



## 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

June 24, 2015  
Special Meeting (*in lieu of regular meeting*)  
1:00 pm PT

*Director Hillgren will participate via teleconference*  
755 Golf Club Way, #A2, Sedona, AZ 86336

June 24, 2015  
1:00 pm AZ Time

### RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

Pledge of Allegiance

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

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

4. Consent Calendar
  - a. Board of Directors Minutes
    - i) Board of Directors minutes of May 13, 2015  
ACTION REQUESTED: **Approve**
  - b. Receive and File
    - i) Monthly/Quarterly Reports – ACTION REQUESTED: **Information**
      - List of Demands Check 26186 thru 26270 for the period May 1 – May 31, 2015 totaling:  
\$ 194,287.57
      - Payroll for the period May 1 – May 31, 2015  
\$ 472,323.36
      - TOTAL DISTRIBUTION  
\$ 666,610.93

*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 – May 2015
    - Operations
    - Training
    - Fire Prevention
  - ii) 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 and/or direction](#)
6. New Business
- a. Fixed Charge Special Assessment for Weed Abatement  
To discuss and/or approve a special assessment Parcel No. 269-201-01, and 265-220-06 for nonpayment of forced abatement fees. [Staff Report 15-11](#)  
ACTION REQUESTED: [Approve and deliver special assessment for nonpayment of fees to the County of San Diego](#)
  - b. Budget Authorization  
To discuss and/or approve the purchase of a replacement Type I Fire Apparatus. [Staff Report 15-12](#)  
ACTION REQUESTED: [Approve purchase of replace fire apparatus and authorize the Fire Chief to execute the contract](#)
  - c. Board Meeting Schedule  
To review, confirm, modify or cancel any of the following meeting dates for the regular Board of Directors meeting:
    1. July, 2015 – no meeting
    2. August 12, 2015
    3. September 9, 2015ACTION REQUESTED: [Reschedule, if necessary](#)
  - d. Preliminary Budget FY16  
To discuss and/or approve the preliminary budget for the next fiscal year, and schedule a public hearing for final adoption.  
ACTION REQUESTED: [Approve and set public hearing](#)
7. Ordinance/Resolution
- a. Ordinance No. 2015-01  
To introduce Ordinance No. 2015-01 *entitled* An Ordinance of the Rancho Santa Fe Fire Protection District for Vegetation Management and Declaring Certain Vegetation and Certain Waste Matter a Public Nuisance and Providing for the Removal Thereof - [Staff Report – 15-13](#)  
ACTION REQUESTED: [Schedule public hearing and final adoption](#)
  - b. Resolution No. 2015-07  
To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Signers on District Bank Accounts  
ACTION REQUESTED: [Adopt](#)

8. Oral Report

- a. Fire Chief – Michel
  - i) Strategic Plan
  - ii) District Activities
    - Town Hall Meetings – Drought/Water Reduction Mandate
- b. Operations – Deputy Chief
- c. Training – Battalion Chief
- d. Fire Prevention – Fire Marshal
- e. Administrative Manager
- f. Board of Directors
  - i) North County Dispatch JPA – Update
  - ii) County Service Area – 17 – Update
  - iii) Comments

9. Closed Session (**Time Certain – 3:30 pm**)

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

10. Adjournment

The next regular Board of Directors meeting to be August 12, 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, June 24, 2015 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on June 18, 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 June 18, 2015

  
\_\_\_\_\_  
Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – May 13, 2015**

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

President Ashcraft called to order the regular meeting of the Rancho Santa Fe Fire Protection District Board of Directors at 1:03 pm.

*Pledge of Allegiance*

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

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner

Directors Absent: Stine

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

2. Public Comment

No one requested to speak to the Board of Directors

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT to waive reading in full of all resolutions/ordinances.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

i) Board of Directors minutes of April 8, 2015

b. Receive and File

i) Monthly/Quarterly Reports

1) List of Demands Check 26066 thru 26185 for the period April 1 – April 30, 2015 totaling:  
\$ 664,009.93

Payroll for the period April 1 – April 30, 2015  
\$ 560,452.02

TOTAL DISTRIBUTION  
\$1,224,461.95

2) Budget Review (*July 1, 2015 – March 31, 2015*)

3) Statement of Cash Assets (*March 31, 2015*)

4) Activity Reports – April 2015

- Operations
- Training
- Fire Prevention

- 5) Correspondence - letters/cards were received from the following members of the public
  - None

c. Contracts

- i) 2<sup>nd</sup> Lease Addendum – to ratify the lease addendum leasing antenna space at 16936 el Fuego, Rancho Santa Fe to Rancho Santa Fe Association @ \$175 per month, effective May 1, 2015

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and RATIFIED the 2<sup>nd</sup> lease addendum between Rancho Santa Fe Fire Protection District and Rancho Santa Fe Association on a roll call vote:

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

5. Demonstration

a. Hands Only CPR

EMS Coordinator Mary Murphy and Public Education Coordinator Julie Taber provided the Board an overview of the statistics and the success rate of the “Hands only CPR” training. They reviewed the upcoming events in their efforts to train as many individuals possible, and provided the board and staff a “hands on” demonstration on how to perform CPR.

6. Old Business

a. LAFCO Application – Update

Chief Michel gave the update, reporting that the District’s appointed ad hoc committee met with County Fire Authority to discuss a property tax exchange between the District and County. He believed that the proposal offered to the County by the District was favorable and the overall meeting was productive. A meeting is planned for May 14 between the County’s appointed negotiating representatives and the Deputy Chief Administrative Officer to seek approval of the tentative agreement attained for a property tax exchange. The ad hoc committee responded to questions from the board. At the conclusion of the discussion, Chief Michel requested that the Board of Directors support the direction of the negotiation team the property tax exchange to fund the reorganization with CSA-107. By unanimous consensus, the Board of Directors agreed to support the negotiated funding request for the property tax exchange required in the LAFCO process to reorganize with CSA-107.

Chief Michel also updated the board on the status of the LAFCO application for CSA-17. County EMS has not started the formal application process as they may seek the services of a consultant to help with the “terms and conditions” of the application.

7. New Business

a. Article XIII B California Constitution Appropriation Limit

Ms. Rannals summarized the staff report provided. She recommended that the Board of Directors select the following formula to calculate the District's new appropriation limit for the 2015/2016 fiscal year:

- Change in California per capital personal income (3.82%) for the Cost of Living Factor, and
- Change in population within the unincorporated area of San Diego County (1.45%).

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept staff's recommendation for calculation of the District's appropriations limit.

b. GASB 68 – Pension Unfunded Accrued Liability

Ms. Rannals summarized the staff report provided. She gave an overview on the district's financial obligation for both the safety and non-safety pension plans. She showed how accelerated payments would reduce the interest paid to CalPERS ultimately saving the District money in interest payments. She also reviewed a cash flow analysis that allows additional cash available to make the accelerated payments to CalPERS. Staff recommended prepaying over a three-year period only the Pre-2013 Pool UAL (approx. \$5,739,887) for both the Miscellaneous and Safety plans at this time. In addition, staff believes that within a three-year period the District will realize an estimated \$1.2 million in interest savings. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the following:

1. Before 6/15/2015 remit to CalPERS \$642,604 to reduce or eliminate the District's share of the Pre-2013 UAL for the 2.7% @ 55 Miscellaneous plan;
2. Before 6/15/2015 remit to CalPERS \$1,859,000 to reduce the District's share of the Pre-2013 UAL for the 3% @ 50 Safety plan;
3. Authorize the use of \$1,2 million in CalPERS reserve for such payments, in addition to other cash reserves; and
4. Authorize staff to remit the required employer contribution for the Safety and Non-safety plans for FY16 by paying the Annual Lump Sum Prepayment Option to gain additional interest savings.

*Ten-minute recess*

8. Ordinance/Resolution

a. Resolution No. 2015-04

Chief Michel informed the Board that this resolution required by the County of San Diego must be renewed annually. If adopted, the special tax will continue at \$10.00 per benefit unit for FY16.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2015-04 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing the Benefit Charges for fiscal year 2015/2016* on the following roll call vote:

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

b. Resolution No. 2015-05

Ms. Rannals informed the Board that this resolution required by the State of California reflects the Board's action of selecting the formula to calculate the District's appropriations limit.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2015-05 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2015/2016 Appropriations of Tax Proceeds* on the following roll call vote:

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

c. Resolution No. 2015-06

Chief Michel summarized the staff report provided. He informed the Board that this new resolution required by State of California Office of Emergency Services, is necessary for the District to seek full cost recovery from the time of dispatch until return to station by any of the first responders. Staff responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2015-06 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Overtime and Portal-to-Portal Pay for Employees* on the following roll call vote:

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

9. Oral Report

a. Fire Chief – Michel

- i) Strategic Plan: Jim Boylan, Consultant, JB Pathfinders distributed the results of the internal stakeholder's survey. He summarized the purpose of the questions and the likely meaning of the results. He noted that while there is work to do, approximately 2/3 of the workforce is "engaged" or "highly engaged," which is positive. He also distributed summary notes to the board members from the Board/Management retreat held April 30. He responded to questions from the board.
- ii) District Activities:
  - Disaster Drill May 20, 2015 – the District will participate in a Countywide drill by activating the Department Operations Center (DOC) for training purposes.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

May 13, 2015

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- Chief Michel attended the Santa Fe Irrigation District (SFID) special meeting held May 7. SFID customers are required to reduce water usage by 36%. He is concerned about the mandatory reduction of water used for landscape irrigation, and how the reduction may affect the District's requirements for defensible space.
- b. Operations – Deputy Chief  
Chief Cox summarized the previous month activity. He reported that he did not have a report this month for fuel moisture. The boundary drop for San Diego City BC started May 1. He also reported on the significant activity:
  1. Vehicle Fire – Via De Santa Fe
- c. Training – Battalion Chief  
Chief McQuead summarized the training activity for April. It included:
  1. Active shooter class
  2. County wildland drill
  3. RT130 Class
  4. Fire School Jun 1 – 5, 2015 at Camp Pendleton – cancelled
  5. Captain's exam – all five candidates passed the exam
  6. Conditional offers of employment have been extended to individuals for two firefighter/paramedic positions
- d. Fire Prevention – Fire Marshal  
Fire Marshal Hill summarized the activity for the previous month that included 46,000 square feet of new construction. In addition, she reported that weed abatement inspections will start in May that will also include "notice of violations." District personnel also participated in: 1) Science Discovery at RSF School, and HOA meetings.
- e. Administrative Manager
  - i) She reported on the Employee Recognition Dinner held for May 9, 2015 at the home of Art & Catherine Nicholas. A letter of appreciation will be sent to the hosts
  - ii) Reminder, next meeting is June 24, 2015
- f. Board of Directors
  - i) North County Dispatch JPA – Update: Ashcraft – no report, the next meeting is May 28, 2015.
  - ii) County Service Area – 17 – Update: Hillgren – Chief Michel reported that Don Heiser was the newly elected member to the Advisory Board. John Tanner is no longer the "At Large" representative.
  - iii) Comments
    - None

10. Closed Session

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one potential (1) case*  
Pursuant to section 54956.9, the board met in closed session from 2:30 – 2:53 pm to discuss the following:
  - a. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) case*  
*All board and staff members listed attended the closed session. Legal counsel for the district, Stephen J. Fitch, participated via conference call.*

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

11. Adjournment

Meeting adjourned at 4:57 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President

26186	\$183.00	A to Z Plumbing Inc	Building RSF1
26187	\$354.00	Accme Janitorial Service Inc	Building ADMIN
26188	\$943.47	AT&T Calnet 2	Telephone RSF2/3/ADMIN
26189	\$11,681.25	Boylan, James O.	Consulting Services
26190	\$465.96	CDW Government Inc.	Computer Equipment/Parts
26191	\$50.61	Complete Office of California Inc	Office Supplies
26192	\$2,455.00	County of SD/RCS	CAP Code Paging Service-Monthly Service & 800 MHz Network Admin Fees
26193	\$720.20	Daniels Tire Service Inc	Scheduled - ID 0181
26194	\$750.00	Danner, Chris	Miscellaneous Reimbursable
26195	\$289.00	Engineered Mechanical Services Inc	Building ADMIN
26196	\$1,895.00	Fire Smart Promotions	Public Education Material
26197	\$260.00	Fritchle, Nathan	Education/Training Reimbursement
26198	\$523.88	Geiger	Public Education Material
26199	\$203.84	Golden Telecom Inc	Building RSF2
26200	\$14,196.60	Hyperikon Inc.	Building RSF2/4 Upgrades - Lighting
26201	\$2,720.00	Kronos - Telestaff	Suppression - Local Conf/Seminars
26202	\$234.00	Learnsoft Consulting Inc.	Admin - Local Conf/Seminars
26204	\$2,355.04	Olivenhain Municipal Water District	Water RSF1/2/3
26205	\$700.00	Santa Fe Irrigation District	NCDJPA Rebill
26206	\$6,000.00	Scott Davis Consulting	Programming - Computer & Software FP/PR
26207	\$195.00	Skyriders Window Cleaning Inc	Building ADMIN
26208	\$4,751.72	SoCo Group Inc	Gasoline & Diesel Fuel
26209	\$61.00	Terminix International	Building RSF2
26210	\$1,492.00	ThyssenKrupp Elevator Inc	Elevator Service
26211	\$385.00	Time Warner Cable	Cable Service - Admin
26212	\$12.30	U P S	Shipping Service
26213	\$7,143.78	U S Bank Corporate Payment System	Cal-Card./IMPAC program
26214	\$813.13	Uniforms Plus	Uniform - Safety Personnel
26215	\$851.55	United States Latex Prod. Inc	CSA-17 Contract
26216	\$176.00	Vortex Industries, Inc.	Building RSF2
26217	\$1,440.05	Waste Management Inc	Trash RSF1/2/3/4, RSF Assn - Patrol & NCDJPA Rebill
26218	\$267.26	Willis, Erwin L.	Computer Equipment/Parts Reimbursement
26219	\$5,500.00	WinTech Computer Services	Consulting Services

