



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

November 18, 2015
Regular Meeting – 1:00 pm

Meeting date in lieu of November 11, 2015 (Federal Holiday)

Director Hillgren will participate via teleconference
306 Kootenai Court, Sun Valley, ID 83353

November 18, 2015
2:00 pm Mountain 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

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

3. Consent Calendar

a. Board of Directors Minutes

- i) Board of Directors minutes of October 14, 2015
- ii) Board of Directors minutes of October 29, 2015

ACTION REQUESTED: **Approve**

b. Receive and File

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

(1) List of Demands

Check 26696 thru 26798 for the period October 1 – 31, 2015 totaling: 379,857.46

Payroll for the period October 1 – 31, 2015 541,948.50

TOTAL DISTRIBUTION

\$921,805.96

- ii) Activity Reports – October 2015

- (1) Fire Prevention
- (2) Operations
- (3) Training

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.

- iii) Correspondence - letters/cards were received from the following members of the public:
 - (1) Michel McCoy
 - (2) John Queen
 - c. Resolution
 - ii) Resolution 2015-11 - A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Commending the Retirement of Deputy Chief Michael J. Gibbs
ACTION REQUESTED: **Approve**
- 4. Old Business
 - a. Strategic Plan - Update
The Board of Directors will meet with staff and consultant Jim Boylan, Pathfinders Consulting Alliance for an update on the strategic planning process.
ACTION REQUESTED: **Information**
 - b. 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**
- 5. New Business
 - a. Budget Authorization
To discuss and/or authorize the purchase on one (1) replacement staff vehicle. **Staff Report 2015-16**
ACTION REQUESTED: **Authorize purchase and use capital replacement funds as funding source**
 - a. New Position – Office Support Coordinator
To discuss and/or approve the budgeted position of *Office Support Coordinator*.
Staff Report 2015-1
ACTION REQUESTED: **Approve additional budgeted position**
 - b. Board of Directors Meeting Calendar
To discuss and confirm the CY16 meeting schedule. **Staff Report 2015-18**
ACTION REQUESTED: **Confirm dates and/or modify board meeting schedule, if necessary**
- 6. Oral Report
 - a. Fire Chief – Michel
 - i) Strategic Plan
 - ii) District Activities
 - (1) Trick or Treat Open House (RSF1) – Saturday, October 24, 2015
 - (2) RSF Pancake Breakfast (RSF2) – Sunday, November 8, 2015
 - b. Operations – Deputy Chief
 - c. Training – Battalion Chief
 - d. Fire Prevention – Fire Marshal
 - e. Administrative Manager
 - i) CalPERS Educational Forum – October 26-28, 2015, San Jose, CA
 - ii) Deputy Chief Gibbs Retirement – November 12, 2015
 - iii) District Financial Reports

f. Board of Directors

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

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

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one potential (1) case*
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff
Unrepresented Employees: Fire Chief; Deputy Chief (1); Battalion Chief (4); Fire Marshal; and
Administrative Manager
Under Negotiation: Successor Memorandum of Understanding and Compensation
- c. With respect to every item of business to be discussed in closed session pursuant to Section 54957:
Public Employee Performance Evaluation
Title: Fire Chief

8. Adjournment

The next regular Board of Directors meeting to be December 9, 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, November 18, 2015 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on November 13, 2015 a copy of the foregoing agenda was posted on the District's website and near the regular meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on November 13, 2015

Karlena Rannals

Karlena Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – October 14, 2015

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

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm. *Meeting convened at 18040 Calle Ambiente, Rancho Santa Fe for the Pledge of Allegiance, Roll Call and Special Presentations*

Pledge of Allegiance

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

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Jim Sturtevant, Battalion Chief; Dave M McQuead, Battalion Chief; and Renee Hill, Fire Marshal.

2. Special Presentations

a. Badge Presentations

Chief Michel welcomed all in attendance. He discussed the requirements and commitment needed to succeed in the profession and in the District. The following district personnel were presented a Fire District badge:

- Fred Cox, Deputy Chief
- Dave McQuead, Battalion Chief
- Nick Brandow, Captain
- Trever Krueger, Captain
- Brian Schmid, Engineer
- Brian Salameh, Firefighter/Paramedic
- Nick Chapin, Engineer (*unable to attend*)

President Ashcraft on behalf of the Board of Directors offered congratulations to all and wished continued success in their new role.

President Ashcraft recessed the meeting from 1:20-1:30 pm to resume the remainder of the business meeting at 18040 Calle Ambiente.

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

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

3. Public Comment

No one requested to speak to the Board.

President Ashcraft informed the Board that pursuant to government code section 54957 there is a request to amend the agenda to include the following topics for discussion and/or action:

AMEND AGENDA ITEM:

7. Closed Session
 - b. With respect to every item of businesses to be discussed in closed session pursuant to Section 54957
Public Employee Performance Evaluation
Title: Fire Chief

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to amend the Agenda.

4. Consent Calendar

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

a. *Board of Directors Minutes*

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

b. Receive and File

i) *Monthly/Quarterly Reports*

▪ List of Demands Check 26598 thru 26695 for the period September 1 – September 30, 2015 totaling:	\$ 378,422.52
Payroll for the period September 1 – September 30, 2015	\$ 558,599.56
TOTAL DISTRIBUTION	\$ 937,022.08

ii) *Activity Reports – September 2015*

- Operations
- Training
- Fire Prevention

5. Old Business

a. *LAFCO Application – Update*

Chief Michel reported that a recent meeting between the County of San Diego staff and the District's ad hoc committee was productive regarding the property tax exchange. We anticipate a positive outcome for an exchange to proceed in the LAFCO application process.

6. Oral Report

a. Fire Chief – Michel

- i) Strategic Plan: he reported that works continues on the plan. Chief Cox reported that the committee identified goals and strategies of the plan, and the next step is to identify the objectives. The consultant Jim Boylan will attend the next regular meeting to provide the Board an update.
- ii) District Activities:
 - Trick or Treat Open House (RSF1) – Saturday, October 24, 2015 will be held as a public education activity.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

October 14, 2015

Page 3 of 4

- RSF Pancake Breakfast (RSF2) – Sunday, November 8, 2015 – this breakfast in cooperation with the Firefighters Association is another opportunity for public education.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity, noting district personnel responded to 244 calls the previous month. He reported that fuel moistures continue to be low, and that all personnel have returned from the fires in Northern California with the last engine returning September 29.

He also reported that AIG insurance company has offered to do phoscheck spraying within the District. The spraying of fire retardant along roadways will last approximately six months. AIG Insurance is providing this service at no cost to the homeowners or the District.

c. Training – Battalion Chief

Chief McQuead summarized the training activity for September. He discussed how the software used “Target Solutions” to track and assist in the training of our department personnel. He noted the completion of the new hire mini-academy for Firefighter/Paramedic Young. He also discussed the new hire application, testing and interview process to create a list of candidates to employ when openings occur.

d. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month that included approximately 26,000 square feet of new construction. In addition, she reported that 247 weed abatement notices have been sent. This total does include notices for eucalyptus trees, and other dead and dying trees. In addition, Fairbanks Ranch HOA successfully obtained a grant to complete exterior fuel modification around their community.

She distributed an invitation that students will receive regarding the Trick or Treat Open House.

e. Administrative Manager

Alicea Caccavo, Staff Assistant reported on her behalf the following:

- i) CalPERS Educational Forum – October 26-28, 2015, San Jose, CA
- ii) Deputy Chief Gibbs Retirement Reception – November 12, 2015: a reception is planned at the RSF Community Center from 4:30 – 7:30 pm.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – no report.
- ii) County Service Area – 17 – Update: Hillgren – no report, the next meeting is November 3, 2015.
- iii) Comments
 - Malin – talked about a Wall Street Journal article about CalPERS.
 - Stine – posted on his Facebook account the t-shirt he purchased from the firefighters association on breast cancer awareness. He suggested that perhaps next year, we want to sell them to the public as many of his friends were interested.

7. Closed Session

Pursuant to section 54956.9 and 54957, the board met in closed session from 3:00 – 4:53 pm to discuss the following:

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

October 14, 2015

Page 4 of 4

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

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

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

b. Public Employee Performance Evaluation

Title: Fire Chief

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

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

a. Potential Litigation (1) Case - the Board of Directors discussed and provided direction to staff and legal counsel on the matter and took no action.

b. Public Employee Performance Evaluation – the Board of Directors discussed the subject and took no action.

8. Adjournment

Meeting adjourned at 4:54 pm.

Karlana Rannals
Secretary

James H Ashcraft
President



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING
MINUTES – October 29, 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 special meeting of the Rancho Santa Fe Fire Protection District Board of Directors at 2:00 pm.

Pledge of Allegiance

Fire Chief Tony Michel 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; Fred Cox, Deputy Chief; Bret Davidson, Battalion Chief; Dave McQuead, Battalion Chief, and Karlana Rannals, Board Clerk.

2. Public Comment

No one requested to speak to the Board.

3. Old Business

a. LAFCO Application – Update

Chief Michel summarized the negotiations with the County of San Diego for a property tax exchange, which is a requirement to move the application to reorganize with CSA-107 forward at LAFCO. He informed the board that in June 2015, the process came to an abrupt halt as the County decided to contract with CalFire for services and requested that the District terminate our application. After numerous conversations and meetings with County staff on the change in direction, negotiations were ultimately resumed. The purpose of the special meeting was to provide the negotiated information to the entire Board for information and consensus.

Chief Michel reported on behalf of the ad hoc committee that after reviewing a 10-year financial plan considering the revenue/expenditures for the Harmony Grove Fire Station both parties have tentatively agreed to the following:

County agrees to:

1. 6.5% property tax exchange for CSA-107 for all current and future tax rate areas;
2. Transfer all special benefit taxes for Harmony Grove Village and Elfin Forest to RSF;
3. Transfer the fire portion of the Community Facility District to RSF;
4. Transfer all fire related properties and contracts within CSA-107 to RSF;
5. Provide financial consideration that includes one-time funds, transfer fund balance at time of reorganization of the CSA-107 trust funds, mitigation fees, cell tower lease revenue;
6. Assign to RSF the contract in place with Standard Pacific for construction of the fire station and a one-time cash contribution towards construction.

