



## RANCHO SANTA FE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING AGENDA

Rancho Santa Fe FPD  
Board/Community Room – 16936 El Fuego  
Rancho Santa Fe, California 92067

December 8, 2010  
Regular Session 1:00 pm

### **SPECIAL AGENDA (10:00 am – 12:00 pm)**

**ETHICS TRAINING (Workshop)** – The Fire District will conduct ethics training for Board of Directors and senior management staff. Stephen J. Fitch, Fitch & Associates, will conduct the training. No action will be taken and members of the public are welcome to attend.

#### **RULES FOR ADDRESSING BOARD OF DIRECTORS**

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

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

### **REGULAR AGENDA (1:00 pm)**

#### **Pledge of Allegiance**

##### **1. Oath of Allegiance – New Elected Board Members**

Administration of the Oath of Allegiance to Board Members-Elect Thomas Hickerson and John C. Tanner. A Notary Public will administer the Oath of Allegiance.

##### **2. Election of Officers**

Pursuant to the Fire Protection District Law 1987, Section 13853, effective January 1, 1988, the district board shall elect a president, vice-president and a secretary or clerk.

##### **3. Roll Call**

##### **4. Public Comment**

## 5. Closed Session

- a. Conference with Legal Counsel – Anticipated Litigation  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: - 1 Case
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8  
Conference with negotiators for the following real property:  
16936 ½ El Fuego, Rancho Santa Fe  
Negotiating Parties: Board of Directors; Tony Michel, Fire Chief  
Under Negotiation: Price

6.

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.

## 7. Consent Calendar

- a. Board of Directors Minutes
  - i) Board of Directors minutes of November 10, 2010  
ACTION REQUESTED: **Approve**
- b. Receive and File
  - i) Monthly/Quarterly Reports – ACTION REQUESTED: **INFORMATION**
    - (1) List of Demands  
Check 21162 thru 21722 for the period November 1 – 30, 2010 totaling: \$ 573,816.74  
Payroll for the period November 1 – 30, 2010 \$ 602,899.18  
TOTAL DISTRIBUTION \$1,176,715.92
    - (2) Activity Reports – November 2010
      - Fire Prevention
      - Operations
      - Training
      - Fairbanks Ranch Station Replacement – Construction Change Orders
    - (3) District Articles –November 2010
    - (4) Correspondence - letters/cards were received from the following members of the public:
      - Caltagirone
      - Stewart

## 8. Old Business

- a. None

## 9. New Business

- a. Fairbanks Ranch Fire Station Donation of Services  
To discuss and/or accept a pretreatment donation for the replacement Fairbanks Ranch Fire Station from Hume & Company **Staff Report 10-28**  
ACTION REQUESTED: **Accept donation**
- b. District Representation and Ad Hoc Committee Assignments  
To appoint representatives to standing and ad hoc committees representing the Fire District. **Staff Report 10-29**  
ACTION REQUESTED: **Assign and Appoint District Representatives and Committee Assignments**

c. Board of Directors Meeting Calendar

To discuss and confirm the CY11 meeting schedule. [Staff Report 10-30](#)

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

## **10. Oral Report**

- a. Fire Chief – Michel
  - i) Fairbanks Ranch Replacement Fire Station – Update
    - (1) Geocon
  - ii) Cielo Administration Building – Update
  - iii) District Activities
- b. Operations – Chief Michel
- c. Training – Battalion Chief Davidson
- d. Fire Prevention - Fire Marshal Hunter
  - i) Fire Prevention Week Activity – Final Report
- e. Administrative Manager – Rannals
- f. Board of Directors
  - i) North County Dispatch JPA – Update
  - ii) County Service Area – 17 – Update
  - iii) Comments

## **11. Adjournment**

RANCHO SANTA FE FIRE PROTECTION DISTRICT  
Board of Directors Regular Meeting – Agenda  
Wednesday, December 8, 2010 1:00 pm PST

CERTIFICATION OF POSTING

I certify that on December 3, 2010 a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on December 3, 2010

*Karlena Rannals*

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Karlena Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – November 10, 2010**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm

*Pledge of Allegiance*

Captain Chris Galindo led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Cliff Hunter, Fire Marshal; Fred Cox, Battalion Chief; Bret Davidson, Battalion Chief; Mike Gibbs, Battalion Chief; and Karlana Rannals, Board Clerk

2. Special Presentation (time certain – 5:30 pm)

3. Public Comment

No one requested to speak to the Board.

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

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

5. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar with the removal of 5. b. i) (2)– Statement of Cash Assets – September 30, 2010, and Budget Review – July 1 – September 30, 2010.

a. Board of Directors Minutes

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Board of Directors minutes of October 13, 2010

b. Receive and File

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 21065 thru 21161 for the period October 1 – 31, 2010 totaling:	\$ 517,147.51
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Payroll for the period October 1 – 31, 2010	<u>\$ 424,778.16</u>
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TOTAL DISTRIBUTION	\$ 941,925.67
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(3) Travel Report

- Pavone

- (4) Activity Reports – October 2010
  - Fire Prevention
  - Operations
  - Training
  - Fairbanks Ranch Station Replacement – Construction Change Orders
- (5) District Articles –October 2010
- (6) Correspondence
  - Galvin
  - Carlson
  - Phillips

The Board discussed the items pulled: 5. b. i) (2)

- (2) Statement of Cash Assets – September 30, 2010: Director Malin requested that the CalPERS Reserve be listed as a “General Fund Reserve” not a “Restricted Fund Reserve.” Staff agreed to make the change.
- (2) Budget Review – July 1 – September 30, 2010: Director Malin requested that the budget review show a depreciation expense vs. zero. Staff agreed to make the change.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve Consent Calendar item 5. b. i) (2) – Summary of Cash Assets – September 30, 2010 and Budget Review – July 1 – September 30, 2010.

