



## 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

October 14, 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.

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

### Pledge of Allegiance

#### 1. Roll Call

#### 2. Special Presentations

##### a. Badge Presentations

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

- Fred Cox, Deputy Chief
- Dave McQuead, Battalion Chief
- Nick Brandow, Captain
- Trever Krueger, Captain
- Nick Chapin, Engineer
- Brian Schmid, Engineer
- Brian Salameh, Firefighter/Paramedic

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

##### b. Weather Forecasting (Time Certain 1:30pm)

Alex Tardy, Warning Coordination Meteorologist, NOAA/National Weather Service, San Diego, discussing the current drought, predicted fall fire weather and the upcoming El Nino, will give a presentation.

#### 3. Public Comment

*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.*

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.

#### 4. Consent Calendar

##### a. Board of Directors Minutes

- i) Board of Directors minutes of September 9, 2015

ACTION REQUESTED: **Approve**

##### b. Receive and File

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

###### (1) List of Demands

Check 26598 thru 26695 for the period September 1 – 30, 2015 totaling: \$ 378,422.52

Payroll for the period September 1 – 30, 2015 \$ 558,599.56

TOTAL DISTRIBUTION \$ 937,022.08

###### (2) Activity Reports – September 2015

- Fire Prevention
- Operations
- 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. Oral Report

##### a. Fire Chief – Michel

- i) Strategic Plan
- ii) District Activities
  - (1) Trick or Treat Open House (RSF1) – Saturday, October 24, 2015
  - (2) RSF Pancake Breakfast (RSF2) – Sunday, November 8, 2015

##### 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
- ii) Deputy Chief Gibbs Retirement – November 12, 2015

##### f. Board of Directors

- i) North County Dispatch JPA – Update
- ii) County Service Area – 17 – Update
- iii) Comments

7. Closed Session (**Time Certain – 3:00 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*

8. Adjournment

The next regular Board of Directors meeting to be November 18, 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, October 14, 2015 1:00 pm PT**

**CERTIFICATION OF POSTING**

I certify that on October 6, 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 October 6, 2015

*Karlana Rannals*

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Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – September 9, 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 1:05 pm.

*Pledge of Allegiance*

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

1. Roll Call

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

Directors Absent: None

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

2. Public Comment

No one requested to speak to the Board.

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

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

4. Consent Calendar

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

a. *Board of Directors Minutes*

i) Board of Directors minutes of August 12, 2015

b. Receive and File

i) *Monthly/Quarterly Reports*

▪ List of Demands Check 26495 thru 26597 for the period August 1 – August 31, 2015 totaling:	\$ 514,072.05
Payroll for the period August 1 – August 31, 2015	<u>\$ 731,526.80</u>
TOTAL DISTRIBUTION	\$1,245,598.85

ii) *Activity Reports – August 2015*

- Operations
- Training
- Fire Prevention

5. Old Business

a. *LAFCO Application – Update*

Chief Michel reported that there was little activity regarding the negotiations for a property tax exchange; however, a meeting is planned for September 10 with County representatives. Sales on homes in the Harmony Grove community are not selling as expected. The County is relocating the temporary trailers to the fire station site. Staff responded to questions from the board.

6. Public Hearing

a. *Final Budget Fiscal Year 2015/2016*

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any written correspondence regarding the final budget.

7. Ordinance/Resolution

a. Resolution No. 2015-10

Ms. Rannals summarized the purpose of the resolution that establishes committed and/or constrained fund balances for FY15. She informed the board that the completion of the independent audit would occur September 16-17. Staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long and short term financial needs of the District. Resolution No. 2014-12 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2015-10 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing committed and/or Constrained Fund Balances for FY15 on a roll call vote:

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

8. New Business

a. Final Budget FY 2015/2016

Karlana Rannals, Administrative Manager reviewed and summarized the differences between the preliminary budget presented in June and the final budget presented at this meeting. She reported that the primary differences were

- Revenue (\$12,965,000): 1) tax revenue is approximately 4% higher over FY15 resulting from the increase in assessed valuation and a stabilization in tax refunds; 2) increase in firefighting reimbursement; and 3) decrease in developer reimbursement.
- Operating Expenditures (\$12,728,000)
  - Personnel – the increase (4.2%) is the net result of negotiated increases to salary, the reduction of positions (3 Firefighter/Paramedic, and ½ Deputy Chief) and increases to health and workers' compensation insurance costs.

- Other Expenditures – increases are primarily due to increased costs for services, a plan for software upgrades, and utilities.
- Capital (\$988,250) – she reported that the replacement Type I fire engine approved in FY15 has been ordered and the expected delivery and payment is June 2016. In addition to two replacement staff vehicles are planned during the fiscal year.

She responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2015/2016 Budget as presented.

*Ten-minute recess*

9. Oral Report

a. Fire Chief – Michel

- i) Strategic Plan: he reported that works continues on the plan. The outcomes are slow because many of the personnel were deployed to the northern CA fires, but it continues to move along. He would like to have drafts available at the next meeting for discussion.
- ii) District Activities:
  - Firewise Landscape Workshop – September 1, 2015: The drought education workshop held at the San Diego Botanic Gardens in Encinitas was a good event, which received good press. Attendees found the information distributed useful.
  - California Special Districts Assn – San Diego Chapter Quarterly Dinners: he invited board members to join him at the quarterly meetings. While many of the attendees are with water districts, it is an opportunity to meet other special district elected officials within the County.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity, noting district personnel responded to 281 calls the previous month. He reported that all personnel deployed had returned noting that one engine was deployed from July 29 thru September 1.

c. Training – Battalion Chief

Chief McQuead summarized the training activity for August. He noted the completion of the new hire mini-academy, another academy with start September 28, and one firefighter/paramedic has completed probation.

d. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month that included 20,000 square feet of new construction. In addition, she reported on the number of weed abatement notices sent.

e. Administrative Manager

- i) CalPERS Educational Forum – October 26-28, 2015, San Jose, CA: she reported that Directors Stine and Tanner are registered to attend, in addition to two staff members.
- ii) Employee Recognition Dinner – April 16, 2016: The Nicholas family has offered again to host the event. Additional details will be sent after the first of the year.
- iii) FY15 Audit: she distributed the GASB 114 notice to each director as request by the auditor. The auditors will complete their onsite work September 16-17, 2015.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

September 9, 2015

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- iv) GP User Conference – she will be attending a user conference in October with the Accounting Specialist. She will not be attending the October board meeting, but has arranged for support staff to assist with the meeting.
- f. Board of Directors
  - i) North County Dispatch JPA – Update: Ashcraft – the meeting held August 27, 2015 was routine, noting the retirement of a long time dispatcher Susan Wysong.
  - ii) County Service Area – 17 – Update: Hillgren – no report.
  - iii) Comments
    - Tanner – discussed his recent trip to the State of Washington and the significant fires in the area.

