



## 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

September 9, 2015  
Regular Meeting  
1:00 pm PT

### RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

### Pledge of Allegiance

1. Roll Call
2. Public Comment
3. Motion waiving reading in full of all Resolutions/Ordinances

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

4. Consent Calendar
  - a. Board of Directors Minutes
    - i) Board of Directors minutes of August 12, 2015  
ACTION REQUESTED: **Approve**
  - b. Receive and File
    - i) Monthly/Quarterly Reports – ACTION REQUESTED: **Information**
      - 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  
\$ 731,526.80
      - TOTAL DISTRIBUTION  
\$1,245,598.85
    - Activity Reports – August 2015
      - Operations
      - Training
      - Fire Prevention

*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.*

5. Old Business

a. LAFCO Application – Update

To discuss the status of application for proposed “Rancho Santa Fe Fire Protection District Reorganization” Dissolution of County Service Area No. 107 (Elfin Forest/Harmony Grove) and annexation to Rancho Santa Fe Fire Protection District

ACTION REQUESTED: [Information and/or direction](#)

6. Public Hearing

a. Final Budget Fiscal Year 2015/2016

To call for any taxpayer to appear and be heard regarding the increase, decrease or omission of any budget item, or for the inclusion of additional items prior to adoption by the Board of Directors

ACTION REQUESTED: [Public input](#)

7. Ordinance/Resolution

a. Resolution No. 2015-10

To discuss and/or adopt 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

ACTION REQUESTED: [Adopt](#)

8. New Business

a. Final Budget FY 2015/2016

To discuss and/or approve Final Budget for FY16

ACTION REQUESTED: [Approve](#)

9. Oral Report

a. Fire Chief – Michel

i) Strategic Plan

ii) District Activities

- Firewise Workshop – September 1, 2015
- California Special Districts Assn San Diego Chapter – Quarterly Dinners

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) Employee Recognition Dinner – April 16, 2016

f. Board of Directors

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

10. Adjournment

The next regular Board of Directors meeting to be October 14, 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, September 9, 2015 1:00 pm PT**

**CERTIFICATION OF POSTING**

I certify that on September 4, 2015 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on September 4, 2015

A handwritten signature in black ink, appearing to read "Karlana Rannals", written over a horizontal line.

Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – August 12, 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*

Director Stine 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; Jim Sturtevant, Battalion Chief; Dave McQuead, Battalion Chief; Renee Hill, Fire Marshal, and Karlana Rannals, Board Clerk

2. Public Comment

Chief Cox introduced two Firefighter/Paramedics who joined the district August 10, 2015. They are:

- Scott Schieber
- Matt Sivba

President Ashcraft on behalf of the Board of Directors welcomed each to the Fire District.

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 STOME, 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 June 24, 2015

b. *Receive and File*

- i) *Monthly/Quarterly Reports*

▪ List of Demands Check 26272 thru 26382 for the period June 1 – June 30, 2015 totaling:	
	\$2,356,892.73
Payroll for the period June 1 – June 30, 2015	<u>\$ 521,927.27</u>
TOTAL DISTRIBUTION	\$2,878,820.00
▪ List of Demands Check 26272 thru 26382 for the period July 1 – July 31, 2015 totaling:	
	\$ 842,171.81
Payroll for the period June 1 – June 30, 2015	<u>\$ 558,823.67</u>
TOTAL DISTRIBUTION	\$1,400,995.48

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

August 12, 2015

Page 2 of 5

ii) *Activity Reports – June/July 2015*

- Operations
- Training
- Fire Prevention

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

- Hilligas

c. *Contracts*

- i) *Battalion Chief Duty Coverage Agreement* – to ratify the renewal of Battalion Chief Duty Coverage Agreement between Elfin Forest/Harmony Grove Fire Department, Inc. and Rancho Santa Fe Fire Protection District, effective August 31, 2014.

5. Old Business

a. *LAFCO Application – Update*

Chief Michel gave the update, reporting that the District's representatives met with County staff on August 10. He reported that staff has worked hard to provide the financial analysis to submit a competitive proposal. The obstacle that the District has is that the numbers provided by the County are constantly changing.

Chief Twohy, Fire Chief for Elfin Forest/Harmony Grove reported to the board members that the residents are reviewing their options if the reorganization does not move forward. He also conveyed his appreciation for all of the efforts of the board and staff in this process.

6. Public Hearing

a. *Ordinance No. 2015-01*

President Ashcraft opened the public hearing. The Fire Marshal informed the members that no one had submitted any correspondence in favor or protest to the ordinance. There were no requests to speak. President Ashcraft closed the public hearing.

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

President Ashcraft opened the public hearing. The Fire Chief and Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. There were no requests to speak. President Ashcraft closed the public hearing.

7. New Business

- a. None

8. Ordinance/Resolution

a. *Ordinance No. 2015-01*

Chief Michel and Fire Marshall Hill summarized the ordinance adoption process and reported that the ordinance becomes effective 30-days after adoption. They responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Ordinance No. 2015-01 entitled *An Ordinance of the Rancho Santa Fe Fire Protection District for Vegetation Management and Declaring Certain Vegetation and Certain Waste Matter a Public Nuisance and providing for the Removal Thereof* on the following roll call vote:

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

b. Resolution No. 2015-08

Chief Michel informed the Board that the resolution presented is a part of the summary report prepared each year for the County of San Diego (due August 29) for the Fire Mitigation Fee program. The District does not plan to submit for a new project to the committee for FY16.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Ordinance No. 2015-08 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan* on the following roll call vote:

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

c. Resolution No. 2015-09

Chief Michel summarized the staff report provided. He informed the Board that staff was contact by CalPERS regarding the language and without the modification requested; there could be delays in retirees received their compensation. He noted that there is no fiscal impact to the District, as this resolution only defines the special compensation pursuant to the Public Employment Retirement Law.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Ordinance No. 2015-09 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel* on the following roll call vote:

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

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

August 12, 2015

Page 4 of 5

9. Oral Report

a. Fire Chief – Michel

- i) Strategic Plan: he reported that works continues on the plan. The outcomes are slow, but it continues to move along.
- ii) District Activities:
  - July 4<sup>th</sup> Street Fair – Community Education Event: the District was invited to participate at the 4S Ranch Street Fair. This served as a great opportunity for public education. The district purchased various promotional products for distribution and approximately 150-200 photos were taken.
- iii) International Association of Fire Chiefs Conference – Atlanta, GA: he will attend the conference leaving August 24.
- iv) LAFCO Nominations: The District received the call for nominations for the LAFCO Board of Directors. There is an open seat on the board. Nominations are due by October 9, 2015.
- v) Fire Districts Association of California: FDAC has a vacant SoCal seat. If any District board member is interested in serving, to contact the Chief.
- vi) Fire-Wise Landscape Workshop – September 1, 2015: he distributed information on the upcoming workshop. The district is working in partnership with Olivenhain Water District.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity. He reported that the district has supported seven personnel over three deployments to fires in northern California. He reported on two near drownings in the District in the month of July. Because of those near drownings, he reported that the District is exploring a “Designated Water Watcher” program. Staff is exploring the possibility of grant funding for the program.

c. Training – Battalion Chief

Chief McQuead summarized the training activity for both June and July. He noted the new hire academy and the completion of “blue card” training.

d. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month that included 90,000 square feet of new construction. In addition, she reported on the number of weed abatement and shelter in place inspections. She also distributed statistics for the number of eucalyptus trees that were removed.

e. Administrative Manager

- i) CalPERS Educational Forum – October 26-28, 2015, San Jose, CA: she asked that if any board member plans to attend, to let her know within 10 days. She will register all participants and make the travel arrangements.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – no report, the next meeting is August 27, 2015.
- ii) County Service Area – 17 – Update: Hillgren – she reported the following from the meeting held July 28, 2015:
  - a new advisory member was seated, Don Heiser
  - transport fees have declined
  - in excess of 20,000 individuals have been trained in CPR
  - Pulse Point app is well received
  - the proposed LAFCO application to reorganize CSA-17 is still in a draft format.

iii) Comments

- None

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

c. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one potential (1) case*

Pursuant to section 54956.9, the board met in closed session from 2:30 – 2:38 pm to discuss the following:

a. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) case*

*All board and staff members listed attended the closed session. Legal counsel for the district, Stephen J. Fitch, participated via conference call.*

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

6. Adjournment

Meeting adjourned at 2:39 pm.

---

Karlana Rannals  
Secretary

---

James H Ashcraft  
President



# Rancho Santa Fe Fire Protection District

## List of Demands ~ 2015 August

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
26495	\$879.00	Accme Janitorial Service Inc	Building ADMIN
26496	\$1,331.71	AT&T Calnet 2	Telephone RSF2/3/4
26497	\$4,900.00	Boylan, James O.dba PathFinders Cons	Consulting Services - Strategic Plan
26498	\$858.00	C.A.P.F.	Disability/Life Insurance
26499	\$120,658.43	CalPERS	PERS (Employer Paid)
26500	\$27.82	Complete Office of California Inc	Office Supplies
26501	\$670.68	Corporate Clothiers Inc	Uniform - Administrative/ Prevention
26502	\$264.64	Daniels Tire Service Inc	Scheduled - ID 1282
26503	\$571.94	East Penn/Brodings Battery Warehouse	Battery's - Engine Battery
26504	\$1,690.00	Engineered Mechanical Services Inc	Building RSF1/2/3/4/Admin
26505	\$1,770.65	Fire ETC Inc	Safety Clothing (Protective)
26506	\$434.44	Golden Telecom Inc	Building RSF1/2/3/4/Admin
26507	\$18,424.80	MES California	Fire Hose, Nozzles & Supply
26508	\$2,644.40	NetX Information Systems, Inc.	Computer - License/Software
26509	\$27,509.28	North County Dispatch JPA	MDC - Maintenance & Miscellaneous Reimbursable
26511	\$336.60	Server Supply.com, Inc	Computer Equipment/Parts
26512	\$1,907.76	SoCo Group Inc	Gasoline & Diesel Fuel
26513	\$61.00	Terminix International	Building RSF2
26514	\$61.91	Turboflare International	Apparatus Equipment
26515	\$12.30	U P S	Shipping Service
26516	\$21,612.47	U S Bank Corporate Payment System	Cal-Card./IMPAC program
26517	\$2,591.05	Uniforms Plus	Uniform - Safety/ Boots/ Prevention Personnel & CSA-17 Contract
26518	\$1,444.69	Waste Management Inc	Trash RSF1/2/3/4, NCDJPA Rebill & RSF Assn - Patrol
26519	\$6.95	4S Ranch Gasoline & Carwash LP	Car Wash
26520	\$810.00	A to Z Plumbing Inc	Building RSF1/2/3/4
26521	\$1,188.35	Appliance Repair Bookkeeping	Building RSF2/3
26522	\$70.00	AT&T	Telephone RSF1
26523	\$305.26	AT&T Calnet 2	Telephone RSF1/3/ADMIN & NCDJPA Rebill
26524	\$126.00	Berry, Nicole	Education/Training Reimbursement
26525	\$975.27	Blend	Outside Printing & Binding
26526	\$330.13	Complete Office of California Inc	Office Supplies
26527	\$2,517.50	County of SD/RCS	CAP Code Paging Service-Monthly Service & 800 MHz Network Admin Fees
26528	\$68.00	Dept of Forestry & Fire Protection	Education/Training Reimbursement

# Rancho Santa Fe Fire Protection District

## List of Demands ~ 2015 August

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
26529	\$289.00	Engineered Mechanical Services Inc	Building RSF1
26530	\$1,370.70	Fire ETC Inc	Safety Equipment & Safety Clothing (Protective)
26531	\$645.00	Fitch Law Firm Inc	Legal Services
26532	\$190.00	Fitness Warehouse USA & SD Fitness R	Fitness Equipment Repair
26533	\$45.56	Home Depot, Inc	Station Maintenance - RSF 2, Station Replacement Items - RSF2, Apparatus Parts & Supplies & Safety Equipment
26534	\$422.27	Metro Fire & Safety Inc	Extinguishers - Service & Purchase
26537	\$1,226.73	Olivenhain Municipal Water District	Water RSF2/3/4
26538	\$2,026.50	San Diego Gas & Electric	Elec/Gas/Propane RSF3
26539	\$500.98	Santa Fe Irrigation District	Water RSF1 & NCDJPA Rebill
26540	\$6,000.00	Scott Davis Consulting	Programming - Computer & Software FP/PR
26541	\$2,968.50	SoCo Group Inc	Gasoline & Diesel Fuel
26542	\$3,345.00	TargetSolutionsLearning LLC	Suppression - Local Conf/Seminars
26544	\$1,830.53	ThyssenKrupp Elevator Inc	Elevator Service & NCDJPA Rebill
26545	\$471.77	Time Warner Cable	Cable Service - Admin
26546	\$12.30	U P S	Shipping Service
26547	\$2,429.30	Uniforms Plus	Uniform - Safety Personnel & Boots Safety
26548	\$853.55	United States Latex Prod. Inc	CSA-17 Contract
26549	\$97.07	Willis, Erwin L.	Computer Equipment/Parts Reimbursement
26550	\$5,500.00	WinTech Computer Services	Consulting Services
26551	\$353.39	AT&T Calnet 2	Telephone RSF1/2/4/ADMIN & NCDJPA Rebill
26552	\$1,550.00	Coast and Discount Carpet Cleaning	Building RSF1
26553	\$739.96	Day Wireless Systems Inc	Radio Equipment Minor
26554	\$8,173.93	Dell Marketing	Network Upgrade
26555	\$3,825.00	Engineered Mechanical Services Inc	Building RSF1
26556	\$516.12	Fire ETC Inc	Safety Equipment & Safety Clothing (Protective)
26557	\$5,563.00	Hoffman Engineering and Pipeline, In	Building RSF2
26558	\$156.00	Learnsoft Consulting Inc.	Admin - Local Conf/Seminars
26559	\$342.00	Liebert Cassidy Whitmore	Legal Services
26560	\$800.00	Mertz, William C.	Education/Training & Books - Training Reimbursement
26561	\$1,000.00	MES California	Fit Testing
26562	\$70.00	RSF Mail Delivery Solutions, Inc.	Mail Delivery Service
26563	\$60.00	San Diego Chapter CSDA	Meetings/M meal Expenses