RSF agrees to:

1. Provide all legally required fire protection services for CSA-107 beginning Jan 1, 2016;
2. Staff the temporary fire station beginning Jan 1, 2016;
3. Reimburse County the actual costs for the temporary fire station;
4. Meet the provisions for fire services required in accordance with the Harmony Grove Village development agreement.

Chief Michel requested direction from the board specific to the construction of the fire station. The County would agree to construct the fire station; however, it would be constructed to County standards. If the District agrees to assume this responsibility, the developer would construct the station under a “design and build” contract; however, the District would be responsible for any cost overruns. The ad hoc committee responded to questions from the board.

At the conclusion of the discussion, the Board of Directors agreed by consensus that 1) the Board is satisfied with the tentative agreement for property tax negotiations and the other financial considerations identified. They directed staff to continue with the LAFCO application for reorganization, and 2) that the Fire District accepts the contract in place with Standard Pacific for construction of the Harmony Grove Village Fire Station and accept responsibility for any cost overrun.

Nona Barker, Board President of the Elfin Forest Volunteer Fire Department, Inc. addressed the Board of Directors conveying on behalf of the community their appreciation and gratitude for the board’s willingness to serve their community. They understand that this endeavor has exceeded two years of work, with highs and lows, but they are grateful for the efforts of all those involved. They look forward to the conclusion of this process and the opportunity to celebrate the outcome.

4. Adjournment

Meeting adjourned at 2:47 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

Check	Amount	Vendor	Purpose
26696	3,325.57	Advanced Communication Systems Inc	Radio Equipment Replacement
26697	159.92	AT&T	Telephone
26698	654.25	Brand Ink Inc.	Uniform - Safety Personnel
26699	877.50	C.A.P.F.	Disability/Life Insurance
26700	769.47	Complete Office of California Inc	Office Supplies
26701	723.89	Employment Development Dept-EDD	Unemployment Insurance
26702	201.00	Engineered Mechanical Services Inc	Building RSF1
26703	502.50	Kratz Truck & Tire - Mobile	Tires & Tubes
26704	1,500.00	Reserve Account	Postage
26705	15,332.00	Simmons & Wood, Inc.	Building RSF4
26706	195.00	Skyriders Window Cleaning Inc	Building ADMIN
26707	61.00	Terminix International	Building RSF2
26708	12.30	U P S	Shipping Service
26709	159.82	Uniforms Plus	Uniform - Prevention/Admin
26710	1,456.23	Verizon Wireless	Telephone - Cellular/MDT Broadband+ATN Line/CSA-17 Contract
26711	7.00	4S Ranch Gasoline & Carwash LP	Car Wash
26712	178.00	A to Z Plumbing Inc	Building RSF2
26713	80.00	AAA Live Scan	Background Investigation
26714	354.00	Accme Janitorial Service Inc	Building ADMIN
26715	1,358.74	AT&T Calnet 2/3	Telephone RSF2/3/4
26716	4,840.00	Boylan, James O.dba PathFinders Cons	Consulting Services
26717	310.95	Complete Office of California Inc	Office Supplies
26718	154.50	Controlled Entrances, Inc.	Building RSF2
26719	2,517.50	County of SD/RCS	CAP Code Paging Service-Monthly Service/800 MHz Network Admin Fees
26720	214.39	Fire ETC Inc	Safety Equipment
26721	6,201.96	Jauregui & Culver Inc	Refuel Facility Repair
26723	160.00	NCB Sales & Service of Restaurant Eq	Equipment - Minor
26724	1,251.68	Olivenhain Municipal Water District	Water RSF2/3/4
26725	508.40	Santa Fe Irrigation District	Water RSF1/NCDJPA Rebill
26727	6,000.00	Scott Davis Consulting	Programming - Computer & Software FP/PR
26728	3,285.80	SoCo Group Inc	Gasoline & Diesel Fuel
26729	385.00	Time Warner Cable	Cable Service - Admin

Check	Amount	Vendor	Purpose
26730	202.50	Turnout Maintenance Company LLC	Safety Clothing (Protective)
26731	20.90	U P S	Shipping Service
26732	14,290.58	U S Bank Corporate Payment System	Cal-Card./IMPAC program
26733	1,281.06	Uniforms Plus	Uniform - Safety Personnel/Prevention
26734	1,483.74	Waste Management Inc	Trash RSF1/2/3/4/Patrol/JPA Rebill
26735	20.00	Willis, Erwin L.	Parking/Toll Fee
26736	10,328.76	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
26737	652.40	Allstar Water Systems Inc	Building RSF1/2
26738	69.95	Appliance Repair Bookkeeping	Building RSF1
26739	3,666.92	Armanino LLP	Consulting Services
26740	1,217.00	AT&T Calnet 2/3	Telephone ADMIN/RSF1/3/JPA rebill
26741	545.97	Bay City Electric Works Inc	Generator RSF2 - Maintenance & Service
26742	117,815.66	CalPERS	PERS (Employer Paid)
26743	78.31	Daniels Tire Service Inc	Scheduled - ID 1181
26744	625.00	Dubin Medical Inc	CSA-17 Contract
26745	245.00	Engineered Mechanical Services Inc	Building RSF1
26746	83.23	Fire ETC Inc	Safety Equipment
26747	4,529.50	Fitch Law Firm Inc	Legal Services
26748	975.00	Hernandez, Michael	Education/Training Reimbursement
26750	683.67	Home Depot, Inc	Apparatus/Hydrant Maintenance/Paint/Tools/landscape/station1/2/3/4 maintenance
26751	253.44	Lincoln National Life Ins Co	Disability/Life Insurance
26752	200.00	McQuead, David C	Training - Equipment/Supplies
26753	14,395.45	Mystery Ranch Ltd	Safety Equipment
26754	28.02	Napa Auto Parts Inc	Apparatus Parts & Supplies/Apparatus repair
26755	1,500.00	North County Dispatch JPA	CCC Project SDCity Agreement
26756	4,256.00	Palomar College	In-Service Training Program-Regional FF
26757	2,467.58	Philips Electronics North American C	EKG Upgrade - Defibrillator Monitors
26758	250.00	Rancho Santa Fe Community Center	Awards/Proclamations
26759	2,715.09	San Diego Gas & Electric	Elec/Gas/Propane RSF3
26760	700.00	Santa Fe Irrigation District	NCDJPA Rebill
26761	290.00	State Fire Training	Certification

Check	Amount	Vendor	Purpose
26762	128.00	State of CA Dept of Justice	Background Investigation
26763	320.45	TelePacific Communications	Telephone ADMIN
26765	86.77	Time Warner Cable	Cable Service - Admin
26766	12.30	U P S	Shipping Service
26767	139.64	Vista Paint Corp.	Hydrant Maintenance
26768	673.12	Waste Management Inc	Trash RSF2
26769	5,500.00	WinTech Computer Services	Consulting Services
26770	217.00	Wood, Tim	Certification
26771	1,336.17	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
26772	382.16	AT&T Calnet 2/3	Telephone ADMIN/RSF2/4/JPA rebill
26773	217.00	Brandow, Nick	CSA-17 Contract
26774	96.16	Complete Office of California Inc	Office Supplies
26775	63.99	Cox Communications	Telephone RSF2
26776	6,089.00	CSDA	Association Dues
26777	484.58	Daniels Tire Service Inc	Repair - ID 0681 EMS COORD/Scheduled - ID 0981
26778	829.61	Day Wireless Systems Inc	Radio Programing
26779	136.00	Dependable Alarm Systems Inc	Alarm System Monitoring RSF2
26781	25.65	FedEx	Shipping Service
26782	3,441.19	Guardian Life Insurance Co	Medical Insurance
26783	53,573.11	Health Net	Medical Insurance
26784	3,650.00	JAMS, Inc	Legal Services
26785	18,461.75	Kaiser Permanente	Medical Insurance
26786	1,213.09	Konica Minolta Business Inc	Copier Maintenance Contract
26787	142.50	Liebert Cassidy Whitmore	Legal Services
26788	593.66	Lincoln National Life Ins Co	Disability/Life Insurance
26789	18,600.00	Olivenhain Municipal Water District	Sewer RSF4
26790	269.46	Pitney Bowes Inc	Equipment Rental
26791	70.00	RSF Mail Delivery Solutions, Inc.	Mail Delivery Service
26792	9,944.02	San Diego Gas & Electric	Elec/Gas/Propane ADMIN/1/2/4
26793	1,849.48	SoCo Group Inc	Gasoline & Diesel Fuel
26795	2,800.00	TinyFrog Technologies Inc.	Website Redesign
26796	12.30	U P S	Shipping Service
26797	541.43	Uniforms Plus	Uniform - Safety Personnel

Check	Amount	Vendor	Purpose
26798	96.11	United Imaging	Office Supplies
EFT0160	348.96	Rannals, Karlana	Admin - Overnight Conf/Seminars/Awards/Proclamations/Medical
EFT0163	250.00	Ender, Cory M.	Education/Training Reimbursement
EFT0164	1,727.45	Davidson, Bret A	Gasoline/Medical Reimbursement
EFT0166	75.00	RSFPFA	RSF Prof FF Assoc
Various	5,851.25	Medical Reimbursements	Various
379,857.46			
10/15/2015	233,082.35	RSFFPD	Payroll
10/30/2015	6,598.72	RSFFPD	Payroll - Special pay
10/31/2015	302,267.43	RSFFPD	Payroll
541,948.50			
Grand Total	\$ 921,805.96		

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

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	11	54,185
Fire Inspector	0	0
Fire Inspector/Forester	1	6,529
TOTAL	12	60,714
RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Fire Marshal	3,952	1,809
Fire Inspector	3,743	3,045
Fire Inspector/Forester	0	0
TOTAL	7,695	4,854
COMMERCIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	1	5,213
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	1	5,213
TOTAL NEW CONSTRUCTION		Sq Footage
Based on permitted Sq footage	Total Added	70,781
FIRE SPRINKLER REVIEWS	Commercial	Residential
Fire Marshal	2	0
Fire Inspector	1	11
Fire Inspector/Forester	0	0
TOTAL	3	11
TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Fire Marshal	1	4,000
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	1	4,000
LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Fire Marshal	0	0.00
Fire Inspector	0	0.00
Fire Inspector/Forester	16	7.25
TOTAL	16	7.25

