



**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

July 15, 2020
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 rannals@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 Administrative Manager’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.rsf-fire.org



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

July 15, 2020

Call to Order

Pledge of Allegiance

Roll Call

1. 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.

2. Consent Calendar

a. Board of Directors Minutes

- Board of Directors minutes of June 17, 2020
- Board of Directors minutes of June 26, 2020

ACTION REQUESTED: **Approve**

b. Receive and File

- Monthly/Quarterly Reports

(1) List of Demands Check 32758 thru 32878, Electronic File Transfers (EFT), and Wire Transfer(s) for the period June 1 – 30, 2020 totaling:	\$1,195,144.74
Wire Transfer(s) period June 1 – 30, 2020	\$ 164,017.59
Payroll for the period June 1 – 30, 2020	\$ <u>660,574.66</u>
TOTAL DISTRIBUTION	\$2,019,736.99

(2) Activity Reports – June 2020

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

ACTION REQUESTED: **Information**

3. Public Comment

4. Old Business

- a. None

5. New Business

a. Senate Bill 474 (Stern)

To discuss the opposition of Senate Bill 474 (Stern) and the potential impacts to the Fire District.

ACTION REQUESTED: **Information/Direction**



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

July 15, 2020

New Business (Cont.)

b. Hazard Abatement – Force Abatement Contractor

To discuss and/or select a sole source contractor for forced abatement of property in violation of the District's ordinances. [Staff Report 20-13](#)

ACTION REQUESTED: **Select sole source contractor and authorize the Fire Chief (or designee) to execute all service agreements**

c. Board of Directors Meeting Date – October 28, 2020

To discuss and/or modify a change in the meeting date from October 28, 2020 to October 21, 2020.

ACTION REQUESTED: **Approve change**

6. Resolution/Ordinance

a. Resolution No. 2020-09

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. 2020-10

To discuss and/or adopt resolution 2020-10 *entitled* 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

ACTION REQUESTED: **Adopt**

c. Resolution No. 2020-11

To discuss and/or adopt resolution 2020-10 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Amending the Fair Political Practices Commission's Standard Conflict of Interest Code and Candidate Disclosure Statement and Repealing Resolution No. 2018-13. [Staff Report 20-14](#)

ACTION REQUESTED: **Adopt**

7. Oral Report

a. Fire Chief – Cox

i. RSF5 Update

ii. District Activities

b. Operations – Deputy Chief

c. Volunteer – Volunteer Recruitment & Retention Coordinator

d. Training – Battalion Chief

e. Fire Prevention – Fire Marshal

f. Administrative Manager

c. Board of Directors

- North County Dispatch JPA – Update
- County Service Area – 17 – Update
- Comments

8. Adjournment

The next regular meeting Board of Directors meeting to be August 19, 2020 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

July 15, 2020

CERTIFICATION OF POSTING

I certify that on July 9, 2020 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 July 9, 2020

A handwritten signature in black ink that reads "Karlana Rannals".

Karlana Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – June 17, 2020

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.

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

Battalion Chief Bruce Sherwood led the assembly in the Pledge of Allegiance.

Roll Call

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

Directors Absent: None

Staff Present: Fred Cox, Fire Chief; Dave McQuead, Deputy Chief; Bruce Sherwood, Battalion Chief; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlena Rannals, Board Clerk.

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

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

2. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, 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 May 20, 2020

b. Receive and File

i. *Monthly/Quarterly Reports*

1) List of Demands Check 32684 thru 32757, Electronic File Transfers (EFT) and Wire Transfer(s) for the period May 1 – 31, 2020 totaling:	\$ 644,205.91
2) Wire Transfer(s) for the period May 1 – 31, 2020, 2020	\$ 229,855.19
3) Payroll for the period May 1 – 31, 2020, 2020	<u>\$ 565,851.83</u>
TOTAL DISTRIBUTION	\$1,439,912.83

ii. Reports – May 2020

1) Operations

2) Training

3) Fire Prevention

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

a. None

3. Public Comment

No one requested to speak to the Board.

4. Public Hearing

a. *Fire Mitigation Fee Program: Resolution Adopting Multi-Year Facilities and Equipment Plan for Rancho Santa Fe Fire Protection District*

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any comments regarding the fire mitigation fee program.

5. Old Business

a. None

6. New Business

a. Fixed Charge Special Assessment for Weed Abatement

Ms. Rannals summarized the staff report and the process to collect the forced abatement charges paid to the abatement contractor. This year, the district has two parcels that were a non-compliant property owner, and to date have not reimbursed the district for the forced abatement fees.

The district's recourse to recover funds is to place a special assessment on the property tax bill, which includes a \$500 administrative fee. She requested that the board approve and authorize the administrative staff to deliver the Weed Abatement Special Assessment list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2020 that include the following parcels for nonpayment of forced abatement costs:

Parcel No. 264-672-01-00 and Parcel No. 679-070-08-00.

She noted that this is the first time in three years that property owners have not reimbursed the District directly.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE to approve and deliver special assessment for nonpayment of forced abatement costs to the County of San Diego: authorize the administrative staff to deliver the Weed Abatement Special Assessment list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2020. The motion was approved unanimously on the following roll call vote:

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

b. Preliminary Budget FY21

Karlana Rannals delivered a PowerPoint presentation on the Preliminary Budget for FY21. She reports that preliminary revenue projection \$17,730 (in thousands) decrease (1.3%). The revenue anticipated is primarily from the San Diego County Tax Assessor's FY21 estimated receivables (\$15,136); the remainder is comprised of CSA-107 tax shortfall, developer reimbursement, interest, lease revenue, and FEMA/OES reimbursement, fees.

She reports that the overall Operating Budget of \$1,723 (in thousands) increased (3.4%). She summarized the expenditure changes between the proposed budget and FY21 estimated expenditures that include:

- Personnel Cost – 14,040 (1.72%) – the overall increase is the direct result that at this time of additional payments to CalPERS to reduce the unfunded accrued liability and a full year's expense for SAFER grant personnel. In addition, the preliminary budget does include the elimination of positions, and does not include any salary adjustments.
- Contractual Services (+23.8%) - the overall increase are the results of the increases to
 - Commercial Insurance – (+10.0%)
 - Other Contractual and Professional Services – (+34.0%)
 - Utility costs – (+7.6%)
 - Vehicle maintenance and repairs – (+69.0%)
- Material & Supplies (-14.8%) – the overall decrease are the results of the changes to
 - Medical Supplies – (-67.8%) which eliminates the one time purchase of Defibrillator's in FY20
 - Radio – (+349.3%) that includes the purchase of replacement radios
 - Station Maintenance – (+96.6%)
 - Safety Equipment – (+114.0%)
- Capital - \$1,743,324
 - The budget plan includes the completion of RSF5 and the purchase of a replacement brush engine.

She also provided an overview of the District's cash position and she responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, to approve the Preliminary Budget for FY21 as presented on the following roll call vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 16, 2020, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

7. Resolution/Ordinance

a. Resolution No. 2020-07

Chief Cox reported that the resolution presented is a part of the summary report prepared each year for the County of San Diego for the Fire Mitigation Fee program. As previously reported, he successfully requested additional funding for the construction of RSF5 due to the increased costs, and the new report includes a request for a Type I and Type III Fire Engine. He reported that staff monitors the FMF account balance to ensure that the money collected is spent within the prescribed 5-year time period.

MOTION BY DIRECTOR HILLEGREN, SECOND BY DIRECTOR TANNER, and ADOPTED Ordinance No. 2020-07 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan on the following roll call vote:

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

8. Oral Report

a. Fire Chief

- i. RSF5 Update: Chief Sherwood reported that the new move in date is July 15. The biggest issue is the completion of the fire line to hook up the fire sprinkler system. The construction costs continue to remain on budget.
- ii. District Activities:
 - 1) The Administrative offices reopened to the public June 17th.
 - 2) The Manager, Finance and Administration interviews are scheduled for June 29, 2020
 - 3) The EMS Coordinator for CSA-17 has given his notice to resign as he and his family are relocating to Oklahoma
 - 4) All District personnel were offered the antibody test for COVID-19
 - 5) The Electrostatic sprayers have been ordered.
- b. Operations – Deputy Chief – Chief McQuead reported 1) the new training report format; 2) the peaceful protest in the 4S Ranch area, and 3) one significant incident in which it involved two drownings.
- c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the reserve program has returned to full operation that generated 816 volunteer hours this reporting period.
- d. Training – Battalion Chief – Chief Sherwood offered his appreciation with Firefighter/Paramedics Barkhimer and Cantrell on their work with the Volunteer Reserve Program. District personnel participated in multi-company drills that have restarted.
- e. Fire Prevention – Fire Marshal – Chief Cox reported on behalf of the Fire Marshal noting that staff in staying busy with plan checks and inspections.
- f. Administrative Manager – Ms. Rannals reported that the nomination period for the November 3 General Election is July 13 – August 7, 2020.

g. Board of Directors

- i. North County Dispatch JPA – Update: Director Ashcraft: The NCDJPA Board met May 27, 2020 reporting that they approved the labor contract with the Employees Association.
- ii. County Service Area 17 – Update: Director Hillgren: no report. The March meeting was cancelled, and the next meeting is planned for August.
- iii. Comments
 - 1) Hillgren: Inquired about the October meeting and suggested that the Board move the meeting date back to the third Wednesday. *This will be added to the July agenda for discussion.*

Ten-minute recess

9. Closed Session

Pursuant to the following section, the board met in closed session from 3:17 – 3:58 pm, and discussed the following:

- 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: Fire Chief; Deputy Chief; Battalion Chief (4); Fire Marshal and Administrative/Human Resource Manager

Under Negotiation: Successor Memorandum of Understanding and/or Compensation Resolution

All board members listed and Chief Cox, Chief McQuead and Ms. Rannals attended and participated in this discussion.

Upon reconvening to open session, President Ashcraft announced that direction was given to the Agency Negotiators regarding the successor Memorandum(s) of Understanding and Compensation Resolution.

a. Adjournment

Meeting adjourned at 4:00 pm.

Karlana Rannals
Secretary

James H Ashcraft
President



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Special Board of Directors Meeting
Minutes – June 26, 2020

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.

REGULAR AGENDA

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 9:00 am.

Pledge of Allegiance

Chief Fred Cox led the assembly in the Pledge of Allegiance.

Roll Call

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

Directors Absent: None

Staff Present: Fred Cox, Fire Chief; Dave McQuead, Deputy Chief; and Karlana Rannals, Board Clerk.

1. 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.

2. Public Comment

No one requested to speak to the Board.

3. Resolution/Ordinance

a. Resolution No. 2020-08

Chief Cox reported this resolution adopts Amendment No. 2 to a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Employees Association that includes all of the recently negotiated compensation. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER to approve and adopt Resolution No. 2020-08 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Amendment No. 2 to a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Employees Association the following roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSTAIN: None

ABSENT: None

a. Adjournment

Meeting adjourned at 9:04 pm.

