



**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 17, 2021  
1:00 pm PT  
Regular Meeting

**THIS BOARD OF DIRECTORS MEETING WILL BE CONDUCTED VIA TELECONFERENCE**

Pursuant to Governor Newsom’s [Executive Orders N-25-30](#), issued on March 12, 2020; [N-33-20](#) issued on March 19, 2020; and Resolution 2021-17 adopted on November 17, 2021 through December 16: members of the Rancho Santa Fe Fire Protection District Board of Directors and staff may participate in this meeting via teleconference. In the interest of reducing the spread of COVID 19, members of the public are encouraged, but not required, to submit comments via email. Those attending the meeting in person will be required to wear a mask and maintain appropriate social distancing when possible.

Public Comment: to submit a comment in writing, please email [caccavo@rsf-fire.org](mailto:caccavo@rsf-fire.org) and write “Public Comment” in the subject line. In the body of the email include the item number and/or title of the item as well as your comments. If you would like the comment to be read out loud at the meeting (not to exceed five minutes), please write “Read Out Loud at Meeting” at the top of the email. All comments received by 11:00 am will be emailed to the Board of Directors and included as “Supplemental Information” on the District’s website prior to the meeting. Any comments received after 11:00 am will be added to the record and shared with the members of the Board at the meeting.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the Board Clerk 858-756-5971 ext. 6005. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the 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 staff 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.

Agendas: Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the Administrative Manager’s office located at 18027 Calle Ambiente, Suite 101, Rancho Santa Fe, CA during normal business hours. Packet documents are also posted online at [www.rsf-fire.org](http://www.rsf-fire.org).



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

November 17, 2021

Call to Order

Pledge of Allegiance

Roll Call

### 1. Special Presentations

#### a. Employee Recognition – Service Awards

Services Awards will be presented to the following District personnel:

##### **5-year**

- Sean Canfield
- Correy Cooper
- Jake Elkins
- Raul Roman
- Michael Weeks
- Burgen Havens
- Brandon Closs
- Frank Twohy

##### **10-year**

- Troy Duncan

##### **15-year**

- Nick Chapin
- Trever Krueger
- Tanner Worley
- Chris Danner
- Stephen Sepich

##### **20-year**

- Bruce Sherwood

##### **30-year**

- Lee Haskin

#### b. Presentation of Proclamation/Resolution - Volunteer Recruitment/Retention Coordinator

Presentation of a Proclamation/Resolution to Frank K. Twohy, Volunteer Recruitment & Retention Coordinator in recognition of his exceptional efforts in developing and maintaining the District's Volunteer Reserve Program.

#### c. Presentation of Proclamation/Resolution - Volunteer Recruitment/Retention Coordinator

Presentation of a Proclamation/Resolution to Michael Martinez, Volunteer Recruitment & Retention Coordinator in recognition of his exceptional efforts in developing and maintaining the District's Volunteer Reserve Program.

### 2. Motion waiving reading in full of all Resolutions/Ordinances



# Rancho Santa Fe Fire Protection District Board of Directors

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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.

### 3. Consent Calendar

#### a. Board of Directors Minutes

- Board of Directors minutes of October 20, 2021

ACTION REQUESTED: **Approve**

#### b. Receive and File

- Monthly/Quarterly Reports

|   |                      |
|---|----------------------|
| (1) List of Demands Check 34402 thru 34488, Electronic File Transfers (EFT), and Wire Transfer(s) for the period October 2021 totaling: | \$ 237,121.76        |
| Wire Transfer(s) period October 2021  | \$ 241,593.92        |
| Payroll for the period October 2021   | <u>\$ 949,424.63</u> |
| TOTAL DISTRIBUTION  | \$1,428,140.31       |

(2) RSF District Budget Review period ending September 30, 2021

(3) Investment Review period ending September 30, 2021

(4) Activity Reports – October 2021

(a) Operations

(b) Training

(c) Fire Prevention

(d) Correspondence - letters/cards were received from the following members of the public:

(i) None

ACTION REQUESTED: **Information**

#### c. Resolution No. 2021-17

To adopt by consent Resolution No. 2021-17 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation of a State Of Emergency by Governor Newsom’s Executive Orders N-25-30, Issued March 12, 2020; N-33-20 Issued March 19, 2020, and Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies of Rancho Santa Fe Fire Protection District for the Period November 17 through December 16, 2021 Pursuant to Brown Act Provisions

ACTION REQUESTED: **Adopt**

#### d. Resolution No. 2021-18 – Frank Twohy

To adopt by consent Resolution 2021-18 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Honoring Frank K. Twohy Retiring Fire Chief.

ACTION REQUESTED: **Adopt**

#### e. Resolution No. 2021-19 – Mike Martinez

To adopt by consent Resolution 2021-19 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Honoring Michael A. Martinez.

ACTION REQUESTED: **Adopt**

### 4. Public Comment



# Rancho Santa Fe Fire Protection District Board of Directors

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5. Old Business
  - a. None

6. Resolution/Ordinance

- a. Resolution No. 2021-20

To discuss and/or adopt Resolution No. 2021-20 – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief Regarding Required Inspection of Certain Occupancies Pursuant Section 13146.2 and 13146.3 of the California Health and Safety Code. [Staff Report 21-18](#)

ACTION REQUESTED: **Adopt**

- b. Resolution 2021-21

To discuss and/or adopt resolution 2021-21 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Ratifying the Employment Agreement between the Rancho Santa Fe Fire Protection District and Fire Chief David C. McQuead. [Exhibit A](#)

ACTION REQUESTED: **Adopt**

- c. Ordinance No. 2022-01

To discuss and review the final version for Ordinance No. 2022-01 *entitled* an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2019-01.

ACTION REQUESTED: **Third reading and to set the public hearing and final adoption**

- d. Ordinance No. 2022-02

To introduce Ordinance No. 2022-02 *entitled* an ordinance of the Rancho Santa Fe Fire Protection District repealing Ordinance No. 2019-02 and enacting Ordinance No. 2022-02 relating to vegetation management, defensible space, and declaring certain vegetation, and certain waste matter a public nuisance, and providing for the removal thereof. [Staff Report 21-19](#)

ACTION REQUESTED: **Board and public comments and to schedule a second reading and/or public hearing and final adoption**

- e. Ordinance No. 2022-03

To introduce Ordinance No. 2022-03 *entitled* an ordinance of the Rancho Santa Fe Fire Protection District declaring that all parcels of land within the boundaries of the Rancho Santa Fe Fire Protection District are to remain in compliance with any local ordinances, including proof of compliance upon transfer of real property. [Staff Report 21-20](#)

ACTION REQUESTED: **Board and public comments and to schedule a second reading and/or public hearing and final adoption**

7. New Business

- a. Independent Auditor's Report FY 2020/2021

The Finance ad hoc committee and the Auditor, Coley Delaney, will report on the financial status of the Fire District for FY21 and present any findings resulting from the year-end audit to the Board of Directors.

ACTION REQUESTED: **Accept**



# Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

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b. Board of Directors Meeting Calendar

To discuss and confirm the CY2022 meeting schedule. Staff Report 21-21

ACTION REQUESTED: **Confirm dates and/or modify board meeting schedule, if necessary**

8. Oral Report

a. Fire Chief – Cox

- AB 602
- RSF1 Tenant Improvements
- District Activities

b. Operations – Deputy Chief

c. Volunteer – Volunteer Recruitment & Retention Coordinator

d. Training – Battalion Chief

e. Fire Prevention – Fire Marshal

f. Administrative Manager/Manager, Finance & Administration

g. Board of Directors

- North County Dispatch JPA – Update
- County Service Area – 17 – Update
- Comments

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

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

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

10. Adjournment

The next regular meeting Board of Directors meeting to be December 15, 2021 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

November 17, 2021

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## CERTIFICATION OF POSTING

I certify that on November 13, 2021 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 November 13, 2021

A handwritten signature in blue ink, appearing to read "Alicea Caccavo", is written over a horizontal line.

Alicea Caccavo  
Board Clerk

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes October 20, 2021



*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.*

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:07 pm.

***Pledge of Allegiance***

Chief Twohy led the assembly in the Pledge of Allegiance.

**Roll Call**

Directors Present: Ashcraft, Hillgren (via Zoom), Malin, Tanner

Staff Present: Fire Chief Fred Cox; Deputy Chief Dave McQuead; Battalion Chief Cole Thompson; Battalion Chief Bruce Sherwood; Fire Marshal Marlene Donner; Volunteer Recruitment & Retention Coordinator Chief Frank Twohy; and Manager, Finance & Administration/Board Clerk Alicea Caccavo

1. **Motion waiving reading in full of all Resolutions/Ordinances**

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

2. **Consent Calendar**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar as presented.

a. **Board of Directors Minutes**

- Board of Directors Regularly Scheduled Meeting minutes of September 15, 2021
- Board of Directors Special Meeting minutes of September 29, 2021

b. **Receive and File**

- Monthly/Quarterly Reports

|   |                      |
|---|----------------------|
| (1) List of Demands Check 34314 thru 34401, Electronic File Transfers (EFT), and Wire Transfer(s) for the period October 2021 totaling: | \$ 186,509.00        |
| Wire Transfer(s) period October 2021  | \$ 422,481.31        |
| Payroll for the period October 2021   | <u>\$ 791,623.72</u> |
| TOTAL DISTRIBUTION  | \$1,400,614.03       |

(2) Activity Reports – October 2021

- (a) Operations
- (b) Training
- (c) Fire Prevention

c. **Surplus Equipment: Water Tender ID# 0261– Staff Report 21-18**

*Board authorized disposal and sale of equipment.*

d. **Cal-JAC Subscription Agreement**

*Board authorized Fire Chief to execute agreement with Local President Nick Brandow.*

3. **Public Comment**

*No one requested to speak to the Board.*

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
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4. **Old Business**

*None*

5. **Resolution/Ordinance**

a. Ordinance No. 2022-01

To conduct the second reading for Ordinance No. 2022-01 *entitled* an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2019-01.

*President Ashcraft opened the public hearing. The Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. Chief Cox reported that there were some grammatical errors and minor calculation errors which were highlighted in the document inf the agenda packet. President Ashcraft closed the second public hearing. The third and final hearing will be held at the November meeting.*

6. **New Business**

a. Employment Agreement

To discuss and approve the retired annuitant employment agreement with former Fire Chief Tony Michel for succession planning for Fire Chief.

*Chief Cox reported that this is specifically to assist the new Fire Chief if necessary. Director Ashcraft reported that this is something that is being done in other organizations for succession planning.*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT;  
0 ABSTAIN to approve the Employment Agreement with Tony Michel on the following roll call vote:

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

7. **Oral Report**

a. Fire Chief – Cox

- SB 9 – *Chief Cox reported that SB9 allows for residents to split their lots in certain areas. This will affect certain parts of the District. Chief Cox distributed a handout indicating the areas affected and summarized the bill. Chief Cox answered questions by the Board.*
- District Activities – *Chief Cox reported that the North Comm project is underway. Patrol will be moving first and then Dispatch will begin their move. Anticipating to be done by the first of the year. The fuel mitigation project on Zumaque was held up due to deployments up North. Should begin in the next few weeks.*  
*Solar Project at RSF5 is completed and reducing the carbon footprint. Anticipate \$1000-\$1200 per month in savings.*  
*Rancho Santa Fe street fair by the Rotary club will be held on 11/13.*  
*Staff met with the Lakes homeowner’s association representatives and presented the proposal for developer fees; waiting to hear back from them.*  
*The GIA Wellness accessories from Rancho Santa Fe Fire District Foundation were received by Staff and they were very grateful.*  
*Chief Cox reported that there will be an Assisted Living facility coming into the District. The Benefit fee is \$10 per benefit unit. Staff is working on how the facility should be properly assessed, as well as investigating other tax revenue to ensure the District is receiving the correct revenue from the County.*



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b. Operations – Deputy Chief

*Deputy Chief McQuead reported call volume decreased for the month; the current incidents north increased (handout). The District had staff that participated in the rapid extrication module, where a team is sent to extract injured firefighters. Chief McQuead summarized the current incidents and deployments. Answered questions from the Board.*

c. Volunteer – Volunteer Recruitment & Retention Coordinator

*Chief Twohy reported the reserves donated 468 hours to the community. He announced the success of Tracy Vera, a reserve paramedic, was recently hired by Carlsbad Fire. Currently have 8 reserves in the program which has decreased due to Covid issues and the competitive market. Chief Twohy will be retiring, and the program will be moved in-house at the end of November.*

d. Training – Battalion Chief

*Battalion Chief Sherwood reported 1300 hours of training. New hire Mitchell Grant started the orientation and training academy. Battalion Chief Sherwood reported that the 2022 training calendar is set up for the Captain & Engineer tests in March & April.*

e. Fire Prevention – Fire Marshal

*Fire Marshal Donner reported that Fire Prevention Specialist Closs has returned, and Fire Prevention Specialist Schaffer is doing well. She summarized her report and reported on current projects in the District.*

f. Administrative Manager/Manager, Finance & Administration

*Manager, Finance & Administration Caccavo reported that the Finance Committee will be meeting on November 2. Final Audit will be presented at the November 17<sup>th</sup> Board meeting. Manager Caccavo clarified with the Board that they would like to continue to meet via the rules of AB361.*

e. Board of Directors

- North County Dispatch JPA – President Ashcraft reported that the next meeting for North Comm will be December 1<sup>st</sup>.
- County Service Area – 17 – Director Hillgren reported that the next meeting for CSA-17 will be first Tuesday in November.
- Comments:  
Director Malin: *Recommended that the Directors read the NY Times article regarding San Diego and how great their water plan is. Director Malin reported on how some colleges have yielded extremely high returns on private equity in contrast with CalPERS return of 21.3%.*  
Director Tanner: *None*  
Director Hillgren: *None*

*Adjourned to close session at 2:18pm*

8. Closed Session

a. PUBLIC EMPLOYMENT

Pursuant to Government Code §54957

Title: Fire Chief & Deputy Chief

**All board members listed, Manager Caccavo and Chief Cox attended and participated in the discussions.**

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes October 20, 2021

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*Reconvened to open session at 2:50pm*

*Upon reconvening to open session, President Ashcraft announced the appointment of Dave McQuead as the Fire Chief effective 12/16/2021 with a starting salary of \$210,000. The contract will be approved and ratified at the regularly scheduled meeting on November 17.*

9. Adjournment

*Meeting adjourned at 2:55pm*

| Check No. | Amount      | Vendor                               | Purpose  |
|-----------|-------------|--------------------------------------|--|
| 34402     | \$640.00    | Accme Janitorial Service Inc         | Building ADMIN   |
| 34403     | \$377.35    | AT&T Calnet 2/3                      | Telephone RSF1, RSF3, ADMIN                                    |
| 34404     | \$426.47    | Blend                                | Office Supplies  |
| 34405     | \$1,652.00  | C.A.P.F.                             | Disability Ins Short & Long                                    |
| 34406     | \$2,760.05  | Caccavo, Alicea I.                   | Admin - Overnight Conf/Seminars, Meal/Lodging/Travel           |
| 34407     | \$178.20    | Cintas Corporation No 2              | Safety: Extinguishers (Service & Purchas                       |
| 34408     | \$3,264.50  | County of SD/RCS                     | 800 MHz Network Admin Fees, CAP Code Paging Monthly Service    |
| 34409     | \$1,716.00  | D&W Consulting, Inc.                 | Weed Abatement Software Maint/Storage                          |
| 34411     | \$1,336.58  | Duthie Electric Svc Corp             | Generator RSF2, RSF3 - Maintenance & Service                   |
| 34412     | \$357.82    | EDCO Waste & Recycling Inc           | Trash RSF5, RSF6   |
| 34413     | \$190.00    | Global Door & Gate Inc.              | Building RSF2  |
| 34414     | \$51.30     | Henley Pacific LA LLC (Valvoline)    | Scheduled - ID 1581, ID 2081                                   |
| 34415     | \$4,378.45  | L N Curtis & Sons Inc                | Rescue Equipment   |
| 34416     | \$33.62     | Nelson, Blaine                       | Station Maintenance - RSF5                                     |
| 34417     | \$392.64    | Olivenhain Municipal Water District  | Water RSF6   |
| 34418     | \$302.70    | Pitney Bowes Inc                     | Equipment Rental   |
| 34419     | \$179.50    | Race Telecommunications, Inc         | Telephone RSF1   |
| 34420     | \$323.06    | Rincon Del Diablo Municipal Water Di | Water RSF5   |
| 34421     | \$250.00    | Roman, Paul                          | CSA-17 Contract  |
| 34422     | \$90.00     | RSF Mail Delivery Solutions          | Mail Delivery Service  |
| 34423     | \$528.99    | S & R Towing, Inc.                   | Apparatus:Towing   |
| 34424     | \$572.97    | Santa Fe Irrigation District         | Water RSF1, NCDJPA Rebill                                      |
| 34425     | \$3,172.19  | SC Commercial LLC                    | Fuel: Gasoline & Diesel  |
| 34426     | \$1,025.11  | SDG&E                                | Elec/Gas/Propane RSF6  |
| 34427     | \$388.12    | Shred it Stericycle                  | Shredding Services   |
| 34429     | \$162.00    | Terminix International               | Building RSF2, RSF6  |
| 34430     | \$8,587.04  | U S Bank Corporate Payment System    | Cal-Card./IMPAC program  |
| 34431     | \$1,877.50  | Waste Management Inc                 | Trash RSF1, RSF2, RSF3, RSF4, RSF Assn - Patrol, NCDJPA Rebill |
| 34432     | \$6,950.00  | WinTech Computer Services            | Consulting Services  |
| 34433     | \$27,936.58 | Workplace Services Inc               | Building RSF1 Upgrades   |
| 34434     | \$84.58     | About Service Inc                    | Scheduled - ID 0981  |
| 34435     | \$128.20    | Airgas Inc                           | Safety: Breathing Air  |
| 34436     | \$64.20     | AT&T                                 | Telephone RSF6   |
| 34437     | \$1,608.93  | AT&T Calnet 2/3                      | Telephone RSF2, RSF3, RSF4, RSF6, ADMIN                        |
| 34438     | \$5,255.84  | Baker Electric, Inc                  | RSF 5 Station Construction-Solar                               |
| 34439     | \$1,206.34  | BW Printworks                        | Office Supplies, RSF Prof FF Assoc                             |

|       |             |                                      |   |
|-------|-------------|--------------------------------------|---|
| 34440 | \$21,177.75 | CDW Government Inc.                  | Computer: Software - Upgrade/Enhancement      |
| 34441 | \$38.01     | Charter Communications Holdings, LLC | Cable RSF4                                    |
| 34442 | \$1,870.00  | Coastal Family Urgent Care           | CSA-17 Contract                               |
| 34443 | \$1,305.97  | Duthie Electric Svc Corp             | Generator RSF1, RSF4 - Maintenance & Service  |
| 34444 | \$37.57     | EDCO Waste & Recycling Inc           | Trash RSF6                                    |
| 34445 | \$3,525.00  | Engineered Mechanical Services Inc   | Building RSF1, RSF2, RSF3, RSF4, RSF5, RSF6   |
| 34446 | \$4,770.00  | Fitch Law Firm Inc                   | Legal Services                                |
| 34447 | \$11,852.48 | Johnson Equipment Control            | Unit 2111 Equipment                           |
| 34448 | \$484.88    | MGM Plastics, Inc.                   | Unit 2111 Equipment                           |
| 34449 | \$8,938.91  | Olivenhain Municipal Water District  | Sewer RSF4, Water RSF2, RSF3, RSF4            |
| 34450 | \$393.77    | Pitney Bowes Inc                     | Equipment Rental                              |
| 34451 | \$2,627.30  | SC Commercial LLC                    | Fuel: Gasoline & Diesel                       |
| 34452 | \$3,603.99  | SDG&E                                | Elec/Gas/Propane RSF3, RSF5                   |
| 34453 | \$195.00    | Skyriders Window Cleaning Inc        | Building ADMIN                                |
| 34454 | \$623.33    | TPX                                  | Telephone ADMIN                               |
| 34455 | \$392.00    | Western State Design Inc             | Station Maintenance - RSF5                    |
| 34456 | \$32,690.00 | Baker Electric, Inc                  | RSF 5 Station Construction-Solar              |
| 34457 | \$436.90    | Charter Communications Holdings, LLC | Cable, Telephone - Admin                      |
| 34458 | \$189.73    | Cintas Corporation No 2              | Safety: Extinguishers (Service & Purchas      |
| 34459 | \$8,195.00  | CSDA                                 | Association Dues                              |
| 34460 | \$1,091.55  | Duthie Electric Svc Corp             | Generator RSF5, RSF6 - Maintenance & Services |
| 34461 | \$417.50    | Engineered Mechanical Services Inc   | Building RSF3                                 |
| 34462 | \$431.48    | Konica Minolta Business Inc          | Copier Maintenance Contract                   |
| 34463 | \$1,132.72  | Lincoln National Life Ins Co         | Life Insurance/EAP                            |
| 34464 | \$90.00     | RSF Security Inc                     | Alarm System Monitoring - Admin               |
| 34465 | \$969.47    | SC Commercial LLC                    | Fuel: Gasoline & Diesel                       |
| 34466 | \$10,392.86 | SDG&E                                | Elec/Gas/Propane Admin, RSF1, RSF2, RSF4      |
| 34467 | \$397.50    | ThyssenKrupp Elevator Inc            | Elevator Service                              |
| 34468 | \$266.99    | Turbo Car Wash                       | Apparatus: Car Wash                           |
| 34469 | \$1,066.00  | A to Z Plumbing Inc                  | Building RSF1, RSF2                           |
| 34470 | \$1,506.54  | About Service Inc                    | Repair - ID 1181, 1682                        |
| 34471 | \$476.52    | AT&T                                 | Telephone RSF1, RSF2, RSF3, RSF5              |
| 34472 | \$397.62    | AT&T Calnet 2/3                      | Telephone RSF6                                |
| 34473 | \$1,504.50  | C.A.P.F.                             | Disability Ins Short & Long                   |
| 34474 | \$353.02    | Cox Communications                   | Telephone RSF2, RSF3, Cable RSF2              |
| 34475 | \$2,282.10  | Direct Energy Business-Dallas        | Elec/Gas/Propane RSF1                         |
| 34476 | \$120.84    | Dish                                 | Cable RSF6                                    |

**Rancho Santa Fe Fire Protection District**

**List of Demands - October 2021**

|       |            |                            |
|-------|------------|----------------------------|
| 34477 | \$344.95   | Fire ETC Inc               |
| 34478 | \$60.47    | Griffin Hardware Co.       |
| 34479 | \$4,972.85 | Guardian Life Insurance Co |
| 34481 | \$3,623.00 | Palomar College            |
| 34482 | \$405.48   | Pitney Bowes Inc           |
| 34483 | \$50.00    | RSF Security Inc           |
| 34484 | \$7,104.70 | SC Commercial LLC          |
| 34485 | \$359.02   | ServerSupply.com           |
| 34486 | \$196.21   | Shred it Stericycle        |
| 34487 | \$421.00   | Terminix International     |
| 34488 | \$1,878.90 | Verizon Wireless           |

Safety Clothing (Protective)  
 Station Replacement Items - RSF2  
 Medical Insurance, Med/Dental - Retiree-Former Employees  
 Fire 98 - in service training program FF  
 Equipment Rental  
 Alarm System Monitoring RSF5  
 Fuel: Gasoline & Diesel  
 Computer - License/Software  
 Shredding Services  
 Building RSF1, RSF3, RSF4, RSF5, ADMIN  
 CSA-17 Contract, Cellular - Telephone

|                 |                     |             |
|-----------------|---------------------|-------------|
| EFT000000000740 | \$250.00            | Carey, John |
| MISC            | \$12,761.55         | Various     |
| <b>Subtotal</b> | <u>\$237,121.76</u> |             |

CSA-17 Contract  
 Medical Reimbursement

|                 |                     |         |
|-----------------|---------------------|---------|
| ACH Transfer    | \$170,336.08        | CalPERS |
| ACH Transfer    | \$71,257.84         | CalPERS |
| <b>Subtotal</b> | <u>\$241,593.92</u> |         |

CalPERS - October 2021 Retirement  
 CalPERS - November 2021 Health

|                 |                      |         |
|-----------------|----------------------|---------|
| 10/15/2021      | 496,054.93           | Payroll |
| 10/31/2021      | 453,369.70           | Payroll |
| <b>Subtotal</b> | <u>\$ 949,424.63</u> |         |

RSFFPD  
 RSFFPD

**Total** \$1,428,140.31

**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
OPERATING EXPENDITURES FOR FISCAL YEAR 2022**

FY22Q1

| PERSONNEL COSTS                     | BUDGET               | ESTIMATED            | % OF<br>BUDGET |
|-------------------------------------|----------------------|----------------------|----------------|
|                                     | EXPENDITURES<br>FY22 | EXPENDITURES<br>FY22 |                |
| Salaries/Wages - Staff              | \$ 7,635,430         | \$ 1,852,481         | 24%            |
| Overtime                            | \$ 1,656,738         | \$ 726,184           | 44%            |
| Holiday Pay                         | \$ 261,713           | \$ -                 | 0%             |
| Labor (Temporary)                   | \$ 89,779            | \$ 26,967            | 30%            |
| Retirement                          | \$ 2,298,656         | \$ 1,226,522         | 53%            |
| CalPERS UAL - Accelerated Payment   | \$ 552,307           | \$ -                 | 0%             |
| Health Insurance + HRSA             | \$ 1,797,824         | \$ 496,804           | 28%            |
| Life Insurance/Long Term Disability | \$ 40,782            | \$ 7,811             | 19%            |
| Social Security Tax                 | \$ 11,502            | \$ 949               | 8%             |
| Medicare Tax                        | \$ 139,833           | \$ 40,243            | 29%            |
| Unemployment Insurance              | \$ 9,940             | \$ -                 | 0%             |
| Workers' Compensation/Wellness      | \$ 525,675           | \$ 232,086           | 44%            |
| <b>PERSONNEL (Subtotal)</b>         | <b>\$ 15,020,179</b> | <b>\$ 4,610,048</b>  | <b>31%</b>     |

**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
OPERATING EXPENDITURES FOR FISCAL YEAR 2022**

| <b>CONTRACTURAL</b>                    | <b>BUDGET</b>                | <b>ESTIMATED</b>             | <b>% OF<br/>BUDGET</b> |
|--|------------------------------|------------------------------|------------------------|
|  | <b>EXPENDITURES<br/>FY22</b> | <b>EXPENDITURES<br/>FY22</b> |                        |
| Administrative Fees                    | \$ 215,997                   | \$ 27,203                    | 13%                    |
| Advertising                            | \$ 2,519                     | \$ 668                       | 27%                    |
| Association Dues                       | \$ 14,068                    | \$ 1,630                     | 12%                    |
| Building/Facility Lease                | \$ 30,940                    | \$ 9,480                     | 31%                    |
| Dispatching                            | \$ 220,177                   | \$ 84,330                    | 38%                    |
| Equipment Rental                       | \$ 1,540                     | \$ -                         | 0%                     |
| Equipment Repair                       | \$ 33,208                    | \$ 2,198                     | 7%                     |
| Insurance                              | \$ 135,958                   | \$ 133,458                   | 98%                    |
| Laundry Service                        | \$ 350                       | \$ -                         | 0%                     |
| Legal Services                         | \$ 82,142                    | \$ 7,249                     | 9%                     |
| Local Meeting/Meal Expense             | \$ 5,355                     | \$ 116                       | 2%                     |
| Mileage Reimbursement                  | \$ 700                       |                              | 0%                     |
| Other Contractual Services             | \$ 198,827                   | \$ 38,056                    | 19%                    |
| Other Professional Services            | \$ 201,248                   | \$ 36,708                    | 18%                    |
| Permits                                | \$ 10,740                    | \$ 3,392                     | 32%                    |
| Service Agreements                     | \$ 38,035                    | \$ 4,347                     | 11%                    |
| Soil Contamination Cleanup             | \$ -                         | \$ -                         | 0%                     |
| Subscriptions                          | \$ 7,760                     | \$ 4,298                     | 55%                    |
| Training                               | \$ 134,716                   | \$ 14,486                    | 11%                    |
| Utility-Cable                          | \$ 7,361                     | \$ 2,303                     | 31%                    |
| Utility-Electricity                    | \$ 186,058                   | \$ 39,135                    | 21%                    |
| Utility-Sewer                          | \$ 14,965                    | \$ 12,386                    | 83%                    |
| Utility-Telephone/ Internet            | \$ 77,049                    | \$ 14,877                    | 19%                    |
| Utility-Trash                          | \$ 33,345                    | \$ 4,118                     | 12%                    |
| Utility-Water                          | \$ 38,399                    | \$ 6,506                     | 17%                    |
| Vehicle Maintenance (Scheduled)        | \$ 96,900                    | \$ 21,163                    | 22%                    |
| Vehicle Repair                         | \$ 138,850                   | \$ 18,241                    | 13%                    |
| <b>Contractual Services (Subtotal)</b> | <b>\$ 1,927,207</b>          | <b>\$ 486,349</b>            | <b>25%</b>             |

**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
OPERATING EXPENDITURES FOR FISCAL YEAR 2022**

| <b>MATERIALS &amp; SUPPLY</b>             | <b>BUDGET</b>                | <b>ESTIMATED</b>             | <b>% OF<br/>BUDGET</b> |
|---|------------------------------|------------------------------|------------------------|
|   | <b>EXPENDITURES<br/>FY22</b> | <b>EXPENDITURES<br/>FY22</b> |                        |
| Apparatus                                 | \$ 30,610                    | \$ 6,458                     | 21%                    |
| Apparatus - Computers                     | \$ 6,250                     | \$ -                         | 0%                     |
| Audio Visual                              | \$ 600                       | \$ 110                       | 18%                    |
| Books                                     | \$ 4,648                     | \$ 304                       | 7%                     |
| Cellular                                  | \$ 1,837                     | \$ 22                        | 1%                     |
| Computer                                  | \$ 78,515                    | \$ 4,597                     | 6%                     |
| Electrical Supplies                       | \$ 200                       | \$ -                         | 0%                     |
| Fire Hose, Nozzles & Supply               | \$ 12,000                    | \$ -                         | 0%                     |
| Firefighting Foam                         | \$ 3,000                     | \$ 2,541                     | 85%                    |
| Food for Major Emergencies                | \$ 2,000                     | \$ 196                       | 10%                    |
| Fuel                                      | \$ 72,834                    | \$ 18,091                    | 25%                    |
| Furnishings/Equipment                     | \$ 19,000                    | \$ 443                       | 2%                     |
| Grants                                    | \$ 17,075                    | \$ -                         | 0%                     |
| Hydrant Maintenance                       | \$ 1,524                     | \$ 58                        | 4%                     |
| Janitorial                                | \$ 14,909                    | \$ 2,185                     | 15%                    |
| Knox Replacement                          | \$ 5,000                     | \$ (495)                     | -10%                   |
| Landscape                                 | \$ 51                        | \$ -                         | 0%                     |
| Lumber/Screws/Nails                       | \$ 200                       | \$ -                         | 0%                     |
| Maps                                      | \$ 1,930                     | \$ -                         | 0%                     |
| Medical Supplies                          | \$ 183,417                   | \$ 43,518                    | 24%                    |
| Miscellaneous                             | \$ 5,500                     | \$ 4,951                     | 90%                    |
| Office - General                          | \$ 49,866                    | \$ 9,119                     | 18%                    |
| Paint                                     | \$ 100                       | \$ -                         | 0%                     |
| Program - Supplies (CERT)                 | \$ 2,500                     | \$ -                         | 0%                     |
| Public Education                          | \$ 9,340                     | \$ 51                        | 1%                     |
| Radio                                     | \$ 22,395                    | \$ 1,147                     | 5%                     |
| Rock, Sand, Gravel                        | \$ 1,000                     | \$ -                         | 0%                     |
| Safety                                    | \$ 97,907                    | \$ 10,462                    | 11%                    |
| Special Events & Awards                   | \$ 11,967                    | \$ 706                       | 6%                     |
| Station Maintenance                       | \$ 37,500                    | \$ 2,376                     | 6%                     |
| Station Supplies/Replacements             | \$ 7,000                     | \$ 306                       | 4%                     |
| Street Signs & Markers                    | \$ 1,250                     | \$ -                         | 0%                     |
| Tools                                     | \$ 2,326                     | \$ 121                       | 5%                     |
| Training (Expendable Supplies)            | \$ 8,870                     | \$ 549                       | 6%                     |
| Uniforms                                  | \$ 42,123                    | \$ 9,247                     | 22%                    |
| <b>Material &amp; Supplies (Subtotal)</b> | <b>\$ 755,244</b>            | <b>\$ 117,063</b>            | <b>16%</b>             |



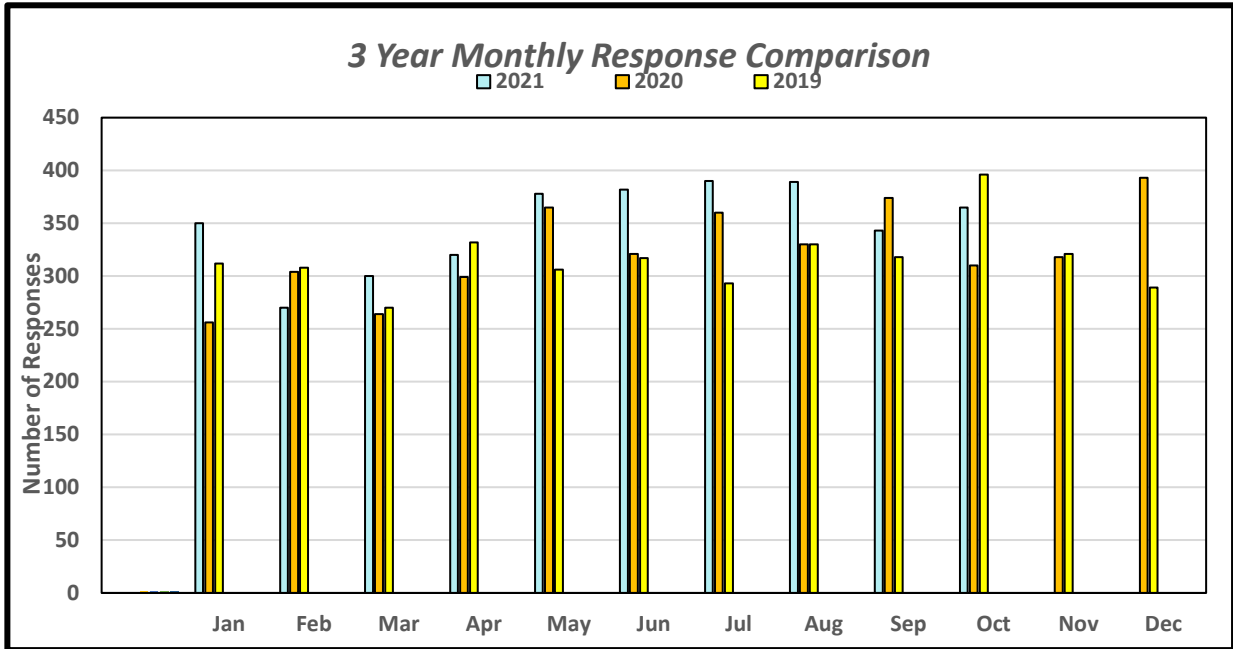
**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
OPERATING EXPENDITURES FOR FISCAL YEAR 2022**

| <b>OPERATING COST SUMMARY</b>                     | <b>BUDGET<br/>EXPENDITURES<br/>FY22</b> | <b>ESTIMATED<br/>EXPENDITURES<br/>FY22</b> | <b>% OF<br/>BUDGET</b> |
|---|---|--|------------------------|
| Personnel   | \$ 15,020,179                           | \$ 4,610,048                               | 31%                    |
| Contractual                                       | \$ 1,927,207                            | \$ 486,349                                 | 25%                    |
| Material & Supply                                 | \$ 755,244                              | \$ 117,063                                 | 16%                    |
| Prior Year Expense                                | \$ -                                    | \$ -                                       |                        |
| Depreciation                                      | \$ 1,123,377                            | \$ 280,844                                 | 25%                    |
| <b>TOTAL</b>                                      | <b>\$ 18,826,008</b>                    | <b>\$ 5,494,305</b>                        | <b>29%</b>             |
| <b>Other Expense</b>                              |   |  |                        |
| SAFER VRRRC-Tuition                               | \$ 6,771                                | \$ 4,000                                   | 59%                    |
| SAFER VRRRC-Entry Level Physicals                 | \$ 4,414                                | \$ -                                       |                        |
| SAFER VRRRC- Basic Firefighter Training           | \$ 4,184                                | \$ -                                       |                        |
| Weed Abatement                                    | \$ 7,905                                | \$ -                                       |                        |
| 2021 OTS Grant                                    | \$ 15,181                               | \$ -                                       |                        |
| RSFFD Foundation: EMF Grant                       | \$ 17,075                               | \$ 17,075                                  | 100%                   |
| <b>TOTAL COSTS</b>                                | <b>\$ 55,530</b>                        | <b>\$ 21,075</b>                           | <b>38%</b>             |
| <b>CAPITAL and PLANNED PROJECTS-Cash Expenses</b> |   |  |                        |
|   | <b>Additional Cash</b>                  |  | <b>% OF<br/>BUDGET</b> |
| RSF 1 Tenant Improvement - Patrol                 | \$ 75,000                               | \$ 10,883                                  | 15%                    |
|   | \$ -                                    | \$ -                                       |                        |
| <b>Total Capital and Planned Projects</b>         | <b>\$ 75,000</b>                        | <b>\$ 10,883</b>                           | <b>0%</b>              |

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>FY16</b> |                            |                   |                |                              |                   |                |                 |                   |                |                     |             |                |
| 9/30/2015   | 9,116,014                  | 0.1207499         | 11,007.58      | 2,507,708                    | 0.3200            | 2,019.12       | 68,654.93       | 0.000200          | 3.47           |                     |             |                |
| 12/31/2015  | 7,972,012                  | 0.1723940         | 13,743.27      | 2,509,727                    | 0.3700            | 2,322.84       | 68,654.40       | 0.000200          | 3.47           |                     |             |                |
| 3/31/2016   | 10,342,559                 | 0.1391914         | 14,395.95      | 2,512,050                    | 0.4600            | 2,899.70       | 68,661.81       | 0.000200          | 3.41           |                     |             |                |
| 6/30/2016   | 11,809,274                 | 0.1433726         | 16,931.26      | 2,514,950                    | 0.5500            | 3,421.54       | 68,665.23       | 0.000200          | 3.42           |                     |             |                |
|             | Annual Rate                | 0.5757079         | \$ 56,078.06   | Annual Rate                  | 0.4250            | \$ 10,663.20   | Annual Rate     | 0.000200          | \$ 13.77       | Avg Share Value     | 0.000000    | \$ -           |
| <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   | 9,566,627.59               | 0.5036647         | 48,183.73      | 2,667,552.10                 | 2.0300            | 13,425.37      | 68,716.82       | 0.000200          | 3.41           | 4,823,706.72        | 10.190000   | 22,900.08      |
| 6/30/2020   | 10,361,272.70              | 0.4196804         | 43,484.23      | 2,680,977.47                 | 1.4700            | 9,782.36       | 68,720.22       | 0.000200          | 3.40           | 4,842,441.77        | 10.300000   | 18,375.05      |
|             | Avg Annual Rate            | 0.5043657         | \$ 200,639.98  | Avg Annual Rate              | 2.0900            | \$ 55,182.35   | Avg Annual Rate | 0.000200          | \$ 12.62       | Avg Share Value     | 10.167500   | \$ 92,520.27   |
| <b>FY21</b> |                            |                   |                |                              |                   |                |                 |                   |                |                     |             |                |
| 9/30/2020   | 6,945,676.99               | 0.3346273         | 23,242.13      | 2,690,759.83                 | 0.8400            | 5,713.77       | 68,721.94       | 0.000200          | 1.72           | 4,955,109.07        | 10.300000   | 14,348.81      |
| 12/31/2020  | 4,913,908.38               | 0.2402319         | 11,804.78      | 2,696,473.60                 | 0.6300            | 4,263.47       | 68,723.66       | 0.000200          | 1.72           | 4,960,380.16        | 10.290000   | 10,081.88      |
| 3/31/2021   | 7,071,827.83               | 0.2103029         | 14,872.26      | 2,700,737.07                 | 0.4400            | 2,950.53       | 68,725.35       | 0.000200          | 1.69           | 4,953,025.99        | 10.260000   | 7,117.17       |
| 6/30/2021   | 9,056,449.54               | 0.1730897         | 15,675.78      | 2,703,687.60                 | 0.3300            | 2,207.48       | 68,727.05       | 0.000200          | 1.70           | 4,957,632.62        | 10.260000   | 4,607.99       |
|             | Avg Annual Rate            | 0.2395630         | \$ 65,594.95   | Avg Annual Rate              | 0.5600            | \$ 15,135.25   | Avg Annual Rate | 0.000200          | \$ 6.83        | Avg Share Value     | 10.277500   | \$ 36,155.85   |
| <b>FY22</b> |                            |                   |                |                              |                   |                |                 |                   |                |                     |             |                |
| 9/30/2021   | 8,143,045.11               | 0.1710908         | 13,932.00      | 2,705,895.08                 | 0.2400            | 1,647.69       | 68,728.77       | 0.000200          | 1.141.72       | 4,961,503.60        | 10.260000   | 3,873.56       |
| 12/31/2021  |                            |                   |                |                              |                   |                |                 |                   |                |                     |             |                |
| 3/31/2022   |                            |                   |                |                              |                   |                |                 |                   |                |                     |             |                |
| 6/30/2022   |                            |                   |                |                              |                   |                |                 |                   |                |                     |             |                |
|             | Avg Annual Rate            | 0.1710908         | \$ 13,932.00   | Avg Annual Rate              | 0.2400            | \$ 1,647.69    | Avg Annual Rate | 0.000200          | \$ -           | Avg Share Value     | 10.260000   | \$ 3,873.56    |

