



## 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

August 25, 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](mailto:caccavo@rsf-fire.org) and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item as well as your comments. If you would like the comment to be read out loud at the meeting (not to exceed five minutes), please write "Read Out Loud at Meeting" at the top of the email. All comments received by 11:00 am will be emailed to the Board of Directors and included as "Supplemental Information" on the District's website prior to the meeting. Any comments received after 11:00 am will be added to the record and shared with the members of the Board at the meeting.

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

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

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



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

August 25, 2022

Call to Order

Pledge of Allegiance

Roll Call

### 1. Special Presentations

#### a. San Diego Regional Fire Foundation (SDRFF) Grant

Presentation of \$3,000 donation towards the District's mental wellness. [Staff Report 22-08](#)

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

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

### 3. Consent Calendar

#### a) Board of Directors Minutes

##### i) Board of Directors minutes of July 2022

ACTION REQUESTED: **Approve**

#### b) Receive and File

##### i) Monthly/Quarterly Reports

(1) List of Demands Check 35241 through 35361, Electronic File Transfers (EFT), and Wire Transfer(s) for the period July 1 – 31 totaling: \$

742,043.44

Wire Transfer(s) period July 1 – 31

\$1,104,407.42

Payroll for the period July 1 – 31

\$ 695,665.78

TOTAL DISTRIBUTION

\$2,542,116.64

(2) Financial Statements month end June 30, 2022

(3) Grant Re-cap

(4) Activity Reports – July 2022

(a) Operations

(b) Training

(c) Fire Prevention - None

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

(i) None

ACTION REQUESTED: **Informational Only**



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

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c) Sale of Assets

To review the previous sale of staff vehicle (No. 1481) deemed as surplus which was sold on July 18th. [Staff Report 22-09](#)

ACTION REQUESTED: **Accept previous sale and disposal of staff vehicle**

4. Public Comment

5. Public Hearing

a. Final Budget Fiscal Year 2022/2023

To call for any taxpayer to appear and be heard regarding the increase, decrease or omission of any budget item, or for the inclusion of additional items prior to adoption by the Board of Directors

ACTION REQUESTED: **Public input**

6. Old Business

a. Final Budget FY 2022/23

To discuss and/or approve Final Budget [Final Budget Booklet](#)

ACTION REQUESTED: **Approve**

b. CalPERS Funding Status Target

To discuss and/or authorize a percentage target for CalPERS Safety and Miscellaneous Plans. [Staff Report 22-10, Exhibit A](#)

ACTION REQUESTED: **Approve target funding status**

7. New Business

a. Acceptance of Grant Funds

To acknowledge and accept receipt of the donation from the Rancho Santa Fe Fire District Foundation for \$50,000 for purchase of a set of Hurst E-Hydraulic Extrication Tools. [Staff Report 22-11](#)

ACTION REQUESTED: **Acknowledge receipt of the donations and proceed with expenditures**

b. Authorize Purchase of Apparatus

To discuss and/or authorize the Fire Chief to purchase one (1) Rescue All-Terrain Vehicle and transport trailer for Station #6. [Staff Report 22-12](#)

ACTION REQUESTED: **Authorize Fire Chief to execute purchase**

8. Resolution/Ordinance

a. Resolution No. 2022-20

To discuss and/or adopt resolution 2022-20 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Amending the Fair Political Practices Commission's Standard Conflict of Interest Code and Candidate Disclosure Statement and Repealing Resolution No. 2018-13. [Staff Report 22-13](#)

ACTION REQUESTED: **Adopt**



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

August 25, 2022

b. Resolution No. 2022-21

To discuss and/or adopt Resolution No. 2022-21 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Classifying the Various Components of Fund Balance as Defined in Governmental Accounting Standards Board Statement No. 54 and Establishing a Reserve Balance Guideline for the Fiscal Year 2022/2023. [Exhibit A](#)

ACTION REQUESTED: **Adopt**

c. Resolution No. 2022-22

To discuss and/or adopt Resolution No. 2022-22 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Final Budget for Fiscal Year 2022/2023.