# Rancho Santa Fe Fire Protection District

## List of Demands ~ 2015 August

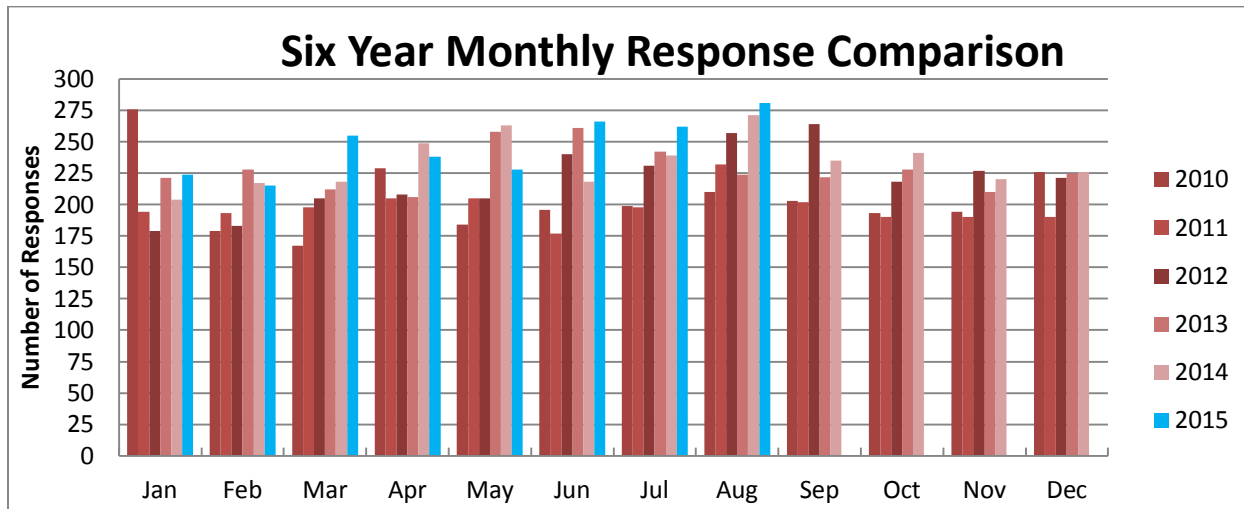
<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
26564	\$9,625.32	San Diego Gas & Electric	Elec/Gas/Propane RSF1/2/4/ADMIN
26565	\$700.00	Santa Fe Irrigation District	NCDJPA Rebill
26566	\$340.00	Server Supply.com, Inc	Computer Equipment/Parts
26567	\$2,249.36	SoCo Group Inc	Gasoline & Diesel Fuel
26568	\$645.00	Southern California Sound Image	Building RSF4
26569	\$40.00	State Fire Training	Certification
26570	\$32.00	State of CA Dept of Justice	Background Investigation
26571	\$315.98	TelePacific Communications	Telephone ADMIN
26572	\$12.30	U P S	Shipping Service
26573	\$429.63	Uniforms Plus	Boots Safety & Uniform - Safety Personnel
26574	\$79.90	United Imaging	Office Supplies
26575	\$175.11	AT&T	Telephone RSF1/2/3
26576	\$87.07	Cox Communications	Telephone RSF2/3/4
26577	\$1,773.55	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
26578	\$1,205.42	Engineered Mechanical Services Inc	Building ADMIN
26579	\$3,392.40	Guardian Life Insurance Co	Medical Insurance
26580	\$49,906.76	Health Net	Medical Insurance
26581	\$595.60	Johnson Equipment Co	Repair - ID 0781
26582	\$217.00	Jordan, Marshall W.	CSA-17 Contract Reimbursement
26583	\$20,461.77	Kaiser Permanente	Medical Insurance
26585	\$600.62	Lincoln National Life Ins Co	Disability/Life Insurance
26586	\$1,671.65	Mallory Safety & Supply LLC	Firefighting Foam
26587	\$10,389.60	MES California	Safety Equipment
26588	\$15,750.37	North County EVS Inc	Repair - ID 9611/0261/0311
26589	\$3,755.90	SoCo Group Inc	Gasoline & Diesel Fuel
26590	\$863.98	Sturtevant, James F.	Building RSF3 & Building ADMIN Reimbursement
26591	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
26592	\$229.00	Terminix International	Building RSF1/3/4/ADMIN & NCDJPA Rebill
26593	\$12.30	U P S	Shipping Service
26594	\$1,051.76	Verizon Wireless	Telephone - Cellular, Cellular parts/supplies, CSA-17 Contract
26595	\$865.33	Waste Management Inc	Trash RSF4
26596	\$63.00	Western City Magazine	Subscriptions
26597	\$103,503.80	Lennar Homes	Developer Personnel Refund

# Rancho Santa Fe Fire Protection District

## List of Demands ~ 2015 August

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
EFT154	\$93.02	Rannals, Karlana	Meetings/Meal Expenses & Mileage Reimbursement
Various	\$10,132.36	Medical Reimbursements	8 Various
<b>Subtotal</b>	<b>\$514,072.05</b>		
15-Aug-15	298,205.39	RSFFPD	Payroll
16-Aug-15	9,901.11	RSFFPD	Payroll
28-Aug-15	7,271.31	RSFFPD	Payroll
30-Aug-15	7,223.99	RSFFPD	Payroll
31-Aug-15	408,925.00		
<b>Subtotal</b>	<b>731,526.80</b>		

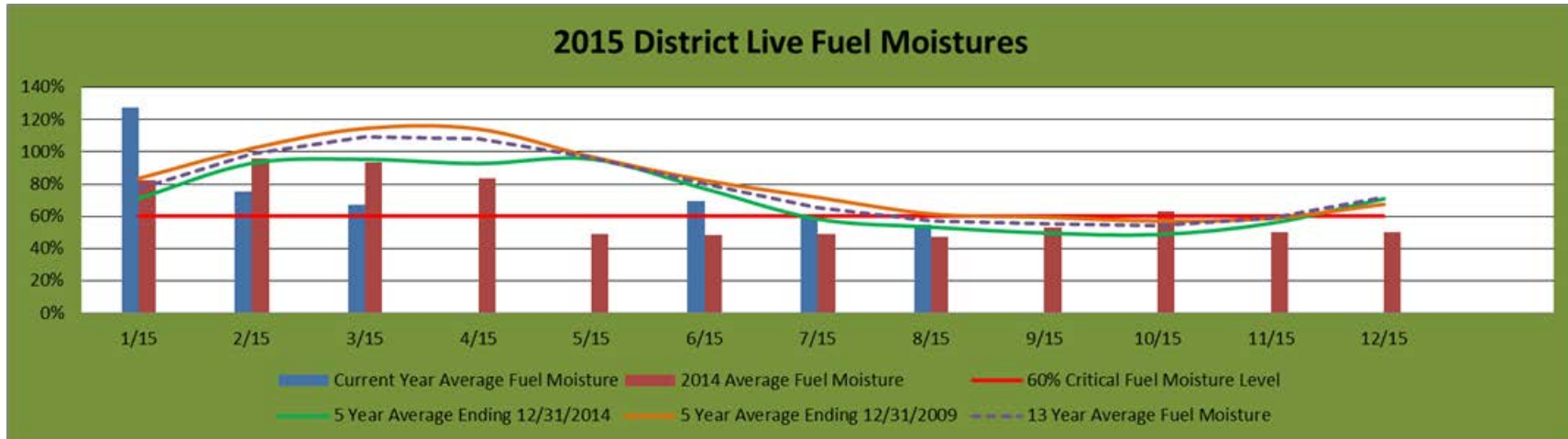
<b>Grand Total</b>	<b>\$1,245,598.85</b>
------------------------	-----------------------



2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	224	215	255	238	228	266	262	281					1,969
YTD	224	439	694	932	1,160	1,426	1,688	1969					4..8%
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%

Incident Summary by Incident Type	
Date Range: From 8/1/2015 To 8/31/2015	
Incident Type	Count
Fire	10
Rupture/Explosion	1
EMS/Rescue	130
Hazardous Condition	4
Service Call	48
Good Intent	57
False Call	28
Blank or Invalid	3
Totals	281

NOTE: August data was obtained from Fire RMS. Fire Stats is temporarily offline.



### Significant Incidents/Overhead Assignments

DATE	Incident/ Location	TYPE	UNIT/PERSON	MISC
7/29 – 9/1	Willow/Rocky/South Complex	Wildland	BR2661	ST6415C
7/31 – 8/9	Rocky	Wildland	Eng Sherwood	Field Observer
7/31 – 8/16	Rocky	Wildland	FFPM Thomson	Fire Line Medic
8/31 -	South Complex	Wildland	B/C Davidson	Division Supervisor

