



**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

August 12, 2015
Regular Meeting
1:00 pm PT

RULES FOR ADDRESSING BOARD OF DIRECTORS

Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk.

Any person may address the Board on any item of Board business or Board concern. The Board cannot take action on any matter presented during Public Comment, but can refer it to the Administrative Officer for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature or which require immediate attention. The maximum time allotted for each presentation is FIVE (5) MINUTES.

Pledge of Allegiance

1. Roll Call
2. Public Comment
3. 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.

4. Consent Calendar
 - a. Board of Directors Minutes
 - i) Board of Directors minutes of June 24, 2015
ACTION REQUESTED: **Approve**
 - b. Receive and File
 - i) Monthly/Quarterly Reports – ACTION REQUESTED: **Information**
 - List of Demands Check 26272 thru 26382 for the period June 1 – June 30, 2015 totaling:
\$2,356,892.73
Payroll for the period June 1 – June 30, 2015
\$ 521,927.27
TOTAL DISTRIBUTION
\$2,878,820.00
 - List of Demands Check 26383 thru 26494 for the period July 1 – July 31, 2015 totaling:
\$ 842,171.81
Payroll for the period July 1 – July 31, 2015
\$ 558,823.67
TOTAL DISTRIBUTION
\$1,400,995.48

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact the Secretary at 858-756-5971. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

- Activity Reports – June/July 2015
 - Operations
 - Training
 - Fire Prevention
 - Correspondence
 - Hilligas
 - c. Contracts
 - i) Battalion Chief Duty Coverage Agreement
To ratify the renewal of Battalion Chief Duty Coverage Agreement between Elfin Forest/Harmony Grove Fire Department, Inc. and Rancho Santa Fe Fire Protection District, effective August 31, 2014.
[Staff Report 15-14](#)
ACTION REQUESTED: **Ratify the execution of contract by the Fire Chief**
5. Old Business
- a. LAFCO Application – Update
To discuss the status of application for proposed “Rancho Santa Fe Fire Protection District Reorganization” Dissolution of County Service Area No. 107 (Elfin Forest/Harmony Grove) and annexation to Rancho Santa Fe Fire Protection District
ACTION REQUESTED: [Information and/or direction](#)
6. Public Hearing
- a. Ordinance No. 2015-01
ACTION REQUESTED: **A call for public comment (oral or written)**
 - b. Fire Mitigation Fee Program: Resolution Adopting Multi-Year Facilities and Equipment Plan for Rancho Santa Fe Fire Protection District
ACTION REQUESTED: **A call for public comment (oral or written)**
7. New Business
- a. None
8. Ordinance/Resolution
- a. Ordinance No. 2015-01
To introduce Ordinance No. 2015-01 *entitled* An Ordinance of the Rancho Santa Fe Fire Protection District for Vegetation Management and Declaring Certain Vegetation and Certain Waste Matter a Public Nuisance and Providing for the Removal Thereof
ACTION REQUESTED: **Adopt – final adoption**
 - b. Resolution No. 2015-08
To discuss and/or adopt Resolution No. 2015-08 – *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
ACTION REQUESTED: **Adopt**
 - c. Resolution No. 2015-09
To discuss and/or adopt Resolution No. 2015-09 – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel
[Staff Report 15-15](#)
ACTION REQUESTED: **Adopt**

9. Oral Report

- a. Fire Chief – Michel
 - i) Strategic Plan
 - ii) District Activities
 - July 4th Street Fair – Community Education Event
 - International Association of Fire Chiefs Conference – Atlanta, GA
- b. Operations – Deputy Chief
- c. Training – Battalion Chief
- d. Fire Prevention – Fire Marshal
- e. Administrative Manager
 - i) CalPERS Educational Forum – October 26-28, 2015, San Jose, CA
- f. Board of Directors
 - i) North County Dispatch JPA – Update
 - ii) County Service Area – 17 – Update
 - iii) Comments

10. Closed Session (**Time Certain – 2:30 pm**)

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one potential (1) case*

11. Adjournment

The next regular Board of Directors meeting to be September 9, 2015 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 Agenda
Wednesday, August 12, 2015 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on August 7, 2015 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 August 7, 2015



Karlana Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – June 24, 2015

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

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

Pledge of Allegiance

Battalion Chief McQuead led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

(Note: Director Hillgren participated via teleconference from 755 Golf Club Way, #A2, Sedona, AZ)

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Mike Gibbs, Deputy Chief; Fred Cox, Deputy Chief; Chris Galindo, Battalion Chief; Jim Sturtevant, Battalion Chief; Dave McQuead, Battalion Chief; Renee Hill, Fire Marshal, and Karlana Rannals, Board Clerk

2. Public Comment

Tiffany Wong and Brittany Bachmann, Burn Institute staff members presented a trophy to the Rancho Santa Fe Fire Protection District as the top fund raising agency in north San Diego County for the Annual Boot Drive, totaling \$14,876. Captain Dave Livingstone accepted on behalf of the Rancho Santa Fe Professional Firefighters, Local 4349. In addition, they presented a trophy to Fire Chief Tony Michel as the winner of the countywide "01 Challenge."

Chief Frank Twohy, Elfin Forest/Harmony Grove Fire Department expressed on behalf of the citizens of Elfin Forest/Harmony Grove his thanks to the Chiefs' and the District for the assistance received at a vehicle accident on June 9, 2015.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER approved unanimously to waive reading in full of all resolutions/ordinances on the following roll call vote:

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

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER to approve the consent calendar on the following roll call vote:

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

a. Board of Directors Minutes

i) Board of Directors minutes of May 13, 2015

b. Receive and File

i) Monthly/Quarterly Reports

1) List of Demands Check 26186 thru 26270 for the period May 1 – May 31, 2015 totaling:
\$ 194,287.57
Payroll for the period May 1 – May 31, 2015 \$ 472,323.36
TOTAL DISTRIBUTION \$ 666,610.93

2) Activity Reports – May 2015

- Operations
- Training
- Fire Prevention

3) Correspondence - letters/cards were received from the following members of the public

- None

5. Old Business

a. LAFCO Application – Update

Chief Michel gave the update, reporting that the District’s status of negotiations has stalled. District staff was informed by the County that it was their intent to choose a cheaper model and contract with CalFire to provide fire protection for CSA 107. The County requested that the District withdraw the LAFCO application submitted, which he declined to do. Chief Michel and Director Ashcraft met with Deputy CAO Agassi to discuss why negotiations ceased and they used the opportunity to create an open dialogue and discuss frustrations with the delayed negotiations for a property tax exchange. He further noted that there is a temporary plan is to put a temporary fire station at Harmony Grove Village to accommodate the certificate of occupancy.

The District has requested additional information on the costs proposed by CalFire to provide service. The District staff will put effort into preparing an analysis on the two proposals.

6. New Business

a. Fixed Charge Special Assessment for Weed Abatement

Fire Marshal Renee Hill summarized the staff report provided. She reported that this year, the majority of property owners who received notices willingly complied within the time allowed. This year, the district has two parcels that were non-compliant property owner(s) 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. 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, 2015 that include the following parcels:

- Parcel No. 269-201-01; and
- Parcel No. 265-220-06.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE to approve and deliver special assessment for nonpayment of fees 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, 2015. The motion was approved unanimously on the following roll call vote

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

b. Budget Authorization

Chief Cox summarized the staff report provided. He reported the original Request for Proposal (2012) included a five (5) year additional purchase provision with price increases tied to Producers Price Index for transportation equipment over 14,000 lbs. GVW. Staff recommended entering into a formal contract with Spartan ERV. Through negotiations and the desired options, the purchase price is \$617,391. Staff sought authorization as it takes approximately 300 days to construct the vehicle for delivery. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE to approve the purchase and funding to purchase one (1) Type I Fire apparatus for \$617,391m and authorize the disposal of the 1996 reserve engine Spartan/Saulsbury to be sold to the highest bidder. The motion was approved unanimously on the following roll call vote:

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

c. Board Meeting Schedule

Ms. Rannals reminded the board members of the meetings planned for July, August and September, 2015. Calendared for the September agenda is the FY16 Final Budget. At the conclusion of the discussion and a review of the calendar, there was no need to reschedule a meeting.

d. Preliminary Budget FY16

Ms. Rannals presented a PowerPoint presentation on the Preliminary Budget for FY16. She summarized the changes proposed within each category.

She reports that preliminary revenue projection \$13,530 (in thousands) increased (.3%). The tax revenue anticipated is primarily from the San Diego County Tax Assessor's FY15 estimated receivables. This projection will most likely be different at final budget.

She reports that the overall Operating Budget of \$12,899 (in thousands). She summarized the expenditure changes between the proposed budget and FY15 budget that include:

- Personnel Cost (-1.1%) – the overall decrease are results of
 - MOU and employee resolution increased wages
 - Reduction of 3 FF/PM positions
 - Reduction in health care costs
 - Increase in overtime costs
 - Reduction in retirement costs
- Contractual Services (+18.3%) - the overall increase are results of
 - Increase in Equipment Repair
 - Increase in Contractual/Professional Services
 - Increase in utility costs
- Material & Supplies (-8.4%) – the overall decrease are the results of
 - Increase in Computer costs
 - Decrease in Medical Supply as the result of completing the purchase of Defibrillators
 - Increase in safety equipment

She summarized the Capital expenditures proposed, which is primarily funded through the general fund. Capital expenditures (equipment, facility, and vehicles) are estimated to be \$715 (in thousands). The capital expenditures planned are one replacement engine (authorized FY15) and two staff vehicles. Staff responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, to approve the Preliminary Budget for FY16 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 9, 2015, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

Ten-minute recess

7. Ordinance/Resolution

a. Ordinance No. 2015-01

Chief Michel and Fire Marshall Hill summarized the staff report provided. The draft ordinance intends to repeal Ordinance No. 2004-002, approved August 2004 and provides an overall update of the ordinance. There have been are new sections added that were recently removed from the consolidated fire code recently approved by the County Board of Supervisors. Ms. Hill reported that since a second reading is not required, staff recommends the board schedule the public hearing and final adoption for the same meeting. Staff responded to questions from the board.

Director Ashcraft requested that staff proceed with the ordinance adoption process and schedule a public hearing and final ordinance adoption for August 12, 2015.

b. Resolution No. 2015-07

Ms. Rannals informed the Board that this resolution required is necessary to update all signature cards at the various financial institutions.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2015-07 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Signers on District Bank Accounts* on the following roll call vote:

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

8. Oral Report

a. Fire Chief – Michel

- i) Strategic Plan: he reported that works continues on the plan. The core-planning group is currently working on a vision statement.
- ii) District Activities:
 - Town Hall Meetings – Drought/Water Reduction Mandate: District staff has been asked to attend a few town hall meetings. His goal is to ensure that fire code requirements do not conflict with the mandate. At the meeting he attended, hosted by Santa Fe Irrigation District, both entities (water and fire) agreed to create a joint message.
- ii) He reported that this is the last planned meeting for Deputy Chief Mike Gibbs. Chief Gibbs will retire effective December 2, 2015. Chief Gibbs has been in the fire service for 39 years, starting as a volunteer with the Fire District when he was 16. He has done an outstanding job in his current role as Deputy Chief. He wished him well in the new chapter of his life.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity. He distributed the monthly fuel moisture report. He also reported that the district has four personnel at the “Lake Fire.”

- c. Training – Battalion Chief
Chief McQuead summarized the training activity for May. He reviewed the new charts included in the board material, which he believes will better represent the total training for all personnel. In addition, he reviewed the chart created for new hire testing.
- d. Fire Prevention – Fire Marshal
Fire Marshal Hill summarized the activity for the previous month that included 50,000 square feet of new construction. In addition, she reported on the number of weed abatement and shelter in place inspections Staff is also preparing for the 4S Ranch Street Fair planned for July 4.
- e. Administrative Manager
No report
- f. Board of Directors
 - i) North County Dispatch JPA – Update: Ashcraft – no report, the next meeting is May 28, 2015.
 - ii) County Service Area – 17 – Update: Hillgren – no report, the next meeting is July 28, 2015.
 - iii) Comments
 - Malin – inquired about staffing for the upcoming fire season.

9. Closed Session

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one potential (1) case*
Pursuant to section 54956.9, the board met in closed session from 3:30 – 3:47 pm to discuss the following:
 - a. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) case*
All board and staff members listed attended the closed session. Legal counsel for the district, Stephen J. Fitch, participated via conference call.

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the matter listed and provided direction to staff and legal counsel.

10. Adjournment

Meeting adjourned at 3:55 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
26271	\$6.00	4S Ranch Gasoline & Carwash LP	Car Wash
26272	\$442.50	Accme Janitorial Service Inc	Building ADMIN
26273	\$1,329.88	AT&T Calnet 2	Telephone ADMIN/2/3/4
26274	\$158.00	Berry, Nicole	Education/Training Reimbursement
26275	\$207.17	Blend	Outside Printing & Binding
26276	\$468.64	Board of Equalization	UASI FY2013
26277	\$4,768.75	Boylan, James O.dba PathFinders Cons	Consulting Services - Strategic Plan
26278	\$838.50	C.A.P.F.	Disability/Life Insurance
26279	\$95.12	CDW Government Inc.	Equipment - Minor
26280	\$260.00	Chapin, Nicholas	Education/Training Reimbursement
26281	\$707.95	Complete Office of California Inc	Office Supplies
26282	\$2,626.50	County of SD/RCS	CAP Code Paging Service-Monthly Service, 800 MHz Network Admin Fees & Radio (Portable) Repair
26283	\$676.14	Dept of Forestry & Fire Protection	Station Maintenance - RSF 2
26284	\$1,380.11	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
26285	\$254.58	East Penn/Brodings Battery Warehouse	Battery's - Engine Battery
26286	\$51.94	Encinitas Ford Inc.	Repair - ID 1281
26287	\$217.00	Hernandez, Michael	CSA-17 Contract Reimbursement
26288	\$380.00	K & K Coatings	Building RSF2
26289	\$17.00	Ligtenberg, Ray	CSA-17 Contract Reimbursement
26290	\$54.00	San Dieguito Trophy Inc	Awards/Proclamations
26291	\$43.50	Savmart Pharmaceutical Service	CSA-17 Contract
26292	\$6,000.00	Scott Davis Consulting	Programming - Computer & Software FP/PR
26293	\$100.00	SDCFCA	Meetings/Meal Expenses
26294	\$4,356.33	SoCo Group Inc	Gasoline & Diesel Fuel
26295	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
26296	\$286.00	Terminix International	Building ADMIN/1/2/3/4 & NCDJPA Rebill
26297	\$385.00	Time Warner Cable	Cable Service - Admin
26298	\$12.30	U P S	Shipping Service
26299	\$1,101.11	Uniforms Plus	Uniform - Safety Personnel & Boots Safety
26300	\$1,502.40	Verizon Wireless	MDT Broadband + ATN Line, Telephone - Cellular & CSA-17 Contract
26301	\$5,500.00	WinTech Computer Services	Consulting Services