6. Old Business

- a. None

7. New Business

- a. Allocation of Undesignated Reserves

Chief Michel summarized the staff report provided. The Board discussed the pros and cons of staff’s proposed three options and their recommendation. Chief Michel stressed the importance of saving for future year’s capital replacement expenses while also saving for forecasted CalPERS employer rate increases in future years. At the conclusion of the discussion the Board agreed to allocate a majority of the undesignated reserves to the CalPERS reserve account, and the remainder to unspecified capital reserves.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to allocate FY10 undesignated reserves as follows:

- 1) \$1,200,000.00 – CalPERS reserve
- 2) \$519,461.00 – Unspecified capital reserve

- b. Proposal for Continued Independent Auditor Services

Ms. Rannals summarized the staff report provided. She reported that the cost proposed by Charles Z. Fedak & Company, CPAs is discounted approximately 10%. The Audit Ad Hoc Subcommittee also informed the Board that they supported the continuation of audit services by Fedak & Company.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the proposal to continue independent auditor services by Charles Z. Fedak & Company, CPAs an Accountancy Corporation through fiscal year ending June 30, 2013.

8. Public Hearing

a. Ordinance No. 2011-01 *entitled* an Ordinance of the Board of Directors which Adopts the California Fire Code, 2010 Edition and 2009 International Fire Code with Certain Amendments, Additions and Deletions 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. There were no requests to speak. President Ashcraft closed the public hearing.

9. Resolution/Ordinance

a. Resolution No. 2010-10

Chief Michel informed the Board the text of this resolution was presented to retiring Fire Chief Pavone at his dinner held October 30, 2010.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and APPROVED Resolution No. 2010-10 *entitled* a Resolution of Commendation from the Board of Directors of the Rancho Santa Fe Fire Protection District for Nicholas G. Pavone on a roll call vote:

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

b. Resolution No. 2010-11

Chief Michel reported this resolution is required to update the signatories for the District's different bank accounts for payments of payroll, accounts payable and other accounts.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, and APPROVED Resolution No. 2010-11 *entitled* a resolution of the Rancho Santa Fe Fire Protection District Board of Directors Appointing and Authorizing the Designated Personnel to Sign Warrant Orders and Payroll Claims (Checks) on a roll call vote:

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

c. Ordinance No. 2011-01

Chief Michel reported that this is the final action necessary to adopt and implement Ordinance 2011-01, which becomes effective December 13, 2010.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, to adopt Ordinance No. 2011-01. The motion was approved on the following roll call vote:

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

#### 10. Oral Reports

##### a. Fire Chief – Michel

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station: Update – Captain Galindo distributed a progress report for the replacement station project. The grading was completed November 4<sup>th</sup> and the parcel was given a “certified” pad on November 9<sup>th</sup>. He is awaiting the final soils compaction report. He anticipates the building permit be issued by the end of November. The next phase of the project will be the completion of the foundation.
- Cielo Administration Building - Update: Chief Michel informed the Board that the County of San Diego has issued a permit for tenant improvements. He met with representatives from Cielo on November 9 to discuss the tenant improvement costs that are to be shared between the purchaser and seller. The anticipated date to occupy the new facility is mid-late February.
- Cooperative Efforts – the anticipated start date for the latest contract amendment is November 15. Beginning with the December board meeting, all three-deputy chiefs will be present for introductions. At subsequent board meetings, the Operations Chief (at a minimum) will attend.
- ISO Review – the District has collaborated with the different water district’s to create a joint press release about testing hydrants. The water component is the last part of the review and carries a weight of 40% in the overall scoring.
- The District has received an invitation to participate in a forum on November 19 to discuss opportunities to cooperate (such as fire prevention activities) countywide. He asked if a board member is interested in attending. Director Tanner agreed to attend.
- District Activities
  - none

##### b. *Operations –Chief Michel*

Battalion Chief Cox reported on the following topics:

- Call activity:
  - 192 calls last month
    - Structure fire resulting in \$4,500 in damage
  - Average response time
    - Under seven minutes – 90% of time

##### c. *Training – Battalion Chief Davidson*

Chief Davidson summarized the monthly training activity, which included:

- Hose lays
- Blood borne pathogen – review of new policy



- Leadership class (L380) – he noted that these costs are covered by federal grants
  - Chaplain program – a review of the program and critical incident debriefing
- d. *Fire Prevention – Fire Marshal Hunter*
- Fire Mitigation Fees – higher than expected for first quarter
  - Staff has been working to update the District’s website. The goal is to be “user friendly.”
  - Fire Prevention Week – completed and a summary report will be presented at the next meeting
- e. *Administration – Administrative Manager Rannals*
- CalPERS Rates: the FY12 employer rates obtained verbally from the CalPERS conference are Safety – 24.112% and Miscellaneous – 14.762%. To date, the District has not received the annual actuarial reports from CalPERS.
  - Board Meeting, December 8, 2010
    - Congratulations to Director’s Hickerson and Tanner on their reelection to the Fire District Board of Directors.
    - At the December meeting, the board will elect their officers and appoint subcommittee members
    - Bi-annual ethics training will commence at 10 am.
  - Chief Pavone Retirement Celebration – she expressed appreciation for the Board’s support and attendance at the event.
- f. *Board of Directors*
- North County Dispatch JPA – Update – Director Ashcraft: no report. The next meeting is scheduled for December 2, 2010
  - County Service Area 17 – Update – Director Hickerson: Meeting held November 2<sup>nd</sup>. He reported that the County has proposed to add a resident transport fee up to \$900; however, the intent is to establish the fee \$400 - \$450 per transport. Currently, CSA-17 is operating at a deficit, approximately \$250,000 annually.
  - Comments:
    - Hickerson– inquired about identification cards for new personnel. Chief Michel informed him that staff is looking at a new vendor for the cards.
    - Ashcraft – shared a compliment he received from an acquaintance that he met with for breakfast; and who discussed his interest in working at Rancho Santa Fe Fire Protection District because of the quality of personnel. His acquaintance informed him that the best instructors at the Palomar Academy were Tony Michel, Chris Galindo, Bret Davidson and Dave McQuead.

