



**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

February 19, 2020  
1:00 pm PT  
Regular Meeting

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

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
    - Board of Directors minutes of January 15, 2020  
ACTION REQUESTED: **Approve**
  - b. Receive and File
    - Monthly/Quarterly Reports
      - (1) List of Demands Check 32259 thru 32380, Electronic File Transfers (EFT), and Wire Transfer(s) for the period January 1 – 31, 2020 totaling: \$ 646,227.41
      - Wire Transfer(s) period January 1 – 31, 2020 \$ 227,299.08
      - Payroll for the period January 1 – 31, 2020 \$ 581,369.54
      - TOTAL DISTRIBUTION \$1,454,896.03
      - (2) RSF District Financials – December 31, 2019
      - (3) Investment Review – December 31, 2019

*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.*

(4) Activity Reports – January 2020

- (a) Operations
- (b) Training
- (c) Fire Prevention
- (d) Correspondence - letters/cards were received from the following members of the public:
  - (i) LAFCO – Independent Special Districts Election Results

ACTION REQUESTED: **Information**

5. Old Business

- a. None

6. New Business

- a. Acceptance of Gift – Video Production Equipment

To discuss and/or accept video production equipment from the Rancho Santa Fe Fire District Foundation and authorize the President to execute the acceptance agreement. [Staff Report 20-02](#)

ACTION REQUESTED: **Accept production equipment and authorize President to execute the agreement**

7. Resolution/Ordinance

- a. Resolution No. 2020-02

To adopt Resolution No. 2020-02 entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program

ACTION REQUESTED: **Adopt**

8. Oral Report

- a. Fire Chief – Cox
  - i. District Activities
- b. Operations – Deputy Chief
- c. Volunteer – Volunteer Recruitment & Retention Coordinator
- d. Training – Battalion Chief
- e. Fire Prevention – Fire Marshal
- f. Administrative/Human Resource Manager
- g. Administrative Manager
  - i. Form 700 – reminder
  - ii. Recognition Dinner – April 18, 2020
  - iii. Zoom Demonstration
- c. Board of Directors
  - North County Dispatch JPA – Update
  - County Service Area – 17 – Update
  - Comments

9. Closed Session

- a. Anticipated Litigation (1) Matter – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) matter*  
**Time Certain 2:00 pm**

- 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

Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Fire Chief; Deputy Chief; Battalion Chief (4); Fire Marshal and Administrative/Human Resource Manager

Under Negotiation: Successor Memorandum of Understanding and/or Compensation Resolution

**10. Adjournment**

The next special (in lieu of regular) meeting Board of Directors meeting to be March 11, 2020 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, February 19, 2020 1:00 pm PT

## CERTIFICATION OF POSTING

I certify that on February 13, 2020 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 February 13, 2020

A handwritten signature in black ink that reads "Karlene Rannals".

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Karlene Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – January 15, 2020**

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

**REGULAR AGENDA**

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

1. Roll Call

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

Directors Absent: None

Staff Present: Fred Cox, Fire Chief; Dave McQuead, Deputy Chief; Dave Livingston, Battalion Chief; Bruce Sherwood, Battalion Chief; Conor Lenehan, Deputy Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlana Rannals, Board Clerk.

2. Invocation

Chaplain Mike MacIntosh gave an invocation.

3. Pledge of Allegiance

Chief McQuead led the assembly in the Pledge of Allegiance.

4. Special Presentations

a. Badge Presentations

Chief Cox welcomed all in attendance. Deputy Chief McQuead discussed the requirements and commitment needed to succeed in the profession and in the District. Chief Cox presented the following district personnel a Fire District badge:

*Promotion*

- Craig McVey, Captain (*June 16, 2019*)
- Tanner Worley, Captain (*January 1, 2020*)
- Curtis Benz, Engineer/Paramedic (*April 1, 2019*)
- Alex Trottier, Engineer/Paramedic (*June 16, 2019*)
- Scott Young, Engineer/Paramedic (*January 1, 2020*) – *unable to attend*
- Conor Lenehan, Deputy Fire Marshal (*November 1, 2019*)

*Off Probation*

- Josh Guzman, Firefighter Paramedic (*July 16, 2019*)

*New Hire(s)*

- Alec Connelly, Firefighter/Paramedic (*April 16, 2019*)
- Derek Wheeler, Firefighter/Paramedic (*April 16, 2019*)
- Harry Lee, Firefighter/Paramedic (*August 16, 2019*)

*Volunteer/Reserve*

- Corbin Martinez – *unable to attend*

*Retiree(s)*

- Troy Elliott, Captain (*May 11, 2019*) – *unable to attend*
- Greg Rainville, Captain (*December 20, 2019*) – *unable to attend*

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

President Ashcraft recessed the meeting from 1:25 -1:37 pm to resume the remainder of the business meeting at 18027 Calle Ambiente.

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

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

6. Public Comment

No one requested to speak to the Board.

7. 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 December 18, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

1) List of Demands Check 32162 thru 32258, Electronic File Transfers (EFT) and Wire Transfer(s) for the period December 1 – 31, 2019 totaling:	\$ 992,614.22
Wire Transfer(s) for the period December 1 – 31, 2019	\$ 288,003.24
Payroll for the period December 1 – 31, 2019	<u>\$ 719,755.68</u>
TOTAL DISTRIBUTION	\$2,000,373.14

2) Activity Reports – December 2019

- a. Fire Prevention
- b. Operations
- c. Training
- d. Correspondence – letters/cards were received from the following members of the public:
  - Jim Desmond, Supervisor, Fifth District – San Diego County Board of Supervisors

8. Old Business

- a. None

9. Public Hearing

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

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any comments regarding the fire mitigation fee program.

10. Resolution/Ordinance

- a. *Resolution No. 2020-01*

Chief Cox reported that the resolution presented is amending the Fire Mitigation Multi Year Plan to capture the additional funding needed due to the increased costs for the construction of RSF5. The Fire Mitigation Fee Committee will meet in February and they have agreed to allow the District to substitute the resolution originally adopted in June 2019. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Ordinance No. 2020-01 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan* on the following roll call vote:

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

11. New Business

- a. Acceptance of Grant

Chief McQuead summarized the staff report provided. He reported that the District applied for a grant from the San Diego Regional Foundation for the purchase of a set of hydraulic extrication tools for RSF6. The grant was approved and the Foundation has requested the District's share \$10,000 for the purchase. The District's contribution will be combined with their \$30,000.00, then the San Diego Regional Fire Foundation will complete the purchase and deliver the rescue extrication equipment to the District. Also, since the District is not purchasing the equipment, he is also requesting that the Board accept the donated equipment, and exempt the donated equipment from the District's capitalization policy. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize or approve the following:

- a. Authorize the payment in the amount of \$10,000.00 to the San Diego Regional Fire Foundation to purchase the rescue extrication equipment
- b. Upon receipt of equipment, accept the donated equipment with a total value of \$40,000

- c. Authorize the exemption of the donated equipment from the District’s capitalization policy.

12. Oral Report

a. Fire Chief

- i. RSF5 Construction – Chief Sherwood reported that the construction is progressing well. The hanging of dry wall is the next phase for the interior and they are setting the generator on site.
- ii. Chief Cox is working with Verizon for possible handicap improvements at RSF1. This may assist the District in the remodel of the board/community room requirements.
- iii. He is in conversations with Santa Fe Irrigation District about the possibility of renting space.
- iv. He also reported that the Rancho Santa Fe Fire District Foundation has approved an additional gift of \$7,000. This will come to the Board for acceptance at a future meeting.

b. Operations – Deputy Chief – Chief McQuead distributed a fuel moisture report for discussion.

- c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the volunteers contributed 994 hours the previous month. In addition, he has approximately 15 individuals in background to add to the reserve program.

- d. Training – Battalion Chief – Chief Sherwood reported that district is conducting an internal recruitment for the vacant Firefighter/Paramedic position. The applicants are from the Volunteer Reserve program. He also announced that there will be an Engineer’s and Captain’s exam in the spring.

e. Fire Prevention – Fire Marshal –

*Julie Taber* showed the Board the reprint of a painting received from the students of BayArt Academy in Sonoma County. This reproduction was sent to 506 fire stations throughout California in recognition for the response to the Kincade Fire.

*Deputy Fire Marshal Lenehan* reviewed the previous month’s statistics. He also noted that prevention staff attended the Fire Safe Council meeting and they continue to look for grant money to assist with the costs associated with fuel reduction.

f. Administrative Manager –

- i. Recognition Dinner – she reported that she is seeking suggestions for a location within the Fire District to hold the annual recognition dinner. A date will be determined once a location is identified.

g. Board of Directors

- i. North County Dispatch JPA – Update: No report - the next meeting is February 26<sup>th</sup>
- ii. County Service Area 17 – Update: No report – the next meeting is tentatively planned for March 17, 2020
- iii. Comments
  - 1. Malin – he distributed a new article from the San Diego Union Tribune on the San Diego City pension fund.

*Ten-minute recess*



13. Closed Session

Pursuant to the following sections, the board met in closed session from 3:10 – 4:05 pm, and discussed the following:

- a. 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  
Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349  
Represented Employees: Rancho Santa Fe Miscellaneous Employees  
Unrepresented Employees: Fire Chief; Deputy Chief; Battalion Chief (4); Fire Marshal and Administrative/Human Resource Manager  
Under Negotiation: Successor Memorandum of Understanding and/or Compensation Resolution  
***All board members listed and Chief Cox and Chief McQuead attended and participated in this discussion.***

Upon reconvening to open session, President Ashcraft announced that direction was given to the Agency Negotiators regarding the successor Memorandum(s) of Understanding and Compensation Resolution.

14. Adjournment

Meeting adjourned at 4:07 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President

32259	\$311.11	Aair Purification Systems	Building RSF4
32260	\$600.00	Accme Janitorial Service Inc	Building ADMIN
32261	\$210.11	Allstar Water Systems Inc	Building ADMIN, RSF6
32262	\$223.25	AT&T	Telephone RSF1
32263	\$174.65	AT&T	Telephone RSF1,2,3
32264	\$353.04	AT&T Calnet 2/3	Telephone ADMIN, RSF
32265	\$296.00	Barkhimer, Jake	Education/Training Reimbursement
32266	\$200.00	Bennett, Luke D.	CSA-17 Contract
32267	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
32268	\$186.20	COR Security Inc	Building ADMIN
32269	\$383.00	County of San Diego, DEH	Permit: County/City
32270	\$3,283.80	County of SD/RCS	CAP Code Paging Service-Monthly Service
32271	\$300.37	Cox Communications	Telephone, Cable RSF
32272	\$1,073.04	CrewSense, LLC	Scheduling (Crewsense) Maintenance
32273	\$1,716.00	D&W Consulting, Inc.	Consulting Services - Prevention
32274	\$1,580.72	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
32275	\$110.82	Dish	Cable RSF6
32276	\$7,500.00	E7 Systems LLC	Consulting Services - Prevention
32277	\$349.09	EDCO Waste & Recycling Inc	Trash RSF5,6
32278	\$17,980.57	Endeavor Bank	RSF5 Station Design/Build
32279	\$4,618.63	Engineered Mechanical Services Inc	Building RSF
32280	\$341,630.07	Erickson-Hall Const Co Inc	RSF5 Station Design/Build
32281	\$6,950.00	WinTech Computer Services	Consulting Services
32282	\$899.26	Fire ETC Inc	Safety Equipment
32283	\$229.71	Flyers Energy, LLC	Fuel: Gasoline & Diesel
32284	\$30,875.56	Gregory Johnson DBA Johnson Equipmen	2019 Chevy Silverado 1500
32285	\$404.75	Griffin Hardware Co.	Station Maintenance - RSF2
32286	\$73.23	Henley Pacific LA LLC (Valvoline)	Scheduled - ID 1481
			Tools/Equipment Repair, Janitorial Supplies, Station
32287	\$452.32	Home Depot, Inc	Maintenance
32288	\$877.23	MES California	Safety Equipment
32289	\$12,034.23	North County EVS Inc	Scheduled/Repair Apparatus
32290	\$2,471.79	Olivenhain Municipal Water District	Water RSF4
32291	\$2,684.78	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes

32292	\$2,281.25	Platinum Consulting Group LLC	Consulting Services- Financial (Platinum
32293	\$730.00	Power Plus!	Elec/Gas/Propane RSF5
32294	\$175.00	PPI Training	FP - Local Conference/Seminars
32295	\$219.95	Rincon Del Diablo Municipal Water Di	Water RSF5
32296	\$117.50	RSF Security Inc	Alarm System Monitoring - Admin
32297	\$3,830.71	SC Commercial LLC	Fuel: Gasoline & Diesel
32298	\$100.00	SDCFCA - FPO Section	FP - Local Conference/Seminars
32299	\$1,086.28	SDG&E	Elec/Gas/Propane RSF6
32300	\$5.88	Stericycle, Inc.(Shred-It)	Shredding Services
32302	\$488.00	Terminix International	Building ADMIN, RSF
32303	\$225.28	Triton Door Systems, Inc.	Building ADMIN
32304	\$49.35	U P S	Shipping Service
32305	\$14,286.77	U S Bank Corporate Payment System	Cal-Card./IMPAC program
32306	\$729.45	Uniforms Plus	Uniforms: Safety Personnel
32307	\$1,871.02	United Site Services	Sewer RSF
32308	\$1,744.96	Verizon Wireless	Cellular - Telephone
32309	\$3,794.16	Vortex Industries, Inc.	Building RSF
32310	\$2,757.63	Waste Management Inc	Trash RSF
32311	\$2,665.31	ZOLL Medical Corporation	EKG Upgrade - Defibrillator Monitors
32312	\$526.00	A to Z Plumbing Inc	Building RSF4
32313	\$149.17	Airgas Inc	Safety: Breathing Air
32314	\$308.44	Armanino Solutions, LLC	Programming - Computer & Software FP/PR
32315	\$68.45	AT&T	Telephone RSF6
32316	\$1,963.79	AT&T Calnet 2/3	Telephone RSF
32317	\$3,603.00	Business Owner's Ins Agency	Commercial - Liability - Auto Coverage
32318	\$357.94	Charter Communications Holdings, LLC	Telephone, Cable RSF
32319	\$1,551.00	Concentra	SAFER VRRC-Entry Level Physicals
32320	\$3,708.04	Dell Marketing	Computer/Printer Replacement
32321	\$37.57	EDCO Waste & Recycling Inc	Trash RSF6
32322	\$1,146.00	Engineered Mechanical Services Inc	Building RSF2
32323	\$1,501.14	Fire ETC Inc	Safety Equipment, Boots
32324	\$1,740.00	Fitch Law Firm Inc	Legal Services
32326	\$171.32	Henley Pacific LA LLC (Valvoline)	Scheduled - ID 1281, 1682
32327	\$736.06	Konica Minolta Business Inc	Copier Maintenance Contract

