RSFFPD
2/22/2028	\$ 359,796.61	Payroll	RSFFPD
Subtotal	<u>\$ 757,065.43</u>		
Total	<u><u>\$1,132,713.13</u></u>		

RSF Grant Re-Cap

Date Submitted	Department/Program Area	Agency/Grantor Name	Description / Items Requested	Amount Requested	Total Received	Notes:
ACTIVE						
30-Jan-21	Safety & Operations	OTS	Struts, Airbags, Circ. Saw	\$15,181.23		Received tentative approval letter; Submitting and completing quarterly report for 2nd quarter
30-Sep-20	Safety & Operations	FEMA	Covid Forced Labor OT	\$93,084.25		Awaiting secondary approval
AWARDED						
24-Sep-20	Safety & Operations	FEMA/CAL OES	COVID-19	\$24,685.07	\$24,685.07	Up to 75% Eligible Reimbursement / Received 5/27/2021 Warrant 09-227140
13-Nov-20	Safety & Operations	FEMA PA	Covid - Wildfire Upstaffed Reimbursement	\$15,928.83	\$14,933.28	Received \$2986.66 6/21/2021; Received \$11946.62 8/17/2021
12-May-20	Fire Prevention	FEMA	Vegetation Management	\$18,000.00	\$17,142.86	RSF contributes \$857.14
15-Oct-21	Operations	CSDA (CA Special Districts)	COVID-19	\$6,163,371.00		Received \$1,154,981
CLOSED						
	Safety & Operations	SD SHSP 2018		\$22,953.00		
	Safety & Operations	UASI FY18		\$6,105.00		
01-Jul-20	Safety & Operations	FEMA- COVID 2019	COVID-19	\$60,935.00	\$26,369.50	
15-Jan-19	Safety & Operations	SD SHSP 2019	Radios	\$22,883.00	\$22,883.00	Received 4/28/2021 Warrant 3213941
12-Dec-19	Safety & Operations	SD SHSP 2020	Radios	\$23,726.00	\$25,000.00	Received 3/31/2020
DENIED						
12-Feb-21	Safety & Operations	FEMA AFG	SCBA Compressor	\$77,114.00		DENIED
12-Mar-21	Safety & Operations	FEMA(SAFER)	Admin Captain/stipend/PPE/Tuition	\$1,323,987.00		DENIED
10-Mar-21	Safety & Operations	FEMA(SAFER)	Staffing RSF-6	\$1,411,665.00		DENIED
12-Mar-20	Safety & Operations	FEMA	Type VI Apparatus	\$247,560.00		DENIED
12-Mar-20	Safety & Operations	FEMA	Thermal Imaging Cameras	\$18,007.00		DENIED
30-Oct-20	Facilities	CALOES	RSF 6 Generator	\$132,000.00		DENIED
29-Dec-20	Facilities	FEMA	RSF 6 Generator	\$132,000.00		DENIED
RSF Fire District Foundation						
07-Dec-21	Training	RSF Foundation	Forcible Entry	\$8,905.00	\$8,905.00	(1) Multi-Force Door (Forcible Entry Door Simulator)
21-Sep-21	Safety & Operations	RSF Foundation	GIA Wellness	\$8,537.50	\$8,537.50	50/50 split with the District for pendants, cell guards for Staff and harmonizers for each facility
19-Aug-21	Safety & Operations	RSF Foundation	UVC Air Disinfecting	\$1,000.00	\$1,000.00	10 UVC LED Disinfecting Air Purifiers
Change since previous re-cap						

Rancho Santa Fe Fire Protection District Operations Report

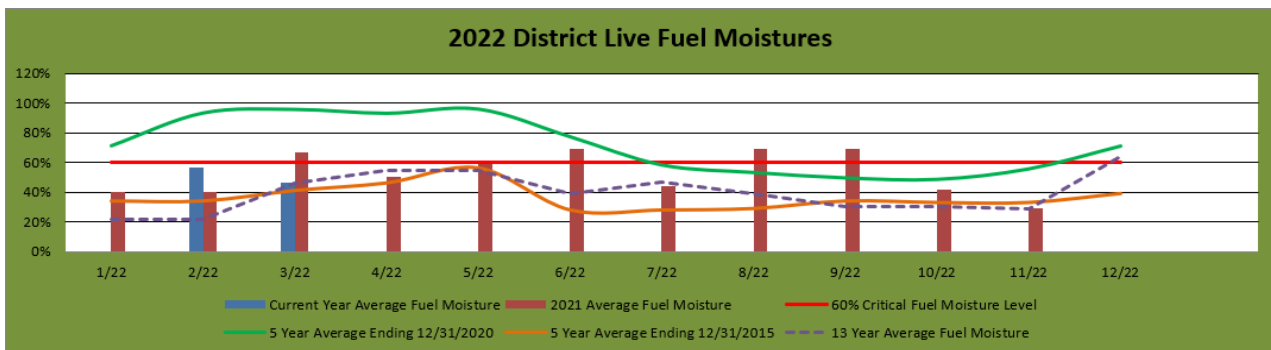
February 2022



3 Year Call Volume Tracker:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses	
2022	Responses	391	279										670	
	YTD	391	670											
2021	Responses	350	270	300	320	378	382	390	389	343	365	400	384	4,271
	YTD	350	620	920	1240	1618	2000	2390	2779	3122	3487	3887	4271	9.68%
2020	Responses	256	304	264	299	365	321	360	330	374	310	318	393	3,894
	YTD	256	560	824	1123	1488	1809	2169	2499	2873	3183	3501	3894	

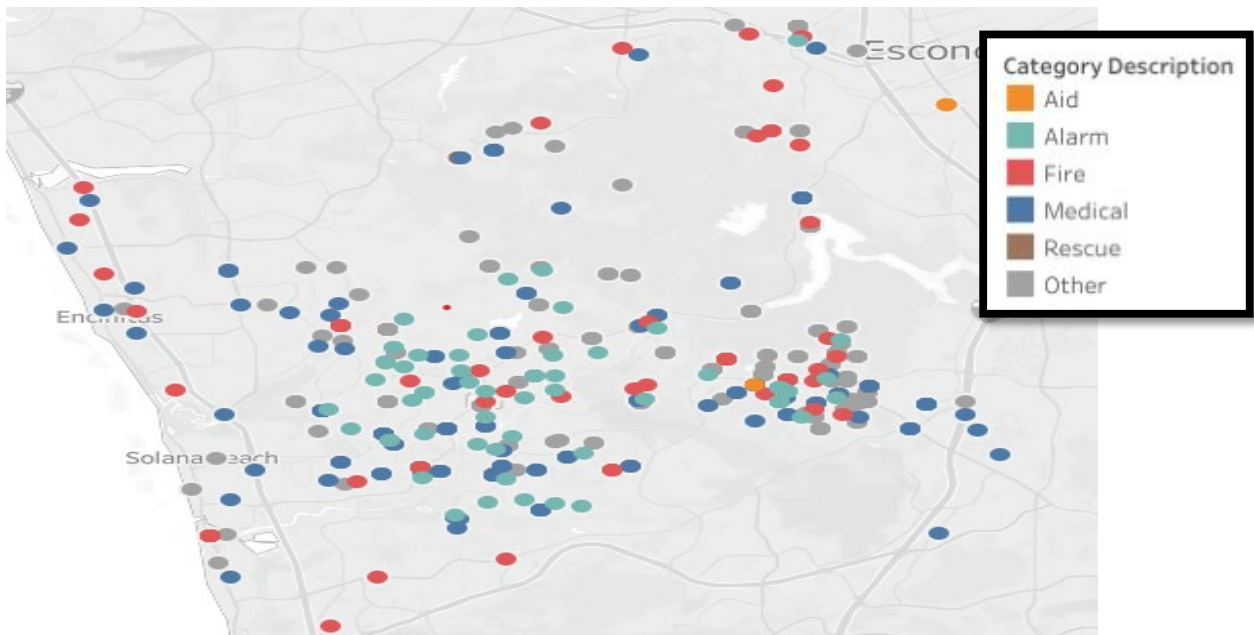
Monthly Fuel Moisture:



Rancho Santa Fe Fire Protection District Operations Report

February 2022

Monthly Incident Map

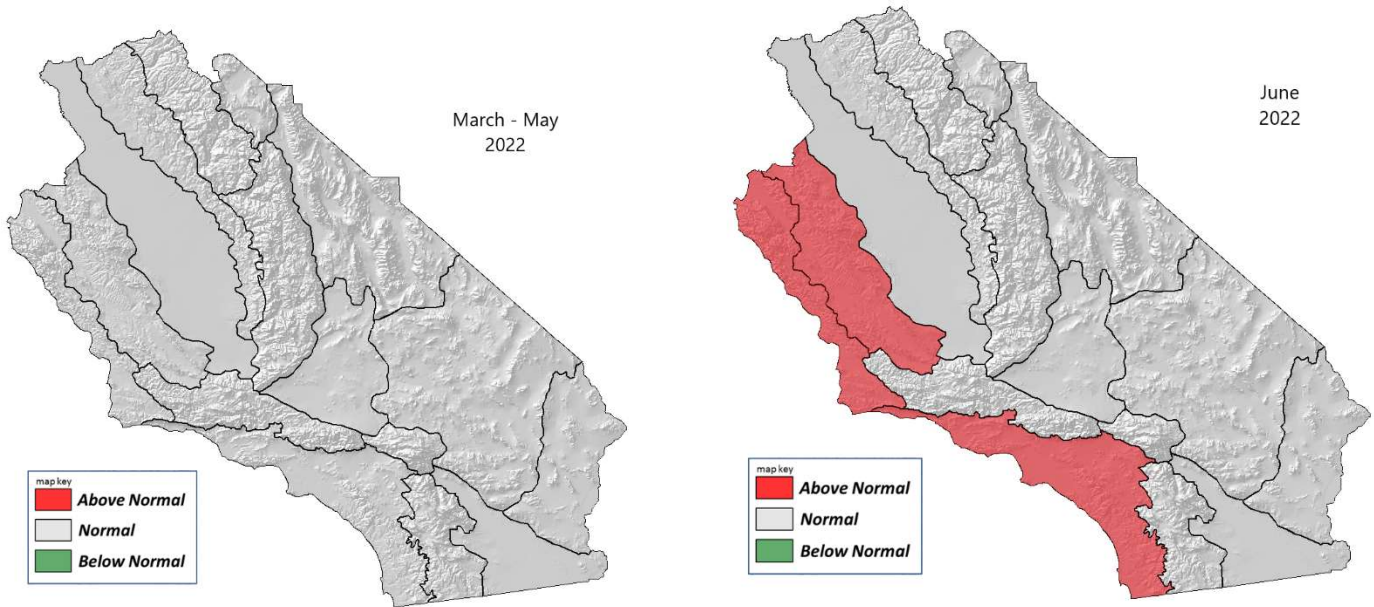


Significant Incidents:

Date:	Incident:	Units Assigned:
2/20/2022	Auto Extrication / 16077 San Dieguito Rd	B261, E261, E263, M261, MAIR6
2/20/2022	2 Alarm Structure Fire / 235 25th St. Del Mar	B261, E261, E263
2/20/2022	2 Alarm Structure Fire / West 8th Ave., Escondido	B261, E265
3/4/2022	Vehicle Fire / 10448 Reserve Drive	E262

Covid-19 Agency Status: As of March 8, 2022

	<u>Positive</u>
Fire Suppression Personnel	0
Administration and Prevettion	0



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

March 2022 - June 2022 South Ops Highlights

- Temperatures will be below normal in March and April and then above normal in May and June.
- Rainfall will be near to a little above normal in March and April and then below normal in May and June.
- The amount of Santa Ana wind events will be near to below normal in March and April.
- The marine layer will be shallower and not penetrate as far inland as normal in May and June.



Weather Discussion

Just like in January, strong upper-level high pressure off the West Coast remained the dominant weather feature affecting Central and Southern California in February. This area of high pressure caused above normal temperatures most of the month. Record heat occurred across portions of the area February 9-13. A couple of upper-level low pressure areas brought brief periods of below normal temperatures during the last couple weeks of the month. Overall, temperatures were above normal for the month (**Fig 1**). Similar to January, there were no significant storms. Scattered showers with light rainfall totals moved across the region with the two low pressure areas. Otherwise, it was dry. The snow level was between 2,000 and 4,000 feet and less than a foot of new snow fell over the Sierra and the Southern California Mountains. Precipitation was below 25% of normal across almost the entire region (**Fig 2**). The snowpack in the Sierra has dropped to between 60% and 70% of normal due to minimal precipitation this January and February, our two wettest months (**Fig 3**). Moderate to strong Santa ana wind events occurred throughout the month as troughs moved up and over the high-pressure area and then down into the Great Basin and Desert Southwest. There were strong westerly winds over the mountains and deserts ahead of the two deep low-pressure areas.

Av. Max. Temperature dep from Ave (deg F)
2/1/2022 – 2/27/2022

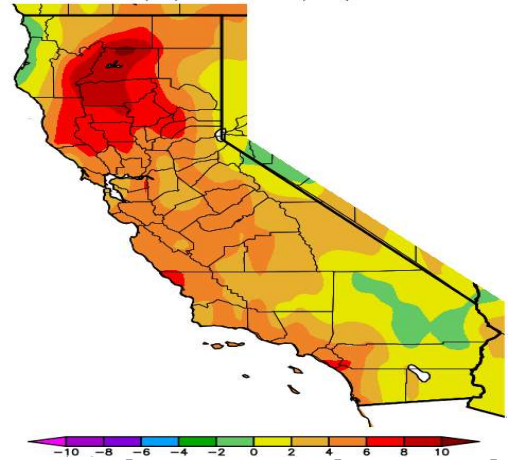


Fig 1: February 1st - February 27th Temperature (% of Ave.)

