



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

January 13, 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

3. Special Presentations

a. Badge Presentations

Presentation of Fire District Badge by Fire Chief Pavone will be presented to:

- i) David C. McQuead – Captain
- ii) Timothy D. Wood – Engineer

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

4. Consent Calendar

a. Board of Directors Minutes

- i) Board of Directors minutes of December 9, 2009 (Regular meeting)
- ii) Board of Directors minutes of January 5, 2010 (Special meeting)

ACTION REQUESTED: **Approve**

b. Receive and File

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

(1) List of Demands

Check 20021 thru 20156 for the period December 1 – 31, 2009 totaling: \$ 575,421.90

Payroll for the period December 1 – 31, 2009 \$ 494,313.78

TOTAL DISTRIBUTION \$ 1,069,735.68

(2) Activity Reports – December 2009

- Fire Prevention
- Operations
- Training

(3) District Articles – December 2009

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

- Rancho Santa Fe Women's Fund
- Robert W. Grigg

5. Old Business

a. Ad Hoc Committee Assignments

To appoint Board representatives to ad hoc committees for successor memorandums of understanding

ACTION REQUESTED: **Appoint board representatives to ad hoc committees**

6. New Business

a. Contract: Demolition

To discuss and/or award a contract for demolition of the Fairbanks Ranch Fire Station at 6424 El Apajo to the lowest, most responsive bidder. **Staff Report 10-02**

ACTION REQUESTED – **Approve**

b. Donation of Surplus Equipment

To discuss and/or donate surplus equipment from the Fairbanks Ranch Fire Station to Inter-Mountain Volunteer Fire Department

ACTION REQUESTED – **Authorize donation of surplus equipment**

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) CalPERS Employer Rates - History

f. Board of Directors

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

8. 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 El Fuego
Negotiating Parties: Nick Pavone, Fire Chief
Under Negotiation: Instruction to negotiator concerning lease price
- b. 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

9. Adjournment



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting – Agenda
Wednesday, January 13, 2010 1:00 pm PST

CERTIFICATION OF POSTING

I certify that on January 7, 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 January 7, 2010

Karlena Rannals

Karlena Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – December 09, 2009**

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

Director John Tanner 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; Jim Sturtevant, Battalion Chief; and Connie Balinasay, Staff Assistant

2. Public Comment

No one requested to speak to the Board.

3. Special Presentations

a. Resolution of Commendation

Chief Pavone presented commendations to William L. Lutz, Captain, and Richard S. Foster, Firefighter recognizing their career accomplishments and their service to the Fire District. Both members retired from the Fire District on December 24, 2009.

b. Badge Presentations

Deputy Chief Michel introduced new personnel Kyle Carranza and Grant Smith, Firefighter/Paramedics who began their employment with the Fire District December 7, 2009.

c. Special Recognition

Battalion Chief Davidson recognized and thanked Engineer Ray Ligtenberg for his efforts in the design and fabrication of a customized vehicle fire-training prop. His willingness to lead this special project saved the District in excess of \$20,000.

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

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

5. Consent Calendar

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

a. Board of Directors Minutes

- i) MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of November 18, 2009

b. *Receive and File*

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 19949 thru 20020 for the period November 1 – 30, 2009 totaling:	\$ 191,026.59
Payroll for the period November 1 – 30, 2009	\$ 582,224.31
TOTAL DISTRIBUTION	\$ 773,250.90

(2) Activity Reports – November 2009

- Fire Prevention
- Operations
- Training

(5) District Articles – November 2009

(6) Correspondence

- None

6. Old Business

a. None

7. New Business

a. Contract: Side letter No. 3 between Rancho Santa Fe Fire Protection District and Rancho Santa Fe Miscellaneous Employees

Chief Pavone summarized the staff report provided. He reminded the board members that they approved an improved life insurance benefit at the November 2009 meeting. This side letter documents the approved increase for the Miscellaneous Employees bargaining unit.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the side letter which allows the improvement of life insurance from \$10,000 → \$25,000 beginning December 1, 2009.

8. Resolution/Ordinance

a. Resolution No. 2009-09

Chief Pavone informed the Board that this resolution formalizes the proclamation presented to retiring Captain William L. Lutz.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and APPROVED Resolution No. 2009-09 – entitled *A Resolution of Commendation from the Rancho Santa Fe Fire Protection District Board of Directors for William L. Lutz* on a roll call vote:

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

December 9, 2009

Page 3 of 5

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

b. Resolution No. 2009-09

Chief Pavone informed the Board that this resolution formalizes the proclamation presented to retiring Captain Richard S. Foster.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and APPROVED Resolution No. 2009-10 – entitled *A Resolution of Commendation from the Rancho Santa Fe Fire Protection District Board of Directors for Richard S. Foster* on a roll call vote:

