



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

December 9, 2015
Regular Meeting – 1:00 pm

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

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

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

4. Consent Calendar

a. Board of Directors Minutes

- i) Board of Directors minutes of November 18, 2015

ACTION REQUESTED: **Approve**

b. Receive and File

- i) Monthly/Quarterly Reports – ACTION REQUESTED: **Information**

(1) List of Demands

Check 26799 thru 26904 for the period November 1 – 30, 2015 totaling: 419,598.60

Payroll for the period November 1 – 30, 2015 640,124.08

TOTAL DISTRIBUTION

\$1,059,722.68

(2) Financial Reports

- Budget Review (*July 1, 2015 – September 30, 2015*)
- Statement of Cash Assets (*September 30, 2015*)

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.

- ii) Activity Reports – November 2015
 - (1) Fire Prevention
 - (2) Operations
 - (3) Training

- 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. New Business
 - a. Budget Authorization
To discuss and/or authorize the purchase of new mobile software application and nine (9) tablets. [Staff Report 15-19](#)
ACTION REQUESTED: [Authorize purchase](#)

- 7. Resolution/Ordinance
 - a. Resolution No. 2015-12
To discuss and/or adopt Resolution No. 2015-12 – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel
ACTION REQUESTED: [Adopt](#)
 - b. Resolution No. 2015-13
To discuss and/or approve a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 [Staff Report 15-20](#)
ACTION REQUESTED: [Adopt](#)

- 8. Oral Report
 - a. Fire Chief – Michel
 - i) Strategic Plan
 - ii) District Activities
 - (1) RSFPFA Kids Holiday Party (RSF1) – Friday, December 18, 2015
 - (2) RSFPFA Holiday Party (adult) – Saturday, December 19, 2015
 - b. Operations – Deputy Chief
 - c. Training – Battalion Chief
 - d. Fire Prevention – Fire Marshal
 - e. Administrative Manager
 - f. Board of Directors
 - i) North County Dispatch JPA – Update
 - ii) County Service Area – 17 – Update
 - iii) Comments

- 9. 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*
 - b. With respect to every item of business to be discussed in closed session pursuant to Section 54957:
Public Employee Performance Evaluation
Title: Fire Chief

10. Adjournment

The next regular Board of Directors meeting to be January 13, 2016 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, December 18, 2015 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on December 3, 2015 a copy of the foregoing agenda was posted on the District's website and near the regular meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on December 3, 2015

Karlana Rannals

Karlana Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – November 18, 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 session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:03 pm.

Pledge of Allegiance

Deputy Chief Gibbs 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 306 Kootenai Court, Sun Valley, ID 83353)

Directors Absent: None

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

2. Public Comment

Deputy Chief Gibbs conveyed his appreciation for the support and the opportunities he received during his 32½ -year career with Rancho Santa Fe Fire Protection District. His retirement date is December 2, 2015.

3. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER to approve the consent calendar as submitted 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 October 14, 2015

ii) Board of Directors minutes of October 29, 2015

b. Receive and File

i) *Monthly/Quarterly Reports*

▪ List of Demands Check 26696 thru 26798 for the period October 1 – October 31, 2015	
totaling:	\$ 379,857.46
Payroll for the period October 1 – October 31, 2015	\$ <u>541,948.50</u>
TOTAL DISTRIBUTION	\$ 921,805.96

ii) *Activity Reports – October 2015*

- *Fire Prevention*
- *Operations*
- *Training*

iii) Correspondence

- Michel McCoy
- John Queen

c. Resolution

- i) Resolution 2015-11 – A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Commending the Retirement of Deputy Chief Michael J. Gibbs

4. Old Business

a. Strategic Plan – Update

Jim Boylan, Consultant, JB Pathfinders distributed a summary of the draft plan reporting that the goals and strategies have been created. The strategic team are currently working on the objectives (or outcomes) of the plan. He discussed with the board members each draft goal and responded to their questions.

10-minute recess

b. *LAFCO Application – Update*

Chief Michel reported that the ad hoc committee had a final meeting to confirm the negotiations for a property tax exchange. He anticipates that County staff will prepare and docket the property tax exchange for the December or January Board of Supervisors meeting. He is also awaiting the draft contract to begin fire protection service at the temporary Harmony Grove Village station on January 1, 2016.

5. New Business

a. Budget Authorization

Chief Michel summarized the staff report provided. This request is for one of the two staff vehicles identified in the FY16 budget. The quote provided by Kearny Pearson Ford was based on the City of San Diego bid, which was competitively, bided and awarded thru February 28, 2018.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, approved on the following vote authorizing the purchase of one (1) replacement staff vehicle with radio and emergency lighting package for a cost of \$38,902.66 :

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

b. New Position – Office Support Coordinator

Chief Michel and Ms. Rannals summarized the staff report provided. They reported that the additional full-time position was included in the budget approved for fiscal year 2016. The need to add an *Office Support Coordinator* position is the result of the many elements of administration and training. The District has used individuals in a temporary role, but has determined the need for a full-time position. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, approved the additional budgeted position *Office Support Coordinator*, position description, and salary range to support the Training Division, Fire Prevention, and other District administrative service on the following vote:

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

c. Board of Directors Meeting Calendar

Ms. Rannals reviewed the staff report provided. She included routine matters that are considered by the Board with specific deadlines to assist should it be necessary to reschedule a meeting. After review of the calendar, it was determined to change the following regular meetings:

Regular Meeting Date – 2016	Rescheduled Meeting Date – 2016
May 11	May 18
June 8	June 22
September 14	September 21

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, approved unanimously to move and calendar the 2016-year regular meeting schedule as agreed on the following roll call vote:

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

6. Oral Report

a. Fire Chief – Michel

- i) Strategic Plan: no additional information to the consultant’s report.
- ii) District Activities:

- Trick or Treat Open House (RSF1) – Saturday, October 24, 2015
- RSF Pancake Breakfast (RSF2) – Sunday, November 8, 2015

He spoke of both events and each event was very successful. There was a good turnout, and there was a lot of positive feedback from the attendees.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity, noting district personnel responded to 216 calls the previous month. He reported that fuel moistures levels have increased. He is coordinating with representatives from CalFIRE for the transition of take over the emergency response services for the Harmony Grove Village station on January 1, 2016.

c. Training – Battalion Chief

Chief McQuead summarized the training activity for October. He also distributed a data chart showing results of the firefighter/paramedic new hire application, testing and interview process to hire for the Harmony Grove Village fire station.

d. Fire Prevention – Fire Marshal – no report, not in attendance.

Due to the 3pm, time certain closed session agenda topic, the Board recessed the regular meeting.

7. Closed Session

Pursuant to section 54956.9, the board met in closed session from 3:00 – 3:11 pm to discuss the following:

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

All board members listed and Chief Michel attended the closed session. Stephen J. Fitch, Esq., district's legal counsel also participated via teleconference.

President Ashcraft reported that the board discussed the item; direction was provided to legal counsel and the Board took no action.

The Board of Directors agreed to resume back to the regular meeting and would reconvene to closed session following the conclusion of all regular agenda items.