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

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	2	2.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	1	1.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	3	3.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	12	12.00
Finals (Structures)	18	21.00
Landscape	11	7.00
Reinspections	0	0.00
Tents/Canopy	3	1.50
Burn Permits	0	0.00
Department of Social Service Licensing	1	0.50
Knox/Strobe	2	1.00
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
TOTAL	47	43.00
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	95	0.00
Weed Abatement Reinspection	65	3.00
1st Notice	38	0.00
2nd Notice	33	7.25
Final Notice	21	5.25
Forced Abatement	0	0.00
Postings	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	1	1.50
WUI	0	0.00
TOTAL	253	17.00
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	6	5.50
TOTAL	6	5.50

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

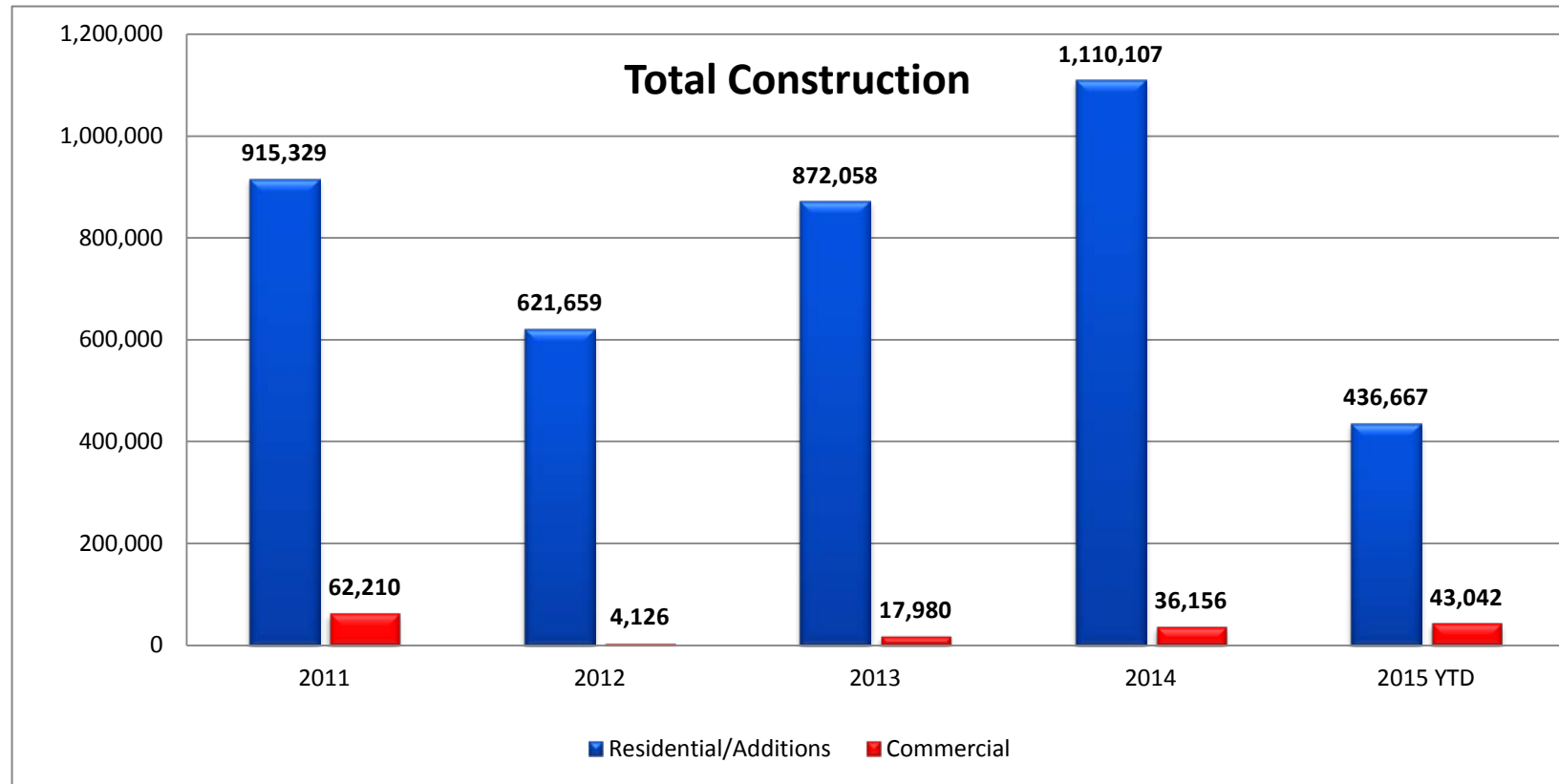
ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	1	2.00
Emergency Response/Support	0	2.00
Training Classes	1	40.00
Conferences	0	0.00
Meetings	24	33.00
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	26	77.00
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	329	82.25
Correspondence	196	49.00
Consultations	71	71.00
Plan Review	53	53.00
Scanning	80	20.00
General Office	168	168.00
TOTAL	897	443.25

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	735	36.75
Correspondence	188	47.00
Walk in/Counter (All Administrative Staff)	198	16.50
Knox Application Request	12	3.00
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	53	13.25
Special Projects	6	6.00
Scanning Documents/Electronic Files	90	22.50
Meetings: Admin/Prevention/Admin Shift	12	6.00
Post Office Runs	4	2.00
Deposit runs and preparations	22	11.00
TOTAL	1,322	164.17

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

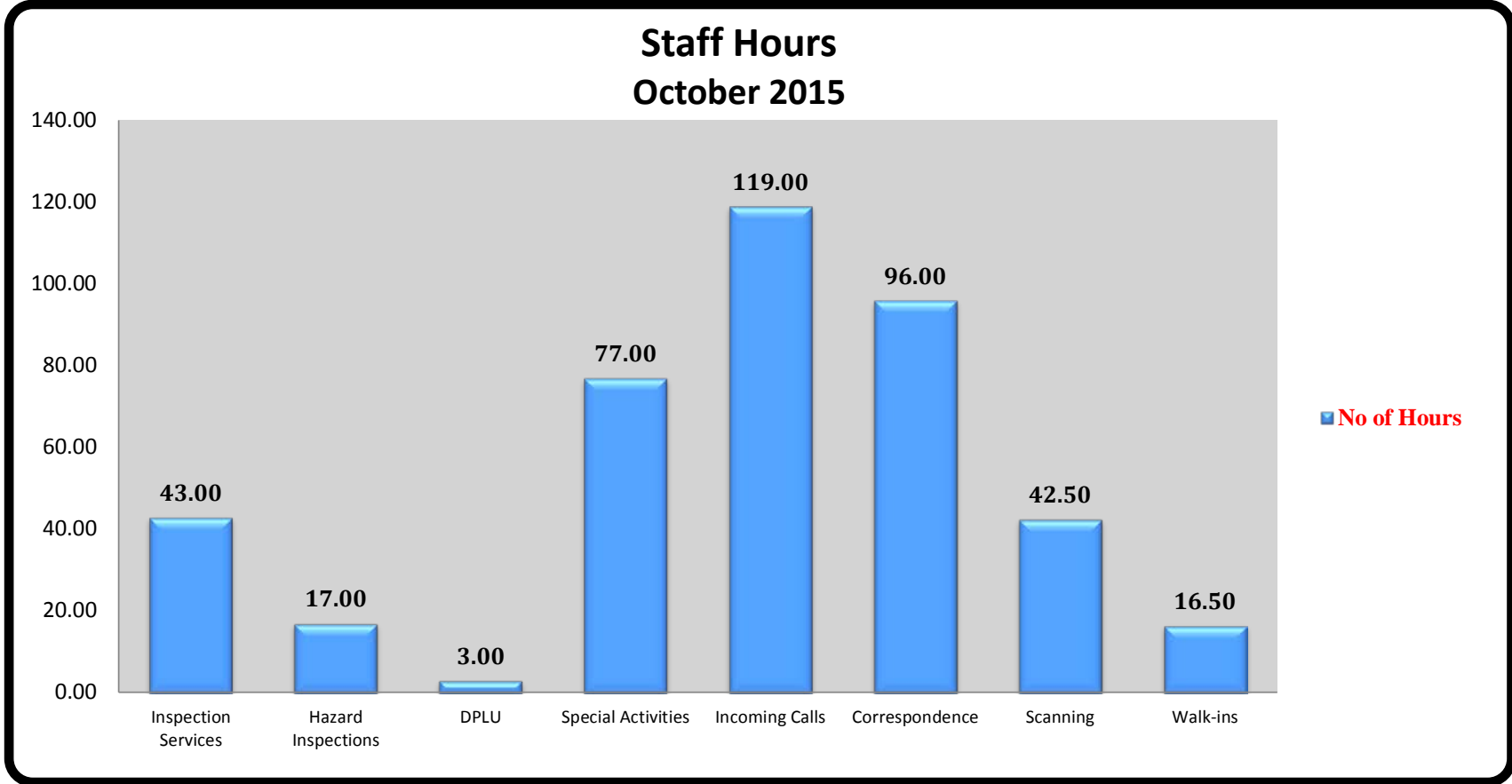
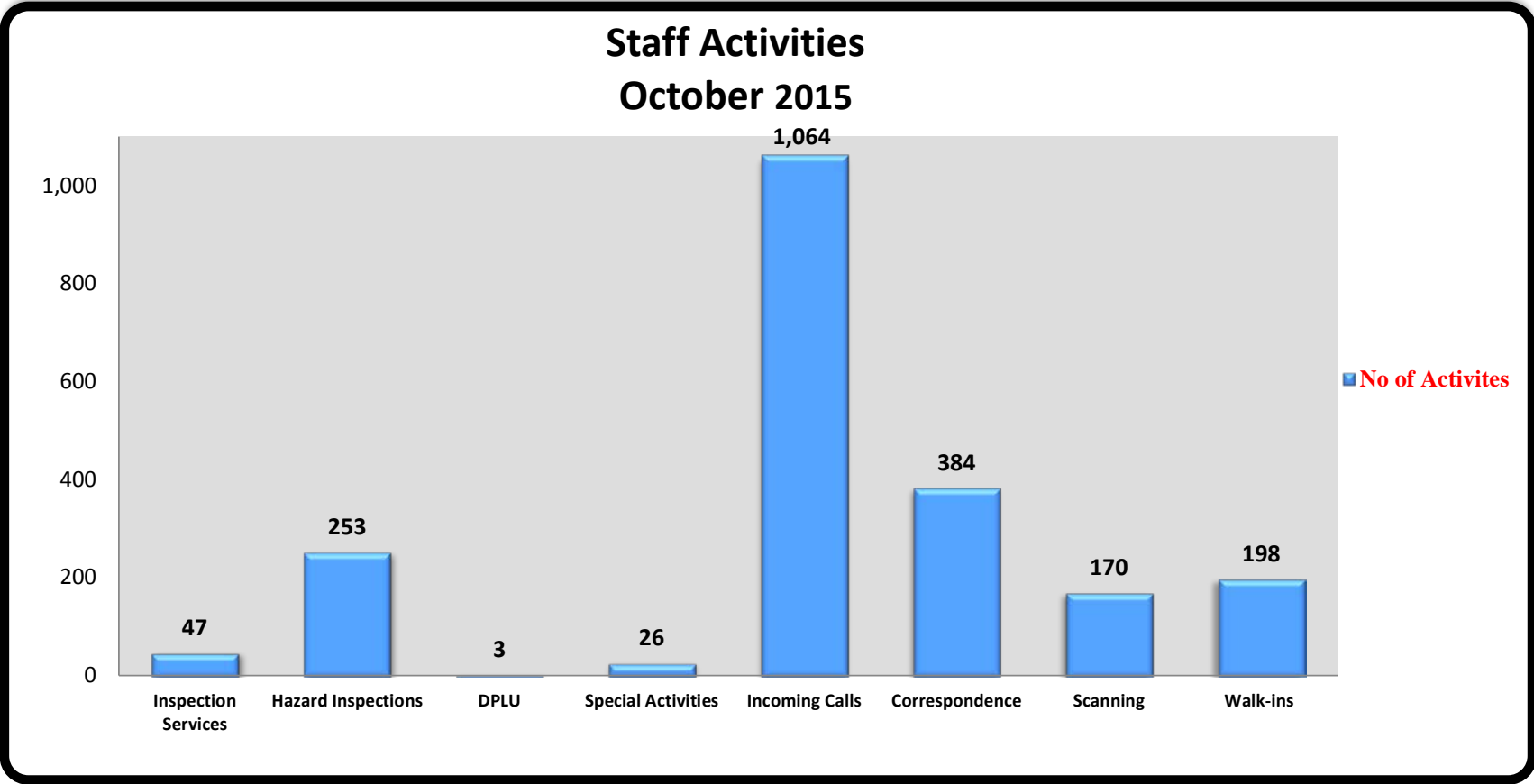


