



## 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

January 14, 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. Special Presentation
  - a. Badge Presentations
    - i) Presentation of Fire District Badges by Fire Chief Michel will be presented to:
      - 1) Nathan Fritchle, Engineer
  - b. Introductions
    - i) Christina (Nina) Eich, Office Support Coordinator
3. Public Comment

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

4. Consent Calendar
  - a. Board of Directors Minutes
    - i) Board of Directors minutes of December 10, 2014  
ACTION REQUESTED: **Approve**
  - b. Receive and File
    - i) Monthly/Quarterly Reports – ACTION REQUESTED: **Information**
      - List of Demands Check 25736 thru 25821 for the period December 1 – December 31, 2014 totaling:

|   |                       |
|---|-----------------------|
|   | \$ 506,881.24         |
| Payroll for the period December 1 – December 31, 2014 | <u>\$ 511,267.30</u>  |
| TOTAL DISTRIBUTION                                    | <u>\$1,018,148.54</u> |

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

- Activity Reports – December 2014
  - Operations
  - Training
  - Fire Prevention
- District Articles
- Correspondence - letters/cards were received from the following members of the public:
  - None

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](#)

6. New Business

a. North County Dispatch Joint Powers Authority Amendment

To discuss and/or approve the *First Amendment to the Second Amended and Restated Joint Exercise Of  
Powers Agreement for “North County Dispatch Joint Powers Authority”* [Staff Report 15-01](#)

ACTION REQUESTED: [Approve](#)

b. LAFCO 2015 Special Districts Election

To discuss and/or authorize the President to cast the ballot on behalf of the Fire District to elect a LAFCO  
Regular Special District Member and LAFCO Alternate member to the Special District Advisory Committee

ACTION REQUESTED: [Authorize President to cast ballot](#)

7. Oral Report

a. Fire Chief – Michel

- i) CSA 107 Elfin Forest/Harmony Grove – Update
- ii) FEMA Grant Reimbursement
- iii) Strategic Plan
- iv) District Activities
  - Firehouse World Expo – San Diego – January 27-28, 2015
  - FDAC New Board Member Training at RSF2 – March 6-7, 2015

b. Public Education Coordinator

- i) Public Education – 2014 Annual Report

c. Operations – Deputy Chief

d. Training – Battalion Chief

- i) CERT Program – Update

e. Fire Prevention – Fire Marshal

f. Administrative Manager

- i) FY15 Audit firm

g. Board of Directors

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

8. Closed Session (**Time Certain – 3pm**)

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one potential (1) case*
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:  
CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Property: 16936 El Fuego  
Agency Negotiator: Tony Michel, Fire Chief  
Negotiating Parties: RSF Association  
Under Negotiation: Instruction to negotiators concerning price and term

9. Adjournment

The next regular Board of Directors meeting to be February 11, 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, January 14, 2015 1:00 pm PT**

**CERTIFICATION OF POSTING**

I certify that on January 9, 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 January 9, 2015

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Karlena Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – December 10, 2014**

**SPECIAL AGENDA (9:30 AM – 12:00 PM)**

Ethics Training (Workshop)

Pursuant to the requirements of AB 1234, the following local officials and staff (those who receive compensation for their service or are eligible to have their expenses reimbursed) attended the Ethics Training workshop presented by Stephen J. Fitch, Fitch Law Firm, APC:

Rancho Santa Fe Fire Protection District

Director:

James H. Ashcraft  
Nancy C. Hillgren  
Randall Malin  
Tucker Stine  
John C. Tanner

Staff:

Tony Michel, Fire Chief  
Karlana Rannals, Administrative Manager  
Renee Hill, Fire Marshal

North County Dispatch Joint Powers Authority

Director:

James H. Ashcraft

Staff:

None

Appeal Process Training for an Independent Board (Training)

Due to the extended length of the ethics training, the training planned for the appeals process was not conducted. This item will be discussed at a future regular meeting, date to be determined.

Closed Session

Pursuant to section 54956.9, the board met in closed session from 12:15 – 1:00 pm to discuss the following:

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
*All board members listed, Chief Michel, Battalion Chief Davidson, Fire Marshal Hill, Karlana Rannals and Stephen J. Fitch, legal counsel attended the closed session.*

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:05 pm.

Pledge of Allegiance

Chief Michel led the assembly in the *Pledge of Allegiance*.

1. Oath of Allegiance – New Elected Board Members

Tucker Stine and John Tanner were sworn-in as members of the Rancho Santa Fe Fire Protection District for terms prescribed by law. Karlana Rannals, Notary Public, administered the *Oath of Allegiance*.



- Training
- Fire Prevention
- (4) District Articles
- (5) Correspondence - letters/cards were received from the following members of the public
  - None

7. Old Business

a. LAFCO Application – Update

Chief Michel reported that he met with Michael Ott for an update on the process. All parties are striving to start negotiations for the property tax exchange January 2015. He also met with the general manager of Rincon Del Diablo Water District, who requested LAFCO extend their comment period by an additional 15 days, that was given. The developer Standard Pacific is also requesting a status of the reorganization so that they are able to move forward with their project. A pre-construction meeting for the fire station is December 12, which he plans to attend. He responded to questions from the board.

8. Resolution/Ordinance

a. Resolution No. 2014-15

Director Malin informed the board that this resolution is the result of direction given from closed session at the last board meeting. He supported the resolution as submitted and recommended approval.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and APPROVED Resolution No. 2014-15 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel on a roll call vote:

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

b. Resolution No. 2014-16

Karlena Rannals summarized the staff report provided. The updated pay schedule includes all positions (represented and non-represented) effective January 1, 2015.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and APPROVED Resolution No. 2014-16 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 on a roll call vote:

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

9. New Business

a. District Representation and Ad Hoc Committee Assignments

Ms. Rannals summarized the staff report provided. The board members reviewed their committee assignment and agreed to serve in the following assignments:

Board of Directors

North County Dispatch JPA (Primary) – Jim Ashcraft

North County Dispatch JPA (Alternate) – Nancy Hillgren

Advisory Board

County Service Area (CSA) – 17 (Primary) – Nancy Hillgren

County Service Area (CSA) – 17 (Alternate) – Tucker Stine

Ad Hoc Committee

Finance Committee – Randy Malin, John Tanner

Staff Assigned: Tony Michel, Karlana Rannals

Negotiations – Randy Malin, Jim Ashcraft

Staff Assigned: Karlana Rannals, Mike Gibbs

Strategic Plan – Tucker Stine, John Tanner

Staff Assigned: Tony Michel

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint the board members to the agreed committees representing the Fire District.

10. Oral Report

a. Fire Chief – Michel

i) CSA 107 – Elfin Forest/Harmony Grove – Update: no additional information

ii) ISO Rating – Final Report: he distributed a copy of the final report received. The District requested a review in Summer/Fall 2014 because the rating requirements had changed. He report that the district moved from a 4/9 rating to 3/3x rating. This will have a big impact on insurance costs for commercial businesses. While there is room for more improvement, this is a big increase for the district. He expressed his appreciation to all staff members involved in the review process and congratulated all for a job well done.

iii) CalPERS Conference – Update: he and other attendees summarized the conference information obtained. The board members requested a presentation on the benefit of paying the unfunded liability at the January meeting.

iv) District Activities:

▪ RSF Holiday Party – December 12, 2014 at Jolly Roger Restaurant, Oceanside

▪ RSF Kids Holiday Party with special guest Santa & Elf – December 21, 2014 at RSF1 (El Fuego)

▪ FDAC New Board Member Training at RSF2 – date TBD (March 6-7, 2015)

b. Operations – Deputy Chief

Chief Gibbs summarized the previous month activity. He distributed the seasonal outlook report and reported that fuel moistures are increasing from the recent rains. He informed the board that CalFire will downsize starting December 15 for the winter season.

c. Training – Battalion Chief

Chief Davidson summarized the training activity for November. It included:

i) Fresno training

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

December 10, 2014

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- ii) PALS life support
  - iii) Night drills
  - iv) Zone-wide RIC
  - v) Driver/Operator class (Carlsbad)
  - vi) CERT academy graduation
  - vii) Engineer Promotion, Nathan Fritchle. This is a result of Engineer Dave Bispham's retirement effective December 16, 2014.
- d. Fire Prevention – Fire Marshal
- Fire Marshal Hill distributed a revised activity report for the previous month. The District's prevention staff participated at the pancake breakfast at RSF1 and Open House RSF2. A selection was made for the *Office Support Coordinator* position, who will start December 16, 2014.
- e. Administrative Manager
- No report
- f. Board of Directors
- i) North County Dispatch JPA – Update: Ashcraft – summarized the meeting held December 4, 2014. They discussed at length the CalPERS unfunded liability and an amendment to the JPA agreement, which is planned for board approval at the January 2015 meeting.
  - ii) County Service Area – 17 – Update: Hillgren – no report
  - iii) Comments
    - Stine – commented on the District's social media activity and parents are seeking ways to get involved. In addition, the word is spreading within the community that the District has a new "red" fire truck.

11. Closed Session Report – Board President

President Ashcraft reported that the board, selected staff and legal counsel met in closed session prior to the regular business meeting to discuss the item listed on the agenda. Direction was given to staff and legal counsel, and the board took no action.

12. Adjournment

Meeting adjourned at 2:35 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 ~ December 2014

| <i>Check</i> | <i>Amount</i> | <i>Vendor</i>                       | <i>Purpose</i>  |
|--------------|---------------|-------------------------------------|---|
| 25736        | \$20.00       | AAA Live Scan                       | Background Investigation  |
| 25737        | \$1,439.62    | Aair Purification Systems           | Station Maintenance - RSF 2   |
| 25738        | \$44,000.00   | Across the Street Productions       | UASI FY2013   |
| 25739        | \$5,523.80    | All Star Fire Equipment, Inc.       | Breathing Apparatus - Supplies and Parts & Safety Clothing (Protective)   |
| 25740        | \$169.81      | AT&T                                | Telephone RSF1/2/3  |
| 25741        | \$1,308.55    | AT&T Calnet 2                       | Telephone RSF2/3/4  |
| 25742        | \$916.50      | C.A.P.F.                            | Disability/Life Insurance   |
| 25743        | \$945.00      | Carter, Joe                         | Education/Training Reimbursement  |
| 25744        | \$82.53       | Complete Office of California Inc   | Office Supplies   |
| 25745        | \$42,451.60   | Comtronics, Inc                     | UASI FY2013 - Headsets from Grant   |
| 25746        | \$826.00      | County of SD APCD                   | Permits - County/City   |
| 25747        | \$358.61      | Daniels Tire Service Inc            | Repair - ID 0281  |
| 25749        | \$57.00       | Liebert Cassidy Whitmore            | Legal Services  |
| 25750        | \$800.00      | McParlane & Associates, Inc.        | Consulting Services   |
| 25751        | \$162.78      | Metro Fire & Safety Inc             | Extinguishers - Service & Purchase  |
| 25753        | \$4,786.50    | North County EVS Inc                | Scheduled - ID 0261/9611/0311/0211/0262/0561/0312/0336 (OES), Repair - ID 0811/0261 & Fleet Equip Maintenance/Repair-Port Gen |
| 25754        | \$1,825.21    | Olivenhain Municipal Water District | Water RSF2/3/4  |
| 25755        | \$70.00       | RSF Mail Delivery Solutions, Inc.   | Mail Delivery Service   |
| 25757        | \$3,120.00    | Shirley Fay Anderson                | Consulting Services   |
| 25758        | \$2,797.71    | SoCo Group Inc                      | Gasoline & Diesel Fuel  |
| 25759        | \$460.00      | Tenger, James                       | Education/Training Reimbursement  |
| 25760        | \$284.00      | Terminix International              | Building ADMIN/1/2/3/4 & NCDJPA Rebill  |
| 25761        | \$526.42      | ThyssenKrupp Elevator Inc           | Elevator Service  |
| 25762        | \$24.60       | U P S                               | Shipping Service  |
| 25763        | \$19,648.74   | U S Bank Corporate Payment System   | Cal-Card./IMPAC program   |
| 25764        | \$106.37      | United Imaging                      | Office Supplies   |
| 25765        | \$727.98      | United States Latex Prod. Inc       | CSA-17 Contract   |
| 25766        | \$1,404.17    | Verizon Wireless                    | MDT Broadband + ATN Line & Telephone - Cellular   |
| 25767        | \$1,505.43    | Waste Management Inc                | Trash RSF1/2/3/4, NCDJPA Rebill & RSF Assn - Patrol   |
| 25768        | \$140.39      | Willis, Erwin L.                    | Computer Equipment/Parts Reimbursement  |
| 25769        | \$23.98       | 4S Ranch Gasoline & Carwash LP      | Car Wash  |
| 25770        | \$442.50      | Accme Janitorial Service Inc        | Building ADMIN  |

