



## 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

March 10, 2010  
Regular Session 1:00 pm

### RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

### Pledge of Allegiance

#### 1. Roll Call

#### 2. Public Comment

All items listed on the Consent Calendar 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

- i) Board of Directors minutes of February 10, 2010

ACTION REQUESTED: **Approve**

##### b. Receive and File

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

##### (1) List of Demands

Check 20240 thru 20333 for the period February 1 – 28, 2010 totaling:	\$ 346,129.97
Payroll for the period February 1 – 28, 2010	\$ 434,923.71
TOTAL DISTRIBUTION	\$ 781,053.68

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact the Secretary at 858-756-5971. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.*

(2) Activity Reports – February 2010

- Fire Prevention
- Operations
- Training

(3) District Articles – February 2010

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

- County of San Diego
- Mac Pohn
- Red Rose Society American Red Cross

**4. Old Business**

a. Budget Meeting Schedule

To discuss and confirm the FY11 budget meeting schedule

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

**5. Closed Session**

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

i) Conference with negotiators for the following real property

18029 Calle Ambiente, Rancho Santa Fe

Negotiating Parties: James Ashcraft, Director; John Tanner, Director; Nick Pavone, Fire Chief

Under Negotiation: Both Price and Terms of Payment

**6. New Business**

a. Purchase of Real Property

To discuss and/or approve the purchase of real property located at 18029 Calle Ambiente, Rancho Santa Fe, (APN 265-493-09-00 and 265-451-55-00)

ACTION REQUESTED: **Discuss and approve purchase of real property**

**7. Oral Reports**

a. Fire Chief – Pavone

- i) Fairbanks Ranch Replacement Fire Station – Update
- ii) Cooperative Management Services Agreement – Update
- iii) District Activities

b. Operations – Deputy Chief Michel

c. Training – Battalion Chief Davidson

d. Fire Prevention - Fire Marshal Hunter

e. Administrative Manager – Rannals

- i) Reimbursement of State Mandated Costs

f. Board of Directors

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

**8. Adjournment**



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Board of Directors Regular Meeting – Agenda**  
**Wednesday, March 10, 2010 1:00 pm PST**

**CERTIFICATION OF POSTING**

I certify that on March 4, 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 March 4, 2010

*Karlena Rannals*

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Karlena Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – February 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*

Battalion Chief Mike Gibbs led the assembly in the *Pledge of Allegiance*.

**1. Roll Call**

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

Directors Absent: None

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

**2. Public Comment**

No one requested to speak to the Board.

**3. Special Presentations**

a. Plaque Presentation

Chief Pavone welcomed and introduced Ellen Agey and Natalia Ajuba from the American Red Cross. Ms. Agey & Ms. Ajuba informed the Board that the Viterbi Foundation donated funds to purchase a response vehicle in honor of the Rancho Santa Fe Fire Protection District Firefighters and their valiant efforts during the Witch Creek fire. They presented the Fire District with a plaque in recognition of the donation and thanked the firefighters for their commitment and dedication to public safety.

**4. Consent Calendar**

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

i) MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of January 13, 2010.

b. *Receive and File*

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 20021 thru 20156 for the period January 1 – 31, 2010 totaling:	\$ 177,974.88
Payroll for the period January 1 – 31, 2010	<u>\$ 507,011.95</u>
TOTAL DISTRIBUTION	\$ 684,986.83

- (2) Financial Reports – Quarter ending December 31, 2009
  - Budget Review
  - Combined Summary Statement Cash Assets-Liabilities
- (3) Activity Reports – January 2010
  - Fire Prevention
  - Operations
  - Training
- (4) District Articles– January 2010
- (5) Correspondence
  - The Family of Micael Svec
  - Virginia Dimitry
  - Palomar District – California Garden Clubs
  - H Lee Sarokin
  - Stephen Anear
  - Sandra Zarcades
- (6) Travel Report
  - Pavone

## 5. Old Business

### a. Multi-Hazard Mitigation Plan

Mike Scott, Urban Forester presented an update and provided an overview of the District's Multi-Hazard Mitigation Plan. He provided each board member with the draft plan and encouraged them to review the goals and objectives, the prioritized mitigation actions, the implementation strategy and the projected timeline. He requested that the Board members provide any comments or questions to him or Chief Pavone. He anticipates re-submitting this plan for Board approval in May or June 2010. Upon Board approval, the plan will be sent to FEMA for their approval. Staff responded to questions from the Board. There was no action taken by the Board of Directors.