Percent of Average Precipitation (%)
2/1/2022 – 2/27/2022

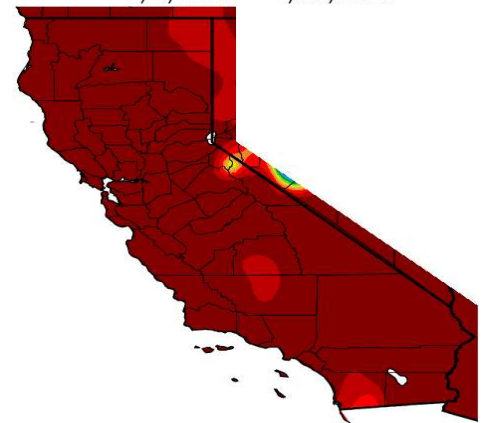


Fig 2: February 1st - February 27th Precipitation (% of Ave.)

Data For: 28-Feb-2022

% Apr 1 Avg. / % Normal for this Date

53.0%	/	60.0%	Northern Sierra / Trinity
58.0%	/	67.0%	Central Sierra
54.0%	/	64.0%	Southern Sierra

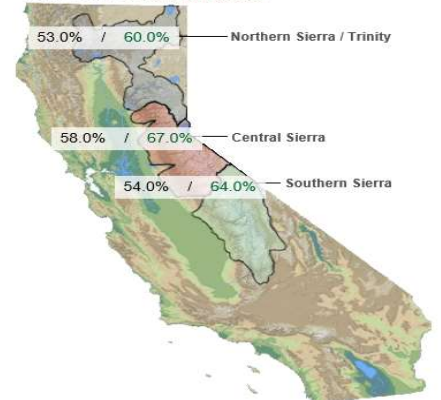


Fig 3: Snow pack as of Feb 28th, 2022



Fuels Discussion

There was little change in drought conditions in February, with the drought remaining in the moderate to severe category across the region (Fig 4). Due to the continued well below normal precipitation, both the 1000-hr and the 100-hr dead fuel moistures were below record levels most of the month (Figs 5@6). Widespread green-up continues across the lower elevations due to the warm conditions and abundant rainfall that occurred in December. The live fuel moisture continues to increase and is now well above normal over most of the region (Fig 7).