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
26302	\$553.20	American Medical Response Inc	CSA-17 Contract
26303	\$306.00	AT&T Calnet 2	Telephone ADMIN/1/3 & NCDJPA Rebill
26304	\$594.00	CDCE Incorporated	MDC Equipment /Parts
26305	\$87.97	Daniels Tire Service Inc	Repair - ID 0383
26306	\$150.56	Day Wireless Systems Inc	Radio Equipment Minor
26307	\$333.00	Engineered Mechanical Services Inc	Building RSF3
26308	\$322.28	Fire ETC Inc	Safety Clothing (Protective)
26310	\$5,830.00	Hoffman Engineering and Pipeline, In	Building RSF2 - Water Line
26311	\$2,938.50	Kronos - Telestaff	TeleStaff Maintenance
26312	\$28,288.98	L N Curtis & Sons Inc	Hydraulic Rescue Tool
26313	\$296.00	Lenehan, Conor	Education/Training Reimbursement
26315	\$1,916.00	Olivenhain Municipal Water District	Water RSF2/3/4
26316	\$1,189.85	Santa Fe Irrigation District	Water RSF1 & NCDJPA Rebill
26317	\$350.00	SDCFCA	Prepaid Expense
26318	\$79.00	State of CA Dept of Justice	Background Investigation
26320	\$543.53	ThyssenKrupp Elevator Inc	Elevator Service
26321	\$12.30	U P S	Shipping Service
26322	\$16,709.82	U S Bank Corporate Payment System	Cal-Card./IMPAC program
26323	\$220.00	U S Postal Service - Postmaster	Post Office Box Rental
26324	\$1,457.52	Waste Management Inc	Trash RSF1/2/3/4, RSF Assn - Patrol & NCDJPA Rebill
26325	\$465.52	Aair Purification Systems	Building RSF2
26326	\$446.70	AT&T Calnet 2	Telephone ADMIN/RSF1/2/4, & NCDJPA Rebill
26327	\$2,625.92	CDCE Incorporated	MDC Equipment /Parts
26328	\$1,820.00	Challenger Sheet Metal, Inc.	Generator RSF2 - Maintenance & Service
26329	\$123.87	Complete Office of California Inc	Office Supplies
26330	\$26,348.63	Cooperative Personnel Services	Consulting Services - HR
26331	\$266.66	CoreLogic Information Solutions Inc	Computer - License/Software
26333	\$1,380.00	Fitch Law Firm Inc	Legal Services
26334	\$9,201.96	Jauregui & Culver Inc	Refuel Facility Upgrade RSF1
26335	\$250.00	McQuead, David C	Training - Equipment/Supplies & Certification Reimbursement
26336	\$800.00	Mertz, William C.	Education/Training Reimbursement & Books - Training Reimbursement
26337	\$330.82	Metro Fire & Safety Inc	Extinguishers - Service & Purchase

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
26338	\$636.92	Printer Repair Depot	Repair Machines & Office Equipment
26339	\$10,123.65	San Diego Gas & Electric	Elec/Gas/Propane ADMIN/RSF1/2/3/4
26340	\$151.20	San Dieguito Trophy Inc	Awards/Proclamations
26341	\$3,506.43	SoCo Group Inc	Gasoline & Diesel Fuel
26343	\$318.05	TelePacific Communications	Telephone ADMIN
26344	\$260.00	Thompson, Cole T.	Education/Training Reimbursement
26345	\$86.77	Time Warner Cable	Cable Service - Admin
26346	\$95.23	U P S	Shipping Service
26347	\$429.79	United Imaging	Office Supplies
26348	\$465.23	Waste Management Inc	Trash RSF2
26349	\$6.99	4S Ranch Gasoline & Carwash LP	Car Wash
26350	\$206.29	Blend	Outside Printing & Binding
26351	\$1,075.00	Brand Ink Inc.	Uniform - Safety Personnel
26352	\$148,208.98	CalPERS	PERS (Employer Paid)
26353	\$1,911.12	CDCE Incorporated	MDC Equipment /Parts
26354	\$63.99	Cox Communications	Telephone RSF3
26355	\$97.64	Daniels Tire Service Inc	Scheduled - ID 0981
26356	\$351.96	Day Wireless Systems Inc	Radio Equipment Minor
26357	\$70.96	FedEx	Shipping Service
26358	\$260.00	Fritchle, Nathan	Education/Training Reimbursement
26359	\$292.49	Home Depot, Inc	Station Maintenance - RSF-1/2/4, Station Replacement Items - RSF3 & Apparatus Equipment
26360	\$8,661.60	Hyperikon Inc.	Building Admin/RSF1/2/4 Lighting Upgrades
26361	\$142.50	Liebert Cassidy Whitmore	Legal Services
26362	\$244.61	Metro Fire & Safety Inc	Extinguishers - Service & Purchase
26363	\$3,329.51	North County EVS Inc	Scheduled - ID 0312 & Repair - ID 0811
26364	\$70.00	RSF Mail Delivery Solutions, Inc.	Mail Delivery Service
26365	\$15,424.00	Simmons & Wood, Inc.	Building RSF2 - Painting
26366	\$319.80	SoCo Group Inc	Gasoline & Diesel Fuel
26367	\$40.00	State Fire Training	Certification
26369	\$225.00	Terminix International	Building ADMIN/1/3/4 & NCDJPA Rebill
26370	\$12.30	U P S	Shipping Service

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
26371	\$975.29	United Imaging	Office Supplies
26372	\$852.32	United States Latex Prod. Inc	CSA-17 Contract
26373	\$152.93	AT&T	Telephone RSF1/2/3
26374	\$149,768.91	CalPERS	PERS (Employer Paid)
26375	\$47.99	Complete Office of California Inc	Office Supplies
26376	\$1,405.96	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
26377	\$183.61	Fire ETC Inc	Safety Clothing (Protective)
26378	\$195.81	Metro Fire & Safety Inc	Extinguishers - Service & Purchase
26379	\$1,981.82	SoCo Group Inc	Gasoline & Diesel Fuel
26380	\$120.00	Trini Vargas	Building RSF1
26381	\$12.30	U P S	Shipping Service
26382	\$1,542.77	Verizon Wireless	Telephone - Cellular, MDT Broadband + ATN Line, Cellular parts/supplies & CSA-17 Contract
EFT142	\$480.00	Rannals, Karlena	On Line Services & Telephone - Cellular Reimbursement
EFT145	\$250.00	Ender, Cory M.	Education/Training Reimbursement
WT #01482-80005	\$1,859,000.00	CalPERS	CalPERS Unfunded Liability 6-30-2014
<i>SUBTOTAL</i>	<i>\$2,356,892.73</i>		
15-Jun-15	\$205,471.83	Payroll	RSFFPD
29-Jun-15	\$33,717.15	Payroll	RSFFPD
30-Jun-15	\$282,738.29	Payroll	RSFFPD
<i>SUBTOTAL</i>	<i>\$521,927.27</i>		
<i>GRAND TOTAL</i>	<i>\$2,878,820.00</i>		

Rancho Santa Fe Fire Protection District

List of Demands ~July 2015

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
26383	\$120.00	AFSS -Southern Division	Association Dues
26384	\$77,971.00	Business Owner's Ins Agency	Commercial - Liability - Auto Coverage
26385	\$858.00	C.A.P.F.	Disability/Life Insurance
26386	\$297,713.00	CalPERS	PERS (Employer Paid)
26387	\$375.00	CFCA	Association Dues
26388	\$74,337.00	City of San Marcos	Workers' Compensation/Wellness - PASIS Administrative Fees
26389	\$768.00	County of San Diego, DEH	Permits - County/City
26390	\$3,200.00	CoreLogic Information Solutions Inc	Computer - License/Software
26391	\$309.00	County of SD APCD	Permits - County/City
26392	\$550.00	FDAC	Association Dues
26393	\$3,090.93	Guardian Life Insurance Co	Medical Insurance
26394	\$50,581.41	Health Net	Medical Insurance
26395	\$18,974.57	Kaiser Permanente	Medical Insurance
26396	\$3,415.00	Liebert Cassidy Whitmore	LCW Training Consulting
26397	\$606.44	Lincoln National Life Ins Co	Disability/Life Insurance
26398	\$6,000.00	Pun Group	Accounting-Audit Services
26399	\$150.00	San Diego Chapter CSDA	Association Dues
26400	\$150.00	SDCFCA - FPO Section	Association Dues
26401	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
26402	\$3,156.00	TIP of San Diego County	T.I.P. Program
26403	\$340.00	A to Z Plumbing Inc	Building RSF1
26404	\$40.00	AAA Live Scan	Background Investigation
26405	\$614.12	Aair Purification Systems	Building RSF2
26406	\$354.00	Accme Janitorial Service Inc	Building ADMIN
26407	\$390.29	Advanced Communication Systems Inc	Radio Equipment Minor
26408	\$200.00	AT&T	Telephone RSF1
26409	\$1,638.05	AT&T Calnet 2	Telephone ADMIN/RSF1/2/3 & NCDJPA Rebill
26410	\$5,118.75	Boylan, James O.dba PathFinders Cons	Consulting Services
26412	\$260.00	Carranza, Kyle	Education/Training Reimbursement
26413	\$2,380.00	Challenger Sheet Metal, Inc.	Generator RSF4 - Maintenance & Service
26415	\$6,711.81	Cnty of SD Auditor & Controller- Pro	LAFCO
26416	\$20.37	Complete Office of California Inc	Office Supplies
26417	\$358.00	County of SD APCD	Permits - County/City

Rancho Santa Fe Fire Protection District

List of Demands ~July 2015

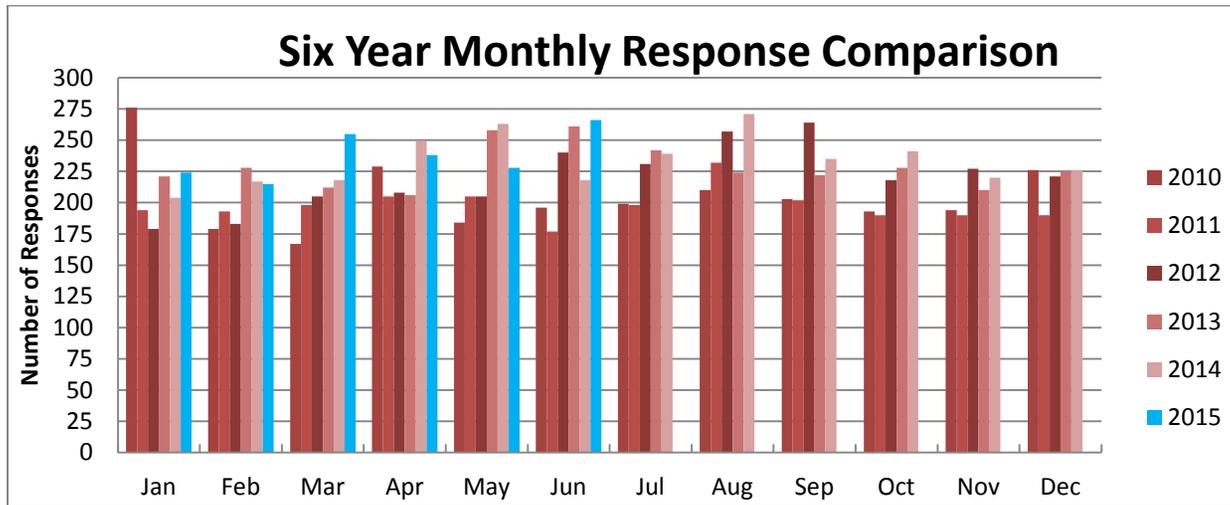
26418	\$2,428.50	County of SD/RCS	800 MHz Network Admin Fees & CAP Code Paging Service-Monthly Service
26419	\$188.49	Daniels Tire Service Inc	Scheduled - ID 0881/ID 1482/ ID 0382
26420	\$9,937.74	Dell Marketing	Dell Server PowerEdge R730 & Computer Equipment/Parts
26421	\$330.96	Employment Development Dept-EDD	Unemployment Insurance
26422	\$245.00	Engineered Mechanical Services Inc	Building RSF1
26423	\$687.34	Entenmann-Rovin Co Inc.	Uniform - Safety Personnel
26424	\$2,104.68	Fire ETC Inc	Safety Equipment & Safety Clothing (Protective)
26425	\$2,700.00	FireStats	GIS Services/Response Criteria Services
26426	\$1,860.00	Fitch Law Firm Inc	Legal Services
26427	\$3,652.88	GFI USA, Inc dba GFI Software	Computer - License/Software
26428	\$2,222.52	Konica Minolta Business Inc	Copier Maintenance Contract
26429	\$3,779.70	L N Curtis & Sons Inc	Rescue Equipment
26431	\$75.00	MES California	Fit Testing
26432	\$47.50	Metro Fire & Safety Inc	Extinguishers - Service & Purchase
26433	\$1,707.22	Olivenhain Municipal Water District	Water RSF2/3/4
26434	\$22.50	Olson's Hand Car Wash Inc	Car Wash
26435	\$35,000.00	Rancho Santa Fe Fire Protection Dist	Interfund Transfer Workers' Comp Acct
26436	\$1,170.00	Rancho Santa Fe Rotary	Association Dues
26437	\$4,524.17	San Diego Gas & Electric	Elec/Gas/Propane RSF3/4
26438	\$260.08	San Diego Union-Tribune, LLC	Advertising
26439	\$700.00	Santa Fe Irrigation District	NCDJPA Rebill Parking
26440	\$6,000.00	Scott Davis Consulting	Programming - Computer & Software PR
26441	\$5,630.78	SoCo Group Inc	Gasoline & Diesel Fuel
26442	\$64.00	State of CA Dept of Justice	Background Investigation
26443	\$21.59	Sturtevant, James F.	Repair - ID 0781 Reimbursement
26444	\$316.97	TelePacific Communications	Telephone ADMIN
26445	\$61.00	Terminix International	Building RSF2
26446	\$471.77	Time Warner Cable	Telephone ADMIN & Cable Service - Admin
26447	\$206.40	Turnout Maintenance Company LLC	Safety Clothing (Protective)
26448	\$24.60	U P S	Shipping Service
26449	\$11,471.63	U S Bank Corporate Payment System	Cal-Card./IMPAC program
26450	\$315.96	Uniforms Plus	Uniform - Prevention & Safety Personnel
26451	\$1,452.59	Waste Management Inc	Trash RSF2/3/4, NCDJPA Rebill & RSF Assn - Patrol
26452	\$5,500.00	WinTech Computer Services	Consulting Services

26453	\$6.95	4S Ranch Gasoline & Carwash LP	Car Wash
26454	\$1,123.25	A to Z Plumbing Inc	Building RSF2
26455	\$247.47	AT&T Calnet 2	Telephone ADMIN/RSF2/4 & Miscellaneous Reimbursable
26456	\$260.00	Carey, John	Education/Training Reimbursement
26457	\$292.00	County of San Diego, DEH	Permits - County/City
26458	\$360.00	Dependable Alarm Systems Inc	Alarm System Monitoring RSF4
26459	\$497.68	Engineered Mechanical Services Inc	Building RSF1
26460	\$109.15	Fire ETC Inc	Safety Equipment
26461	\$3,441.53	Guardian Life Insurance Co	Medical Insurance
26462	\$50,581.41	Health Net	Medical Insurance
26463	\$18,974.57	Kaiser Permanente	Medical Insurance
26464	\$114.00	Liebert Cassidy Whitmore	Legal Services
26465	\$854.06	Lincoln National Life Ins Co	Disability/Life Insurance
26466	\$17.00	McVey, Craig A	CSA-17 Contract Reimbursement
26467	\$10,389.60	MES California	Breathing Apparatus - Supplies and Parts
26468	\$6,000.00	Palomar College	In-Service Training Program-Regional FF
26469	\$70.00	RSF Mail Delivery Solutions, Inc.	Mail Delivery Service
26470	\$6,839.30	San Diego Gas & Electric	Elec/Gas/Propane ADMIN/RSF1/2
26471	\$12.30	U P S	Shipping Service
26472	\$777.40	United Imaging	Office Supplies
26473	\$20.94	4S Ranch Gasoline & Carwash LP	Car Wash
26474	\$369.00	A to Z Plumbing Inc	Building RSF1/4
26475	\$3,451.17	Advanced Communication Systems Inc	Radio Equipment Minor
26476	\$170.65	AT&T	Telephone RSF1/2/3
26477	\$5,035.01	CDCE Incorporated	MDC Equipment /Parts
26478	\$254.25	Complete Office of California Inc	Office Supplies
26479	\$63.99	Cox Communications	Telephone RSF3
26480	\$450.76	Dept of Forestry & Fire Protection	Station Maintenance - RSF 2
26481	\$1,973.66	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
26482	\$1,147.64	Engineered Mechanical Services Inc	Building RSF1
26483	\$280.00	Michel, Tony J	Telephone ADMIN Reimbursement
26484	\$1,500.00	North County Dispatch JPA	CCC Project SDCity Agreement