10. Adjournment

Meeting adjourned at 3:50 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President

# Rancho Santa Fe Fire Protection District

# List of Demands ~ 2015 September

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
26598	\$23.94	4S Ranch Gasoline & Carwash LP	Car Wash
26599	\$442.50	Accme Janitorial Service Inc	Building ADMIN
26601	\$877.50	C.A.P.F.	Disability/Life Insurance
26602	\$1,614.21	CDCE Incorporated	MDC Equipment /Parts
26603	\$56.34	Complete Office of California Inc	Office Supplies
26605	\$3,397.72	Daniels Tire Service Inc	Repair - ID 0781/ 0383 & Scheduled - ID 0981
26606	\$280.00	Fritchle, Nathan	Education/Training Reimbursement
26607	\$277.15	Galindo, Chris	CSA-17 Contract Reimbursement
26608	\$152.00	Golden Telecom Inc	Telephone Repair
26609	\$225.00	Hernandez, Michael	Education/Training Reimbursement
26611	\$2,235.27	SoCo Group Inc	Gasoline & Diesel Fuel
26612	\$61.00	Terminix International	Building RSF2
26613	\$12.30	U P S	Shipping Service
26614	\$20,392.56	U S Bank Corporate Payment System	Cal-Card./IMPAC program
26615	\$802.39	Uniforms Plus	Uniform - Safety Personnel
26616	\$616.43	United Imaging	Office Supplies
26617	\$449.19	Verizon Wireless	MDT Broadband + ATN Line
26618	\$1,425.72	Waste Management Inc	Trash RSF1/2/3/4, RSF Assn - Patrol & NCDJPA Rebill
26619	\$5,500.00	WinTech Computer Services	Consulting Services
26620	\$382.83	Advanced Communication Systems Inc	Radio (Mobile Repair)
26621	\$203.18	All Star Glass Inc	Building RSF1
26622	\$203.28	Blend	Outside Printing & Binding
26623	\$3,840.00	Boylan, James O.dba PathFinders Cons	Consulting Services - Strategic Plan
26624	\$121,879.82	CalPERS	PERS (Employer Paid)
26625	\$217.00	Carey, John	CSA-17 Contract Reimbursement
26626	\$2,746.90	County of SD/RCS	CAP Code Paging Service-Monthly Service, 800 MHz Network Admin Fees & Radio (Portable) Repair
26627	\$70.49	Daniels Tire Service Inc	Repair - ID 0383
26629	\$77.00	MES California	Fit Testing
26630	\$79.65	Metro Fire & Safety Inc	Extinguishers - Service & Purchase
26631	\$245.47	Parkhouse Tire, Inc.	Tires & Tubes

# Rancho Santa Fe Fire Protection District

# List of Demands ~ 2015 September

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
26632	\$6,000.00	Scott Davis Consulting	Programming - Computer & Software FP/PR
26634	\$385.00	Time Warner Cable	Cable Service - Admin
26635	\$352.58	Turnout Maintenance Company LLC	Safety Clothing (Protective)
26636	\$12.30	U P S	Shipping Service
26637	\$3,650.00	JAMS, Inc	Legal Services - Mediation
26638	\$523.00	A to Z Plumbing Inc	Building RSF2
26639	\$5,184.00	Alert-all Corporation	Fire Prevention Week
26640	\$729.32	bkm Officeworks	Equipment - Minor - McQuead Desk
26641	\$310.25	Blend	Outside Printing & Binding
26642	\$173.38	Complete Office of California Inc	Office Supplies
26643	\$4,315.27	COR Security Inc	Omnilock Supplies
26644	\$366.26	Daniels Tire Service Inc	Scheduled - ID 0981
26645	\$379.61	Engineered Mechanical Services Inc	Building RSF2
26646	\$17.27	Fire ETC Inc	Safety Clothing (Protective)
26647	\$346.87	Fitch Law Firm Inc	Legal Services
26648	\$1,476.71	Jauregui & Culver Inc	Refuel Facility Repair & SFID Rebill
26649	\$233.58	Napa Auto Parts Inc	Apparatus Parts & Supplies
26650	\$56,382.20	North County Dispatch JPA	Dispatching & GIS Services/Response Criteria Services
26651	\$2,516.26	Olivenhain Municipal Water District	Water RSF2/3/4
26652	\$5,526.05	San Diego Gas & Electric	Elec/Gas/Propane RSF3/4
26653	\$136.16	San Diego Union-Tribune, LLC	Advertising - Legal
26654	\$700.00	Santa Fe Irrigation District	NCDJPA Rebill - Parking
26655	\$756.91	SoCo Group Inc	Gasoline & Diesel Fuel
26657	\$327.46	TelePacific Communications	Telephone ADMIN
26658	\$543.53	ThyssenKrupp Elevator Inc	Elevator Service
26659	\$86.77	Time Warner Cable	Cable Service - Admin
26660	\$12.30	U P S	Shipping Service
26661	\$656.40	Vortex Industries, Inc.	Building RSF1
26662	\$21.63	Waste Management Inc	Trash RSF4
26663	\$38.84	Willis, Erwin L.	Computer Equipment/Parts Reimbursement
26664	\$6.99	4S Ranch Gasoline & Carwash LP	Car Wash