6. Oral Report (cont.)

e. Administrative Manager

- i) CalPERS Educational Forum – October 26-28, 2015, San Jose, CA - She summarized her attendance from the CalPERS conference. She has been working with CalPERS staff to ensure that all personnel who retired from the Fire Protection District are actual retirees from the District. This is important because of the “Net Pension Liability” that the district is now required to put on the balance sheet.
- ii) Deputy Chief Gibbs Retirement Reception – November 12, 2015: approximately 75 people attended the reception at the RSF Community Center. Chief Gibbs was appreciative of the event.
- iii) District Financial Reports – she distributed a draft 6/30 profit and loss statement and 6/30 balance sheet. The requirement to record the net pension liability has been a challenge, and with the assistance of the audit firm, all journal entries were completed. She responded to questions from the board.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – no report, next meeting is December 3, 2015.
- ii) County Service Area – 17 – Update: Hillgren – the meeting was held November 3, 2015. They discussed the preliminary budget and its timeline. The chair/vice chair positions were up for reelection, and they discussed the LAFCO application for CSA-17.
- iii) Comments
 - Malin – talked about a Wall Street Journal article about CalPERS.
 - Stine – discussed the success of the public education events held in October/November and heard great feedback from the events.

7. Closed Session (cont.)

Pursuant to section 54957.6 and 54947, the board resumed their closed session from 3:55 – 4:37 pm to discuss the following:

b. CONFERENCE WITH LABOR NEGOTIATORS

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

Unrepresented Employees: Fire Chief; Deputy Chief (1); Battalion Chief (4); Fire Marshal; and Administrative Manager

Under Negotiation: Successor Memorandum of Understanding and Compensation

All board members listed and Chief Michel attended the closed session.

c. Public Employee Performance Evaluation

Title: Fire Chief

All board members listed and Chief Michel attended the closed session.

Upon reconvening to open session, President Ashcraft reported the following:

a. Conference with Labor Negotiators - the Board of Directors discussed and provided direction to Chief Michel on the matter and took no action.

b. Public Employee Performance Evaluation – Due to the length of the meeting, the Board of Directors deferred this item until the next regular meeting.

8. Adjournment

Meeting adjourned at 4:40 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

Check #	Amount	Vendor	Purpose
26799	155.00	A to Z Plumbing Inc	Building
26800	2,645.33	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
26801	144.36	AT&T	Telephone
26802	1,379.99	AT&T Calnet 2/3	Telephone
26803	63.99	Cox Communications	Telephone
26804	55.77	Day Wireless Systems Inc	Radio Equipment Replacement
26805	2,234.61	Direct Energy Business - Dalla	Elec/Gas/Propane
26806	1,400.39	Engineered Mechanical Services	Building
26807	1,373.76	Fire ETC Inc	Safety Clothing (Protective)
26808	1,017.60	Golden Telecom Inc	Telephone Repair
26809	501.52	Konica Minolta Business Inc	Copier Maintenance Contract
26810	500.00	Pun Group	Accounting-Audit Services
26811	440.55	Server Supply.com, Inc	Computer Equipment/Parts
26812	3,320.13	SoCo Group Inc	Gasoline & Diesel Fuel
26813	2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
26814	233.00	Terminix International	Building
26815	12.30	U P S	Shipping Service
26816	1,166.40	United Imaging	Office Supplies
26817	842.45	United States Latex Prod. Inc	CSA-17 Contract
26818	450.00	Vanguard Fire Protection Inc	Station Maintenance
26819	1,472.57	Verizon Wireless	MDT Broadband + ATN Line/CSA-17 Contract/Cell
26820	6.99	4S Ranch Gasoline & Carwash LP	Car Wash
26821	877.50	C.A.P.F.	Disability Ins Short & Long
26823	4,632.92	Engineered Mechanical Services	Building
26824	280.00	Fritchle, Nathan	Education/Training Reimbursement
26825	279.00	IAFC Membership Department	Association Dues
26826	224.00	Palomar College	In-Service Training Program-Regional FF Testing
26827	6,000.00	Scott Davis Consulting	Programming - Computer & Software FP/PR
26828	571.68	Shift Calendar Inc	Office Supplies
26829	390.00	Thompson, Cole T.	CSA-17 Contract/Education/Training Reimbursement

RANCHO SANTA FE FIRE PROTECTION DISTRICT

List of Demands - November 2015

Check #	Amount	Vendor	Purpose
26830	385.00	Time Warner Cable	Cable Service
26831	12.30	U P S	Shipping Service
26832	1,585.18	Waste Management Inc	Trash/RSF Assn-Patrol/NCDJPA Rebill
26833	309.00	A to Z Plumbing Inc	Building
26834	783.08	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
26835	334.37	AT&T Calnet 2/3	Telephone/NCDJPA Rebill
26836	500.34	Bay City Electric Works Inc	Generator RSF2 - Maintenance & Service
26837	4,600.00	Boylan, James O.dba PathFinder	Consulting Services
26838	119,180.37	CalPERS	PERS (Employer Paid)
26839	2,517.50	County of SD/RCS	800 MHz Network Admin Fees/CAP Code Paging Service-Monthly Service
26840	673.60	Engineered Mechanical Services	Building
26841	248.40	Fire ETC Inc	Boots Safety
26842	826.51	Fitch Law Firm Inc	Legal Services
26843	1,818.40	Goodyear Tire & Rubber Company	Tires & Tubes
26845	10,157.86	North County EVS Inc	Scheduled - ID 0262/Aparatus Tools/Equipment Repair
26846	1,311.75	Olivenhain Municipal Water Dis	Water
26847	437.77	Pioneer Graphics Inc	Public Education Material
26848	500.00	Rancho Santa Fe Community Cent	Awards/Proclamations
26849	2,513.98	San Diego Gas & Electric	Elec/Gas/Propane
26850	1,165.00	Sanford, Nathan	Education/Training Reimbursement
26851	700.00	Santa Fe Irrigation District	NCDJPA Rebill
26852	300.00	Simple Track LLC	MDT Broadband + ATN Line
26853	541.28	SoCo Group Inc	Gasoline & Diesel Fuel
26854	61.00	Terminix International	Building
26855	1,540.50	ThyssenKrupp Elevator Inc	Elevator Service/NCDJPA Rebill
26856	12.30	U P S	Shipping Service
26857	8,448.10	U S Bank Corporate Payment Sys	Cal-Card./IMPAC program
26858	435.88	Uniforms Plus	Uniform - Safety Personnel/Admin/Alterations
26859	3,953.60	Willdan Financial Services Inc	Benefit Assessment
26860	5,775.00	WinTech Computer Services	Consulting Services

RANCHO SANTA FE FIRE PROTECTION DISTRICT

List of Demands - November 2015

Check #	Amount	Vendor	Purpose
26861	184.24	A to Z Plumbing Inc	Building
26862	442.50	Accme Janitorial Service Inc	Building
26863	383.00	AT&T Calnet 2/3	Telephone /NCDJPA Rebill
26864	36.00	Caccavo, Alicea I.	Bank Charges-Administrative Fees
26865	65.43	Cox, Fred W.	Fire Prevention Week
26866	2,279.90	Daniels Tire Service Inc	Apparatus Tool/Equipment Replacement/Repair
26867	453.60	Fire ETC Inc	Apparatus Tool/Equipment Replacement/Battery's
26868	786.60	Home Depot, Inc	Apparatus Tool/Equipment Replacement/Station Maintenance/Tools/Hydrant Maintenance
26869	111.67	Napa Auto Parts Inc	Apparatus Parts & Supplies
26870	465.00	R.E. Badger & Son, Inc.	Station Maintenance
26871	130.00	San Diego Chapter CSDA	Meetings/Meal Expenses
26872	8,705.14	San Diego Gas & Electric	Elec/Gas/Propane
26873	699.84	SDCPA / 911 Responder	CSA-17 Contract
26875	1,979.78	SoCo Group Inc	Gasoline & Diesel Fuel
26876	386.93	TelePacific Communications	Telephone
26877	86.77	Time Warner Cable	Cable Service
26878	12.30	U P S	Shipping Service
26879	1,966.27	United Imaging	Office Supplies
26880	20.98	4S Ranch Gasoline & Carwash LP	Car Wash
26881	1,597.40	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
26882	186.86	AT&T	Telephone
26883	897.00	C.A.P.F.	Disability Ins Short & Long
26884	744.70	COR Security Inc	Omnilock Supplies
26885	127.98	Cox Communications	Telephone
26886	420.00	Dependable Alarm Systems Inc	Alarm System Monitoring
26887	3,543.71	Guardian Life Insurance Co	Medical Insurance
26888	51,955.78	Health Net	Medical Insurance
26889	143.50	Jauregui & Culver Inc	Refuel Facility Repair
26890	18,461.75	Kaiser Permanente	Medical Insurance
26891	103,503.80	Lennar Homes	Developer Personnel Reimbursement