ACTION REQUESTED: **Adopt**

9. Oral Report

- a. Fire Chief
- b. Operations
- c. Training
- d. Fire Prevention
- e. Finance/Human Resources/Clerk of the Board
- f. Board of Directors
  - i) North County Dispatch JPA – Update
  - ii) County Service Area – 17 – Update
  - iii) Director Comments

10. Closed Session

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:  
CONFERENCE WITH LABOR NEGOTIATORS  
Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff  
Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349  
Represented Employees: Rancho Santa Fe Miscellaneous Employees  
Unrepresented Employees: Deputy Chief, Battalion Chiefs (4), Manager, Finance & Administration, Fire Marshal  
Under Negotiation: Side Letter/ Addendum Memorandum of Understanding and/or Compensation Resolution

11. Adjournment

The next regular meeting Board of Directors meeting to be September 21, 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**

**August 25, 2022**

## **CERTIFICATION OF POSTING**

I certify that on August 22, 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 August 22, 2022

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

Alicea Caccavo  
Clerk of the Board

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# STAFF REPORT

NO. 22-08

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**TO:** BOARD OF DIRECTORS  
**FROM:** DAVE MCQUEAD, FIRE CHIEF  
**SUBJECT:** SAN DIEGO REGIONAL FIRE FOUNDATION DONATION  
**DATE:** AUGUST 19, 2022

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## RECOMMENDATION:

Staff recommends the Board accept the grant in the amount of \$3,000.00 from the San Diego Regional Fire Foundation (SDRFF).

## BACKGROUND:

The San Diego Regional Fire Foundation is an amazing organization that works closely with numerous agencies, including the Rancho Santa Fe Fire Protection District, to help find funding for priority projects. In December of 2020, the SDRFF worked collaboratively with the Fire District to purchase E-Hydraulic extrication tools for RSF Station 6.

The Fire District did submit two separate grant projects for 2022. Project #1 is to purchase another set of E-hydraulic extrication tools for RSF Station 1. Project #2 is to purchase new brush jackets for all suppression personnel.

## CURRENT SITUATION:

San Diego Regional Fire Foundation representative, Joan Jones notified the Fire District on July 3, 2022, that an anonymous donor gave a specific donation of \$3,000.00 towards the Fire District's mental wellness program. This specific funding will allow Fire District personnel to attend mental wellness sessions when needed.

# Rancho Santa Fe Fire Protection District

## Regular Board of Directors Meeting

### Minutes July 20, 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 1:00 pm.

#### ***Pledge of Allegiance***

Retired Fire Chief Frank Twohy led the assembly in the Pledge of Allegiance.

#### **Roll Call**

Directors Present: Ashcraft, Malin, Hillgren

Directors via Zoom: Tanner

Directors Absent: Stine

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Fire Marshal Marlene Donner; Battalion Chief Jim Mickelson; and Battalion Chief Cole Thompson

Staff via Zoom: Manager, Finance & Administration/Board Clerk Alicea Caccavo

#### **1. Consent Calendar**

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

##### **a) Board of Directors Minutes**

i) Board of Directors minutes of June 8, 2022

##### **b) Receive and File**

i) Monthly/Quarterly Reports

(1) List of Demands Check 35132 thru 35240, Electronic File Transfers (EFT), and Wire Transfer(s) for the period June 1 – 30 totaling:	\$ 312,836.53
Wire Transfer(s) period June 1 – 30	\$ 330,687.22
Payroll for the period June 1 – 30	\$ <u>685,256.51</u>
TOTAL DISTRIBUTION	\$1,328,780.26

(2) Activity Reports – June 2021

(a) Operations

(b) Training

(c) Fire Prevention

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

(i) **None**

#### **2. Public Comment**

None

#### **3. Resolutions**

##### **a. Resolution No. 2022-19**

To discuss and/or adopt a resolution entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency, Ratifying The Proclamation Of A State Of Emergency By Governor Newsom's Order Dated March 4, 2020 And Authorizing Remote Teleconference Meetings Of The

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes July 20, 2022



Legislative Bodies Of The Rancho Santa Fe Fire Protection District For The Period Of July 20, 2022 To August 19, 2022 Pursuant To Brown Act Provisions

**Manager Caccavo reported that resolution was not ratified during the 30-day period, this Resolution establishes the ability to meet via teleconference.**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to adopt the Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency, Ratifying The Proclamation Of A State Of Emergency By Governor Newsom's Order Dated March 4, 2020 And Authorizing Remote Teleconference Meetings Of The Legislative Bodies Of The Rancho Santa Fe Fire Protection District For The Period Of July 20, 2022 To August 19, 2022 Pursuant To Brown Act Provisions.