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

9. Oral Reports

a. Fire Chief – Pavone

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station – Update
 - Captain Chris Galindo has been assigned to the Administrative Captain position and has “jumped in” on this project to keep the process moving forward.
 - Building Permit – the last issue (traffic signal) has been resolved with the County. A plan was developed that met the needs of both the County and Fire District. The comments from the County are due this week on the first submittal of plans. He anticipates a letter of conditional approval in early January.
 - Station Demolition – the notice inviting bids for station demolition will be advertised by December 15. The bid period will be open for 30 days. Once the successful bidder is selected, he anticipates the demolition work to begin within two weeks. The District is seeking bids to remove the trees so that the grading work will not be delayed.
 - Interim Fire Station – anticipate a move in date of December 15
 - New Construction – no additional information.
- Management Services Contract – The leadership task force continues to meet, and issues that have been identified are being resolved. All agencies continue to be positive in this effort.
- District Activities
 - Holiday Party: scheduled for December 18 at *The Inn at Rancho Santa Fe*

b. Operations – Deputy Chief Michel

He reported on the following topics:

- Significant calls include:
 - Traffic collision on Del Dios Highway, which ended up as a car jacking

- Distributed response time statistics from December 2008 – December 2009 noting that structure fires are down

c. Training – Battalion Chief Davidson

Chief Davidson summarized the monthly training activity, which included:

- RSF Personnel participated in:
 - Search and rescue drills
 - Zone high rise drill at Escondido
 - Field care audits
- Four district personnel attended the Fresno Training Symposium
- CERT class graduated November 21, 2009
- Mary Murphy, SDSME EMS Coordinator has been providing the H1N1 flu shots to District personnel and their families

d. Fire Prevention – Fire Marshal Hunter

- Construction statistics increased this past month. He recently reviewed 18 production units in the 4S Ranch area
- Distributed the statistics regarding the “dead trees.” To date, he has seven (7) properties that he continues to work with to remove dead trees from their property

e. Administration – Administrative Manager Rannals

- CalPERS Employer Rates – History: Chief Pavone informed the Board that since Ms. Rannals was not in attendance; her report will be deferred until next month. The Board discussed options of letting the legislature know how dissatisfied they are with the investment methods and management of the CalPERS system

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: meeting held December 3, 2009.
- County Service Area 17 – Update – Director Hickerson: next meeting February 2010
- Comments:
 - None

The meeting recessed for ten-minutes.

10. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 2:15 – 3:08 pm for discussions on the following:

- a. Conference with negotiators for the following real property, pursuant to Government Code Section 54956.8

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

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

President Ashcraft reported that an update was provided to the board members for agenda item 10.a and direction was provided to staff and negotiators regarding the pursuit of real property.

11. Adjournment

Meeting adjourned at 3:10 pm.

Karlana Rannals
Secretary

James H Ashcraft
President



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING
MINUTES – January 5, 2010**

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

Pledge of Allegiance

Battalion Chief Jim Sturtevant led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Malin, Tanner

Directors Absent: None

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

2. Public Comment

No one requested to speak to the Board.

3. Old Business

a. None

4. New Business

a. Sale of Surplus Equipment

Chief Pavone summarized the staff report provided. He recommended that the Board of Directors authorize the disposal of the generator, and approve the sale to Viejas Fire Department.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept staff's recommendation and approve the disposal and sale of the generator to Viejas Fire Department for \$750.

b. Ad Hoc Committee Assignments

Chief Pavone informed the Board members that since the District's Memorandum of Understanding (MOU) with the Rancho Santa Fe Professional Firefighters Association and the Rancho Santa Fe Employees Association expires June 30, 2010, he asked that the Board President appoint an ad hoc committee to negotiate successor MOU. At the conclusion of this discussion, the Board President requested that this matter is deferred until the next meeting when all board members are expected to attend.

Chief Pavone also solicited members to participate on the health benefits committee. The Board members concluded that no one from the Board would participate on this ad hoc committee.

5. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in Closed Session from 1:45 – 2:35 pm for discussions on the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8
 1. 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

Upon reconvening, President Ashcraft reported that the Board discussed the latest price and direction was given to the negotiators.