## 6. New Business

### a. Contract: 3 C's Memorandum of Understanding

Chief Michel summarized the staff report provide. The 3C's (Command, Control and Communication) program started in 2005 as a result of the 2003 wild fires. This countywide cooperative effort allows for direct contact and communication with the County Emergency Operations Center (EOC), police departments, EMS Department Operations Center (DOC) and will allow for live feeds from a helicopter video down link.

The Board of Directors approved, thru budget approval, the expenditures of the 3Cs project for the last two budgets; however, no expenditures to date have been spent on this project. The project's Memorandum of Understanding was recently completed and sent to all participating public safety agencies to sign. Since the North County Dispatch JPA and the Rancho Santa Fe Fire Protection District only require one line feed from the 3Cs network, we will only be charged one fee for both agencies and we will be sharing the cost of the per agency fee. The District's fee, split 50/50 is approximately \$3,500 annually. The District's legal counsel has reviewed

this MOU without comments or concerns.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the 3 C's Memorandum of Understanding and authorize the Fire Chief to sign the contract.

b. Consulting Services – Willdan Financial Services

Chief Pavone reported that the District's Board of Directors has in past years, discussed the possibility of increasing the District's voter approved special tax (or benefit fee), which is currently assessed at \$2.50 per benefit unit. The Board requested in March 2006 that the District's legal counsel send a letter to the State's Attorney General requesting an opinion asking if the voter approved tax be subject to Proposition 218. To date, the District has not received a response to our request.

He reported that the District has an opportunity to retain the services of Willdan Financial Services to perform a thorough review of the election documents, confirm the election process, and provide a professional opinion as to the Board's ability to increase the fee. The fee for this service is \$5,000. He recommended that the Board authorize the expenditure and obtain the professional opinion. Staff responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to obtain the services of Willdan Financial Services to obtain a professional opinion in the Board's ability to annually increase or decrease amount set per benefit unit and authorize the expenditure of \$5,000 and authorize the Fire Chief to sign the contract.

c. Board of Directors Meeting Schedule

i) Special Meeting – February 16, 2010

Chief Pavone informed the board members that the information necessary for the agenda item would not be available; therefore, there is no need to have a special meeting.

ii) Regular Meeting

(1) April 14, 2010

(2) July 14, 2010

Chief Pavone informed the Board of potential conflicts for the regular Board of Directors meetings scheduled for April and July. Consideration was requested to change the meeting dates. After review of the calendar, it was agreed to reschedule the following regular meetings:

April 14, 2010 will be changed to April 21, 2010 starting at 1pm; and

July 14, 2010 will be changed to July 13, 2010 starting at 1pm

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move and calendar the April and July meetings as agreed with no change in the meeting start time.

d. Budget Meeting Schedule

The Board members agreed to defer this item to the next regular meeting since personal schedules are pending for some board members. There was no action taken by the Board.

## 7. Oral Reports

### a. Fire Chief – Pavone

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station – Update
  - Demolition – the fire station was demolished February 9. The contractor is completing the site work and anticipates completing the job by February 12 (weather permitting).
  - Building Permit – there are design issues involving ADA access to the new station. The architect is working with the County to find a solution. This is holding up the 100% submittal to the County.
  - Interim Station – there are some flooding issues with the site, which has been primarily weather related.
- Management Services Contract – The leadership task force continues to meet to discuss the second phase of the cooperative effort. He anticipates that a Board/Council subcommittee will be created within 60 days. Their task will be to look at the efforts long-term.
- Employee Handbook – he reported that a project identified in the District's Strategic Plan was to create an Employee Handbook. He distributed the final document for feedback in future publications. This is provided as information only.
- District Activities
  - Appreciation Dinner: scheduled for April 30 at *The Inn at Rancho Santa Fe*
  - Retirement Party: scheduled for April 24 for Captain Lutz and Firefighter Foster

### b. Operations – Deputy Chief Michel

He reported on the following topics:

- Call activity:
  - During the previous month, many calls were weather related, such as trees and wires down.