# Rancho Santa Fe Fire Protection District

# List of Demands ~ 2015 September

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
26665	\$1,701.64	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
26666	\$1,910.56	AT&T Calnet 2/3	Telephone ADMIN/RSF1/2/3/4 & NCDJPA Rebill
26667	\$506.01	Chapin, Nicholas	Fire Response Expenses Reimbursement
26668	\$85.85	Complete Office of California Inc	Office Supplies
26669	\$1,114.97	Compressed Air Specialties Inc	BA Compressor Maintenance
26670	\$127.98	Cox Communications	Telephone RSF2/3
26671	\$387.33	Daniels Tire Service Inc	Scheduled - ID 0281/ 1482
26672	\$1,519.30	Dapper Tire Co Inc	Tires & Tubes
26673	\$1,950.55	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
26674	\$1,970.96	Engineered Mechanical Services Inc	Building RSF1
26675	\$564.12	Fire ETC Inc	Safety Clothing (Protective)
26676	\$113.00	Garrett Electric Inc	Building RSF1
26677	\$3,558.73	Guardian Life Insurance Co	Medical Insurance
26678	\$49,906.76	Health Net	Medical Insurance
26679	\$19,948.95	Kaiser Permanente	Medical Insurance
26680	\$313.50	Liebert Cassidy Whitmore	Legal Services
26681	\$606.76	Lincoln National Life Ins Co	Disability/Life Insurance
26682	\$182.52	Napa Auto Parts Inc	Apparatus Parts & Supplies
26683	\$538.92	Pitney Bowes Inc	Equipment Rental
26684	\$4,800.00	Pun Group	Accounting-Audit Services
26685	\$70.00	RSF Mail Delivery Solutions, Inc.	Mail Delivery Service
26686	\$6,895.30	San Diego Gas & Electric	Elec/Gas/Propane ADMIN/ RSF1/2
26687	\$87.00	Savmart Pharmaceutical Service	CSA-17 Contract
26688	\$247.50	Server Supply.com, Inc	Computer Equipment/Parts
26689	\$4,068.50	SoCo Group Inc	Gasoline & Diesel Fuel
26690	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
26691	\$231.00	Terminix International	Building ADMIN/RSF1/3/4 & NCDJPA Rebill
26692	\$12.30	U P S	Shipping Service
26693	\$1,248.56	Uniforms Plus	Uniform - Safety Personnel/ Administrative & Boots Safety
26694	\$849.62	United States Latex Prod. Inc	CSA-17 Contract
26695	\$217.00	Worley, Tanner	CSA-17 Contract Reimbursement

# Rancho Santa Fe Fire Protection District

# List of Demands ~ 2015 September

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
Various	\$9,363.59	Medical Reimbursements	Various
<b>Subtotal</b>	<b>\$378,422.52</b>		
15-Sep-15	208,567.30	RSFFPD	Payroll
30-Sep-15	350,032.26	RSFFPD	Payroll
<b>Subtotal</b>	<b>558,599.56</b>		

<b>Grand Total</b>	<b>\$937,022.08</b>
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**Rancho Santa Fe Fire Protection District**  
*Fire Prevention Bureau Monthly Activity Summary*  
 September 2015

**PLAN REVIEW**

<b>RESIDENTIAL PLAN REVIEWS</b>		<b>Number of Structures</b>	<b>Sq Footage</b>
Fire Marshal		2	5,910
Fire Inspector		1	14,578
Fire Inspector/Forester		0	0
<b>TOTAL</b>		<b>3</b>	<b>20,488</b>
<b>RESIDENTIAL ADDITIONS</b>		<b>Original Sq Footage</b>	<b>Added Sq Footage</b>
Fire Marshal		11,839	160
Fire Inspector		0	0
Fire Inspector/Forester		0	0
<b>TOTAL</b>		<b>11,839</b>	<b>160</b>
<b>COMMERCIAL PLAN REVIEWS</b>		<b>Number of Structures</b>	<b>Sq Footage</b>
Fire Marshal		1	5,213
Fire Inspector		0	0
Fire Inspector/Forester		0	0
<b>TOTAL</b>		<b>1</b>	<b>5,213</b>
<b>TOTAL NEW CONSTRUCTION</b>			<b>Sq Footage</b>
<b>Based on permitted Sq footage</b>		<b>Total Added</b>	<b>25,861</b>
<b>FIRE SPRINKLER REVIEWS</b>		<b>Commercial</b>	<b>Residential</b>
Fire Marshal		0	1
Fire Inspector		0	26
Fire Inspector/Forester		0	0
<b>TOTAL</b>		<b>0</b>	<b>27</b>
<b>TENANT IMPROVEMENTS</b>		<b>Number of Structures</b>	<b>Sq Footage</b>
Fire Marshal		1	75,765
Fire Inspector		0	0
Fire Inspector/Forester		0	0
<b>TOTAL</b>		<b>1</b>	<b>75,765</b>
<b>LANDSCAPE REVIEWS</b>		<b>Number of Reviews</b>	<b>Staff Hours</b>
Fire Marshal		0	0.00
Fire Inspector		0	0.00
Fire Inspector/Forester		28	28.00
<b>TOTAL</b>		<b>28</b>	<b>28.00</b>

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

**SERVICES PROVIDED- FIRE PREVENTION**

<b>DPLU -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Project Availability Forms	1	1.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	2	2.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
<b>TOTAL</b>	<b>3</b>	<b>3.00</b>
<b>INSPECTION SERVICES- All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	13	12.50
Finals (Structures)	20	22.00
Landscape	10	6.00
Reinspections	5	2.00
Tents/Canopy	3	1.50
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	2	1.00
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
<b>TOTAL</b>	<b>53</b>	<b>45.00</b>
<b>HAZARD INSPECTIONS - All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Weed Abatement Inspection	122	0.00
Weed Abatement Reinspection	125	6.00
1st Notice	113	5.00
2nd Notice	37	8.75
Final Notice	9	1.25
Forced Abatement	0	0.00
Postings	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	16	9.00
WUI	0	0.00
<b>TOTAL</b>	<b>422</b>	<b>30.00</b>
<b>GRADING -All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Plan Review	3	3.00
<b>TOTAL</b>	<b>3</b>	<b>3.00</b>