6. Adjournment

Meeting adjourned at 2:38 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

Check #	Amount	Vendor	Purpose
20021	\$629.20	Accme Janitorial Service Inc	Building - Monthly Cleaning Service
20023	\$132.00	Canyon Ridge Communications Inc	Pager Repair/Replacement
20024	\$2,438.00	County of SD/RCS	800 MHz Network Admin Fees
20025	\$4,088.00	CSDA	Association Dues
20027	\$341.94	Deluxe Business Forms/Supplies	Outside Printing & Binding
20028	\$27,252.00	Design Space Modular Buildings Inc	FBR #3 Replacement
20029	\$1,779.36	Direct Energy Business - Dallas	Elec/Gas/Propane
20030	\$157.14	ECMS	Safety Clothing
20031	\$19.92	FedEx	Shipping Service
20032	\$387.54	Fire ETC Inc	Safety Clothing
20034	\$906.22	HSBC Business Solutions	Janitorial Supplies
20035	\$90.00	Kratz Truck & Tire - Mobile	Tires & Tubes
20036	\$184.62	L N Curtis & Sons Inc	Firefighting Foam
20037	\$324.00	Liebert Cassidy Whitmore	Legal Services
20038	\$239.00	New Earth Enterprises Inc	Landscaping Maintenance Service
20039	\$1,847.00	North County Dispatch JPA	Accounting-Audit Services Reimbursement
20040	\$6,373.76	North County EVS Inc	Apparatus Scheduled Maintenance
20041	\$9,000.00	Power Plus!	FBR #3 Replacement
20042	\$44.02	Rannals, Karlana	Meetings/Meal Expenses Reimbursement
20043	\$2,978.65	Stephen J Fitch & Associates	Legal Services
20046	\$207.50	Terminix International	Building - Monthly Service Contract
20047	\$3,477.82	The SoCo Group Inc	Gasoline & Diesel Fuel
20048	\$41.80	U P S	Shipping Service
20049	\$11,144.88	U S Bank Corporate Payment System	Cal-Card./IMPAC program
20050	\$1,516.02	Verizon Wireless	MDT Broadband + ATN Line/Telephone - Cellular
20051	\$219.28	Vista Paint Corp.	Hydrant Maintenance
20052	\$753.70	Ace Uniforms & Accessories	Uniform - Safety Personnel
20053	\$144.05	AT&T	Telephone
20054	\$1,153.86	AT&T Calnet 2	Telephone
20055	\$130.00	Bennett, Luke D.	Certification
20056	\$2,594.38	CDW Government Inc.	Program Upgrade/Software Enhancement

RANCHO SANTA FE FIRE PROTECTION DISTRICT

List of Demand - December 2009

Check #	Amount	Vendor	Purpose
20057	\$91.22	Complete Office of California Inc	Office Supplies
20058	\$360.00	Dependable Alarm Systems Inc	Alarm System Monitoring
20059	\$2,807.00	Design Space Modular Buildings Inc	FBR #3 Replacement
20060	\$2,602.93	Fire ETC Inc	Apparatus Tools/Equipment Repair/Safety Clothing/Equipment
20061	\$1,324.03	Golden Telecom Inc	FBR #3 Replacement
20062	\$420.00	K & K Coatings	Building - Carpet & Chairs Cleaning
20063	\$1,080.00	Konica Minolta Business Inc	Copier Maintenance Contract
20064	\$140.00	Kratz Truck & Tire - Mobile	Tires & Tubes
20065	\$130.00	Lynx Technologies Inc	Mapping Services (ERM)
20066	\$1,500.00	Marsa Construction	FBR #3 Replacement
20067	\$198.45	Metro Fire & Safety Inc	Extinguishers
20068	\$7.59	Napa Auto Parts Inc	Apparatus Parts & Supplies
20069	\$1,212.32	North County EVS Inc	Apparatus/Vehicle Repair
20070	\$1,822.36	Olivenhain Municipal Water District	Water
20071	\$3,652.00	Palomar College	In-Service Taining Program
20072	\$149,921.02	PERS	PERS (Employer Paid)
20073	\$490.00	Power Plus!	FBR #3 Replacement
20074	\$1,037.73	San Diego Gas & Electric	FBR #3 Replacement
20075	\$1,112.94	Santa Fe Irrigation District	Water
20077	\$90.00	SDCFCA	Meetings/Meal Expenses
20078	\$6,233.00	Shelters of America	FBR #3 Replacement
20079	\$515.15	Shift Calendar Inc	Office Supplies
20080	\$452.96	Suburban Propane	Training Misl Equipment/Supplies
20081	\$1,995.49	The SoCo Group Inc	Gasoline & Diesel Fuel
20082	\$20.00	U P S	Shipping Service
20083	\$863.15	Waste Management Inc	Trash Disposal
20084	\$391.69	Willis, Erwin L.	Computer Equipment/Parts/Equipment-Minor Reimbursement
20085	\$5,100.00	WinTech Computer Services	Consulting Services
20087	\$380.24	A to Z Plumbing Inc	FBR #3 Replacement
20088	\$903.10	AT&T Calnet 2	Telephone
20090	\$136.50	C.A.P.F.	Disability/Life Insurance