[Signatures next page]

Karlena Rannals
Secretary

James H Ashcraft
President

32758	\$612.48	Allstar Water Systems Inc	Building RSF
32759	\$619.56	American Medical Response Inc	CSA-17 Contract
32760	\$214.00	AT&T	Telephone RSF1
32761	\$50.43	AT&T	Telephone RSF3
32762	\$61.82	AT&T	Telephone RSF2
32763	\$53.24	AT&T	Telephone RSF1
32764	\$347.56	AT&T Calnet 2/3	Telephone RSF, ADMIN
32765	\$1,681.50	C.A.P.F.	Disability Ins Short & Long
32766	\$112.86	Charter Communications Holdings, LLC	Telephone RSF4
32767	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
32768	\$2,067.91	Cintas Corporation No 2	Safety: Extinguishers (Service & Purchases)
32769	\$871.08	Complete Office of California Inc	Office Supplies
32770	\$3,236.00	County of SD/RCS	CAP Code Paging Service-Monthly Service800 MHz Network Fees
32771	\$215.90	Cox Communications	Cable, Telephone RSF2
32772	\$99.99	Cox Communications	Telephone RSF3
32773	\$99.99	CrewSense, LLC	Scheduling (Crewsense) Maintenance
32775	\$1,335.48	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
32776	\$115.83	Dish	Cable RSF6
32777	\$373.00	Door Service & Repair Inc	Building ADMIN
32778	\$349.09	EDCO Waste & Recycling Inc	Trash RSF5, 6
32779	\$556.25	Eide Bailly LLP	Consulting Services- Financial (Platinum
32780	\$2,346.25	Engineered Mechanical Services Inc	Building RSF, Admin
32782	\$828.59	Fire ETC Inc	Safety Clothing (Protective)
32783	\$1,490.00	Global Door & Gate Inc.	Building RSF4
32784	\$503.60	Gregory Johnson DBA Johnson Equipmen	Apparatus: Tool/Equipment Replacement
32785	\$310.98	Griffin Hardware Co.	Station Maintenance - RSF
32786	\$49.41	Henley Pacific LA LLC (Valvoline)	Scheduled - ID 1581
32787	\$2,730.00	Liebert Cassidy Whitmore	Legal Services
32788	\$9,661.24	MES California	Fire Hose, Nozzles & Supply
32790	\$19,448.96	North County EVS Inc	Repair & Scheduled Apparatus
32791	\$730.00	Power Plus!	Elec/Gas/Propane RSF5
32792	\$2,879.60	SC Commercial LLC	Fuel: Gasoline & Diesel
32793	\$449.00	Terminix International	Building RSF, Admin
32794	\$640.81	ThyssenKrupp Elevator Inc	Elevator Service

32795	\$34.90	U P S	Shipping Service
32796	\$185.15	Uniforms Plus	Uniforms: Safety Personnel
32797	\$2,232.95	United Site Services	Sewer RSF5, 6
32798	\$1,769.67	Verizon Wireless	Cellular - Telephone, CSA-17 Contract
32799	\$6,950.00	WinTech Computer Services	Consulting Services
32800	\$704.91	Aair Purification Systems	Building RSF4, ADMIN
32801	\$157.61	Airgas Inc	Safety: Breathing Air
32802	\$2,372.66	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
32803	\$2,000.00	Arnold A Lewin	Consulting Services
32804	\$1,939.97	AT&T Calnet 2/3	Telephone RSF, Admin
32805	\$459.00	Business Owner's Ins Agency	Commercial - Liability - Auto Coverage
32806	\$1,847.51	CDW Government Inc.	RSF5 Station Construction-Furnishings &
32807	\$206.01	Cintas Corporation No 2	Safety: Extinguishers (Service & Purchas
32809	\$159.00	Cloyd, Justin	Education/Training Reimbursement
32810	\$2,843.69	Dell Marketing	Computer Equipment/Parts
32811	\$37.57	EDCO Waste & Recycling Inc	Trash RSF6
32812	\$1,844.32	Engineered Mechanical Services Inc	Building RSF
32813	\$3,226.20	Fitch Law Firm Inc	Legal Services
32814	\$306.14	Form-Craft Business Systems, Inc.	Office Supplies
32815	\$146.51	Konica Minolta Business Inc	Copier Maintenance Contract
32816	\$29,291.67	NCDJPA	Dispatching
32817	\$1,525.88	Olivenhain Municipal Water District	Water Training Facility, RSF
32818	\$2,247.77	Platinum Consulting Group LLC	Consulting Services- Financial (Platinum
32819	\$321.48	Rincon Del Diablo Municipal Water Di	Water RSF5
32820	\$90.00	RSF Mail Delivery Solutions	Mail Delivery Service
32821	\$640.87	Santa Fe Irrigation District	Water RSF1, NCDJPA Rebill
32822	\$1,577.70	SC Commercial LLC	Fuel: Gasoline & Diesel
32823	\$2,404.44	SDG&E	Elec/Gas/Propane RSF3
32824	\$550.51	TPX	Telephone ADMIN
32825	\$17.45	U P S	Shipping Service
32826	\$26,051.08	U S Bank Corporate Payment System	Cal-Card./IMPAC program
32827	\$2,625.46	Waste Management Inc	Trash RSF
32828	\$15,440.19	ZOLL Medical Corporation	CSA-17 Contract
32829	\$305.50	AFECO Inc. dba SoCal PPE	Safety Clothing (Protective)

32830	\$925.31	Armanino LLP	Consulting Services
32831	\$73.45	AT&T	Telephone RSF6
32832	\$260.21	AT&T	Telephone RSF5
32833	\$108.66	CDW Government Inc.	RSF5 Station Construction-Furnishings &
32834	\$466.89	Charter Communications Holdings, LLC	Cable/Telephone RSF, ADMIN
32835	\$42.95	Complete Office of California Inc	Office Supplies
32836	\$186.16	Corporate Clothiers Inc	Uniforms: Administration
32837	\$1,653.37	Dell Marketing	Computer/Printer Replacement
32838	\$2,774.17	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
32839	\$768.75	Eide Bailly LLP	Consulting Services- Financial (Platinum
32840	\$44,009.37	Endeavor Bank	RSF5 Station Design/Build
32841	\$836,177.82	Erickson-Hall Const Co Inc	RSF5 Station Design/Build
32842	\$917.00	Erik M. & Christina M Bessel DBA Spo	Uniforms: Safety Personnel
32843	\$21.79	Griffin Hardware Co.	Station Maintenance - RSF2
32844	\$50.62	Napa Auto Parts Inc	Apparatus: Parts & Supplies
32845	\$2,644.26	NCDJPA	Dispatch Supplemental Costs
32845	\$2,644.26	NCDJPA	Dispatch Supplemental Costs
32846	\$55,000.00	Rancho Santa Fe Fire Protection Dist	Interfund Transfer
32847	\$140.24	Saldana, Gabriel	PERS (Employer Paid)
32848	\$3,050.80	SC Commercial LLC	Fuel: Gasoline & Diesel
32849	\$2,358.75	Scott Davis	Programming - Computer & Software FP/PR
32850	\$8,446.96	SDG&E	Elec/Gas/Propane RSF, Admin
32851	\$1,191.70	Slingerland, Christopher	Building ADMIN
32852	\$17.45	U P S	Shipping Service
32853	\$288.00	U S Postal Service - Postmaster	Post Office Box Rental
32854	\$355.56	Willis, Erwin L.	Printer Replacement
32855	\$750.00	Accme Janitorial Service Inc	Building ADMIN
32856	\$2,372.66	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
32857	\$1,036.83	American Medical Response Inc	CSA-17 Contract
32858	\$223.25	AT&T	Telephone RSF1
32859	\$53.24	AT&T	Telephone RSF1
32860	\$61.82	AT&T	Telephone RSF2
32861	\$55.45	AT&T	Telephone RSF3
32862	\$7,849.39	AVI Systems Inc.	COVID 19 Expense

Rancho Santa Fe Fire Protection District

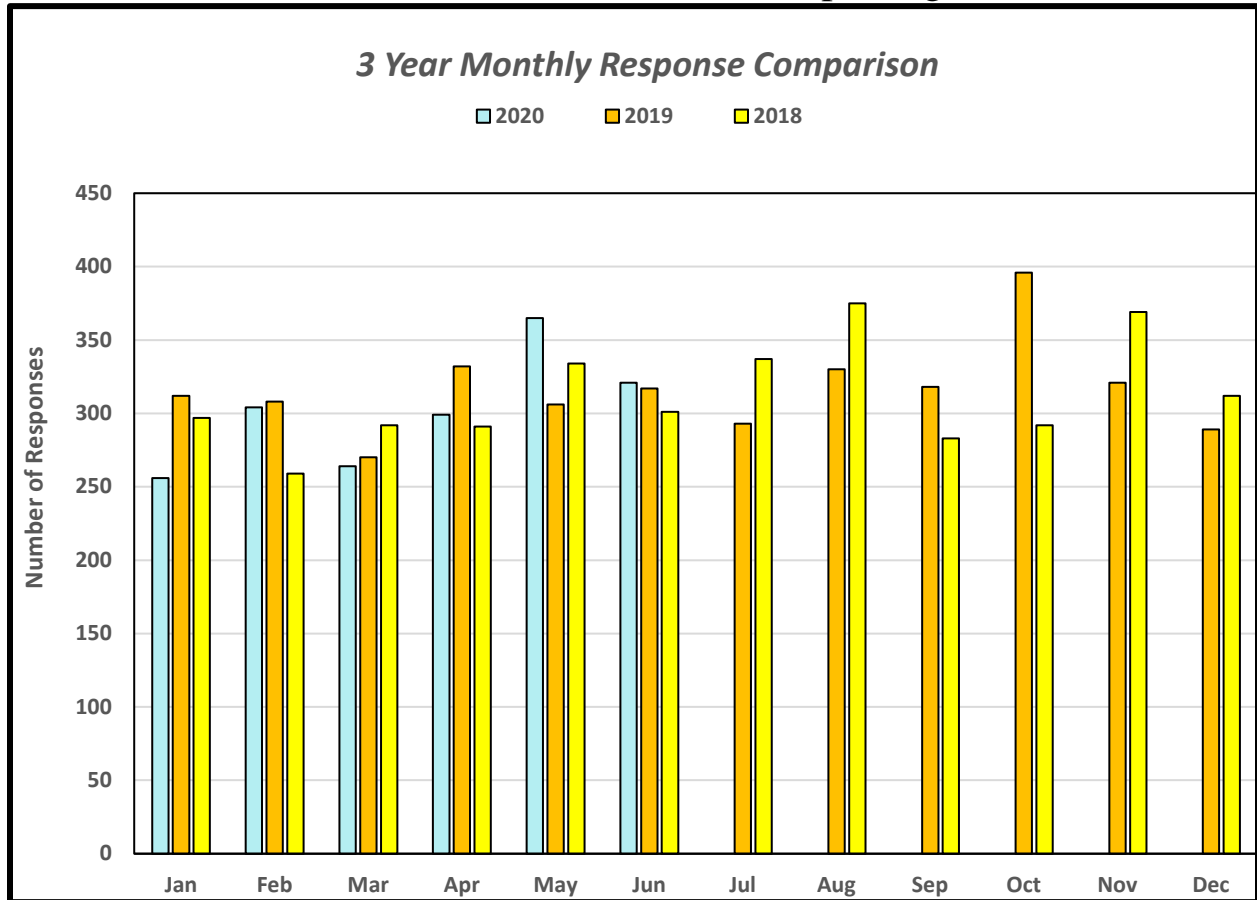
List of Demands- June 2020

32863	\$215.90	Cox Communications	Cable/Telephone RSF2
32864	\$99.99	Cox Communications	Telephone RSF3
32865	\$1,752.50	Engineered Mechanical Services Inc	Building RSF, ADMIN
32866	\$622.47	Entenmann-Rovin Co Inc.	Uniforms: Safety Personnel
32867	\$300.61	Flyers Energy, LLC	Fuel: Gasoline & Diesel
32868	\$2,100.90	Justin Hill DBA FailSafe Testing LLC	Ladder Testing
32869	\$2,665.00	Liebert Cassidy Whitmore	Legal Services
32870	\$730.00	Power Plus!	Elec/Gas/Propane RSF5
32871	\$3,439.08	RHE Hatco, INC	Uniforms: Safety Personnel
32872	\$350.00	Roadone	Apparatus:Towing
32873	\$3,237.47	SC Commercial LLC	Fuel: Gasoline & Diesel
32874	\$99.00	Stuart Cargill	Telephone ADMIN
32876	\$458.00	Terminix International	Building RSF, ADMIN
32877	\$23.61	U P S	Shipping Service
32878	\$1,814.92	Verizon Wireless	Cellular - Telephone, Phones - Parts/Supplies
EFT000000000627	\$621.00	McQuead, David C	Education/Training Reimbursement
EFT000000000628	\$800.00	Berry, Nicole	Education/Training Reimbursement
EFT000000000632	\$16,623.00	Douglas, Clifford	Medical Insurance
EFT000000000634	\$209.91	Duncan, Troy	Education/Training Reimbursement
MISC	\$11,978.06	Various	Medical Reimbursement
Subtotal	\$1,195,144.74		
ACH Transfer	\$159,999.99	CalPERS	CALPERS- June 2020 Ret
ACH Transfer	\$4,017.60	CalPERS	CALPERS- 19/20 SURVIVOR BENEFIT
Subtotal	\$164,017.59		
6/15/2020	328,802.91	RSFFPD	Payroll
6/29/2020	45,245.69	RSFFPD	FY20 Admin Stipend
6/30/2020	286,526.06	RSFFPD	Payroll
Subtotal	\$660,574.66		
Total	\$2,019,736.99		



Rancho Santa Fe Fire Protection District Operations Report

June 2020 Incident Reporting



3 Year Call Volume Tracker:

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
2020	Responses	256	304	264	299	365	321							1,809
	YTD	256	560	824	1123	1488	1809							-1.95%
2019	Responses	312	308	270	332	306	317	293	330	318	396	321	289	3,792
	YTD	312	620	890	1222	1528	1845	2138	2468	2786	3182	3503	3792	1.34%
2018	Responses	297	259	292	291	334	301	337	375	283	292	369	312	3,742
	YTD	297	556	848	1139	1473	1774	2111	2486	2769	3061	3430	3742	4.53%