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

**ADMINISTRATIVE SERVICES- FIRE PREVENTION**

<b>SPECIAL ACTIVITIES/EDUCATION-All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	1	3.00
Conferences	0	0.00
Meetings	28	54.00
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
<b>TOTAL</b>	<b>29</b>	<b>57.00</b>

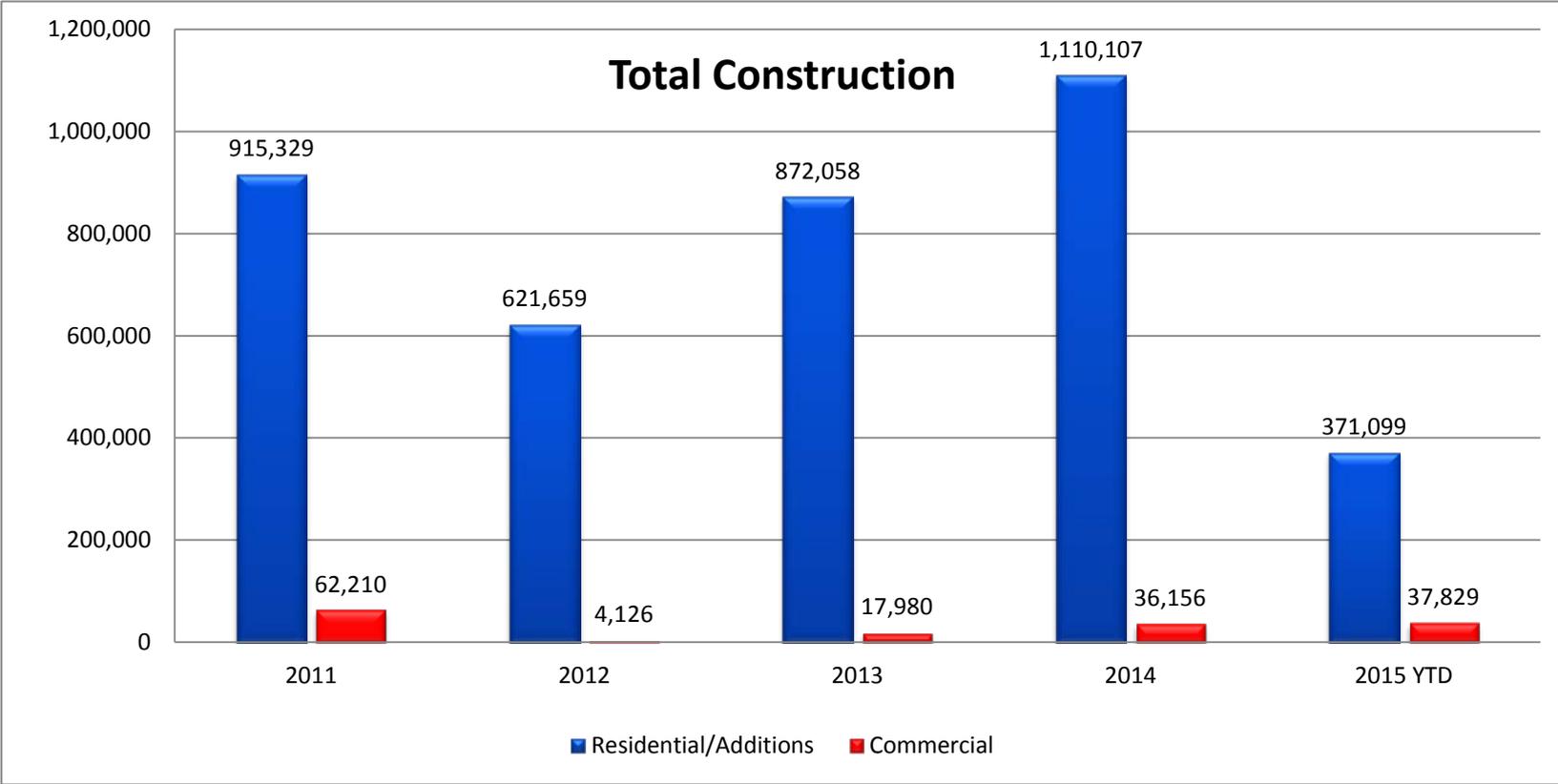
  

<b>FIRE PREVENTION -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Incoming Phone Calls	300	75.00
Correspondence	135	33.75
Consultations	69	69.00
Plan Review	64	64.00
Scanning	140	35.00
General Office	194	194.00
<b>TOTAL</b>	<b>902</b>	<b>470.75</b>

**ADMINISTRATIVE SERVICES- OFFICE SUPPORT**

<b>OFFICE COORDINATOR-PREVENTION</b>	<b>Number</b>	<b>Staff Hours</b>
Phone Calls (All Administrative Staff) Internal & External	555	27.75
Correspondence	178	44.50
Walk in/Counter (All Administrative Staff)	206	17.17
Knox Application Request	4	1.00
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	64	16.00
Special Projects	10	10.00
Scanning Documents/Electronic Files	83	20.75
Meetings: Admin/Prevention/Admin Shift	9	4.50
Post Office Runs	5	2.50
Deposit runs and preparations	22	11.00
<b>TOTAL</b>	<b>1,138</b>	<b>155.33</b>