Prepared by Connie P. Balinasay

RANCHO SANTA FE FIRE PROTECTION DISTRICT

List of Demand - December 2009

Check #	Amount	Vendor	Purpose
20091	\$5,000.00	Cnty of SD Dept.of Public Work	FBR #3 Replacement
20092	\$328.00	Dept of Forestry & Fire Protec	School Education/Training
20093	\$110.00	Escondido Paint and Body	Vehicle Repair
20094	\$324.08	Fire ETC Inc	Boots Safety
20095	\$753.20	Galls Retail	Uniform - Safety Personnel
20096	\$274.07	Home Depot, Inc	Station Maintenance
20097	\$2,712.72	L N Curtis & Sons Inc	Safety Clothing
20099	\$15,093.20	Motorola Inc.	Radio Equipment Replacement
20100	\$78.00	Olson's Hand Car Wash Inc	Car Wash
20101	\$2,250.00	On-Call Computer Services	Consulting Services
20102	\$3,000.00	Palomar College	Testing - Employment
20103	\$25.00	RSFPFA	Firefighters Assn.
20104	\$4,664.93	San Diego Gas & Electric	Elec/Gas/Propane
20105	\$4,027.00	Shapouri & Associates	FBR #3 Replacement
20106	\$3,960.00	Shapouri Engineering Company Inc	FBR #3 Replacement
20107	\$24,697.00	Steigerwald-Dougherty Inc	FBR #3 Replacement
20108	\$3,532.46	Stephen J Fitch & Associates	Legal Services
20110	\$17,372.00	Teleque on Fire	FBR #3 Replacement
20111	\$85.00	Torrey Pines Ins. Agency	Commercial - Liability - Auto Coverage
20112	\$20.00	U P S	Shipping Service
20113	\$191.28	United Imaging	Office Supplies
20114	\$146.78	Willis, Erwin L.	Computer Equipment/Parts
20115	\$3,000.00	Arnold A Lewin	Cert Program Reimb
20116	\$147.60	AT&T	Telephone
20117	\$182.60	AT&T Calnet 2	Telephone
20118	\$105.69	Balignasay, Connie P.	Medical/Mileage Reimbursement
20119	\$333.81	Blend	Outside Printing & Binding
20120	\$136.50	C.A.P.F.	Disability/Life Insurance
20121	\$1,730.35	Competitive Lighting Maintenance Inc	Station Maintenance
20122	\$289.00	Cox, Fred W.	In-Service Training Program/Admin-Meal/Lodging/Travel/Medical Reimb.
20123	\$150.21	Direct Energy Business - Dallas	Elec/Gas/Propane

Prepared by Connie P Balignasay

RANCHO SANTA FE FIRE PROTECTION DISTRICT

List of Demand - December 2009

Check #	Amount	Vendor	Purpose
20124	\$47.85	ECMS	Alterations
20125	\$201.19	Fire ETC Inc	Safety Equipment
20127	\$511.99	Galls Retail	Uniform - Administrative/Safety Personnel
20128	\$749.03	Golden Telecom Inc	FBR #3 Replacement
20129	\$2,725.96	Guardian Life Insurance Co	Dental Insurance
20130	\$61,239.07	Health Net	Medical Insurance
20131	\$327.74	HSBC Business Solutions	Janitorial Supplies
20132	\$249.00	IAFC Membership Department	Association Dues
20133	\$1,385.76	L N Curtis & Sons Inc	Safety Clothing
20134	\$318.00	Life-Assist Inc	CSA-17 - Supplies
20135	\$520.00	Lynx Technologies Inc	Mapping Services (ERM)
20136	\$1,030.00	Masek Consulting Services Inc	FBR #3 Replacement
20137	\$239.00	New Earth Enterprises Inc	Landscaping Maintenance Service
20138	\$142.00	North County Times	FBR #3 Replacement
20139	\$109,680.89	PERS	PERS (Employer Paid)
20140	\$5,050.00	Rancho Environmental Services Inc	FBR #3 Replacement
20141	\$360.00	Rannals, Karlana	Telephone - Cellular/Internet Reimbursement
20142	\$25.00	RSFPFA	Firefighters Assn.
20143	\$102.30	San Diego Daily Transcript Inc	FBR #3 Replacement
20144	\$375.00	SANDARC	Program Reimb
20145	\$600.00	Scott D McClintock	Program Reimb
20146	\$30.00	SDCFCA - Admin Section	Meetings/Meal Expenses
20147	\$602.00	Shore Electric - Shock Wave Entrp Inc	FBR #3 Replacement
20148	\$584.09	Suburban Propane	Training - Equipment/Supplies
20149	\$209.50	Terminix International	Building - Monthly Service Contract
20150	\$365.82	The Lincoln National Life Ins Co	Disability/Life Insurance
20151	\$4,578.04	The SoCo Group Inc	Gasoline & Diesel Fuel
20152	\$95.27	U P S	Shipping Service
20153	\$9,163.81	U S Bank Corporate Payment System	Cal-Card./IMPAC program
20154	\$513.42	Uniform Specialists Inc	Uniform - Administrative
20155	\$1,319.79	Verizon Wireless	MDT Broadband + ATN Line/Telephone - Cellular

