



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

Rancho Santa Fe FPD
Board Room – 18027 Calle Ambiente
Rancho Santa Fe, California 92067

June 8, 2022
1:00 pm PT
Regular Meeting

THIS BOARD OF DIRECTORS MEETING WILL BE CONDUCTED VIA TELECONFERENCE

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

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

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the Board Clerk 858-756-5971 ext. 1014. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

Rules for Addressing Board of Directors: Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk. Any person may address the Board on any item of Board business or Board concern. The Board cannot take action on any matter presented during Public Comment, but can refer it to staff for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature or which require immediate attention. The maximum time allotted for each presentation is FIVE (5) MINUTES.

Agendas: Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the Manager of Finance and Administration’s office located at 18027 Calle Ambiente, Suite 101, Rancho Santa Fe, CA during normal business hours. Packet documents are also posted online at www.rsfire.org



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

June 08, 2022

Call to Order

Pledge of Allegiance

Roll Call

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.

1. Consent Calendar

a. Board of Directors Minutes

- Board of Directors minutes of May 11, 2022

ACTION REQUESTED: **Approve**

b. Receive and File

- Monthly/Quarterly Reports for the period May 2022

(1) List of Demands Check 35053 thru 35131, Electronic File Transfers (EFT), and Wire Transfer(s) totaling:	\$ 164,993.62
Wire Transfer(s) totaling:	\$ 165,171.77
Payroll totaling:	\$ <u>652,545.93</u>
TOTAL DISTRIBUTION	\$ 982,711.32

(2) Activity Reports for the period May 2022

(a) Operations

(b) Training

(c) Fire Prevention

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

(i) None

ACTION REQUESTED: **Information**

c. Resolution No. 2022-17

To adopt by consent the Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation of a State Of Emergency by Governor Newsom's Executive Orders N-25-30, Issued March 12, 2020; N-33-20 Issued March 19, 2020, and Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies of Rancho Santa Fe Fire Protection District for the Period June 8, 2022 through July 8, 2022 Pursuant to Brown Act Provisions

ACTION REQUESTED: **Adopt**

2. Public Comment

3. Old Business

- a. None



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

June 08, 2022

4. New Business
 - a. Finance Committee

To discuss and/or schedule a Finance Committee meeting to review the continue progress of financial modifications.
ACTION REQUESTED: **Schedule with Finance Committee members Directors Malin and Tanner**
 - b. Fixed Charge Special Assessment for Weed Abatement

To discuss and/or approve a special assessment on Parcel Nos. 264-384-02-00, 264-672-02-00, 264-671-51-00, 264-672-01-00 for nonpayment of forced abatement fees. [Staff Report 22-05](#)
ACTION REQUESTED: **Approve and deliver special assessment for nonpayment of fees to the County of San Diego**
 - c. Preliminary Budget FY22/23

To discuss and/or approve the preliminary budget for the next fiscal year and schedule a public hearing for final adoption.
ACTION REQUESTED: **Approve and set public hearing for July 20, 2022**
5. Resolutions/Ordinance
 - a. Resolution No. 2022-18 Capital Improvement Plan for the Use of the Fire Mitigation Fee Revenue

To discuss and/or adopt the Resolution *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Adopt a Capital Improvement Plan for the Use of Fire Mitigation Fee Revenue
ACTION REQUESTED: **Adopt (roll call)**
6. Oral Report
 - a. Fire Chief
 - b. Operations
 - c. Training
 - d. Fire Prevention
 - e. Administration – Finance/HR/Board Clerk
 - f. Board of Directors
 - North County Dispatch JPA – Update
 - County Service Area – 17 – Update
 - Comments
6. Closed Session (**Time Certain – 2:00pm**)
 - a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one potential (1) case*
7. Adjournment

The next regular meeting Board of Directors meeting to be July 20, 2022 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

June 08, 2022

CERTIFICATION OF POSTING

I certify that on June 4, 2022 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on June 4, 2022

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

Alicea Caccavo
Board Clerk

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes May 11, 2022



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

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 2:00 pm.

Pledge of Allegiance

Chief McQuead led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Malin, Tanner

Directors Absent: Hillgren, Stine

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Fire Marshal Marlene Donner; Manager, Finance & Administration/Board Clerk Alicea Caccavo; and Battalion Chief Cole Thompson

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

2. **Consent Calendar**

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to accept the consent calendar as presented and adopt Resolution 2022-12 re-authorizing remote teleconferencing.

a. **Board of Directors Minutes**

- Board of Directors minutes of April 13, 2022

b. **Receive and File**

- Monthly/Quarterly Reports

(1) List of Demands Check 34933 thru 35052, Electronic File Transfers (EFT), and Wire Transfer(s) for the period April 2022 totaling:	\$ 311,047.48
Wire Transfer(s) period April 2022	\$ 311,377.98
Payroll for the period April 2022	\$ <u>949,077.86</u>
TOTAL DISTRIBUTION	\$1,571,503.32

(2) District Quarterly Financial Reports ending March 31, 2022

(3) Activity Reports – April 2022

- (a) Operations
- (b) Training
- (c) Fire Prevention
- (d) Correspondence: None

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes May 11, 2022



c. Resolution No. 2022-12

To adopt by consent Resolution No. 2022-12 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation of a State Of Emergency by Governor Newsom’s Executive Orders N-25-30, Issued March 12, 2020; N-33-20 Issued March 19, 2020, and Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies of Rancho Santa Fe Fire Protection District for the Period May 12, 2022 through June 10, 2022 Pursuant to Brown Act Provisions

3. Public Comment

None

4. Old Business

None

5. New Business

a. Site Improvement Bond Exchange

To discuss and/or authorize the President of the Board to accept the Site Improvement Bond with Pinnacle at Santa Fe Valley and to subsequently authorize the Fire Chief to release the Improvement Deferral Agreement with the Shaw Trust. Staff Report 22-02

Fire Chief McQuead reviewed the staff report to accept the new bond submitted by Pinnacle for the site in 4S Ranch area replacing a bond from 2004 for a road improvement. The second part to the staff report would authorize the Fire Chief to release the original 2004 cash bond agreement to the Shaw Trust.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to authorize President to execute bond and authorize Fire Chief to release previous agreement.

b. The Lakes Owners Association

To discuss and/or approve *The Santa Fe Valley Services Agreement*. Staff Report 22-03

Fire Chief McQuead reported that the homeowner’s association for the Lakes has made an agreement with the developer Lennar to assume the Santa Fe Valley Services Agreement for operations & maintenance for Station 4. Payments would be made until the year 2038 and/or with an option to buy out.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to authorize the Fire Chief to execute the agreement.

c. Preliminary Budget FY22/23

To discuss the preliminary budget.

Manager Caccavo reported that the Finance Committee met to discuss the chart of accounts and the new budget format. The new budget is based on priority-based budgeting and will not budget for grant revenue and OES reimbursements.

d. Article XIII B California Constitution Appropriation Limit

To discuss and/or approve the change in population for the Rancho Santa Fe Fire Protection District appropriations limit. Staff Report 22-04

Manager Caccavo reported that this is an annual calculation used to ensure the District does not exceed the appropriations limit set by State and Local governments based on population and changes in cost of living. She recommended that the Board of Directors select the formula for option one (1) to calculate the District’s new appropriation limit for the 2022/2023 fiscal year.

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes May 11, 2022



MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to accept staff's recommendation for calculation of the District's appropriations limit.

6. Resolution/Ordinance

a. Resolution No. 2022-13

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2022/2023 Appropriations of Tax Proceeds.

Manager Caccavo reported that this is the resolution that demonstrates the District continues to be under the Gann Limit.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and ADOPTED the Resolution entitled "Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2022/2023 Appropriations of Tax Proceeds" on the following roll call vote:

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

b. Resolution No. 2022-14

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for Fiscal Year 2022/2023.

Manager Caccavo informed the Board that this resolution required by the County of San Diego must be renewed annually. If adopted, the special tax will continue at \$10.00 per benefit unit for FY22/23.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, to ADOPT the Resolution entitled "Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection Setting Benefit Charges for fiscal year 22-23" on the following roll call vote:

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

c. Resolution No. 2022-15

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Levies for Special Taxes to be collected on the Tax Roll for Fiscal Year 2022/2023.

Manager Caccavo informed the Board that this resolution required by the County of San Diego must be renewed annually to continue the collection of the voter approved special assessment in the tax rate areas within the Elfin Forest/Harmony Grove reorganization. This assessment has a built-in cost of living increase that is 5.21% for FY22/23. If adopted, the special assessment will be \$177.43 per benefit unit for FY22/23.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, to ADOPT the Resolution entitled "Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection Adopting Levies for Special Taxes to be collected on the Tax Roll for Fiscal Year 2022/2023" on the following roll call vote:

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

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
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d. Resolution No. 2022-16

To discuss and/or adopt a resolution entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel.

Fire Chief McQuead reported that the resolution reflects the changes to the Battalion Chief's exemption status in the Management Resolution. Administrative leave was also added as it had been a verbal agreement, so this was primarily added for transparency.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, to ADOPT the Resolution entitled "A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel" on the following roll call vote:

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

7. Oral Report

a. Fire Chief

Fire Chief McQuead reported that the District received a certificate from San Diego County regarding the involvement with Operation Collaboration. April 16 there was an Easter Egg event in 4S Ranch with the Local 4349 cooking pancakes and prevention manned a booth. The District was notified by the CA Fire Foundation that Captain Chris Mertz will be recognized on the fallen firefighter memorial wall on July 30th; Captain Krueger will be presenting the flag. Fire Chief and Deputy Chief attending informational and valuable training and review of agreements for fire agencies in San Diego.

b. Operations

Chief Slattery reported the fuel moisture at 41% and the incidents in the month of April were 352 with a year-to-date total of 1,362 responses. Battalion Chief Mickelson will start on June 1st, which will allow for Battalion Chief Thompson to focus on the Training position. Still have 2 Engineer and 2 Firefighter vacancies. Testing will be June 1st and the academy potentially set for July 16 for the 4 vacancies. The contract has been signed for the Type 6 apparatus; there will be a 12-to-18-month time frame for the buildout of the chassis. AMR is holding training in Encinitas called "First on the Scene" for community members; Chief Slattery going to be hosting one in the District in the future possibly at Del Norte High School. Chief Slattery reported on an interesting call on a horse that became stuck in a stall and the crew set up a rope rescue system to rescue it.

c. Training

Battalion Chief Thompson reported on various trainings in the area; Elfin Forest donated a structure for training.

d. Fire Prevention

Fire Marshal Donner reported attended a meeting on AB3074; collaborated with other agencies to determine what is going to be allowed. Fire severity maps are being distributed. Cal-Fire coming to district to review subdivisions without secondary access. Met with County Fire Authority on updating what plans with and will not come to the fire district. 117 plan reviews and 101 plans in the queue.

e. Finance/ Human Resources/ Board Clerk

Manager Caccavo pointed out that the current Board packet has the new financial statements. Current projects are the recruitments, moving forward with the finance system, and finalizing the budget.

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes May 11, 2022



d. **Board of Directors**

- North County Dispatch JPA – ***Next meeting May 25 in Encinitas; Director Tanner will attend.***
- County Service Area – 17 – ***Fire Chief attended the meeting and reported that transport volume becoming more stabilized and consistent; shortage of medication; the CSA-17 Paramedic Ambulance contract with AMR may be extended another 90 days beyond June 30. EMS through the county has new logo. 67% of the calls are going to Scripps Encinitas, 20% going the Scripps La Jolla. Cardiac arrest is at 13% in CSA-17 dropped due to Covid lack of CPR. Next meeting August 2.***
- Comments
Malin: *None*
Tanner: *None*

Adjourned to Closed Session 3:00pm

6. **Closed Session**

Pursuant to the following section, the board met in closed session, and discussed the following:

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one potential (1) case*

All board members listed, Fire Chief McQuead, Manager Caccavo, and Deputy Chief Slattery attended and participated in this discussion.

Reconvened to Open Session at 3:44pm

Upon reconvening to open session, President Ashcraft announced that the Board had given direction; no action taken.