4. **Old Business**

a. **Preliminary Budget for FY 22/23 - Update**

**Manager Caccavo reported on the adjustments made since the last approved preliminary budget.**

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the Preliminary Budget for FY22/23 and set up the public hearing for the regularly scheduled meeting for the final budget at the August 25, 2022, board meeting.

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

5. **New Business**

a. **CalPERS Funding Status Target**

To discuss and/or authorize a percentage target for CalPERS Safety and Miscellaneous Plans.

**Director Malin reported that the Finance Committee would like for the Board to annually agree on a funding status for the CalPERS plans. Topic tabled to next board meeting on August 25, 2022.**

b. **Sale of Assets**

To discuss and/or authorize the sale of vehicle ID #1282 deemed as surplus.

**This staff report was informational only and the Board had already approved the sale.**

**Fire Chief reported that our process has changed to sell vehicles at a public bid website. Staff will now bring Staff Reports detailing the vehicle and the value; once it is sold it will be put on the consent calendar.**

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the new process of Sale of Assets.

6. **Oral Report**

a. **Fire Chief:**

**The district will now be moving from Zoom to Microsoft Teams for video conferencing. Fire Chief and Manager Caccavo attended the California Special Districts Association (CSDA) Leadership Conference; topics included wildland fires and the impact they have had on homeowners' insurance. June 26<sup>th</sup> the district attended the Fourth of July parade in Elfin Forest; seats on the antique engine were sold for donations to the RSF Fire District Foundation. Met with RSF Association to see how they can collaborate and work well together. Engines attended the Rancho Santa Fe Fourth of July on the fourth. Met with Chris Sichel, of the RSF Foundation, to collaborate on Station 6. Presented an appreciation award to Tom Ralph for all his support through the years.**

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b. Operations:

*Deputy Chief Slattery reported that Huesias, Bennet, Thompson, Carranza, Hernandez and Nelson, has come off probation. Welcomed Jim Mickelson to his first board meeting. Four firefighter/paramedics will be starting the academy on 8/16/2022. Two promotions for Engineer on 9/1: Cloyd & O'Connor. Call volume was 371 for the month of June: 218 medical, 74 fire related and the rest were miscellaneous. Fuel moistures slightly lower. Chief Slattery presented some pictures from recent incidents. 6 employees total with Covid, all returned to work except for one.*

c. Training

*Battalion Chief Thompson reported units sent to Chula Vista for training. Retired Engineer Haskin's niece collaborated with the district, producing a mental health awareness lecture and program. Engineer Elkins participated in the Demolition Derby at the San Diego Fair; and the district participated in a fire prop for the public also. Researching the Anaheim's training facility for options for our facility.*

d. Fire Prevention

*Fire Marshal Donner reported that the City of San Marcos and our district were awarded a grant of \$300,000 for defensible space, roadway clearance, and state responsibility areas. The Lakes are going to apply to be a fire wise community. The Inn has submitted the old tentative map for condo conversion. Met with Elfin Forest residents to discuss large animal evacuations. Conducted 158 plan reviews and 64 construction inspections.*

e. Finance/Human Resources/Clerk of the Board

*Manager Caccavo reported recruiting for an Office Support Coordinator. Elections are coming up for Directors Stine and Tanner in November.*

c) Board of Directors

i) North County Dispatch JPA – **Next meeting 8/24/2022.**

ii) County Service Area – 17 – **Next meeting 8/2/2022.**

iii) Director Comments:

Ashcraft: **Welcomed Chief Mickelson to the District.**

Malin: **None**

Hillgren: **Welcome Chief Mickelson to the District. The district reported on an irrigation leak on the Los Colinas trail.**