32329	\$292.26	Pitney Bowes Inc	Equipment Rental
32330	\$1,465.91	SC Commercial LLC	Fuel: Gasoline & Diesel
32331	\$6,948.75	Scott Davis	Programming - Computer & Software FP/PR
32332	\$10,676.63	SDG&E	Elec/Gas/Propane Admin, RSF
32333	\$4,180.00	ThyssenKrupp Elevator Inc	Elevator Service
32334	\$494.56	TPx	Telephone ADMIN
32335	\$17.45	U P S	Shipping Service
32336	\$170.45	Willis, Erwin L.	Computer Equipment/Parts
32337	\$2,579.53	ZOLL Medical Corporation	EKG Upgrade - Defibrillator Monitors
32338	\$260.19	AT&T	Telephone, Cable RSF5
32339	\$800.00	Berry, Nicole	Education/Training Reimbursement
32340	\$2,594.39	Blend	Outside Printing & Binding
32341	\$1,220.00	California's Own Native Landscape De	Landscaping RSF6
32342	\$103.63	Charter Communications Holdings, LLC	Cable - Admin
32343	\$259.17	Flyers Energy, LLC	Fuel: Gasoline & Diesel
32344	\$4,378.35	Guardian Life Insurance Co	Medical Insurance
32345	\$364.32	Lincoln National Life Ins Co	Life Insurance/EAP
32346	\$244.33	Napa Auto Parts Inc	Apparatus: Parts & Supplies
32347	\$7,920.00	NCDJPA	Dispatch Supplemental Costs
32348	\$1,862.50	Platinum Consulting Group LLC	Consulting Services
32349	\$90.00	RSF Mail Delivery Solutions	Mail Delivery Service
32350	\$10,000.00	San Diego Regional Fire & Emergency	SD Regional Fire Foundation
32351	\$1,300.00	SBSD-EVOC	Suppression - Local Conf/Seminars
32352	\$1,688.95	SC Commercial LLC	Fuel: Gasoline & Diesel
32353	\$320.00	State of CA Dept of Justice	Background Investigation
32354	\$18.44	U P S	Shipping Service
32355	\$533.64	Uniforms Plus	Uniforms: Safety Personnel, Volunteers
32356	\$36,994.43	Winner Chevrolet, Inc.	2020 Chevy Silverado
32357	\$2,453.60	Across the Street Productions	Permit: Certification
32358	\$700.00	AFSS Conference	Admin - Overnight Conf/Seminars
32359	\$85.91	Akron Brass Company	Apparatus: Parts & Supplies
32360	\$223.25	AT&T	Telephone RSF1
32361	\$183.66	AT&T	Telephone RSF
32362	\$312.14	B & B Appliance Service Dept	Station Maintenance - RSF3

32363	\$1,652.00	C.A.P.F.	Disability Ins Short & Long
32364	\$145.70	Complete Office of California Inc	Office Supplies
32365	\$2,932.50	Concentra	SAFER VRRC-Entry Level Physicals
32366	\$300.37	Cox Communications	Telephone RSF2
32367	\$1,849.28	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
32368	\$115.83	Dish	Cable RSF6
32369	\$451.00	Garrett Electric Inc	Building RSF6
32370	\$783.68	Lincoln National Life Ins Co	Life Insurance/EAP
32372	\$2,033.58	North County EVS Inc	Apparatus: Smog Testing, Scheduled & Repairs
32373	\$730.00	Power Plus!	Elec/Gas/Propane RSF5
32374	\$2,201.13	SC Commercial LLC	Fuel: Gasoline & Diesel
32375	\$418.00	Terminix International	Building Admin, RSF
32376	\$17.45	U P S	Shipping Service
32377	\$1,871.02	United Site Services	Sewer RSF5,6
32378	\$1,826.63	Verizon Wireless	Cellular - Telephone
32379	\$5.00	Waste Management Inc	Trash RSF2
32380	\$16.13	Willis, Erwin L.	Computer Equipment/Parts
EFT000000000581	\$434.50	Weeks, Michael	Education/Training Reimbursement
EFT000000000584	\$668.31	DeAvila, Kimberly	Medical Insurance
EFT000000000585	\$800.00	RSFPFA	Training Equipment/Supplies Volunteer Di
EFT000000000587	\$1,803.23	Eich, Christina (Nina)	Education/Training Reimbursement
EFT000000000590	\$3,200.00	Davidson, Bret A	Education/Training Reimbursement
MISC	\$22,105.88	Various	Medical Reimbursement
<b>Subtotal</b>	<b>\$646,227.41</b>		
ACH Transfer	\$159,502.22	CalPERS	CALPERS- Dec 2019 Ret
ACH Transfer	\$67,796.86	CalPERS	CALPERS- Feb 2020 Health
<b>Subtotal</b>	<b>\$227,299.08</b>		
1/15/2020	268,783.38	RSFFPD	Payroll
1/31/2020	312,586.16	RSFFPD	Payroll
<b>Subtotal</b>	<b>\$581,369.54</b>		
<b>Total</b>	<b>\$1,454,896.03</b>		

**Rancho Santa Fe Fire Protection District**  
**Statement of Revenues and Expenses**  
**For the Period Ending December 31, 2019**  
**(Unaudited)**

	<b>YTD</b>	<b>Budget</b>	<b>YTD %</b>	<b>Prior YTD</b>
1 Tax & Benefit Fee Revenues	\$ 5,474,304	\$ 14,650,691	37%	\$ 5,251,045
2 Other Revenues	1,755,113	3,585,952	49%	1,086,477
3 <b>Total Revenues</b>	<b>7,229,416</b>	<b>18,236,643</b>	<b>40%</b>	<b>6,337,522</b>
4 <b>Total Expenses</b>	<b>8,807,569</b>	<b>17,003,987</b>	<b>52%</b>	<b>8,831,109</b>
<b>Net Revenues Available to Fund</b>				
5 <b>Capital Related Costs</b>	<b>(1,578,153)</b>	<b>1,232,656</b>		<b>(2,493,586)</b>
6 Other Capital	291	1,175,293	0%	163,330
7 Capital Improvement Projects	2,212,160	5,961,617	37%	126,271
8 Depreciation	386,240	772,000	50%	385,099
9 <b>Increase (Decrease) in Fund Balance</b>	<b>(4,176,844)</b>	<b>(6,676,254)</b>	<b>63%</b>	<b>(3,168,287)</b>

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*

**Rancho Santa Fe Fire Protection District  
Detail Statement of Revenues and Expenses  
For the Period Ending December 31, 2019  
(Unaudited)**

	YTD	Budget	YTD 50%	Prior YTD
<b>1 Tax &amp; Benefit Fee Revenues</b>				
2 Tax & Benefit Fee Revenues	\$ 5,474,304	\$ 14,650,691	37%	\$ 5,251,045
<b>3 Total Tax &amp; Benefit Revenues</b>	<b>5,474,304</b>	<b>14,650,691</b>	<b>37%</b>	<b>5,251,045</b>
<b>4 Other Revenues</b>				
5 Landscape/Plan Check/ Sprinkler Fees	195,143	321,880	61%	134,519
6 Rental Fees	216,379	390,949	55%	190,727
7 Interest Income	144,913	413,158	35%	140,870
8 Development Reimbursement	-	308,207	0%	-
9 Reimbursed Expenses	969,525	1,522,193	64%	423,005
10 Grant Revenues	155,231	432,269	36%	130,404
11 Other Revenues	73,922	197,296	37%	66,953
<b>12 Total Other Revenues</b>	<b>1,755,113</b>	<b>3,585,952</b>	<b>49%</b>	<b>1,086,477</b>
<b>13 Total Revenues</b>	<b>7,229,416</b>	<b>18,236,643</b>	<b>40%</b>	<b>6,337,522</b>
<b>14 Expenses</b>				
<b>15 Personnel Costs</b>				
16 Salaries	3,707,398	7,408,064	50%	3,536,459
17 Holiday Pay	197,761	251,419	79%	222,140
18 Overtime	635,940	1,527,682	42%	1,040,197
19 Health Insurance + HRSA	608,604	1,574,996	39%	661,721
20 Life Insurance/Long Term Disability	17,687	42,492	42%	14,197
21 Retirement	1,139,933	1,960,561	58%	965,371
22 CalPERS UAL (Additional Payments)	457,025	457,025	100%	961,651
23 Social Security Tax	4,002	5,536	72%	4,056
24 State Disability Insurance	-	-	0%	-
25 Unemployment Insurance	212	13,108	2%	542
26 Medicare Tax	68,236	134,407	51%	71,666
27 Workers' Compensation/Wellness	449,012	397,817	113%	211,779
28 Labor (Temporary)	85,632	82,298	104%	69,328
<b>29 Total Personnel Costs</b>	<b>7,371,441</b>	<b>13,855,405</b>	<b>53%</b>	<b>7,759,108</b>
<b>30 Contractual Services</b>				
31 Administrative Fees	49,163	220,373	22%	48,642
32 Advertising	1,033	1,863	55%	1,010
33 Association Dues	11,350	12,327	92%	10,582
34 Building Facility Lease	14,220	35,169	40%	15,137
35 Dispatching	131,811	209,923	63%	110,522
36 Engineering Services	-	-	0%	-
37 Equipment Rental	292	1,927	15%	539
38 Equipment Repair	10,285	32,989	31%	11,628

**Rancho Santa Fe Fire Protection District**  
**Detail Statement of Revenues and Expenses**  
**For the Period Ending December 31, 2019**  
**(Unaudited)**

	YTD	Budget	YTD 50%	Prior YTD	
39	Liability Insurance	114,034	116,378	98%	105,157
40	Laundry Services	-	350	0%	-
41	Legal Services	15,357	49,430	31%	17,325
42	Local Meeting/Meal Expense	2,581	7,815	33%	3,605
43	Mileage Reimbursements	103	700	15%	-
44	Other Contractual Services	82,979	191,849	43%	78,161
45	Other Professional Services	67,935	222,106	31%	82,465
46	Permits and Fees	5,362	12,144	44%	6,691
47	Service Agreements	14,041	58,462	24%	16,713
48	Soil Contamination	-	-	0%	-
49	Various Subscriptions	4,610	5,745	80%	676
50	Training/Conferences/Seminars	38,220	140,536	27%	34,838
51	Utility - Cable	2,591	6,101	42%	2,381
52	Utility - Electricity	79,290	188,752	42%	82,375
53	Utility Sewer	16,094	37,108	43%	20,354
54	Utility - Telephone	30,655	77,295	40%	32,918
55	Utility -Trash	13,094	29,872	44%	16,707
56	Utility - Water	15,358	36,165	42%	14,306
57	Vehicle Maintenance - Scheduled	19,864	93,200	21%	15,298
58	Vehicle Repairs	67,573	169,950	40%	70,499
59	<b>Total Contractual Services</b>	<b>807,895</b>	<b>1,958,529</b>	<b>41%</b>	<b>798,528</b>
60	<b>Materials &amp; Supplies</b>				
61	Apparatus	12,028	44,750	27%	18,875
62	Apparatus-Computers	105	250	42%	64,602
63	Audio Visual	-	600	0%	-
64	Books	159	8,724	2%	67
65	Cellular	961	1,837	52%	-
66	Computer	13,338	66,653	20%	32,595
67	Electrical Supplies	-	200	0%	-
68	Fire Hose, Nozzles & Supply	-	12,000	0%	9,938
69	Firefighting Foam	2,290	2,500	92%	2,290
70	Food for Major Emergencies	-	2,000	0%	-
71	Fuel	37,013	84,755	44%	37,655
72	Furnishings/Equipment	4,232	18,500	23%	4,138
73	Grants	-	-	0%	-
74	Hydrant Maintenance	828	1,741	48%	949
75	Janitorial	6,458	14,225	45%	7,551
76	Knox Replacement	995	5,000	20%	4,536
77	Landscape	-	708	0%	303
78	Lumber/Screws/Nails	-	200	0%	109



**Rancho Santa Fe Fire Protection District  
Detail Statement of Revenues and Expenses  
For the Period Ending December 31, 2019  
(Unaudited)**

	YTD	Budget	YTD 50%	Prior YTD	
79	Maps	-	2,557	0%	781
80	Medical Supplies	424,511	547,661	78%	7,177
81	Miscellaneous	(6,188)	5,250	-118%	(628)
82	Office - General	16,645	46,711	36%	9,630
83	Paint	-	100	0%	-
84	Program - Supplies	-	2,500	0%	613
85	Public Education	7,199	16,000	45%	4,253
86	Radio Equipment	34,858	23,723	147%	780
87	Rock, Sand, Gravel	-	1,000	0%	-
88	SAFER Grant	8,860	54,531	16%	22,224
89	Safety Equipment	32,189	104,362	31%	12,776
90	Special Events & Awards	496	6,714	7%	2,229
91	Station Maintenance	10,542	47,500	22%	12,749
92	Station Supplies/Replacements	2,844	7,000	41%	2,469
93	Street Signs/Signage	-	1,250	0%	1,055
94	Tools	585	1,472	40%	498
95	Training (Expendable Supplies)	2,871	11,454	25%	2,322
96	Uniforms	14,416	45,625	32%	10,934
97	<b>Total Material &amp; Supplies</b>	<b>628,234</b>	<b>1,190,053</b>	<b>53%</b>	<b>273,472</b>
98	<b>Total Expenses</b>	<b>8,807,569</b>	<b>17,003,987</b>	<b>52%</b>	<b>8,831,109</b>
	<b>Net Revenues Available to Fund</b>				
99	<b>Capital Related Costs</b>	<b>\$ (1,578,153)</b>	<b>\$ 1,232,656</b>		<b>\$ (2,493,586)</b>
100	Other Capital	291	1,175,293	0%	163,330
101	Capital Improvement Projects	2,212,160	5,961,617	37%	126,271
102	Depreciation	386,240	772,000	50%	385,099
103	<b>Increase (Decrease) in Fund Balance</b>	<b>\$ (4,176,844)</b>	<b>\$ (6,676,254)</b>	<b>63%</b>	<b>\$ (3,168,287)</b>

\*YTD - Year to Date

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*

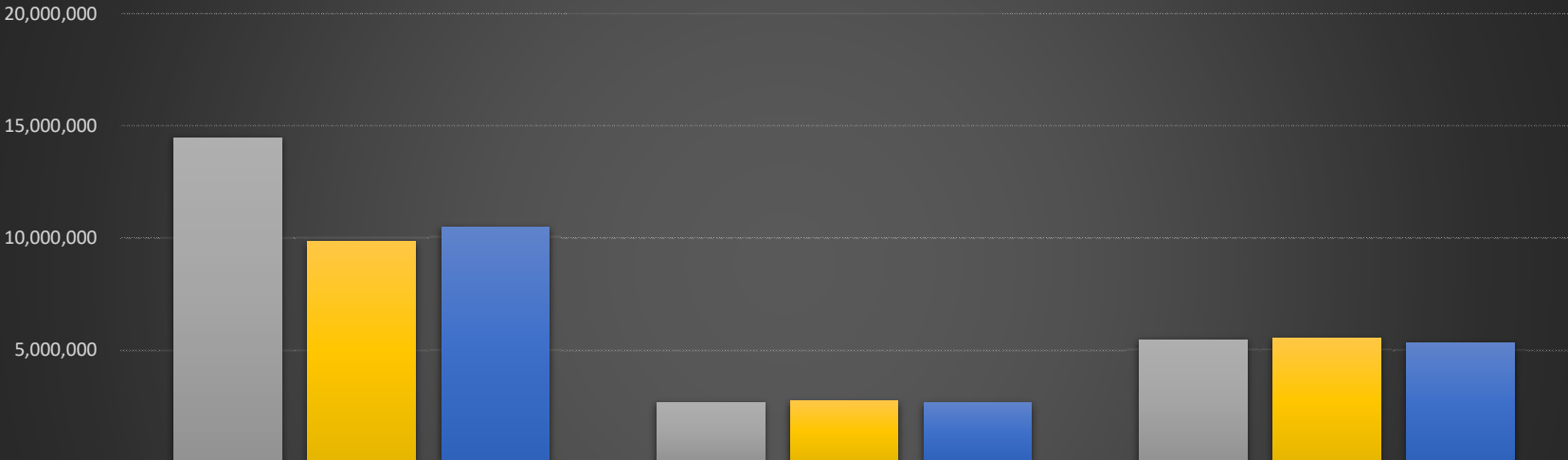
**Rancho Santa Fe Fire Protection District**  
**Balance Sheet**  
**12/31/2019**  
**(Unaudited)**