# Rancho Santa Fe Fire Protection District

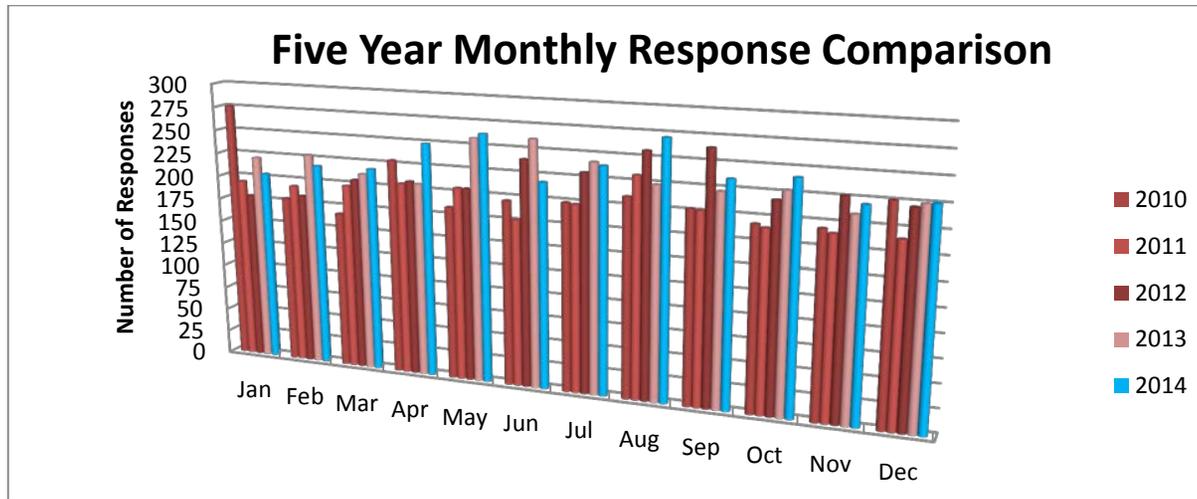
# List of Demands ~ December 2014

| <i>Check</i> | <i>Amount</i> | <i>Vendor</i>                     | <i>Purpose</i>   |
|--------------|---------------|-----------------------------------|--|
| 25771        | \$359.86      | American Medical Response Inc     | CSA-17 Contract  |
| 25772        | \$304.64      | AT&T Calnet 2                     | Telephone ADMIN/1/3, NCDJPA Rebill   |
| 25773        | \$160.89      | CDW Government Inc.               | Computer Equipment/Parts   |
| 25774        | \$1,019.00    | Charles Z Fedak & Company         | Accounting-Audit Services  |
| 25775        | \$71.13       | Complete Office of California Inc | Office Supplies  |
| 25776        | \$2,587.50    | County of SD/RCS                  | CAP Code Paging Service-Monthly Service & 800 MHz Network Admin Fees   |
| 25777        | \$751.55      | Daniels Tire Service Inc          | Scheduled - ID 1282  |
| 25778        | \$360.00      | Fitch Law Firm Inc                | Legal Services   |
| 25780        | \$3,677.00    | Garrett Electric Inc              | Building RSF1/2/3 & NCDJPA Rebill  |
| 25781        | \$11,530.06   | Golden Telecom Inc                | Admin Phone System   |
| 25782        | \$496.35      | Murphy Mary                       | Association Dues Reimbursement   |
| 25783        | \$34.08       | Napa Auto Parts Inc               | Apparatus Parts & Supplies   |
| 25784        | \$1,554.46    | San Diego Gas & Electric          | Elec/Gas/Propane RSF1/3  |
| 25785        | \$1,408.74    | Santa Fe Irrigation District      | Water RSF1 & NCDJPA Rebill   |
| 25786        | \$56.20       | Savmart Pharmaceutical Service    | CSA-17 Contract  |
| 25787        | \$957.38      | SimplexGrinnell LP                | Building RSF4  |
| 25788        | \$2,274.76    | SoCo Group Inc                    | Gasoline & Diesel Fuel   |
| 25789        | \$96.00       | State of CA Dept of Justice       | Background Investigation   |
| 25790        | \$12.30       | U P S                             | Shipping Service   |
| 25791        | \$5,500.00    | WinTech Computer Services         | Consulting Services  |
| 25792        | \$515.00      | Caccavo, Alicea I.                | Education/Training Reimbursement   |
| 25793        | \$82.35       | Complete Office of California Inc | Office Supplies  |
| 25794        | \$878.01      | Daniels Tire Service Inc          | Scheduled - ID 0382/0384   |
| 25795        | \$500.00      | Franklin, David                   | Administrative Processing Fees Reimbursement - Forced Abatement  |
| 25796        | \$991.03      | Home Depot, Inc                   | Apparatus Equipment/Miscellaneous/Tool/Equipment Replacement, Medical Equip/Supplies-not billed to CSA, Training - Equipment/Supplies, Propane (Cooking), Station Maintenance - RSF-1/2/3/4/Admin, Station Replacement Items - RSF1/4, Audio/Visual Supplies, Safety Equipment, Ropes and Lines, & Hydrant Maintenance |
| 25797        | \$120.00      | Michel, Tony J                    | Telephone ADMIN Reimbursement  |
| 25798        | \$622.66      | Motorola Solutions Inc            | Radio Equipment Replacement  |
| 25799        | \$18.35       | Napa Auto Parts Inc               | Apparatus Parts & Supplies   |

# Rancho Santa Fe Fire Protection District

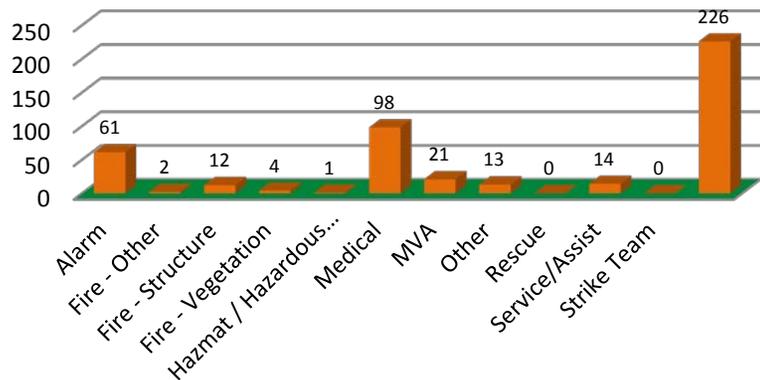
# List of Demands ~ December 2014

| <i>Check</i>       | <i>Amount</i>         | <i>Vendor</i>                      | <i>Purpose</i>  |
|--------------------|-----------------------|------------------------------------|---|
| 25800              | \$6,866.20            | San Diego Gas & Electric           | Elec/Gas/Propane ADMIN/1/2/4  |
| 25801              | \$20.00               | SDCFCA - Admin Section             | Meetings/Meal Expenses  |
| 25802              | \$869.82              | SimplexGrinnell LP                 | Building RSF4   |
| 25804              | \$501.27              | TelePacific Communications         | Telephone ADMIN   |
| 25805              | \$83.59               | Time Warner Cable                  | Cable Service - Admin   |
| 25806              | \$102.00              | Turnout Maintenance Company LLC    | Safety Clothing (Protective)  |
| 25807              | \$38.43               | U P S                              | Shipping Service  |
| 25808              | \$222.00              | A to Z Plumbing Inc                | Building RSF1   |
| 25809              | \$343.79              | AT&T Calnet 2                      | Telephone ADMIN/1/2/4 & NCDJPA Rebill                                 |
| 25810              | \$342.03              | Berry, Nicole                      | FP - Local Conference/Seminars & Gasoline & Diesel Fuel Reimbursement |
| 25811              | \$210,358.72          | CalPERS                            | PERS (Employer Paid)  |
| 25812              | \$1,766.72            | Direct Energy Business - Dallas    | Elec/Gas/Propane RSF1   |
| 25813              | \$201.00              | Engineered Mechanical Services Inc | Building ADMIN  |
| 25814              | \$3,815.65            | Guardian Life Insurance Co         | Medical Insurance   |
| 25815              | \$52,008.72           | Health Net                         | Medical Insurance   |
| 25816              | \$22,080.03           | Kaiser Permanente                  | Medical Insurance   |
| 25817              | \$35.00               | Lenehan, Conor                     | FP - Local Conference/Seminars Reimbursement                          |
| 25818              | \$600.33              | Lincoln National Life Ins Co       | Disability/Life Insurance   |
| 25819              | \$3,406.95            | SoCo Group Inc                     | Gasoline & Diesel Fuel  |
| 25820              | \$750.00              | Title Boxing Club Carlsbad         | CSA-17 Contract   |
| 25821              | \$97.19               | Willis, Erwin L.                   | Computer Equipment/Parts Reimbursement                                |
| EFT103             | \$713.35              | Rannals, Karlana                   | Awards/Proclamations Reimbursement                                    |
| EFT108             | \$480.00              | Rannals, Karlana                   | On Line Services & Telephone - Cellular Reimbursement                 |
| EFT110             | \$217.00              | Duncan, Troy                       | CSA-17 Contract Reimbursement   |
| Various            | \$27,066.35           | Medical Reimbursements             | Various   |
| <b>Subtotal</b>    | <b>\$506,881.24</b>   |                                    |   |
| 14-Dec-14          | \$ 35,473.51          | RSF Payroll                        |   |
| 15-Dec-14          | \$ 271,980.83         | RSF Payroll                        |   |
| 31-Dec-14          | \$ 203,812.96         | RSF Payroll                        |   |
| <b>Subtotal</b>    | <b>\$ 511,267.30</b>  |                                    |   |
| <b>Grand Total</b> | <b>\$1,018,148.54</b> |                                    |   |

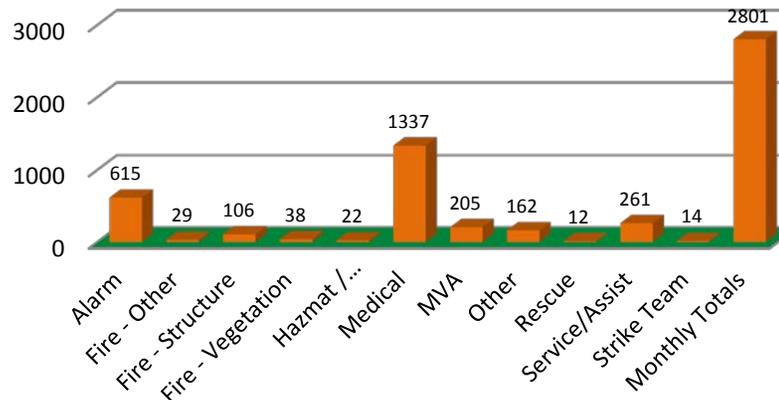


| 2014      | Jan | Feb | Mar | Apr | May   | Jun   | Jul   | Aug   | Sep   | Oct   | Nov   | Dec   | YTD Responses |
|-----------|-----|-----|-----|-----|-------|-------|-------|-------|-------|-------|-------|-------|---------------|
| Responses | 204 | 217 | 218 | 249 | 263   | 218   | 239   | 271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