# Rancho Santa Fe Fire Protection District

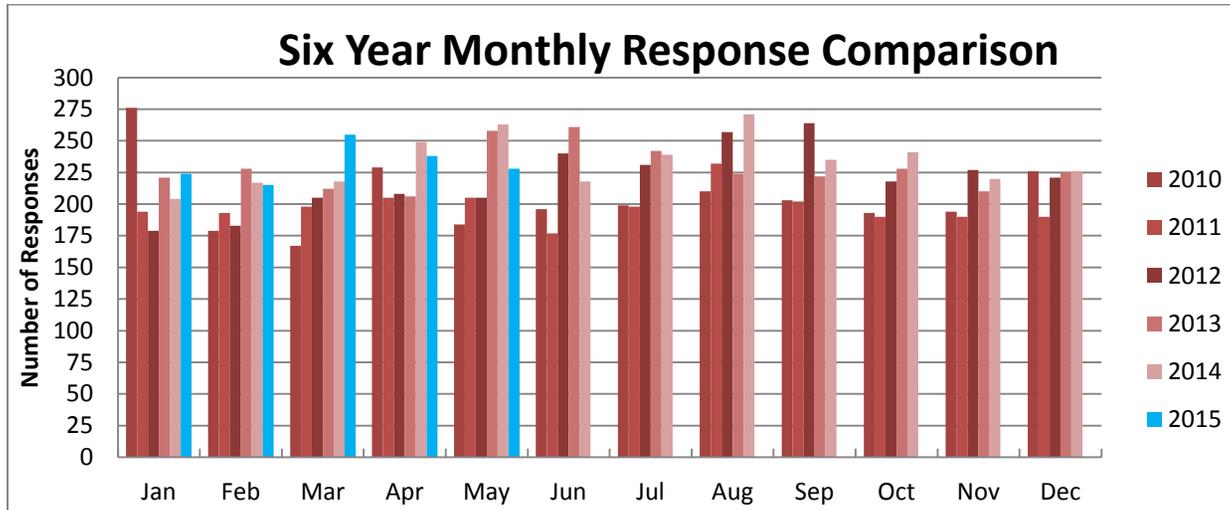
# List of Demands ~May 2015

26220	\$640.11	AT&T Calnet 2	Telephone RSF1/2/3/4/ADMIN & NCDJPA Rebill
26221	\$2,762.08	CDCE Incorporated	MDC Equipment /Parts
26222	\$139.93	Complete Office of California Inc	Office Supplies
26223	\$266.66	CoreLogic Information Solutions Inc	Computer - License/Software
26224	\$1,089.00	Engineered Mechanical Services Inc	Building RSF1
26225	\$660.69	Fitch Law Firm Inc	Legal Services
26226	\$544.92	Home Depot, Inc	Station Maintenance - RSF-1/2/3/4 & Station Replacement Items - ADMIN
26227	\$5,631.61	MES California	Safety Equipment & Fire Hose, Nozzles & Supply
26228	\$6,879.67	North County EVS Inc	Repair - ID 0261/ID 0561/ ID 9611 & Scheduled - ID 9611/ID 1411
26229	\$106.50	Olson's Hand Car Wash Inc	Car Wash
26230	\$225.00	Pun Group	Admin - Local Conf/Seminars
26231	\$86.40	Roadone	Towing
26232	\$1,759.82	San Diego Gas & Electric	Elec/Gas/Propane RSF3
26233	\$198.72	San Dieguito Trophy Inc	Awards/Proclamations
26234	\$42.15	Savmart Pharmaceutical Service	CSA-17 Contract
26235	\$210.90	SoCo Group Inc	Gasoline & Diesel Fuel
26236	\$96.00	State of CA Dept of Justice	Background Investigation
26237	\$319.53	TelePacific Communications	Telephone ADMIN
26238	\$83.59	Time Warner Cable	Cable Service - Admin
26239	\$1,110.76	Transamerican Mailing & Fulfillment Inc	Outside Printing & Binding
26240	\$12.30	U P S	Shipping Service
26241	\$86.78	Uniform Specialists Inc	Uniform - Prevention
26242	\$3.00	VFIS	Books - Training
26243	\$113.00	A to Z Plumbing Inc	Building RSF3
26244	\$20.00	AAA Live Scan	Background Investigation
26245	\$292.00	Cnty of San Diego DEH	Permits - County/City
26246	\$1,755.26	Entenmann-Rovin Co Inc.	Uniform - Safety Personnel
26247	\$328.00	Golden Telecom Inc	Telephone Repair
26248	\$583.16	Lincoln National Life Ins Co	Disability/Life Insurance
26249	\$820.71	North County EVS Inc	Repair - ID 0262
26250	\$7,209.73	San Diego Gas & Electric	Elec/Gas/Propane RSF1/2/4/ADMIN
26251	\$2,849.88	SoCo Group Inc	Gasoline & Diesel Fuel
26252	\$40.00	State Fire Training	Certification

# Rancho Santa Fe Fire Protection District

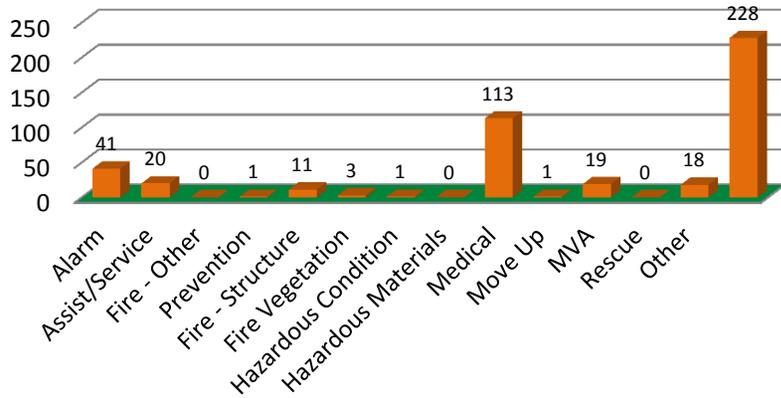
# List of Demands ~May 2015

26253	\$139.50	Turnout Maintenance Company LLC	Safety Clothing (Protective)
26254	\$12.30	U P S	Shipping Service
26255	\$196.58	Waste Management Inc	Trash RSF2
26256	\$172.00	A to Z Plumbing Inc	Building RSF4
26257	\$976.08	Aair Purification Systems	Building RSF2 & Apparatus Parts & Supplies
26258	\$169.83	AT&T	Telephone RSF1/2/3
26260	\$368.67	Complete Office of California Inc	Office Supplies
26261	\$63.99	Cox Communications	Telephone RSF3
26262	\$249.94	Fire ETC Inc	Safety Clothing (Protective)
26263	\$3,495.26	Guardian Life Insurance Co	Medical Insurance
26264	\$47,254.48	Health Net	Medical Insurance
26265	\$9,229.83	Johnson Equipment Co	2015 Ford Expedition XL 2601
26266	\$20,514.45	Kaiser Permanente	Medical Insurance
26267	\$70.00	RSF Mail Delivery Solutions, Inc.	Mail Delivery Service
26268	\$12.30	U P S	Shipping Service
26269	\$158.72	Uniforms Plus	Uniform - Safety Personnel & Uniform - Prevention
26270	\$212.05	United Imaging	Office Supplies
EFT135	\$557.20	Rannals, Karlena	Admin - Meal/Lodging/Travel Reimbursement
EFT136	\$372.70	Slattery, Brian Y	Education/Training Reimbursement & Suppression - Meal/Lodging/Travel Expense Reimbursement
EFT137	\$133.95	Rannals, Karlena	Awards/Proclamations Reimbursement
EFT138	\$217.00	Ender, Cory M.	CSA-17 Contract Reimbursement
EFT139	\$200.00	RSFPFA	RSF Prof FF Assoc - Training Room Rent
Various	\$2,473.24	Medical Reimbursements	Various
<b>Subtotal</b>	<b>\$194,287.57</b>		
15-May-15	208,154.14	Payroll	RSFFPD
31-May-15	264,169.22	Payroll	RSFFPD
<b>Subtotal</b>	<b>\$472,323.36</b>		
<b>Grand Total</b>	<b>\$666,610.93</b>		

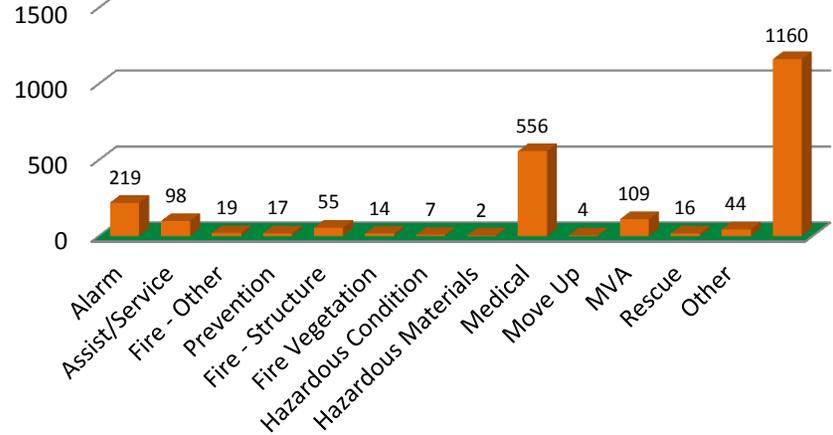


<b>Responses</b>	224	215	255	238	228								1,160
<b>YTD</b>	224	439	694	932	1160								1%
<b>2014</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD Responses</b>
<b>Responses</b>	204	217	218	249	263	218	239	271	235	241	220	226	2,801
<b>YTD</b>	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%
<b>2013</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD Responses</b>
<b>Responses</b>	221	228	212	206	258	261	242	224	222	228	210	225	2,737
<b>YTD</b>	221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	4%
<b>2012</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD Responses</b>
<b>Responses</b>	179	183	205	208	205	240	231	257	264	218	227	221	2,638
<b>YTD</b>	179	362	567	775	980	1,220	1,451	1,708	1,972	2,190	2,417	2,638	11.12%
<b>2011</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD Responses</b>
<b>Responses</b>	194	193	198	205	205	177	198	232	202	190	190	190	2,374
<b>YTD</b>	194	387	585	790	995	1,172	1,370	1,602	1,804	1,994	2,184	2,374	-3%
<b>2010</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD Responses</b>
<b>Responses</b>	276	179	167	229	184	196	199	210	203	193	194	226	2,456
<b>YTD</b>	276	455	622	851	1,035	1,231	1,430	1,640	1,843	2,036	2,230	2,456	4.7%

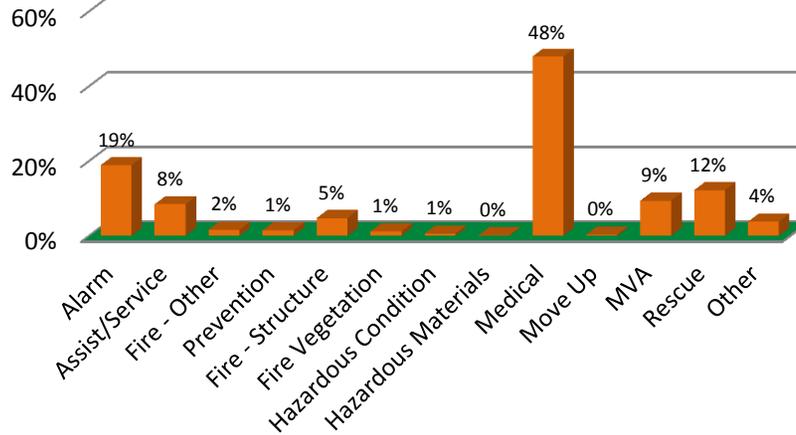
Call Volume By Incident Type May 2015



Call Volume By Incident Type YTD 2015



Call Volume By Incident Type As A Percent YTD 2015



*Fuel Moisture Readings Not Available This Month  
Equipment is in for Calibration*

**Significant Incidents/Overhead Assignments**

DATE	Incident/ Location	TYPE	UNIT/PERSON	MISC
<i>No Significant Events to Report this Month</i>				

# May 2015

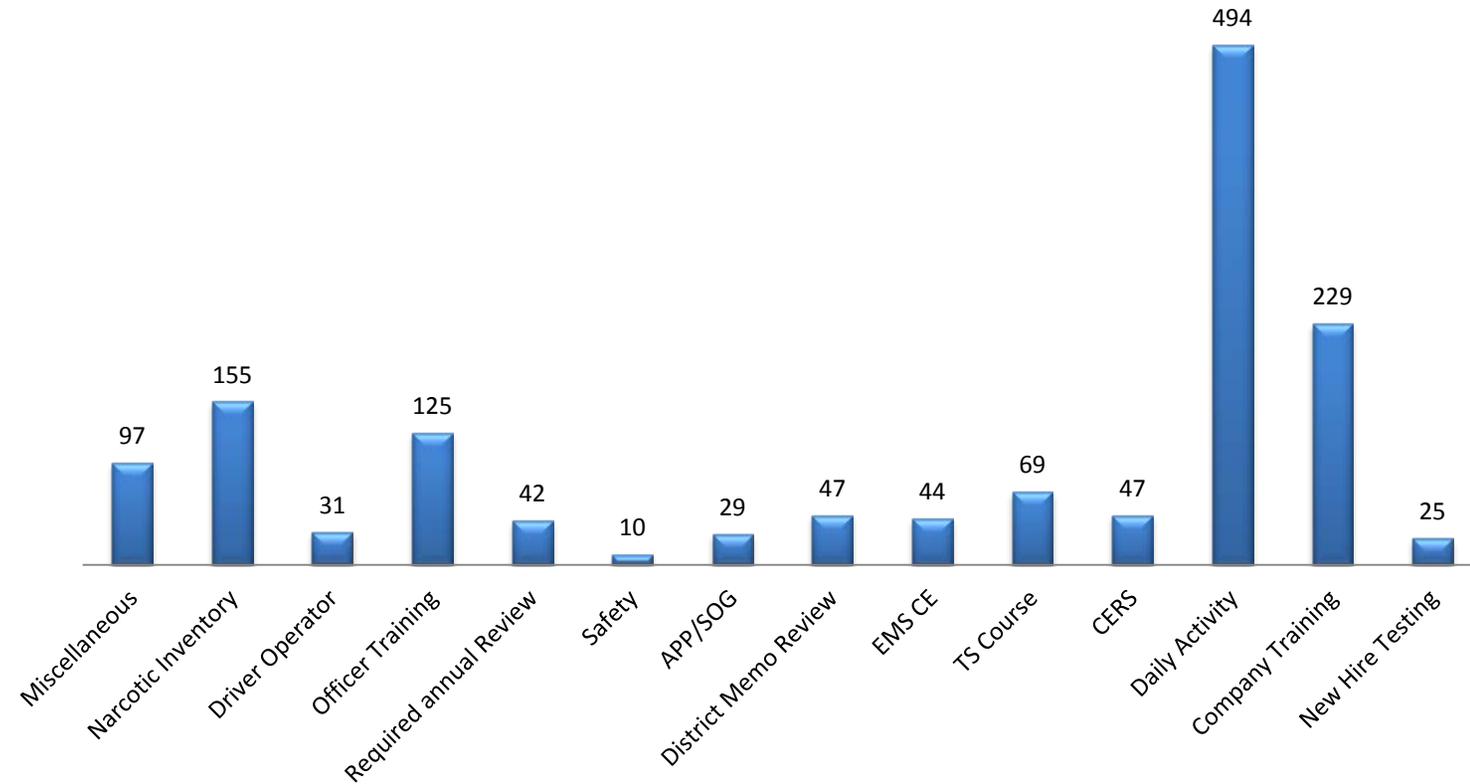
May 2015							June 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>Apr 26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>May 1</b>	<b>2</b>
4/26 - 5/1						A Shift 9:00am 12:00pm Captain's Departmen 9:00am 12:00pm Strike 3:30pm 4:30pm 2612 S	B Shift
5/3 - 8	<b>3</b> A Shift 10:00am 11:00am Station Tour - 2612 (Station 2) - Julie E. Taber	<b>4</b> B Shift 9:00am 10:30am EMS Meeting (RSF-1) - A 12:30pm 5:00pm Wellness Physicals -	<b>5</b> C Shift 9:00am 12:00pm EMS: Drowning/Bee Sting 1:30pm 4:30pm EMS: D 4:30pm 5:30pm Statio	<b>6</b> B Shift 11:00am 12:00pm Hands-only CPR (Vil 12:30pm 5:00pm Wellness Physicals -	<b>7</b> C Shift 12:30pm 5:00pm Wellness Physicals - Activity Calendar	<b>8</b> B Shift 10:00am 11:00am 2612 - Station Tour (Station 2) - Julie E. Taber	<b>9</b> C Shift 10:00am 2:00pm 2015 WeatherFest and All 5:30pm 8:00pm Employee Recogniti
5/10 - 15	<b>10</b> A Shift	<b>11</b> 8:00am 11:00am MDC (retrofitted) Installati 9:00am 12:00pm Active Shooter CBD (CBD) 10:00am 11:00am E261	<b>12</b> 9:00am 12:00pm Active Shooter CBD (CBD)	<b>13</b> 9:00am 12:00pm Active Shooter CBD (CBD) 1:00pm 4:30pm EFF BR2861 APT (RSF Pump Pit) - Louis Ma	<b>14</b> 9:00am 12:00pm EMS: Drowning/Bee Stings/ Marine Anim 1:30pm 4:30pm EMS: Drowning/Bee Sting	<b>15</b> 9:00am 12:00pm EMS: Drowning/Bee Sting 1:30pm 4:30pm EMS: Drowning/Bee Sting 5:00pm New Hire Appl	<b>16</b> A Shift 12:15pm 1:15pm Birthday Party - 2612 (17043 Ralphs Ranch Road) - Julie
5/17 - 22	<b>17</b> B Shift 1:00pm 6:00pm Birthday Party (RSF-2 Training Room) - Julie E. Tab	<b>18</b> C Shift	<b>19</b> 8:00am 8:30am B Shift	<b>20</b> 8:30am 11:00am County Disaster Drill (Admin & RSF 4) 11:30am 2:00pm Taco Cart - RSF 1	<b>21</b> 8:00am 5:00pm New Hire Testing (Trainin 10:00am 11:30am Engine Company In 6:00pm 7:30pm Law En	<b>22</b> C Shift 8:00am 5:00pm New Hire Testing (RSF-2 T 12:30pm 1:30pm 2611 Station Tour/First Ai	<b>23</b> A Shift
5/24 - 29	<b>24</b> C Shift	<b>25</b> A Shift	<b>26</b> B Shift 8:30am 12:00pm Philips Monitor Programing 8:30am 11:00am Shift Briefing - Strategic P	<b>27</b> A Shift 8:30am 11:00am Shift Briefing "A" Shift - Strategic Plan (RSF-4 Training Room) - Kar	<b>28</b> B Shift 8:00am 5:00pm New Hire Captain's Intervi 12:30pm 5:00pm Welln 1:00pm 4:30pm PFD T1	<b>29</b> C Shift 8:30am 11:00am Shift Briefing "C" Shift - Strategic Plan (RSF-4 Training Room) - Kar	<b>30</b> B Shift 11:00am 12:00pm Station Tour - 2612 (Station 2) - Julie E. Taber
5/31 - 6/5	<b>31</b> C Shift	<b>Jun 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