Year	Res/Add	Comm	Total
2011	915,329	62,210	977,539
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2014 YTD	764,288	36,156	800,444
2015 YTD	436,667	43,042	479,709

Comparison 2014/2015 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	66,782	12,561	52,601	77,293	157,035	19,168	55,817	111,794	57,680	189,713	8,606	337,213
2015	75,647	30,699	21,404	46,109	51,601	46,651	89,960	20,996	25,861	70,781		

Fire Prevention Monthly Staff Report
October 2015



Comparison 2014/2015 Total Monthly Hours/Activities

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1592	1662	1776	1958	2653	3649	5058	3997	1952	1844	2143	1261
Hours	269.25	325.08	334.35	334.05	433.25	536.95	668.32	667.33	404.8	413.03	389.88	99.50

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1761	1490	2001	1985	1771	2474	2561	2189	2104	2145		
Hours	423.45	301.18	411.9	416.92	323.8	486.28	444.52	422.95	387.67	414		

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

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

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, etc</i>		3.0
		3.0
		0.0
		0.0
Compile & write new information: <i>Questionnaire for new developer</i>		2.0
		2.0
Social Media <i>Facebook "Fans" - 677</i> <i>Twitter "Followers" - 1936</i>		5.0
		3.0
		2.0
TOTAL		10.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc: <i>Evacuation Brochures</i> <i>Open House flyer</i> <i>Pancake Breakfast Flyer</i> <i>Water Watcher Tags</i>		9.0
		2.0
		1.0
		2.0
		4.0
TOTAL		13.0

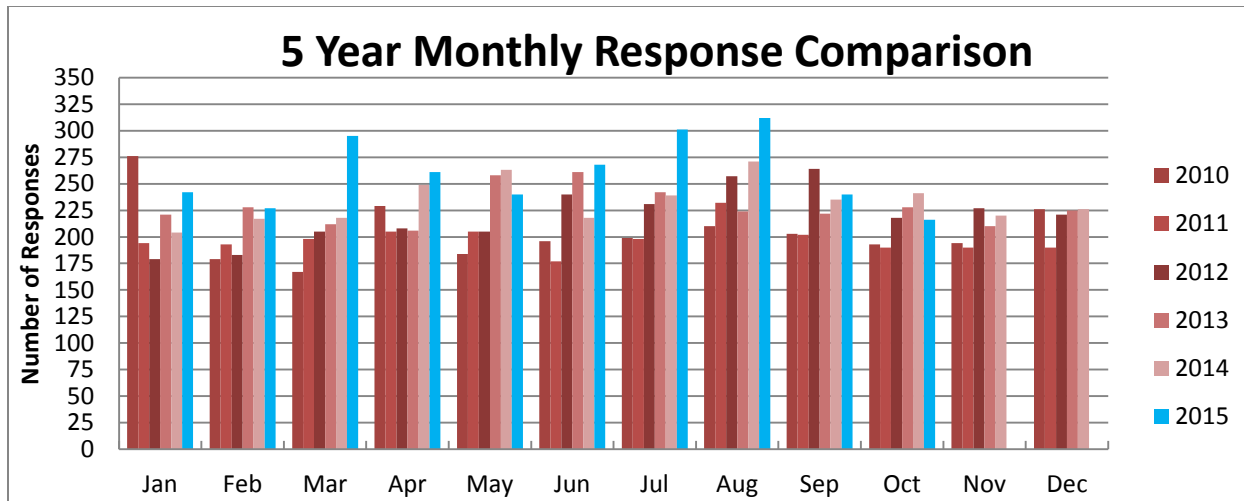
**Rancho Santa Fe Fire Protection District
Public Education Coordinator
October 2015**

MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		0.0
Press Releases:		5.0
<i>Open House</i>		1.0
<i>Pancake Breakfast</i>		1.0
<i>Joint event release</i>		1.0
<i>Year-round water safety (to be continued...)</i>		2.0
Other Articles/Stories/Interviews:		2.0
<i>Smoke alarms save lives (with CSA-17 agencies)</i>		2.0
TOTAL		7.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		38.0
<i>Station Tour -1</i>		1.0
<i>Birthday Parties - 0</i>		0.0
<i>Fire Prevention Week</i>		36.0
<i>Hands-only CPR at Diegueno Country</i>		1.0
Adult Programs:		7.0
<i>Garden Club Market and Fair</i>		7.0
TOTAL		45.0

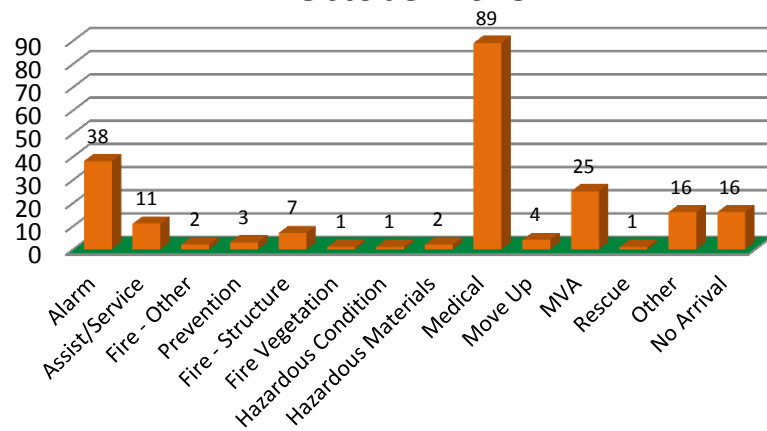
**Rancho Santa Fe Fire Protection District
Public Education Coordinator
October 2015**

EVENTS		Staff Hours
External/Community Events:		14.0
<i>Open House/Pancake Breakfast Prep</i>		3.0
<i>Open House/Trick-or-Treat</i>		9.0
<i>Halloween Events at R. Roger Rowe Elementary</i>		2.0
Internal Events:		1.0
<i>Badge Ceremony</i>		1.0
		0.0
TOTAL		15.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings:		5.0
<i>Staff meetings</i>		4.0
<i>Shift Meeting</i>		0.0
<i>CSA 17 Pub Ed</i>		1.0
TOTAL		5.0
CLERICAL		Staff Hours
Prevention-related:		48.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		42.0
<i>Phone Calls</i>		6.0
Non-prevention/non-minute related:		21.0
TOTAL		69.0
TOTAL HOURS		164.0

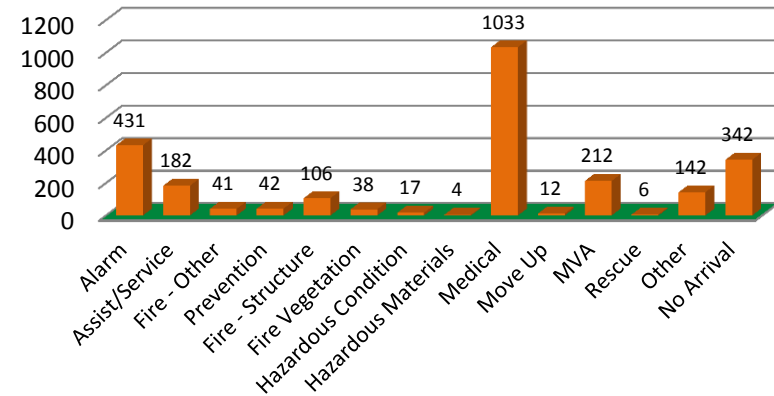


2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	242	227	295	261	246	268	301	312	240	216			2,608
YTD	242	469	764	1,025	1,271	1,539	1,840	2,152	2,392	2,608			10.7%
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217	218	249	263	218	239	271	235	241	220	226	2,801
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	221	228	212	206	258	261	242	224	222	228	210	225	2,737
YTD	221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	4%
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	179	183	205	208	205	240	231	257	264	218	227	221	2,638
YTD	179	362	567	775	980	1,220	1,451	1,708	1,972	2,190	2,417	2,638	11%
2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	194	193	198	205	205	177	198	232	202	190	190	190	2,374
YTD	194	387	585	790	995	1,172	1,370	1,602	1,804	1,994	2,184	2,374	