*Ten-minute recess*

11. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in closed session from 3:30 – 4:20 pm for discussions on the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.9:
  - Conference with Legal Counsel – Anticipated Litigation – 1 case

*NOTE: All members of the Board and staff listed attended the Closed Session*

- a. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.8

Conference with negotiators for the following real property:

16936 ½ El Fuego, Rancho Santa Fe

Negotiating Parties: Board of Directors; Tony Michel, Fire Chief

Under Negotiation: Price

*NOTE: All members of the Board and staff listed attended the Closed Session*

Upon reconvening, President Ashcraft reported that the Board received updates for the subject matters listed and that direction was provided to staff. The Board of Directors took no action.

President Ashcraft recessed the meeting until 5:30 pm

President Ashcraft reconvened the regular meeting at 5:30 pm

## 2. Special Presentation

- a. Badge Presentation

Tony J. Michel – Fire Chief

President Ashcraft summarized the hiring process for the replacement fire chief and the Board was pleased to announce the selection and promotion of Tony J. Michel to the position of Fire Chief. Karlana Rannals, Notary Public, administered the Oath of Office. President Ashcraft offered on behalf of the Board congratulations for his promotion and presented the Fire Chief badge to his family to pin on his uniform.

Chief Michel thanked all present for their attendance and spoke of his enthusiasm for the opportunity to lead the organization.

## 12. Adjournment

Meeting adjourned at 5:45 pm.

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Karlana Rannals  
Secretary

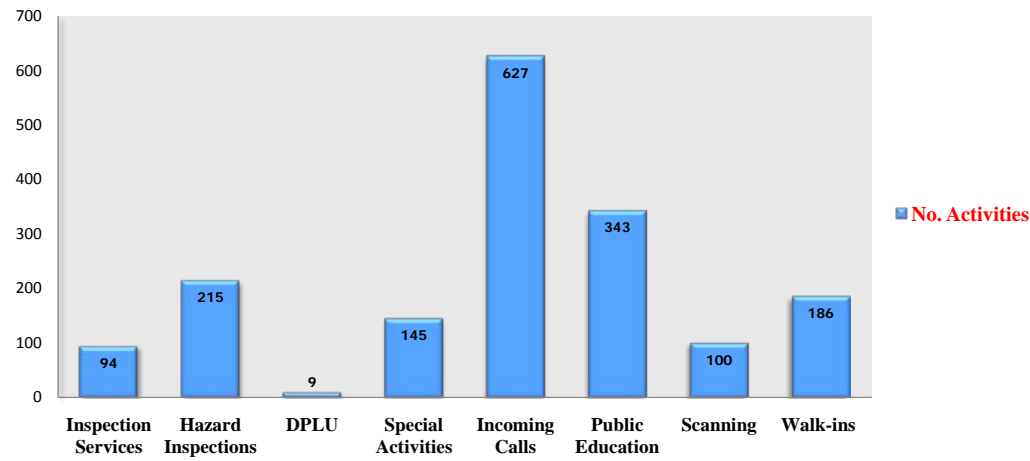
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James H Ashcraft  
President