Check #	Amount	Vendor	Purpose
26892	593.66	Lincoln National Life Ins Co	Disability/Life Insurance
26893	89.14	Michel, Tony J	Meetings/Meal Expenses/Parking/Toll Fee
26894	395.28	Philips Electronics North Amer	CSA-17 Contract
26895	380.96	Printer Repair Depot	Repair Machines & Office Equipment
26896	2,202.50	R.E. Badger & Son, Inc.	Weed Abatement
26897	70.00	RSF Mail Delivery Solutions, I	Mail Delivery Service
26898	250.00	SDCFCA	Meetings/Meal Expenses
26899	1,056.00	Simmons & Wood, Inc.	Station Maintenance
26900	3,117.84	SoCo Group Inc	Gasoline & Diesel Fuel
26901	95.41	Sturtevant, James F.	Station/Maintenance/Replacement Items
26902	235.00	Terminix International	Building
26903	12.30	U P S	Shipping Service
26904	625.72	Vortex Industries, Inc.	Station Maintenance
EFT0167	280.49	Rannals, Karlena	Admin - Meal/Lodging/Travel Reimbursement
EFT0168	786.80	Rannals, Karlena	Station Replacement Items Reimbursement
EFT0169	35.64	Rannals, Karlena	Uniform - Administrative Reimbursement
EFT0172	209.50	Rannals, Karlena	Awards/Proclamations Reimbursement
EFT0173	200.81	Rainville, Greg D.	Dental Insurance Reimbursement
Misc1	1,513.24	Miscellaneous	Medical Reimbursement
	419,598.60		
11/15/2015	264,082.62	RSFFPD	Payroll
11/29/2015	171,246.40	RSFFPD	Payroll - Holiday Pay
11/30/2015	204,795.06	RSFFPD	Payroll
	640,124.08		
Grand total	1,059,722.68		

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2015**

July 1, 2015 through September 30, 2015
FY16

	BUDGET EXPENDITURES FY16	ESTIMATED EXPENDITURES FY16	% OF BUDGET
PERSONNEL COSTS			
Salaries/Wages - Staff	\$5,578,071	\$1,395,627	25.0%
Holiday Pay	\$190,530	\$0	0.0%
Overtime	\$1,259,710	\$405,408	32.2%
Health Insurance + HRSA	\$1,284,654	\$386,052	30.1%
Life/LTD Insurance	\$25,407	\$6,139	24.2%
Retirement	\$1,259,892	\$416,181	33.0%
Unemployment Insurance	\$13,440	\$724	5.4%
Medicare / Social Security Tax	\$101,208	\$28,125	27.8%
Workers' Compensation/Wellness	\$152,400	\$74,337	48.8%
Labor (Temporary)	<u>\$37,438</u>	<u>\$23,108</u>	61.7%
PERSONNEL (Subtotal)	\$9,902,750	\$2,735,702	27.6%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2015
 July 1, 2015 through September 30, 2015

	BUDGET EXPENDITURES FY16	ESTIMATED EXPENDITURES FY16	% OF BUDGET
CONTRACTURAL			
Administrative Fees	\$201,692	\$22,643	11.2%
Advertising	\$1,500	\$136	9.1%
Apparatus	\$2,748	\$0	0.0%
Association Dues / Subscriptions	\$10,000	\$2,625	26.3%
Building/Facility Lease	\$29,151	\$0	0.0%
Dispatching	\$148,352	\$51,923	35.0%
Equipment Rental & Repairs	\$59,790	\$2,272	3.8%
Insurance	\$76,238	\$77,971	102.3%
Legal Services	\$32,150	\$5,297	16.5%
Licenses & Permits	\$8,763	\$1,767	20.2%
Meetings, Meals, Mileage	\$8,675	\$269	3.1%
Other Contractual Services	\$205,774	\$61,597	29.9%
Other Professional Services	\$248,804	\$48,789	19.6%
Service Agreements	\$48,968	\$12,117	24.7%
Subscriptions	\$2,130	\$0	0.0%
Training	\$84,350	\$12,693	15.0%
Utilities			
Cable	\$2,924	\$1,030	35.2%
Electricity	\$145,655	\$27,797	19.1%
Sewer	\$21,426	\$0	0.0%
Telephone	\$53,114	\$10,468	19.7%
Trash	\$17,123	\$3,309	19.3%
Water	\$27,002	\$4,159	15.4%
Vehicle Maintenance (Scheduled)	\$51,600	\$1,223	2.4%
Vehicle Repair	<u>\$68,340</u>	<u>\$24,421</u>	35.7%
CONTRACTURAL COSTS (Subtotal)	\$1,556,269	\$372,507	23.9%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2015
 July 1, 2015 through September 30, 2015

	BUDGET EXPENDITURES FY16	ESTIMATED EXPENDITURES FY16	% OF BUDGET
MATERIALS & SUPPLY			
Apparatus	\$20,755	\$5,975	28.8%
Apparatus - Computers	\$14,243	\$1,614	11.3%
Audio Visual	\$350	\$0	0.0%
Books	\$3,841	\$0	0.0%
Cellular	\$2,144	\$24	1.1%
Computer	\$92,987	\$6,904	7.4%
Electrical Supplies	\$200	\$0	0.0%
Fire Hose, Nozzles & Supply	\$7,500	\$18,425	245.7%
Firefighting Foam	\$2,500	\$1,672	66.9%
Food for Major Emergencies	\$1,200	\$445	37.1%
Fuel	\$56,711	\$23,133	40.8%
Furnishings/Equipment	\$10,500	\$0	0.0%
Grants	\$20,000	\$0	
Hydrant Maintenance	\$2,000	\$0	0.0%
Janitorial	\$9,334	\$909	0.0%
Knox Replacement	\$500	\$0	0.0%
Landscape	\$2,000	\$0	0.0%
Lumber/Screws/Nails	\$100	\$0	0.0%
Maps	\$500	\$0	0.0%
Medical Supplies	\$48,905	\$0	0.0%
Miscellaneous	\$750	\$0	0.0%
Office - General	\$39,265	\$6,399	16.3%
Paint	\$100	\$0	0.0%
Program Supplies - CERT	\$3,000	\$0	
Public Education	\$30,000	\$5,933	19.8%
Radio	\$10,519	\$7,907	75.2%
Rock, Sand, Gravel	\$250	\$0	0.0%
Safety	\$101,312	\$23,103	22.8%
Special Events & Awards	\$10,500	\$104	1.0%
Station Maintenance	\$20,557	\$1,174	5.7%
Station Supplies/Replacements	\$4,250	\$123	2.9%
Street Signs & Markers	\$500	\$0	0.0%
Tools	\$901	\$0	0.0%
Training (Expendable Supplies)	\$8,272	(\$576)	-7.0%
Uniforms	\$22,010	\$9,692	44.0%
MATERIAL & SUPPLY (Subtotal)	\$548,456	\$112,958	20.6%

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
 OPERATING EXPENDITURES FOR FISCAL YEAR 2015**
 July 1, 2015 through September 30, 2015