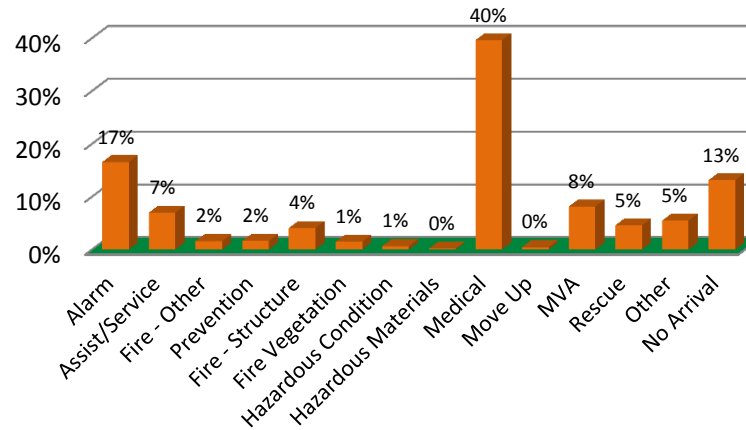
Call Volume By Incident Type
October 2015

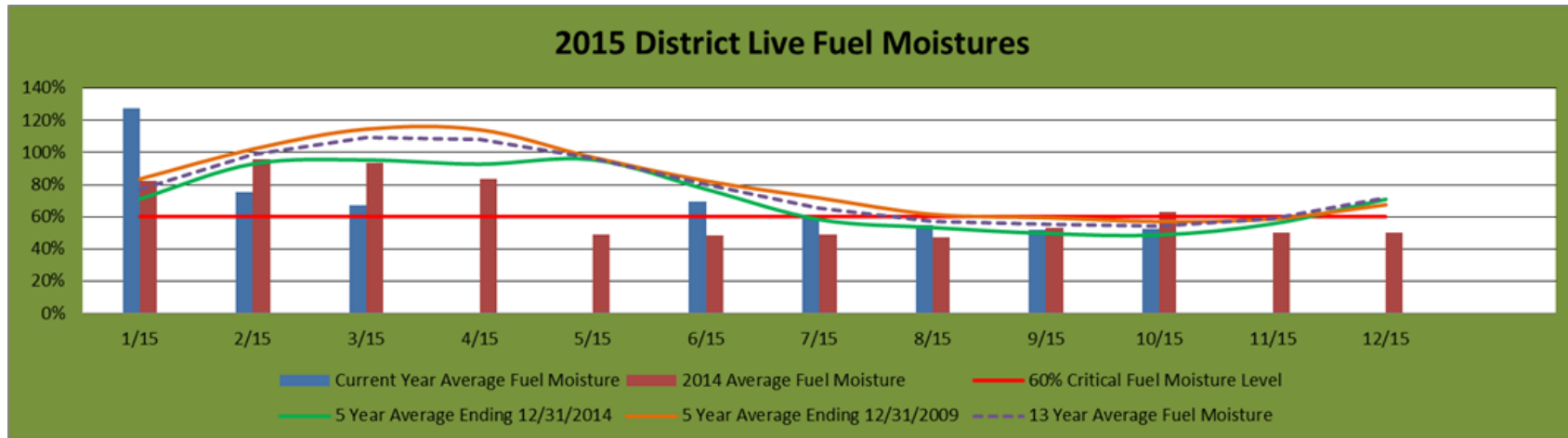


Call Volume By Incident Type YTD
2015



Call Volume By Incident Type As A
Percent YTD 2015





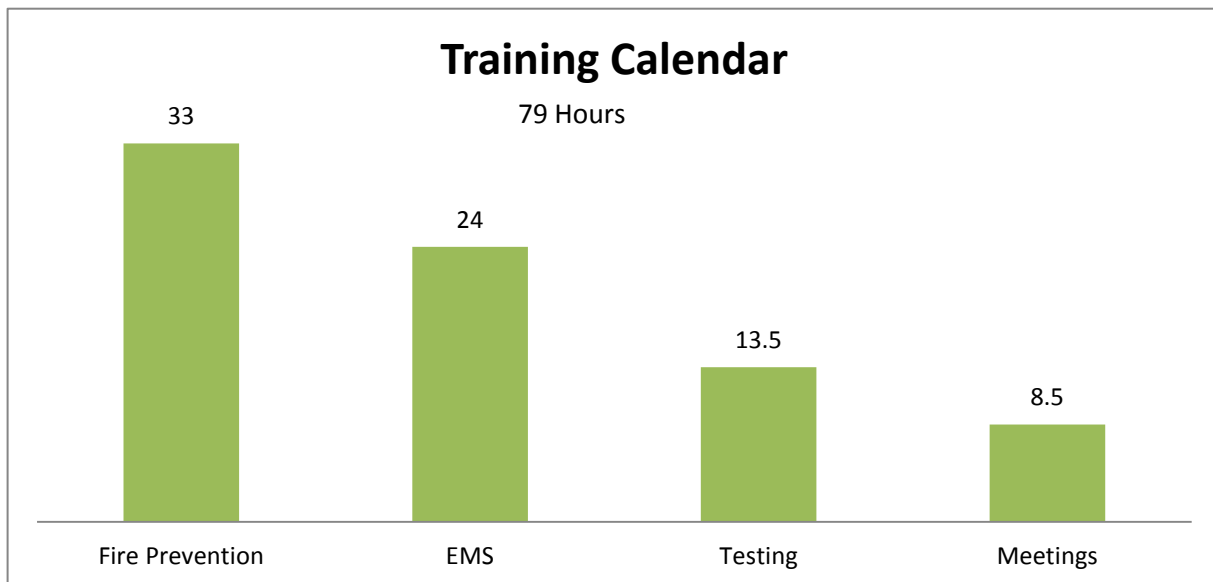
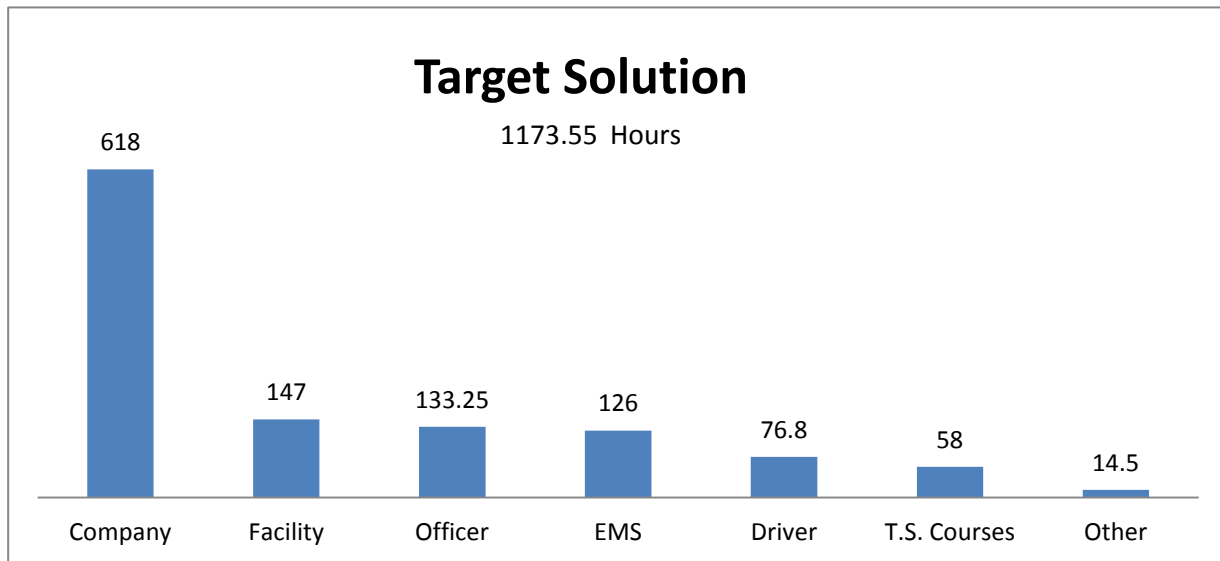
Significant Incidents/Overhead Assignments

DATE	Incident/ Location	TYPE	UNIT/PERSON	MISC
10/10 -10/11	Various	VIP	All RSF	Presidential Visit