7. **Adjournment**

Meeting adjourned at 4:24pm

Alicea Caccavo
Board Clerk

James H. Ashcraft
Board President

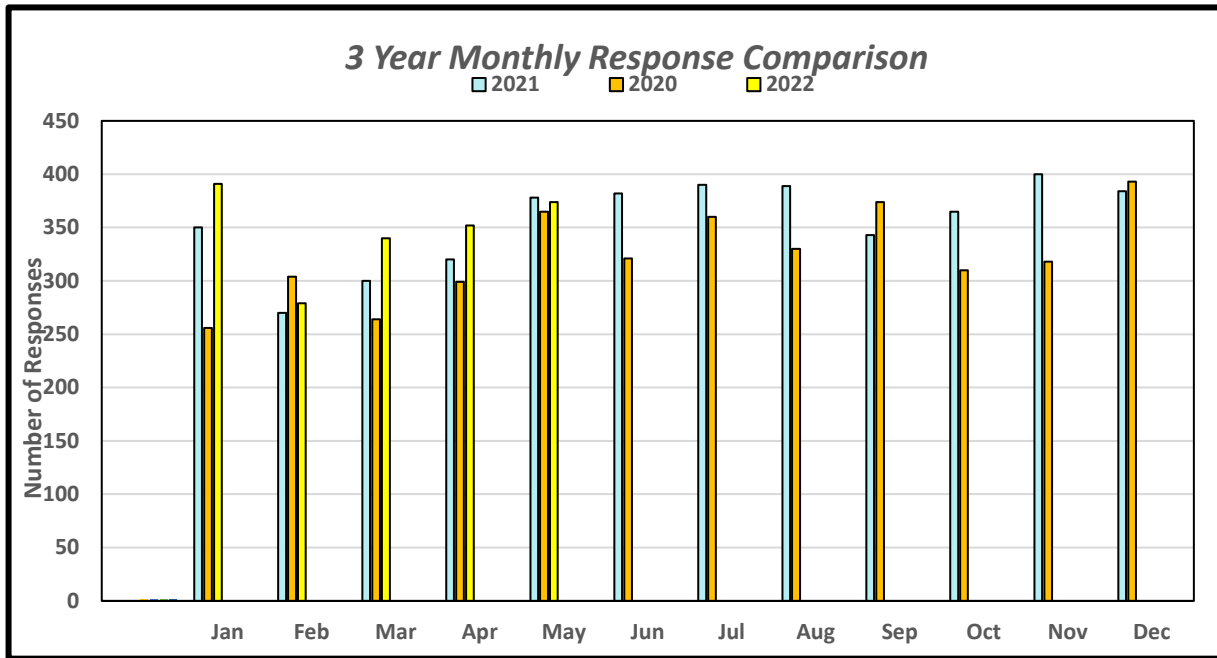
Check No.	Amount	Vendor	Purpose
35053	\$365.86	AT&T Calnet 2/3	Telephone: Admin, RSF1, RSF3
35054	\$201.11	Cintas Corporation No 2	Safety: Extinguishers (Service & Purchas
35055	\$3,321.50	County of SD/RCS	CAP Code Paging Service-Monthly Service; 800 MHz Network Admin Fees
35056	\$552.23	Cox Communications	Telephone RSF5
35056	\$552.23	Cox Communications	Cable RSF5
35057	\$1,886.22	Dell Marketing	Computer Equipment/Parts
35058	\$446.18	EDCO Waste & Recycling Inc	Trash: RSF5, RSF6
35059	\$193.95	Spot On Stitching	Awards/Proclamations
35060	\$49.53	Griffin Hardware Co.	Station Maintenance: RSF2
35061	\$149.41	Konica Minolta Business Inc	Copier Maintenance Contract
35062	\$1,240.00	Morris Mechanical	BA Compressor Maintenance
35063	\$615.26	Olivenhain Municipal Water District	Water: RSF2, RSF3
35064	\$179.50	Race Telecommunications, Inc	Telephone: RSF1
35065	\$331.34	Rincon Del Diablo Municipal Water	Water: RSF5
35066	\$780.04	Robert Half International	Temporary Labor
35067	\$120.00	RSF Mail Delivery Solutions	Mail Delivery Service
35068	\$82.00	Terminix International	Building RSF6
35069	\$16,715.63	U S Bank Corporate Payment System	Cal-Card./IMPAC program
35070	\$1,021.20	Uniforms Plus	Uniforms: Safety Personnel
35071	\$2,284.57	Waste Management Inc	Trash: RSF1, RSF2, RSF3, RSF4, RSF Assn - Patrol, NCDJPA Rebill
35072	\$7,500.00	WinTech Computer Services	Consulting Services
35073	\$750.00	Healing Center SD. Inc.	Education/Training Reimbursement
35074	\$800.00	Accme Janitorial Service Inc	Building: Admin
35075	\$346.50	Across the Street Productions	Education/Training Reimbursement
35076	\$195.00	Air Temperature Specialist Inc	Building: RSF1
35077	\$13,788.00	Build Masters Construction	Building: RSF6 - Upgrades
35078	\$2,505.85	CrewSense, LLC	Scheduling (Crewsense) Maintenance
35079	\$9,362.50	Fire Catt, LLC	Fire Hose, Nozzles & Supply
35080	\$2,070.00	Fitch Law Firm Inc	Legal Services
35081	\$525.00	K & M Pest Solutions	Building: RSF1, RSF2, RSF3, RSF4, RSF5, RSF6, Admin
35082	\$12.00	Konica Minolta Business Inc	Copier Maintenance Contract
35083	\$1,342.00	Robert Half International	Temporary Labor
35084	\$996.93	Roman, Paul	Education/Training Reimbursement
35085	\$5,217.36	SC Commercial LLC	Fuel: Gasoline & Diesel
35086	\$1,222.80	SDG&E	Elec/Gas/Propane: RSF5, RSF6
35087	\$1,813.26	ThyssenKrupp Elevator Inc	Elevator Service, NCDJPA Rebill

Check No.	Amount	Vendor	Purpose
35088	\$695.18	TPX	Telephone ADMIN
35089	\$350.00	Wheeler, Derek	Education/Training Reimbursement
35090	\$30,000.00	Rancho Santa Fe Fire Protection Dist	Interfund Transfer
35091	\$1,525.10	4imprint, Inc.	Uniforms: Safety Personnel
35092	\$471.00	A to Z Plumbing Inc	Building RSF2
35093	\$1,430.10	Air Control Systems, Inc.	Building RSF2
35094	\$130.98	Airgas Inc	Safety: Breathing Air
35095	\$497.94	Allstar Water Systems Inc	Building RSF4
35096	\$129.82	American Medical Response Inc	CSA-17 Contract
35097	\$74.19	AT&T	Telephone RSF6
35098	\$1,628.19	AT&T Calnet 2/3	Telephone: Admin, RSF2, RSF3, RSF4, RSF6
35099	\$909.99	Blend	Outside Printing & Binding
35100	\$483.59	Charter Communications Holdings, LLC	Cable: Admin, RSF4
35101	\$595.84	Cintas Corporation No 2	Safety: Extinguishers (Service & Purchas
35102	\$1,127.50	Fader Electric Inc.	Building RSF4
35103	\$75.76	Griffin Hardware Co.	Station Maintenance - RSF2
35104	\$4,924.89	Home Depot, Inc	Apparatus: Equipment, Car Washm Tools/Equipment Repair; Training Equipment/Supplies: Expendable, Misc; Fuel: Gasoline & Diesel; Station Maintenance: Admin, RSF1, RSF6; Station Replacement Items - RSF5; Janitorial Supplies; Landscape Maintenance Supply; Tools
35105	\$383.60	Jauregui & Culver Inc	Refuel Facility Repair
35106	\$729.84	Lincoln National Life Ins Co	Life Insurance/EAP
35107	\$129.87	Montagne, Sarah	Mileage Reimbursement
35108	\$1,307.99	Nationwide Medical Surgical Inc	CSA-17 Contract
35109	\$1,345.50	NFPA	Association Dues
35110	\$381.22	Olivenhain Municipal Water District	Water: RSF6
35111	\$7,618.38	SC Commercial LLC	Fuel: Gasoline & Diesel
35112	\$19.00	Schaffer, Dan	Prevention - Meal/Lodging/Travel Exp
35113	\$175.00	SDCFCA - Admin Section	Meetings/Meal Expenses
35114	\$11,414.41	SDG&E	Elec/Gas/Propane: Admin, RSF1, RSF3, RSF4, RSF5
35115	\$6.00	Secretary of State	Permit: Registry of Public Agencies
35116	\$19.90	Siber Systems, Inc.	Subscriptions
35117	\$32.00	State of CA Dept of Justice	Background Investigation
35118	\$1,537.29	Uniforms Plus	Uniforms: Safety Personnel
35119	\$1,774.33	American Medical Response Inc	CSA-17 Contract

Check No.	Amount	Vendor	Purpose
35120	\$394.64	AT&T	Telephone: RSF1, RSF2, RSF3, RSF5
35121	\$391.71	AT&T Calnet 2/3	Telephone: RSF6
35122	\$360.31	Cintas Corporation No 2	Safety: Extinguishers (Service & Purchasing)
35123	\$637.54	EDCO Waste & Recycling Inc	Trash: RSF6
35124	\$392.13	Fire ETC Inc	Uniforms: Safety Personnel
35125	\$47.39	Griffin Hardware Co.	Station Maintenance: RSF2
35126	\$362.55	Nationwide Medical Surgical Inc	CSA-17 Contract
35127	\$4,565.76	SC Commercial LLC	Fuel: Gasoline & Diesel
35128	\$175.00	SDCFCA	Meetings/Meal Expenses
35129	\$73.00	Terminix International	Building: RSF5
35130	\$200.00	USDA Forest Service	Prevention - Overnight Conf/Seminars
35131	\$2,680.46	Verizon Wireless	Cellular - Telephone; CSA-17 Contract
EFT000000000768	\$250.00	Weeks, Michael	CSA-17 Contract
EFT000000000770	\$135.00	Duncan, Troy	Education/Training Reimbursement
EFT000000000771	\$250.00	Stamy, Samuel	CSA-17 Contract
EFT000000000772	\$546.00	Carey, John	Suppression - Local Conf/Seminars
	\$2,072.77	Various	Medical Reimbursements
	\$164,993.62		
ACH Transfer	\$165,171.77	CalPERS	CalPERS - April 2022 Retirement
Subtotal	\$165,171.77		
5/15/2022	\$383,716.47	Payroll	RSFFPD
5/31/2022	\$268,829.46	Payroll	RSFFPD
Subtotal	\$652,545.93		
Total	\$982,711.32		

Rancho Santa Fe Fire Protection District Operations Report

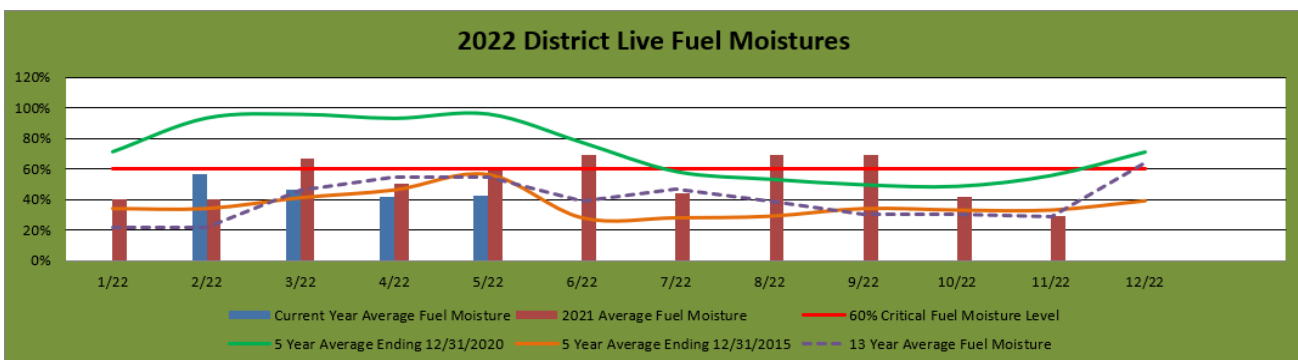
May 2022



3 Year Call Volume Tracker:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
2022													
Responses	391	279	340	352	374								1,736
YTD	391	670	1010	1362	1736								
2021													
Responses	350	270	300	320	378	382	390	389	343	365	400	384	4,271
YTD	350	620	920	1240	1618	2000	2390	2779	3122	3487	3887	4271	
2020													
Responses	256	304	264	299	365	321	360	330	374	310	318	393	3,894
YTD	256	560	824	1123	1488	1809	2169	2499	2873	3183	3501	3894	

Monthly Fuel Moisture:



Rancho Santa Fe Fire Protection District Operations Report

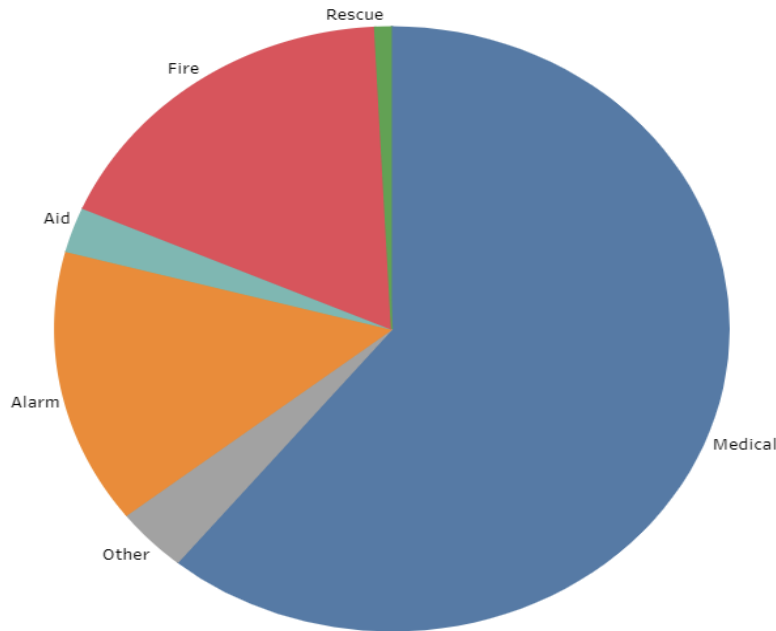
May 2022

Monthly Incidents

Assigned Incidents for RANCHO SANTA FE FPD
May 2022

Agency
RANCHO SANTA FE FPD

Month and Year
May 2022



Medical	228 incidents / 60.96%
Fire	66 incidents / 17.65%
Alarm	55 incidents / 14.71%
Aid	9 incidents / 2.41%
Rescue	3 incidents / 0.80%
Other	13 incidents / 3.48%
Grand Total	374 incidents / 100.00%

- Problem Category
- Medical
 - Other
 - Alarm
 - Aid
 - Fire
 - Rescue

Assigned incidents for all RANCHO SANTA FE FPD units.