	BUDGET EXPENDITURES FY16	ESTIMATED EXPENDITURES FY16	% OF BUDGET
OPERATING COST SUMMARY			
Personnel	\$9,902,750	\$2,735,702	27.6%
Contractural	\$1,556,269	\$372,507	23.9%
Material & Supply	\$548,456	\$112,958	20.6%
Depreciation	\$720,462	\$180,115.50	25.0%
Prior Year & Misc Reclassification Expenses	\$ <u>0</u>	\$ <u>0</u>	0.0%
<small>(Fire Hose, Nozzel Supply \$10,208, Radio Project \$15,157, FBR Sewer \$900, FEMA Grant \$12,828)</small>			
TOTAL COSTS BEFORE CAPITAL OUTLAY	<u>\$12,727,938</u>	<u>\$3,401,283</u>	26.7%

	BUDGET EXPENDITURES FY15	ESTIMATED EXPENDITURES FY15	% OF BUDGET
CAPITAL and PLANNED PROJECTS			
Air Conditioning Units - RSF 1	\$175,000	\$0	0.0%
Ground Cover Station 2	\$20,000	\$0	0.0%
Hurst eHydraulic Rescue Tool Set	\$40,000	\$0	0.0%
Microwave Wireless Network (FY10)	\$38,250	\$8,174	21.4%
Total Capital & Projects	<u>\$273,250</u>	<u>\$8,174</u>	3.0%

COMBINED SUMMARY STATEMENT CASH ASSETS LIABILITIES

Rancho Santa Fe Fire Protection District
FY 16

Assets	PERIODS		
	30-Jun-15	30-Sep-15	30-Sep-14
Current Assets			
Cash	\$ 13,923,571	\$ 11,303,040	\$ 12,478,016
GF Accounts Receivable	\$ 801,207	\$ 647,408	\$ 569,626
ALS (Paramedic)	\$ 6,673	\$ 21,779	\$ 157,639
MDC Reserve	\$ 36,103	\$ 56,877	\$ 35,969
PASIS (Workers Compensation)	\$ 553,373	\$ 553,373	\$ 582,119
PERS Contributions (AMD)	\$ 3,929,290	\$ 3,929,290	\$ -
PREPAID (Cap Assets)	\$ 350	\$ 350	\$ -
TOTAL ASSETS	<u>\$ 19,250,569</u>	<u>\$ 16,512,117</u>	<u>\$ 13,823,369</u>
Liabilities			
Current Liabilities			
Accounts Payable	\$ 304,346	\$ 236,821	\$ 17,127
Accrued Expenses	\$ 271,188	\$ 388,509	\$ 331,548
Other Payables	\$ 122,092	\$ -	\$ -
TOTAL LIABILITIES	<u>\$ 697,626</u>	<u>\$ 625,330</u>	<u>\$ 348,675</u>
Long Term Liabilities			
Contract Compensation	\$ 544,294	\$ 511,002	\$ 524,076
Net Pension Liability	\$ 12,520,708	\$ 12,520,708	\$ -
IBNR Liability (Workers Compensation)	\$ 94,426	\$ 94,426	\$ 191,282
Soil Contamination	\$ 6,106	\$ 6,106	\$ 6,106
TOTAL LONG TERM LIABILITIES	<u>\$ 13,165,534</u>	<u>\$ 13,132,242</u>	<u>\$ 721,464</u>
Fund Balance			
Restricted Reserves			
ALS / MDC Funds	\$ 57,882	\$ 78,656	\$ 193,630
PASIS (Workers Compensation)	\$ 458,948	\$ 458,948	\$ 365,840
General Fund Reserves			
CalPERS	\$ -	\$ -	\$ 1,200,000
Capital Replacement	\$ 8,134,715	\$ 8,134,715	\$ 7,459,190
Designated (RCS Infrastructure, P25 Radio, Enviro. Sustain.)	\$ 950,000	\$ 950,000	\$ 950,000
Operating	\$ 5,500,000	\$ 3,500,000	\$ 2,500,000
Undesignated Reserves	\$ 1,681,458	\$ 2,672,776	\$ 69,192
Net Income	\$ 1,012,091	\$ (2,632,862)	\$ -
Retained Earnings	\$ (12,407,686)	\$ (10,407,686)	\$ 15,378
TOTAL FUND BALANCE	<u>\$ 5,387,408</u>	<u>\$ 2,754,545</u>	<u>\$ 12,753,230</u>
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 19,250,569</u>	<u>\$ 16,512,117</u>	<u>\$ 13,823,369</u>
Restricted Cash			
Fire Mitigation	\$ 1,029,553	\$ 1,092,384	\$ 773,789
FMF Accounts Payable	\$ -	\$ -	\$ -
FMF Accounts Receivable	\$ 62,831	\$ 48,956	\$ 74,991
FMF Deposit In Transit	\$ -	\$ -	\$ -
	<u>\$ 1,092,384</u>	<u>\$ 1,141,340</u>	<u>\$ 848,780</u>
Combined Fund Total	<u>\$ 20,342,952</u>	<u>\$ 17,653,457</u>	<u>\$ 14,672,149</u>

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

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		3	12,958
Fire Inspector		0	0
Fire Inspector/Forester		7	31,064
TOTAL		10	44,022
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
Fire Marshal		0	0
Fire Inspector		18,501	3,194
Fire Inspector/Forester		0	0
TOTAL		18,501	3,194
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	47,216
FIRE SPRINKLER REVIEWS		Commercial	Residential
Fire Marshal		0	0
Fire Inspector		2	3
Fire Inspector/Forester		0	1
TOTAL		2	4
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
Fire Marshal		0	0
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		0	0
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
Fire Marshal		0	0.00
Fire Inspector		0	0.00
Fire Inspector/Forester		26	10.50
TOTAL		26	10.50

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
November 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	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	1	1.00

INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	6	6.50
Hydros (Fire Sprinklers)	12	13.00
Finals (Structures)	14	18.00
Landscape	8	4.00
Reinspections	0	0.00
Tents/Canopy	1	0.50
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	0	0.00
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
TOTAL	41	42.00

HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	10	0.00
Weed Abatement Reinspection	58	0.00
1st Notice	58	0.00
2nd Notice	30	7.25
Final Notice	10	2.50
Forced Abatement	0	0.00
Postings	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	8	4.00
WUI	0	0.00
TOTAL	174	13.75

GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	5	4.50
TOTAL	5	4.50

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

ADMINISTRATIVE SERVICES- FIRE PREVENTION

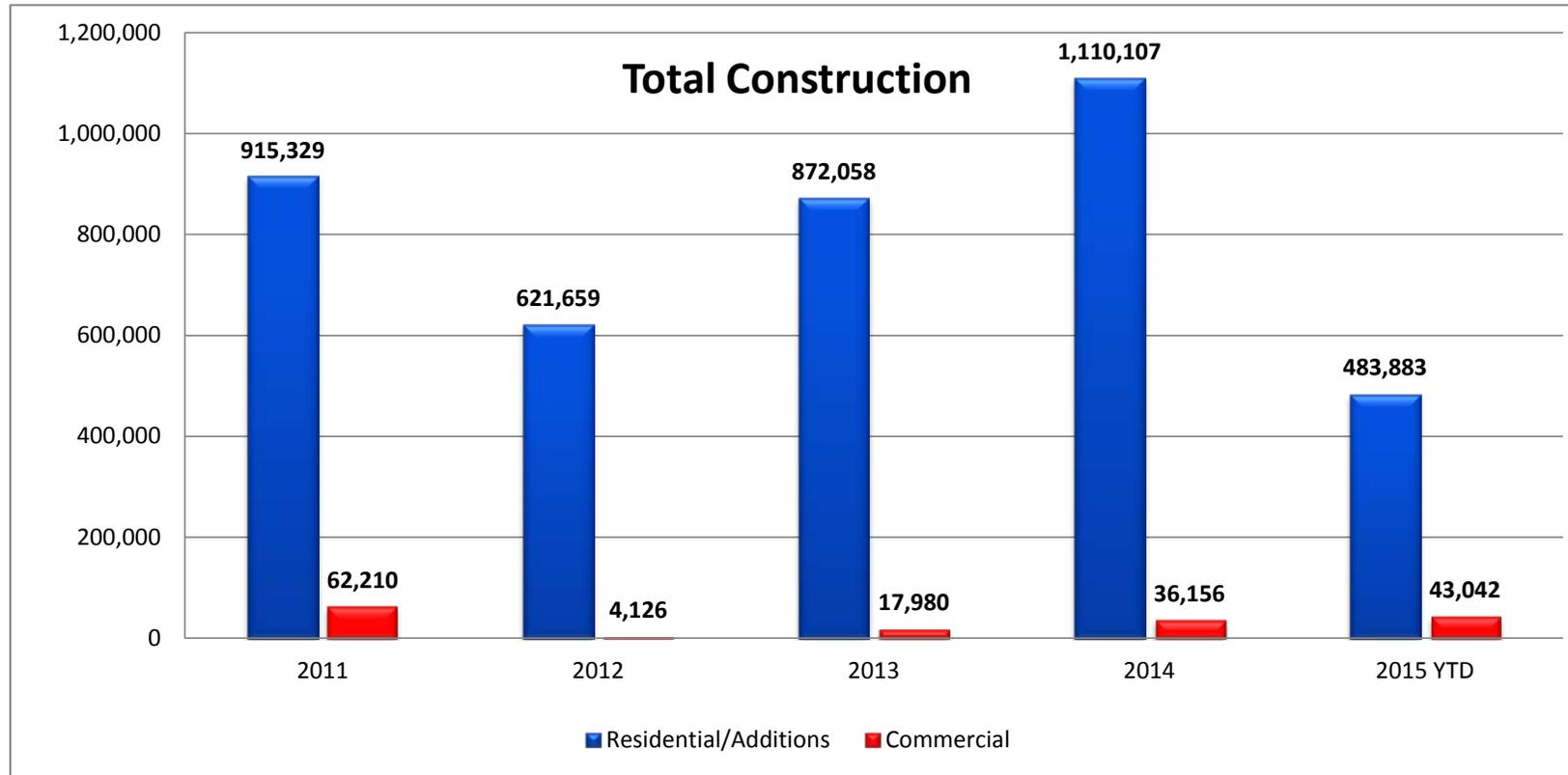
SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	9	88.00
Conferences	0	0.00
Meetings	20	22.00
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	29	110.00

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	272	68.00
Correspondence	169	42.25
Consultations	52	52.00
Plan Review	61	61.00
Scanning	72	18.00
General Office	138	138.00
TOTAL	764	379.25

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	628	31.40
Correspondence	204	51.00
Walk in/Counter (All Administrative Staff)	181	15.08
Knox Application Request	6	1.50
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	61	15.25
Special Projects	6	6.00
Scanning Documents/Electronic Files	40	10.00
Meetings: Admin/Prevention/Admin Shift	10	5.00
Post Office Runs	3	1.50
Deposit runs and preparations	25	12.50
TOTAL	1,166	149.40

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

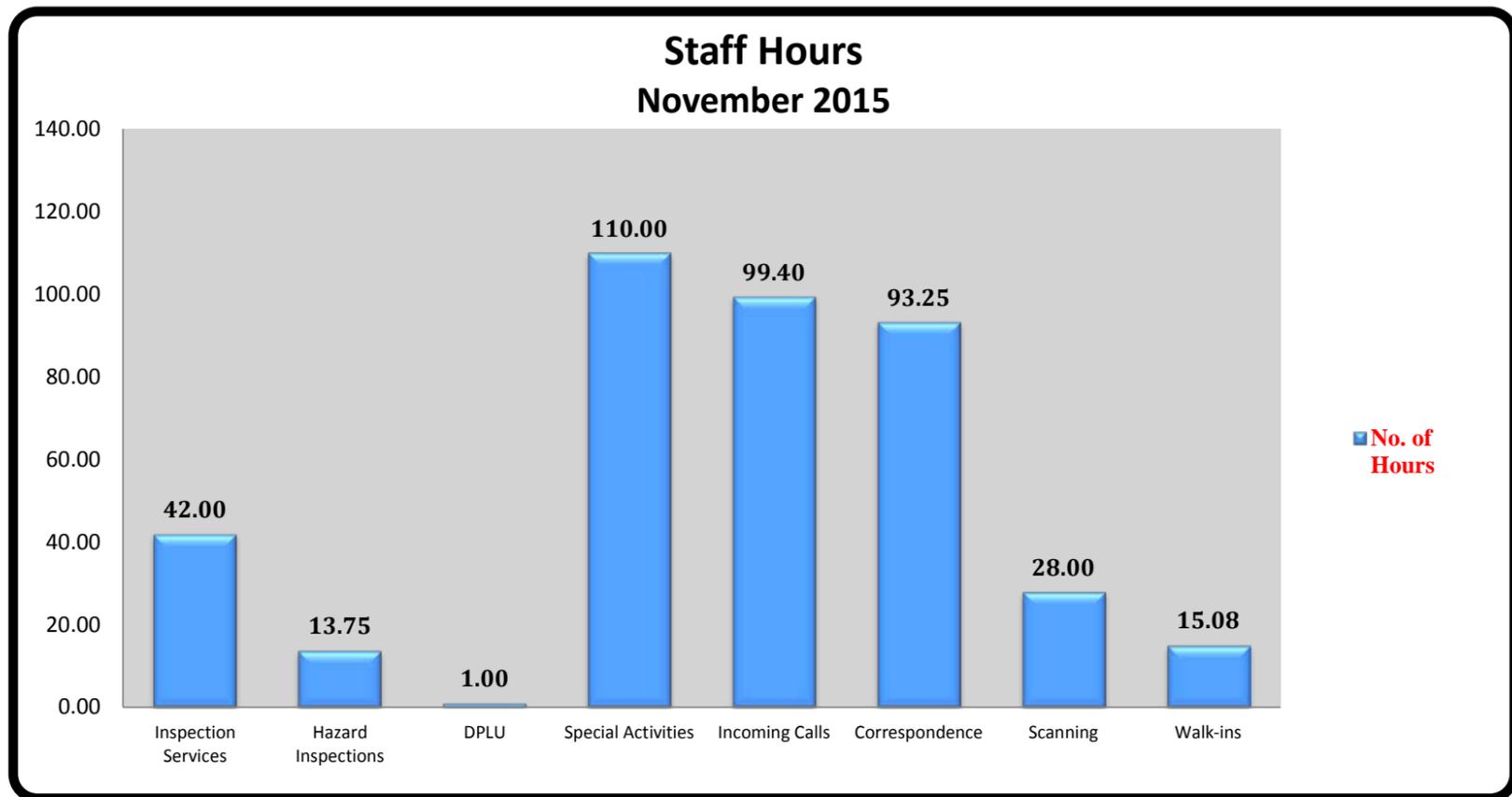
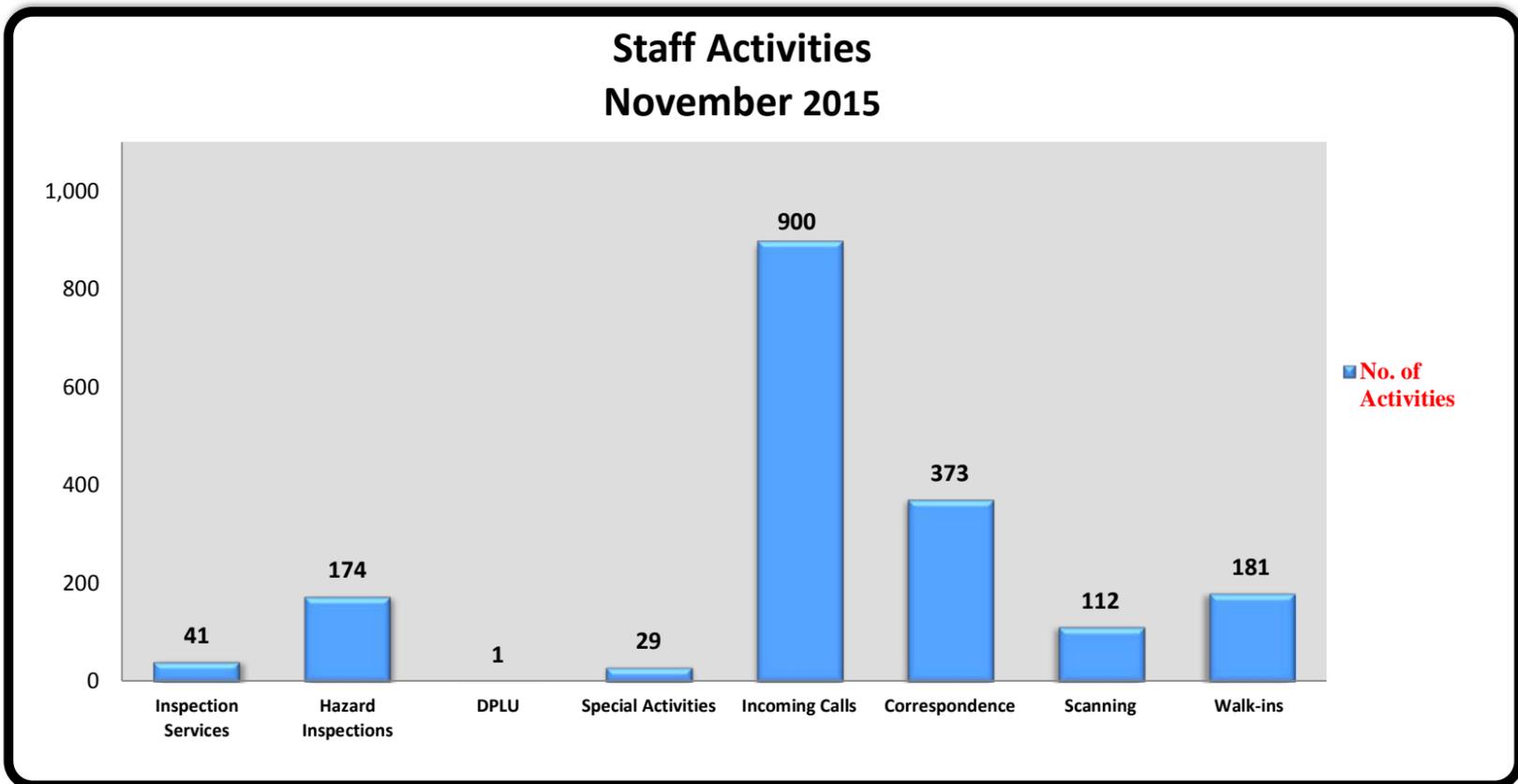