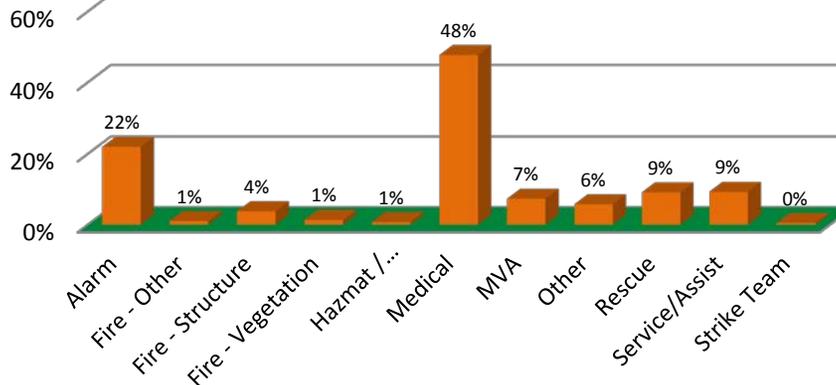
Call Volume By Incident Type December 2014

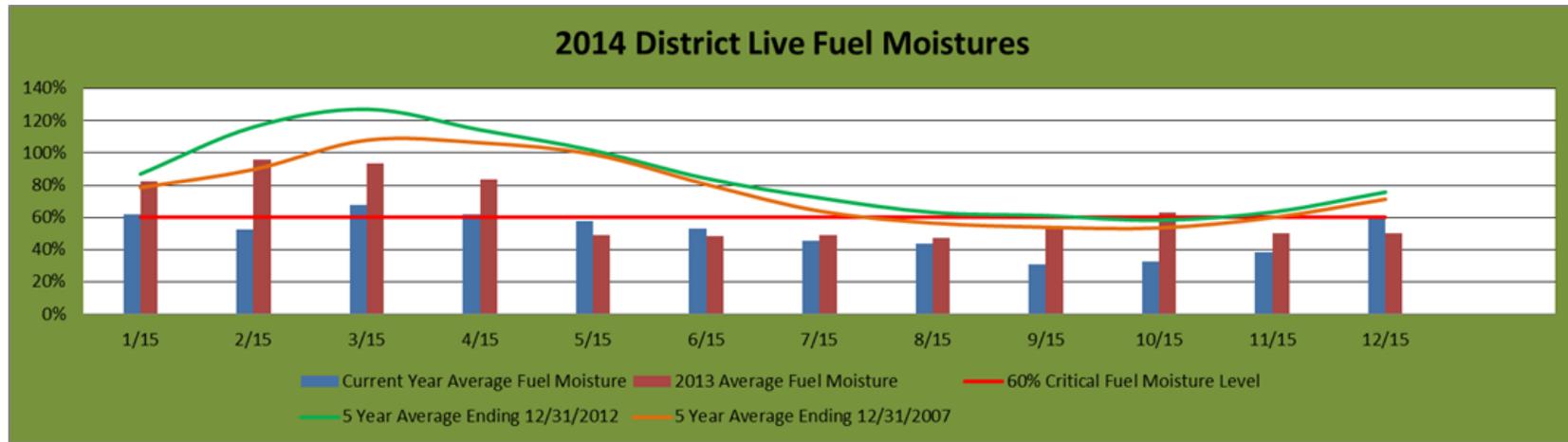


Call Volume By Incident Type YTD 2014



Call Volume By Incident Type As A Percent YTD 2014





| Significant Incidents/Overhead Assignments |                              |                         |                       |                                       |
|--|------------------------------|-------------------------|-----------------------|---------------------------------------|
| DATE                                       | Incident/ Location           | TYPE                    | UNIT/PERSON           | MISC                                  |
| 12/13/2014                                 | 17300 Albert Court           | Structure Fire          | 1 <sup>st</sup> Alarm |                                       |
| 12/24/2014                                 | La Orilla and El Camino Real | Rescue Vehicle Accident | Rescue Response       | 2 Acute, 2 Moderate to Minor Injuries |
|  |                              |                         |                       |                                       |
|  |                              |                         |                       |                                       |

# December 2014

| December 2014 |    |    |    |    |    |    | January 2015 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa | Su           | Mo | Tu | We | Th | Fr | Sa |
| 7             | 1  | 2  | 3  | 4  | 5  | 6  | 4            | 5  | 6  | 7  | 1  | 2  | 3  |
| 14            | 8  | 9  | 10 | 11 | 12 | 13 | 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 21            | 15 | 16 | 17 | 18 | 19 | 20 | 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 28            | 22 | 23 | 24 | 25 | 26 | 27 | 25           | 26 | 27 | 28 | 29 | 30 | 31 |

|                | Sunday  | Monday  | Tuesday   | Wednesday  | Thursday  | Friday  | Saturday   |
|----------------|---|---|---|--|---|---|--|
| Nov 30 - Dec 6 | <b>Nov 30</b>   | <b>Dec 1</b>  | <b>2</b>  | <b>3</b>   | <b>4</b>  | <b>5</b>  | <b>6</b>   |
|                |   | 8:00am 12:00pm Hands Only CPR (Maranatha Christian)<br>8:00am 8:30am Hose Lays (RSF Sta 2 Tower)                                    | 8:30am 5:00pm E2366 to Palomar Academy<br>9:00am 12:00pm EMS CE (Burns/OB Childbirth)<br>1:30pm 4:30pm EMS CE (Burns/OB Childbirth) | 9:00am 12:00pm EMS CE (Burns/OB Childbirth) (Enc 5/RS)<br>1:30pm 4:30pm EMS CE (scene safety) (Enc 5/RSF 1)          | 8:30am 9:00pm 2681 Reserved (Anahiem)<br>9:00am 12:00pm EMS CE (Scene Safety) (Enc 5/RSF 1)<br>1:30pm 4:30pm EMS CE<br>1:30pm 2:30pm Fire Ins | 8:30am 7:00pm 2681 Reserved (Anahiem)<br>9:00am 12:00pm Ladders and Hosela<br>12:00pm 3:30pm Diegueno Country S       | 9:00am 3:30pm Fire Simulations - Zone Sim (RSF Sta 1)  |
| Dec 7 - 13     | <b>7</b>  | <b>8</b>  | <b>9</b>  | <b>10</b>  | <b>11</b>   | <b>12</b>   | <b>13</b>  |
|                | C Shift<br>9:00am 11:00am Fire Simulations - Multi Family (RSF Sta 2)                             | 8:00am 6:00pm E2633 to Palomar Academy<br>1:30pm 3:30pm Fire Inspections - David C<br>7:00pm 8:00pm Boy Scout Meeting/Basic         | B Shift   | A Shift<br>9:00am 12:00pm Fire Inspections - David C<br>9:00am 11:00am Apparatus Committee<br>2:00pm 3:00pm Girl Sco | 8:00am 8:30am B Shift   | 1:30pm 4:30pm C Shift   |  |
| Dec 14 - 20    | <b>14</b>   | <b>15</b>   | <b>16</b>   | <b>17</b>  | <b>18</b>   | <b>19</b>   | <b>20</b>  |
|                | C Shift<br>9:00am 3:00pm Apparatus Pump Testing (RSF2) - Mar<br>4:30pm 5:30pm Annual Santa Delive | 9:00am 12:00pm Fire Simulations - Zone S<br>9:00am 12:00pm Pre Plans and Building F<br>2:00pm 4:00pm 2471 R<br>5:00pm 6:30pm Boy Sc | 8:00am 10:00am Breakfast with "Big Wave Dave" (RSF #2) - Michael J. Gibbs<br>1:30pm 4:30pm C Shift                                  | A Shift<br>9:00am 2:00pm Probationary Exam (RSF Sta 2) - Activity<br>10:30am 12:00pm Fire Inspection (Santa F        | C Shift   | 8:30am 11:30am Inspections (Paseo D)<br>9:00am 12:00pm Pre Plans and Building F<br>9:00am 11:00am Apparatus Committee | B Shift<br>9:00am 10:30am Simulation<br>12:00pm 3:00pm E2611 to cover Escondido Station #2 (Escondid |
| Dec 21 - 27    | <b>21</b>   | <b>22</b>   | <b>23</b>   | <b>24</b>  | <b>25</b>   | <b>26</b>   | <b>27</b>  |
|                | A Shift<br>6:00pm 9:00pm Kid's Christmas Party (RSF 1)  | B Shift   | A Shift<br>8:00am 8:30am (Revised)) Hose Lays (RSF Sta 2 Tower) - Activity Calendar   | B Shift  | C Shift   | 8:00am 8:30am Hose Lays (RSF Sta 2 Tower)   |  |
| Dec 28 - Jan 3 | <b>28</b>   | <b>29</b>   | <b>30</b>   | <b>31</b>  | <b>Jan 1, 15</b>  | <b>2</b>  | <b>3</b>   |
|                | A Shift   | C Shift<br>9:00am 12:00pm Pre Plans and Building Familiarization (All Stations within first in Districts)                           | A Shift<br>8:45am 11:45am Captains Meeting (Rancho Santa Fe Sta 4) - Activity Calendar  | C Shift  |   |   |  |

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**December 2014**

**PLAN REVIEW**

| RESIDENTIAL PLAN REVIEWS             |  | Number of Structures | Sq Footage       |
|--------------------------------------|--|----------------------|------------------|
| Fire Marshal                         |  | 16                   | 77,288           |
| Fire Inspector                       |  | 2                    | 7,482            |
| Fire Inspector/Forester              |  | 0                    | 0                |
| <b>TOTAL</b>                         |  | <b>18</b>            | <b>84,770</b>    |
| RESIDENTIAL ADDITIONS                |  | Original Sq Footage  | Added Sq Footage |
| Fire Marshal                         |  | 27,772               | 5,731            |
| Fire Inspector                       |  | 3,488                | 1,922            |
| Fire Inspector/Forester              |  | 0                    | 224              |
| <b>TOTAL</b>                         |  | <b>31,260</b>        | <b>7,877</b>     |
| COMMERCIAL PLAN REVIEWS              |  | Number of Structures | Sq Footage       |
| Fire Marshal                         |  | 0                    | 0                |
| Fire Inspector                       |  | 0                    | 0                |
| Fire Inspector/Forester              |  | 1                    | 0                |
| <b>TOTAL</b>                         |  | <b>1</b>             | <b>0</b>         |
| TOTAL NEW CONSTRUCTION               |  |                      | Sq Footage       |
| <b>Based on permitted Sq footage</b> |  | <b>Total Added</b>   | <b>92,647</b>    |
| FIRE SPRINKLER REVIEWS               |  | Commercial           | Residential      |
| Fire Marshal                         |  | 2                    | 0                |
| Fire Inspector                       |  | 1                    | 8                |
| Fire Inspector/Forester              |  | 0                    | 0                |
| <b>TOTAL</b>                         |  | <b>3</b>             | <b>8</b>         |
| TENANT IMPROVEMENTS                  |  | Number of Structures | Sq Footage       |
| Fire Marshal                         |  | 2                    | 5,800            |
| Fire Inspector                       |  | 0                    | 0                |
| Fire Inspector/Forester              |  | 0                    | 0                |
| <b>TOTAL</b>                         |  | <b>2</b>             | <b>5,800</b>     |
| LANDSCAPE REVIEWS                    |  | Number of Reviews    | Staff Hours      |
| Fire Marshal                         |  | 0                    | 0.00             |
| Fire Inspector                       |  | 0                    | 0.00             |
| Fire Inspector/Forester              |  | 28                   | 15.00            |
| <b>TOTAL</b>                         |  | <b>28</b>            | <b>15.00</b>     |