Tanner: **Father passed away just recently.**

7. Adjournment

*Meeting adjourned at 2:24pm*

Alicea Caccavo  
Board Clerk

James H. Ashcraft  
Board President

Check No.	Amount	Vendor	Purpose
35241	\$699.00	A to Z Plumbing Inc	Building: RSF1
35242	\$704.48	American Medical Response Inc	CSA-17 Contract
35243	\$1,524.75	AT&T Calnet 2/3	Utilities: Admin, RSF1, RSF2, RSF3, RSF4, RSF6
35244	\$1,258.00	California's Own Native Landscape Design	Landscaping: RSF6
35245	\$446.18	EDCO Waste & Recycling Inc	Trash: RSF5, RSF6
35246	\$3,525.00	Engineered Mechanical Services Inc	Building: Admin, RSF1, RSF2, RSF3, RSF4, RSF5, RSF6
35247	\$910.92	Spot on Stitching	Uniforms: Safety Personnel
35248	\$2,404.98	Fire ETC Inc	Apparatus
35249	\$1,935.00	Fitch Law Firm Inc	Legal Services
35251	\$374.48	Konica Minolta Business Inc	Copier Maintenance Contract
35252	\$819.30	Napa Auto Parts Inc	Apparatus
35253	\$114.80	Nationwide Medical Surgical Inc	CSA-17 Contract
35254	\$386.32	NCDJPA	CalCard Rebate
35255	\$27,261.75	North County EVS Inc	Apparatus: Repair
35256	\$199.38	Olivenhain Municipal Water District	Utilities: RSF3
35257	\$565.94	Parkhouse Tire, Inc.	Apparatus
35258	\$5,000.00	Pun Group	Accounting - Audit Services
35259	\$323.06	Rincon Del Diablo Municipal Water Di	Utilities: RSF5
35260	\$1,342.00	Robert Half International	Temporary Labor
35261	\$1,235.71	SC Commercial LLC	Fuel: Gasoline & Diesel
35264	\$12,742.97	U S Bank Corporate Payment System	Cal-Card/IMPAC program
35265	\$1,699.73	United Imaging	Office Supplies
35266	\$2,060.76	Waste Management Inc	Utilities: RSF1, RSF3, RSF4, RSF Assn - Patrol, NCDJPA Rebill
35267	\$7,500.00	WinTech Computer Services	Consulting Services
35268	\$225.00	AFSS - Southern Division	Subscriptions
35269	\$12,495.00	Air Control Systems, Inc.	Building: RSF1
35271	\$531.00	APCD	Permit: Class B License
35272	\$458.84	AT&T	Utities: RSF1, RSF2, RSF3, RSF5, RSF6
35273	\$10,523.02	Auditor and Controller	LAFCO
35274	\$131,127.00	Business Owner's Ins Agency	Commercial - Liability - Auto Coverage
35275	\$596.00	CalPERS Conference	Admin - Local Conf/Seminars
35276	\$1,930.42	CDW Government Inc.	Computer
35277	\$41.37	Charter Communications Holdings, LLC	Utilities: RSF4
35278	\$2,370.00	Cielo Village Partners LP	Building: Admin
35279	\$552.23	Cox Communications	Utilities: RSF5
35280	\$199.98	CrewSense, LLC	Scheduling (Crewsense) Maintenance

<b>Check No.</b>	<b>Amount</b>	<b>Vendor</b>	<b>Purpose</b>
35281	\$125.86	Dish	Utilities: RSF6
35282	\$202.71	Entenmann-Rovin Co Inc.	Uniforms: Safety Personnel
35283	\$750.00	Fire Dist. Association of CA	Subscriptions
35284	\$394.38	Fire ETC Inc	Uniforms: Safety Personnel
35285	\$5,072.89	Guardian Life Insurance Co	Medical Insurance; Med/Dental - Retiree-Former Employees
35286	\$525.00	K & M Pest Solutions	Building: Admin, RSF1, RSF2, RSF3, RSF4, RSF5, RSF6
35287	\$94.70	Nationwide Medical Surgical Inc	CSA-17 Contract
35288	\$302.70	Pitney Bowes Inc	Office Supplies
35289	\$179.50	Race Telecommunications, Inc	Utilities: RSF1
35290	\$1,342.00	Robert Half International	Temporary Labor
35291	\$1,073.60	Robert Half International	Temporary Labor
35292	\$120.00	RSF Mail Delivery Solutions	Office Supplies
35293	\$50.00	RSF Security Inc	Utilities: RSF5
35294	\$361.90	San Diego Union-Tribune	Advertising
35295	\$6,197.47	SC Commercial LLC	Fuel: Gasoline & Diesel
35296	\$2,645.05	SDG&E	Utilities: RSF3
35297	\$400.00	Streamline	Website Redesign
35298	\$6,400.00	TargetSolutionsLearning LLC	Subscriptions
35299	\$695.18	TPX	Utilities: Admin
35300	\$364.00	U S Postal Service - Postmaster	Office Supplies
35301	\$289.92	Waste Management Inc	Utilities: RSF2
35302	\$209,525.00	City of San Marcos	Workers' Compensation
35303	\$130.98	Airgas Inc	SCBA
35304	\$1,077.88	AT&T Calnet 2/3	Utilities: RSF2, RSF3, RSF4
35305	\$10,484.60	Liebert Cassidy Whitmore	Legal Services
35306	\$427.12	Olivenhain Municipal Water District	Utilities: RSF6
35307	\$3,485.00	Scott Davis	Programming - Computer & Software PR
35308	\$215.05	AT&T	Utilities: RSF5
35309	\$1,078.04	AT&T Calnet 2/3	Utilities: RSF2, RSF3, RSF4
35310	\$193.80	CDW Government Inc.	Computer
35311	\$442.22	Charter Communications Holdings, LLC	Utilities: Admin
35312	\$279.67	Cintas Corporation No 2	SCBA
35313	\$1,280.49	Compressed Air Specialties Inc	SCBA
35314	\$59.23	Griffin Hardware Co.	Building: RSF2
35315	\$170.00	Hanna Plumbing & Supply	Building: RSF4
35316	\$838.55	Home Depot, Inc	Building: RSF1, RSF5, RSF6; Apparatus; Radio Repair/Replace