Rancho Santa Fe Fire Protection District Operations Report June 2020 Incident Reporting

Monthly Incident Call Type:

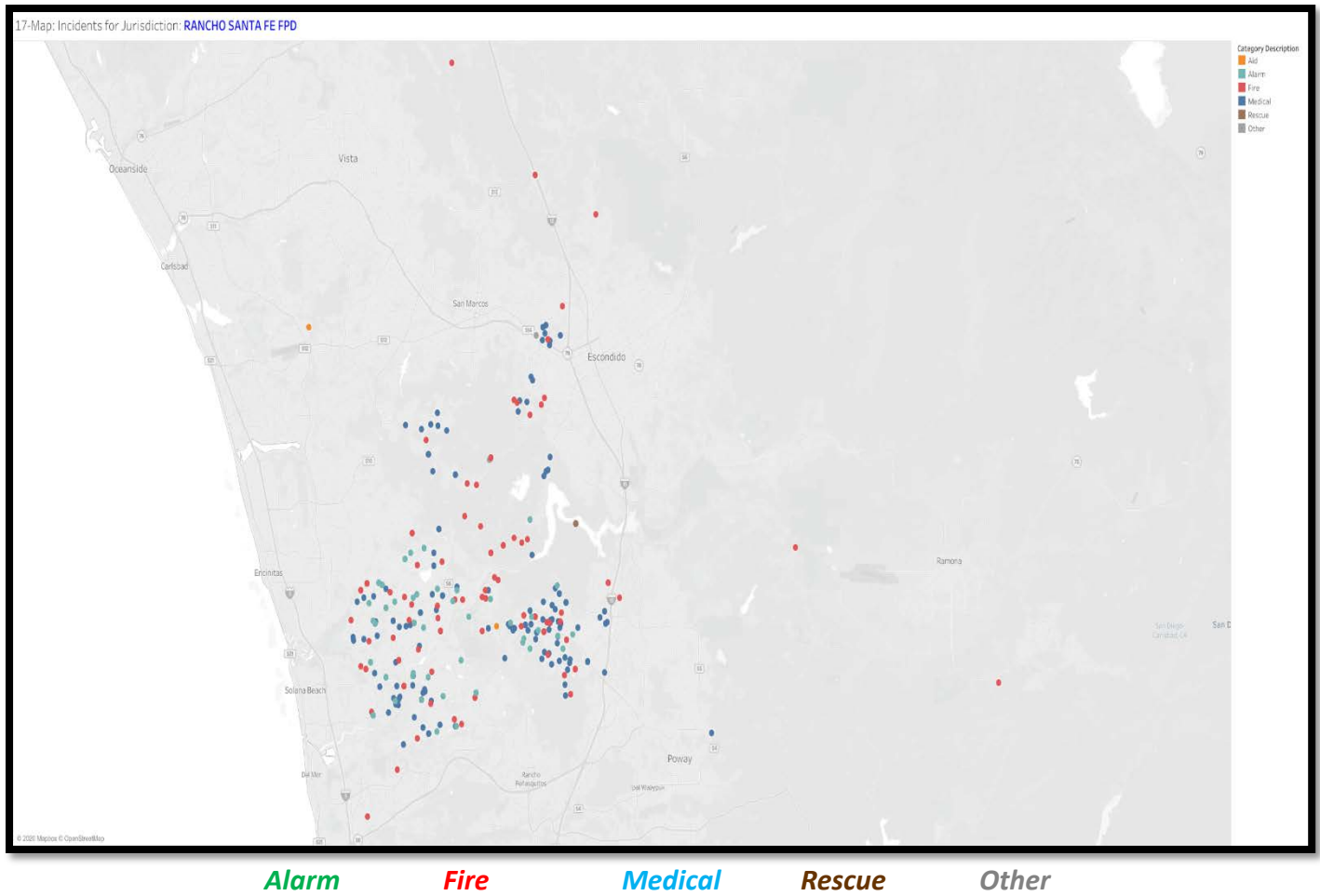
Summary: Number of Incidents by Problem for:
RANCHO SANTA FE FPD

Problem Codes	Category ..	Time Assigned		
		Incidents/R..	% of Total I..	% Differenc..
		2020	2020	2020
A/R - MEDICAL AID	Aid	1.0	0.31%	0.00%
STRIKE TEAM T3 - IN ZONE	Aid	1.0	0.31%	0.00%
STRIKE TEAM T3 - OUT OF ..	Aid	1.0	0.31%	0.00%
TASK FORCE - IN ZONE	Aid	1.0	0.31%	0.00%
FIRE ALARM - APT / CONDO	Alarm	1.0	0.31%	0.00%
FIRE ALARM - COMM	Alarm	4.0	1.25%	0.00%
FIRE ALARM - RES	Alarm	43.0	13.40%	0.00%
MEDICAL ALARM	Alarm	5.0	1.56%	0.00%
CARBON MONIX ALARM	Fire	4.0	1.25%	0.00%
FIRE ALARM PROBLEM	Fire	2.0	0.62%	0.00%
HAZMAT - INVESTIGATION	Fire	1.0	0.31%	0.00%
ILLEGAL BURNING	Fire	1.0	0.31%	0.00%
INVESTIGATION - FD	Fire	3.0	0.93%	0.00%
LIFT ASSIST	Fire	5.0	1.56%	0.00%
ODOR INVESTIGATION	Fire	1.0	0.31%	0.00%
PUBLIC SERVICE	Fire	3.0	0.93%	0.00%
SMOKE CHECK	Fire	2.0	0.62%	0.00%
SNAKE REMOVAL	Fire	25.0	7.79%	0.00%
STRUCTURE FIRE - APT / C..	Fire	1.0	0.31%	0.00%
STRUCTURE FIRE - COMM	Fire	4.0	1.25%	0.00%
STRUCTURE FIRE - MOBIL..	Fire	1.0	0.31%	0.00%
STRUCTURE FIRE - RES	Fire	8.0	2.49%	0.00%
TREE DOWN	Fire	5.0	1.56%	0.00%
VEGETATION FIRE	Fire	11.0	3.43%	0.00%
VEHICLE FIRE - LARGE	Fire	1.0	0.31%	0.00%
WATER PROB - FD	Fire	9.0	2.80%	0.00%
WORKING STRUC. RES	Fire	1.0	0.31%	0.00%
ABDOMINAL PAIN	Medical	3.0	0.93%	0.00%
ALLERGIES (REACTIONS)	Medical	4.0	1.25%	0.00%
ANIMAL BITES / ATTACKS	Medical	1.0	0.31%	0.00%
ASSAULT	Medical	2.0	0.62%	0.00%
BACK PAIN (NON-TRAUM..	Medical	2.0	0.62%	0.00%
BIKE ACC	Medical	1.0	0.31%	0.00%
BREATHING PROBLEMS	Medical	9.0	2.80%	0.00%
CARDIAC ARREST	Medical	1.0	0.31%	0.00%
CHEST PAIN	Medical	3.0	0.93%	0.00%
CHOKING	Medical	1.0	0.31%	0.00%
CONVULSIONS	Medical	3.0	0.93%	0.00%
CPR	Medical	1.0	0.31%	0.00%
DIABETIC PROBLEMS	Medical	2.0	0.62%	0.00%
EVALUATION	Medical	1.0	0.31%	0.00%
EYE PROBLEM / INJURIES	Medical	1.0	0.31%	0.00%
FAINTING SPELLS	Medical	9.0	2.80%	0.00%
FALL - FROM HEIGHT	Medical	1.0	0.31%	0.00%
FALL - NOT HEIGHT	Medical	24.0	7.48%	0.00%
HEART PROBLEMS	Medical	3.0	0.93%	0.00%
HEMORRHAGE	Medical	2.0	0.62%	0.00%
LACERATION	Medical	1.0	0.31%	0.00%
MEDICAL AID	Medical	33.0	10.28%	0.00%
OVERDOSE	Medical	2.0	0.62%	0.00%
PERSON DOWN	Medical	4.0	1.25%	0.00%
PREGNANCY PROBLEMS	Medical	2.0	0.62%	0.00%
PSYCHIATRIC / ABNORM ..	Medical	1.0	0.31%	0.00%
SEIZURE	Medical	3.0	0.93%	0.00%
SICK PERSON (SPEC DIAG)	Medical	16.0	4.98%	0.00%
STROKE (CVA)	Medical	6.0	1.87%	0.00%
SUICIDE ATTEMPT	Medical	2.0	0.62%	0.00%
TC	Medical	14.0	4.36%	0.00%
TRAUMATIC INJURIES	Medical	7.0	2.18%	0.00%
UNCONSCIOUS	Medical	6.0	1.87%	0.00%
UNKNOWN PROBLEM	Medical	1.0	0.31%	0.00%
DO NOT DISPATCH	Other	1.0	0.31%	0.00%
RESCUE - TC EXPANDED	Other	1.0	0.31%	0.00%
VEHICLE FIRE	Other	1.0	0.31%	0.00%
RESCUE - OTHER	Rescue	1.0	0.31%	0.00%
Grand Total		321.0	100.00%	0.00%



Rancho Santa Fe Fire Protection District Operations Report June 2020 Incident Reporting

Monthly Incident Map:



Monthly Fuel Moisture:

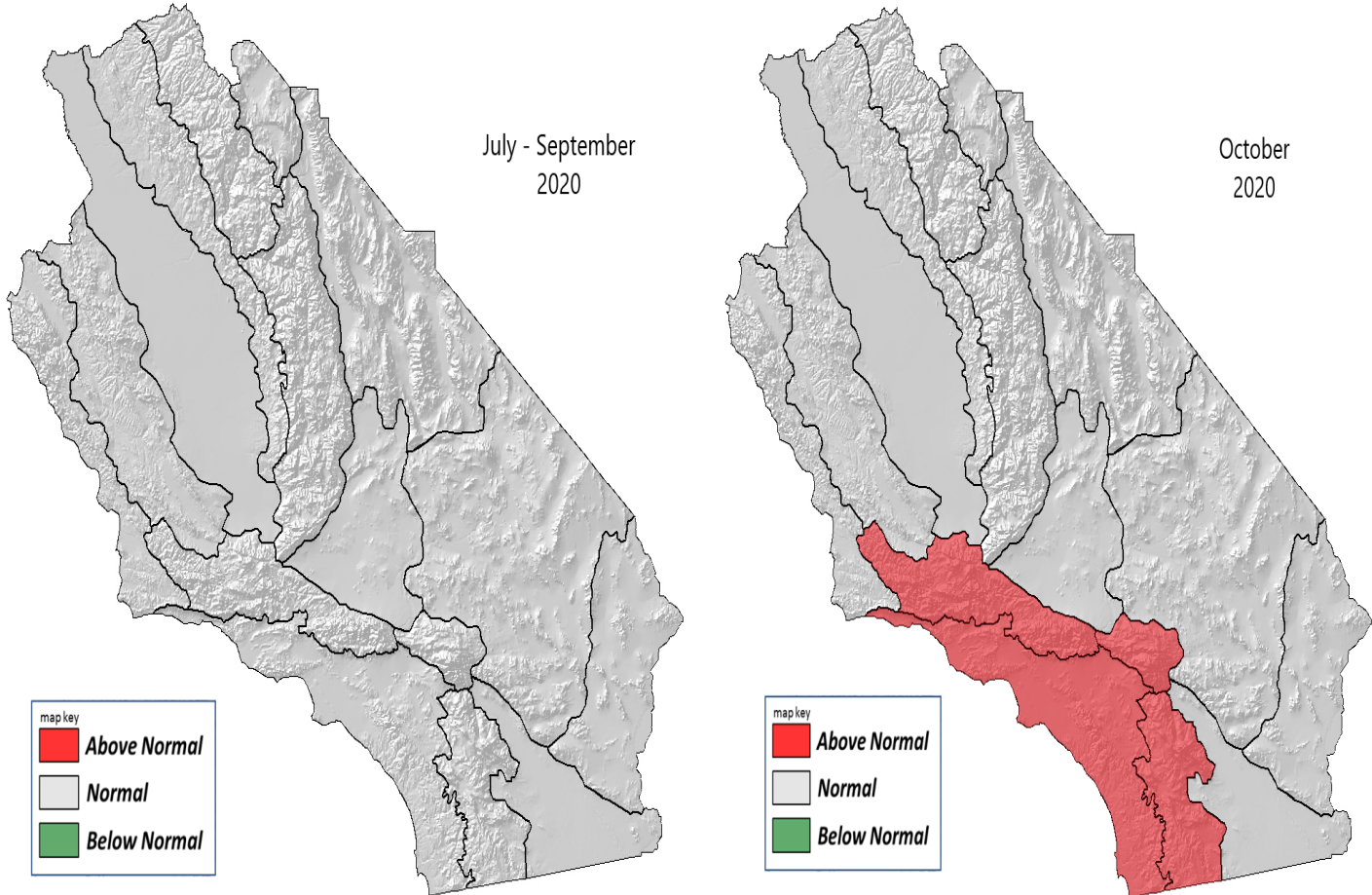
No Fuel Moisture Readings for June 2020. New Instrument has been ordered.