Data Last Updated: 6/2/2022 8:03:53 AM UTC

Significant Incidents:

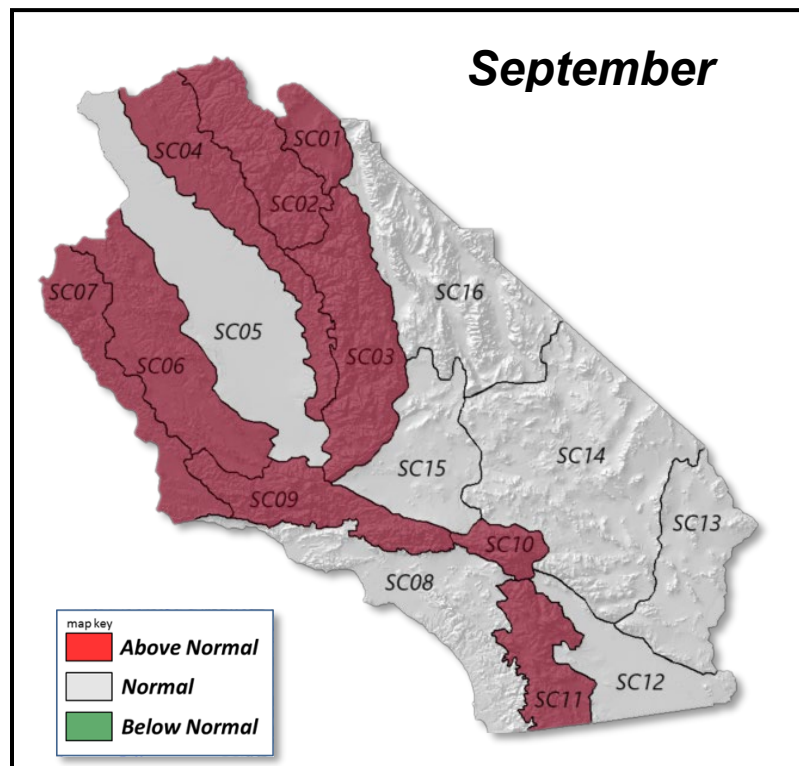
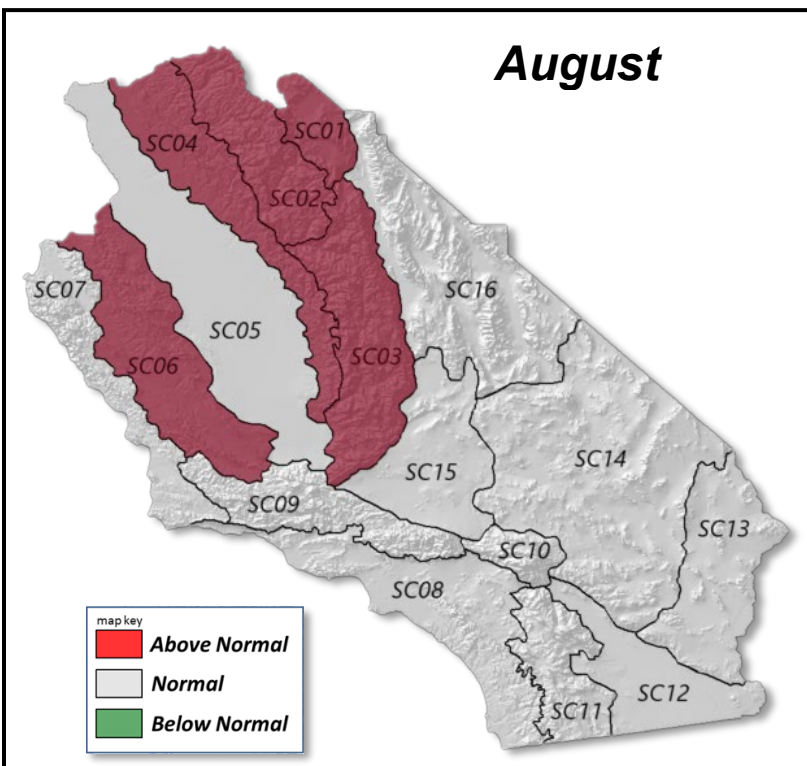
Date:	Incident:	Units Assigned:
5/27/2022	Auto Extrication - Paseo Delicias	E261, E263, B261, M261
5/28/2022	Trail Rescue - Pediatric	E264, E265, B261, COPT10, M264
5/11/2022	Firing Operations Drill	BR261

Covid-19 Agency Status: As of June 3rd, 2022

** We have had 2 new positive cases of Covid in the month of May with mild symptoms.

Current infection rate in the county is increasing. **Positive**

Fire Suppression Personnel 2
Administration and Prevention 0



***Normal Large Fire Potential expected June - July**

June 2022 – Sept. 2022 South Ops Highlights

- Temperatures will likely average above normal through Sept.
- No additional precipitation until the start of Monsoon Season (around July 4-7th).
- Slightly above normal marine layer presence through June.
- Active “Monsoon Season” possible in July in the Sierras and deserts.
- No clear indication as to the extent, onset, or severity of offshore events this fall.



Weather Discussion

The weather pattern across much of the West remained quite progressive in May as troughs moved through the Pacific Northwest and northern Rockies at a steady interval. While Washington, Oregon and far Northern CA benefitted from some precipitation, the weather across Southern CA was also impacted from these systems, albeit more indirectly.

The regular arrival of these troughs served to keep the prevailing wind field onshore during the past month, and as such, heatwaves were brief and confined largely to inland areas (fig1). The trademark May Gray/June Gloom was pervasive this year compared to the past few years, which kept coastal areas especially cool.

Precipitation in May usually dwindles to near zero as the “rainy season” draws to a close. This year was no exception as very little rainfall occurred during the past month except for the spotty morning drizzle near the lower coastal slopes (fig 2).

Frequent trough passages across the Pacific Northwest are common during La Niña patterns which is, at the time of this writing, well established. This pattern may continue into the first few weeks of June which may keep the coastal areas enshrouded in marine layer stratus more often than normal.

The skimpy snowpack of this past winter peaked at the start of the calendar year. Only the highest elevations of the Sierras have any appreciable snowpack (fig 3), with the rest of the District recording 0% of average.

Fig 1: April 26th - May 26th Temperature (Departure of Ave.)

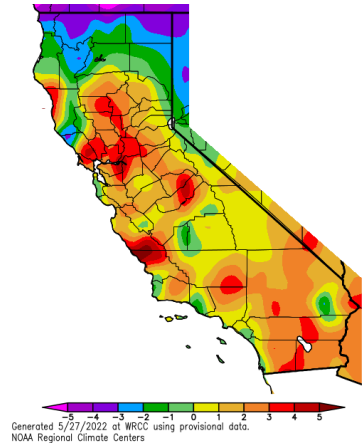


Fig 2: April 26th - May 26th Precipitation (% of Ave.)

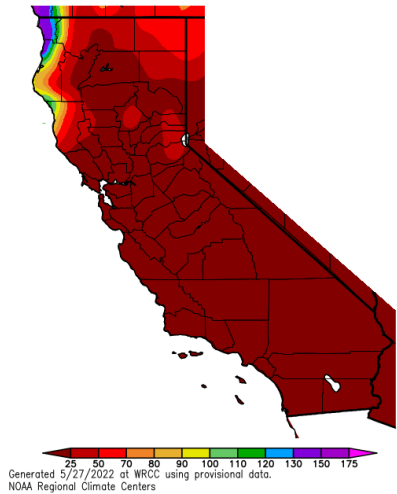
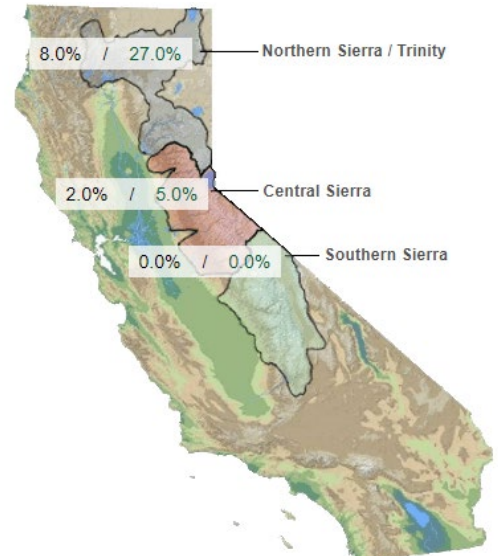


Fig 3: Snowpack as of May 26th, 2022





Fuels Discussion

The drought tightened its grip on the Geographic Region during the past month. Currently, D4 drought encompasses much of the central part of the state, especially the Central Sierras and interior sections of the Central Coast (fig 4 -5). The Mojave Desert recorded one of its driest winters in recent years and new growth on deserts shrubs and plants was negligible this spring.

All seasonal grasses have cured for the season. Due to the extremely spotty nature of the late winter, early season rains, fuel loading is less uniform than usual. Some areas saw a very spartan grass crop while other areas saw more grass growth than during the '20-'21 season. In general, the Sierra Foothills and Kern County Mountains benefitted from timely, late season rains more than the rest of the Geographic Area. The Central Coast interior and the mountains surrounding the Inland Empire fared the worst in terms of winter rain and subsequent grass growth (fig 6).

Fig 4: Drought Monitor May 26th, 2022

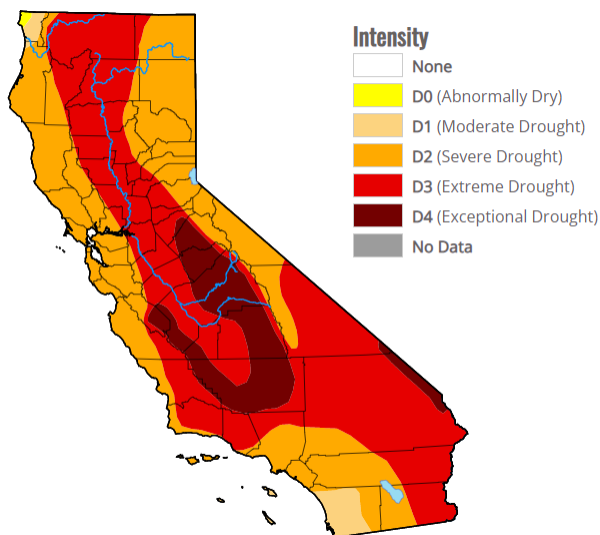


Fig 5: Central Sierra 1,000 hour Dead fuel moisture May 26th

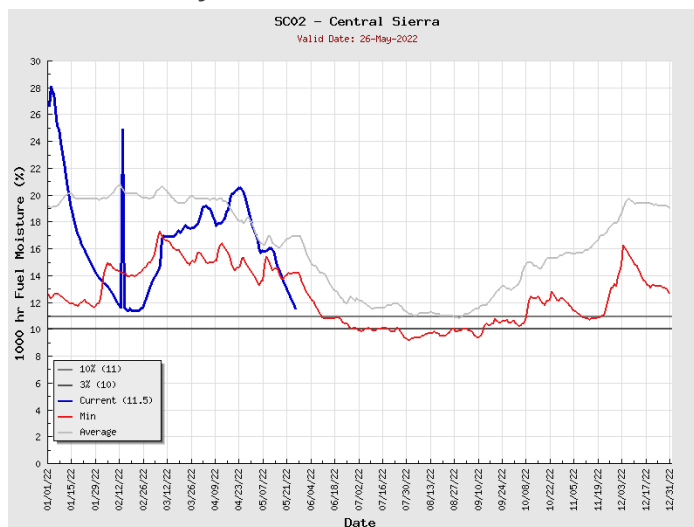


Fig 7: LA County Live Fuel Moisture May 20th

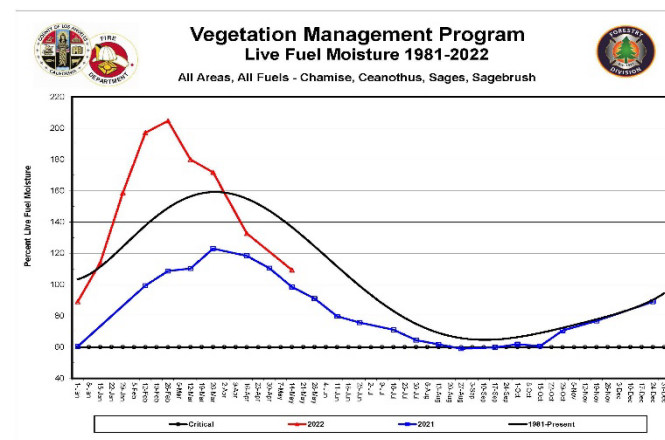
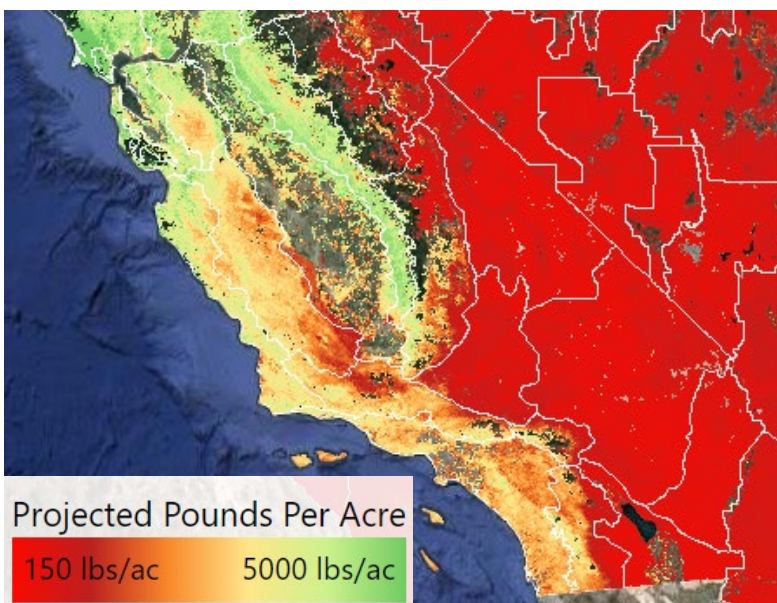


Fig 6: Modeled Fuel Loading (Reds, less fuel density... Greens, higher fuel density)





SOUTH OPS OUTLOOK

Sea surface temperatures remained locked in a mature La Niña phase as evidenced by the cold waters over the equatorial Pacific (Niño region 3.4, fig 8). But there is some evidence that this pattern may result in a stronger than normal monsoon signal across the Southwest. While the axis of heavier than normal rainfall may remain well east of the Geographic Region, there is some chance of seeing higher than normal rainfall over the deserts as well as portions of the Sierras in July. The Monsoon Season may be more active than normal in these areas, resulting in a higher number of thunderstorm days. It is difficult to predict the nature of these storms (wet vs. dry), but there is often a higher proportion of wet storms during active monsoon seasons. While the Monsoon Season may ramp up quickly in July, it may remain shorter than usual with thunderstorms possibly tailing off for the year in August.