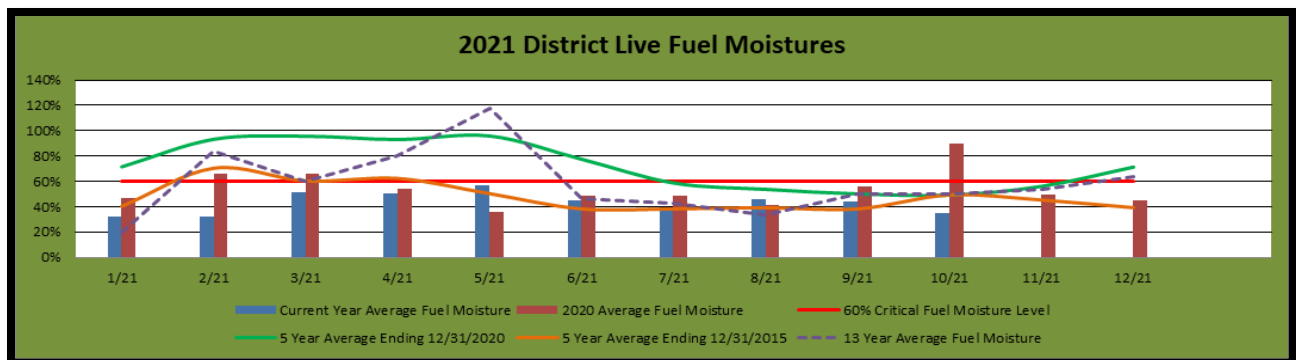
# Rancho Santa Fe Fire Protection District Operations Report October 2021



## 3 Year Call Volume Tracker:

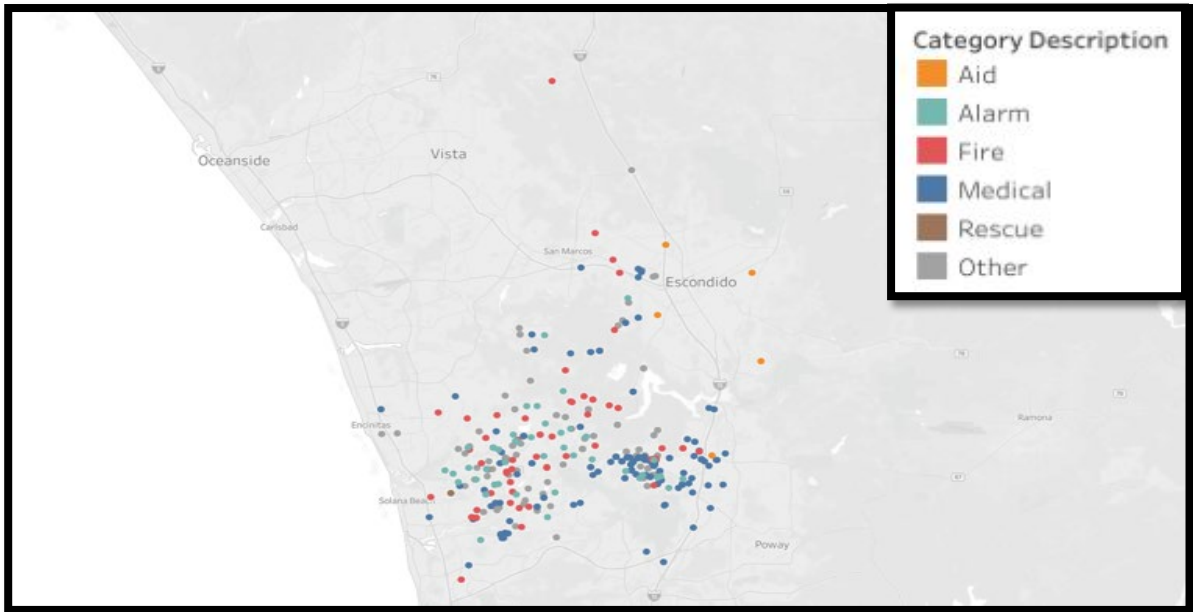
| Year | Responses | Jan  | Feb | Mar | Apr  | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov  | Dec  | YTD Responses |
|------|-----------|------|-----|-----|------|------|------|------|------|------|------|------|------|---------------|
|      |           | 2021 | 350 | 270 | 300  | 320  | 378  | 382  | 390  | 389  | 343  | 365  |      |               |
|      | YTD       | 350  | 620 | 920 | 1240 | 1618 | 2000 | 2390 | 2779 | 3122 | 3487 |      |      | 9.55%         |
| Year | Responses | Jan  | Feb | Mar | Apr  | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov  | Dec  | YTD Responses |
|      |           | 2020 | 256 | 304 | 264  | 299  | 365  | 321  | 360  | 330  | 374  | 310  | 318  | 393           |
|      | YTD       | 256  | 560 | 824 | 1123 | 1488 | 1809 | 2169 | 2499 | 2873 | 3183 | 3501 | 3894 | 2.69%         |
| Year | Responses | Jan  | Feb | Mar | Apr  | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov  | Dec  | YTD Responses |
|      |           | 2019 | 312 | 308 | 270  | 332  | 306  | 317  | 293  | 330  | 318  | 396  | 321  | 289           |
|      | YTD       | 312  | 620 | 890 | 1222 | 1528 | 1845 | 2138 | 2468 | 2786 | 3182 | 3503 | 3792 |               |

## Monthly Fuel Moisture:



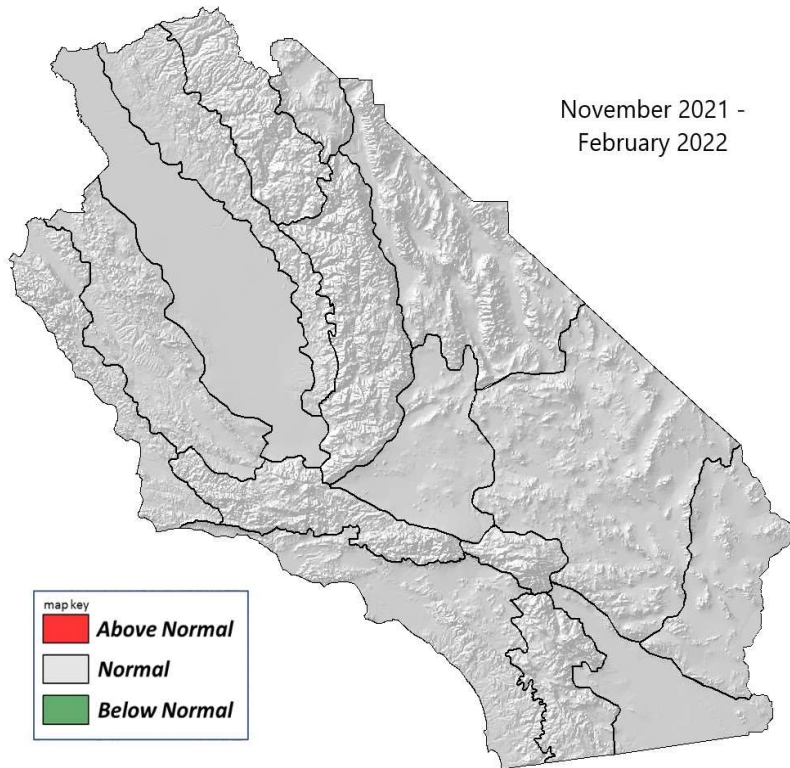
# Rancho Santa Fe Fire Protection District Operations Report October 2021

## Monthly Incident Map



## Significant Incidents:

| <b>Date:</b>    | <b>Incident:</b>   | <b>Units Assigned:</b>   |   |
|-----------------|--|--------------------------|---|
| 9/23 - 10/7/21  | Windy Fire (Sequoia N.F.)                                    | OES Strike Team<br>6848C | <b>OES 6309</b><br>Captain Mike Hernandez<br>Engineer Chris Pane<br>Firefighter Josh Guzman<br>Firefighter Manny Fernandez  |
| 10/7 - 10/19/21 | KNP Fire (Sequoia N.F.) &<br>Alisal Fire (Santa Barbara Co.) | OES Strike Team<br>6848C | BC Luke Bennett -STEN Trainee<br><b>OES 6309</b><br>Captain Nathan Fritchle<br>Engineer Scott Young<br>Firefighter Richard LaFleur<br>Firefighter Manny Fernandez |
| 10/12-10/15/21  | Alisal Fire (Santa Barbara Co.)                              | XSD Strike Team<br>6412C | BC Cole Thompson - STEN Trainee   |



**\*Monthly Images will only be shown when there are changes**

## **November 2021 - February 2022 South Ops Highlights**

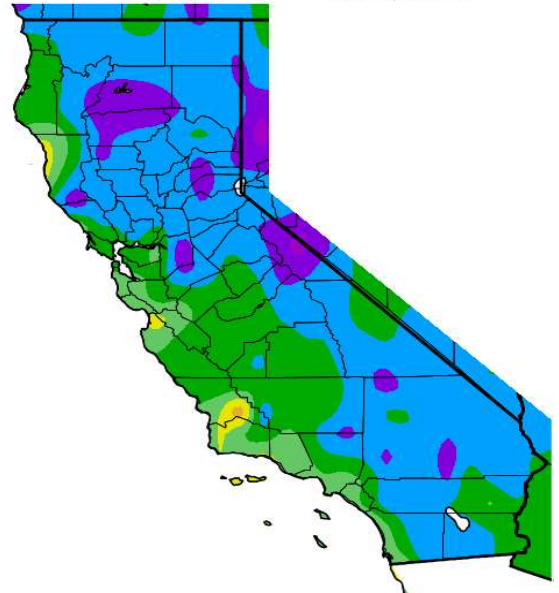
- Temperatures will be below normal through the period.
- Rainfall will be a little above normal through the period.
- The amount of Santa Ana wind events will be a little below normal through the period.



## Weather Discussion

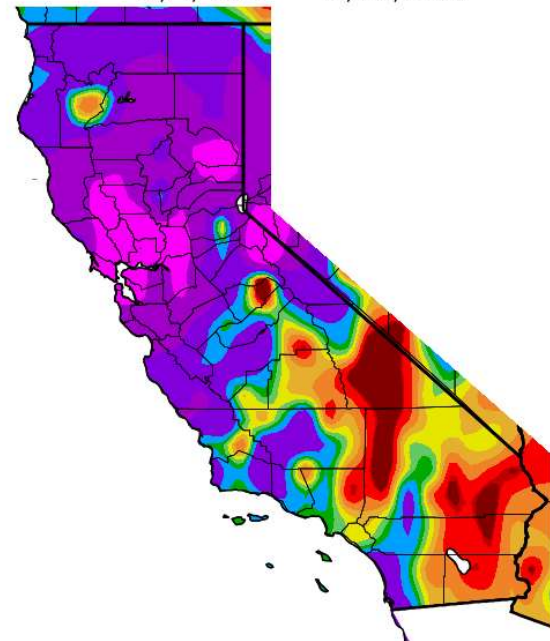
The weather pattern was very progressive in October with a series of upper-level troughs and ridges moving inland over the West Coast from the Pacific Ocean. There were big temperature swings throughout the month, with temperatures going back and forth from well above normal to well below normal. For the month, interior locations received well below normal temperatures, while coastal areas received a little below normal temperatures (**Fig 1**). Scattered showers with light rainfall amounts moved across the region ahead of the Pacific troughs throughout the month. However, heavy rainfall from an atmospheric river occurred across much of the area October 24-25. The snow level was mainly above 8,000 feet for most of the month. Most of the region received near to above normal rainfall for the month. However, the deserts received below normal rainfall (**Fig 2**). There was one strong north wind event October 11-12 which caused the Alisal Fire in Santa Barbara County and there was one weak Santa Ana wind event October 15-16. Otherwise, winds came primarily from the south to west most of the month. There were strong south to west winds over the mountains and deserts ahead of and with each trough.

Av. Max. Temperature dep from Ave (deg F)  
10/1/2021 - 10/26/2021



**Fig 1: October 1st - October 26th  
Temperature (% of Ave.)**

Percent of Average Precipitation (%)  
10/1/2021 - 10/26/2021



**Fig 2: October 1st - October 26th  
Precipitation (% of Ave.)**



## Fuels Discussion

There was very little change in the drought over Central and Southern California in October compared to the last couple of months. From Los Angeles County northward extreme to exceptional drought continues, while east and south of Los Angeles County there is moderate to severe drought (Fig 3). There was good improvement in the dead fuel moisture this month. Both the 1,000-hr and 100-hr dead fuel moisture were well above normal by the end of the month (Figs 4-5). The live fuel moisture started to increase at the end of the month, but it is still mainly between 50% and 70%. Some of the old growth fuel moisture is still between 40% and 50%.

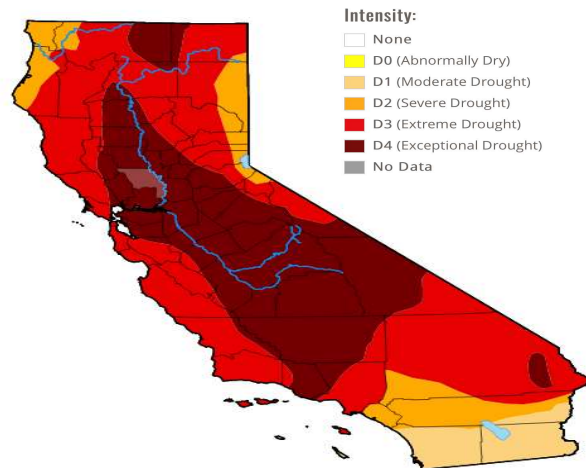


Fig 3: Drought Monitor October 28th, 2021

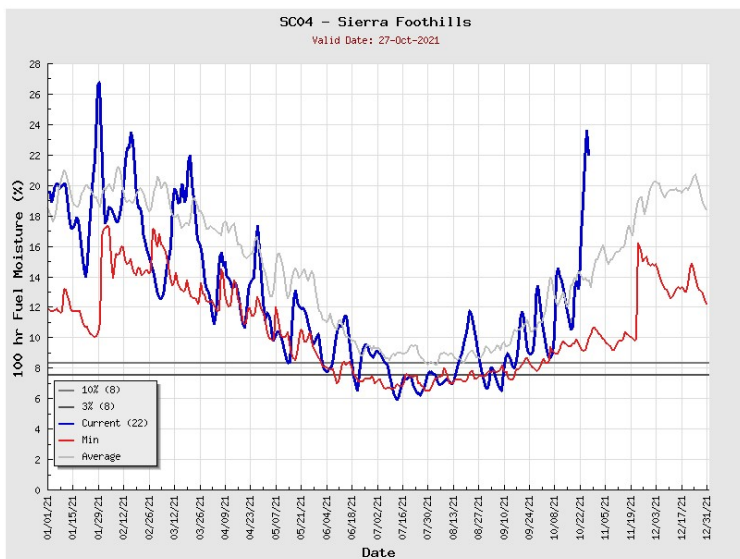


Fig 5: Sierra Foothills 100 hr Dead fuel moisture October 27th

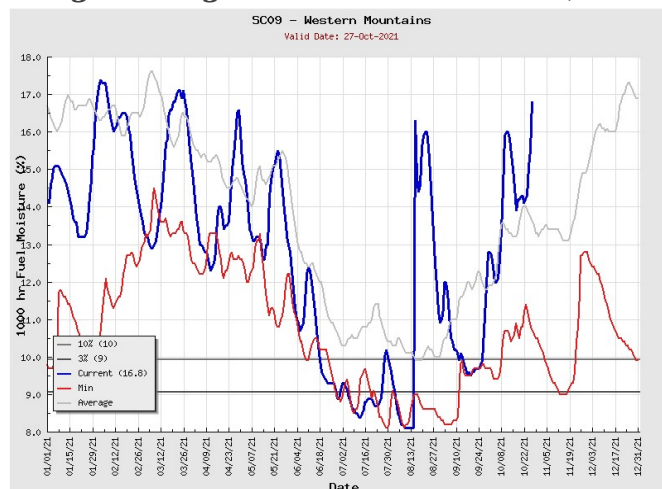


Fig 4: Western Mountains 1000 hr Dead fuel moisture October 27th

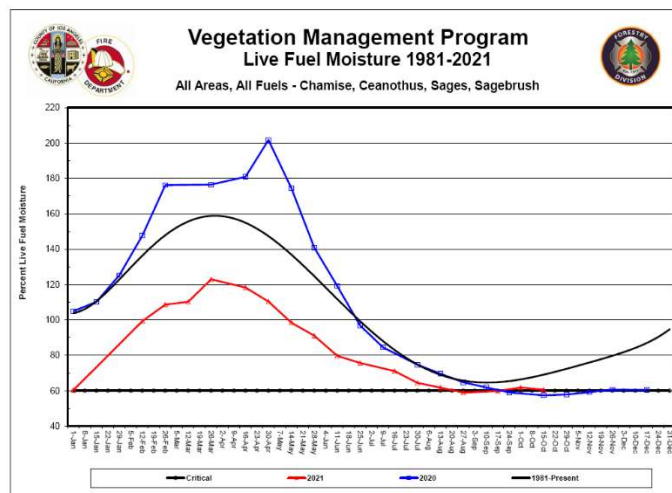
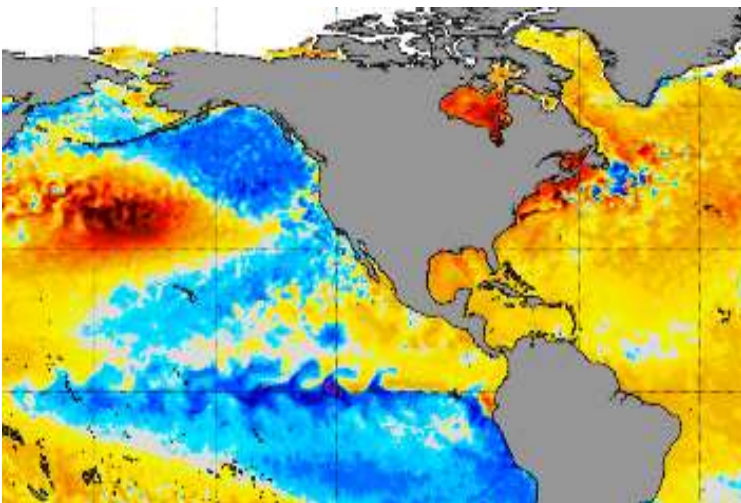


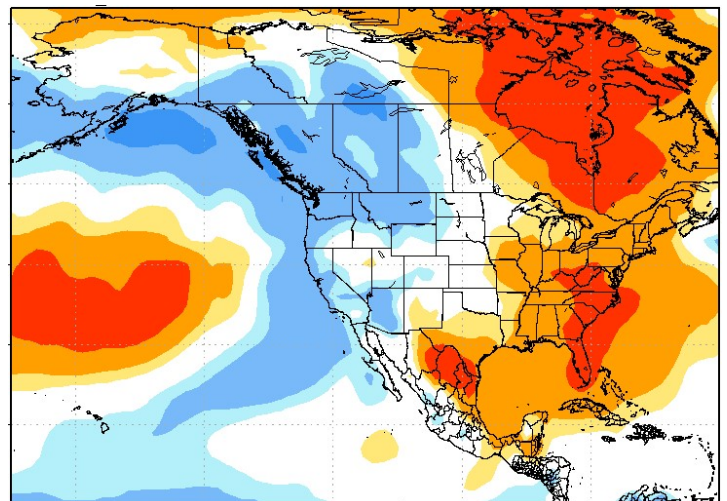
Fig 6: LA County Live Fuel Moisture October 15th

## SOUTH OPS OUTLOOK

Significant cooling in sea surface temperatures occurred over the Gulf of Alaska and the West Coast and they are now below normal (**Fig 7**). These below normal sea surface temperatures will likely cause Pacific troughs to continue to move into California in November. Thus, temperatures will most likely be below normal and precipitation above normal. Computer models keep these sea surface temperatures below normal through the winter months so cool and wet conditions will likely continue (**Fig 8**). The sea surface temperatures over the Equatorial Pacific Ocean remain below normal and computer models show that there will be little change through the winter months. Thus, most Pacific troughs that move into California will likely entrain little in the way of subtropical moisture. From November through February, Central and Southern California will likely receive below normal temperatures and a little above normal precipitation with low snow levels. The amount of Santa Ana wind events will likely be a little below normal across Southern California through the winter months. In any event, it looks as though there will be enough rainfall that Santa Ana winds will not pose a large fire concern.



*Fig 7: Sea Surface Temperature Anomaly, October 26<sup>th</sup>, 2021*



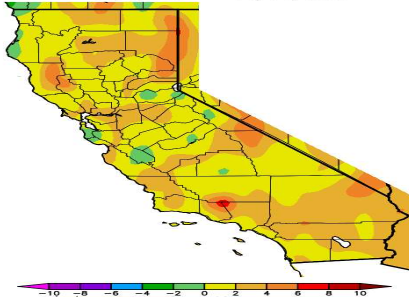
*Fig 8: Forecast Temperature Anomalies for November through February, October 26<sup>th</sup>, 2021*





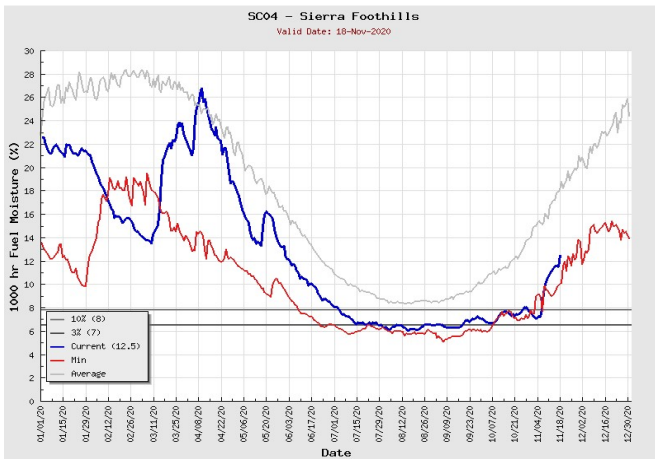
## Select Intel Links used in the forecast

Av. Max. Temperature dep from Ave (deg F)  
11/1/2020 - 11/19/2020



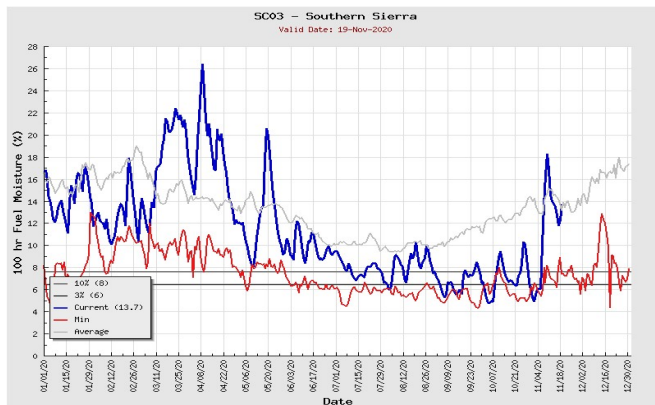
### Climate

- <https://calclim.dri.edu/pages/anommaps.html>



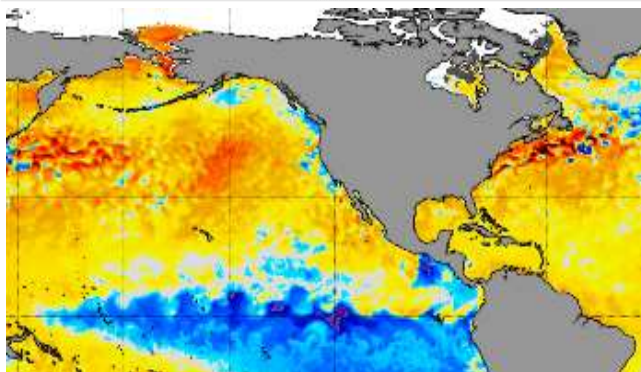
### 1000 hr dead fuel moisture

- [https://gacc.nifc.gov/oscc/fuelsFireDanger\\_Thousand.php](https://gacc.nifc.gov/oscc/fuelsFireDanger_Thousand.php)



### 100 hr dead fuel moisture

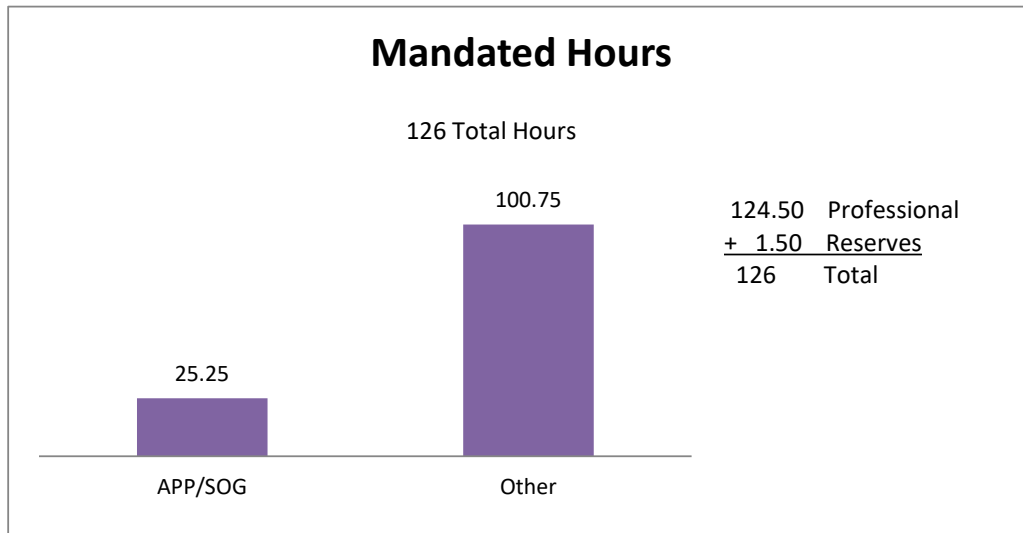
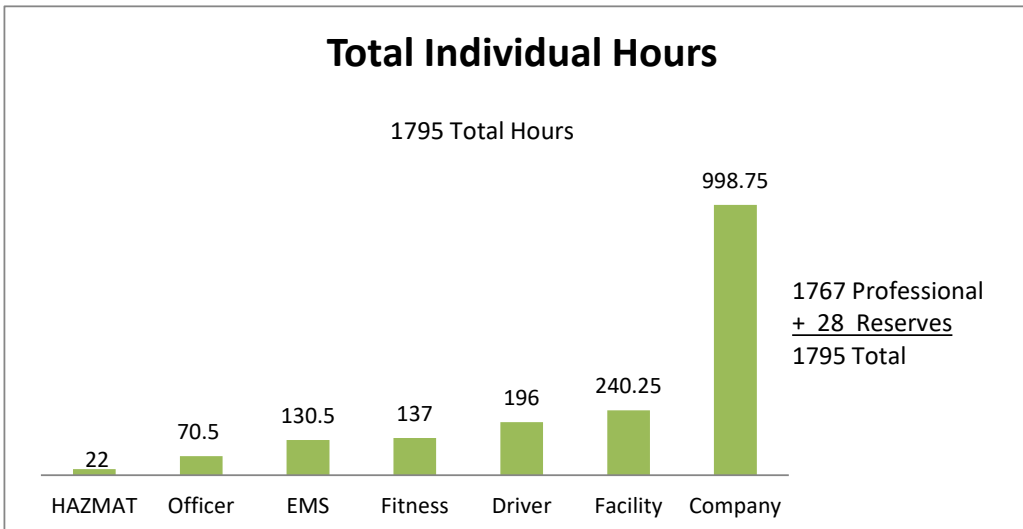
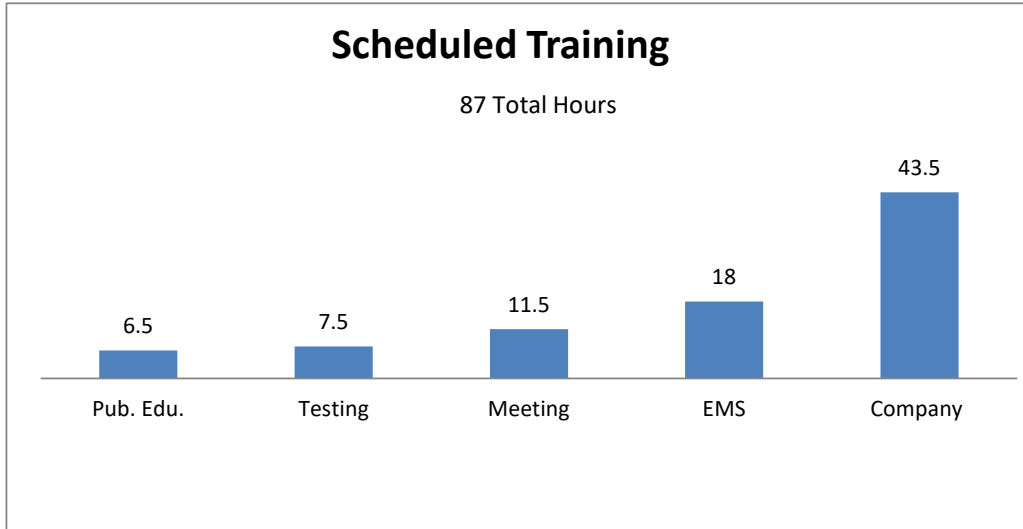
- [https://gacc.nifc.gov/oscc/fuelsFireDanger\\_Hundred.php](https://gacc.nifc.gov/oscc/fuelsFireDanger_Hundred.php)



### Current sea surface temperatures

- <https://www.ospo.noaa.gov/Products/ocean/sst/anomaly/>

**Training Division  
October 2021**



See next page for descriptions.

## 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<br>Driver/Operator, NFPA 1002<br>Fire Officer, NFPA 1021<br>Firefighter Skills, NFPA 1001<br>Hazardous Materials, NFPA 472<br>Live Fire, NFPA 1403<br>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.                          |   |  |

| PLAN REVIEWS                     |                  |                   |                              |                             |                     |
|----------------------------------|------------------|-------------------|------------------------------|-----------------------------|---------------------|
| Plan Type                        | # of New Reviews | # of Resubmittals | Approved New SQFT (Mit Fees) | SQFT Reviewed (No Mit Fees) | Total SQFT Reviewed |
| New Residential                  | 15               |                   | 55108                        | 19734                       | 74842               |
| Residential Additions/Remodels   | 17               | 8                 | 6474                         | 7061                        | 13535               |
| New Commercial                   | 0                | 0                 | 0                            | 0                           | 0                   |
| Commercial T.I.                  | 6                | 0                 | 0                            | 25798                       | 25798               |
| Tents/Special Events             | 0                | 0                 | 0                            | 0                           | 0                   |
| Rack Storage                     | 0                | 0                 | 0                            | 0                           | 0                   |
| Preliminary                      | 15               | 0                 | 45186                        | 11662                       | 56848               |
| Fire Suppression Systems         | 9                | 0                 | 0                            | 0                           | 0                   |
| Alarms                           | 0                | 0                 | 0                            | 0                           | 0                   |
| Landscaping                      | 15               | 1                 | 0                            | 0                           | 0                   |
| Grading/Mylars/Improvement Plans | 1                | 0                 | 0                            | 0                           | 0                   |
| Underground                      | 3                | 1                 | 0                            | 0                           | 0                   |
| Hood System                      | 1                | 0                 | 0                            | 0                           | 0                   |
| Tanks                            | 0                | 0                 | 0                            | 0                           | 0                   |
| Cell Sites                       | 0                | 0                 | 0                            | 0                           | 0                   |
| DSS/CCL                          | 0                | 0                 | 0                            | 0                           | 0                   |
| DPLU                             | 0                | 0                 | 0                            | 0                           | 0                   |
| Solar Panels                     | 1                | 0                 | 0                            | 0                           | 0                   |
| High Piled Storage               | 1                | 0                 | 0                            | 0                           | 0                   |
| High Hazard/Communications/Other | 1                | 0                 | 0                            | 0                           | 0                   |
| Spray Booth                      | 0                | 0                 | 0                            | 0                           | 0                   |
| Fire Protection Plans            | 1                | 0                 | 0                            | 0                           | 0                   |
| Technical Reports                | 0                | 0                 | 0                            | 0                           | 0                   |
| <b>TOTAL</b>                     | <b>86</b>        | <b>10</b>         | <b>106768</b>                | <b>64255</b>                | <b>171,023</b>      |

| <b>INSPECTIONS</b>      |                         |
|-------------------------|-------------------------|
| <b>Inspection Type</b>  | <b># of Inspections</b> |
| Alarms                  | -                       |
| Fire Supression Systems | 10                      |
| Building Construction   | 16                      |
| Landscaping             | 17                      |
| Tent/Special Event      | 9                       |
| Gates/Knox              | 3                       |
| Site Visit              | 9                       |
| Technical Report/FPP    | 1                       |
| Underground             | 1                       |
| Annual Inspection       | 19                      |
| DSS Licensing           | 1                       |
| Other                   | 3                       |
| <b>TOTAL</b>            | <b>89</b>               |

| <b>SPECIAL PROJECTS</b>         |                      |
|---------------------------------|----------------------|
| <b>Project Type</b>             | <b># of Projects</b> |
| Grants                          | -                    |
| GIS                             | 1                    |
| Forms (Updates/New)             | 2                    |
| Project Research                | -                    |
| Computer Programming/I.T.       | -                    |
| Emergency Response Support      | -                    |
| Annual Mailer (Weed Abatement)  | -                    |
| Board Report Formatting/ Design | -                    |
| Other                           | 1                    |
| <b>TOTAL</b>                    | <b>4</b>             |

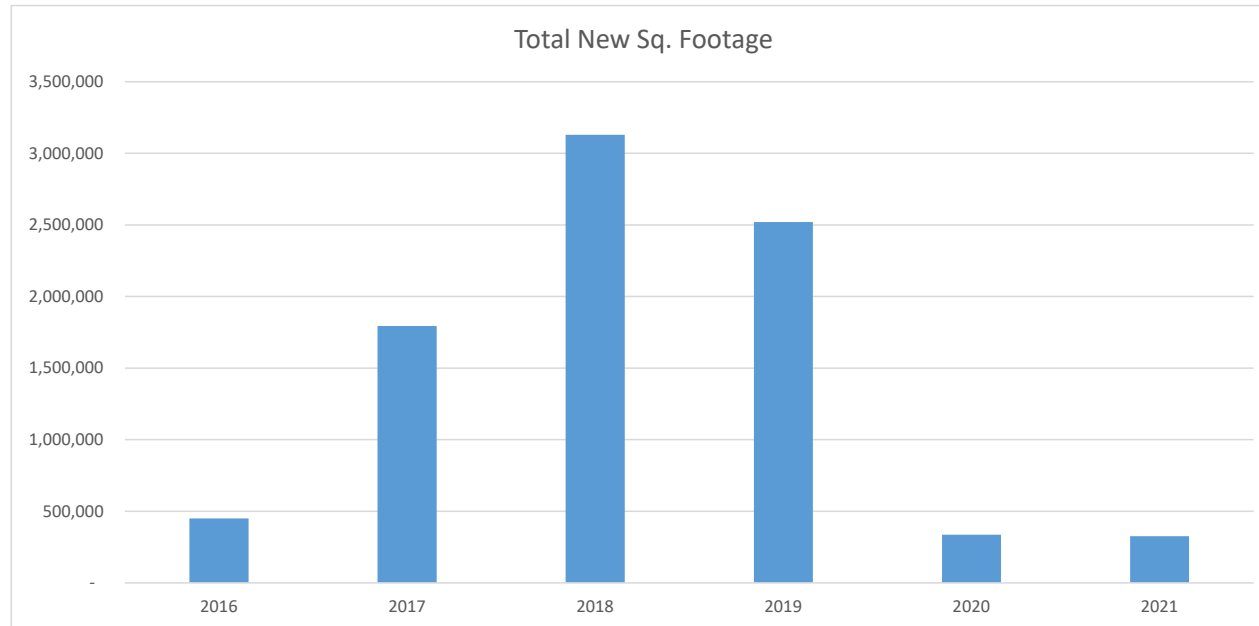
| <b>MEETINGS</b>                |                      |
|--------------------------------|----------------------|
| <b>Meeting Type</b>            | <b># of Meetings</b> |
| H.O.A                          | -                    |
| Staff                          | 6                    |
| Board                          | 1                    |
| On-Site Project Meetings       | 8                    |
| In-Office Project Meetings     | 11                   |
| Shift                          | -                    |
| Captain's                      | -                    |
| Weed Abatement                 | 19                   |
| County                         | 2                    |
| Code Development               | 1                    |
| Support/I.T. Development       | -                    |
| San Diego County FPO's         | 4                    |
| Community Stakeholder Meetings | -                    |
| North Zone                     | 2                    |
| Other                          | 2                    |
| <b>TOTAL</b>                   | <b>56</b>            |

| <b>TRAINING/EDUCATION</b> |              |
|---------------------------|--------------|
| <b>Class Name</b>         | <b>Dates</b> |
|                           |              |
|                           |              |
|                           |              |
|                           |              |
|                           |              |
|                           |              |
|                           |              |
| <b>TOTAL</b>              |              |

| <b>WEED ABATEMENT</b>       |                         |
|-----------------------------|-------------------------|
| <b>Activity</b>             | <b># of Inspections</b> |
| Weed Abatement Inspection   | -                       |
| Weed Abatement Reinspection | -                       |
| 1st Notice                  | 21                      |
| Final Notice                | 37                      |
| Posting                     | -                       |
| Notices Printed             | 79                      |
| Abated                      | 40                      |
| Forced Abatement            | 1                       |
| <b>TOTAL</b>                |                         |

| <b>OFFICE SUPPORT</b>                  |                    |
|--|--------------------|
| <b>Activity</b>                        | <b># Completed</b> |
| Phone Calls                            | 926                |
| Correspondence                         | 4,416              |
| Walk in/Counter                        | 254                |
| Knox Application Request               | 3                  |
| Burn Permits                           | 3                  |
| Plans Accepted/Routed                  | 102                |
| Special Projects                       | -                  |
| Scanning Documents/Electronic Files    | 168                |
| Meetings: Admin/Prevention/Admin Shift | 2                  |
| Post Office Runs                       | -                  |
| Deposit Runs/Preparations              | 4                  |
| <b>TOTAL</b>                           | <b>5,878</b>       |

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



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

| Year | Total     |
|------|-----------|
| 2016 | 450,437   |
| 2017 | 1,793,936 |
| 2018 | 3,128,964 |
| 2019 | 2,519,545 |
| 2020 | 336,899   |
| 2021 | 325,663   |

**2020 Total New Square Footage Only**

|             | Jan    | Feb    | Mar    | Apr    | May    | Jun    | Jul    | Aug    | Sep    | Oct    | Nov    | Dec   |
|-------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|
| <b>2020</b> | 29,226 | 41,043 | 38,102 | 25,751 | 38,400 | 7,290  | 16,516 | 15,384 | 77,848 | 15,070 | 22,529 | 9,740 |
| <b>2021</b> | 29,808 | 23,298 | 50,000 | 29,760 | 7,104  | 19,361 | 24,413 | 1,794  | 33,357 | 61,582 |        |       |

**Comparison 2019/2020/2021 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> | 40,748  | 86,593  | 145,794 | 76,506  | 54,651  | 42,950  | 47,950  | 91,532  | 163,417 | 127,963 | 59,192  | 47,677  |
| <b>2021</b> | 90,462  | 89,135  | 111,456 | 98,218  | 118,557 | 151,000 | 203,116 | 254,055 | 312,253 | 171,023 |         |         |



## **RESOLUTION No. 2021-17**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM'S EXECUTIVE ORDERS N-25-30, ISSUED MARCH 12, 2020; N-33-20 ISSUED MARCH 19, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF RANCHO SANTA FE FIRE PROTECTION DISTRICT FOR THE PERIOD NOVEMBER 17, 2021 TO DECEMBER 16, 2021 PURSUANT TO BROWN ACT PROVISIONS.**

**WHEREAS**, the Rancho Santa Fe Fire Protection District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of Rancho Santa Fe Fire Protection District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, the Board of Directors previously adopted a Resolution, Number 2021-16 on September 29, 2021, finding that the requisite conditions exist for the legislative bodies of Rancho Santa Fe Fire Protection District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

**WHEREAS**, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

**WHEREAS**, emergency conditions persist in the District, specifically, specifically, the Covid-19 state of emergency remains active and the Governor's Covid-19 Emergency Proclamation of March 4, 2020 remains in effect; and

**WHEREAS**, the Board of Directors does hereby find that , social distancing has been ordered by state and local public health authorities due to the imminent health and safety risks of in person contacts and meetings during the COVID-19 emergency; and

**WHEREAS**, the Board of Directors recognizes the social distancing orders of state and local public health authorities, and hereby finds that the state of emergency related to Covid-19, and the risk of contagion of Covid-19 for attendees at in-person meetings has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District; and

**WHEREAS**, the Board of Directors desires to affirm a local emergency exists, re-ratify the proclamation of state of emergency by the Governor of March 4, 2020, and re-ratify the state and local orders of public health authorities for social distancing; and

**WHEREAS**, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of Rancho Santa Fe Fire Protection District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

**WHEREAS**, the Board of Directors adopted virtual meeting protocols on April 15, 2020, which include options for public participation.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF Rancho Santa Fe Fire Protection District DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency related to COVID-19 in the District and proclaims that a local emergency persists throughout the District, recognizes that social distancing orders have been issued by state and local public health authorities, and finds that in person meetings would present imminent risks to the health and safety of attendees.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Staff and legislative bodies of Rancho Santa Fe Fire Protection District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 196, 2021, or such time the Board

of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e) (3) to extend the time during which the legislative bodies of Rancho Santa Fe Fire Protection District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**PASSED AND ADOPTED** by the Board of Directors of Rancho Santa Fe Fire Protection District], this 17<sup>th</sup> day of November 2021 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

JAMES H ASHCRAFT  
President

ATTEST:

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Alicea Caccavo  
Board Clerk

## RESOLUTION No. 2021-18

### A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Honoring Frank K. Twohy Retiring Fire Chief

**WHEREAS**, Frank Twohy began his service with Rancho Santa Fe Fire Protection District on July 2015; and will retire from the District on November 29, 2021; and

**WHEREAS**, Frank K. Twohy has risen through the ranks from Firefighter to Battalion Chief during the years 1980 through 1992 with the Elfin Forest/Harmony Grove Fire Department; and

**WHEREAS**, Frank K. Twohy has been an invaluable employee of the District for 6 years starting as a Division Chief for Station 6 in the Elfin Forest and Harmony Grove areas and subsequently as the Volunteer Recruitment and Retention Coordinator for the reserve program; and

**WHEREAS**, Frank K. Twohy has been a committed and dedicated public servant, and has worked tirelessly and cooperatively to promote the safety and well-being of the citizens of Elfin Forest and Harmony Grove area and surrounding communities; and

**WHEREAS**, Chief Twohy distinguished himself by responding to several large-scale disasters helping to protect the citizens of the District, the County of San Diego, and State of California, most notably being the Normal Heights Fire (1985), the Harmony Fire (1996), the Del Dios Fire (1997), the Pines Fire (2002), the Cedar Fire (2003), the Witch Fire (2007) and the Cocos Fire (2014); and

**WHEREAS**, during Chief Twohy's career he has been awarded the Elfin Forest/Harmony Grove Citizen of the Year in 1996, the Elfin Forest/Harmony Grove Firefighter of the Year in 2001, the San Diego County Volunteer of the Month in 2002 and commended for his actions during the Pines Fire by Fire Chief Bill Clayton of Cal Fire in 2002

**WHEREAS**, Chief Twohy's leadership has influenced the following organizations: Rancho Santa Fe Fire Protection District Management Team, the Sea World Management Team and Curatorial Committee, the American Association of Zoological Parks and Aquariums, San Diego County Task Force on Funding and Emergency Response, the San Diego County Fire Chiefs Association, the San Diego County Fire Districts Association, the North Zone Fire Chief Association, the Zone 8 Volunteer Chiefs Association, the Elfin Forest Community Foundation and the Rancho Santa Fe Fire District Foundation; and

**WHEREAS**, Chief Twohy has been an invaluable member to the District being actively involved in helping the District achieve its mission by serving as Board member on the Rancho Santa Fe Fire District Foundation;

**WHEREAS**, Chief Twohy was instrumental in the merger of the Rancho Santa Fe Fire Protection District and the Elfin Forest/Harmony Grove; the development of the reserve program; and most notably establishing the mentoring community for the volunteer firefighters, he is the face of the Elfin Forest/Harmony Grove Station; and

**WHEREAS**, the members of the Board of Directors wish to thank Chief Twohy for his dedicated years of service and many contributions to the District.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby expresses its gratitude to Chief Frank K. Twohy for his years of service; and for all that he has contributed to members and citizens of the Rancho Santa Fe Fire Protection District.