	<b>Jun-19</b>	<b>Dec-19</b>	<b>Dec-18</b>
<b>Assets</b>			
Cash in County	\$ 14,486,033	\$ 9,849,256	\$ 10,478,627
Short Term Investments	2,692,559	2,725,541	2,651,256
Mitigation Fees	2,260,402	2,480,750	1,878,507
Reserved Funds With Restrictions	5,480,350	5,519,629	1,878,508
<b>Total Cash and Investments</b>	<b>24,919,344</b>	<b>20,575,176</b>	<b>16,886,898</b>
Accounts Receivable	556,357	540,836	137,435
Fixed Assets	18,510,043	18,123,803	18,465,294
<b>Total Assets</b>	<b>43,985,744</b>	<b>39,239,815</b>	<b>35,489,627</b>
<b>Liability</b>			
Current Liabilities	1,957,227	1,256,075	1,547,717
Accrued Liabilities	1,499,951	1,411,670	1,124,853
Net Pension Liabilities	5,963,295	5,963,295	6,012,546
<b>Total Liability</b>	<b>9,420,473</b>	<b>8,631,041</b>	<b>8,685,116</b>
<b>Excess Assets over Liabilities</b>	<b>\$ 34,565,270</b>	<b>\$ 30,608,775</b>	<b>\$ 26,804,511</b>

**Additional Information - Reserve Allocation**

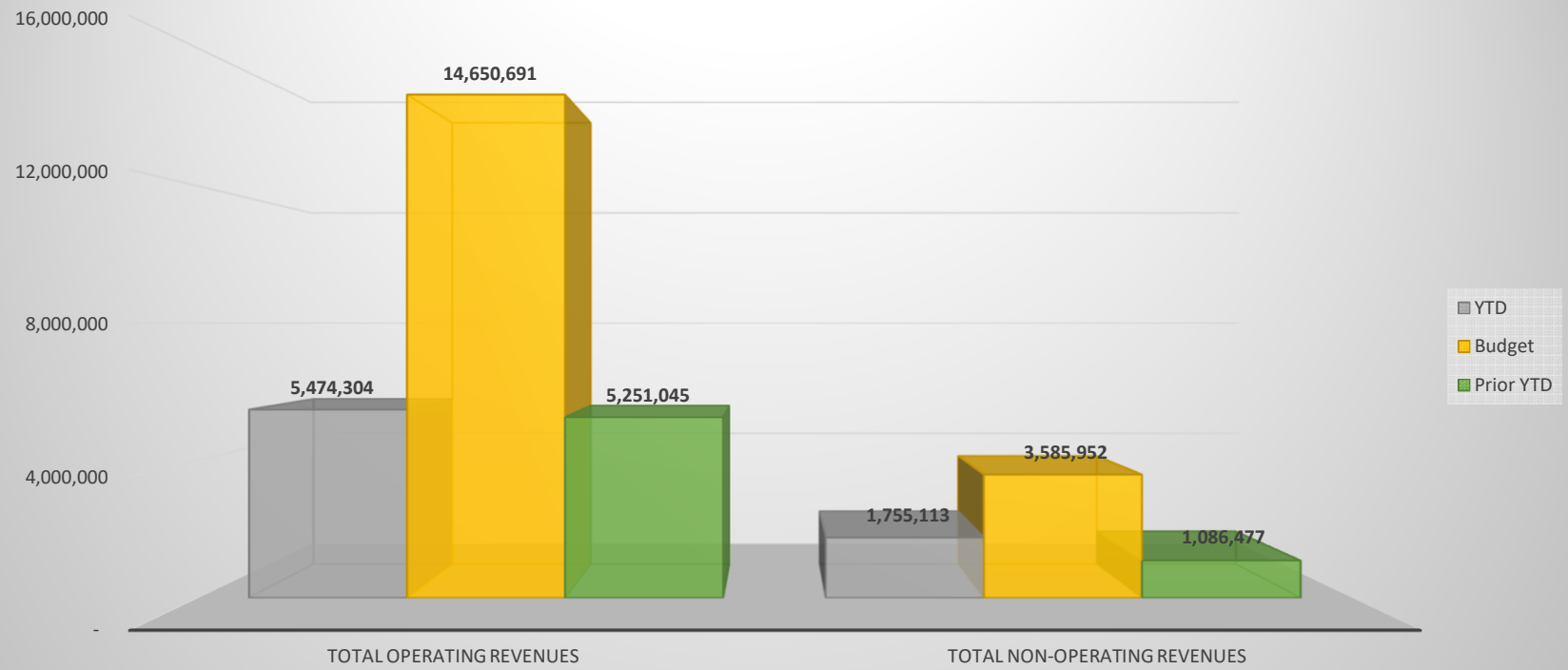
Mobile Data Computers (MDC) Equipment Reserve	16,407	16,407	79,949
Advanced Life Support (ALS) Equipment Reserve	104,935	104,935	66,204
Harmony Grove/ Elfin Forest (HGEFF) Cal trust Reserve	4,742,973	4,742,973	4,555,774
Environmental Initiative for Sustainability	228,770	228,770	228,770
Community Emergency Response Team (HGEFF) Reserve	8,888	8,888	7,001
Mitigation Fees	2,260,402	2,480,750	1,878,507
PASIS Reserve	(6,265)	63,735	151,737
<b>Reserves Specified</b>	<b>7,356,110</b>	<b>7,646,458</b>	<b>6,967,942</b>
General Reserve	15,115,958	8,551,443	9,263,561
Unspecified Capital Reserves	7,720,807	8,107,046	7,583,129
Undesignated Reserves	(5,273,531)	(3,729,771)	(3,469,931)
<b>Reserves Unspecified</b>	<b>17,563,234</b>	<b>12,928,718</b>	<b>13,376,759</b>
<b>Total Cash Reserves</b>	<b>\$ 24,919,344</b>	<b>\$ 20,575,176</b>	<b>\$ 20,344,701</b>

# Cash And Investments

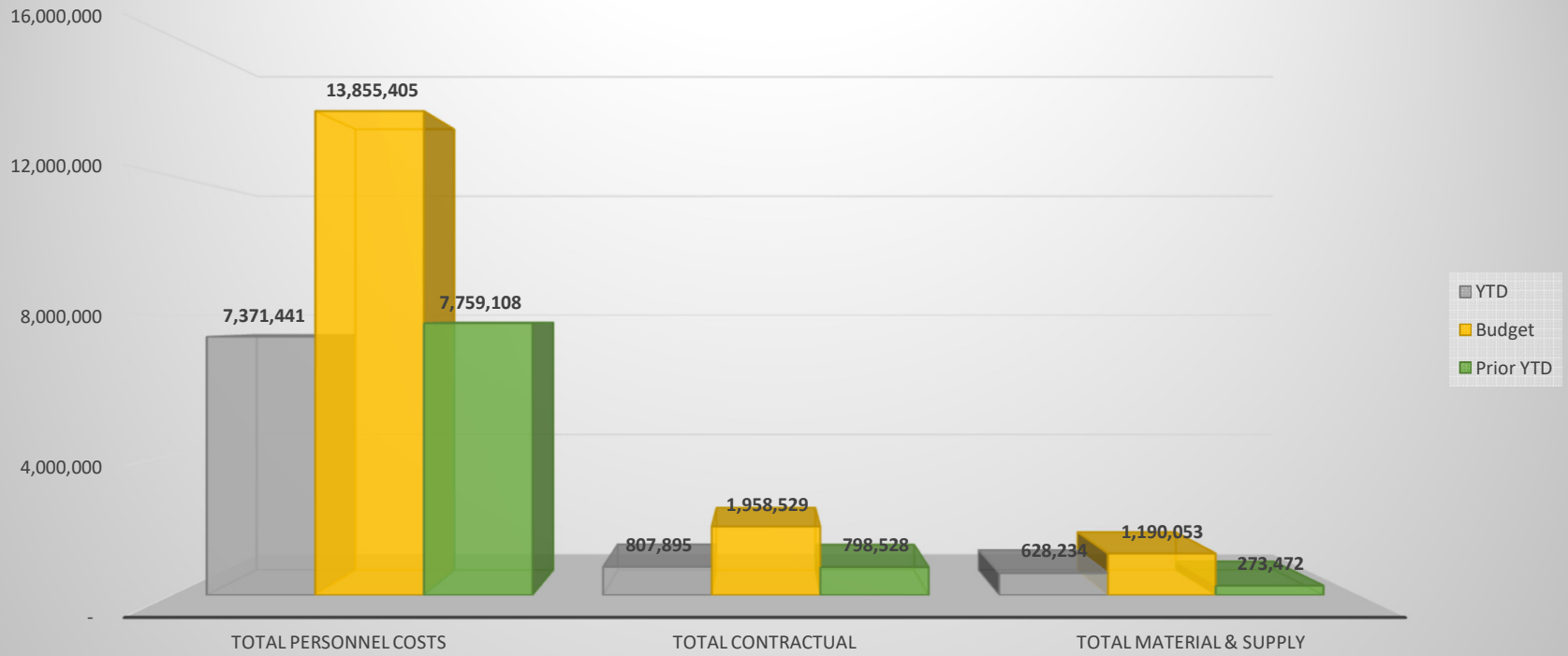


	Cash in County	Short Term Investments	Reserved Funds With Restrictions
■ Jun-19	\$14,486,033	2,692,559	5,480,350
■ YTD	\$9,849,256	2,725,541	5,519,629
■ Prior YTD	\$10,478,627	2,651,256	5,336,311

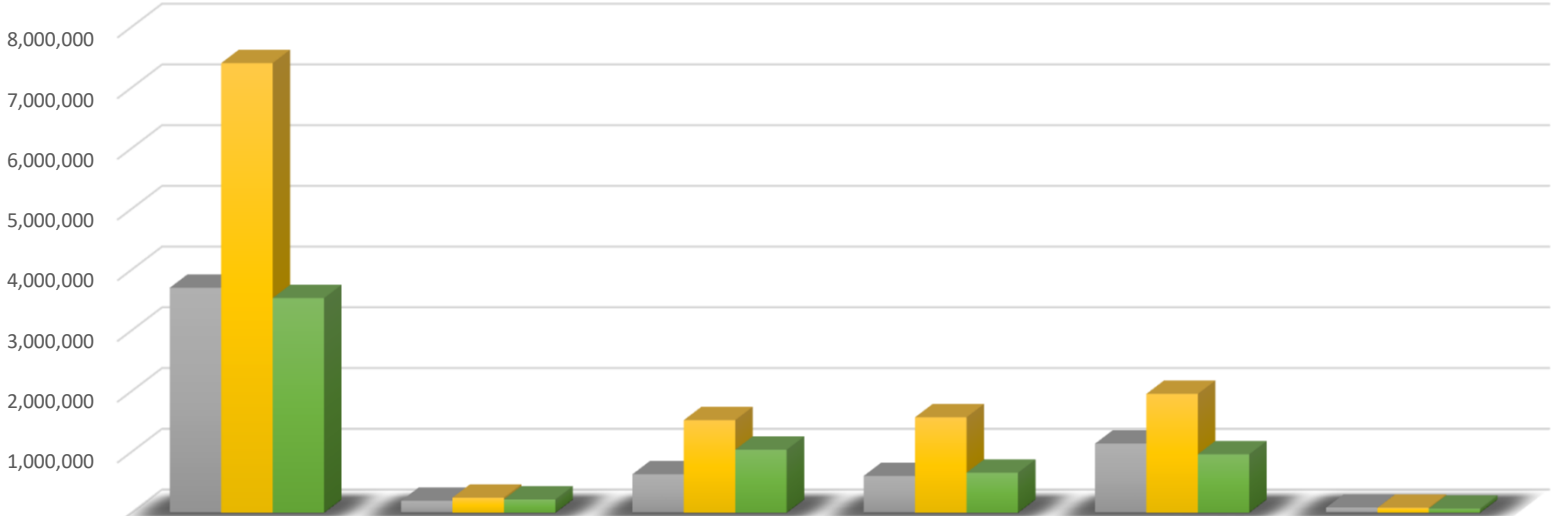
# Revenues



# Expenses



### Personnel Costs



	Salaries	Holiday Pay	Overtime	Health Insurance + HRSA	Retirement	Labor (Temporary)
■ YTD	3,707,398	197,761	635,940	608,604	1,139,933	85,632
■ Budget	7,408,064	251,419	1,527,682	1,574,996	1,960,561	82,298
■ Prior YTD	3,536,459	222,140	1,040,197	661,721	965,371	69,328

# RANCHO SANTA FE FIRE PROTECTION DISTRICT

## *Financial Statement Analysis*

December 2019 – 50% of Fiscal Year

**Line 2 Taxes:** Property taxes revenue is at 37% due to the timing of receipts – the majority of property taxes is received in December and April, and as such, this line item will appear high or low depending upon time of the year.

**Line 5 Landscape/Plan Check/ Sprinkler Fees:** Various rental fees collected for cell towers and station space rentals. Year to date is trending at budget.

**Line 6 Rental Fees:** Various rental fees collected for cell towers and station space rentals. Year to date is trending at budget.

**Line 7 Interest Income:** The majority of interest revenues come from the State Local Investment Pool (LAIF), the County Investment Pool, and the Public Agency Self Insurance System (PASIS). This account will trend over or under budget depending upon the timing of interest receipts.

**Line 8 Development Reimbursement:** This account will trend under budget until development fees are received, or over budget if more development fees are received than expected. Fees were budgeted from the Rancho Cielo, Lennar, and CalWest Community development -no development fees have been received to date in FY 19/20.

**Line 9 Reimbursed Expenses:** This account has reimbursements for paramedic overtime, manpower services for CSA-17, Elfin Forest Harmony for CSA 107, FEMA/OES reimbursements, and amortization of the revenues from Station 6, which is \$312,000 per year for 8 years (currently in year 5).

**Line 10 Grant Revenues:** Various grants monies received in the current year are for wildland boots, training, equipment and station lighting. The timing of grants received can cause this account to trend over/ under budget.