Significant Incidents:

Date	Incident Type	Units Assigned
6/11/20	Strike Team to Camp Pendleton – India Fire	Strike Team 6412 - BR265
	BR265 Crew - Captain Bennett, Engineer Wood, Firefighter Canfield and Firefighter Shimer	



SIGNIFICANT FIRE POTENTIAL



July - October 2020 HIGHLIGHTS

- *Temperatures near normal through September becoming above normal in October.*
- *Below normal rainfall through the period.*
- *Less monsoonal thunderstorms than normal through September.*
- *Above normal offshore wind events in October.*



WEATHER AND FUELS DISCUSSION

Just like in May, the weather pattern was progressive in June with a series of troughs and ridges of high pressure moving inland into the West Coast from the Pacific Ocean. The ridges were strong on June 3rd and then again from June 9th – June 11th. Maximum temperatures were 10 to 20 degrees above normal during these times and several record highs were broken. Deep troughs caused temperatures to be 10 to 15 degrees below normal from June 5th – June 7th and again from June 28th – June 29th. Overall for May, temperatures were within a couple degrees of normal (Fig 1). An area of low pressure spun off the Northern Baja Coast June 3rd – June 4th and then moved inland over Southern California on June 5th. Isolated to scattered afternoon showers and thunderstorms formed mainly over the Sierra during this time, but there was also some shower and thunderstorm activity across the Central Coast Mountains on June 3rd and light rain fell across much of Southern California west of the deserts on June 5th. Scattered afternoon and evening thunderstorms also formed over the Central Sierra and its associated foothills June 12th as a deep area of low pressure moved inland over Northern California. A weak area of low pressure moved south across California June 23rd – June 26th bringing isolated to scattered afternoon showers and thunderstorms to the Sierra and deserts. Light rain fell across most of Southern California west of the mountains due to a deep marine layer the night of June 28th through the morning of June 29th. Most of the region received well below normal rainfall for June, but some coastal areas of Southern California and some northern desert areas received near to above normal rainfall (Fig 2). An unusual Santa Ana wind event occurred across Southern California on June 8th as a deep trough pushed off to the east and a strong ridge of high pressure built into California from the Pacific Ocean. Widespread north to northeast winds of 20 to 30 mph with gusts to 50 mph surfaced across the mountains and below the canyons and passes in the morning. There was no change to the drought situation across Central and Southern California in June (Fig 3). No drought continued across all of Southern California and the Central California Coast. Abnormally dry to moderate drought conditions continued for the interior parts of Central California north of Kern County. Due to the absence of significant rainfall, the 1000 hour dead fuel moisture continued to drop substantially in June and now it is quite a bit below normal in almost every predictive service area away from the coastal areas and deserts (Fig 4). The 100 hour dead fuel moisture ranged from a little above average to between the 3rd and 10th percentile during the month. Early in the month, the 100 hour dead fuel moisture broke record low values across much of Southern California (Fig 5 next page). The live fuel moisture continued to drop significantly and is now near normal across most of the area (Fig 6 next page).

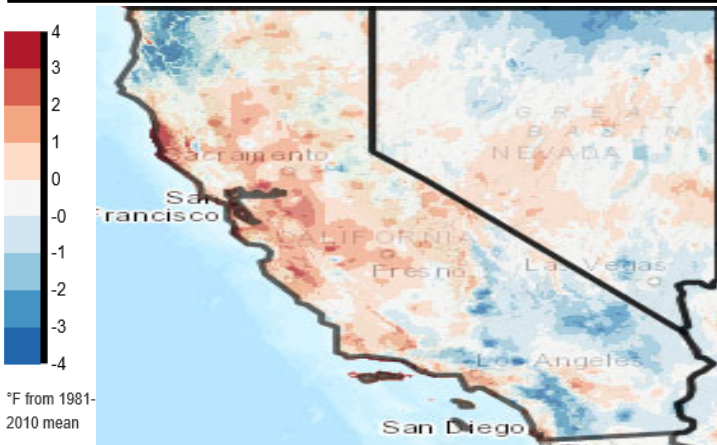


Fig 1: May 31st - June 29th Temperature (% of Ave.)



Fig 2: May 31st - June 29th Precipitation (% of Ave.)

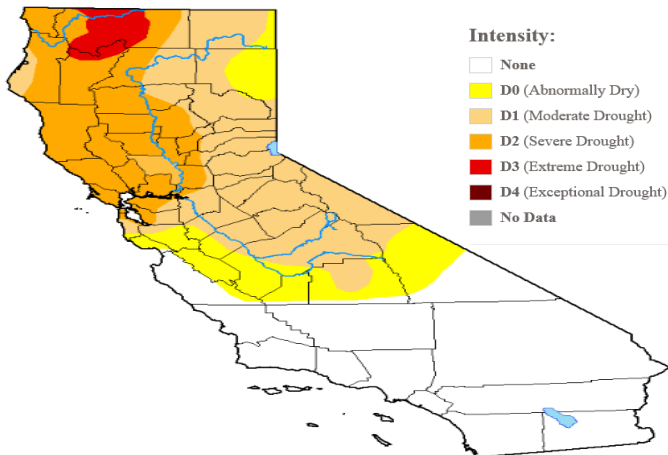


Fig 3: Drought Monitor June 25th, 2020

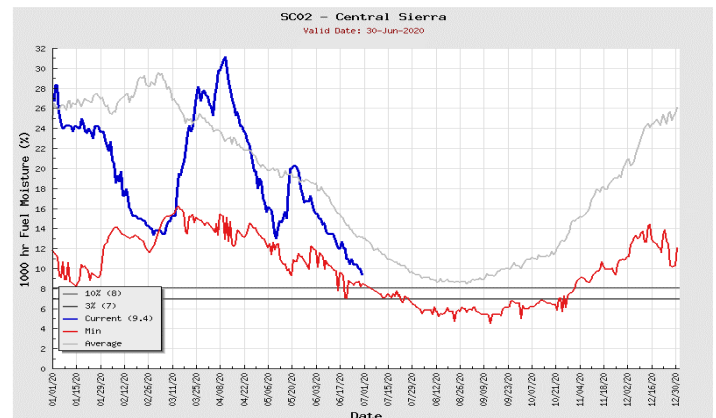


Fig 4: Central Sierra 1000 hr



SOUTH OPS OUTLOOK

The sea surface temperatures off the California Coast have cooled a little and are now within a couple degrees on either side of normal (**Fig 7**). Thus, near normal temperatures are expected across the region through September. Weak troughs moving into the Pacific Northwest will battle the high pressure area over the Desert Southwest keeping the bulk of monsoonal thunderstorm activity to our south and east through September. However, there will be at least several minor surges of moisture that will bring isolated to scattered afternoon thunderstorms to the mountains and deserts this summer. Also, looking at less monsoonal moisture and thunderstorms than normal, since the sea surface temperatures across the Equatorial Pacific have cooled to below normal (**Fig 7**). Sea surface temperatures in the Gulf of Alaska are expected to remain above normal during the next several months (**Fig 7**). This will cause high pressure off the California Coast to become the dominant weather feature in October and thus temperatures are expected to become above normal. The high pressure area will cause troughs to move into the Pacific Northwest and then down into the Great Basin. This will bring an above normal amount of Santa Ana wind events in October, thus the above normal threat for significant fires across Southern California.