**BE IT FURTHER RESOLVED** that the Board of Directors does hereby wish Frank K. Twohy a well-deserved, most satisfying and rewarding retirement.

**FURTHER RESOLVED**, that a copy of this resolution be presented to as a token of our respect and appreciation.

Adopted this the \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Jim Ashcraft, Board President

Attest:

\_\_\_\_\_  
Alicea Caccavo  
Board Clerk

**DRAFT COPY**

## **RESOLUTION No. 2021-18**

### **A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Honoring Frank K. Twohy Retiring Fire Chief**

**WHEREAS**, Frank Twohy has risen through the ranks from Firefighter to Battalion Chief during the years 1980 through 1992 with the Elfin Forest/Harmony Grove Fire Department; and began his service with Rancho Santa Fe Fire Protection District on July, 2015; and will retire from the District on November 29, 2021; and

**WHEREAS**, Frank K. Twohy has been an invaluable employee of the District starting as a Division Chief for RSF Station 6 in the Elfin Forest and Harmony Grove areas and subsequently as the Volunteer Recruitment and Retention Coordinator for the reserve program; and has been a committed and dedicated public servant, and has worked tirelessly and cooperatively to promote the safety and well-being of the citizens of Elfin Forest and Harmony Grove area and surrounding communities; and has been an invaluable member to the District being actively involved in helping the District achieve its mission by serving as Board member on the Rancho Santa Fe Fire District Foundation: and

**WHEREAS**, Chief Twohy distinguished himself by responding to several large-scale disasters helping to protect the citizens of the District, the County of San Diego, and State of California, most notably being the Normal Heights Fire (1985), the Harmony Fire (1996), the Del Dios Fire (1997), the Pines Fire (2002), the Cedar Fire (2003), the Witch Fire (2007) and the Cocos Fire (2014); and

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**WHEREAS**, Chief Twohy's leadership has influenced the following organizations: Rancho Santa Fe Fire Protection District Management Team, the Sea World Management Team and Curatorial Committee, the American Association of Zoological Parks and Aquariums, San Diego County Task Force on Funding and Emergency Response, the San Diego County Fire Chiefs Association, the San Diego County Fire Districts Association, the North Zone Fire Chief Association, the Zone 8 Volunteer Chiefs Association, the Elfin Forest Community Foundation and the Rancho Santa Fe Fire District Foundation; and

**WHEREAS**, Chief Twohy was instrumental in the merger of the Rancho Santa Fe Fire Protection District and the Elfin Forest/Harmony Grove; the development of the reserve program; and most notably establishing the mentoring community for the volunteer firefighters, he is the face of the Elfin Forest/Harmony Grove Station; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby expresses their gratitude to Chief Frank K. Twohy for his years of service; and for all that he has contributed to members and citizens of the Rancho Santa Fe Fire Protection District and does hereby wish Chief Twohy a well-deserved, most satisfying and rewarding retirement.

**FURTHER RESOLVED**, that a copy of this resolution be presented to as a token of our respect and appreciation.

**FURTHER RESOLVED**, that a copy of this resolution be presented to as a token of our respect and appreciation.

Adopted this the 17th day of November, 2021



James H. Ashcraft  
Board President

Attest:



Alicea Caccavo  
Board Clerk

## RESOLUTION No. 2021-19

### A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Honoring Michael A. Martinez

**WHEREAS**, Michael A. Martinez began his career in the fire service in 2003; and

**WHEREAS**, Michael A. Martinez achieved the rank of Captain as a volunteer firefighter for Elfin Forest/Harmony Grove Volunteer Fire Department; and

**WHEREAS**, Michael A. Martinez has been an employee of the District for 1 year as a Driver/Operator and 3 years as a part-time Voluntary Recruitment and Retention Coordinator for the reserve program; and

**WHEREAS**, Michael A. Martinez has been a committed and dedicated public servant, and has worked cooperatively to promote the safety and well-being of the citizens of Rancho Santa Fe and surrounding communities through the reserve program; and

**WHEREAS**, Michael A. Martinez distinguished himself as a Fire Science instructor at Mount Carmel High School; and Fire Science & Wildland Academy lead instructor at Southwestern College. He holds an Associate's degree in Fire Science and Emergency Management, and certifications in California State Fire Marshal Fire Officer, Primary Instructor and Training Instructor.

**WHEREAS**, the members of the Board of Directors wish to thank Michael A. Martinez for his dedicated years of service and many contributions to the District.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby expresses its gratitude to Michael A. Martinez for his 5 years of service; and for all that he has contributed to members and citizens of the Rancho Santa Fe Fire Protection District.

**BE IT FURTHER RESOLVED**, that the Board of Directors does hereby wish Michael A. Martinez well in all his future endeavors.

**FURTHER RESOLVED**, that a copy of this resolution be presented to as a token of our respect and appreciation.

Adopted this the \_\_\_\_ day of \_\_\_\_\_, 2021

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Jim Ashcraft, Board President

Attest:

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Alicea Caccavo  
Board Clerk



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**STAFF REPORT**

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**21-18**

TO: BOARD OF DIRECTORS  
FRED COX, FIRE CHIEF  
FROM: MARLENE DONNER, FIRE MARSHAL  
SUBJECT: SENATE BILL 1205  
DATE: NOVEMBER 12, 2021

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**RECOMMENDATION:**

Staff recommends the Board of Directors review, approve and adopt Resolution 2021-20, for the mandated reporting required by Senate Bill 1205.

**BACKGROUND:**

Existing law requires the Fire Chief of any district providing fire protection services and their authorized representatives to inspect every building used as a public or private school within their jurisdiction, for the purpose of enforcing specified building standards, not less than once each year, as provided.

Existing law also requires every district providing fire protection services that is required to enforce specified building standards to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards, as provided.

This bill SB1205 requires every district to perform the inspections described above and to report compliance annually with the above described inspection requirements as provided. The bill requires the governing authority to acknowledge receipt of the report in a resolution or a similar formal document.

## RESOLUTION NO. 2021-20

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF REGARDING REQUIRED INSPECTIONS OF CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

**WHEREAS**, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and,

**WHEREAS**, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Rancho Santa Fe Fire Protection District, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided and,

**WHEREAS**, California Health & Safety Code Section 13146.4 requires all fire departments, including the Rancho Santa Fe Fire Protection District, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3 and,

**WHEREAS**, the Board of Directors of the Rancho Santa Fe Fire Protection District intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the District's compliance with California Health and Sections 13146.2 and 13146.3.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the Rancho Santa Fe Fire Protection District expressly acknowledges the measure of compliance of the District with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the District Boundaries, as follows:

**A. EDUCATIONAL GROUP E OCCUPANCIES:**

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the District, there are nineteen (19) Group E occupancies, buildings, structures and/or facilities.

During calendar year 2021, the District completed the annual inspection of nineteen (19) Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

**B. RESIDENTIAL GROUP R OCCUPANCIES:**

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial

care, mobility impairments, cognitive disabilities, etc. The residents may also be ambulatory, non-ambulatory or bedridden. Within the District there are fourteen (14) Group R (and their associated sub-categories) occupancies of this nature.

During calendar year 2021, the District completed the annual inspection of fourteen (14) Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

C. INSTITUTIONAL GROUP I OCCUPANCIES: includes, among others, the use of a building or structure, or a portion thereof, in which care or supervision is provided to persons who are or are not capable of self-preservation without physical assistance or in which persons are detained for penal or correctional purposes or in which the liberty of the occupants is restricted.

During calendar year 2021, the District completed the annual inspection of one (1) Group I occupancy, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

Additional items of note regarding this compliance rate can be found in the accompanying staff report for this resolution.

**PASSED AND ADOPTED** at the regularly scheduled meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on \_\_\_\_\_, 2021, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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JAMES H ASHCRAFT  
President

ATTEST:

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Alicea Caccavo  
Board Clerk

## RESOLUTION No. 2021-21

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT RATIFYING THE EMPLOYMENT AGREEMENT BETWEEN THE RANCHO SANTA FE FIRE PROTECTION DISTRICT AND FIRE CHIEF DAVE MCQUEAD

**WHEREAS**, Fire Chief David C. McQuead is a non-represented employee of the Rancho Santa Fe Fire Protection District; and

**WHEREAS**, Fire Chief David C. McQuead provides a valuable service and leadership to the Rancho Santa Fe Fire Protection District; and

**WHEREAS**, the District, via its representatives has negotiated with Fire Chief David C. McQuead regarding salary and benefits of Fire Chief David C. McQuead; and

**WHEREAS**, the Board of Directors finds that the salary and benefits for Fire Chief David C. McQuead, as described in the Employment Agreement attached hereto as Exhibit A, are necessary to create a competitive salary and benefit plan and effectively retain District employees.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** as follows:

1. The President of the Board of Directors is authorized to execute the Employment Agreement attached hereto as Exhibit A and bind the District to the terms thereof.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on \_\_\_\_\_, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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JAMES H ASHCRAFT  
President

ATTEST:

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Alicea Caccavo  
Board Clerk

# EMPLOYMENT AGREEMENT

BETWEEN

RANCHO SANTA FE FIRE  
PROTECTION DISTRICT

AND

David C. McQuead



**EMPLOYMENT AGREEMENT**  
**BETWEEN RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**AND DAVID C. MCQUEAD**

This Agreement is made and entered into between David C. McQuead (hereinafter referred to as "McQuead") and RANCHO SANTA FE FIRE PROTECTION DISTRICT (hereinafter referred to as "District") in order to provide, in writing, the terms and conditions for the employment of McQuead by the District.

NOW THEREFORE, IT IS HEREBY AGREED as follows:

1. Employment.

1.1 Position. Effective December 16, 2021, District hereby employs McQuead as Fire Chief, to perform the duties of such office as constituted by the Board of Directors ("Board"), and to perform such other duties as the Board shall assign from time-to-time during the term of this Agreement. The duties of Fire Chief shall include, but not be limited to, the functions of Fire Chief as set out in the Fire Protection District Law of 1997, the current edition of the Uniform Fire Code adopted by District, the District's own rules, regulations, policies, procedures, and classification and as directed by the Board. McQuead agrees to serve in said position pursuant to the terms and conditions set forth in this Agreement.

1.2 Full Time Employment. McQuead's position, responsibility and authority as Fire Chief requires devoting full time to furnishing services under this Agreement and McQuead shall fulfill, fully and adequately, all responsibilities required by this Agreement, including attendance at meetings of the Board at which the McQuead's presence is required. McQuead shall not engage in any outside employment without prior authorization from the Board, ***except to teach fire service related courses on McQuead's own time.***

2. Compensation and Benefits.

2.1 Annual Compensation.

2.1.1 Base Pay. McQuead will be a salaried, at-will employee and shall receive a base pay as identified in the approved resolution for salaries and benefits for management personnel, payable in semi-monthly installments. McQuead starting base salary will be \$210,000 effective December 16, 2021. The Board of Directors may increase said base pay annually based on McQuead's performance, as the Board deems appropriate, as further provided herein. This base pay may not be reduced during the term of this Agreement, except that if

the Board finds it necessary to reduce salaries of all employees, McQuead's base pay may be reduced by no more than the average salary reduction imposed on all other employees.

## 2.2 Fringe Benefits.

- 2.2.1 In General. McQuead shall be entitled to receive all management fringe benefits as established from time to time, except as otherwise provided in this Agreement. These benefits shall include retirement, dental, health, life insurance, sick, management incentive pay vacation and holiday leave as set forth in the current Management Compensation Resolution.
- 2.2.2 Public Employees Retirement System. McQuead shall be a member of the Public Employees' Retirement System under the category of "Safety Member Retirement." McQuead will contribute as specified in the Management Resolution for the employee's contribution for all reportable wages.
- 2.2.3 Vehicle and Transportation. District shall provide McQuead with a District owned and maintained vehicle for McQuead's use within San Diego County. McQuead may use vehicle anywhere inside or outside the District to facilitate the District's business. McQuead may use District vehicle outside San Diego County if it is for District related business. McQuead shall be reimbursed for the actual cost of other modes of transportation used for District business.
- 2.2.4 Professional Development. The District shall pay the reasonable and necessary costs for McQuead's professional development, including professional conferences, seminars, meetings, participation in professional associations, professional dues, and subscriptions as are deemed appropriate and approved by the Board. The Board may pay the costs of educational courses that enhance McQuead's ability to perform his duties, including tuition and books that the Board deems appropriate, reasonable, and necessary. However, the educational costs reimbursement shall be no less than would be afforded other management employees of the District under the Management Compensation Plan.
- 2.2.5 Cellular Phone. The District shall provide McQuead with a District issued cell phone for use in accordance with District policy.

## 3. Termination

- 3.1 By-Notice by McQuead. McQuead may resign and thereby terminate this Agreement at any time upon giving 90 days written notice to the Board of Directors of the District. Upon such termination, McQuead shall be entitled to receive only such accrued benefits that may be due and payable at the time, but he shall not be entitled to any severance pay or other compensation.

3.2 By Notice by District.

3.2.1 At the Pleasure of the Board of Directors. Because the Fire Chief serves “at the pleasure” of the District Board of Directors, the District may terminate McQuead’s employment with or without cause at any time. McQuead shall not be entitled to severance pay, other than as set forth in 3.2.3.

3.2.2 No Hearing. Except as may be required by State law, McQuead shall have no right to a hearing or other review of the reason or cause for his termination by the District and McQuead hereby expressly waives any and all such rights which may otherwise be granted by law or which may be applicable to other employees of the District.

3.2.3 Severance Pay. The Board of Directors may terminate McQuead's employment, and thereby terminate this Agreement, at any time. If the termination is without cause, McQuead shall receive 180 days severance pay. McQuead shall also be entitled to receive such accrued benefits that may be due and payable at the time.

3.2.4 If this Agreement is terminated by the District Board of Directors “for cause”, District shall have no further obligation to continue the employment of McQuead. District shall have no obligation to provide notice to McQuead prior to any “for cause” termination or to provide severance benefits to McQuead after such termination. All payments of salary and benefits provided in this Agreement shall cease, however, McQuead will be paid all salary and benefits accrued through the date of termination in accordance with District policy offered to other management employees terminating employment with District.

3.2.5 The term “for cause” as used in this Agreement shall mean any of the following: (a) conviction of a felony; or (b) conviction of any illegal act involving moral turpitude or personal gain; or (c) a plea of nolo contendere to any felony or illegal act involving moral turpitude or personal gain; or (d) any act constituting a knowing and intentional violation of the State’s conflict of interest code; or (e) any act by McQuead which reflects negatively on the District whether he is representing the District or not; or (f) any abuse of office.

3.3 By Retirement. The employment of McQuead, and this Agreement, shall automatically terminate upon the retirement of McQuead.

3.4 By Death or Disability. The employment of McQuead, and this Agreement, shall automatically terminate upon the death of McQuead or upon the termination of his employment because of permanent disability. As used herein, disability shall have the same meaning and shall be determined in the same manner, as provided under CalPERs. Neither McQuead nor his heirs, administrators, or assigns shall have any right under this Agreement to salary after such death or disability, but they shall have such rights and



benefits as may be provided by law and CalPERS.

4. Performance and Evaluation.

4.1 The Board and McQuead shall annually define such goals and performance objectives which they determine necessary for proper operation of the District in the attainment of the Board's policy objectives and shall establish a relative priority among said goals and objectives. This shall be reduced to writing and reviewed and approved by the Board.

4.2 The Board shall annually review and evaluate McQuead's performance. Said reviews and evaluations shall be conducted in accordance with specific criteria developed jointly by the Board and McQuead which may be added to, or deleted from, as the Board may from time to time determine in consultation with the Fire Chief. At that time, the Board will conduct a salary review.

5. Other Terms and Conditions of Employment.

5.1 Residency McQuead shall maintain residency within a thirty-minute (30) response time to the District Headquarters Station.

5.2 The Board, in consultation with McQuead, may fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Fire Chief.

6. CONFLICT OF INTEREST. McQuead shall not accept favors from suppliers or District residents who have business association with suppliers or District residents who are conducting business or who are about to conduct business with the District, in the form of payment, compensation, loans, financial favor, or gratuities beyond commonly accepted business practice. McQuead shall not have a financial interest in the business of a supplier or influence transactions with the owner or representative of a supplier. McQuead shall consider his involvement in any situation where a conflict of interest appears possible and report such involvement to the Board.

Consistent with the provisions of State law as to political activities, McQuead shall not engage in any activities that create a conflict of interest with his duties as Fire Chief or the interests of the District.

7. General Provisions.

7.1 This Agreement constitutes the entire agreement between the Board and McQuead.

7.2 If any provision or any portion of this Agreement is held to be unconstitutional invalid, or unenforceable, the remainder shall be deemed

severable, shall not be affected, and shall remain in full force and effect.

- 7.3 This Agreement may be amended only in writing by mutual agreement of the Board and McQuead. McQuead is to be considered as management under the **Fair Labor Standards Act of 1985, Title 29 United States Code.**
- 7.4 This Agreement shall be governed by and construed in accordance with the laws of the State of California.
- 7.5 Each party acknowledges that it has had the opportunity to consult an attorney of its choice to explain the terms of this Agreement and the consequences of its execution, and that any failure to consult with an attorney prior to executing this Agreement shall not be grounds for invalidating the full force and effect of the executed Agreement. This Agreement shall not be interpreted for or against either party based on their roles in drafting the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the \_\_\_\_ day of November 2021.

\_\_\_\_\_  
David C. McQuead

RANCHO SANTA FE FIRE PROTECTION DISTRICT

By: \_\_\_\_\_  
James H. Ashcraft, President  
Board of Directors

## ORDINANCE No. 2022-01

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING FEES FOR SERVICES BY REFERENCE TO THE CALIFORNIA HEALTH AND SAFETY CODE SECTION 13916 AND SECTION 13919 AND REPEALING ORDINANCE 2019-01.**

The Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego ordains as follows:

**ARTICLE I.** The Rancho Santa Fe Fire Protection District has incurred un-reimbursed discretionary development costs and is anticipating that further new discretionary development will occur within the District, which will place a greater demand on the existing staffing resources of the fire prevention bureau. Escalating demands have also been placed upon suppression personnel in conducting increasingly numerous and complex occupancy inspections.

**ARTICLE II.** The Rancho Santa Fe Fire Protection District is charged with the responsibility of enforcing applicable codes pertaining to fire and panic safety and other regulations of the State Fire Marshal pursuant to Section 13146 of the California Health & Safety Code.

**ARTICLE III.** The Rancho Santa Fe Fire Protection District incurs additional costs in lost personnel hours and expended District resources when said fire prevention services are of a recurrent nature and the result of discretionary development. The District charges fees to recover costs incurred for the provision of said services, however, said fees require periodic revision to reflect current personnel costs.

**ARTICLE IV.** The Fire Chief may impose a fee for recovery of expenses incurred as a result of activities undertaken pursuant to enforcing the fire prevention provisions of the fire code, pursuant Health and Safety Code Section 13916 and 13919 and Govt. Code Section 66014.

**ARTICLE V.** Fire District fees are based upon the actual costs incurred by the fire agency, which are based upon the total compensation of the employee(s) providing a particular service and include total personnel hours utilized for plan review, file review, database information entry, travel to and from the site, written response, site inspection, and support costs.

**ARTICLE VI.** The actual fee shall be paid by the applicant to the fire district at time of application or submittal to cover the actual costs in accordance with the aforementioned schedule for an *INSPECTION* or *PLAN REVIEW* or any *OTHER SERVICES* listed on the fee schedule.

**ARTICLE VII.** The cost for the provision of said services shall not exceed the costs reasonably borne by the District.

**ARTICLE VIII.** In the event that fees are not paid at the time of application or upon request for additional fees, the District shall not be obligated to process, approve, or take further action on renewable permits, installation, removal, activity or alteration permits, inspections, plan reviews, or other services necessitating a fee as delineated in the Fire District Fee Schedule.

**ARTICLE IX.** The Board of Directors hereby declares that should any section, paragraph, sentence or word of this ordinance or of the Fire District Fee Schedule referenced herein be declared for any reason to be invalid, it is the intent of the Board that it would have adopted all other portions of this ordinance independent of the elimination there from of any such portion as may be declared invalid.

**ARTICLE X.** The Board of Directors, the Fire Chief or their designee shall have the ability to waive any and all fees as adopted by a Resolution of the Board of Directors. When fees are waived, a report shall be provided at the next Board of Directors meeting.

**ARTICLE XI.** The Board of Directors of the Rancho Santa Fe Fire Protection District does hereby approve the adoption of the attached Schedule of Fire District Services and Fees (Attachment A).

**ARTICLE XII.** Ordinance 2019-01 is hereby repealed.

**ARTICLE XIII.**

The Secretary to the Board of Directors will certify to the adoption of this Ordinance and cause the same to be published in the manner required by law. This Ordinance will take effect forty-five (45) days after its final passage at a public hearing as required by law.

First Read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego, California, on the 15<sup>th</sup> day of September, 2021. A second reading occurred on a regularly scheduled meeting on the 20<sup>th</sup> day of October, 2021, and a third reading on this 17<sup>th</sup> day of November, 2021 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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James Ashcraft  
President

ATTEST

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Alicea Caccavo  
Board Clerk

| RATES     |                            |                             |               |
|-----------|----------------------------|-----------------------------|---------------|
| Cost Code | Personnel Staff Position   | Hourly Standard (Home Wage) | Overtime Rate |
| 1         | Fire Marshal               | \$95.15                     | \$142.73      |
| 2         | Deputy Fire Marshal        | \$73.42                     | \$110.14      |
| 3         | FPS I                      | \$55.35                     | \$83.03       |
| 4         | Avg FM/DFM                 | \$84.29                     | \$126.43      |
| 5         | Avg DFM/FPS I              | \$64.39                     | \$96.58       |
| 6         | Avg FM/DFM/FPS I           | \$65.00                     | \$97.50       |
| 7         | Office Support Coordinator | \$40.10                     | \$60.15       |
| 8         | NA                         | \$0.00                      |               |
| 9         | Indirect Support Costs     | \$82.76                     |               |

| Reference Number | DEVELOPMENT PLAN REVIEW   | FEE DESCRIPTION  | Processing Time            |      |      | Plan Review Labor |      |       | Inspection Service Labor |      |      | Review & Inspection Time (Hrs) | Direct/Indirect costs | TOTAL FEE | OLD FEE | CHANGE  |
|------------------|---|--|----------------------------|------|------|-------------------|------|-------|--------------------------|------|------|--------------------------------|-----------------------|-----------|---------|---------|
|                  |   |  | Cost Code                  | Hrs  | Fee  | Cost Code         | Hrs  | Fee   | Cost Code                | Hrs  | Fee  |                                |                       |           |         |         |
| 1.1              | Project Availability Form, Administrative (AD), Variance (VAR), Vacation Review (VAC), or Zoning (ZAP)  | Review of access, water supply, clearance & fire code requirements.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM        | 1.00 | \$84  | NA                       | 0.00 | \$0  | 1.50                           | \$124                 | \$228     | \$186   | \$42    |
| 1.2              | TPM or Minor/Major Subdivision Service Letter Renewal   | Review of access, water supply, clearance & fire code requirements for subdivisions. Includes standard condition letter. | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM        | 1.00 | \$84  | NA                       | 0.00 | \$0  | 1.50                           | \$124                 | \$228     | \$288   | (\$60)  |
| 1.3              | Final Map/Mylar Review (signing all mylar's)  | Review of access, water supply, clearance & fire code requirements for subdivisions. Includes standard condition letter. | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM        | 1.00 | \$84  | NA                       | 0.00 | \$0  | 1.50                           | \$124                 | \$228     | \$186   | \$42    |
| 1.4              | Release of Map Covenants or letters for release of other projects i.e. coastal commission, planning department, fire flow etc. (review of CC&R's) | (1) Site inspection and written confirmation of installation of covenanted improvements.                                 | Office Support Coordinator | 0.50 | \$20 | Fire Marshal      | 0.50 | \$48  | Avg FM/DFM               | 1.00 | \$84 | 2.00                           | \$166                 | \$317     | \$458   | (\$141) |
| 1.5              | Major Use Permit (P or MUP) or Site Plan (S or STP) Residential or Commercial.  | Includes (2) plan reviews for access, water supply, clearance and fire code requirements for a MUP or STP.               | Office Support Coordinator | 0.50 | \$20 | Fire Marshal      | 1.50 | \$143 | NA                       | 0.00 | \$0  | 2.00                           | \$166                 | \$328     | \$237   | \$91    |
| 1.6              | Review of Fire Protection Plan  | Review and comment letter, scan fire protection plan into computer system, 4 hours base fee                              | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM        | 4.00 | \$337 | NA                       | 0.00 | \$0  | 4.50                           | \$372                 | \$730     | \$934   | (\$204) |
| 1.7              | Improvement/Grading Plans: Residential/Commercial   | Review of roadway, turnaround, building setback, access, and water supply requirements.                                  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM        | 1.00 | \$84  | NA                       | 0.00 | \$0  | 1.50                           | \$124                 | \$228     | \$220   | \$8     |
| 1.8              | All Plan Change/As-Built (regardless of submittal number)/Resubmittals  | Plan Review for any Plan Change or As-built Plan, or resubmittal.  | Office Support Coordinator | 0.25 | \$10 | Avg FM/DFM/FPS I  | 0.75 | \$49  | NA                       | 0.00 | \$0  | 1.00                           | \$83                  | \$142     | \$175   | (\$33)  |

| Reference Number | RESIDENTIAL PLAN REVIEWS AND INSPECTIONS  | FEE DESCRIPTION   |                            |      |      |                  |      |       |                  |      |       | Review & Inspection Time (hrs) |       | TOTAL FEE            |                      |                      |
|------------------|---|---|----------------------------|------|------|------------------|------|-------|------------------|------|-------|--------------------------------|-------|----------------------|----------------------|----------------------|
| 2.1              | Site Plan Review: Single Occupancy - Conceptual or Consultation                           | Conceptual review of site plan or meeting for access, water supply, clearance and fire code requirements. Includes (2) reviews of plans or 1 site meeting. (1 page plan review site plan) | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 0.50 | \$33  | Avg FM/DFM/FPS I | 0.50 | \$33  | 1.50                           | \$124 | \$209                | \$206                | \$3                  |
| 2.2              | Site Plan Review: Conceptual or Consultation - Two (2) or more dwellings                  | Conceptual review of site plan or meeting for access, water supply, clearance and fire code requirements. Includes (2) reviews of plans or 1 site meeting. (1 page plan review site plan) | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.00 | \$65  | Avg FM/DFM/FPS I | 1.00 | \$65  | 2.50                           | \$207 | \$357                | \$386                | (\$21)               |
| 2.3              | New residential construction: up to 3,000 sq. ft.   | Includes (2) plan reviews for fire & building code compliance for new construction and (1) field inspection.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.25 | \$81  | Avg FM/DFM/FPS I | 1.00 | \$65  | 2.75                           | \$228 | \$394                | \$373                | \$21                 |
| 2.4              | New residential construction: 3,001-6,000 sq. ft.   | Includes (2) plan reviews for fire & building code compliance for new construction and (1) field inspection.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.50 | \$98  | Avg FM/DFM/FPS I | 1.25 | \$81  | 3.25                           | \$289 | \$468                | \$434                | \$34                 |
| 2.5              | New residential construction: 6,001-9,000 sq. ft.   | Includes (2) plan reviews for fire & building code compliance for new construction and (1) field inspection.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.50 | \$98  | Avg FM/DFM/FPS I | 1.50 | \$98  | 3.50                           | \$290 | \$505                | \$481                | \$24                 |
| 2.6              | New residential construction: 9,001-12,000 sq. ft.  | Includes (2) plan reviews for fire & building code compliance for new construction and (1) field inspection.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.75 | \$114 | Avg FM/DFM/FPS I | 1.75 | \$114 | 4.00                           | \$331 | \$579                | \$525                | \$54                 |
| 2.7              | New residential construction: > 12,000 sq. ft.  | Includes (2) plan reviews for fire & building code compliance for new construction and (1) field inspection.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.75 | \$114 | Avg FM/DFM/FPS I | 1.75 | \$114 | 4.00                           | \$331 | \$579                | \$555                | \$24                 |
| 2.8              | Residential addition or remodel: up to 3,000 sq. ft.                                      | Includes (2) plan reviews for fire & building code compliance for new construction and (1) field inspection.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.00 | \$65  | Avg FM/DFM/FPS I | 1.00 | \$65  | 2.50                           | \$207 | \$357                | \$343                | \$14                 |
| 2.9              | Residential addition or remodel: 3,001-6,000 sq. ft.                                      | Includes (2) plan reviews for fire & building code compliance for new construction and (1) field inspection.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.25 | \$81  | Avg FM/DFM/FPS I | 1.00 | \$65  | 2.75                           | \$228 | \$394                | \$374                | \$20                 |
| 2.10             | Residential addition or remodel: 6,001-9,000 sq. ft.                                      | Includes (2) plan reviews for fire & building code compliance for new construction and (1) field inspection.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.50 | \$98  | Avg FM/DFM/FPS I | 1.00 | \$65  | 3.00                           | \$248 | \$431                | \$404                | \$27                 |
| 2.11             | Residential addition or remodel: 9,001-12,000 sq. ft.                                     | Includes (2) plan reviews for fire & building code compliance for new construction and (1) field inspection.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.75 | \$114 | Avg FM/DFM/FPS I | 1.25 | \$81  | 3.50                           | \$290 | \$505                | \$465                | \$40                 |
| 2.12             | Residential addition or remodel: > 12,000 sq. ft.   | Includes (2) plan reviews for fire & building code compliance for new construction and (1) field inspection.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.75 | \$114 | Avg FM/DFM/FPS I | 1.50 | \$98  | 3.75                           | \$310 | \$542                | \$496                | \$46                 |
| 2.13             | Building Plans for Barns, Outbuildings, Detached Garages or Detached Outdoor Living Areas | Includes (2) plan reviews for fire & building code compliance for new construction and (1) field inspection.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.00 | \$65  | Avg FM/DFM/FPS I | 0.75 | \$49  | 2.25                           | \$186 | \$320                | \$293                | \$27                 |
| 2.14             | All Plan Change/As-Built (regardless of submittal number)/Resubmittals                    | Plan Review for any Plan Change or As-built Plan, or resubmittal.   | Office Support Coordinator | 0.25 | \$10 | Avg FM/DFM/FPS I | 0.75 | \$49  | NA               | 0.00 | \$0   | 1.00                           | \$83  | \$142                | \$173                | (\$31)               |
| 2.15             | Residential: Building Inspection/Reinspection   | Includes (1) Field Inspection.  | Office Support Coordinator | 0.25 | \$10 | NA               | 0.00 | \$0   | Avg FM/DFM/FPS I | 1.00 | \$65  | 1.25                           | \$103 | \$178                | \$173                | \$5                  |
| 2.16             | Overtime Plan Review: Discretion of Fire Marshal per current workload                     | 1.5 times the cost of regular plan check rate.  | Office Support Coordinator | 0.50 | \$25 |                  |      |       |                  |      |       |                                |       | Plan Check Fee x 1.5 | Plan Check Fee x 1.5 | Plan Check Fee x 1.5 |
| 2.17             | Planned Community: Model Home Plan Review (Fee per model plan)                            | Includes (2) plan reviews for fire & building code compliance.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.50 | \$98  | NA               | 0.00 | \$0   | 2.00                           | \$166 | \$283                | \$417                | (\$134)              |
| 2.18             | Planned Community: Building Plot Plans  | Includes (2) plan reviews for fire compliance.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.00 | \$65  | NA               | 0.00 | \$0   | 1.50                           | \$124 | \$209                | New                  | New                  |

| Reference Number | LANDSCAPE PLAN REVIEWS AND INSPECTIONS  | FEE DESCRIPTION   | Office Support Coordinator |      |      |                |      |       |                |      | Review & Inspection Time (hrs) |      | TOTAL FEE |       |       |        |
|------------------|---|---|----------------------------|------|------|----------------|------|-------|----------------|------|--------------------------------|------|-----------|-------|-------|--------|
| 3.1              | Minor Landscape/Landscape Feature review Commercial and Residential                 | Includes (2) Reviews of plans and (1) field inspection for small landscape modification or changes for fire safe planting or landscaping structures such as trellis, decks, gazebos, gates. | Office Support Coordinator | 0.50 | \$20 | Avg DFM/FPS    | 0.50 | \$65  | Avg DFM/FPS    | 0.50 | \$32                           | 1.50 | \$124     | \$241 | \$198 | \$43   |
| 3.2              | Residential Landscape: Single Family Dwellings                                      | (2) Reviews of plans (1) field inspection for fire safe planting for new residential construction. Custom Home  | Office Support Coordinator | 0.50 | \$20 | Avg DFM/FPS    | 1.00 | \$64  | Avg DFM/FPS    | 1.00 | \$64                           | 2.50 | \$207     | \$356 | \$346 | \$10   |
| 3.3              | Residential Landscape Review: Production Units                                      | (2) Reviews of plans for fire safe planting for new residential construction. Per Production Unit   | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM     | 1.00 | \$84  | NA             | 0.00 | \$0                            | 1.50 | \$124     | \$228 | \$228 | \$0    |
| 3.4              | Commercial/Industrial/Multi-Family: Landscape Plan Review                           | (2) Reviews of plans for fire safe planting.  | Office Support Coordinator | 0.50 | \$20 | Avg DFM/FPS    | 1.25 | \$64  | NA             | 0.00 | \$0                            | 1.75 | \$145     | \$229 | \$287 | (\$58) |
| 3.5              | Commercial/Industrial/Multi-Family: Landscape Inspection:                           | Includes (1) Field Inspection.  | Office Support Coordinator | 0.25 | \$10 | NA             | 0.00 | \$0   | Avg DFM/FPS    | 1.25 | \$80                           | 1.50 | \$124     | \$215 | \$287 | (\$72) |
| 3.6              | Landscape Inspections: Production homes (per unit) or Residential Reinspection      | Includes (1) Field Inspection.  | Office Support Coordinator | 0.25 | \$10 | NA             | 0.00 | \$0   | Avg FM/DFM/FPS | 0.75 | \$49                           | 1.00 | \$83      | \$142 | \$114 | \$28   |
| 3.7              | All Plan Change/As-Built (regardless of submittal number)/Resubmittals              | Plan Review for any Plan Change or As-built Plan, or resubmittal.   | Office Support Coordinator | 0.25 | \$10 | Avg FM/DFM/FPS | 0.75 | \$49  | NA             | 0.00 | \$0                            | 1.00 | \$83      | \$142 | \$114 | \$28   |
| 3.8              | AB 38 Residential Inspection  | (1) Field inspection w/correspondence regarding compliance with defensible space.   | Office Support Coordinator | 0.25 | \$10 | NA             | 0.00 | \$0   | FPS            | 1.25 | \$69                           | 1.50 | \$124     | \$203 | NEW   | NEW    |
| 3.9              | AB 38 Residential Reinspection  | (1) Field Reinspection  | Office Support Coordinator | 0.25 | \$10 | NA             | 0.00 | \$0   | FPS            | 0.75 | \$42                           | 1.00 | \$83      | \$134 | NEW   | NEW    |
| Reference Number | COMMERCIAL PLAN REVIEW AND INSPECTIONS  | FEE DESCRIPTION   |                            |      |      |                |      |       |                |      | Review & Inspection Time (hrs) |      | TOTAL FEE |       |       |        |
| 4.1              | Site Plan Review: Commercial/Multi-Family   | Includes (2) plan reviews for site access, water supply, clearance and fire code requirements for a commercial occupancy.   | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM     | 1.25 | \$105 | NA             | 0.00 | \$0                            | 1.75 | \$145     | \$270 | \$212 | \$58   |
| 4.2              | Site Inspection: Commercial/Multi-Family  | (1) Field Inspection of site for access, water supply, clearance and fire code requirements for a commercial occupancy.   | Office Support Coordinator | 0.25 | \$10 | NA             | 0.00 | \$0   | Avg FM/DFM/FPS | 1.25 | \$81                           | 1.50 | \$124     | \$215 | \$212 | \$3    |
| 4.3              | Multi-Family Building Plans: 1-5 units  | Includes (2) Plan Reviews and (1) field inspection for fire & building code compliance with new construction.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal   | 1.50 | \$143 | Avg FM/DFM/FPS | 1.50 | \$98                           | 3.50 | \$290     | \$550 | \$440 | \$110  |
| 4.4              | Multi-Family Building Plans: 6-10 units   | Includes (2) Plan Reviews and (1) field inspection for fire & building code compliance with new construction.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal   | 1.75 | \$167 | Avg FM/DFM/FPS | 1.75 | \$114                          | 4.00 | \$331     | \$631 | \$508 | \$123  |
| 4.5              | Multi-Family Building Plans: > 11 units   | Includes (2) Plan Reviews and (1) field inspection for fire & building code compliance with new construction.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal   | 2.50 | \$238 | Avg FM/DFM/FPS | 2.25 | \$146                          | 5.25 | \$435     | \$839 | \$644 | \$195  |
| 4.6              | New Commercial, Tenant Improvement, Industrial Building Plan 0-5,000 sq. ft.        | Includes (2) Plan Reviews and (1) field inspection for fire & building code compliance with new construction.   | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM     | 1.50 | \$126 | Avg FM/DFM/FPS | 1.00 | \$65                           | 3.00 | \$248     | \$460 | \$406 | \$54   |
| 4.7              | New Commercial, Tenant Improvement, Industrial Building Plan: 5001-15,000 sq. ft.   | Includes (2) Plan Reviews and (1) field inspection for fire & building code compliance with new construction.   | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM     | 1.50 | \$126 | Avg FM/DFM/FPS | 1.25 | \$81                           | 3.25 | \$269     | \$497 | \$440 | \$57   |
| 4.8              | New Commercial, Tenant Improvement, Industrial Building Plan: 15,001-50,000 sq. ft. | Includes (2) Plan Reviews and (1) field inspection for fire & building code compliance with new construction.   | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM     | 2.00 | \$169 | Avg FM/DFM/FPS | 1.50 | \$98                           | 4.00 | \$331     | \$617 | \$508 | \$109  |
| 4.9              | New Commercial, Tenant Improvement, Industrial Building Plans: > 50,000 sq. ft.     | Includes (2) Plan Reviews and (1) field inspection for fire & building code compliance with new construction.   | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM     | 2.50 | \$211 | Avg FM/DFM/FPS | 2.00 | \$130                          | 5.00 | \$414     | \$775 | \$576 | \$199  |