**Line 11 Other Revenues:** Major items included in this category are landscaping fees; plan check fees, sprinkler fees, qualified electric for solar rebates, instructor training revenues; and investment gains on the CalTRUST reserves. Year to date is under budget due to timing of Paramedic and Manpower Reimbursements.

**Line 16 Salaries:** This category includes salaries and vacation for all staff. This category is trending on budget.

**Line 17 Holiday Pay:** This category includes 120 hours regardless of holidays. The timing of Holiday Pay used can cause this account to trend over/under budget. Paid in November of each year for November 1 of the prior year through the October 31<sup>st</sup> of the current year.

**Line 18 Overtime:** This account is for overtime for all staff. This account can trend over/under expected budget depending upon timing of overtime incurred.

**Line 19 Health Insurance & HRSA:** This category includes all health benefits, as well as Health Retiree Savings and Medical reimbursements for active employee's health savings accounts paid by the District. This account is trending a under budget due to employee medical reimbursements unused being transferred to Medical reimbursement Liability, to be reimbursed to the employee when used, quarterly.

**Line 20 Life Insurance/Long Term Disability:** This account is used to purchase life insurance and short/long term disability for all staff.

**Line 21 Retirement:** This category includes ongoing employer contributions to CalPERS for employee retirement and the onetime payment of \$618k to the Unfunded Liability, paid annually.

**Line 22 CalPERS UAL:** This is the additional payment of Unfunded Liability approved by the Board for fiscal year 2020. The payment was made in July and at 100% of budget.

**Line 23 Social Security:** This account is employer social security expenses paid by the District for temporary employees. These temporary employees work for Weed Abatement, which work is normally completed by December. This also includes the Administrative Manager.

**Line 24 State Disability Insurance:** This accounts for disability insurance paid by employees. The account may have a small balance depending upon timing of withdrawals from the employees and remittances to the insurer.

**Line 25 Unemployment Insurance:** This accounts for unemployment insurance paid to the state of California for most unemployment insurance is paid in the first quarter of the calendar year.

**Line 26 Medicare Tax:** This account is for Medicare taxes, 1.45% gets paid by the employee and the employer based on gross wages. YTD will trend over/under budget with salaries based on budget.

**Line 27 Workers Compensation/ Wellness:** YTD is over budget due to an increase in injuries and claims.

**Line 28 Labor (temporary):** This account is for temporary employees; the current temporary employees are for weed abatement and the Administrative manager. Temporary labor expense is at 104% due to most temporary employees finishing work in December, additionally due to an employee on leave causing additional temporary labor time not budgeted for.

**Line 31 Administrative Fees:** This category includes assessment charges for property taxes, year-end audit, bank charges and the admin fee for the 800 MHz network. This account can occasionally trend over/ under budget based on timing of payments.

**Line 32 Advertising:** This category is used for advertising for agenda items and job postings. This account can trend over/ under budget based on timing and need of advertising.

**Line 33 Association Dues:** This account is for memberships for fire prevention, admin associations and small district members. This account can trend over/ under budget based on timing of dues. This account is at 92% as most of the dues have been paid for the year.

**Line 34 Building Facility Lease:** This account is for the HOA payments for the administrative building.

**Line 35 Dispatching:** This account is for annual payments to North County Dispatch JPA. YTD includes the dispatching supplemental costs, which is their annual fee for subscription, maintenance and administrative fees for dispatching, which is paid in full in July. The remaining dispatch costs are paid on quarterly basis throughout the year.

**Line 37 Equipment Rental:** This account is for the rental of power tools or any other tools that may be needed but are not owned. This is used on a as needed basis and my trend under budget accordingly.

**Line 38 Equipment Repair:** This category includes repair and/or annual service fees for small equipment: radios, computer, telephones, generators. This account can occasionally trend over/ under budget due to timing of payments and needs.



**Line 39 Liability Insurance:** This account is for general liability and automobile/fleet insurance. Annual payments are made in July, causing this account to be near 100% of budget.

**Line 40 Laundry Services:** This account is for Laundry services for all stations and administrative staff.

**Line 41 Legal:** This account is for as needed legal services and training classes from the District's legal firm. YTD is trending under budget due to less legal services needed than anticipated.

**Line 42 Local Meeting/Meal Expense:** This account is for meeting and meal expenses for suppression, board of directors, administration and management. This can trend over/under budget depending on need and timing.

**Line 43 Mileage Reimbursement:** This account is for mileage reimbursement for suppression, board of directors, administration and management. This can trend over/ under budget depending on need and timing.

**Line 44 Other Contractual Services:** This category is for services for the stations and building, such as alarm systems, roadside clearance, and station upgrades., which includes the upgrade of station 5 with a cost of approximately \$6 million.

**Line 45 Other Professional Services:** This category is for professional services for IT, Great Plains, accounting services, software maintenance, website services, and various professional services needed. YTD is under budget due to timing of services used.

**Line 46 Permits:** This category is for various permits needed. This account can occasionally trend over/ under budget depending upon when permit fees are due.

**Line 47 Service Agreements:** This category is for other service agreements for the stations and buildings, such as software, radio and telephone services, elevator, copiers and generators. This account will trend under/over budget depending upon timing of payments made and amount of maintenance needed on the generators

**Line 49 Subscriptions:** This account is for various small subscriptions for the District. YTD is over budget due to the new software for video conferencing not being budgeted for.

**Line 50 Training:** This account is for training for fire prevention, suppression, educational reimbursements, and other training. YTD will trend under/over budget dependent upon timing of expenses.

**Line 51 Utility Cable:** This account is for cable for all stations and admin building. YTD will stay consistent with bills being paid monthly.

**Line 52 Utility Electricity:** This account is for electricity and propane for all stations and admin building. YTD will stay consistent with bills being paid monthly.

**Line 53 Utility Sewer:** This account is for sewer for all stations and admin building, Station 5 has a holding tank system, which must be pumped each month. YTD will vary due to some stations having bills that come annually.

**Line 54 Utility Telephone:** This account is for telephone for all stations and admin building. YTD will stay consistent with bills being paid monthly.

**Line 55 Utility Trash:** This account is for trash for all stations and admin building. YTD will stay consistent with bills being paid monthly.

**Line 56 Utility Water:** This account is for water for all stations and admin building. YTD will stay consistent with bills being paid monthly.

**Line 57 Vehicle Maintenance Scheduled:** This category is for all scheduled vehicle maintenance. The scheduling of maintenance of this account can occasionally cause trending over/under budget.

**Line 58 Vehicle Repair:** This category is for all unexpected as needed vehicle repairs. YTD is at 40% due to a major repair of an engine.

**Line 61 Apparatus:** This category is for apparatus purchases like parts, supplies, tires, tubes, towing, car wash, etc. This is on a needed basis therefore this account can occasionally cause trending over/under budget.

**Line 62 Apparatus-Computers:** This category is for apparatus purchases for MDC equipment and parts. This is on a needed basis therefore this account can occasionally cause trending over/under budget.

**Line 63 Audio Visual:** This category is for audio visual equipment and parts. This is on an as needed basis and can cause trending over/under budget.

**Line 64 Books:** This category is for continuing education and training books. This is on an as needed basis and can cause trending over/under budget.

**Line 65 Cellular:** This category is for cell phone purchases and repairs. This is on an as needed basis and can trend over/under budget.

**Line 66 Computer:** This category is for computer purchases and repairs on an as needed basis. This has quarterly and annual fees as well as on an as needed basis – can trend over/under budget.

**Line 67 Electrical Supplies:** This account for miscellaneous electrical like light fixtures and small repairs needed throughout the stations.

**Line 68 Fire Hose, Nozzles & Supply:** This category is for fire hose and nozzle purchases and repairs. This is on a needed basis therefore this account can occasionally cause trending over/under budget.

**Line 69 Firefighting Foam:** This account is for the purchase of Firefighting foam, which is a fire retardant used off season to mitigate fire in wildland areas. YTD is at 92% due to this being purchased on an annual basis.

**Line 70 Food for Major Emergencies:** This category is for food to feed staff in major emergencies. This is on an needed basis therefore this account can trend over/under budget.

**Line 71 Fuel:** This category is for fuel for engines. This account can occasionally trend over/ under budget based on timing and need of re-fueling.

**Line 72 Furnishings/ Equipment:** This category is for furnishings and equipment for chairs, beds and fitness equipment purchases and repairs. This is on a needed basis therefore this account can trend over/under budget.

**Line 74 Hydrant Maintenance:** This category is for hydrant maintenance for fire hydrants. This is on an as needed basis - can trend over/under budget.

**Line 75 Janitorial Supplies:** This account is for janitorial supplies for all stations and the administration building, which are purchased on a monthly basis and right in line with budget.

**Line 76 Knox Replacement:** This account is for Knox boxes, which are special keys to use when accessing gates around the districts. This is on a as needed basis therefore this account can occasionally cause trending over/under budget.

**Line 77 Landscape:** This category is for landscape supplies like rock, sand and weed killer. This is on an as needed basis therefore this account can trend over/under budget.

**Line 78 Lumber/Screws/Nails:** This category is for supplies like lumber, screws and nails needed for small projects. This is on an as needed basis therefore this account can trend over/under budget.

**Line 79 Maps:** This account is for the purchase of Thomas Guide maps that are purchased annually and are in every engine and with fire prevention staff.

**Line 80 Medical Supplies:** This category is for Medical Supplies and for defibrillator monitors upgrades. This is on an as needed basis - can trend over/under budget.

**Line 81 Miscellaneous:** This category is for miscellaneous fire response expenses, reimbursements along with monies collected and owed to Rancho Santa Fe association Patrol, North County Dispatch JPA and the Rancho Santa Fe Professional Firefighter Association. YTD is negative due to timing of revenue and expenses in this category.

**Line 82 Office - General:** This category is for office supplies and equipment like furniture, postage, printing/Binding, shipping services and flags, along with weed abatement notices that are issued once a year. This is on an as needed basis - can trend over/under budget.

**Line 83 Paint:** This category is for paint. This is on an as needed basis - can trend over/under budget.

**Line 84 Program - Supplies:** This category is for program supplies for getting various certifications. This is on an as needed basis - can trend over/under budget.

**Line 85 Public Education:** This category is for materials and appearance expenses for public education events and appearances. This is on an as needed basis - can trend over/under budget.

**Line 86 Radio:** This account is for Radio Equipment replacements and repairs on an as needed basis. YTS is currently over budget due to the replacement of 6 radios and accessories for the radios, a portion of this cost will be reimbursed with the CSA 17 funds from the County.

**Line 87 Rock, Sand, Gravel:** This category is for supplies like rock, sand and gravel. This is on an as needed basis - can trend over/under budget.

**Line 88 SAFER Grant:** This account is for Tuition costs, physicals and training for firefighters at Palomar college. This is on an as needed basis - can trend over/under budget.

**Line 89 Safety Equipment:** This category is for Safety Clothing, Boots, Extinguishers and Rescue Equipment. This is on an as needed basis - can trend over/under budget.

**Line 90 Special Events & Awards:** This account is for events and awards like promotions, badge ceremonies, firefighter of the year and other accolades. This is on an as needed basis - can trend over/under budget.

**Line 91 Station Maintenance:** This category is for Station Maintenance for basic maintenance, broken doorknobs and paint. This is on an as needed basis - can trend over/under budget.

**Line 92 Station Supplies/ Replacements:** This category is for Station Replacement items like appliances or large furniture. This is on an as needed basis - can trend over/under budget.

**Line 93 Streets Signs/ Signage:** This category is for Street Signs and Signage. This is on an as needed basis - can trend over/under budget.

**Line 94 Tools:** This category is for tools for maintenance or replacement. This is on an as needed basis - can trend over/under budget.

**Line 95 Training:** this category is for training equipment and supplies. This is on an as needed basis - can trend over/under budget.

**Line 96 Uniforms:** This category is for uniforms. This is on an as needed basis - can trend over/under budget.

**Line 99 Net Revenues Available to Fund Capital Related Costs:** This is Revenues minus Expenses. Overall the District is showing a net loss through December primarily as a result of the timing of property tax revenues and reimbursements.

**Line 100 Other Capital:** This account is for the purchase of a staff vehicle, Type 1 engine, new fire prevention vehicle, air conditioner replacement, and tenant improvements.

**Line 101 Capital Improvement Projects:** This account is for the Station 5 design and build.

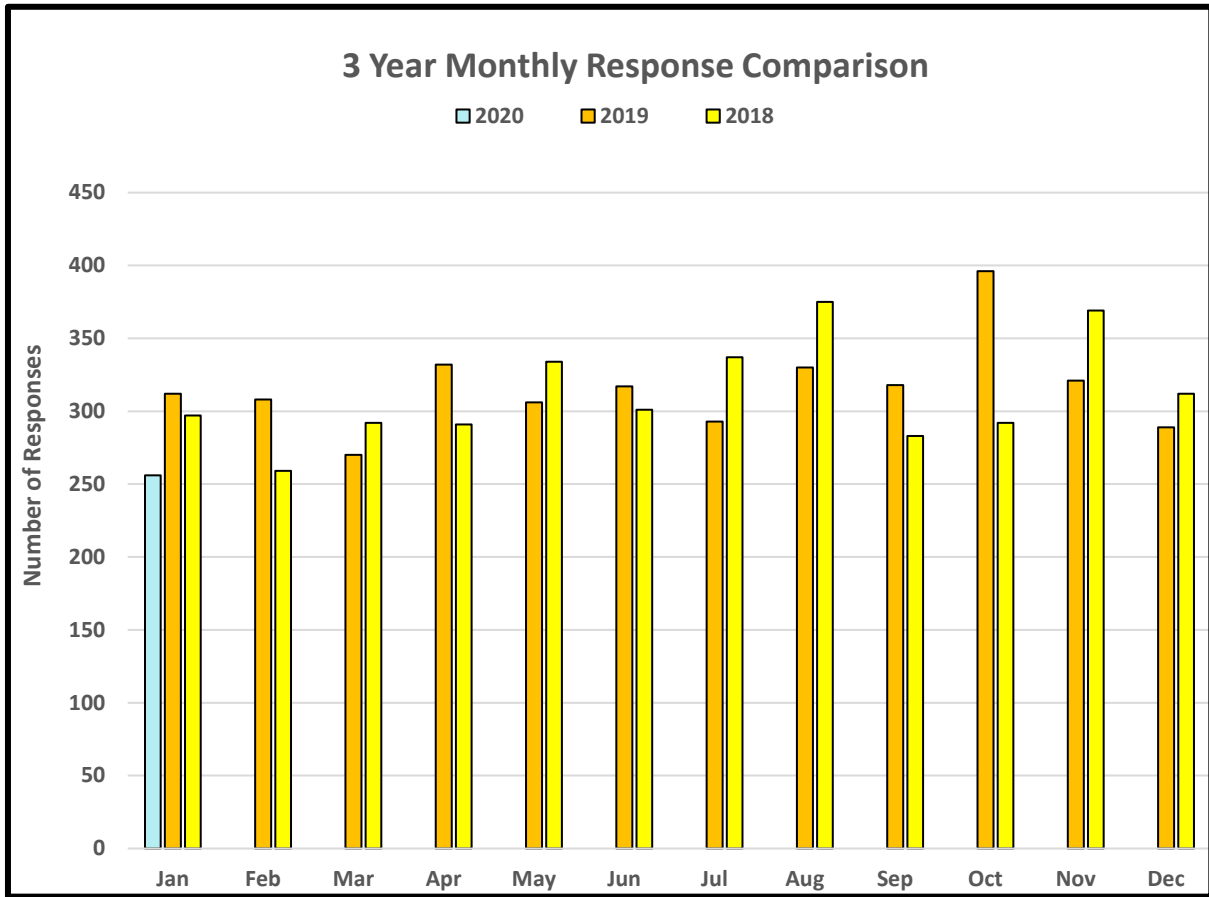
**Line 102 Depreciation:** This account is for depreciation on future capital replacements.