# Training Division

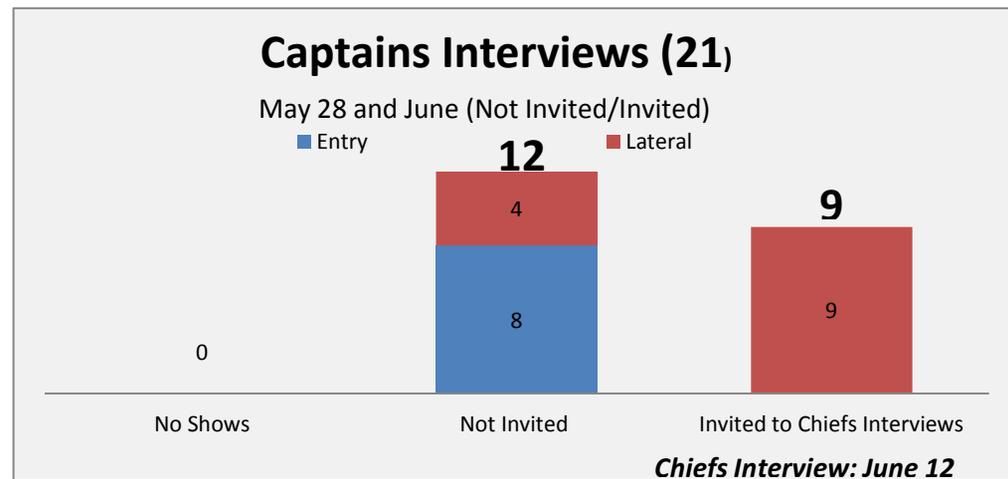
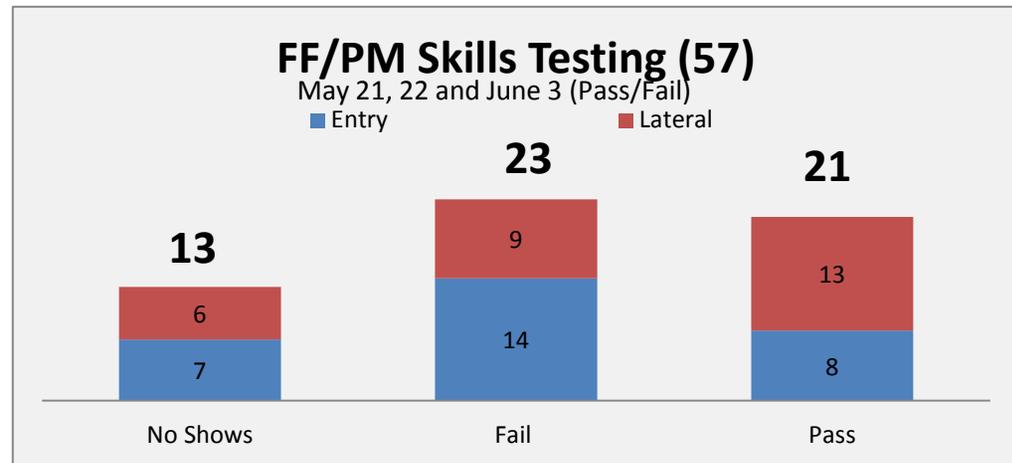
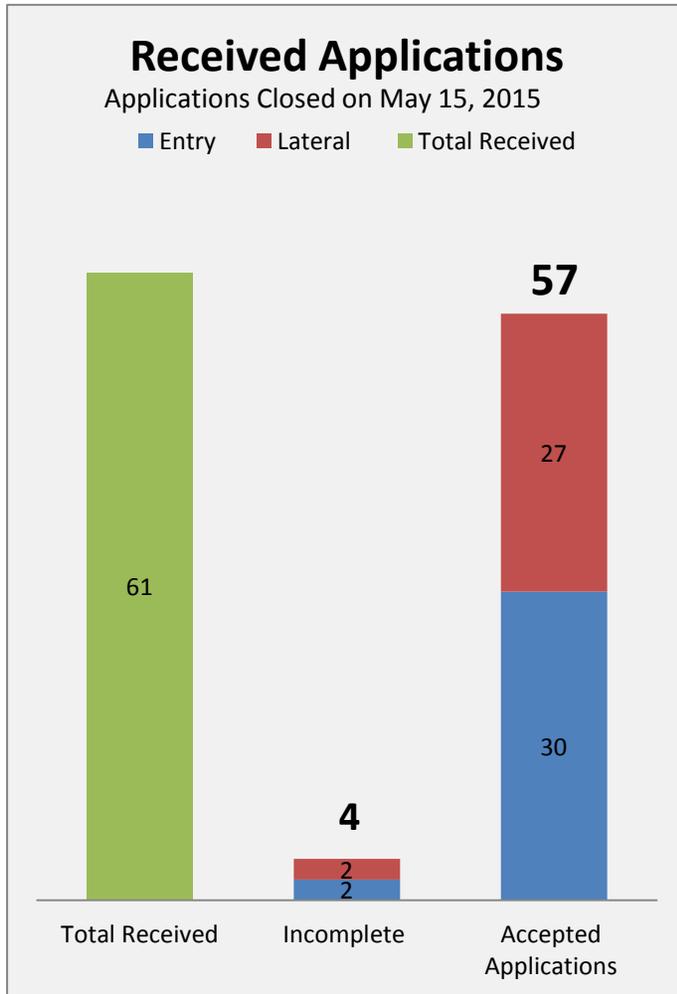
## May 2015

1444 Total Hours



# New Hire Testing

## Two Vacancy



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

**PLAN REVIEW**

<b>RESIDENTIAL PLAN REVIEWS</b>		<b>Number of Structures</b>	<b>Sq Footage</b>
Fire Marshal		5	21,297
Fire Inspector		3	2,943
Fire Inspector/Forester		0	0
<b>TOTAL</b>		<b>8</b>	<b>24,240</b>
<b>RESIDENTIAL ADDITIONS</b>		<b>Original Sq Footage</b>	<b>Added Sq Footage</b>
Fire Marshal		6,142	1,644
Fire Inspector		3,150	785
Fire Inspector/Forester		0	0
<b>TOTAL</b>		<b>9,292</b>	<b>2,429</b>
<b>COMMERCIAL PLAN REVIEWS</b>		<b>Number of Structures</b>	<b>Sq Footage</b>
Fire Marshal		1	24,932
Fire Inspector		0	0
Fire Inspector/Forester		0	0
<b>TOTAL</b>		<b>1</b>	<b>24,932</b>
<b>TOTAL NEW CONSTRUCTION</b>			<b>Sq Footage</b>
<b>Based on permitted Sq footage</b>		<b>Total Added</b>	<b>51,601</b>
<b>FIRE SPRINKLER REVIEWS</b>		<b>Commercial</b>	<b>Residential</b>
Fire Marshal		0	0
Fire Inspector		2	2
Fire Inspector/Forester		0	0
<b>TOTAL</b>		<b>2</b>	<b>2</b>
<b>TENANT IMPROVEMENTS</b>		<b>Number of Structures</b>	<b>Sq Footage</b>
Fire Marshal		0	0
Fire Inspector		0	0
Fire Inspector/Forester		3	0
<b>TOTAL</b>		<b>3</b>	<b>0</b>
<b>LANDSCAPE REVIEWS</b>		<b>Number of Reviews</b>	<b>Staff Hours</b>
Fire Marshal		0	0.00
Fire Inspector		0	0.00
Fire Inspector/Forester		34	14.25
<b>TOTAL</b>		<b>34</b>	<b>14.25</b>

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

**SERVICES PROVIDED- FIRE PREVENTION**

<b>DPLU -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>
<b>INSPECTION SERVICES- All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	15	15.00
Finals (Structures)	13	13.00
Landscape	8	4.00
Reinspections	0	0.00
Tents/Canopy	3	1.50
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	1	0.50
Code Enforcement	2	1.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
<b>TOTAL</b>	<b>42</b>	<b>35.00</b>
<b>HAZARD INSPECTIONS - All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Weed Abatement Inspection	134	4.00
Weed Abatement Reinspection	40	3.00
1st Notice	46	7.00
2nd Notice	9	1.50
Final Notice	2	0.50
Forced Abatement	0	0.00
Postings	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	3	3.00
WUI	0	0.00
<b>TOTAL</b>	<b>234</b>	<b>19.00</b>
<b>GRADING -All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Plan Review	3	2.00
<b>TOTAL</b>	<b>3</b>	<b>2.00</b>

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

**ADMINISTRATIVE SERVICES- FIRE PREVENTION**

<b>SPECIAL ACTIVITIES/EDUCATION-All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	5	16.00
Conferences	0	0.00
Meetings	31	45.25
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
<b>TOTAL</b>	<b>36</b>	<b>61.25</b>

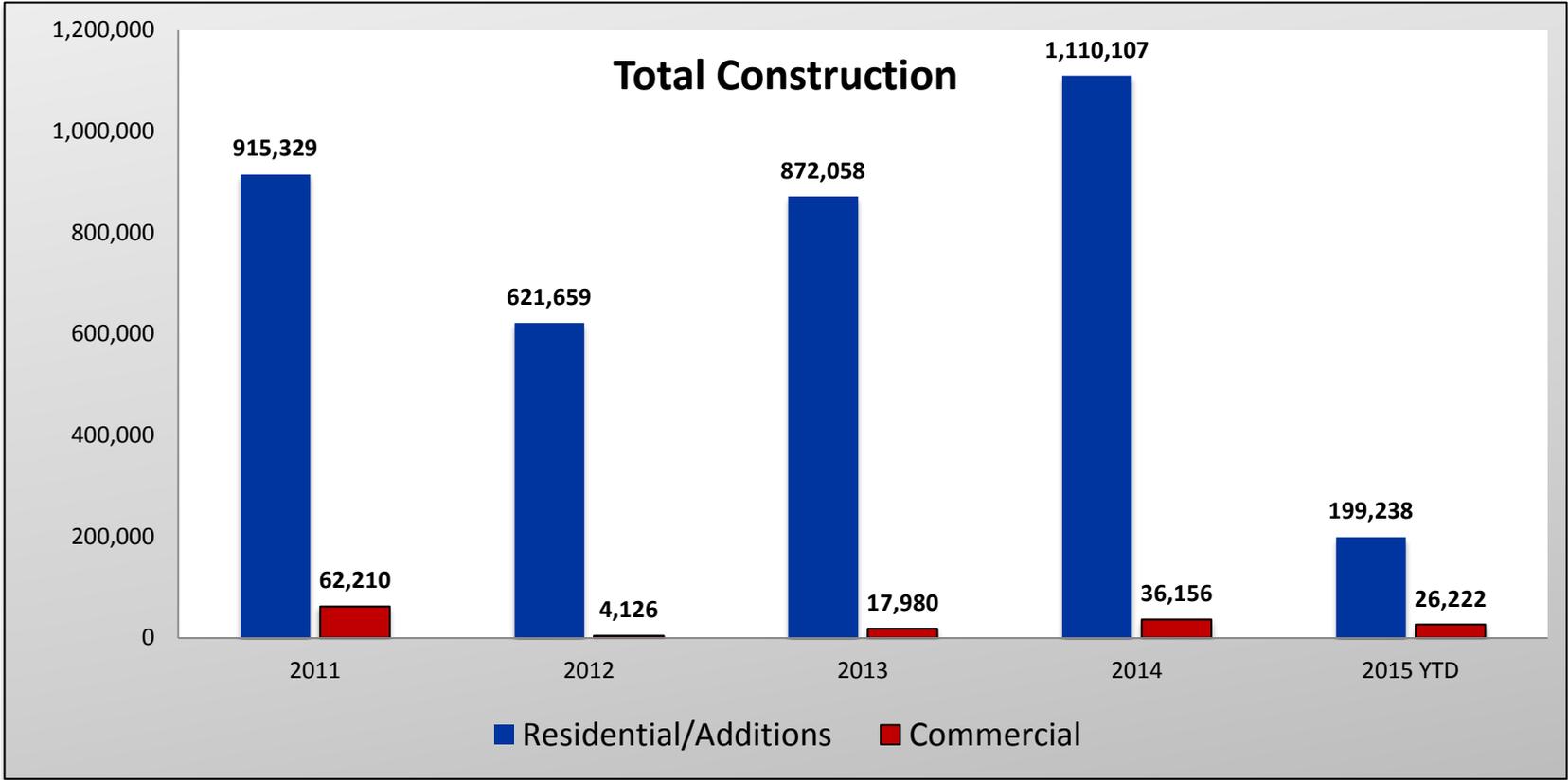
  

<b>FIRE PREVENTION -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Incoming Phone Calls	230	57.50
Correspondence	136	34.00
Consultations	66	66.00
Plan Review	63	63.00
Scanning	23	5.75
General Office	80	80.00
<b>TOTAL</b>	<b>598</b>	<b>306.25</b>

**ADMINISTRATIVE SERVICES- OFFICE SUPPORT**

<b>OFFICE COORDINATOR-PREVENTION</b>	<b>Number</b>	<b>Staff Hours</b>
Phone Calls (All Administrative Staff) Internal & External	606	30.30
Correspondence	194	48.50
Walk in/Counter (All Administrative Staff)	216	18.00
Knox Application Request	2	0.50
UPS Outgoing Shipments	1	0.08
Plan Accepted/Routed	63	15.75
Special Projects	1	1.00
Scanning Documents/Electronic Files	54	13.50
Meetings: Admin/Prevention/Admin Shift	3	1.50
Post Office Runs	4	2.00
Deposit runs and preparations	15	7.50
<b>TOTAL</b>	<b>1,159</b>	<b>138.63</b>