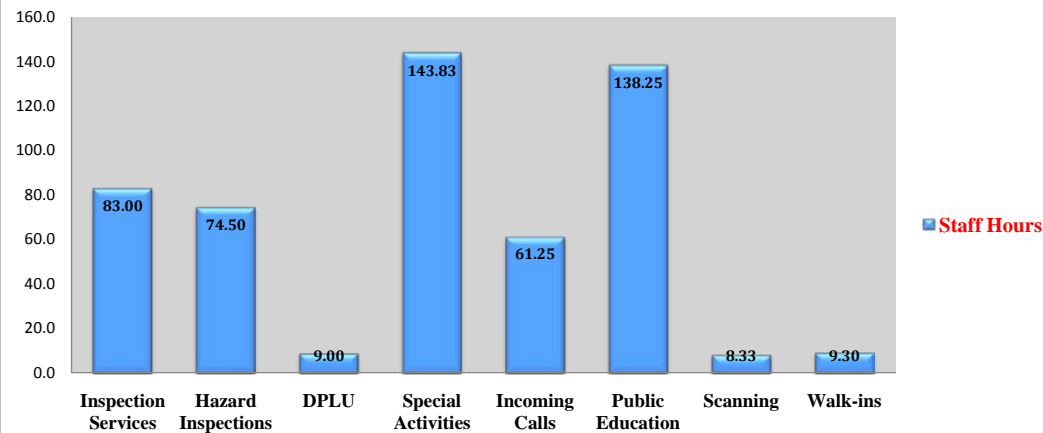
Check	Amount	Vendor	Purpose
21162	\$707.30	Accme Janitorial Service Inc	Building - Monthly Service
21163	\$750.00	Arnold A Lewin	Consulting Services
21164	\$181.62	AT&T Calnet 2	Telephone
21166	\$1,886.00	Charles Z Fedak & Company	Accounting-Audit Services
21167	\$2,491.00	County of SD/RCS	800 MHz Network Admin Fees
21168	\$353.28	Daniels Tire Service Inc	Tires & Tubes
21169	\$275.00	Diehl, Evans & Company LLP	Admin-Local Conf/Seminars
21170	\$29.00	Fire Engineering	Subscriptions
21171	\$105.00	Fitness Warehouse USA & SD Fitness Repair	Fitness Equipment Maintenance
21172	\$2,283.69	North County EVS Inc	Apparatus Scheduled Repair/Apparatus/Tools Equipment Maint.
21173	\$1,069.83	Olivenhain Municipal Water District	Water
21174	\$104,159.13	PERS	PERS (Employer Paid)
21175	\$7,054.00	Shapouri & Associates	FBR #3 Replacement
21176	\$768.04	Staples Advantage	Office Supplies
21177	\$2,335.51	The SoCo Group Inc	Gasoline & Diesel Fuel
21178	\$22.00	U P S	Shipping Service
21179	\$6,119.39	U S Bank Corporate Payment System	Cal-Card./IMPAC program
21180	\$532.16	Verizon Wireless	MDT Broadband + ATN Line
21181	\$792.89	Waste Management Inc	Trash Disposal
21182	\$335.00	A to Z Plumbing Inc	Station Maintenance
21183	\$113.23	ABC Mowers & Supply	Apparatus Tools/Equipment Repair
21184	\$434.36	AT&T Calnet 2	Telephone
21186	\$326.55	Blend	Outside Printing & Binding
21187	\$267.00	CSDA-S.D. Chapter	Meetings/Meal Expenses/Association Dues
21188	\$2,807.00	Design Space Modular Buildings Inc	FBR #3 Replacement
21189	\$108.99	Fire ETC Inc	Fire Hose, Nozzles & Supply
21190	\$2,360.12	Fitch Law Firm Inc	Legal Services
21191	\$404.28	Galls Retail	Uniform - Safety Personnel
21192	\$521.24	Home Depot, Inc	Station Maintenance
21193	\$3,500.00	Jeff Katz Architecture	FBR #3 Replacement
21194	\$9,473.00	Ledcor Construction C/O CB&T Escrow	FBR #3 Replacement
21195	\$95,382.00	Ledcor Construction Inc	FBR #3 Replacement
21196	\$1,489.35	Metro Fire & Safety Inc	Extinguishers

Check	Amount	Vendor	Purpose
21197	\$15.74	Napa Auto Parts Inc	Apparatus Parts & Supplies
21198	\$916.25	North County EVS Inc	Fleet Equipment Maintenance/Repair/Apparatus Repair
21199	\$380.00	Power Plus!	FBR #3 Replacement
21200	\$232.73	R J Safety Supply Co Inc	Gas Monitor Supplies
21202	\$392.06	San Diego Gas & Electric	Elec/Gas/Propane
21203	\$700.00	Santa Fe Irrigation District	Vehicle Site Rental
21204	\$27.27	U P S	Shipping Service
21205	\$3,536.31	Willdan Financial Services Inc	Benefit Assessment
21206	\$5,100.00	WinTech Computer Services	Consulting Services
21707	\$912.48	AT&T Calnet 2	Telephone
21708	\$59.99	Directv	FBR #3 Replacement
21709	\$30.43	FedEx	Shipping Service
21710	\$685.90	Fire ETC Inc	Safety Clothing
21711	\$216,685.89	First American Title Insurance Co	Admin Building (Rancho Cielo)
21712	\$13,808.71	Geocon Inc	FBR #3 Replacement
21713	\$3,157.24	Guardian Life Insurance Co	Dental Insurance
21714	\$63,497.67	Health Net	Medical Insurance
21716	\$215.75	MTGL Inc	FBR #3 Replacement
21717	\$2,900.75	Ninyo and Moore Inc	Soil Contamination - Fuel Tank Removal
21718	\$4,828.71	San Diego Gas & Electric	Elec/Gas/Propane
21719	\$562.87	The Lincoln National Life Ins Co	Disability/Life Insurance
21720	\$2,858.10	The SoCo Group Inc	Gasoline & Diesel Fuel
21721	\$22.00	U P S	Shipping Service
21722	\$466.48	Uniforms Plus	Uniform - Administrative
Various	<u>\$2,386.45</u>	Various	Medical Reimbursement's
Subtotal	\$573,816.74		
15-Nov-10	\$273,686.94	Rancho Santa Fe Fire PD	Payroll
29-Nov-10	\$150,070.76	Rancho Santa Fe Fire PD	Payroll - Holiday Pay
30-Nov-10	<u>\$179,141.48</u>	Rancho Santa Fe Fire PD	Payroll
Subtotal	\$602,899.18		
Grand Total	\$1,176,715.92		