| Reference Number | COMMERCIAL PLAN REVIEW AND INSPECTIONS   | FEE DESCRIPTION  | Office Support Coordinator |      |      |                  |      |       |                  |      |       | Review & Inspection Time (hrs) |       | TOTAL FEE |       |        |
|------------------|--|--|----------------------------|------|------|------------------|------|-------|------------------|------|-------|--------------------------------|-------|-----------|-------|--------|
| 4.10             | All Plan Change/As-Built (regardless of submittal number)/Resubmittals                                       | Plan Review for any Plan Change or As-built Plan, or resubmittal.  | Office Support Coordinator | 0.25 | \$10 | Avg FM/DFM/FPS I | 0.75 | \$49  | NA               | 0.00 | \$0   | 1.00                           | \$83  | \$142     | \$177 | (\$95) |
| 4.11             | Commercial/Multi-Family Inspection/Reinspection  | Includes (1) Field Inspection.   | Office Support Coordinator | 0.25 | \$10 | NA               | 0.00 | \$0   | Avg FM/DFM/FPS I | 1.00 | \$65  | 1.25                           | \$103 | \$178     | \$203 | (\$25) |
| Reference Number | FIRE PROTECTION SYSTEM PLAN REVIEWS AND INSPECTIONS  | FEE DESCRIPTION  | Office Support Coordinator |      |      |                  |      |       |                  |      |       | Review & Inspection Time (hrs) |       | TOTAL FEE |       |        |
| 5.1              | Residential Fire Sprinkler: 13D plan review for SFD < 6000 sq. ft.   | Plan review of residential fire sprinkler system 13-D one or two family dwellings. Includes (2) plan reviews and (2) inspections.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.00 | \$65  | Avg FM/DFM/FPS I | 1.25 | \$81  | 2.75                           | \$228 | \$394     | \$330 | \$64   |
| 5.2              | Residential Fire Sprinkler: 13D plan review for SFD > 6000 sq. ft.   | Plan Review of residential fire sprinkler system 13-D one and two family dwellings. Includes (2) plan reviews and (2) inspections. | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.00 | \$65  | Avg FM/DFM/FPS I | 1.50 | \$98  | 3.00                           | \$248 | \$431     | \$371 | \$60   |
| 5.3              | Residential Fire Sprinkler Plan Review: Production Units (per model)   | Plan review of residential fire sprinkler system 13-D: Model homes master planned communities. Includes (2) Plan Reviews.          | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.50 | \$98  | Avg FM/DFM/FPS I | 0.00 | \$0   | 2.00                           | \$166 | \$283     | \$268 | \$15   |
| 5.4              | Residential Fire Sprinkler Inspection: Production Units (per unit)   | Includes (2) field inspections for NFPA 13-D system.   | Office Support Coordinator | 0.25 | \$25 | NA               | 0.00 | \$0   | Avg FM/DFM/FPS I | 2.00 | \$129 | 2.25                           | \$90  | \$244     | \$262 | (\$18) |
| 5.5              | Residential Fire Sprinkler System: Minor   | Residential fire sprinkler system (4 or less sprinkler heads) Includes (1) Plan Review & (1) Inspection.                           | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 0.50 | \$33  | Avg FM/DFM/FPS I | 0.75 | \$48  | 1.75                           | \$145 | \$246     | \$198 | \$48   |
| 5.6              | Residential Fire Sprinkler Inspections: Partial, Beam Visual, Overstack, failed inspection, underground etc. | Includes (1) Field Inspection  | Office Support Coordinator | 0.25 | \$10 | NA               | 0.00 | \$0   | Avg FM/DFM/FPS I | 1.00 | \$64  | 1.25                           | \$103 | \$178     | \$208 | (\$30) |
| 5.7              | Multi Family Fire Sprinkler System: Plan Review  | Includes (2) plan reviews for NFPA 13R Sprinkler System.   | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM       | 2.00 | \$169 | NA               | 0.00 | \$0   | 2.50                           | \$207 | \$396     | \$278 | \$118  |
| 5.8              | Multi Family Fire Sprinkler System: Inspection or Reinspection (per unit).                                   | (1) Field inspection for NFPA 13R system.  | Office Support Coordinator | 0.25 | \$10 | NA               | 0.00 | \$0   | Avg FM/DFM/FPS I | 1.00 | \$65  | 1.25                           | \$103 | \$178     | \$198 | (\$30) |
| 5.9              | Commercial Fire Sprinkler system plan review (New Building or New System)                                    | Includes (2) plan reviews for NFPA 13 Sprinkler System (3 or more sprinkler heads) 2 field inspections.                            | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM       | 2.75 | \$232 | NA               | 2.00 | \$0   | 5.25                           | \$435 | \$686     | \$651 | \$35   |
| 5.10             | Commercial Fire Sprinkler System: Inspection/Reinspection  | (1) Field inspection for NFPA 13 system.   | Office Support Coordinator | 0.25 | \$10 | NA               | 0.00 | \$0   | Avg FM/DFM/FPS I | 1.25 | \$81  | 1.50                           | \$124 | \$215     | \$198 | \$17   |
| 5.11             | Commercial: Plan Resubmittal   | Plan Review for any Plan Change or As-built Plan, or resubmittal.  | Office Support Coordinator | 0.25 | \$10 | Avg FM/DFM       | 1.00 | \$84  | NA               | 0.00 | \$0   | 1.25                           | \$103 | \$198     | \$198 | (\$0)  |
| 5.12             | Commercial Fire Sprinkler System: Minor NFPA 13  | Includes (1) plan review of NFPA 13 Fire Sprinkler System (addition of 4 sprinkler heads or less) & (1) field inspection.          | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 0.75 | \$49  | Avg FM/DFM/FPS I | 1.25 | \$81  | 2.50                           | \$207 | \$357     | \$334 | \$23   |
| 5.13             | Commercial Fire Sprinkler System: Tenant Improvement NFPA 13   | Includes (2) Plan Reviews of existing commercial Fire Sprinkler System (5 or more sprinkler heads) & (2) field inspections.        | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.50 | \$98  | Avg FM/DFM/FPS I | 2.00 | \$130 | 4.00                           | \$331 | \$579     | \$533 | \$46   |
| 5.14             | Hydrant Flow Test  | Includes (1) field inspection.   | Office Support Coordinator | 0.25 | \$10 | NA               | 0.00 | \$0   | Avg FM/DFM/FPS I | 1.00 | \$65  | 1.25                           | \$103 | \$178     | \$173 | \$5    |
| 5.15             | Underground for a Fire Sprinkler System or Fire Hydrant  | Includes (2) plan reviews for NFPA 24 underground & (4) field inspections.   | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS I | 1.50 | \$98  | Avg FM/DFM/FPS I | 4.00 | \$258 | 6.00                           | \$497 | \$872     | \$778 | \$94   |



| Reference Number | FIRE PROTECTION SYSTEM PLAN REVIEWS AND INSPECTIONS                    | FEE DESCRIPTION   |                            |      |      |                |      |       |                     |      |       | Review & Inspection Time (hrs) | TOTAL FEE |         |         |        |
|------------------|--|---|----------------------------|------|------|----------------|------|-------|---------------------|------|-------|--------------------------------|-----------|---------|---------|--------|
| 5.16             | Underground Fire Line Repair   | Includes (1) Plan Review and (2) Field Inspections.   | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM/FPS | 0.50 | \$33  | Avg FM/DFM/FPS      | 2.00 | \$130 | 3.00                           | \$248     | \$431   | New     | New    |
| 5.17             | In Rack Fire Sprinkler System: New or Tenant Improvement               | Includes (2) Plan Reviews and (2) Field Inspections.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM     | 2.00 | \$169 | Avg FM/DFM/FPS      | 2.00 | \$130 | 4.50                           | \$372     | \$691   | \$533   | \$158  |
| 5.18             | Pre-Action System  | Includes (2) Plan Reviews of sprinkler portion only and (3) Field Inspections.  | Office Support Coordinator | 0.50 | \$20 | Fire Marshal   | 1.50 | \$143 | Avg FM/DFM          | 3.00 | \$253 | 5.00                           | \$414     | \$829   | \$817   | \$12   |
| 5.19             | Kitchen Hood/Fire Suppression System                                   | Includes (1) plan review and (1) Field Inspection.  | Office Support Coordinator | 0.50 | \$20 | Fire Marshal   | 1.50 | \$143 | Avg FM/DFM/FPS      | 1.50 | \$98  | 3.50                           | \$290     | \$550   | \$482   | \$68   |
| 5.20             | Special Fire Suppression Systems                                       | Includes (1) plan review and (1) Field Inspection for Clean Agent System, Water Mist System, Dry Chemical System, Foam System and others systems not listed.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM     | 1.25 | \$105 | Avg FM/DFM/FPS      | 2.50 | \$163 | 4.25                           | \$352     | \$640   | \$609   | \$31   |
| 5.21             | Fire Sprinkler Monitoring System                                       | Includes (2) Plan Reviews and (4) Field Inspections (Pre-wire, 24-hour battery, final inspection)   | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM     | 1.00 | \$84  | Avg FM/DFM/FPS      | 3.50 | \$228 | 5.00                           | \$414     | \$746   | \$660   | \$86   |
| 5.22             | Fire Alarm System (0-10 Devices)                                       | Includes (2) Plan Reviews and (4) Field Inspections (Pre-wire, 24 hour battery, final inspection)   | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM     | 1.00 | \$84  | Avg FM/DFM/FPS      | 4.00 | \$260 | 5.50                           | \$455     | \$820   | \$710   | \$110  |
| 5.23             | Fire Alarm System (11-25 Devices)                                      | Includes (2) Plan Reviews and (4) Field Inspections (Pre-wire, 24 hour battery, final inspection)   | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM     | 1.25 | \$105 | Avg FM/DFM/FPS      | 4.50 | \$293 | 6.25                           | \$517     | \$935   | \$778   | \$157  |
| 5.24             | Fire Alarm System (26 devices)   | Includes (2) Plan Reviews and (4) Field Inspections (Pre-wire, 24 hour battery, final inspection)   | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM     | 1.50 | \$126 | Avg FM/DFM/FPS      | 5.25 | \$341 | 7.25                           | \$600     | \$1,088 | \$965   | \$123  |
| 5.25             | Water Tank: Plan Review and Inspection                                 | Includes (2) Plan Reviews & (2) Field Inspections.  | Office Support Coordinator | 0.50 | \$20 | Avg FM/DFM     | 1.25 | \$105 | Avg FM/DFM/FPS      | 2.25 | \$146 | 4.00                           | \$331     | \$603   | \$533   | \$70   |
| 5.26             | Additional Fire Suppression System & Underground Inspections           | Includes (1) Field Inspection.  | Office Support Coordinator | 0.25 | \$10 | NA             | 0.00 | \$0   | Avg FM/DFM/FPS      | 1.00 | \$65  | 1.25                           | \$103     | \$178   | \$173   | \$5    |
| 5.27             | Spray Booth Extinguishing Systems                                      | Includes (2) Plan Reviews and (1) Field Inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal   | 1.00 | \$95  | Avg FM/DFM          | 2.00 | \$169 | 3.50                           | \$290     | \$573   | \$508   | \$65   |
| 5.28             | Fire Pumps   | Includes (2) Plan Reviews & (2) Field Inspections.  | Office Support Coordinator | 0.50 | \$20 | Fire Marshal   | 2.00 | \$190 | Avg FM/DFM/FPS      | 2.50 | \$163 | 5.00                           | \$414     | \$787   | \$644   | \$143  |
| 5.29             | Smoke Control Systems/Smoke Management Systems                         | Includes (2) Plan Review and (4) Field Inspections (Engineered electro-mechanical system, Roof hatch ventilation for smoke removal in high atrium spaces, Smoke exhaust fans in parking garages, Pressurization fans in stairwells and/or elevator shafts). | Office Support Coordinator | 0.50 | \$20 | Fire Marshal   | 2.00 | \$190 | Avg FM/DFM          | 4.00 | \$337 | 6.50                           | \$548     | \$1,096 | \$1,188 | (\$92) |
| 5.30             | All Plan Change/As-Built (regardless of submittal number)/Resubmittals | Plan Review for any Plan Change or As-built Plan, or resubmittal.   | Office Support Coordinator | 0.25 | \$10 | Avg FM/DFM/FPS | 0.75 | \$49  | Avg FM/DFM          | 0.00 | \$0   | 1.00                           | \$83      | \$142   | \$180   | (\$38) |
| Reference Number | ADDITIONAL PLAN REVIEWS AND INSPECTIONS                                | FEE DESCRIPTION   |                            |      |      |                |      |       |                     |      |       | Review & Inspection Time (hrs) | TOTAL FEE |         |         |        |
| 6.1              | High Piled Storage Plan  | Includes (2) plan reviews and (1) field inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal   | 1.50 | \$143 | Deputy Fire Marshal | 1.50 | \$110 | 3.50                           | \$290     | \$563   | \$576   | (\$13) |
| 6.2              | Rack Storage Plan  | Includes (2) plan reviews and (1) field inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal   | 1.50 | \$143 | Deputy Fire Marshal | 1.00 | \$73  | 3.00                           | \$248     | \$484   | \$508   | (\$24) |
| 6.3              | Standpipes   | Includes (2) plan reviews and (1) field inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal   | 1.25 | \$119 | Deputy Fire Marshal | 1.25 | \$92  | 3.00                           | \$248     | \$479   | \$576   | (\$97) |

| Reference Number | ADDITIONAL PLAN REVIEWS AND INSPECTIONS   | FEE DESCRIPTION   |                            |      |      |                  |      |       |                     |      | Review & Inspection Time (hrs) |      | TOTAL FEE |       |         |         |
|------------------|---|---|----------------------------|------|------|------------------|------|-------|---------------------|------|--------------------------------|------|-----------|-------|---------|---------|
| 6.4              | Above Ground Tank: Installation or Removal  | Includes (2) plan reviews and (2) field inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal     | 1.50 | \$143 | Deputy Fire Marshal | 2.00 | \$147                          | 4.00 | \$331     | \$641 | \$644   | (\$31)  |
| 6.5              | Underground Tank: Installation or Removal   | Includes (2) plan reviews and (4) field inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal     | 1.50 | \$143 | Deputy Fire Marshal | 4.00 | \$294                          | 6.00 | \$497     | \$953 | \$1,188 | (\$235) |
| 6.6              | Residential Photovoltaic Systems (Solar)  | Includes (2) plan reviews and (1) field inspection.   | Office Support Coordinator | 0.25 | \$10 | Avg FM/DFM/FPS I | 0.75 | \$49  | Avg FM/DFM/FPS I    | 0.00 | \$0                            | 1.00 | \$83      | \$142 | \$118   | \$24    |
| 6.7              | Commercial Photovoltaic Systems (Solar)   | Includes (2) plan reviews and (1) field inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal     | 1.25 | \$119 | Avg FM/DFM/FPS I    | 1.00 | \$65                           | 2.75 | \$228     | \$432 | \$322   | \$110   |
| 6.8              | Radio Amplification Systems (Base fee)  | Emergency Responder Radio Coverage (2) Plan Reviews and (1) inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal     | 1.50 | \$143 | Deputy Fire Marshal | 2.00 | \$147                          | 4.00 | \$331     | \$641 | \$644   | (\$31)  |
| 6.9              | Alternative Means and Methods, Performance Based Design   | Includes (2) plan reviews and (1) field inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal     | 2.00 | \$190 | Avg FM/DFM          | 1.00 | \$84                           | 3.50 | \$290     | \$584 | \$576   | \$8     |
| 6.10             | Technical Reports - High Piled Storage, Hazardous Materials, Control Areas, Special Hazard Installations    | Includes (2) plan reviews and (2) field inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal     | 2.00 | \$190 | Deputy Fire Marshal | 2.00 | \$147                          | 4.50 | \$372     | \$730 | \$644   | \$86    |
| 6.11             | Cellular Sites  | Includes (2) plan reviews and (1) field inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal     | 1.50 | \$143 | Deputy Fire Marshal | 1.00 | \$73                           | 3.00 | \$248     | \$484 | \$440   | \$44    |
| 6.12             | Cellular Sites with Generator   | Includes (2) plan reviews and (1) field inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal     | 2.00 | \$190 | Fire Marshal        | 1.25 | \$119                          | 3.75 | \$310     | \$640 | \$508   | \$132   |
| 6.13             | Gas Systems Medical Gas, Industrial Gas (Including piping and manifolds)                                    | Includes (2) plan reviews and (1) field inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal     | 1.25 | \$119 | Deputy Fire Marshal | 2.00 | \$147                          | 3.75 | \$310     | \$596 | \$576   | \$20    |
| 6.14             | Battery Systems   | Includes (2) plan reviews and (1) field inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal     | 1.50 | \$143 | Deputy Fire Marshal | 1.50 | \$110                          | 3.50 | \$290     | \$563 | \$644   | (\$81)  |
| 6.15             | Dry Cleaning (Includes Cleaning Solution) Quantity must exceed 330 or 650 gallon                            | Includes (2) plan reviews and (1) field inspection.   | Office Support Coordinator | 0.50 | \$20 | Fire Marshal     | 1.50 | \$143 | Deputy Fire Marshal | 1.25 | \$92                           | 3.25 | \$269     | \$524 | \$576   | (\$52)  |
| 6.16             | Special Hazard Installations- Industrial Ovens, Refrigeration Systems, Vapor Recovery, Dust Collection etc. | Includes (2) Plan reviews and (1) field inspection industrial ovens, refrigeration systems, etc. Plan review conducted by an approved third party consultant at an additional cost. | Office Support Coordinator | 0.50 | \$20 | Fire Marshal     | 1.50 | \$143 | Deputy Fire Marshal | 1.50 | \$110                          | 3.50 | \$290     | \$563 | \$576   | (\$13)  |
| 6.17             | Misc. Inspection/Reinspection   | Conduct legal noticing and Reinspection of a property which remains non-compliant. Fees on 4th and subsequent inspections   | Office Support Coordinator | 0.25 | \$10 | NA               | 0.00 | \$0   | Avg FM/DFM/FPS I    | 1.00 | \$65                           | 1.25 | \$103     | \$178 | \$177   | \$1     |
| 6.18             | All Plan Change/As-Built (regardless of submittal number)/Resubmittals                                      | Plan Review for any Plan Change or As-built Plan, or resubmittal.   | Office Support Coordinator | 0.25 | \$10 | Avg FM/DFM/FPS I | 0.75 | \$49  | Avg FM/DFM/FPS I    | 0.00 | \$0                            | 1.00 | \$83      | \$142 | \$177   | (\$35)  |
| Reference Number | WEED ABATEMENT  | FEE DESCRIPTION   |                            |      |      |                  |      |       |                     |      | Review & Inspection Time (hrs) |      | TOTAL FEE |       |         |         |
| 7.1              | Weed Abatement Reinspection   | Conduct legal noticing and Reinspection of a property which remains non-compliant. Fees on 4th and subsequent inspections   | Office Support Coordinator | 0.25 | \$10 | NA               | 0.00 | \$0   | Avg FM/DFM/FPS I    | 1.00 | \$65                           | 1.25 | \$103     | \$178 | \$224   | (\$46)  |
| 7.2              | Forced Weed Abatement Administrative Fee (Expense of abatement Report and Hearing)                          | Includes above, plus work order, description of work, contractor meetings, expense of abatement, inspections, billing, and report.  | Office Support Coordinator | 1.00 | \$40 | Avg FM/DFM       | 1.00 | \$84  | Avg FM/DFM          | 3.00 | \$253                          | 5.00 | \$414     | \$791 | \$794   | (\$3)   |

| Reference Number | SPECIAL EVENTS AND INSPECTIONS   | FEE DESCRIPTION   |                            |      |      |                      |      |       |                      |      |       | Review & Inspection Time (hrs) |       | TOTAL FEE                              |                   |       |
|------------------|--|---|----------------------------|------|------|----------------------|------|-------|----------------------|------|-------|--------------------------------|-------|--|-------------------|-------|
| 8.1              | Temporary Membrane Structures, Tents and Canopies Small 0-5,000 SF               | Permit and Inspection fee: includes permit, (1) site plan review, (1) field inspection.   | Office Support Coordinator | 0.25 | \$10 | Avg FM/DFM/FPS I     | 0.50 | \$33  | Avg FM/DFM/FPS I     | 1.00 | \$65  | 1.75                           | \$145 | \$252                                  | \$229             | \$23  |
| 8.2              | Temporary Membrane Structures, Tents and Large Canopies over 5,000 SF            | Permit and Inspection fee: includes permit, (1) site plan review, (1) field inspection.   | Office Support Coordinator | 0.25 | \$40 | Avg FM/DFM/FPS I     | 1.00 | \$65  | Avg FM/DFM/FPS I     | 1.25 | \$81  | 2.50                           | \$207 | \$363                                  | \$308             | \$65  |
| 8.3              | Special Events (Not Including membrane structures, tents or canopies)            | Includes (1) site plan review, (1) field inspection   | Office Support Coordinator | 0.50 | \$20 | Deputy Fire Marshall | 1.00 | \$73  | Avg FM/DFM/FPS I     | 1.00 | \$65  | 2.50                           | \$207 | \$365                                  |                   |       |
| 8.4              | Pyrotechnics Display   | Application review, pre-site inspection, pyrotechnic product inspection and setup, event, post show inspection, travel to and from and data entry   | Office Support Coordinator | 0.50 | \$20 | Deputy Fire Marshall | 1.00 | \$73  | Deputy Fire Marshall | 4.00 | \$294 | 5.50                           | \$455 | \$842                                  | \$534             | \$308 |
| 8.5              | Inspection Cancellation Fee  | Failure to cancel field inspection within 24 hours of set appointment (per failure)   | Office Support Coordinator | 0.25 | \$10 | Avg FM/DFM/FPS I     | 0.00 | \$0   | Avg FM/DFM/FPS I     | 0.50 | \$33  | 0.75                           | \$62  | \$105                                  | \$87              | \$18  |
| 8.6              | Additional Inspection  | Includes (1) field inspection.  | Office Support Coordinator | 0.25 | \$10 | Avg FM/DFM/FPS I     | 0.00 | \$0   | Avg FM/DFM/FPS I     | 1.00 | \$65  | 1.25                           | \$103 | \$178                                  | \$149             | \$29  |
| 8.7              | Overtime Inspection  | x 1.5 the hourly rate.  | Office Support Coordinator |      |      | Avg FM/DFM/FPS I     |      |       | Avg FM/DFM/FPS I     |      |       |                                |       | 1.5 x hourly Rate                      | 1.5 x hourly Rate |       |
| Reference Number | OTHER SERVICES NOT LISTED  | FEE DESCRIPTION   |                            |      |      |                      |      |       |                      |      |       | Review & Inspection Time (hrs) |       | TOTAL FEE                              |                   |       |
| 9.1              | Stamp Approval Transfer  | Review plans and transferring necessary stamps.   | Office Support Coordinator | 0.25 | \$10 | Avg FM/DFM/FPS I     | 0.75 | \$49  | Avg FM/DFM/FPS I     | 0.00 | \$0   | 1.00                           | \$83  | \$142                                  | \$118             | \$24  |
| 9.2              | Code Appeal  | Review of an appeal for an application of a fire code for matters other than a building permit or discretionary permit. This fee is non-refundable. | Office Support Coordinator | 0.50 | \$20 | Fire Marshal         | 2.50 | \$238 | Fire Marshal         | 0.00 | \$0   | 3.00                           | \$248 | \$506                                  | \$508             | \$52  |
| 9.3              | New Business Inspection/Operational Permit (SDSO, CCLB, or other outside agency) | Conduct inspection of new business for compliance with State Codes, issue an operational permit to business owner to post                           | Office Support Coordinator | 0.25 | \$10 | Avg FM/DFM/FPS I     | 0.00 | \$0   | Avg FM/DFM/FPS I     | 1.00 | \$65  | 1.25                           | \$103 | \$178                                  | \$172             | \$6   |
| 9.4              | Reproduction of Fire District Documents  | \$5.00 for the first 5 pages, \$0.70 for each additional page thereafter  |                            |      |      |                      |      |       |                      |      |       |                                |       | Actual Cost                            |                   |       |
| 9.5              | Public Records Request   | \$.10 per copy; Admin time making copies  |                            |      |      |                      |      |       |                      |      |       |                                |       | .10 per copy; Admin time making copies |                   |       |
| 9.6              | Copies of Large Plans (C.D & E Size)   | Copies - Building, site plan, Landscaping, Fire Sprinklers and Grading  |                            |      |      |                      |      |       |                      |      |       |                                |       | Actual Cost                            |                   |       |
| 9.7              | Color Copies Photos  | Time, plus \$1.00 per copy  |                            |      |      |                      |      |       |                      |      |       |                                |       | Time, plus \$1.00 per copy             |                   |       |
| 9.8              | Documents sent electronically, or accessed via the web site: www.rsfire.org      | Time, plus materials  |                            |      |      |                      |      |       |                      |      |       |                                |       | Time, plus materials                   |                   |       |
| 9.9              | Annexation Fees  | Each Acre or Portion thereof  |                            |      |      |                      |      |       |                      |      |       |                                |       | \$1,000                                | \$1,000           | \$0   |
|                  |  | Each Dwelling Parcel  |                            |      |      |                      |      |       |                      |      |       |                                |       | \$500                                  | \$500             | \$0   |
|                  |  | Each Commercial/Industrial Parcel   |                            |      |      |                      |      |       |                      |      |       |                                |       | \$1,000                                | \$1,000           | \$0   |

| Reference Number | OTHER SERVICES NOT LISTED   | FEE DESCRIPTION   |                            |      |      |                 |      |     |                 |      |      |      | Review & Inspection Time (hrs) | TOTAL FEE |                |                |      |
|------------------|---|---|----------------------------|------|------|-----------------|------|-----|-----------------|------|------|------|--------------------------------|-----------|----------------|----------------|------|
| 9.10             | Meeting Facilities: use of District-owned meeting facilities by members of the general public as noted. | Category 1: not for profit, non commercial community services groups which have members who reside in the District (Tax Exempt (501.C.3) - set-up/cleaning fee. |                            |      |      |                 |      |     |                 |      |      |      |                                |           | \$50           | \$50           | \$0  |
| 9.11             | Meeting Facilities: use of District-owned meeting facilities by members of the general public as noted. | Category 2: all other organizations - set-up/cleaning fee   |                            |      |      |                 |      |     |                 |      |      |      |                                |           | \$250          | \$250          | \$0  |
| 9.12             | Returned Check Fee  | Actual cost   |                            |      |      |                 |      |     |                 |      |      |      |                                |           | Actual cost    |                |      |
| 9.13             | Annual Inspection   | Annual Inspection Noncompliance   | Office Support Coordinator | 0.25 | \$10 | Avg FM/DFM/FPST | 0.00 | \$0 | Avg FM/DFM/FPST | 1.00 | \$65 | 1.25 | \$103                          | \$178     | \$172          | \$6            |      |
| 9.14             | Postage/supplies Cost   | Actual cost   |                            |      |      |                 |      |     |                 |      |      |      |                                |           | Actual cost    |                |      |
| Reference Number | RENTAL FEES   | FEE DESCRIPTION   |                            |      |      |                 |      |     |                 |      |      |      | Review & Inspection Time (hrs) | TOTAL FEE |                |                |      |
| 10.1             | Training Tower w/ Grounds   | No Burn Room (per day)  |                            |      |      |                 |      |     |                 |      |      |      |                                |           | \$400          | \$400          | \$0  |
| 10.2             | Training Grounds  | Per day fee.  |                            |      |      |                 |      |     |                 |      |      |      |                                |           | \$250          | \$250          | \$0  |
| 10.3             | Burn Room   | Per Hour, plus tower fee.   |                            |      |      |                 |      |     |                 |      |      |      |                                |           | \$250 per hr.  | \$250 per hr.  | \$0  |
| 10.4             | Propane   | Propane consumed during training  |                            |      |      |                 |      |     |                 |      |      |      |                                |           | Actual Cost    | Actual Cost    | NA   |
| 10.5             | Ventilation Prop  | Per day fee. Outside agency required to replace and repair all materials use on the prop  |                            |      |      |                 |      |     |                 |      |      |      |                                |           | \$150          | \$150          | NA   |
| 10.6             | Drafting/Testing Pit  | Per Fire Apparatus  |                            |      |      |                 |      |     |                 |      |      |      |                                |           | \$50           | \$50           | NA   |
| 10.7             | Clean-Up  | If not done by using agency   |                            |      |      |                 |      |     |                 |      |      |      |                                |           | \$150 Per hour | \$150 Per hour | NA   |
| 10.8             | Water Use   | Actual cost   |                            |      |      |                 |      |     |                 |      |      |      |                                |           | Actual Cost    | Actual Cost    | NA   |
| Reference Number | OTHER HOURLY RATE   | FEE DESCRIPTION   |                            |      |      |                 |      |     |                 |      |      |      | Review & Inspection Time (hrs) | TOTAL FEE |                |                |      |
| 11.1             | Engine Stand By   | Captain, Engineer, Firefighter  |                            |      |      |                 |      |     |                 |      |      |      |                                |           | OES Rate       |                | same |

| Prevention Staff Positions - Fully Burdened Labor Rate |                            |               |           |                          |                            |  |
|--|----------------------------|---------------|-----------|--------------------------|----------------------------|--|
| Cost Code  | Prevention Staff Positions | Annual Salary | Benefits  | Annual Salary/w Benefits | Fullen Burdend Hourly Wage |  |
| 1  | Fire Marshal               | \$ 164,230    | \$ 33,684 | \$ 197,914               | \$ 95.15                   |  |
| 2  | Deputy Fire Marshall       | \$ 124,251    | \$ 28,470 | \$ 152,721               | \$ 73.42                   |  |
| 3  | FPS I                      | \$ 94,341     | \$ 20,796 | \$ 115,137               | \$ 55.35                   |  |
| 4  | Avg: FM/DFM                |               |           |                          | \$ 84.29                   |  |
| 5  | Avg: DFM/FPS I             |               |           | \$ -                     | \$ 64.39                   |  |
| 6  | Avg: FM/DFM/FPS I          |               |           |                          | \$ 74.64                   |  |
| 7  | Office Support Coordinator | \$ 65,245     | \$ 18,166 | \$ 83,411                | \$ 40.10                   |  |

| Management/Staff Positions - Indirect Prevention Labor Rate |                               |                               |           |                          |                            |                             |                      |          |
|---|-------------------------------|-------------------------------|-----------|--------------------------|----------------------------|-----------------------------|----------------------|----------|
| Cost Code   | Prevention Staff Positions    | Annual Salary                 | Benefits  | Annual Salary/w Benefits | Fully Burdened Hourly Wage | Percentage Assigned to Fire | Indirect Hourly Rate |          |
| 9   | Fire Chief                    | \$ 253,148                    | \$ 75,960 | \$ 329,108               | \$ 158.23                  | 15%                         | \$ 23.73             |          |
| 10  | Operations Chief              | \$ 230,140                    | \$ 70,171 | \$ 300,311               | \$ 144.38                  | 2%                          | \$ 2.89              |          |
| 11  | HR/FM                         | \$ 141,119                    | \$ 30,670 | \$ 171,789               | \$ 82.59                   | 8%                          | \$ 6.61              |          |
| 12  | Accounting Specialist         | \$ 87,441                     | \$ 20,173 | \$ 107,614               | \$ 51.74                   | 8%                          | \$ 4.14              |          |
| 13  | Accounting Technician         | \$ 63,484                     | \$ 18,007 | \$ 81,491                | \$ 39.18                   | 4%                          | \$ 1.57              |          |
| 14  | Indirect Labor Rate:          | 60% to Discretionary Projects |           |                          |                            |                             |                      | \$ 23.36 |
| 15  | Indirect Support Costs:       | 60% to Discretionary Projects |           |                          |                            |                             |                      | \$59     |
| 16  | Fully Burdened Indirect Costs |                               |           |                          |                            |                             |                      | \$ 82.76 |

| Budget Category                    | Annual Cost | Percentage to Fire Prevention | Annual Cost Prevention |
|------------------------------------|-------------|-------------------------------|------------------------|
| Building Space Cost @2.35 sq. ft.  | \$170,610   | 35%                           | \$59,714               |
| Elec/Gas/Propane ADMIN             | \$12,271    | 35%                           | \$4,295                |
| Janitorial Supplies                | \$9,512     | 5%                            | \$476                  |
| Association Fees - Building        | \$31,060    | 35%                           | \$10,871               |
| Office Supplies                    | \$13,474    | 15%                           | \$2,021                |
| Postage & Service                  | \$5,164     | 25%                           | \$1,291                |
| Outside Printing & Binding         | \$5,075     | 25%                           | \$1,269                |
| Shipping Service                   | \$1,124     | 25%                           | \$281                  |
| Flags (State, USA)                 | \$416       | 0%                            | \$0                    |
| Accounting/Audit Services          | \$19,685    | 5%                            | \$984                  |
| Advertising                        | \$1,357     | 10%                           | \$136                  |
| Association Dues                   | \$12,043    | 40%                           | \$4,817                |
| Subscriptions                      | \$2,215     | 40%                           | \$886                  |
| Repair Machines & Office Equipment | \$1,469     | 40%                           | \$588                  |
| Legal Services                     | \$22,976    | 30%                           | \$6,893                |
| Copier Maintenance Contract        | \$12,040    | 40%                           | \$4,816                |
| Consulting Services                | \$6,049     | 15%                           | \$907                  |
| Background Investigation           | \$1,481     | 0%                            | \$0                    |
| Human Resource Services            | \$4,396     | 10%                           | \$440                  |
| Mileage Reimbursement              | \$198       | 0%                            | \$0                    |
| Parking/Toll Fee                   | \$123       | 20%                           | \$25                   |
| Bulk Rate/Business Reply Permit    | \$225       | 25%                           | \$56                   |
| Awards/Proclamations               | \$4,648     | 10%                           | \$465                  |
| Bank Charges - Administrative Fees | \$4,032     | 10%                           | \$403                  |
| Post Office Box Rental             | \$236       | 40%                           | \$94                   |

| Budget Category                            | Annual Cost | Percentage to Fire Prevention | Annual Cost Prevention |
|--|-------------|-------------------------------|------------------------|
| Commercial - Liability - Auto Coverage     | \$94,494    | 10%                           | \$9,449                |
| Station Maintenance Admin-10               | \$798       | 35%                           | \$279                  |
| Building ADMIN                             | \$10,943    | 35%                           | \$3,830                |
| Alarm System Monitoring - Admin            | \$624       | 35%                           | \$218                  |
| Computer - License/Software                | \$14,986    | 15%                           | \$2,248                |
| Computer Equipment & Parts                 | \$16,588    | 15%                           | \$2,488                |
| On Line Services & Cable                   | \$480       | 25%                           | \$120                  |
| Computer Hardware                          | \$27,017    | 15%                           | \$4,053                |
| Computer Programming - Custom FP & PR & WS | \$36,878    | 15%                           | \$5,532                |
| Wintech Contract Services                  | \$82,550    | 12%                           | \$9,906                |
| Radio Equipment Replacement                | \$81,435    | 15%                           | \$12,215               |
| Radio Programming                          | \$5,348     | 15%                           | \$802                  |
| Cellular Phones New/Replacement            | \$1,031     | 15%                           | \$155                  |
| Cellular parts/supplies                    | \$583       | 15%                           | \$87                   |
| 800 MHz Network Admin Fees                 | \$36,218    | 10%                           | \$3,622                |
| Radio (Mobile Repair)                      | \$653       | 15%                           | \$98                   |
| Telephone Repair                           | \$1,328     | 25%                           | \$332                  |
| Radio (Portable) Repair                    | \$497       | 15%                           | \$75                   |
| CAP Code Paging Service-Monthly Service    | \$1,095     | 0%                            | \$0                    |
| Telephone - Cellular                       | \$19,078    | 15%                           | \$2,862                |
| Radio Equipment Minor                      | \$10,481    | 10%                           | \$1,048                |
| Cable Service - Admin                      | \$4,914     | 40%                           | \$1,966                |
| Telephone ADMIN                            | \$10,348    | 35%                           | \$3,622                |
| Prevention - Uniforms                      | \$2,532     | 100%                          | \$2,532                |
| Fuel                                       | \$58,406    | 8%                            | \$4,672                |

| Budget Category                            | Annual Cost | Percentage to Fire Prevention | Annual Cost Prevention |
|--|-------------|-------------------------------|------------------------|
| Vehicle Maint/Repairs (\$900 per vehicle)  | \$4,500     | 100%                          | \$4,500                |
| Vehicle Deprecation                        | \$23,333    | 100%                          | \$23,333               |
| Prevention - Meal/Lodging/Travel Exp       | \$553       | 100%                          | \$553                  |
| Prevention - Overnight Cont/Seminars       | \$370       | 100%                          | \$370                  |
| Prevention - Regional                      | \$3,236     | 100%                          | \$3,236                |
| Total Annual Direct/Indirect Support costs | \$893,176   |                               | \$205,930              |
| Percentage of Activity Assigned            |             | 60%                           | \$123,558              |
| Percentage value = /2080                   |             |                               | \$59                   |



|               |   |
|---------------|---|
| 13            | Fire Sprinklers system for property and life safety                                     |
| 13 D          | Fire Sprinkler system for a single family dwelling (2 or less units) life safety system |
| 13 R          | Fire Sprinkler system for mulit family units (3 or More) life safety system             |
| AD            | Administrative  |
| AHJ           | Authority Having Jurisdiction   |
| DPLU          | Department of Planning and Land Use - County of San Diego                               |
| DPW           | Department of Public Work - County of San Diego   |
| FM            | Fire Marshal  |
| DFM           | Deputy Fire Marshal   |
| F             | Fire Prevention Specialist II / Forester  |
| FPS           | Fire Prevention Specialist  |
| Map Covenants | Condition required to be completed, such as, fire hydrants, road improvements etc.      |
| MUP           | Major Use Permit  |
| PRD           | Plan Residential Development  |
| S             | Site Plan   |
| SDSO          | San Diego Sheriffs Office   |
| STP           | Site Plan   |
| TM            | Tentative Map (6 or more parcels)   |
| TPM           | Tentative Parcel Map (5 or less parcels)  |
| UF            | Urban Forester  |
| VAC           | Vacation Review   |
| VAR           | Variance from Zoning requirements   |
| ZAP           | Zoning (minor use permit)   |

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# STAFF REPORT

NO. 21-19

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**TO:** BOARD OF DIRECTORS  
FRED COX, FIRE CHIEF

**FROM:** DAVE MCQUEAD, DEPUTY CHIEF

**SUBJECT:** ORDINANCE 2022-02 REVISION

**DATE:** NOVEMBER 12, 2021

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**RECOMMENDATION:**

Staff recommends the Board of Directors proceed with the approval and adoption process of Ordinance 2022-02. The updated Ordinance 2022-02 provides for property protection measures to further enhance life safety and bolster overall community resilience. Ordinance 2019-02 will be repealed.

**ANALYSIS/ DISCUSSION:**

Ordinance 2022-02 updates Ordinance 2019-01.

Please reference the “tracked change” version that note the changes between the proposed Ordinance 2022-02 and Ordinance 2019-01.

Ordinance 2022-02 and all subsequent revisions were reviewed and approved by the district’s legal counsel.