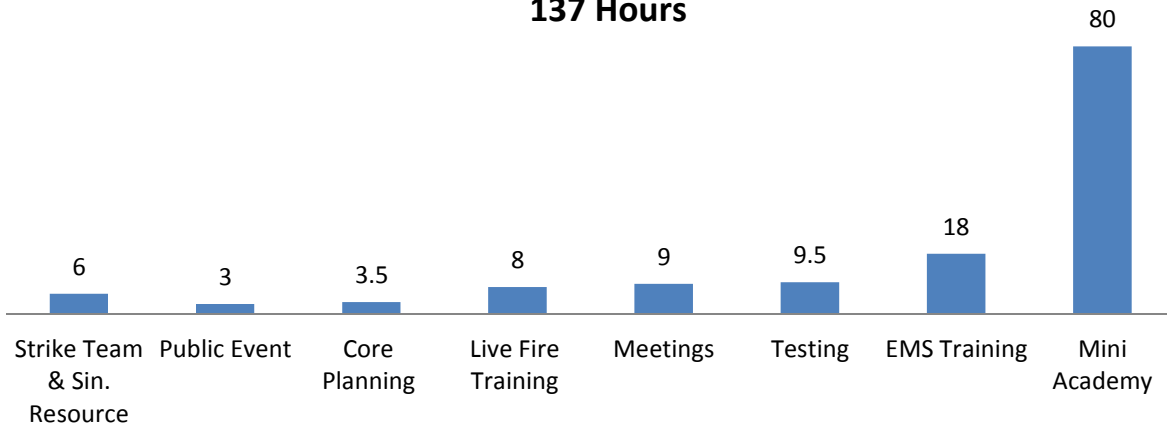
# TRAINING DIVISION

## AUGUST 2015

**TOTAL HOURS: 1124**

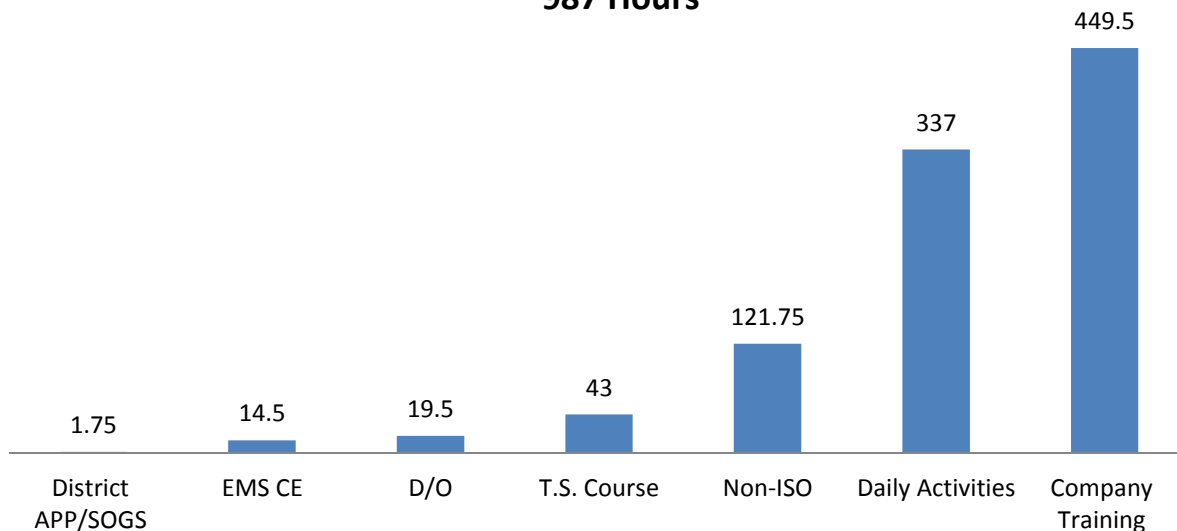
### Calendar Hours

137 Hours



### Target SolutionHours

987 Hours





# August 2015

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>Jul 26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Aug 1</b>
7/26 - 31							A Shift
8/2 - 7	2	3	4	5	6	7	8
	C Shift	RSF STL Primary,MCP Secondary, Cal Fire Team 2 - Activity Calendar					
		8:30am 10:00am Strike Team and Single Resource (Teleconference) - A				A Shift 9:00am 12:00pm Strike Team Leader (1163 N. Center City Pkwy,	B Shift
8/9 - 14	9	10	11	12	13	14	15
	RSF STL Primary,MCP Secondary, Cal Fire Team 2 - Ac	8:30am 10:00am Strike			1:30pm 5:00pm Cancel		C Shift
	C Shift	Mini Academy					
		8:30am 10:00am Strike Team and Single Resource (Teleconfer					
8/16 - 21	16	17	18	19	20	21	22
	Mini Academy						C Shift
	A Shift	B Shift 8:00am 5:00pm Live Fir 9:00am 12:00pm EMS: 1:30pm 4:30pm EMS:FF	C Shift 9:00am 12:00pm EMS: FF Rehab/ Heat Injur 1:30pm 4:30pm EMS:FF	B Shift 8:15am 10:15am Safety Meeting (RS 10:30am 4:00pm Traini	A Shift	B Shift	9:00am 12:00pm Water-Wise Workshop and Ope 1:30pm 4:30pm
8/23 - 28	23	24	25	26	27	28	29
	B Shift	9:00am 12:00pm EMS: FF Rehab/ Heat Injur 9:30am 12:00pm New Apparatus Precon M 1:30pm 4:30pm EMS:FF	A Shift 9:00am 10:30am EMS Committee Meeting (RSF-1) - Abel Martinez	C Shift 8:45am 11:45am Captains Meeting (Rancho Santa Fe Sta 4) - Activity Calendar	A Shift 8:00am 8:30am Probationary Trainin 1:30pm 5:00pm Strategic Plan Core	C Shift 8:00am 10:15am 4th Quarter Written Test (RSF-1 Training Room) - Activity Cal	A Shift 9:00am 12:00pm Probationary Training (RSF2) - Marshall W. Jordan
8/30 - 9/4	30	31	Sep 1	2	3	4	5
	B Shift	9:00am 5:00pm 4th Quarter Probationary Test (R 9:00am 11:00am Canceled: EMS (Stat					

# September 2015

September 2015							October 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	8	9	10	11	12	11	12	13	14	15	16	17
20	21	15	16	17	18	19	18	19	20	21	22	23	24
27	28	22	23	24	25	26	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	A Shift 9:00am 12:00pm Tree Cutting Drill with OMWD	9:00am 12:00pm Swift Water (CBD) 1:30pm 4:30pm Swift Water (CBD)	9:00am 12:00pm Swift Water (CBD) 1:30pm 4:30pm Swift Water (CBD)	9:00am 12:00pm Swift Water (CBD) 1:30pm 4:30pm Swift Water (CBD) 1:30pm 5:00pm Strategic Plan Core	A Shift 9:00am 12:00pm EMS: Advanced Phillipp Monitor Training (En 1:30pm 4:30pm EMS: Advanced Phillipp M	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 EMS: Advanced Phillipp Monitor Training (En 1:30pm 4:30pm EMS: Advanced Phillipp M	C Shift 8:15am 10:15am 1st Quarter Written Test 9:00am 12:00pm EMS: Advanced Phillipp M 1:30pm 4:30pm EMS: A	8:00am 8:30am 1st Quarter Probationar 9:00am 12:00pm Swift Water (CBD) 1:30pm 4:30pm Swift Water (CBD)	9:00am 12:00pm Swift Water (CBD) 1:30pm 4:30pm Swift Water (CBD)	9:00am 12:00pm Swift Water (CBD) 12:00pm 1:00pm Hands-only CPR (RS 1:30pm 4:30pm Swift Water (CBD)	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 Commercial Ventilati 10:30am 12:00pm Commercial Ventilati 1:30pm 3:00pm Comm 3:00pm 4:30pm Comm	9:00am 10:30am Commercial Ventilati 10:30am 12:00pm Commercial Ventilati 1:30pm 3:00pm Comm 3:00pm 4:30pm Comm	9:00am 10:30am Commercial Ventilati 10:30am 12:00pm Commercial Ventilati 1:30pm 3:00pm Comm 3:00pm 4:30pm Comm	1:30pm 5:00pm Strategic Plan Core Planning Team Workshop - "A" Shift ((TBD) ) - Karlana Rannals	B Shift	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	RSF STL Primary, ENC Secondary, VTA-OES Type I, ESC-OES Type III, Cal Fire Team C Shift	B Shift	C Shift			

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

**PLAN REVIEW**

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	2	7,235
Fire Inspector	0	0
Fire Inspector/Forester	1	7,775
<b>TOTAL</b>	<b>3</b>	<b>15,010</b>
RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Fire Marshal	5,514	3,927
Fire Inspector	14,100	2,059
Fire Inspector/Forester	0	0
<b>TOTAL</b>	<b>19,614</b>	<b>5,986</b>
COMMERCIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>
TOTAL NEW CONSTRUCTION		Sq Footage
<b>Based on permitted Sq footage</b>	<b>Total Added</b>	<b>20,996</b>
FIRE SPRINKLER REVIEWS	Commercial	Residential
Fire Marshal	1	0
Fire Inspector	2	2
Fire Inspector/Forester	0	0
<b>TOTAL</b>	<b>3</b>	<b>2</b>
TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>
LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Fire Marshal	0	0.00
Fire Inspector	0	0.00
Fire Inspector/Forester	17	6.75
<b>TOTAL</b>	<b>17</b>	<b>6.75</b>

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

**SERVICES PROVIDED- FIRE PREVENTION**

<b>DPLU -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	1	1.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
<b>TOTAL</b>	<b>1</b>	<b>1.00</b>
<b>INSPECTION SERVICES- All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Undergrounds	1	0.50
Hydros (Fire Sprinklers)	6	5.50
Finals (Structures)	18	20.00
Landscape	8	4.00
Reinspections	5	2.00
Tents/Canopy	2	1.00
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	1	0.25
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
<b>TOTAL</b>	<b>41</b>	<b>33.25</b>
<b>HAZARD INSPECTIONS - All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Weed Abatement Inspection	125	0.00
Weed Abatement Reinspection	92	6.00
1st Notice	80	5.00
2nd Notice	18	4.00
Final Notice	8	2.00
Forced Abatement	1	2.00
Postings	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	18	9.50
WUI	0	0.00
<b>TOTAL</b>	<b>342</b>	<b>28.50</b>
<b>GRADING -All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Plan Review	1	1.00
<b>TOTAL</b>	<b>1</b>	<b>1.00</b>

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

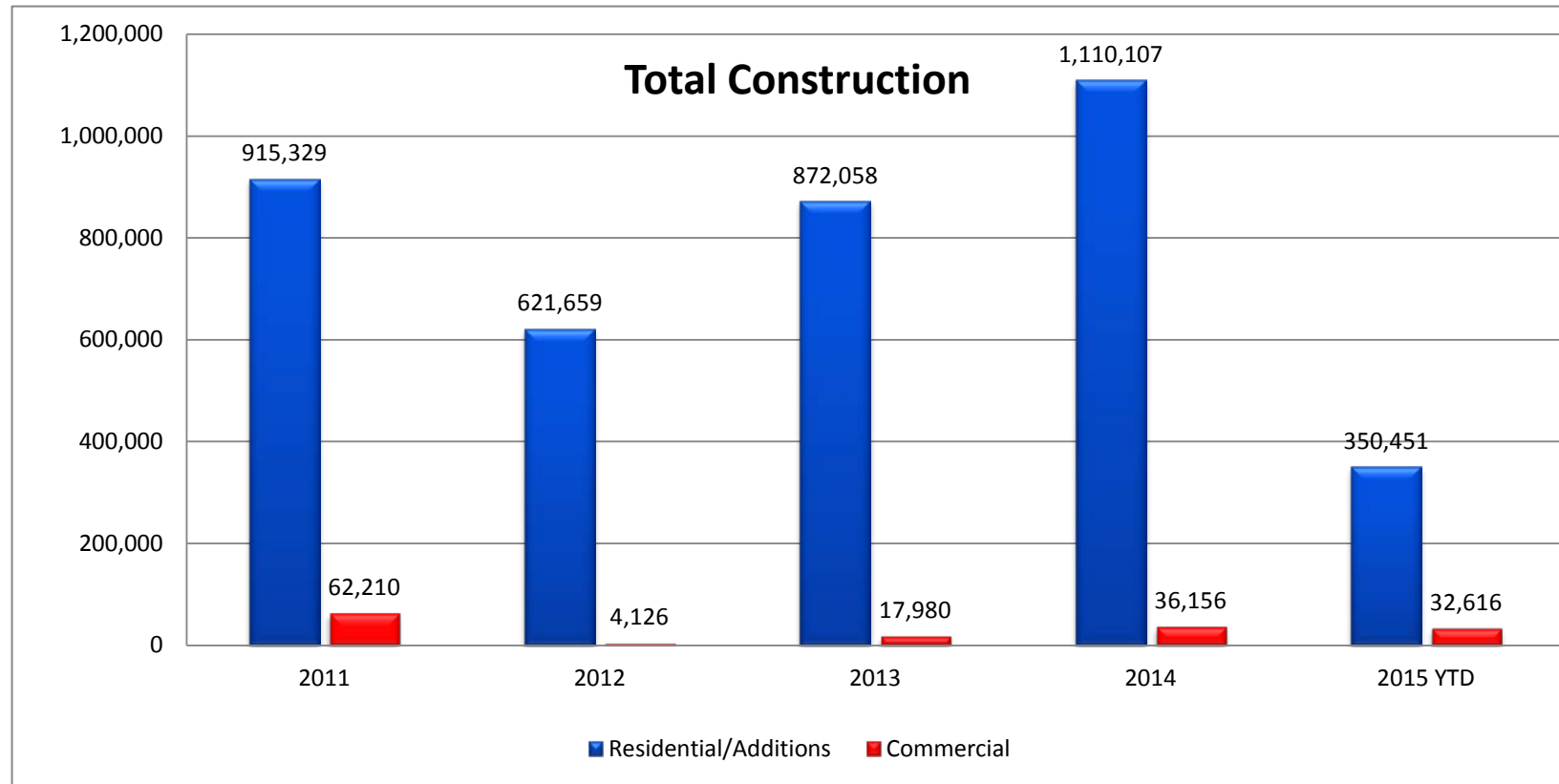
**ADMINISTRATIVE SERVICES- FIRE PREVENTION**

<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	4	23.00
Conferences	0	0.00
Meetings	31	48.50
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
<b>TOTAL</b>	<b>35</b>	<b>71.50</b>
<b>FIRE PREVENTION -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Incoming Phone Calls	309	77.25
Correspondence	140	35.00
Consultations	65	65.00
Plan Review	39	39.00
Scanning	80	20.00
General Office	138	138.00
<b>TOTAL</b>	<b>771</b>	<b>374.25</b>

**ADMINISTRATIVE SERVICES- OFFICE SUPPORT**

<b>OFFICE COORDINATOR-PREVENTION</b>	<b>Number</b>	<b>Staff Hours</b>
Phone Calls (All Administrative Staff) Internal & External	629	31.45
Correspondence	330	82.50
Walk in/Counter (All Administrative Staff)	168	14.00
Knox Application Request	3	0.75
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	39	9.75
Special Projects	4	4.00
Scanning Documents/Electronic Files	114	28.50
Meetings: Admin/Prevention/Admin Shift	6	3.00
Post Office Runs	4	2.00
Deposit runs and preparations	16	8.00
<b>TOTAL</b>	<b>1,315</b>	<b>184.12</b>