The likelihood of a warmer than normal summer is more certain with most model guidance indicating warmer than normal temperatures across both Southern and Central CA. The greatest temperature deviations from normal may be over the interior regions which would only serve to put additional stress on drought-stricken vegetation. As such, fuels will remain highly receptive to ignition during peak heating hours. Dead fuel moisture will likely continue to surpass record low levels, with the exception possibly being the Sierra higher density forests (above 7,000) feet and the eastern desert due to the expectation of increased precipitation. Live fuel moisture is currently well below normal, and many areas will likely see fuel moisture reach critical levels in July, which would be 4-6 weeks ahead of schedule.

Thus, due to hotter than normal weather being likely again this year overlaying very dry fuels, large fire potential will likely rise to above normal potential in much of Central CA by August. This higher than normal threat may expand to include much of the higher terrain of Southern CA in September.

Fig 8: Sea Surface Temperature Anomaly, May 26th, 2022

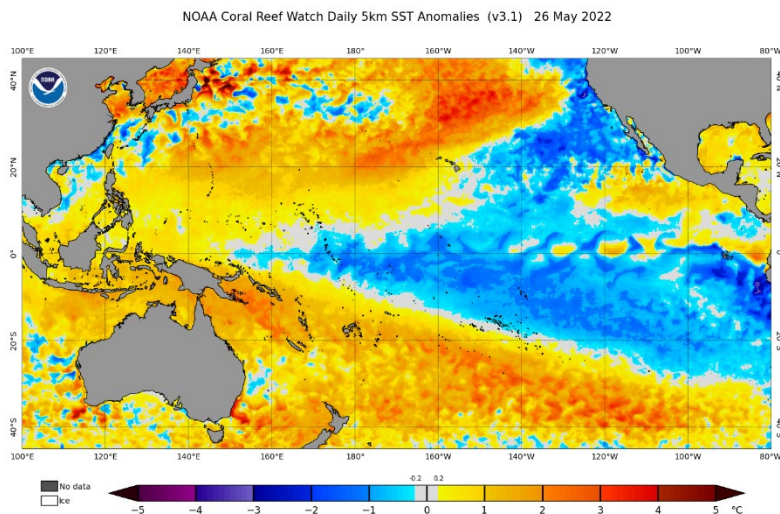
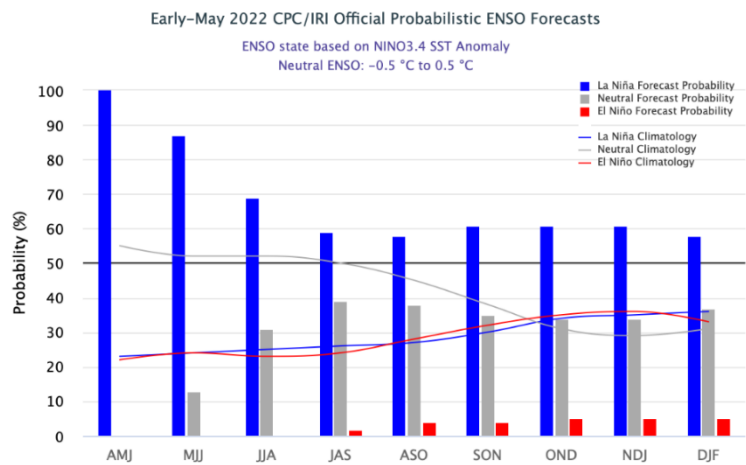
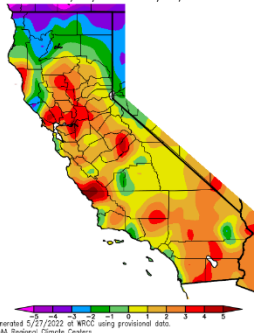


Fig 9: Early May CPC/IRI ENSO Probably forecasts



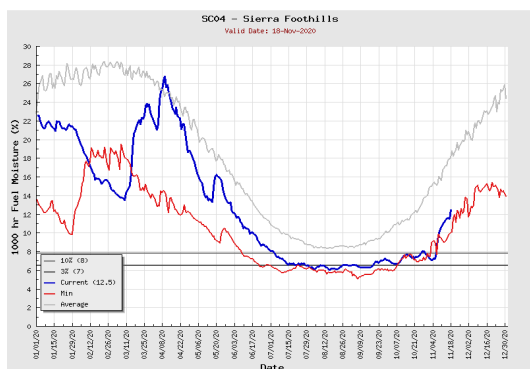
Select Intel Links used to prepare the outlook:

Av. Max. Temperature dep from Ave (deg F)
4/27/2022 - 5/26/2022



Climate

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



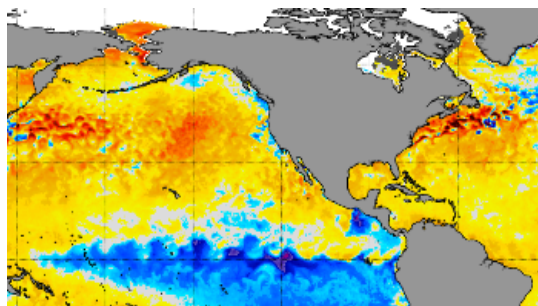
1000 hr dead fuel moisture

- https://gacc.nifc.gov/oscc/fuelsFireDanger_Thousand.php



Modeled Fuel Loading

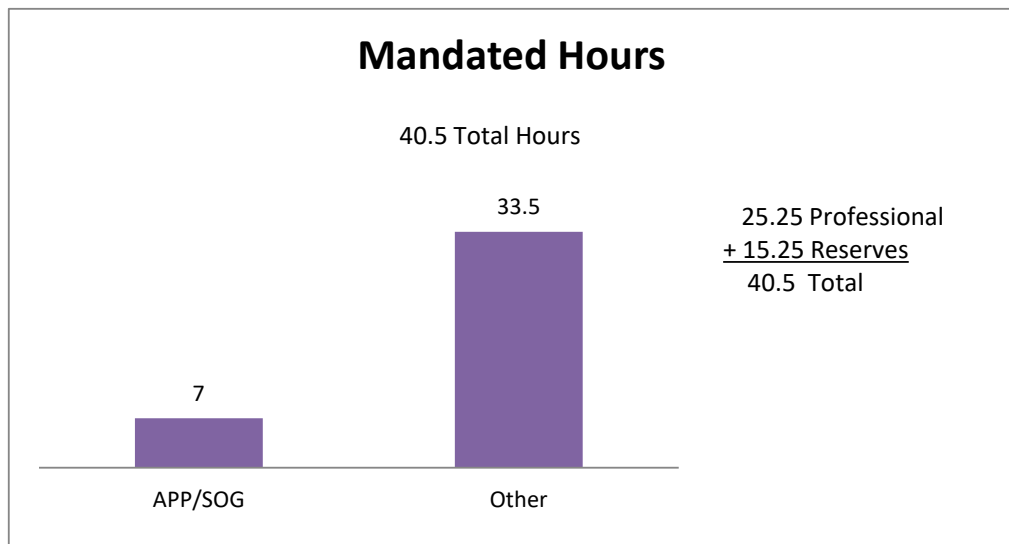
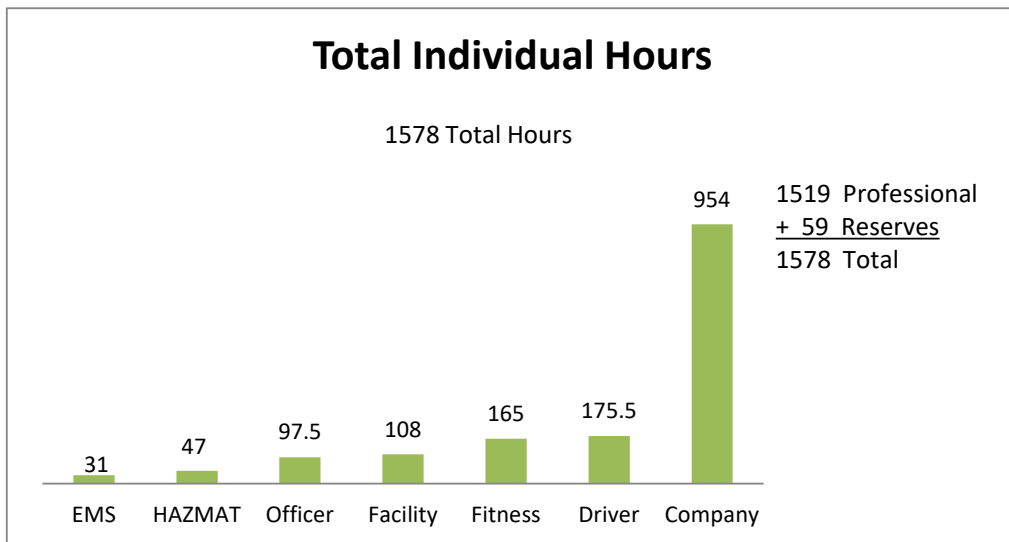
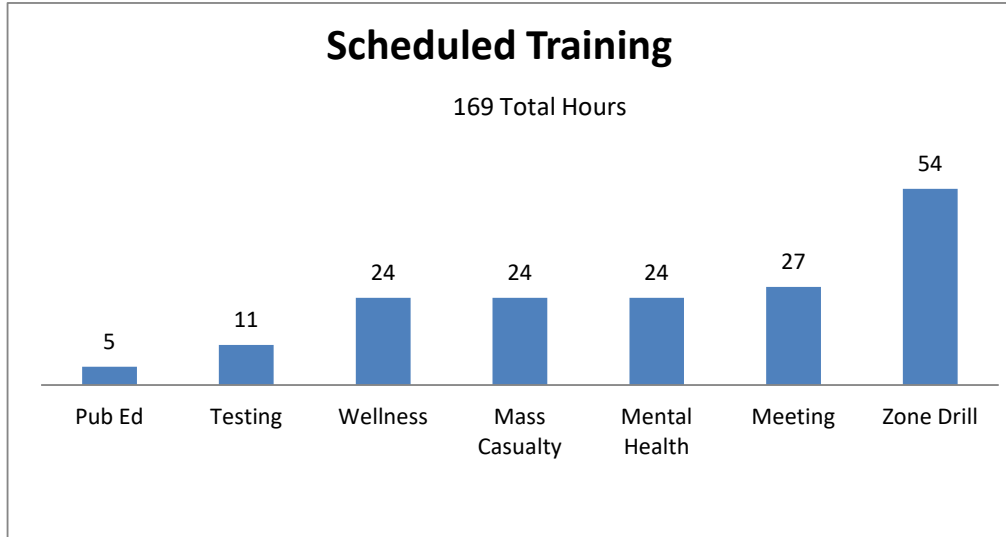
- <https://www.fuelcast.net/app?>



Current sea surface temperatures

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

Training Division May 2022



See next page for descriptions.