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

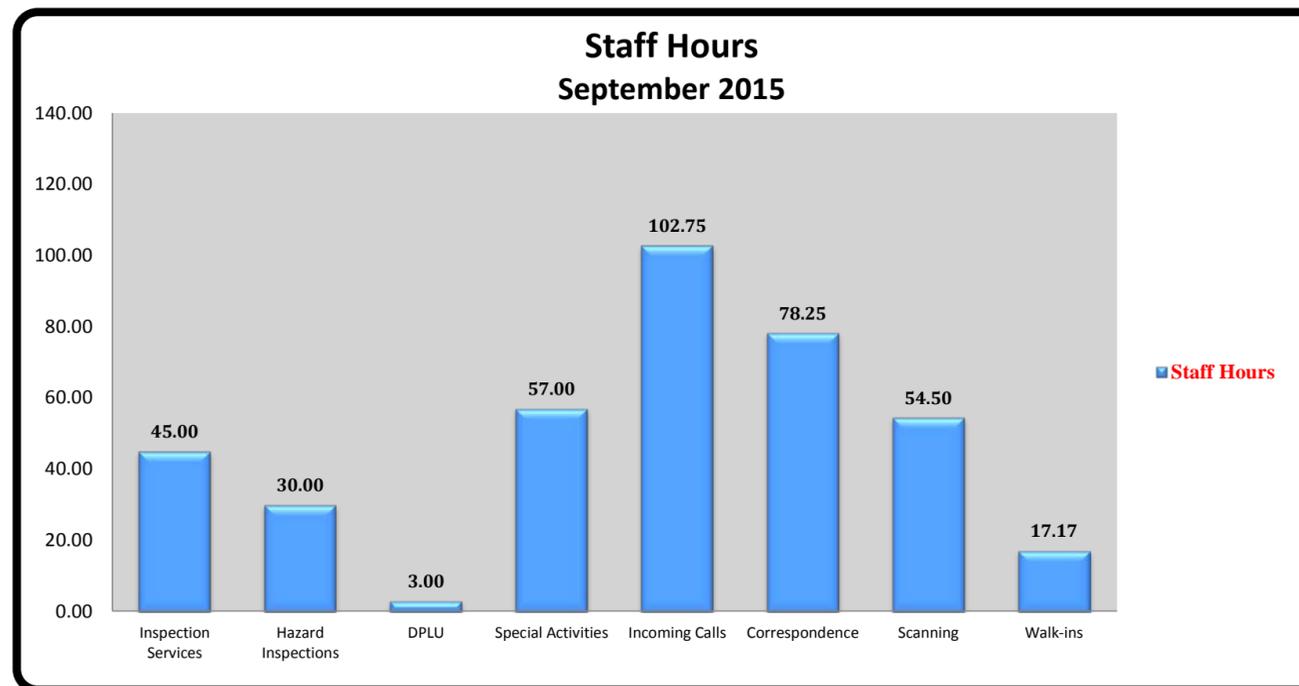
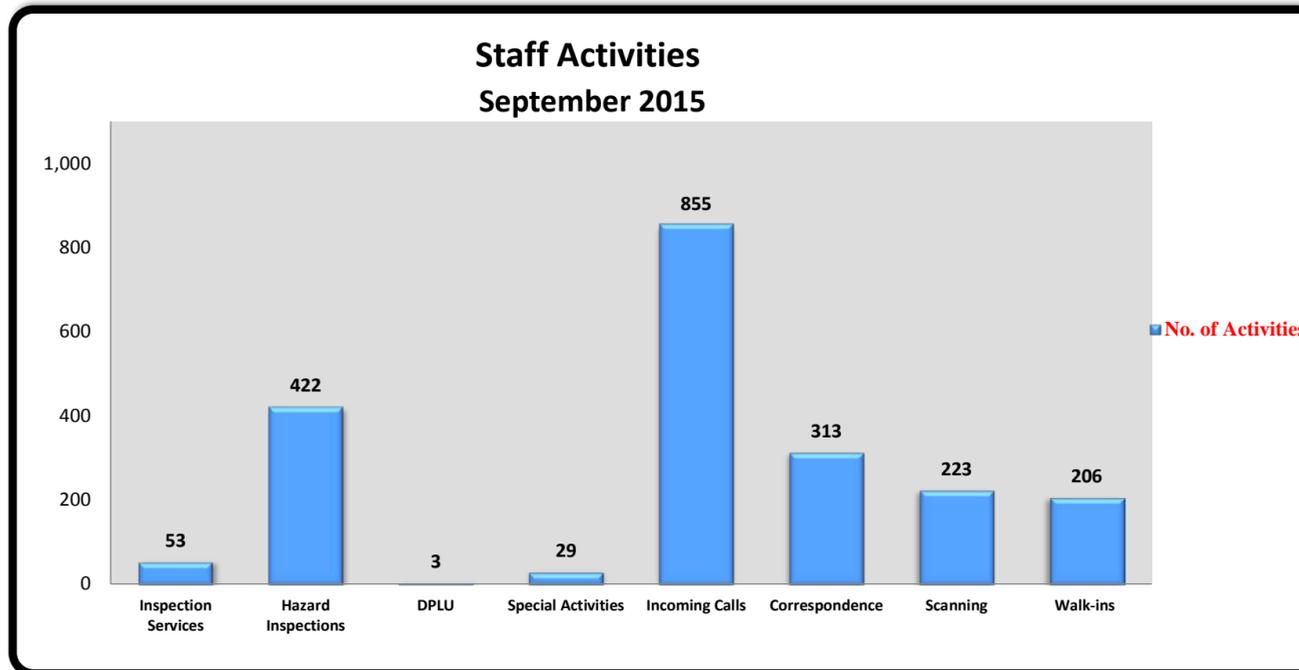


Year	Res/Add	Comm	Total
2011	915,329	62,210	977,539
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2014 YTD	575,209	35,522	610,731
2015 YTD	371,099	37,829	408,928

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			

**Fire Prevention Monthly Staff Report  
September 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			
Hours	423.45	301.18	411.9	416.92	323.8	486.28	444.52	422.95	387.67			

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**  
**September 2015**

<b>WEBSITE/INTERNET</b>		<b>Staff Hours</b>
<b>Update existing info &amp; documents:</b>		<b>3.0</b>
<i>Updated home page, news, etc</i>		3.0
		0.0
		0.0
<b>Compile &amp; write new information:</b>		<b>2.0</b>
<i>Identifying web develop agency</i>		2.0
<b>Social Media</b>		<b>5.0</b>
<i>Facebook "Fans" - 661</i>		3.0
<i>Twitter "Followers" - 1918</i>		2.0
<b>TOTAL</b>		<b>10.0</b>
<b>PUBLICATIONS</b>		<b>Staff Hours</b>
<b>Design/write brochures, flyers, etc:</b>		<b>24.0</b>
<i>Evacuation Brochures</i>		18.0
<i>Open House flyer</i>		4.0
<i>Pancake Breakfast Flyer</i>		2.0
<b>TOTAL</b>		<b>24.0</b>