Rancho Santa Fe Fire Protection District

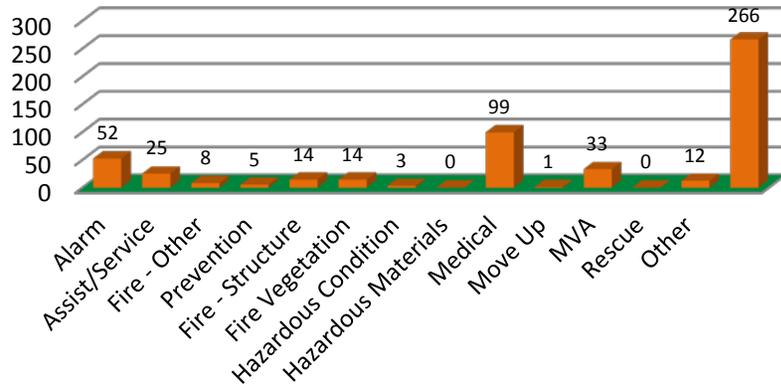
List of Demands ~July 2015

26485	\$26,325.16	North County EVS Inc	Generator RSF1/2/3/4- Maintenance & Service, Scheduled - ID 0811/0261/1411/0561/0311, Repair - ID 0311/9611/0561/1411/0383/0262, Refuel Facility Repair & Miscellaneous Reimbursable
26486	\$8,700.00	Pacific Sun Develpment	Building RSF4
26487	\$1,860.56	Parkhouse Tire, Inc.	Tires & Tubes
26488	\$624.00	RSF Security Inc	Alarm System Monitoring - Admin
26489	\$2,915.91	SoCo Group Inc	Gasoline & Diesel Fuel
26490	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
26491	\$227.00	Terminix International	Building ADMIN/RSF1/3/4 & NCDJPA Rebill
26492	\$12.30	U P S	Shipping Service
26493	\$157.66	United Imaging	Office Supplies
26494	\$1,577.52	Verizon Wireless	MDT Broadband + ATN Line, Telephone - Cellular & CSA-17 Contract
EFT146	\$1,290.09	Rannals, Karlena	Admin - Overnight Conf/Seminars, Admin - Meal/Lodging/Travel & Station Replacement Items - ADMIN
EFT151	\$125.00	RSFPFA	RSF Prof FF Assoc - Training Room Rent Revenue
Various	\$ 11,999.56	Medical Reimbursements	Various
Subtotal	\$842,171.81		
15-Jul-15	335,632.33	RSFFPD Personnel	Payroll
16-Jul-15	21,350.31	RSFFPD Personnel	Payroll
31-Jul-15	201,841.03	RSFFPD Personnel	Payroll
Subtotal	\$558,823.67		
Grand Total	\$1,400,995.48		

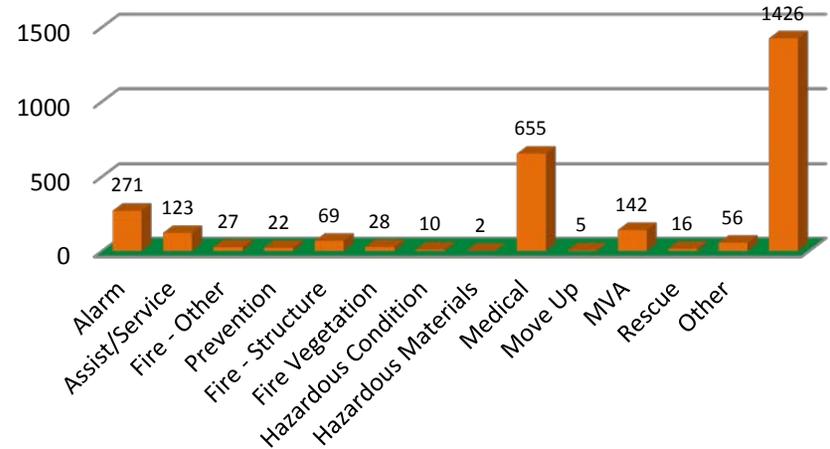


2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	224	215	255	238	228	266							1,426
YTD	224	439	694	932	1,160	1,426							4%
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217	218	249	263	218	239	271	235	241	220	226	2,801
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	221	228	212	206	258	261	242	224	222	228	210	225	2,737
YTD	221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	4%
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	179	183	205	208	205	240	231	257	264	218	227	221	2,638
YTD	179	362	567	775	980	1,220	1,451	1,708	1,972	2,190	2,417	2,638	11.12%
2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	194	193	198	205	205	177	198	232	202	190	190	190	2,374
YTD	194	387	585	790	995	1,172	1,370	1,602	1,804	1,994	2,184	2,374	-3%
2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	276	179	167	229	184	196	199	210	203	193	194	226	2,456
YTD	276	455	622	851	1,035	1,231	1,430	1,640	1,843	2,036	2,230	2,456	4.7%

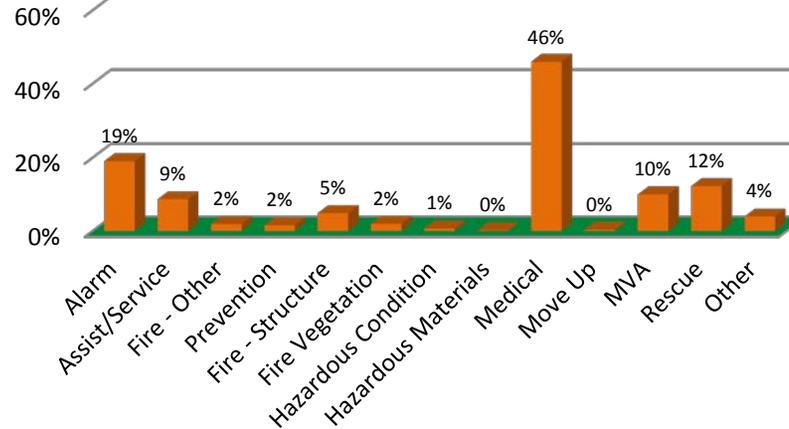
Call Volume By Incident Type
June 2015

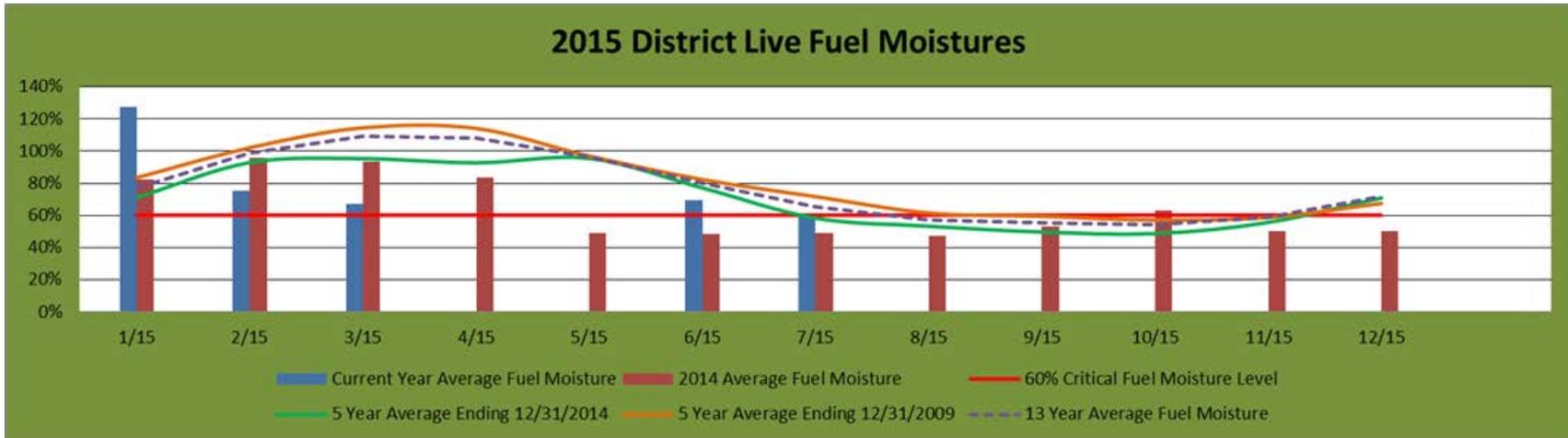


Call Volume By Incident Type YTD 2015

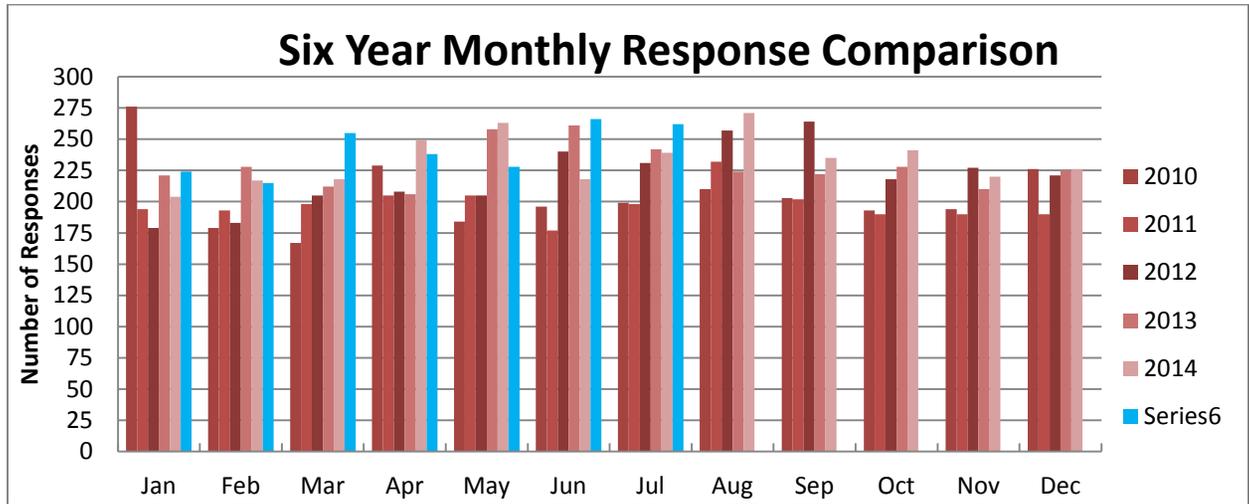


Call Volume By Incident Type As A
Percent YTD 2015



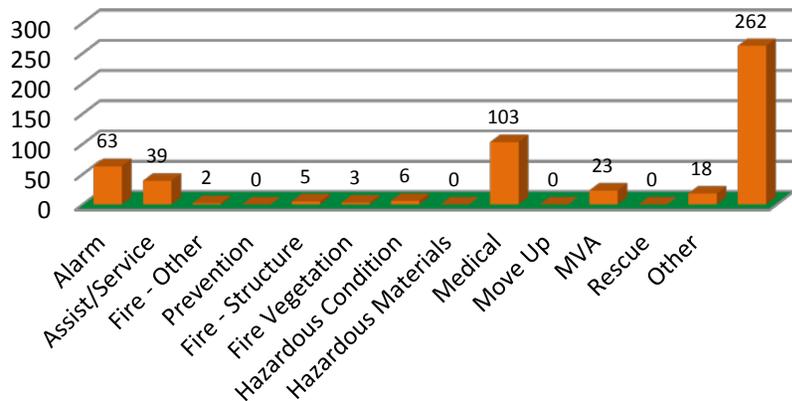


Significant Incidents/Overhead Assignments				
DATE	Incident/ Location	TYPE	UNIT/PERSON	MISC
June 3	Withheld	Near Drowning	E2611, E2614	Bystander CPR / positive outcome
June 4	Withheld	Near Drowning	E2611, E2613, AMR424	Bystander CPR / positive outcome
July 9	San Bernardino NF	Wildland Fire	Line Paramedic (2 personnel)	16 day assignment
July 9	San Bernardino NF	Wildland Fire	WT2651	10 day assignment
July 9	San Bernardino NF	Wildland Fire	BR2662	4 day assignment

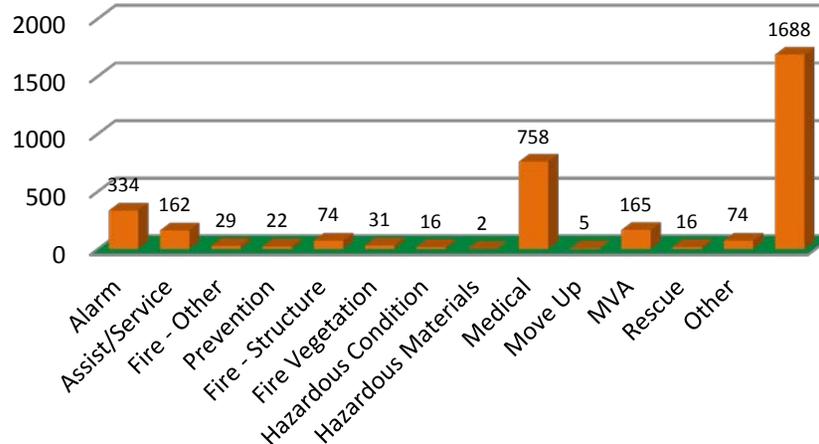


2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	224	215	255	238	228	266	262						1688
YTD	224	439	694	932	1,160	1,426	1688						4.9%
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217	218	249	263	218	239	271	235	241	220	226	2,801
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	221	228	212	206	258	261	242	224	222	228	210	225	2,737
YTD	221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	4%
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	179	183	205	208	205	240	231	257	264	218	227	221	2,638
YTD	179	362	567	775	980	1,220	1,451	1,708	1,972	2,190	2,417	2,638	11.12%
2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	194	193	198	205	205	177	198	232	202	190	190	190	2,374
YTD	194	387	585	790	995	1,172	1,370	1,602	1,804	1,994	2,184	2,374	-3%
2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	276	179	167	229	184	196	199	210	203	193	194	226	2,456
YTD	276	455	622	851	1,035	1,231	1,430	1,640	1,843	2,036	2,230	2,456	4.7%

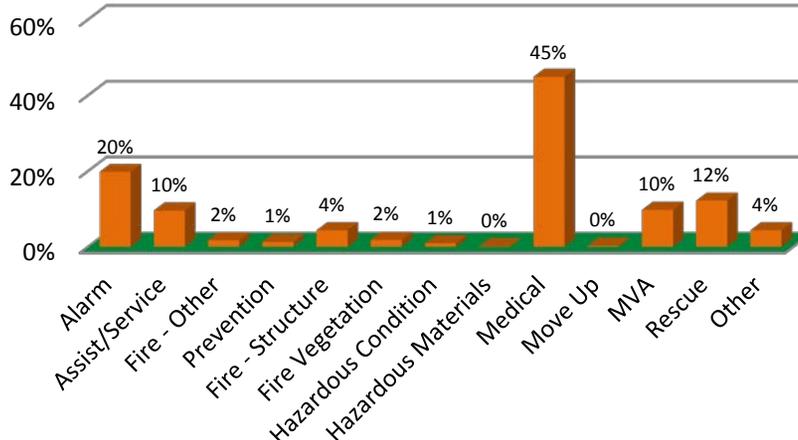
Call Volume By Incident Type July 2015



Call Volume By Incident Type YTD 2015



Call Volume By Incident Type As A Percent YTD 2015



NOTE: July data was obtained from Fire RMS. Fire Stats is being upgraded and is temporarily offline.