*Director Hillgren departed the meeting at 2:35 pm.*

### c. Training – Battalion Chief Davidson

Chief Davidson summarized the monthly training activity, which included:

- RSF Personnel participated in:
  - HazMat refresher training which includes WMD (Weapons of Mass Destruction) and auto injector usage for employees.
  - EMT Skills testing
  - Helicopter training

### d. Fire Prevention – Fire Marshal Hunter

- New construction statistics increased. All of the new construction were single family residences, there was no commercial plans reviewed in January
- Distributed the statistics regarding car seat installations. During 2009, staff performed 132 installations.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

February 10, 2010

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*e. Administration – Administrative Manager Rannals*

- Form 700 – Conflict of Interest – Ms. Rannals reminded the board members to submit their form by the March 15 deadline.
- Health Benefits Committee - She summarized the first meeting held January 29<sup>th</sup>. She informed the Board members that they will be receiving an electronic “Health Benefits Satisfaction Survey” and encouraged each member to participate in the survey.

*f. Board of Directors*

- North County Dispatch JPA – Update – Director Ashcraft: next meeting February 25, 2010.
- County Service Area 17 – Update – Director Hickerson: held a meeting February 2<sup>nd</sup>, a subcommittee was established to look at options for additional revenue.
- Comments:
  - Malin: he informed the Board that he and Director Ashcraft would be meeting with representatives of both bargaining units to present the long-range financial plan. The purpose is to educate, not negotiate at this meeting
  - Hickerson: The San Dieguito Planning Group is reviewing the property at Rancho Cielo to convert to office condominiums
  - Ashcraft: representatives of RSF Association contacted him regarding leasing space for RSF Patrol. He reported that he informed them that the Board and staff would be open to a discussion

**8. Adjournment**

Meeting adjourned at 3:07 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**

List of Demand - February 2010

Check #	Amount	Vendor	Purpose
20240	\$108.00	A to Z Plumbing Inc	Building - Repair
20241	\$89.52	ABC Mowers & Supply	Apparatus Tool/Equipment Replacement
20242	\$629.20	Accme Janitorial Service Inc	Building - Monthly Cleaning Service
20243	\$395.00	Advanced Communications Systems Inc	Radio (Mobile Repair)
20244	\$158.11	AT&T	Telephone
20245	\$3,085.89	AT&T Calnet 2	Telephone/FBR #3 Replacement
20248	\$136.50	C.A.P.F.	Disability/Life Insurance
20249	\$1,262.80	Cnty of SD DPLU	FBR #3 Replacement
20250	\$768.25	Complete Office of California Inc	Office Supplies
20251	\$2,464.50	County of SD/RCS	800 MHz Network Admin Fees
20253	\$1,277.65	David Clark Company Inc	Radio Equipment Minor
20254	\$13,638.36	Dell Marketing	Computer/Printer Replacement
20255	\$2,807.00	Design Space Modular Buildings Inc	FBR #3 Replacement
20256	\$1,855.45	Direct Energy Business - Dallas	Elec/Gas/Propane
20257	\$59.99	Directv	FBR #3 Replacement
20258	\$240.00	Discount Carpet Cleaning	Building - Maintenance
20259	\$250.00	Door Service & Repair Inc	Miscellaneous Reimbursable
20260	\$1,497.00	Engineered Mechanical Services Inc	Building Repair
20261	\$1,308.30	FailSafe Testing	Ladder Testing
20262	\$227.96	Fire ETC Inc	Apparatus Parts & Supplies/Safety Equipment
20263	\$1,083.20	Galls Retail	Uniform - Safety Personnel
20264	\$360.00	Geocon Inc	FBR #3 Replacement
20265	\$160.00	Government Finance Officers Association	Association Dues
20266	\$265.00	Heartland Fire Training Facility	School Education/Training
20267	\$130.48	Hill Marian Renee	Uniform - Prevention
20268	\$497.22	Home Depot, Inc	Apparatus Equipment/Station Maintenance/Fitness Equipment
20269	\$1,155.72	HSBC Business Solutions	Janitorial Supplies
20270	\$1,260.00	J P Witherow Roofing Co	Building - Repair
20271	\$9,002.00	Jeff Katz Architecture	FBR #3 Replacement
20273	\$260.00	Kratz Truck & Tire - Mobile	Tires & Tubes
20274	\$74.40	Metro Fire & Safety Inc	Extinguishers