RANCHO SANTA FE FIRE PROTECTION DISTRICT

List of Demand - December 2009

Check #	Amount	Vendor	Purpose
20156	\$762.17	Waste Management Inc	Trash Disposal
various	<u>\$9,011.20</u>	Various	Medical Reimbursement
Sub-total	<u>\$575,421.90</u>		
15-Dec-09	\$250,218.98	Rancho Santa Fe Fire PD	Payroll
15-Dec-09	\$47,551.00	Rancho Santa Fe Fire PD	Payroll
15-Dec-09	\$4,183.00	Rancho Santa Fe Fire PD	Payroll
31-Dec-09	<u>\$192,360.80</u>	Rancho Santa Fe Fire PD	Payroll
Sub-total	<u>\$494,313.78</u>		
TOTAL	<u><u>\$1,069,735.68</u></u>		

Prepared by Connie P Balignasay

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	21	86,168
Fire Inspector	0	0
TOTAL	21	86,168

RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Fire Marshal	29,173	5,568
Fire Inspector	0	0
TOTAL	29,173	5,568

COMMERCIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	3	20,156
Fire Inspector	0	0
TOTAL	3	20,156

TOTAL NEW CONSTRUCTION		Sq Footage
Based on permitted Sq footage	Total Added	111,892

FIRE SPRINKLER REVIEWS	Commercial	Residential
Fire Marshal	0	1
Fire Inspector	3	10
TOTAL	3	11

TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Fire Marshal	1	8,500
Fire Inspector	0	0
TOTAL	1	8,500

LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Urban Forester	13	11.0
TOTAL	13	11.0

SERVICES PERFORMED

DPLU - Fire Marshal	Number	Staff Hours
Project Availability Forms		
Use Permits		
Zaps		
Administrative Review		
Habit Plans		
Approval Letters		
TOTAL	0	0.0

INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	1	1.0
Hydros	14	12.0
Finals	39	35.0
Landscape	12	6.0
Reinspections	4	3.0
Code Enforcement	10	6.0
Misc.	7	6.0
TOTAL	87	69.0

HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	28	9.5
Weed Abatement Reinspection	75	25.0
1st Notice	20	7.0
2nd Notice	11	3.5
Final Notice	9	3.0
Forced Abatement	0	0.0
Homeowner Meeting	12	10.0
TOTAL	155	58.0

SERVICES PERFORMED

GRADING - Fire Marshal	Number of Inspections	Staff Hours
Plan Review	3	3.0
Site Inspection	2	2.0
TOTAL	5	5.0

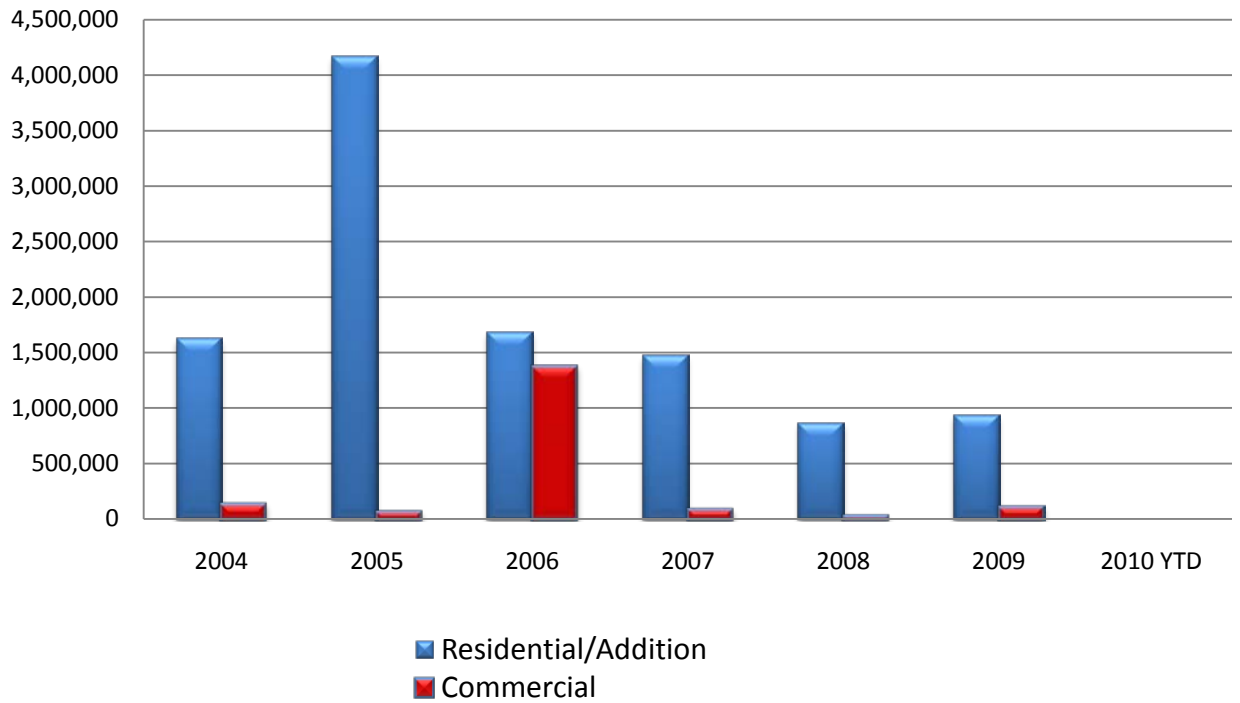
SPECIAL PROJECTS - All Staff	Number of Inspections	Staff Hours
GIS Mapping	0	
Fuels Mitigation	0	
Special Projects/Other		20.5
Continuing Education (Staff Hours)		
TOTAL	0	20.5