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

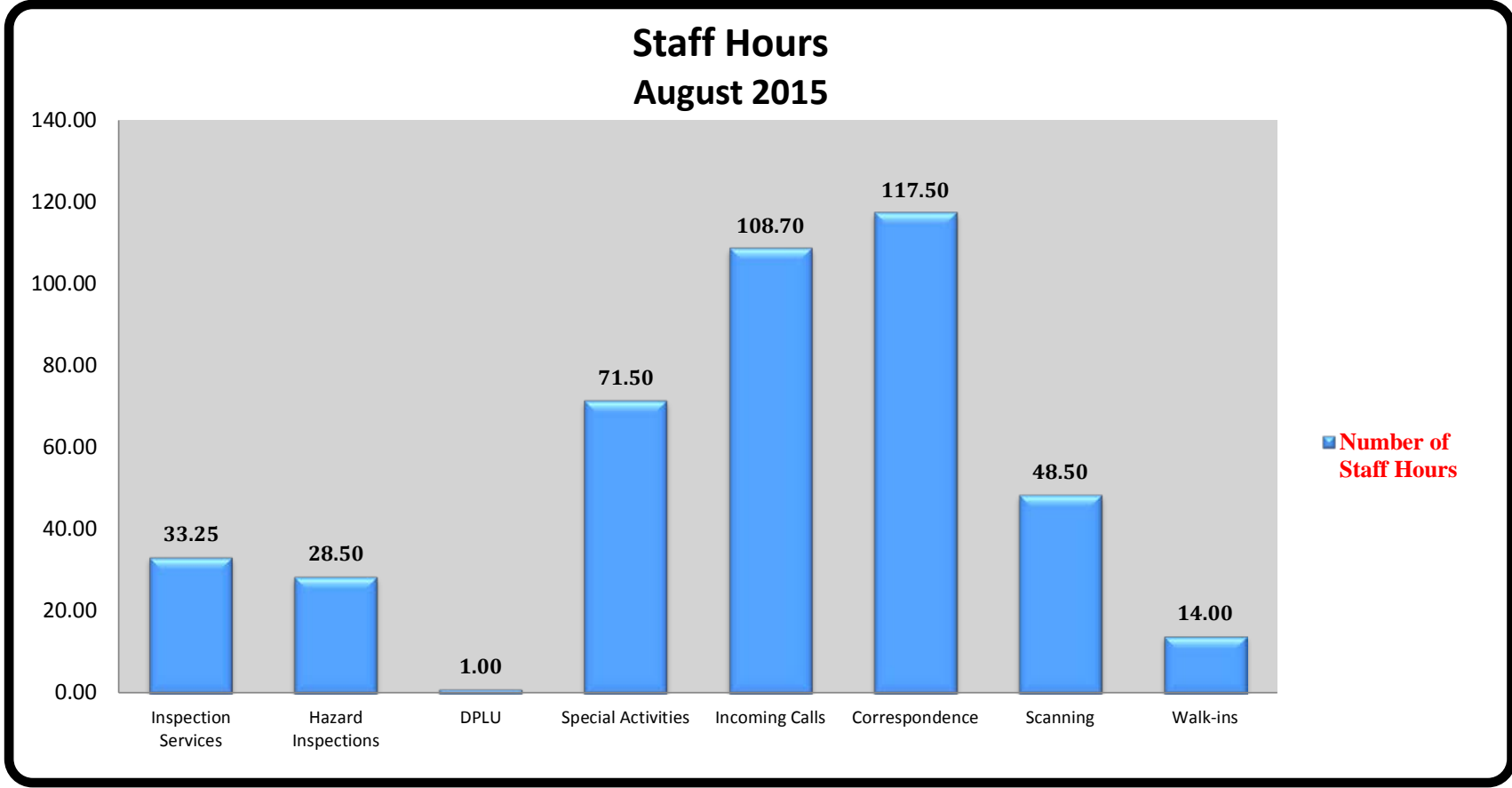
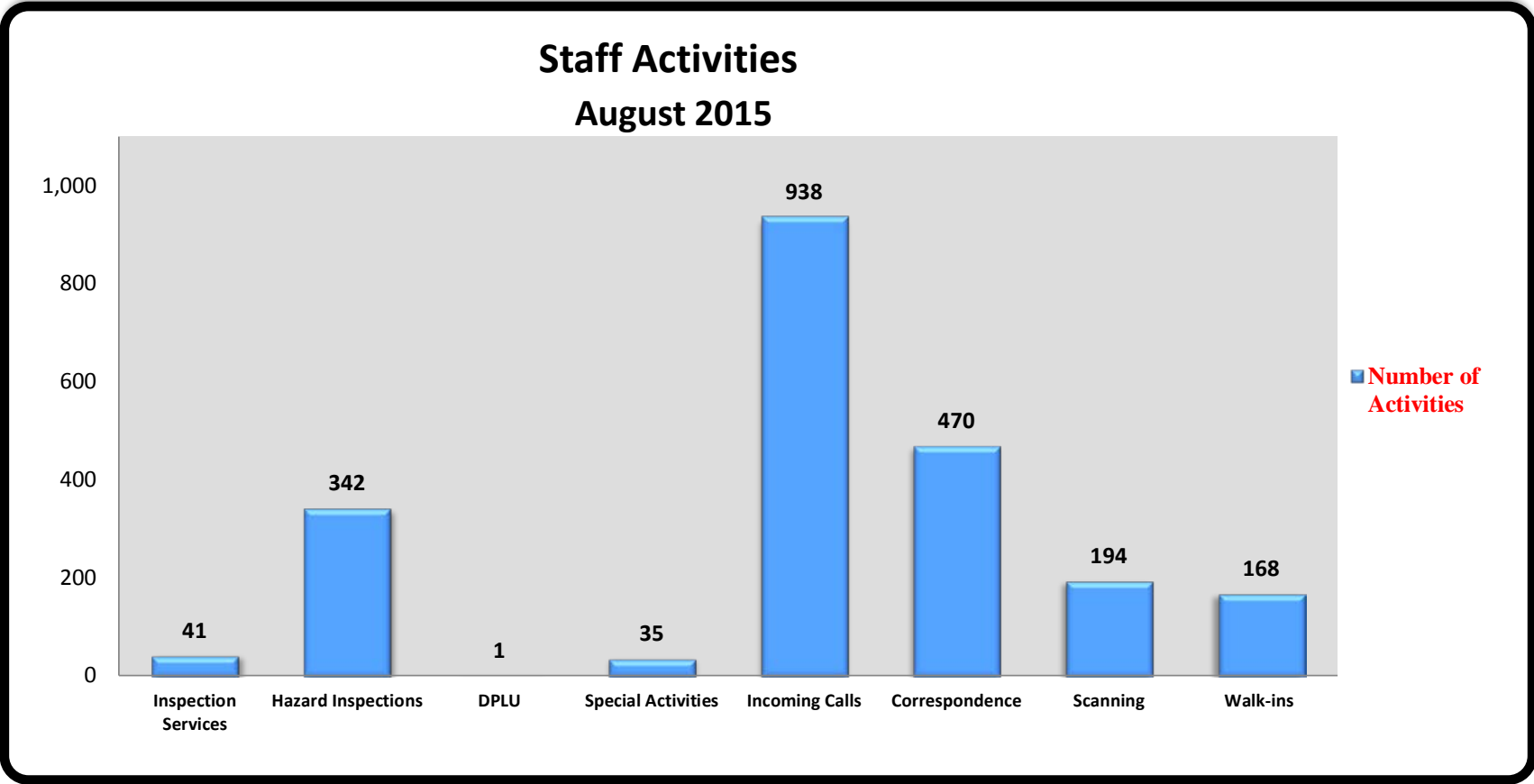


Year	Res/Add	Comm	Total
2011	915,329	62,210	977,539
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2014 YTD	517,529	35,522	553,051
2015 YTD	350,451	32,616	383,067

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				

Fire Prevention Monthly Staff Report  
August 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				
Hours	423.45	301.18	411.9	416.92	323.8	486.28	444.52	422.95				

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  
August 2015

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, etc</i>		4.0
		4.0
		0.0
		0.0
Compile & write new information: <i>Identifying web develop agency</i>		4.0
		4.0
Social Media <i>Facebook "Fans" - 646</i>		5.0
		3.0
<i>Twitter "Followers" - 1879</i>		2.0
TOTAL		13.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc: <i>Evacuation Brochures</i>		18.0
		18.0
		0.0
TOTAL		18.0



Rancho Santa Fe Fire Protection District  
Public Education Coordinator  
August 2015

<b>MEDIA RELATIONS</b>		Staff Hours
<b>On-scene Public Information Officer:</b>		<b>0.0</b>
<b>Press Releases:</b>		<b>9.0</b>
<i>Zumaque Vegetation Fire</i>		1.0
<i>Dove Creek Vehicle Fire</i>		2.0
<i>El Montevideo TC</i>		2.0
<i>Firewise Landscape Workshop</i>		4.0
<b>Other Articles/Stories/Interviews:</b>		<b>1.0</b>
<i>Photo shoot for Carlsbad magazine feature on Rainville</i>		1.0
<b>TOTAL</b>		<b>10.0</b>

<b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>		Staff Hours
<b>Children's Programs</b>		<b>0.0</b>
<i>Station Tour -0</i>		0.0
<i>Birthday Parties - 0</i>		0.0
<b>Adult Programs:</b>		<b>8.0</b>
<i>Firewise Workshop Prep</i>		8.0
<b>TOTAL</b>		<b>8.0</b>

Rancho Santa Fe Fire Protection District  
Public Education Coordinator  
August 2015

<b>EVENTS</b>		Staff Hours
<b>External/Community Events:</b> <i>Waterwise Workshop at Olvenhain</i>		<b>8.0</b>
		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> <i>Social Media for Disaster Response</i>		<b>8.0</b>
		8.0
<b>Conferences:</b>		<b>0.0</b>
<b>Meetings:</b> <i>Staff meetings</i> <i>Shift Meeting</i> <i>CSA 17 Pub Ed</i>		<b>3.0</b>
		2.0
		0.0
		1.0
<b>TOTAL</b>		<b>11.0</b>
<b>CLERICAL</b>		Staff Hours
<b>Prevention-related:</b> <i>Mailbox, email inbox, phone calls, news clips, etc.</i> <i>Phone Calls</i>		<b>51.0</b>
		46.0
		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>148.0</b>

## RESOLUTION NO. 2015-10

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING COMMITTED AND/OR CONSTRAINED FUND BALANCES FOR FY15

**WHEREAS**, in March 2009, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 54; and

**WHEREAS**, the provisions of GASB 54 requires the establishment of a hierarchy of fund balance classifications; and

**WHEREAS**, the “restricted” classification have constraints imposed by laws or regulations of other government; and

**WHEREAS**, the “committed” classification requires formal action by the highest level of decision making authority; and

**WHEREAS**, the “assigned” classification can be constrained by the Board’s “intent” to be used for specific purposes, but are neither restricted nor committed.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Rancho Santa Fe Fire Protection District, that beginning FY15 the following funds are committed and/or constrained for use as allocated:

Restricted	
Fire Mitigation Fund	1,092,383.96
Committed	
Public Agency Self Insurance System	553,373.40
Assigned	
Advance life support equipment	21,778.95
Mobile data computer equipment	36,103.17
Compensated absences	544,294.20
<b>TOTAL</b>	<b>\$2,247,933.68</b>

**BE IT FURTHER RESOLVED** that the remaining fund balances is considered unassigned effective June 30, 2015 as listed on Exhibit A. These fund balances may be reallocated by the governing body, or official to whom the governing body has delegated authority to assign amounts for specific purposes.

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

AYES:

NOES:

NONE:

ABSTAIN:

[Signatures next page]

---

JAMES H ASHCRAFT  
President

ATTEST:

---

Karlana Rannals  
Secretary

Rancho Santa Fe FPD  
Combined Balance Sheet - as of 06/30/2015 (unaudited)

Assets					
Current Assets					
Cash	General Fund		FMF		TOTAL
Cash in County Treasury	10,738,850.64		\$1,029,552.69		
Bank of America - Credit Card	420,886.97				
California Bank & Trust	176,563.12				
Pacific Western Bank (AP)	12,289.91				
Deposit in Transit	-		-		
Total Cash		11,348,590.64		1,029,552.69	12,378,143.33
Short-Term Investments					
Cash in Savings - LAIF	2,505,936.71				
Bank of America - Savings	68,651.46		-		
Total Short-Term Investments		2,574,588.17		-	2,574,588.17
Accounts Receivable					
Accounts Receivable	753,290.44		\$61,832.16		
Tax Revenue Receivable	18,698.95				
Interest Receivable	14,112.27		\$999.11		
Total Accounts Receivable		786,101.66		\$62,831.27	848,932.93
Prepaid Expenses					
Prepaid	350.00				
Contract Prepaid	-				
Prepaid Asset	-		-		
Total Prepaid Expense		350.00		-	
Total Current Assets		14,709,630.47		1,092,383.96	15,802,014.43
Restricted Cash Assets					
Contract ALS - CSA 17	6,673.42				
ALS Receivable	15,105.53				
PASIS	541,979.76				
PASIS Checking	11,393.64				
PASIS Interest Receivable	-				
NCDJPA (MDC)	36,103.17				
NCDJPA (MDC) Interest Receivable	-		-		
Total Restricted Cash Assets		611,255.52		-	611,255.52
Property, Plant and Equipment					
Land	3,374,840.00				
Land & Building	19,068,226.90				
Construction in Process	-				
Fleet Vehicles	4,259,800.79				
Equipment	471,733.11	-			
Capital Assets - Property, Plant and Equipment		27,174,600.80		-	27,174,600.80
Accumulated Depreciation					
Accumulated Depreciation	(8,134,714.87)	-			
Total Accumulated Depreciation		(8,134,714.87)			
Capital Assets - Property, Plant and Equipment		19,039,885.93		-	19,039,885.93
Deferred Outflow					
Deferred Pension Contributions	2,501,604.00	-		-	-
Total Deferred Outflow		2,501,604.00			553,373.40
Total Assets		36,862,375.92		1,092,383.96	37,954,759.88
Liabilities and Equity					
Current Liabilities					
Accounts Payable					
Accounts Payable	304,346.07		-		
Salaries Payable	122,092.25		-		
Total Accounts Payable		426,438.32		-	426,438.32
Employee Liability Payable					
Accrued Vacation Pay	478,596.44				
IBNR Liability	65,697.76				
Accrd S/L Rtmt HRA	271,188.05				
Medical Reimbursment Liability	94,425.85		-		
		909,908.10		-	909,908.10
Other Current Liabilities					
Long Term Liab - Soil Contamination	6,106.20				
Rebills	-		-		
Total Other Current Liabilities		6,106.20		-	
Total Current Liabilities		1,342,452.62		-	1,342,452.62
Equity					
NCDJPA (MDC)	36,103.17				
ALS Equipment Reserve	21,778.95				
PASIS Reserve	458,947.55		-		
	516,829.67		-		516,829.67
Reserve - General					
Undesignated	669,367.02		383,332.16		
Designated for Prepaid CalPERS	-				
Designated for Prepaid Asset	-				
CalPERS Reserve	-				
Operating Reserve	5,500,000.00		-		
	6,169,367.02		383,332.16		6,552,699.18
Reserve - Capital (Specified)					
Capital Replacement Reserves					
Designated Capital Replacement Reserves	8,134,714.87				
Environmental Initiative for Sustainability	250,000.00				
RCS Radio Infrastructure	700,000.00				
P25 Compliant Radios	-				
Capital Assets Net	19,039,885.93		-		19,039,885.93
Total Designated Capital Reserves	34,810,797.49		383,332.16	-	26,109,414.78
Net Income (FY15)	709,125.81		\$318,464.06		1,027,589.87
Total Equity		35,519,923.30		1,092,383.96	36,612,307.26
Total Liabilities and Equity		36,862,375.92		1,092,383.96	37,954,759.88
Total Equity (Cash)		13,978,433.37		1,092,383.96	15,070,817.33