**Staff Activities- November 2010**

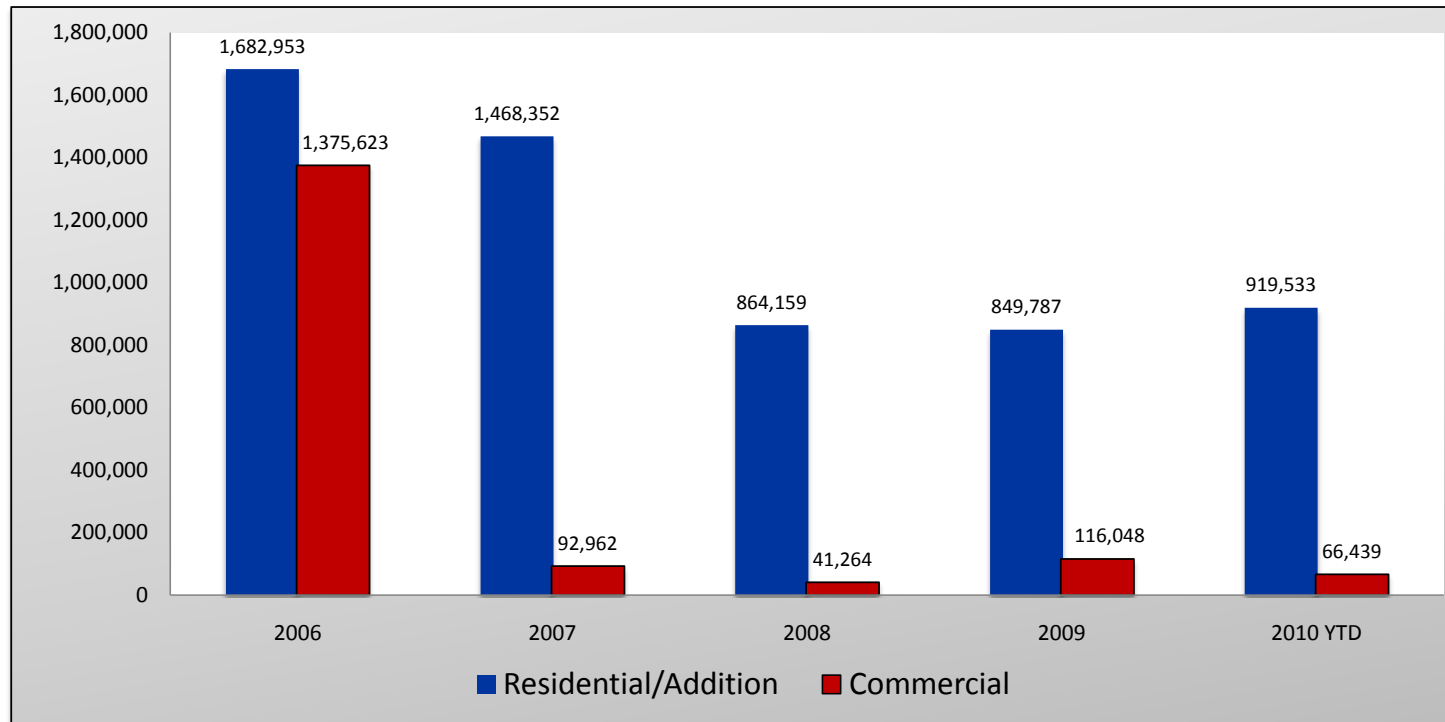


**Staff Hours- November 2010**



**2010 Total Monthly Hours/Activities**

2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<i>Activities</i>			2243	2303	2111	2042	3156	4747	2326	2105	1719	
<i>Hours</i>			683.8	536.8	596.0	519.7	671.5	612.4	489.5	647.7	527.5	



Year	Res/Add	Comm	Total
2006	1,682,953	1,375,623	3,058,576
2007	1,468,352	92,962	1,561,314
2008	864,159	41,264	905,423
2009	849,787	116,048	965,835
2010 YTD	919,533	66,439	985,972

### Comparison 2009/2010 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2009	68,294	65,561	47,061	62,307	171,971	53,878	148,534	68,269	117,324	7,950	42,794	111,892
2010	64,770	128,133	30,284	126,570	120,627	40,310	132,067	84,314	202,035	33,455	23,407	

## PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	2	5,003
	Fire Inspectors	7	13,960
	Urban Forester	0	0
	<b>TOTAL</b>	<b>9</b>	<b>18,963</b>
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	6,669	2,361
	Fire Inspectors	5,048	683
	Urban Forester	0	0
	<b>TOTAL</b>	<b>11,717</b>	<b>3,044</b>
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	2	1,400
	Urban Forester	0	0
	Fire Inspectors	0	0
	<b>TOTAL</b>	<b>2</b>	<b>1,400</b>
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq. footage		Total Added	23,407
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	0	0
	Fire Inspectors	1	5
	Urban Forester	0	0
	<b>TOTAL</b>	<b>1</b>	<b>5</b>
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	1	600
	Urban Forester	0	0
	<b>TOTAL</b>	<b>1</b>	<b>600</b>
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Urban Forester	12	11.5
	Fire Marshal	0	0.0
	Fire Inspectors	0	0.0
	<b>TOTAL</b>	<b>12</b>	<b>11.5</b>

**SERVICES PROVIDED- FIRE PREVENTION**

<b>DPLU -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Project Availability Forms	3	3.0
Use Permits	1	1.0
Administrative Review	1	1.0
Approval Letters	4	4.0
<b>TOTAL</b>	<b>9</b>	<b>9.0</b>
<b>INSPECTION SERVICES- All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Undergrounds	5	4.5
Hydros (Fire Sprinklers)	20	19.5
Finals (Structures)	37	33.5
Landscape	7	7.0
Reinspections	9	4.5
Tents/Canopy	5	5.0
Burn Permits	1	0.5
Knox/Strobe	5	3.0
Fuels/Mod Zone	2	2.5
Engine Company Follow Up	3	3.0
<b>TOTAL</b>	<b>94</b>	<b>83.0</b>
<b>HAZARD INSPECTIONS - All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Weed Abatement Inspection	5	5.0
Weed Abatement Reinspection	157	32.5
1st Notice	1	1.0
2nd Notice	28	7.5
Final Notice	4	2.5
Forced Abatement	6	12.5
Postings	5	4.5
Homeowner Meeting	9	9.0
<b>TOTAL</b>	<b>215</b>	<b>74.5</b>
<b>GRADING -All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Site Inspection	4	7.0
<b>TOTAL</b>	<b>4</b>	<b>7.0</b>