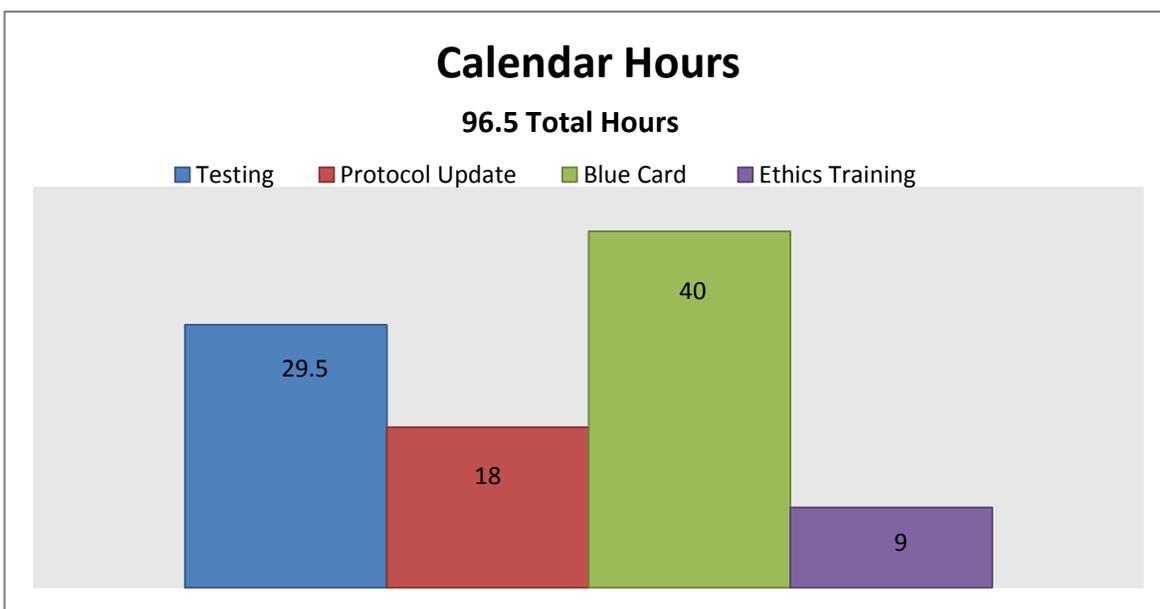
July fuel moisture data not available at this time.

Significant Incidents/Overhead Assignments				
DATE	Incident/ Location	TYPE	UNIT/PERSON	MISC
6/19 - 7/4	Lake Fire / SBD County	Wildland	FFPM Stanford / Bennett	Fire Line Medic
7/25 - 7/29	Cutca Fire/ Hwy 79	Wildland	FFPM Carter	Fire Line Medic
7/31 -	Willow Fire / Madera County 8-3 reassigned to Rocky Fire / Lake County	Wildland	BR2661	ST6415C
7/31 -	Rocky / Lake County	Wildland	Eng Sherwood	Field Observer

Training Division

1057.5 Total Hours

June 2015



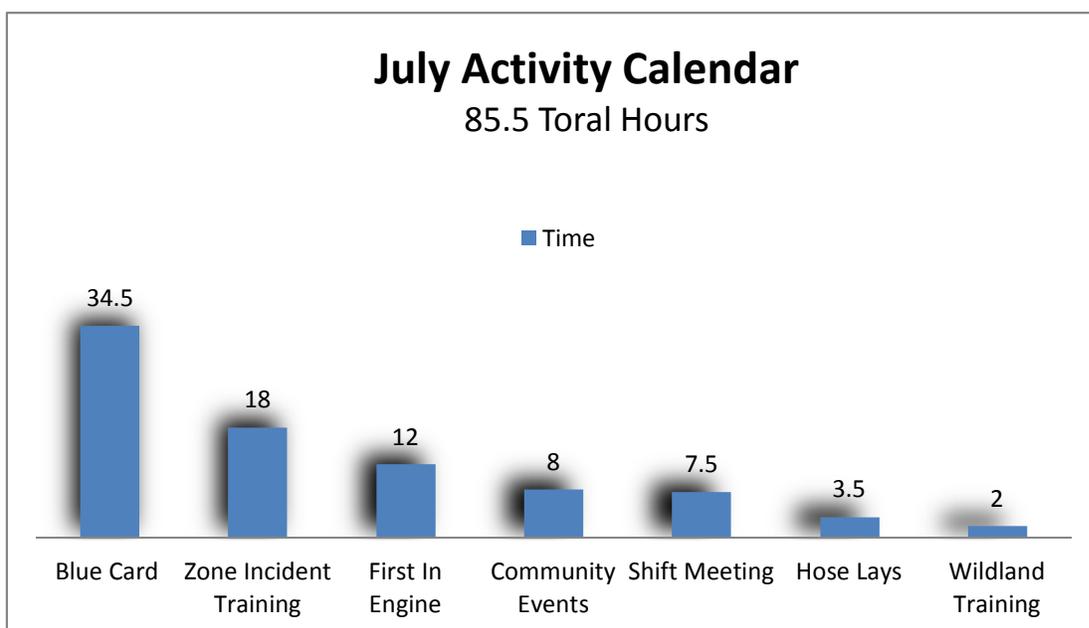
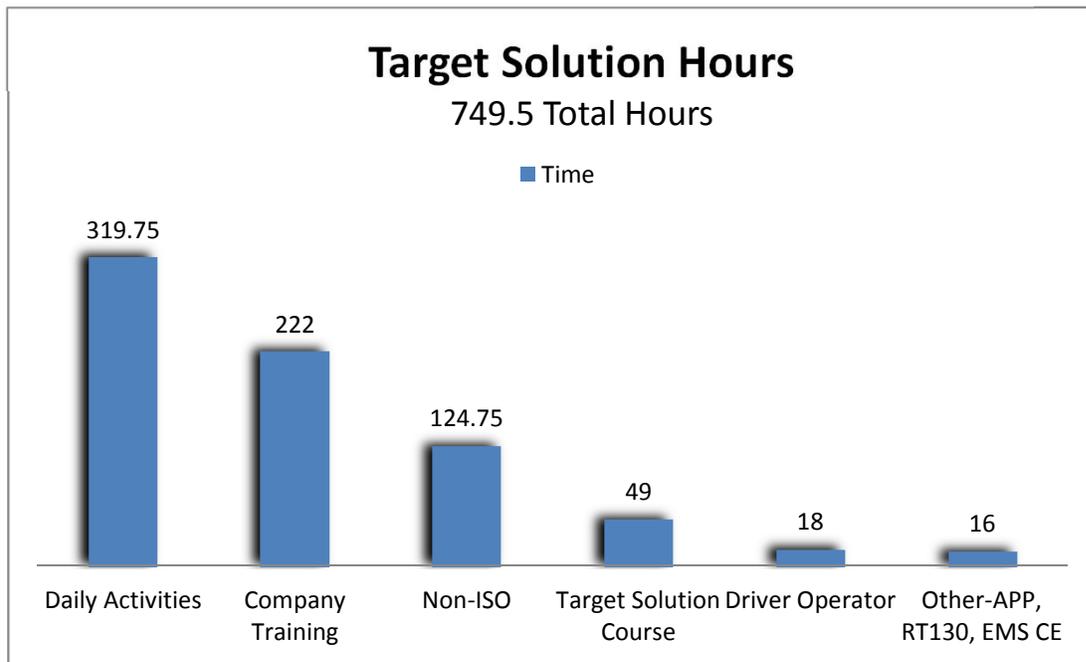
June 2015

June 2015							July 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6			1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 31 - Jun 6	May 31	Jun 1	2	3	4	5	6
		Rancho Santa Fe Fire Academy (Training Facility; RSF-2 Training Room) 5:00pm					B Shift
Jun 7 - 13	7	8	9	10	11	12	13
	RSF STL Primary, VTA Secondary, Cal Fire Team 6 - Activity Calendar						
Jun 14 - 20	14	15	16	17	18	19	20
	Rancho Santa Fe Fire Academy (Training Facility; RSF-2 Training Room) 5:00pm						
Jun 21 - 27	21	22	23	24	25	26	27
	Rancho Santa Fe Fire Academy (Training Facility; RSF-2 Training Room) 5:00pm						
Jun 28 - Jul 4	28	29	30	Jul 1	2	3	4

Training Division July 2015

Total Hours: 835



July 2015

July 2015							August 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 28 - Jul 4	Jun 28	29	30	Jul 1 A Shift 8:30am 12:30pm Blue Card Apartments and Strip Malls (RSF-1:30pm 5:30pm Blue Card Apartments an	2 B Shift 8:30am 12:00pm Canceled: Strategic Plan Core Planning Team Workshop - "C" Shift (TBD)) -	3 A Shift	4 B Shift 11:00am 3:00pm 2612 - 4th of July Carnival (Linear Park (Middle of the North end of 4S Ranch Parkway))
	5 C Shift	6 9:00am 11:30am Zone Incident Management Trainin 1:00pm 4:30pm Zone Incident Management Trainin	7 C Shift	8 9:00am 11:30am Zone Incident Management Trainin 1:00pm 4:30pm Zone Incident Management Trainin	9 C Shift 9:00am 11:30am Zone Incident Management Trainin 1:00pm 4:30pm Zone Incident Manageme	10 A Shift	11 C Shift
Jul 5 - 11	12 A Shift	13 8:45am 11:00am Shift Meeting (RSF Sta 4 Classroom) - Activity Calendar	14 9:00am 12:00pm "First In Engine" drill (Stati 1:00pm 2:30pm Monterey Ridge Sch 1:30pm 4:30pm "First In Engine" drill (Stati	15 9:00am 12:00pm "First In Engine" drill (Station 2 Training T 1:30pm 4:30pm "First In Engine" drill (Station 2 Training T	16 8:30am 12:00pm Strategic Plan Core Planning Team Workshop - "C" Shift (Cielo Board Room) - Karlena Ra	17 B Shift	18 C Shift 1:30pm 4:00pm C-Shift Blue Card Make-up Day (RSF-1) - Activity Calendar
	19 B Shift	20 8:45am 11:00am Shift Meeting (RSF Sta 4 Classroom) - Activity Calendar	21 8:45am 11:00am Shift Meeting (RSF Sta 4 Classroom) - Activity 1:30pm 3:00pm Admin Shift Meeting (Conference Room -	22 9:00am 12:00pm EMS: PEPP (ENC 5) 10:00am 12:30pm FW: Fire Extinguisher Tra 1:30pm 4:30pm EMS:PEPP (RSF-1 Tra	23 9:00am 12:00pm EMS: PEPP (ENC 5) 9:00am 10:00am Friedkin Property Pre 1:30pm 4:30pm EMS: PEPP (RSF-1 Training	24 9:00am 12:00pm EMS: PEPP (ENC 5) 9:00am 10:00am Friedkin Property Pre 1:30pm 4:30pm EMS: PEPP (RSF-1 Training	25 A Shift 9:00am 11:00am Wildland Training BR2661 (7052 La Palma) - Marshall W. Jordan
Jul 12 - 18	26 B Shift 8:30am 12:00pm Hose lays (RSF 2) - Activity Calendar	27 A Shift 8:30am 12:30pm Blue Card Big Box (Station 4 Classroom) 1:30pm 5:30pm Blue Card Big Box (Statio	28 B Shift 8:30am 12:30pm Blue Card Big Box (Station 4 Classroom) 1:30pm 5:30pm Blue Card Big Box (Statio	29 C Shift 8:30am 12:30pm Blue Card Big Box (Statio 9:00am 10:00am Friedki 1:30pm 5:30pm Blue Ca 2:00pm 3:00pm Friedki	30 B Shift 8:30am 2:00pm CBD Opticom Coding - Al 8:30am 12:00pm Strategic Plan Core 9:00am 11:00am Advan	31 C Shift 9:00am 12:00pm "First In Engine" drill (Station 2 Training T 1:30pm 4:30pm "First In Engine" drill (Stati	Aug 1
	Jul 26 - Aug 1						

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
June 2015

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		9	39,025
Fire Inspector		2	2,790
Fire Inspector/Forester		0	0
TOTAL		11	41,815
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
Fire Marshal		16,788	3,929
Fire Inspector		4,287	907
Fire Inspector/Forester		0	0
TOTAL		21,075	4,836
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		0	0
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		0	0
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	46,651
FIRE SPRINKLER REVIEWS		Commercial	Residential
Fire Marshal		0	0
Fire Inspector		4	6
Fire Inspector/Forester		0	0
TOTAL		4	6
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
Fire Marshal		1	2,042
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		1	2,042
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
Fire Marshal		0	0.00
Fire Inspector		0	0.00
Fire Inspector/Forester		28	12.00
TOTAL		28	12.00

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
June 2015

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	0	0.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	18	17.50
Finals (Structures)	22	23.00
Landscape	5	3.00
Reinspections	0	0.00
Tents/Canopy	2	1.00
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	2	1.00
Code Enforcement	1	0.50
Engine Company Follow Up	0	0.00
Misc.	0	0.00
TOTAL	50	46.00
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	184	13.00
Weed Abatement Reinspection	108	3.00
1st Notice	101	4.00
2nd Notice	17	43.25
Final Notice	2	0.25
Forced Abatement	0	0.00
Postings	1	1.00
Annual Mailers	0	0.00
Homeowner Meeting	0	0.00
WUI	0	0.00
TOTAL	413	64.50
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	6	5.00
TOTAL	6	5.00

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
June 2015

ADMINISTRATIVE SERVICES- FIRE PREVENTION

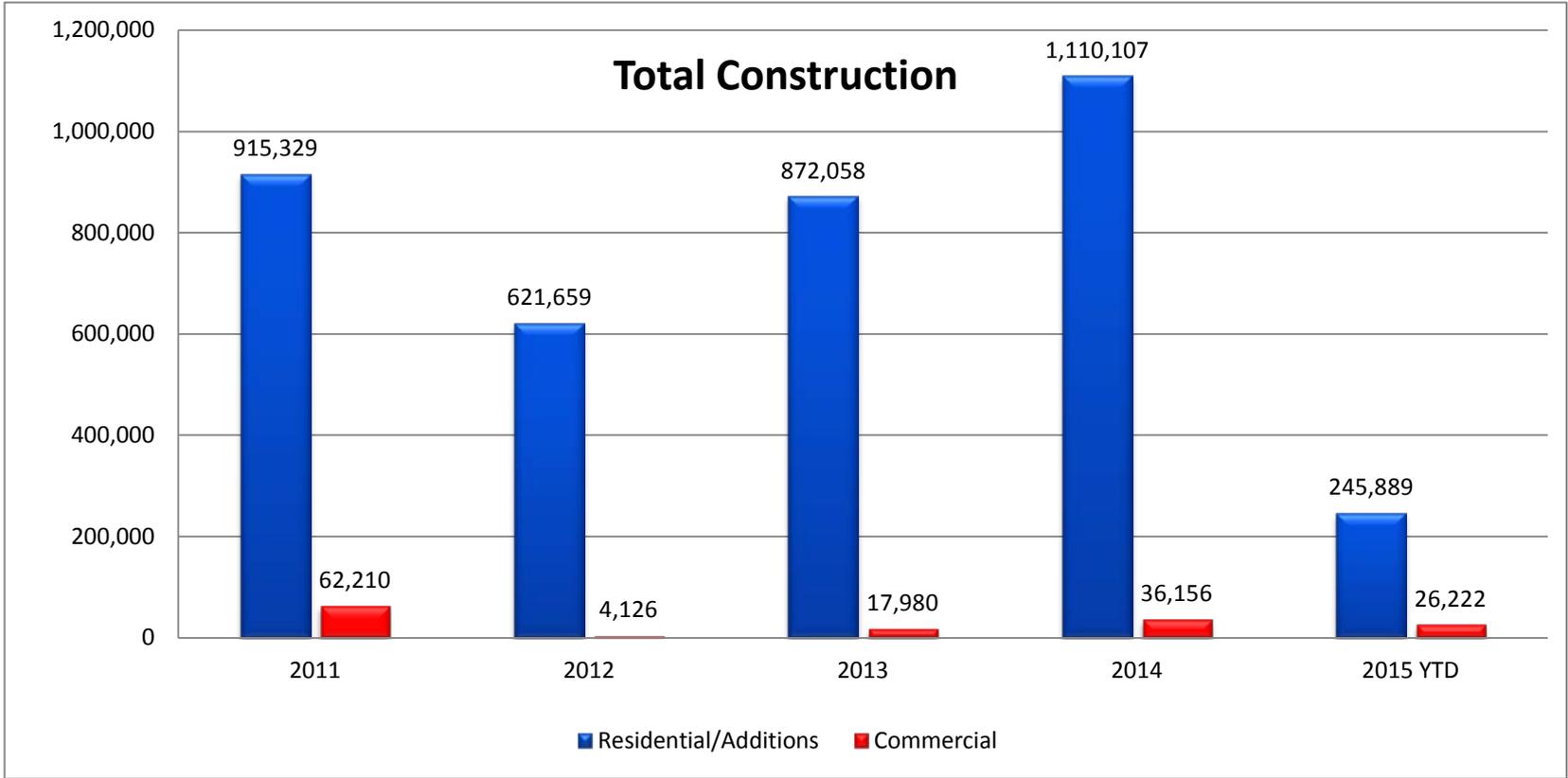
SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	2	7.00
Conferences	1	1.00
Meetings	36	51.50
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	39	59.50