**Rancho Santa Fe Fire Protection District**  
 Fire Prevention Bureau Monthly Activity Summary  
 December 2014

**SERVICES PROVIDED- FIRE PREVENTION**

| <b>DPLU -All Staff</b>                 | <b>Number</b>                | <b>Staff Hours</b> |
|--|------------------------------|--------------------|
| Project Availability Forms             | 2                            | 2.00               |
| 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>4</b>                     | <b>4.00</b>        |
| <b>INSPECTION SERVICES- All Staff</b>  |                              |                    |
|  | <b>Number of Inspections</b> | <b>Staff Hours</b> |
| Undergrounds                           | 0                            | 0.00               |
| Hydros (Fire Sprinklers)               | 7                            | 7.00               |
| Finals (Structures)                    | 20                           | 18.50              |
| Landscape                              | 11                           | 5.00               |
| Reinspections                          | 0                            | 0.00               |
| Tents/Canopy                           | 3                            | 2.00               |
| Burn Permits                           | 0                            | 0.00               |
| Department of Social Service Licensing | 0                            | 0.00               |
| Knox/Strobe                            | 3                            | 1.50               |
| Code Enforcement                       | 0                            | 0.00               |
| Engine Company Follow Up               | 1                            | 2.00               |
| Misc.                                  | 0                            | 0.00               |
| <b>TOTAL</b>                           | <b>45</b>                    | <b>36.00</b>       |
| <b>HAZARD INSPECTIONS - All Staff</b>  |                              |                    |
|  | <b>Number of Inspections</b> | <b>Staff Hours</b> |
| Weed Abatement Inspection              | 3                            | 2.00               |
| Weed Abatement Reinspection            | 30                           | 5.00               |
| 1st Notice                             | 0                            | 0.00               |
| 2nd Notice                             | 0                            | 0.00               |
| Final Notice                           | 2                            | 0.50               |
| Forced Abatement                       | 0                            | 0.00               |
| Postings                               | 0                            | 0.00               |
| Annual Mailers                         | 0                            | 0.00               |
| Homeowner Meeting                      | 8                            | 8.50               |
| WUI                                    | 0                            | 0.00               |
| <b>TOTAL</b>                           | <b>43</b>                    | <b>16.00</b>       |
| <b>GRADING -All Staff</b>              |                              |                    |
|  | <b>Number of Inspections</b> | <b>Staff Hours</b> |
| Plan Review                            | 11                           | 11.00              |
| <b>TOTAL</b>                           | <b>11</b>                    | <b>11.00</b>       |

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**December 2014**

**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                    | 1             | 0.00               |
| Training Classes                              | 11            | 73.00              |
| Conferences                                   | 0             | 0.00               |
| Meetings                                      | 29            | 28.50              |
| Other   | 0             | 0.00               |
| Supervision                                   | 0             | 0.00               |
| Fuels Reduction                               | 0             | 0.00               |
| <b>TOTAL</b>                                  | <b>41</b>     | <b>101.50</b>      |

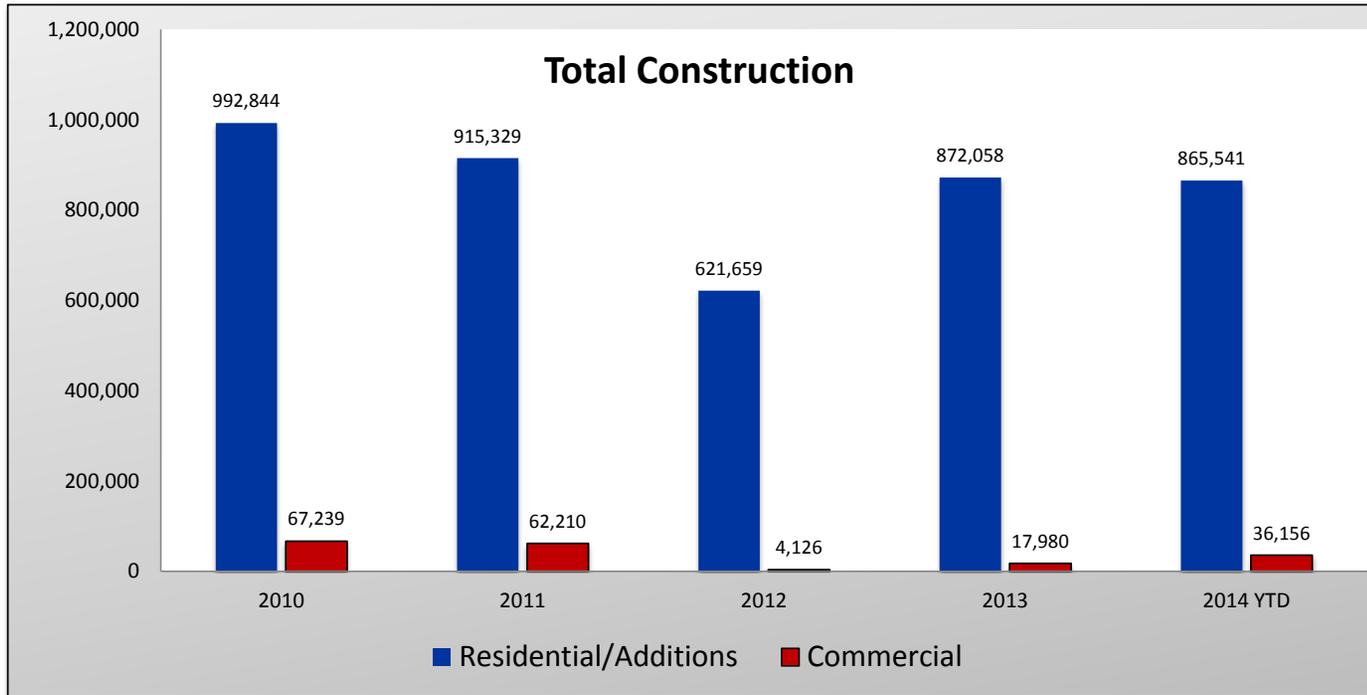
  

| <b>FIRE PREVENTION -All Staff</b> | <b>Number</b> | <b>Staff Hours</b> |
|-----------------------------------|---------------|--------------------|
| Incoming Phone Calls              | 791           | 76.00              |
| Correspondence                    | 226           | 56.50              |
| Consultations                     | 49            | 30.00              |
| Plan Review                       | 78            | 96.75              |
| Scanning                          | 159           | 39.75              |
| General Office                    | 56            | 79.00              |
| <b>TOTAL</b>                      | <b>1,359</b>  | <b>378.00</b>      |

**ADMINISTRATIVE SERVICES- OFFICE SUPPORT**

| <b>OFFICE COORDINATOR-PREVENTION</b>                       | <b>Number</b> | <b>Staff Hours</b> |
|--|---------------|--------------------|
| Phone Calls (All Administrative Staff) Internal & External | 470           | 23.50              |
| Correspondence   | 75            | 18.75              |
| Walk in/Counter (All Administrative Staff)                 | 230           | 19.17              |
| Knox Application Request                                   | 4             | 0.33               |
| UPS Outgoing Shipments                                     | 0             | 0.00               |
| Plan Accepted/Routed                                       | 78            | 19.50              |
| Special Projects   | 6             | 6.00               |
| Scanning Documents/Electronic Files                        | 159           | 39.75              |
| Meetings: Admin/Prevention/Admin Shift                     | 5             | 1.50               |
| Post Office Runs   | 0             | 0.00               |
| Deposit runs and preparations                              | 5             | 5.00               |
| <b>TOTAL</b>   | <b>1,032</b>  | <b>133.50</b>      |

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau -Construction**  
**December 2014**

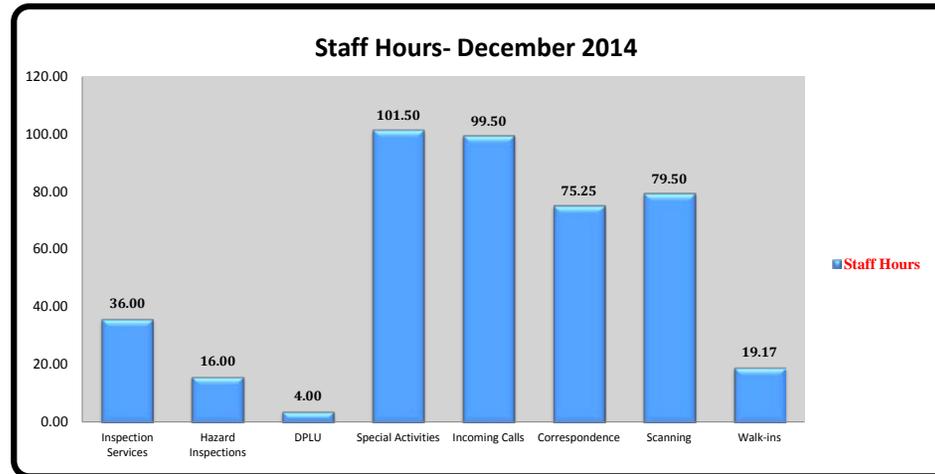
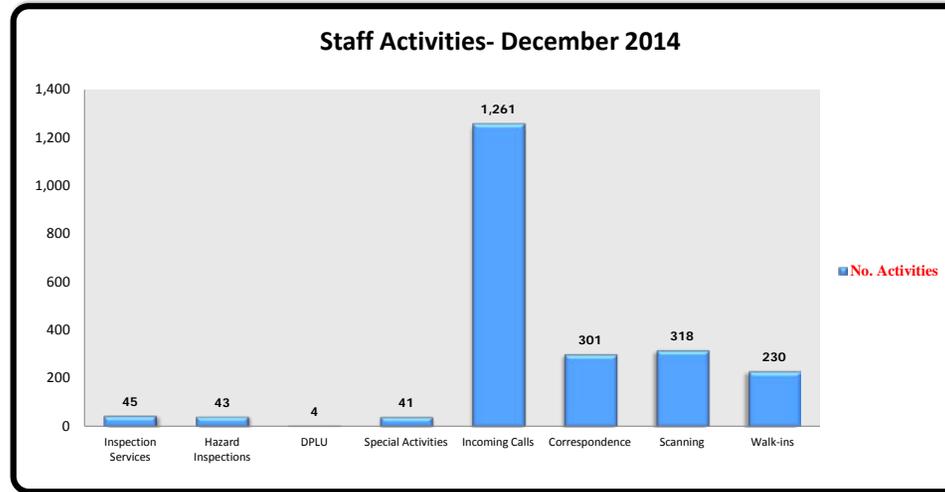


| Year     | Res/Add | Comm   | Total     |
|----------|---------|--------|-----------|
| 2010     | 992,844 | 67,239 | 1,060,083 |
| 2011     | 915,329 | 62,210 | 977,539   |
| 2012     | 621,659 | 4,126  | 625,785   |
| 2013     | 872,058 | 17,980 | 890,038   |
| 2013 YTD | 872,058 | 17,980 | 890,038   |
| 2014 YTD | 865,541 | 36,156 | 901,697   |

Comparison 2013/2014 Total Square Footage

|      | Jan    | Feb    | Mar    | Apr     | May     | Jun     | Jul    | Aug     | Sep    | Oct     | Nov     | Dec    |
|------|--------|--------|--------|---------|---------|---------|--------|---------|--------|---------|---------|--------|
| 2013 | 47,186 | 70,209 | 30,161 | 133,234 | 23,840  | 175,693 | 47,280 | 117,083 | 47,197 | 56,405  | 115,144 | 26,606 |
| 2014 | 66,782 | 12,561 | 52,601 | 77,293  | 157,035 | 19,168  | 55,817 | 111,794 | 57,680 | 189,713 | 8,606   | 92,647 |