Check #	Amount	Vendor	Purpose
20275	\$1,148.71	Michel, Tony J	Internet/Medical Reimbursement
20276	\$262.50	Miramar Truck Sales Inc	Vehicle Repair
20278	\$239.00	New Earth Enterprises Inc	Landscaping Maintenance Service
20279	\$786.25	Ninyo and Moore Inc	Soil Contamination - Fuel Tank Removal
			Fleet Equipment/Generator/Apparatus Scheduled
20280	\$9,519.91	North County EVS Inc	Maintenance/Repair/Refuel Facility Repair
20281	\$822.27	Olivenhain Municipal Water District	Water
20282	\$39.00	Olson's Hand Car Wash Inc	Car Wash
20283	\$327.02	Pacific Coast Flag	Flags (State, USA)
20284	\$1,883.27	Parkhouse Tire, Inc.	Tires & Tubes
20285	\$210.00	Pavone, Nick	Telephone
20286	\$107,896.89	PERS	PERS (Employer Paid)
20289	\$150.00	Rose Business Solutions Inc	Consulting Services
20290	\$50.00	RSFPFA	Firefighters Assn.
20291	\$5,379.99	San Diego Gas & Electric	Elec/Gas/Propane
20292	\$1,183.78	Santa Fe Irrigation District	Water/Vehicle Site Rental
20293	\$100.00	SDCFCA - FPO Section	Prevention - Local Conference/Seminars
20294	\$207.00	Shore, Stuart W.	Suppression Local Conf/Seminars
20295	\$1,000.00	Soltz, Steve	Suppression Local Conf/Seminars
20296	\$8,211.66	Steigerwald-Dougherty Inc	FBR #3 Replacement
20297	\$1,033.78	Stephen J Fitch & Associates Inc	Legal Services
20301	\$230.00	Terminix International	Building - Monthly Service Contract
20302	\$1,423.53	The Lincoln National Life Ins Co	Disability/Life Insurance
20303	\$6,805.63	The SoCo Group Inc	Gasoline & Diesel Fuel
20304	\$1,497.21	ThyssenKrupp Elevator Inc	Elevator Service - Split with JPA
20305	\$103.01	U P S	Shipping Service
20306	\$7,768.59	U S Bank Corporate Payment System	Cal-Card./IMPAC program
20307	\$1,368.99	Verizon Wireless	Telephone - Cellular
20308	\$565.30	Waste Management Inc	Trash Disposal
20309	\$470.34	Waxie Sanitary Supply	Janitorial Supplies
20310	\$1,228.75	Western State Design Inc	Building - Maintenance/Service