# FY16

## Rancho Santa Fe Fire Protection District Financial Plan – Final



Financial Plan

September 2015

# **RANCHO SANTA FE FIRE PROTECTION DISTRICT**

## **RANCHO SANTA FE, CALIFORNIA**

### **PRELIMINARY OPERATING AND CAPITAL BUDGET**

#### **Fiscal Year 16**

#### **Board of Directors**

**James H. Ashcraft**

*President*

**John C. Tanner**

*Vice President*

**Nancy C. Hillgren**

*Director*

**Randall Malin**

*Director*

**Tucker Stine**

*Director*

**Tony J. Michel**

*Fire Chief*

Prepared by:

**Karlana Rannals**

*Administrative Manager*

Technical Assistance:

**Fred Cox**

*Deputy Chief*

**Bret Davidson**

*Battalion Chief*

**Chris Galindo**

*Battalion Chief*

**Jim Sturtevant**

*Battalion Chief*

**Dave McQuead**

*Battalion Chief*

**Renee Hill**

*Fire Marshal*



# MISSION STATEMENT

To protect life, property, and environment through prevention, preparedness, education and emergency response.

## OPERATING PHILOSOPHY

The Rancho Santa Fe Fire Protection District strives to:

- provide superior customer service;
- provide a professional, cost effective organization; and
- respond to the needs of the communities we serve.



# Rancho Santa Fe Fire Protection District

## Final Budget – FY16



September 2015

The Fire District proposed Operating and Capital Replacement Budget for FY16 is submitted to the Board of Directors for its review and consideration. The annual budget serves as a foundation and is an important tool available to the District to set priorities for the Rancho Santa Fe Fire Protection District over the next year and beyond. This narrative intends to demonstrate that the District is fiscally prudent in proposing the necessary revenue and expenditures, while providing the highest level of emergency response, fire prevention, and administrative services.

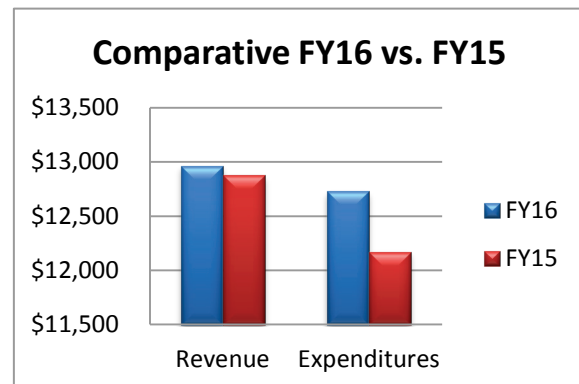
### Overview

In evaluating the FY16 budget, you will notice that the projected total operating revenue is relatively neutral compared to FY15 actual revenue; and the projected FY16 total operating expenditures increased .7% compared to FY15 actual expenditures.

This year we are requesting a FY16 Operating Budget of \$12,718 (*in thousands*), which includes the depreciation expense of \$720K. The projected FY16 revenue and expenditures will compare to the *FY15 actual* at 6/30/15.

### Projected Revenues

We project the general fund revenues at \$12,965,000. These revenues provide a projected operating surplus of \$237,000 (\$237 *in thousands*).



The following summary of revenue changes is between FY16 budget and the *FY15 actual*:

#### **Revenue – \$12,965,000**

**Taxes & Assessments** – ↑ 3.1% (\$338,000): tax revenue has continued to increase over the past year with the District projecting a 3% increase overall from FY15 tax apportionment received. Additionally, we plan that the projected tax refunds to be similar as FY15 \$97,000.

**Lease** – ↑ 5.8% (\$15,000) the lease revenue for the District increased by either contract or CPI adjustments. In addition, this category includes the revenue from the amended lease with Rancho Santa Fe Association.

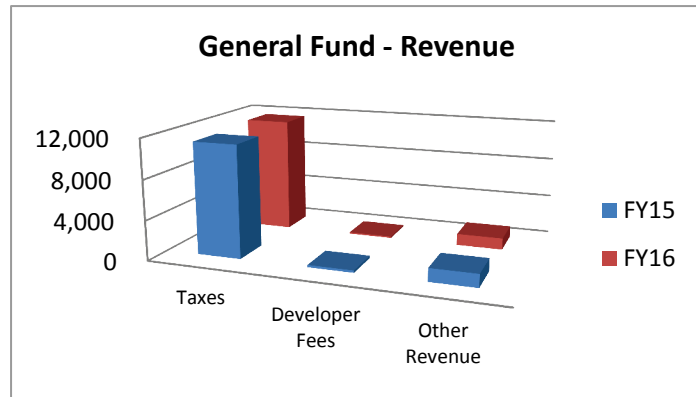
**Plan Review Fees** – ↑ 9.9% (\$19,000): the District anticipates an increase in new construction permits that increases plan reviews performed by District staff. The projection is experience averaged over a two year period.

---

**Mission:** *To serve the public through the protection of life, environment and property from fire and other emergencies through prevention, preparedness, education, and response.*

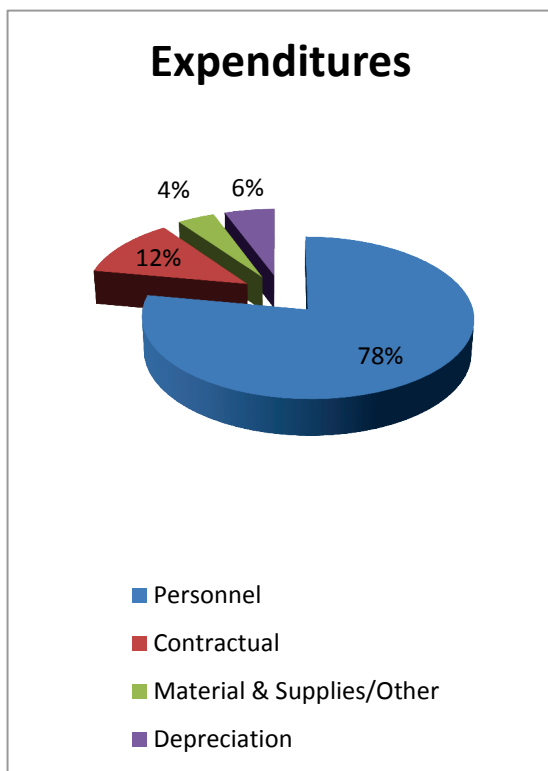
In addition to these general funds, we estimate that we will collect \$302,800 in restricted Fire Mitigation Fees, including interest.

Overall, the District is projecting an increase of .7% or (\$87K) in the projected FY16 Total Operating Revenue compared to FY15 actual.



## Projected Operating Expenditures

The following is a summary of expenditure changes between proposed FY16 budget and FY15 actual expenditures:



### *Personnel – \$9,903,000*

Overall personnel costs increased 4.2% or \$397,000 over FY15 expenditures. The primary changes are:

**Salary** – increase 2.7% or \$148,000 and based on MOU negotiated salary adjustments and the reduction of two FF/PM positions added in FY15 in anticipation of fire season and impending retirements.

**Overtime** – decrease 1.7% or \$22,000. Note: three-year data average is used to analyze this category. In addition, the District received in excess of \$335K in reimbursement from the State of California for personnel sent to fires in and out of the San Diego region.

**Retirement** – decrease 10.1% or \$141,000 due to a modest employer rate increase and the reduced staffing. It should be noted that the \$2,501,684 payment to CalPERS remitted June 2015, reduced the employer

expected payment for the unfunded accrued liability from \$434K to \$291K for safety member and \$53K to \$6K for miscellaneous members for FY16.

**Workers Compensation** – The district is a member of the Public Agency Self Insurance System (PASIS) a self-insured risk pool. All claims are reported and managed thru a third party administrator. The district anticipates lower expenditures during the year, a result of fewer active and closed claims.

### ***Contractual Services – \$1,556,000***

The FY16 Contractual Services category increased 21.1% or \$271,000 over FY15 expenditures. This increase is due to increased costs in dispatching and utilities, but also in the following areas:

**Equipment Rental & Repair** – increased 219.2% or \$41,000 due to generator repairs.

**Other Contractual Services** – increased 83.9% or \$94,000 due to the aging of district facilities, maintenance such as painting and interior upgrade/replacement is necessary.

**Other Professional Services** – increased 20.4% or \$42,000 due to software upgrades for payroll/timecard and fire prevention programs, and an upgrade to the refuel facility at RSF4.

### ***Material & Supply – \$548,000***

The FY16 Material and Supply category decreased 13.0% or \$82,000 over FY15 expenditures. The primary reason for the decrease is in the category of Grants and Medical Supplies. In FY15, the District purchased Command Simulators (\$100,519), a one-time purchase, and replacement Defibrillator's (\$151,000) that significantly increased the Medical Supplies category.

### ***Depreciation – \$720,462***

The FY16 Depreciation category increased by .4% or \$3,000 over the FY15 expenditures. The primary reason is due to equipment at full depreciation and the addition of the new engine placed in service July 2015.

## **Capital Expenditures**

The District's Capital Replacement expenditures (Equipment, Facility, and Fleet) total \$1,137K. We anticipate replacing two staff vehicles, delivery and payment of one (1) new Type 1 replacement engine approved in the FY15 budget, the replacement of the HVAC system at RSF 1 to a more energy efficient system, a rescue tool, and the microwave area wireless system. There are no new expenditures planned for the funding source of fire mitigation fees. The following is a list of projects planned:

Expense/Project	Funding Source – GF	Funding Source – FMF
Replacement of Type 1 Engine	\$630,000	
HVAC upgrade – RSF 1	\$175,000	
Replacement - Staff Vehicle	\$ 50,000	
Replacement - Staff Vehicle	\$ 35,000	
Ground Cover @ RSF4	\$ 20,000	
Rescue Tool	\$ 40,000	
Microwave Metropolitan Area Wireless*	\$ 38,250	\$114,750
Fire Prevention Software *		33,750
<b>Total</b>	<b>\$988,250</b>	<b>\$148,500</b>

\* = Prior approved expenses

## **Budget Summary**

The District expects that FY16 tax revenue will have a moderate increase, and that the refund of property taxes will continue to decline and stabilize. The FY16 planned expenditures are higher than FY15. District personnel continually evaluate and monitor all revenues and expenditures without sacrificing the high level of service we provide to the community.

Due to strong, responsible leadership and prudent fiscal policy, the Fire District is well positioned to take advantage of our financial position to reduce the CalPERS Unfunded Accrued Liability, and invest in future capital projects without incurring debt.

District staff is to be commended for their participation in the budget process, while always keeping in mind the District's mission and values.