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

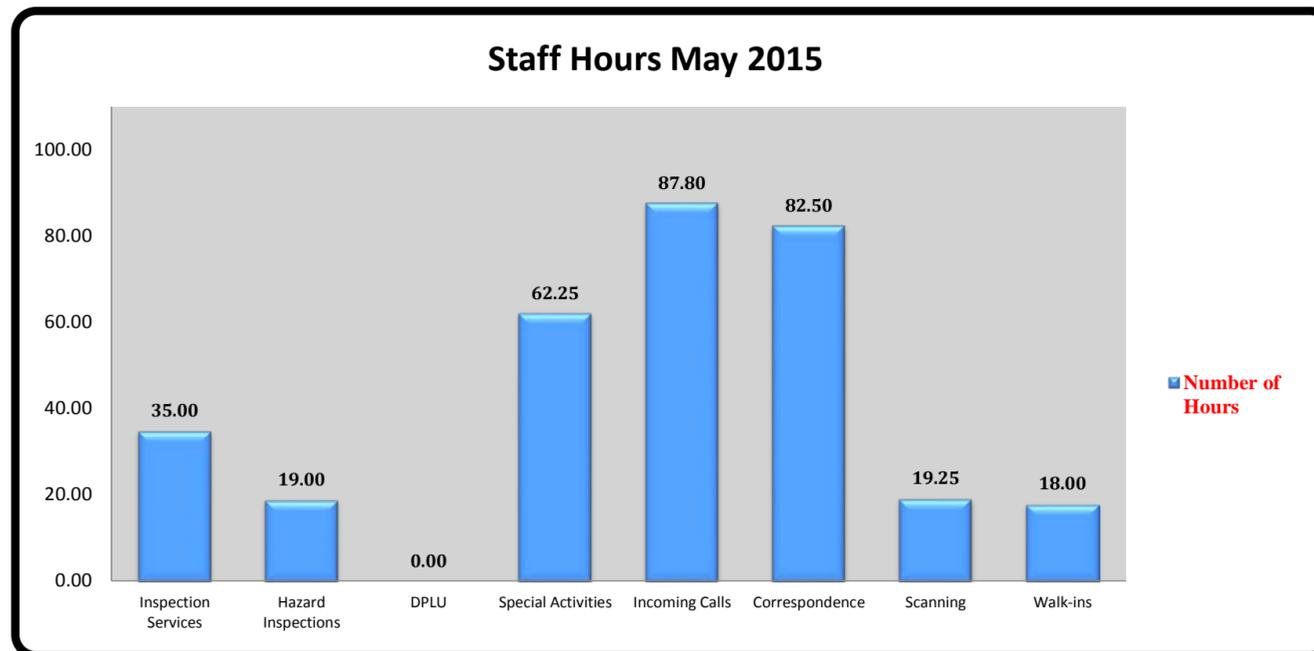
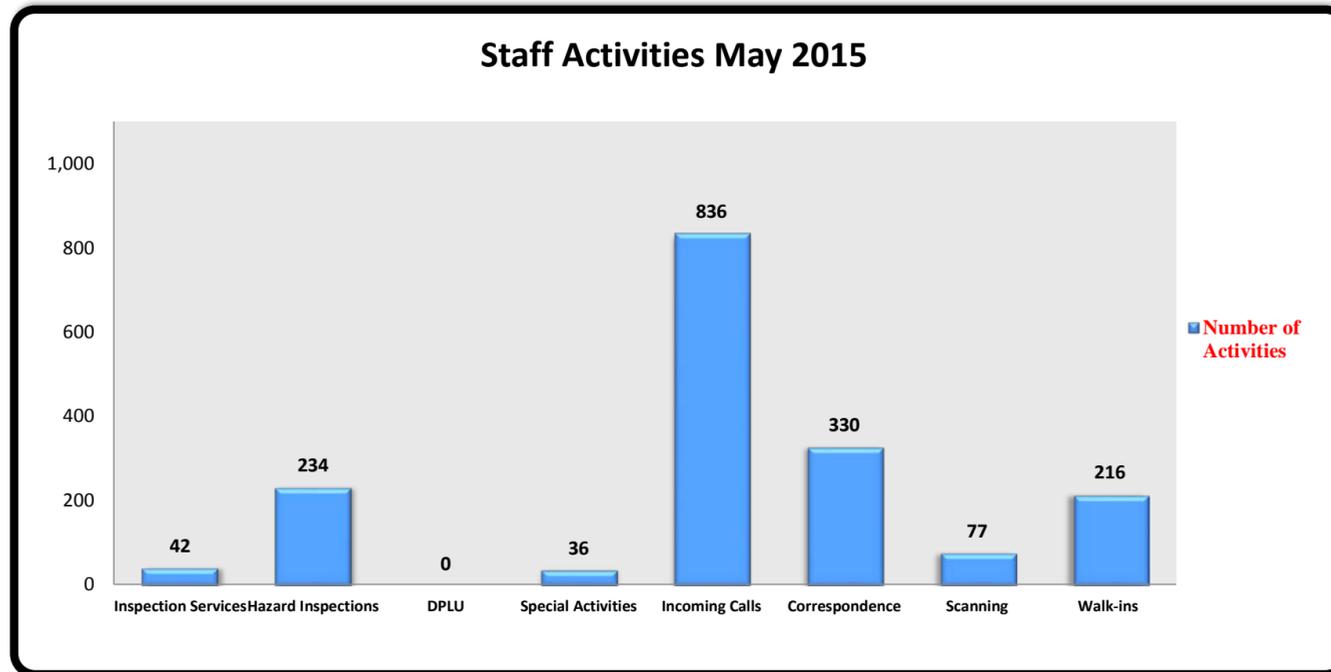


Year	Res/Add	Comm	Total
2011	915,329	62,210	977,539
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2014 YTD	337,213	29,059	366,272
2015 YTD	199,238	26,222	225,460

Comparison 2014/2015 Total Square Footage

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

**Fire Prevention Monthly Staff Report  
May 2015**



**Comparison 2014/2015 Total Monthly Hours/Activities**

<b>2014</b>	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	1261
<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	99.50

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

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

Rancho Santa Fe Fire-Month End  
Public Education Coordinator  
May 2015

<b>WEBSITE/INTERNET</b>		Staff Hours
<b>Update existing info &amp; documents:</b> <i>Updated home page, news, etc</i>	<b>4.0</b>	
	4.0	
<b>Compile &amp; write new information:</b> <i>Research potential design options</i>	<b>2.0</b>	
	2.0	
<b>Social Media</b>	<b>3.0</b>	
<i>Facebook "Fans" - 603</i>	2.0	
<i>Twitter "Followers" - 1804</i>	1.0	
<b>TOTAL</b>		<b>9.0</b>
<b>PUBLICATIONS</b>		Staff Hours
<b>Design/write brochures, flyers, etc:</b>	<b>4.0</b>	
<i>CPR Day Flyer</i>	2.0	
<i>Water Safety Flyer</i>	2.0	
<b>TOTAL</b>		<b>4.0</b>
<b>MEDIA RELATIONS</b>		Staff Hours
<b>On-scene Public Information Officer:</b>	<b>1.0</b>	
<b>Press Releases:</b>	<b>8.0</b>	
<i>Water Safety</i>	3.0	
<i>Via de la Valle TC</i>	2.0	
<i>Firefighter of the Year</i>	3.0	
<b>Other Articles/Stories/Interviews:</b>	<b>0.0</b>	
<b>TOTAL</b>		<b>9.0</b>
<b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>		Staff Hours
<b>Children's Programs</b>	<b>7.0</b>	
<i>Station Tour - 4</i>	5.0	
<i>Birthday Parties - 2</i>	2.0	
<b>Adult Programs:</b>	<b>7.0</b>	
<i>All-weather Expo</i>	4.0	
<i>Hands-only CPR</i>	3.0	
<b>TOTAL</b>		<b>14.0</b>

Rancho Santa Fe Fire-Month End  
 Public Education Coordinator  
 May 2015

<b>EVENTS</b>		<b>Staff Hours</b>
<b>External/Community Events:</b>		<b>10.0</b>
<i>Hands-only CPR Day Prep</i>		10.0
<b>Internal Events:</b>		<b>2.0</b>
<i>Employee Recognition Dinner</i>		2.0
<b>TOTAL</b>		<b>12.0</b>
<b>CONTINUING EDUCATION</b>		<b>Staff Hours</b>
<b>Training Classes:</b>		<b>4.0</b>
<i>Disaster Drill</i>		3.0
<i>Web EOC Training</i>		1.0
<b>Conferences:</b>		<b>0.0</b>
<b>Meetings:</b>		<b>5.0</b>
<i>Staff meetings</i>		4.0
<i>Shift Meeting</i>		1.0
<b>TOTAL</b>		<b>9.0</b>
<b>CLERICAL</b>		<b>Staff Hours</b>
<b>Prevention-related:</b>		<b>53.0</b>
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		48.0
<i>Phone Calls</i>		5.0
<b>Non-prevention/non-minute related:</b>		<b>28.0</b>
<b>TOTAL</b>		<b>81.0</b>
<b>TOTAL HOURS</b>		<b>138.0</b>

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# STAFF REPORT

NO. 15-11

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**TO:** BOARD OF DIRECTORS  
TONY MICHEL, FIRE CHIEF

**FROM:** RENEE HILL, FIRE MARSHAL

**SUBJECT:** APPROVE/AUTHORIZE FIXED CHARGE SPECIAL  
ASSESSMENT FOR WEED ABATEMENT

**DATE:** JUNE 18, 2015

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## RECOMMENDATION

Staff recommends the Board approve and authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2015.

## BACKGROUND

The Fire Prevention Bureau is responsible for the annual weed abatement of properties with hazardous growth that are not maintained by property owners during the spring and summer seasons. Throughout the year, staff has mailed hundreds of hazard notifications to those property owners who have a known or existing fire hazard on their parcel(s). The District maintains a sole source contract with California Tree Service to bring specifically identified parcels into compliance pursuant to Rancho Santa Fe Fire Protection's Ordinance No. 2004-02.

Upon notification by the District, property owners are required to remove the weeds and rubbish and maintain the parcel in accordance with the District's ordinance. Should the property owner fail to comply within a specific period, the District's private contractor will clear the parcel. Those property owners, who are non-compliant, will receive a final notice and an invoice for all costs and fees that are required for abating their parcel(s).

## CURRENT SITUATION

This year, the majority of property owners who received notices willingly complied within the time allowed; however, some parcels were ordered cleared by the Fire District. The administrative staff has mailed courtesy notices and invoices to the following non-compliant property owner(s) requesting payment:

PARCEL NUMBER	COST TO ABATE	ADMINISTRATIVE FEE	TOTAL
269-201-01	\$2,235.00	\$500.00	\$2,735.00
265-220-06	\$5,370.00	\$500.00	\$5,870.00
<b>Totals</b>	<b>\$7,605.00</b>	<b>\$1,000.00</b>	<b>\$8,605.00</b>

## STAFF REPORT 15-11

The list of non-compliant property owners will be publicly posted a minimum of (3) three days prior to the Board of Directors meeting on Wednesday, June 24, 2015. Those property owners who fail to pay by this date will remain on the list, which will be delivered to the County of San Diego no later than August 10, 2015 (deadline).

The District attempts to work with the property owner prior to any forced abatement. If forced abatement is required, the administrative staff also makes further attempts to seek reimbursement prior to requesting board action authorizing the special assessment for weed abatement.

The County will reimburse the Fire District for all charges, including the administrative fee, and will include them on the owner's next property tax bills.

### Attachment:

1. Weed Abatement Special Assessment List

# Rancho Santa Fe Fire Protection District Weed Abatement Special Assessment List

to be sent to the County of San Diego as a special assessment on property taxes unless paid by **July 20, 2015.**

PARCEL NUMBER	COST TO ABATE	ADMINISTRATIVE FEE	TOTAL
269-201-01	\$2,235.00	\$500.00	\$2,735.00
265-220-06	\$5,370.00	\$500.00	\$5,870.00

POSTED: June 18, 2015



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Karlena Rannals  
Secretary  
Board of Directors



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# STAFF REPORT

2015-12

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**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE CHIEF TONY MICHEL  
**SUBJECT:** APPARATUS PURCHASE  
**DATE:** 6/18/2015



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

Description	FY15 Budget	Funding Request	Funding Source	Action Requested
Purchase: (1) Type I Fire Apparatus	\$630,000	<b>\$617,391</b>	Capitol Replacement	Approve Purchase

JUSTIFICATION for Funding Request:  
Staff is requesting funding to purchase (1) new Type I Fire Apparatus to replace E2613/0311. E2613/0311 will be placed into ready reserve status. Reserve engine 2633, a 1996 Spartan/Saulsbury will be sold to the highest bidder.

## RECOMMENDATION

Staff recommends authorizing the Fire Chief to enter into a formal contract with Spartan ERV for the purchase of one (1) Type I fire apparatus at a total cost not to exceed \$617,391.

## BACKGROUND

In April 2013, the District awarded Spartan Emergency Response Vehicles a competitively bid contract for the design and manufacture for one (1) ICS Type I Fire Apparatus. The original bid results in 2013 were as follows:

Manufacturer	Base Price	Extended w/ sales tax @ 8%
1. Spartan ERV	\$541,390	\$584,702
2. KME	\$556,274	\$600,776
3. Rosenbauer	\$578,685	\$624,980

The original Request for Proposal included a five (5) year additional purchase provision with price increases tied to Producers Price Index for transportation equipment over 14,000 lbs. GVW. The District has been very satisfied with the unit delivered in 2014 and desires to exercise the additional purchase provision to procure one (1) additional Type I Fire Apparatus. Under the agreement, the cost of the new unit is identified below:

	<b>2014 Purchase Price (Bid 12/2012)</b>	<b>2015 Pricing w/ desired options (PPI @5.8%)</b>	<b>2015 Negotiated Pricing w/ desired options</b>	<b>Percent Increase over previous purchase</b>
Bid Price	541,390	581,973	571,509	
Sales Tax	43,312	628,531	45,721	
CA Fees		161	161	
Sub Total	584,702		617,391	
Liquidated Damages	(27,152)	628,692		
Change Order (2014)	9,256			
<b>Total Cost</b>	<b>\$566,806</b>	<b>\$628,692</b>	<b>\$617,391</b>	<b>3.94%</b>

The 2015 purchase will include additional features for increased safety and crew comfort. This includes improved scene lighting (change order in 2013), rear access ladder, 6" cab extension, and improved rear crew seating.

The add-on provision, sales contract, and the District's contract addendum has been reviewed and approved by the District's legal counsel.

# FY16

## Rancho Santa Fe Fire Protection District Financial Plan - Preliminary



Financial Plan

June 2015

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**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
RANCHO SANTA FE, CALIFORNIA**

**PRELIMINARY OPERATING AND CAPITAL BUDGET  
Fiscal Year 16**

**Board of Directors**

**James H. Ashcraft**

President

**John C. Tanner**

Vice President

Nancy C. Hillgren

Director

Randall Malin

Director

Tucker Stine

Director

**Tony J. Michel**

*Fire Chief*

Prepared by:

Karlana Rannals

*Administrative Manager*

Technical Assistance:

Mike Gibbs

*Deputy Chief*

Fred Cox

*Deputy Chief*

Bret Davidson

*Battalion Chief*

Chris Galindo

*Battalion Chief*

Jim Sturtevant

*Battalion Chief*

Dave McQuead

*Battalion Chief*

Renee Hill

*Fire Marshal*



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# MISSION STATEMENT

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

## OPERATING PHILOSOPHY

The Rancho Santa Fe Fire Protection District strives to:

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

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# Rancho Santa Fe Fire Protection District

## Preliminary Budget – FY16



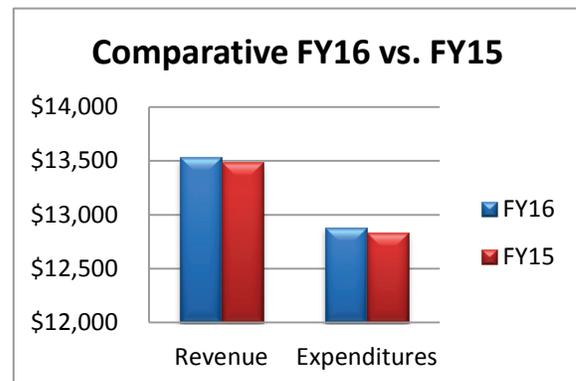
June 2015

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

### Overview

In evaluating the FY16 budget, you will notice that the projected total operating revenue is relatively neutral compared to FY15 estimated revenue; and the projected FY16 total operating expenditures increased .5% compared to FY15 budgeted expenditures.