**Line 103 Increase or (Decrease) to Fund Balance:** This is the project use of cash and reserves for Operations and Capital Improvements.

Rancho Santa Fe Fire Protection District  
Investment Portfolio - Listing

Date	County of San Diego			Local Agency Investment Fund			Bank of America			CalTrust Investment		
	Average Daily Cash Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Share Value	Qtrly Earnings
<b>FY17</b>												
9/30/2016	9,720,648.93	0.2181028	21,201.01	2,518,371.32	0.6000	3,826.52	68,668.68	0.000200	3.45	4,531,619.73	10.100000	124.73
12/31/2016	10,718,806.24	0.2148859	23,033.20	2,522,197.84	0.6800	4,296.15	68,672.13	0.000200	3.42	4,512,312.82	10.090000	12,123.83
3/31/2017	11,627,772.17	0.2929174	34,059.77	2,526,493.99	0.7800	4,833.54	68,675.52	0.000200	3.39	4,557,077.20	10.090000	13,333.64
6/30/2017	13,078,710.09	0.2982185	40,097.61	2,531,327.53	0.9200	5,829.30	68,678.95	0.000200	3.43	4,566,555.96	10.090000	14,268.88
	Annual Rate	1.0241246	\$ 118,391.59	Annual Rate	0.7450	\$ 18,785.51	Annual Rate	0.000200	\$ 13.69	Avg Share Value	10.092500	\$ 39,851.08
<b>FY18</b>												
9/30/2017	11,283,998.32	0.3140160	35,433.56	2,537,156.83	1.0700	6,866.96	68,682.42	0.000200	3.47	4,556,287.68	10.030000	16,430.89
12/31/2017	9,782,917.36	0.3508629	34,324.63	2,544,023.79	1.2000	7,723.56	68,685.89	0.000200	3.47	4,551,076.71	9.980000	17,526.03
3/31/2018	11,988,098.75	0.3893358	46,673.95	2,551,747.35	1.5100	9,494.04	68,689.28	0.000200	3.39	4,543,365.65	9.920000	19,663.36
6/30/2018	13,338,491.10	0.4591755	61,247.09	2,561,241.39	1.9000	12,153.28	68,692.71	0.000200	3.43	4,555,774.12	9.900000	21,576.09
	Annual Rate	1.5133902	\$ 177,679.23	Annual Rate	1.4200	\$ 36,237.84	Annual Rate	0.000200	\$ 13.76	Avg Share Value	9.957500	\$ 75,196.37
<b>FY19</b>												
9/30/2018	11,203,912.76	0.4877508	54,647.18	2,573,394.67	2.1600	13,982.17	68,696.18	0.000200	3.47	4,570,496.02	9.880000	23,958.64
12/31/2018	9,003,930.05	0.5460768	49,168.37	2,587,376.84	2.4000	15,634.99	68,699.65	0.000200	3.47	4,619,600.90	9.930000	25,878.63
3/31/2019	11,076,620.72	0.5923871	65,616.48	2,603,011.83	2.5500	16,328.23	68,703.04	0.000200	3.39	4,678,072.90	10.000000	25,820.64
6/30/2019	13,650,516.24	0.6087144	83,092.66	2,619,340.06	2.5700	16,238.23	68,706.47	0.000200	3.43	4,749,561.50	10.080000	27,361.14
	Annual Rate	2.2349291	\$ 252,524.69	Annual Rate	2.4200	\$ 62,183.62	Annual Rate	0.000200	\$ 13.76	Avg Share Value	9.9725	\$ 103,019.05
<b>FY20</b>												
9/30/2019	11,387,160.29	0.5645587	64,287.20	2,626,077.87	2.5700	16,737.81	68,708.81	0.000200	2.34	4,776,022.72	10.090000	26,461.22
12/31/2019	8,438,122.27	0.5295588	44,684.82	2,652,315.33	2.2900	15,236.81	68,713.41	0.000200	3.47	4,800,806.64	10.090000	24,783.92
3/31/2020												
6/30/2020												
	Annual Rate	1.0941175	\$ 108,972.02	Annual Rate	2.4300	\$ 31,974.62	Annual Rate	0.000200	\$ 5.81	Avg Share Value	10.0900	\$ 51,245.14

# January 2020 Incident Count Stations 1 - 6



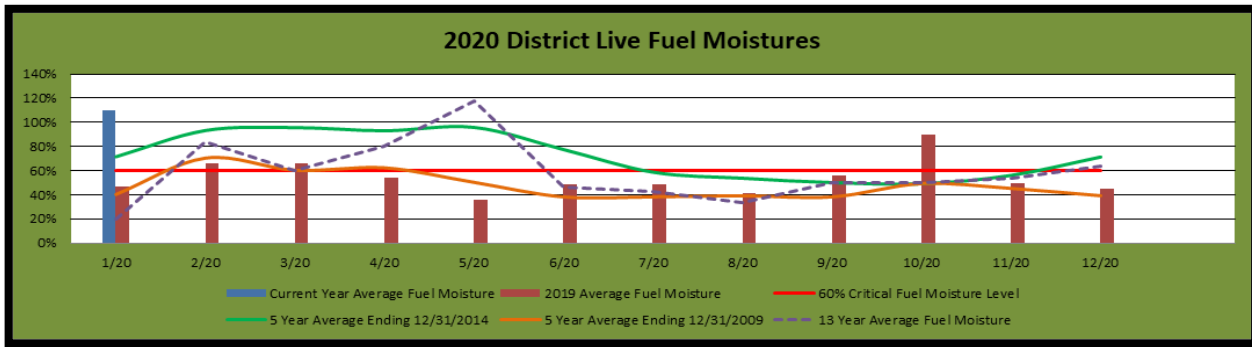
2020		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	256	0	0	0	0	0	0	0	0	0	0	0	256
YTD	256	256	256	256	256	256	256	256	256	256	256	256	256	-17.95%
2019		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	312	308	270	332	306	317	293	330	318	396	321	289	3,792
YTD	312	620	890	1222	1528	1845	2138	2468	2786	3182	3503	3792	3792	1.34%
2018		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	297	259	292	291	334	301	337	375	283	292	369	312	3,742
YTD	297	556	848	1139	1473	1774	2111	2486	2769	3061	3430	3742	3742	4.53%

# January 2020 Incident Count

## Stations 1 - 6

Incident Response Summary by Station		
Station	Month	YTD
RSF1	67	67
RSF2	92	92
RSF3	35	35
RSF4	18	18
RSF5	26	26
RSF6	18	18
<b>Total Count:</b>	<b>256</b>	<b>256</b>

Incident Type Summary		
Type	Month	YTD
Fire	5	5
EMS/Rescue	145	145
Rupture/Explosions	0	0
Hazardous Conditions	1	1
Service Calls	23	23
Good Intent Calls	64	64
False Calls	18	18
Other	0	0
<b>Total Incident Count:</b>	<b>256</b>	<b>256</b>



SIGNIFICANT INCIDENT(S)/OVERHEAD ASSIGNMENT(S)				
DATE	INCIDENT/LOCATION	TYPE	UNIT/STRIKE TEAM	MISC.
1/30/2020	The Bridges	Rescue Response	B261, E264, E261, M264	Water Tender Rollover
1/31/2020	Harmony Grove Rd	Rescue Response	E265, E266, E264, B261, M142, M264	3 vehicles involved one fatality



# INFLUENZA WATCH

## Overview

Overall reported influenza cases declined in San Diego County in Week 5, however elevated activity may be expected at least for several more weeks. Influenza cases can occur throughout the year in the county. It is not too late to get vaccinated, which is the best way to prevent influenza and its potentially serious complications. [Antiviral medications](#) are also important to control influenza. Over 99% of the influenza viruses [tested this season](#) are susceptible to antiviral medications.

## Key Points

### Current Week 5 (ending 2/1/2020)

- 1,702 new influenza detections reported
- 11 new influenza-related deaths reported this week
- 8% influenza-like illness (ILI) among emergency department visits
- 6% of death certificates registered with pneumonia and/or influenza

## Report Content Links

- Page 1: Current Season
- Page 2: [Communiqué](#)  
[Influenza Cases by Type](#)
- Page 3: [Activity Level Indicator](#)
- Page 4: [Influenza Epi Curve](#)
- Page 5: [Influenza Cases by Age](#)  
[SDIR Immunizations](#)
- Page 6: [Syndromic Indicators](#)
- Page 7: [ED ILI% and P&I Deaths](#)
- Page 8: [Deaths](#)
- Page 9: [Reporting Information](#)

## 2019-20 FYTD Season Summary

**13,569**

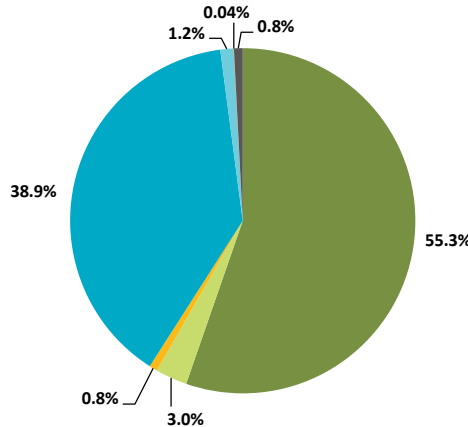
Total Cases

**50**

Deaths<sup>†</sup>

**39**

Outbreaks\*



## Virus Characteristics

- Influenza A, subtype unknown
- Influenza A (H1N1)pdm09
- Influenza A (H3)
- Influenza B, subtype unknown
- Influenza B/Victoria
- Influenza B/Yamagata
- Influenza, type unknown

<sup>†</sup> Flu deaths less than 18 years of age are reportable to CDPH.

\* In a congregate living setting, outbreaks are defined as at least one laboratory-confirmed influenza case in the setting of a cluster (≥2 cases) of influenza-like illness (ILI) within a 72-hour period.

Table 1. Influenza Surveillance Indicators.

Indicator	2019-20 Season			2018-19 Season			Prior 3-Year Average*		
	Week 5	Week 4	Total to Date	Week 5	Total To Date	Season Total	Week 5	Total To Date	Season Total
All influenza detections reported (rapid or PCR)	1,702	1,884	13,569	445	3,938	9,655	557	7,281	12,110
Percent of emergency department visits for ILI	8%	8%		5%			5%		
Percent of deaths registered with pneumonia and/or influenza	6%	9%		7%			9%		
Number of influenza-related outbreaks <sup>∞</sup>	1	14	39	1	5	25	4	48	59
Number of influenza-related deaths reported <sup>^</sup>	11	7	50	0	24	77	10	98	169

Influenza season is July 1 – June 30, Weeks 27-26. Previous weeks case counts or percentages may change due to delayed processing or reporting.

\*Includes FYs 2016-17, 2017-18, and 2018-19.

<sup>∞</sup>At least one case of laboratory-confirmed influenza in a setting experiencing two or more cases of influenza like illness (ILI) within a 72-hour period.

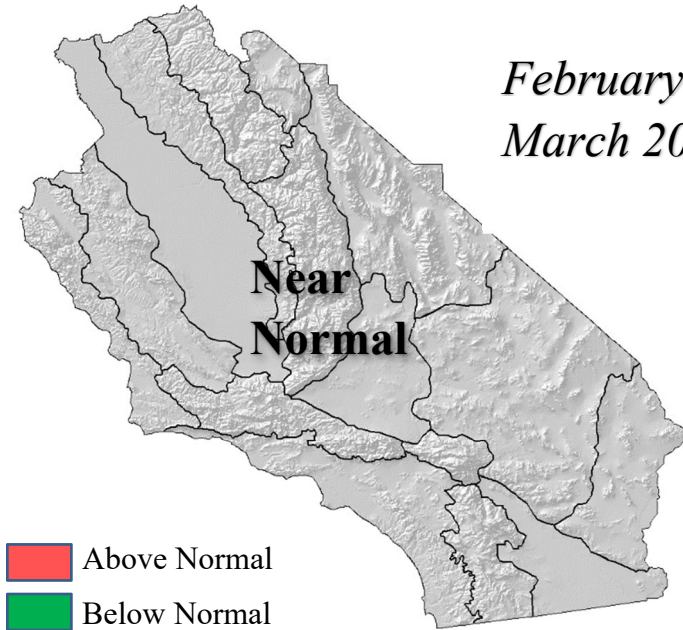
Total confirmed influenza outbreaks in prior seasons: 25 in 2018-19, 119 in 2017-18, and 34 in 2016-17.

<sup>^</sup>Current FY deaths are shown by week of report; by week of death for prior FYs. Total deaths reported in prior seasons: 77 in 2018-19, 343 in 2017-18, and 87 in 2016-17.



## Expected Large Fire Potential:

*February -  
March 2020*



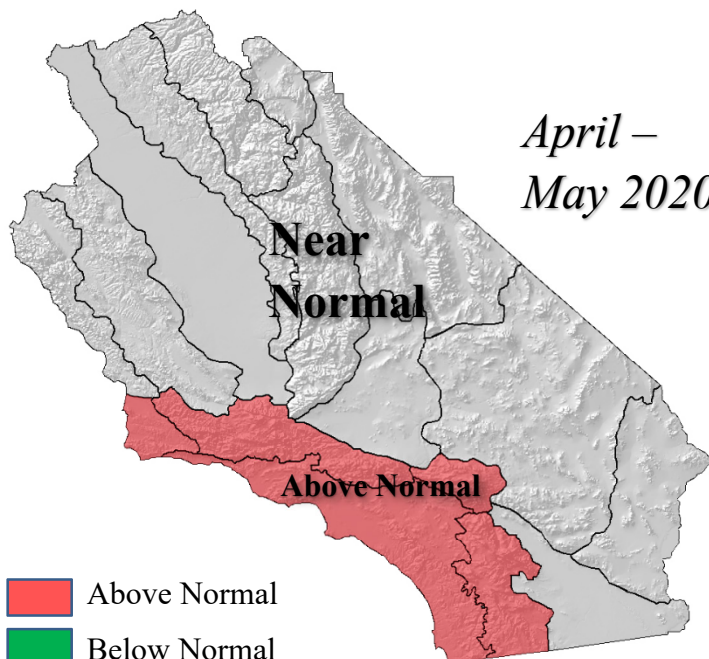
## Summary:

- Temperatures Above Normal through the period.
- A Period of Above Normal Precipitation possible in February. However, Total Precipitation this winter will finish below normal.
- Near Normal number of offshore wind events through Feb. Possibility of an above normal frequency of offshore events this spring.
- Early onset of spring “grassfire season” possible by April.