Training Division

October 2015

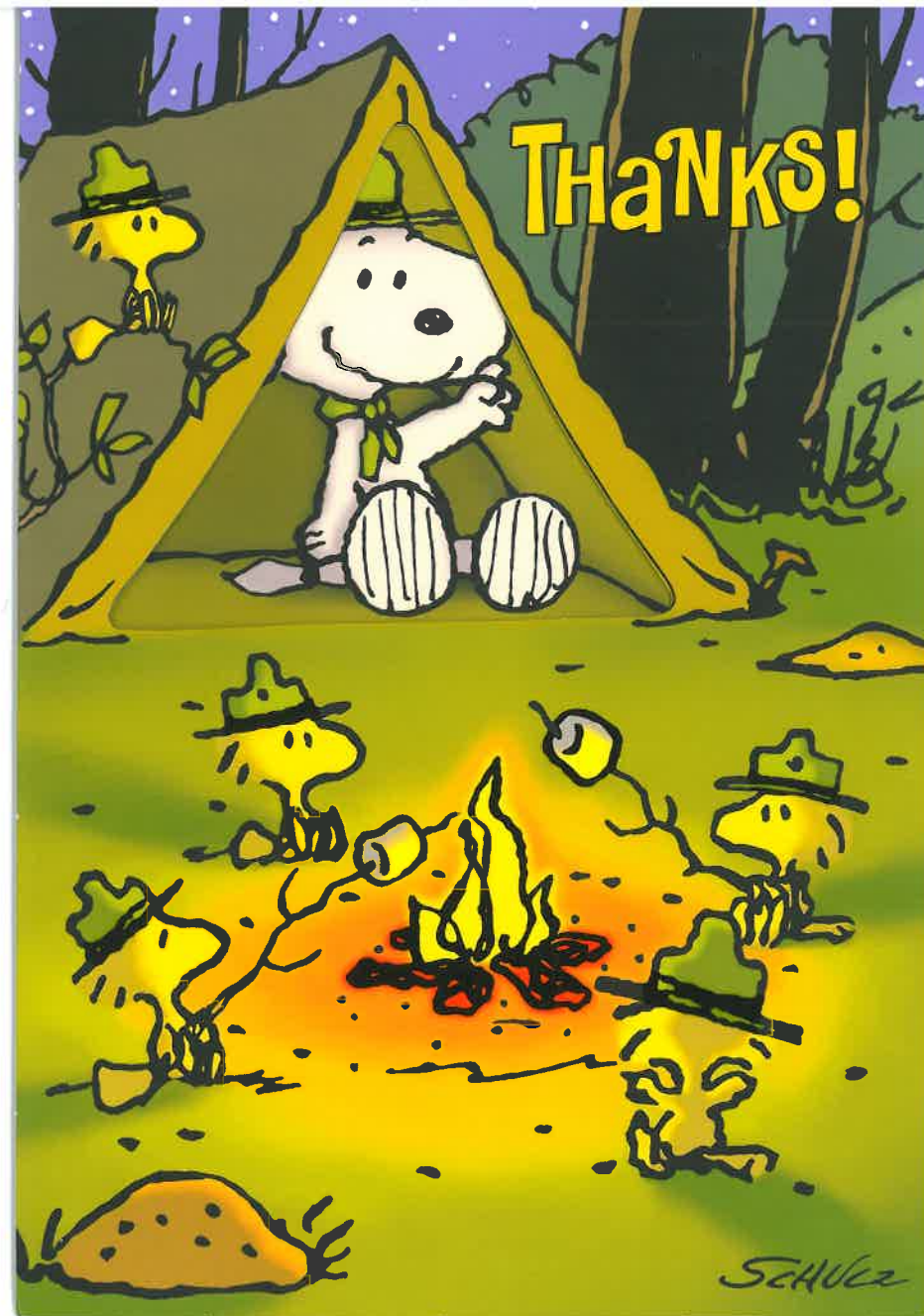
1252.55 Total Hours

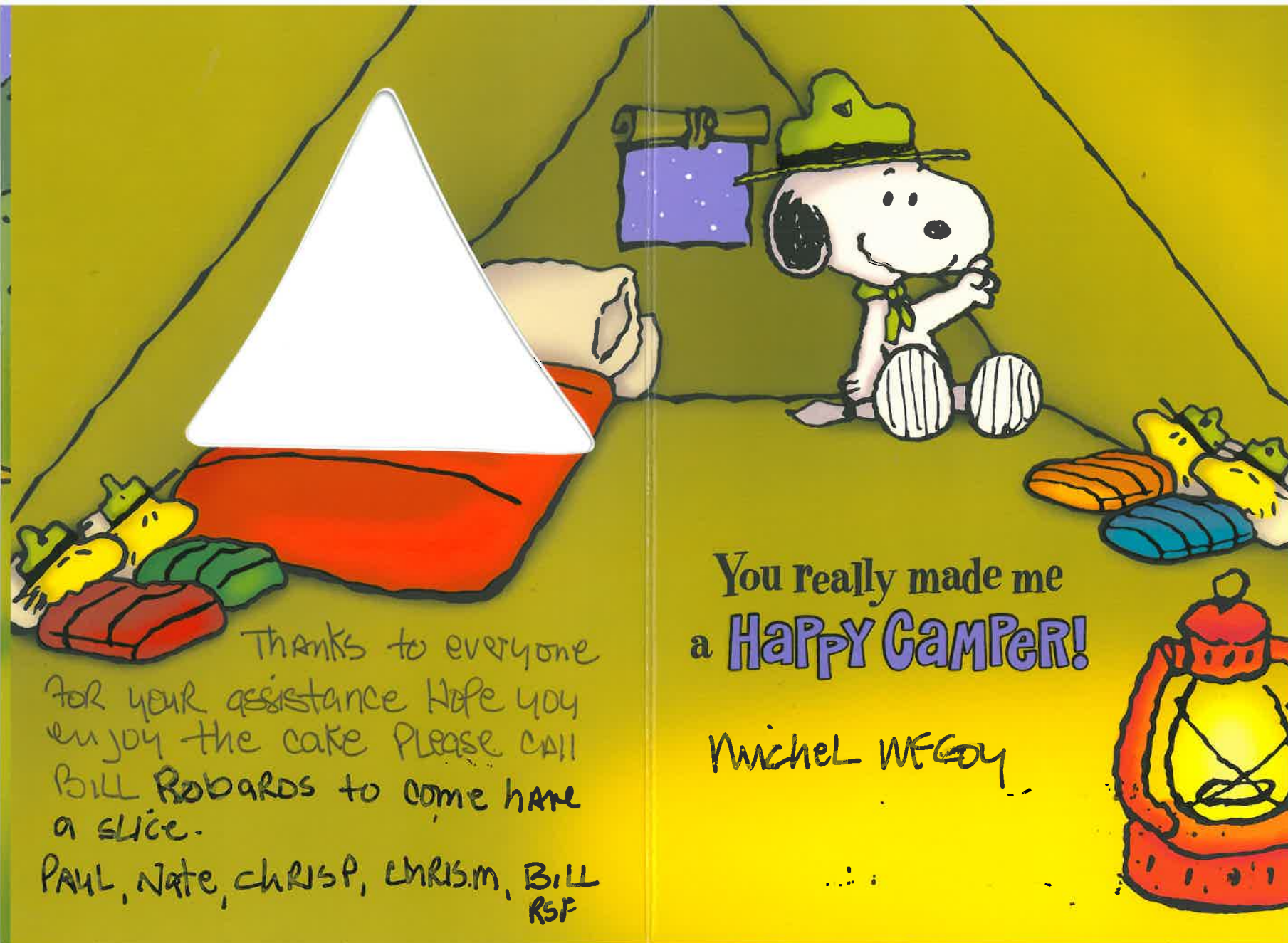


October 2015

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Sep 27	28	29	30	Oct 1	2	3
Sep 27 - Oct 3					RSF STL Primary, ENC Secondary, VTA-OES Type I, ESC-OES Type III, Cal Fire Team 2 Rancho Santa Fe Fire Academy (Training Facility: 5:00pm) A Shift 9:00am 12:00pm EMS: Advanced Phillip M 1:30pm 4:30pm EMS: A		A Shift 8:00am 5:00pm Pala Fire to borrow the FLAG Trailer and Car Prop. (Pala Fire)
	4	5	6	7	8	9	10
Oct 4 - 10	RSF STL Primary, ENC Secondary, VTA-OES Type I, ESC B Shift	Rancho Santa Fe Fire Academy (Training Facility: 5:00pm) 8:00am A Shift 9:00am 11:00am 2612 - 9:30am 12:30pm 2613 t 1:00pm 5:00pm 2611 (S)					B Shift 9:00am 12:00pm Rescue (RSF-1) - Chris Mertz
	11	12	13	14	15	16	17
Oct 11 - 17	C Shift 8:30am 12:00pm Pump Test - 2632 (RSF-2) - Chris F. Galindo	A Shift 1:30pm 4:30pm Eng Co Inspection (Cymer) - Greg D. Rainville	C Shift 9:00am 11:00am 2613 - Fire Prevention Month (Horizon Pres 2:30pm 3:30pm Pancake Breakfast M	A Shift 8:30am 10:30am 2613 - Fire Prevention Month (Horizon Prep) - Julie E. Taber	C Shift 9:00am 12:00pm Preparing for the future. 9:00am 11:00am 2613 - Fire Prevention Mont	A Shift 8:30am 10:40am 2613 - Fire Prevention Month (Horizon Preschool (at the church campus)) - J	B Shift 8:00am 11:00am North County Regional Tes 9:00am 3:00pm Auto X (RSF-1) - Chris Mert 9:00am 3:00pm Garde
	18	19	20	21	22	23	24
Oct 18 - 24	A Shift 3:00pm 4:00pm Station Tour (Station 3) - Julie E. Taber	B Shift 9:00am 10:30am 2612 - Fire Prevention Mont 9:00am 11:00am Rescue 42 training (9:00am 10:30am 2613	C Shift 8:00am 5:00pm Sanford taking 2633 to Palomar Fire Aca 9:00am 10:30am 2612 - Fire Prevention Mont	B Shift 9:00am 12:00pm EMS: MCI/Boston (Enc 5) 9:30am 11:10am 2611 - Fire Prevention Wee 1:30pm 4:30pm EMS: M	C Shift 8:00am 5:00pm Sanfor 8:45am 12:00pm Strat 9:00am 12:00pm EMS: 9:30am 10:40am 2611 - 1:30pm 4:30pm EMS: M	B Shift 8:00am 12:00pm Forcible Entry Class 8:15am 10:45am 1st Quarter written test 1:30pm 3:00pm 2613 -	C Shift 8:00am 1:00pm Pump Test - 2612 / 2611 (RSF-2) - Chris F. Gali 9:00am 4:00pm Elfin Forest/ Harmony Gr
	25	26	27	28	29	30	31
Oct 25 - 31	A Shift	NZJPA Interviews (Station 4 Training Room) - RSF-4 C Shift 9:00am 5:00pm 1st Quarter Probationar 2:30pm 3:00pm Follow up Meeting (RSF 2)	A Shift 8:00am 1:00pm Pump Test - 2613 / 2614 (R 12:30pm 1:30pm 2611 - Fire Prevention M	B Shift 8:45am 11:45am Captains Meeting (Rancho Santa Fe Sta 4) - Activity Calendar	A Shift 9:00am 12:00pm EMS: MCI/Boston (Enc 5) 1:30pm 4:30pm EMS: MCI/Boston (RSF 1)	B Shift 9:00am 5:00pm Auto X (Cardinal) - Chris M 10:00am 11:00am 2613 in place of 261 12:00pm 12:30pm E26	A Shift





Thanks to everyone
for your assistance Hope you
enjoy the cake Please call
Bill Robards to come have
a slice.