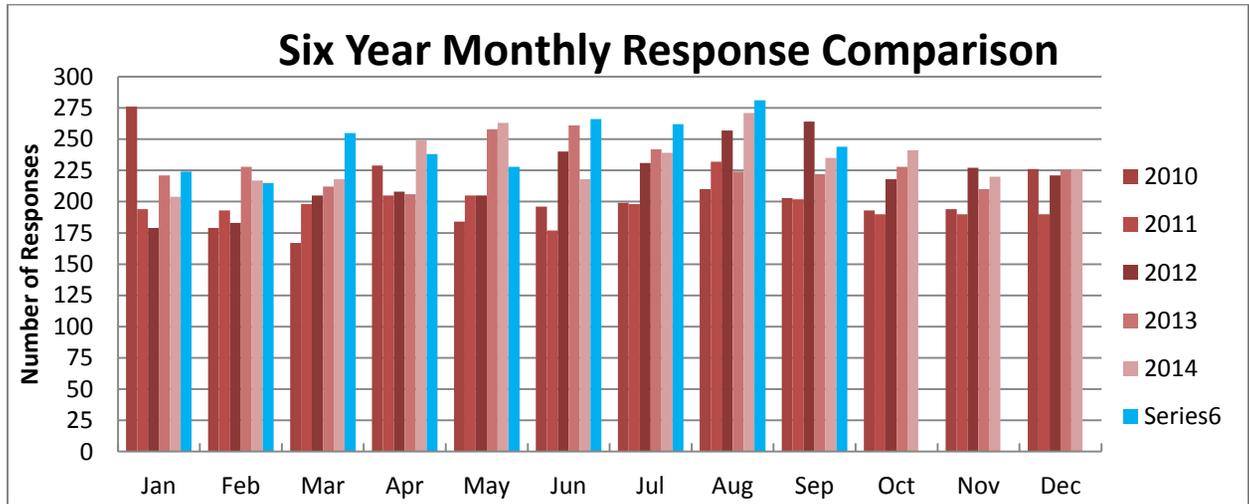
**Rancho Santa Fe Fire Protection District**  
**Public Education Coordinator**  
**September 2015**

<b>MEDIA RELATIONS</b>		<b>Staff Hours</b>
<b>On-scene Public Information Officer:</b>		<b>0.0</b>
<b>Press Releases:</b>		<b>5.0</b>
<i>Open House</i>		1.0
<i>Pancake Breakfast</i>		1.0
<i>Wildfire Reminder</i>		3.0
<b>Other Articles/Stories/Interviews:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>5.0</b>

<b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>		<b>Staff Hours</b>
<b>Children's Programs</b>		<b>20.0</b>
<i>Station Tour -0</i>		0.0
<i>Birthday Parties - 0</i>		0.0
<i>Fire Prevention Week Prep</i>		20.0
<b>Adult Programs:</b>		<b>10.0</b>
<i>Firewise Workshop</i>		5.0
<i>Hands-only CPR at Tennis Club</i>		1.0
<i>Water Safety Program Prep</i>		4.0
<b>TOTAL</b>		<b>30.0</b>

**Rancho Santa Fe Fire Protection District**  
**Public Education Coordinator**  
**September 2015**

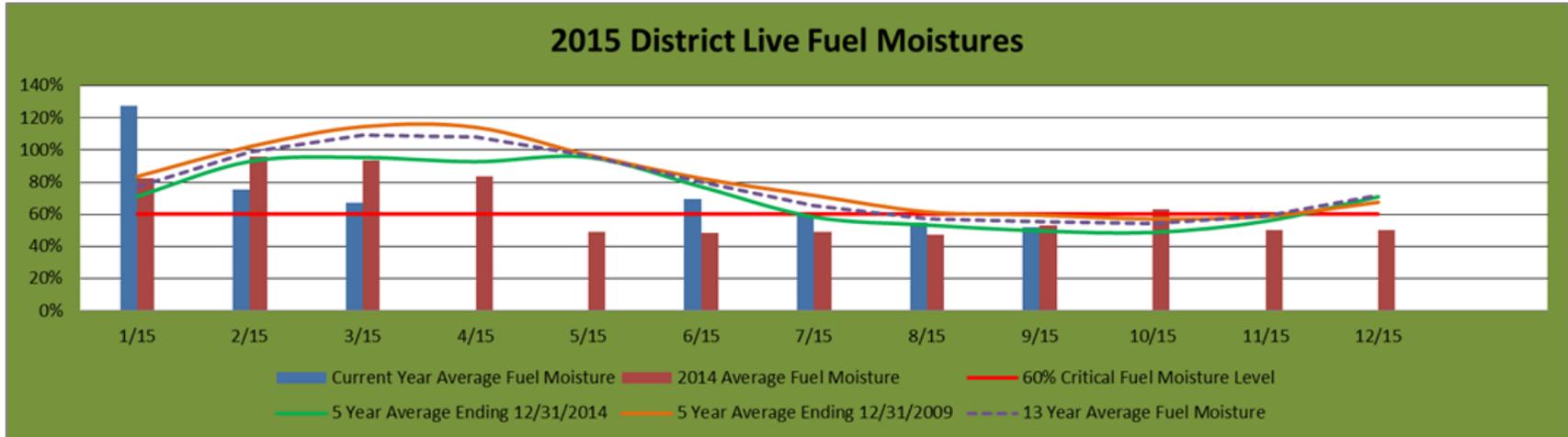
<b>EVENTS</b>		Staff Hours
<b>External/Community Events:</b>		<b>8.0</b>
<i>Open House/Pancake Breakfast Prep</i>		8.0
<b>Internal Events:</b>		<b>0.0</b>
		<b>0.0</b>
<b>TOTAL</b>		<b>8.0</b>
<b>CONTINUING EDUCATION</b>		Staff Hours
<b>Training Classes:</b>		<b>0.0</b>
<b>Conferences:</b>		<b>0.0</b>
<b>Meetings:</b>		<b>3.0</b>
<i>Staff meetings</i>		2.0
<i>Shift Meeting</i>		0.0
<i>CSA 17 Pub Ed</i>		1.0
<b>TOTAL</b>		<b>3.0</b>
<b>CLERICAL</b>		Staff Hours
<b>Prevention-related:</b>		<b>51.0</b>
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		46.0
<i>Phone Calls</i>		5.0
<b>Non-prevention/non-minute related:</b>		<b>29.0</b>
<b>TOTAL</b>		<b>80.0</b>
<b>TOTAL HOURS</b>		<b>160.0</b>