**Fire Prevention Monthly Staff Report  
December 2014**



**Comparison 2013/2014 Total Monthly Hours/Activities**

| 2013              | Jan    | Feb    | Mar    | Apr    | May    | Jun    | Jul   | Aug    | Sep    | Oct    | Nov    | Dec    |
|-------------------|--------|--------|--------|--------|--------|--------|-------|--------|--------|--------|--------|--------|
| <b>Activities</b> | 1487   | 1658   | 2077   | 2150   | 2217   | 2677   | 2981  | 2772   | 2007   | 2375   | 1710   | 1503   |
| <b>Hours</b>      | 241.40 | 230.15 | 385.33 | 329.17 | 347.97 | 388.33 | 736.1 | 516.18 | 434.48 | 446.22 | 283.17 | 253.95 |

| 2014              | Jan    | Feb    | Mar    | Apr    | May    | Jun    | Jul    | Aug    | Sep   | Oct    | Nov    | Dec    |
|-------------------|--------|--------|--------|--------|--------|--------|--------|--------|-------|--------|--------|--------|
| <b>Activities</b> | 1592   | 1662   | 1776   | 1958   | 2653   | 3649   | 5058   | 3997   | 1952  | 1844   | 2143   | 2243   |
| <b>Hours</b>      | 269.25 | 325.08 | 334.35 | 334.05 | 433.25 | 536.95 | 668.32 | 667.33 | 404.8 | 413.03 | 389.88 | 430.92 |

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

Rancho Santa Fe Fire District  
Public Education Coordinator - Monthly Report  
December 2014

| <b>WEBSITE/INTERNET</b>   |             | Staff Hours |
|---|-------------|-------------|
| <b>Update existing info &amp; documents:</b><br><i>Updated home page, news, etc</i>     | <b>3.0</b>  | 3.0         |
| <b>Compile &amp; write new information:</b><br><i>Research potential design options</i> | <b>2.0</b>  | 2.0         |
| <b>Social Media</b><br><i>Facebook "Fans" - 544</i>                                     | <b>5.0</b>  | 3.0         |
| <i>Twitter "Followers" - 1666</i>   |             | 2.0         |
| <b>TOTAL</b>  |             | <b>10.0</b> |
| <b>PUBLICATIONS</b>   |             | Staff Hours |
| <b>Design/write brochures, flyers, etc:</b><br><i>CPR Flyer for Parents</i>             | <b>1.0</b>  | 1.0         |
| <b>TOTAL</b>  |             | <b>1.0</b>  |
| <b>MEDIA RELATIONS</b>  |             | Staff Hours |
| <b>On-scene Public Information Officer:</b>   | <b>0.0</b>  |             |
| <b>Press Releases:</b><br><i>Albert Ave Fire</i>  | <b>6.0</b>  | 2.0         |
| <i>La Orilla TC</i>   |             | 2.0         |
| <i>Via De Fortuna/El Mirlo TCs</i>  |             | 2.0         |
| <b>Other Articles/Stories/Interviews:</b>   | <b>0.0</b>  |             |
| <b>TOTAL</b>  |             | <b>6.0</b>  |
| <b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>   |             | Staff Hours |
| <b>Children's Programs</b><br><i>Station Tour - 1 (with hands-only CPR)</i>             | <b>19.0</b> | 2.0         |
| <i>Boy Scout Meetins (x2)</i>   |             | 4.0         |
| <i>Hands-only CPR Maranatha</i>   |             | 8.0         |
| <i>Hands-only CPR Diegueno Country</i>  |             | 5.0         |
| <b>Adult Programs:</b><br><i>PulsePoint/AED upkeep</i>                                  | <b>1.0</b>  | 1.0         |
|   |             | 0.0         |
| <b>TOTAL</b>  |             | <b>20.0</b> |

Rancho Santa Fe Fire District  
Public Education Coordinator - Monthly Report  
December 2014

| <b>EVENTS</b>  |  | <b>Staff Hours</b> |
|--|--|--------------------|
| <b>External/Community Events:</b>                          |  | <b>3.0</b>         |
| <i>Toy Drive</i>   |  | 3.0                |
| <b>Internal Events:</b>                                    |  | <b>0.0</b>         |
| <b>TOTAL</b>   |  | <b>3.0</b>         |
| <b>CONTINUING EDUCATION</b>                                |  | <b>Staff Hours</b> |
| <b>Training Classes:</b>                                   |  | <b>0.0</b>         |
| <i>So Cal FPOs</i>   |  | 0.0                |
| <b>Conferences:</b>  |  | <b>0.0</b>         |
| <b>Meetings:</b>   |  | <b>6.0</b>         |
| <i>Staff meetings</i>                                      |  | 3.0                |
| <i>Shift Meeting</i>                                       |  | 0.0                |
| <i>CSA 17 Pub Ed</i>                                       |  | 2.0                |
| <i>PulsePoint</i>  |  | 1.0                |
| <b>TOTAL</b>   |  | <b>6.0</b>         |
| <b>CLERICAL</b>  |  | <b>Staff Hours</b> |
| <b>Prevention-related:</b>                                 |  | <b>48.0</b>        |
| <i>Mailbox, email inbox, phone calls, news clips, etc.</i> |  | 42.0               |
| <i>Phone Calls</i>   |  | 6.0                |
| <b>Non-prevention/non-minute related:</b>                  |  | <b>25.0</b>        |
| <b>TOTAL</b>   |  | <b>73.0</b>        |
| <b>TOTAL HOURS</b>   |  | <b>119.0</b>       |

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# STAFF REPORT

NO. 15-01

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**TO:** BOARD OF DIRECTORS  
**FROM:** TONY MICHEL, FIRE CHIEF  
**SUBJECT:** NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY  
MEMBER AGENCY AGREEMENT - AMENDMENT  
**DATE:** JANUARY 9, 2015

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## RECOMMENDATION

Approve the First Amendment to the Second Amended and Restated Joint Exercise of Power Agreement for the North County Dispatch Joint Powers Authority (NCDJPA)

## BACKGROUND

Last year, the NCDJPA Board of Directors requested staff review the JPA Agreement, specifically for liabilities that NCDJPA member agencies would be responsible for if any member agency withdrew from the NCDJPA. This discussion stemmed from San Miguel Fire District's recent withdrawal from the Heartland Communications Facility Authority (Heartland). During that process, it became apparent to the members of Heartland, that pursuant to the terms of their JPA agreement, the withdrawing member was not financially responsible for any long-term financial obligations, including unfunded retirement benefits. After a review by staff and legal counsel of the NCDJPA Member Agency Agreement, similar deficiencies were determined in our JPA agreement.

## CURRENT SITUATION

In June 2014, all NCDJPA member agencies were requested to have their respective legal counsel review the language of the proposed amendment. The District's legal counsel reviewed the proposed amendment and requested minor changes to NCDJPA counsel.

The NCDJPA Board of Director's met December 4, 2014 and approved the First Amendment to the Second Amended and Restated Joint Exercise of Power Agreement for the NCDJPA Agreement, amendment attached to this staff report. Before the amendment becomes effective, each NCDJPA member agency must have their respective governing bodies review and approve the proposed amendment.

**MEMBER AGENCIES**

Carlsbad FD  
Encinitas FD  
North County FPD  
Oceanside FD  
Rancho Santa Fe FPD  
San Marcos FD  
Solana Beach FD  
Vista FD

**North County Dispatch J. P. A.**

16936 El Fuego – P. O. Box 410  
Rancho Santa Fe, CA 92067  
(858) 756-3006 FAX (858) 756-2741  
[www.ncdjpa.org](http://www.ncdjpa.org)



**ADMINISTRATOR**  
*Lesli Wilson*

December 16, 2014

Tony Michel, Fire Chief  
Rancho Santa Fe Fire Protection District  
P.O. Box 410  
18027 Calle Ambiente  
Rancho Santa Fe, CA 92067

RE: North County Dispatch Joint Powers Authority

Dear Chief Michel:

At its December 4, 2014 meeting, the Board of Directors of the North County Dispatch Joint Powers Authority (“JPA”) approved the First Amendment to the Second Amended and Restated Joint Exercise of Powers Agreement (“Amendment”). I am sending the approved Amendment to you to place on your respective agency’s agenda for approval. For background information, I am including the JPA staff report and supporting documents.

The intent of this Amendment is for each member agency to agree that upon termination or withdrawal that it must pay a pro-rata share of any long-term debt of the JPA. Annual contributions are used for existing operations. Currently, the JPA’s only long-term debt is its unfunded retirement benefits provided through CalPERS. The Amendment sets forth the factors to be used for determining an agency’s pro-rata share—time with the JPA and the factors used to determine the annual contributions, which is based solely on call volume. In addition, the Amendment changes the position of Board Chair from a two-year term to a one-year term to be consistent with the term of office for the Chair of the Board of Fire Chiefs.

This Amendment came about from the JPA Board of Directors directing staff to review the JPA Agreement specifically for what liabilities of the JPA for which a withdrawing member agency should be responsible. This discussion stemmed from San Miguel Fire District’s recent withdrawal from the Heartland Communications Facility Authority. During that process, it became clear to the member agencies of Heartland that pursuant to the terms of their JPA agreement, the withdrawing member was not financially responsible for long-term financial obligations, including unfunded retirement benefits. The only financial responsibility identified in the Heartland JPA agreement was to pay the most recent annual assessment to cover current financial obligations. Heartland subsequently amended their JPA agreement to require withdrawing members to pay a pro-rata share of any outstanding long-term financial obligations upon withdrawal.

Chief Tony Michel, Rancho Santa Fe Fire PD  
Re: NCDJPA  
December 16, 2014  
Page 2 of 2

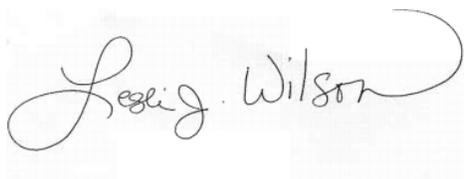
Attached is the proposed Amendment incorporating the proposed changes. The revisions for paying a pro-rata share of long-term liability are incorporated into Sections 7 and 12. Currently, these Sections state a terminated or withdrawing member would be responsible its share of any debts or liabilities incurred by the JPA prior to the effective date of the termination or withdrawal. The language is not sufficiently clear that long-term financial obligations, such as unfunded pension benefits that do not currently require payment from the JPA, would be required to be paid by a terminated or withdrawing member. Furthermore, the JPA Agreement specifies that the JPA's debts and liabilities are not the debts and liabilities of the member agencies. The changes to Sections 7 and 12 clarify that a terminated or withdrawing member agency would be responsible for a pro-rata share of any long-term financial obligations, including financing for capital assets and unfunded pension benefits. At the December Board meeting, JPA staff provided the Board of Directors examples ranges of how to calculate a member agency's pro-rata share of the outstanding CalPERS liability, varying how much to weigh the factors of time with the agency and call volume. These scenarios are included in the enclosed materials.

In addition, Section 5(H) would be amended so the election of a chair for the Board of Directors and for the Board of Chiefs is annual for both bodies, instead of bi-annually for the Board of Directors.

For your information, the vote of the Board of Directors to approve the JPA was 6 to 1, with the City of Solana Beach representative voting no. Director Zahn stated that he was not opposed to the concept, and voted no to have more time to discuss the amendment language with his City Council. The representative from Oceanside was not present. All other Directors voted in favor of the amendment. Accordingly, I am forwarding the Amendment to you for your Council or Board to approve. All member agency councils and boards must approve the JPA Amendment in order for it to become effective.

The next meeting of the JPA Board of Directors is February 26, 2015. Please advise no later than February 19, 2015 if your agency has taken action on the Amendment. Please contact me or the JPA's legal counsel, Randall Sjoblom at (619) 440-4444, if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Lesli J. Wilson". The signature is written in a cursive style with a large, sweeping flourish at the end.