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	321	80.25
Correspondence	164	41.00
Consultations	54	54.00
Plan Review	67	67.00
Scanning	25	6.25
General Office	101	101.00
TOTAL	732	349.50

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	704	35.20
Correspondence	360	90.00
Walk in/Counter (All Administrative Staff)	229	19.08
Knox Application Request	4	1.00
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	67	16.75
Special Projects	3	3.00
Scanning Documents/Electronic Files	166	41.50
Meetings: Admin/Prevention/Admin Shift	13	6.50
Post Office Runs	5	2.50
Deposit runs and preparations	21	10.50
TOTAL	1,574	226.20

**Rancho Santa Fe Fire Protection District
2015 YTD**

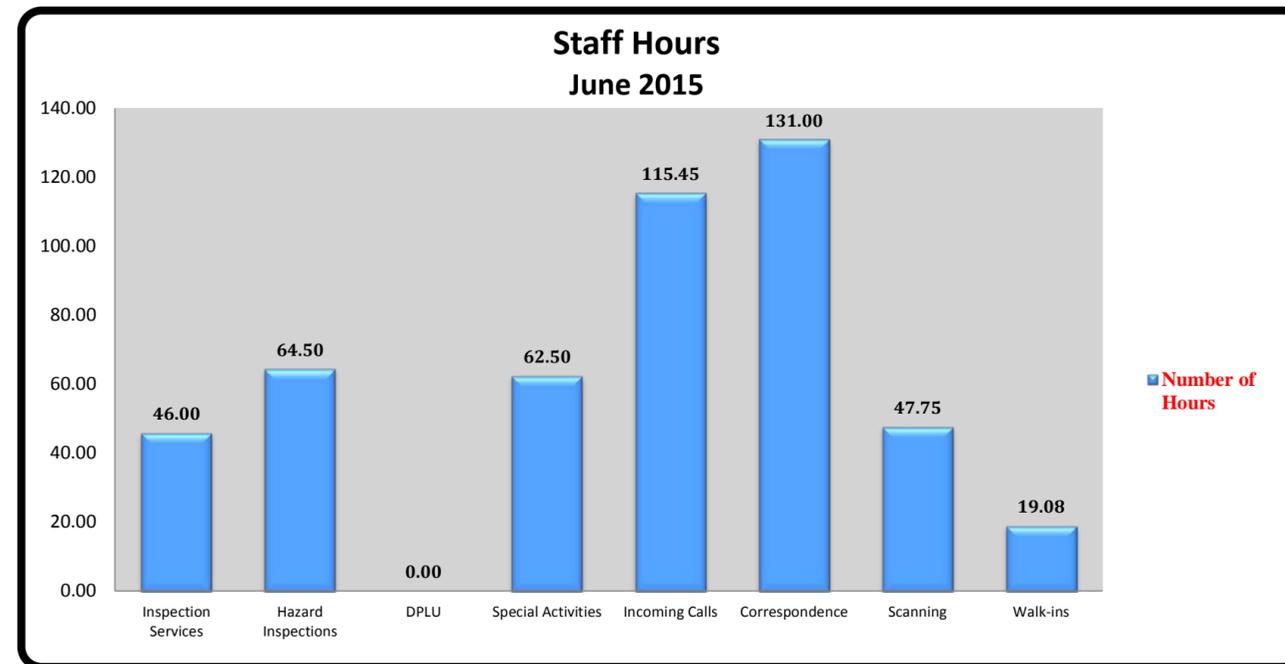
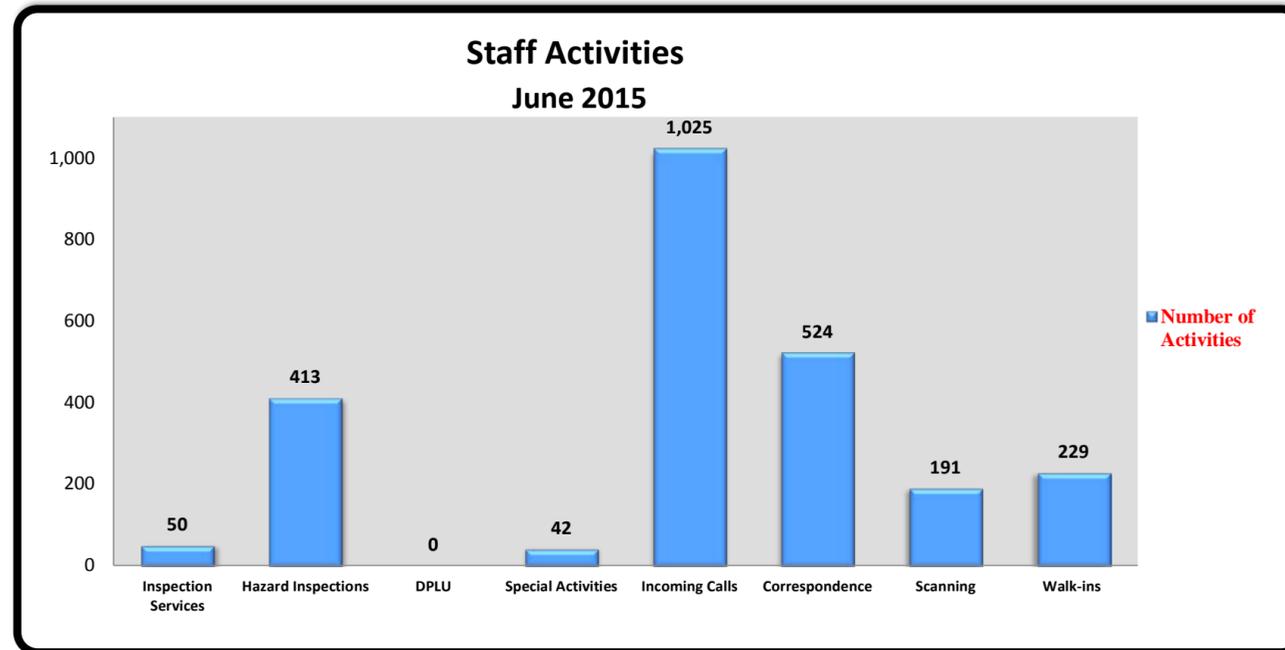


Year	Res/Add	Comm	Total
2011	915,329	62,210	977,539
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2014 YTD	349,918	35,522	385,440
2015 YTD	245,889	26,222	272,111

Comparison 2014/2015 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	66,782	12,561	52,601	77,293	157,035	19,168	55,817	111,794	57,680	189,713	8,606	337,213
2015	75,647	30,699	21,404	46,109	51,601	46,651						

**Fire Prevention Monthly Staff Report
June 2015**



Comparison 2014/2015 Total Monthly Hours/Activities

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1592	1662	1776	1958	2653	3649	5058	3997	1952	1844	2143	1261
Hours	269.25	325.08	334.35	334.05	433.25	536.95	668.32	667.33	404.8	413.03	389.88	99.50

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1761	1490	2001	1985	1771	2474						
Hours	423.45	301.18	411.9	416.92	323.8	486.28						

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

Rancho Santa Fe Fire Protection District
Public Education Coordinator
June 2015

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, etc</i>	4.0	
	4.0	
	0.0	
	0.0	
Compile & write new information: <i>Develop "Must Haves" for new site</i>	2.0	
	2.0	
Social Media <i>Facebook "Fans" - 629</i>	3.0	
	2.0	
	1.0	
<i>Twitter "Followers" - 1845</i>	1.0	
TOTAL		9.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc: <i>Handouts for 4th of July event</i>	4.0	
	2.0	
	0.0	
	0.0	
<i>CPR Day Handouts</i>	2.0	
TOTAL		4.0

Rancho Santa Fe Fire Protection District
Public Education Coordinator
June 2015

MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		1.0
		0.0
Press Releases:		6.0
<i>Fireworks</i>		3.0
<i>Del Dios Brush Fire</i>		1.0
<i>El Camino Traffic Collision</i>		2.0
Other Articles/Stories/Interviews:		2.0
<i>Pool Safety -RSF Review</i>		2.0
TOTAL		9.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		3.0
<i>Station Tour - 2</i>		3.0
<i>Birthday Parties - 0</i>		0.0
Adult Programs:		0.0
TOTAL		3.0

Rancho Santa Fe Fire Protection District
Public Education Coordinator
June 2015

EVENTS		Staff Hours
External/Community Events:		12.0
<i>CPR Day</i>		12.0
Internal Events:		0.0
		0.0
TOTAL		12.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		10.0
<i>Ethics Training</i>		2.0
<i>So Cal Pub Ed</i>		8.0
Conferences:		0.0
Meetings:		12.0
<i>Staff meetings</i>		4.0
<i>Shift Meeting</i>		1.0
<i>Regional County PIOs</i>		2.0
<i>National City Fire Regarding Pub Ed Trailer</i>		3.0
<i>We Care Bears Lunch</i>		2.0
TOTAL		22.0
CLERICAL		Staff Hours
Prevention-related:		51.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		46.0
<i>Phone Calls</i>		5.0
Non-prevention/non-minute related:		29.0
TOTAL		80.0
TOTAL HOURS		139.0

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
July 2015

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		14	64,621
Fire Inspector		3	18,945
Fire Inspector/Forester		0	0
TOTAL		17	83,566
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
Fire Marshal		0	0
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		0	0
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		0	0
Fire Inspector		20,746	6,394
Fire Inspector/Forester		0	0
TOTAL		20,746	6,394
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	89,960
FIRE SPRINKLER REVIEWS		Commercial	Residential
Fire Marshal		0	2
Fire Inspector		0	1
Fire Inspector/Forester		0	0
TOTAL		0	3
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
Fire Marshal		2	34,282
Fire Inspector		8	11
Fire Inspector/Forester		2	0
TOTAL		12	34,293
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
Fire Marshal		0	0.00
Fire Inspector		1	0.50
Fire Inspector/Forester		38	16.00
TOTAL		39	16.50

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
July 2015

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	1	1.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	1	1.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	2	2.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	2	1.00
Hydros (Fire Sprinklers)	11	11.00
Finals (Structures)	17	20.00
Landscape	9	6.00
Reinspections	0	0.00
Tents/Canopy	7	3.50
Burn Permits	0	0.00
Department of Social Service Licensing	1	0.50
Knox/Strobe	2	1.00
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
TOTAL	49	43.00
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	226	6.00
Weed Abatement Reinspection	126	2.00
1st Notice	165	4.00
2nd Notice	53	12.00
Final Notice	14	3.25
Forced Abatement	0	0.00
Postings	2	2.00
Annual Mailers	0	0.00
Homeowner Meeting	0	0.00
WUI	0	0.00
TOTAL	586	29.25
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	6	4.50
TOTAL	6	4.50

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
July 2015

ADMINISTRATIVE SERVICES- FIRE PREVENTION

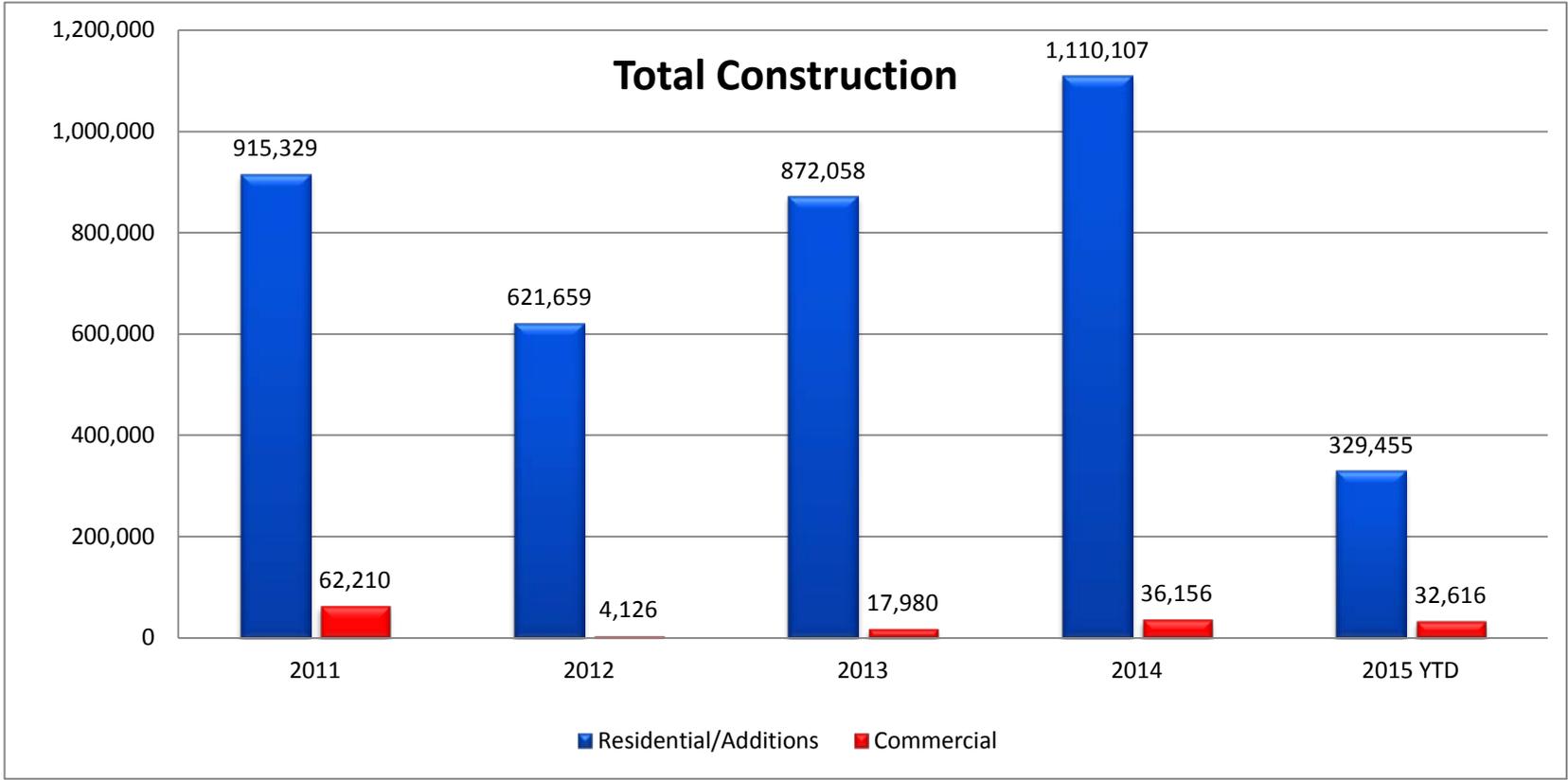
SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	0	0.00
Conferences	0	0.00
Meetings	31	45.50
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	31	45.50

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	375	93.75
Correspondence	147	36.75
Consultations	63	63.00
Plan Review	98	98.00
Scanning	110	27.50
General Office	168	168.00
TOTAL	961	487.00

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	667	33.35
Correspondence	220	55.00
Walk in/Counter (All Administrative Staff)	239	19.92
Knox Application Request	3	0.75
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	98	24.50
Special Projects	33	33.00
Scanning Documents/Electronic Files	102	25.50
Meetings: Admin/Prevention/Admin Shift	10	5.00
Post Office Runs	2	1.00
Deposit runs and preparations	18	9.00
TOTAL	1,394	207.18