Training Division - Descriptions

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

PLAN REVIEWS					
Plan Type	# of New Reviews	# of Resubmittals	Approved New SQFT (Mit Fees)	SQFT Reviewed (No Mit Fees)	Total SQFT Reviewed
New Residential	9	4	0	23775	23775
Residential Additions/Remodels	3	1	2677	1853	4530
New Commercial	1	0	0	6282	6282
Commercial T.I.	1	0	0	1200	1200
Tents/Special Events	6	0	0	0	0
Rack Storage	0	0	0	0	0
Preliminary	11	1	0	100598	100598
Fire Suppression Systems	10	1	0	0	0
Alarms	2	0	0	0	0
Landscaping	7	4	0	0	0
Grading/Mylars/Improvement Plans	3	0	0	0	0
Underground	2	1	0	0	0
Hood System	1	0	0	0	0
Tanks	0	0	0	0	0
Cell Sites	0	0	0	0	0
DSS/CCL	0	0	0	0	0
DPLU	0	0	0	0	0
Solar Panels	1	0	0	0	0
High Piled Storage	0	0	0	0	0
High Hazard/Communications/Other	11	0	0	0	0
Spray Booth	0	0	0	0	0
Fire Protection Plans	1	0	0	0	0
Technical Reports	0	0	0	0	0
TOTAL	69	12	2677	133708	136,385

INSPECTIONS	
Inspection Type	# of Inspections
Alarms	2
Fire Supression Systems	7
Building Construction	3
Landscaping	4
Tent/Special Event	5
Gates/Knox	3
Site Visit	-
Technical Report/FPP	-
Underground	1
Annual Inspection	1
DSS Licensing	-
Other	5
TOTAL	31

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

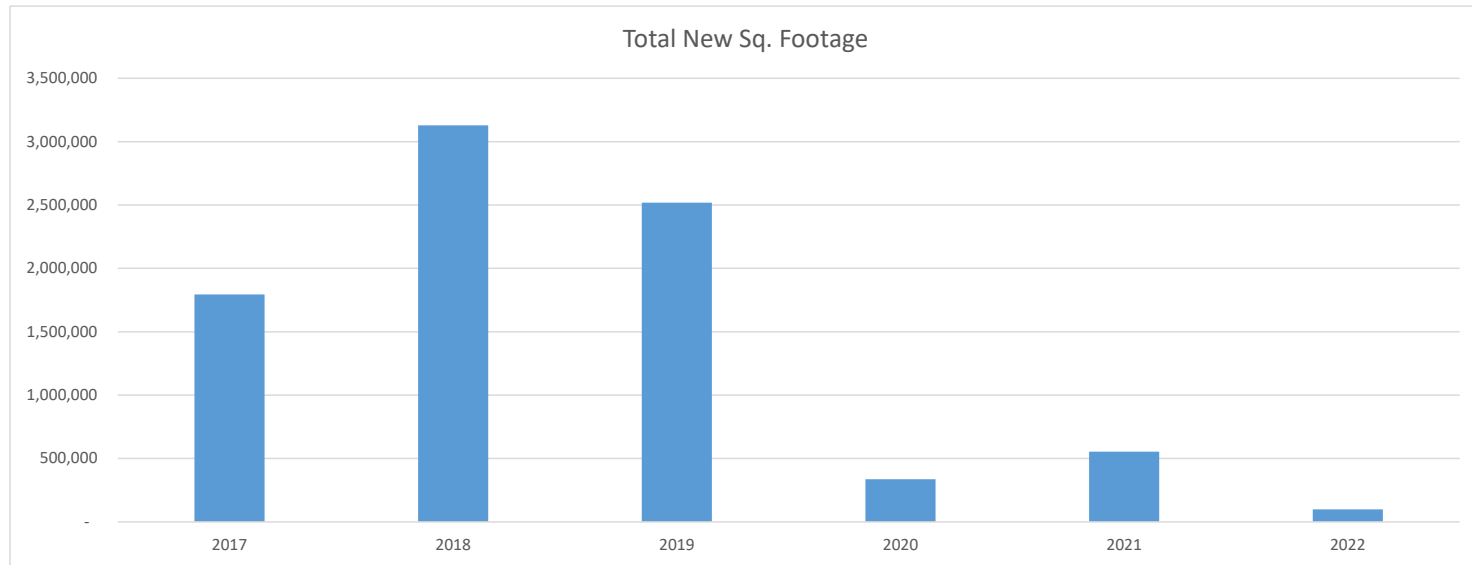
MEETINGS	
Meeting Type	# of Meetings
H.O.A	2
Staff	5
Board	1
On-Site Project Meetings	7
In-Office Project Meetings	6
Shift	-
Captain's	-
Weed Abatement	33
County	-
Code Development	-
Support/I.T. Development	-
San Diego County FPO's	2
Community Stakeholder Meetings	1
North Zone	1
Other	-
TOTAL	58

TRAINING/EDUCATION	
No. of Training Classes	Staff Hours
FI-210 Wildland Fire Investigation	80
AB 3074	0
Residential Occupancies	54
0	0
TOTAL	134

WEED ABATEMENT	
Activity	# of Inspections
Weed Abatement Inspection	-
Weed Abatement Reinspection	-
1st Notice	207
Final Notice	171
Posting	-
Notices Printed	1,382
Abated	60
Forced Abatement	-
TOTAL	1,820

OFFICE SUPPORT	
Activity	# Completed
Phone Calls	829
Correspondence	4,264
Walk in/Counter	246
Knox Application Request	6
Burn Permits	4
Plans Accepted/Routed	78
Special Projects	2
Scanning Documents/Electronic Files	187
Meetings: Admin/Prevention/Admin Shift	3
Post Office Runs	-
Deposit Runs/Preparations	3
TOTAL	5,622

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



Total New Square Footage (*Reflected in Chart Above)

Year	Total
2017	1,793,936
2018	3,128,964
2019	2,519,545
2020	336,899
2021	554,173
2022	99,237

Total New Square Footage Only

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	29,226	41,043	38,102	25,751	38,400	7,290	16,516	15,384	77,848	15,070	22,529	9,740
2021	29,808	23,298	50,000	29,760	7,104	19,361	24,413	1,794	33,357	106,768	99,103	129,407
2022	42,895	14,666	32,871	8,805								

Comparison Total Reviewed Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	240,861	691,306	274,736	307,024	412,556	248,869	287,395	424,065	250,518	742,439	440,335	137,995
2020	40,748	86,593	145,794	76,506	54,651	42,950	47,950	91,532	163,417	127,963	59,192	47,677
2021	90,462	89,135	111,456	98,218	118,557	151,000	203,116	254,055	312,253	204,313	171,023	137,116
2022	128,254	204,226	162,816	250,473								

RESOLUTION No. 2022-17

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM'S EXECUTIVE ORDERS N-25-30, ISSUED MARCH 12, 2020; N-33-20 ISSUED MARCH 19, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF RANCHO SANTA FE FIRE PROTECTION DISTRICT FOR THE PERIOD JUNE 8, 2022 THROUGH JULY 8, 2022 PURSUANT TO THE BROWN ACT PROVISIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) July 8, 2022, or such time the Board of

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

PASSED AND ADOPTED by the Board of Directors of Rancho Santa Fe Fire Protection District], this 8th day of June 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James H. Ashcraft
Board President

ATTEST:

Alicea Caccavo
Board Clerk

STAFF REPORT

NO. 22-05

TO: BOARD OF DIRECTORS
FROM: DAVE MCQUEAD, FIRE CHIEF
SUBJECT: APPROVE/AUTHORIZE FIXED CHARGE SPECIAL
ASSESSMENT FOR WEED ABATEMENT
DATE: JUNE 04, 2022



RECOMMENDATION

Staff recommends the Board approve and authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2022.

BACKGROUND

The Fire Prevention Bureau is responsible for the annual weed abatement of properties with hazardous growth that is not maintained by property owners during the spring and summer seasons. Throughout the year, staff has mailed hazard notifications to those property owners who have a known or existing fire hazard on their parcel(s). The District maintains a sole source contract with R.E Badger & Son Inc. to bring specifically identified parcels into compliance pursuant to Rancho Santa Fe Fire Protection's Ordinance No. 2022-02.

Upon notification by the District, property owners are required to remove the weeds, rubbish, trim trees and maintain the parcel in accordance with the District's ordinance. Should the property owner fail to comply within a specific period, the District's private contractor will clear the parcel. Those property owners, who are non-compliant, will receive a final notice and an invoice for all costs and fees that are required for abating their parcel(s).

CURRENT SITUATION

This year, the majority of property owners who received notices willingly complied within the time allowed; however, some parcels were ordered cleared by the Fire District. The administrative staff has mailed courtesy notices and invoices to the following non-compliant property owner(s) requesting payment:

PARCEL NUMBER	COST TO ABATE	ADMINISTRATIVE FEE	TOTAL
264-384-02-00	\$395.00	\$794.00	1,189.00
264-672-02-00	\$4,295.00	\$794.00	5,089.00
264-671-51-00	\$645.00	\$794.00	1,439.00
264-672-01-00	\$13,545.00	\$794.00	14,339.00
Totals	\$18,880.00	\$3,176.00	\$22,056.00

STAFF REPORT 22-05

The list of non-compliant property owners will be publicly posted a minimum of (3) three days prior to the Board of Directors meeting on Wednesday, July 20, 2022. Those property owners who fail to pay by this date will remain on the list, which will be delivered to the County of San Diego no later than August 10, 2022 (deadline).

The District attempts to work with the property owner prior to any forced abatement. If forced abatement is required, the administrative staff also makes further attempts to seek reimbursement prior to requesting board action authorizing the special assessment for weed abatement.

The County will reimburse the Fire District for all charges, including the administrative fee, and will include them on the owner's next property tax bills.

Attachment:

1. Weed Abatement Special Assessment List



Rancho Santa Fe Fire Protection District Weed Abatement Special Assessment List

To be sent to the County of San Diego as a special assessment on property taxes unless paid by **July 31, 2022.**

PARCEL NUMBER	COST TO ABATE	ADMINISTRATIVE FEE	TOTAL
264-384-02-00	\$395.00	\$794.00	\$1189.00
264-672-02-00	\$4295.00	\$794.00	\$5089.00
264-671-51-00	\$645.00	\$794.00	\$1439.00
264-672-01-00	\$13545.00	\$794.00	\$14339.00

POSTED: June 9, 2022

Alicea Caccavo
Board Clerk

*Sense of Duty, Pride, Teamwork,
Appreciation, Leadership, Family*



Fiscal Year 2022/2023 Preliminary Budget



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Fire Chief's Message

Honorable Members of the Board of Directors:

I am very proud to present our Fiscal Year 2022/2023 Budget. The Rancho Santa Fe Fire District is an organization that demonstrates pride in being fiscally responsible and sustainable. Every team member of the Rancho Santa Fe Fire District contributes their value by being an active steward in effectively and efficiently operating the Fire District at all levels. We look forward to a new fiscal year with a strong and courageous mindset to further strengthen the future of the Fire District and our mission to serve our communities.

Respectfully,

Dave McQuead, Fire Chief



Board of Directors

As a Special District, Rancho Santa Fe Fire is governed by a 5-member Board of Directors. These individuals meet once per month to discuss District business and to make decisions by a majority vote. Our current Directors are:



James H. Ashcraft
President



John C. Tanner
Vice President



Nancy C. Hillgren
Director



Randall Malin
Director



Tucker Stine
Director

Rancho Santa Fe Fire District Overview

The Rancho Santa Fe Fire Protection District was formed on October 14, 1946, under an order adopted by the County Board of Supervisors. At the time, the Fire District was comprised of one Chief and 15 volunteer personnel who protected an estimated 3,800 residents.



Today, the Fire District spans approximately 50-square miles and protects over 34,000 citizens. What was once an all-volunteer force operating out of a single fire station is now a full-time fire protection agency.

The Fire District currently operates out of six full-time fire stations and one administration office serving communities within and surrounding Rancho Santa Fe, 4S-Ranch, Fairbanks Ranch, Cielo, The Crosby, Elfin Forest, and Harmony Grove.

Rancho Santa Fe Fire District

VISION STATEMENT

Our vision is to provide exceptional service and continuous improvement in our organization through innovation, forward-looking leadership, and genuine concern for the welfare of others.

- *We are dedicated to our mission, unwavering in our core values and continually strive to be a model of excellence.*
- *We are role models in the community and leaders in our profession.*
- *We maintain community partnerships, hire and train exceptional people, and provide professional, well-organized, cost-effective services.*
- *We are advocates for our member's health, safety, and welfare.*
- *We foster a culture of trust, involvement, and personal accountability.*

MISSION STATEMENT

To serve the public through the protection of life, environment and property from fire and other emergencies through prevention, preparedness, education and response.





District Core Values

We, the members of the Rancho Santa Fe Fire District, declare the following values to be the fundamental principles that define our organization's culture.

Sense of Duty

Our organization is driven by a sense of duty and desire to serve. We hold ourselves individually and collectively accountable and will conduct ourselves in a manner that preserves the trust and respect of the community as well as our peers.

Pride

We are proud to be part of an organization that embraces innovation, promotes diversity, and recognizes achievement. We take ownership in our equipment, facilities, and responsibilities.

Teamwork

We cultivate relationships based on trust, respect, and camaraderie. We recognize and value each individual's unique contribution and are committed to work together to achieve shared goals.

Appreciation

We recognize that our people are the foundation of our organization. We acknowledge and appreciate each other's character, talents, and ideas.