# ADMINISTRATIVE SERVICES- FIRE PREVENTION

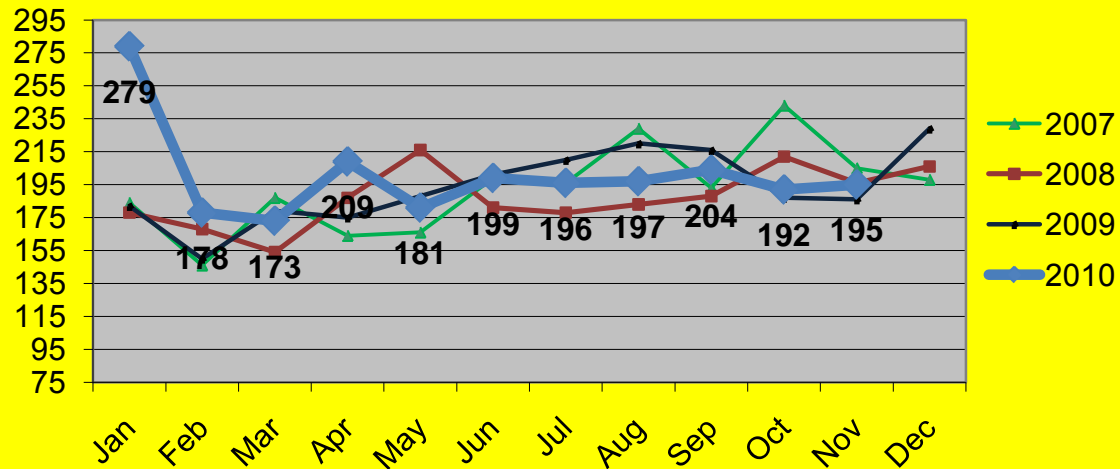
SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	1	1.0
Fire Protection Review	2	2.5
Mutli-Hazard Mitigation	1	1.0
Training Classes	3	7.0
Confrences	3	72.0
Meetings	32	31.0
Scanning	100	8.3
Other	1	16.0
Supervison	2	5.0
<b>TOTAL</b>	<b>145</b>	<b>143.8</b>
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	627	61.3
Consultations	5	5.0
Plan Review	35	41.5
General Office	0	0.0
<b>TOTAL</b>	<b>667</b>	<b>107.8</b>
PUBLIC EDUCATION - PRC	Number	Staff Hours
<i>Website/Internet:</i>		
Update existing info & documents	0	2.0
Compile & write new information	0	80.0
Website Hits <b>(NO DATA RECORDED DUE TO NETWORK CHANGES)</b>	0.0	
Social Media (Facebook,Twitter)	317.0	0.0
Design/Write Brochures , Flyers, etc.	0.0	0.0
Fire Wire (Quarterly)	0	0.0
<i>Media Relations:</i>		
On-Scene Public Information Officer	0.0	1.0
Press Releases	0.0	3.0
Other Articles/Stories/Interviews	0	0.0
Childrens Programs	4	6.0
Child Safety Seat Installations	21	10.0
<i>Events:</i>	1	1.0
Prevention Related	0	30.3
Meeting Minutes	0	5.0
<b>TOTAL</b>	<b>343</b>	<b>138.3</b>

**ADMINISTRATIVE SERVICES- OFFICE SUPPORT**

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff)	420.0	21.0
Walk in/Counter (All Administrative Staff)	186.0	9.3
Knox Application Request	6.0	0.5
UPS Outgoing Shipments	0.0	0.0
Plan Accepted/Routed	25.0	4.2
Formatting Policies	2.0	2.0
Special Projects:	5.0	10.0
Scanning Documents	100.0	8.3
Meetings: Admin Meeting/Prevention	6.0	6.0
Post Office	18.0	11.0
Deposits	10.0	5.0
Training Classes:		
<b>TOTAL</b>	<b>778.0</b>	<b>77.3</b>

# November 2010 Operations Report

## Four Year Monthly Response Comparison



2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Responses
Responses	279	178	173	209	181	199	196	197	204	192	195		2,203
YTD	279	457	630	839	1,020	1,219	1,415	1,612	1,816	2,008	2,203	2,203	

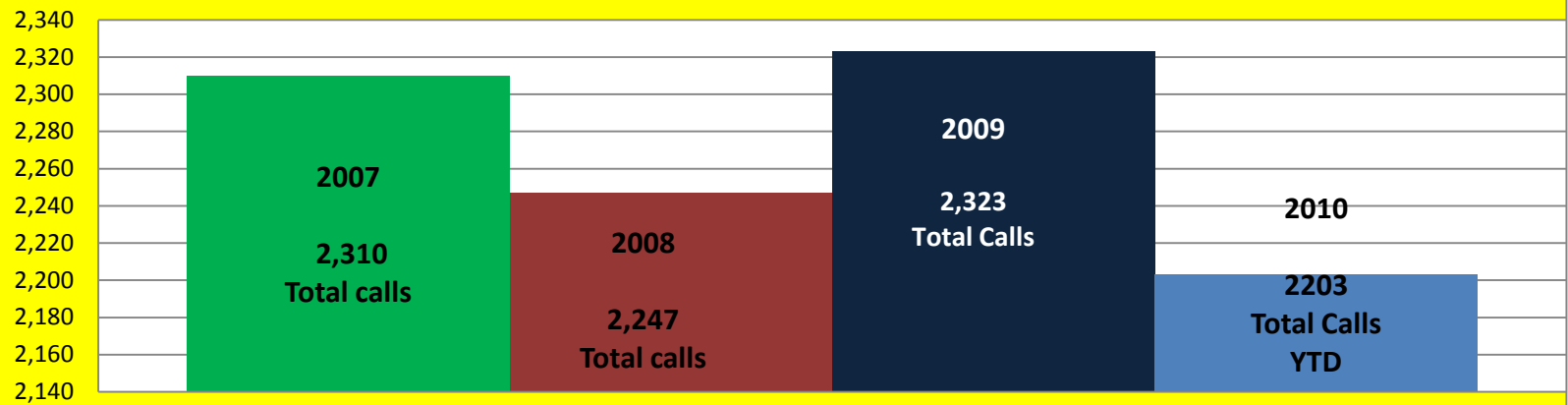
2009	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	182	150	179	175	188	201	210	220	216	187	186	229	2,323
YTD	182	332	511	686	874	1,075	1,285	1,505	1,721	1,908	2,094	2,323	3.4% increase