Year	Res/Add	Comm	Total
2011	915,329	62,210	977,539
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2014 YTD	772,894	36,156	809,050
2015 YTD	483,883	43,042	526,925

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	20,996	25,861	70,781	47,216	

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
November 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	2189	2104	2145	1811	
Hours	423.45	301.18	411.9	416.92	323.8	486.28	444.52	422.95	387.67	414	402.48	

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

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

WEBSITE/INTERNET		Staff Hours
Update existing info & documents:		5.0
<i>Updated home page, news, etc</i>		3.0
<i>Updated Holiday Safety info and pages</i>		2.0
		0.0
Compile & write new information:		1.0
<i>Online meeting with developer</i>		1.0
Social Media		4.0
<i>Facebook "Fans" - 695</i>		3.0
<i>Twitter "Followers" - 1957</i>		1.0
TOTAL		10.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc:		2.0
<i>Evacuation Brochures</i>		1.0
<i>Water Watcher Tag</i>		1.0
TOTAL		2.0

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

MEDIA RELATIONS	Staff Hours
On-scene Public Information Officer:	0.0
Press Releases:	5.0
<i>Winter Home Safety Press Release</i>	2.0
<i>Toy Drive</i>	2.0
<i>Pancake Breakfast</i>	1.0
Other Articles/Stories/Interviews:	0.0
TOTAL	5.0

EDUCATIONAL PROGRAMS/PRESENTATIONS	Staff Hours
Children's Programs	8.0
<i>Fire Prevention Week Wrap up</i>	3.0
<i>Cub Scout Pack Meeting Fire Safety/CPR</i>	2.0
<i>First Aid/CPR for Girl Scout Troop</i>	1.5
<i>Cub Scout Troop First Aid/CPR</i>	1.5
Adult Programs:	0.0
TOTAL	8.0

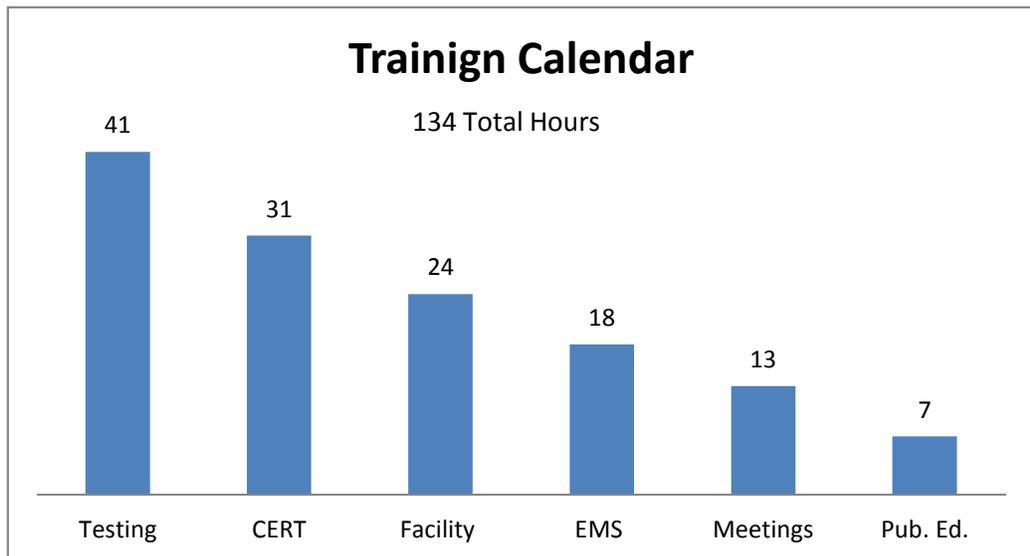
Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
November 2015

EVENTS		Staff Hours
External/Community Events:		12.0
<i>Pancake Breakfast</i>		12.0
Internal Events:		0.0
		0.0
TOTAL		12.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings:		16.0
<i>Staff meetings</i>		3.0
<i>Shift Meeting</i>		4.0
<i>CSA 17 Pub Ed</i>		1.0
<i>So Cal Pub Ed</i>		8.0
TOTAL		16.0
CLERICAL		Staff Hours
Prevention-related:		48.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		42.0
<i>Phone Calls</i>		6.0
Non-prevention/non-minute related:		21.0
TOTAL		69.0
TOTAL HOURS		122.0