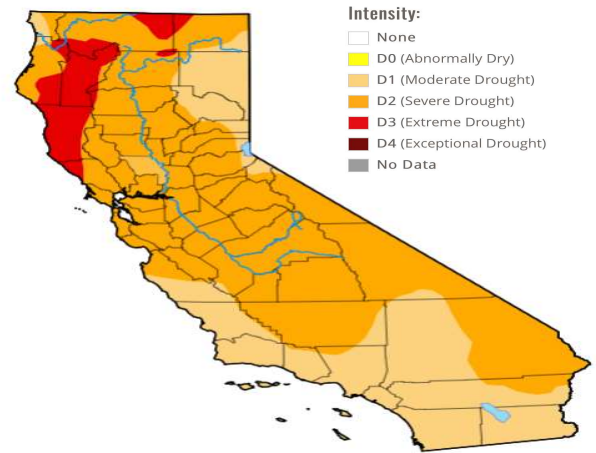


Fig 4: Drought Monitor February 24th, 2022

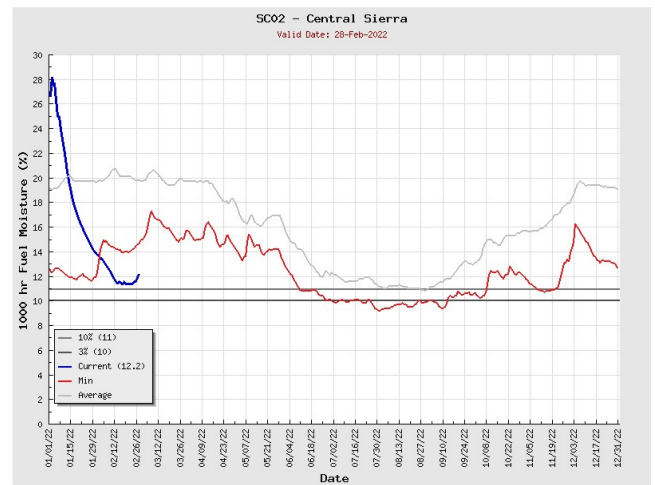


Fig 5: Central Sierra 1000 hr Dead fuel moisture February 28th

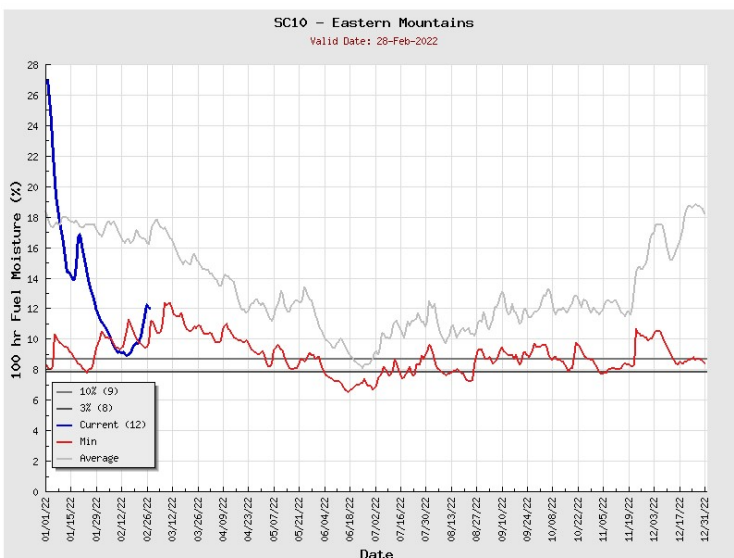


Fig 6: Eastern Mountains 100 hr Dead fuel moisture February 28th

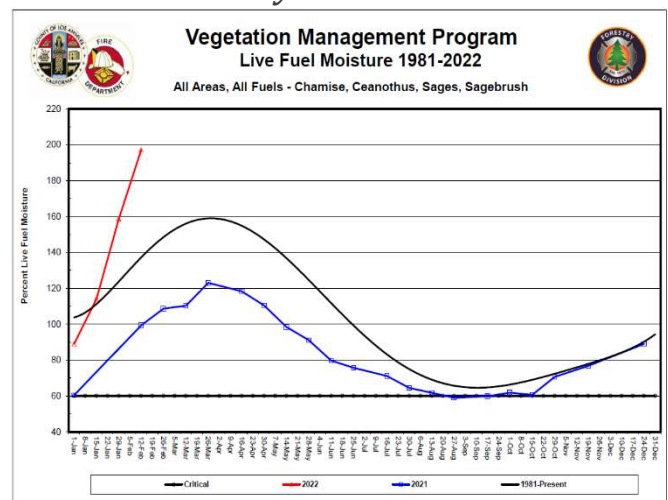


Fig 7: LA County Live Fuel Moisture February 15th

SOUTH OPS OUTLOOK

Sea surface temperatures remain below normal over both the Gulf of Alaska and the Equatorial Pacific Ocean (**Fig 8**). The sea surface temperatures off the West Coast are now starting to cool. These cooling sea surface temperatures will likely allow the upper-level area of high pressure just off the West Coast to move westward. This will allow troughs from the Gulf of Alaska to drop south into California. Computer models show a little below normal sea surface temperatures off the West Coast through April (**Fig 9**). Thus, expect below normal temperatures and near to a little above normal precipitation across the region through April. Computer models show that sea surface temperatures over both the Gulf of Alaska and off the West Coast will warm May and June. Therefore, high pressure will most likely set up just off the West Coast once again. This will bring above normal temperatures and below normal precipitation. The amount of Santa Ana wind events will likely be near to below normal in March and April. The marine layer over the coastal areas will likely be shallower and not penetrate as far inland as normal in May and June.

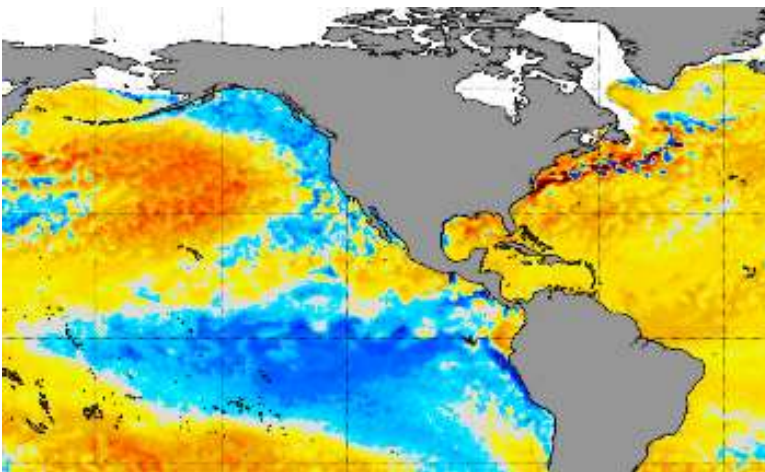


Fig 8: Sea Surface Temperature Anomaly, February 28th, 2022

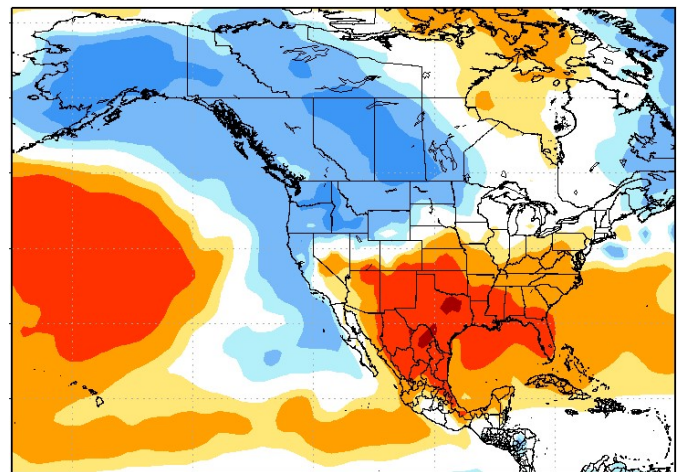
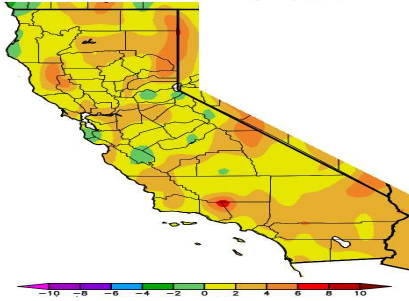


Fig 9: Forecast Temperature Anomalies for March through April, February 28th, 2022