Lesli J. Wilson  
Administrator

Enclosures

cc: Randall Sjoblom, General Counsel

**NORTH COUNTY DISPATCH  
JOINT POWERS AUTHORITY  
BOARD OF DIRECTORS AGENDA REPORT  
Staff Report #14/14**

**Board of Directors Meeting of December 4, 2014**

**Subject: JPA Withdrawal/Liability Cost Sharing**

**RECOMMENDATION:**

The JPA Chiefs, based on discussions at the JPA Chiefs meeting in September with legal counsel present, recommend that the JPA Board of Directors consider the proposed withdrawal liability language, which would establish withdrawal liability based upon the withdrawing agency's length of time with the JPA and the amount of contributions. The final liability of the withdrawing agency would be determined with agency-specific negotiations. In addition, the JPA Chiefs and Staff recommend the proposed Amendment changes the position of Board Chair from a two-year term to one-year term to be consistent with the term of office for the Chair of the Board of Fire Chiefs.

The JPA Chiefs and Staff request the JPA Board of Directors approve the First Amendment to the Second Amended and Restated JPA Agreement incorporating the proposed changes and take the proposed First Amendment to the Second Amended and Restated JPA Agreement (see Attachment A) back to their respective governing bodies for final approval prior to the next regularly scheduled Board of Directors meeting in February or May.

**BACKGROUND/DISCUSSION:**

At the regularly scheduled Board of Directors meeting on May 22, 2014, shortly after San Miguel Fire District withdrew from Heartland Communications, the JPA Board of Directors asked JPA legal counsel and staff to review the JPA Agreement specifically for what liabilities a withdrawing member agency would be responsible. Upon review of current JPA Agreement, JPA legal counsel prepared a draft amendment to the JPA Agreement to clarify what financial obligations a member agency is responsible to compensate the JPA upon withdrawal or termination. The JPA Agreement does not clearly require a withdrawing member to make any financial contribution to the JPA except to fully fund that fiscal year's assessment. Long-term debts are not taken into consideration. The proposed JPA amendment addresses this deficiency.

JPA legal counsel submitted the proposed JPA amendment to each of the member agencies and received comments from the member agencies of Vista, Oceanside and Solana Beach, (San Marcos and Rancho Santa Fe stated they had no comments to add.) The following comments from the member agencies are included in the updated proposed JPA amendment:

- **Defining the "terminating obligations" for consistency between Section 7 (termination) and Section 12 (withdrawal);**
- **Set forth the factors to be used in calculating the "pro-rata share" of a terminated or withdrawing member agency; and**
- **Clarify that a prevailing party can obtain attorney's fees and costs in the event a legal action must be pursued to resolve any outstanding amounts by a terminated or withdrawing member.**

Following the Board of Directors meeting on May 22, 2014, and upon receipt of comments from North County Fire Protection District, the JPA Chiefs requested JPA legal counsel and staff to look at various

formula options and come up with a potential cost to each member agency, if the member agency were to withdraw from the JPA and present these options to the JPA Board of Directors for further direction.

Staff prepared the attached hypotheticals to demonstrate how a withdrawing member's pro-rata share of outstanding long-term debt could be calculated. Currently, the JPA does not have any long-term debt except for its unfunded CalPERS pension liability. The first set of scenarios shows payment of the CalPERS liability as of 2012, the last year that the JPA has received information from CalPERS on the amounts owed, \$9.7 million, (see Attachment B). Based on current employees and information obtained from CalPERS, staff has also prepared a second set of scenarios based upon the estimated CalPERS unfunded liability at the end of this fiscal year on June 30, 2015, \$11.9 million, (see Attachment C).

The pro-rata share for a withdrawing member is based primarily upon length of time with the agency and the call volume, which is used in determining the member agencies' annual contribution. The attached scenarios provide examples of how those two factors can be weighted in determining the pro-rata share. How these factors are weighted would certainly be the subject of negotiation with the withdrawing member. These scenarios are provided to the Board of Directors as an example, and the Board is not required to recommend a specific scenario to incorporate into the JPA Agreement.

**OPTION #1 – Simple Average Approach (41/59)**

Using a *weighted average of membership years with JPA and average yearly call count* for each member agency to pay upon withdrawal or termination a pro-rata share of the total amount of JPA long-term liabilities, which currently only includes the CalPERS Unfunded Termination Liability.

**OPTION #2 – Average of the Average Approach (50/50)**

Using a *weighted average of the average membership years with JPA and average yearly call count* for each member agency to pay upon withdrawal or termination a pro-rata share at 50/50 of the total amount of JPA long-term liabilities, which currently only includes the CalPERS Unfunded Termination Liability.

**OPTION #3 – Average of the Average Approach (60/40)**

Using a *weighted average of the average membership years with JPA and average yearly call count* for each member agency to pay upon withdrawal or termination a pro-rata share at 60/40 of the total amount of JPA long-term liabilities, which currently only includes the CalPERS Unfunded Termination Liability.

Staff and JPA legal counsel will be available to answer any questions concerning the proposed JPA Amendment language and the scenarios that have been prepared.

**FIRST AMENDMENT TO THE SECOND AMENDED AND  
RESTATED JOINT EXERCISE of POWERS AGREEMENT for  
“NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY”**

THIS FIRST AMENDMENT TO THE SECOND AMENDED AND RESTATED JOINT EXERCISE of POWERS AGREEMENT (“Agreement”) for the NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY (“JPA”) made and entered into this \_\_\_ day of \_\_\_\_\_, 2014, by and between the CITY OF CARLSBAD, CITY OF ENCINITAS, CITY OF OCEANSIDE, CITY OF SAN MARCOS, CITY OF SOLANA BEACH, CITY OF VISTA, NORTH COUNTY FIRE PROTECTION DISTRICT, and RANCHO SANTA FE FIRE PROTECTION DISTRICT, collectively the “Member Agencies” and individually “Member” or “Member Agency”), all of which are public agencies organized and existing under and by virtue of the laws of the State of California, for the purpose of amending the Agreement with respect to the following facts:.

**RECITALS**

WHEREAS, the Member Agencies entered into the initial Joint Powers Agreement on June 11, 1984, and subsequently executed an Amended and Restated Joint Powers Agreement dated October 30, 2002;

WHEREAS, the Member Agencies further amended said Agreement in its entirety through the Second Amended and Restated Joint Exercise of Powers Agreement on May 28, 2009, which superseded all previous Agreements;

WHEREAS, the JPA will benefit from having a uniform process for the elections of officers for the Board and for the Chiefs; and

WHEREAS, JPA staff have identified substantial debt financing and unfunded or underfunded employee benefit related expenses that Member Agencies should be responsible for on a pro-rata basis if terminated or withdrawing from the JPA.

NOW THEREFORE, the Member Agencies, for and in consideration of the mutual promises and agreements herein contained, do agree as follows:

**Section 1.** Section 5(H)(1) of the Agreement is amended to read as follows:

H. Officers and Respective Duties.

1. Chair and Vice Chair of the Board.

The Board shall elect a Chair and Vice Chair at its first meeting, and thereafter, at the first meeting held in each succeeding calendar year, the Board shall elect or re-elect its Chair and Vice Chair. In the event the Chair or Vice

Chair so elected ceases to be a Board member, the resulting vacancy shall be filled at the meeting of the Board held after such vacancy occurs. In the absence or inability of the Chair to act, the Vice Chair shall act as Chair. The Chair, or, in his/her absence, the Vice Chair, shall preside and conduct all meetings of the Board.

**Section 2.** Section 7 of the Agreement is amended to read as follows:

**SECTION 7. Non-payment or Other Default of a Member Agency**

The Board shall have the authority to terminate a Member Agency that materially breaches its duties pursuant to this Agreement. The term "material breach" shall include, without limitation, a failure to make any contribution or pay any assessment when due, and the failure to indemnify or defend other Member Agencies as required by Section 17. The Board shall give the Member notice of the breach and the right to cure the breach, in accordance with the Board's Policies and Procedures. In the event that the Member Agency fails to cure the breach within the time period stated in the notice, the Board shall have the authority to immediately terminate the Member. Termination of the membership of the Member Agency shall not relieve the terminated Member of its pro-rata share of any and all debts, liabilities, or other financial obligations incurred by the Authority prior to the effective date of the termination. These financial obligations include, but are not limited to, any outstanding debt financing and any unfunded or underfunded employee benefit related expenses ("Terminating Obligations"). The pro-rata share of the Member Agency's Terminating Obligations shall be determined based upon the length of time the Member Agency has been with the Authority, any factor used for calculating the Member Agency's contribution pursuant to Section 6(C)(1), and any other factor as determined by the Authority as reasonably related to the Member Agency's participation in the Authority that has caused the Authority to incur these debts, liabilities, or other financial obligations.

The Member Agency in default also remains responsible for all contributions or assessments through the effective date of termination. However, termination shall result in forfeiture of all rights and claims of the terminated Member to any repayment of contributions or advances or other distribution of funds or property after termination, including distributions made as a result of the termination of the Authority.

**Section 3.** Section 12 of the Agreement is amended to read as follows:

**SECTION 12. Withdrawal**

A Member Agency may withdraw as a party to this Agreement, effective at the end of any fiscal year (June 30) by giving written notice of its intention to withdraw to the Secretary of the Board no later than December 31 of the fiscal

year preceding the fiscal year in which the withdrawal will be effective (a minimum of eighteen months' notice). The written notice shall be accompanied by a resolution or minute order of the legislative body of the member Agency ("Notice of Withdrawal").

If a Member Agency does not submit its written notice of withdrawal to the Board Secretary by December 31 of the fiscal year prior to the fiscal year in which the Member Agency wishes to withdraw, the effective date of the withdrawal will be on June 30, eighteen months from the end of the calendar year in which the notice of withdrawal was submitted [by way of example only if a Notice of Withdrawal is delivered to the Secretary of the Board on February 1, 2010 then the effective date of the withdrawal shall be June 30, 2012]. The Board, in its sole and absolute discretion, may by majority vote of the total membership of the Board make an exception allowing a member agency who does not meet the December 31 deadline an earlier withdrawal date.

Such withdrawing party shall perform all obligations under this Agreement until the effective date of withdrawal. Modification to the timing requirements for withdrawal set forth above shall require a majority vote of the total membership of the Board.

Notification of the intent to withdraw by a Member Agency shall not relieve the withdrawing Member Agency from the requirement to pay its pro-rata contribution for any and all debts, liabilities, or other financial obligations incurred by the Authority prior to the effective date of the withdrawal, including Termination Obligations. The pro-rata share of the Member Agency's Terminating Obligations shall be determined based upon the length of time the Member Agency has been with the Authority, any factor used for calculating the Member Agency's contribution pursuant to Section 6(C)(1), and any other factor as determined by the Authority as reasonably related to the Member Agency's participation in the Authority that has caused the Authority to incur these debts, liabilities, or other financial obligations. All amounts owing by the withdrawing Member Agency shall be due and payable in full no later than 30 days following the effective date of termination.

The Authority reserves the right to seek any and all legal redress to obtain the payment of amounts due for withdrawal under this Section or for default under Section 7 above. In an action to collect the amounts due and owing by a Member Agency, the prevailing party is entitled to attorney fees and costs.

Withdrawal of a Member Agency shall result in the forfeiture of all rights and claims of the withdrawing Member to any repayment of contributions or advances or other distribution of funds or property after withdrawal, including distribution made in the event of the termination of the Authority.

**Section 4.** Except as specifically amended by this Amendment, each and every provision of the Agreement shall continue in full force and effect as originally entered into.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed and attested by their proper officers thereunto duly authorized, and their official seals to be hereto affixed as of the day and year first above written. The Member Agencies agree that this Amendment may be executed in parts where the sum of the parts equals a whole and that a photocopy or facsimile signature shall be deemed an original.