Check No.	Amount	Vendor	Purpose
35317	\$3,250.00	Integrity Data	Subscriptions
35318	\$300.00	Mickelson, Jim	CSA-17 Contract
35319	\$114.00	Nationwide Medical Surgical Inc	CSA-17 Contract
35320	\$405.48	Pitney Bowes Inc	Office Supplies
35321	\$1,032.20	Rincon Del Diablo Municipal Water Di	Utilities: RSF5
35322	\$624.00	RSF Security Inc	Utilities: Admin
35323	\$3,951.15	SC Commercial LLC	Fuel: Gasoline & Diesel
35324	\$12,072.90	SDG&E	Utilities: Admin, RSF1, RSF2, RSF4
35325	\$583.00	Society for Human Resource Mgmt	Subscriptions
35326	\$21.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
35327	\$740.00	Accme Janitorial Service Inc	Building: Admin
35328	\$9,431.22	Eide Bailly LLP	Consulting Services - Financial
35329	\$43,173.76	Motorola Solutions Inc	CSA-17 Contract; SHSGP Motorola Radios
35330	\$440.00	Schmid, Brian	Education/Training Reimbursement
35331	\$128.00	State of CA Dept of Justice	Background Investigation
35332	\$250.00	A to Z Plumbing Inc	Building: RSF1
35333	\$346.50	Across the Street Productions	Subscriptions
35334	\$280.00	Air Control Systems, Inc.	Building RSF1
35335	\$1,199.88	American Medical Response Inc	CSA-17 Contract
35336	\$218.15	AT&T	Utilities: RSF1, RSF3, RSF3
35337	\$391.88	AT&T Calnet 2/3	Utilities: Admin, RSF2, RSF4
35338	\$2,370.00	Cielo Village Partners LP	Building: Admin
35339	\$3,375.00	Concentra	Wellness Services
35340	\$408.00	Dependable Alarm Systems Inc	Utilities: RSF4
35341	\$1,178.19	Discount Tire	Apparatus
35342	\$135.86	Dish	Utilities: RSF6
35343	\$8,354.00	First Arriving, LLC	First Arriving LLC
35344	\$130.73	Griffin Hardware Co.	Apparatus; Furnishings
35345	\$4,883.60	Guardian Life Insurance Co	Medical/Dental Insurance; Med/Dental - Retirees/Former Employees
35346	\$80.15	Henley Pacific LA LLC (Valvoline)	Apparatus: Scheduled
35347	\$1,542.64	JG Communications	Building: RSF1
35348	\$1,990.48	Lincoln National Life Ins Co	Life Insurance/EAP
35349	\$240.07	Napa Auto Parts Inc	Apparatus
35350	\$1,416.01	Olivenhain Municipal Water District	Utilities: RSF2, RSF4
35351	\$1,379.18	Parkhouse Tire, Inc.	Apparatus
35352	\$100,000.00	Rancho Santa Fe Fire Protection Dist	Interfund Transfer to Workers' Comp account