Trainig Division

1399.75 Total Hours

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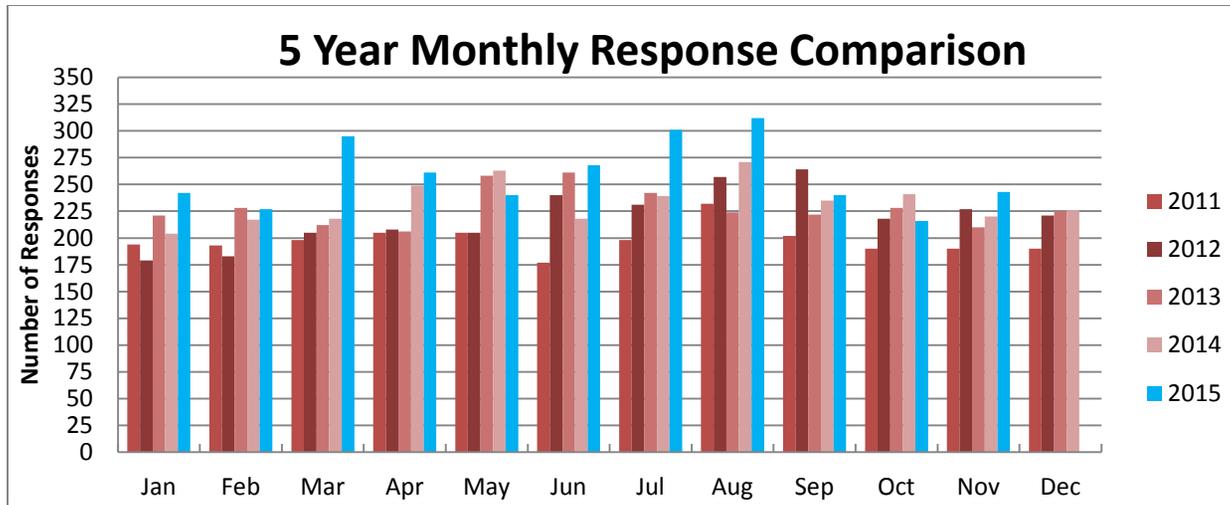
November 2015

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

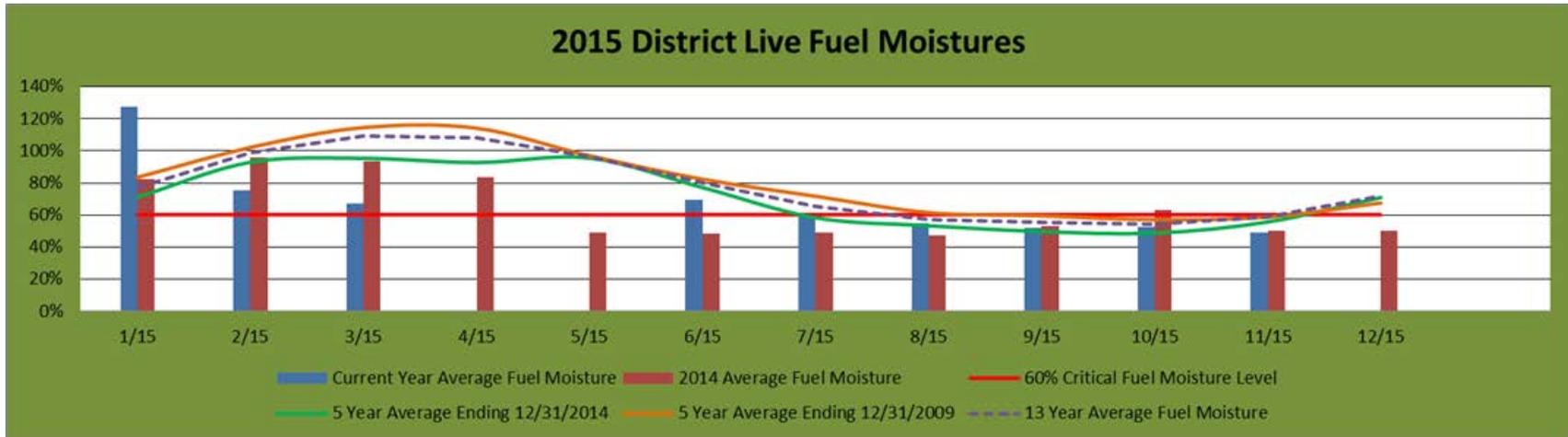
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	Nov 1	2	3	4	5	6	7	
Nov 1 - 7	VTA STL Primary, CBD Secondary, RSF OES Type I	8:00am 12:30pm New 9:00am 10:00am New 12:30pm 1:00pm Targe 1:00pm 2:00pm Lunch 2:00pm 3:00pm New Hi	Election Day (United S 8:00am 8:30am File Sca 8:30am 9:30am Board 9:30am 10:00am New 10:00am 10:30am File S 10:30am 12:00pm Evalu	8:00am 12:00pm New Hire Testing Prep 8:45am 12:15pm Cover 11:30am 1:00pm Make 1:00pm 2:00pm Lunch 2:00pm 4:30pm Final W	7:45am 9:00am Admin Meeting 9:00am 9:30am Meet with Chief McQuead 4:00pm 5:00pm Input H 5:30pm 8:30pm Admin			
	8	9	10	11	12	13	14	
Nov 8 - 14		7:00am Time Cards Due!	8:00am 5:00pm New Hire Testing (RSF2) 3:00pm 3:30pm Birthday Celebration (Admin) 6:30pm 7:30pm Soccer	Veteran's Day (United 8:00am 8:30am Nina's Bday 8:00pm 9:00pm Soccer	7:45am 8:30am Admin Meeting	8:00am 5:00pm New Hire Testing (Station 2 Training Room) - Activity Calendar 9:30pm 10:30pm Soccer		
	15	16	17	18	19	20	21	
Nov 15 - 21		7:00am Time Cards Due! 8:00am 5:00pm Captain's Interview f 11:00am 11:30am Lunch	9:30am 11:30am NCDJPA (RSF-1 Community Room) - 2:00pm 3:30pm Admin Shift Meeting (Conference Room -		7:45am 8:30am Admin 8:00am 5:00pm RSFFP 8:00am 4:00pm Chiefs 11:15am 11:45am Pick 1:00pm 2:00pm LUNCH 4:00pm 5:00pm Print	Mike's Birthday		
	22	23	24	25	26	27	28	
Nov 22 - 28		7:00am Time Cards Due! 8:00am 8:30am Check Training Calendar 8:30am 12:30pm Scan I	RSF STL Primary,VTA Secondary, Cal Fire Team 6 - Activity Calendar				Thanksgiving	
	29	30	Dec 1	2	3	4	5	
Nov 29 - Dec 5	RSF STL Primary,VTA Secondary, Cal Fire Team 6 - Act	SDFD Engineers Exam (T SDFD Engineers Exam (T 7:00am Time Cards Du 8:00am 8:30am Check T 8:30am 12:30pm Scan I			Thanksgiving Day (Uni 7:45am 8:30am Admin Meeting			

November Incident Summary by Type

Date Range: 11/1/2015 To 11/30/2015	
Incident Type	Incident Count
Fire	4
Rupture/Explosion	1
EMS/Rescue	112
Hazardous Condition	5
Service Call	33
Good Intent	55
False Call	26
Blank or Invalid	7
Total Incident Count	243



2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	242	227	295	261	246	268	301	312	240	216	243		2851
YTD	242	469	764	1,025	1,271	1,539	1,840	2,152	2,392	2,608	2851		10%
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%
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	



Significant Incidents/Overhead Assignments

DATE	INCIDENT/ LOCATION	TYPE	UNIT/PERSON	MISC.