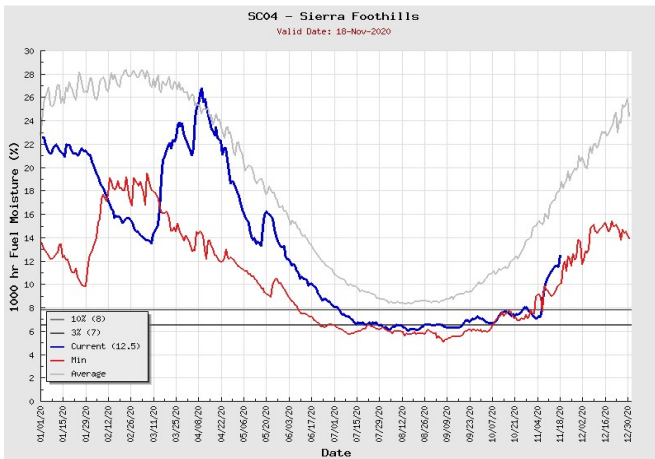
Select Intel Links used in the forecast

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



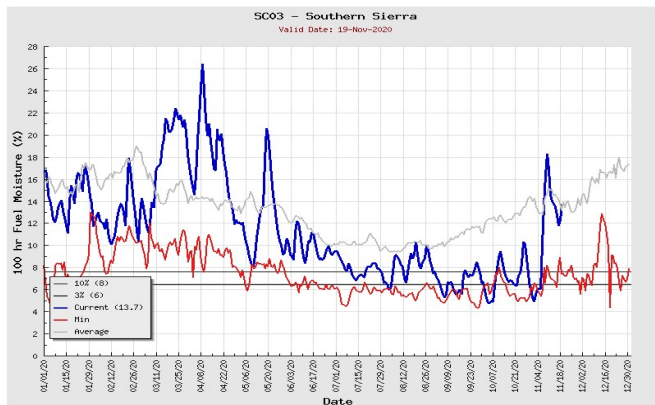
Climate

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



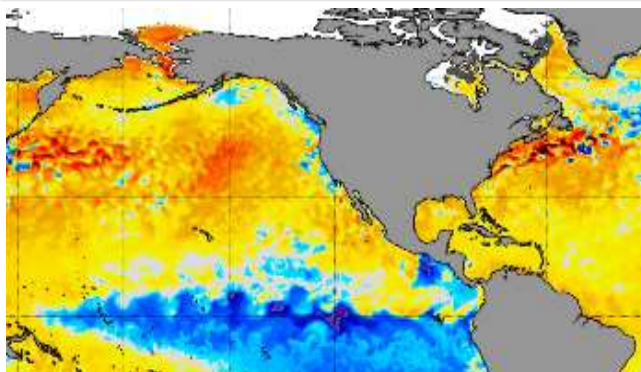
1000 hr dead fuel moisture

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



100 hr dead fuel moisture

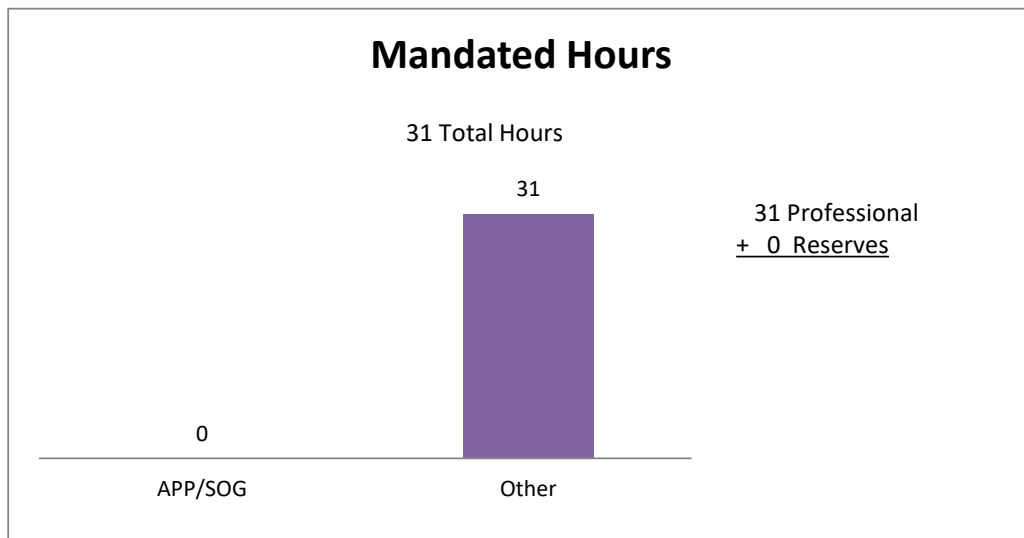
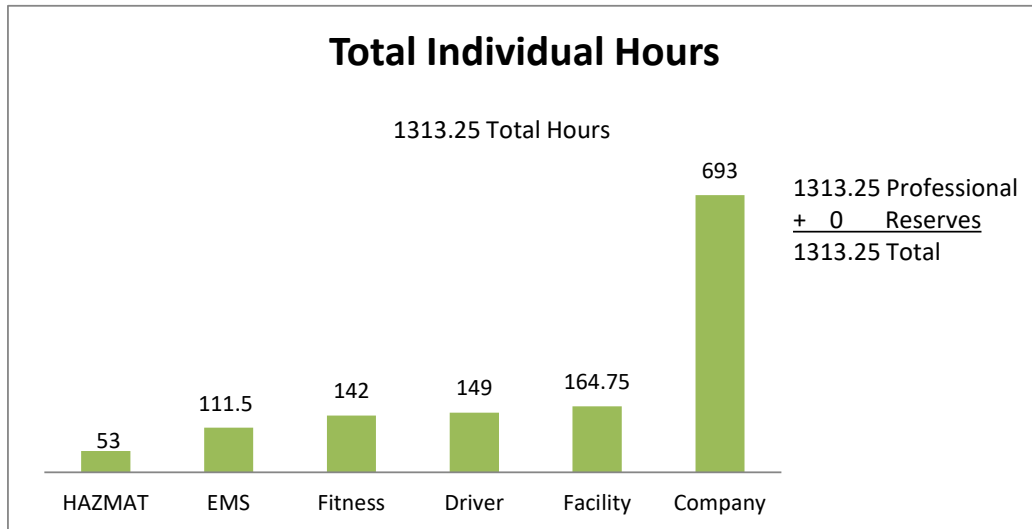
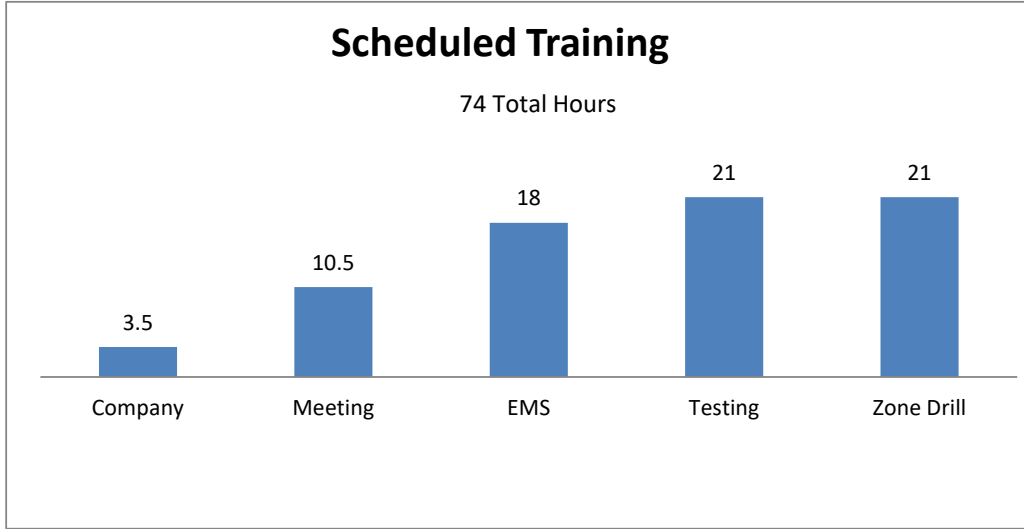
- https://gacc.nifc.gov/oscc/fuelsFireDanger_Hundred.php



Current sea surface temperatures

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

**Training Division
February 2022**



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 (Mit Fees)	SQFT Reviewed (No Mit Fees)	Total SQFT Reviewed
New Residential	18	6	6228	35965	42193
Residential Additions/Remodels	12	6	1665	23662	25327
New Commercial	0	0	0	0	0
Commercial T.I.	7	0	0	35429	35429
Tents/Special Events	1	0	0	0	0
Rack Storage	0	0	0	0	0
Preliminary	7	3	0	29244	29244
Fire Suppression Systems	12	1	0	0	0
Alarms	7	0	0	0	0
Landscaping	12	2	6773	15192	21965
Grading/Mylars/Improvement Plans	4	0	0	0	0
Underground	2	0	0	0	0
Hood System	1	0	0	0	0
Tanks	0	0	0	0	0
Cell Sites	0	0	0	0	0
DSS/CCL	0	0	0	0	0
DPLU	5	0	0	50068	50068
Solar Panels	2	0	0	0	0
High Piled Storage	0	0	0	0	0
High Hazard/Communications/Other	3	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	93	18	14666	189560	204,226