# RANCHO SANTA FE FIRE PROTECTION DISTRICT

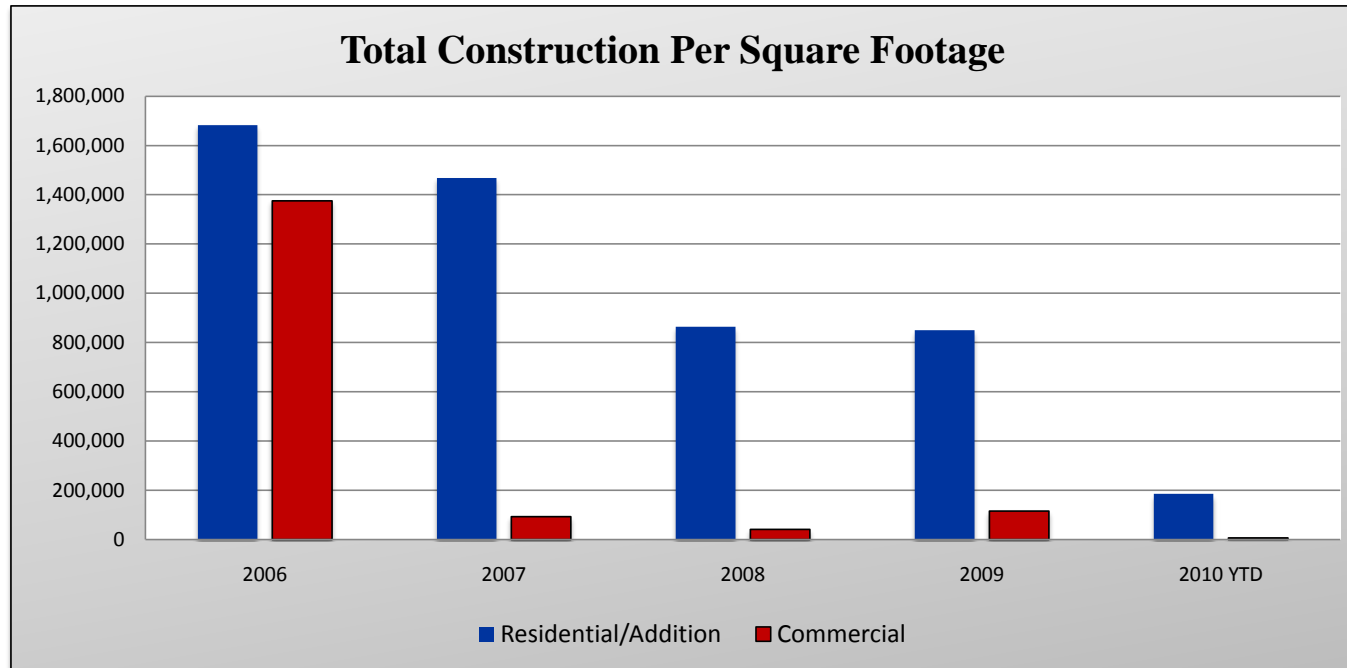
List of Demand - February 2010

Check #	Amount	Vendor	Purpose
20311	\$5,100.00	WinTech Computer Services	Consulting Services
20312	\$166.40	AT&T	Telephone
20313	\$263.81	AT&T Calnet 2	Telephone
20314	\$136.50	C.A.P.F.	Disability/Life Insurance
20315	\$374.67	Direct Energy Business - Dallas	FBR #3 Replacement
20316	\$170.00	Engineered Mechanical Services Inc	Building - Repair
20318	\$239.00	New Earth Enterprises Inc	Landscaping Maintenance Service
20319	\$5,321.08	North County EVS Inc	Apparatus Repair/Refuel Facility Repair/Miscellaneous Reimbursable
20320	\$108,799.35	PERS	PERS (Employer Paid)
20322	\$50.00	RSFPFA	Firefighters Assn.
20326	\$158.50	Terminix International	Building - RSF 1
20327	\$2,711.60	The SoCo Group Inc	Gasoline & Diesel Fuel
20328	\$881.46	TSI Inc	Calibration/Maintenance of Speciality Equipment
20329	\$24.22	U P S	Shipping Service
20330	\$19.42	Uniforms Plus	Uniform - Safety Personnel/Prevention
20331	\$1,201.59	Verizon Wireless	Cellular Service/Phones New/Replacement
20332	\$3,048.00	Vinyard Doors Inc	Building - Repair/Miscellaneous Reimbursable
20333	\$12.99	Willis, Erwin L.	Computer Equipment/Parts
Various	\$9,031.50	Various	Medical Reimbursement
<b>Sub-Total</b>	<b>\$346,129.97</b>		
2/15/2010	\$193,549.74	Rancho Santa Fe Fire PD	Payroll
2/28/2010	\$234,786.60	Rancho Santa Fe Fire PD	Payroll
2/28/2010	\$6,587.37	Rancho Santa Fe Fire PD	Payroll (Special)
<b>Sub-Total</b>	<b>\$434,923.71</b>		
<b>Total</b>	<b>\$781,053.68</b>		

## PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	26	113,384
	Fire Inspectors	1	5,921
	Urban Forester	0	0
<b>TOTAL</b>		<b>27</b>	<b>119,305</b>
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	13,800	1,580
	Fire Inspectors	0	0
	Urban Forester	0	0
<b>TOTAL</b>		<b>13,800</b>	<b>1,580</b>
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	8	7,248
	Urban Forester	0	0
	Fire Inspectors	0	0
<b>TOTAL</b>		<b>8</b>	<b>7,248</b>
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	128,133
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	0	0
	Fire Inspectors	0	3
	Urban Forester	0	0
<b>TOTAL</b>		<b>0</b>	<b>3</b>
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	1	12,000
	Fire Inspectors	0	0
	Urban Forester	0	0
<b>TOTAL</b>		<b>1</b>	<b>12,000</b>
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Urban Forester	28	28.5
	Fire Marshal	2	2.0
	Fire Inspectors	0	0.0
<b>TOTAL</b>		<b>30</b>	<b>30.5</b>
<b>SERVICES PERFORMED</b>			
DPLU -All Staff		Number	Staff Hours
Project Availability Forms		0	0.0
Use Permits		0	0.0
Zaps		0	0.0
Administrative Review		2	2.0
Habit Plans		0	0.0
Approval Letters		2	2.0
CWPP		4	9.0
<b>TOTAL</b>		<b>8</b>	<b>13.0</b>
INSPECTION SERVICES- All Staff		Number of Inspections	Staff Hours
Undergrounds		6	6.0
Hydros		12	12.5
Finals		10	12.0
Landscape		3	3.5
Reinspections		5	5.5
Tents/Canopy		3	3.0
Burn Permits		0	0.0
DSS Licensing		2	2.0
Knox/Strobe		2	1.5
Fuels/Mod Zone		0	0.0
Code Enforcement		0	0.0
ECIP Follow Up		12	12.0
Misc.		1	1.0
<b>TOTAL</b>		<b>56</b>	<b>59.0</b>

HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	4	3.0
Weed Abatement Reinspection	8	6.0
1st Notice	7	5.0
2nd Notice	0	0.0
Final Notice	3	2.0
Forced Abatement	1	2.0
Annual Mailers	1	5.0
Homeowner Meeting	7	7.5
WUI	0	0.0
<b>TOTAL</b>	<b>31</b>	<b>30.5</b>
<b>SERVICES PERFORMED</b>		
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	1	1.0
Site Inspection	0	0.0
<b>TOTAL</b>	<b>1</b>	<b>1.0</b>
SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.0
Fire Protection Review	3	4.5
CalFire Crew Projects	1	1.5
Mutli-Hazard Mitigation	7	32.0
Hazmat	0	0.0
Emergency Response/Support	1	1.0
Training Classes	2	5.0
Conferences	0	0.0
Meetings	19	44.5
Scanning	100	8.0
Other	0	0.0
Supervision	0	0.0
<b>TOTAL</b>	<b>133</b>	<b>96.5</b>
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	336	43.5
Consultations	8	8.5
General Office	31	54.0
<b>TOTAL</b>	<b>375</b>	<b>106.0</b>
PUBLIC EDUCATION - PRC	Number	Staff Hours
<i>Website/Internet:</i>		
Update existing info & documents		12.0
Compile & write new information		10.0
Website Hits	1,987.0	
<i>Publications:</i>		
Design/Write Brochures , Flyers, etc.		12.0
Fire Wire (Quarterly)		0.0
<i>Media Relations:</i>		
On-Scene Public Information Officer		0.0
Press Releases		2.0
Other Articles/Stories/Interviews		0.0
<i>Educational Prorgams/Presentations:</i>		
Childrens Programs		7.0
Child Safety Seat Installations	18	25.0
Adult Programs		0.0
<i>Events:</i>		
External Events		0.0
Internal Events		0.0
<i>Clerical :</i>		
Prevention Related		45.0
Meeting Minutes		9.0
<b>TOTAL</b>		<b>122.0</b>
OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff)	754	37.7
Walk in/Counter (All Administrative Staff)	160	8.0
Knox Application Request	4	0.3
UPS Outgoing Shipments	3	0.3
Plan Accepted/Routed	27	4.5
Formatting Policies	10	12.0
Special Projects (Redo of Board Report)	1	10.0
Scanning Documents	100	10.0
Meetings (Teleconference-Metroscan)	1	2.0
Training Classes:	0	0.0
<b>TOTAL</b>		<b>85</b>



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	185,655	7,248	192,903

#### Comparison 2009/2010 Total Square Footage

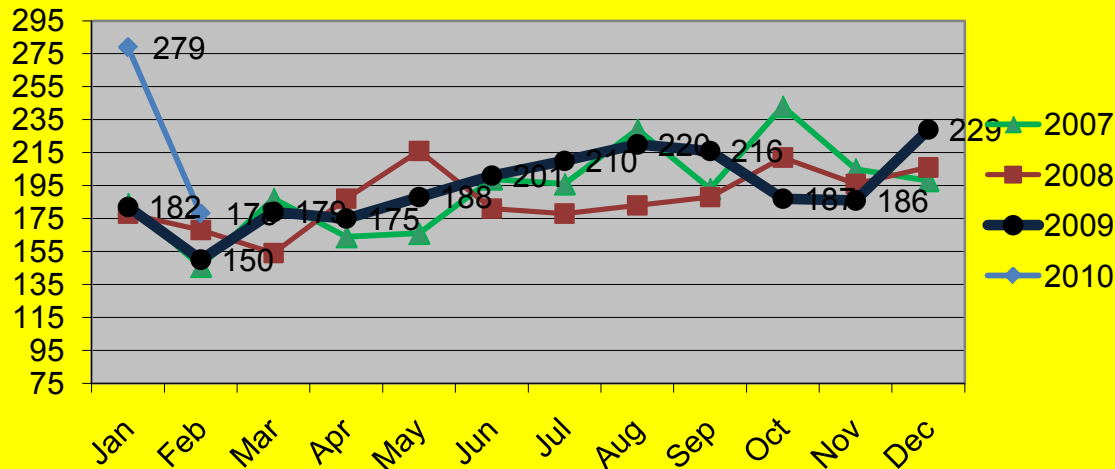
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2009	68,294	65,561										
2010	64,770	128,133										