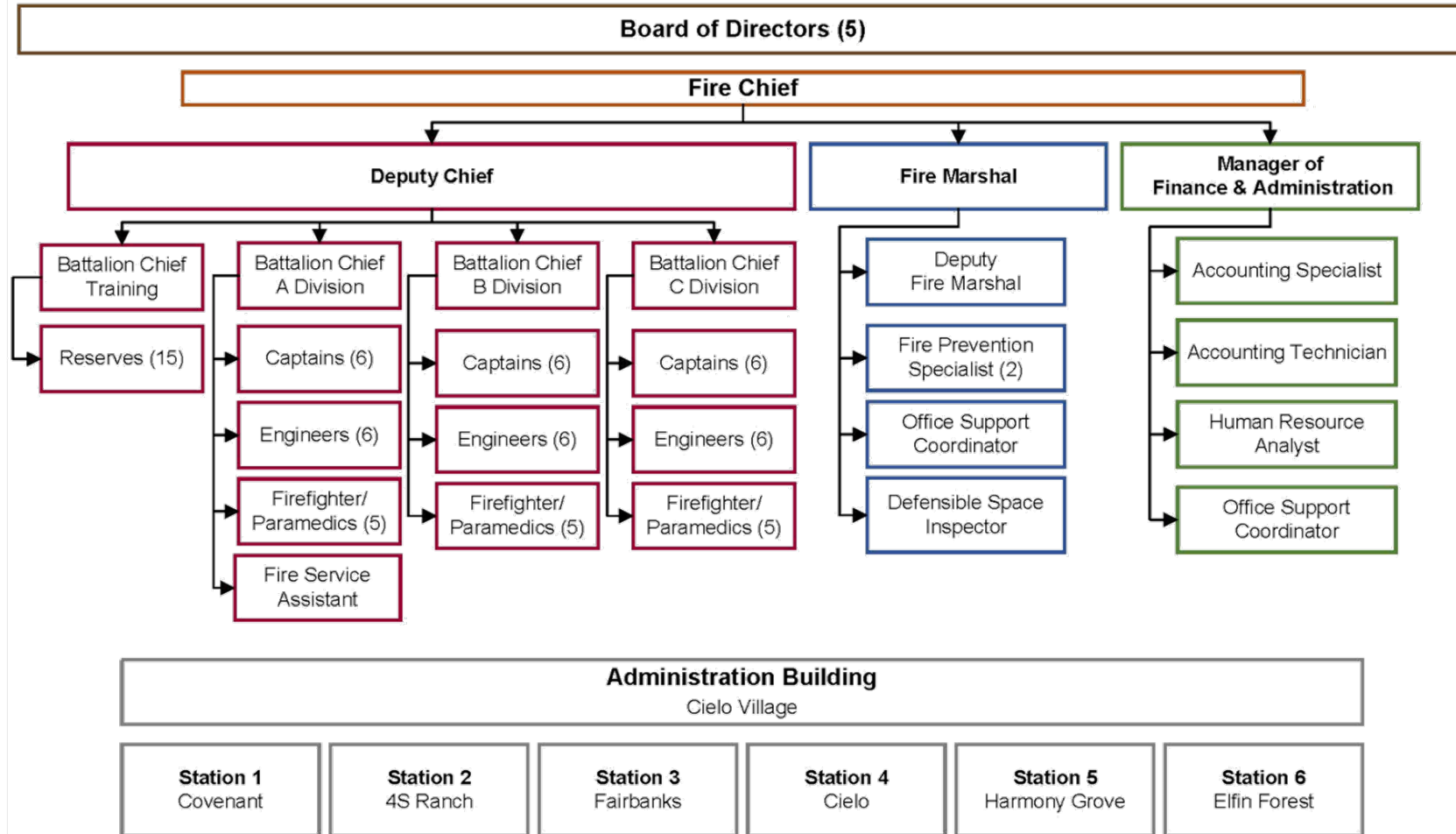
Leadership

We lead by example, and strive to exhibit competence, integrity, and professionalism. We empower every member of the organization to be actively involved regardless of rank, title, or tenure.

Family

We believe in the importance of family, both personally and professionally. We are strengthened by the friendship and support of our colleagues, and value the interpersonal bonds that we form.

Organization Chart



Personnel Listing



Final Budget
FY 22/23

Position Title	2021-22 Positions	Change (+/-)	2022-23 Positions
Administration			
Fire Chief	1		1
Deputy Chief	1		1
Manager, Finance & Administration	1		1
Battalion Chief - Training	1		1
Accounting Specialist	1		1
Accounting Technician	1		1
HR Analyst		1	1
Office Support Coordinator	1		1
Fire Service Assistant	1		1
Temporary Staffing ^{*1}	1		1
Total Administration	9	1	10
Fire Prevention			
Fire Marshal	1		1
Deputy Fire Marshal	1		1
Fire Prevention Specialist/Forester	1		1
Fire Prevention Specialist	2		2
Office Support Coordinator	1		1
Temporary Staffing ^{*2}	1		1
Total Fire Prevention	7	0	7
Emergency Services			
Battalion Chief - Shift	3		3
Captain	18		18
Engineer/Paramedic	18		18
Firefighter/Paramedic	15		15
Total Emergency Services	54		54
Volunteer Division			
Volunteer Recruitment & Retention Coordinator ^{*3}	1	-1	0
Driver Operator ^{*3}	0		0
Reserve Firefighters ^{*4}	25	-10	15
Total Volunteer	26	-11	15
Grand Total	96	(10)	86

*1 - Retired Annuitant

*2 - Part time, seasonal

*3 - SAFER Grant Positions - Expired

*4 - Not to exceed

Budget Overview

The role of the budget is to provide a roadmap for the upcoming fiscal year of the district. The budget allows key decision makers to plan for capital improvements, capital assets, and to establish the foundation for staff to provide the best customer service. As a public sector, local government entity, it is incumbent upon staff to be fiscally responsible. The budget helps to achieve this by gauging the revenue and expenditures throughout the year to guarantee that the District remains fiscally stable.

The Preliminary Budget is approved prior to the end of the fiscal year to ensure operational capability until the Final Budget is adopted. This is the first year for a newly created budget process, format, and budget document.

Upon adoption of the budget, staff then monitors expenditures to ensure that funds are spent as intended. The Budget aligns with the Financial Statements that are presented monthly and quarterly at the regularly scheduled Board of Directors meetings.

(Continued next page)

Budget Overview *(Continued)*

Through an open meeting setting, the Board can then use these written records that convey the business activities to make sound and prudent decisions for the District. The district's citizens are invited to weigh in on the budget at the public hearing which is held 30 days beyond when the preliminary budget is approved.

The District has multiple funds that keep designations for public money organized and transparent. Each major division has a line-item budget that tracks every dollar spent for personnel, operating, and equipment costs.

The District has been working to improve its local government budgeting, moving toward the best practices of California Special Districts Association (CSDA) and Government Finance Officers Association (GFOA). Establishment of a budget that follows these recommended budget practices allows the budget process to be consistent with our future goals, policies and plans.

The District is excited to bring this budget before the Board of Directors as this will be year one of this newly revised budget.

Budgetary Goals

Initiate > Plan > Execute > Monitor > Close > Debrief

- Form a Budget committee that considers the needs and priorities of all stakeholders involved
- Priority based budgeting centered on realistic planning
- Develop goals for funding reserves for long term planning
- Adopt Board policies for fund management
- Plan for recession and its impact on the finances of the District

District Revenues

The main source of revenue for a Special District is through property taxes. The majority of these property taxes are received in December and April. Other sources of revenue include benefit fees, grants, space leasing, firefighting reimbursements, and Fire Mitigation Fees (FMF).

Forecasting revenues and potential economic downturns are more apparent through analysis of revenue trends. Staff monitors actual revenues continuously to advise the Board of Directors on impacts of current challenges or opportunities.

Current preliminary revenues are based on a 4.18% projected increase in tax revenue. As the assessed valuations are received in July, this projection will be reviewed and subject to revision prior to the final budget which is anticipated to be adopted at the July regularly scheduled board meeting.

Grants

The Grant Committee was established to actively explore grant funding opportunities to assist with expenditures outside of the operating budget. The revenue received through grant funding does not reside in the budget as it is not guaranteed revenue. In recent years, it has become a valuable resource for Special Districts that rely entirely on property tax revenue. The Rancho Santa Fe Fire District Foundation is an excellent example of grant funding that is exclusive to the district.

Status	Date	Agency/Grantor Name	Description / Items Requested	Amount		Notes:
	Submitted			Requested	Total Received	
ACTIVE	1/30/2021	OTS	Struts, Airbags, Circ. Saw	\$ 15,181.23		5/12: Received notification of \$14,972.12 award; Claim processing
ACTIVE	9/30/2021	FEMA	Covid Forced Labor OT	\$ 93,084.25		Awaiting secondary approval
ACTIVE	3/11/2021	DEPT OF THE TREASURY (ARPA)	COVID-19 Recovery Funds	\$ 329,000.00		5/12: All documentation submitted to County & approved; Check being mailed by 6/30/22
ACTIVE	5/13/2022	CAL FIRE	Escondido Creek/San Marcos Defensible Space/Roadway Clearance	\$ 300,000.00		Elfin Forest/Harmony Grove Clean Up; Collaborated w/UrbanCorp and San Marcos; Decision to be made in July 2022
ACTIVE		UASI FY18		\$ 6,105.00		OES conducting compliance assessment
AWARDED	5/12/2020	FEMA	Vegetation Management	\$ 18,000.00	\$ 17,142.86	Utilizing funds for Via Ambiente Roadway Clearance; Bid being sent to Escondido Creek; Project must be completed by 9/30/22
AWARDED	9/24/2020	FEMA/CAL OES	COVID-19	\$ 24,685.07	\$ 24,685.07	Up to 75% Eligible Reimbursement / Received 5/27/2021 Warrant 09-227140
AWARDED	11/13/2020	FEMA PA	Covid - Wildfire Upstaffed Reimbursement	\$ 15,928.83	\$ 14,933.28	Received \$2986.66 6/21/2021; Received \$11946.62 8/17/2021
AWARDED	10/15/2021	CSDA (CA Special Districts)	COVID-19	\$ 6,163,371.00	\$ 1,154,981.00	Received \$1,154,981
RSF Fire District Foundation						
	12/7/2021	RSF Foundation	Forcible Entry	\$ 8,905.00	\$ 8,905.00	(1) Multi-Force Door (Forcible Entry Door Simulator)
	9/21/2021	RSF Foundation	GIA Wellness	\$ 8,537.50	\$ 8,537.50	50/50 split with the District for pendants, cell guards for Staff and harmonizers for each facility
	8/19/2021	RSF Foundation	UVC Air Disinfecting	\$ 1,000.00	\$ 1,000.00	10 UVC LED Disinfecting Air Purifiers
	3/31/2022	RSF Foundation	Firefighter of the Year Award	\$ 750.00	\$ 750.00	Nathan Sanford

Fire Mitigation Fees (FMMF)

The District participates in the San Diego County Fire Mitigation Fee Program and receives revenue on a quarterly basis from the County. The Mitigation Fee Act (California Government Code sections 66000, et seq.) provides the authority for local governments to impose fees to offset the impacts of growth. The utilization of the funds must be approved by the governing body and used specifically for capital facilities and equipment with a nexus to growth in the district.

				Committee			
		Description	Support	Approved/ Pending	FY	% of Funding	Est. \$\$
Fiscal Year 2021/2022							
Equipment	No Proposed Expenditures						
Facility	RSF Station 6 Improvements	Operations	Approved	17/18	70%	150,000	
	Training Tower Improvements	Operations ©	Approved	19/20	50%	88,235	
Vehicles	Type I Fire Engine	Operations ©	Approved	20/21	40%	284,000	
Fiscal Year 2022/2023							
Equipment	No Proposed Expenditures						
Facility	Prevention Space - Remodel	Administration	Pending		80%	100,000	
Vehicles	Type 6 Fire Engine	Operations	Approved	19/20	85%	382,500	
Fiscal Year 2023/2024							
Equipment	No Proposed Expenditures						
Facility	No Proposed Expenditures						
Vehicles	No Proposed Expenditures						
Fiscal Year 2024/2025							
Equipment	No Proposed Expenditures						
Facility	No Proposed Expenditures						
Vehicles	New Vehicle	Prevention	Approved	19/20	85%	60,010	
Fiscal Year 2025/2026							
Equipment	No Proposed Expenditures						
Facility	No Proposed Expenditures						
Vehicles	No Proposed Expenditures						
Fiscal Year 2026/2027							
Equipment	No Proposed Expenditures						
Facility	No Proposed Expenditures						
Vehicles	Water Tender	Operations	Approved	19/20	40%	180,000	
Fiscal Year 2027/2028							
Equipment	No Proposed Expenditures						
Facility	No Proposed Expenditures						
Vehicles	No Proposed Expenditures						
Fiscal Year 2032/2033							
Equipment	No Proposed Expenditures						
Facility	RSF Station 6 Replacement	Operations	Pending				
Vehicles	No Proposed Expenditures						

District Expenditures

The Board has approved moving to a new governmental accounting financial system. As staff has been preparing for the pending implementation of the system, an increase in consulting services as well as the cost for the new system itself will increase expenditures.

As previously indicated, with the new budget format it is difficult to make a formal comparison from year to year.

On average, 80% of the budgeted expenditures are spent on salaries and benefits, with Operations coming in second.

The District contracts with CalPERS for health benefits. In June, CalPERS will meet to discuss all plans and it is anticipated that by July the increase will be conveyed to agencies. On average, the increase has been around 3.16%.

Insurance rates for liability and Workers' Compensation are also on the rise. Liability insurance will increase by approximately 7%, while Workers' Compensation should see an increase of 12.4%.

As Covid continues to have surges, the District has continued to cover the backfill and sick leave coverage per the County mandates. This is anticipated to continue into the new fiscal year.

Though Training costs will see a dramatic increase over last year, they are merely coming back to pre-pandemic levels.

The District is accounting for the current volatile nature of the economy and inflation by prioritizing expenditures. Staff will closely monitor throughout the year to ensure that any adjustments to the budget will be attended to.

Unfunded Accrued Liability (UAL)

The District's pension liability continues to be a high priority. The goal of the District is to continually manage the funding status of all plans through additional discretionary payments and internally reducing the amortization years when possible.

The District consistently saves 3.5% on interest by prepaying the UAL expected payment.

It is expected that the next valuations from CalPERS will reflect the 21.3% net return on investments from FY20/21. Most agencies will see an overall increase of 5-10 points in funding status, however, this reprieve will be short-lived as CalPERS return on investments as of May was -4.6%, which will effectively offset the FY 20/21 net credit.