## ORDINANCE No. 2022-02

### **AN ORDINANCE OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT REPEALING ORDINANCE No. 2019-02 AND ENACTING ORDINANCE 2022-02 RELATING TO VEGETATION MANAGEMENT, DEFENSIBLE SPACE, AND DECLARING CERTAIN VEGETATION, AND CERTAIN WASTE MATTER A PUBLIC NUISANCE, AND PROVIDING FOR THE REMOVAL THEREOF.**

The Board of Directors of the Rancho Santa Fe Fire Protection District ordains as follows:

**Article I.** The Rancho Santa Fe Fire Protection District finds and determines that the purpose of this Ordinance is to prohibit the accumulation of combustible vegetation, dead, dying, or diseased trees, green waste, waste matter, and other flammable/combustible materials. The aforementioned materials increase the extreme dangers to the health, welfare, and safety of residents and threaten eminent destruction to property and the environment. This intention of the ordinance is to bolster overall community resilience through increased defensible space for habitable structures and create a defensible area for fire suppression personnel to operate during a wildfire by requiring the abatement of combustible vegetation and materials. The ordinance provides for public nuisance abatement when property owners allow combustible vegetation and other flammable materials to accumulate in violation of this ordinance.

**Article II.** All parcels in the Rancho Santa Fe Fire Protection District have been identified and designated as either a Moderate, High or Very High Fire Hazard Severity Zone by the Rancho Santa Fe Fire Protection District in accordance with the Fire and Resource Assessment Program (FRAP) Map. The Rancho Santa Fe Fire Protection District is located in a mountainous and/or hilly region of southern California. The Rancho Santa Fe Fire Protection District contains or adjoins forest-covered lands, brush-covered lands, grass covered lands, or other land which is covered with combustible vegetation. All native vegetation within the Rancho Santa Fe Fire Protection District constitutes as a seasonal and recurrent nuisance pursuant to Health and Safety Code, Section 14900.5.

**Article III.** Catastrophic wildfire events pose a serious threat to the preservation of public peace, health and safety within any wildland urban interface and intermix communities. The proper implementation and enforcement of vegetation management regulations and landscaping requirements have been proven to reduce the impact from destructive wildfires through the mitigation of hazardous fuel conditions around homes and roadways.

**Article IV.** Over the last two (2) decades, wildfires with extreme fire behavior are occurring more often and growing larger in size. Eighteen (18) of the twenty (20) most destructive wildland fires in the State of California have occurred in the last twenty (20) years. Rancho Santa Fe Fire Protection District in particular has a history of destructive wildfires which have burned within its boundaries. These include the Paint Mountain Fire, Del Dios I and Del Dios II Fires, Harmony Grove Fire, Witch Creek Fire, Coco's Fire, and the Bernardo Fire.

**Article V.** The enactment of this Ordinance is pursuant to the authority granted under the Health and Safety Code, Sections 13861(h); 13879 and 14875 et seq.; and 14930 as well as authority granted

under the Public Resource Code, Sections 4290 (a) and 4291 (a)-(f) and the California Code of Regulations, Title 14, Division 1.5, Chapter 7, Subchapter 2 Article 1 Section 1272.00.

**Article VI.** Abatement and Management of Certain Vegetation, and Certain Waste Matter.

**Section 1. DEFINITIONS.**

1.01 COMBUSTIBLE VEGETATION, means any vegetation in its natural state will ignite, burn and transmit fire from native or landscaped plants to any building or other vegetation. Combustible vegetation includes dry grass, brush, weeds, litter, and any vegetation that is dead, dying, or diseased, dead palm fronds (skirts), or other combustible vegetation which creates a fire hazard.

1.02 COMBUSTIBLE MULCH is any layer of material applied to the surface of soil and in its natural state, will ignite, burn and be capable of transmitting fire to the landscape or to any structure. Combustible mulch shall be categorized as:

1.01.1 ORGANIC COMBUSTIBLE MULCH (Least to Greatest Fire Behavior)

- a. COMPOSTED WOOD CHIPS (Least amount of Fire Behavior) – combination of decomposed wood chips and other organic materials which is finely screened to create a product commonly sold commercially as a mulch. Composted Wood Chip Mulch has the least amount of fire behavior in regard to temperature, rate of spread and flame height. (Acceptable in Zones 2 and 3)
- b. WOOD PRODUCTS, BARK AND NUGGET MULCH – fine to coarse organic mulch produced by mechanically grinding, chipping, or shredding trees or pine tree bark. Examples include commonly sold commercially as chipped or shredded wood products, logging waste, bark or wood nuggets, needles, and recycled pallets. (Acceptable in Zone 3)
- c. VEGETATION WASTE MULCH – fine to coarse organic mulch produced by mechanically grinding, chipping or shredding of cut or removed vegetation waste typically created from on-site material such as; brush, leaves, needles, tree branches. (Acceptable in Zone 3)

1.01.2 NON-ORGANIC COMBUSTIBLE MULCH

- a. RUBBER MULCH (Greatest Fire Behavior) – is chipped or shredded mulch created from 100 percent recycled rubber. Rubber mulch demonstrates the ability to generate the greatest fire behavior. The application of rubber mulch is not acceptable in Zones 1 - 3.

**EXCEPTION: The application of rubber mulch around a playground structure requires the rubber mulch must be greater than thirty (30) feet away from any habitable structure and not to exceed 200 SQFT in total area.**

1.03 DEFENSIBLE SPACE is the area either natural or man-made where materials capable of allowing a fire to spread unchecked has been treated, cleared, or modified to slow the rate and intensity of an advancing wildfire and to create an area for fire suppression operations to occur. Distance

measurements for defensible space shall be measured on a horizontal plane.

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

1.05 FUEL MODIFICATION ZONE is a strip of land where COMBUSTIBLE VEGETATION has been thinned, modified or both; and may be partially or totally replaced with approved drought-tolerant, fire-resistant, and/or irrigated plants to provide an acceptable level of risk from vegetation fires. A fuel modification zone reduces radiant and convective heat on a structure and provides a valuable defensible space for fire suppression to make an effective stand against an approaching fire front.

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

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

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

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

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

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

1.12 WATERCOURSE is defined as any surface water body in which waters from a tributary drainage area of 100 acres or larger flow in a definite direction or course, either continuously or intermittently, and any area adjacent thereto which is subject to inundation from a 100-year flood. Watercourse includes any arroyo, canal, channel, conduit, creek, culvert, ditch, drain, gully, ravine, reservoir, stream, wash, waterway, or wetland.

**Section 2. CERTAIN VEGETATION AND OTHER ITEMS DECLARED A PUBLIC NUISANCE.**

2.01 The following are declared to be public nuisances within the areas of the Rancho Santa Fe Fire Protection District and it shall be the responsibility of the owner of the parcel, upon which such nuisance exists, to abate such nuisances at his or her own expense whenever they may exist:

2.01.1 All weeds, combustible vegetation, green waste, rubbish, and other such accumulations of combustible materials that are within one hundred (100) feet of any building or structure designed or intended for occupancy by humans or animals that violate the defensible space requirements of this ordinance.

2.01.2 Any vegetation growing upon the streets, sidewalks or upon private or public property within the Rancho Santa Fe Fire Protection District, which by reason of its size, type, manner of growth, proximity to any building, or improvements, which when dry will with reasonable probability constitute a fire hazard. This vegetation or other items are hereby declared to be a public nuisance and shall be abated to the satisfaction of the Fire Chief or their designee.

**Please note: AESTHETICS is not a consideration in determining the presence of a fire hazard.**

2.01.3 INVASIVE SPECIES. Any noxious or invasive weed or plant designated by a Federal, State, or County government as injurious to public health, agriculture, recreation, wildlife, or property shall be eradicated on properties in the Rancho Santa Fe Fire Protection District.

**Section 3. WASTE MATTER DECLARED A PUBLIC NUISANCE.**

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

**Section 4. WASTE MATERIAL.**

4.01 WASTE MATERIAL is defined for the purpose of this section as unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view. Examples consist of; rubble, asphalt, dead vegetation stockpiled, mulch piles, garbage and other combustible material.

**Section 5. CLEARANCE OF BRUSH OR VEGETATIVE GROWTH FROM STRUCTURES TO CREATE DEFENSIBLE SPACE.**

5.01 Persons owning, leasing, controlling, operating or maintaining buildings or structures in, upon or adjoining hazardous fire areas, and persons owning, leasing or controlling land adjacent to such buildings or structures, shall at all times maintain an effective fuel modification zone/defensible space of one hundred (100) feet from any structure. This one hundred (100) foot defensible space shall be broken down into three (3) distinct zones:

- 5.02 Zone 1: Immediate Zone (0 – 5' feet from a structure):
- 5.02.1 The accumulation of needle and leaf litter shall be removed from roofs, rain gutters, decks, porches, and from the base of the structure's foundation.
  - 5.02.2 For existing landscaping which was District approved and installed before January 1, 2020, the landscape plants shall be fire-resistant (plants which maintain a high-water content), properly irrigated and maintained. Vegetation should not come in contact with the structure. Plant spacing shall be such as not to allow the transfer of fire from plant to plant, or from plant to the structure. Organic combustible mulch may be utilized within this zone, but in no case shall it be closer than twelve (12) inches from any portion of the structure.
  - 5.02.3 Effective January 1, 2020, all new construction or any replacement of landscape installations shall NOT have any organic combustible mulch within five (5) feet from the furthest projection of the structure. Landscaping within Zone 1 is to be fire-resistant (plants which maintain a high-water content), herbaceous plants that are low growing, properly spaced, properly irrigated and maintained. Landscaping shall not come in direct contact with the structure.
  - 5.02.4 Combustible items such as patio furniture, umbrellas, trash receptacles, or other combustible items shall not be stored under decks, exterior stairways and balconies or placed directly adjacent to structures.
  - 5.02.5 Firewood and lumber is not to be stored in Zone 1.
  - 5.02.6 All chimney flues must have an approved spark arrester made of welded or woven wire mesh 12-gauge thickness or greater with openings no greater than ½" inch.
  - 5.02.7 No combustible attachments to a structure are allowed which will transfer flame or heat to the structure such as fences, arbors, awnings, shade sails or other decorative materials. Use of approved non-combustible alternatives are allowed at the discretion of the Rancho Santa Fe Fire Protection District.
  - 5.02.8 Trim and maintain tree canopies a minimum of ten (10) feet away from rooflines and chimney outlets.
- 5.03 Zone 2: Intermediate Zone (6 – 50' feet from a structure):
- 5.03.1 The area from six (6) feet to fifty (50) feet of a building or structure shall be cleared of combustible vegetation. Any weeds or dead grasses shall be cut to a height not to exceed four (4) inches.
  - 5.03.2 All healthy mature trees within Zone 2 shall be limbed up to a minimum height of six (6) feet above the ground. If shrubs are planted underneath the tree, the tree shall be limbed up three (3) times the height of the vegetation under the tree or up to one-third (1/3) of the tree height in order to promote a healthy tree structure and prevent ladder fuels.
  - 5.03.3 If the area in Zone 2 is to be replanted, then the landscaping must be fire-resistant (plants which maintain a high-water content), herbaceous plants that are properly spaced, properly irrigated and maintained in accordance with the Rancho Santa Fe Fire Protection District guidelines. The plant material cannot

- form a means of rapidly transmitting fire to any structure.
- 5.03.4 Vegetation within Zone 2 that is dead, dying or diseased is to be removed from the property. This includes pest or pathogen infested vegetation, abandoned/neglected orchards and groves. Palm trees shall be kept free of dead palm fronds to prevent older fronds from developing a “skirt”.
  - 5.03.5 Trim and maintain tree canopies a minimum of ten (10) feet away from rooflines and chimney outlets.
  - 5.03.6 Firewood and lumber shall be stored a minimum of thirty (30) feet from any structure; or thirty (30) feet from the property line if there is an adjacent structure next to the property line. Wood storage piles shall have a minimum clearance of ten (10) feet of bare mineral soil, free of vegetation and other combustible material measured on a horizontal plane.
  - 5.03.7 Organic combustible mulch (1.01.1-a) may be used for landscaping. The depth shall not exceed three (3) inches.
  - 5.03.8 Horizontal spacing between tree canopies drip lines shall be maintained at ten (10) feet for flat areas, twenty (20) feet for moderate sloped areas, and thirty (30) feet for steep sloped areas.
  - 5.03.9 Single specimen trees, ornamental shrubbery or ground covers approved by the Rancho Santa Fe Fire Protection District are permissible provided they are properly spaced, properly irrigated and maintained in accordance with the Rancho Santa Fe Fire Protection District guidelines. The plant material cannot form a means of rapidly transmitting fire to any structure.
- 5.04 Zone 3: Extended Zone (51 – 100’ feet from a structure):
- 5.04.1 Native vegetation may remain in Zone 3 provided the combustible vegetation is modified so to maintain a horizontal spacing of at least three (3) times the height of the combustible vegetation for flat areas, four (4) times the height of the combustible vegetation for moderately sloped areas, and six (6) times the height of combustible vegetation for steep sloped areas. The area must be maintained annually by methods such as mowing, thinning and trimming, or by other means that leave the plant root structure intact to stabilize the soil. Any weeds or dead grasses shall be cut to a height not to exceed four (4) inches.
  - 5.04.2 If the area in Zone 3 is to be replanted, then the landscaping must be fire-resistant (plants which maintain a high-water content), herbaceous plants that are properly spaced, properly irrigated and maintained in accordance with the Rancho Santa Fe Fire Protection District guidelines.
  - 5.04.3 Vegetation within Zone 3 that is dead, dying or diseased is to be removed from the property. This includes pest or pathogen infested vegetation, abandoned/neglected orchards and groves. Palm trees shall be free of dead palm fronds to prevent older fronds from developing a “skirt”.
  - 5.04.4 All healthy mature trees within Zone 3 shall be limbed up to a minimum height of six (6) feet above the ground. If shrubs are planted underneath the tree, the tree



shall be limbed up three (3) times the height of the materials planted under the tree or up to one-third (1/3) of the tree height in order to promote a healthy tree structure and prevent ladder fuels.

5.04.5 Horizontal spacing between tree canopy drip lines shall be maintained at ten (10) feet for flat areas, twenty (20) feet for moderate sloped areas, and thirty (30) feet for steep sloped areas.

5.04.6 Organic combustible mulch (1.01.1-a, b, c) may be used for landscaping. The depth shall not exceed three (3) inches.

5.04.7 Single specimen trees, ornamental shrubbery or ground covers approved by the Rancho Santa Fe Fire Protection District are permissible provided they are properly spaced, properly irrigated and maintained in accordance with the Rancho Santa Fe Fire Protection District guidelines. The plant material cannot form a means of rapidly transmitting fire to any structure.

#### **Section 6. OTHER DEFENSIBLE SPACE REQUIREMENTS AND FIRE SAFETY ITEMS.**

6.01 Liquid Propane Gas tanks shall have a minimum perimeter clearance of ten (10) feet of bare mineral soil clearance, free of vegetation or other combustible material measured on a horizontal plane.

6.02 For private residential or agricultural (less than ten (10) acres in size) photovoltaic or solar arrays shall have all combustible vegetation reduced to a height no greater than six (6) inches and a minimum perimeter clearance of ten (10) feet of combustible materials measured on a horizontal plane.

6.03 Addresses shall be displayed (4" minimum size) in contrasting colors and must be readable from the street or access road. Vegetation growing over, on or in front of an address posting shall be pruned or cut back to maintain visibility.

6.04 Leaf Litter under a well maintained, healthy and limbed up forest or woodland area shall be maintained to a depth no greater than three (3) inches within Zones 2 and 3.

6.05 Non-organic combustible mulch (1.01.2-a) shall not be utilized as a landscaping mulch within Zones 1 – 3. Exception: Rubber mulch may be used in a limited capacity around playground structures and shall be a minimum of thirty (30) feet away from any habitual structure and does not exceed more than 200 sq. ft. in total area.

6.06 Provisions of this ordinance are not intended to conflict with specific fire management and fuel modification plans for master planned communities. If such a conflict occurs, the more restrictive provision shall apply.

6.07 Provisions of this ordinance are not intended to conflict with any Federal or State requirements which may limit vegetation removal in recognizable biological open space zones or vernal pools.

6.08 Provisions of this ordinance are not intended to conflict with regulations of the California Department of Fish and Game or U.S. Fish and Wildlife Service concerning the occurrence of rare, threatened, or endangered species. Landowners who have received a notice regarding their property in areas subject to fuel break clearance within biological open space shall notify both agencies in writing at least ten (10) days prior to vegetation clearing. The agencies will have up to ten (10) days following such notification to; (1) determine whether the proposed clearing complies with State and/or Federal endangered species requirements and (2) to suggest voluntary, alternative abatement measures if feasible and warranted. Failure of the agencies to respond within ten (10) days will allow the landowner to proceed with abatement activities without further delay. Failure by landowners to provide adequate notification as described above may render landowners liable under State and Federal law.

**Section 7. INCREASED DEFENSIBLE SPACE MORE THAN 100 FEET FROM STRUCTURES.**

7.01 The Fire Chief or their designee may require an increase of defensible space due to topographical or geographical concerns. If required parcels are to maintain a defensible space clearance greater than the required one hundred (100) feet to all habitable structures, a written order shall be issued when this increased defensible space requirement will be required.

7.02 Hazardous conditions outside of the one hundred (100) feet of structures, where the accumulation of combustible vegetation or materials, when deemed hazardous due to the composition, arrangement, or unsafe state of accumulation, such as dead palm tree fronds (skirts), shall be abated when located on public or private property. The hazardous condition when located outside the one hundred (100) feet from structures or twenty (20) feet of roadways, shall be properly documented and deemed a community risk in need of abatement by the Fire Chief or their designee. The partial clearing of weed or dry grasses on a large vacant parcel(s) must be approved in writing by the Fire Chief or their designee. Partial clearings shall not be acceptable without such written agreement. Partial clearing agreements are good only for one year as vegetation growth can vary from year to year.

**Section 8. DEFENSIBLE SPACE ALONG PROPERTY LINES.**

8.01 No responsible party shall permit on a parcel (with the exception of firewood, Section 5) any accumulation of combustible vegetation, dead, dying or diseased trees, green waste, waste matter, or other flammable/combustible materials within fifty (50) feet of the property line when such accumulation endangers or encroaches on the required Defensible Space for improvements on an adjacent property. The Fire Chief or their designee may require a distance greater than fifty (50) feet but not to exceed one hundred (100) feet when it is determined that the greater distance is necessary to provide Defensible Space for improvements on an adjacent property.

**Section 9. VACANT PARCELS.**

9.01 Dry grass and weeds on vacant parcels shall be mowed in entirety to a stubble height of no more than four (4) inches. Dead/dying trees, litter, and any accumulation of "waste materials" shall be removed. On vacant parcels, roadway clearance shall be maintained as defined in Section 10.

9.01.1 EXCEPTION: On larger parcels, as determined by the Fire Chief or their designee, partial clearing may be acceptable, depending on circumstance. Those properties approved for partial clearing are to maintain one hundred (100) feet of defensible

space to any structure, neighboring or on site. The entire lot with approval of the Fire Chief or their designee may not need to be cleared in its entirety but shall be a minimum of one hundred (100) feet of clearance around the perimeter of the property if deemed a fire hazard, and a minimum of twenty (20) feet clearance along existing roads and driveways.

**Section 10. CLEARANCE OF BRUSH OR VEGETATIVE GROWTH FROM ROADWAYS.**

10.01 The Fire Chief or their designee is authorized to have the area within twenty (20) feet on each side of the highways, roads, private streets, and driveways to be cleared of combustible vegetation. Vegetation shall comply with the requirements of the fuel modification zone. Any weeds or dead grasses shall be cut to a height not to exceed four (4) inches. Vegetation shall not protrude into the roadway and shall have a minimum of thirteen (13) feet and six (6) inches vertical clearance free of vegetation. The Fire Chief or their designee are authorized to enter upon private property to ensure the fuel modification zone requirements are met.

10.02.1 EXCEPTION (1): Single specimens of trees, ornamental shrubbery or cultivated ground cover such as green grass, ivy, succulents, or similar plants used as ground covers, provided, that they do not form a means of readily transmitting fire as deemed by the Rancho Santa Fe Fire Protection District.

10.02.2 EXCEPTION (2): Specific areas or developments with fire management plans may require up to thirty (30) feet of roadway clearance dependent on site approval conditioning.

10.02.3 EXCEPTION (3): For severe fire hazard areas and evacuation routes, the Fire Chief or their designee is authorized to require thirty (30) feet of roadway clearance of combustible vegetation and other flammable materials. The roadway shall be compliant with the requirements of the fuel modification zone.

**Section 11. ORCHARDS, GROVES OR VINEYARDS.**

11.01 All orchards, groves and vineyards shall be kept in a healthy state and maintained as described below. A ten (10) foot perimeter firebreak shall be cleared between any orchard, grove and vineyard and the surrounding native vegetation or ornamental landscaping. Orchards/vineyards shall be kept free of dead and dying trees or vines, combustible debris, and dead foliage. All dead grasses between rows of trees or vines shall either be mowed to a height of four (4) inches or disked to bare soil unless erosion is a factor. Mulch shall not be placed over bare soil without approval from the Rancho Santa Fe Fire Protection District.

**Section 12. GRADING.**

12.01 The provisions of this chapter shall not be construed to authorize grading which does not comply with the San Diego County regulations regarding grading, clearing and watercourses found within the San Diego County Code of Regulatory Ordinances, Title 8, Division 7.

**Section 13. NOTICE TO ABATE HAZARD.**

13.01 If it is determined that a public nuisance or fire hazard as herein defined exists on any lot

or premise, or upon any sidewalk, parking lot, parking area or adjacent to such lot or premise, the Fire Chief or their designee will cause a notice to be issued to abate such nuisances.

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

**Section 14. SERVICE OF NOTICE TO ABATE HAZARD.**

14.01 The notice required by the Health and Safety Code, § 14875-14922 may be served in any of the following manners:

- 14.01.1 By in-person service on the owner, occupant or person in charge or control of the property.
- 14.01.2 By regular first-class postage prepaid mail addressed to the owner or person in charge and control of the property, at the address shown on the last available assessment roll, or as otherwise known.
- 14.01.3 By posting in a conspicuous place on the land or adjacent public right of way a notice in conformance with the Health and Safety Code, Section 14891 and similar to Section 14892, not more than one hundred (100) feet in distance apart, along such right of way with at least one notice posted on each lot or parcel.
- 14.01.4 It is the sole responsibility of the parcel or property owner to ensure the address with the County of San Diego Tax Assessor is current and valid. Mailings returned for insufficient or invalid addressing shall be considered a valid attempt to notify.

**Section 15. APPEAL RIGHT TO BOARD OF DIRECTORS.**

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

**Section 16. TIME LIMIT FOR REMOVAL OF NUISANCE.**

16.01 It will be the duty of the owner, the agent of the owner, or the person in possession of any lot or premise within the Rancho Santa Fe Fire Protection District to abate the nuisance or fire hazard as stated within fifteen (15) days from the date of notification as provided herein, or in case of an appeal to the Board of Directors, within ten (10) days from the determination thereof, unless the same is sustained.

**Section 17. ABATEMENT OF NUISANCE BY FIRE CHIEF.**

17.01 If the owner fails or neglects to abate the nuisance as herein defined, within the time specified in the article, the Fire Chief or their designee of the Fire District may cause such nuisances or fire

hazard to be abated. Private contractors may do the abatement work. A report of the proceedings and an accurate account of the cost to abate the nuisance or fire hazard on each separate property will be retained and filed at District's Administrative Offices.

**Section 18. EXPENSE OF ABATEMENT REPORT AND HEARING.**

18.01 The Accounting Department of the Rancho Santa Fe Fire Protection District will keep an account for the costs of abatement plus an administrative fee for each parcel abated as defined in the Fees for Service ordinance. A written itemized Abatement Report showing the cost of removal and abatement of hazards shall be prepared for the Board's approval. At least three (3) days prior to the date of the hearing a copy of the report will be posted in a public place at the offices of the Rancho Santa Fe Fire Protection District, showing the date and time of the hearing. A copy of the report and notice of hearing date will be sent to the last known owner of the parcel as listed in the San Diego County Assessor's Office. Costs for abatement shall include any and all administrative costs including, but not limited to, cost of mailing, Fire District's personnel time, computer retrieval, plus contractor's abatement costs.

**Section 19. GOVERNMENT CODE PROVISIONS ADOPTED AND COLLECTION ASSESSMENTS.**

19.01 The provisions of the Government Code, Sections 39580 through 39586 and Health and Safety Code, Section 14912 of the of the State of California incorporated by reference and are made a part of this Ordinance. The San Diego County Auditor & Controller shall enter each assessment in the County Tax Roll opposite the parcel of land. The amount of the assessment shall be collected at the time and in the manner of ordinary, municipal taxes, and if delinquent, the amount is subject to the same penalties and procedure of foreclosure and sale as provided for ordinary municipal taxes. The Rancho Santa Fe Fire Protection District may force abate the problem on behalf of the landowner. Upon said forced abatement, the Rancho Santa Fe Fire Protection District may assess all related costs for cost recovery. Upon completion of the work, the Rancho Santa Fe Fire Protection District may lien the property as described in the prior paragraph or assigns their interest to a private corporation as payment for the work provided. The assignee of said claim shall be authorized to sue for collection of money due. Upon collection on said lawsuit, the Rancho Santa Fe Fire Protection District shall receive the first monies up to what is owed to the Rancho Santa Fe Fire Protection District for services performed, after the Rancho Santa Fe Fire Protection District has been satisfied, the collection facility shall be paid for their work and then the assignees shall be paid. The San Diego County Auditor shall enter each assessment in the San Diego County Tax Roll opposite the parcel of land. The amount of the assessment shall be collected at the time and in the manner of ordinary municipal taxes. If delinquent, the amount is subject to the same penalties and procedure of foreclosure and sale as is provided for ordinary municipal taxes.

**Section 20. VIOLATION.**

20.01 The owner, occupant, or agent of any lot or premise within the Rancho Santa Fe Fire Protection District who will permit or allow the existence of a public nuisance as defined in this Ordinance, upon any lot or premise owned, occupied, or controlled by him or her, or who shall violate any of the provisions of this Ordinance, shall be guilty of a misdemeanor and upon conviction thereof be subject to a fine of not more than seven-hundred and ninety four dollars (\$794.00), or to imprisonment

for a period not exceeding six (6) months or both.

**Section 21. VALIDITY.**

21.01 The Board of Directors hereby declares that should any section, paragraph, sentence or word of this Ordinance or the Codes or Ordinances referenced herein be declared for any reason to be invalid, it is the intent of this Board that it would have adopted all other portions of this Ordinance independent of the eliminations from any such portion as may be declared invalid.

**Section 22. DATE OF EFFECT.**

22.01 The Secretary to the Board of Directors will certify to the adoption of this Ordinance and cause the same to be published in the manner required by law. This Ordinance will take effect thirty (30) days after its final passage at a public hearing as required by law, thus repealing Ordinance No. 2019-02.

First Read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego, California, on the \_\_\_\_ day of \_\_\_\_, 2021. A public hearing was held on\_\_\_\_, 2021 and said Ordinance was adopted and ordered published in the manner required by law at their regular meeting on the \_\_\_\_ day of \_\_\_\_, 2021 by the following roll call vote:

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

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James H. Ashcraft  
President

ATTEST:

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Alicea Caccavo  
Board Clerk

Ordinance No. 2019-02

Ordinance No. 2022-02

AN ORDINANCE OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT REPEALING ORDINANCE No. 2019-02 AND ENACTING ORDINANCE 2022-02 RELATING TO VEGETATION MANAGEMENT, DEFENSIBLE SPACE, AND DECLARING CERTAIN VEGETATION, AND CERTAIN WASTE MATTER A PUBLIC NUISANCE, AND PROVIDING FOR THE REMOVAL THEREOF.

The Board of Directors of the Rancho Santa Fe Fire Protection District ordains as follows:

Article I. The Rancho Santa Fe Fire Protection District finds and determines that the purpose of this Ordinance is to prohibit the accumulation of combustible vegetation, dead, dying, or diseased trees, green waste, waste matter, and other flammable/combustible materials. The aforementioned materials increase the extreme dangers to the health, welfare, and safety of residents. Uncontrolled wildfires pose a serious threat to human lives and threaten eminent destruction to property and the environment. This intention. The goal of the ordinance is to bolster overall protect lives and property from the threat of wildfire by requiring the abatement of combustible vegetation which increases community resilience through increased defensible space for habitable structures, and create a defensible area forgives fire suppression personnel to operate during a wildfire by requiring the abatement of combustible vegetation and materials. The ordinance provides for public nuisance abatement when property owners allow combustible vegetation and other flammable materials to accumulate in violation of this ordinance.

Article II. All parcels in the Rancho Santa Fe Fire Protection District have been identified and is designated as either a Moderate, High or a Very High Fire Hazard Severity Zone by the Rancho Santa Fe Fire Protection District in accordance with the Fire and Resource Assessment Program (FRAP) Map. The Rancho Santa Fe Fire Protection District is and is located in a mountainous and/or hilly region of southern California. The Rancho Santa Fe Fire Protection District contains or adjoins forest-covered lands, brush-covered lands, grass covered lands, or other land which is covered with combustible vegetation. All native vegetation within the Rancho Santa Fe Fire Protection District constitutes as a seasonal and recurrent nuisance pursuant to Health and Safety Code, Section 14900.5.

Article III. Catastrophic wildfire events pose a serious threat to the preservation of public peace, health and safety within any wildland urban interface and intermix communities. The proper implementation and enforcement of vegetation management regulations and landscaping requirements have been proven to reduce the impact from destructive wildfires through the mitigation of hazardous fuel conditions around homes and roadways.

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Article IV. Over the last two (2) decades, wildfires with extreme fire behavior are occurring more often and growing larger in size. Eighteen (18) of the twenty (20) most destructive wildland fires in the State of California have occurred in the last twenty (20) years. Rancho Santa Fe Fire Protection District in particular has a history of destructive wildfires which have burned within its boundaries. These include the Paint Mountain Fire, Del Dios I and Del Dios II Fires, Harmony Grove Fire, Witch Creek Fire, Coco’s fire and the Bernardo Fire.

Article V. The enactment of this Ordinance is pursuant to the authority granted under the Health and Safety Code, Sections 13861(h); 13879 and 14875 et seq.; and 14930 as well as authority granted under the Public Resource Code, Sections 4290 (a) and 4291 (a)-(f) and the California Code of Regulations, Title 14, Division 1.5, Chapter 7, Subchapter 2 Article 1 Section 1272.00.

Article VI. Abatement and Management of Certain Vegetation, and Certain Waste Matter.

Section 1. DEFINITIONS.

1.01 COMBUSTIBLE VEGETATION, means ~~any~~ also referred to as flammable vegetation, is material that in its natural state will ignite, burn and transmit fire from native or landscaped plants to any building or other vegetation. Combustible vegetation includes; dry grass, brush, weeds, litter, and any vegetation that is dead, dying, or diseased, dead palm fronds (skirts), or other combustible vegetation which creates a fire hazard.

1.02 COMBUSTIBLE 1.01.2 Sagebrush, chaparral, and any other brush or vegetation, which attain such large growth as to become, when dry, a fire menace upon premises and/or to adjacent property.

1.01.3 Plants or vegetation which is otherwise considered noxious weed or dangerous.

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

1.01.5 Trees, if determined to increase the fire hazard, due to mortality, insect infestation, disease, or lack of maintenance.

1.01.6 Dead and/or dying groves and/or forests.

1.01.7 Palm Trees all dead palm fronds including older leaves that persist on the tree, forming a “skirt” of brown thatch.

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

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

COMBUSTIBLE MULCH is any layer of material applied to the surface of soil and in its

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natural state, will ignite, burn and be capable of transmitting fire to the landscape or to any structure. Combustible mulch shall be categorized as:

1.01.1 ORGANIC COMBUSTIBLE MULCH (Least to Greatest Fire Behavior)

a. COMPOSTED WOOD CHIPS (Least amount of Fire Behavior) – combination of decomposed wood chips and other organic materials which is finely screened to create a product commonly sold commercially as a mulch. Composted Wood Chip Mulch has the least amount of fire behavior in regards to temperature, rate of spread and flame height. (Acceptable in Zones 2 and 3)

WOOD PRODUCTS, BARK AND NUGGET MULCH – fine to coarse organic mulch produced by mechanically grinding, chipping or shredding trees or pine tree bark. Examples include commonly sold commercially as AND NUGGET MULCH is defined as coarsely chipped or shredded organic materials that have been recently produced and through have not gone composting process. Examples include chipped or shredded vegetation waste, chipped or shredded wood products, logging waste, bark or wood nuggets, needles and recycled pallets. (Acceptable in Zone 3)

b. VEGETATION WASTE MULCH – fine to course organic mulch produced by mechanically grinding, chipping or shredding of cut or removed vegetation waste typically created from on-site material such as; brush, leaves, needles, tree branches. (Acceptable in Zone 3)

1.01.2 NON-ORGANIC COMBUSTIBLE MULCH

a. RUBBER MULCH (Greatest Fire Behavior) – is chipped or shredded mulch created from 100 percent recycled rubber. Rubber mulch demonstrates the ability to generate the greatest fire behavior. The application of rubber mulch is not acceptable in Zones 1 - 3. EXCEPTION: The application of rubber mulch around a playground structure requires the rubber mulch must be greater than thirty (30) feet away from any habitable structure and not to exceed 200 SQFT in total area.

1.03 DEFENSIBLE SPACE is the area either natural or man-made where materials capable of allowing a fire to spread unchecked has been treated, cleared or modified to slow the rate and intensity of an advancing wildfire and to create an area for fire suppression operations to occur. Distance measurements for defensible space shall be measured on a horizontal plane.

1.04 FIRE HAZARD is any condition or conduct which, in the opinion of the Fire Chief or

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their designee: (a) increases or may increase the threat of fire to a greater degree than customarily recognized as normal by persons in public service regularly engaged in preventing, suppressing or extinguishing fire or: (b) may obstruct, delay, hinder or interfere with the operations of the fire department or the egress of occupants in the event of fire.

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FUEL MODIFICATION ZONE is a strip of land where COMBUSTIBLE VEGETATION has been thinned, modified or both, and may be partially or totally replaced with approved drought-tolerant, fire-resistant, and/or irrigated plants to provide an acceptable level of risk from vegetation fires. A fuel modification zone reduces radiant and convective heat on a structure and provides a valuable defensible space for fire suppression to make an effective stand against an approaching fire front.

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

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

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

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

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

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

1.12 WATERCOURSE is defined as any surface water body in which waters from a tributary drainage area of 100 acres or larger flow in a definite direction or course, either continuously or intermittently, and any area adjacent thereto which is subject to inundation from a 100-year flood. Watercourse includes any arroyo, canal, channel, conduit, creek, culvert, ditch, drain, gully, ravine, reservoir, stream, wash, waterway or wetland.

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5.02.8 Trim and maintain tree canopies a minimum of ten (10) feet away from rooflines and chimney outlets.

5.03 Zone 2: Intermediate Zone (6 – 50' feet from a structure);

5.03.1 The area from six (6) feet to fifty (50) feet of a building or structure shall be cleared of combustible vegetation. Any weeds or dead grasses shall be cut to a height not to exceed four (4) inches.

5.03.2 All healthy mature trees within Zone 2 shall be limbed up to ten (10) feet from rooflines.

5.01.10 Remove any portion of trees, which extend within ten (10) feet of the outlet of a chimney.

5.01.11 Composted wood chip mulch may be used in a limited non-continuous fashion for landscaping purposes. Depth shall not exceed 3 (inches). Course non-composted wood or vegetation chips, bark or wood nuggets, rubber mulch, or other shredded mulch shall not be utilized within thirty (30) feet of habitable structures.

5.01.12 All newly planted fire-resistive tree species from this date forward, shall be planted and maintained at a minimum of ten (10) feet from the tree's drip line to any structure utilizing 2/3 of the trees mature canopy size.

5.01.13 All newly planted non fire-resistive tree species from this date forward, shall be planted and maintained at a minimum of thirty (30) feet from the tree's drip line to any structure utilizing 2/3 of the trees mature canopy size. Newly planted trees of this nature must be approved by the Fire District and strictly comply with the Fire Districts landscape standards.

Zone 3: 51 - 100 (feet) from a structure:

5.01.14 COMBUSTIBLE VEGETATION in this zone must be removed by methods such as mowing, thinning and trimming, or by other means modification of that leave the plant root structure intact to stabilize the soil. Native vegetation may remain in this area provided that the vegetation is modified so that COMBUSTIBLE VEGETATION does not occupy more than twenty (20) percent of the square footage of this area and is spaced as identified in sections 5.02.1. horizontal spacing requirements and 5.02.2 vertical spacing requirements.

5.01.15 Accumulated leaf litter or any combustible mulch in this zone may not exceed three (3) inches in depth.

5.02 Additional requirements in the 100 (foot) defensible space zone:

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5.02.1 Spacing for fire resistive landscape plantings and for single species of plants, trees, shrubs, etc., shall be according to plant species as approved by the Fire District. Horizontal spacing of native vegetation in zone three (3) shall be at least three (3) the height of the vegetation for flat areas, four (4) times the height of the vegetation for moderately sloped areas, and six (6) times the height of vegetation for high sloped areas.

5.02.2 Vertical spacing between tree canopies shall be maintained at ten (10) feet for flat areas, twenty (20) feet for moderately sloped areas, and (30) feet for high sloped areas.

5.02.3 Maintain all trees free of deadwood, dead palm fronds within one hundred (100) feet of a structure, and trim/prune at a minimum of ten (10) feet away from construction, roofs, and wood siding of any type.

5.02.4 All mature trees within this one hundred (100) foot zone shall be trimmed to a minimum height of six (6) feet above the ground. If shrubs are planted underneath the tree, the tree shall be limbed up three (3) times the height of the vegetation under the tree or up to one-third (1/3) of the tree height in order to promote a healthy tree structure and prevent ladder fuels.

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5.03.3 If the area in Zone 2 is to be replanted, then the landscaping must be fire-resistant (plants which maintain a high-water content), herbaceous plants that are properly spaced, properly irrigated and maintained in accordance with the Rancho Santa Fe Fire Protection District guidelines. The plant material cannot form a means of rapidly transmitting fire to any structure.

5.03.4 Vegetation within Zone 2 that is dead, dying or diseased is to be removed from the property. This includes pest or pathogen infested vegetation, abandoned/neglected orchards and groves. Palm trees shall be kept free of dead palm fronds to prevent older fronds from developing a "skirt".

5.03.5 Trim and maintain tree canopies a minimum of ten (10) feet away from rooflines and chimney outlets.

5.03.6 Firewood and lumber shall be stored a minimum of thirty (30) feet from any structure; or thirty (30) feet from the property line if there is an adjacent structure next to the property line. Wood storage piles shall have a minimum clearance of ten (10) feet of bare mineral soil, free of vegetation and other combustible material measured on a horizontal plane.

5.03.7 Organic combustible mulch (1.01.1-a) may be used for landscaping. The depth shall not exceed three (3) inches.

5.03.8 Horizontal spacing between tree canopies drip lines shall be maintained at ten (10) feet for flat areas, twenty (20) feet for moderate sloped areas, and thirty (30) feet for steep sloped areas.

5.03.9 Single specimen trees, ornamental shrubbery or ground covers approved by the Rancho Santa Fe Fire Protection District are permissible provided they are properly spaced, properly irrigated and maintained in accordance with the Rancho Santa Fe Fire Protection District guidelines. The plant material cannot form a means of rapidly transmitting fire to any structure.

5.04 Zone 3: Extended Zone (51 – 100' feet from a structure):

5.04.1 Native vegetation may remain in Zone 3 provided the combustible vegetation is modified so to maintain a horizontal spacing of at least three (3) times the height of the combustible vegetation for flat areas, four (4) times the height of the combustible vegetation for moderately sloped



areas, and six (6) times the height of combustible vegetation for steep sloped areas. The area must be maintained annually by methods such as mowing, thinning and trimming, or by other means that leave the plant root structure intact to stabilize the soil. Any weeds or dead grasses shall be cut to a height not to exceed four (4) inches.

5.04.2 If the area in Zone 3 is to be replanted, then the landscaping must be fire-resistant (plants which maintain a high-water content), herbaceous plants that are properly spaced, properly irrigated and maintained in accordance with the Rancho Santa Fe Fire Protection District guidelines.

5.04.3 Vegetation within Zone 3 that is dead, dying or diseased is to be removed from the property. This includes pest or pathogen infested vegetation, abandoned/neglected orchards and groves. Palm trees shall be free of dead palm fronds to prevent older fronds from developing a "skirt".

5.04.4 All healthy mature trees within Zone 3 shall be limbed up to a minimum height of six (6) feet above the ground. If shrubs are planted underneath the tree, the tree shall be limbed up three (3) times the height of the materials planted under the tree or up to one-third (1/3) of the tree height in order to promote a healthy tree structure and prevent ladder fuels.

5.04.5 Horizontal spacing between tree canopy drip lines shall be maintained at ten (10) feet for flat areas, twenty (20) feet for moderate sloped areas, and thirty (30) feet for steep sloped areas.

5.04.6 Organic combustible mulch (1.01.1-a, b, c) may be used for landscaping. The depth shall not exceed three (3) inches.