## Rancho Santa Fe Fire Protection District

## List of Demands - July 2022

35353	\$687.78	Robert Half International
35354	\$1,342.00	Robert Half International
35355	\$50.00	RSF Security Inc
35356	\$150.00	San Diego Chapter CSDA
35357	\$2,460.20	SC Commercial LLC
35358	\$100.00	SDCFCA
35359	\$150.00	SDCFCA - FPO Section
35360	\$50.00	SDCTOA
35361	\$2,189.70	Verizon Wireless
EFT	\$390.00	Krueger, Trever
	\$34,676.88	Various
	<b>\$742,043.44</b>	

Temporary Labor  
 Temporary Labor  
 Utilities: RSF5  
 Subscriptions  
 Fuel: Gasoline & Diesel  
 Subscriptions  
 Subscriptions  
 Subscriptions  
 Cellular - Telephone; CSA-17 Contract  
 Education/Training Reimbursement  
 Medical Reimbursements

ACH Transfer	\$71,108.33	CalPERS July Health
ACH Transfer	\$71,222.79	CalPERS August Health
ACH Transfer	\$3,708.30	CalPERS FY23 Survivor Benefits
ACH Transfer	\$958,368.00	CalPERS Unfunded Liability (ADP)
<b>Subtotal</b>	<b>\$1,104,407.42</b>	

7/15/2022	\$268,565.47	Payroll
	\$5,165.39	Vacation Buyback
	\$36,907.00	Management Incentive Pay
7/31/2022	\$385,027.92	Payroll
<b>Subtotal</b>	<b>\$695,665.78</b>	

RSFFPD  
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 RSFFPD  
 RSFFPD

<b>Total</b>	<b>\$2,542,116.64</b>
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**Rancho Santa Fe Fire Protection District**  
**Statement of Revenues and Expenses**  
**For the Period Ending June 30, 2022**  
**(Unaudited-Results do not include year-end adjustments)**

	YTD	Budget	YTD %
1 Operating Revenues	\$ 16,140,820	\$ 15,942,462	101%
2 Non-Operating Revenues	4,276,114	2,509,011	170%
3 Total Revenues	20,416,934	18,451,473	111%
4 Salaries & Benefits	\$ 15,445,274	\$ 15,068,717	102%
5 Operations	1,207,681	1,254,976	96%
6 Materials & Equipment	435,600	513,345	85%
7 General & Administraion	762,870	855,317	89%
8 Capital	1,708,812	1,949,202	88%
9 Total Expenses	19,560,238	19,641,557	100%
10 Net Income	\$ 856,696	\$ (1,190,084)	

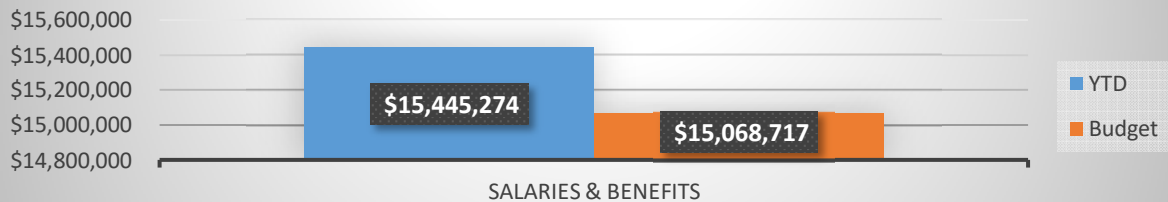
*Preliminary - does not include all year end adjustments*

*No assurance is provided on these financial statements.*

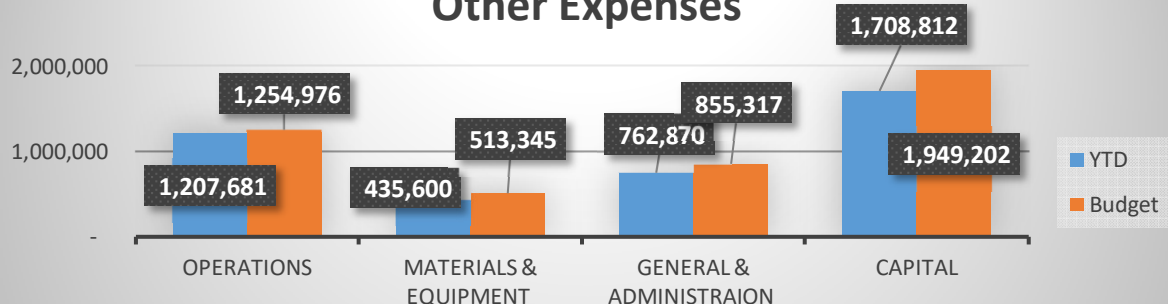
*The financial statements do not include a statement of cash flows.*