PAUL, Nate, CHRIS, CHRIS.M, BILL
RSP

You really made me
a **HAPPY CAMPER!**

Michael WEGG

October 27, 2015

**Capt. Trever Krueger
RSF Fire Department
18027 Calle Ambiente
Rancho Santa Fe, CA 92067**

Dear Captain Kruger,

On October 12th I had the onset of a pain that increased to such intensity that my wife called the paramedics to our home at 5770 San Elijo.

We felt that their professionalism and care was exemplary. We are proud and grateful to live in a community that is served by an organization that meets the highest standards of excellence in their profession. For this reason we would like to thank and commend the following:

**Eng. Brian Schmid
FF/PM Scott Schieber
FF/PM Kyle Carranza
PM Todd Klingensmith
EMT Ken Taylor**

Gratefully yours,

John Queen

CC: Tony Michel, Fire Chief

Resolution No. 2015-11

A Resolution of Commendation from the Board of Directors
of the Rancho Santa Fe Fire Protection District for
Michael J. Gibbs

WHEREAS, Michael J. Gibbs has retired from his position as Deputy Chief for the Rancho Santa Fe Fire Protection District; and

WHEREAS, Michael J. Gibbs was a Volunteer Firefighter for the District from 1976 to 1980, and since June 10, 1983 until December 1, 2015, Chief Gibbs has served the community with distinction, loyalty and dedication for 32-½ years at the ranks of Firefighter, Engineer, Captain, Deputy Fire Marshal, Battalion Chief, and Deputy Chief; and

WHEREAS, during his service to the Rancho Santa Fe Fire Protection District, he has served in many important roles: risking his life in the efforts of saving the lives and property of others on a day-to-day basis, and participated in many major emergency incidents including the 1st Bernardo Fire (1979), Paint Fire (1990) Harmony Grove Fire (1996); Paradise Fire (2003); Witch Creek Fire (2007); Bernardo Fire (2014), and the Cocos Fire (2014); and

WHEREAS, during his tenure he served in many different capacities, and was instrumental for the first deployment of a Compressed Air Foam System (CAFS) Strike Force in the State, GIS implementation into the Fire District, HazMat Enforcement and Prevention program, The District probationary testing and task book program, radio modernization, partnership with Pulse Point, and the coordination of supplemental helicopter in in the Fire District when the fire danger was at critical levels; and

WHEREAS, Chief Gibbs has served on numerous committees and special assignment representing the Fire District in such roles as SoCal CAFS Taskforce, North Zone Communications Group, Instructor and cadre member for Marine Corps Base Camp Pendleton Fire School, an original Career Instructor at the Palomar Fire Academy, EMT Instructor at Southwestern College, Fire Science Instructor at Palomar College; and

WHEREAS, Chief Gibbs has shared his passion for his profession, his ongoing dedication to training, and his willingness to be a coach and mentor to fire service professionals.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District do hereby convey their deep appreciation, admiration and gratitude to Chief Gibbs, and commend him for his superior record of dedicated fire service and protection rendered to the residents of the Rancho Santa Fe Fire Protection District; and

BE IT FURTHER RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby wish Chief Gibbs a well-deserved, most satisfying and rewarding retirement.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on November 18, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James H. Ashcraft
President

ATTEST:

Karlana Rannals
Secretary

STAFF REPORT

2015-16

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: VEHICLE REPLACEMENT – PURCHASE (CAPITAL)
DATE: NOVEMBER 13, 2015



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

Description	FY16 Budget	Funding Request	Funding Source	Action Requested
(1) 2016 Ford Explorer	\$35,000	\$28,902.66	Fleet Reserves	Authorize Purchase
(1) Radios and Emergency Lighting Package		\$10,000.00		

JUSTIFICATION for Funding Request:

Staff seeks authorization to purchase one (1) replacement staff vehicle with Radio and Emergency Lighting package. This vehicle will be purchased through the City of San Diego Bid #100115785-11E and will include options.

- Total Vehicle cost including sales tax and fees \$28,902.66
- Mobile Radio, Emergency Lighting, and Console \$10,000.00

Total Cost: \$38,902.66

The FY15/16 Capital Replacement plan identified the purchase of up to two (2) replacement staff vehicles. A fleet needs assessment was completed with the purchase of two vehicles combined with the reshuffling of current vehicles. This vehicle will replace the current staff vehicle assigned to the District's Fire Marshal. A budget authorization for a second staff vehicle purchase will be submitted at a later date.

The 2013 Ford Escape currently used by the Fire Marshal will be rotated to the District's EMS Coordinator and her car, a 2006 Ford Explorer with 164,000 miles, will be sold at public auction

Funding Source:

Rancho Santa Fe Fire Protection District FY16 budget:

- 100% Capital Replacement - FLEET

Attachment:

Quotation for Vehicle Purchase – Kearny Mesa Ford (dated September 22, 2015)

KEARNY PEARSON FORD
KEARNY PEARSON KIA



7303 CLAIREMONT MESA BLVD.
SAN DIEGO , CA 92111

QUOTE

RANCHO SANTA FE FIRE PROTECTION DISTRICT

Attn: **CHRIS GALINDO**
Address **16936 EL FUEDO**
City **RANCHO SANTA FE** State **CA** ZIP **92067**
Phone **(858) 756-6004** FAX:

Date **9/22/2015**
INVOICE # **RSF-Q001**

Qty	Description	Unit Price	TOTAL
1	2016 FORD POLICE UTILITY AWD	\$24,843.62	\$24,843.62
1	Option 595 Remote Keyless Entry	\$260.00	\$260.00
1	Option 593 Perimeter Anti-Theft Alarm	\$120.00	\$120.00
1	Option 64B Wheel Upgrade	\$60.00	\$60.00
1	Option 65U Interior Upgrade package	\$390.00	\$390.00
1	Option 16D Badge Delete	\$0.00	\$0.00
1	Option 76R Reverse Sensing System	\$240.00	\$240.00
1	Option 53M SYNC	\$295.00	\$295.00
1	Option Blis- blind spot monitoring with cross traffic alert	\$545.00	\$545.00
1	CA TIRE FEE	\$8.75	\$8.75
1	CA SALES TAX 8%	\$2,140.29	\$2,140.29
QUOTE:R001			
SIGN: _____		DATE: _____	TOTAL \$28,902.66

ADD \$10.00 LATE CHARGE FEE PER DAY, PER VEHICLE IF PAID AFTER 30
DAYS FROM DATE OF DELIVERY

RANCHO SANTA FE FIRE COPY



KEARNY PEARSON FORD
KEARNY PEARSON KIA



9/22/2015

Please find the pricing as requested for the 2014 Police Utility Interceptor based on The City Of San Diego bid # 10032675-13-E. This bid was competitively placed out to bid on January 29, 2013 was awarded to Kearny Pearson Ford, and expires on February 28, 2018.

With the optional equipment Rancho Santa Fe Fire Protection District has requested.

Per City Bid the price for AWD Utility Interceptor with Paint Scheme is: \$25,393.62
Less Paint charges if not desired : \$ 550.00-

Total : \$24,843.62

Option 595 Remote Keyless Entry	: \$ 260.00
Option 593 Perimeter Anti-Theft Alarm	: \$ 120.00
Option 64B Wheel Upgrade	: \$ 60.00
Option 65U Interior Upgrade package	: \$ 390.00
Option 16D Badge Delete	: \$ 000.00
Option 76R Reverse Sensing System	: \$ 240.00
Option 53M SYNC	: \$ 295.00
Option Blis- blind spot monitoring with cross traffic alert	: \$ 545.00

Total price including all options : \$26,753.62

CA TAX 8% : \$ 2,140.29

CA TIRE FEE : \$ 8.75

GRAND TOTAL WITH OPTIONS AND FEES (PER UNIT) : \$28,902.66

Delivery timeframe: will be 60-90 days A.R.O.

Payment: Net 30 Days

Fabian Amaya

Fleet Manager

Kearny Pearson Ford

7303 Clairemont Mesa Blvd.

San Diego CA, 92111

(858)-715-3410 Dir.

FAX (858)-278-2187

CELL (619) 210-4450

fabian@kpford.com

7303 Clairemont Mesa Boulevard • San Diego, California 92111 • 858-560-5544
www.kearnypearsonford.com www.kearnypearsonkia.com



STAFF REPORT

NO. 15-17

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: NEW POSITION – OFFICE SUPPORT COORDINATOR

DATE: NOVEMBER 13, 2015



RECOMMENDATION

Staff recommends that the Board of Directors approve the additional budgeted position *Office Support Coordinator*, position description, and salary range to support the Training Division, Fire Prevention, and other District administrative services.

STAFF ANALYSIS

Periodically the demands of the District change and require the establishment of new positions and salary ranges to provide staffing at levels that are appropriate to the services provided. The additional *Office Support Coordinator* position will support the Battalion Chief – Training, all management positions in Administration, and serve as the secondary or backup position to Fire Prevention.

The additional *Office Support Coordinator* proposed will perform a wide range of clerical, reception, and customer service-oriented tasks to coordinate, streamline, and support the Training Division and Administration. A position description was developed and provided as an attachment to this report.

The *Office Support Coordinator* classification and salary range (\$46,884 - \$56,988) is a recognized position listed in the Memorandum of Understanding between Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Employees Association.

[Funding:](#)

The funding for this full-time position was included in the FY16 Budget.