This year we are requesting a FY16 Operating Budget of \$12,896 (*in thousands*), which includes the depreciation expense of \$718K. The projected FY16 revenue will compare to the *FY15 estimate* at 6/30/15. The projected FY16 expenditures will compare to the *FY15 budget*.



### Projected Revenues

We project the general fund revenues at \$13,530,500. These revenues provide a projected operating surplus of \$631,700 (\$632 (*in thousands*)).

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

#### Revenue – \$13,530,500

**Taxes & Assessments** – ↑ 3.2% (\$342,034): tax revenue has continued to increase over the past year with the District projecting a 4% increase over FY15 tax apportionment estimate. Additionally, we plan that the projected tax refunds to be the same as FY15 \$86,500.

**Lease** – ↑ 2.8% (\$8,341) the lease revenue for the District increased by either contract or CPI adjustments. In addition, this category includes the revenue from the amended lease with Rancho Santa Fe Association.

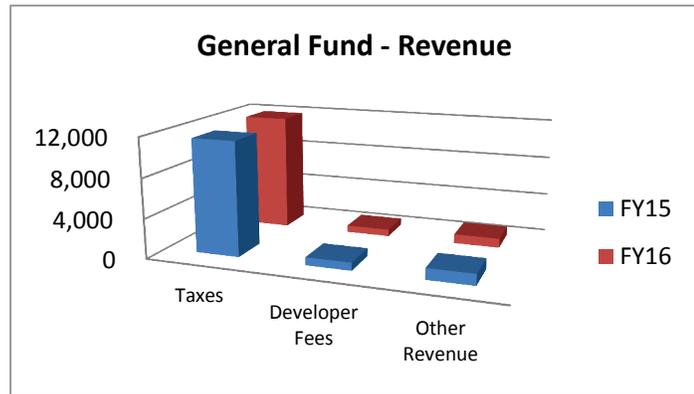
**Fees** – Plan Review ↑ 7.5% (\$14,763): the District anticipates an increase in new construction permits that increases plan reviews performed by District staff. The projection is experience averaged over a two year period.

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

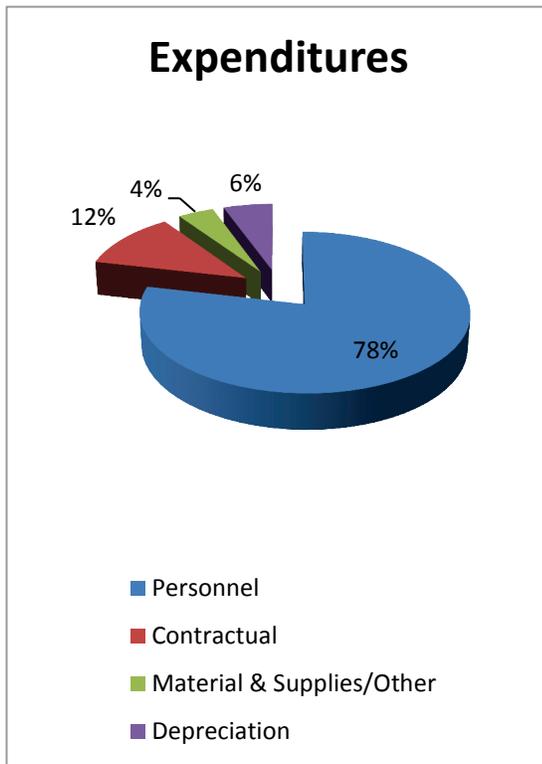
In addition to these general funds, we estimate that we will collect \$340,844 in restricted Fire Mitigation Fees, including interest.

Overall, the District is projecting an increase of .3% or (\$45K) in the projected FY16 Total Operating Revenue compared to FY15 estimate.



### Projected Operating Expenditures

Since the current fiscal year has not ended, the following is a summary of **Expenditure** changes between FY16 and FY15 budget:



#### **Personnel – \$10,120,035**

Overall personnel costs decreased 1.1% or \$116,200 over FY15 budget. The primary changes are:

**Salary** – decrease 1.4% or \$77,337 based on MOU negotiated salary adjustments and the reduction of two FF/PM positions added in FY15 in anticipation of fire season and impending retirements.

**Overtime** – increased 2.8% or \$33,886 due to the increase in average hours for workers compensation, sick leave, call back pay and training. A three-year data average is used to analyze this category.

**Retirement** – decrease 1.3% or \$18,420 due to employer rate decrease and reduced staffing. It should be noted that the \$2,501,000 payment to CalPERS remitted June 2015, is expected to affect the employer rate for FY16, however the information has not yet been made available.

**Workers Compensation** – decrease 24.2% or \$48,525 due to fewer active and closed claims. The district is a member of the Public Agency Self Insurance System (PASIS) a self-insured risk pool. All claims are reported and managed thru a third party administrator.

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

**Contractual Services – \$1,532,200**

The FY16 Contractual Services category increased 18.3% or \$237,478 over FY15 budget. This increase is due to increased costs in dispatching and utilities, but also in the following areas:

**Equipment Repair** – increased 124.3% or \$32,509 due to generator repairs.

**Other Contractual Services** – increased 132.7% or \$105,890 due to the aging of district facilities, maintenance such as painting and interior upgrade/replacement is necessary.

**Other Professional Services** – increased 28% or \$54,493 due to software upgrades for payroll/timecard and fire prevention programs, and an upgrade to the refuel facility at RSF4.

**Material & Supply – \$526,133**

The FY16 Material and Supply category decreased 8.4% or \$193,620 over FY15 budget. The primary reason for the decrease is in the category of Grants and Medical Supplies. In FY15, the District purchased Command Simulators (\$100,519), a one-time purchase, and replacement Defibrillator’s (\$151,000) that significantly increased the Medical Supplies category.

**Depreciation – \$718,312**

The FY16 Depreciation category decreased by .5% or \$3,271 over the FY15 budget. The primary reason is due to equipment and vehicles at full depreciation.

**Capital Expenditures**

The District’s Capital Replacement expenditures (Equipment, Facility, and Fleet) total \$1,630K. We anticipate replacing one staff vehicle, ordering one (1) new Type 1 replacement engine, the replacement of the HVAC system at RSF 1 to a more energy efficient system, a rescue tool, and expending the cash for the approved fire engine from the FY13 budget and the microwave area wireless system. There are no new expenditures planned for the funding source of fire mitigation fees. The following is a list of projects planned:

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

\* = Prior approved expenses

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

## **Budget Summary**

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

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

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

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



FY15

OPERATING  
EXPENDITURES

GENERAL  
FUND

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

<i>(In Thousands)</i>	Est. (6/30)	<b>Proposed</b>	Change	
<b>REVENUES</b>	GF - 15	<b>GF - 16</b>		%
Total Revenues	\$13,485	<b>\$13,530</b>	\$44	0.3%
 <b>EXPENDITURES</b>				
Total Operating Expenditures	\$12,463	<b>\$12,899</b>	\$435	3.5%
 <b>Operating Surplus (Deficit)</b>				
	\$1,023	<b>\$632</b>	(\$391)	-38.2%

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

<i>(In Thousands)</i>	Est. (6/30)	<b>Proposed</b>	Change	
<b>REVENUES</b>	GF - 15	<b>GF - 16</b>		%
Property Taxes/Benefit Fee	\$11,609	<b>\$11,950</b>	\$342	2.9%
Tax Refunds - Adjustment	(\$86)	<b>(\$86)</b>		
Fees	\$427	<b>\$443</b>	\$16	3.8%
Developer Reimbursement	\$818	<b>\$714</b>	(\$104)	-12.7%
Other	<u>\$719</u>	<b><u>\$510</u></b>	<u>(\$209)</u>	-29.1%
Total Revenues	\$13,485	<b>\$13,530</b>	\$44	0.3%
 <b>EXPENDITURES</b>				
Personnel	\$9,784	<b>\$10,120</b>	\$336	3.4%
Contractual Services	\$1,202	<b>\$1,532</b>	\$330	27.5%
Materials & Supplies	\$720	<b>\$526</b>	(\$194)	-26.9%
Other Expenditures (Projects/Equipment/Prior Year)	\$39	<b>\$0</b>	(\$39)	
Depreciation	<u>\$718</u>	<b><u>\$720</u></b>	<u>\$3</u>	0.4%
Total Operating Expenditures	\$12,463	<b>\$12,899</b>	\$435	3.5%
 <b>Operating Surplus (Deficit)</b>				
	\$1,023	<b>\$632</b>	(\$391)	-38.2%

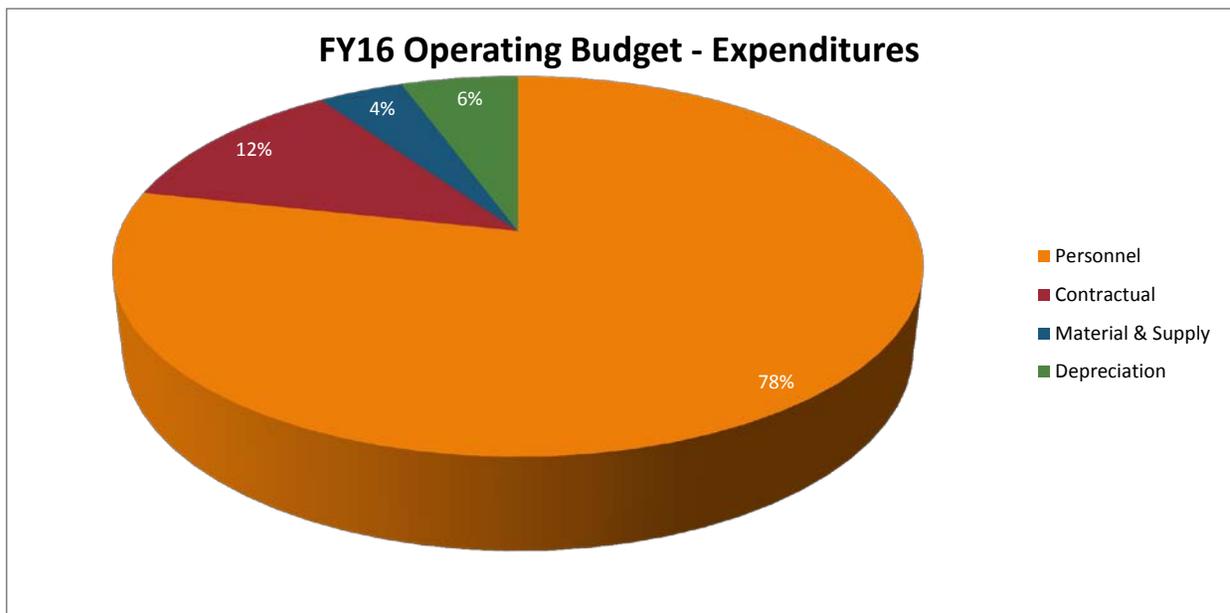
## Summary - Operating Revenues 2015 - 2016

<i>(In Thousands)</i>	Est. (6/30)	<b>Proposed</b>	Change	
<b>REVENUES</b>	GF - 15	<b>GF - 16</b>		%
Taxes & Assessments	10,579	<b>10,921</b>	342	3.2%
Tax Refunds - Adjustment	<b>(86)</b>	<b>(86)</b>	0	0.0%
Benefit Fee	<u>1,030</u>	<u>1,030</u>	<u>0</u>	<u>0.0%</u>
Subtotal	11,522	<b>11,864</b>	342	3.1%
Developer Reimbursement/Revenue				
4S Ranch	0	<b>0</b>	0	
Rancho Cielo	818	<u>714</u>	<b>(104)</b>	<u>-12.7%</u>
Subtotal	818	<b>714</b>	<b>(104)</b>	-12.7%
Other Revenue				
Plan Checks	197	<b>211</b>	15	7.5%
Administrative Fees	230	<b>232</b>	1	0.6%
Interest	54	<b>45</b>	<b>(9)</b>	-16.9%
Lease	268	<b>276</b>	8	3.0%
Instructor/Training	16	<b>15</b>	<b>(1)</b>	-3.8%
Grant	122	<b>20</b>	<b>(102)</b>	-83.5%
FF/EMS Reimbursement	148	<b>75</b>	<b>(73)</b>	-49.3%
Other	<u>112</u>	<u>79</u>	<b>(33)</b>	<u>-29.6%</u>
Subtotal	1,146	<b>953</b>	<b>(193)</b>	-16.8%
Total Operating Revenues	<u>13,485</u>	<u><b>13,530</b></u>	<u>44</u>	0.3%