RANCHO SANTA FE FIRE PROTECTION DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_

Agency Counsel

Date: \_\_\_\_\_

ATTACHMENT B

**JPA WITHDRAWAL LANGUAGE  
HYPOTHETICAL CALPERS TERMINATION LIABILITY**

As of end June 2012

| Member                                   | Date<br>Joined the<br>JPA | Hypothetical<br>Termination<br>Date | Years in<br>the JPA | Ave Call<br>Count/ Year | OPTION 1  |                           | OPTION 2   |                           | OPTION 3   |                           |
|--|---------------------------|-------------------------------------|---------------------|-------------------------|---|---------------------------|--|---------------------------|--|---------------------------|
|  |                           |                                     |                     |                         | Simple Average Membership<br>Years (41%) and Call Count (59%) |                           | Average of the Average<br>Membership Years (50%) and<br>Call Count (50%) |                           | Average of the Average<br>Membership Years (60%) and<br>Call Count (40%) |                           |
|  |                           |                                     |                     |                         | Weighted<br>Average in %                                      | Weighted<br>Average in \$ | Weighted<br>Average in %   | Weighted<br>Average in \$ | Weighted<br>Average in %   | Weighted<br>Average in \$ |
| Rancho Santa Fe Fire Protection District | Jun-84                    | Jun-12                              | 28                  | 1,589                   | 9.5%  | \$ 928,838                | 10.8%  | \$ 1,046,606              | 12.2%  | \$ 1,182,528              |
| Solana Beach Fire Protection District    | Jun-84                    | Jun-12                              | 28                  | 1,040                   | 8.8%  | \$ 854,414                | 10.1%  | \$ 983,174                | 11.6%  | \$ 1,131,782              |
| San Marcos Fire Protection District      | Jun-84                    | Jun-12                              | 28                  | 4,763                   | 14.0%   | \$ 1,358,711              | 14.5%  | \$ 1,412,990              | 15.2%  | \$ 1,475,635              |
| Encinitas Fire Department                | Jun-86                    | Jun-12                              | 26                  | 3,813                   | 12.1%   | \$ 1,179,050              | 12.8%  | \$ 1,241,653              | 13.5%  | \$ 1,313,905              |
| Vista Fire Department                    | Jun-86                    | Jun-12                              | 26                  | 7,192                   | 16.8%   | \$ 1,636,833              | 16.8%  | \$ 1,631,824              | 16.7%  | \$ 1,626,042              |
| Carlsbad Fire Department                 | Jul-03                    | Jun-12                              | 9                   | 6,999                   | 12.1%   | \$ 1,175,270              | 11.1%  | \$ 1,082,880              | 10.0%  | \$ 976,248                |
| North County Fire Protection District    | Jun-05                    | Jun-12                              | 7                   | 3,663                   | 6.9%  | \$ 674,620                | 6.6%   | \$ 638,721                | 6.1%   | \$ 597,288                |
| Oceanside Fire Department                | Jul-06                    | Jun-12                              | 6                   | 13,082                  | 19.8%   | \$ 1,922,785              | 17.4%  | \$ 1,692,676              | 14.7%  | \$ 1,427,094              |
| <b>TOTAL</b>                             |                           |                                     |                     | <b>42,141</b>           | <b>100.0%</b>   | <b>\$ 9,730,521</b>       | <b>100.0%</b>  | <b>\$ 9,730,521</b>       | <b>100.0%</b>  | <b>\$ 9,730,521</b>       |

**Assumptions :**

1. Amount of Calpers Hypothetical Termination Liability based on latest Actuarial Valuation as of end June 2012.
2. Plan liability on a termination basis is calculated differently compared to the plan's ongoing funding liability .
3. Calpers releases latest Actual Valuation Plan at the beginning of fall of each year and the report 2 fiscal years behind. FY 2013 Actuarial Valuation to be release Fall of 2014.

ATTACHMENT C

**JPA WITHDRAWAL LANGUAGE  
HYPOTHETICAL CALPERS TERMINATION LIABILITY**

As of end June 2015

| Member                                   | Date<br>Joined the<br>JPA | Hypothetical<br>Termination<br>Date | Years in<br>the JPA | Ave Call<br>Count/ Year | OPTION 1  |                           | OPTION 2   |                           | OPTION 3  |                           |
|--|---------------------------|-------------------------------------|---------------------|-------------------------|---|---------------------------|--|---------------------------|---|---------------------------|
|  |                           |                                     |                     |                         | Simple Average Membership<br>Years (41%) and Call Count (59%) |                           | Average of the Average<br>Membership Years (50%) and<br>Call Count (50%) |                           | Average of the Average Membership<br>Years (60%) and Call Count (40%) |                           |
|  |                           |                                     |                     |                         | Weighted<br>Average in %                                      | Weighted<br>Average in \$ | Weighted<br>Average in %   | Weighted<br>Average in \$ | Weighted<br>Average in %  | Weighted<br>Average in \$ |
| Rancho Santa Fe Fire Protection District | Jun-84                    | Jun-15                              | 31                  | 1,589                   | 9.4%  | \$ 1,119,099              | 10.4%  | \$ 1,240,914              | 11.7%   | \$ 1,399,179              |
| Solana Beach Fire Protectin District     | Jun-84                    | Jun-15                              | 31                  | 1,040                   | 8.6%  | \$ 1,029,431              | 9.8%   | \$ 1,163,207              | 11.2%   | \$ 1,337,014              |
| San Marcos Fire Protection District      | Jun-84                    | Jun-15                              | 31                  | 4,763                   | 13.7%   | \$ 1,637,027              | 14.2%  | \$ 1,689,750              | 14.8%   | \$ 1,758,248              |
| Encinitas Fire Department                | Jun-86                    | Jun-15                              | 29                  | 3,813                   | 12.0%   | \$ 1,426,507              | 12.5%  | \$ 1,489,822              | 13.2%   | \$ 1,572,084              |
| Vista Fire Department                    | Jun-86                    | Jun-15                              | 29                  | 7,192                   | 16.6%   | \$ 1,978,061              | 16.5%  | \$ 1,967,799              | 16.4%   | \$ 1,954,465              |
| Carlsbad Fire Department                 | Jul-03                    | Jun-15                              | 12                  | 6,999                   | 12.4%   | \$ 1,472,713              | 11.6%  | \$ 1,380,467              | 10.6%   | \$ 1,260,616              |
| North County Fire Protection District    | Jun-05                    | Jun-15                              | 10                  | 3,663                   | 7.3%  | \$ 875,206                | 7.1%   | \$ 845,905                | 6.8%  | \$ 807,836                |
| Oceanside Fire Department                | Jul-06                    | Jun-15                              | 9                   | 13,082                  | 20.0%   | \$ 2,382,261              | 18.0%  | \$ 2,142,445              | 15.4%   | \$ 1,830,865              |
| <b>TOTAL</b>                             |                           |                                     |                     | <b>42,141</b>           | <b>100.0%</b>   | <b>\$ 11,920,307</b>      | <b>100.0%</b>  | <b>\$ 11,920,307</b>      | <b>100.0%</b>   | <b>\$ 11,920,307</b>      |

**Assumptions :**

1. JPA Board of Directors votes to disband the JPA at the end of fiscal year June 30, 2015.
1. Amount of Calpers Hypothetical Termination Liability based on latest Actuarial Valuation of **\$9,730,521 as of end June 2012**.
2. Best guess estimate for June 2015 valuation only include **7% mortality load contingency** (compounded annually) in accordance with Calpers Board Policy
3. Other demographics **not included** in the 2015 estimate and will impact Calpers Termination Liability are age of employees, years in service, wages, investment rates and inflation assumptions.
4. Calpers releases latest Actual Valuation Plan at the beginning of fall of each year.



**Chairman**

Andrew Vanderlaan  
Public Member

November 25, 2014

**Vice Chairman**

Vacant

TO: Independent Special Districts of San Diego County

**Members**

Bill Horn  
County Board of  
Supervisors

FROM: Executive Officer  
Local Agency Formation Commission

Dianne Jacob  
County Board of  
Supervisors

SUBJECT: 2014 Special Districts Election

Bud Pocklington  
South Bay  
Irrigation District

Lori Zapf  
Councilmember  
City of San Diego

Jim Janney  
Mayor  
City of Imperial Beach

Sam Abed  
Mayor  
City of Escondido

**Alternate Members**

Greg Cox  
County Board of  
Supervisors

Sherr Lightner  
Councilmember  
City of San Diego

Jo MacKenzie  
Vista Irrigation District

Lorraine Wood  
Councilmember  
City of Carlsbad

Harry Mathis  
Public Member

**Executive Officer**

Michael D. Ott

**Special Counsel**

Michael G. Colantuono

By our letter of August 11, 2014, we solicited nominations for two Local Agency Formation Commission (LAFCO) positions: one LAFCO regular district member and one LAFCO alternate district member. By the deadline of October 3, 2014, two nominations for the regular member, and three nominations for the alternate member were received. After the nomination period, two candidates withdrew from the LAFCO election, because they were not reelected to their respective boards. Therefore, the attached ballots include one nomination for the regular member position and two nominations for the alternate position. As required by the Selection Committee Rules, all eligible nominations were forwarded to the Nominating Committee. The 2014 Nominating Committee was comprised of Judy Hanson (Leucadia Wastewater District), Augie Scalzitti (Padre Dam Municipal Water District), and Dennis Shepard (North County Cemetery District). After a Candidates Forum was held on November 20, 2014 in conjunction with the San Diego Chapter of the California Special District Association's Quarterly Dinner Meeting, LAFCO Consultant Harry Ehrlich and Michael Ott met with the Nominating Committee to discuss a recommended slate of nominees for the open positions. A copy of the Nominating Committee's Report and Recommendations is attached (**Attachment 1**). Regular and Alternate Special District Election Ballots and Vote Certification forms on which to record your votes are also attached (**Attachment 2**). A list of the eligible independent special districts is provided for your convenience in label format (**Attachment 3**). Please note that LAFCO staff has not included any of the candidates' promotional materials with the election materials. Lastly, attached are the Special District Summary of Nominations and copies of Nomination Forms (**Attachment 4**).

With respect to ballots, there is a separate ballot for each position: **yellow** for the LAFCO regular special district member, and **blue** for the

LAFCO alternate special district member. **Be sure each ballot is marked only for the number of positions to be voted for in that category. A ballot that is cast for more than the indicated number of positions will be disregarded.**

The ballots should be considered by your full district board. State Law and the Selection Committee Rules require a district's vote to be cast by its presiding officer, or an alternate member of the legislative body appointed by the other members. Therefore, the certification form has been incorporated with the ballot forms to be signed by the person who casts your district's votes. **A ballot received without a signed certification form will not be counted.**

All nominees are listed on the respective ballot. An asterisk indicates the nominating committee recommendations, and incumbents have been *italicized*. Write-in candidates are permitted, and spaces have been provided for that purpose.

The deadline for receipt of the ballots by LAFCO is **January 16, 2015**. The Selection Committee Rules require that marked ballots be returned **by certified mail, return receipt requested**. Facsimile (FAX) ballots and certification forms will be accepted, **if necessary to meet the ballot deadline**, but originals must be submitted as soon as possible thereafter.

The Selection Committee Rules stipulate that a majority of the districts shall constitute a quorum for the conduct of committee business. There are 61 independent special districts in the county; therefore, a minimum of **31** ballots must be received to certify that a legal election was conducted. A candidate for the LAFCO member position must receive at least a majority of the votes cast to be elected. The ballots will be kept on file in this office, and will be made available upon request.

Please call me or Tamaron Lockett if you have any questions.