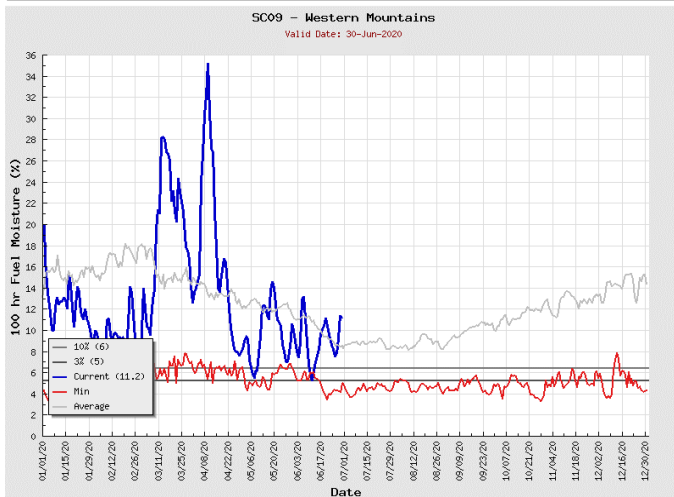


Fig 5: Western Mountains 100 hr dead fuel moisture June 30th

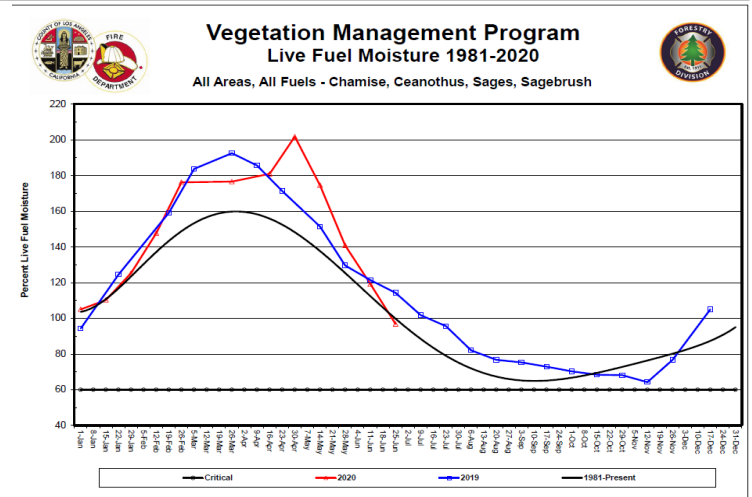


Fig 6: LA County Live Fuel Moisture June 30th

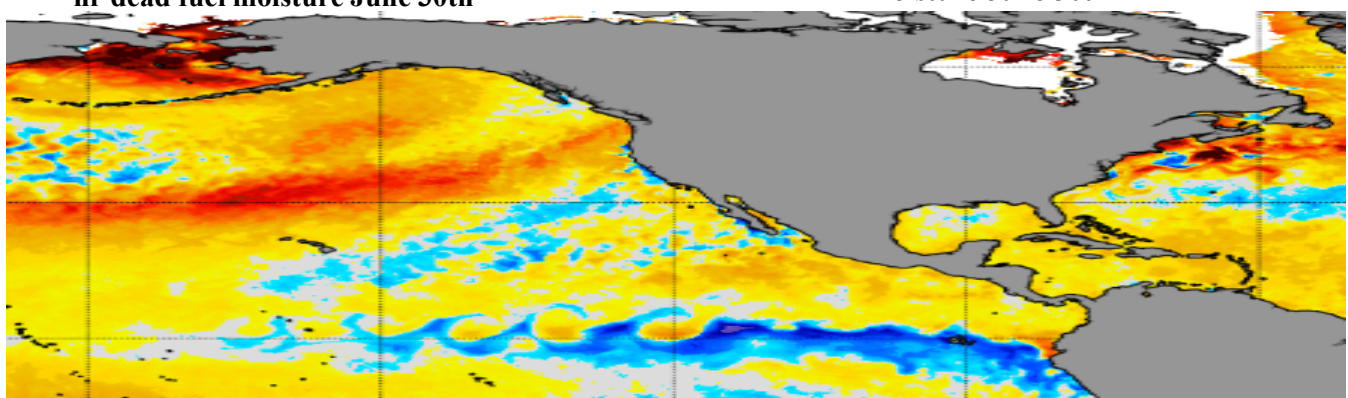
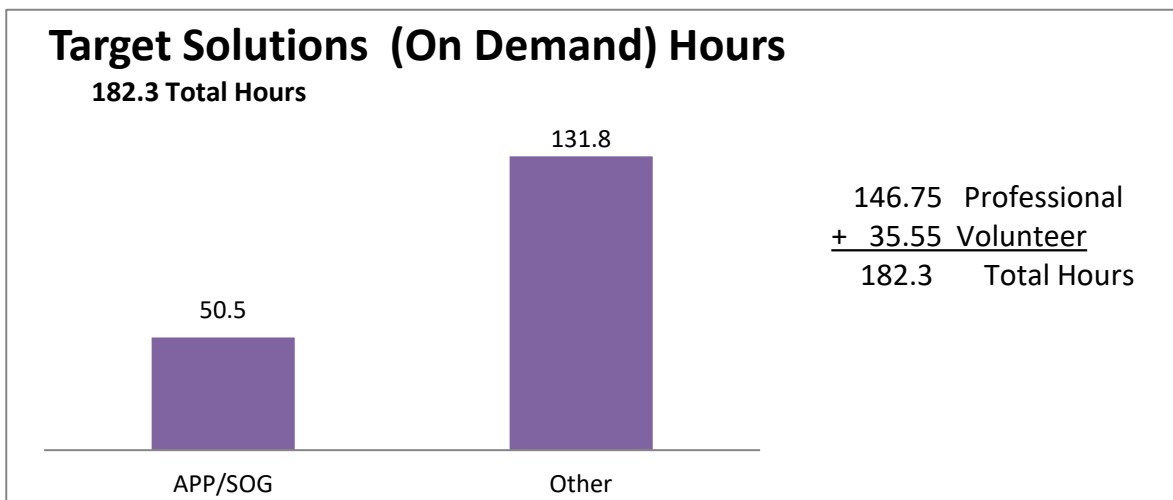
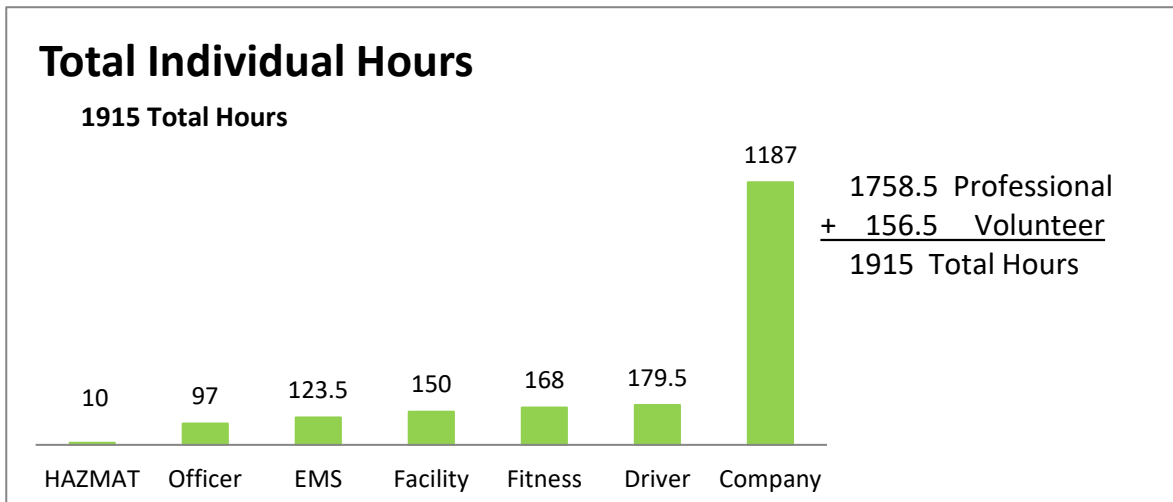
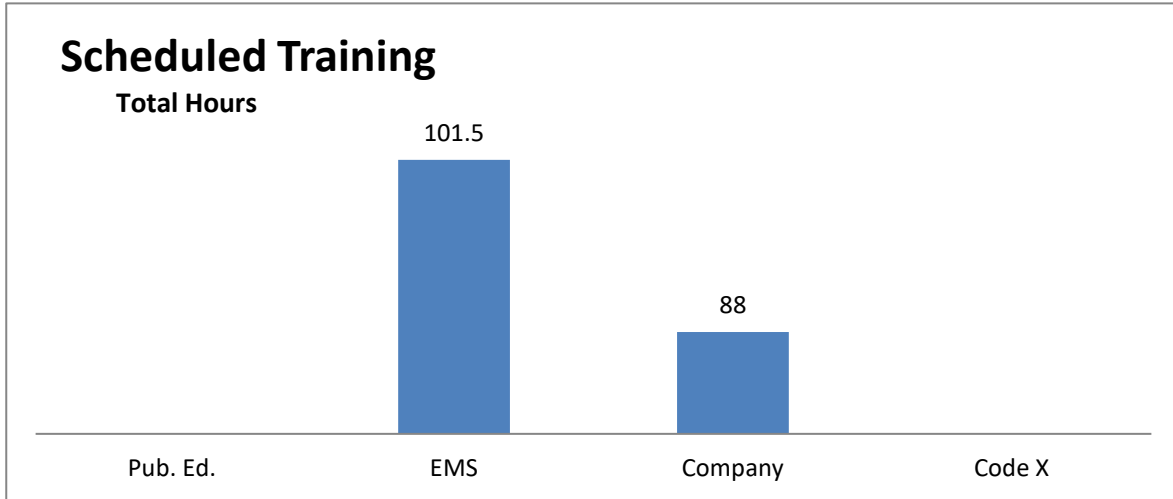


Fig 7: Sea Surface Temperature Anomaly, June 23rd, 2020

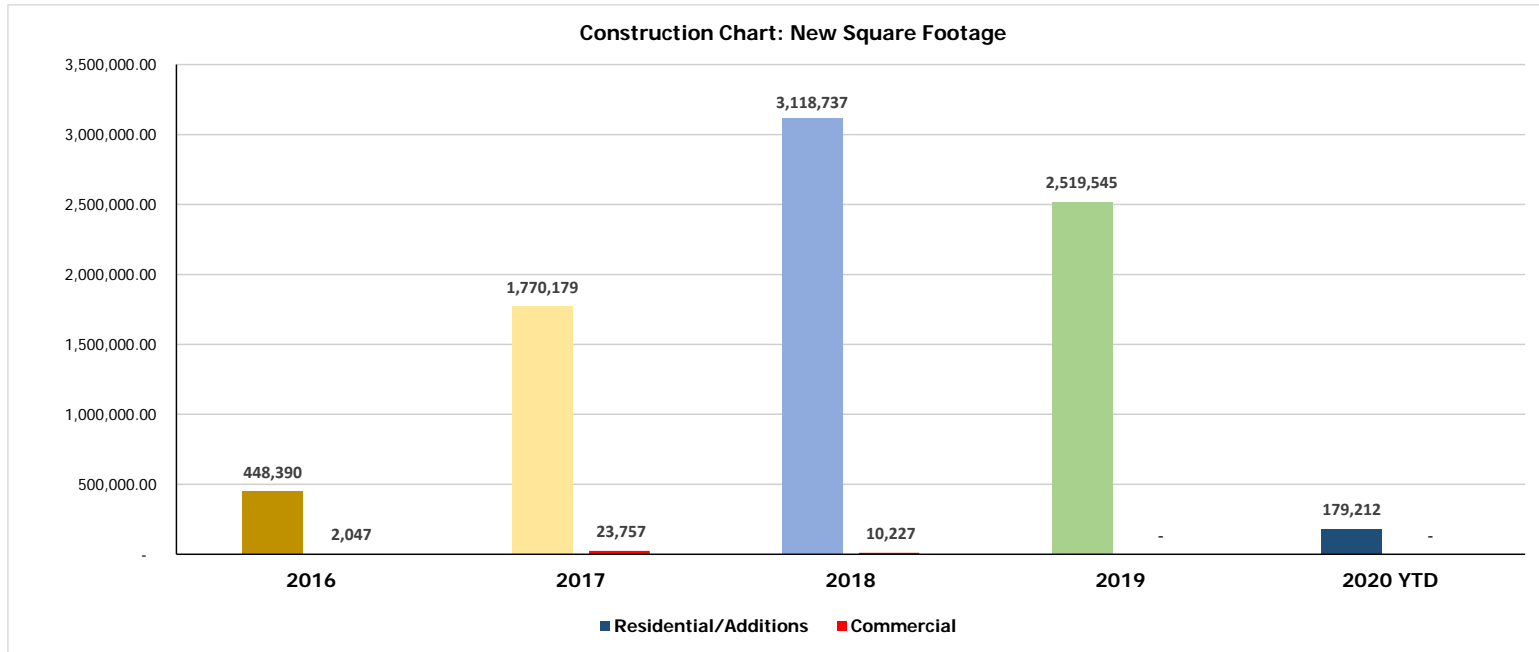
Training Division June 2020



Training Division - Descriptions

Scheduled Training		
<p>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.</p>		
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		
<p>Hours completed through an assignment on an online database (Target Solutions). Mandated assignments are required by either Federal, State, Local.</p>		

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



Total New Square Footage Only (*Reflected in Chart Above)

Year	Res/Add	Comm	Total
2016	448,390	2,047	450,437
2017	1,770,179	23,757	1,793,936
2018	3,118,737	10,227	3,128,964
2019	2,519,545	-	2,519,545
2018 YTD	1,764,148	600	1,764,748
2019 YTD	1,170,726	-	1,170,726
2020 YTD	179,212	-	179,212

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	6,690						

Comparison 2019/2020 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						

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

PLAN REVIEWS				
Plan Type	No. of Reviews	Resubmittals	No. of Structures	Approved New SQFT (Mit Fees)
New Residential	6	6	3	4,410
Additions/Remodels	5	6	6	2,280
New Commercial	-	-	-	-
Commercial T.I.	-	-	-	-
Tents/Special Events	-	-	-	-
Rack Storage	-	-	-	-
Preliminary	6	-	-	-
Fire Suppression Systems	8	1	-	-
Alarms	-	1	-	-
Landscaping	19	7	-	-
Grading/Mylars/Improvement Plans	2	-	-	-
Underground	-	-	-	-
Hood System	-	-	-	-
Tanks	-	-	-	-
Cell Sites	-	-	-	-
DSS/CCL	-	-	-	-
DPLU	-	-	-	-
Solar Panels	-	-	-	-
High Piled Storage	-	-	-	-
High Hazard/Communications/Other	1	-	-	-
Spray Booth	-	-	-	-
TOTAL	47	21	9	6,690
TOTAL PLAN REVIEWS:		68		

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

INSPECTIONS	
Inspection Type	No. of Inspections
Alarms	5
Fire Supression Systems	40
Building Construction	33
Landscaping	4
Tent/Special Event	-
Gates/Knox	1
Site Visit	8
Technical Report/FPP	-
Underground	6
Annual Inspection	-
Other	-
TOTAL	97

SPECIAL PROJECTS	
Project Type	No. of Projects
Grants	1
GIS	1
Forms (Updates/New)	-
Project Research	-
Computer Programming/I.T.	-
Emergency Response Support	-
Annual Mailer (Weed Abatement)	-
Board Report Formating/ Design	12
Other	1
Other	2
TOTAL	17

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

MEETINGS	
Meeting Type	No. of Meetings
H.O.A	1
Staff	-
Board	-
On-Site Project Meetings	3
In-Office Project Meetings	-
Weed Abatement	1
County	3
Code Development	1
Support/I.T. Development	-
San Diego County FPO's	19
Community Stakeholder Meetings	-
Other	-
TOTAL	28

PREVENTION / PUB ED	
Activity	Number
Phone Calls	476
Emails	2,609
TOTAL	3,085

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

WEED ABATEMENT	
Activity	No. of Inspections
Weed Abatement Inspection	800
Weed Abatement Reinspection	750
1st Notice	424
Final Notice	329
Posting	-
Forced Abatement	-
TOTAL	2,303

ADMINISTRATIVE SERVICES/OFFICE SUPPORT	
Activity	No. Completed
Phone Calls	425
Correspondence	1,250
Walk in/Counter	-
Knox Application Request	5
Burn Permits	-
Plan Accepted/Routed	68
Special Projects	-
Scanning Documents/Electronic Files	500
Meetings: Admin/Prevention/Admin Shift	-
Post Office Runs	-
Deposit Runs/Preparations	10
TOTAL	2,258

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
 June 2020

SOCIAL MEDIA COMMUNITY INTERACTION			
Social Media	Followers	Interactions	Reach
Facebook	18,311	698	3,609
Instagram	1,512	346	3,898
Twitter	4,155	368	10,924
TOTAL	23,978	1,412	18,431

Website Development	Number of Items
New Content	3
Update Existing Content	3
TOTAL	6

COMMUNITY OUTREACH	
Event	Participants
Fourth of July Parade (Elfin Forest)	50
Fire Prevention Week Prep	2
	-
	-
TOTAL	52

STATION TOURS/ENGINE VISITS		
Station No.	Group Name	Participants
E262	Birthday Drive By	15
		-
		-
TOTAL:		15

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
 June 2020

CAR SEATS	
Car Seats Installed	0
TOTAL:	0

EDUCATIONAL MATERIALS	
Name	Number
COVID Signage	
4S Ranch Evacuation Map	
TOTAL:	-