Fortunately, the District has historically monitored and acted in a prudent manner when it comes to the UAL, as well as fostering a relationship with the District's dedicated actuary from CalPERS.

Unfunded Accrued Liability



UAL (Expected and ADP) Cash Payments thru 12/31/2022

UAL Expected Payment	3%@50	3%@55	2.7%@57	2.7%@55	2.5%@55	2.0%@62	Totals
FY15	421,035	7,466		42,781	1,418		472,700
FY16	434,425	-		53,654	-		488,079
FY17	265,363		22	12,511		19	277,915
FY18	258,865	-	55	22,084	-	53	281,057
FY19	423,041	1,674	359	36,627		881	462,582
FY20	562,597	3,356	1,027	50,650	-	853	618,483
FY21	664,228	4,381	2,581	60,315	1,324	1,133	733,962
FY22	790,960	6,426	4,855	65,486	1,811	1,439	870,977
FY23	933,283	9,406	7,951	76,979	2,132	2,283	1,032,034
	4,753,797	32,709	16,850	421,087	6,685	6,661	5,237,789
Additional UAL Payments							
FY15	1,859,000			642,604			2,501,604
FY16	1,500,000						1,500,000
FY17	1,627,288						1,627,288
FY18	900,851	180	1,023	35,591		649	938,294
FY19	921,984	254	1,051	37,435		927	961,651
FY20	417,003	2,516	3,561	32,487	-	1,458	457,025
FY21	800,000			200,000			1,000,000
FY22	900,000			100,000			1,000,000
<i>FY22 Add'l % for Classic</i>	36,875	9,013					
<i>FY23 TBD</i>							
	8,963,001	11,963	5,635	1,048,117	-	3,034	9,985,862
Total	13,716,798	44,672	22,485	1,469,204	6,685	9,695	15,223,651



Rancho Santa Fe Fire Protection District

Budget Comparison

(Unaudited)

	YTD thru March 31, 2022	FY 22 Budget	PROPOSED FY 23 Budget	Difference
1 Operating Revenues				
2 Property Taxes	8,653,583	13,832,389	14,024,000	191,611
3 Benefit Fees	1,052,020	1,695,413	1,678,800	(16,613)
4 Joint Facilities Community Agreement	222,809	414,661	415,000	339
5 Total Operating Revenues	9,928,412	15,942,462	16,117,800	175,338
6 Non-Operating Revenues				
7 Reimbursements, Grants & Other Revenue	2,899,143	1,969,523	547,400	(1,422,123)
8 Rentals	336,757	415,157	470,300	55,143
9 Interest Income	(96,235)	124,331	65,000	(59,331)
10 Total Non-Operating Revenues	3,139,665	2,509,011	1,082,700	(1,426,311)
11 Total Revenues	13,068,077	18,451,473	17,200,500	(1,250,973)
12 Operating Expenses				
13 Salaries and Benefits				
14 Employee Salaries	5,872,762	8,148,197	8,144,500	(3,697)
15 Employee Overtime	1,690,618	1,656,738	1,300,000	(356,738)
16 Employee Benefits	1,871,833	2,412,819	2,497,000	84,181
17 PERS (Employer Paid)	878,758	1,427,679	1,500,000	72,321
18 PERS UAL	870,977	870,977	1,035,000	164,023
19 CalPERS Unfunded Liability (ADP)	1,000,000	552,307	-	(552,307)
20 Total Salaries and Benefits	9,435,213	12,217,754	11,941,500	(276,254)
21 Operations				
22 Utilities	235,355	341,011	316,300	(24,711)
23 Fleet Maintenance	100,693	266,611	180,000	(86,611)
24 Structures & Grounds	183,279	258,408	239,000	(19,408)
25 Dispatch Services	123,391	207,000	210,000	3,000
26 Communications Expense	47,895	98,400	100,000	1,600
27 Fuel & Fuel Facility	71,899	76,546	77,100	554
28 Emer Incident Meals & Misc	6,296	7,000	10,000	3,000
29 Total Operations	768,809	1,254,976	1,132,400	(122,576)
30 Materials & Equipment				
31 Equipment & Services	92,786	190,771	121,000	(69,771)
32 CSA Medical Expenses	113,701	142,044	157,900	15,856
33 Safety Equipment & PPE	63,381	117,718	131,000	13,282
34 Repairs & Maintenance	12,006	36,963	17,500	(19,463)
35 Supplies & Permits	15,109	25,849	21,000	(4,849)
36 Total Materials & Equipment	296,984	513,345	448,400	(134,716)



Rancho Santa Fe Fire Protection District

Budget Comparison

(Unaudited)

	YTD thru March 31, 2022	FY 22 Budget	PROPOSED FY 23 Budget	Difference
37 General & Administrative				
38 Professional Services	142,872	303,322	376,900	73,578
39 Professional Dev & Training	48,688	153,520	100,000	(53,520)
40 County Admin Costs	59	141,251	140,000	(1,251)
41 Liability Insurance	131,549	135,958	145,475	9,517
42 Memberships & Subscriptions	37,610	46,410	43,000	(3,410)
43 Miscellaneous Fees & Notices	22,247	33,360	47,000	13,640
44 Meetings & Special Events	14,431	22,322	15,000	(7,322)
45 Office Expenses	24,690	19,173	17,500	(1,673)
46 Total General & Administraion	422,145	855,317	884,875	29,558
47 Total Expenses	13,672,886	17,692,355	16,942,175	(819,951)
48 Net Income before Capital	\$ (604,809)	\$ 759,118	\$ 258,325	\$ (431,022)
49 Capital				
50 Capital - Facilities	36,584	75,000	670,000	(75,000)
51 Capital - Apparatus	738,361	710,000	445,000	(710,000)
52 Capital - Equipment	26,206	40,825	168,000	(40,825)
53 Capital - Vehicle	43,417	-	130,000	-
54 Depreciation Expense	842,533	1,123,377	-	(1,123,377)
55 Interfund transfer from Mitigation			(292,000)	
56 Total Capital	1,687,101	1,949,202	1,121,000	(1,949,202)
57 Net Income	\$ (2,291,910)	\$ (1,190,084)	\$ (862,675)	\$ 1,518,180

*YTD - Year to Date

Preliminary - does not include all year end adjustments

No assurance is provided on these financial statements.

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

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

Cash & Investments



March 31, 2022

(Unaudited)

Fund Type	Percentage	Description	Value	Current Reserve Balance
RESTRICTED FUND BALANCE				
Fire Mitigation Fees	100%	New Construction Assessment	\$ 1,427,011	\$ 1,427,011
CSA-17 ALS	100%	CSA 17 EMS Funding	\$ 203,953	\$ 203,953
COMMITTED FUND BALANCE				
Workers Comp/Wellness	100%	Value of Workers Compensation	\$ 890,675	\$ 890,675
Workers Comp/Wellness	100%	PASIS Deposit	\$ 592,581	\$ 592,581
Compensated Absence	100%	Value of Accrued Vacation & Sick	\$ 566,622	\$ 566,622
Budget Stabilization Fund	20%	Cover Budget Shortfall	\$ 17,692,355	\$ 3,538,471
ASSIGNED FUND BALANCE				
Earmarked for Pension		Funds for reduction of pension	\$	
Operating Reserve (Dry Yield)	50%	General Fund Operating Costs	\$ 17,692,355	\$ 8,846,178
UNASSIGNED FUND BALANCE				
		Cash Balance	\$	\$ 3,209,808
		Cash and Investments Total	\$	\$ 19,275,299

Reserve Fund Goals

The finance staff has been diligently working on a new chart of accounts and are preparing for a change in financial reporting that will align with the new governmental accounting software. During this process, staff has identified areas which could be improved upon. One such area is reserve fund goals. The Finance Committee and staff will be working together to set up a proposal for Board review of funding goals by combining long-term forecasting with reserve targets to manage the overall financial position.

The expenses that come from Reserved funds will be budgeted differently than General Fund expenditures and will follow specific replacement schedules.

(Continued next page)

Reserve Fund Goals *(Continued)*

Prioritize District Reserve Funds and establish targets for required funds such as:

- Contingency
- Uncompensated Leave
- Workers' Compensation
- Vehicle Replacement
- Capital Equipment
- Fixed Equipment
- Facilities Replacement/Renovation

Administrative Division

Responsible for all adjunct services that support fire personnel, as well as the District's citizens and businesses. Responsible for integrating the goals and objectives established by the Board of Directors and Fire Chief for all Divisions of the District; management of monetary and human resources; establishing department policies and procedures in accordance with state and local laws.



Highlights for Fiscal Year 2021/2022

- Human Resources - Completed audit of all personnel files
- Human Resources - Dedicated HR Staff
- Finance - Created a new Chart of Accounts
- Finance - Implementing a new finance system collaborating with other like agencies
- Finance - Implementing a new payroll and timekeeping system
- Finance - Implemented a Contract Management system
- Finance - Implementing an Electronic File Management System
- Finance - Created additional networking and learning opportunities by obtaining a spot on the Executive Board of AFSS (Administrative Fire Section Services, A Division of CalChiefs)

Goals for Fiscal Year 2022/2023

- Human Resource outreach to convey and encourage available benefit usage
- Create effective and efficient workflows between departments
- Create, revise and update current policies through collaboration with all divisions
- Complete implementation of new finance system
- Complete implementation and begin utilizing Electronic File Management System
- Create administrative training opportunities for floor staff for succession planning
- Increase participation in Local and Regional Fire Associations
- Transition District to paperless where possible
- Update the current Rancho Santa Fe Fire website
- Initiate a complete payroll audit

Prevention Division

Responsible for working with local businesses and private citizens to achieve a fire-safe community. This Bureau processes new building plans for adherence to the latest Fire Safe building codes. Fire Inspectors conduct site inspections for code compliance and provide resources to achieve a safe environment. Personnel conduct business inspections, perform safety preplans, and provide public education.



Highlights for Fiscal Year 2021/2022

- New inspection type added for Defensible Space Inspections – Assembly Bill 38 (AB-38)
- Created a new Fire Safe Council in Elfin Forest & Harmony Grove
- Continue to occupy an Executive Board seat for the San Diego County Fire Chiefs Association Fire Prevention Division
- Developed Citation Program
- Introduced updated fee ordinance
- Continuously working towards digitizing past plan reviews
- Completed approx. 1.8 million total square footage plan review

Goals for Fiscal Year 2022/2023

- Migrate toward digital plan review
- Complete the training of two fire investigators
- Compartmentalize contaminated gear and provide a safe environment in the staff vehicles
- Create/update processes to establish consistency and efficiency
- Provide new inspection software and incorporate a module for false fire alarm notifications

Operations Division

The most visible element of the department, as they are interacting with the public daily. Personnel respond to all 9-1-1 calls and are responsible for responding to and mitigating a wide variety of hazardous situations, including Emergency Medical Services, structural and wildland fires, automobile collisions, natural disasters, and rescues. Beyond emergency responses, Operations personnel are responsible for conducting many public events and outreach.



Highlights for Fiscal Year 2021/2022

- Elfin Forest Station 6 upgrade - completed phase 1 (gym)
- Completed Station 1 upgrades (gym/office spaces)
- Forecasted to prepare for solar upgrades at Stations 1, 2, 3 and 4
- Completed Type VI apparatus contract
- Further development of Peer Support group with District wide training and awareness
- Maintaining a more active social media presence
- Pending receipt of new VHF Radios to comply with communications guidelines from the State

Goals for Fiscal Year 2022/2023

- Elfin Forest Station 6 upgrade – complete remaining phases
 - Add additional bathrooms, relocate laundry room, upgrade kitchen, flooring and dorms
- Install solar at one (1) station (subsequent solar implementation in future fiscal years)
- Place new Type VI apparatus in service at Station 6
- Hiring of four additional Firefighter/Paramedics to fill current vacancies
- Orient new Battalion Chief hired June 1, 2022
- Assess HVAC issues at all Fire Stations

Training Division

Training is an essential function of the District. The hazards of modern construction design, new suppression methods and technologies, and advancements in emergency medical field care require an engaged and high functioning training division that can plan and implement routine training while introducing new progressive concepts.