FIRE PREVENTION - All Staff	Number	Staff Hours
Incoming Phone Calls	187	145.0
Consultations	5	5.0
General Office	5	5.0
TOTAL	192	150.0

PUBLIC EDUCATION - PRC	Number	Staff Hours
Web Master (Website hits and hours worked)	0	20.0
Graphic Design		9.0
Communication & Relations		14.0
Number of Releases	2.0	
Education: Design and Prepare		3.0
Education: Presentations	19.0	0.0
Number Reached: Children		
Number Reached: Adults		
In Service Staff Training		
Child Safety Seat Installations	15.0	0.0
Clerical		54.0
Continuing Education		12.0
Special Projects		1.0
TOTAL		113.0

Office Support Coordinator-Prevention	Number	Staff Hours
Phone Calls (All Administrative Staff)	645	32.3
Walk in/Counter (All Administrative Staff)	207	10.4
Knox Application Request	3	0.3
UPS Outgoing Shipments	5	0.4
Plan Accepted/Routed	21	3.5
Training Classes:		
Outside Meetings		
TOTAL		46.8

Total Construction Per Square Footage



Calendar Year	Residential/Addition	Commercial	Total
2003	2,780,155	228,014	3,008,169
2004	1,626,386	142,969	1,769,355
2005	4,169,259	74,753	4,244,012
2006	1,682,953	1,375,623	3,058,576
2007	1,468,352	92,962	1,561,314
2008	864,159	35,264	899,423
2009	933,679	116,488	1,050,167

Comparison 2008/2009 Total Square Footage

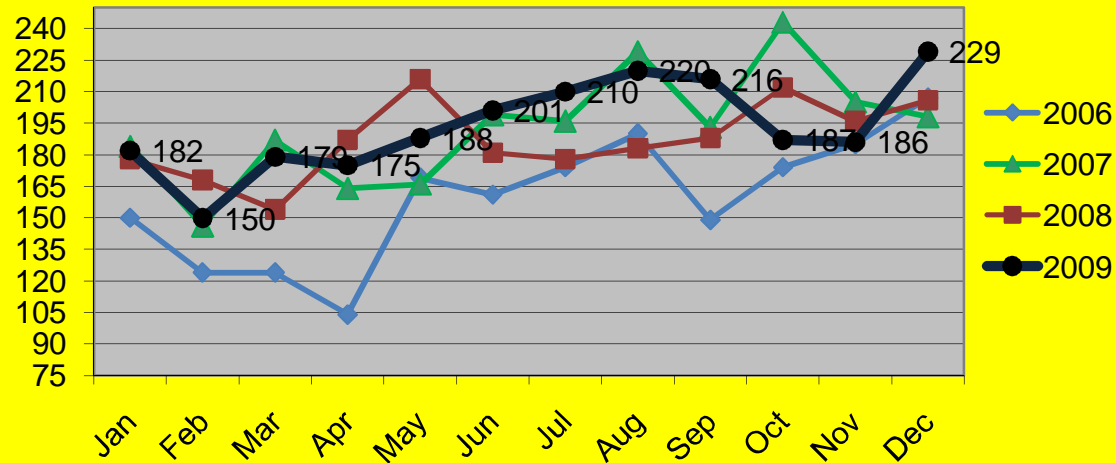
2008	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	166,243	42,871	54,537	52,307	172,708	15,308	17,050	40,658	141,204	85,693	83,616	27,228
2009	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	68,294	65,561	47,061	62,307	171,971	53,878	142,534	68,269	117,324	7,950	42,794	111,892