**Rancho Santa Fe Fire Protection District
2015 YTD**

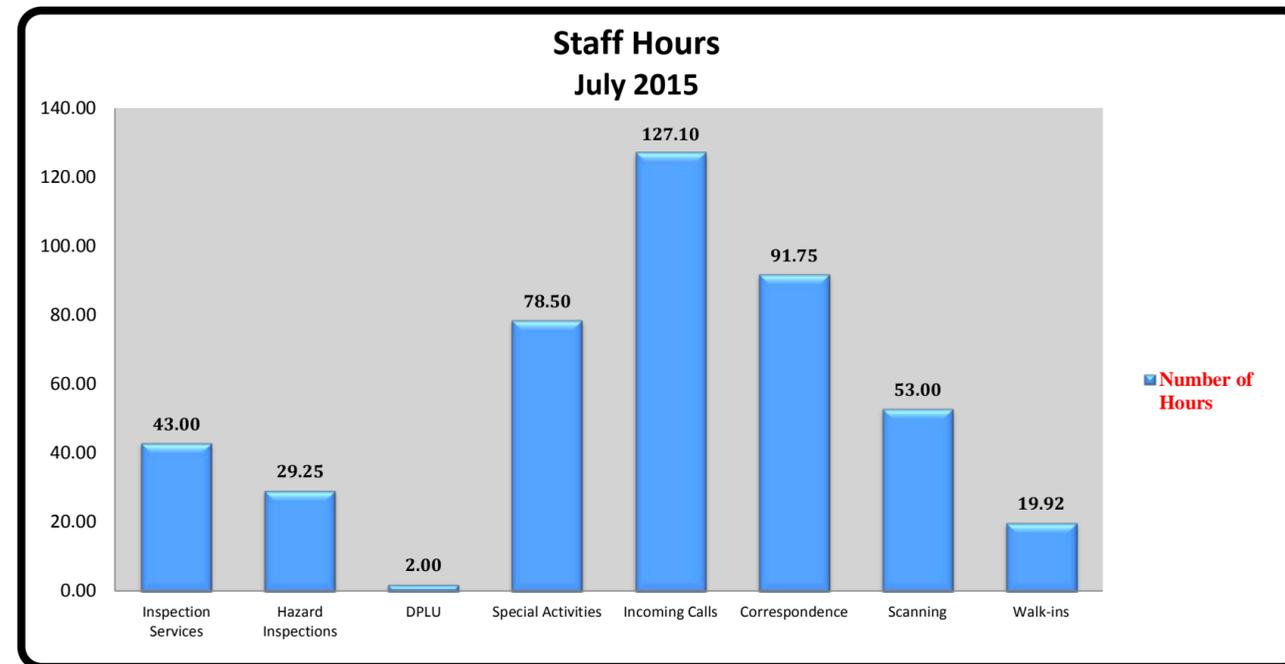
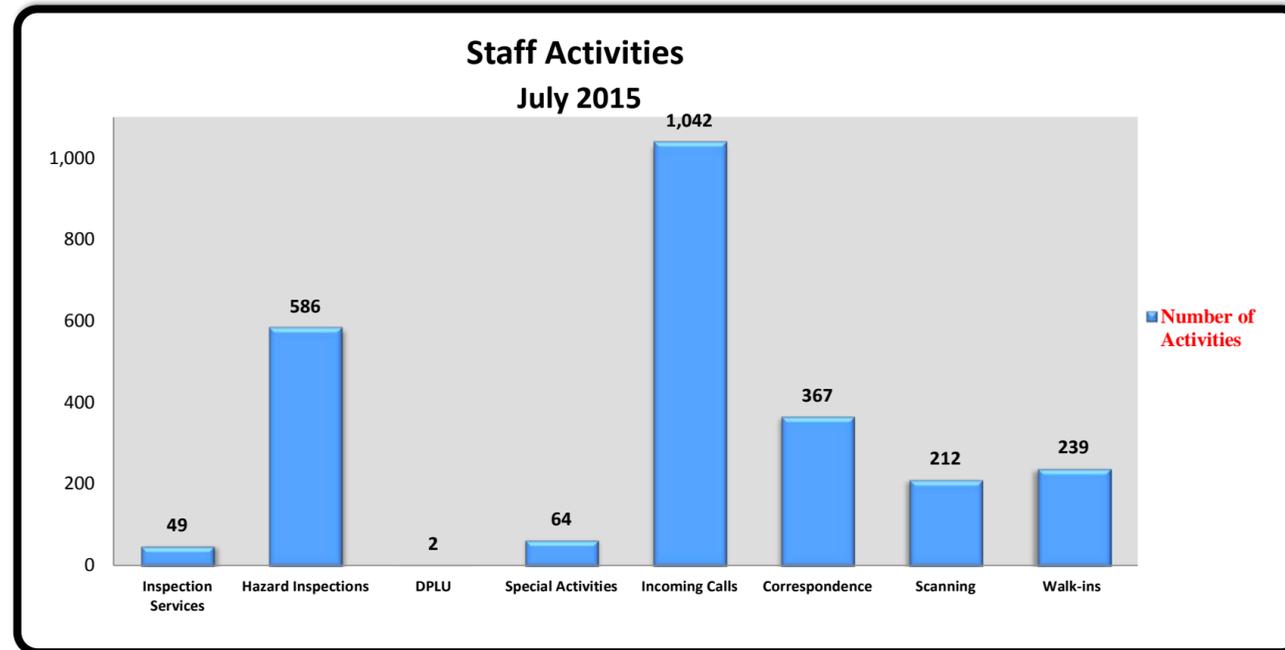


Year	Res/Add	Comm	Total
2011	915,329	62,210	977,539
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2014 YTD	405,735	35,522	441,257
2015 YTD	329,455	32,616	362,071

Comparison 2014/2015 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	66,782	12,561	52,601	77,293	157,035	19,168	55,817	111,794	57,680	189,713	8,606	337,213
2015	75,647	30,699	21,404	46,109	51,601	46,651	89,960					

**Fire Prevention Monthly Staff Report
July 2015**



Comparison 2014/2015 Total Monthly Hours/Activities

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1592	1662	1776	1958	2653	3649	5058	3997	1952	1844	2143	1261
Hours	269.25	325.08	334.35	334.05	433.25	536.95	668.32	667.33	404.8	413.03	389.88	99.50
2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1761	1490	2001	1985	1771	2474	2561					
Hours	423.45	301.18	411.9	416.92	323.8	486.28	444.52					

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

Rancho Santa Fe Fire Protection District
Public Education Coordinator
July 2015

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, etc</i>	4.0	
	4.0	
	0.0	
	0.0	
Compile & write new information: <i>Identifying web develop agency</i>	8.0	
	8.0	
Social Media <i>Facebook "Fans" - 625</i>	3.0	
	2.0	
	1.0	
<i>Twitter "Followers" - 1852</i>	1.0	
TOTAL		15.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc:	0.0	
	0.0	
	0.0	
	0.0	
TOTAL		0.0

Rancho Santa Fe Fire Protection District
Public Education Coordinator
July 2015

MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		1.0
<i>Lightning Strike Fire</i>		1.0
Press Releases:		3.0
<i>Lightning Strike Fire</i>		1.0
<i>Morgan Run Near Drowning</i>		2.0
Other Articles/Stories/Interviews:		2.0
<i>Drought Lanscaping</i>		2.0
TOTAL		6.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		0.0
<i>Station Tour -0</i>		0.0
<i>Birthday Parties - 0</i>		0.0
Adult Programs:		9.0
<i>Fire Extinguisher Training</i>		5.0
<i>Fire Prevention at RSF Association Meeting</i>		4.0
TOTAL		9.0

Rancho Santa Fe Fire Protection District
Public Education Coordinator
July 2015

EVENTS		Staff Hours
External/Community Events:		12.0
<i>Fourth of July Carnival (Prep/Clean up)</i>		12.0
Internal Events:		0.0
		0.0
TOTAL		12.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings:		5.0
<i>Staff meetings</i>		4.0
<i>Shift Meeting</i>		1.0
TOTAL		5.0
CLERICAL		Staff Hours
Prevention-related:		51.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		46.0
<i>Phone Calls</i>		5.0
Non-prevention/non-minute related:		29.0
TOTAL		80.0
TOTAL HOURS		127.0

Begin forwarded message:

From: "Hilligas, Mitch" <MHilligas@DavidClark.com>
Date: July 15, 2015 at 10:38:56 PM GMT+1
To: "Ligtenberg@RSF-Fire.org" <Ligtenberg@RSF-Fire.org>
Cc: "Davidson@RSF-fire.org" <Davidson@RSF-fire.org>
Subject: Thank you

Good afternoon Gentlemen,

I have worked with each of you on a professional level, but today I am writing on a very personal level. Yesterday my 15 month old daughter had a severe allergic reaction while at my mother-in-laws house in Rancho Santa Fe. After 3 epi pins and a night in PICU I am happy to say she is back home and back to her little hell raising self. I did not get the names of the guys who were called to take her to the hospital but I know they were in ambulance 6292 yesterday at around 1330, please give them all of my wife's and I's gratitude for getting our little girl to the ER. I know it is a team effort and while they responded to the call I want to thank everyone at your station. Nothing I can say or do will ever be able to convey my appreciation but if you ever need anything work or otherwise please let me know.

Thank you a million times over.

V/R,

Mitch Hilligas

Regional Sales Manager, Western
360 Franklin Street, Worcester, MA 01604

STAFF REPORT

NO. 15-14

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: ELFIN FOREST/HARMONY GROVE FIRE DEPARTMENT
VOLUNTEER FIRE DEPARTMENT, INC. BATTALION CHIEF COVERAGE
DATE: AUGUST 7, 2015



RECOMMENDATION

To ratify the renewal of Battalion Chief Duty Coverage Agreement between Elfin Forest/Harmony Grove Fire Department, Inc. and Rancho Santa Fe Fire Protection District, effective August 31, 2014 signed by the Fire Chief.

BACKGROUND

At the July 10, 2013 Board of Director's meeting, the Board approved entering into an agreement with Elfin Forest/Harmony Grove Fire Department, Inc. to provide duty Battalion Chief Coverage for the Elfin Forest/Harmony Grove area. The district is compensated \$4,000 per year, with a maximum of 30 incidents per year. Since August 2013, the District responds on average twice a month.

The renewal contract is retroactive to August 31, 2014 for a one year period, and continues month-to-month thereafter. The termination language remains at 30-day written notice. This document was subject to review and approved by the District's legal counsel.

BATTALION CHIEF DUTY COVERAGE AGREEMENT

This Battalion Chief Duty Coverage Agreement (“**Agreement**”) is made and entered this 31st day of August, 2014 (“**Effective Date**”), by and between the Elfin Forest/Harmony Grove Fire Department, Inc., a California non-profit public benefit corporation (“**EFFD**”) and the Rancho Santa Fe Fire Protection District, a California special district (“**RSFFD**”).

RECITALS

WHEREAS, EFFD desires to retain RSFFD to provide Battalion Chief duty coverage pursuant to an agreed upon incident response plan for emergency incident command officer coverage (“**BC Duty Coverage**”); and

WHEREAS, RSFFD is willing, subject to the terms of this Agreement, to provide BC Duty Coverage to EFFD; and

NOW THEREFORE, the parties agree as follows:

1. **Purpose.** This Agreement when executed by all parties hereto shall constitute an engagement of RSFFD by EFFD to provide BC Duty Coverage to EFFD in accordance with the terms of this Agreement,

2. **BC Duty Coverage.** RSFFD shall furnish to EFFD BC Duty Coverage in accordance with an agreed upon incident response plan for emergency incident command officer coverage. A copy of the incident response plan is attached hereto as Exhibit “A”. As used herein an emergency incident shall be defined as an incident for which an “incident number” has been assigned by North County Dispatch Joint Powers Authority and the primary command officer is provided by RSFFD.

In the event RSFFD is unable to provide BC Duty Coverage due to their Battalion Chiefs being committed to another emergency incident, said inability shall not be deemed a breach of this Agreement by RSFFD. In such event, EFFD will use shared duty officers from other agencies, or choose to provide their own BC Duty Coverage.

3. **Compensation.** For the services herein to be performed, during the term of this Agreement, EFFD shall pay to RSFFD the sum of Four Thousand Dollars (\$4,000) per year payable in quarterly installments of One Thousand Dollars (\$1,000). Each such payment shall be due on the first day of each quarter. Said compensation is based upon 0 to 30 “incidents” per year. If the number of “incidents” exceeds 30 incidents per year then EFFD shall pay to RSFFD One Hundred Seventy-five Dollars (\$175) per “incident” over 30 (“Additional Incidents”). Said Additional Incidents shall be billed to EFFD with payment due within thirty (30) days of invoice date.

4. **Term.** The term of this Agreement shall commence on the Effective Date and shall continue thereafter for one (1) year. Notwithstanding the foregoing either party may terminate this Agreement by providing the other party with thirty (30) days written notice of their intent to

terminate this Agreement. After the first year the Agreement will continue on a month to month basis.

5. **Employees of RSFFD.** All personnel assigned by RSFFD to perform the services hereunder shall be at Battalion Chief level or higher and shall at all times be employees of RSFFD. RSFFD shall have the sole responsibility of paying the salaries, taxes, including but not limited to Federal Social Security Taxes, Federal, State employment taxes and all other employee related expenses including but not limited to Workers' Compensation Insurance and Retirement Benefits relating to employees of RSFFD utilized by RSFFD to provide the services under this Agreement.

6. **Employees of EFFD.** All personnel of EFFD hired, volunteered or authorized by EFFD shall at all times be employees of EFFD. EFFD shall have the sole responsibility of paying the salaries, taxes, including but not limited to Federal Social Security Taxes, Federal, State employment taxes and all other employee related expenses including but not limited to Workers' Compensation Insurance and Retirement Benefits relating to employees of EFFD.

7. **Compliance with Applicable Statutes, Ordinance and Regulations.** In performing the BC Duty Coverage under this Agreement, RSFFD shall comply with all applicable federal, state, and county statutes, ordinance and regulations.

8. **Insurance.**

a. EFFD shall furnish and keep in full force and effect during all times of this Agreement the following insurance:

i. Workers' Compensation insurance covering all of the employees and volunteers of EFFD.

ii. Comprehensive Automobile Liability Insurance having a combined single limit of not less than \$1,000,000 per occurrence, and insuring against liability for claims arising out of the ownership, maintenance or use of any owned, hired or non-owned vehicles.

iii. Comprehensive Liability insurance to include general liability, automotive liability, and public officials and professional liability. These policies shall provide coverage for bodily injury and property damage in an amount not less than two million dollars (\$2,000,000.00) combined single limit per occurrence and shall name RSFFD as an additional insured. No cancellation or change of coverage shall be effective until thirty (30) days written notice has been given to RSFFD.

b. RSFFD shall furnish and keep in full force and affect during all times of this Agreement the following insurance;

i. Workers' Compensation Insurance covering all employees of RSFFD assigned by RSFFD to provide the BC Duty Coverage under the Agreement.

ii. Comprehensive Automobile Liability Insurance having a combined single limit of not less than \$1,000,000 per occurrence, and insuring against liability for claims arising out of the ownership, maintenance or use of any owned, hired or non-owned vehicles.

iii. Compensation liability insurance to include general liability, automotive liability, and public officials and professional liability for any and all property claims or suits for damages arising out of RSFFD's duties under this Agreement by RSFFD's officers, agents, representatives or employees. The policy shall provide coverage for bodily injury and property damage in an amount not less than two million dollars (\$2,000,000.00) combined single limit per occurrence and shall name EFFD as additional insured. No cancellation or charge of coverage shall be effective until thirty (30) days written notice has been given to EFFD.