# FY16

## OPERATING EXPENDITURES

### GENERAL FUND

## Summary Revenues, Expenditures - Operating Budget 2015 - 2016

<i>(In Thousands)</i>	Act. (6/30)	Proposed	Change	
<b>REVENUES</b>	GF - 15	<b>GF - 16</b>		%
Total Revenues	\$12,878	<b>\$12,965</b>	\$87	0.7%
<b>EXPENDITURES</b>				
Total Operating Expenditures	\$12,168	<b>\$12,728</b>	\$558	4.6%
<b>Operating Surplus (Deficit)</b>	\$709	<b>\$237</b>	(\$472)	-66.6%

## Summary Revenues, Expenditures - Operating Budget 2015 - 2016

*(In Thousands)*

	Act. (6/30)	Proposed	Change	
	GF - 15	GF - 16		%
<b>REVENUES</b>				
Property Taxes/Benefit Fee	\$11,398	<b>\$11,737</b>	\$338	3.0%
Tax Refunds - Adjustment	(\$97)	<b>(\$97)</b>		
Fees	\$426	<b>\$437</b>	\$11	2.7%
Developer Reimbursement	\$242	<b>\$150</b>	(\$92)	-37.9%
Other	\$908	<b>\$738</b>	(\$171)	-18.8%
Total Revenues	\$12,878	<b>\$12,965</b>	\$87	0.7%
<b>EXPENDITURES</b>				
Personnel	\$9,506	<b>\$9,903</b>	\$397	4.2%
Contractual Services	\$1,285	<b>\$1,556</b>	\$271	21.1%
Materials & Supplies	\$630	<b>\$548</b>	(\$82)	-13.0%
Other Expenditures (Projects/Equipment/Prior Year)	\$30	<b>\$0</b>	(\$30)	
Depreciation	\$718	<b>\$720</b>	\$3	0.4%
Total Operating Expenditures	\$12,168	<b>\$12,728</b>	\$558	4.6%
<b>Operating Surplus (Deficit)</b>	\$709	<b>\$237</b>	(\$472)	-66.6%

## Summary - Operating Revenues 2015 - 2016

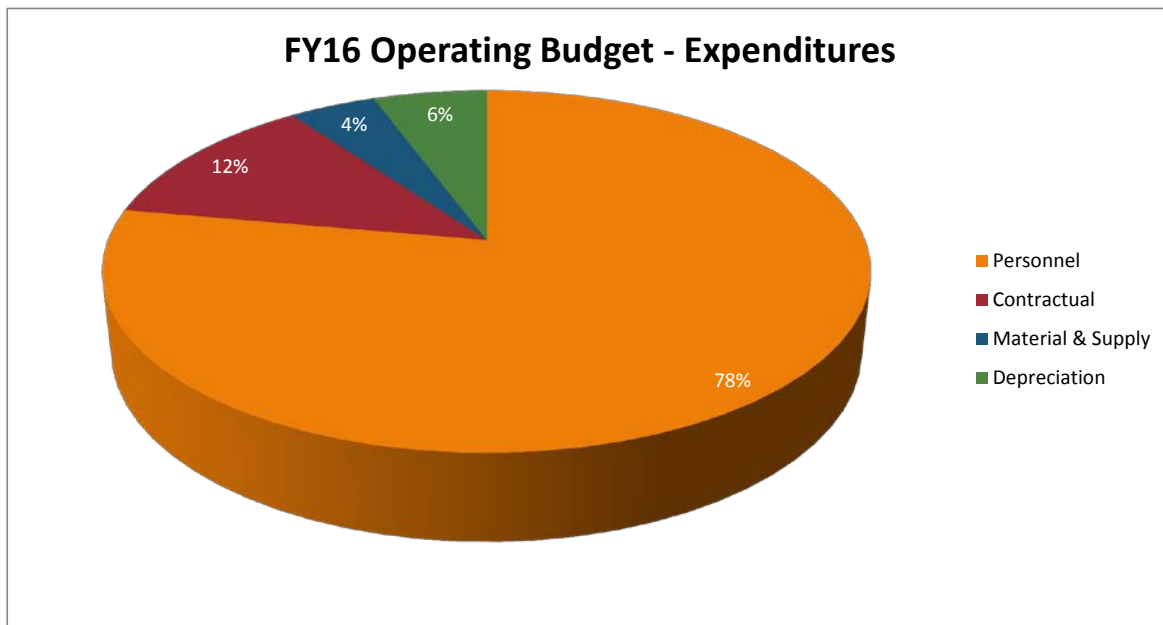
<i>(In Thousands)</i>	Act. (6/30)	Proposed	Change	
<b>REVENUES</b>	GF - 15	GF - 16		%
Taxes & Assessments	10,370	<b>10,707</b>	337	3.2%
Tax Refunds - Adjustment	(97)	<b>(97)</b>	0	0.0%
Benefit Fee	<u>1,028</u>	<b><u>1,030</u></b>	<u>2</u>	<u>0.1%</u>
Subtotal	11,301	<b>11,640</b>	338	3.1%
Developer Reimbursement/Revenue				
4S Ranch	0	<b>0</b>	0	
Rancho Cielo	242	<b><u>150</u></b>	<b>(92)</b>	<b>-37.9%</b>
Subtotal	242	<b>150</b>	<b>(92)</b>	<b>-37.9%</b>
Other Revenue				
Plan Checks	189	<b>207</b>	19	9.9%
Administrative Fees	238	<b>230</b>	<b>(7)</b>	<b>-3.1%</b>
Interest	57	<b>45</b>	<b>(13)</b>	<b>-21.8%</b>
Lease	261	<b>276</b>	15	5.8%
Instructor/Training	16	<b>15</b>	0	-1.3%
Grant	122	<b>20</b>	<b>(102)</b>	<b>-83.5%</b>
FF/EMS Reimbursement	336	<b>300</b>	<b>(36)</b>	<b>-10.6%</b>
Other	<u>117</u>	<b><u>81</u></b>	<b>(36)</b>	<b>-30.5%</b>
Subtotal	1,335	<b>1,174</b>	<b>(159)</b>	<b>-11.9%</b>
Total Operating Revenues	<u>12,878</u>	<b><u>12,965</u></b>	<u>87</u>	0.7%



## Summary Expenditures - Operating Budget 2015 - 2016

(In Thousands)	Act. (6/30) GF - 15	Proposed GF - 16	Change \$	%
<b>EXPENDITURES</b>				
<b>Personnel</b>				
Payroll				
Salary	\$5,430	\$5,578	\$148	2.7%
Emergency Response Compensation	\$0	\$0	\$0	
Management Services (Coop Eff)	\$0	\$0	\$0	
Holiday Pay	\$154	\$191	\$36	23.4%
Overtime	\$1,282	\$1,260	(\$22)	-1.7%
Paramedic Incentive	\$0	\$0	\$0	0.0%
Subtotal	\$6,866	\$7,028	\$162	2.4%
Benefits				
Health Insurance + HRSA	\$1,021	\$1,285	\$264	25.8%
Life/LTD Insurance	\$18	\$25	\$7	38.0%
Medicare/Social Security	\$95	\$101	\$6	6.3%
Retirement	\$1,401	\$1,260	(\$141)	-10.1%
Unemployment	\$12	\$13	\$2	12.7%
Workers Compensation	\$34	\$152	\$119	354.6%
Other	\$58	\$37	(\$21)	-35.8%
Subtotal	\$2,639	\$2,874	\$235	8.9%
TOTAL	\$9,506	\$9,903	\$397	4.2%
<b>Contractual Services</b>				
Administration Fees	\$192	\$202	\$10	5.2%
Building/Facility Lease	\$28	\$29	\$1	2.5%
Dispatching	\$143	\$148	\$5	3.7%
Equipment Rental & Repairs	\$19	\$60	\$41	219.2%
Insurance	\$73	\$76	\$4	5.0%
Legal	\$23	\$32	\$9	38.1%
Meetings, Meals, Mileage	\$10	\$9	(\$2)	-17.3%
Other Contractual/Professional Services	\$318	\$455	\$136	42.7%
Service Agreements	\$50	\$49	(\$1)	-1.9%
Soil Contamination	\$0	\$0	\$0	
Training	\$68	\$84	\$17	24.6%
Utilities	\$246	\$267	\$21	8.7%
Vehicle Maintenance & Repairs	\$95	\$120	\$25	26.6%
All Other	\$20	\$25	\$5	26.4%
TOTAL	\$1,285	\$1,556	\$271	21.1%
<b>Materials &amp; Supplies</b>				
Apparatus	\$17	\$21	\$4	22.7%
Apparatus - Computers	\$14	\$14	\$1	
Computer	\$36	\$93	\$57	159.3%
Fuel	\$54	\$57	\$3	5.0%
Grants	\$101	\$20	(\$81)	
Office	\$34	\$39	\$5	15.6%
Safety	\$74	\$101	\$28	37.6%
Uniforms	\$16	\$22	\$6	33.7%
Programs/Public Education	\$25	\$33	\$8	33.0%
Hose, Nozzles, Foam	\$5	\$10	\$5	105.6%
Radio	\$15	\$11	(\$5)	-31.4%
Station Maintenance/Supplies/Janitorial	\$33	\$36	\$3	8.1%
All Other	\$207	\$92	(\$115)	-55.8%
TOTAL	\$630	\$548	(\$82)	-13.0%
Other Expenditures (Projects/Equipment/Prior Year)	\$30	\$0	(\$30)	
TOTAL	\$30	\$0	(\$30)	
Depreciation	\$718	\$720	\$3	0.4%
TOTAL Operating Expenditures	\$12,168	\$12,728	\$558	4.6%

OPERATIONAL COST SUMMARY	ACTUAL	BUDGET		BUDGET	Bgt vs Act % Change
	FY14	FY15	Act (6/30)	FY16	
Personnel	\$ 8,958,525	\$ 10,236,254	\$ 9,505,752	\$ 9,902,750	4.2%
Contractual	\$ 1,231,186	\$ 1,294,722	\$ 1,285,030	\$ 1,556,269	21.1%
Material & Supply	\$ 497,364	\$ 574,209	\$ 630,324	\$ 548,456	-13.0%
Prior Year Expense		\$ -	\$ 29,571	\$ -	-100.0%
Depreciation	\$ 753,166	\$ 723,732	\$ 717,819	\$ 720,462	0.4%
TOTAL OPERATING COSTS	\$ 11,440,241	\$ 12,828,917	\$ 12,168,496	\$ 12,727,937	4.6%
BEFORE CAPITAL OUTLAY					
<b>Capital</b>					
Equipment - GF	\$ 43,310	\$ 81,125	\$ 55,306	\$ 40,000	
Equipment - FMF	\$ -	\$ 63,375	\$ -	\$ 33,750	
Facility - GF	\$ -	\$ 211,215	\$ -	\$ 233,250	
Facility - FMF	\$ -	\$ 108,644	\$ -	\$ 114,750	
Fleet - GF	\$ 57,979	\$ 1,250,000	\$ 619,258	\$ 715,000	
Fleet - FMF	\$ -	\$ -	\$ -	\$ -	
	\$ 101,289	\$ 1,714,359	\$ 674,565	\$ 1,136,750	
Total GF	\$ 101,289	\$ 1,542,340	\$ 674,565	\$ 988,250	
Total FMF	\$ -	\$ 172,019	\$ -	\$ 148,500	
	\$ 101,289	\$ 1,714,359	\$ 674,565	\$ 1,136,750	



## Cash Assets for FY15 and FY16

General Fund					
	FUND TOTAL	FY15	FUND TOTAL	FY16	%
Cash - Beginning (June 30, 2014)		15,738		13,988	
June 30 Receivables		0		0	
June 30 Restricted Cash & Cash Equivalents		0		0	
June 30 Prepay		0		0	
June 30 Transfer in (out)		0		0	
		15,738		13,988	-11.1%
June 30 Liabilities		0		0	
BEGINNING - NET CASH ASSETS		<u>15,738</u>		<u>13,988</u>	-11.1%
PROJECTED REVENUE					
Taxes & Assessments	11,301		11,640		
Interest	57		45		
Developer Reimbursement	242		150		
Lease Revenue	261		276		
Other Revenue	591		416		
Fees	427		437		
Fire Mitigation Fees	0		0		
Total Projected Revenue	12,877		12,964		
PROJECTED EXPENDITURES					
Personnel Costs	9,506		9,903		
Maintenance & Operating Costs	1,945		2,105		
Capital/Project Expenditures	0		0		
Depreciation Expense	718		720		
Total Operating Expenditures	12,168		12,728		
Operating Surplus - \$	709		236		
Operating Cash Surplus (Deficit) inc. depreciation	1,427		956		
Additional Cash Payments					
Equipment - Facility - Vehicles	675		1,137		
CalPERS UAL	2,502		1,500		
Total Projected Cash Expenditures	14,627		14,644		
Excess Revenue over Expenditure	(1,750)		(1,681)		
Transfers in(out)			148		
Net Change in Fund Balance		(1,750)		(1,533)	
CASH ASSETS - 6/30		<u>13,988</u>		<u>12,455</u>	
Fire Mitigation Fund					
Cash - Beginning		774		1,092	
June 30 Receivables		0		0	
June 30 Restricted Cash & Cash Equivalents		0		0	
June 30 Prepay		0		0	
June 30 Transfer in (out)		0		0	
		774		1,092	
June 30 Liabilities		0		0	
BEGINNING - NET CASH ASSETS		<u>774</u>		<u>1,092</u>	41.1%
PROJECTED REVENUE					
Interest		4		4	
Fire Mitigation Fees		315		299	
Total Projected Revenue		318		303	-4.9%
PROJECTED EXPENDITURES					
Total Operating Expenditures		0		0	
Excess Revenue over Expenditure		318		303	
Transfers in(out)		0		(148)	
Net Change in Fund Balance		318		155	
CASH ASSETS - 6/30		1,092		1,248	14.2%
LIABILITIES & FUND EQUITY					
Restricted Reserves					
Fire Mitigation		1,092		1,248	
TOTAL LIABILITIES & FUND BALANCE		<u>1,092</u>		<u>1,248</u>	14.2%
ENDING - NET CASH ASSETS (Deficit)-ALL FUNDS		<u>15,081</u>		<u>13,703</u>	-9.1%