**Summary Expenditures - Operating Budget  
2015 - 2016**

<i>(In Thousands)</i>	Est. (6/30) GF - 15	Proposed GF - 16	Change	
			\$	%
<b>EXPENDITURES</b>				
<b>Personnel</b>				
Payroll				
Salary	\$5,720	<b>\$5,588</b>	(\$132)	-2.3%
Emergency Response Compensation	\$0	<b>\$0</b>	\$0	
Management Services (Coop Eff)	\$0	<b>\$0</b>	\$0	
Holiday Pay	\$154	<b>\$191</b>	\$36	23.4%
Overtime	\$1,089	<b>\$1,260</b>	\$171	15.7%
Paramedic Incentive	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.0%</u>
Subtotal	\$6,963	<b>\$7,038</b>	\$75	1.1%
Benefits				
Health Insurance + HRSA	\$1,108	<b>\$1,301</b>	\$193	17.4%
Life/LTD Insurance	\$18	<b>\$25</b>	\$7	38.0%
Medicare/Social Security	\$95	<b>\$101</b>	\$6	6.6%
Retirement	\$1,386	<b>\$1,451</b>	\$65	4.7%
Unemployment	\$14	<b>\$13</b>	\$0	-1.1%
Workers Compensation	\$137	<b>\$152</b>	\$15	11.0%
Other	<u>\$63</u>	<u>\$37</u>	(\$25)	-40.3%
Subtotal	<u>\$2,821</u>	<u>\$3,082</u>	<u>\$261</u>	<u>9.2%</u>
TOTAL	\$9,784	<b>\$10,120</b>	\$336	3.4%
Contractual Services				
Administration Fees	\$193	<b>\$205</b>	\$11	5.9%
Building/Facility Lease	\$28	<b>\$29</b>	\$1	2.5%
Dispatching	\$143	<b>\$148</b>	\$5	3.7%
Equipment Rental & Repairs	\$8	<b>\$60</b>	\$52	677.4%
Insurance	\$73	<b>\$76</b>	\$4	5.0%
Legal	\$23	<b>\$32</b>	\$9	37.0%
Meetings, Meals, Mileage	\$5	<b>\$9</b>	\$3	66.3%
Other Contractual/Professional Services	\$309	<b>\$435</b>	\$125	40.5%
Service Agreements	\$45	<b>\$46</b>	\$0	0.2%
Soil Contamination	\$0	<b>\$0</b>	\$0	
Training	\$52	<b>\$84</b>	\$32	61.6%
Utilities	\$243	<b>\$263</b>	\$20	8.3%
Vehicle Maintenance & Repairs	\$58	<b>\$119</b>	\$61	103.7%
All Other	<u>\$20</u>	<u>\$26</u>	<u>\$7</u>	<u>33.5%</u>
TOTAL	\$1,202	<b>\$1,532</b>	\$330	27.5%
Materials & Supplies				
Apparatus	\$13	<b>\$19</b>	\$5	40.8%
Apparatus - Computers	\$3	<b>\$4</b>	\$0	
Computer	\$22	<b>\$83</b>	\$61	282.1%
Fuel	\$67	<b>\$70</b>	\$3	5.0%
Grants	\$101	<b>\$20</b>	(\$81)	
Office	\$33	<b>\$39</b>	\$6	16.9%
Safety	\$69	<b>\$95</b>	\$26	37.7%
Uniforms	\$15	<b>\$22</b>	\$7	44.8%
Programs/Public Education	\$30	<b>\$23</b>	(\$7)	-22.4%
Hose, Nozzles, Foam	\$28	<b>\$10</b>	(\$18)	-64.7%
Radio	\$15	<b>\$10</b>	(\$5)	-32.6%
Station Maintenance/Supplies/Janitorial	\$25	<b>\$32</b>	\$8	31.4%
Audio Visual	\$0	<b>\$0</b>	\$0	17.6%
Books	\$1	<b>\$4</b>	\$3	231.4%
Cellular	\$2	<b>\$2</b>	\$0	
Electrical Supplies	\$0	<b>\$0</b>	\$0	
Food for Major Emergencies	\$0	<b>\$1</b>	\$1	
Furnishings	\$19	<b>\$21</b>	\$1	5.7%
Hydrant Maintenance	\$0	<b>\$2</b>	\$2	880.3%
Knox Replacement	\$0	<b>\$1</b>	\$1	
Lumber Screws Nails	\$0	<b>\$0</b>	\$0	
Maps	\$0	<b>\$1</b>	\$1	
Medical Supplies	\$165	<b>\$49</b>	(\$116)	
Miscellaneous	\$2	<b>\$1</b>	(\$1)	-59.7%
Paint	\$0	<b>\$0</b>	\$0	
Rock Sand Gravel	\$0	<b>\$0</b>	\$0	
Special Event & Awards	\$5	<b>\$11</b>	\$6	111.7%
Street Signs & Markers	\$0	<b>\$1</b>	\$1	
Tools	\$0	<b>\$1</b>	\$1	
Training (Expendable Supplies)	\$105	<b>\$8</b>	(\$98)	-92.9%
All Other	<u>\$300</u>	<u>\$100</u>	(\$200)	-66.6%
TOTAL	\$720	<b>\$526</b>	(\$194)	-26.9%
Other Expenditures (Projects/Equipment/Prior Year)	<u>\$39</u>	<u>\$0</u>	(\$39)	
TOTAL	\$39	<b>\$0</b>	(\$39)	
Depreciation	<u>\$718</u>	<u>\$720</u>	<u>\$3</u>	<u>0.4%</u>
TOTAL Operating Expenditures	<u>\$12,463</u>	<u>\$12,899</u>	<u>\$435</u>	<u>3.5%</u>

OPERATIONAL COST SUMMARY	ACTUAL	BUDGET		BUDGET	Bgt vs Bgt % Change
	FY14	FY15	Est (6/30)	FY16	
Personnel	\$ 8,958,525	\$ 10,236,254	\$ 9,783,957	\$ 10,120,035	-1.1%
Contractual	\$ 1,231,186	\$ 1,294,722	\$ 1,201,973	\$ 1,532,200	18.3%
Material & Supply	\$ 497,364	\$ 574,209	\$ 719,753	\$ 526,133	-8.4%
Prior Year Expense		\$ -	\$ 39,093	\$ -	
Depreciation	\$ 753,166	\$ 723,732	\$ 717,810	\$ 720,462	-0.5%
TOTAL OPERATING COSTS BEFORE CAPITAL OUTLAY	\$ 11,440,241	\$ 12,828,917	\$ 12,462,586	\$ 12,898,830	0.5%
<b>Capital</b>					
Equipment - GF	\$ 43,310	\$ 81,125	\$ 55,306	\$ 40,000	
Equipment - FMF	\$ -	\$ 63,375	\$ -	\$ -	
Facility - GF	\$ -	\$ 211,215	\$ -	\$ 233,250	
Facility - FMF	\$ -	\$ 108,644	\$ -	\$ 114,750	
Fleet - GF	\$ 57,979	\$ 1,250,000	\$ 704,782	\$ 715,000	
Fleet - FMF	\$ -	\$ -	\$ -	\$ -	
	\$ 101,289	\$ 1,714,359	\$ 760,088	\$ 1,103,000	
Total GF	\$ 101,289	\$ 1,542,340	\$ 760,088	\$ 988,250	
Total FMF	\$ -	\$ 172,019	\$ -	\$ 114,750	
	\$ 101,289	\$ 1,714,359	\$ 760,088	\$ 1,103,000	



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
ESTIMATED - CASH NET ASSETS FOR FY15 & FY16**

**General Fund**

	FUND		FUND		%
	TOTAL	FY15	TOTAL	FY16	
Cash - Beginning (June 30, 2014)		15,738		14,217	
June 30 Receivables		0		0	
June 30 Restricted Cash & Cash Equivalents		0		0	
June 30 Prepay		0		0	
June 30 Transfer in (out)		0		0	
		15,738		14,217	-9.7%
June 30 Liabilities		0		0	
BEGINNING - NET CASH ASSETS		<u>15,738</u>		<u>14,217</u>	-9.7%

**PROJECTED REVENUE**

Taxes & Assessments	11,522	11,864
Interest	54	45
Developer Reimbursement	818	714
Lease Revenue	268	276
Other Revenue	398	189
Fees	427	443
Fire Mitigation Fees	0	0
<b>Total Projected Revenue</b>	<b>13,485</b>	<b>13,531</b>

**PROJECTED EXPENDITURES**

Personnel Costs	9,784	10,120
Maintenance & Operating Costs	1,961	2,058
Capital/Project Expenditures	0	0
Depreciation Expense	718	720
<b>Total Operating Expenditures</b>	<b>12,463</b>	<b>12,899</b>
Operating Surplus - \$	1,023	631
Operating Cash Surplus (Deficit) inc. depreciation	1,740	1,352
Additional Cash Payments		
Equipment - Facility - Vehicles	760	1,103
CalPERS UAL	2,501	1,500
<b>Total Projected Cash Expenditures</b>	<b>15,006</b>	<b>14,781</b>
Excess Revenue over Expenditure	(1,521)	(1,251)
Transfers in(out)		148
<b>Net Change in Fund Balance</b>	<b>(1,521)</b>	<b>(1,103)</b>
CASH ASSETS - 6/30	<u>14,217</u>	<u>13,115</u>

**Fire Mitigation Fund**

Cash - Beginning	774	1,098	
June 30 Receivables	0	0	
June 30 Restricted Cash & Cash Equivalents	0	0	
June 30 Prepay	0	0	
June 30 Transfer in (out)	0	0	
	774	1,098	
June 30 Liabilities	0	0	
BEGINNING - NET CASH ASSETS	<u>774</u>	<u>1,098</u>	41.9%

**PROJECTED REVENUE**

Interest	3	4	
Fire Mitigation Fees	321	321	
<b>Total Projected Revenue</b>	<b>324</b>	<b>324</b>	0.0%

**PROJECTED EXPENDITURES**

Total Operating Expenditures	0	0
Excess Revenue over Expenditure	324	324
Transfers in(out)	0	(148)
<b>Net Change in Fund Balance</b>	<b>324</b>	<b>177</b>

CASH ASSETS - 6/30 1,098 1,274 16.1%

**LIABILITIES & FUND EQUITY**

Restricted Reserves			
Fire Mitigation	1,098	1,274	
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>1,098</b>	<b>1,274</b>	16.1%
ENDING - NET CASH ASSETS (Deficit)-ALL FUNDS	<u>15,315</u>	<u>14,389</u>	-6.0%

FISCAL YEARS - FY14; FY15; FY16  
 REVENUE - EXPENDITURES (RSF GENERAL & MITIGATION FUNDS)

	Financial Statements		BUDGET	Est (6/30)	PROPOSED	BGT vs. BGT vs. ACT	
	FY 14	FY 15	FY 15	FY 15	FY 16	BGT vs. BGT	ACT
<b>Revenue</b>							
Taxes & Assessments	9,795,202	10,162,100	10,579,166	10,921,200		7.5%	3.2%
Tax Refunds - Adjustment	(104,436)	(104,500)	(86,429)	(86,500)		-17.2%	0.1%
Benefit Fee	1,022,381	1,029,500	1,029,500	1,029,500		0.0%	0.0%
Weed Abatement Assessment	0	0	0	0			
Interest Income	48,686	47,500	53,983	44,900		-5.5%	-16.8%
Plan Reviews	226,063	207,200	196,537	211,400		2.0%	7.6%
EMS First Responder	14,864	14,200	15,316	14,400		1.4%	-6.0%
CSA-17 (ALS Equipment & Supplies)	36,180	36,200	36,180	36,200		0.0%	
Firefighting Reimbursement (FEMA/OES)	210,467	75,000	147,793	75,000		0.0%	-49.3%
Fuel Tank Reimbursement	0	0	0	0			
Grant Revenue	76,761	21,500	121,518	20,000		-7.0%	
Assets		0		0			
Sale of Assets	0	30,000	25,000	0			
Contributed		0		0			
Miscellaneous	74,556	31,300	30,011	23,000		-26.5%	-23.4%
Hydrant Maintenance	6,615	6,700	5,047	5,100		-23.9%	1.1%
Instructor/Training Revenue	16,400	15,400	16,000	15,400		0.0%	-3.8%
Developer Reimbursement/Revenue		0		0			
4-S Ranch Reim Personnel	0	0	0	0			
Rancho Cielo	609,495	304,800	817,540	713,600		134.1%	-12.7%
Lease Revenue		0		0			
AMR (formerly Rural Metro)	79,835	83,900	83,885	85,500		1.9%	1.9%
Verizon	67,556	75,500	75,094	76,600		1.5%	2.0%
NCDJPA	22,977	23,300	23,368	23,800		2.1%	1.9%
RSF Association	82,496	85,000	84,970	89,700		5.5%	5.6%
Verizon (Generator)	641	700	712	800		14.3%	
Administrative Fees	224,951	228,700	230,092	231,600		1.3%	0.7%
<b>Subtotal</b>	<b>12,511,690</b>	<b>12,374,000</b>	<b>13,485,282</b>	<b>13,530,500</b>		<b>9.3%</b>	<b>0.3%</b>
<b>Expenditures - (GF)</b>							
- Personnel	8,958,525	10,236,300	9,783,957	10,120,100		-1.1%	3.4%
- Contractual Costs; Material & Supplies; PY Expenses	1,733,563	1,869,000	1,960,819	2,058,400		10.1%	5.0%
<b>Subtotal</b>	<b>10,692,088</b>	<b>12,105,200</b>	<b>11,744,776</b>	<b>12,178,400</b>		<b>0.6%</b>	<b>3.7%</b>
- Depreciation Expense	753,166	723,800	717,810	720,500		-0.5%	0.4%
Total Operating Expenditures	11,445,254	12,829,000	12,462,586	12,898,900		0.5%	3.5%
Operating Surplus (Deficit)	1,067,441	(455,300)	1,022,696	631,700			
- Project Expenditures							
- Other Expenditures - Capital	101,289	1,542,400	760,088	1,103,000			
- Long Term AUL (CalPERS) - Additional Payments	0	0	2,501,000	1,500,000			
<b>Total Expenditures (minus depreciation)</b>	<b>10,793,377</b>	<b>13,647,600</b>	<b>15,005,864</b>	<b>14,781,400</b>			
Net Surplus (Deficit)	<b>\$1,719,318</b>	<b>(\$1,273,900)</b>	<b>(\$1,520,582)</b>	<b>(1,251,000)</b>			
- Other financing sources (transfers in/out)	0	172,100	0	148,500			
Cash Surplus (Deficit)	<u>1,719,318</u>	<u>(1,101,900)</u>	<u>(1,520,582)</u>	<u>(1,102,500)</u>			
<b>Designated Capital Revenue</b>							
Annexation Fees							
Fire Mitigation Fee Interest	1,879	1,900	3,424	3,500			
Fire Mitigation Fees	388,709	369,300	337,419	320,600			
<b>Subtotal</b>	<b>390,588</b>	<b>371,200</b>	<b>340,844</b>	<b>324,000</b>			
<b>Designated Capital Revenue Expenditures</b>							
FMF Expenditures							
Transfer in/out	0	172,100	0	148,500			
<b>Total Expenditures - (FMF)</b>	<b>0</b>	<b>172,100</b>	<b>0</b>	<b>148,500</b>			
Cash Surplus (Deficit)	<u>390,588</u>	<u>\$199,100</u>	<u>\$340,844</u>	<u>\$175,500</u>			
<b>Prior Year Adjustments</b>							
RESERVE Surplus (Deficit) - All Funds	<u>2,110,006</u>	<u>(902,800)</u>	<u>(1,179,638)</u>	<u>(927,000)</u>			

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FY15

CAPITAL  
EXPENDITURES

GENERAL FUND  
&  
FIRE MITIGATION  
FUND

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**SUMMARY OF PROPOSED CAPITAL EXPENDITURES - EQUIPMENT  
FISCAL YEAR 15-16**

**GENERAL FUND**

**ASSETS**

Description	Year	Funding %	Exp Est	Five Year Capital Plan								
				FY14	FY15	Est (6/30)	FY16	FY17	FY18	FY19	FY20	
Rescue Tool					30,000							
Generator (Admin)				39,800								
Printer Plotter				19,427								
Fire Prevention Software (FMF Project Approved FY15)		25%			21,125							
Hurst eHydraulic Rescue Tool Set						32,246	\$40,000					
Phone System Admin/Station 1				-	30,000	23,060	-	-	-	-	-	-
0312 - Engine - (Type I)												
			Subtotal	59,227	81,125	55,306	40,000	-	-	-	-	-

**FIRE MITIGATION FUND**

**ASSETS**

Description	Year	Funding %	Exp Est	FY14	FY15	Est (6/30)	FY16	FY17	FY18	FY19	FY20
Fire Prevention Software (FMF Project Approved FY15)		75%		-	63,375	-	-	-	-	-	-
Total Proposed Asset Expenditures			Subtotal	-	63,375	-	-	-	-	-	-
			TOTAL	59,227	144,500	55,306	40,000	-	-	-	-
Fire Prevention Software (FMF Project Approved FY15) - Project Costs in Other Professional Services							33,750				
							73,750				

SUMMARY OF PROPOSED CAPITAL EXPENDITURES - FACILITY  
FISCAL YEAR 15-16

GENERAL FUND

**FACILITY REPLACEMENT - IMPROVEMENT**

Project #	Description	Funding %	Project Exp - YTD	FY14	BUDGET		Five Year Capital Plan				
					FY15	Est (6/30)	FY16	FY17	FY18	FY19	FY20
15-01	Replacement of Air Conditioning Units @ RSF1	100%			\$175,000	↔	\$175,000				
Future Proj.	Ground Cover @ Station 4	100%					\$20,000				
03-01	Replacement of Fairbanks Fire Station - <i>Committee Approved (FY04)</i>	25%									
	Design & Construction		\$ 4,727,746.00								
9611 - Engin	Furnishings & Equipment - New		\$ 11,721.16								
09-03	Administration Building (New) <i>Committee Approved (08/09)</i>	25%									
	Facility		\$ 1,711,738.89								
	Furnishings & Equipment - New		\$ 188,392.24								
10-01	Microwave Metropolitan Area Wireless Network <i>Committee Approved (FY10) - Est</i>	25%	\$ -		-	-	38,250	-	-	-	-
\$153,000											
0312 - Engin											
	SUBTOTAL				175,000		233,250	-	-	-	-