## **WEATHER DISCUSSION:**

The long wave pattern which was favorable for above normal precipitation in late November into December returned to a more of a blocking pattern which was hostile for the production of precipitation this past January. The ridge which was located over the Central Pacific late last year shifted eastward which prevented most storms from reaching the state. The systems which did manage to reach the Geographic Area in January were forced to take a circuitous, overland path which deprived them of moisture. There were a few light precipitation events over Central CA, but the vast majority of the state experienced far below normal precipitation during the past 30 days (**Image 1, next page**).

The subtle shift of the ridge that had dramatic implications regarding precipitation across the area will likely maintain itself through the rest of the winter. Sea surface temperatures (**Image 2, next page**) continue to trend below normal over a wide area off the coast, but warmer than average conditions are still to be found in the Gulf of Alaska.



# SOUTHERN AND CENTRAL CA

## MONTHLY/SEASONAL OUTLOOK – OSCC, RIVERSIDE

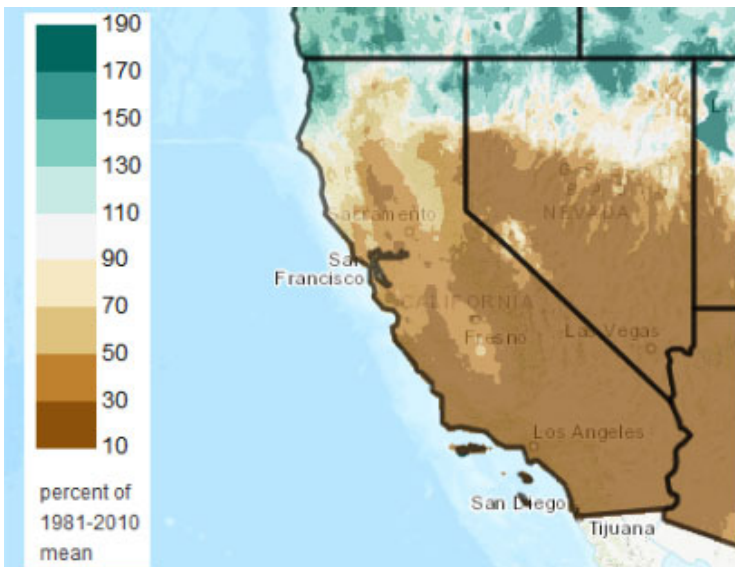


VALID FOR: FEBRUARY – MAY 2020

The ENSO index [has not changed much from last month's outlook](#). Warmer than normal conditions remain along the equator in the Nino 3.4 region, but temps are seemingly not warm enough to trigger much of a response in tropical moisture availability. Subtropical moisture, when it has arrived this winter, has arrived via an atmospheric river much further west across the Pacific as opposed to subtropical regions closer to

Offshore wind events are expected to continue at a near normal rate during the next 30 days. However, if the longwave pattern continues to be supportive of cold air advection across the Great Basin and central Rockies, offshore wind events may be stronger and more frequent than usual during the late winter into early spring months.

**Image 1: Pct. of Normal Precipitation Jan. 1<sup>st</sup> – Jan. 30<sup>th</sup>**

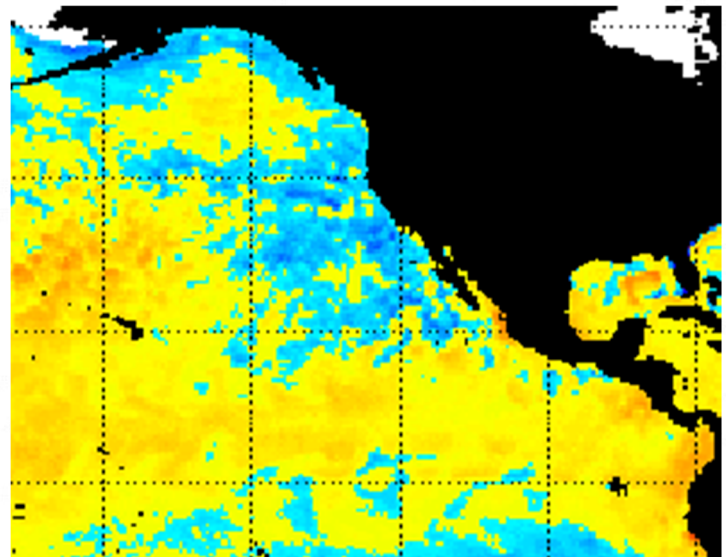


California. The storms that do arrive the rest of the winter likely will have to rely on other areas of deeper moisture than nearby Nino regions.

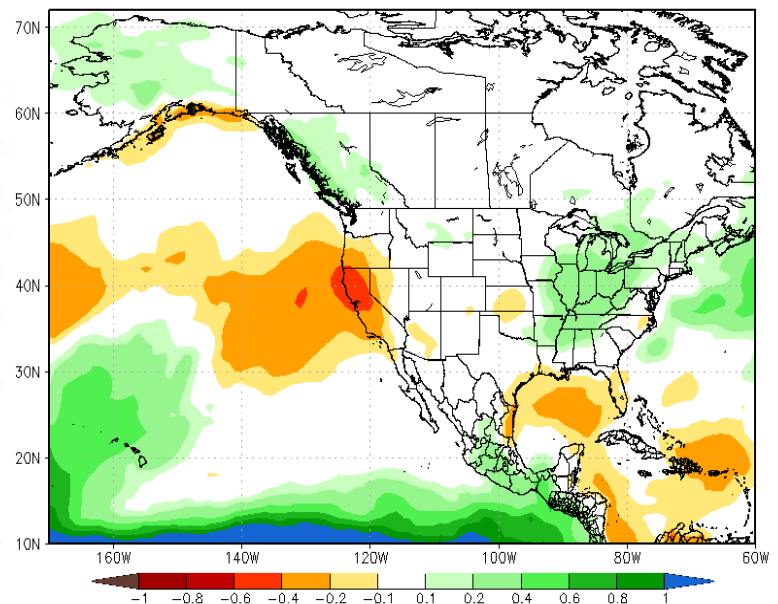
As long as the ridge of high pressure holds sway in determining long wave patterns, it is apparent that there will be short periods of wetter weather followed by longer periods of drier than normal conditions. Some long range assessments were painting a bleak overall picture of winter weather this year last fall, based on strong ridging over the Pacific. These assessments were not entirely wrong; it was merely a shift westward of the ridge that allowed above normal rainfall to occur in late November into December. A few more shifts westward are possible over the next few weeks, but more often than not, this ridge will have a stifling effect on precipitation the rest of the winter.

Therefore, *we are expecting precipitation to continue be below normal as a seasonal average this winter.* The greatest precipitation deficits are expected to be over Southern CA due to the low likelihood of a subtropical moisture connection. The “winter rainy season” will likely end a few weeks earlier than normal with most areas seeing seasonal rainfall wrap up in mid or late March. Temperatures should remain a few degrees above normal this winter.

**Image 2: Sea Surface Temperature Anomaly, Jan 30<sup>th</sup> 2020**



**Image 3: NMME Precip Anom. Forecast March – May, 2020**





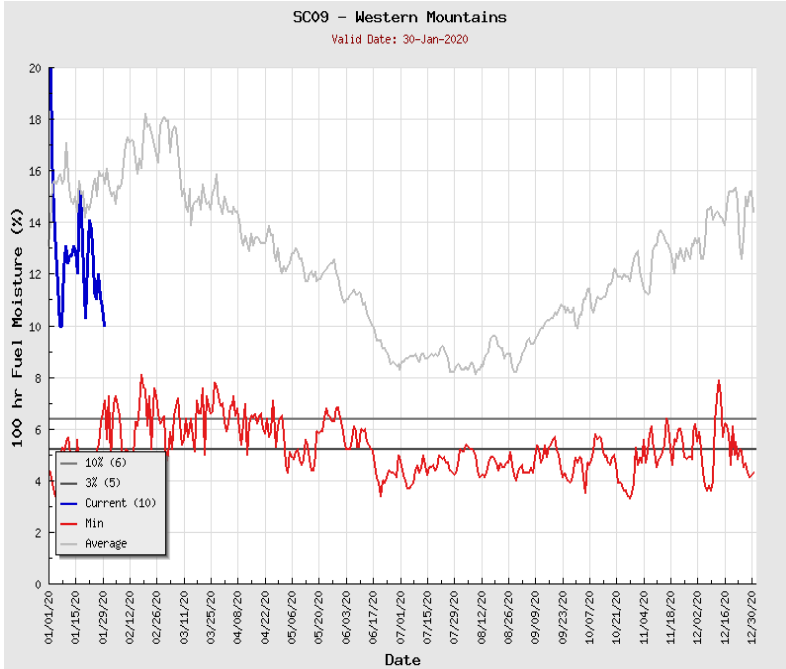
# SOUTHERN AND CENTRAL CA

## MONTHLY/SEASONAL OUTLOOK – OSCC, RIVERSIDE



VALID FOR: FEBRUARY - MAY 2020

Image 4: 1,000 Hour Dead Fuel Moisture, Southern CA mtns.

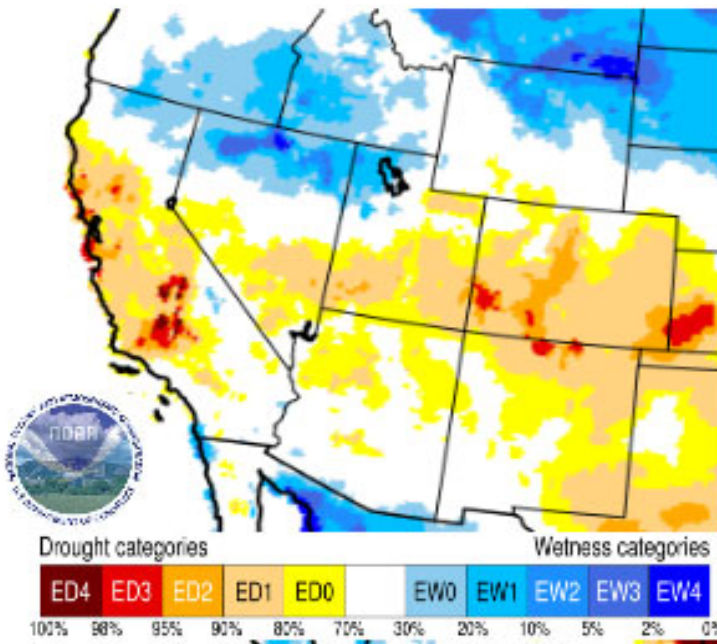


### FUELS AND DROUGHT OUTLOOK

A cool, wet start to the beginning of winter continues to have lasting effects across the district. Higher elevations do have substantial snowpack, but official readings at the beginning of February will undoubtedly be quite a bit below normal. If the dry, warm pattern continues as expected, snowpack number will continue to lose ground vs normal values. It is possible if current trends continue, this winter's maximum snow water content date be well before the normal maximums seen in late winter or early spring. As a result of this, meltout may be several weeks early this year.

At lower elevations, moisture in the upper layers of topsoil should continue to allow for seasonal grass growth for a few more weeks. But as this moisture becomes exhausted, grasses will begin to cure. It is likely that the seasonal curing of native grasses will be earlier than normal, and as a consequence, the onset "spring grassfire season" may occur by April 1<sup>st</sup>. *There may be a spike in IA and resource demand associated with the curing of this year's grass crop and large fire potential may climb to above normal levels in April and May.* This may be compounded by a higher than normal number of offshore wind events during this time.

Image 5: 5-Month Cumulative Evap. Demand Drought Index (EddI)



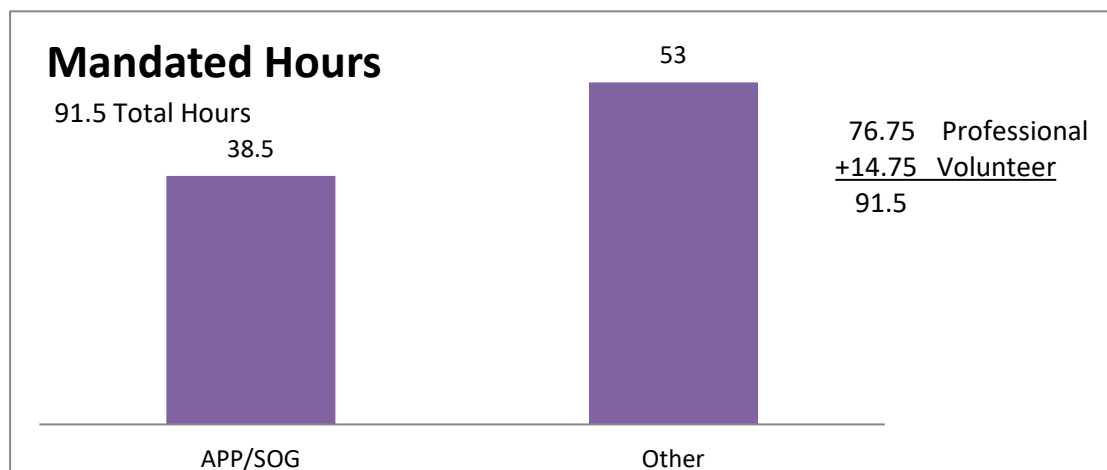
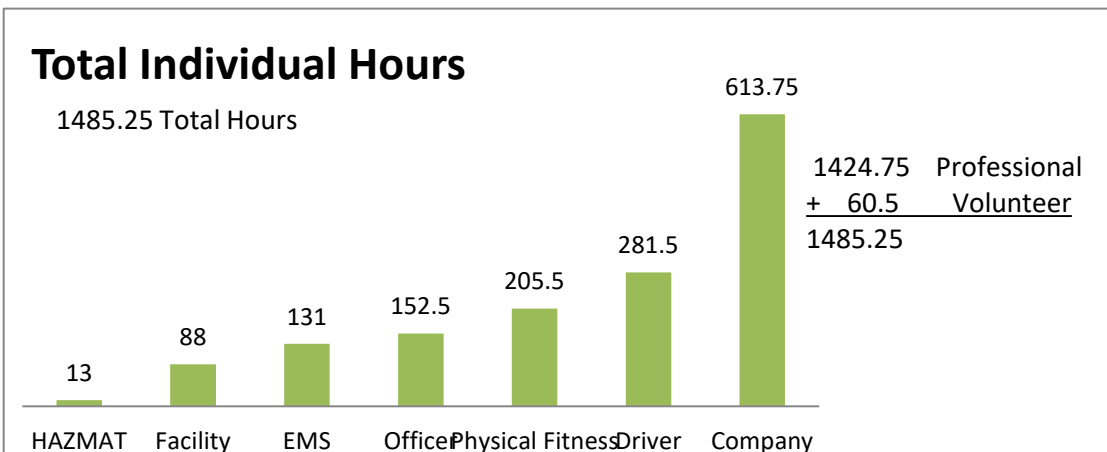
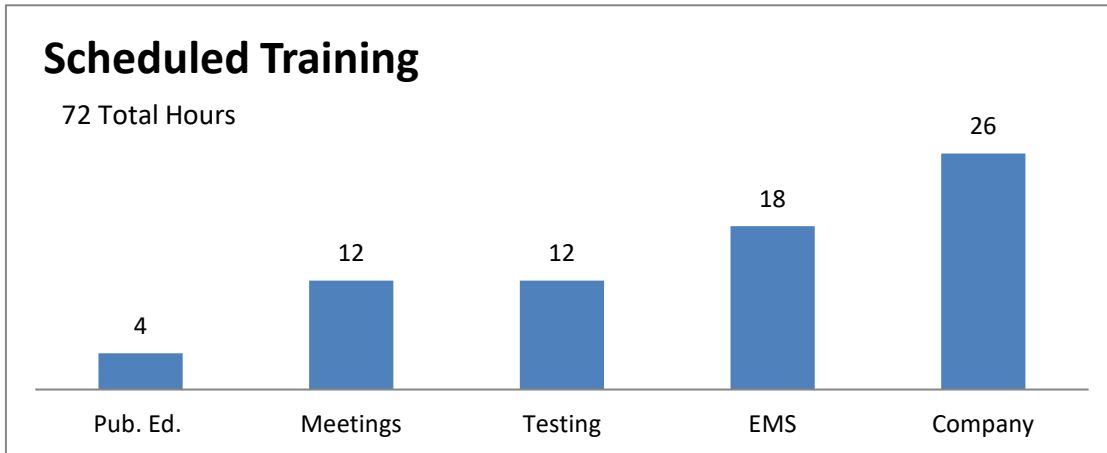
It is too early to pin a forecast on the upcoming summer's monsoon season. But most factors, including SST's support a near normal amount of summertime thunderstorms. This stands in contrast with very small number of thunderstorms seen during the past two summers. An increase in thunderstorms – which are an important ignition source in Central CA – may lead to the expansion of above normal large fire potential into the Sierras. The Sierra Foothills may again see the greatest likelihood of large fires this year due to a high amount of dead fuel loading and the possibility of more thunderstorms this summer. Overhead and resource demand may increase much more rapidly this spring and summer compared to the past two years. Out of region demand may also be higher than normal this spring as the Southwest and west slope of the Rockies are similarly dry (Image 5, left).