5.04.7 Single specimen trees, ornamental shrubbery or ground covers approved by the Rancho Santa Fe Fire Protection District are permissible provided they are properly spaced, properly irrigated and maintained in accordance with the Rancho Santa Fe Fire Protection District guidelines. The plant material cannot form a means of rapidly transmitting fire to any structure.

**Section 6. OTHER DEFENSIBLE SPACE REQUIREMENTS AND FIRE SAFETY ITEMS.**

6.01 Liquid Propane Gas tanks shall have a minimum perimeter clearance of ten (10) feet of bare mineral soil clearance, free of vegetation or other combustible material measured on a horizontal plane.

6.02 For private residential or agricultural (less than ten (10) acres in size) photovoltaic or solar arrays shall have all combustible vegetation reduced to a height no greater than six (6) inches and a minimum perimeter clearance of ten (10) feet of combustible materials measured on a horizontal plane.

6.03 Addresses shall be displayed (4" minimum size) in contrasting colors and must be readable from the street or access road. Vegetation growing over, on or in front of an address posting shall be pruned or cut back to maintain visibility.

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6.04 Leaf Litter under a well maintained, healthy and limbed up forest or woodland area shall be maintained to a depth no greater than three (3) inches within Zones 2 and 3.

6.05 Non-organic combustible mulch (1.01.2-a) shall not be utilized as a landscaping mulch within Zones 1 – 3. Exception: Rubber mulch may be used in a limited capacity around playground structures and shall be a minimum of thirty (30) feet away from any habitual structure and does not exceed more than 200 sq. ft. in total area.

6.06 Provisions of this ordinance are not intended to conflict with specific fire management and fuel modification plans for master planned communities. If such a conflict occurs, the more restrictive provision shall apply.

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6.075.04 Provisions of this ordinance are not intended to conflict with any Federal or State requirements which may limit vegetation removal in recognizable biological open spaceriparian (stream side) zones or vernal poolpool depressions.

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6.085.05 Provisions of this ordinance are not intended to conflict with regulations of the California Department of Fish and Game or U.S. Fish and Wildlife Service concerning the occurrence of rare, threatened, or endangered species. Landowners who have received a notice regarding on their property in areas subject to fuel break clearance within biological open space shall must notify both agencies in writing at least ten (10) days prior to vegetation clearing. The agencies will have up to ten (10) days following such notification to; (1) determine whether the proposed clearing complies with State and/or Federal endangered species requirements and (2) to suggest voluntary, alternative abatement measures if feasible and warranted. Failure of the agencies to respond within ten (10) days will allow the landowner to proceed with abatement activities without further delay. Failure by landowners to provide adequate notification as described above may render landowners liable under State and Federal law.

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writing and will be filed with the Board Clerk. At the regular, special, or adjourned meeting of the Board of Directors, not less than five (5) days nor more than thirty (30) days thereafter, it will proceed to hear and pass upon such appeal, and the decision of the Board of Directors thereupon will be final and conclusive.

**Section 16. TIME LIMIT FOR REMOVAL OF NUISANCE.**

16.01 It will be the duty of the owner, the agent of the owner, or the person in possession of any lot or premise within the Rancho Santa Fe Fire Protection District to abate the nuisance or fire hazard as stated within fifteen (15) days from the date of notification as provided herein, or in case of an appeal to the Board of Directors, within ten (10) days from the determination thereof, unless the same is sustained.

**Section 17. ABATEMENT OF NUISANCE BY FIRE CHIEF.**

17.01 If the owner fails or neglects to abate the nuisance as herein defined, within the time specified in the article, the Fire Chief or their designee of the Fire District may cause such nuisances or fire hazard to be abated. Private contractors may do the abatement work. A report of the proceedings and an accurate account of the cost to abate the nuisance or fire hazard on each separate property will be retained and filed at District's Administrative Offices.

**Section 18. EXPENSE OF ABATEMENT REPORT AND HEARING.**

18.01 The Accounting Department of the Rancho Santa Fe Fire Protection District will keep an account for the costs of abatement plus an administrative fee for each parcel abated as defined in the Fees for Service ordinance. A written itemized Abatement Report showing the cost of removal and abatement of hazards shall be prepared for the Board's approval. At least three (3) days prior to the date of the hearing a copy of the report will be posted in a public place at the offices of the Rancho Santa Fe Fire Protection District, showing the date and time of the hearing. A copy of the report and notice of hearing date will be sent to the last known owner of the parcel as listed in the San Diego County Assessor's Office. Costs for abatement shall include any and all administrative costs including, but not limited to, cost of mailing, Fire District's personnel time, computer retrieval, plus contractor's abatement costs.

**Section 19. GOVERNMENT CODE PROVISIONS ADOPTED AND COLLECTION ASSESSMENTS.**

19.01 The provisions of the Government Code, Sections 39580 through 39586 and Health and Safety Code, Section 14912 of the of the State of California incorporated by reference and are made a part of this Ordinance. The San Diego County Auditor & Controller shall enter each assessment in the County Tax Roll opposite the parcel of land. The amount of the assessment shall be collected at the time and in the manner of ordinary, municipal taxes, and if delinquent,

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the amount is subject to the same penalties and procedure of foreclosure and sale as provided for ordinary municipal taxes. The Rancho Santa Fe Fire Protection District may force abate the problem on behalf of the landowner. Upon said forced abatement, the [Rancho Santa Fe Fire Protection District](#) may assess all related costs for cost recovery. Upon completion of the work, the [Rancho Santa Fe Fire Protection District](#) may lien the property as described in the prior paragraph or assigns their interest to a private corporation as payment for the work provided. The assignee of said claim shall be authorized to sue for collection of money due. Upon collection on said lawsuit, the [Rancho Santa Fe Fire Protection District](#) shall receive the first monies up to what is owed to the [Rancho Santa Fe Fire Protection District](#) for services performed, after the [Rancho Santa Fe Fire Protection District](#) has been satisfied, the collection facility shall be paid for their work and then the assignees shall be paid. The [San Diego County Auditor](#) shall enter each assessment in the [San Diego County Tax Roll](#) opposite the parcel of land. The amount of the assessment shall be collected at the time and in the manner of ordinary municipal taxes. If delinquent, the amount is subject to the same penalties and procedure of foreclosure and sale as is provided for ordinary municipal taxes.

**Section 20. VIOLATION.**

[20.01](#) The owner, occupant, or agent of any lot or premise within the Rancho Santa Fe Fire Protection District who will permit or allow the existence of a public nuisance as defined in this Ordinance, upon any lot or premise owned, occupied, or controlled by him or her, or who shall violate any of the provisions of this Ordinance, shall be guilty of a misdemeanor and upon conviction thereof be subject to a fine of not more than [seven-hundred and ninety four dollars \(\\$794.00\)](#), or to imprisonment for a period not exceeding six (6) months or both.

**Section 21. VALIDITY.**

[21.01](#) The Board of Directors hereby declares that should any section, paragraph, sentence or word of this Ordinance or the Codes or Ordinances referenced herein be declared for any reason to be invalid, it is the intent of this Board that it would have adopted all other portions of this Ordinance independent of the eliminations from any such portion as may be declared invalid.

**Section 22. DATE OF EFFECT.**

[22.01](#) The Secretary to the Board of Directors will certify to the adoption of this Ordinance and cause the same to be published in the manner required by law. This Ordinance will take effect thirty (30) days after its final passage at a public hearing as required by law, thus repealing Ordinance No. [2019-02](#).

First Read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire

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Protection District of the County of San Diego, California, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, A public hearing was held on \_\_\_\_\_, 2021May 15, 2019 and said Ordinance was adopted and ordered published in the manner required by law at their regular meeting on the \_\_\_\_\_ 15<sup>th</sup> day of \_\_\_\_\_, 2021May 2019 by the following roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

*[Signatures next page]*

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James H. Ashcraft

President

ATTEST:

Alicea Caccavo

Secretary, Board of Directors

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**TO:** BOARD OF DIRECTORS  
FRED COX, FIRE CHIEF

**FROM:** DAVE MCQUEAD, DEPUTY CHIEF

**SUBJECT:** ORDINANCE 2022-03

**DATE:** NOVEMBER 12, 2021



## RECOMMENDATION:

Staff recommends the Board of Directors continue with the approval and adoption process of Ordinance 2022-03.

## BACKGROUND:

On October 2, 2019, The Governor of California signed into law Assembly Bill No. 38 (“AB38”) to aid in the compliance for those parcels located within the High and Very High fire Hazard Severity Zones.

1. On or after July 1, 2021, AB38 requires a seller of real property located in a high or very high fire hazard severity zone to obtain an inspection report that documents compliance with Section 4291 of the Public Resources Code, or a local vegetation management ordinance. The seller must provide a copy of this inspection report or where to obtain a copy of the report to the buyer. If the seller is not able to provide the report to the buyer in escrow, the seller and buyer must make an agreement that the buyer will comply with the ordinance.

All parcels in the Rancho Santa Fe Fire Protection District (RSFFPD) have been identified and designated as either a Moderate, High or Very High Fire Hazard Severity Zone by the Rancho Santa Fe Fire Protection District in accordance with the Fire and Resource Assessment Program (FRAP) Map.

2. On or after July 1, 2025, AB38 requires a list of low-cost retrofits developed and listed pursuant to Section 51189 of the Government Code. The notice shall disclose which listed retrofits, if any, have been completed during the time that the seller has owned the property. The bill would also require a seller who has obtained a specified final inspection report to provide to the buyer a copy of that report or information on where a copy may be obtained.

AB38 provides the opportunity for the Rancho Santa Fe Fire Protection District to inspect and ensure compliance with the RSFFPD Ordinance 2022-02 when real property is being sold within the boundaries of RSFFPD. The seller of the real property will schedule a site inspection with RSFFPD, or other vendor to be compliant. Should they use the RSFFPD, they will receive a completed RSFFPD “DEFENSIBLE SPACE/FIRE HARDENING INSPECTION FORM” by a District inspector. The inspection form will document the real property is either compliant or will identify areas which require action to be taken to become compliant.

Ordinance 2022-03 has been reviewed and approved by the district’s legal counsel.

## ORDINANCE No. 2022-03

### **AN ORDINANCE OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT DECLARING THAT ALL PARCELS OF LAND WITHIN THE BOUNDARIES OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ARE TO REMAIN IN COMPLIANCE WITH ANY LOCAL ORDINANCES, INCLUDING PROOF OF COMPLIANCE UPON TRANSFER OF REAL PROPERTY**

**WHEREAS**, The Board of Directors of the Rancho Santa Fe Fire Protection District recognize the impacts of climatic change with extended periods of droughts, wildfires with more extreme fire behavior are occurring more often and growing larger in size. Eighteen (18) of the twenty (20) most destructive wildland fires in the State of California have occurred in the last twenty (20) years; and

**WHEREAS**, The Rancho Santa Fe Fire Protection District in particular has a history of destructive wildfires which have burned within its boundaries causing the loss of life and property. These include the Paint Mountain Fire, Del Dios I and Del Dios II Fires, Harmony Grove Fire, Witch Creek Fire, Coco's Fire and the Bernardo Fire; and

**WHEREAS**, The Rancho Santa Fe Fire Protection District contains or adjoins to forest-covered lands, brush covered lands, grass covered lands, and other land containing combustible vegetation. All native vegetation within the Rancho Santa Fe Fire Protection District is highly combustible and conducive to rapid fire spread and extreme fire behavior; and

**WHEREAS**, The Rancho Santa Fe Fire Protection District is subject to extreme weather such as Santa Ana, Diablo and Mono winds which have been identified as a major cause of uncontrolled wildfire; and

**WHEREAS**, The Rancho Santa Fe Fire Protection District understands a wildfire recognizes no boundaries and that the wildfire flame front is not the only source of risk since embers, or firebrands, travel far beyond the area impacted by the front and pose a risk of ignition to adjoining lands or structures; and

**WHEREAS**, Wildfires pose a serious threat to the preservation of the public peace, health, or safety; and while the prevention of wildland fires is a matter of statewide concern, local governments may impose more restrictive fire and public safety requirements, as otherwise authorized by law. The Board of Directors of the Rancho Santa Fe Fire Protection District finds it necessary to establish a local Ordinance based on findings specific to the locale necessary for the protection of life, property, and environment; and

**WHEREAS**, Fire Protection District Law of 1987, Section 13860 allows a Fire District to adopt ordinances following the procedures of Government Code Title 3, Division 2, Chapter 1, Article 7, Section 25120.

THEREFORE, this Board ordains as follows:

**Article I.** As required by the Health and Safety Code Section 17958, the Rancho Santa Fe Board of Directors does hereby make express findings that are necessary for the protection of the public from

wildfire due certain climatic, topographic or geographical features existing in the County of San Diego. The following definitions shall apply to those qualifying conditions:

1.01. Climate: The average course or condition of the weather at a particular place over a period of many years as exhibited in absolute extreme, means and frequencies of given departures from these means. Climatic considerations:

- a) Precipitation
- b) Temperatures
- c) Relative humidifies
- d) Wind speed and duration of periods of high velocity
- e) Wind direction
- f) Fog and other atmospheric conditions.

1.02. Topography: The configuration of landmass surface, including its relief (elevation) and the position of its natural and man-made features that affect the ability to cross or transit a terrain. Topographic considerations should be given to the presence of the following topographical elements:

- a) Elevation and ranges of elevation
- b) Location of ridges, drainages and escarpments
- c) Percent of grade (slope)
- d) Location of roads and bridges
- e) Other topographical features, such as aspect exposure

1.03. Geography: A science that deals with the earth and its life, especially the description of land, sea, air, and the distribution of plant and animal life including man and his industries with reference to the mutual relations of these diverse elements. This information becomes an important part of creating an analysis of urban-wildland areas because topography and slope are key elements (along with fuel type). Geographic considerations should be given to following elements:

- a) Fuel types, concentration, and distribution of fuel types.
- b) Alignment and arrangement of fuels in relation to topography
- c) Vulnerability of infrastructure to damage by climate and topographical concerns
- d) Man-made improvements creating an exposure.

**Finding 1:**

Climate change is creating extended and multi-year drought conditions in California resulting in higher temperatures, dryer weather and critical fuel moistures for vegetation in California. These climatic factors are further compounded by dead and dying vegetation caused by insect and disease infestations. This synergistic effect has now extended wildfire season throughout the year.

**Finding 2:**

The seasonal climatic conditions which occur during the late summer and fall create serious difficulties for fire control and defending property and environment against wildfires within the Rancho Santa Fe Fire

Protection District. The climatic conditions of hot, dry weather during the summer and fall seasons are exponentially compounded during Santa Ana wind events and critical fuel moisture. These climatic conditions increase the threat of destructive wildfires to the Rancho Santa Fe Fire Protection District.

**Finding 3:**

Rancho Santa Fe Fire Protection District is located in a mountainous and/or hilly region of southern California. Steep slopes and drainages from the eastern portion of the district, including the San Dieguito River and Escondido Creek, are natural conduits for a wildfire to spread. This terrain is covered with natural combustible vegetation and during certain climate conditions such as a Santa Ana wind event, these topographic features become “avenues of fire” creating extreme fire behavior and growth which was evident during the Witch Creek Fire and Bernardo Fire.

**Finding 4:**

The topography of the Rancho Santa Fe Fire Protection District presents challenges in the delivery of emergency services, including fire protection. The hilly terrain has narrow, winding roads restricting the circulation of travel throughout the District. This can prevent a rapid emergency response, hinder access and slow the evacuation process. Much of the terrain is covered with natural combustible vegetation adjacent to district highways, roads, private streets and driveways.

**Finding 5:**

Vegetation fuel types within the Rancho Santa Fe Fire Protection District are diverse. They range from grasslands, chaparral covered hillsides and mountain ranges, to dense eucalyptus groves. Development and habitable structures that interface or intermix with these wildland areas cause many risk factors to life, property and environment.

**Article II.** The Rancho Santa Fe Fire Protection District finds it necessary for the protection of public’s safety, property, the natural environment, that all parcels of property within its boundaries must remain compliant with Public Resources Code (PRC), Chapter 3, Sections 4291-4299 and locally enacted Rancho Santa Fe Fire Protection District Ordinance 2022-02 year around.

**Article III.** To aid in compliance, the Governor signed into law Assembly Bill No. 38 (2019) (“AB38”) requires on and after July 1, 2021, the seller of any real property located within the High or Very High Fire Hazard Severity Zone to provide the buyer of such property documentation stating that the property is in compliance with Public Resources Code (PRC), Chapter 3, Sections 4291-4299 and any locally enacted Ordinance.

**Article IV.** The Rancho Santa Fe Fire Protection District further finds that since wildfires ignore civil boundaries or fire hazard severity zones, especially under extreme weather conditions; that enhanced preventive measures are needed to ensure the preservation of the public health and safety. Therefore the Rancho Santa Fe Fire Protection District declares that all parcels of property within its boundaries that are identified as Moderate, High, or Very High Fire Severity Zone in accordance with the Fire and Resource

Assessment Program (FRAP) Map are to be inspected and determined to be in compliance with Public Resources Code (PRC), Chapter 3, Sections 4291-4299 and any locally enacted Ordinance upon sale or transfer.

4.01. The request for this inspection shall be placed by the seller or seller's agent. Either the seller or seller's agent may contact the Rancho Santa Fe Fire Protection District by email or by phone to request an inspection. Once the inspection is completed, a copy of the inspection report will be transmitted back to the seller by email in a reasonable amount of time (usually 3 business days). The inspection report shall provide to the seller documentation stating that the real property as described is compliant with the requirements of the RSFFPD Ordinance 2022-02. The seller shall provide the buyer with a copy of documentation from the Rancho Santa Fe Fire Protection District.

4.02. Satisfaction of the requirements of this Article IV shall be at the Rancho Santa Fe Fire Protection District's discretion if the real property has been inspected and found by the District to be in compliance with the applicable defensible space requirements within six (6) months prior to the transfer of ownership. The inspection for sale of individual condominiums/townhomes shall not be required.

4.03 If the real property has been inspected by a defensible space inspector other than an inspector from within the Rancho Santa Fe Fire Protection District, that inspector must insure the property is in compliance with applicable defensible space requirements as referenced in this Ordinance within six (6) months prior to the transfer of ownership.

4.04 If an inspection report identifies violations of the applicable defensible space requirements referenced in RSFFPD Ordinance 2022-02, the seller is required to make the corrections prior to the close of escrow or transfer of ownership. In the event corrections are not made, the seller and the buyer shall enter into a written agreement pursuant to which the buyer agrees to obtain documentation of compliance with Public Resources Code (PRC), Chapter 3 Sections 4291-4299 and RSFFPD Ordinance 2022-02 within two (2) months of transfer of property. Failure to correct any and all remaining violations within the time frame noted on the inspection report may subject the buyer to enforcement measures identified RSFFPD Ordinance 2022-02

4.05 This Ordinance shall apply regardless of whether a title company is involved. Involuntary transactions, such as foreclosures, are exempt from Article IV of this Ordinance.

**Article V.** For areas designated as a High or Very High Fire Severity Zone, on or after July 1, 2025, under AB38, a disclosure notice of low-cost retrofits developed and listed pursuant to Government Code Section 51189 shall be provided to the buyer. The notice shall disclose a list of the following features that may make the home vulnerable to wildfire and flying embers. The seller shall disclose to the buyer which listed retrofits, if any, have been completed during the time that the seller has owned the property.

- a) Eave, soffit, and roof ventilation where the vents have openings in excess of one-eighth of an inch or are not flame and ember resistant.

- b) Roof coverings made of untreated wood shingles or shakes.
- c) Combustible landscaping or other materials within five feet of the home and under the footprint of any attached deck.
- d) Single pane or non-tempered glass windows.
- e) Loose or missing bird stopping or roof flashing.
- f) Rain gutters without metal or noncombustible gutter covers.

**Article VI.** The enactment of this Ordinance is pursuant to the authority granted under Health and Safety Code, Sections 13861(h); 13879 and 14875 et seq.; and 14930 as well as authority granted under Public Resources Code, Sections 4290 (a) and 4291 (a)-(f) and California Code of Regulations, Title 14, Division 1.5, Chapter 7, Subchapter 2, Article 1, Section 1272.00.

**ARTICLE VII.** The Secretary to the Board of Directors will certify to the adoption of this Ordinance and cause the same to be published in the manner required by law. This Ordinance will take effect forty-five (45) days after its final passage at a public hearing as required by law.

First Read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego, California, on the \_\_\_\_ day of \_\_\_\_\_, 2021. A second reading occurred at a regular meeting on \_\_\_\_\_, and a public hearing and final adoption on the \_\_\_\_\_ day of \_\_\_\_\_ by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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James Ashcraft  
Board President

ATTEST

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Alicea Caccavo  
Board Secretary

## RESOLUTION No. 2021-22

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING SALARIES AND BENEFITS FOR MANAGEMENT PERSONNEL

**BE IT RESOLVED** that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the following salary ranges and benefits for management personnel effective January 1, 2021.

#### 1. SALARIES (FLSA Exempt)

1.1 The following salary range for the positions identified is as follows:

| <i>Position</i>                   | <i>Range/Annual Salary</i> |           |
|-----------------------------------|----------------------------|-----------|
| Fire Chief                        | \$178,056                  | \$223,197 |
| Deputy Chief                      | \$152,537                  | \$194,485 |
| Battalion Chief                   | \$124,737                  | \$159,097 |
| Fire Marshal                      | \$117,099                  | \$149,301 |
| Manager, Finance & Administration | \$105,287                  | \$134,241 |

1.2 Stipend: By separate check, a \$5,000 stipend, less applicable state and federal withholdings, will be paid to the Fire Chief represented within this resolution. This one-time stipend is not reportable compensation to CalPERS.

#### 2. RETIREMENT

2.1 Retirement (Safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 3% @ 50 plan for all safety employees hired before March 31, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:

- a. One-Year Final Compensation
- b. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.2 All safety employees enrolled in the CalPERS 3% @ 50 plan, the employee will contribute 100% of the employee's contribution for all reportable wages, plus an additional 1% employee contribution applied towards the District's UAL. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.

2.3 All safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (PERS) 3% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:



- a. 1959 Survivor Benefit – Fourth Level  
Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- 2.4 All employees enrolled in the PERS 3% @ 55 plan, the employee will contribute 100% of the employee's contribution for all reportable wages, plus an additional 1% employee contribution applied towards the District's UAL. The employee will contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth Level.
- 2.5 Employee contributions for employees entering membership on or after January 1, 2013 and subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.
- 2.6 The District agrees to report member contributions as taxed deferred for all employees enrolled in the CalPERS plans.
- 2.7 Retirement (Non-safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 2.7% @ 55 plan for all employees hired before April 1, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:
  - a. One-Year Final Compensation
  - b. 1959 Survivor Benefit - Fourth Level  
Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- 2.8 All non-safety employees enrolled in the PERS 2.7% @ 55 plan, the employee will contribute 100% of the employee's contribution for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.
- 2.9 All non-safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (CalPERS) 2.5% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:  
1959 Survivor Benefit – Fourth Level  
Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- 2.10 All non-safety employees enrolled in the PERS 2.5% @ 55 plan, the employee will contribute 100% of the employee's contribution toward the employee contribution for all reportable wages. The employee will also contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth level.
- 2.11 Employee contributions for employees entering membership on or after January 1, 2013 and subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.
- 2.12 The District agrees to report member contributions as taxed deferred for all employees enrolled in CalPERS.

### **3. SICK LEAVE**

#### **3.1 *Shift Employees***

- 3.1.1 Accrual: Shift employees shall accrue sick leave at the rate of 12 hours per month. Sick leave shall be accumulated with no maximum accrual.

- 3.1.2 At retirement, unused sick leave credit for shift employees shall be converted as follows:
- a. All unused sick leave hours will may be reported to CalPERS for additional service credit, if applicable
  - b. The employee must choose to convert unused sick leave hours to an employee's RHSA at a ratio of 2:1. A minimum of 500 sick leave hours is required to be eligible for this option. The RHSA contribution shall be calculated at the straight time rate and shall not exceed the value of 40 shifts.

3.2 *Non-shift employees*

- 3.2.1 Accrual: Non-shift employees shall accrue sick leave at the rate of 8 hours per month. Sick leave shall be accumulated with no maximum accrual.
- 3.2.2 At retirement, unused sick leave credit for non-shift employees shall be converted as follows:
- a. All unused sick leave hours will be reported to CalPERS for additional service credit, if applicable; and
  - b. The employee must convert unused sick leave hours to be an employee's RHSA at a ratio of 2:1. A minimum of 357 hours is required to be eligible for this option. The RHSA shall be calculated at the straight time rate and shall not exceed the value of 685 hours.

3.3 *Management Employees*

- 3.3.1 The accrual rate shall apply to the employee's permanent work schedule and not be changed for temporary or short-term assignments.
- 3.3.2 When an employee changes from one work schedule to another work schedule as a permanent assignment, accumulated leave shall be adjusted in accordance to the ratio of one work schedule to the other. Example: factor from 56-hour workweek to 40-hour workweek is .714; the factor from 40-hour workweek to 56-hour workweek is 1.4.
- 3.3.3 Sick leave shall be available for personal illness or injury, emergency medical or dental appointments and for reasonable travel time to and from health care facilities. Sick leave shall also be available to an employee for caring for a member of his/her immediate family who is ill or injured, emergency medical or dental appointments, and for reasonable travel time to and from health care facilities.
- 3.3.4 Definition of Immediate Family - Immediate family shall include: husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, grandparent, grandchild, or any legal dependent residing in same household.

**4. INSURANCE**

- 4.1 The District shall contract with a provider(s) for medical and dental benefits for providing employees and their eligible dependents with insurance benefits. The District agrees to contribute 80% of the average CalPERS HMO medical plans listed by the CalPERS in Region 2 or any subsequent region designated by CalPERS as the region in which the District is located; and 100% of the HMO dental plan(s) offered (at the family rate), per month toward medical and dental insurance. This calculated dollar amount shall be inclusive of any mandatory contributions that may be required by the provider. However, if the monthly premiums for medical and dental insurance exceed 80% of the average HMO medical/dental plans offered per month, the affected employee will be responsible for the difference.
- 4.2 Any unused premium may be used for medical/dental expenses as defined by the Administrative Policy for a maximum period of 18 months. After the 18-month period expires, at retirement, or if an employee is of retirement age and separation occurs due to disability or death, 100% of any unused premium shall be transferred to the employee's Retirement Health Savings Account. NOTE: If an employee separates from employment for any other reason, the unused premium shall be forfeited.
- 4.3 Eligible full-time employees may elect to opt out of only the medical insurance, if proof of coverage can be provided to the District. If no medical options are selected, the District shall place a capped rate of \$1,000 per month (\$12,000 annually) in the employee's medical reimbursement account. Unused premiums shall be transferred to the employees HRSA per the provisions in 6.01.

- 4.4 Employees, upon retirement, at no additional cost to active employees or to the District shall be allowed to remain on the group dental plan until age 65. The retiree will be required to have the same plan as active employees. The retiree will be responsible for payment of entire premium and a two percent (2%) administrative cost.
- 4.5 Life: The District shall provide a \$50,000 life insurance policy for the employee and the Board of Directors, and \$1,000 life insurance policy for employee's dependents. The policy shall include accidental death and dismemberment coverage.
- 4.6 Long-Term Disability: The District shall provide a Long-Term Disability plan.
- 4.7 In the event the Board of Directors modifies the insurance benefit (increase or decrease) in any other labor contract, this insurance benefit shall be adjusted per said resolution or contract for all positions identified in this Resolution.

## 5. HEALTH RETIREMENT SAVINGS ACCOUNT

- 5.1 Employees shall be required to participate in a District administered Retirement Health Savings Account (RHSA). The following terms apply:
  - a. Effective July 1, 2006 a monetary contribution will be made by the District in an amount of \$100 per employee per month.
  - b. The value of any unused medical reimbursement shall be transferred at the end of each calendar and fiscal year to the employee's RHSA (contributed twice a year).
  - c. If the shift employee has an excess of 480 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (144 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.
  - d. If the non-shift employee has an excess of 343 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (96 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.

## 6. MANAGEMENT INCENTIVE PAY

- 6.1 Effective July 1, 2021, and in recognition of the unique nature of the District's executive management and confidential positions and associated job responsibilities, Management Incentive Pay (**MIP**) may be provided annually as a percentage of annual base salary, 5% of the annual base salary in any calendar year and reported to the California Public Employees' Retirement System as earned per pay period. Management personnel are responsible for coordinating the services provided by their department and are held accountable for responding to the distinctive needs of the community, irrespective of time and place. Management Incentive Pay is available to all employees included in the pay and benefits plan, and employees shall not have the option to decline Management Incentive Pay. Management Incentive Pay shall not be for overtime, nor in lieu of other benefits excluded under the California Public Employees Retirement Law statutes, not for special compensation not otherwise listed in Title 2 CCR, Section 571. To the extent permitted by law, this pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571 (a)(1) Incentive Pay— Management Incentive.
- 6.2 All Manager personnel represented in this resolution will receive a 5% of their annual base salary as of July 1. The MIP provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1, and paid once per calendar year on the July 31 pay date. The MIP of 5% of the annual base salary shall only to be used once in a twelve (12) month period for the calculation of reportable compensation. Management personnel covered by this benefit may choose one of the following options:
  - a. Direct Payment – Cash: this option is considered additional income and is subject to federal and state withholding taxes.
  - b. Direct Payment – Deferred Compensation 457 Plan: this option is considered additional income and is subject to the maximum deferral allowed by the IRS.
  - c. Combination of Option a, or b: this option may not exceed the maximum benefit.

- 6.2 Medical Reimbursement: this option is considered a non-taxable benefit, which may be used for additional medical/dental expenses, and this option is not considered as reportable compensation to CalPERS. Note that unused monies in this account are not eligible for transfer to the District's Health Retirement Savings Account
- 6.3 Staff Management Incentive Pay: Beginning July 1, 2017, all Management personnel represented in this resolution and who are assigned to a 40-hour or 9/80 workweek, will receive an additional Staff Management Incentive Pay (SMIP) of 5% of their annual base salary. To be eligible for the SMIP, the manager must have been assigned to a 40-hour or 9/80 workweek for a minimum of 65% of the previous fiscal year. The SMIP provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1 and paid once per year on the August 15 pay date, or at retirement if employee retires prior to this pay date. This SMIP of 5% of annual base salary shall only to be used once in a twelve (12) month period for the calculation of reportable compensation. Management personnel covered by this benefit may choose one of the options described in 6.2 a – c.

## 7. HOLIDAYS

- 7.1 For the purpose of this section, the legal "holiday" shall mean and include the following days:
  - a. New Year's Day (January 1)
  - b. Martin Luther King Day (third Monday in January)
  - c. President's Day (third Monday in February)
  - d. Memorial Day (fourth Monday in May)
  - e. Independence Day (July 4)
  - f. Labor Day (first Monday in September)
  - g. Veteran's Day (November 11)
  - h. Thanksgiving Day (fourth Thursday in November)
  - i. Day after Thanksgiving Day
  - j. Christmas Day (December 25)
  - k. Floating Holiday
- 7.2 All Chief Officers shall receive holiday payment equal to one-half month's salary, payable on November 15. Rotating schedules to assure availability during holidays will be required.

## 8. USE OF DISTRICT VEHICLES

- 8.1 The District will assign a vehicle to the following positions for commuting to/from work and all business purposes to insure availability for immediate emergency response:
  - a. Fire Chief
  - b. Deputy Chief
  - c. Fire Marshal
  - d. Battalion Chief – Administrative/Training
- 8.2 Personnel assigned to a take home vehicle must meet a 45-minute response time to District from their place of residence.
- 8.3 Battalion Chief – Shift: while on duty, shift Battalion Chiefs are provided an emergency vehicle to assist in the performance of their duties.
- 8.4 The value for all personal use may be reported as a taxable fringe benefit as established by IRS Regulations and the District's Administrative policy.

**9. VACATION ACCRUAL**

9.1 Annual vacation accrual hours shall be based upon years of service in accordance with the following:

| Years of Service | Based on 40 hour work week | Based on 56 hour work week |
|------------------|----------------------------|----------------------------|
| 0 – 5 years      | 80 hours                   | 112 hours                  |
| 6 – 10 years     | 120 hours                  | 168 hours                  |
| 11 – 15 years    | 136 hours                  | 190 hours                  |
| 16 – 20 years    | 160 hours                  | 224 hours                  |
| 21+ years        | 200 hours                  | 280 hours                  |

Note: The Fire Chief is authorized to negotiate the starting vacation accumulation different from shown above for management staff members new to the District.

- 9.2 All management employees shall have the option to sell the excess of 80 hours (non-shift), or the excess of 112 hours (shift) accrued vacation at straight time, not more than twice a year, after the work period ends that include June 30 and December 31.
- 9.3 An employee may only sell a maximum of 200 hours of accrued vacation per calendar year. Minimum vacation accrual balances are required as identified in 9.2.
- 9.4 A written request received by December 31 for payment of accrued vacation sold back to the District, which will be remitted by separate check on January 15. A written request received by June 30 for payment of vacation sold back to the District, which will be remitted by separate check on July 15. No payments under this section will be reported as “reportable compensation” for retirement purposes.

**10. EMERGENCY RESPONSE COMPENSATION**

- 10.1 The District will compensate employees at the straight-time hourly rate for all time worked greater than their daily rate for responses for which the District is reimbursed. The District will pay compensation upon receipt of monies from agencies requesting services. Maximum compensation will not exceed any reimbursement amount received by the District. This provision does not apply to any Battalion Chief position.
- 10.2 Battalion Chief Emergency Callback: *Battalion Chief Emergency Callback* is defined as a call back to work for emergency coverage exceeding three (3) hours; or when on an emergency assignment that does not extend into the next 24-hour operational period shall be paid at their straight time hourly rate.
- 10.3 Battalion Chief Extended Overhead Assignment: *Battalion Chief Extended Assignment* is defined as an emergency assignment that extends into the next 24-hour operational period. The employee shall be paid an hourly rate of time and one-half.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on February 17, 2021 by the following vote:

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

{SIGNATURES ON NEXT PAGE}



James H. Ashcraft  
President

ATTEST:



Alicea Caccavo  
Board Clerk

# **Rancho Santa Fe Fire Protection District**

Rancho Santa Fe, California

## **Annual Financial Report**

*For the Year Ended June 30, 2021*



# Mission Statement

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

## Rancho Santa Fe Fire Protection District Board of Directors as of June 30, 2021

| <u>Name</u>       | <u>Position</u> | <u>Elected/Appointed</u> | <u>Current Term</u> |
|-------------------|-----------------|--------------------------|---------------------|
| James H. Ashcraft | President       | Elected                  | 12/20 - 12/24       |
| John C. Tanner    | Vice President  | Elected                  | 12/18 - 12/22       |
| Nancy C. Hillgren | Director        | Elected                  | 12/20 - 12/24       |
| Randall Malin     | Director        | Elected                  | 12/20 - 12/24       |
| Tucker Stine      | Director        | Elected                  | 12/18 - 12/22       |

**Rancho Santa Fe Fire Protection District**  
**Fred Cox, Fire Chief**  
**18027 Calle Ambiente**  
**Rancho Santa Fe, CA 92067 (858)756-5971**  
**[www.rsf-fire.org](http://www.rsf-fire.org)**



**Rancho Santa Fe Fire Protection District  
Annual Financial Report  
For the Year Ended June 30, 2021**

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FINAL DRAFT v2

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FINAL DRAFT V2

**FINANCIAL SECTION**

FINAL DRAFT v2

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
of the Rancho Santa Fe Fire Protection District  
Rancho Santa Fe, California

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Rancho Santa Fe Fire Protection District (the "District") as of and for the year ended June 30, 2021, and the related notes to the basic financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Rancho Santa Fe Fire Protection District as of June 30, 2021, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## **Other Matters**

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 8, the Budgetary Comparison Schedule – General Fund, Budgetary Comparison Schedule – Special Revenue Fund, Schedule of the District's Proportionate Share of the Plan's Net Pension Liability, and the Schedule of the District's Contributions to the Pension Plan on pages 49 through 52, respectively be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued a report dated November 2, 2021, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

San Diego, California  
November 2, 2021

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

**Independent Auditors' Report**

To the Board of Directors  
of the Rancho Santa Fe Fire Protection District  
Rancho Santa Fe, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Rancho Santa Fe Fire Protection District (District) as of and for the year ended June 30, 2021, and the related notes to the basic financial statements, which collectively comprises the District's basic financial statements, and have issued our report thereon dated November 2, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for determining audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

To the Board of Directors  
of the Rancho Santa Fe Fire Protection District  
Rancho Santa Fe, California  
Page 2

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

San Diego, California  
November 2, 2021

FINAL DRAFT V2



**Rancho Santa Fe Fire Protection District  
Management's Discussion and Analysis (Unaudited)  
For the Year Ended June 30, 2021**

---

As management of the Rancho Santa Fe Fire Protection District (District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities and performance of the District for the fiscal year ended June 30, 2021. Please read it in conjunction with additional information that we have furnished in the accompanying basic financial statements, which follow this section.

**Financial Highlights**

- The District's net position decreased 2.28%, or \$(765,432) from the prior year's net position of \$33,626,055 to \$32,860,623.
- The District's total revenues increased by 0.27% or \$51,158, to \$18,741,305 in fiscal year 2021.
- The District's total expenses decreased 0.59% or \$116,373, to \$19,506,737 in fiscal year 2021.
- Negotiations for the three (3) year MOU for Safety included an additional contribution from all Classic Tiered safety employees; the additional amount to be contributed as an additional discretionary payment (ADP) to the Safety Classic Plan in the following increments for that calendar year: 2021 additional 1%, 2022 additional 2%, and 2023 additional 3%.

**Using This Financial Report**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities and performance of the District using accounting methods similar to those used by private sector companies. The Statement of Net Position includes all of the District's investments in resources (assets) and the obligations to creditors (liabilities). It also provides the basis for computing a rate of return, evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District. All of the current year's revenue and expenses are accounted for in the Statement of Activities. This statement measures the success of the District's operations over the past year and can be used to determine the District's profitability and credit worthiness.

**Government-Wide Financial Statements**

**Statement of Net Position and Statement of Activities**

One of the most important questions asked about the District's finances is, "Is the District better off or worse off as a result of this year's activities?" The Statement of Net Position and the Statement of Activities report information about the District in a way that helps answer this question. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

These two statements report the District's *net position* and changes in them. Think of the District's net position – the difference between assets and liabilities – as one way to measure the District's financial health, or *financial position*. Over time, *increases or decreases* in the District's net position is one indicator of whether its *financial health* is improving or deteriorating.

**Rancho Santa Fe Fire Protection District**  
**Management's Discussion and Analysis (Unaudited) (Continued)**  
**For the Year Ended June 30, 2021**

**Governmental Funds Financial Statements**

**Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance**

*Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

**Notes to the Basic Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's budgetary information and compliance.

|                                       | <b>June 30, 2021</b> | <b>June 30, 2020</b> | <b>\$ Change</b>    | <b>% Change</b> |
|---------------------------------------|----------------------|----------------------|---------------------|-----------------|
| <b>Assets:</b>                        |                      |                      |                     |                 |
| Current assets                        | \$ 21,562,624        | \$ 23,156,544        | \$ (1,593,920)      | -6.88%          |
| Capital assets, net                   | 22,756,551           | 22,978,890           | (222,339)           | -0.97%          |
| <b>Total assets</b>                   | <b>44,319,175</b>    | <b>46,135,434</b>    | <b>(1,816,259)</b>  | <b>-3.94%</b>   |
| <b>Deferred outflows of resources</b> | <b>5,102,344</b>     | <b>4,387,671</b>     | <b>714,673</b>      | <b>16.29%</b>   |
| <b>Liabilities:</b>                   |                      |                      |                     |                 |
| Current liabilities                   | 1,077,768            | 2,949,179            | (1,871,411)         | -63.46%         |
| Noncurrent liabilities                | 13,754,273           | 11,967,676           | 1,786,597           | 14.93%          |
| <b>Total liabilities</b>              | <b>14,832,041</b>    | <b>14,916,855</b>    | <b>(84,814)</b>     | <b>-0.57%</b>   |
| <b>Deferred inflows of resources</b>  | <b>1,728,855</b>     | <b>1,980,195</b>     | <b>(251,340)</b>    | <b>-12.69%</b>  |
| <b>Net position:</b>                  |                      |                      |                     |                 |
| Investment in capital assets          | 22,756,551           | 22,978,890           | (222,339)           | -0.97%          |
| Restricted for capital projects       | 1,322,296            | 6,883,012            | (5,560,716)         | -80.79%         |
| Unrestricted                          | 8,781,776            | 3,764,153            | 5,017,623           | 133.30%         |
| <b>Total net position</b>             | <b>\$ 32,860,623</b> | <b>\$ 33,626,055</b> | <b>\$ (765,432)</b> | <b>-2.28%</b>   |

**Rancho Santa Fe Fire Protection District**  
**Management's Discussion and Analysis (Unaudited) (Continued)**  
**For the Year Ended June 30, 2021**

**Government-Wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets and deferred outflows of resources of the District exceeded liabilities and deferred inflows of resources by \$32,860,623 as of June 30, 2021.