2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	224	215	255	238	228	266	262	281	244				2,213
YTD	224	439	694	932	1,160	1,426	1,688	1,969	2,213				4.5%
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%

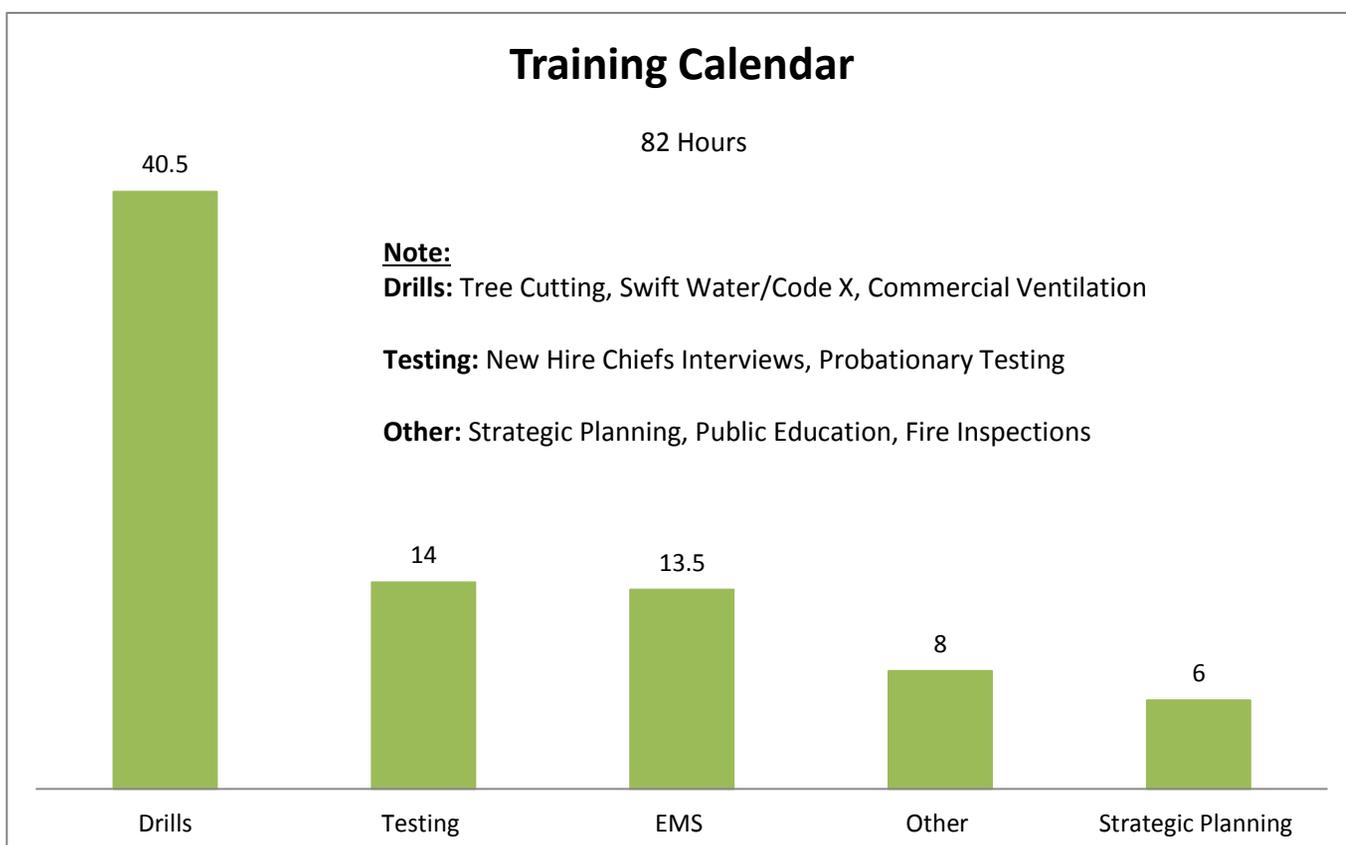
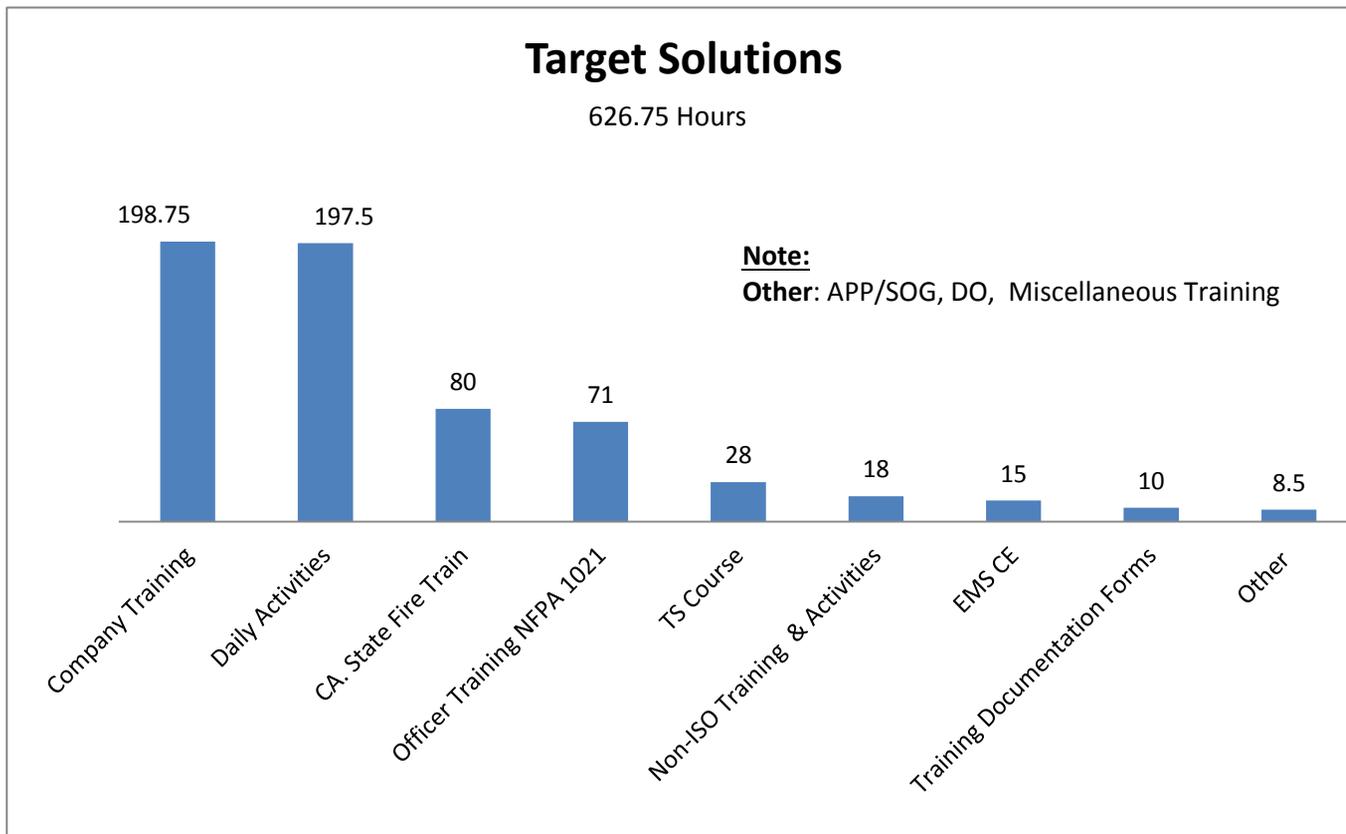
<b>Incident Summary by Incident Type</b>	
<b>Date Range: From 9/1/2015 To 9/30/2015</b>	
<b>Incident Type</b>	<b>Count</b>
Fire	6
Rupture/Explosion	0
EMS/Rescue	97
Hazardous Condition	3
Service Call	54
Good Intent	51
False Call	26
Blank or Invalid	7
<b>Total</b>	<b>244</b>