INSPECTIONS	
Inspection Type	# of Inspections
Alarms	6
Fire Supression Systems	5
Building Construction	4
Landscaping	2
Tent/Special Event	2
Gates/Knox	1
Site Visit	1
Technical Report/FPP	-
Underground	1
Annual Inspection	18
DSS Licensing	-
Other	2
TOTAL	42

SPECIAL PROJECTS	
Project Type	# of Projects
Grants	-
GIS	3
Forms (Updates/New)	-
Project Research	-
Computer Programming/I.T.	1
Emergency Response Support	-
Annual Mailer (Weed Abatement)	-
Board Report Formatting/ Design	-
Other	-
TOTAL	4

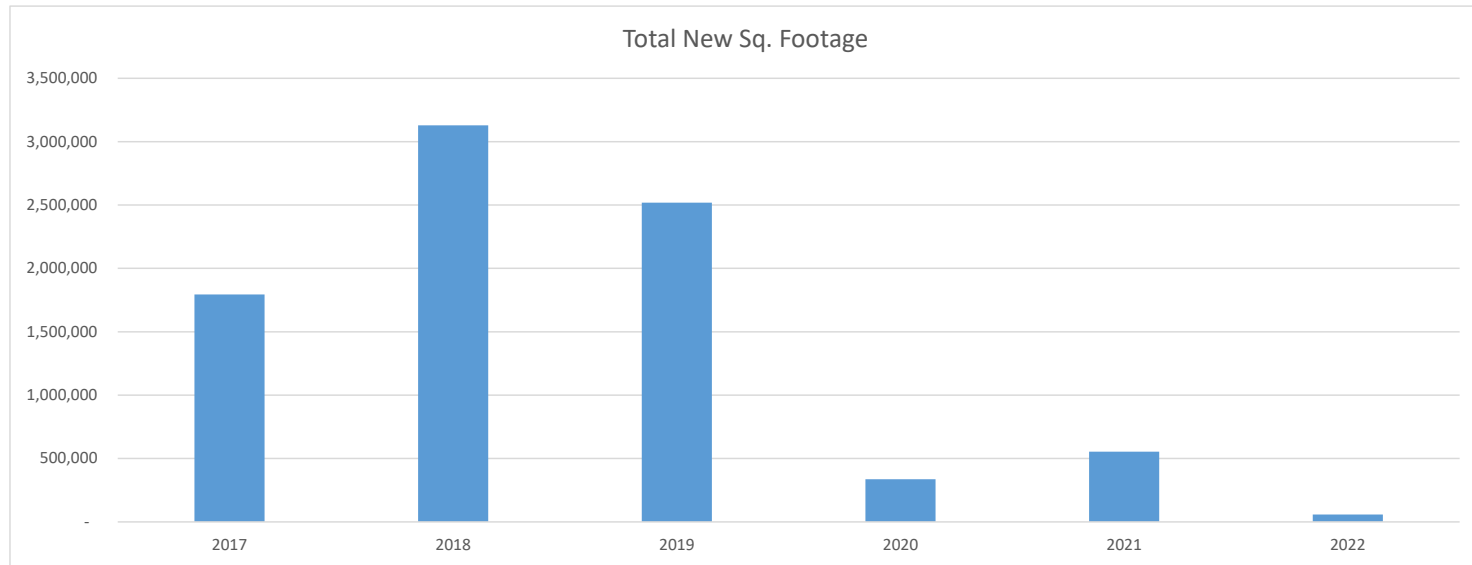
MEETINGS	
Meeting Type	# of Meetings
H.O.A	-
Staff	8
Board	1
On-Site Project Meetings	11
In-Office Project Meetings	21
Shift	-
Captain's	1
Weed Abatement	2
County	1
Code Development	-
Support/I.T. Development	1
San Diego County FPO's	3
Community Stakeholder Meetings	2
North Zone	3
Other	1
TOTAL	55

TRAINING/EDUCATION	
No. of Training Classes	Staff Hours
0	16
0	0
0	0
0	0
TOTAL	16

WEED ABATEMENT	
Activity	# of Inspections
Weed Abatement Inspection	1
Weed Abatement Reinspection	-
1st Notice	-
Final Notice	-
Posting	-
Notices Printed	-
Abated	-
Forced Abatement	6
TOTAL	

OFFICE SUPPORT	
Activity	# Completed
Phone Calls	910
Correspondence	4,538
Walk in/Counter	215
Knox Application Request	4
Burn Permits	1
Plans Accepted/Routed	66
Special Projects	1
Scanning Documents/Electronic Files	161
Meetings: Admin/Prevention/Admin Shift	3
Post Office Runs	-
Deposit Runs/Preparations	4
TOTAL	5,903

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	57,561

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										

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										

RESOLUTION No. 2022-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM'S EXECUTIVE ORDERS N-25-30, ISSUED MARCH 12, 2020; N-33-20 ISSUED MARCH 19, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF RANCHO SANTA FE FIRE PROTECTION DISTRICT FOR THE PERIOD MARCH 19, 2022 THROUGH APRIL 17, 2022 PURSUANT TO THE BROWN ACT PROVISIONS.

WHEREAS, the Rancho Santa Fe Fire Protection District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Rancho Santa Fe Fire Protection District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-16 on September 29, 2021, finding that the requisite conditions exist for the legislative bodies of Rancho Santa Fe Fire Protection District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, specifically, the Covid-19 state of emergency remains active and the Governor's Covid-19 Emergency Proclamation of March 4, 2020 remains in effect; and

WHEREAS, the Board of Directors does hereby find that, social distancing has been ordered by state and local public health authorities due to the imminent health and safety risks of in person contacts and meetings during the COVID-19 emergency; and

WHEREAS, the Board of Directors recognizes the social distancing orders of state and local public health authorities, and hereby finds that the state of emergency related to Covid-19, and the risk of contagion of Covid-19 for attendees at in-person meetings has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District; and

WHEREAS, the Board of Directors desires to affirm a local emergency exists, re-ratify the proclamation of state of emergency by the Governor of March 4, 2020, and re-ratify the state and local orders of public health authorities for social distancing; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of Rancho Santa Fe Fire Protection District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Board of Directors adopted virtual meeting protocols on April 15, 2020, which include options for public participation.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF Rancho Santa Fe Fire Protection District DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency related to COVID-19 in the District and proclaims that a local emergency persists throughout the District, recognizes that social distancing orders have been issued by state and local public health authorities, and finds that in person meetings would present imminent risks to the health and safety of attendees.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Staff and legislative bodies of Rancho Santa Fe Fire Protection District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) March 19, 2022, or such time the Board of

Directors adopts a subsequent resolution in accordance with Government Code section 54953(e) (3) to extend the time during which the legislative bodies of Rancho Santa Fe Fire Protection District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Rancho Santa Fe Fire Protection District], this 16th day of March 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James H. Ashcraft
Board President

ATTEST:

Alicea Caccavo
Board Clerk

RESOLUTION No. 2022-09

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 March 16, 2022.