Highlights for Fiscal Year 2021/2022

- Elfin Forest property obtained and utilized by multiple crews for training in forcible entry, rescue and ventilation techniques
- Participated in Multi-Agency Mass Casualty Drill simulating command & control, rescue and EMS
- Joined Cal-JAC to assist in the development and training of all ranks

Goals for Fiscal Year 2022/2023

- Training Facility Upgrade
 - Live Fire Training Containers
 - Additional Confined Space Prop
 - Modification of Ventilation Prop
- Specialized Training
 - Host Promotional Courses
 - Renewing committee rosters and roles
 - Area familiarization as it pertains to district target hazards
 - Over the side/high & low angle rescue training
 - Captains Academy
 - RT130 Refresher



Acknowledgments

This budget would not have been possible without the help of the following individuals/teams:

Fire Chief Dave McQuead

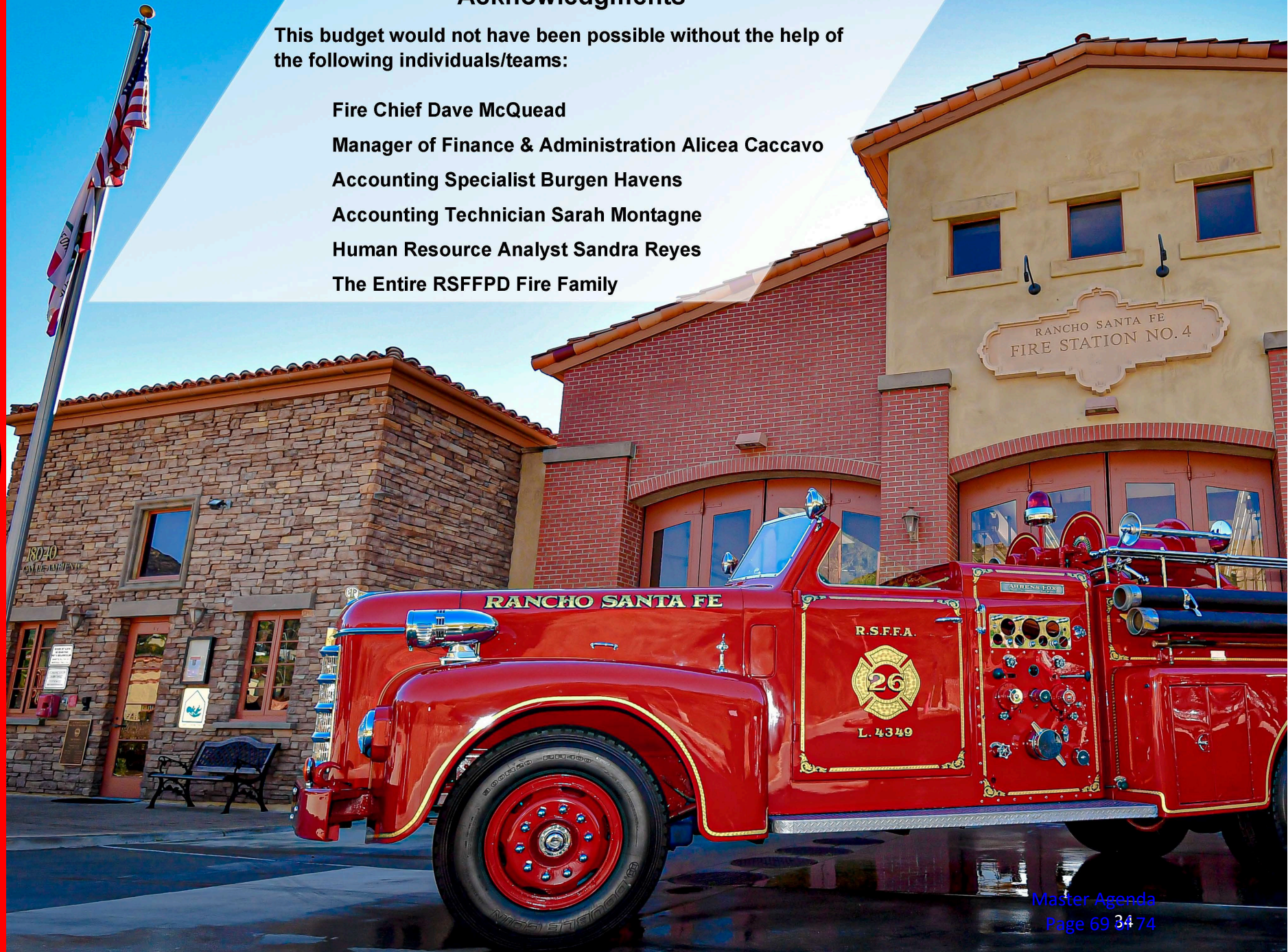
Manager of Finance & Administration Alicea Caccavo

Accounting Specialist Burgen Havens

Accounting Technician Sarah Montagne

Human Resource Analyst Sandra Reyes

The Entire RSFFPD Fire Family



RESOLUTION No. 2022-18

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT TO ADOPT A CAPITAL IMPROVEMENT PLAN FOR THE USE OF FIRE MITIGATION FEE REVENUE

WHEREAS, the Rancho Santa Fe Fire Protection District (District), imposes a mitigation fee pursuant to California Government Code Section 66000, et seq. (Mitigation Fee Act) and Chapter 3 of Division 10 of Title 8 (commencing with Section 810.301) of the San Diego County Code of Regulatory Ordinances (Fire Mitigation Fee Ordinance);

WHEREAS, pursuant to Section 66002 of the Mitigation Fee Act, the governing body of a local agency that levies a mitigation fee may adopt a capital improvement plan, which shall be adopted by and annually updated by a resolution at a noticed public hearing;

WHEREAS, the County’s Fire Mitigation Fee (FMF) Ordinance requires that fire agencies participating in the FMF Program adopt a five-year Capital Improvement Plan indicating the approximate location, size, time of availability, and cost estimates for long-term fire protection facilities and equipment (Facilities) to be financed with the FMF revenue; and

WHEREAS, notice of the hearing to update the District’s Capital Improvement Plan was given, as required by law, as shown by the affidavit of publication on file herein.

NOW, THEREFORE, BE IT RESOLVED THAT the five-year Capital Improvement Plan for use of Fire Mitigation Fee revenue within the District is as follows:

Previously Approved Projects by the Fire Mitigation Committee:

PROJECT #1: FY 21/22 – PROJECT COMPLETED FY 21/22

TYPE I ENGINE (40% FMF Funding)

\$284,000

FMF Committee approved – FY 21

Estimated Cost	FMF %	Amount	Gen. Fund	Amount
\$710,000	40%	\$284,000	60%	\$426,000

Justification: When the Fire District reorganized with CSA 107, it inherited (2) older Type I engines. Both units have since been removed from service and sold due to long term maintenance and usability issues. Fire station 6 is currently using a Type I engine that came from RSF’s reserve fleet. The proposal calls for early replacement of the Type I Engine located at Fire Station 1; and then moving that engine to Fire Station 6. In doing so, it takes an engine from a busier fire station that is 11 years old, and places it at slower station. This will extend that unit’s service life by many years. This proposal will better serve the residents within the Fire District while maximizing efficiencies of equipment.

Nexus to Growth: District call volume has increased substantially over the past 10 years placing additional strain on current resources. Demand for emergency service continues to trend up at rates of up to 10% per year. The demand for service is a direct result of growth within the district.

PROJECT #2: FY 21/22 – PROJECT IN PROGRESS FY 21/22 – FY 22/23

FIRE STATION 6 IMPROVEMENTS (70%)

\$150,000

FMF Committee APPROVED – FY 17/18

Estimated Cost	FMF %	Amount	Gen. Fund	Amount
\$214,286	70%	\$150,000	30%	64,286

Justification: RSF Fire Station 6 was absorbed into the fire district with the reorganization with CSA 107. Our long-term plan will call for eventual station replacement FY 32/33. This improvement project includes upgrades to the Captain’s dormitory, Engineer’s dormitory, kitchen, separating the attic mezzanine from the living space, and gym.

Nexus to Growth: With the addition of career staffing, improvements are needed to ensure the station meets the needs of fulltime crews to serve the community. Growth combined with fulltime staffing at a fire station designed for an all-volunteer station provides the justification for this request.

PROJECT # 3: FY 21/22 – PROJECT COMPLETED FY 20/21.

TRAINING TOWER IMPROVEMENTS – OPERATIONS (85%)

\$88,235

FMF Committee APPROVED – FY 19/20

Estimated Cost	FMF %	Amount	Gen. Fund	Amount
\$176,471	50%	\$88,235	50%	\$88,235

Justification: The addition of two (2) career fire stations and an authorized roster of twenty-five (25) volunteers has caused a significant increase in the use of the training tower and grounds. The additional use has led to additional wear and tear, and replacement of damaged items. Additionally, new improvements are required to maintain safety standards.

Nexus to Growth: The addition of fifteen (15) fulltime firefighters and twenty-five (25) volunteer fire fighters is a direct result of growth. The 50% cost represents a prorated share for non-maintenance improvements to maintain safety standards.

Project #4: FY 23/24. – PROJECT IN PROGRESS FY 22/23.

Type 6 Fire Engine – Operations (85%)

\$382,500

FMF Committee APPROVED – FY 19/20

Estimated Cost	FMF %	Amount	Gen. Fund	Amount
\$450,000	85%	\$382,500,	15%	\$61,765

Justification: A Type VI fire engine is an excellent tool for initial attack and tactical patrol type operations given the topographical features in the district. In the winter months, this unit is planned to carry specialized equipment to handle swift water emergencies. The cost includes equipment and radios.

Nexus to Growth: Due to the growth of homes in the wildland interface area, the need for a highly maneuverable, quick attack vehicle is needed.

Project #5: FY 24/25

New Vehicle – Fire Prevention (85%)

\$60,010

FMF Committee APPROVED – FY 19/20

Estimated Cost	FMF %	Amount	Gen. Fund	Amount
\$70,600	85%	\$60,010	15%	\$10,590

Justification: The Fire District added an additional Fire Inspector I position due to increased construction activity and defensible space inspections. This position requires a vehicle to complete their daily tasks. The cost of the vehicle includes radio(s) and various other up-fitting.

Nexus to Growth: Growth within the district was the sole driving factor for the additional inspector.

Project #6: FY 26/27

Water Tender – Operations (40%)

\$180,000

FMF Committee APPROVED – FY 19/20

Estimated Cost	FMF %	Amount	Gen. Fund	Amount
\$450,000	40%	\$180,000	60%	\$270,000

Justification: The District currently has one (1) water tender which has seen a dramatic increase in use over the past 5-8 years. The current front line Water Tender was inherited from the CSA 107 merger and while in good shape; lacks many of the desired features of a modern tactical water tender. The proposal is to purchase a new modern tactical water tender at a proportional share to replace the current the front line water tender; the older water tender would be placed in ready reserve at Fire station 4.

Nexus to Growth: Due to the growth of homes and population in the wildland interface area, combined with the increased response to wildland fires both in district and to assist our neighboring agencies, the proposal is to use 40% fire mitigation fees for the purchase of a new Water Tender.

PROPOSED Project #7: FY 22/23

Prevention Office Space Remodel - Prevention

Governance approval pending

\$100,000

Estimated Cost	FMF %	Amount	Gen. Fund	Amount
\$125,000	80%	100,000	20%	\$25,000

Justification: The project is to reconfigure the current open floor plan fire prevention space into a more desirable layout, provide additional plan storage, deliver better workflow, and provide a designated area for digital plan review tables. The projects includes the software and equipment to move to digital plan review.

Nexus to Growth: Over the last three decades, the fire prevention bureau has grown from two (2) authorized positions to five (5) fulltime positions and up to two (2) part-time positions on staff at any given time. The administrative staff has also increased; this has made work space a premium. This is entirely due to growth of the district. Digital plan review is today’s technology which will enhance efficiencies and our turnaround times as we continue to work with architects, landscape architects, and

the County of San Diego building department. We are always seeking ways to improve the overall work process required to keep up with the demand for service. The increased demand is fully related to growth of the district.

PROPOSED PROJECT #8: FY 32/33

FIRE STATION 6 REPLACEMENT – OPERATIONS (70% FMF FUNDING)

\$4,200,000.00

Governance approval Pending

Estimated Cost	FMF %	Amount	Gen. Fund	Amount
\$7,000,000.00	60%	\$4,200,000.00	40%	\$2,800,000.00

Justification: The Volunteer Fire Station 6 was deeded to the RSFFPD during the reorganization with CSA 107. The existing structure is a metal butler building known to be a boat repair business in years past and not intended to be a formal fire station. The existing butler building is approx. 8,500 square feet and became home to the Elfin Forest/ Harmony Grove Volunteer Fire Station in 1980’s. The interior of the butler building has undergone numerous tentative improvements over the past 30+ years to meet their needs. Our long-term plan requires a complete fire station replacement in FY32/33 or sooner pending funding.

Nexus to Growth: Growth within the northern portion of our fire district along with the addition to fulltime paid career firefighters at Fire Station 6 is the nexus. The existing application of the metal butler building was never designed to be a formal fire station and needs to be replaced. Fire Station 6 has a long history of being a community meeting center for the Elfin Forest Town Council, The Elfin Forest/ Harmony Grove Fire Safe Council and community events. The new station will be designed with a community room to continue the tradition.

PASSED AND ADOPTED at a special meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on June 8, 2022 by the following vote:

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

JAMES H ASHCRAFT
President

ATTEST:

Alicea Caccavo
Secretary

Capital Expenditures						
	Description	Support	Committee Approved/ Pending	FY	% of Funding	Est. \$\$
Fiscal Year 2021/2022						
Equipment	No Proposed Expenditures					
Facility	RSF Station 6 Improvements	Operations	Approved	17/18	70%	150,000
	Training Tower Improvements	Operations ©	Approved	19/20	50%	88,235
Vehicles	Type I Fire Engine	Operations ©	Approved	20/21	40%	284,000
Fiscal Year 2022/2023						
Equipment	No Proposed Expenditures					
Facility	Prevention Space - Remodel	Administration	Pending		80%	100,000
Vehicles	Type 6 Fire Engine	Operations	Approved	19/20	85%	382,500
Fiscal Year 2023/2024						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	No Proposed Expenditures					
Fiscal Year 2024/2025						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	New Vehicle	Prevention	Approved	19/20	85%	60,010
Fiscal Year 2025/2026						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	No Proposed Expenditures					
Fiscal Year 2026/2027						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	Water Tender	Operations	Approved	19/20	40%	180,000
Fiscal Year 2028/2029						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	No Proposed Expenditures					
Fiscal Year 2032/2033						
Equipment	No Proposed Expenditures					
Facility	RSF Station 6 Replacement	Operations	Pending		60%	4,200,000
Vehicles	No Proposed Expenditures					