Contact: [Riverside.FWX@fire.ca.gov](mailto:Riverside.FWX@fire.ca.gov)

Webpage: <http://gacc.nifc.gov/oscc/predictive/weather/index.htm>

Master Agenda

# Training Division January 2020

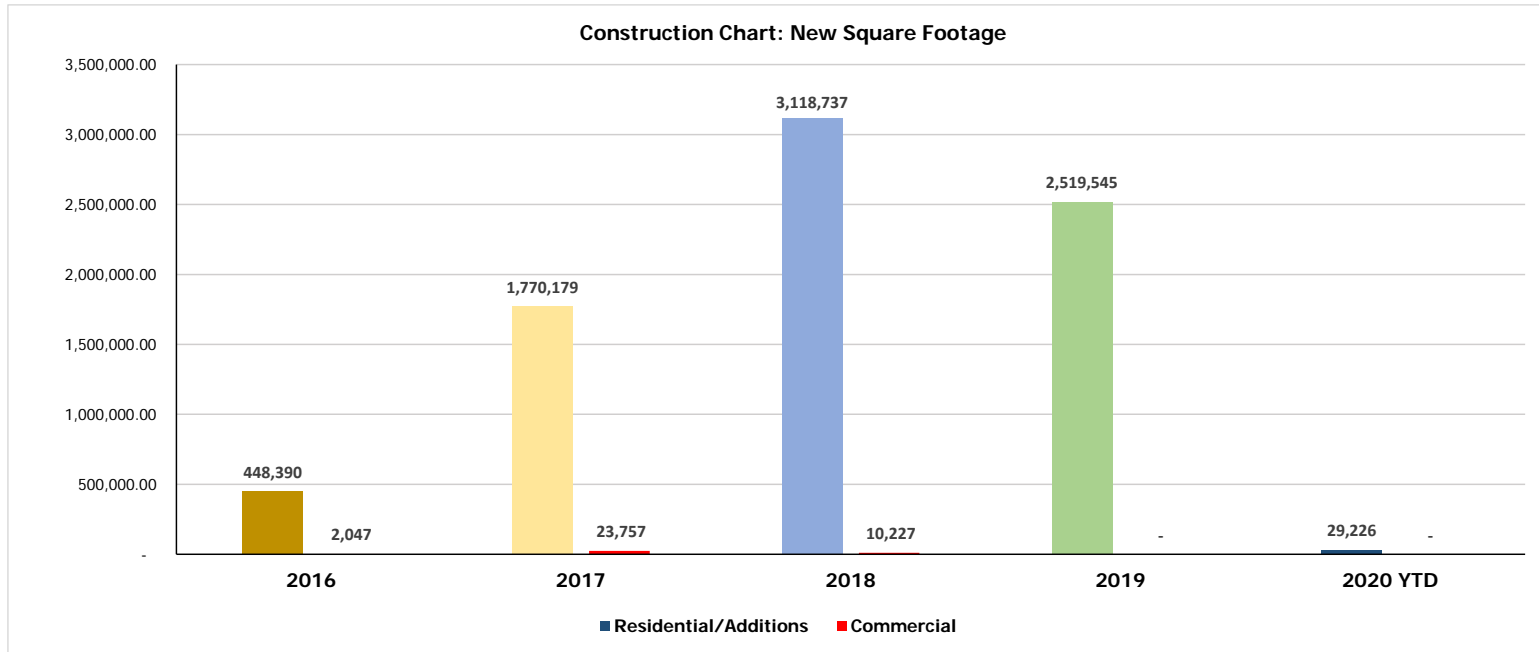


See next page for description.

## Training Division - Descriptions

<b>Scheduled Training</b>		
Training hours are planned annually. This is to maintain a well organized year and to help the firefighters be successful with the hours required by Federal, State, Local.		
<b>Total Individual Hours - 6 Subjects</b>		
<b>Subject</b>	<b>Definition</b>	<b>Examples</b>
<b>Company</b>	Documentation of all Company Training that is not Driver, Officer, Haz-Mat, or Facility Training.	Aerial Ladder, Hose, Ladders, Physical Fitness, SCBA, Technical Rescue, Ventilation, etc.
<b>Driver</b>	This is for documenting Driver Training hours. Per ISO standards employees considered a "Driver" will be required to complete 12 hours of Driver Training annually. You can use this same form to record Driver Training hours for Non-Drivers and it will be counted towards Company Training.	Apparatus Inspections & Maintenance, Basic Hydraulics, Defensive Driving, Maps, Driving Heavy Vehicles, Etc.
<b>Facility</b>	This is live training conducted at an approved site. For the location to be approved it must have at least two acres on the property, a three story tower, and a burn facility. It is also important to note that the training must not just occur on the approved site, but the facility itself must be used. If your users are just sitting in a classroom at an approved site, this cannot count towards facility hours and the completion would need to be applied elsewhere. However, if the classroom portion was followed by utilization of the facility, the entire time could count towards Facility Training.	Company Evolutions, NFPA 1410 Driver/Operator, NFPA 1002 Fire Officer, NFPA 1021 Firefighter Skills, NFPA 1001 Hazardous Materials, NFPA 472 Live Fire, NFPA 1403 Other NFPA Fire Based Training
<b>HazMat</b>	This is for documenting Hazardous Materials Training hours. Per ISO standards all firefighters are required to complete 6 hours of Hazardous Materials Training annually.	DOT Guidebook Review, Decontamination Procedures, First Responder Operations, Etc.
<b>Officer</b>	Per ISO standards employees considered a "Officer" will be required to complete 12 hours of Officer Training annually. You can use this same form to record Officer Training hours for Non-Officers and it will be counted towards Company Training.	Dispatch, General Education, Meetings, Orientation, Exam, Management Principles, Personnel, Promotional, Public Relations, Etc.
<b>EMS</b>	EMS is not tracked or required by Insurance service Organization for Rating. EMS Continuing Education is tracked for recertification of Paramedics (48/2yrs) and EMT (24/2yrs). Through Emergency Service Medical Administration (EMSA).	Continuing Education and SIMS
<b>Mandated Hours</b>		
Hours completed through an assignment on an online database (Target Solutions). Mandated assignments are required by either Federal, State, Local.		

Rancho Santa Fe Fire Protection District  
**Fire Prevention Bureau Monthly Activity Summary**  
 January 2020



**Total New Square Footage Only (\*Reflected in Chart Above)**

Year	Res/Add	Comm	Total
2016	448,390	2,047	450,437
2017	1,770,179	23,757	1,793,936
2018	3,118,737	10,227	3,128,964
2019	2,519,545	-	2,519,545
2018 YTD	186,961	-	186,961
2019 YTD	226,965	-	226,965
2020 YTD	29,226	-	29,226

**2020 Total New Square Footage Only**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2020</b>	29,226											

**Comparison 2019/2020 Total Reviewed Square Footage**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2019</b>	240,861	691,306	274,736	307,024	412,556	248,869	287,395	424,065	250,518	742,439	440,335	137,995
<b>2020</b>	29,226											

Rancho Santa Fe Fire Protection District  
**Fire Prevention Bureau Monthly Activity Summary**  
 January 2020

PLAN REVIEWS				
Plan Type	No. of Reviews	Resubmittals	No. of Structures	Approved New SQFT (Mit Fees)
New Residential	7	4	9	29,226
Additions/Remodels	3	-	-	-
New Commercial	-	-	-	-
Commercial T.I.	2	-	-	-
Tents/Special Events	-	-	-	-
Rack Storage	-	-	-	-
Preliminary	6	-	-	-
Fire Suppression Systems	13	2	-	-
Alarms	5	-	-	-
Landscaping	18	-	-	-
Grading/MyIars/Improvement Plans	4	1	-	-
Underground	-	-	-	-
Hood System	-	-	-	-
Tanks	1	-	-	-
Cell Sites	2	-	-	-
DSS/CCL	-	-	-	-
DPLU	-	-	-	-
Solar Panels	-	-	-	-
High Piled Storage	-	-	-	-
High Hazard/Communications/Other	-	-	-	-
Spray Booth	-	-	-	-
<b>TOTAL</b>	<b>61</b>	<b>7</b>	<b>9</b>	<b>29,226</b>
<b>TOTAL PLAN REVIEWS:</b>		<b>68</b>		

Rancho Santa Fe Fire Protection District  
Fire Prevention Bureau Monthly Activity Summary  
January 2020

INSPECTIONS	
Inspection Type	No. of Inspections
Alarms	6
Fire Supression Systems	50
Building Construction	70
Landscaping	6
Tent/Special Event	-
Gates/Knox	2
Site Visit	1
Technical Report/FPP	-
Underground	-
Annual Inspection	-
Other	-
<b>TOTAL</b>	<b>135</b>



Rancho Santa Fe Fire Protection District  
**Fire Prevention Bureau Monthly Activity Summary**  
 January 2020

SPECIAL PROJECTS	
Project Type	No. of Projects
Grants	-
GIS	-
Forms (Updates/New)	1
Project Research	1
Computer Programming/I.T.	-
Emergency Response Support	-
Annual Mailer (Weed Abatement)	-
Board Report Formating/ Design	3
Other	1
Other	-
<b>TOTAL</b>	<b>6</b>
MEETINGS	
Meeting Type	No. of Meetings
H.O.A	1
On-Site Project Meetings	9
In-Office Project Meetings	3
Weed Abatement	6
County	13
Code Development	2
Support/I.T. Development	-
San Diego County FPO's	4
Community Stakeholder Meetings	2
Other	-
<b>TOTAL</b>	<b>40</b>

Rancho Santa Fe Fire Protection District  
**Fire Prevention Bureau Monthly Activity Summary**  
 January 2020

TRAINING/EDUCATION	
Class Name	Dates
F0637-WUI:Fire Adapted Communities-Intro & Leadership	1/21-01/22/2020
CFC 2019 Flammable & Combustible Liquids	1/29/2020
CFC 2019 High-Piled Storage	1/30/2020
Fire Inspector 2A	1/24/2020-1/25/2020
<b>TOTAL</b>	<b>2</b>

PREVENTION / PUB ED	
Activity	Number
Phone Calls	374
Emails	2,216
<b>TOTAL</b>	<b>2,590</b>

WEED ABATEMENT	
Activity	No. of Inspections
Weed Abatement Inspection	10
Weed Abatement Reinspection	16
1st Notice	3
2nd Notice	-
Final Notice	-
Posting	-
Forced Abatement	2
<b>TOTAL</b>	<b>31</b>

Rancho Santa Fe Fire Protection District  
Fire Prevention Bureau Monthly Activity Summary  
January 2020

ADMINISTRATIVE SERVICES/OFFICE SUPPORT	
Activity	No. Completed
Phone Calls	648
Correspondence	1,317
Walk in/Counter	240
Knox Application Request	6
Burn Permits	1
Plan Accepted/Routed	68
Special Projects	5
Scanning Documents/Electronic Files	500
Meetings: Admin/Prevention/Admin Shift	8
Post Office Runs	-
Deposit Runs/Preparations	15
<b>TOTAL</b>	<b>2,808</b>

Rancho Santa Fe Fire Protection District  
**Public Education Coordinator Monthly Activity Summary**  
 January 2020

<b>SOCIAL MEDIA COMMUNITY INTERACTION</b>			
<b>Social Media</b>	<b>Followers</b>	<b>Interactions</b>	<b>Reach</b>
Facebook	1719	829	3738
Instagram	1459	53	4323
Twitter	4067	305	9818
<b>TOTAL</b>	<b>7,245</b>	<b>1,187</b>	<b>17,879</b>

<b>Website Development</b>	<b>Number of Items</b>
New Content	6
Update Existing Content	3
<b>TOTAL</b>	<b>9</b>

<b>COMMUNITY OUTREACH</b>	
<b>Event</b>	<b>Participants</b>
Coloring Contest Judging	90
Realtor Group	20
<b>TOTAL</b>	<b>110</b>

<b>STATION TOURS/ENGINE VISITS</b>		
<b>Station No.</b>	<b>Group Name</b>	<b>Participants</b>
1	R. Roger Rowe	3
2	Design 39 Kindergarten	25
3	Nativity School 4th gr	22
3	Boy Scouts	10
<b>TOTAL:</b>	<b>5</b>	<b>60</b>

Rancho Santa Fe Fire Protection District  
**Public Education Coordinator Monthly Activity Summary**  
 January 2020

CAR SEATS	
Car Seats Installed	1
<b>TOTAL:</b>	<b>1</b>

EDUCATIONAL MATERIALS	
Name	Number
Immediate Zone flyer	1
Weed Abatement Packet	1
<b>TOTAL:</b>	<b>2</b>

MEETINGS	
Meeting Type	No. of Meetings
Large Animal Evac	1
Staff	
Board	
Shift	1
CSA 17	
PIO's	
SO CAL Pub Ed	
Community Stakeholder Meetings	2
<b>TOTAL</b>	<b>4</b>

Rancho Santa Fe Fire Protection District  
**Public Education Coordinator Monthly Activity Summary**  
 January 2020

<b>TRAINING/EDUCATION</b>	
<b>Class Name</b>	<b>Dates</b>
F0637 WUI	January 21-22
<b>TOTAL</b>	<b>1</b>

<b>CLERICAL</b>	
<b>Activity</b>	<b>Number</b>
Phone Calls	45
Correspondence	249
<b>TOTAL</b>	<b>294</b>

<b>PUBLIC MEDIA INERACTION</b>	
<b>Activity</b>	<b>Number</b>
Press Releases	2
Community Event Interviews	
On-scene PIO	1
Interviews (Other)	
<b>TOTAL:</b>	<b>3</b>



**San Diego County**  
**Local Agency Formation Commission**  
 Regional Service Planning | Subdivision of the State of California

**MEMORANDUM**

January 13, 2020

**TO:** Independent Special Districts in San Diego County

**FROM:** Tamaron Lockett, Executive Assistant / Election Official

**SUBJECT:** Independent Special Districts Election Results |  
 Appointment of Special District Advisory Committee Representatives

This memorandum serves as notice by the San Diego County Local Agency Formation Commission (LAFCO) of the election results for eight seats on the 16-member Special District Advisory Committee. The election was performed by mail-ballot consistent with adopted policies and concluded on January 6, 2020. A prerequisite quorum for the election was achieved with 30 independent special district casting ballots. The top eight candidates with the most votes are identified below and immediately commence four-year terms on the Advisory Committee.