MEETINGS	
Meeting Type	No. of Meetings
Large Animal Evac	-
Staff	1
Board	-
Shift	1
CSA 17	-
PIO's	
SO CAL Pub Ed	1
County COVID Press Conference	14
Community Stakeholder Meetings	-
TOTAL	17

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
 June 2020

TRAINING/EDUCATION	
Class Name	Dates
CPST Recert Evenflo	6/11/2020
TOTAL	

CLERICAL	
Activity	Number
Phone Calls	45
Correspondence	295
TOTAL	340

PUBLIC MEDIA INERACTION	
Activity	Number
Press Releases	2
Community Event Interviews	-
On-scene PIO	1
Interviews (Other)	-
TOTAL:	3



Rancho Santa Fe Fire Protection District

P.O. Box 410 • 18027 Calle Ambiente • Rancho Santa Fe • California 92067-0410
Tel. (858) 756-5971 • Fax (858) 756-4799

Board of Directors
James Ashcraft, President
John Tanner
Nancy Hillgren
Randall Malin
Tucker Stine

Fire Chief
Fred W Cox

July 6, 2020

Assemblywoman Cecilia Aguiar-Curry
Capitol Office, Room 5144
PO Box 942849, Sacramento, CA 94249-0004

Assemblyman Tom Lackey
Capitol Office, Room 2174
PO Box 942849, Sacramento, CA 94249-0036

Re: Senate Bill 474 (Stern) - OPPOSE

Dear Chairwoman Aguiar-Curry and Vice Chair Tom Lackey,

On behalf of the Rancho Santa Fe Fire Protection District, I am writing you today to express our opposition to Senate Bill 474. As written, this bill severely limits local control on development in Northern San Diego County. The Rancho Santa Fe Fire Protection District has a history of being at the forefront in the promulgation of fire codes and application of development standards designed precisely to mitigate many of the fire and life safety hazards this legislation purports to address.

The Rancho Santa Fe Fire Protection District believes that the code development and review process it conducts on new projects in State Responsibility Areas and Fire Hazard Severity Zones allows for it to make educated and sensible decisions about local land use matters. In collaboration with the San Diego County Fire Authority and San Diego County Planning and Development Services, we consistently review items such as fuel loading, evacuation routes, ignition resistant construction materials, and predictive fire modeling, among other stringent reviews, to ensure that it makes the best decision for development in its service area.

We believe that the decision-making authority should not be removed from local jurisdictions as the local fire jurisdictions are the experts on fire safety in that region. The state should not implement a blanket, one-size-fits-all approach to prohibiting growth within Very High Fire Hazard Severity zones or State Responsibility Areas. Though the intent of preventing loss of life and property in wildfires is admirable, the decision-making authority should remain at the local level and the goal should be accomplished through code review and code enforcement in which the Rancho Santa Fe Fire Protection District has been a leader in developing.

Properly implemented, new development within such areas can actually serve to mitigate hazards and improve existing communities fire safety through modification of native fuels within heavily vegetated areas, creation of additional roadways that increase the number of available exit routes, removal of flammable vegetation alongside roadways, and providing a mechanism for ongoing maintenance of fuel beds that were previously unmanaged, often susceptible to illegal dumping, etc.

To better improve fire safety within the state, a greater concern should be placed upon pre-existing structures within the Wildland-Urban Interface, Fire Hazard Severity Zones, and State Responsibility Areas. These structures are more susceptible to loss during wildfires. Hardening these structures combined with the enforcement of defensible space and weed abatement standards would be far more beneficial than

limiting or prohibiting construction in State Responsibility Areas - especially when California is in such desperate need of additional housing units.

For the aforementioned reasons, the Rancho Santa Fe Fire Protection District urges you to oppose SB 474 and recommends that the state redirect this bill to introduce programs that assist current homeowners in hardening their homes within these areas.

Sincerely,

Fred Cox
Fire Chief

cc:
Assemblywoman Marie Waldron
State Capitol, Room 3104
Sacramento, CA 95814

Chris Palmer
Senior Public Affairs Field Coordinator
California Special Districts Association

STAFF REPORT

NO. 20-13

TO: BOARD OF DIRECTORS
FRED COX, FIRE CHIEF

FROM: CONOR LENEHAN, DEPUTY FIRE MARSHAL

SUBJECT: HAZARD ABATEMENT CONTRACTOR

DATE: JULY 9, 2020



RECOMMENDATION

Staff recommends the Board authorize the Fire Chief to execute a service agreement with Badger RE & Son Inc., to be the hazard abatement contractor for the District when an abatement of hazardous vegetation and rubbish within the Rancho Santa Fe Fire Protection District is required under Fire District's Ordinance 2019-02.

BACKGROUND

Since March 2005, the Board of Directors has authorized the use of a single hazard abatement contractor for the forced abatement of hazardous vegetation and rubbish within the Fire District. This agreement enables the District to contract with the hazard abatement contractor to force abate hazards when the owners fail to bring their property in compliance with adopted District ordinances and the California Health and Safety Code.

In May 2020, staff posted a Request for Proposal (RFP) for a hazard abatement contractor for the forced abatement of hazardous vegetation and rubbish within the Fire District. The RFP bid packet was posted on the district's website and staff encouraged companies on the district's weed abatement contractor list to submit a formal bid. The bid period was open for 30 days, and closed on June 19, 2020. The District received two bids.

CURRENT SITUATION

After reviewing and evaluating the two bids that were submitted, staff determined that Badger RE & Son Inc was the most responsive bidder for the District and the taxpayers.

This service agreement contract is for a period of "one-year" and the option for the District to have two (2), "one-year" extensions.



Rancho Santa Fe Fire Protection District

P.O. Box 410 • 18027 Calle Ambiente • Rancho Santa Fe • California 92067-0410
Tel. (858) 756-5971 • Fax (858) 756-4799

Board of Directors
James Ashcraft, President
Tucker Stine
Nancy Hillgren
Randall Malin
John C. Tanner

Fire Chief
Fred Cox

SERVICE AGREEMENT

PROJECT: Sole source contractor for the forced abatement of hazardous vegetation and rubbish within the Rancho Santa Fe Fire Protection District for parcels in violation of District Ordinance 2019-02.

THIS AGREEMENT is made and entered into this _____ day of _____, 2020, by and between the RANCHO SANTA FE FIRE PROTECTION DISTRICT, hereinafter designated as “DISTRICT” and _____, hereinafter designated as “CONTRACTOR.”

RECITALS

- A. DISTRICT desires to obtain a sole source contractor, at the lowest cost to the public, for the removal of vegetation, litter and rubbish from non-complaint properties located within the boundaries of the DISTRICT.
- B. CONTRACTOR has submitted a proposal to provide vegetation, litter and rubbish management services for the DISTRICT in accordance with the terms set forward in this agreement.
- C. DISTRICT desires to contract with CONTRACTOR as an independent contractor and CONTRACTOR desires to provide services to DISTRICT as an independent contractor.
- D. CONTRACTOR has demonstrated its competence and qualifications necessary for the satisfactory performance of the services designated herein by virtue of its experience, education, training and expertise.

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1.0 SCOPE OF WORK The project is more particularly described as:

1.1.1 Implementation of a sole source contractor for the abatement of vegetation, litter and combustible rubbish on parcels located within the boundaries of the DISTRICT when owners fail to bring their property in compliance with adopted DISTRICT ordinances.

1.1.2 CONTRACTOR understands that this contract will be awarded for a one (1) year period; with a possible two (1) year extensions, to be evaluated annually; of time commencing on the date of execution to the qualified contractor submitting the required documentation and the lowest overall bid on the Schedule of Fees.

1.1.3 The CONTRACTOR shall cooperate fully with the DISTRICT during any forced abatement upon any parcel.

1.1.4 The CONTRACTOR shall not proceed with any forced abatement until a “Work Order Authorization” is signed and issued by the DISTRICT.

1.1.5 The CONTRACTOR shall perform billing and collection functions associated with forced abatements, unless other prior arrangements have been made with the DISTRICT. The contractor shall provide the district with invoices for dumping fees from an approved dumpsite.

1.1.6 The CONTRACTOR shall maintain good public relations with all citizens, groups and organizations associated with any abatement.

1.2. SERVICES PROVIDED BY THE DISTRICT - The DISTRICT shall provide the following services:

1.2.1 Overall quality assurance of the program by providing written and oral standards and guidelines, reviewing correspondence and documentation, and reviewing citizen comments and complaints.

1.2.2 The District will investigate all vegetation hazard complaints, conduct inspections, and send a “First” and “Final” violation notification as required. The notice(s) shall state the abatement instructions, the date of expected compliance, consequences of ignoring the notice, and include instructions to follow once the work is completed.

1.2.3 If parcel owners have not abated the hazard by the time specified in the Final Notice, the parcel will be posted with a “Notice to Abate Hazard” in a conspicuous location(s) on the property.

1.2.4 If parcel owners have not abated the hazard within ten (10) calendar days from the time of the posting, the parcel will be a candidate for “forced abatement”. Full documentation of the process used to reach forced abatement, including but not limited to, the specific First, and Final Notices, certified mail receipt(s), and photographs of the condition of the parcel. Such documentation will be forwarded with a “Work Order Authorization” to the Fire Marshal. Upon review by the Fire Marshal or a DISTRICT authorized representative and it is determined that forced abatement is required; the “Work Order Authorization” shall be signed and submitted to the CONTRACTOR for abatement. **No abatement work shall be performed by the CONTRACTOR until such authorization has been signed by an authorized representative of the DISTRICT.**

1.2.5 Consultation on issues related to the concerns of the DISTRICT and assistance with enforcement of DISTRICT ordinances and/or standards will be provided when necessary.

1.3.0 SERVICES PROVIDED BY THE CONTRACTOR The services to be provided by the CONTRACTOR shall consist of, but not be limited to the following:

1.3.1 Cooperate fully with the DISTRICT in performing services in accordance with this agreement with established codes and standards.

1.3.2 Furnish all labor, material, equipment, and tools for the forced abatement of vegetation, trees, litter, weeds, and rubbish from parcels within DISTRICT.

1.3.3 The CONTRACTOR shall maintain all proper documentation of the job. The documentation shall include work authorizations, the date the work was performed, charges accrued by the parcel owner for said work, and photographs of the parcel taken before and after the abatement.

1.3.4 An authorized representative of the CONTRACTOR shall meet with the DISTRICT, upon request, to discuss the progress of the project or any other issues or concerns which may arise during the term of this agreement.

1.3.5 The CONTRACTOR shall bill parcel owners that were subjected to forced abatement at not more than the following amounts:

SCHEDULE OF FEES

1. **Tractor Mowing**
 - A. Equipment move-on flat fee \$ _____
 - B. Hourly rate (Calculated from onsite start time) \$ _____

2. **Hand Labor**
 - A. Hand labor, hourly rate, (per person) includes use of string trimmers, chainsaws and or other small equipment \$ _____

3. **Debris Removal**
 - A. Dump fees include hauling, per ton (Invoice documentation required from dumpsite) \$ _____
 - B. Chipping per hour based on 2 people (on site, spread to no more than 6” depth) \$ _____

4. **Administrative Fee**
 - A. Per Abatement \$ _____

5. **Tree Work** (per hr, per person)
 - A. Roadway clearance (trimming to 13’6” high) \$ _____
 - B. Palm Tree/Tree removal – free falling (per tree) \$ _____
 - C. Palm Tree/Tree removal – controlled fall (per tree) \$ _____
 - D. Palm Tree/Tree removal – w/use of boom truck (per tree) \$ _____
 - E. Palm Tree/Tree removal – w/use of crane or other heavy equipment (Per Tree) \$ _____
 - F. Palm Tree/Tree trimming – canopy (dead wood removal) free fall (Per tree) \$ _____
 - G. Palm Tree/Tree trimming – canopy (dead wood removal) controlled fall (Per tree) \$ _____
 - H. Palm skirting \$ _____

6. **Miscellaneous**
 - A. Firewood, stacked per Fire Department requirements \$ _____
 - B. Firewood, removed from site \$ _____
 - C. Stump Grinding (Per tree diameter) \$ _____

The CONTRACTOR shall not change the maximum amount of such fees without prior written consent of the District.

1.3.6 Special circumstances or hazard abatements not covered in the schedule of fees may be subject to an open bid process outside of this contract. Open bid process will consist of obtaining three bids from contractors selected from the DISTRICT’S abatement contractors list.