MICHAEL D. OTT  
Executive Officer

MDO:trl

Attachments:

- (1) Nominating Committee Report and Recommendations
- (2) Special District Election Ballot and Vote Certification Forms:  
Regular Member-Yellow and Alternate Member-Blue
- (3) Independent Special District List
- (4) Independent Special District Summary of Nominations and Copies of Nomination Forms



**Chairman**

Andrew Vanderlaan  
Public Member

November 25, 2014

**Vice Chairman**

Vacant

**Members**

Bill Horn  
County Board of  
Supervisors

Dianne Jacob  
County Board of  
Supervisors

Bud Pocklington  
South Bay  
Irrigation District

Lori Zapf  
Councilmember  
City of San Diego

Jim Janney  
Mayor  
City of Imperial Beach

Sam Abed  
Mayor  
City of Escondido

**Alternate Members**

Greg Cox  
County Board of  
Supervisors

Sherri Lightner  
Councilmember  
City of San Diego

Jo MacKenzie  
Vista Irrigation District

Lorraine Wood  
Councilmember  
City of Carlsbad

Harry Mathis  
Public Member

**Executive Officer**

Michael D. Ott

**Special Counsel**

Michael G. Colantuono

TO: Independent Special Districts in San Diego County  
FROM: 2014 Special Districts Election Nominating Committee  
SUBJECT: Nominating Committee Report and Recommendations

In 2014, independent special district nominations were solicited for: one regular district member on the Local Agency Formation Commission (LAFCO) with a term expiring in 2016 and one alternate district member with a term expiring in 2019. By the deadline of October 3, 2014, our office received two nominations for the LAFCO regular member position, and three nominations for the LAFCO alternate position. After the nomination period, two candidates withdrew from the LAFCO election, because they were not reelected to their respective boards. Therefore, the attached ballots include one nomination for the regular member position and two nominations for the alternate position.

As required by the Selection Committee Rules, a nominating committee was appointed to review the nominations submitted, and to prepare a list of recommended candidates. According to the Selection Committee Rules, the nominating committee is appointed by the chairperson or vice chair of the Special Districts Advisory Committee. A Candidates Forum, conducted by LAFCO Consultant Harry Ehrlich and Executive Officer Michael Ott was scheduled on November 20<sup>th</sup> as part of the quarterly dinner meeting of the San Diego Chapter, California Special Districts Association. All candidates were invited to attend and present a brief statement of qualifications. In the interest of impartiality, the Nominating Committee decided to conclude its deliberations after the Candidates Forum. In evaluating the nominations, the committee considered special district experience, interest, and knowledge of LAFCO issues. For those nominees who are incumbents, the committee further considered attendance records and meeting participation. The committee also wanted to ensure representation from those types of districts that most often are involved in making recommendations to LAFCO. The nominating committee's recommendation for each category follows:

**Attachment 1**

2014 SPECIAL DISTRICTS ELECTION  
BALLOT and VOTE CERTIFICATION  
FOR REGULAR LAFCO SPECIAL DISTRICT MEMBER

VOTE FOR ONLY ONE

\* **Jo MacKenzie**

(Vista Irrigation District)

[ ]

Write-In

\_\_\_\_\_

(Print Name)

[ ]

I hereby certify that I cast the votes of the \_\_\_\_\_  
(Name of District)  
at the 2014 Special Districts Selection Committee Election as:

[ ] the presiding officer, or

[ ] the duly-appointed alternate board member.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\* = Nominating Committee's Recommendation

Return Ballot and Vote Certification Form to:  
San Diego LAFCO  
Tameron Luckett  
9335 Hazard Way, Suite 200  
San Diego, CA 92123  
(858) 614-7755 (office) · (858) 614-7766 (FAX)

Attachment 2

**2014 SPECIAL DISTRICTS ELECTION  
BALLOT and VOTE CERTIFICATION  
FOR ALTERNATE LAFCO SPECIAL DISTRICT MEMBER**

**VOTE FOR ONLY ONE**

\* **Edmund K. Sprague** [ ]  
(Olivenhain Municipal Water District)

**Alvin W. Gebhart** [ ]  
(Fallbrook Public Utility District)

**Write-In**

\_\_\_\_\_ [ ]  
(Print Name)

I hereby certify that I cast the votes of the \_\_\_\_\_  
(Name of District)  
at the 2014 Special Districts Selection Committee Election as:

[ ] the presiding officer, or

[ ] the duly-appointed alternate board member.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

*Please note: The order in which the candidates' names are listed was determined by random selection.*

\* = Nominating Committee's Recommendation

**Return Ballot and Vote Certification Form to:  
San Diego LAFCO  
Tameron Luckett  
9335 Hazard Way, Suite 200  
San Diego, CA 92123  
(858) 614-7755 (office) · (858) 614-7766 (FAX)**

**Attachment 2**

**2014 SPECIAL DISTRICTS ELECTION  
SUMMARY OF NOMINATIONS  
REGULAR LAFCO COMMISSIONER and  
ALTERNATE LAFCO COMMISSIONER POSITIONS**

**LAFCO Regular Member Candidate**

Jo Mackenzie \*  
(Vista Irrigation District)

**LAFCO Alternate Member Candidates**

Edmund K. Sprague\*  
(Olivenhain Municipal Water District)

Alvin W. Gebhart  
(Fallbrook Public Utility District)

\*= Incumbent

*Please note: The order in which the candidates' names are listed was determined by random selection.*

RECEIVED

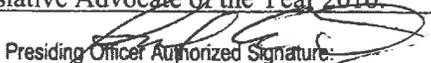
DATE RECEIVED  
BY LAFCO:

AUG 27 2014

2014 LOCAL AGENCY FORMATION COMMISSION  
INDEPENDENT SPECIAL DISTRICT MEMBER  
NOMINATION / RESUME

(Office Use)

SAN DIEGO LAFCO

|                             |  |
|-----------------------------|--|
| <b>NOMINATED BY:</b>        |  |
| District Name:              | Vista Irrigation District  |
| District Phone:             | 760-597-3128   |
| <b>NAME OF NOMINEE:</b>     |  |
| Name:                       | Jo MacKenzie   |
| Address:                    | 1578 Palomar Drive, San Marcos, CA 92069   |
| Phone:                      | 760-743-7969   |
| <b>NOMINATED FOR:</b>       |  |
| <i>Please check one box</i> | <input checked="" type="checkbox"/> Regular Special District Member<br><input type="checkbox"/> Alternate Special District Member  |
| DISTRICT EXPERIENCE:        | Elected to Board in 1992, served as President in 1993, 1994, 1999, 2004, 2008 and 2011. Currently serving as First Vice President, and Chair of the Warner Ranch Committee. Fiscal Policy Committee member 1996-2008, 2011, and 2014, Chair in 1996, 1997, 2003, 2004, 2007, 2008 and 2011. Other Committees served: Water Reuse (Chair), Water Rights, and Public Affairs.<br><br>Alternate LAFCO Member since 2009. LAFCO Special District                   |
| LAFCO EXPERIENCE:           | Advisory Committee 1994-2009, Chair 2005-09, Vice Chair 2001-04. Past member LAFCO Municipal Service Review Working Group. Land use planner (own firm since 1986) experienced in processing annexations, dissolutions, and reorganizations for water/sewer districts and cities of San Marcos, Escondido and Vista.<br><br>CSDA Board since 2003, President 2011, Legislative Committee Chair 2006-09. ACWA Local Government Committee Chair; Past City of San |
| ADDITIONAL INFORMATION:     | Marcos: Planning Commission, Affordable Housing, Budget Review. Special District Official of the Year 2011 (Public CEO.com); CSDA Legislative Advocate of the Year 2010.   |
| Print name: Paul E. Dorey   | Presiding Officer Authorized Signature:    |

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*This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2014Nomination.doc>*

ATTACHMENT 1

San Diego LAFCO

9335 Hazard Way, Suite 200

San Diego, CA 92123

DATE RECEIVED  
BY LAFCO:

RECEIVED

SEP 15 2014

2014 LOCAL AGENCY FORMATION COMMISSION  
INDEPENDENT SPECIAL DISTRICT MEMBER  
NOMINATION / RESUME

(Office Use)

SAN DIEGO LAFCO

|                                    |  |
|------------------------------------|--|
| <b>NOMINATED BY:</b>               |  |
| District Name:                     | Olivenhain Municipal Water District  |
| District Phone:                    | 760-753-6466   |
| <b>NAME OF NOMINEE:</b>            |  |
| Name:                              | Edmund K. Sprague  |
| Address:                           | 1966 Olivenhain Road   |
| Phone:                             | 760-753-6466   |
| <b>NOMINATED FOR:</b>              |  |
| <i>Please check <u>one</u> box</i> | <input type="checkbox"/> Regular Special District Member<br><input checked="" type="checkbox"/> Alternate Special District Member  |
| <b>DISTRICT EXPERIENCE:</b>        | Appointed to OMWD Board in 2008 to represent Division 5, providing him a great deal of experience managing water, wastewater, and parks and recreation services to over 80,000 customers.<br>Served as President of the Board from 2009 to 2012.<br>Currently serves as Treasurer of the OMWD Board of Directors.<br>Currently serves on OMWD's Ad Hoc Finance, Ad Hoc Outreach, and Ad Hoc Facilities Committees.<br>Currently serves on the California Special District Association's Education Committee.<br>Served on the Board of Directors of the Special District Risk Management Authority in 2011.<br>Eamed the Recognition in Special District Governance certification from the Special District Leadership Foundation in 2010.   |
| <b>LAFCO EXPERIENCE:</b>           | Extensive experience in the fields of water, wastewater, parks and recreation, and fire protection and prevention, enabling him to bring a uniquely broad perspective to LAFCO.  |
| <b>ADDITIONAL INFORMATION:</b>     | Currently holds the position of Deputy Fire Chief for the North County Fire Protection District (NCFPD). The NCFPD is a California Special District that covers approximately 100 square miles of unincorporated northern San Diego County and contains a population of approximately 50,000. The NCFPD facilities include five career and one volunteer fire station, a fleet maintenance facility, radio repeater sites, and an administrative office. Ed's current responsibilities include District Finance, Human Resources, Facilities, Fleet, and Information Technology functions for approximately 110 full, part time, and volunteer employees. Ed has been selected to become the District's Fire Marshal and will assume the responsibility of managing code enforcement, inspection, plan check, public education, and development-related services in October.<br><br>Nearly 30 years' experience in fire protection and prevention roles. Began his career in 1986 as a Cadet Firefighter with the City of Escondido Fire Department.<br><br>Worked with the City of Carlsbad as a Firefighter, Fire Engineer, Fire Captain, Battalion Chief – Training Officer, and Shift Battalion Chief. During this 26 year period, was a Public Education Officer, and was a Liaison Officer with North County Dispatch JPA.<br><br>Lifetime resident of northern San Diego County.<br><br>Holds bachelors and master's degrees in public administration from San Diego State University and an associate's degree in fire science from Palomar College. |
| Print name: Lawrence A. Watt       | Presiding Officer Authorized Signature:    |

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BY LAFCO:

SEP 26 2014

2014 LOCAL AGENCY FORMATION COMMISSION  
INDEPENDENT SPECIAL DISTRICT MEMBER  
NOMINATION / RESUME

(Office Use)

SAN DIEGO LAFCO

|                             |   |
|-----------------------------|---|
| <b>NOMINATED BY:</b>        |   |
| District Name:              | Faulbrook Public Utility District   |
| District Phone:             | 760-728-1125, ext. 1130   |
| <b>NAME OF NOMINEE:</b>     |   |
| Name:                       | ALVIN W. GERBHART   |
| Address:                    | 301 N. VINE ST FAULBROOK CA 92028   |
| Phone:                      | 760 731-9441  |
| <b>NOMINATED FOR:</b>       |   |
| Please check <u>one</u> box | <input type="checkbox"/> Regular Special District Member<br><input checked="" type="checkbox"/> Alternate Special District Member   |
| DISTRICT EXPERIENCE:        | DIRECTOR of SEAT 5, 2006-2010<br>SAT ON Finance Committee<br>Seating current Director   |
| LAFCO EXPERIENCE:           | NONE, OTHER THAN going through the process now with the possible merger of rainbow and faulbrook WATER DISTRICTS.<br>ALSO HAVE BEEN a PART of merger of FPUD WATER & Sewer Combination, to see it work first HAND |
| ADDITIONAL INFORMATION:     | PRIVATE business owner, Certified financial Planner<br>Have worked extensively with San Diego County government in the operation/development of <del>PRK</del> operations   |
| Print name: Al Gebhart      | Presiding Officer Authorized Signature: Al Gebhart  |

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