Special District Advisory Committee Member Election Results		
Nominee	Agency	Votes Received
Kimberly Thorner (incumbent)	Olivenhain Municipal Water District	24
Tom Kennedy (incumbent)	Rainbow Municipal Water District	23
Jack Bebee (incumbent)	Fallbrook Public Utility District	22
James E. Gordon	Deer Springs Fire Protection District	22
Robert Thomas (incumbent)	Pomerado Cemetery District	19
Albert C. Lau	Santa Fe Irrigation District	19
Mark Roback (incumbent)	Otay Water District	19
Michael (Mike) Sims	Bonita-Sunnyside Fire Protection District	18
Brian Boggeln	Alpine Fire Protection District	15
Courtney G. Provo	Mission Resources Conservation District	11
Fred Cox* (incumbent)	Rancho Santa Fe Fire Protection District	8
TOTAL VOTES		200

\* Write-In Nominee

A listing of all ballots returned for elections is attached.

<b>Administration</b> Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	Jim Desmond County of San Diego	Mary Casillas Salas City of Chula Vista	Mark Kersey City of San Diego	Jo MacKenzie Vista Irrigation	Andy Vanderlaan, Vice Chair General Public
	Dianne Jacob, Chair County of San Diego	Bill Wells City of El Cajon	Chris Cate, Alternate City of San Diego	Barry Willis Alpine Fire Protection	Harry Mathis, Alternate General Public
	Greg Cox, Alternate County of San Diego	Paul McNamara, Alternate City of Escondido	Erin Lump, Alternate Rincon del Diablo MWD		

**SPECIAL DISTRICTS BALLOT RETURNED**

Alpine Fire Protection District  
Bonita-Sunnyside Fire Protection District  
Deer Springs Fire Protection District  
Fallbrook Public Utility District  
Fallbrook Regional Health District  
Helix Water District  
Lakeside Fire Protection District  
Lakeside Water District  
Leucadia Wastewater District  
Lower Sweetwater Fire Protection District  
Mootami Municipal Water District  
North County Fire Protection District  
North County Cemetery District  
Olivenhain Municipal Water District  
Otay Water District  
Padre Dam Municipal Water District  
Pomerado Cemetery District  
Rainbow Municipal Water District  
Rancho Santa Fe Fire Protection District  
Resource Conversation District of Greater San Diego County  
Rincon del Diablo Municipal Water District  
San Miguel Consolidated Fire Protection District  
Santa Fe Irrigation District  
South Irrigation District  
Tri-City Healthcare District  
Vallecitos Water District  
Valley Center Fire Protection District  
Valley Center Municipal Water District  
Vista Irrigation District  
Wynola Water District

**30 Ballots**



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## STAFF REPORT

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20-02

TO: BOARD OF DIRECTORS  
FROM: FRED COX, FIRE CHIEF  
SUBJECT: GIFT OF VIDEO PRODUCTION EQUIPMENT  
DATE: FEBRUARY 13, 2020

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### RECOMMENDATION:

Staff recommends the Board of Directors accept from the Rancho Santa Fe Fire District Foundation a gift of video production equipment as described in "Attachment A".

### BACKGROUND:

The Rancho Santa Fe Fire Protection District is very fortunate to have talented members who have taken on the challenge of producing high quality training, prevention, and public safety videos for use by the Fire District. Currently, the equipment to produce such videos is mostly personally owned.

To provide our personnel access to high quality professional video equipment, which will enhance the quality and the abilities to produce public safety and training videos, the Fire District reached out to the Rancho Santa Fe Fire District Foundation. The Rancho Santa Fe Fire District Foundation has agreed to gift to the Fire District a cache of equipment which will greatly enhance the ability of our personnel to produce such videos. In consideration of the gifted equipment, Fire District personnel will produce two (2) promotional videos with non-exclusive licensing to the Rancho Santa Fe Fire District Foundation. Additionally, the Fire District will issue non-exclusive licensing to the Rancho Santa Fe Fire District Foundation for a period of three (3) years for the use of certain training, education, or fire safety videos provided that such videos are readily made available to the general public for public safety purposes.

Legal counsel has reviewed this gift agreement and has approved the form and content.



**RANCHO SANTA FE  
FIRE DISTRICT  
FOUNDATION**

California Nonprofit Corporation #33-0004148

February 3 2020

Rancho Santa Fe Fire Protection District  
PO Box 410  
Rancho Santa Fe, CA 92026

RE: Gift of video production equipment

The Rancho Santa Fe Fire District Foundation (Foundation), a charitable 501(c)(3) organization, hereby gifts to the Rancho Santa Fe Fire Protection District (District), the video production equipment list on **Attachment "A"** to this letter.

It is agreed that the gifted equipment shall upon acceptance by the District become the exclusive property of District. It is the desire of the Foundation that the donated equipment be used by the District for training purposes and for production of educational videos to promote public safety in the Rancho Santa Fe community and any other use the District may deem appropriate.

In further consideration of such gift, it is our understanding the District will produce a minimum of two (2) promotional videos and grant to the Foundation a non-exclusive license to use such promotional videos. The District will further grant to the Foundation a non-exclusive three (3) year license for the use of certain training videos, selected by the District, provided such videos are intended for and made available to the general public for public safety purposes. The Foundation agrees that it will not sell or sublicense any of the videos provided to it.

  
James Depolo, Board Chairperson  
Rancho Santa Fe Fire District Foundation

2/3/20  
Date

Acceptance by District:

This is to certify that the video production equipment conveyed by this letter from the Rancho Santa Fe Fire District Foundation to the Rancho Santa Fe Fire Protection District is hereby accepted by the undersigned on behalf of the District.

\_\_\_\_\_  
James Ashcraft, Board President  
Rancho Santa Fe Fire Protection District

\_\_\_\_\_  
Date

### Video Production Expense Sheet

Item	Description	Price	Website
1	Computer Apple 16" MacBook Pro	\$3559.00	<a href="http://apple.com">apple.com</a>
2	Camera Blackmagic Design Pocket Cinema Camera 4K	\$1295.00	<a href="#">B and H Link</a>
3	Lens Rokinon 35mm T1.5 Cine DS Lens	\$469.92	<a href="#">B and H Link</a>
4	Tripod Manfrotto Tripod Kit	\$348.78	<a href="#">B and H Link</a>
5	Gimbal Zhiyun-Tech Crane 2 3-Axis Handheld Gimbal Stabilizer	\$399.99	<a href="https://www.bestbuy.com/site/zhiyun-crane-2-handheld-stabilizer-with-follow">https://www.bestbuy.com/site/zhiyun-crane-2-handheld-stabilizer-with-follow</a>
6	CF/SD card(s) Lexar 128GB SDXC Class 10 UHS-II -2-Pack	\$67.95	<a href="#">Amazon Link</a>
7	Extra Batteries Canon LP-E6 (x's 2)	\$45.76	<a href="#">Amazon Link</a>
8	Camera Brackets SmallRig Full Cage	\$79.00	<a href="#">B and H Link</a>
10	USB Hyperdrive USB Type C Hub for Laptops	\$29.99	<a href="https://www.amazon.com/Lasuney-Adapter-Fibernet-Connectible-Monitor-1000x1000-Desktop">https://www.amazon.com/Lasuney-Adapter-Fibernet-Connectible-Monitor-1000x1000-Desktop</a>
11	On-camera Monitor 7" 4K On-Camera Monitor Kit	\$158.99	<a href="https://www.amazon.com/FEELWORLD-Monitor-1000x1000-Desktop">https://www.amazon.com/FEELWORLD-Monitor-1000x1000-Desktop</a>
12	Monitor Battery Clip Feel World Battery Clip	13.99	<a href="https://www.amazon.com/Feelworld-LP-E6-Battery-Monitor">https://www.amazon.com/Feelworld-LP-E6-Battery-Monitor</a>
13	Lens Polarizing Filter 77mm Lens Filter for the Rokinon 35mm Lens	\$22.41	<a href="#">B and H Link</a>
14	On-camera Audio Azden SGM-250MX Mini-XLR Short Shotgun Mic	\$199.00	<a href="#">B and H Link</a>
15	500GB External SSHD Samsung T5 500GB HD	\$94.99	<a href="https://www.bestbuy.com/site/samsung-t5-500gb-external-usb-type-c-solid-state-drive">https://www.bestbuy.com/site/samsung-t5-500gb-external-usb-type-c-solid-state-drive</a>
16	Laptop backpack Victoriaturist V6002B Laptop Backpack	\$45.99	<a href="https://www.amazon.com/dp/B0757Y5Y2J/">https://www.amazon.com/dp/B0757Y5Y2J/</a>
17	Laptop Protective Case i-Blason Rugged Case for MacBook Pro 16 inch	\$35.99	<a href="https://www.amazon.com/i-Blason-MacBook-Chocolate-i-Blason-Laptop-Case">https://www.amazon.com/i-Blason-MacBook-Chocolate-i-Blason-Laptop-Case</a>
18	Stabilizer Newer Camera Stabilizer	\$69.99	<a href="https://www.amazon.com/Newer-Handheld-Stabilizer-Balance">https://www.amazon.com/Newer-Handheld-Stabilizer-Balance</a>
19			
	<b>Budget of \$7,500</b>	<b>Total Expenses:</b>	
		\$0.00	
		7.75% Tax	
		\$537.60	
		\$7474.34	

## **RESOLUTION No. 2020-02**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT TO PARTICIPATE IN THE SAN DIEGO COUNTY FIRE MITIGATION FEE PROGRAM

**WHEREAS**, the Rancho Santa Fe Fire Protection District is anticipating that new development will occur within the district which will cause the need for the expansion of existing fire protection facilities; and

**WHEREAS**, the Rancho Santa Fe Fire Protection District is currently participating in the San Diego County's Fire Mitigation Program; and

**WHEREAS**, the County of San Diego is empowered to collect mitigation fees from applicants for new development for the purpose of the expansion of fire protection and firefighting facilities and equipment; and

**WHEREAS**, the County of San Diego has established fee ceilings for types of construction by Chapter 3 of Division 10 of Title 8 (commencing with § 810.301) of the San Diego County Code; and

**WHEREAS**, the County of San Diego has amended Chapter 3, Division 10 of Title 8 of the San Diego County Code of Regulatory Ordinances relating to fire mitigation fees; and

**WHEREAS**, the Rancho Santa Fe Fire Protection District intend hereby to comply with said amendments to continue to participate in the fire mitigation fee program.

**IT IS HEREBY FOUND THAT:**

- (1) The Rancho Santa Fe Fire Protection District does not have existing facilities which could be used to provide an adequate level of service to new development within the district's boundaries; and
- (2) The Rancho Santa Fe Fire Protection District does not have sufficient funds available to construct additional facilities from fund balances, capital facility funds, property tax sources, or any other appropriate sources; and
- (3) The lack of fire protection facilities and equipment to serve new development would create a situation perilous to the public health and safety if fire mitigation fees are not levied within the district; and
- (4) The annexation fees and plan check fees charged by the Rancho Santa Fe Fire Protection District do not include a payment toward the costs of capital facility and equipment expansion as a component of the fee.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- (1) The Rancho Santa Fe Fire Protection District requests the County to collect 100% of the ceiling amount of the fire mitigation fee on the district's behalf from applicants for building permits. This percentage of the ceiling fee is equal to or less than the capital facility expansion needs caused by new development.
- (2) The fee amounts do not exceed the ceiling for fire mitigation fees established by the San Diego County Board of Supervisors.
- (3) Mitigation fees paid under this program will be used to expand the availability of capital facilities and equipment to serve new development.
- (4) The district shall place all funds received by the County under this program, and all interest subsequently accrued by the district on these funds, in a separate budget accounting category to be known as the "San Diego County Fire Mitigation Fee."
- (5) The district shall expend funds from said "San Diego County Fire Mitigation Fee" budget accounting category only for the purposes of providing capital facilities and equipment to serve new development.
- (6) The district shall submit a Fire Mitigation Fee Annual Report, not later than August 29 of each year, to the Director of the Office of Disaster Preparedness specifying the amount of funds collected and the expenditures by category. In addition, the report shall specify the actions the district plans to take to alleviate the facility and equipment needs caused by new development in a Multi-Year Facilities and Equipment Plan adopted at a noticed public hearing. The district shall make available, upon request by the Director, a copy of its annual audit report.
- (7) The district shall make its records available to the public on request, which justify the basis for the fee amount.
- (8) The district shall hold San Diego County harmless for any errors made by the County in collecting and/or transmitting these fees to the district.
- (9) The district agrees to a review of revenues and expenditures collected and dispensed pursuant to this resolution each fiscal year by a committee established by the County Board of Supervisors.
- (10) The district shall make findings, with respect to any portion of the fee remaining unexpended or uncommitted in its account five or more years after deposit of the fee, to identify the purpose to which the fee is to be put and to demonstrate a reasonable relationship between the fee and the purpose for which it was charged. The agency shall refund to the then current record owner or owners of the development project or

projects on a prorated basis the unexpended or uncommitted portion of the fee, and any interest accrued thereon, for which need cannot be demonstrated.

(11) By April 16 of each year following the year of original adoption of this District's resolution, the Rancho Santa Fe Fire Protection District shall submit a copy of a new resolution adopted by the Board of Directors making the required findings and setting the percentage of the fire mitigation ceiling requested by the District.

(12) All fees collected pursuant to the San Diego County Fire Mitigation Fee Ordinance shall be used by the District for providing for capital facilities and equipment.

(13) "Facilities and Equipment" means any long-term capital facilities and equipment used by the Rancho Santa Fe Fire Protection District for suppression or emergency medical services, including station construction, station expansion and fire or emergency medical apparatus.

**BE IT FURTHER RESOLVED** that this resolution supersedes Resolution No. 2019-03 to participate in the Fire Mitigation Fee Program adopted March 13, 2019.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on February 19, 2020 by the following vote:

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

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JAMES H ASHCRAFT  
President

ATTEST:

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Karlana Rannals  
Secretary