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### Salaries & Benefits



### Other Expenses





**Rancho Santa Fe Fire Protection District**  
**Detail Statement of Revenues and Expenses**  
**For the Period Ending June 30, 2022**  
**(Unaudited-Results do not include year-end adjustments)**

		YTD	Budget	YTD 100%
1	<b>Operating Revenues</b>			
2	Property Taxes	\$ 15,708,647	\$ 15,527,801	101%
3	Joint Facilities Community Agreement	432,173	414,661	104%
4	<b>Total Operating Revenues</b>	<b>16,140,820</b>	<b>15,942,462</b>	<b>101%</b>
5	<b>Non-Operating Revenues</b>			
6	Reimbursements, Grants & Other Revenue	3,896,605	1,969,523	198%
7	Rentals	431,891	415,157	104%
8	Interest Income	(52,382)	124,331	-42%
9	<b>Total Non-Operating Revenues</b>	<b>4,276,114</b>	<b>2,509,011</b>	<b>170%</b>
10	<b>Total Revenues</b>	<b>20,416,934</b>	<b>18,451,473</b>	<b>111%</b>
11	<b>Operating Expenses</b>			
12	<b>Salaries and Benefits</b>			
13	Employee Salaries	8,066,642	8,148,197	99%
14	Employee Overtime	2,093,973	1,656,738	126%
15	Employee Benefits	5,284,659	5,263,782	100%
16	<b>Total Salaries and Benefits</b>	<b>15,445,274</b>	<b>15,068,717</b>	<b>102%</b>
17	<b>Operations</b>			
18	Utilities	313,142	341,011	92%
19	Fleet Maintenance	213,611	266,611	80%
20	Structures & Grounds	290,289	258,408	112%
21	Dispatch Services	205,652	207,000	99%
22	Communications Expense	72,080	98,400	73%
23	Fuel & Fuel Facility	106,610	76,546	139%
24	Emer Incident Meals & Misc	6,296	7,000	90%
25	<b>Total Operations</b>	<b>1,207,681</b>	<b>1,254,976</b>	<b>96%</b>
26	<b>Materials &amp; Equipment</b>			
27	Equipment & Services	132,839	190,771	70%
28	CSA Medical Expenses	152,821	142,044	108%
29	Safety Equipment & PPE	107,005	117,718	91%
30	Repairs & Maintenance	21,906	36,963	59%
31	Supplies & Permits	21,029	25,849	81%
32	<b>Total Materials &amp; Equipment</b>	<b>435,600</b>	<b>513,345</b>	<b>85%</b>



**Rancho Santa Fe Fire Protection District**  
**Detail Statement of Revenues and Expenses**  
**For the Period Ending June 30, 2022**  
**(Unaudited-Results do not include year-end adjustments)**

		YTD	Budget	YTD 100%
33	<b>General &amp; Administrative</b>			
34	Professional Services	258,031	303,322	85%
35	Professional Dev & Training	78,990	153,520	51%
36	County Admin Costs	153,149	141,251	108%
37	Liability Insurance	131,549	135,958	97%
38	Memberships & Subscriptions	45,671	46,410	98%
39	Miscellaneous Fees & Notices	26,712	33,360	80%
40	Meetings & Special Events	20,729	22,322	93%
41	Office Expenses	48,038	19,173	251%
42	<b>Total General &amp; Administraion</b>	<b>762,870</b>	<b>855,317</b>	<b>89%</b>
43	<b>Capital</b>			
44	Capital - Facilities	33,667	75,000	45%
45	Capital - Apparatus	741,402	710,000	104%
46	Capital - Equipment	47,793	40,825	117%
47	Capital - Vehicle	43,417	-	0%
48	Depreciation Expense	842,533	1,123,377	75%
49	<b>Total Capital</b>	<b>1,708,812</b>	<b>1,949,202</b>	<b>88%</b>
50	<b>Total Expenses</b>	<b>19,560,238</b>	<b>19,641,557</b>	<b>100%</b>
51	<b>Net Income</b>	<b>\$ 856,696</b>	<b>\$ (1,190,084)</b>	