FIRE MITIGATION FUND

**FACILITY REPLACEMENT/IMPROVEMENT**

Project #	Description	Funding %									
03-01	Replacement of Fairbanks Fire Station - <i>Committee Approved (FY04)</i>	75%									
	Design & Construction		\$ 3,892,729.00								
0681 - (1081	Furnishings & Equipment - New		\$ 10,644.26								
09-03	Administration Building (New) <i>Committee Approved (FY09)</i>	75%									
	Facility		\$ 1,711,738.89								
	Furnishings & Equipment - New		\$ 172,100.47								
10-01	Microwave Metropolitan Area Wireless Network <i>Committee Approved (FY10) - Est</i>	75%	\$ -		-	-	114,750	-	-	-	-
\$153,000											
	SUBTOTAL						114,750	-	-	-	-
	TOTAL				175,000		348,000	-	-	-	-

**SUMMARY OF PROPOSED CAPITAL EXPENDITURES - VEHICLE & APPARATUS  
FISCAL YEAR 15-16**

GENERAL FUND

**VEHICLE & APPARATUS REPLACEMENT**

ID/Vehicle Type	Year	BUDGET			Five Year Capital Plan				
		FY14	FY15	Est (6/30)	FY16	FY17	FY18	FY19	FY20
<b>Reserve Vehicles</b>									
0211 - Engine (Type I)	2002		570,000	573,424					
0383 - Command	2003								
0781 - Command	2007								
9611 - Engine - (Type I)	1996								
<b>VEHICLE REPLACEMENT RESERVES</b>									
0261 - Water Tender	2002					380,000			
0262 - Brush (Type III)	2002						440,000		
0281 - Staff	2002					45,000			
0311 - Engine - (Type I)	2003		630,000		630,000				
0312 - Engine - (Type I)	2003					660,000			
0382 - Staff	2003				50,000				
0384 - Staff	2003		50,000			50,000			
0561 - Brush (Type III)	2005								402,728
0811 - Engine - (Type I)	2008								700,883
0881 - Command	2008								56,279
0981 - Staff	2009								38,975
0681 - (1081) - Staff (Explorer)	2006				35,000				
1181 - Staff	2011								
1281 - Staff (Ford F150)	2012	28,989							
1282 - Command (Explorer)	2012	28,989							
1381 - Staff (Escape)	2013								
1481 - Staff (Explorer)	2014			41,654					
1411 - Pumper	2013								
1482 - Staff (Explorer)	2014			44,207					
1581 - Command	2015	-	-	45,498	-	-	-	-	-
<b>TOTALS</b>		<b>57,979</b>	<b>680,000</b>	<b>704,782</b>	<b>715,000</b>	<b>1,135,000</b>	<b>440,000</b>	<b>-</b>	<b>1,198,865</b>

FIRE MITIGATION FUND

**VEHICLE & APPARATUS REPLACEMENT**

ID/Vehicle Type	Year	BUDGET			Five Year Capital Plan				
		FY14	FY15	Est (6/30)	FY16	FY17	FY18	FY19	FY20
<i>Nothing planned</i>									
<b>TOTAL</b>		<b>57,979</b>	<b>680,000</b>	<b>704,782</b>	<b>715,000</b>	<b>1,135,000</b>	<b>440,000</b>	<b>-</b>	<b>1,198,865</b>

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FY15

ORGANIZATION  
CHART  
PERSONNEL  
EQUIPMENT  
FACILITY  
FLEET

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## AUTHORIZED PERSONNEL

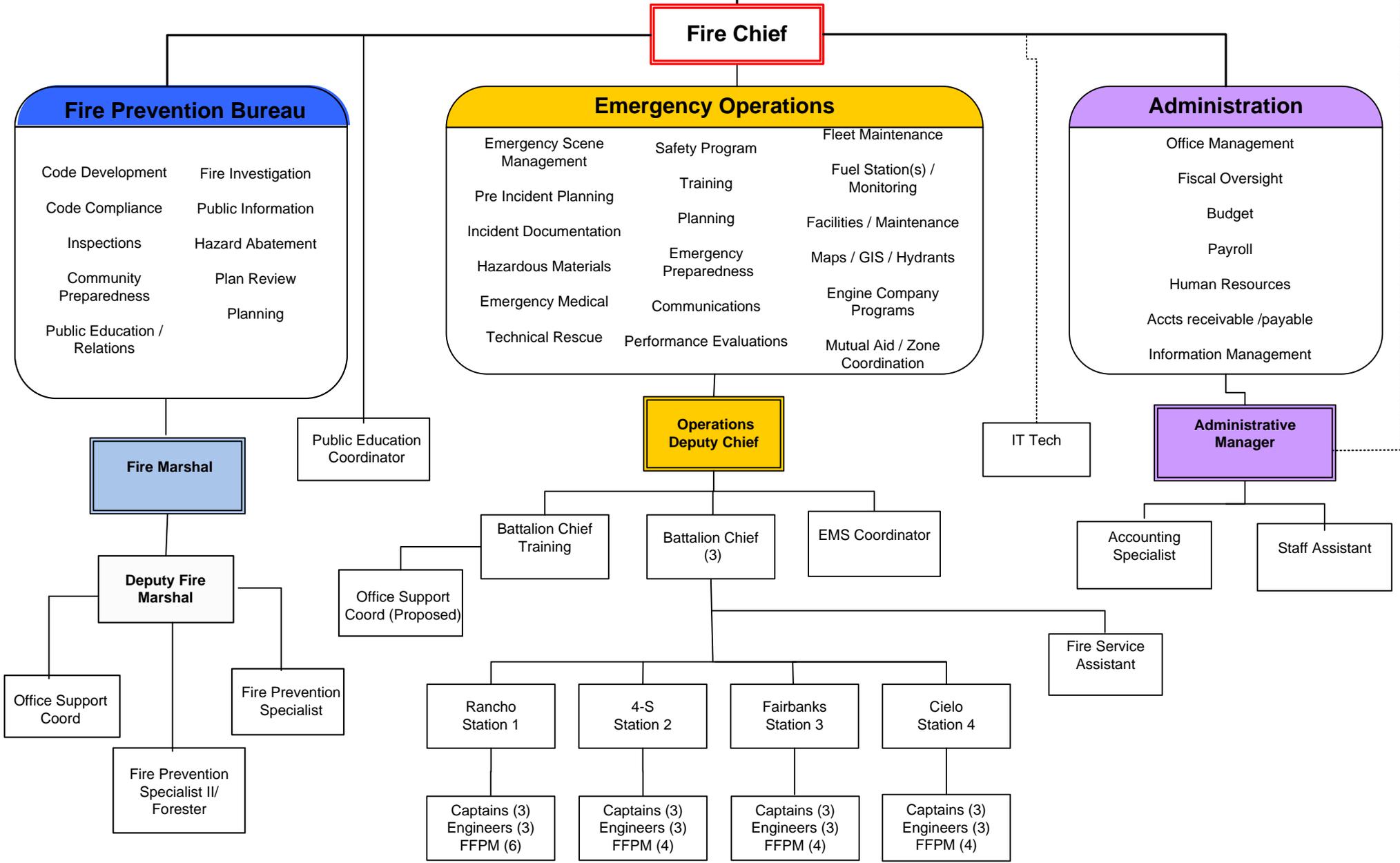
Positions	FY 15 Authorized	Changes	FY16
<i>Fire Administration</i>			
Fire Chief	1	0	1
Deputy Chief <sup>1</sup>	2	0	2
Fire Marshal	1	0	1
Administrative Manager	1	0	1
Battalion Chief	4	0	4
Staff Assistant/Office Support Coordinator (Admin & Prevention)	2	+1	3
Accounting Specialist	1	0	1
Deputy Fire Marshal	1	0	1
Fire Prevention Specialist	1	0	1
Public Education Coordinator	1	0	1
Fire Prevention Specialist II/Forester	1	0	1
EMS Coordinator	1	0	1
Fire Services Assistant	1	0	1
<i>Suppression</i>			
Captain	12	0	12
Engineer	12	0	12
Firefighter/Paramedic <sup>2</sup>	18	-3	15
<b>TOTAL</b>	<b>60</b>	<b>-2</b>	<b>58</b>

<sup>1</sup> Position is funded for ½ year FY16.

<sup>2</sup> Positions were expected to be reduced through attrition over the previous fiscal year. The additional positions were authorized by Board of Directors July 22, 2014.

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# Board of Directors



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**2015-2016 Equipment - DEPRECIATION EXPENSE & ACCUMULATED RESERVES**

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

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

**2015-16 STATION LOCATION - DEPRECIATION EXPENSE & ACCUMULATED RESERVES**

<i>Station Locations</i>	<i>Cost</i>	<i>Addition</i>	<i>Year in Service</i>	<i>Depreciation Schedule - Years</i>	<i>Depreciation Annual Expense</i>	<i>Jun 2015 Accumulated Reserves</i>	<i>Facility Age 6/30/2015</i>	<i>2015-16 Depreciation Expense</i>	<i>Jun 2016 Accumulated Reserves</i>
16936-1/2 El Fuego (Admin)	1,294,645.00		6/30/1992	40	32,366.13	744,421.52	23	32,366.13	776,787.65
Admin Bldg	112,623.07		4/30/2007	26	4,331.66	44,760.41	8.17	4,331.66	49,092.07
16936 El Fuego (Stn)	2,922,332.00		6/30/1999	40	73,058.30	1,168,933.60	16	73,058.30	1,241,991.90
Pavers	44,176.00		10/1/2008	30	1,472.53	9,939.60	6.75	1,472.53	11,412.13
AC Refurbishing/Replacment	200,000.00								-
6424 El Apajo Completed 03/26/2012	\$4,854,088		4/1/2012	40	121,352.20	364,056.60	3.25	121,352.20	485,408.80
16930 Four Gee Road	3,180,000.00		6/30/2003	40	79,500.00	954,000.00	12	79,500.00	1,033,500.00
16930 Four Gee Road - Training Tower	1,563,252.00		6/30/2004	40	39,081.30	429,894.30	11	39,081.30	468,975.60
Training Facility Concrete	27,000.00		6/30/2006	38	710.53	7,815.80	9	710.53	8,526.33
16930 Four Gee Road - Storage Facility	190,225.36		6/30/2007	40	4,755.63	38,045.07	8	4,755.63	42,800.70
18040 Calle Ambiente	3,180,000.00		6/30/2005	40	79,500.00	781,750.00	10	79,500.00	861,250.00
Admin Bldg (Rancho Cielo)	<u>1,699,885.47</u>		4/18/2011	40	<u>42,497.14</u>	<u>178,604.40</u>	4.20	<u>42,497.14</u>	<u>221,101.54</u>
	<u>19,268,226.90</u>				<u>478,625.41</u>	<u>4,722,221.31</u>		<u>478,625.41</u>	<u>5,200,846.72</u>
						\$ 4,722,221.31			
						\$ -			
							Acc Dep - 2014	30-Jun	\$ 4,722,221.31
							Ann Dep - 2015		\$ 478,625.41
							Adj Dep - 2015		\$ -
							Acc Dep - 2015	30-Jun	<u>\$ 5,200,846.72</u>

**2015-2016 Fleet Inventory & Est Cost Replacement Schedule**

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

Asset No	Description	Year	Location	Est Replacement	Actual Cost	Date in Service	Depreciation Schedule	Annual Depreciation	June 30, 2015		June 30, 2016	
									Accumulated Depreciation	6/30/2016	2016 (Inc Adj)	Accumulated Depreciation
0261	Water Tender	2002		2017/2018	204,528.00	1-Jul-02	15	\$ 13,635.20	\$ 184,075.00	14.00	\$ 13,635.20	\$ 197,710.20
0262	Brush - Type III	2002		2016/2017	278,104.00	1-Jul-02	15	\$ 18,540.27	\$ 250,293.35	14.00	\$ 18,540.27	\$ 268,833.62
0281	Staff	2002		2012/2013	20,843.00	1-Jul-02	5	\$ 4,168.60	\$ 20,843.00	14.00		\$ 20,843.00
0311	Engine - Type I	2004		2014/2015	412,007.00	30-Jun-04	10	\$ 41,200.70	\$ 412,007.00	12.00		\$ 412,007.00
0312	Engine - Type I	2004		2015/2016	412,007.00	30-Jun-04	10	\$ 41,200.70	\$ 412,007.00	12.00		\$ 412,007.00
0382	Staff	2003		2012/2013	29,640.00	30-Jun-04	5	\$ 5,928.00	\$ 29,640.00	12.00		\$ 29,640.00
0384	Staff	2003		2014/2015	32,787.00	30-Jun-04	5	\$ 6,557.40	\$ 32,787.00	12.00		\$ 32,787.00
0561	Brush - Type III	2005		2019/2020	287,663.00	30-Jun-05	15	\$ 19,177.53	\$ 202,011.03	11.00	\$ 19,177.53	\$ 221,188.57
0681(1081)	Staff - Explorer	2006	EMS Coordinat	2015/2016	8,400.00	24-Aug-11	5	\$ 840.00	\$ 8,400.00	4.85		\$ 8,400.00
0811	Engine - Type I	2008		2018/2019	483,367.58	1-Apr-08	10	\$ 48,336.76	\$ 350,441.50	8.25	\$ 48,336.76	\$ 398,778.25
0881	Command	2008		2018/2019	43,291.22	7-Nov-07	5	\$ 8,658.24	\$ 43,291.22	8.65		\$ 43,291.22
0981	Staff	2009		2019/2020	29,842.38	1-Mar-09	5	\$ 5,968.48	\$ 29,842.38	7.34		\$ 29,842.38
1181	Staff - Explorer	2011		2020/2021	27,385.48	1-Jun-11	5	\$ 5,477.10	\$ 20,522.34	5.08	\$ 5,477.10	\$ 25,999.43
1281	Command - Exp	2012		2018/2019	64,270.30	1-Jul-12	5	\$ 12,854.06	\$ 35,388.91	4.00	\$ 12,854.06	\$ 48,242.97
1282	Staff - Ford F150	2012		2019/2020	50,555.58	1-May-12	5	\$ 10,111.12	\$ 44,989.21	4.17	\$ 5,566.37	\$ 50,555.58
1381	Staff - Escape	2013		2019/2020	35,064.29	1-Jun-13	6	\$ 5,844.05	\$ 12,467.30	3.08	\$ 5,844.05	\$ 18,311.35
1411	Pumper	2014	RSF2	2025/2026	573,423.77	3-Jul-14	12	\$ 47,785.31	\$ 47,785.31	2.00	\$ 47,785.31	\$ 95,570.63
1481	Staff - Explorer	2014		2021/2022	41,654.16	7-Apr-14	6	\$ 6,942.36	\$ 8,677.95	2.23	\$ 6,942.36	\$ 15,620.31
1482	Staff - Explorer	2014		2021/2022	44,206.53	7-Apr-14	6	\$ 7,367.76	\$ 9,209.69	2.23	\$ 7,367.76	\$ 16,577.45
1581	Staff - Expedition	2015	Fire Chief	2021/2022	45,497.68	1-May-15	6	\$ 7,582.95	\$ 1,246.51	1.17	\$ 8,850.23	\$ 10,096.75
RESERVE												
0211	Engine - Type I	2002	Reserve - RSF2	RESERVE	430,996.00	1-Jul-02	10	\$ 43,099.60	\$ 430,996.50	14.00		\$ 430,996.50
0383	Command	2003	Reserve - RSF4	RESERVE	34,881.00	30-Jun-04	5		\$ 34,881.00	12.00	\$ -	\$ 34,881.00
0781	Command	2007	Battalion Chief	RESERVE	64,814.02	31-Dec-06	5		\$ 64,814.02	9.50		\$ 64,814.02
9611	Engine - Type I	1996	Reserve - RSF3	RESERVE	\$ 475,000.00	6/30/1996			\$ 475,000.00	20.00		\$ 475,000.00
					\$ 4,130,228.99			\$ 361,276.17	\$ 3,161,617.22		\$ 200,377.00	\$ 3,361,994.22

Accumulated Depreciation 2015 \$ 3,161,617.22  
 Annual Depreciation 2016 \$ 200,377.00  
 Accumulated Depreciation 2016 \$ 3,361,994.22  
 Adjustment \$ -  
 REVISED Accumulated Depreciation 2016 \$ 3,361,994.22

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# STAFF REPORT

NO. 15-13

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**TO:** BOARD OF DIRECTORS  
TONY MICHEL, FIRE CHIEF

**FROM:** RENEE HILL, FIRE MARSHAL

**SUBJECT:** ADOPTION OF THE VEGETATION MANAGEMENT ORDINANCE 2015-01

**DATE:** JUNE 24, 2015

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## BACKGROUND

The Fire District implemented a Hazard Abatement Program designed to enforce Vegetation Management Ordinance 02-01. The Ordinance was updated and adopted by the Board of Directors in 2004 (Ordinance 04-02). The Hazard Abatement Program includes an administrative fee for and abatement report and hearing. The fee is \$500 for each parcel and is added to each parcel, which has to be forced abated.