Rancho Santa Fe Fire Protection District

Incident Response Report

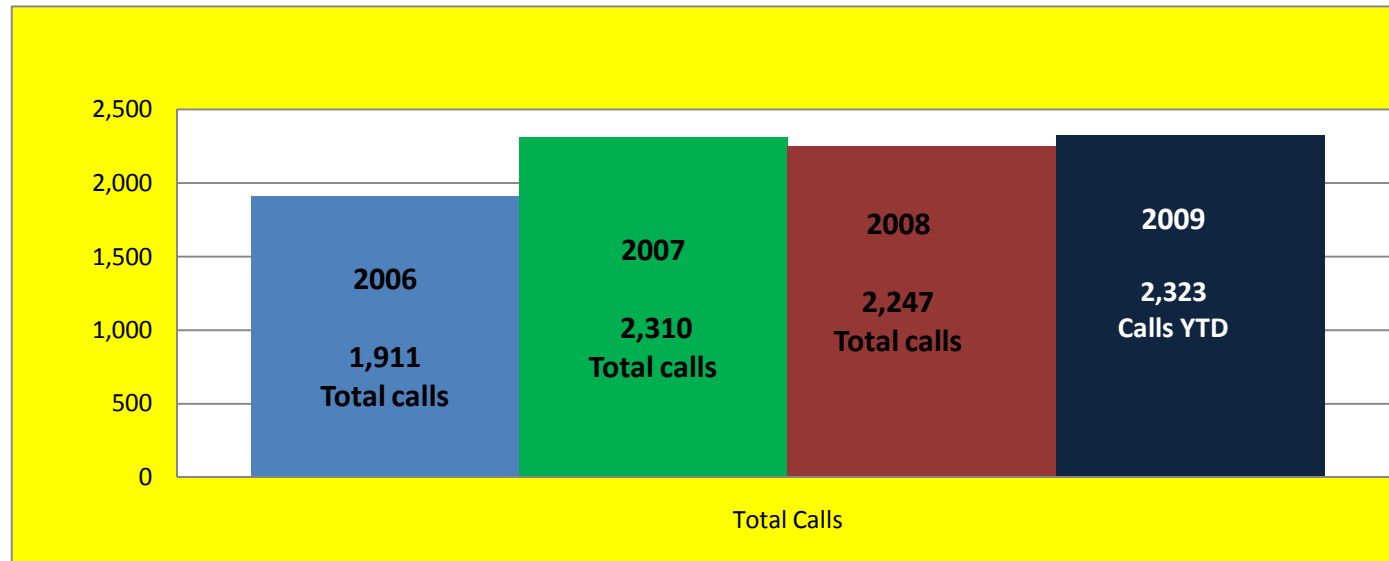
January 2010 Board Report

Four Year Monthly Response Comparison



2006	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Responses
Responses	150	124	124	104	169	161	174	190	149	174	185	207	1,911
YTD	150	274	398	502	671	832	1,006	1,196	1,345	1,519	1,704	1,911	18% increase
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
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

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



Incident Summary by Incident Type

Date Range: From 12/01/2009 To 12/31/2009

Incident Type(s) Selected: All

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time hh:mm:ss	Total Loss	Total Value
Fire	7	5	00:05:41	\$0.00	\$2,000,000.00
Rupture/Explosion	1	1	00:00:52	\$0.00	\$0.00
EMS/Rescue	90	90	00:05:53	\$0.00	\$0.00
Hazardous Condition	9	7	00:06:09	\$0.00	\$0.00
Service Call	33	12	00:08:58	\$0.00	\$0.00
Good Intent	62	6	00:03:47	\$0.00	\$0.00
False Call	27	26	00:07:10	\$0.00	\$0.00
Totals	229	147		\$0.00	\$2,000,000.00

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.

December 2009

December 2009							January 2010						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 29 - Dec 5	Nov 29	30	Dec 1	2	3	4	5
			9:00am 2611 Vehicle 1:30pm 2612 Vehicle	8:30am Captains Mee 1:30pm 2612 Vehicle 3:30pm Station Tour;	9:00am 2611 Vehicle 1:30pm 2612 Vehicle	8:30am 2612, 2614 CI 1:30pm 2611,2614,26	Battalion Chiefs Drill
Dec 6 - 12	6	7	8	9	10	11	12
	12:00pm Birthday Party	8:30am 2612, 2614 CI 1:30pm 2611,2613,26	8:30am 2612, 2614 CI 1:30pm 2611,2614,26	9:00am 2613 Vehicle 1:30pm 2614 Vehicle	9:00am 2613 Vehicle 1:30pm 2614 Vehicle	9:00am 2613 Vehicle 1:30pm 2614 Vehicle	
Dec 13 - 19	13	14	15	16	17	18	19
	9:00am Operations M			Scripps FCA; TBA 5:30pm Cub Scout Me	9:30am Shift Meeting	9:00am 2613 Hose La 1:30pm 2614 Hose La	
Dec 20 - 26	20	21	22	23	24	25	26
		Scripps FCA; TBA 9:30am Shift Meeting 1:30pm Admin Shift M		9:00am Solana Beach	Christmas Eve 8:30am 2611 - vehicle	Merry Christmas	9:00am Solana Beach
Dec 27 - Jan 2	27	28	29	30	31	Jan 1, 10	2
		9:00am 2613 Hose La 1:30pm 2614 Hose La	9:30am Shift Meeting	9:00am 2613 Hose La 1:30pm 2614 Hose La	Fire Prevention; Field		