10. **Indemnification.**

a. EFFD agrees to and shall indemnify, defend and hold RSFFD and its officers, directors, agents, representatives, subcontractors, volunteers or employees harmless from and against all expenses including without limitation attorney's fees and disbursements, losses or liabilities, including any liabilities, loss or claim or third party claims arising out of any claim or loss alleged to have arisen out of the provision of BC Duty Coverage or the operations of the fire department by EFFD including all acts or actions of its employees, volunteers, officers, directors, representatives or agents as it relates to this Agreement. This indemnity shall survive the termination of this Agreement.

b. RSFFD agrees to and shall indemnify, defend and hold EFFD and its officers, directors, agents, representatives, subcontractors, volunteers or employees harmless from and against all expenses including without limitation attorney's fees and disbursements, losses or liabilities, including any liabilities, loss or claim or third party claims arising out of any claim or loss alleged to have arisen out of the provision of BC Duty Coverage or the operations of the fire department by RSFFD including all acts or actions of its employees, volunteers, officers, directors, representatives or agents as it relates to this Agreement. This indemnity shall survive the termination of this Agreement.

11. **Miscellaneous Provisions.**

a. **Non-assignability.** This Agreement shall not be assigned by either party without first obtaining the express written consent of the other parties.

b. **Notices.** Any and all notices or other communications required or permitted by this Agreement or by law to be served on or given to either party shall be in writing and shall be deemed duly served and given when personally delivered to the party whom directed or in lieu of such personal service when deposited in the United States mail, postage pre-paid to:

RSF

Rancho Santa Fe Fire Protection District

P.O. Box 410

18027 Calle Ambiente

Rancho Santa Fe, CA 92067-0410

Attn: Fire Chief Tony Michel

EFFD

Elfin Forest/Harmony Grove Fire Department, Inc.
20223 Elfin Forest Rd.
Elfin Forest, CA 92029
Attn: Fire Chief Frank Twohy

c. **Entire Agreement.** EFFD and RSFFD agree that this Agreement constitutes the sole and only Agreement between them representing the BC Duty Coverage and correctly sets forth their obligations and duties with respect to each other.

d. **Amendment.** This Agreement may be amended only by writing signed by all Parties to this Agreement

e. **Subject Headings,** The subject headings of the Paragraphs in this Agreement are included solely for the purposes of convenience and reference, and shall not be deemed to explain, modify, limit, amplify or aid in the meaning, construction or interpretation of any provisions of this Agreement.

f. **No Interpretation Against Drafting.** The terms of this Agreement have been negotiated by the parties hereto and the language used in this Agreement shall be deemed to be the language chosen by the parties hereto to express their mutual intent. This Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing such instrument or any portion thereof to be drafted, or in favor of the party receiving a particular benefit under the Agreement. No rule of strict construction will be applied against any person

g. **Execute in Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement shall not be effective until the execution and delivery between each of the parties of at least one set of counterparts. The parties authorize each other to detach and combine original signature pages and consolidate them into a two identical originals. Any one of such completely executed counterparts shall be sufficient proof of this Agreement..

h. **Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the State of California.

i. **Severability.** The unenforceability, invalidity, or illegality of any provision of this Agreement shall not render any other provision of this Agreement unenforceable, invalid, or illegal.

j. **Recitals.** The recitals set forth at the beginning of this Agreement of any matters or facts shall be conclusive proof of the truthfulness thereof and the terms and conditions set forth in the recitals, if any, shall be deemed a part of the Agreement.

k. **Authority.** Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement.

1. **Exhibits.** All attached Exhibits to which reference is made herein are hereby incorporated by this reference.

Executed at Rancho Santa Fe, California on the date and year first appearing above.

RSF

Rancho Santa Fe Fire Protection District

By: 
Name: Tony J Michel
Its: Fire Chief

EFFD

Elfin Forest/Harmony Grove Fire Department, Inc.

By: 
Name: FRANK Turbit
Its: FIRE CHIEF

EXHIBIT "A"

INCIDENT RESPONSE PLANS FOR DUTY BC RESPONSE TO EFFD

- Eng & BC
- Eng, Eng & BC
- Vehicle Fire Large
- Rescue
- Technical Rescue
- Cliff Rescue
- Water Rescue
- Hazardous Materials
- Structure Fire
- Commercial Fire
- SRA Vegetation
- LRA Vegetation

ORDINANCE No. 2015-01

AN ORDINANCE OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT FOR VEGETATION MANAGEMENT, AND DECLARING CERTAIN VEGETATION, AND CERTAIN WASTE MATTER A PUBLIC NUISANCE, AND PROVIDING FOR THE REMOVAL THEREOF

WHEREAS, Health & Safety Code Section 17958.7 requires that the Fire District before making any changes or modifications pursuant to Section 17958.5 make express findings that such changes or modifications are needed due to climatic, geographic, or topographic conditions; and,

WHEREAS, the Board of Directors of the Rancho Santa Fe Fire Protection District does herewith find that the District has certain climatic, geologic, and topographical features that can have a deleterious effect on emergency services such as fire protection and emergency medical services, and,

WHEREAS, the Board of Directors finds that the modifications and changes to the Uniform Codes are reasonably necessary because of the following local climatic, geological, and topographical conditions:

1. The Rancho Santa Fe Fire Protection District is situated on the slopes of and at the base of the Coastal Mountains, with drainage from the eastern portion of the district, including the San Dieguito River and Escondido Creek, which when flooded, could result in conditions rendering fire department's vehicular traffic access unduly burdensome or impossible.

Further, the flood conditions described above carries the potential for overcoming the ability of the fire department to aid or assist in fire control, evacuations, rescues and the Emergency tasks demands inherent in such situations. The potential for the aforementioned flooding conditions to result in limiting fire department emergency vehicular traffic, with resulting overtaxing fire department personnel, may further cause a substantial or total lack of protection against fire for the buildings and structures located within the jurisdiction.

2. The Rancho Santa Fe Fire Protection District is situated near several known major faults, each capable of generating earthquakes of significant magnitude. These include the Rose Canyon Fault, the Newport-Inglewood, the Coronado Banks, and the Silver Strand Faults, located generally west of the District and the Elsinore Fault, the Agua Caliente Fault, located east of the District. These faults are subject to becoming active at any time. The Rancho Santa Fe Fire Protection District is particularly vulnerable to devastation should such an earthquake occur.

The potential effects of earthquake activity include isolating the Rancho Santa Fe Fire Protection District from the surrounding area and restricting or eliminating internal circulation due to the potential for collapsing of highway overpasses and underpasses, along with other bridges in the district, or an earth slide, and the potential for vertical movement rendering surface travel unduly burdensome or impossible.

3. The Rancho Santa Fe Fire Protection District is bisected by San Diego County Highway S6. This highway is heavily traveled by transportation vehicles carrying known toxic, flammable, explosive and hazardous materials.

The potential for release or threatened release of a hazardous material along this route and others within the district is likely given the volume-transported daily. Incidents of this nature will normally

require all available emergency response personnel to prevent injury and loss of life and to prevent, as far as practicable, property loss. Emergency personnel responding to such aforementioned incidents may be unduly impeded and delayed in accomplishing an emergency response as a result of this situation. With the potential result of undue and unnecessary risk to the protection of life and public safety and, in particular, endangering residents and occupants in buildings or structures without the protection of automatic fire sprinklers.

4. The seasonal climatic conditions during the late summer and fall create numerous serious difficulties regarding the control of and protection against fires in the Rancho Santa Fe Fire Protection District. The hot, dry weather typical of this area in summer and fall coupled with strong Santa Ana Winds frequently results in wildfires that threaten or could threaten the Rancho Santa Fe Fire Protection District. Natural vegetation occurring in our region is among the most highly flammable in the world.

5. The topography of the Rancho Santa Fe Fire Protection District presents problems in delivery of emergency services, including fire protection. Hilly terrain has narrowed, winding roads with little circulation, preventing rapid access and orderly evacuation. Many of these hills are covered with highly combustible or flammable natural vegetation. In addition to access and evacuation problems, the terrain makes delivery of water extremely difficult. Some hill areas are served by water pump systems subject to failure in fire, high winds, earthquake and other power failure situations.

Due to the topography in much of the Rancho Santa Fe Fire Protection District, roadway condition, gates, angle of approach or departure, steeply sloping roadways and grades are common. In addition, combining potentially severe rainstorms and ground water retention of many areas of the District where there is expansive soil. This produces a condition wherein the moisture content of the soil is sufficient that roadways become damaged due to soil expansion and shrinkage. All weather, paved surfaces capable of supporting the imposed loads of fire apparatus are necessary to ensure access of emergency response personnel. These roadways, gates, approach angles, steep slopes and grades can also make it difficult for fire apparatus and other emergency vehicles to access a site. It is therefore essential that these roadway accesses be provided with proper all weather, paved surfaces, angle of approach, grades and gate access.

6. The Rancho Santa Fe Fire Protection District and Southern California are semi-arid regions and experience water shortages from time to time. Those shortages can have a severely adverse effect on water availability for firefighting.

WHEREAS, certain amendments to the California Fire Code serve to mitigate to the extent possible said deleterious effects:

WHEREAS, Section 50022.1 through 50022.10, inclusive, of the Government Code and Section 13869 of the Health and Safety Code, provide authority for the adoption by reference of codes, or portion of such codes:

WHEREAS, the health and safety of the Rancho Santa Fe Fire Protection District and the residents thereof require the adoption of the following Ordinance.

WHEREAS, the formation of this Ordinance is as directed by the Health and Safety Code of the State of California, Division 12, Part 5, Abatement of Hazardous Weeds and Rubbish Sections 14875 and 14876, and Part 6, Abatement of Hazardous Weeds and Rubbish, Alternative Procedures Section 14930 through 14931.

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

Ordinance Number 04-02, of the Rancho Santa Fe Fire Protection District is hereby repealed.

Section I Abatement and Management of Certain Vegetation, and Certain Waste Matter

1 DEFINITIONS.

The following words and phrases shall have the meanings respectively as described in this ordinance:

DEAD, DYING OR DISEASED TREES include pest or pathogen infested trees, abandoned or neglected groves or other trees, which are in a dying condition or no longer living.

FIRE HAZARD any condition or conduct which, in the opinion of the Fire Chef or his/her designee: (a) increases or may increase the threat of fire to a greater degree than customarily recognized as normal by individuals in the public service regularly engaged in preventing, suppressing or extinguishing fire or (b) may obstruct, delay, hinder or interfere with the operations of the fire department or the egress of occupants in the event of fire.

FUEL MODIFICATION ZONE is a strip of land where combustible vegetation has been thinned, modified or both and partially or totally replaced with approved drought-tolerant, fire-resistant, and/or irrigated plants to provide an acceptable level of risk from vegetation fires. Fuel modification reduces radiant and convective heat, thereby reducing the amount of heat exposure on the roadway or structure and providing fire suppression forces a safer area in which to take action.

GREEN WASTE includes, but is not limited to, organic material such as yard trimmings, plant waste, untreated wood wastes, paper products, natural fiber products, mulch and compost.

IMPROVEMENT means any building or structure, permanent or temporary, erected for the support, shelter, or enclosure of persons, animals, chattels, or property of any kind located in the unincorporated area of the County of San Diego and shall include agricultural crops. For purposes of this term, "improvement" shall not include fences, similar barriers enclosing, or separating areas of land.

MULCH is any chipped wood product or other combustible ground cover used in landscaping and must be not be placed within 12 inches of any stucco walls or other combustible portions of a structure.

NOXIOUS WEED shall mean any species of plant that is, or is liable to be, troublesome, aggressive, intrusive, detrimental, or destructive to agriculture, silviculture, or important native species, and difficult to control or eradicate, as defined in Section 5004 of the California Food and Agricultural Code.

PARCEL means any contiguous quantity of land in the possession of, owned by, or recorded as the property of, the same person or entity, and which is located in the unincorporated area of the County of San Diego.

RESPONSIBLE PARTY includes, but is not limited to, any person, firm, partnership or corporation

owning, renting, leasing, or otherwise controlling any parcel located in the unincorporated area of the County of San Diego.

RUBBISH is waste material including, but not limited to, garbage, waste paper, and debris from construction or demolition.

COMBUSTIBLE VEGETATION is material that in its natural state will readily ignite, i. e., burn and transmit fire from native or landscape plants to any structure or other vegetation. Vegetation includes dry grass, brush, weeds, litter or other flammable vegetation that creates a fire hazard.

2 Certain Vegetation, And Other Items Declared a Public Nuisance

"Weeds," as used in this part, means all weeds growing upon streets, sidewalks or private property within the Rancho Santa Fe Fire Protection District and includes any of the following, and are hereby declared a public nuisance:

- (a) Plants or vegetation, which bare seeds of a downy or wingy nature, which create a fire or health hazard
- (b) Sagebrush, chaparral, and any other brush or vegetation which attain such large growth as to become, when dry, a fire menace upon premises and/or to adjacent property.
- (c) Plants or vegetation, which is otherwise noxious weed or dangerous.
- (d) Poison oak and poison ivy when the conditions of growth are such as to constitute a menace to the public health.
- (e) Dry grass, stubble and weeds, which endanger the public safety by creating a fire hazard in any portion of the Rancho Santa Fe Fire Protection District, shall be mowed to a height of 4 to 6 inches.
- (f) Cultivated and useful grasses and pasture will not be declared a public nuisance. However, if the Fire Chief and/or his/her authorized representatives determine it necessary to protect adjacent improved property from fire exposure, an adequate firebreak may be required.
- (g) Any accumulation of dry grasses or other flammable vegetation within ten (10) feet of any aboveground flammable liquid or combustible gas vessel.
- (h) Trees, if determined to increase the fire hazard, due to mortality, insect infestation, disease, or lack of maintenance. Mature trees must be trimmed so that limbs are a minimum of 6 feet above the ground.
- (i) Dead and/or dying groves and/or forests.
- (j) Palm Trees all dead palm fronds including older leaves that persist on the tree, forming a "skirt" of brown thatch must be removed annually; this requirement applies to palms within 100 feet of any structure or within 20 feet of a driveway or roadway
- (k) Orchards, groves or vineyards. All orchards, groves, and vineyards shall be kept in a healthy state and maintained as described below. A 10-foot firebreak shall be cleared between

the perimeter, orchard trees or row of grape vines and native vegetation or ornamental landscaping. Orchards shall be kept cleaned of dead and or downed trees. Orchards and vineyards shall be free of combustible debris, dead branches and dead foliage. All dead grasses between rows of trees or vines shall be mowed or disked to bare soil. Mulch shall not be placed over bare soil without approval from the Fire District.

Please note: ASTHETICS are not a consideration in determining the presence of a fire hazard.

3 Waste Matter Declared a Public Nuisance

Waste matter as hereinafter defined, which by reason of its location and character would materially hamper or interfere with the prevention or the suppression of fire upon the premises or adjacent premises, or the abatement of a nuisance as defined by Sec. 12510, Health and Safety Code, is hereby declared a public nuisance.

4 Waste Material Defined

“Waste material” is defined for the purpose of this article as unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view, and which consists (without limitation or exclusion by enumeration) of such matter and material as rubble, asphalt, and other combustible material, dead vegetation stock piled. Any chipping that is done on site should be spread not to exceed 6 inches in height and be maintained at least 12 inches away from any structure.

5 Clearance of brush or vegetative growth from structures

General. Persons owning, leasing, controlling, operating or maintaining buildings or structures in, upon or adjoining hazardous fire areas, and persons owning, leasing or controlling land adjacent to such buildings or structures, shall at all times:

(a) Maintain an effective fuel modification zone by thinning, clearing away, or modifying away combustible vegetation and other flammable materials from areas within one hundred (100) feet from any structure. The area within 50 feet of a building or structure shall be cleared of vegetation that is not fire resistant and re-planted with fire-resistant plants. In the area between 50 to 100 feet from a building all dead and dying vegetation shall be removed. Native vegetation may remain in this area provided that the vegetation is modified so that combustible vegetation does not occupy more than 50% of the square footage of this area.

EXCEPTION (1):

With the approval of the Fire District, the width of the fuel modification zone may be modified based on the hazard and topography.

EXCEPTION (2): On some larger properties, partial clearing may be acceptable, depending on circumstance. Those properties approved for partial clearing, shall maintain 100 feet of defensible space to any structure, neighboring or on site. The entire lot does not need to be cleared but there must be a minimum of 50 feet of clearance around the perimeter of the property, and 20 feet clearance along existing roads and driveways.

(b) Remove the portion of trees, which extend within ten (10) feet of the outlet of a chimney.