## REVENUE - EXPENDITURES (RSF GENERAL MITIGATION FUNDS)

FISCAL YEARS - FY14; FY15; FY16	Financial	BUDGET	Act (6/30)	PROPOSED	BGT vs. ACT
	Statements	FY 15	FY 15	FY 16	
	FY 14	FY 15	FY 15	FY 16	
<b>Revenue</b>					
Taxes & Assessments	9,795,202	10,162,100	10,370,033	10,707,000	3.2%
Tax Refunds - Adjustment	(104,436)	(104,500)	(96,932)	(97,000)	0.1%
Benefit Fee	1,022,381	1,029,500	1,028,266	1,029,800	0.1%
Weed Abatement Assessment	0	0	(0)	0	
Interest Income	48,686	47,500	57,469	45,000	-21.7%
Plan Reviews	226,063	207,200	188,645	207,400	9.9%
EMS First Responder	14,864	14,200	15,316	15,100	-1.4%
CSA-17 (ALS Equipment & Supplies)	36,180	36,200	36,180	36,200	0.1%
Firefighting Reimbursement (FEMA/OES)	210,467	75,000	335,739	300,000	-10.6%
Fuel Tank Reimbursement	0	0	0	0	
Grant Revenue	76,761	21,500	121,518	20,000	-83.5%
Assets		0		0	
Sale of Assets	0	30,000	25,000	0	
Contributed		0		0	
Miscellaneous	74,556	31,300	37,022	26,500	-28.4%
Hydrant Maintenance	6,615	6,700	3,785	3,800	0.4%
Instructor/Training Revenue	16,400	15,400	15,600	15,400	-1.3%
Developer Reimbursement/Revenue		0		0	
4-S Ranch Reim Personnel	0	0	0	0	
Rancho Cielo	609,495	304,800	241,593	150,000	-37.9%
Lease Revenue		0		0	
AMR (formerly Rural Metro)	79,835	83,900	76,895	85,500	11.2%
Verizon	67,556	75,500	74,916	76,600	2.2%
NCDJPA	22,977	23,300	23,368	23,700	1.4%
RSF Association	82,496	85,000	84,970	89,700	5.6%
Verizon (Generator)	641	700	710	800	12.7%
Administrative Fees	224,951	228,700	237,506	230,100	-3.1%
<b>Subtotal</b>	<b>12,511,690</b>	<b>12,374,000</b>	<b>12,877,597</b>	<b>12,965,100</b>	<b>0.7%</b>
<b>Expenditures - (GF)</b>					
- Personnel	8,958,525	10,236,300	9,505,752	9,902,800	4.2%
- Contractual Costs; Material & Supplies; PY Expenses	1,733,563	1,869,000	1,944,925	2,104,800	8.2%
<b>Subtotal</b>	<b>10,692,088</b>	<b>12,105,200</b>	<b>11,450,677</b>	<b>12,007,500</b>	<b>4.9%</b>
- Depreciation Expense	753,166	723,800	717,819	720,500	0.4%
Total Operating Expenditures	11,445,254	12,829,000	12,168,496	12,728,000	4.6%
Operating Surplus (Deficit)	1,067,441	(455,300)	709,100	237,200	
- Project Expenditures					
- Other Exenditures - Capital	101,289	1,542,400	674,565	1,136,750	68.5%
- Long Term AUL (CalPERS) - Additional Payments	0	0	2,501,604	1,500,000	
<b>Total Expenditures (minus depreciation)</b>	<b>10,793,377</b>	<b>13,647,600</b>	<b>14,626,846</b>	<b>14,644,300</b>	
Net Surplus (Deficit)	\$1,719,318	(\$1,273,900)	(\$1,749,249)	(1,679,200)	
- Other financing sources (transfers in/out)	0	172,100	0	148,500	
Cash Surplus (Deficit)	1,719,318	(1,101,900)	(1,749,249)	(1,530,700)	
<b>Designated Capital Revenue</b>					
Annexation Fees					
Fire Mitigation Fee Interest	1,879	1,900	3,567	3,600	0.9%
Fire Mitigation Fees	388,709	369,300	314,897	299,200	-5.0%
<b>Subtotal</b>	<b>390,588</b>	<b>371,200</b>	<b>318,464</b>	<b>302,800</b>	
<b>Designated Capital Revenue Expenditures</b>					
FMF Expenditures					
Transfer in/out	0	172,100	0	148,500	
<b>Total Expenditures - (FMF)</b>	<b>0</b>	<b>172,100</b>	<b>0</b>	<b>148,500</b>	
Cash Surplus (Deficit)	390,588	\$199,100	\$318,464	\$154,300	-51.5%
<b>Prior Year Adjustments</b>					
<b>RESERVE Surplus (Deficit) - All Funds</b>	<b>2,110,006</b>	<b>(902,800)</b>	<b>(1,430,685)</b>	<b>(1,376,500)</b>	



FY16

CAPITAL  
EXPENDITURES

GENERAL FUND  
&  
FIRE MITIGATION  
FUND

## SUMMARY OF PROPOSED CAPITAL EXPENDITURES - EQUIPMENT

FISCAL YEAR 15-16

GENERAL FUND

### ASSETS

Description	FY14	FY15	Act (6/30)	Five Year Capital Plan				
				FY16	FY17	FY18	FY19	FY20
Rescue Tool		30,000						
Generator (Admin)	39,800							
Printer Plotter	19,427							
Fire Prevention Software (FMF Project Approved FY15)		21,125						
Hurst eHydraulic Rescue Tool Set			32,246	\$40,000				
Phone System Admin/Station 1	-	30,000	23,060	-	-	-	-	-
0312 - Engine - (Type I)								
Subtotal	59,227	81,125	55,306	40,000	-	-	-	-

### FIRE MITIGATION FUND

### ASSETS

Description	FY14	FY15	Act (6/30)	FY16	FY17	FY18	FY19	FY20
Fire Prevention Software (FMF Project Approved FY15)	-	63,375	-	-	-	-	-	-
Total Proposed Asset Expenditures	-	63,375	-	-	-	-	-	-
TOTAL	59,227	144,500	55,306	40,000	-	-	-	-
Fire Prevention Software (FMF Project Approved FY15) - Project Costs in Other Professional Services				33,750				
				73,750				

## SUMMARY OF PROPOSED CAPITAL EXPENDITURES - FACILITY

FISCAL YEAR 15-16

GENERAL FUND

### FACILITY REPLACEMENT - IMPROVEMENT

				Five Year Capital Plan						
Project #	Description	Funding %	FY14	BUDGET FY15	Act (6/30)	FY16	FY17	FY18	FY19	FY20
15-01	Replacement of Air Conditioning Units @ RSF1	100%		\$175,000	⇒	\$175,000				
Future Proj.	Ground Cover @ Station 4	100%				\$20,000				
10-01	Microwave Metropolitan Area Wireless Network <i>Committee Approved (FY10) - Est</i> \$153,000	25%		-	-	38,250	-	-	-	-
	SUBTOTAL			175,000	-	233,250	-	-	-	-
FIRE MITIGATION FUND										
FACILITY REPLACEMENT/IMPROVEMENT										
Project #	Description	Funding %								
10-01	Microwave Metropolitan Area Wireless Network <i>Committee Approved (FY10) - Est</i> \$153,000	75%		-	-	##### ##	-	-	-	-
	SUBTOTAL			-	-	114,750	-	-	-	-
	TOTAL			175,000	-	348,000	-	-	-	-

# SUMMARY OF PROPOSED CAPITAL EXPENDITURES - VEHICLE APPARATUS REPLACEMENT

FISCAL YEAR 15-16

GENERAL FUND

GENERAL FUND			Five Year Capital Plan						
ID/Vehicle Type	Year	BUDGET			FY16	FY17	FY18	FY19	FY20
		FY14	FY15	Act (6/30)					
<b>Reserve Vehicles</b>									
0211 - Engine (Type I)	2002		570,000	573,424					
<b>VEHICLE REPLACEMENT RESERVES</b>									
0261 - Water Tender	2002					380,000			
0262 - Brush (Type III)	2002						440,000		
0281 - Staff	2002					45,000			
0311 - Engine - (Type I)	2003		630,000		630,000				
0312 - Engine - (Type I)	2003					660,000			
0382 - Staff	2003								
0384 - Staff	2003		50,000		50,000	50,000			
0561 - Brush (Type III)	2005								402,728
0811 - Engine - (Type I)	2008								700,883
0881 - Command	2008								56,279
0981 - Staff	2009								38,975
0681 - (1081) - Staff (Explorer)	2006				35,000				
1181 - Staff	2011								
1281 - Staff (Ford F150)	2012								
1282 - Command (Explorer)	2012								
1381 - Staff (Escape)	2013								
1481 - Staff (Explorer)	2014	41,654							
1411 - Pumper	2013								
1482 - Staff (Explorer)	2014	44,207							
1581 - Command	2015	-	-	45,835	-	-	-	-	-
TOTALS		85,861	680,000	619,258	715,000	1,135,000	440,000	-	1,198,865

## FIRE MITIGATION FUND

ID/Vehicle Type	Year	FY14	BUDGET FY15	Act (6/30)	FY16	FY17	FY18	FY19	FY20
Nothing planned		-	-	-	-	-	-	-	-
TOTAL		57,979	680,000	619,258	715,000	1,135,000	440,000	-	1,198,865





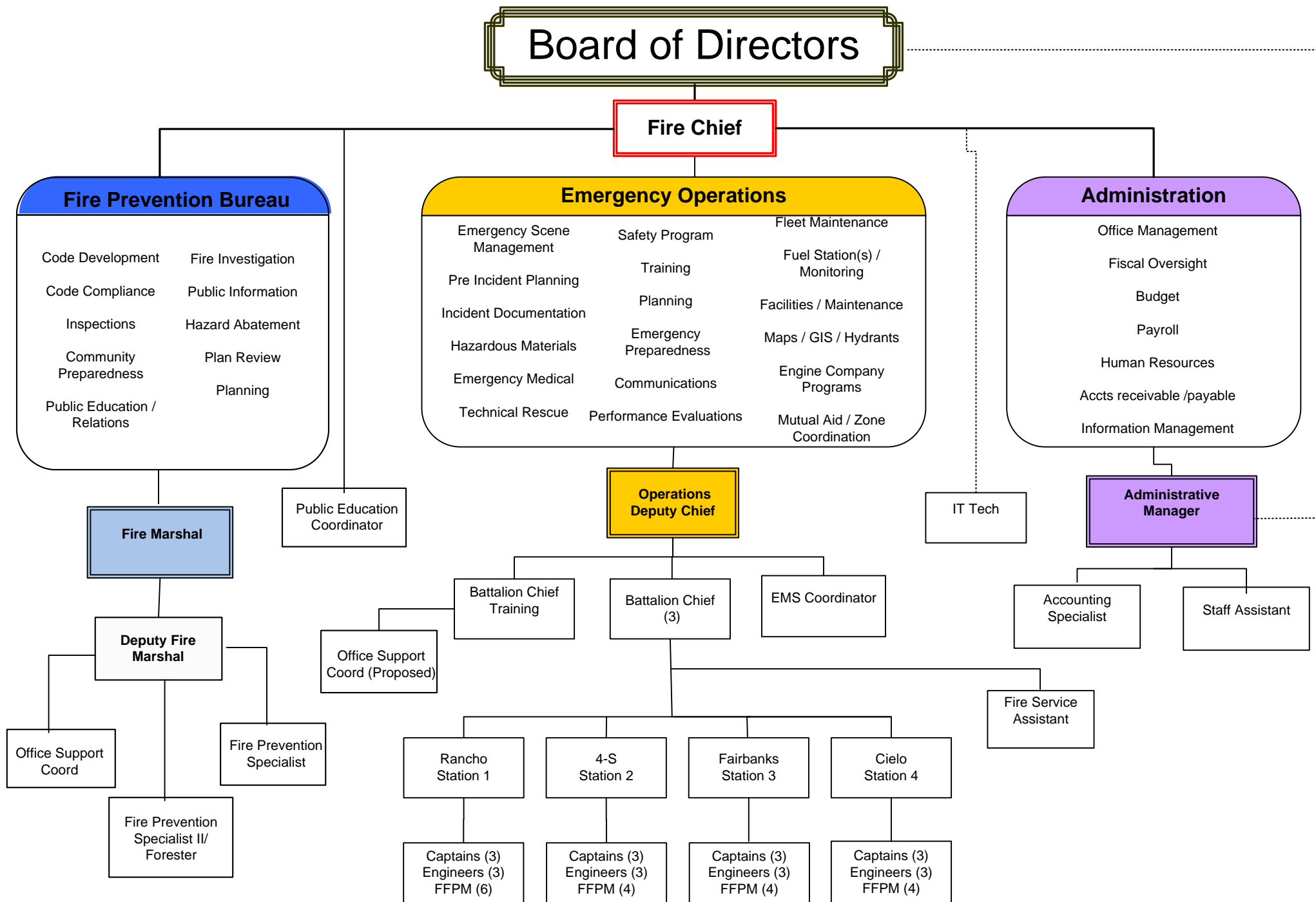
FY16

ORGANIZATION  
CHART  
PERSONNEL  
EQUIPMENT  
FACILITY  
FLEET

## AUTHORIZED PERSONNEL

Positions	FY 15 Authorized	Changes	FY16
<i>Fire Administration</i>			
Fire Chief	1	0	1
Deputy Chief	1	0	1
Fire Marshal	1	0	1
Administrative Manager	1	0	1
Battalion Chief	4	0	4
Staff Assistant/Office Support Coordinator <sup>1</sup> (Admin & Prevention)	2	1	3
Accounting Specialist	1	0	1
Deputy Fire Marshal	1	0	1
Fire Prevention Specialist	1	0	1
Public Education Coordinator	1	0	1
Fire Prevention Specialist II/Forester	1	0	1
EMS Coordinator	1	0	1
Fire Services Assistant	1	0	1
<i>Suppression</i>			
Captain	12	0	12
Engineer	12	0	12
Firefighter/Paramedic	15	0	15
<b>TOTAL</b>	<b>56</b>	<b>0</b>	<b>57</b>