A portion of the District's net position 69% or \$22,756,551 reflects its investment in capital assets (net of accumulated depreciation). The District uses these capital assets to operate the District; consequently, these assets are *not* available for future spending. At the end of fiscal year 2021 the District shows a positive balance in its unrestricted net position of \$3,824,143 that may be utilized in future years.

|   | <u>June 30, 2021</u> | <u>June 30, 2020</u> | <u>\$ Change</u>    | <u>% Change</u> |
|---|----------------------|----------------------|---------------------|-----------------|
| <b>Revenues:</b>                                    |                      |                      |                     |                 |
| Program revenues:                                   |                      |                      |                     |                 |
| Charges for services                                | \$ 463,748           | \$ 938,471           | \$ (474,723)        | -50.58%         |
| Operating grants and contributions                  | 1,631,593            | 655,707              | 975,886             | 148.83%         |
| Capital grants and contributions                    | 154,502              | 780,569              | (626,067)           | -80.21%         |
| General revenues:                                   |                      |                      |                     |                 |
| Property taxes                                      | 13,877,359           | 13,258,685           | 618,674             | 4.67%           |
| Voter approved taxes                                | 1,645,643            | 1,606,903            | 38,740              | 2.41%           |
| Developer payments in-lieu of property taxes        | 218,959              | 377,574              | (158,615)           | -42.01%         |
| Reorganization revenue – Elfin Forest/Harmony Grove | 312,500              | 312,500              | -                   | 0.00%           |
| Rental income                                       | 403,647              | 396,844              | 6,803               | 1.71%           |
| Investment earnings                                 | (28,550)             | 700,737              | (729,287)           | -104.07%        |
| Other   | 61,904               | (337,843)            | 399,747             | -118.32%        |
| <b>Total revenues</b>                               | <u>18,741,305</u>    | <u>18,690,147</u>    | <u>51,158</u>       | <u>0.27%</u>    |
| <b>Expenses:</b>                                    |                      |                      |                     |                 |
| Fire protection operations:                         |                      |                      |                     |                 |
| Salaries and wages                                  | 9,949,798            | 9,097,724            | 852,074             | 9.37%           |
| Employee benefits                                   | 6,240,015            | 5,778,389            | 461,626             | 7.99%           |
| Contractual services                                | 1,643,961            | 1,674,633            | (30,672)            | -1.83%          |
| Materials and supplies                              | 543,096              | 881,843              | (338,747)           | -38.41%         |
| Other Expenses                                      | 226,679              | 1,238,369            | (1,011,690)         | -81.70%         |
| Loss on disposal of capital assets                  | -                    | 122,198              | (122,198)           | -100.00%        |
| Depreciation  | 903,188              | 829,954              | 73,234              | 8.82%           |
| <b>Total expenses</b>                               | <u>19,506,737</u>    | <u>19,623,110</u>    | <u>(116,373)</u>    | <u>-0.59%</u>   |
| <b>Change in net position</b>                       | <u>(765,432)</u>     | <u>(932,963)</u>     | <u>167,531</u>      | <u>0.87%</u>    |
| <b>Net position:</b>                                |                      |                      |                     |                 |
| Beginning of year                                   | <u>33,626,055</u>    | <u>34,559,018</u>    | <u>(932,963)</u>    | <u>-2.70%</u>   |
| End of year   | <u>\$ 32,860,623</u> | <u>\$ 33,626,055</u> | <u>\$ (765,432)</u> | <u>-2.28%</u>   |

The statement of activities shows how the government's net position changes during the fiscal year. In the case of the District, net position decreased by \$765,432 for the fiscal year ended June 30, 2021.

**Rancho Santa Fe Fire Protection District  
Management's Discussion and Analysis (Unaudited) (Continued)  
For the Year Ended June 30, 2021**

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**Government-Wide Financial Analysis (Continued)**

The District added four (4) full-time employees to staff the Elfin Forest Fire Station with paid firefighting professionals and a dedicated Volunteer Recruitment and Retention Coordinator. The terms of these grants expire December 31, 2020 and November 27, 2021, respectively.

**Governmental Funds Financial Analysis**

The focus of the District's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the District's financing requirements. In particular, the *unassigned fund balance* may serve as a useful measure of the government's net resources for spending at the end of the fiscal year.

As of June 30, 2021, the District's General Fund reported a fund balance of \$18,425,060. An amount of \$12,005,996 constitutes the District's *unassigned fund balance*, which is available for future use.

**Capital Asset Administration**

At the end of fiscal year 2021, the District's investment in capital assets amounted to \$22,756,551 (net of accumulated depreciation). This investment in capital assets includes structures and improvements and equipment. (See Note 3 for further information).

Capital assets balances are as follows:

|   | June 30, 2021        | June 30, 2020        | \$ Change           | % Change      |
|---|----------------------|----------------------|---------------------|---------------|
| Non-depreciable assets                    | \$ 3,374,840         | \$ 3,374,840         | \$ -                | 0.00%         |
| Depreciable assets                        | 31,708,534           | 31,328,192           | 380,342             | 1.21%         |
| Accumulated depreciation and amortization | (12,326,823)         | (11,724,142)         | (602,681)           | 5.14%         |
|   | <u>\$ 22,756,551</u> | <u>\$ 22,978,890</u> | <u>\$ (222,339)</u> | <u>-0.97%</u> |

**Economic and Other Factors Effecting Next Year's Operations and Budget**

This fiscal year was a challenging one for the District. At the end of calendar year 2020, we lost one of our Captains and then at the beginning of year 2021, the District lost another Captain to Covid-19. Management has yet to see the full extent of the impact on our financial position with the on-going pandemic which include the costs associated with administering to and the potential loss of revenue because of the pandemic.

**Requests for Information**

The District's basic financial statements are designed to present users with a general overview of the District's finances and to demonstrate the District's accountability. If you have any questions about the report or need additional information, please contact the District's Administrative Manager, Alicea Caccavo, at the Rancho Santa Fe Fire Protection District, P.O. Box 410, 18027 Calle Ambiente, Rancho Santa Fe, California, 92067 or (858) 756-5971.

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**BASIC FINANCIAL STATEMENTS**

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**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

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**Rancho Santa Fe Fire Protection District**  
**Statement of Net Position**  
**June 30, 2021**

|  | <b>Governmental<br/>Activities</b> |
|--|------------------------------------|
| <b>ASSETS</b>                                      |                                    |
| <b>Current assets:</b>                             |                                    |
| Cash and investments                               | \$ 20,179,831                      |
| Accounts receivable                                | 411,233                            |
| Property taxes receivable                          | 55,490                             |
| Accrued interest receivable                        | 21,261                             |
| Deposits   | 894,809                            |
| <b>Total current assets</b>                        | <b>21,562,624</b>                  |
| <b>Noncurrent assets:</b>                          |                                    |
| Capital assets – not being depreciated             | 3,374,840                          |
| Capital assets, net – being depreciated            | 19,381,711                         |
| <b>Total noncurrent assets</b>                     | <b>22,756,551</b>                  |
| <b>Total assets</b>                                | <b>44,319,175</b>                  |
| <b>DEFERRED OUTFLOWS OF RESOURCES</b>              |                                    |
| Pension-related deferred outflows of resources     | 5,102,344                          |
| <b>Total deferred outflows of resources</b>        | <b>5,102,344</b>                   |
| <b>LIABILITIES</b>                                 |                                    |
| <b>Current liabilities:</b>                        |                                    |
| Accounts payable and accrued expenses              | 398,566                            |
| Accrued salaries and related payables              | 478,372                            |
| Unearned revenue                                   | 830                                |
| Long-term liabilities – due within one year:       |                                    |
| Compensated absences                               | 150,000                            |
| Workers' compensation claims payable               | 50,000                             |
| <b>Total current liabilities</b>                   | <b>1,077,768</b>                   |
| <b>Noncurrent liabilities:</b>                     |                                    |
| Long-term liabilities – due in more than one year: |                                    |
| Compensated absences                               | 416,622                            |
| Workers' compensation claims payable               | 840,675                            |
| Net pension liability                              | 12,496,976                         |
| <b>Total noncurrent liabilities</b>                | <b>13,754,273</b>                  |
| <b>Total liabilities</b>                           | <b>14,832,041</b>                  |
| <b>DEFERRED INFLOWS OF RESOURCES</b>               |                                    |
| Pension-related deferred inflows of resources      | 791,355                            |
| Related to District reorganization                 | 937,500                            |
| <b>Total deferred inflows of resources</b>         | <b>1,728,855</b>                   |
| <b>NET POSITION</b>                                |                                    |
| Investment in capital assets                       | 22,756,551                         |
| Restricted for capital projects                    | 1,322,296                          |
| Unrestricted                                       | 8,781,776                          |
| <b>Total net position</b>                          | <b>\$ 32,860,623</b>               |

**Rancho Santa Fe Fire Protection District**  
**Statement of Activities**  
**For the Year Ended June 30, 2021**

|   | <b>Governmental<br/>Activities</b> |
|---|------------------------------------|
| <b>Expenses:</b>                                    |                                    |
| Fire protection operations:                         |                                    |
| Operations  | \$ 18,603,549                      |
| Depreciation expense                                | 903,188                            |
| <b>Total expenses</b>                               | <b>19,506,737</b>                  |
| <b>Program revenues:</b>                            |                                    |
| Charges for services                                | 463,748                            |
| Operating grants and contributions                  | 1,631,593                          |
| Capital grants and contributions                    | 154,502                            |
| <b>Total program revenues</b>                       | <b>2,249,843</b>                   |
| <b>Net program expense</b>                          | <b>(17,256,894)</b>                |
| <b>General revenues:</b>                            |                                    |
| Property taxes                                      | 13,877,359                         |
| Voter approved taxes                                | 1,645,643                          |
| Developer payments in-lieu of property taxes        | 218,959                            |
| Reorganization revenue – Elfin Forest/Harmony Grove | 312,500                            |
| Rental income                                       | 403,647                            |
| Investment earnings                                 | (28,550)                           |
| Other   | 61,904                             |
| <b>Total general revenues</b>                       | <b>16,491,462</b>                  |
| <b>Change in net position</b>                       | <b>(765,432)</b>                   |
| <b>Net position:</b>                                |                                    |
| Beginning of year                                   | 33,626,055                         |
| End of year   | <b>\$ 32,860,623</b>               |

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FINAL DRAFT V2

**FUND FINANCIAL STATEMENTS**

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**Rancho Santa Fe Fire Protection District**  
**Balance Sheet**  
**Governmental Funds**  
**June 30, 2021**

| ASSETS  | <u>General<br/>Fund</u> | <u>Special<br/>Revenue Fund</u> | <u>Total<br/>Governmental<br/>Funds</u> |
|---|-------------------------|---------------------------------|---|
| <b>Assets:</b>  |                         |                                 |   |
| Cash and investments  | \$ 18,898,031           | \$ 1,281,800                    | \$ 20,179,831                           |
| Accounts receivable   | 374,115                 | 37,118                          | 411,233                                 |
| Property taxes receivable   | 55,490                  | -                               | 55,490                                  |
| Accrued interest receivable   | 17,883                  | 3,378                           | 21,261                                  |
| Deposits  | 894,809                 | -                               | 894,809                                 |
| <b>Total assets</b>   | <u>\$ 20,240,328</u>    | <u>\$ 1,322,296</u>             | <u>\$ 21,562,624</u>                    |
| <b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES,<br/>AND FUND BALANCE</b>       |                         |                                 |   |
| <b>Liabilities:</b>   |                         |                                 |   |
| Accounts payable and accrued expenses   | \$ 398,566              | \$ -                            | \$ 398,566                              |
| Accrued salaries and related payables   | 478,372                 | -                               | 478,372                                 |
| Unearned revenue  | 830                     | -                               | 830                                     |
| <b>Total liabilities</b>  | <u>877,768</u>          | <u>-</u>                        | <u>877,768</u>                          |
| <b>Deferred inflows of resources:</b>   |                         |                                 |   |
| Related to District reorganization  | 937,500                 | -                               | 937,500                                 |
| <b>Total deferred inflows of resources</b>                                    | <u>937,500</u>          | <u>-</u>                        | <u>937,500</u>                          |
| <b>Fund balance:</b>  |                         |                                 |   |
| Restricted  | -                       | 1,322,296                       | 1,322,296                               |
| Committed   | 894,809                 | -                               | 894,809                                 |
| Assigned  | 566,622                 | -                               | 566,622                                 |
| Unassigned  | 16,963,629              | -                               | 16,963,629                              |
| <b>Total fund balance</b>   | <u>18,425,060</u>       | <u>1,322,296</u>                | <u>19,747,356</u>                       |
| <b>Total liabilities, deferred inflows of resources,<br/>and fund balance</b> | <u>\$ 20,240,328</u>    | <u>\$ 1,322,296</u>             | <u>\$ 21,562,624</u>                    |

**Rancho Santa Fe Fire Protection District**  
**Reconciliation of the Balance Sheet of Governmental Funds to the**  
**Statement of Net Position of Governmental Activities**  
**June 30, 2021**

|  |                             |
|--|-----------------------------|
| <b>Fund Balance – Governmental Funds</b>   | <u>\$ 19,747,356</u>        |
| Amounts reported for governmental activities in the statement of net position are different because:   |                             |
| Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those assets as capital assets.                       | 22,756,551                  |
| Deferred outflows of resources used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those deferred outflows of resources. | 5,102,344                   |
| Long-term liabilities applicable to the District are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the statement of net position as follows:        |                             |
| Compensated absences   | (566,622)                   |
| Workers' compensation claims payable   | (890,675)                   |
| Net pension liability  | (12,496,976)                |
| Deferred inflows of resources used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those deferred inflows of resources.   | (791,355)                   |
| <b>Total adjustments</b>   | <u>13,113,267</u>           |
| <b>Net Position of Governmental Activities</b>   | <u><u>\$ 32,860,623</u></u> |

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**Rancho Santa Fe Fire Protection District**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended June 30, 2021**

|   | <u>General<br/>Fund</u> | <u>Special<br/>Revenue Fund</u> | <u>Total</u>         |
|---|-------------------------|---------------------------------|----------------------|
| <b>Revenues:</b>                                    |                         |                                 |                      |
| Property taxes                                      | \$ 13,877,359           | \$ -                            | \$ 13,877,359        |
| Voter approved taxes                                | 1,645,643               | -                               | 1,645,643            |
| Developer payments in-lieu of property taxes        | 218,959                 | -                               | 218,959              |
| Reorganization revenue – Elfin Forest/Harmony Grove | 312,500                 | -                               | 312,500              |
| Charges for services                                | 463,748                 | -                               | 463,748              |
| Operating grants and contributions                  | 1,631,593               | -                               | 1,631,593            |
| Capital grants and contributions                    | -                       | 154,502                         | 154,502              |
| Rental income                                       | 403,647                 | -                               | 403,647              |
| Investment earnings                                 | (7,405)                 | (21,145)                        | (28,550)             |
| Other   | 61,904                  | -                               | 61,904               |
| <b>Total revenues</b>                               | <u>18,607,948</u>       | <u>133,357</u>                  | <u>18,741,305</u>    |
| <b>Expenditures:</b>                                |                         |                                 |                      |
| Current:  |                         |                                 |                      |
| Salaries and wages                                  | 9,949,798               | -                               | 9,949,798            |
| Employee benefits                                   | 5,056,673               | -                               | 5,056,673            |
| Contractual services                                | 1,643,961               | -                               | 1,643,961            |
| Materials and supplies                              | 543,096                 | -                               | 543,096              |
| Other expenditures                                  | 226,679                 | -                               | 226,679              |
| Capital outlay                                      | 680,849                 | -                               | 680,849              |
| <b>Total expenditures</b>                           | <u>18,101,056</u>       | <u>-</u>                        | <u>18,101,056</u>    |
| <b>Revenues over (under) expenditures</b>           | <u>506,892</u>          | <u>133,357</u>                  | <u>640,249</u>       |
| <b>Other financing sources/(uses):</b>              |                         |                                 |                      |
| Transfers in/(out)                                  | 753,303                 | (753,303)                       | -                    |
| <b>Total other financing sources (uses)</b>         | <u>753,303</u>          | <u>(753,303)</u>                | <u>-</u>             |
| <b>Net change in fund balances</b>                  | 1,260,195               | (619,946)                       | 640,249              |
| <b>Fund Balances:</b>                               |                         |                                 |                      |
| Beginning of year                                   | 17,164,865              | 1,942,242                       | 19,107,107           |
| End of year   | <u>\$ 18,425,060</u>    | <u>\$ 1,322,296</u>             | <u>\$ 19,747,356</u> |

**Rancho Santa Fe Fire Protection District**  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes in**  
**Fund Balances of Governmental Funds to the Statement of Activities**  
**For the Year Ended June 30, 2021**

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**Net Change in Fund Balances – Governmental Funds** \$ 640,249

Amount reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those capitalized assets is allocated over their estimated useful lives and reported as depreciation expense:

|                      |           |
|----------------------|-----------|
| Capital outlay       | 680,849   |
| Depreciation expense | (903,188) |

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenses in governmental funds as follows:

|  |                           |
|--|---------------------------|
| Net change in compensated absences                                 | (40,039)                  |
| Net change in workers' compensation claims payable                 | (221,300)                 |
| Net change in net pension liability and related deferred resources | <u>(922,003)</u>          |
| <b>Total adjustments</b>   | <u><u>(1,405,681)</u></u> |

**Change in net position of governmental activities** \$ (765,432)

FINAL DRAFT V2



**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2021**

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**Note 1 – Reporting Entity and Summary of Significant Accounting Policies**

***Organization and Operations of the Reporting Entity***

The Rancho Santa Fe Fire Protection District was formed on October 14, 1946 under an order adopted by the County Board of Supervisors. The District spans approximately 49-square miles and protects over 34,518 citizens. The District is governed by a five-person elected Board of Directors. The Board is responsible for establishing policies, guidelines and providing direction for Fire District staff.

The criteria used in determining the scope of the financial reporting entity is based on the provisions of U.S. GAAP. The District is the primary governmental unit based on the foundation of a separately elected governing board that is elected by the citizens in a general popular election. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The District is financially accountable for a component that has substantively the same governing body as the District's governing body, and additionally (1) the primary government and the component unit have a financial benefit or burden relationship or (2) management (below the level of the elected officials) of the primary government have operational responsibility for the activities of the component unit.

**Basis of Accounting and Measurement Focus**

The District's financial statements are prepared in conformity with U.S. GAAP. The Governmental Accounting Standards Board (GASB) is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the United States.

***Government-Wide Financial Statements***

These statements are presented on an *economic resources* measurement focus and the accrual basis of accounting. Accordingly, all of the District's assets and liabilities, including capital assets, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which the liability is incurred. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function.

The types of transactions reported as program revenues for the District are to be reported in three categories, if applicable: 1) charges for services, 2) operating grants and contributions, and, 3) capital grants and contributions. Charges for services include revenues from customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function. Grant and contributions include revenues restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

In accordance with U.S. GAAP the Statement of Net Position reports separate sections for Deferred Outflows of Resources, and Deferred Inflows of Resources, when applicable.

**Deferred Outflows of Resources** represent outflows of resources (consumption of net position) that apply to future periods and that, therefore, will not be recognized as an expense until that time.

**Deferred Inflows of Resources** represent inflows of resources (acquisition of net position) that apply to future periods and that, therefore, are not recognized as a revenue until that time.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

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**Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)**

**Basis of Accounting and Measurement Focus (Continued)**

***Fund Financial Statements***

These statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all major governmental funds. Incorporated into these statements is a schedule to reconcile and explain the differences in net position as presented in these statements to the net position presented in the Government-wide Financial Statements. The District has presented its General Fund, as its major fund, in this statement to meet the qualifications of U.S. GAAP.

Governmental funds are accounted for on a spending or *current financial resources* measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures and Changes in Fund Balances present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under modified accrual basis of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current period.

Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally 60-days after year-end) are recognized when due. The primary sources susceptible to accrual for the District are property taxes and assessments, interest earnings, investment revenue and operating and capital grant revenues. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, exceptions to this rule include principal and interest on debt, which are recognized when due.

The District reports the following major funds:

**General Fund** – is a government’s primary operating fund. It accounts for all financial resources of the District, except those required to be accounted for in another fund when necessary.

**Special Revenue Fund** – is used for fees collected that are restricted for the purchase capital assets.

***Use of Estimates***

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported changes in District net position during the reporting period. Actual results could differ from those estimates.

***Investments***

Changes in fair value that occur during a fiscal year are recognized as unrealized gains or losses and reported for that fiscal year. Investment income comprises interest earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

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**Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)**

**Basis of Accounting and Measurement Focus (Continued)**

***Investments (Continued)***

U.S. GAAP, defines fair value, establishes a framework for measuring fair value and establishes disclosures about fair value measurement. Investments, unless otherwise specified, recorded at fair value in the Statements of Net Position, are categorized based upon the level of judgment associated with the inputs used to measure their fair value. Levels of inputs are as follows:

Level 1 – Inputs are unadjusted, quoted prices for identical assets and liabilities in active markets at the measurement date.

Level 2 – Inputs, other than quoted prices included in Level 1 that are observable for the assets or liabilities through corroboration with market data at the measurement date.

Level 3 – Unobservable inputs that reflect management’s best estimate of what market participants would use in pricing the assets or liabilities at the measurement date.

Through its agents, the District holds investments in institutional investment funds, which are measured at fair value using the net asset value (NAV) per share or its equivalent. These institutional investment funds are comprised of exchange traded securities, the fair values of which are provided by the respective investment managers. Investments that are measured at fair value using the NAV per share (or its equivalent) as a practical expedient are not classified in the fair value hierarchy.

***Property Taxes***

Property tax in California is levied in accordance with Article 13A of the State Constitution at one percent (1%) of countywide assessed valuations. Secured property taxes are levied on July 1 and become delinquent on December 10 and April 10, for the first and second installments, respectively. Unsecured personal property taxes are collected in one installment and become delinquent August 31.

Property taxes are allocated on the County of San Diego’s annual tax bills to property owners who receive fire protection service by the District. The County of San Diego Tax Collector’s Office collects the property taxes payments from the property owners and transfers the collections to the District’s operating fund held with the County Treasurer’s Office. The District has adopted the Teeter Plan as defined under the California Revenue and Taxation Code. Under the Teeter Plan, the District receives from the County 99.6% of the annual assessed secured and unsecured property taxes, with the County responsible for the collection of any delinquent property taxes.

Therefore, the County receives the benefits of collecting all penalty and interest charges on the delinquent property taxes; hence, no accrual for uncollected property taxes is recorded at year-end.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

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**Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)**

**Basis of Accounting and Measurement Focus (Continued)**

***Capital Assets***

Capital assets are recorded in the government-wide financial statements. Included in capital assets are land, building, building improvements, equipment and furniture and fixtures. District policy has set the capitalization threshold for reporting capital assets at \$10,000. Donated assets are recorded at estimated acquisition value at the date of donation. Capital outlay is recorded as expenditures of the General Fund and as assets in the government-wide financial statements to the extent the District’s capitalization threshold is met. Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets as follows:

|                             |                |
|-----------------------------|----------------|
| Structures and improvements | 20 to 40 years |
| Equipment and vehicles      | 3 to 12 years  |

***Compensated Absences***

The District’s policy is to permit full time employees to accumulate earned vacation leave. Safety employees with more than one year but less than 4 years may accumulate 144 hours of vacation per year; 168 hours for the fifth through ninth year of employment; 192 hours for the tenth through fourteenth year of employment; 240 hours for the fifteenth through nineteenth; and 288 hours thereafter. Safety management positions accrue vacation leave from 15 to 25 days per year depending on their position. Administrative employees in their first through fifth year may accumulate 80 hours of vacation per year; 120 hours for the sixth through tenth year; 136 hours for the eleventh through fifteenth year; 160 hours for the sixteenth through twentieth; and 200 hours after 21 years. Vacations may accumulate beyond the end of the calendar year.

***Pensions***

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions and pension expense, information about the fiduciary net pension of the District’s pension plans and additions to/deductions from the Plan’s fiduciary net position have been determined on the same basis as they are reported by the plans (Note 6). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

The following timeframes are used for pension reporting:

|                       |                               |
|-----------------------|-------------------------------|
| <b><u>CalPERS</u></b> |                               |
| Valuation date        | June 30, 2019                 |
| Measurement date      | June 30, 2020                 |
| Measurement period    | July 1, 2019 to June 30, 2020 |

Gains and losses related to changes in total pension liability and fiduciary net position are recognized in pension expense systematically over time. The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pensions and are to be recognized in future pension expense. The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized straight-line over five years. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive and retirees) as of the beginning of the measurement period.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

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**Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)**

**Basis of Accounting and Measurement Focus (Continued)**

*Net Position*

The financial statements utilize a net position presentation. Net position is categorized as follows:

**Investment in Capital Assets** – This component of net position consists of capital assets, net of accumulated depreciation.

**Restricted** – This component of net position consists of constraints placed on assets reduced by liabilities and deferred inflows of resources use through external constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

**Unrestricted** – This component of net position is the net amount of assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of the net investment in capital assets or restricted component of net position.

*Fund Balance*

The financial statements, governmental funds report fund balance as nonspendable, restricted, committed, assigned or unassigned based primarily on the extent to which the District is bound to honor constraints on how specific amounts can be spent.

**Nonspendable** – amounts that cannot be spent because they are either (a) not spendable in form or (b) legally or contractually required to be maintained intact.

**Restricted** – amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions enabling legislation.

**Committed** – amounts that can only be used for specific purposes determined by formal action of the District's highest level of decision-making authority (the Board of Directors) and that remain binding unless removed in the same manner. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.

**Assigned** – amounts that are constrained by the District's intent to be used for specific purposes. The intent can be established at either the highest level of decision-making, or by a body or an official designated for that purpose. This is also the classification for residual funds in the District's special revenue funds.

**Unassigned** – the residual classification for the District's general fund that includes amounts not contained in the other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes.

The Board of Directors established, modifies or rescinds fund balance commitments and assignments by passage of an ordinance or resolution. This is done through adoption of the budget and subsequent budget amendments that occur throughout the year.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, followed by the unrestricted, committed, assigned and unassigned resources as they are needed.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

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**Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)**

**Basis of Accounting and Measurement Focus (Continued)**

***Fund Balance Policy***

The District believes that sound financial management principles require that sufficient funds be retained by the District to provide a stable financial base at all times. To retain this stable financial base, the District needs to maintain an unrestricted fund balance in its funds sufficient to fund cash flows of the District and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed, assigned and unassigned fund balances are considered unrestricted.

The purpose of the District’s fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.

**Note 2 – Cash and Investments**

Cash and investments as of June 30, 2021 consisted of the following:

| Description                                 | Balance              |
|---|----------------------|
| Demand deposits with financial institutions | \$ 412,478           |
| Investments                                 | 19,767,353           |
| <b>Total cash and investments</b>           | <b>\$ 20,179,831</b> |

***Demand Deposits***

At June 30, 2021 the carrying amount of the District’s demand deposits was \$412,478 and the financial institution balance was \$626,308. The \$214,070 net difference as of June 30, 2021 represents outstanding checks, deposits-in-transit and/or other reconciling items.

The California Government Code requires California banks and savings and loan associations to secure an entity's deposits by pledging government securities with a value of 110% of an entity's deposits. California law also allows financial institutions to secure entity deposits by pledging first trust deed mortgage notes having a value of 150% of an entity's total deposits. The entity's Treasurer may waive the collateral requirement for deposits which are fully insured up to \$250,000 by the FDIC.

The collateral for deposits in federal and state-chartered banks is held in safekeeping by an authorized agent of depository recognized by the State of California Department of Banking. The collateral for deposits with savings and loan associations is generally held in safekeeping by the Federal Home Loan Bank in San Francisco, California as an agent of depository. These securities are physically held in an undivided pool for all California public agency depositors. Under Government Code Section 53655, the placement of securities by a bank or savings and loan association with an agent of depositor has the effect of perfecting the security interest in the name of the local governmental agency. Accordingly, all collateral held by California agents of depository are considered to be held for, and in the name of, the local government.



**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

**Note 2 – Cash and Investments (Continued)**

**Investments**

Investments as of June 30, 2021 consisted of the following:

| <b>Investments</b>                             | <b>Measurement<br/>Input</b> | <b>Credit<br/>Rating</b> | <b>Fair Value</b>    | <b>Maturity<br/>12 Months or<br/>Less</b> |
|--|------------------------------|--------------------------|----------------------|---|
| <b>Investments by Fair Value Level:</b>        |                              |                          |                      |   |
| California Local Agency Investment Fund (LAIF) | Uncategorized                | N/A                      | \$ 2,703,912         | \$ 2,703,912                              |
| San Diego County Pooled Investment Fund        | Level 2                      | AAAf/S1                  | 12,105,808           | 12,105,808                                |
| <b>Total investments by fair value level</b>   |                              |                          | <b>14,809,720</b>    | <b>14,809,720</b>                         |
| <b>Investments Measured at NAV:</b>            |                              |                          |                      |   |
| CalTRUST Medium Term Fund                      | Uncategorized                | A+f                      | 4,957,633            | 4,957,633                                 |
| <b>Total investments</b>                       |                              |                          | <b>\$ 19,767,353</b> | <b>\$ 19,767,353</b>                      |

**Fair Value Measurement Input**

The District categorizes its fair value measurement inputs within the fair value hierarchy established by U.S GAAP. The District has presented its measurement inputs as noted in the table above.

**Authorized Investments and Investment Policy**

The District has adopted an investment policy directing the Fiscal Officer to deposit funds in financial institutions. Investments are to be made in the following areas:

- External Investment Pools:
  - California Local Agency Investment Fund (LAIF)
  - Investment Trust of California – CalTRUST
  - San Diego County Pooled Investment Fund (SDCPIF)
- Non-negotiable certificates-of-deposit
- Governmental agency securities

**Investment in California – Local Agency Investment Fund (LAIF)**

The District is a voluntary participant in LAIF which is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the District’s investment in this pool is reported in the accompanying financial statements at amounts based upon the District’s pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

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**Note 2 – Cash and Investments (Continued)**

***Investment in California – Local Agency Investment Fund (LAIF) (Continued)***

The District's investments with LAIF at June 30, 2021, included a portion of the pool funds invested in structured notes and asset-backed securities:

**Structured Notes:** debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or that have embedded forwards or options.

**Asset-Backed Securities:** generally, mortgage-backed securities that entitle their purchasers to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (for example, Collateralized Mortgage Obligations) or credit card receivables.

As of June 30, 2021, the District had \$2,703,912 invested in LAIF, which had invested 1.10% of the pool investment funds in structured notes and medium-term asset-backed securities. The LAIF fair value factor of 1.00008297 was used to calculate the fair value of the investments in LAIF.

***Investment Trust of California – CalTRUST***

The Investment Trust of California, doing business as CalTrust, is a California joint powers agency which provides California public agencies with investment management services for surplus funds to consolidate investment activities of its participants and thereby reduces duplication, achieves economies of scale and carries out coherent and consolidated investment strategies through the issuance of shares of beneficial interest in investments purchased by CalTrust. CalTrust currently offers three accounts or series as a means for Public Agencies to invest their funds. The District participates in the CalTrust Medium-Term Fund Series. The District had \$4,957,633 invested in CalTRUST.

***San Diego County Pooled Investment Fund (SDCPIF)***

The SDCPIF is a local government investment pool managed by the County Treasurer's Office on behalf of Investment Pool participants. Depositors in the Investment Pool include both mandatory participants, those agencies required by law to deposit their funds with the County Treasurer's Office, and voluntary participants, agencies that place their funds in the Investment Pool as an investment option. Voluntary participants, including cities, fire districts, and various special districts accounted for approximately 10.39% of the Investment Pool as of June 30, 2021.

Pursuant to Section 27130-27137 of the California Government Code, the County Board of Supervisors has established the Treasurer's Oversight Committee (TOC) that monitors and reviews the Investment Policy. The TOC consists of members appointed from the districts or offices that they represent, and up to five members of the public having expertise in, or an academic background in public finance.

To mitigate credit risk, the Investment Pool's Investment Policy, which is more restrictive than the Government Code, places a minimum standard on the ratings of investments held in the Investment Pool. Investments in securities other than those guaranteed by the U.S. Treasury or Government Sponsored Enterprises must have a credit rating of no less than "A" for long-term or "A1" for short-term. Non-rated securities include sweep accounts, collateralized certificates of deposit and repurchase agreements. Sweep accounts and collateralized certificates of deposit must be FDIC insured and collateralized with securities held by a named agent of the depository. Repurchase agreements are collateralized by securities, authorized by the California Government Code Section 53601, having fair market value of 102% or greater than the amount of the repurchase agreement. The Investment Pool does not hold any investments in structured notes.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

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**Note 2 – Cash and Investments (Continued)**

***San Diego County Pooled Investment Fund (SDCPIF) (Continued)***

The District's investments with the County Treasurer's Office include a portion of the pool funds invested in asset-backed securities. As of June 30, 2021, the District had \$12,105,808 invested with the SDCPIF, which had invested 0.10% of the pool investment funds in asset-backed securities.

SDCPIF has indicated to the District that as of June 30, 2021 the value of its portfolio approximated \$12.236 billion and the portfolio holds some derivative products. The SDCPIF fair value factor of 1.0005036 was used to calculate the fair value of the investments in SDCPIF as of June 30, 2021.

***Disclosures Related to Custodial Credit Risk***

The custodial credit risk for *deposits* is the risk that in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The District's investment policy requires that collateral be held by an independent third party with whom the District has a current custodial agreement.

The custodial credit risk for *investments* is the risk that in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. The District's investment policy requires that all security transactions are conducted on a delivery-versus-payment (DVP) method and that all securities are held by a qualified, third-party custodian, as evidenced by safekeeping receipts. The trust department of the District's bank may act as third-party custodian, provided that the custodian agreement is separate from the banking agreement. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF).

***Disclosures related to Credit Risk***

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. As of June 30, 2021, the District's investment in the LAIF, CalTRUST and SDCPIF is noted in the table above.

***Disclosures related to Interest Rate Risk***

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the fair values of investments with longer maturities have greater sensitivity to changes in market interest rates. The District's investment policy follows the Code as it relates to limits on investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates. The District has elected to use the segmented time distribution method of disclosure for the maturities of its investments as related to interest rate risk as noted in the table above.

***Disclosures related to Concentration of Credit Risk***

The District's investment policy contains no limitations on the amount that can be invested in any one governmental agency or non-governmental issuer beyond that stipulated by the California Government Code. There were no investments in any one governmental or non-governmental issuer that represented 5% or more of the District's total investments except for those in LAIF, CalTRUST and SDCPIF.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

**Note 3 – Capital Assets**

At June 30, 2021, the capital assets balances for the District are as follows:

| Description                           | Balance<br>July 1, 2020 | Additions           | Deletions/<br>Transfers | Balance<br>June 30, 2021 |
|---------------------------------------|-------------------------|---------------------|-------------------------|--------------------------|
| <b>Non-depreciable assets:</b>        |                         |                     |                         |                          |
| Land                                  | \$ 3,374,840            | \$ -                | \$ -                    | \$ 3,374,840             |
| <b>Total non-depreciable assets</b>   | <b>3,374,840</b>        | <b>-</b>            | <b>-</b>                | <b>3,374,840</b>         |
| <b>Depreciable assets:</b>            |                         |                     |                         |                          |
| Structures and improvements           | 24,687,262              | 163,452             | -                       | 24,850,714               |
| Equipment                             | 655,326                 | 12,394              | (22,403)                | 645,317                  |
| Vehicles                              | 5,985,604               | 505,003             | (278,104)               | 6,212,503                |
| <b>Total depreciable assets</b>       | <b>31,328,192</b>       | <b>680,849</b>      | <b>(300,507)</b>        | <b>31,708,534</b>        |
| <b>Accumulated depreciation:</b>      |                         |                     |                         |                          |
| Structures and improvements           | (7,302,972)             | (610,209)           | -                       | (7,913,181)              |
| Equipment                             | (461,551)               | (31,800)            | 22,403                  | (470,948)                |
| Vehicles                              | (3,959,619)             | (261,179)           | 278,104                 | (3,942,694)              |
| <b>Total accumulated depreciation</b> | <b>(11,724,142)</b>     | <b>(903,188)</b>    | <b>300,507</b>          | <b>(12,326,823)</b>      |
| <b>Total depreciable assets, net</b>  | <b>19,604,050</b>       | <b>(222,339)</b>    | <b>-</b>                | <b>19,381,711</b>        |
| <b>Total capital assets, net</b>      | <b>\$ 22,978,890</b>    | <b>\$ (222,339)</b> | <b>\$ -</b>             | <b>\$ 22,756,551</b>     |

**Note 4 – Compensated Absences**

Summary of changes in compensated absences for the year ended June 30, 2021 is as follows:

| Balance<br>July 1, 2020 | Earned     | Taken        | Balance<br>June 30, 2021 | Current    | Non-current |
|-------------------------|------------|--------------|--------------------------|------------|-------------|
| \$ 526,583              | \$ 679,713 | \$ (639,674) | \$ 566,622               | \$ 150,000 | \$ 416,622  |

**Note 5 – Deferred Inflow of Resources Related to District Reorganization**

In 2017 the District received a \$2.5 million payment from the County of San Diego to cover future tax shortfalls due to the reorganization of District boundaries to include the Elfin Forest and Harmony Grove Fire Stations. This reorganization payment is being amortized over eight years at \$312,500 per year. The amount of the unrecognized reorganization payment remaining at June 30, 2021 is \$937,500.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

**Note 6 – Fund Balances**

Fund balances classifications as of June 30, 2021 are as follows:

| Description                         | General Fund         | Special Revenue Fund | Total Governmental Funds |
|-------------------------------------|----------------------|----------------------|--------------------------|
| <b>Restricted:</b>                  |                      |                      |                          |
| Capital projects                    | \$ -                 | \$ 1,322,296         | \$ 1,322,296             |
| <b>Committed:</b>                   |                      |                      |                          |
| Public Agency Self Insurance System | 690,613              | -                    | 690,613                  |
| Medical equipment and supplies      | 204,196              | -                    | 204,196                  |
| Total committed                     | 894,809              | -                    | 894,809                  |
| <b>Assigned:</b>                    |                      |                      |                          |
| Compensated absences                | 566,622              | -                    | 566,622                  |
| <b>Unassigned</b>                   |                      |                      |                          |
|                                     | 16,963,629           | -                    | 16,963,629               |
| <b>Total fund balances</b>          | <b>\$ 18,425,060</b> | <b>\$ 1,322,296</b>  | <b>\$ 19,747,356</b>     |

**Note 7 – Net Pension Liability and Defined Benefit Pension Plan**

A summary of changes of net pension liability is as follows:

|                                      | Balance<br>July 1, 2020 | Additions           | Deletions   | Balance<br>June 30, 2021 |
|--------------------------------------|-------------------------|---------------------|-------------|--------------------------|
| <b>Net pension liabilities:</b>      |                         |                     |             |                          |
| CalPERS Miscellaneous                | \$ 941,267              | \$ 107,111          | \$ -        | \$ 1,048,378             |
| CalPERS Safety                       | 9,980,193               | 1,468,405           | -           | 11,448,598               |
| <b>Total net pension liabilities</b> | <b>\$ 10,921,460</b>    | <b>\$ 1,575,516</b> | <b>\$ -</b> | <b>\$ 12,496,976</b>     |

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

**Note 7 – Net Pension Liability and Defined Benefit Pension Plan (Continued)**

A summary of changes of pension related deferred outflows of resources is as follows:

|   | <u>Balance<br/>July 1, 2020</u> | <u>Additions</u>    | <u>Deletions</u>      | <u>Balance<br/>June 30, 2021</u> |
|---|---------------------------------|---------------------|-----------------------|----------------------------------|
| <b>Deferred outflows of resources:</b>  |                                 |                     |                       |                                  |
| Pension contribution made after measurement date:                                 |                                 |                     |                       |                                  |
| CalPERS Miscellaneous   | \$ 162,216                      | \$ 350,500          | \$ (162,216)          | \$ 350,500                       |
| CalPERS Safety  | 2,213,454                       | 2,792,243           | (2,213,454)           | 2,792,243                        |
| Total pension contribution made after measurement date                            | <u>2,375,670</u>                | <u>3,142,743</u>    | <u>(2,375,670)</u>    | <u>3,142,743</u>                 |
| Difference between actual and proportionate share of employer contributions:      |                                 |                     |                       |                                  |
| CalPERS Miscellaneous   | 33,581                          | -                   | (60,107)              | (26,526)                         |
| CalPERS Safety  | 225,604                         | -                   | (195,760)             | 29,844                           |
| Total difference between actual and proportionate share of employer contributions | <u>259,185</u>                  | <u>-</u>            | <u>(255,867)</u>      | <u>3,318</u>                     |
| Projected earnings on pension plan investments in excess of actual earnings:      |                                 |                     |                       |                                  |
| CalPERS Miscellaneous   | -                               | 31,144              | -                     | 31,144                           |
| CalPERS Safety  | -                               | 248,826             | -                     | 248,826                          |
| Total projected earnings on pension plan investments in excess of actual earnings | <u>-</u>                        | <u>279,970</u>      | <u>-</u>              | <u>279,970</u>                   |
| Adjustment due to difference in proportions                                       |                                 |                     |                       |                                  |
| CalPERS Miscellaneous   | 202,316                         | -                   | (125,068)             | 77,248                           |
| CalPERS Safety  | 384,618                         | 272,640             | -                     | 657,258                          |
| Total adjustment due to difference in proportions                                 | <u>586,934</u>                  | <u>272,640</u>      | <u>(125,068)</u>      | <u>734,506</u>                   |
| Change in assumptions   |                                 |                     |                       |                                  |
| CalPERS Miscellaneous   | 44,884                          | -                   | (44,884)              | -                                |
| CalPERS Safety  | 409,071                         | -                   | (409,071)             | -                                |
| Total change in assumption  | <u>453,955</u>                  | <u>-</u>            | <u>(453,955)</u>      | <u>-</u>                         |
| Differences between expected and actual experience:                               |                                 |                     |                       |                                  |
| CalPERS Miscellaneous   | 60,310                          | -                   | (6,284)               | 54,026                           |
| CalPERS Safety  | 651,617                         | 236,164             | -                     | 887,781                          |
| Total differences between expected and actual experience                          | <u>711,927</u>                  | <u>236,164</u>      | <u>(6,284)</u>        | <u>941,807</u>                   |
| <b>Total deferred outflows of resources</b>                                       | <u>\$ 4,387,671</u>             | <u>\$ 3,931,517</u> | <u>\$ (3,216,844)</u> | <u>\$ 5,102,344</u>              |

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

**Note 7 – Net Pension Liability and Defined Benefit Pension Plan (Continued)**

A summary of changes of pension related deferred inflows of resources is as follows:

|   | <u>Balance</u><br><u>July 1, 2020</u> | <u>Additions</u>  | <u>Deletions</u>    | <u>Balance</u><br><u>June 30, 2021</u> |
|---|---------------------------------------|-------------------|---------------------|--|
| <b>Deferred inflows of resources:</b>   |                                       |                   |                     |  |
| Change in assumptions   |                                       |                   |                     |  |
| CalPERS Miscellaneous   | \$ 15,911                             | \$ -              | \$ (8,434)          | \$ 7,477                               |
| CalPERS Safety  | 79,830                                | -                 | (41,695)            | 38,135                                 |
| Total change in assumption  | <u>95,741</u>                         | <u>-</u>          | <u>(50,129)</u>     | <u>45,612</u>                          |
| Adjustment due to difference in proportions                                       |                                       |                   |                     |  |
| CalPERS Miscellaneous   | 124,019                               | -                 | (97,273)            | 26,746                                 |
| CalPERS Safety  | 235,769                               | -                 | (235,769)           | -                                      |
| Total adjustment due to difference in proportions                                 | <u>359,788</u>                        | <u>-</u>          | <u>(333,042)</u>    | <u>26,746</u>                          |
| Employer contributions in excess of proportionate share of contribution           |                                       |                   |                     |  |
| CalPERS Miscellaneous   | 87,334                                | -                 | (11,717)            | 75,617                                 |
| CalPERS Safety  | 33,581                                | 609,799           | -                   | 643,380                                |
| Total employer contributions in excess of proportionate share of contribution     | <u>120,915</u>                        | <u>609,799</u>    | <u>(11,717)</u>     | <u>718,997</u>                         |
| Difference between expected and actual experience                                 |                                       |                   |                     |  |
| CalPERS Miscellaneous   | -                                     | -                 | -                   | -                                      |
| CalPERS Safety  | -                                     | -                 | -                   | -                                      |
| Total difference between expected and actual experience                           | <u>-</u>                              | <u>-</u>          | <u>-</u>            | <u>-</u>                               |
| Projected earnings on pension plan investments in excess of actual earnings:      |                                       |                   |                     |  |
| CalPERS Miscellaneous   | 16,456                                | -                 | (16,456)            | -                                      |
| CalPERS Safety  | 137,295                               | -                 | (137,295)           | -                                      |
| Total projected earnings on pension plan investments in excess of actual earnings | <u>153,751</u>                        | <u>-</u>          | <u>(153,751)</u>    | <u>-</u>                               |
| <b>Total deferred inflows of resources</b>  | <u>\$ 730,195</u>                     | <u>\$ 609,799</u> | <u>\$ (548,639)</u> | <u>\$ 791,355</u>                      |

**General Information about the Pension Plans**

Plan Description

The District contributes to the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer defined benefit pension plan. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. A full description of the pension plan, benefit provisions, assumptions (for funding, but not accounting purposes), and membership information are listed in the June 30, 2020 Annual Actuarial Valuation Report. This report and CalPERS' audited financial statements are publicly available reports that can be obtained at CalPERS' website under Forms and Publications. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office – 400 P Street, Sacramento, CA 95814.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

**Note 7 – Net Pension Liability and Defined Benefit Pension Plan (Continued)**

***General Information about the Pension Plans (Continued)***

***Benefits Provided***

CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. A Classic CalPERS Miscellaneous member becomes eligible for service retirement upon attainment of age 55 with at least 5 years of credited service. Public Employees' Pension Reform Act (PEPRA) Miscellaneous members become eligible for service retirement upon attainment of age 62 with at least 5 years of service. The service retirement benefit is a monthly allowance equal to the product of the benefit factor, years of service, and final compensation. The final compensation is the monthly average of the member's highest 36 full-time equivalent monthly pay. Retirement benefits for Classic Miscellaneous and Safety members are calculated as a percentage of their plan based the average final 36 months compensation. Retirement benefits for PEPRA Miscellaneous members are calculated as a percentage of their plan based the average final 36 months compensation.