2.0 TIMING REQUIREMENTS Time is of the essence in the performance of work under this agreement and the following timing requirements shall be strictly adhered to unless otherwise modified in writing and agreed to by the CONTRACTOR and the DISTRICT. Failure by the CONTRACTOR to strictly adhere to these timing requirements may result in termination of this agreement by the DISTRICT.

2.1.0 When the CONTRACTOR receives a signed Work Authorization Order, the CONTRACTOR must start work on the forced abatement within seven (7) business days of receiving the work order unless otherwise agreed upon by the DISTRICT.

3.0 CRITERIA AND STANDARDS All work performed under this agreement shall be in accordance with all applicable DISTRICT, County, State, and Federal laws, codes, ordinances, and standards. **See Attachment: Standard for Vegetation Clearance and Hazard Reduction.** In the performance of its services, the CONTRACTOR shall use the degree of care and skill ordinarily exercised by other contractors, under similar conditions. Safety precautions shall be used in all operations including, but not limited to, spark arrestors on all internal combustion engines, a two and one-half gallon pressurized water fire extinguisher, and round point shovel on all tractors, safety shields on mowers and motorized trimmers, and proper clothing, footwear, gloves, and eye protection for laborers when required. Crew supervisors and equipment operators must be qualified, experienced, and able to communicate in the English language, or have a qualified interpreter present. Equipment, tools and vehicles used by the CONTRACTOR shall be in good mechanical condition and are subject to inspection and approval by the DISTRICT prior to acceptance. Operations may be suspended at any time should it be determined that proper safety precautions are not being taken. Precautions shall be taken so that a fire, nuisance noise, dust, and waste are not created during abatement.

4.0 COMPENSATION The CONTRACTOR shall be paid by property owners requiring forced abatement in accordance with the rates established in section 1.3.5 of this agreement. Only after the procedures specified in this agreement have been completed, shall the CONTRACTOR submit for payment to the property owner.

4.1.1 The CONTRACTOR will notify the DISTRICT upon completion of any DISTRICT authorized forced abatement. The DISTRICT will inspect the completed abatement to ensure compliance with all applicable DISTRICT codes and standards. Upon approval of the completed work, the CONTRACTOR shall bill the owner of the property as shown on the County of San Diego Tax rolls. All billings shall be done via certified mail.

4.1.2 The Contractor must re-bill the property owner every fifteen days (15) days, until payment is received. If no payment is received within thirty (30) days, and all other methods of collection have been exhausted, the CONTRACTOR may submit to the DISTRICT for payment.

4.2.1 NONPAYMENT BY PROPERTY OWNER The DISTRICT shall not be responsible for payment of fees to the CONTRACTOR for forced abatement except as provided in section 4.2.2 for work performed under this agreement, unless additional arrangements are made at future date.

4.2.2 Should CONTRACTOR be unable to collect an amount charged for abatement after attempt by CONTRACTOR and/or CONTRACTOR'S collection agency, CONTRACTOR after thirty (30) days, may submit invoice to the DISTRICT for payment.

4.2.3 DISTRICT shall pay CONTRACTOR within thirty (30) days of receiving an invoice. In order to process an invoice, CONTRACTOR shall provide all records/receipts that pertain to the abatement required by the DISTRICT to include work order authorization, copies of invoices to property owner, any correspondence, and certified mail receipts.

4.2.4 DISTRICT agrees to institute procedures to impose an assessment after review of CONTRACTOR'S records; DISTRICT shall be reimbursed upon payment from the tax collectors office.

4.2.5 If at any time the CONTRACTOR receives payment from a property owner after the DISTRICT pays the CONTRACTOR for forced abatement services, the CONTRACTOR shall immediately notify the DISTRICT within two (2) business days and refund any payment made by the DISTRICT within five (5) business days.

5.0 INDEPENDENT CONTRACTOR The CONTRACTOR’S relationship to the DISTRICT shall be that of an independent contractor. The CONTRACTOR shall have no authority, express or implied, to act on behalf of the DISTRICT as an agent, or to bind the DISTRICT to any obligation whatsoever, unless specifically authorized by this agreement or subsequent written agreements by the DISTRICT. The CONTRACTOR shall be solely responsible for the liability and performance of any of its employees, agents or subcontractors under this agreement.

6.0 BUSINESS LICENSE Prior to the commencement of any work under this agreement, the CONTRACTOR shall obtain and present a copy of a current business license.

7.0 WORKERS’ COMPENSATION Pursuant to Labor Code section **1861**, the CONTRACTOR hereby certifies that the CONTRACTOR is aware of the provisions of section **3700** of the Labor Code, which requires every employer to be insured against liability for Workers’ Compensation or to undertake self-insurance in accordance with the provisions of that code, and the CONTRACTOR will comply with such provisions, and provide certification of such compliance prior to commencement of any work. The certification shall be in accordance with subsections **8.9** through **8.9.1** of this agreement.

8.0 INSURANCE REQUIREMENTS

8.1.0 The CONTRACTOR shall, throughout the duration of this agreement, maintain comprehensive general liability and property damage insurance, or commercial general liability insurance covering all operations of the CONTRACTOR, its agents and employees, performed in connection with this agreement, including, but not limited to, premises and automobile.

8.2.0 The contractor shall maintain the following minimum limits:

General Liability

Combined single limit per occurrence	\$1,000,000
General aggregate	\$2,000,000

Automobile Liability

Combined single limit per occurrence	\$1,000,000
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8.3.0 All insurance companies affording coverage to the CONTRACTOR shall include the DISTRICT as “additional named insured” under their insurance policy, for all work performed in accordance with this agreement.

8.4.0 All insurance companies affording coverage to the CONTRACTOR shall be insurance organizations admitted by the Insurance Commissioner of the State Department of Insurance to transact business of insurance in the State of California.

8.5.0 All insurance companies affording coverage shall provide a thirty (30) day written notice to the DISTRICT should the policy be canceled before the expiration date. For the purpose of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.

8.6.0 The CONTRACTOR shall provide evidence of compliance with the insurance requirements listed above by providing a Certificate of Insurance and an original endorsement to the policy, in a form satisfactory to the DISTRICT'S legal counsel, concurrently with the submittal of this agreement.

8.7.0 The CONTRACTOR shall provide a substitute Certificate of Insurance and an endorsement no later than thirty (30) days prior to the policy expiration date. Failure by the CONTRACTOR to provide such a substitution and extend the policy expiration date shall be considered a default by the CONTRACTOR and may subject the CONTRACTOR to suspension or termination of work under this agreement.

8.8.0 Maintenance of insurance by the CONTRACTOR as specified in this agreement shall in no way be interpreted as relieving the CONTRACTOR of any responsibility and the CONTRACTOR may carry, at its own expense, such additional insurance as it deems necessary.

8.9.0 The CONTRACTOR shall obtain and maintain WORKERS COMPENSATION insurance complying with all applicable state and federal statutes.

8.9.1 Statutory Limits: WORKERS COMPENSATION policies do not have limits but are "STATUTORY". Therefore important items required on the certificate are 1) the policy number, 2) the effective and expiration dates, and 3) the certificate holders.

9.0 **CONTRACTOR'S INDEMNIFICATION OF THE DISTRICT** The CONTRACTOR shall defend and hold harmless the DISTRICT and its officers, agents and employees against all claims for damages to persons or property arising out of the conduct of the CONTRACTOR or its employees, agents, subcontractors or others in connection with the execution of work covered by this agreement, except only for those claims arising from the sole negligence or sole willful misconduct of the DISTRICT, its officers, agents or employees. The CONTRACTOR'S indemnification shall include any and all costs, expenses, attorneys' fees and liability incurred by the DISTRICT, its officers, agents or employees in defending against such claims, whether the same proceed to judgment or not. Further, the CONTRACTOR at its own expense shall, upon written request by the DISTRICT, defend any such suit or action brought against the DISTRICT, its officers, agents or employees. The CONTRACTOR'S indemnification of the DISTRICT shall not be limited by any prior or subsequent declaration by the CONTRACTOR.

10.0 **OWNERSHIP OF DOCUMENTS AND INFORMATION** A copy of all documents, correspondence and data prepared, provided and/or collected as a part of work covered by this agreement shall be the property of the DISTRICT and shall be provided upon request. Further, a computer generated copy of all information accumulated under the auspices of this agreement shall be supplied to the DISTRICT on a computer disc when requested. The CONTRACTOR may retain copies of all such materials for the purpose of documenting their participation in this agreement.

11.0 **TERMINATION OF AGREEMENT** Either party may terminate this agreement upon written notice. Contract shall become null and void 60 days after delivery of said notice.

12.0 **ASSIGNMENT AND DELEGATION** This agreement and any portion thereof shall not be assigned or transferred, nor shall any of the CONTRACTOR'S duties be delegated without the express written agreement of the DISTRICT. This does not apply to CONTRACTOR'S assignment of receivables for financing purposes. Any attempt to assign or delegate any provision of this agreement without the express written consent of the DISTRICT shall be void and of no force and effect. The DISTRICT may delegate authority in connection with this agreement, for the purposes directing the CONTRACTOR'S performance, to any member of the DISTRICT.

13.0 INTERPRETATION OF THE AGREEMENT The interpretation, validity and enforcement of this agreement shall be governed by and construed under the laws of the State of California. This agreement does not limit any other rights or remedies available to the DISTRICT. The CONTRACTOR shall be responsible for complying with all Local, State, and Federal laws, whether or not said laws are expressly stated or referred to herein. Should any provision herein be found or deemed to be invalid, this agreement shall be construed as not containing such provision and all other provisions which are otherwise lawful shall remain in full force and effect, and to this end the provisions of this agreement are severable. The Fire Marshal, under the authority of the DISTRICT and the Fire Chief, shall be the DISTRICT'S authorized representative in the interpretation and enforcement of all provisions of this agreement.

14.0 AGREEMENT MODIFICATION This agreement may not be modified orally or in any manner other than by an agreement in writing, signed by the parties hereto.

15.0 DISPUTE RESOLUTION No suit shall be brought on this agreement unless all statutory claims filing requirements have been met.

16.0 NOTICES All notices, demands, requests, consents or other communications which this agreement contemplates or authorizes, or requires or permits either party to give to the other, shall be in writing and shall be in writing and shall be personally delivered or mailed to the respective party as follows :

TO DISTRICT:

TO CONTRACTOR:

**Rancho Santa Fe Fire Protection District
P.O. Box 410
Rancho Santa Fe, CA 92067
(858) 756-5971
(858) 756-4799 (fax)**

16.1.0 Either party may change its address by notice to the other party as provided herein. Communications shall be deemed to have been given and received on the first to occur of (I) actual receipt at the offices of the party to whom the communication is sent, as designated above, or (II) three (3) working days following the deposit in the United States mail of registered or certified mail, postage prepaid, return receipt requested, addressed to the offices of the party to whom the communication is to be sent, as designated above.

17.0 AGREEMENT PERIOD The term of this agreement shall be from the date of execution to _____ . Unless otherwise extended or terminated as provided herein, this agreement will be sent out to bid an annual basis. Under emergency circumstances, this contract may be extended by two (2) years, in one year increments, by mutual agreement of both parties.

18.0 ATTACHMENTS This agreement utilizes the following DISTRICT Ordinances, Standards and documents. Attachments are for CONTRACTORS reference ONLY.

- **Fire District Ordinance 19-02**
- **1st Violation Notice**
- **Final Violation Notice**
- **Notice to Abate Hazard Signage**
- **Local Newspaper Advertisement**
- **13'6" Roadway Vertical Clearance Diagram**
- **Palm Tree Policy**
- **Standard for Vegetation Clearance and Hazard Reduction**

19.0 SIGNATURES The individuals executing this agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this agreement on behalf of the respective legal entities of the CONTRACTOR and the DISTRICT.

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Services Agreement to be executed by setting hereunto their signatures this _____ day of _____, 2020.

Contractor Signature

Print Name

Date

Marlene Donner, Fire Marshal

Date

Fred Cox , Fire Chief

Date

Federal Employee ID Number

RESOLUTION No. 2020-09

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 October 1, 2018.

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	\$148,094	\$188,820
Battalion Chief	\$121,147	\$154,463
Fire Marshal	\$113,688	\$144,957
Administrative Manager <u>(Finance & Administration)</u>	\$102,220	\$130,332
Admin-Human Resource Manager	\$ 97,600	\$122,000
Finance Manager	\$ 97,600	\$122,000

1.2 Stipend: Retroactive to the June 30, 2020 pay date, and by a separate check, a \$4,500 stipend, less applicable state and federal withholdings, will be paid to each active employee (as of June 30, 2020) 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 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 employees enrolled in the CalPERS 3% @ 50 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.