1. SALARIES (FLSA Exempt)

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

<i>Position</i>	<i>Range/Annual Salary</i>	
Fire Chief	\$178,056	\$223,197
Deputy Chief	\$ 175,876	\$ 201,360
Battalion Chief	\$ 134,175	\$ 164,370
Fire Marshal	\$117,099	\$ 153,780
Manager, Finance & Administration	\$105,287	\$ 138,268

1.2 **Stipend:** On the March 31, 2022 pay date, and by a separate check, a \$5,000 stipend, less applicable state and federal withholdings, will be paid to each active employee, except for the Fire Chief, (as of March 31, 2022) represented within this resolution. This one-time stipend is not reportable compensation to CalPERS.

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, plus an additional 2% employee contribution 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 PERS 3% @ 55 plan, the employee will contribute 100% of the employee’s contribution for all reportable wages, plus an additional 2% employee contribution 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:
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 taxed 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
 - b. The employee must choose to convert unused sick leave hours to an employee's RHSA at a ratio of 2:1. A minimum of 500 sick leave hours is required to be eligible for this option. The RHSA contribution shall be calculated at the straight time rate and shall not exceed the value of 40 shifts.

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; and
 - b. The employee must convert unused sick leave hours to be an employee's RHSA at a ratio of 2:1. A minimum of 357 hours is required to be eligible for this option. The RHSA 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 to 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 Definition of Immediate Family - Immediate family shall include: husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, grandparent, grandchild, or any legal dependent residing in same household.

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 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 premium may be used for medical/dental expenses as defined by the Administrative Policy for a maximum period of 12 months. After the 12-month period expires, at retirement, or if an employee is of retirement age and separation occurs due to disability or death, 100% of any unused premium shall be transferred to the employee's Retirement Health Savings Account. NOTE: If an employee separates from employment for any other reason, the unused premium shall be forfeited.
- 4.3 Eligible full-time employees may elect to opt out of only the medical insurance, if proof of coverage can be provided to the District. If no medical options are selected, the District shall place a capped rate of \$1,000 per month (\$12,000 annually) in the employee's medical reimbursement account. Unused premiums shall be transferred to the employees HRSA per the provisions in 6.01.

- 4.4 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 entire premium and a two percent (2%) administrative cost.
- 4.5 Life: The District shall provide a \$50,000 life insurance policy for the employee and the Board of Directors, and \$1,000 life insurance policy for employee's dependents. The policy shall include accidental death and dismemberment coverage.
- 4.6 Long-Term Disability: The District shall provide a Long-Term Disability plan.
- 4.7 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. HEALTH RETIREMENT SAVINGS ACCOUNT

- 5.1 Employees shall be required to participate in a District administered Retirement Health Savings Account (RHSA). The following terms apply:
 - a. A monetary contribution will be made by the District in an amount of \$100 per employee per month.
 - b. The value of any unused medical reimbursement shall be transferred at the end of each calendar and fiscal year to the employee's RHSA (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) will be contributed to the RHSA 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.

6. MANAGEMENT INCENTIVE PAY

- 6.1 Effective July 1, 2021, and in recognition of the unique nature of the District's executive management and confidential positions and associated job responsibilities, Management Incentive Pay (**MIP**) may be provided annually as a percentage of annual base salary, 5% of the annual base salary in any calendar year and reported to the California Public Employees' Retirement System as earned per pay period. 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. Management Incentive Pay is available to all employees included in the pay and benefits plan, and employees shall not have the option to decline Management Incentive Pay. Management Incentive Pay shall not be for overtime, nor in lieu of other benefits excluded under the California Public Employees Retirement Law statutes, not for special compensation not otherwise listed in Title 2 CCR, Section 571. To the extent permitted by law, this pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571 (a)(1) Incentive Pay— Management Incentive.
- 6.2 All Manager personnel represented in this resolution will receive a 5% of their annual base salary as of July 1. The MIP provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1 and paid once per calendar year on the July 31 pay date. The MIP of 5% of the annual base salary shall only to be used once in a twelve (12) month period for the calculation of reportable compensation. Management personnel covered by this benefit may choose one of the following options:
 - a. Direct Payment – Cash: this option is considered additional income and is subject to federal and state withholding taxes.
 - b. Direct Payment – Deferred Compensation 457 Plan: this option is considered additional income and is subject to the maximum deferral allowed by the IRS.
 - c. Combination of Option a, or b: this option may not exceed the maximum benefit.

- 6.3 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
- 6.4 Staff Management Incentive Pay: Beginning July 1, 2017, all Management personnel represented in this resolution and who are assigned to a 40-hour or 9/80 workweek, will receive an additional Staff Management Incentive Pay (SMIP) of 5% of their annual base salary. To be eligible for the SMIP, the manager must have been assigned to a 40-hour or 9/80 workweek for a minimum of 65% of the previous fiscal year. The SMIP provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1 and paid once per year on the August 15 pay date, or at retirement if employee retires prior to this pay date. This SMIP of 5% of annual base salary shall only to be used once in a twelve (12) month period for the calculation of reportable compensation. Management personnel covered by this benefit may choose one of the options described in 6.2 a – c.

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
- 7.2 All Chief Officers shall receive holiday payment equal to one-half month's salary, payable on November 15. Rotating schedules to assure availability during holidays will be required.

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	144 hours
5 – 9 years	120 hours	168 hours
10 – 14 years	136 hours	192 hours
15 – 19 years	160 hours	240 hours
20+ years	200 hours	288 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 112 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 9.2.
- 9.4 A written request received by December 31 for payment of accrued vacation sold back to the District, which will be remitted by separate check on January 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.

10. EMERGENCY RESPONSE COMPENSATION

- 10.1 The District will compensate employees at the straight-time hourly rate for all time worked greater than their daily rate for responses for which the District is reimbursed. The District will pay compensation upon receipt of monies from agencies requesting services. Maximum compensation will not exceed any reimbursement amount received by the District. This provision does not apply to any Battalion Chief position.
- 10.2 Battalion Chief Emergency Callback: *Battalion Chief Emergency Callback* is defined as a call back to work for emergency coverage exceeding three (3) hours; or when on an emergency assignment that does not extend into the next 24-hour operational period shall be paid at their straight time hourly rate.
- 10.3 Battalion Chief Extended Overhead Assignment: *Battalion Chief Extended Assignment* is defined as an emergency assignment that extends into the next 24-hour operational period. The employee shall be paid an hourly rate of time and one-half.
- 10.4 Cal-OES/California Fire Assistance Agreement (CFAA) reimbursement for Battalion Chief Overhead assignment and Backfill: Overhead assignments through a Cal-OES/CFAA reimbursable incident, the battalion chief shall be paid an hourly rate of time and one-half for overtime worked beyond their regular hours assigned. A Battalion Chief who directly backfills the open shift(s) created by the overhead assignment, shall be paid an hourly rate of time and one-half for overtime worked beyond their regular hours assigned. The Training Officer-Battalion Chief is not backfilled when assigned to an incident.