# Rancho Santa Fe Fire Protection District

## Incident Response Report

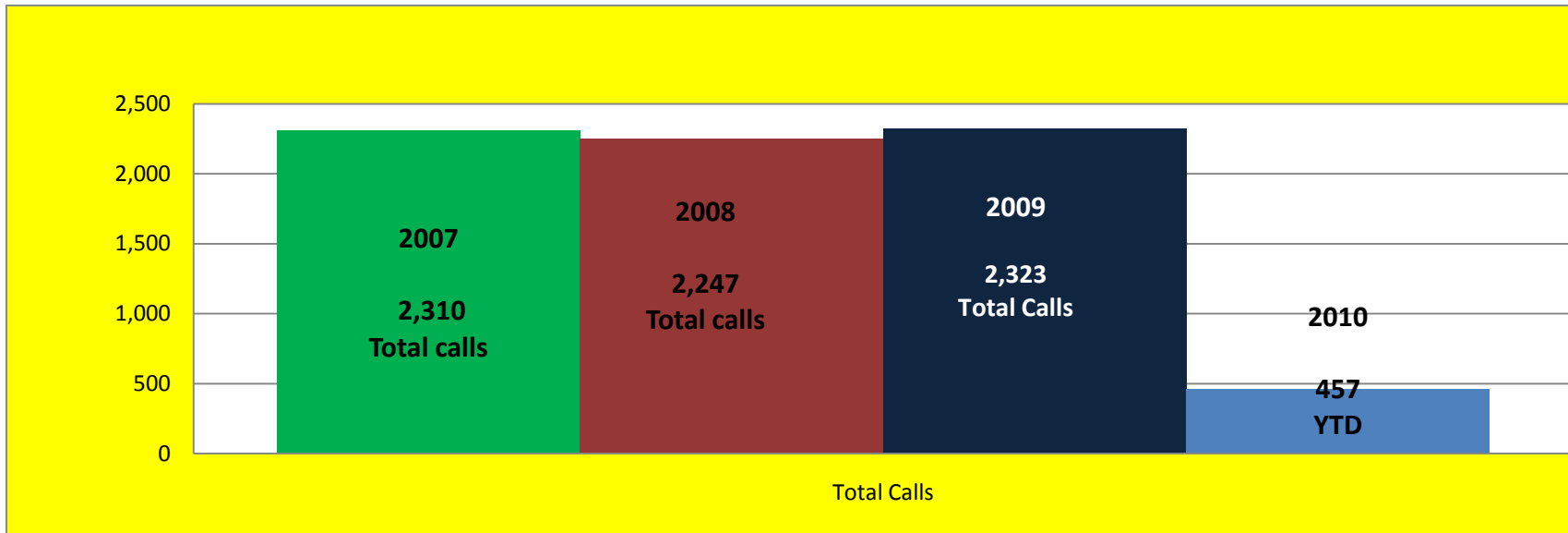
### March 2010 Board Report

#### Four Year Monthly Response Comparison



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Responses
<b>2007</b>	184	146	187	164	166	199	196	229	193	243	205	198	2,310
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
<b>2008</b>	178	168	154	187	216	181	178	183	188	212	196	206	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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
<b>2009</b>	182	150	179	175	188	201	210	220	216	187	186	229	2,323
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
<b>2010</b>	279	178											Total Responses
Responses	279	178											457
YTD	279	457	457	457	457	457	457	457	457	457	457	457	





## **Incident Summary by Incident Type**

**Date Range: From 02/01/2010 To 02/28/2010**

**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	4	4	00:03:48	\$0.00	\$0.00
EMS/Rescue	91	88	00:05:59	\$0.00	\$0.00
Hazardous Condition	2	2	00:04:58	\$0.00	\$0.00
Service Call	28	16	00:05:43	\$0.00	\$0.00
Good Intent	33	4	00:06:24	\$0.00	\$0.00
False Call	19	19	00:07:07	\$0.00	\$0.00
Blank or Invalid	8	0		\$0.00	\$0.00
<b>Totals</b>	<b>185</b>	<b>133</b>		<b>\$0.00</b>	<b>\$0.00</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.