1. Additional *Office Support Coordinator* position added to FY16 budget



## 2015-2016 Equipment - DEPRECIATION EXPENSE ACCUMULATED RESERVES

Description	Cost	Addition	Date in	Year	Depreciation	Depreciation	Jun 2015	6/30/2016	2015/16	Jun 2016
			Service	in Service	Schedule - Years	Annual Expense	Accumulated Reserves		Depreciation Expense	Accumulated Reserves
Turnout Washer	52,595.00		6/30/2005	2005	5		52,595.00	11.01		52,595.00
Hydraulic Rescue Tool	22,400.00		6/30/2005	2005	15	1,493.31	16,426.67	11.01	1,493.33	17,920.00
File Server	16,279.35		7/13/2005	2005	3		16,279.35	10.97		16,279.35
Hydraulic Rescue Tool #2	18,360.89		1/1/2008	2008	15	1,224.06	9,180.45	8.50	1,224.06	10,404.50
Thermal Imaging Camera #1	11,201.25		5/1/2009	2009	5		11,201.25	7.17		11,201.25
Thermal Imaging Camera #2	11,201.25		5/1/2009	2009	5		11,201.25	7.17		11,201.25
Copier	19,921.64		11/1/2009	2009	5		19,921.64	6.67		19,921.64
Phone System - Admin	24,495.83		3/31/2011	2011	5	4,899.17	20,818.10	5.25	3,677.73	24,495.83
Office Furnishings - Admin (Rancho Cielo)	101,728.23		3/31/2011	2011	10	10,172.82	43,227.53	5.25	10,172.82	53,400.35
File Server - Fairbanks	11,721.16		3/31/2011	2011	7	1,674.45	7,115.27	5.25	1,674.45	8,789.72
File Server - Admin	41,143.18		3/31/2011	2011	7	5,877.60	24,975.76	5.25	5,877.60	30,853.36
Board Room Dias Furnishings - Admin	21,025.00		4/16/2011	2011	10	2,102.50	8,847.78	5.21	2,102.50	10,950.28
Printer-Scanner-Plotter	18,104.21		2/1/2014	2014	7	2,586.32	4,741.58	2.41	2,586.32	7,327.89
Generator (Towable)	25,206.06		4/1/2014	2014	10	2,520.61	1,260.30	2.25	2,520.61	3,780.91
File Server	10,950.58		7/1/2014	2014	3	3,650.19	912.55	2.00	3,650.19	4,562.74
Phone System - Admin	23,060.12		12/1/2014	2014	10	2,306.01	1,345.17	1.58	2,306.01	3,651.19
Thermal Imaging Camera #3	10,119.00		2/1/2015	2015	5	2,023.80	843.25	1.41	2,023.80	2,867.05
Hydraulic Rescue Tool #3	32,246.00		6/30/2015	2015	15	2,149.73	-	1.00	2,149.73	2,149.73
	<u>471,758.75</u>					<u>42,680.57</u>	<u>250,892.90</u>		<u>41,459.15</u>	<u>292,352.06</u>

	250,892.90
Ann Dep - 2016	41,459.15
	292,352.05
Adj Dep - 2016	0.00
Acc Dep - 2016	<u>292,352.06</u>

## 2015-16 STATION LOCATION - DEPRECIATION EXPENSE ACCUMULATED RESERVES

Station Locations	Cost	Addition	Year in Service	Depreciation Schedule - Years	Depreciation Annual Expense	Jun 2015 Accumulated Reserves	Facility Age 6/30/2015	2015-16 Depreciation Expense	Jun 2016 Accumulated Reserves
16936-1/2 El Fuego (Admin)	1,294,645.00		6/30/1992	40	32,366.13	744,421.52	23	32,366.13	776,787.65
Admin Bldg	112,623.07		4/30/2007	26	4,331.66	44,760.41	8.17	4,331.66	49,092.07
16936 El Fuego (Stn)	2,922,332.00		6/30/1999	40	73,058.30	1,168,933.60	16	73,058.30	1,241,991.90
Pavers	44,176.00		10/1/2008	30	1,472.53	9,939.60	6.75	1,472.53	11,412.13
AC Refurbishing/Replacment	200,000.00								-
6424 El Apajo Completed 03/26/2012	\$4,854,088		4/1/2012	40	121,352.20	364,056.60	3.25	121,352.20	485,408.80
16930 Four Gee Road	3,180,000.00		6/30/2003	40	79,500.00	954,000.00	12	79,500.00	1,033,500.00
16930 Four Gee Road - Training Tower	1,563,252.00		6/30/2004	40	39,081.30	429,894.30	11	39,081.30	468,975.60
Training Facility Concrete	27,000.00		6/30/2006	38	710.53	7,815.80	9	710.53	8,526.33
16930 Four Gee Road - Storage Facility	190,225.36		6/30/2007	40	4,755.63	38,045.07	8	4,755.63	42,800.70
18040 Calle Ambiente	3,180,000.00		6/30/2005	40	79,500.00	781,750.00	10	79,500.00	861,250.00
								-	
Admin Bldg (Rancho Cielo)	<u>1,699,885.47</u>		4/18/2011	40	<u>42,497.14</u>	<u>178,604.40</u>	4.20	<u>42,497.14</u>	<u>221,101.54</u>
	<u>19,268,226.90</u>				<u>478,625.41</u>	<u>4,722,221.31</u>		<u>478,625.41</u>	<u>5,200,846.72</u>
						\$4,722,221.31			
						\$ -			
							Acc Dep - 2015	30-Jun	\$4,722,221.31
							Ann Dep - 2016		\$ 478,625.41
							Adj Dep - 2016		\$ -
							Acc Dep - 2016	30-Jun	<u>\$5,200,846.72</u>

## 2015-2016 Fleet Inventory Est Cost Replacement Schedule

				Est					June 30, 2015			June 30, 2016	
Asset No	Description	Year	Location	Replacement	Actual Cost	Date in Service	Depreciation Schedule	Annual Depreciation	Accumulated Depreciation	6/30/2016	2016 (Inc Adj)	Accumulated Depreciation	
0261	Water Tender	2002		2017/2018	204,528.00	1-Jul-02	15	\$ 13,635.20	\$ 184,075.00	14.00	\$ 13,635.20	\$ 197,710.20	
0262	Brush - Type III	2002		2016/2017	278,104.00	1-Jul-02	15	\$ 18,540.27	\$ 250,293.35	14.00	\$ 18,540.27	\$ 268,833.62	
0281	Staff	2002		2012/2013	20,843.00	1-Jul-02	5	\$ 4,168.60	\$ 20,843.00	14.00		\$ 20,843.00	
0311	Engine - Type I	2004		2014/2015	412,007.00	30-Jun-04	10	\$ 41,200.70	\$ 412,007.00	12.00		\$ 412,007.00	
0312	Engine - Type I	2004		2015/2016	412,007.00	30-Jun-04	10	\$ 41,200.70	\$ 412,007.00	12.00		\$ 412,007.00	
0382	Staff	2003		2012/2013	29,640.00	30-Jun-04	5	\$ 5,928.00	\$ 29,640.00	12.00		\$ 29,640.00	
0384	Staff	2003		2014/2015	32,787.00	30-Jun-04	5	\$ 6,557.40	\$ 32,787.00	12.00		\$ 32,787.00	
0561	Brush - Type III	2005		2019/2020	287,663.00	30-Jun-05	15	\$ 19,177.53	\$ 202,011.03	11.00	\$ 19,177.53	\$ 221,188.57	
0681(1081)	Staff - Explorer	2006	EMS Coordintor	2015/2016	8,400.00	24-Aug-11	5	\$ 840.00	\$ 8,400.00	4.85		\$ 8,400.00	
0811	Engine - Type I	2008		2018/2019	483,367.58	1-Apr-08	10	\$ 48,336.76	\$ 350,441.50	8.25	\$ 48,336.76	\$ 398,778.25	
0881	Command	2008		2018/2019	43,291.22	7-Nov-07	5	\$ 8,658.24	\$ 43,291.22	8.65		\$ 43,291.22	
0981	Staff	2009		2019/2020	29,842.38	1-Mar-09	5	\$ 5,968.48	\$ 29,842.38	7.34		\$ 29,842.38	
1181	Staff - Explorer	2011		2020/2021	27,385.48	1-Jun-11	5	\$ 5,477.10	\$ 20,522.34	5.08	\$ 5,477.10	\$ 25,999.43	
1281	Command - Exp	2012		2018/2019	64,270.30	1-Jul-12	5	\$ 12,854.06	\$ 35,388.91	4.00	\$ 12,854.06	\$ 48,242.97	
1282	Staff - Ford F150	2012		2019/2020	50,555.58	1-May-12	5	\$ 10,111.12	\$ 44,989.21	4.17	\$ 5,566.37	\$ 50,555.58	
1381	Staff - Escape	2013		2019/2020	35,064.29	1-Jun-13	6	\$ 5,844.05	\$ 12,467.30	3.08	\$ 5,844.05	\$ 18,311.35	
1411	Pumper	2014	RSF2	2025/2026	573,423.77	3-Jul-14	12	\$ 47,785.31	\$ 47,785.31	2.00	\$ 47,785.31	\$ 95,570.63	
1481	Staff - Explorer	2014		2021/2022	41,654.16	7-Apr-14	6	\$ 6,942.36	\$ 8,677.95	2.23	\$ 6,942.36	\$ 15,620.31	
1482	Staff - Explorer	2014		2021/2022	44,206.53	7-Apr-14	6	\$ 7,367.76	\$ 9,209.69	2.23	\$ 7,367.76	\$ 16,577.45	
1581	Staff - Expedition	2015	Fire Chief	2021/2022	45,497.68	1-May-15	6	\$ 7,582.95	\$ 1,255.74	1.17	\$ 8,850.23	\$ 10,105.98	
RESERVE													
0211	Engine - Type I	2002	Reserve - RSF2	RESERVE	430,996.00	1-Jul-02	10	\$ 43,099.60	\$ 430,996.50	14.00		\$ 430,996.50	
0383	Command	2003	Reserve - RSF4	RESERVE	34,881.00	30-Jun-04	5		\$ 34,881.00	12.00	\$ -	\$ 34,881.00	
0781	Command	2007	Battalion Chief	RESERVE	64,814.02	31-Dec-06	5		\$ 64,814.02	9.50		\$ 64,814.02	
9611	Engine - Type I	1996	Reserve - RSF3	RESERVE	\$ 475,000.00	6/30/1996			\$ 475,000.00	20.00		\$ 475,000.00	
					\$ 4,130,228.99			\$ 361,276.17	\$ 3,161,626.45			\$ 200,377.00	\$ 3,362,003.45

Accumulated Depreciation 2015 \$ 3,161,626.45  
 Annual Depreciation 2016 \$ 200,377.00  
 Accumulated Depreciation 2016 \$ 3,362,003.45  
 Adjustment \$ -  
 REVISED Accumulated Depreciation 2016 \$ 3,362,003.45

# 2015-2016 Fleet Inventory Est Cost Replacement Schedule

Unit ID	Type	Year	Location	Replacement	Est Cost										
				Year	Replacement		2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
0261	Water Tender	2002	RHO	2017/2018	440,000		—	—	→	440,000					
0262	Brush - Type III	2002	45	2016/2017	380,000		—	→	380,000						
0281	Staff	2002	Fire Prevention	2012/2013	45,000		→	→	45,000						
0311	Engine - Type I	2003	FBR	2014/2015	630,000		→	→	630,000						
0312	Engine - Type I	2003	Cielo	2015/2016	660,000		→	→	660,000						
0382	Staff	2003	Fire Prevention	2012/2013	50,000		→	→	50,000						
0384	Staff	2003	Fire Prevention	2014/2015	50,000		→	→	→	50,000					
0561	Brush - Type III	2005	RHO	2019/2020	402,728		—	—	—	→		402,728			
0681(1081)	Staff - Explorer	2006	EMS Coordinator	2015/2016	35,000		→	35,000							
0811	Engine - Type I	2008	RHO	2018/2019	700,883		—	—	—	—	→	700,883			
0881	Command	2008	Fire Chief	2018/2019	56,279		—	—	—	—	→	56,279			
0981	Staff	2009	Utility - RHO	2019/2020	38,795		—	—	—	—	→	38,795			
1181	Staff	2011	Public Education Coord.	2020/2021	83,551		—	—	—	—	→	→	83,551		
1281	Command	2012	Battalion Chief	2018/2019	60,667		—	—	—	→	60,667				
1282	Staff	2012	Fire Prevention	2019/2020	57,000		—	—	—	—	→	→	57,000		
1381	Staff - Escape	2013	Fire Prevention	2019/2020	42,077		—	—	—	—	—	→	42,077		
1411	Pumper	2013	RSF2	2025/2026	745,451		—	—	—	—	—	→	—	→	→
1481	Staff - Explorer	2013	Fire Prevention	2021/2022	54,150		41,654	—	—	—	—	→	→	54,150	
1482	Staff - Explorer	2013	Fire Prevention	2021/2022	57,468		44,207	—	—	—	—	→	→	57,468	
1581	Staff - Expedition	2015	Fire Chief	2021/2022	59,147		45,498	—	—	—	—	→	→	59,147	
RESERVE															
0211	Engine - Type I	2002	RSF2	RESERVE			573,424								
0383	Command	2003	Reserve - RSF4	RESERVE											
0781	Command	2007	Battalion Chief	RESERVE											
9611	Engine - Type I	1996	Reserve - RSF3	RESERVE			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ 4,648,197		\$ 704,782	\$ 715,000	\$ 1,085,000	\$ 490,000	\$ 60,667	\$ 1,198,685	\$ 182,629	\$ 170,766	\$ -