Participant members are eligible for non-industrial disability retirement if they become disabled and have at least 5 years of credited service. There is no special age requirement. The standard non-industrial disability retirement benefit is a monthly allowance equal to 1.8% of final compensation, multiplied by service. Industrial disability benefits are not offered to miscellaneous employees.

A member's beneficiary may receive the basic death benefit if the member dies while actively employed. The member must be actively employed with the District to be eligible for this benefit. A member's survivor who is eligible for any other pre-retirement death benefit may choose to receive that death benefit instead of this basic death benefit. The basic death benefit is a lump sum in the amount of the members' accumulated contributions, where interest is currently credited at 7.15 percent per year, plus a lump sum in the amount of one month's salary for each completed year of current service, up to a maximum of six months' salary. For purposes of this benefit, one month's salary is defined as the member's average monthly full-time rate of compensation during the 12 months preceding death.

Upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree's designated survivor(s), or to the retiree's estate.

Benefit terms provide for annual cost-of-living adjustments to each member's retirement allowance. Beginning the second calendar year after the year of retirement, retirement and survivor allowances will be annually adjusted on a compound basis by 3%.

The Plan's provisions and benefits in effect as of June 30, 2021 are summarized as follows:

***Miscellaneous Plan***

|   | Miscellaneous Plan         |                            |                                |
|---|----------------------------|----------------------------|--------------------------------|
|   | Classic<br>Tier 1          | Classic<br>Tier 2          | PEPRA<br>Tier 3                |
| Hire date   | Prior to<br>April 30, 2012 | On or after<br>May 1, 2012 | On or after<br>January 1, 2013 |
| Benefit formula                                   | 2.7% @ 55                  | 2.5% @ 55                  | 2.0% @ 62                      |
| Benefit vesting schedule                          | 5-years or service         | 5-years or service         | 5-years or service             |
| Benefits payments                                 | monthly for life           | monthly for life           | monthly for life               |
| Retirement age                                    | 50 - 67 & up               | 50 - 67 & up               | 52 - 67 & up                   |
| Monthly benefits, as a % of eligible compensation | 2.0% to 2.7%               | 2.0% to 2.5%               | 1.0% to 2.0%                   |
| Required member contribution rates                | 8.000%                     | 8.000%                     | 6.750%                         |
| Required employer contribution rates              | 14.194%                    | 11.742%                    | 7.732%                         |



**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

**Note 7 – Net Pension Liability and Defined Benefit Pension Plan (Continued)**

***General Information about the Pension Plans (Continued)***

*Safety Plan*

|   | Safety Plan                |                            |                                |
|---|----------------------------|----------------------------|--------------------------------|
|   | Classic<br>Tier 1          | Classic<br>Tier 2          | PEPRA<br>Tier 3                |
| Hire date   | Prior to<br>April 30, 2012 | On or after<br>May 1, 2012 | On or after<br>January 1, 2013 |
| Benefit formula                                   | 3.0% @ 50                  | 3.0% @ 55                  | 2.7% @ 57                      |
| Benefit vesting schedule                          | 5-years or service         | 5-years or service         | 5-years or service             |
| Benefits payments                                 | monthly for life           | monthly for life           | monthly for life               |
| Retirement age                                    | 50 - 67 & up               | 50 - 67 & up               | 52 - 67 & up                   |
| Monthly benefits, as a % of eligible compensation | 3.00%                      | 2.4% to 3.0%               | 1.0% to 2.7%                   |
| Required member contribution rates                | 9.000%                     | 9.000%                     | 12.000%                        |
| Required employer contribution rates              | 23.674%                    | 20.585%                    | 13.000%                        |

*Members Covered by Benefit Terms*

At the June 30, 2019 valuation date (measurement date of June 30, 2020), the following employees were covered by the benefit terms for each plan:

| Plan Members                       | Miscellaneous Plan |                   |                 | Total     |
|------------------------------------|--------------------|-------------------|-----------------|-----------|
|                                    | Classic<br>Tier 1  | Classic<br>Tier 2 | PEPRA<br>Tier 3 |           |
| Active members                     | 1                  | 2                 | 10              | 13        |
| Transferred and terminated members | 17                 | 2                 | 2               | 21        |
| Retired members and beneficiaries  | 10                 | -                 | -               | 10        |
| Total plan members                 | <u>28</u>          | <u>4</u>          | <u>12</u>       | <u>44</u> |

| Plan Members                       | Safety Plan       |                   |                 | Total      |
|------------------------------------|-------------------|-------------------|-----------------|------------|
|                                    | Classic<br>Tier 1 | Classic<br>Tier 2 | PEPRA<br>Tier 3 |            |
| Active members                     | 29                | 10                | 19              | 58         |
| Transferred and terminated members | 24                | -                 | 11              | 35         |
| Retired members and beneficiaries  | 60                | -                 | -               | 60         |
| Total plan members                 | <u>113</u>        | <u>10</u>         | <u>30</u>       | <u>153</u> |

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

**Note 7 – Net Pension Liability and Defined Benefit Pension Plan (Continued)**

**General Information about the Pension Plans (Continued)**

Contributions

Section 20814(c) of the California Public Employees’ Retirement Law (PERL) requires that the employer contribution rates for all public employers will be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS’ annual actuarial valuation process. The public agency cost-sharing plans covered by the Miscellaneous risk pool, the Plan’s actuarially determined rate is based on the estimated amount necessary to pay the Plan’s allocated share of the risk pool’s costs of benefits earned by employees during the year, and any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of members. For the measurement period ended June 30, 2020 (Measurement Date), the active member contribution rate for the Classic Miscellaneous Plan and the PEPRA Miscellaneous Plan are based above in the Plans Description schedule.

For the year ended June 30, 2021, the contributions made to the Plan were as follows:

| Plan Members             | Miscellaneous Plan |                |              | Total      |
|--------------------------|--------------------|----------------|--------------|------------|
|                          | Classic Tier 1     | Classic Tier 2 | PEPRA Tier 3 |            |
| Contributions – employer | \$ 266,587         | \$ 44,745      | \$ 39,168    | \$ 350,500 |
| Contributions – members  | 3,535              | 29,584         | 38,035       | 71,154     |
| Total contributions      | \$ 270,122         | \$ 74,329      | \$ 77,203    | \$ 421,654 |

| Plan Members             | Safety Plan    |                |              | Total        |
|--------------------------|----------------|----------------|--------------|--------------|
|                          | Classic Tier 1 | Classic Tier 2 | PEPRA Tier 3 |              |
| Contributions – employer | \$ 2,308,364   | \$ 249,666     | \$ 234,213   | \$ 2,792,243 |
| Contributions – members  | 844,136        | 107,268        | 230,850      | 1,182,254    |
| Total contributions      | \$ 3,152,500   | \$ 356,934     | \$ 465,063   | \$ 3,974,497 |

**Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans**

Actuarial Methods and Assumptions Used to Determine the Total Pension Liability

For the measurement period ended June 30, 2020 (Measurement Date), the total pension liability was determined by rolling forward the June 30, 2019 total pension liability. The June 30, 2020 total pension liability was based on the following actuarial methods and assumptions:

|                                  |   |
|----------------------------------|---|
| Actuarial Cost Method            | Entry Age Normal  |
| Actuarial Assumptions:           |   |
| Discount Rate                    | 7.15%   |
| Inflation                        | 2.50%   |
| Salary Increases                 | Varies by Entry Age and Service   |
| Mortality Rate Table             | Derived using CalPERS’ Membership Data for all Funds. The mortality rates include 15 years of projected ongoing mortality improvement using 90% of Scale MP 2016 published by the Society of Actuaries. |
| Post Retirement Benefit Increase | Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies.  |

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

**Note 7 – Net Pension Liability and Defined Benefit Pension Plan (Continued)**

***Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)***

*Actuarial Methods and Assumptions Used to Determine the Total Pension Liability (Continued)*

All other actuarial assumptions used in the June 30, 2019 valuation were based on the results of an actuarial experience study for the period from 1997 to 2011, including updates to salary increase, mortality and retirement rates. The Experience Study report can be obtained at CalPERS’ website under Forms and Publications.

*Change in Assumptions*

GASB 68, paragraph 30 states that the long-term expected rate of return should be determined net of pension plan investment expense, but without reduction for pension plan administrative expense. In the current year, the discount rate remained at 7.15 percent. All other actuarial assumptions used in the June 30, 2019 valuation were based on the results of an actuarial experience study for the period 1997 to 2011, including updates to salary increase, mortality and retirement rates. Further details of the Experience Study can be found on the CalPERS website.

*Discount Rate*

The discount rate used to measure the total pension liability was 7.15 percent. The long-term expected rate of return on the pension plan investments was determined in which best-estimate ranges of expected future real rates are developed for each major asset class. In determining the long-term expected rate of return, both short-term and long-term market return expectations as well as the expected pension fund cash flows were considered. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major *asset class*.

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

| Investment Type  | New Strategic<br>Allocation | Real Return<br>Years 1 - 10 <sup>1</sup> | Real Return<br>Years 11+ <sup>2</sup> |
|------------------|-----------------------------|--|---------------------------------------|
| Global Equity    | 50.00%                      | 4.80%                                    | 5.98%                                 |
| Fixed Income     | 28.00%                      | 1.00%                                    | 2.62%                                 |
| Inflation Assets | 0.00%                       | 0.77%                                    | 1.81%                                 |
| Private Equity   | 8.00%                       | 6.30%                                    | 7.23%                                 |
| Real Assets      | 13.00%                      | 3.75%                                    | 4.93%                                 |
| Liquidity        | 1.00%                       | 0.00%                                    | -0.92%                                |
|                  | <u>100.00%</u>              |  |                                       |

<sup>1</sup> An expected inflation rate-of-return of 2.00% is used for years 1 – 10.

<sup>2</sup> An expected inflation rate-of-return of 2.92% is used for years 11+.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

**Note 7 – Net Pension Liability and Defined Benefit Pension Plan (Continued)**

***Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)***

*Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*

The following presents the District's proportionate share of the net pension liability of the Plan as of the measurement date, calculated using the discount rate of 7.15%, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.15%) or 1 percentage-point higher (8.15%) than the current rate:

| Plan Type                    | Plan's Net Pension Liability/(Asset) |                           |                             |
|------------------------------|--------------------------------------|---------------------------|-----------------------------|
|                              | Discount Rate - 1%<br>6.15%          | Current Discount<br>7.15% | Discount Rate + 1%<br>8.15% |
| CalPERS – Miscellaneous Plan | \$ 1,913,763                         | \$ 1,048,378              | \$ 333,338                  |
| CalPERS – Safety Plan        | \$ 20,965,713                        | \$ 11,448,598             | \$ 3,638,907                |
| Total                        | \$ 22,879,476                        | \$ 12,496,976             | \$ 3,972,245                |

*Pension Plan Fiduciary Net Position*

Detail information about the plan's fiduciary net position is available in the separately issued CalPERS financial report and can be obtained from CalPERS' website under Forms and Publications.

*Proportionate Share of Net Pension Liability and Pension Expense*

The following table shows the plan's proportionate share of the risk pool collective net pension liability over the measurement period for the CalPERS Miscellaneous and Safety Plans as follows:

| Plan Type and Balance Descriptions             | Plan Total<br>Pension Liability | Plan Fiduciary<br>Net Position | Net Pension<br>Liability |
|--|---------------------------------|--------------------------------|--------------------------|
| CalPERS – Miscellaneous Plan:                  |                                 |                                |                          |
| Balance as of June 30, 2019 (Measurement Date) | \$ 5,985,138                    | \$ 5,043,871                   | \$ 941,267               |
| Balance as of June 30, 2020 (Measurement Date) | \$ 6,502,954                    | \$ 5,454,576                   | \$ 1,048,378             |
| Change in Plan Net Pension Liability           | \$ 517,816                      | \$ 410,705                     | \$ 107,111               |
|  |                                 |                                |                          |
| Plan Type and Balance Descriptions             | Plan Total<br>Pension Liability | Plan Fiduciary<br>Net Position | Net Pension<br>Liability |
| CalPERS – Safety Plan:                         |                                 |                                |                          |
| Balance as of June 30, 2019 (Measurement Date) | \$ 65,619,589                   | \$ 55,639,396                  | \$ 9,980,193             |
| Balance as of June 30, 2020 (Measurement Date) | \$ 70,079,935                   | \$ 58,631,337                  | \$ 11,448,598            |
| Change in Plan Net Pension Liability           | \$ 4,460,346                    | \$ 2,991,941                   | \$ 1,468,405             |

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

**Note 7 – Net Pension Liability and Defined Benefit Pension Plan (Continued)**

***Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)***

*Proportionate Share of Net Pension Liability and Pension Expense (Continued)*

The following is the approach established by the plan actuary to allocate the net pension liability and pension expense to the individual employers within the risk pool.

- (1) In determining a cost-sharing plan’s proportionate share, total amounts of liabilities and assets are first calculated for the risk pool as a whole on the valuation date (June 30, 2019). The risk pool’s fiduciary net position (“FNP”) subtracted from its total pension liability (TPL) determines the net pension liability (NPL) at the valuation date.
- (2) Using standard actuarial roll forward methods, the risk pool TPL is then computed at the measurement date (June 30, 2020). Risk pool FNP at the measurement date is then subtracted from this number to compute the NPL for the risk pool at the measurement date. For purposes of FNP in this step and any later reference thereto, the risk pool’s FNP at the measurement date denotes the aggregate risk pool’s FNP at June 30, 2019 less the sum of all additional side fund (or unfunded liability) contributions made by all employers during the measurement period (2019 fiscal year).
- (3) The individual plan’s TPL, FNP and NPL are also calculated at the valuation date.
- (4) Two ratios are created by dividing the plan’s individual TPL and FNP as of the valuation date from (3) by the amounts in step (1), the risk pool’s total TPL and FNP, respectively.
- (5) The plan’s TPL as of the Measurement Date is equal to the risk pool TPL generated in (2) multiplied by the TPL ratio generated in (4). The plan’s FNP as of the Measurement Date is equal to the FNP generated in (2) multiplied by the FNP ratio generated in (4) plus any additional side fund (or unfunded liability) contributions made by the employer on behalf of the plan during the measurement period.
- (6) The plan’s NPL at the Measurement Date is the difference between the TPL and FNP calculated in (5).

The District’s proportionate share of the net pension liability was as follows:

|   | Percentage Share of Risk Pool          |  | Change<br>Increase/<br>(Decrease) |
|---|--|--|-----------------------------------|
|   | Fiscal Year<br>Ending<br>June 30, 2021 | Fiscal Year<br>Ending<br>June 30, 2020 |                                   |
| CalPERS – Miscellaneous Plan                      |  |  |                                   |
| Measurement Date                                  | June 30, 2020                          | June 30, 2019                          |                                   |
| Percentage of Risk Pool Net Pension Liability     | 0.034370%                              | 0.033280%                              | 0.001090%                         |
| Percentage of Plan (PERF C) Net Pension Liability | 0.114860%                              | 0.106580%                              | 0.008280%                         |

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

**Note 7 – Net Pension Liability and Defined Benefit Pension Plan (Continued)**

***Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)***

*Proportionate Share of Net Pension Liability and Pension Expense (Continued)*

|   | Percentage Share of Risk Pool          |  | Change<br>Increase/<br>(Decrease) |
|---|--|--|-----------------------------------|
|   | Fiscal Year<br>Ending<br>June 30, 2021 | Fiscal Year<br>Ending<br>June 30, 2020 |                                   |
| CalPERS – Safety Plan                             |  |  |                                   |
| Measurement Date                                  | June 30, 2020                          | June 30, 2019                          |                                   |
| Percentage of Risk Pool Net Pension Liability     | 0.282780%                              | 0.279920%                              | 0.002860%                         |
| Percentage of Plan (PERF C) Net Pension Liability | 0.114860%                              | 0.106580%                              | 0.008280%                         |

For the year ended June 30, 2021, the District recognized pension expense (credit) in the amount of \$4,064,746 for the CalPERS Miscellaneous and Safety Plans combined.

The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized over five years straight-line. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive and retired) as of the beginning of the measurement period.

The expected average remaining service lifetime (EARSLS) for PERF C for the measurement date ending June 30, 2020 is 3.8 years, which was obtained by dividing the total service years of 548,581 (the sum of remaining service lifetimes of the active employees) by 145,663 (the total number of participants: active, inactive, and retired) in PERF C. Inactive employees and retirees have remaining service lifetimes equal to 0. Total future service is based on the members' probability of decrementing due to an event other than receiving a cash refund.

*Deferred Outflows of Resources and Deferred Inflows of Resources*

At June 30, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| Account Description   | Deferred Outflows<br>of Resources | Deferred Inflows<br>of Resources |
|---|-----------------------------------|----------------------------------|
| Pension contributions made after the measurement date                         | \$ 3,142,743                      | \$ -                             |
| Difference between actual and proportionate share of employer contributions   | 3,318                             | (718,997)                        |
| Adjustment due to differences in proportions                                  | 734,506                           | (26,746)                         |
| Differences between expected and actual experience                            | 941,807                           | -                                |
| Differences between projected and actual earnings on pension plan investments | 279,970                           | -                                |
| Changes in assumptions  | -                                 | (45,612)                         |
| Total Deferred Outflows/(Inflows) of Resources                                | <u>\$ 5,102,344</u>               | <u>\$ (791,355)</u>              |

The District will recognize \$3,142,743 reported as deferred outflows of resources related to pensions resulting from the District's contributions subsequent to the measurement date as a reduction of the net pension liability in the fiscal year ended June 30, 2022.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

**Note 7 – Net Pension Liability and Defined Benefit Pension Plan (Continued)**

*Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)*

*Amortization of Deferred Outflows of Resources and Deferred Inflows of Resources*

Other remaining amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be amortized to pension expense in future periods as follows:

| Amortization Period<br>Fiscal Year<br>Ended June 30 | Deferred<br>Outflows/(Inflows)<br>of Resources |
|---|--|
| 2022  | \$ 404,384                                     |
| 2023  | 367,111  |
| 2024  | 257,135  |
| 2025  | 139,616  |
| 2026  | -  |
| Thereafter  | -  |
|   | \$ 1,168,246                                   |

**Note 8 – Deferred Compensation Savings Plan**

For the benefit of its employees, the District participates in a 457 Deferred Compensation Program (Program). The purpose of this Program is to provide deferred compensation for public employees that elect to participate in the Program. Generally, eligible employees may defer receipt of a portion of their salary until termination, retirement, death or unforeseeable emergency. Until the funds are paid or otherwise made available to the employee, the employee is not obligated to report the deferred salary for income tax purposes.

Federal law requires deferred compensation assets to be held in trust for the exclusive benefit of the participants. Accordingly, the District is in compliance with this legislation. Therefore, these assets are not the legal property of the District, and are not subject to claims of the District’s general creditors. Market value of the plan assets held in trust at June 30, 2021 was \$10,638,119 with Voya Financial and \$2,225,087 with Nationwide.

The District has implemented GASB Statement No. 32, *Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*. Since the District has little administrative involvement and does not perform the investing function for this plan, the assets and related liabilities are not shown in the accompanying financial statements.

**Note 9 – Other Postemployment Benefits (Health Retirement Savings Account)**

For the benefit of its employees, the District established, with the consent of a Trustee, a trust that is known as RSFFPD VEBA Health Savings Trust (Trust). The effective date of the Trust was January 1, 2006. The purposes of the Trust are (1) to provide a source of funds to pay benefits and administrative expenses under the District’s Medical Retirement Savings Plan (Plan), and (2) to permit Trust assets to be invested and such earnings thereon to be not taxable under the Internal Revenue Code (Code).

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

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**Note 9 – Other Postemployment Benefits (Health Retirement Savings Account) (Continued)**

All assets of the Plan are held in the Trust by the Trustee. The Trust is intended to qualify as a tax-exempt trust under the Section 501(c)(9) of the Code. The District contributes to the Trust via direct contributions, unused medical premiums, and the mandatory sale of sick leave. The assets held in the trust are for the exclusive benefit of the participants. Therefore, these assets are not the legal property of the District and are not subject to claims of the District's general creditors. Market value of the plan assets held in trust by Voya Financial at June 30, 2021 was \$5,552,476. The District made contributions of \$399,969 to the Trust for the year ended June 30, 2021.

**Note 10 – Joint Ventures**

The District is a member of the North County Dispatch Joint Powers Authority (Authority). The Authority was formed on June 11, 1984, and other member agencies include the North County Fire Protection District, and the cities of Vista, San Marcos, Solana Beach, Oceanside, Encinitas, and Carlsbad. The purpose of the Authority is to provide dispatching and emergency communication services for fire protection, security, and medical services. The District made payments for dispatch services in the amount of \$206,537 in 2021. In the event of dissolution of the Authority, available assets shall be distributed to the member agencies in proportion to the aggregate contribution made by each member agency during the entire term of the agreement.

The activities of the Authority are supervised by a board of directors consisting of eight directors who are appointed by each member's governing body. The District's share of the Authority's assets, liabilities, net position and changes therein are not available. Separate financial statements of the Authority are available at 16936 El Fuego Drive (P.O. Box 1206), Rancho Santa Fe, CA 92067.

**Note 11 – Risk Management**

The District is exposed to various risks of loss and has effectively managed risk through a combination of insurance, with deductibles, self-insurance, and employee education and prevention programs. Expenditures and claims are recognized when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. In determining claims, events that might create claims, but for which none have been reported, are considered. In addition, there were no settlements or claims in the past three years that exceeded insurance coverage.

The District is self-insured for workers' compensation benefits. The District is one of nine participants in the Public Agency Self-Insurance System (PASIS). PASIS is a joint-powers authority which was established in 1977 for the purpose of operating and maintaining a cooperative program of self-insurance and risk management for workers' compensation. There is no pooling of workers' compensation liability between the participants, and each participant self-insures their liability up to \$300,000 per occurrence. As of June 30, 2021, the District had \$690,613 on deposit with PASIS.

All members are responsible for paying their own claims and related expenses. PASIS may advance funds to members who have incurred large losses; however, these advances must be repaid.

Excess insurance is purchased above the self-insured retention. As of June 30, 2021, the liability for workers' compensation claims payable was estimated at \$890,675.



**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2021**

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**Note 11 – Risk Management (Continued)**

Changes in workers' compensation claims payable for the year ended June 30, 2021, were as follows:

| Description                          | Amount     |
|--------------------------------------|------------|
| Estimated claims – beginning of year | \$ 669,375 |
| Revised claims estimate              | 950,675    |
| Claim payments                       | (729,375)  |
| Estimated claims – end of year       | \$ 890,675 |

The District is insured for a variety of potential exposures. The following is a summary of the insurance policies carried by the District as of June 30, 2021:

- General liability: \$1,000,000 per occurrence and \$3,000,000 aggregate. The District purchased additional excess coverage layers: \$10 million per occurrence and \$20 million aggregate for general and auto liability, which increases the limits on the insurance coverage noted above.
- Auto liability: \$1,000,000 liability limits and deductibles applied to specific vehicles with a \$1,000 deductible on Comprehensive and Collision, and other vehicles have a \$1,000 deductible on Comprehensive and on Collision.

**Note 12 – Contingencies**

***Litigation***

In the ordinary course of operations, the District is subject to other claims and litigation from outside parties. After consultation with legal counsel, the District believes the ultimate outcome of such matters, other than the matter discussed above, will not materially affect its financial condition.

FINAL DRAFT v2

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**REQUIRED SUPPLEMENTARY INFORMATION**

FINAL DRAFT V2

FINAL DRAFT v2

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**Rancho Santa Fe Fire Protection District**  
**Budgetary Comparison Schedule – General Fund**  
**For the Year Ended June 30, 2021**

|   | <b>Adopted<br/>Original<br/>Budget</b> | <b>Final<br/>Budget</b> | <b>Actual</b>        | <b>Variance<br/>Positive<br/>(Negative)</b> |
|---|--|-------------------------|----------------------|---|
| <b>Revenues:</b>                                    |  |                         |                      |   |
| Property taxes                                      | \$ 13,348,680                          | \$ 13,348,680           | \$ 13,877,359        | \$ 528,679                                  |
| Voter approved taxes                                | 1,644,459                              | 1,644,459               | 1,645,643            | 1,184                                       |
| Developer payments in-lieu of property taxes        | 202,436                                | 202,436                 | 218,959              | 16,523                                      |
| Reorganization revenue – Elfin Forest/Harmony Grove | 312,500                                | 312,500                 | 312,500              | -   |
| Charges for services                                | 1,273,983                              | 1,273,983               | 463,748              | (810,235)                                   |
| Operating grants and contributions                  | 227,328                                | 227,328                 | 1,631,593            | 1,404,265                                   |
| Rental income                                       | 411,041                                | 411,041                 | 403,647              | (7,394)                                     |
| Investment earnings                                 | 456,302                                | 456,302                 | (7,405)              | (463,707)                                   |
| Other   | 86,383                                 | 86,383                  | 61,904               | (24,479)                                    |
| <b>Total revenues</b>                               | <u>17,963,112</u>                      | <u>17,963,112</u>       | <u>18,607,948</u>    | <u>644,836</u>                              |
| <b>Expenditures:</b>                                |  |                         |                      |   |
| Fire protection operations:                         |  |                         |                      |   |
| Salaries and wages                                  | 9,355,268                              | 9,355,268               | 9,949,798            | (594,530)                                   |
| Employee benefits                                   | 5,147,166                              | 5,147,166               | 5,056,673            | 90,493                                      |
| Contractual services                                | 1,952,198                              | 1,952,198               | 1,643,961            | 308,237                                     |
| Materials and supplies                              | 740,014                                | 740,014                 | 543,096              | 196,918                                     |
| Other expenditures                                  | 50,276                                 | 50,276                  | 226,679              | (176,403)                                   |
| Capital outlay                                      | 1,453,900                              | 1,453,900               | 680,849              | 773,051                                     |
| <b>Total expenditures</b>                           | <u>18,698,822</u>                      | <u>18,698,822</u>       | <u>18,101,056</u>    | <u>597,766</u>                              |
| <b>Excess of revenues over expenditures</b>         | <u>(735,710)</u>                       | <u>(735,710)</u>        | <u>506,892</u>       | <u>47,070</u>                               |
| <b>Other financing sources (uses):</b>              |  |                         |                      |   |
| Transfers in  | 558,800                                | 558,800                 | 753,303              | (194,503)                                   |
| <b>Total other financing sources (uses)</b>         | <u>558,800</u>                         | <u>558,800</u>          | <u>753,303</u>       | <u>(194,503)</u>                            |
| <b>Change in fund balance</b>                       | <u>\$ (176,910)</u>                    | <u>\$ (176,910)</u>     | <u>1,260,195</u>     | <u>\$ (147,433)</u>                         |
| <b>Fund balance:</b>                                |  |                         |                      |   |
| Beginning of year                                   |  |                         | <u>17,164,865</u>    |   |
| End of year   |  |                         | <u>\$ 18,425,060</u> |   |

**Rancho Santa Fe Fire Protection District**  
**Budgetary Comparison Schedule – Special Revenue Fund**  
**For the Year Ended June 30, 2021**

|   | <u>Adopted<br/>Original<br/>Budget</u> | <u>Final<br/>Budget</u> | <u>Actual</u>       | <u>Variance<br/>Positive<br/>(Negative)</u> |
|---|--|-------------------------|---------------------|---|
| <b>Revenues:</b>                            |  |                         |                     |   |
| Capital grants and contributions            | \$ 390,300                             | \$ 390,300              | \$ 154,502          | \$ (235,798)                                |
| Interest earnings                           | 47,800                                 | 47,800                  | (21,145)            | (68,945)                                    |
| <b>Total revenues</b>                       | <u>438,100</u>                         | <u>438,100</u>          | <u>133,357</u>      | <u>(304,743)</u>                            |
| <b>Other financing sources (uses):</b>      |  |                         |                     |   |
| Transfers (out)                             | <u>(558,800)</u>                       | <u>(558,800)</u>        | <u>(753,303)</u>    | <u>(194,503)</u>                            |
| <b>Total other financing sources (uses)</b> | <u>(558,800)</u>                       | <u>(558,800)</u>        | <u>(753,303)</u>    | <u>(194,503)</u>                            |
| <b>Change in fund balance</b>               | <u>\$ (120,700)</u>                    | <u>\$ (120,700)</u>     | <u>(619,946)</u>    | <u>\$ (499,246)</u>                         |
| <b>Fund balance:</b>                        |  |                         |                     |   |
| Beginning of year                           |  |                         | <u>1,942,242</u>    |   |
| End of year                                 |  |                         | <u>\$ 1,322,296</u> |   |

FINAL DRAFT

**Rancho Santa Fe Fire Protection District**  
**Required Supplementary Information (Unaudited)**  
**Schedule of the District's Proportionate Share of the Plan's Net Pension Liability**  
**For the Year Ended June 30, 2021**

Last Ten Fiscal Years

California Public Employees' Retirement System (CalPERS)

| Measurement Date:   | June 30, 2020 <sup>1</sup> | June 30, 2019 <sup>1</sup> | June 30, 2018 <sup>1</sup> | June 30, 2017 <sup>1</sup> | June 30, 2016 <sup>1</sup> | June 30, 2015 <sup>1</sup> | June 30, 2014 <sup>1</sup> |
|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| District's Proportion of the Net Pension Liability  | 0.114860%                  | 0.106580%                  | 0.107110%                  | 0.112792%                  | 0.125562%                  | 0.129422%                  | 0.152943%                  |
| District's Proportionate Share of the Net Pension Liability   | \$ 12,496,976              | \$ 10,921,460              | \$ 10,321,502              | \$ 11,185,827              | \$ 10,865,029              | \$ 8,883,393               | \$ 9,516,816               |
| District's Covered-Employee Payroll   | \$ 7,300,832               | \$ 7,340,616               | \$ 6,967,247               | \$ 6,270,128               | \$ 5,925,389               | \$ 5,473,782               | \$ 5,039,982               |
| District's Proportionate Share of the Net Pension Liability as a Percentage of Covered-Employee Payroll | 171.17%                    | 148.78%                    | 148.14%                    | 178.40%                    | 183.36%                    | 162.29%                    | 188.83%                    |
| Plan's Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability                     | 75.10%                     | 75.26%                     | 75.26%                     | 73.31%                     | 74.06%                     | 83.47%                     | 81.57%                     |

<sup>1</sup> Historical information is presented only for measurement periods for which GASB No. 68 is applicable.

FINAL DRAFT

**Rancho Santa Fe Fire Protection District  
Required Supplementary Information (Unaudited)  
Schedule of the District's Contributions to the Pension Plan  
For the Year Ended June 30, 2021**

Last Ten Fiscal Years

California Public Employees' Retirement System (CalPERS)

| Fiscal Year:  | 2020-21 <sup>1</sup> | 2019-20 <sup>1</sup> | 2018-19 <sup>1</sup> | 2017-18 <sup>1</sup> | 2016-17 <sup>1</sup> | 2015-16 <sup>1</sup> | 2014-15 <sup>1</sup> | 2013-14 <sup>1</sup> |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Actuarially Determined Contribution <sup>2</sup>                                    | \$ 2,142,743         | \$ 1,918,645         | \$ 1,694,429         | \$ 1,172,632         | \$ 1,398,414         | \$ 1,293,222         | \$ 1,388,366         | \$ 1,240,671         |
| Contribution in Relation to the<br>Actuarially Determined Contribution <sup>2</sup> | (3,142,743)          | (2,375,670)          | (2,656,080)          | (2,110,926)          | (3,025,702)          | (2,793,222)          | (3,889,970)          | (1,240,671)          |
| Contribution Deficiency (Excess)  | \$ (1,000,000)       | \$ (457,025)         | \$ (961,651)         | \$ (938,294)         | \$ (1,627,288)       | \$ (1,500,000)       | \$ (2,501,604)       | \$ -                 |
| District's Covered-Employee Payroll <sup>3</sup>                                    | \$ 7,494,913         | \$ 7,300,832         | \$ 7,340,616         | \$ 6,967,247         | \$ 6,270,128         | \$ 5,925,389         | \$ 5,473,782         | \$ 5,039,982         |
| Contributions as a Percentage of<br>Covered-Employee Payroll                        | 41.93%               | 32.54%               | 36.18%               | 30.30%               | 48.26%               | 47.14%               | 71.07%               | 24.62%               |

<sup>1</sup> Historical information is presented only for measurement periods for which GASB No. 68 is applicable.

<sup>2</sup> Employers are assumed to make contributions equal to the actuarially determined contributions (which is the actuarially determined contribution). However, some employers may choose to make additional contributions towards their side-fund or their unfunded liability. Employer contributions for such plan exceed the actuarial determined contributions. CalPERS has determined that employer obligations referred to as *side-funds* are not considered separately financed specific liabilities.

<sup>3</sup> Covered-Employee Payroll represented above is based on pensionable earnings provided by the employer. However, GASB No. 68 defines covered-employee payroll as the total payroll of employees that are provided pensions through the pension plan. Accordingly, if pensionable earnings are different than total earnings for covered-employees, the employer should display in the disclosure footnotes the payroll based on total earnings for the covered group and recalculate the required payroll-related ratios.

**Notes to the Schedule:**

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2013 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of the Two Years Additional Service Credit (a.k.a. Golden Handshakes).



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# STAFF REPORT

NO. 21-21

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**TO:** BOARD OF DIRECTORS  
**FROM:** ALICEA CACCAVO, MANAGER, FINANCE & ADMINISTRATION  
**SUBJECT:** CY 2022 BOARD MEETING SCHEDULE  
**DATE:** NOVEMBER 12, 2021



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## RECOMMENDATION

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

## BACKGROUND

The Board of Directors adopted Resolution No. 2018-20 establishing the third 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 2022, if approved; and I have included the annual (or routine) agenda topics that the Board must act upon:

| Meeting Dates – 2022 | Annual Agenda Topic(s)  |
|----------------------|---|
| January 19           | Accept: FY Financial Statements (if complete); final audit reports must be provided to the State Controller’s office not later than 1/31  |
| February 16          | Resolution: to Participate in Fire Mitigation Fee Program ( <i>must be adopted by April 15</i> )<br>Harassment Training ( <i>every two years – 2023</i> )   |
| March 16             |   |
| April 20             |   |
| May 18               | Select criteria to determine annual appropriations limit<br>Resolution: Appropriations Limit<br>Resolution: Setting Benefit Charges (RSF & Elfin Forest)  |
| June 15              | Adopt: Preliminary Budget ( <i>must be adopted by June 30</i> )<br>Accept: List of forced abatements to be placed on property tax bills, if any<br>Public Hearing: FMF Multi Year Plan<br>Resolution: Fire Mitigation Fee 5 Year Capital Plan   |
| July 20              |   |
| August 17            | Public Hearing: Fire Mitigation Fee 5 Year Capital Plan<br>Adopt: Fire Mitigation Fee 5 Year Capital Plan   |
| September 21         | Public Hearing: Final Budget<br>Resolution: Establishing Constrained or Committed Fund Balances<br>Adopt: Final Budget ( <i>must be adopted by September 30</i> )<br>Resolution: Required Inspection of Certain Occupancies ( <i>must be done by December 31</i> )  |
| October 19           |   |
| November 16          | Accept: FY21 Financial Statements (if complete); final audit reports must be provided to the State Controller’s office not later than 1/31/2022<br>Board of Directors Meeting Calendar Review (next year)   |
| December 21          | Accept: FY21 Financial Statements (if not completed in November); final audit reports must be provided to the State Controller’s office not later than 1/31/2022<br>Ethics Training ( <i>every two years – 2022</i> )<br>Oath of Office ( <i>every election year – 2022</i> )<br>Election of Officers ( <i>every election year – 2022</i> ) |