RANCHO SANTA FE
Women's Fund
A Donor Advised Fund at the Rancho Santa Fe Foundation

November 6, 2009

Eng. Brian Slattery
Rancho Santa Fe Fire Department
16936 El Fuego
Rancho Santa Fe, CA 92067

Dear Brian,

Thank you for taking the time out of your busy schedule to serve as our very special "Who Wants to Be a Millionaire" Game Show Host. Having you join us helped make our five-year anniversary celebration a great success. We all enjoyed meeting you.

Those who attended the RSF Women's Fund Annual Meeting have all raved about how fun and engaging you were. Perhaps, you will want to rethink your day job.

Again, Brian, thanks for being such a good sport.

Best regards for all of the RSFWF ladies,



Dawn Hummel
Publicity Committee Chair

ROBERT W. GRIGG
P. O. Box 212
Rancho Santa Fe, CA 92067

December 29, 2009

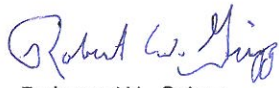
Nicholas Pavone, Fire Chief
Rancho Santa Fe Fire Department
PO Box 410
Rancho Santa Fe, CA 92067

Dear Chief Pavone,

Please extend my sincere thanks to the group of fireman that rescued me from my bathroom floor Christmas Eve. I am 91 years old and after a fall to the floor I found that I could not get up. My daughter was away from the house visiting relatives and planned to attend the 11pm church service.

Not only were your fireman helpful, but their professionalism made me feel that I was in good hands.

Yours Truly,


Robert W. Grigg

STAFF REPORT

NO. 10-02

TO: BOARD OF DIRECTORS
FROM: NICK PAVONE, FIRE CHIEF
SUBJECT: FAIRBANKS FIRE STATION DEMOLITION PROJECT
DATE: JANUARY 8, 2010



BACKGROUND

The Board of Directors authorized the replacement of the Fairbanks Fire Station and will build in its place a 10,900 square foot fire station. The existing fire station totals 3,000 square feet and includes living quarters, kitchen, dormitories, restroom/shower areas, apparatus bay, and emergency generator building. The project description requires that the existing structures be demolished, and removed in preparation for improving the site for a new permanent fire station. The project description also includes remedial grading of the demolition site so that it is left in a safe condition prior to construction of the new facility.

On December 16, 2009, a "Notice to Invite Bids" was advertised for requests for proposals (RFP) for the Fairbanks Fire Station Building Demolition Project. A Building Demolition Project manual and site plan was also issued to qualified bidders detailing specific project information as well as defining the scope of the work requested. A mandatory pre-bid meeting and walk-through was held at the Fairbanks Fire Station for prospective bidders on December 29, 2009. The deadline to submit bids was set for January 7, 2009, at 3:00 p.m.

CURRENT SITUATION

Chief Nick Pavone and Captain Chris Galindo facilitated the December 29 pre-bid conference. They provided a brief overview of the requirements specific to the RFP including the areas to be demolished: all structures, concrete/paving, sub-surface materials, underground utilities, and landscaping. Also in attendance were Anthony Damon and Bob Withers who represented Jeff Katz Architecture. The 12 licensed contractors who were present at the meeting include the following companies:

- Cal Republic Construction
- DCXCAVATION
- Bingham Construction
- GNE Electric Co. Inc.
- TVD Inc.
- Cement Cutting Inc.
- Sierra Pacific West
- American Wrecking Inc.
- Jauregui and Culver Inc.

STAFF REPORT 10-02

- Bobby Simpson and Sons
- CST Environmental
- Whillock Construction

On January 7, 2009, at 3:00 pm, the bids were opened and the following contractors submitted bids:

- Cement Cutting Inc.
- Sierra Pacific West Inc.
- American Wrecking Inc.
- Bingham Construction
- Whillock Contracting Inc.
- DCXCAVATION Inc.
- CST Environmental LP
- TVD Inc.

Those companies who submitted proposals that failed to meet the conditions and criteria outlined in the RFP were removed from further consideration. The lowest responsive and qualified bidder from the list of companies mentioned above will be awarded the contract for the Fairbanks Fire Station Demolition Project.

RECOMMENDATION

The recommended contractor will be announced at the board meeting after District personnel have reviewed completeness of the bid packets and referenced have been contacted.