NOTE: September data was obtained from Fire RMS. Fire Stats is temporarily off line



Significant Incidents/Overhead Assignments				
DATE	Incident/ Location	TYPE	UNIT/PERSON	MISC
09/01 – 9/14	South Complex	Wildland	Davidson	Division Supervisor
9/11 – 9/17	Butte/Valley	Wildland	OES 336	Type 1 Strike Team
9/12 – 9/25	Butte	Wildland	Danner	Fire Line Medic
09/15 – 9/25	Rough	Wildland	Brandow	Fire Line Medic

# Training Division September 2015 708.75 Total Hours



# September 2015

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 30 - Sep 5	<b>Aug 30</b>	<b>31</b>	<b>Sep 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			B Shift 9:00am 12:00pm Tree Cutting Drill with OMWD 1:30pm 5:30pm New Hire Chiefs Interview	C Shift 9:00am 12:00pm Tree Cutting Drill with OMWD	B Shift	C Shift 9:00am 10:30am EMS (RSF-1) - Abel Martinez	B Shift
Sep 6 - 12	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
	C Shift	9:00am 12:00pm Tree Cutting Drill with OMWD	9:00am 12:00pm Swift Water/Code X (In House Training)	9:00am 12:00pm Swift Water/ Code X (In House Training)	8:45am 11:45am Strategic Plan Core Planning Team Wor 9:00am 12:00pm Swift Water/ Code X (In House Training)	A Shift 10:45am 12:00pm Honoring our Heroes Assembly (R. 1:30pm 2:30pm Fire Inspections (RSF1 Ar	B Shift
Sep 13 - 19	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
	A Shift	B Shift 9:00am 12:00pm 9:00am 12:00pm EMS: Advanced Phillipp M 1:30pm 4:30pm EMS: Advanced Phillipp M	C Shift 8:15am 10:15am 1st Quarter Written Test (RSF-1 Training Roo 1:30pm 4:30pm EMS: Advanced Phillipp M	9:00am 5:00pm 1st Quarter Probationar 9:00am 12:00pm EMS: Advanced Phillipp M 9:00am 12:00pm Tree Cutting Drill with O	9:00am 12:00pm Tree Cutting Drill with OMWD 1:30pm 2:30pm 2613 - Fire Prevention Month Prep (Station	7:00am 3:00pm Dumpster Delivery ( 9:00am 12:00pm Tree Cutting Drill with O 12:00pm 1:00pm Hands-only CPR (RS	C Shift
Sep 20 - 26	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
	A Shift	9:00am 10:30am Com 10:00am 11:00am 2614 10:30am 12:00pm Com 1:30pm 3:00pm Comm 2:30pm 3:30pm 2611 - 3:00pm 4:30pm Comm	9:00am 10:30am Com 10:00am 11:00am 261 10:30am 12:00pm Com 11:00am 12:00pm 2613 1:30pm 3:00pm Comm 2:30pm 3:30pm 2611 -	9:00am 10:30am Com 10:00am 11:00am 2614 10:30am 12:00pm Com 11:00am 12:00pm 2613 1:30pm 3:00pm Comm 2:30pm 3:30pm 2611 -	8:00am 5:00pm Target Solutions - Activity Calendar	B Shift 8:45am 11:30am Strategic Plan Core Planning Team Wor 1:30pm 3:00pm Hose Lays (Station 2) - Ch	C Shift
Sep 27 - Oct 3	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>Oct 1</b>	<b>2</b>	<b>3</b>
	B Shift 9:00am 11:00am Salvage and overhaul (Station 1) - Chris Mertz	RSF STL Primary, ENC Secondary, VTA-OES Type I, ESC-OES Type III, Cal Fire Team 8:00am Rancho Santa Fe Fire Academy (Training Facility; RSF-2 Training Room) C Shift 8:00am 8:30am Welcome to the Dist 2:30pm 3:30pm Panca	B Shift 9:00am 10:00am Vision Sub-committee (RSF 9:00am 11:30am Forci	C Shift 8:30am 4:30pm RCS ADVISORY 2015-10: Scheduled RCS Outa			