2.3 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 employees enrolled in the PERS 3% @ 55 plan, the employee will contribute 100% of the employee's contribution for all reportable wages. 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 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 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 may 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 18 months. After the 18-month period expires, or at retirement, 100% of any unused premium shall be transferred to the employee's Retirement Health Savings Account. NOTE: If an employee separates from employment, 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. Effective July 1, 2006 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 SUPPLEMENTAL BENEFIT PLANS

- 6.1 Management Supplemental Benefit: All Managers represented in this resolution will receive a Management Supplemental Benefit (MSB) of 5% of their annual base salary as of July 1. The MSB 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 MSB 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. Managers 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. a. Medical Reimbursement: this option is considered a non-taxable benefit, which may be used for additional medical/dental expenses. Please note that unused monies in this account are not eligible for transfer to the District's Health Retirement Savings Account.~~
 - d. c. Combination of Option a, or b, ~~or~~ c: this option may not exceed the maximum benefit.

6.2 Medical Reimbursement: this option is considered a non-taxable benefit, which may be used for additional medical/dental expenses, and this option is not considered as reportable compensation to CalPERS. Please Note that unused monies in this account are not eligible for transfer to the District's Health Retirement Savings Account.

~~6.26.3~~ Staff Management Supplemental Benefit: Beginning July 1, 2017, all Managers represented in this resolution and who are assigned to a 40-hour or 9/80 workweek, will receive an additional Staff Management Supplemental Benefit (SMSB) of 5% of their annual base salary. To be eligible for the SMSB, 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 SMSB 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 SMSB of 5% of annual base salary shall only to be used once in a twelve (12) month period for the calculation of reportable compensation. Managers covered by this benefit may choose one of the options described in 6.1 a – c.

8.7. HOLIDAYS

~~8.17.1~~ For the purpose of this section, the legal "holiday" shall mean and include the following days:

- a. New Year's Day (January 1)
- b. Martin Luther King Day (third Monday in January)
- c. President's Day (third Monday in February)
- d. Memorial Day (fourth Monday in May)
- e. Independence Day (July 4)
- f. Labor Day (first Monday in September)
- g. Veteran's Day (November 11)
- h. Thanksgiving Day (fourth Thursday in November)
- i. Day after Thanksgiving Day
- j. Christmas Day (December 25)
- k. Floating Holiday

~~8.27.2~~ 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.

9.8. USE OF DISTRICT VEHICLES

~~9.18.1~~ 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

~~9.28.2~~ Personnel assigned to a take home vehicle must meet a 45-minute response time to District from their place of residence.

~~9.38.3~~ Battalion Chief – Shift: while on duty, shift Battalion Chiefs are provided an emergency vehicle to assist in the performance of their duties.

~~9.48.4~~ 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.

10.9. VACATION ACCRUAL

~~10.19.1~~ 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 – 5 years	80 hours	112 hours
6 – 10 years	120 hours	168 hours
11 – 15 years	136 hours	190 hours
16 – 20 years	160 hours	224 hours
21+ years	200 hours	280 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.

~~10.29.2~~ 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.

~~10.39.3~~ 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.

~~10.49.4~~ 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.

11.10. EMERGENCY RESPONSE COMPENSATION

~~11.10.1~~ 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.

~~11.210.2~~ 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.

~~11.310.3~~ 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.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on ~~July 15, May 15, 2020~~ July 15, 2020 by the following vote:

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

James H Ashcraft
President

ATTEST:

Karlana Rannals
Secretary

RESOLUTION 2020-10

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 December 31, 2019 through December 31, 2020.

PASSED AND ADOPTED at a special meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on July 15, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

AMENDMENT NO. 2 TO

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

RANCHO SANTA FE PROFESSIONAL FIREFIGHTERS ASSOCIATION –
LOCAL 4349

AND

RANCHO SANTA FE FIRE PROTECTION DISTRICT

THIS AMENDMENT NO. 2 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 PROFESSIONAL FIREFIGHTERS ASSOCIATION – LOCAL 4349 (hereinafter “**Union**”).

RECITALS

WHEREAS, District and Union on or about February 8, 2017 entered into a MEMORANDUM OF UNDERSTANDING as amended (“**MOU**”). Said MOU was effective January 1, 2017 to December 31, 2019; and

WHEREAS, District and Union now desire to further amend the MOU.

NOW THEREFORE, the Parties agree as follows:

1. **Term.** The term of the MOU shall be extended from December 31, 2019 to December 31, 2020.

2. **Section 02.03.** Section 02.03 is deleted and the following new Section 02.03 is added as follows:

02.03 Current classifications assigned to the bargaining unit are:

a. Captain

b. Engineer/Paramedic

c. Firefighter/Paramedic

3. **Section 02.03.5.** A new Section 02.03.5 is added as follows:

02.03.5 The position of Engineer shall be eliminated effective January 1, 2020. Any employee classified as an Engineer as of December 31, 2019 shall be reclassified as an Engineer/Paramedic effective January 1, 2020, including wages.

4. **Section 18.01.** Section 18.01 is clarified to provide that the CalPERS HMO medical plans are those listed by the CalPERS in Region 2 or any subsequent region designated by CalPERS as the region in which the District is located.

5. **Section 23.06.** A new Section 23.06 is added as follows:

23.06 Stipend: Retroactive to the June 30, 2020 pay date, and by a separate check, a \$4,500 stipend, less applicable state and federal withholdings, will be paid to each active employee represented within this MOU. This one-time stipend is not reportable compensation to CalPERS.

6. **Section 30.01.** Section 30.01 is deleted and the following new Section 30.01 is added as follows:

30.01 The District shall provide long-term disability insurance provided by California Professionals Firefighters Association.

7. This AMENDMENT NO. 2 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.

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

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

The Parties have executed this AMENDMENT No. 2 to MOU on the date appearing next to their names at Rancho Santa Fe, California.

Rancho Santa Fe Fire Protection District

Dated: July __, 2020

By: _____

James H. Ashcraft

President of the Board of Directors

Rancho Santa Fe Professional Firefighters
Association – Local 4349

Dated: July __, 2020

By: _____

Nicholas Brandow

President of Local 4349

STAFF REPORT

NO. 20-14

TO: BOARD OF DIRECTORS
FRED W. COX, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: RESOLUTION UPDATING AGENCY CONFLICT OF INTEREST CODE

DATE: JULY 9, 2020



RECOMMENDATION

It is recommended that the Board of Directors approve Resolution No. 2020-10 amending the Rancho Santa Fe Fire Protection District Conflict of Interest Code, which updates the designated positions within the District, and authorize the Board Clerk to notify the County of San Diego Clerk of the Board no later than October 1, 2020 that amendments are necessary, and execute the form.

BACKGROUND

The Political Reform Act of 1974 requires local agencies adopt local Conflict of Interest Codes. The Fire District has had such a code in effect since the 1980s. The District's Code requires disclosure of financial interests of certain employees, consultants and members of board if these persons are likely to be involved in decision-making that could affect their own financial interests. All public employees must comply with the State's general conflict of interest laws by abstaining from influencing or making decisions that would affect their own financial interests. Additionally, employees who hold positions designated in the District's Conflict of Interest Code must disclose specified types of financial interests on annual financial disclosure statements that are filed with the Board Clerk.

The Board of Directors last amended the Districts Conflict of Interest Code on September 26, 2018. State law requires every local governmental agency to periodically review its Conflict of Interest Code to determine whether it is accurate and up-to-date. Updates do not change the basic conflict of interest abstention rules. These rules reflect State law.

Also, as a part of the resolution, there are two Appendixes:

A – Designated Positions - The list of designated positions is part of the District's Code and designates which employees must file annual financial disclosure statements. For each designated position, the list establishes the categories of financial interests for which disclosure must be made. Requirements for disclosure differ from job to job in accordance with the kinds of financial interests that might be affected by an officer's or employee's decision making.

B – Disclosure Categories of Reportable Economic Interests - The disclosure categories establish the types of financial disclosure that must be made for each position and the Fair Political Practices Commission ("FPPC") forms that must be completed by the employee.

RESOLUTION No. 20~~2018~~-~~113~~

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT AMENDING THE FAIR POLITICAL PRACTICES COMMISSION'S STANDARD CONFLICT OF INTEREST CODE AND CANDIDATE DISCLOSURE STATEMENT and REPEALING RESOLUTION NO. 20~~18~~~~16~~-13

WHEREAS, the Political Reform Act requires certain District Officials, specified in section 87200 of the California Government Code, to file economic disclosure forms ("Form 700") and abstain from making or participating in making governmental decision which have a reasonably foreseeable material effect on an economic interest; and

WHEREAS, the Rancho Santa Fe Fire Protection District approved an "Agency Conflict of Interest Code" as required by California Government Code on May 24, 2000; and

WHEREAS, the Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act.

WHEREAS, consistent with the biennial schedule established by the Fair Political Practices Commission for amending local conflict of interest codes, the District reviews and amends its local conflict of interest code every two years;

NOW, THEREFORE, the Board of Directors of the Rancho Santa Fe Fire Protection District does RESOLVE as follows:

1. Resolution No. 201~~86~~-~~103~~ is hereby repealed.
2. The Conflict of Interest Code for the Rancho Santa Fe Fire Protection District is hereby amended to read as follows:

CONFLICT OF INTEREST CODE FOR THE RANCHO SANTA FE FIRE PROTECTION DISTRICT

The Political Reform Act, Government Code §81000, et. seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. After public notice and hearing the regulation may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and Appendix A and B, attached to this resolution and a part of it, designating officials, employees and consultants, and establishing disclosure categories, shall constitute the conflict of interest code of the Rancho Santa Fe Fire Protection District (District).

~~The District's Board Clerk as the designated filing officer, shall upon receipt of the statements of the Directors, make and retain a copy and forward the original of these statements to the Clerk of the Board of Supervisors.~~

~~Designated employees and consultants shall file statements of economic interest with the District's Board Clerk who will make the statements available for public inspection and reproduction (Gov. Code § 81008.). Statements for all designated employees and consultants will be retained by the District.~~

Individuals holding designated positions shall file their statements of economic interest with the District, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). Upon receipt of the statements for the Members of the Board of Directors and Board Clerk, the District shall make and retain copies and forward the originals to the Clerk of the Board of Supervisors. All other statements will be retained by the District.

3. The Conflict of Interest Code for the Rancho Santa Fe Fire Protection District will become effective the date the Board of Directors approves this resolution.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on ~~July 15~~~~September 26, 20~~2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

JAMES H ASHCRAFT
President

Karlana Rannals
Secretary, Board of Directors

APPENDIX A

DESIGNATED POSITIONS

<u>Titles</u>	Assigned Disclosure Category
Directors	1
Candidate for Board of Directors	1
Chief Officers, <i>including but not limited to</i>	
Fire Chief	1
Assistant/Deputy Chief	1
Division Chief	3
Battalion Chief.....	3
Administrative Manager <u>(Finance & Administration)</u>	1
Admin/Human Resource Manager	1
Finance Manager	1
Fire Marshal	1
Fire Prevention Personnel, <i>including but not limited to</i> :.....	
Deputy Fire Marshal.....	3
Fire Prevention Specialist.....	3
Urban Forester	3
Weed Abatement Specialist.....	4

OTHER REPORTING REQUIREMENTS

Consultants (Defined in FPPC Regulation 18701(a)(2))

The positions of the following consultants presently Retained by the Agency:

Attorney(s)	1
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DISCLOSURE CATEGORIES OF REPORTABLE ECONOMIC INTERESTS

1. FULL DISCLOSURE

What to report? All investments and business positions in business entities, sources of income including gifts, loans and travel payments, and interests in real property.

What Form 700 schedules? All Schedules. (A through E)

2. DISTRICT-RELATED INCOME

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the District.

What Form 700 schedules? A, C, D, E

3. DISTRICT-RELATED INCOME, REAL PROPERTY

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the District and all interests in real property.

What Form 700 schedules? All Schedules (A through E)

4. DIVISION-RELATED INCOME (Administration, Operations, Prevention)

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type if the source is of a type which provides, manufactures or supplies equipment, supplies, material, services or machinery of the type utilized by or subject to the review or approval of the department in which that person is employed.

What Form 700 schedules? A, C, D, E

FORM 700 SCHEDULES – DESCRIPTION

Form 700

- Schedules A-1 Investments (Stocks, Bonds, and Other Interests (Ownership Interest is Less than 10%))
- Schedules A-2 Investments, Income and Assets of Business Entities/Trusts (Ownership Interest is 10% or Greater)
- Schedule B Interests in Real Property (Including Rental Income)
- Schedule C Income, Loans and Business Positions (Other than Gifts and Travel Payments)
- Schedule D Income – Gifts
- Schedule E Travel Payments, Advances and Reimbursements