2008	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	178	168	154	187	216	181	178	183	188	212	196	206	2,247
YTD	178	346	500	687	903	1,084	1,262	1,445	1,633	1,845	2,041	2,247	2.7% decrease

2007	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Responses
Responses	184	146	187	164	166	199	196	229	193	243	205	198	2,310
YTD	184	330	517	681	847	1,046	1,242	1,471	1,664	1,907	2,112	2,310	21% increase



Total Calls

## **Incident Summary by Incident Type**

**Date Range: From 11/01/2010 To 11/30/2010**

**Incident Type(s) Selected: All**

<b>Incident Type</b>	<b>Incident Count</b>	<b>Used in Ave. Resp.</b>	<b>Average Response Time hh:mm:ss</b>	<b>Total Loss</b>	<b>Total Value</b>
Fire	8	5	00:05:58	\$15,400.00	\$15,400.00
Rupture/Explosion	1	1	00:08:54	\$0.00	\$0.00
EMS/Rescue	86	82	00:06:08	\$0.00	\$0.00
Hazardous Condition	6	4	00:08:26	\$0.00	\$0.00
Service Call	18	5	00:06:40	\$0.00	\$0.00
Good Intent	51	2	00:09:25	\$0.00	\$0.00
False Call	25	23	00:07:21	\$0.00	\$0.00
Blank or Invalid	4	0		\$0.00	\$0.00
<b>Totals</b>	<b>199</b>	<b>122</b>		<b>\$15,400.00</b>	<b>\$15,400.00</b>

**Note:** The incident count used in averages does not include the following:

Not Completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No Arrival and Invalid Dates/Times.

# November 2010

November 2010							December 2010						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 31 - Nov 6	<b>Oct 31</b>	<b>Nov 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
			8:30am Copy: AED and King tube recert (RSF, ENC, SOL) - Fire T 6:30pm Reading Event (Stone Ranch Elementary School) - Julie E.	8:00am	8:30am Copy: AED and King tube recert (RSF, ENC, SOL) - Fire Training	8:30am Copy: AED and King tube recert (RSF) 4:30pm Live Fire Night Drill E2611 (RSF-2 Training Room) 7:00pm Live Fire Night Drill E2612 (RSF-2 Training Room)	4:30pm Live Fire Night Drill E2611 (RSF-2 Training Room) - Training 7:00pm Live Fire Night Drill E2612 (RSF-2 Training Room) - Training
Nov 7 - 13	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
		Grant Smith 4th Quarter 9:00am Solana Beach to the Tower 2611 to cover (Sta 2 tower) - Training-Calendar	4:30pm Live Fire Night Drill E2611 (RSF-2 Training Room) - Training 7:00pm Live Fire Night Drill E2612 (RSF-2 Training Room) - Training	Fire Prevention	Kyle 4th Quarter Exam	Fire Prevention	
Nov 14 - 20	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
		9:00am Hose Lays E2611 (RSF2) - Training-Calendar 10:00am JPA Chiefs Meeting - 11/15/10 (RSF) 12:45pm Fire Prevention 1:30pm Hose Lays E2611	Fire Prevention 8:00am Solana Test Pit (Sta 2 Pit) - Training-Calendar 9:00am PPE Policy Meeting (RSF #1) - Michael	9:30am Station Tour (RSF 1) - Julie E. Taber 1:00pm Station Tour (RSF 2) - Julie E. Taber 6:30pm Book Fair (Solana)	Fire Prevention	Fire Prevention	8:00am
Nov 21 - 27	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	8:30am Strategic & Tactical considerations (Cedros Design District)	9:00am Hose Lays E2611 (RSF2) - Training-Calendar 1:30pm Hose Lays E2612 (RSF2) - Training-Calendar	4:30pm Live Fire Night Drill E2613 (RSF-2 Training Room) - Training 7:00pm Live Fire Night Drill E2614 (RSF-2 Training Room) - Training	8:30am Captains Meeting (RSF 4) - Tony Michel	Thanksgiving Day (Unit)		8:00am Elfin Forest (Sta 2 Tower) - Training-Calendar
Nov 28 - Dec 4	<b>28</b>	<b>29</b>	<b>30</b>	<b>Dec 1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		9:00am Hose Lays E2611 (RSF2) - Training-Calendar 1:30pm Hose Lays E2612 (RSF2) - Training-Calendar	4:30pm Live Fire Night Drill E2613 (RSF-2 Training Room) - Training 7:00pm Live Fire Night Drill E2614 (RSF-2 Training Room) - Training				

# Fairbanks Ranch Station Change Orders

[illegible]

*No Activity Since 9/14/10*



November 17, 2010

Dear Chief Michel,

This note is to let you know how grateful we are to the paramedics under your command who, in our estimation, saved Sal's life due to a 90% blockage of his heart. Our hats go off to Mike Shore, Craig M'Key & Brian Schmid. They responded in a matter of minutes along with Donna Price and Tom Huggins from J. D. Medical Services. All this occurred on Wednesday, Oct. 27<sup>th</sup>. You can be proud of this exceptional team. God bless you and all those under your leadership.