[Attachment\(s\):](#)

1. Position Description - *Office Support Coordinator*
2. Organization Chart

AGENCY: RANCHO SANTA FE FIRE PROTECTION DISTRICT
JOB TITLE: Office Support Coordinator
DEPARTMENT: TRAINING/ADMINISTRATION



BASIC FUNCTION:

This is a full-time, non-exempt, non-supervisory position reporting to, and at the direction of the Administrative Manager and the day-to-day supervisor, the Battalion Chief of Training. Persons assigned to this position performs a wide range of clerical, reception, and customer service-oriented tasks to coordinate, streamline, and support the Training Division and Administration in advancing the District's Mission is to protect life, property, and environment through prevention, preparedness, education, and emergency response.

KEY RESPONSIBILITIES:

- Provide independent administrative support to the Training Division. Typical tasks Include scheduling meetings, assisting with correspondence, arranging travel and other day-to-day activities as assigned.
- Serve as the site administrator for the Departments' training databases. Act as the liaison to the software creator, assisting with database improvements and upgrades. Manage and maintain the training calendar. Assist with workshop, training productions and events. Provide logistical support when needed.
- Assist with the development and maintenance of the Training Division's policies and procedures manuals.
- Schedule appointments for Training Officer, and other District resources as needed.
- Act as the Fire District office's secondary receptionist and first point of contact for all telephone calls and walk-in traffic. Answer routine questions; take and deliver messages, explain established procedures, processes, and activities, recommend and distribute District brochures and forms, present relevant procedural or technical information that may require interpretive judgment; evaluate requests for information/assistance and refer to appropriate division or department.
- Assist members of the public in obtaining Fire District approval/permits for residential or commercial projects. Handle any customer dissatisfaction with tact and diplomacy, direct to proper personnel for resolution.
- Compose, revise and publish routine correspondence, reports, memoranda, and other documents using Microsoft Office Suite (Word, Excel, PowerPoint,), and other custom designed software programs (Fire Prevention Program) with careful attention to details including accuracy, grammar, spelling, and clarity.
- Collect plan check fees and relevant project information for all plans submitted to the Fire Prevention Bureau, route/assign to appropriate plan checker, scan/record plan checker's review notes/comments, notify customer when review is complete via email or telephone, record date of pick-up.
- Maintain current and accurate records via electronic filing system; scan documents into database in a timely manner for future review, capture and enter relevant project data for quick retrieval. Make recommendations for improvements to system as needed.
- Compile statistical information and prepare activity reports for the Training Officer, and other Chief Officers on a weekly, monthly, and yearly basis as necessary.
- Actively participate in regular staff meetings and record minutes as requested.
- Perform other duties as assigned in a continually evolving, cooperative, and highly team-oriented office environment.

QUALIFICATIONS:

To perform a job in this classification, the individual must be generally able to perform the essential duties described in this job description. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific job.

Knowledge of:

- Basic methods, terminology, and practices of good customer service
- Modern office practices, procedures, and technology

Skills:

- Highly organized, ability to prioritize projects and meet deadlines in a rapidly changing work environment
- Attentive to detail, ability to proofread and edit documents for precision and professionalism
- Demonstrated initiative to identify and implement projects, tasks, or other activities that will further the organization's goals in a reasonable and timely manner
- Ability to support, cooperate and interact with a diverse group of people and ask for assistance from other staff members if needed
- Proficient software skills, including intermediate knowledge of the Microsoft Office Suite (Word, Excel, PowerPoint)

Ability to:

- Provide excellent customer service
- Communicate effectively both verbally and in writing
- Calculate, prepare, and review daily deposits
- Perform advanced, and sometimes complex clerical work
- Collect checks, cash and credit card payments, make accurate change and balance daily cash receipts
- Perform data entry in accounting software and make accurate arithmetical calculations
- Prepare complex statistical reports
- Use spreadsheet and word-processing applications
- Understand and carry out oral and written instructions
- Learn, operate, and master District-customized software applications and District policies and procedures
- Effectively respond to citizen/employee/customer complaints and inquiries
- The ability to perform in a confidential capacity is essential.

EXPERIENCE AND EDUCATION:

Any combination of experience and education equivalent to the experience and education that would likely provide the required knowledge and abilities that could be qualifying for the position. A typical way to obtain the knowledge and abilities would be:

- Equivalent to the completion of the twelfth grade, supplemented by specialized training in the customer service/clerical/administrative occupational field, and
- Two years of progressively responsible secretary/clerical, technical, or administrative experience.

PHYSICAL STANDARDS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk, stand, and lift up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and computer equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read information and documents; observe and interpret people and situations; learn and apply new information or skills; perform detailed work; and interact with staff and others encountered in the course of work.

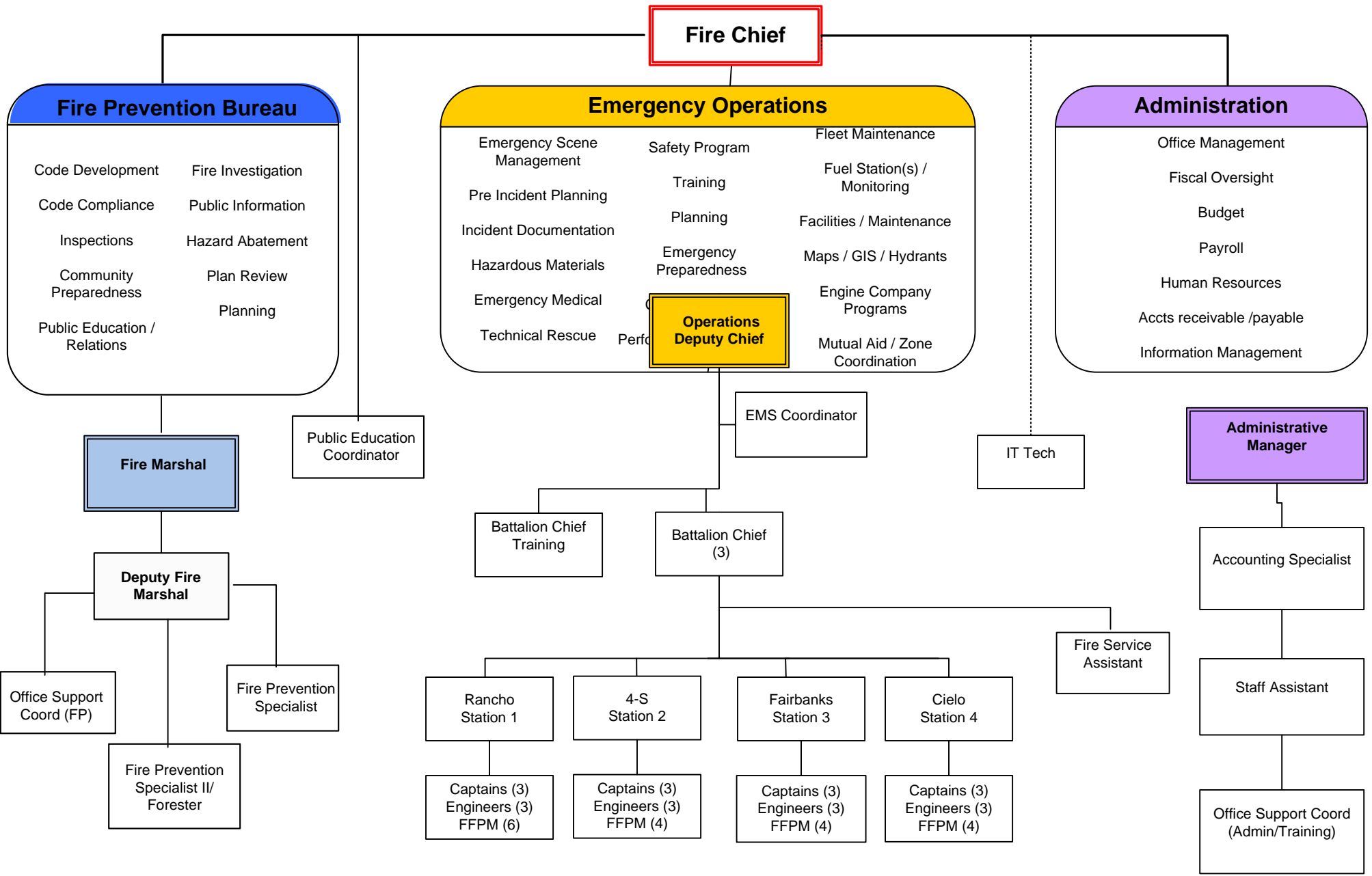
May be required to travel occasionally to various Fire District locations or/to off-site meetings as necessary and as the assignment demands.

WORK SCHEDULE:

Monday thru Friday 8:00 am – 5:00 pm (*subject to change*)

Job Title:	Office Support Coordinator	Position Type:	Full-time
Department/Group:	Administration	Location:	18027 Calle Ambiente Rancho Santa Fe, CA 92067
Level/Salary Range:	\$46,884 - \$56,988		

Board of Directors



STAFF REPORT

NO. 15-18

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: CY2016 BOARD MEETING SCHEDULE
DATE: NOVEMBER 13, 2015



RECOMMENDATION

Review schedule and approve any changes to the meeting schedule that may be necessary.

BACKGROUND

The Board of Directors adopted Resolution No. 2005-014 establishing the second Wednesday of each month as the regular meeting date to conduct business of the District. On occasion, it is necessary to adjust the date to accommodate holidays and scheduling conflicts.

CURRENT SITUATION

The following table list the meeting dates for 2016 and I have included the annual (or routine) agenda topics that the Board must act:

Meeting Dates – 2016	Annual Agenda Topic(s)
January 13	
February 10	
March 9	Adopt: Resolution to Participate in Fire Mitigation Fee Program <i>(must be adopted by April 15)</i>
April 13	
May 11	Select criteria to determine annual appropriations limit; Adopt resolution: Appropriations Limit Adopt resolution: Setting Benefit Charges
June 8	Adopt: Preliminary Budget <i>(must be adopted by June 30)</i> Accept List of forced abatements to be placed on property tax bills, if any
July 13	
August 10	
September 14	Public Hearing: Final Budget & Fire Mitigation Fee 5 Year Capital Plan Adopt: Final Budget <i>(must be adopted by September 30);</i> Adopt: Fire Mitigation Fee 5 Year Capital Plan
October 12	
November 9	
December 14	Ethics Training <i>(every two years – 2016)</i> Oath of Office <i>(every election year – 2016)</i> Election of Officers <i>(every election year – 2016)</i>