As in years past, the Fire District must meet certain guidelines in order to successfully adopt an ordinance. This introduction satisfies the requirement for a first reading of the ordinance. Thirty days later, we will have a second reading, and schedule a public hearing within 30 days. The Board of Directors may choose to either adopt the ordinance at the end of the public hearing, or have it brought back to them at the next regular meeting. After the public hearing and upon final adoption, we must publish the ordinance, in the newspaper of general circulation.

## CURRENT SITUATION

In reviewing, the overall Vegetation Management Ordinance 04-02 staff has made several updates which are reflected in Ordinance 2015-01. Those changes included adding definitions and updating code requirements. To help track those changes I have provided a strike out/ underline format for your review.

The current Vegetation Management Program (Weed Abatement) is always trying to educate and not enforce to gain compliance for proper vegetation management of each property. The following is the current procedure for notification and forced abatement.

1. NOTICE TO ABATE HAZARD – This is the first notice that is sent to the property owner or agent when a vegetative or debris hazard is observed. The property owner or agent has 15 days to comply prior with a follow-up inspection.
2. NOTICE TO ABATE HAZARD – SECOND NOTICE – This is the second notice that is sent to the property owner or agent when the hazard has not been corrected. The property owner or agent has 10 days to comply prior with another follow-up inspection.

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3. NOTICE TO ABATE HAZARD – FINAL NOTICE – This is the final notice that is sent to the property owner or agent when the hazard still has not been corrected. The property owner or agent has another 10 days to comply prior with another follow-up inspection.
4. When contact with the property owner or agent cannot be made by these attempts, the property is to go into the forced abatement process.
5. NOTICE TO ABATE HAZARD (POSTING) – The property owner or agent is notified either by personal service, regular first class mail, or via an advertisement in a local newspaper and physically posting a notice on the property at a conspicuous place. The property owner or agent has 10 days to comply prior to the forced abatement action.
6. During those 10 days, the District’s sole source contractor evaluates the property with an inspector and provides a quote for our records and schedules a date to begin the abatement.
7. The contractor will have 30 days after completion of the job to make attempts to bill the property owner. Documentation of those attempts is needed. After the 30 days, District staff will authorize a Purchase Order for reimbursement of their estimate.
8. The District will issue an invoice to the property owner for the cost of the abatement plus a \$500 administrative fee. If payment is not received the Fire District will place a lien on the property which the County of San Diego collects on the tax bill and refunds to the District.

**RECOMMENDATION**

Staff recommends proceeding with adopting the revised Vegetation Management Ordinance 2015-01 and repealing ORDINANCE 04-02 Vegetation Management. The following is a short summary of the proposed changes.

Page Number	New or Revised	Comments
3	Revised	“Their” was changed to “his/her”
5	Added	Two words were added “And” and “Her”
5	Revised	The distance from above ground tanks was revised to reflect the correct requirement from the CA Fire Code
5	Added	Incorporated the Palm tree policy that the District enforces since the Witch Creek fires in 2007
5	Added	This requirement was addressed in the consolidated fire code however the District’s requirement and enforcement differs from the adopted Ordinance 2014-01A
5	Added	A note was added to address “Aesthetics” concerns
6	Revised	Text revised to reflect Ordinance 2014-01A
6	Deleted	Text deleted to reflect Ordinance 2014-01A
6	Deleted	The term “combustible” was deleted to incorporated clearance from all structures
6	Revised	The requirement is applicable to ALL roadways

<b>Page Number</b>	<b>New or Revised</b>	<b>Comments</b>
7	Deleted	This requirement has been revised in Ordinance 2014-01A as to enforce on all roadways. Also captured above
7	Deleted	Error in old ordinance
8	Revised	Text changed to "Clerk" from "Secretary"

***Attachments:***

1. Draft Ordinance 2015-01

**ORDINANCE NO. 2015-01**

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

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

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

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

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

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

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

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

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

The potential for release or threatened release of a hazardous material along this route and others within the district is likely given the volume-transported daily. Incidents of this nature will normally require all available emergency response personnel to prevent injury and loss of life and to prevent, as far as practicable, property loss. Emergency personnel responding to such aforementioned incidents may be unduly impeded and delayed in accomplishing an emergency response as a result of this situation. With the potential result of undue and unnecessary risk to the protection of life and public safety and, in particular, endangering residents and occupants in buildings or structures without the protection of automatic fire sprinklers.

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

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

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

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

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

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

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

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

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

Ordinance Number ~~04-0202-01~~, of the Rancho Santa Fe Fire Protection District is hereby repealed.

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

**1 DEFINITIONS.**

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

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

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

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

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

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

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

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

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

RESPONSIBLE PARTY includes, but is not limited to, any person, firm, partnership or corporation owning, renting, leasing, or otherwise controlling any parcel located in the unincorporated area of the County of San Diego.

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

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

## **2 Certain Vegetation, And Other Items Declared a Public Nuisance**

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

- (a) Plants or vegetation, which bare seeds of a downy or wingy nature, which create a fire or health hazard

(b) Sagebrush, chaparral, and any other brush or vegetation which attain such large growth as to become, when dry, a fire menace upon premises and/or to adjacent property.

(c) Plants or vegetation, which is otherwise noxious weed or dangerous.

(d) Poison oak and poison ivy when the conditions of growth are such as to constitute a menace to the public health.

(e) Dry grass, stubble and weeds, which endanger the public safety by creating a fire hazard in any portion of the Rancho Santa Fe Fire Protection District, shall be mowed to a height of 4 to 6 inches.

(f) Cultivated and useful grasses and pasture will not be declared a public nuisance. However, if the Fire Chief and/or his/her authorized representatives determine it necessary to protect adjacent improved property from fire exposure, an adequate firebreak may be required.

(g) Any accumulation of dry grasses or other flammable vegetation within ten thirty (10) feet of any aboveground flammable liquid or combustible gas vessel.

(h) Trees, if determined to increase the fire hazard, due to mortality, insect infestation, disease, or lack of maintenance. Mature trees must be trimmed so that limbs are a minimum of 6 feet above the ground.

(i) Dead and/or dying groves and/or forests.

(j) Palm Trees all dead palm fronds including older leaves that persist on the tree, forming a "skirt" of brown thatch must be removed annually; this requirement applies to palms within 100 feet of any structure or within 20 feet of a driveway or roadway

(k) Orchards, groves or vineyards. All orchards, groves, and vineyards shall be kept in a healthy state and maintained as described below. A 10-foot firebreak shall be cleared between the perimeter, orchard trees or row of grape vines and native vegetation or ornamental landscaping. Orchards shall be kept cleaned of dead and or downed trees. Orchards and vineyards shall be free of combustible debris, dead branches and dead foliage. All dead grasses between rows of trees or vines shall be mowed or disked to bare soil. Mulch shall not be placed over bare soil without approval from the Fire District.

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

### 3 Waste Matter Declared a Public Nuisance

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

### 4 Waste Material Defined

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

### 5 Clearance of brush or vegetative growth from structures

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

(a) Maintain an effective fuel modification zone by thinning, clearing away, or modifying away combustible vegetation and other flammable materials from areas within one hundred (100) feet from any structure. The area within 50 feet of a building or structure shall be cleared of vegetation that is not fire resistant and re-planted with fire-resistant plants. In the area between 50 to 100 feet from a building all dead and dying vegetation shall be removed. Native vegetation may remain in this area provided that the vegetation is modified so that combustible vegetation does not occupy more than 50% of the square footage of this area.~~such buildings or the fuel modification zone may be re-planted with either approved irrigated, fire resistant planting material or approved non-irrigated, drought tolerant, fire resistant plant material, or thinned to reduce the hazard. Re-planting of the fuel modification zone may be required for erosion control.~~

#### **EXCEPTION (1):**

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

**EXCEPTION (2):** On some larger properties, partial clearing may be acceptable, depending on circumstance. Those properties approved for partial clearing, shall maintain 100 feet of defensible space to any structure, neighboring or on site. The entire lot does not need to be cleared but there must be a minimum of 50 feet of clearance around the perimeter of the property, and 20 feet clearance along existing roads and driveways, and 30 feet along new roads and driveways

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

(c) Maintain existing trees free of deadwood, and trim/prune at a minimum of ten (10) feet away from ~~combustible~~ construction, roofs, and wood siding of any type.

(d) Maintain the roof of a structure free of leaves, needles or other ~~combustible~~ vegetative growth.

(e) All newly planted or planted from this date forward fire-resistive tree species shall be planted and maintained at a minimum of ten (10) feet from the tree's drip line to any ~~combustible~~ structure.

(f) All newly planted or planted from this date forward non fire-resistive tree species shall be planted and maintained at a minimum of thirty-feet (30) from the tree's drip line to any ~~combustible~~ structure.

## 6 Clearance of brush or vegetative growth from roadways

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

### **EXCEPTION:**

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

~~(b) **Clearance for New Off Site Roadways when constructed and New On Site Roadways.** The area thirty feet (30) on each side of the improved width of highways, private road, street and driveways shall comply with requirements of a fuel modification zone (See Section I – Definitions).~~

### **EXCEPTION:**

- ~~1. Upon approval by the Fire District, the roadway fuel modification zones may be reduced provided it does not impair access.~~
- ~~2. Single specimens of trees, ornamental shrubbery or cultivated ground cover such as green grass, ivy, succulents or similar plants used as ground covers, provided that they do not form a means of readily transmitting fire.~~

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

**7 Notice to Abate Hazard**

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

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

**8 Service of Notice to Abate Hazard**

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

(a) By personal service on the owner, occupant or person in charge or control of the property.

(b) By regular first class postage prepaid mail addressed to the owner or person in charge and control of the property, at the address shown on the last available assessment roll, or as otherwise known.

(c) By posting at a conspicuous place on the land or abutting public right-of-way ~~in accordance with Section 4 of this Ordinance~~, and insertion of an advertisement at least once a week for a period of two weeks in a newspaper of general circulation in the Rancho Santa Fe Fire Protection District. A said newspaper advertisement will be a general notice that property in the Rancho Santa Fe Fire Protection District has been posted in accordance with this article and contains a general statement of the effect of such posting. The date of such newspaper advertisements will not be considered in computing the appeal periods provided by this article.

**9 Appeal, Right of, to Board of Directors**

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

**10 Time Limit for Removal of Nuisance**

It will be the duty of the owner, the agent of the owner, or the person in possession of any lot or premise in the Rancho Santa Fe Fire Protection District to abate the nuisance or fire hazard as stated within ten (10) days from the date of notification as provided

herein, or in case of an appeal to the Board of Directors, within ten (10) days from the determination thereof, unless the same is sustained.

### **11 Abatement of Nuisance by Fire Chief**

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

### **12 Expense of Abatement Report and Hearing**

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

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

### **13 Government Code Provisions Adopted and Collection of Assessments**

The provisions of Section 39580 through 39586, inclusive, of the Government Code of the State of California are incorporated by reference and made a part of this Ordinance. The County Auditor shall enter each assessment in the County Tax Roll opposite the parcel of land. The amount of the assessment shall be collected at the time and in the manner of ordinary municipal taxes. If delinquent, the amount is subject to the same penalties and procedure of foreclosure and sale as is provided for ordinary municipal taxes.

### **14 Violation**

The owner, occupant, or agent of any lot or premise within the Rancho Santa Fe Fire Protection District who will permit or allow the existence of a public nuisance as defined in this Ordinance, upon any lot or premise owned, occupied, or controlled by him or her, or who shall violate any of the provisions of this Ordinance, shall be guilty of a misdemeanor and upon conviction thereof be subject to a fine of not more than Five

Hundred Dollars (\$500.00), or to imprisonment for a period not exceeding six-months (6), or both.

**15 Date of Effect**

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

First, read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District (RSF) of the County of San Diego, California, held on ~~June 17, 2004~~ June 24, 2015. A second reading occurred at a regular meeting held ~~(TBD) July 14, 2004~~. A public hearing was held ~~(TBD) August 11, 2004~~ and said Ordinance was adopted and ordered published in the manner required by law at their regular meeting on the ~~11<sup>th</sup>~~ day of ~~August 2004~~ by the following roll call vote:

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

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James Ashcraft  
President

ATTEST

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KARLENA RANNALS  
Secretary

## RESOLUTION No. 2015-07

### A RESOLUTION OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS AUTHORIZING SIGNERS ON DISTRICT BANK ACCOUNTS

WHEREAS, the Rancho Santa Fe Fire Protection District (hereafter "RSFFPD") has authorized the payment of accounts payable, payroll, and acceptance of credit cards and grant funding in accordance with District policy; and

WHEREAS, it was necessary to establish a local interest bearing checking accounts as a depository in accordance with State of California Government Code section 53667, and as a clearing account for the processing of accounts payable, payroll, and the receipt of monies for payment of services and grants; and

WHEREAS, Rancho Santa Fe Fire Protection District, in accordance with board policy requires two signatures for all checks remitted.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rancho Santa Fe Fire Protection District the following:

- 1) The RSFFPD shall, as required, transfer funds from the County of San Diego Treasurer to the Agency's banking accounts as provided herein.
  
- 2) The RSFFPD shall, as required, transfer funds to the established checking accounts for the following:
  - a) Payroll – California Bank & Trust, Encinitas, California, branch as a depository
  - b) Accounts Payable – Pacific Western Bank, Rancho Santa Fe, California, branch as a depository
  - c) Credit Card – Bank of America, Rancho Santa Fe, California branch as a depository
  - d) Savings – Bank of America, Rancho Santa Fe, California branch as a depository
  
- 3) Any two of the personnel listed on *Exhibit A* must sign all checks and/or requests for transfers on behalf of Rancho Santa Fe Fire Protection District.
  
- 4) The RSFFPD will perform monthly bank account reconciliations in accordance with sound accounting principles and practices.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on June 24, 2015 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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James H. Ashcraft  
President

ATTEST:

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Karlana Rannals  
Secretary

*EXHIBIT "A"*

Tony, Michel  
Fire Chief

\_\_\_\_\_  
Signature

Karlana Rannals  
Administrative Manager

\_\_\_\_\_  
Signature

Fred Cox  
Deputy Chief

\_\_\_\_\_  
Signature

David McQuead  
Battalion Chief

\_\_\_\_\_  
Signature

Renee Hill  
Fire Marshal

\_\_\_\_\_  
Signature