Sincerely, Linda & Sal Caltagirone



Ms. Jean Stewart  
\$50.- donation

DAWKIN'S  
CLASSIC  
POSTER  
SERIES  
POST CARD  
CORRESPONDENCE  
ADDRESS ONLY

Thanks so much for  
your caring help on the  
29th of last month. Hope  
this buys lots of cookies  
fruit or whatever

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# STAFF REPORT

NO. 10-28

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**TO:** BOARD OF DIRECTORS  
**FROM:** TONY MICHEL, FIRE CHIEF  
**SUBJECT:** DONATION TO PRETREAT THE NEW FAIRBANKS FIRE STATION  
AGAINST DRYWOOD AND SUBTERRANEAN TERMITES  
**DATE:** DECEMBER 3, 2010

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## BACKGROUND

The current technical specifications for the construction of the new Fairbanks Ranch Fire Station provides for the application of an EPA approved "termite control" product to all areas of the building that are to be covered by concrete slabs on grade. Section 02280 of the technical specification manual stipulates that the product, ProBuild TC (or an approved equivalent), be applied to all untreated soil prior to the installation of concrete slabs as a measure to control subterranean termite activity. This application only pertains to areas beneath the concrete (one foot in depth); foundation walls; conduit and pipe openings. There are no current plans to apply any other form of pest control treatment to the structural wood components in the building.

## CURRENT SITUATION

The District has received a request from Dan Hume, owner of Hume & Company, expressing interest in providing the District with a donation to apply a termite preventative treatment to all structural wood surfaces located within the new fire station. Hume & Company is a local termite control company who has established a community donation program offering free labor and materials to fire agencies within the county including San Diego (Station 13), Oceanside (Station 4), Encinitas (Station 3), and Vista (Station 5).

The proposed material to be applied by the company is a borate treatment using Disodium Octoborate Tetrahydrate that is EPA registered for all wood destroying organisms and is a certified Class B fire retardant with ASTM. The chemical is also a known fungicide, which is often used in the prevention of mold. Hume & Company will also be providing a 5-year warranty against drywood and subterranean termites in all areas that are treated.

The value of the donation is \$9,288.00 (.85 per square foot x 10,928 square feet). Mr. Hume has stated that his only request would be a formal letter from the Fire Chief thanking his company for the pretreatment donation.

Pursuant to the Health & Safety Code 13898, the Board of Directors must consider the acceptance of donated items with a value greater the \$500. In addition, the project's architect, Jeff Katz, and Ledcor's Project Executive, Dave Petty have both reviewed the donation request and have recommended approval of the donation.

## RECOMMENDATION

Staff recommends that the Board of Directors accept the pretreatment donation valued at \$9,288.00 from Hume & Company and request the Fire Chief send a letter thanking the company for their generous donation.

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# STAFF REPORT

NO. 10-29

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**TO:** BOARD OF DIRECTORS  
**FROM:** KARLENA RANNALS, ADMINISTRATIVE MANAGER  
**SUBJECT:** DISTRICT REPRESENTATIVE; APPOINTMENTS  
**DATE:** DECEMBER 3, 2010

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## BACKGROUND

After each general election, the District must select its officers (President, Vice president, and Secretary/Clerk). At the same meeting, the Board of Directors typically reviews their committee assignments.

## CURRENT SITUATION

The following Board members are assigned currently to the following boards or committees:

### Board of Directors

North County Dispatch JPA – Jim Ashcraft

### Advisory Board

County Service Area (CSA) – 17 – Tom Hickerson

### Ad Hoc Committee

Finance/Audit – Randy Malin, John Tanner

Staff Assigned: Karlena Rannals

Negotiations – Jim Ashcraft, Randy Malin

Staff Assigned: Tony Michel, Karlena Rannals

## RECOMMENDATION

Review Board and committee assignments, select and appoint Board members as appropriate.

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# STAFF REPORT

NO. 10-30

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**TO:** BOARD OF DIRECTORS  
**FROM:** KARLENA RANNALS, ADMINISTRATIVE MANAGER  
**SUBJECT:** CY 2011 BOARD MEETING SCHEDULE  
**DATE:** DECEMBER 3, 2010

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## BACKGROUND

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

## CURRENT SITUATION

The following table list the meeting dates for 2011 and I have included the annual (or routine) agenda topics that the Board must act on:

Meeting Dates – 2011	Annual Agenda Topic(s)
January 12	
February 9	
March 9 **	Adopt: Resolution to Participate in Fire Mitigation Fee Program <i>(must be adopted by April 15)</i>
April 13	
May 11	Select criteria to determine annual appropriations limit; Adopt resolution: Appropriations Limit Adopt resolution: Setting Benefit Charges
June 8	Adopt: Preliminary Budget <i>(must be adopted by June 30)</i> Accept List of forced abatements to be placed on property tax bills, if any
July 13	
August 10	
September 14	Public Hearing: Final Budget & Fire Mitigation Fee 5 Year Capital Plan Adopt: Final Budget <i>(must be adopted by September 30)</i> ; Adopt: Fire Mitigation Fee 5 Year Capital Plan
October 12	
November 9	
December 14	Oath of Office <i>(every election year – 2012)</i> Election of Officers <i>(every election year – 2012)</i>

\*\* Possible scheduling conflict for staff

## RECOMMENDATION

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