{SIGNATURES ON NEXT PAGE}

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on March 16, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

James H. Ashcraft
President

ATTEST:

Alicea Caccavo
Board Clerk

RESOLUTION 2022-10

A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting Amendment No. 2 to a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349

This Memorandum of Understanding, hereinafter referred to as the "MOU", is by and between the Rancho Santa Fe Fire Protection District, hereinafter referred to as the "District", and the Rancho Santa Fe Professional Firefighters Association – Local 4349, hereinafter referred to as "Association", and is intended to outline the term of the contract for wages, hours, and working conditions for the group of employees identified

WHEREAS, the authorized representatives of the District and the authorized representatives of the Association have met and conferred pursuant to California Government Code Section 3500 et seq. for such amendment; and

WHEREAS, the District and the Association representatives acknowledge that the District and Association reached agreement on matters within the scope of representation and prepared a written MOU.

WHEREAS, the Association has agreed and ratified Amendment No. 2 of the MOU; and

WHEREAS, the District's representatives have recommended that the Board of Directors adopt Amendment NO. 2 of the MOU.

NOW THEREFORE, the District and the Association agree to Amendment No. 2 to the MOU (Exhibit A.) for a term January 1, 2021 through December 31, 2023.

PASSED AND ADOPTED at a special meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on March 16, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Alicea Caccavo
Board Clerk

AMENDMENT NO. 1 TO
MEMORANDUM OF UNDERSTANDING
BETWEEN THE
RANCHO SANTA FE FIRE PROTECTION DISTRICT PROFESSIONAL
FIREFIGHTERS ASSOCIATION – LOCAL 4349
AND
RANCHO SANTA FE FIRE PROTECTION DISTRICT

THIS AMENDMENT NO. 1 is entered into as of the last party to signing by and between the RANCHO SANTA FE FIRE PROTECTION DISTRICT (hereinafter “**District**”) and RANCHO SANTA FE FIRE PROTECTION DISTRICT PROFESSIONAL FIREFIGHTERS ASSOCIATION (hereinafter “**Association**”).

RECITALS

WHEREAS, District and Association on or about February 17, 2021 entered into a MEMORANDUM OF UNDERSTANDING as amended (“**MOU**”). Said MOU was effective January 1, 2021 to December 31, 2023; and

WHEREAS District and Association now desire to further amend the MOU.

NOW THEREFORE, the Parties agree as follows:

1. **Section 11.05**. A new Section 11.05 is added as follows:
11.05 Stipend: Concurrent with the March 31, 2022 pay date, and by a separate check, a \$5,000 stipend, less applicable state and federal withholdings, will be paid to each active employee represented within this MOU as of March 31, 2022. This one-time stipend is not reportable compensation to CalPERS.
2. This AMENDMENT NO. 1 may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
3. Except as specifically provided herein all terms shall have the same meaning as defined in the MOU.
4. Except as specifically amended herein, the MOU shall remain in full force and effect.

The Parties have executed this AMENDMENT No. 1 to MOU on the date appearing next to their names at Rancho Santa Fe, California.

{SIGNATURES ON NEXT PAGE}

Rancho Santa Fe Fire Protection District

Dated: March 16, 2022

By: _____
James H. Ashcraft
President of the Board of Directors

Rancho Santa Fe Fire Protection District
Professional Firefighters Association – Local 4349

Dated: March 16, 2022

By: _____
Nick Brandow

By: _____
Brian Schmid

RESOLUTION 2022-11

A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting Amendment No. 1 to a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Employees Association

This Memorandum of Understanding, hereinafter referred to as the "MOU", is by and between the Rancho Santa Fe Fire Protection District, hereinafter referred to as the "District", and the Rancho Santa Fe Employees Association, hereinafter referred to as "Association", and is intended to outline the term of the contract for wages, hours, and working conditions for the group of employees identified

WHEREAS, the authorized representatives of the District and the authorized representatives of the Association have met and conferred pursuant to California Government Code Section 3500 et seq. for such amendment; and

WHEREAS, the District and the Association representatives acknowledge that the District and Association reached agreement on matters within the scope of representation and prepared a written MOU.

WHEREAS, the Association has agreed and ratified Amendment No. 1 of the MOU; and

WHEREAS, the District's representatives have recommended that the Board of Directors adopt Amendment NO. 1 of the MOU.

NOW THEREFORE, the District and the Association agree to Amendment No. 1 to the MOU (Exhibit A.) for a term January 1, 2021 through December 31, 2023.

PASSED AND ADOPTED at a regularly scheduled meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on March 16, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Alicea Caccavo
Board Clerk

AMENDMENT NO. 1 TO
MEMORANDUM OF UNDERSTANDING
BETWEEN THE
RANCHO SANTA FE FIRE PROTECTION DISTRICT EMPLOYEES
ASSOCIATION
AND
RANCHO SANTA FE FIRE PROTECTION DISTRICT

THIS AMENDMENT NO. 1 is entered into as of the last party to signing by and between the RANCHO SANTA FE FIRE PROTECTION DISTRICT (hereinafter “**District**”) and RANCHO SANTA FE FIRE PROTECTION DISTRICT EMPLOYEES ASSOCIATION (hereinafter “**Association**”).

RECITALS

WHEREAS, District and Association on or about February 17, 2021 entered into a MEMORANDUM OF UNDERSTANDING as amended (“**MOU**”). Said MOU was effective January 1, 2021 to December 31, 2023; and

WHEREAS District and Association now desire to further amend the MOU.

NOW THEREFORE, the Parties agree as follows:

1. **Section 11.05**. A new Section 11.05 is added as follows:
11.05 Stipend: Concurrent with the March 31, 2022 pay date, and by a separate check, a \$5,000 stipend, less applicable state and federal withholdings, will be paid to each active employee represented within this MOU as of March 31, 2022. This one-time stipend is not reportable compensation to CalPERS.

2. **Section 02.02**
02.02 Current Classifications: The classification of the Human Resource Analyst position will be added to the current classifications assigned to the bargaining unit to be read as “h. Human Resource Analyst”

3. This AMENDMENT NO. 1 may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

4. Except as specifically provided herein all terms shall have the same meaning as defined in the MOU.

5. Except as specifically amended herein, the MOU shall remain in full force and effect.

The Parties have executed this AMENDMENT No. 1 to MOU on the date appearing next to their names at Rancho Santa Fe, California.

{SIGNATURES ON NEXT PAGE}

Rancho Santa Fe Fire Protection District

Dated: March 16, 2022

By: _____
James H. Ashcraft
President of the Board of Directors

Rancho Santa Fe Fire Protection District Employees
Association

Dated: March 16, 2022

By: _____
Conor Lenehan

By: _____
Burgen Havens