- (c) Maintain existing trees free of deadwood, and trim/prune at a minimum of ten (10) feet away from construction, roofs, and wood siding of any type.
- (d) Maintain the roof of a structure free of leaves, needles or other vegetative growth.
- (e) All newly planted or planted from this date forward fire-resistive tree species shall be planted and maintained at a minimum of ten (10) feet from the tree's drip line to any structure.
- (f) All newly planted or planted from this date forward non fire-resistive tree species shall be planted and maintained at a minimum of thirty-feet (30) from the tree's drip line to any structure.

6 Clearance of brush or vegetative growth from roadways

(a) **Clearance at ALL Off-Site Roadways.** The Fire Chief and/or his/her designee is authorized to cause the area within twenty (20) feet on each side of the improved width portions of highways and private streets roads which are improved, designed, or ordinarily used for vehicular traffic to be cleared of flammable vegetation and other combustible growth shall comply with the requirements of a fuel modification zone. The Fire Chief and/or his/her designee are authorized to enter upon private property to insure the fuel modification zone requirements are met.

EXCEPTION:

Single specimens of trees, ornamental shrubbery or cultivated ground cover such as green grass, ivy, succulents or similar plants used as ground covers, provided, that they do not form a means of readily transmitting fire.

(b) All roadways shall have a minimum of thirteen (13) feet six (6) inches vertical clearance free of vegetation.

7 Notice to Abate Hazard

If it is determined that a public nuisance or fire hazard as herein defined exists on any lot or premise, or upon any sidewalk, parking lot, parking area or adjacent to such lot or premise, the Fire Chief and/or his/her designee will cause a notice to be issued to abate such nuisances.

Such notice will be headed: "**NOTICE TO ABATE HAZARD**" which shall, in legible characters, direct the abatement of the nuisance or fire hazard and refer to this article and section for particulars. *Notice to Abate Hazard* served by means other than posting as provided by this article will contain a description of the property in general terms reasonably sufficient to identify the location of the nuisance.

8 Service of Notice to Abate Hazard

The notice required by Division 12, Part 5 of the Health and Safety Code may be served in any of the following manners:

- (a) By personal service on the owner, occupant or person in charge or control of the property.
- (b) By regular first class postage prepaid mail addressed to the owner or person in charge and control of the property, at the address shown on the last available assessment roll, or as otherwise known.
- (c) By posting at a conspicuous place on the land or abutting public right-of-way and insertion of an advertisement at least once a week for a period of two weeks in a newspaper of

general circulation in the Rancho Santa Fe Fire Protection District. A said newspaper advertisement will be a general notice that property in the Rancho Santa Fe Fire Protection District has been posted in accordance with this article and contains a general statement of the effect of such posting. The date of such newspaper advertisements will not be considered in computing the appeal periods provided by this article.

9 Appeal, Right of, to Board of Directors

Within ten (10) days from the date of posting, mailing or personal service of the required notice, the owner or person occupying or controlling such lots or premise affected may appeal to the Rancho Santa Fe Fire Protection District Board of Directors. Such appeal will be in writing and will be filed with the Board Clerk. At the regular or adjourned meeting of the Board of Directors, not less than five (5) days nor more than thirty-days (30) thereafter, it will proceed to hear and pass upon such appeal, and the decision of the Board of Directors thereupon will be final and conclusive.

10 Time Limit for Removal of Nuisance

It will be the duty of the owner, the agent of the owner, or the person in possession of any lot or premise in the Rancho Santa Fe Fire Protection District to abate the nuisance or fire hazard as stated within ten (10) days from the date of notification as provided herein, or in case of an appeal to the Board of Directors, within ten (10) days from the determination thereof, unless the same is sustained.

11 Abatement of Nuisance by Fire Chief

If the owner fails or neglects to abate the nuisance as herein defined, within the time specified in the article, the Fire Chief and/or his/her designee of the Fire Department, may cause such nuisances or fire hazard to be abated. Private contractors may do the abatement work. A report of the proceedings and an accurate account of the cost of abating the nuisance or fire hazard on each separate property will be filed in the Fire Prevention Office.

12 Expense of Abatement Report and Hearing

The Accounting Department of the Rancho Santa Fe Fire Protection District will keep an account for the costs of abatement plus an administrative fee for each parcel abated as defined in the Fees for Service ordinance. A written itemized Abatement Report showing the cost of removal and abatement of hazards shall be prepared for the Board's approval. At least three (3) days prior to the date of the hearing a copy of the report will be posted in a public place at the offices of the Rancho Santa Fe Fire Protection District, showing the date and time of the hearing. A copy of the report and notice of hearing date will be sent to the last known owner of the parcel as listed in the County Assessor's Office.

At the specified date and time, the Board will receive the report. In considering the report, the Board of Directors will hear it and any objections of the property owners liable to be assessed for the work of abatement. After receiving the report and hearing the objections, if any, the Board may make such modifications in the report, as it deems necessary, after which, by Board action, the report shall be confirmed. After the report has been confirmed, the District will seek cost recovery from the property owner prior to implementing the provisions of Section 10 within this Ordinance.

13 Government Code Provisions Adopted and Collection of Assessments

The provisions of Section 39580 through 39586, inclusive, of the Government Code of the State of California are incorporated by reference and made a part of this Ordinance. The County

Auditor shall enter each assessment in the County Tax Roll opposite the parcel of land. The amount of the assessment shall be collected at the time and in the manner of ordinary municipal taxes. If delinquent, the amount is subject to the same penalties and procedure of foreclosure and sale as is provided for ordinary municipal taxes.

14 Violation

The owner, occupant, or agent of any lot or premise within the Rancho Santa Fe Fire Protection District who will permit or allow the existence of a public nuisance as defined in this Ordinance, upon any lot or premise owned, occupied, or controlled by him or her, or who shall violate any of the provisions of this Ordinance, shall be guilty of a misdemeanor and upon conviction thereof be subject to a fine of not more than Five Hundred Dollars (\$500.00), or to imprisonment for a period not exceeding six-months (6), or both.

15 Date of Effect

The Secretary to the Board of Directors will certify to the adoption of this Ordinance and cause the same to be published in the manner required by law. This Ordinance will take effect immediately after its final passage at a public hearing as required by law.

First, read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District (RSF) of the County of San Diego, California, held on June 24, 2015. A public hearing was held August 12, 2015 and said Ordinance was adopted and ordered published in the manner required by law at their regular meeting on the 12th day of August 2015 by the following roll call vote:

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

James Ashcraft
President

Attest:

Karlana Rannals
Secretary

RESOLUTION No. 2015-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING THE FIRE MITIGATION FEE FUND MULTI-YEAR PLAN

WHEREAS, the Rancho Santa Fe Fire Protection District participates in the San Diego County Fire Mitigation Program; and

WHEREAS, the County of San Diego is empowered to collect mitigation fees from applicants for new development for the purpose of the expansion of fire protection and firefighting facilities and equipment; and

WHEREAS, the Rancho Santa Fe Fire Protection District must annually adopt a Fire Mitigation Fee Fund Multi-Year Plan at a noticed public hearing.

NOW, THEREFORE, BE IT RESOLVED THAT:

- (1) The Fire Mitigation Fee Fund Multi-Year Plan is to be incorporated as a part of the Rancho Santa Fe Fire Protection District Final Budget for fiscal year 2015/16.
- (2) A noticed public hearing for adoption of the Fire Mitigation Fee Fund Multi-Year Facilities and Equipment Plan was conducted August 12, 2015.
- (3) A copy of the Fire Mitigation Fee Fund Multi-Year Facilities and Equipment Plan is included as a part of this resolution.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on August 12, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

FIRE MITIGATION FEE MULTI-YEAR FACILITIES AND EQUIPMENT PLAN

FISCAL YEAR 2015/2016

Capital Expenditures – Equipment Assets
– Fire Prevention Record Management Upgrade – (75%) \$63,375.00
Committee APPROVED (FY14/15)

Capital Expenditures – Facility
– Microwave Metropolitan Area Wireless Network – (75%) \$108,644.00
Committee APPROVED (FY10/11)

Capital Expenditures – Vehicle & Apparatus Replacement
No proposed expenditures

FISCAL YEAR 2016/2017

Capital Expenditures – Equipment Assets
No Proposed Expenditures

Capital Expenditures – Facility
No Proposed Expenditures

Capital Expenditures – Vehicle & Apparatus Replacement
No proposed expenditures

FISCAL YEAR 2017/2018

Capital Expenditures – Equipment Assets
No Proposed Expenditures

Capital Expenditures – Facility
No Proposed Expenditures

Capital Expenditures – Vehicle & Apparatus Replacement
No proposed expenditures

FISCAL YEAR 2018/2019

Capital Expenditures – Equipment Assets
No Proposed Expenditures

Capital Expenditures – Facility
No Proposed Expenditures

Capital Expenditures – Vehicle & Apparatus Replacement
No proposed expenditures

FISCAL YEAR 2019/2020

Capital Expenditures – Equipment Assets
No Proposed Expenditures

Capital Expenditures – Facility
No Proposed Expenditures

Capital Expenditures – Vehicle & Apparatus Replacement
No proposed expenditures

**FIRE MITIGATION FEE
MULTI-YEAR FACILITIES AND EQUIPMENT PLAN**

Approved: August 12, 2015

Motion by: Director TBD

Seconded by: Director TBD

Roll Call Results:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:



Karlena Rannals
Secretary

STAFF REPORT

NO. 15-15

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: RESOLUTION ESTABLISHING SALARIES AND BENEFITS FOR
MANAGEMENT PERSONNEL

DATE: AUGUST 7, 2015



RECOMMENDATION

Adopt Resolution 2015-15 that includes the amended language for Management Incentive Pay.

BACKGROUND

Beginning July 1, 2008, the Board of Directors authorized incentive compensation for all managers with the Fire District. This benefit equivalent to 5% of annual base salary compensation is reported to CalPERS in the form of special compensation.

Recently it was determined that the current language in the Management Resolution may not meet the intent of the Public Employees Retirement Law (PERL). If the language is not modified, there is a possibility that CalPERS will delay or deny the compensation reported in calculating management employee's retirement benefit.

Attached to this staff report is a revised resolution in a "tracked change" format with the amended language defining "Management Incentive Pay," and a new section "7.2" which will retroactively grant the benefit to July 1, 2008.

It is important to note that there is no additional fiscal impact to the District, as this resolution only defines the special compensation pursuant to PERL.

RESOLUTION No. 2015-0915

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

BE IT RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the following salary ranges and benefits for management personnel effective January 1, 2015.

I. SALARIES (FLSA Exempt)

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

<i>Position</i>	<i>Range/Annual Salary</i>	
Fire Chief	\$158,669	\$198,337
Deputy Chief	\$131,701	\$164,627
Battalion Chief	\$114,204	\$142,755
Fire Marshal	\$114,619	\$139,320
Administrative Manager	\$ 94,543	\$118,179

II. 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.

2.9 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.

2.10 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:

- 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.

2.11 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.

2.12 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.

2.13 The District agrees to report member contributions as taxed deferred for all employees enrolled in CalPERS.

III. CLOTHING ALLOWANCE

3.01	<i>Position</i>	<i>Annual Allowance</i>
	Administrative Manager	\$150

Upon termination of any personnel in the above listed positions, the allowance shall then become \$0.

IV. SICK LEAVE

4.1 *Shift Employees*

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

4.1.2 At retirement, unused sick leave credit for shift employees shall be converted to one of the following:

1. All unused sick leave hours may be reported to CalPERS for additional service credit. Conversion of a shift employee's sick leave bank to equivalent sick days as required by PERS will be computed by dividing the total number of unused sick leave hours by eight (8); or
2. The employee may choose to convert unused sick leave hours to an employee's RHPA at a ratio of 3:1. A minimum of 960 sick leave hours is required to be eligible for this option. The RHPA contribution shall be calculated at the straight time rate and shall not exceed the value of 40 shifts; or
3. A combination of both options, if the remaining unused sick leave hours not used for additional service credit, exceeds 960 hours.

4.2 *Non-shift employees*

4.2.1 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.

4.2.2 At retirement, unused sick leave credit for non-shift employees shall be converted to one of the following:

- a. All unused sick leave hours may be reported to CalPERS for additional service credit.
 1. Conversion of a non-shift employee's sick leave bank to equivalent sick days as required by PERS will be computed by dividing the total number of unused sick leave hours by eight (8); or
 2. The employee may choose to convert unused sick leave hours to an employee's RHPA at a ratio of 3:1. A minimum of 685 hours is required to be eligible for this option. The RHPA contribution shall be calculated at the straight time rate and shall not exceed the value of 685 hours ; or

3. A combination of both options, if the remaining unused sick leave hours not used for additional service credit, exceeds 685 hours.

4.3 *Management Employees*

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

4.3.2 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.

4.03.4 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.

4.03.4 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.

V. INSURANCE

5.1 Medical-Dental: The District shall remit insurance premiums for HMO medical and HMO dental insurance for employees, their dependents, and the Board of Directors in an amount equal to the premium cost of the family rate, up to \$1,000 per month.

5.2 If the premiums for medical and dental insurance exceed \$1,000 per month, the employee and District agree to share the cost difference 50/50. The District shall establish a capped rate equal to the cost of Health Net HMO (family rate) and HMO dental (family rate) of \$1,000, plus the shared cost difference 50/50 that exceeds \$1,000.

5.3 Any unused premium may be used for medical/dental expenses as defined by the Administrative Policy for a maximum period of 24 months. After the 24-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.

5.4 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 employees medical reimbursement account. Unused premiums shall be transferred to the employees HRSA per the provisions in 6.01.

5.5 Employees, upon retirement, at no additional cost to active employees or to the District shall be allowed to remain on the group medical plan. 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. The employee understands that the premium for a retired employee may be higher than that of an active employee. At age 65, the retiree may have additional options available.

5.6 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.

5.7 Long-Term Disability: The District shall provide a Long-Term Disability plan.

5.8 In the event the Board of Directors modifies the insurance benefit (increase or decrease) in any other labor contract, this insurance benefit shall be adjusted per said resolution or contract for all positions identified in this Resolution.

VI. HEALTH RETIREMENT SAVINGS ACCOUNT

6.1 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 the 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 (134.4 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.

VII. MANAGEMENT ~~SUPPLEMENTAL BENEFIT PLAN INCENTIVE PAY~~

The Management ~~Incentive Pay Supplemental Benefit Plan~~ provides for an 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. This compensation is granted to management employees in the form of extra pay due to the unique nature of their job. This compensation is for duties performed during normal work hours. Managers covered by this resolution 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. 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.~~

~~Combination of Option a, b, or c: this option may not exceed the maximum benefit.~~

7.2 Commencing July 1, 2008 and in compliance with California Public Employee's Retirement Law, Section 571. (a) (1) this compensation is granted to management employees for managerial duties performed during normal work hours.

VIII. HOLIDAYS

8.1 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

8.2 All Chief Officers shall receive holiday payment equal to one-half month’s salary, payable at the end of November. Rotating schedules to assure availability during holidays will be required.

IX. USE OF DISTRICT VEHICLES

9.1 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

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

9.3 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.

X. VACATION ACCRUAL

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

0 – 5 years	80 hours
6 – 10 years	120 hours
11 – 15 years	136 hours
16 – 20 years	160 hours
21+ years	200 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.

10.02 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.

10.03 An employee may only sell a maximum of 200 hours of accrued vacation per calendar year. Minimum vacation accrual balances are required as identified in 10.02.

10.04 A written request to sell back accrued vacation must be submitted in writing within 30 days after the work period ends that include June 30 and December 31.

10.05 Payment of accrued vacation sold back to the District will be remitted by separate check, and will not be reported as “reportable compensation” for retirement purposes.

XI. EMERGENCY RESPONSE COMPENSATION

11.1 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.

11.2 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.

11.3 Battalion Chief Extended 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 August 12, 2015 ~~December 10, 2014~~ by the following vote:

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

[Signatures next page]

James H Ashcraft
President

ATTEST:

Karlana Rannals
Secretary