# February 2010

February 2010							March 2010						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6		1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28							28	29	30	31			

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 31 - Feb 6	<b>Jan 31</b>	<b>Feb 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		9:00am 2614 ; San Ma 1:30pm 2611; San Ma	9:00am 2614; San Ma 1:30pm 2611; San Ma	Fire Prevention	Fire Prevention	Fire Prevention	9:00am Elevator Resc 1:30pm Elevator Resc
Feb 7 - 13	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
	Hose Testing	8:30am Del Mar, Sola	9:00am Hose Lays E2I 1:30pm Hose Lays E2I	9:00am Hose Lays E2I 1:30pm Hose Lays E2I	9:00am Elevator Resc 1:30pm Elevator Resc	9:00am Elevator Resc 1:30pm Elevator Resc	9:00am Elevator Resc 1:30pm Elevator Resc
Feb 14 - 20	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	Hose Testing	Fire Prevention / Hos	Fire Prevention / Hos	Fire Prevention / Hos	Fire Prevention / Hos 8:00am ENC Hose Lay 9:00am Carlsbad FD	Fire Prevention / Hose 9:00am Carlsbad FD	9:00am Elevator Resc 1:30pm Elevator Resc
Feb 21 - 27	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	8:00am	9:00am EMT skills E2I	9:00am EMT skills E2I	9:00am EMT skills E2I	Fire Prevention	9:00am Hose Lays E2I 1:30pm Hose Lays E2I	9:00am Elevator Resc 1:30pm Elevator Resc
Feb 28 - Mar 6	<b>28</b>	<b>Mar 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	Fire House World 2010; Hose Testing						



ERIC GIBSON  
DIRECTOR

## County of San Diego

### DEPARTMENT OF PLANNING AND LAND USE FIRE SERVICES SECTION

5201 RUFFIN ROAD, SUITE B, SAN DIEGO, CALIFORNIA 92123-1666  
INFORMATION (858) 694-2960  
TOLL FREE (800) 411-0017  
[www.sdcountry.ca.gov/dplu](http://www.sdcountry.ca.gov/dplu)

January 28, 2010

Nick Pavone, Chief  
Rancho Santa Fe FPD  
P.O. Box 410  
16936 El Fuego Dr.  
Rancho Santa Fe, CA 92067

Dear Chief Pavone,

On behalf of the San Diego County Fire Authority we would like to take this opportunity to thank you for your generous gift of the Extrication Rescue Tool. Your commitment to helping volunteer fire agencies within our county is sincerely appreciated.

The Tool was fully recondition and placed in service in the low desert region of our county. Over the course of the past months this tool has been used on numerous off road cut and rescue extrications. The ability to utilize this new tool has substantially helped in our efforts to provide patients the best level of care possible in the "Golden Hour".

A goal of the San Diego County Fire Authority is to continue to make a difference toward fire service improvements. With the help of donations from supporters such as your agency we will continue to see improvements within our region.

Thank again for your generous support of our volunteer fire efforts.

Sincerely,

Ralph Steinhoff  
Fire Services Coordinator  
San Diego County Fire Authority

Mrs. Mac Pohn  
P.O. Box 9232, Rancho Santa Fe, California 92067

Dear Captain Sherwood, Paul Lorenzo  
and Phil Piper,

Thank you for your  
kindness to my husband  
and myself on Jan. 27. We  
are truly grateful that  
you were there to help us  
when my husband fell in  
the bathroom on Wed. night.

Thank you again!

Sincerely,

Mrs. Pohn

Lot 512  
Fairbanks

Red Rose  
Society



San Diego/Imperial Counties

Nicholas Pavone  
Fire Chief  
Rancho Santa Fe Fire Protection District  
P.O.Box 410/16936 El Fuego  
Rancho Santa Fe, CA 92067

The American Red Cross San Diego/Imperial Counties Chapter would like to inform you that Andrew and Erna Viterbi of Rancho Santa Fe has donated \$30,000.00 to the Red Cross in honor of the Rancho Santa Fe Fire Department for outstanding efforts during the 2007 Wildfires.

Mr. and Mrs. Viterbi are part of a very important group of dynamic philanthropists committed to providing emergency operation vehicles for the local Red Cross without which, the Red Cross would be unable to respond to emergencies and offer assistance to those affected by disasters.

Like the American Red Cross, the Rancho Santa Fe Fire Protection District is dedicated to emergency prevention, preparedness, education and response.

Enclosed is a photograph of the purchased emergency vehicle made possible by the generosity of Mr. and Mrs. Viterbi and dedicated to the Rancho Santa Fe Firefighters. Please keep this as a token of your commitment to the safety of our community.

Thank you and congratulations on this great honor.

Sincerely,

Joe W. Craver  
CEO  
American Red Cross  
San Diego/Imperial Counties Chapter