STAFF REPORT

15-19

TO: BOARD OF DIRECTORS
TONY MICHEL

FROM: RENEE HILL, FIRE MARSHAL

SUBJECT: FIRE PREVENTION INSPECTION PROGRAM UPGRADE

DATE: DECEMBER 3, 2015



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

Description	FY16 Budget	Project Funding Request	Funding Source	Action Requested
Fire Prevention Inspection Mobile App & 9 Tablets	\$25,000	\$17,419	75% Mitigation Fund 25% General Fund	Authorize Purchase

JUSTIFICATION for Funding Request:

Staff seeks authorization to purchase a new mobile software application and nine tablets in an effort to utilize the most current technology to help streamline Fire Prevention inspections.

BACKGROUND

The Fire Prevention staff and the Engine Companies currently use carbon copy paper in order to document findings and violations during inspections. That information is then entered into the record management system (RMS) and the document is scanned onto the network. The purchase of the mobile application and tablets will significantly increase efficiency by allowing District personnel to document electronically inspections in the field and quickly upload them to the network. The software will also provide a reliable system for maintaining records and make them readily available to all personnel.

SOURCE of Funding:

The FMF Committee approved the use of mitigation funds for the mobile application and tablets, and the remainder of the funding is a planned expenditure in the FY16 budget.

RESOLUTION No. 2015-12

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, 2016.

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	\$165,016	\$206,270
Deputy Chief	\$136,969	\$171,212
Battalion Chief	\$118,772	\$148,465
Fire Marshal	\$114,619	\$139,320
Administrative Manager	\$100,216	\$125,270

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

7.1 The Management Supplemental Benefit Plan provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1, and paid once per calendar year. 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.

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

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 received by December 31 for payment of accrued vacation sold back to the District, which will be remitted by separate check on January 15. A written request received by June 30 for payment of vacation sold back to the District, which will be remitted by separate check on July 15. No payments under this section will be reported as “reportable compensation” for retirement purposes.

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 Overhead Assignment: *Battalion Chief Extended Assignment* is defined as an emergency assignment that extends into the next 24-hour operational period. The employee shall be paid an hourly rate of time and one-half.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on December 9, 2015 by the following vote:

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

[Signatures next page]

James H Ashcraft
President

ATTEST:

Karlana Rannals
Secretary

RESOLUTION No. 2015-13

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

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

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

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

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

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

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on December 9, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

Rancho Santa Fe Fire Protection District

Position	1-Jan-16		Effective Date		
	A	B	C	D	E
Deputy Fire Marshal					
Hourly	\$42.31	\$44.42	\$46.65	\$48.98	\$51.427
Monthly	\$7,334	\$7,700	\$8,085	\$8,490	\$8,914
Annual	\$88,003	\$92,403	\$97,023	\$101,874	\$106,968
Fire Prevention Specialist					
Hourly	\$31.189	\$32.748	\$34.385	\$36.105	\$37.910
Monthly	\$5,406	\$5,676	\$5,960	\$6,258	\$6,571
Annual	\$64,872	\$68,116	\$71,522	\$75,098	\$78,853
Fire Prevention Specialist II/Forester					
Hourly	\$33.309	\$34.974	\$36.723	\$38.559	\$40.487
Monthly	\$5,774	\$6,062	\$6,365	\$6,684	\$7,018
Annual	\$69,282	\$72,746	\$76,384	\$80,203	\$84,213
Public Education Coordinator					
Hourly	\$31.045	\$32.597	\$34.227	\$35.938	\$37.735
Monthly	\$5,381	\$5,650	\$5,933	\$6,229	\$6,541
Annual	\$64,573	\$67,802	\$71,192	\$74,751	\$78,489
Office Support Coordinator					
Hourly	\$21.884	\$22.978	\$24.127	\$25.333	\$26.600
Monthly	\$3,793	\$3,983	\$4,182	\$4,391	\$4,611
Annual	\$45,518	\$47,794	\$50,184	\$52,693	\$55,328
Accounting Specialist					
Hourly	\$26.729	\$28.065	\$29.468	\$30.942	\$32.489
Monthly	\$4,633	\$4,865	\$5,108	\$5,363	\$5,631
Annual	\$55,596	\$58,376	\$61,294	\$64,359	\$67,577
Staff Assistant - ADMIN					
Hourly	\$23.589	\$24.768	\$26.006	\$27.307	\$28.672
Monthly	\$4,089	\$4,293	\$4,508	\$4,733	\$4,970
Annual	\$49,064	\$51,517	\$54,093	\$56,798	\$59,638
Firefighter/Paramedic					
Hourly	\$24.649	\$25.881	\$27.175	\$28.534	\$29.961
OT Rate	\$36.973	\$38.822	\$40.763	\$42.801	\$44.941
Semi Monthly	\$3,071	\$3,224	\$3,386	\$3,555	\$3,733
Monthly (Includes FLSA)	\$6,142	\$6,449	\$6,771	\$7,110	\$7,465
Annual (Includes FLSA)	\$73,700	\$77,385	\$81,254	\$85,317	\$89,583
Engineer					
Hourly	\$25.871	\$27.164	\$28.523	\$29.949	\$31.446
OT Rate	\$38.806	\$40.747	\$42.784	\$44.923	\$47.169
Semi Monthly	\$3,223	\$3,384	\$3,553	\$3,731	\$3,918
Monthly (Includes FLSA)	\$6,446	\$6,768	\$7,107	\$7,462	\$7,835
Annual (Includes FLSA)	\$77,354	\$81,222	\$85,283	\$89,547	\$94,024
Engineer/Paramedic					
Hourly	\$26.566	\$27.89	\$29.289	\$30.753	\$32.291
OT Rate	\$39.848	\$41.841	\$43.933	\$46.129	\$48.436
Semi Monthly	\$3,310	\$3,475	\$3,649	\$3,831	\$4,023
Monthly (Includes FLSA)	\$6,619	\$6,950	\$7,298	\$7,663	\$8,046
Annual (Includes FLSA)	\$79,431	\$83,403	\$87,573	\$91,951	\$96,549
Captain					
Hourly	\$30.647	\$32.18	\$33.788	\$35.477	\$37.251
OT Rate	\$45.970	\$48.268	\$50.682	\$53.216	\$55.877
Semi Monthly	\$3,818	\$4,009	\$4,209	\$4,420	\$4,641
Monthly (Includes FLSA)	\$7,636	\$8,018	\$8,419	\$8,840	\$9,282
Annual (Includes FLSA)	\$91,633	\$96,215	\$101,026	\$106,077	\$111,381
Emergency Medical Services Coordinator					
Monthly			\$7,423		\$9,023
Annual			\$89,079	→	\$108,275
Fire Chief					
Monthly			\$14,142		\$17,189
Annual			\$165,016	→	\$206,270
Deputy Chief					
Monthly			\$11,738		\$14,268
Annual			\$136,969	→	\$171,212
Battalion Chief					
Monthly			\$10,179		\$12,372
Annual			\$118,772	→	\$148,465
Fire Marshal					
Monthly			\$9,552		\$11,610
Annual			\$114,619	→	\$139,320
Administrative Manager					
Monthly			\$8,588		\$10,439
Annual			\$100,216	→	\$125,270
Temporary Positions - Non-exempt					
Temporary (as needed and determined by the Fire Chief)					
Hourly			\$10.00	→	\$76.100

Examples of a temporary employee's position includes but is not limited to:

Fire Services Assistant; Interns (Administration, Fire Prevention, Training); Fire Prevention (Weed Abatement; Plan Review); Firefighter/Paramedic