\*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*



**Rancho Santa Fe Fire Protection District**  
**Balance Sheet**  
**For the Period Ending June 30, 2022**  
**(Unaudited-Results do not include year-end adjustments)**

	Jun-22	Jun-21
<b>Assets</b>		
Cash - General	11,331,667	19,036,952
Cash - Reserves	8,800,000	7,582,285
Restricted Cash and Investments	570,500	727,361
Accounts Receivable	765,657	475,809
Fixed Assets	21,914,018	22,756,551
<b>Total Assets</b>	<b>43,381,842</b>	<b>42,996,672</b>
<b>Liability</b>		
Current Liabilities	625,830	938,330
Accounts Payable	1,301,354	1,437,455
Net Pension Liability	8,163,062	8,185,987
Long Term Liabilities	890,675	890,675
<b>Total Liability</b>	<b>10,980,920</b>	<b>11,452,446</b>
<b>Fund Balance</b>	<b>\$ 32,400,922</b>	<b>\$ 31,544,226</b>

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# RANCHO SANTA FE FIRE PROTECTION DISTRICT

## *Financial Statement Analysis*

*(Unaudited-Results do not include year-end adjustments)*

June 2022 – 100% of Fiscal Year

**Line 2 Property Taxes:** Property taxes revenue ended the fiscal year higher than budget due to more delinquent taxes received than anticipated. Delinquent taxes are taxes not paid in prior years and received in current year, they are not a budget item as they variable year to year on what delinquencies will be collected and received.

**Line 3 Joint Facilities Community Agreement:** YTD (Year to Date) concluded over budget at 104%.

**Line 6 Reimbursements Grants & Other Revenue:** Includes plan check fees, Inspection fees, sprinkler fees, grant revenue, and miscellaneous reimbursements. YTD ended over budget due to COVID 19 fiscal relief monies received from the State of California Department of Finance for \$1.1M and OES Reimbursements higher than budgeted.

**Line 7 Rentals:** Consists of space rent and cell tower revenue at various locations along with meeting revenues. YTD ended over budget due to increase in rental space for one location.

**Line 8 Interest Income:** Consists of interest income from all cash accounts and unrealized gain or loss on the CalTrust account. YTD is a negative due to unrealized losses in the CalTrust account.

**Line 13 Employee Salaries:** Includes salaries and leave pay for all staff. YTD ended right in line with budget.

**Line 14 Employee Overtime:** Includes operations, training, administration overtime, and strike teams. YTD ended over budget due to strike teams ongoing year with OES Reimbursements offsetting and sick leave backfill.

**Line 15 Employee Benefits:** Includes retirement, health insurance, and workers compensation. YTD ended right in line with budget.

**Line 18 Utilities:** Includes all utilities associated with all facilities. YTD ended under budget at 92% due to the timing of paid bills.

**Line 19 Fleet Maintenance:** Includes all preventative maintenance for staff vehicle and apparatus such as lube, oil, filter, and fluid checks. YTD ended under budget at 80% due to less maintenance than anticipated.

**Line 20 Structure & Grounds:** Includes building maintenance for all stations and the administration building, along with HOA fees. This account ended over budget due to building upgrades and unforeseen maintenance needed.

**Line 21 Dispatch Services:** Includes all fees associated with dispatching emergency calls. YTD ended right in line with budget.

**Line 22 Communication Expense:** Includes costs associated with the 800 MHz network, radio and cellular maintenance, repair, and replacement. YTD ended at 73% of the budget due to less equipment replacement than budgeted for.

**Line 23 Fuel & Fuel Facility:** Consists of fuel costs for pumps at stations 2, 4 & 5. This account ended over budget due to the rising cost in fuel.

**Line 24 Emer Incident Meals & Misc:** Includes food and lodging costs associated with strike teams. YTD ended at 90% of budget due to less food for major emergencies than budgeted.

**Line 27 Equipment & services:** Includes station equipment, tools, and services. YTD ended under budget at 73% due to less equipment needed.

**Line 28 CSA Medical Expenses:** Includes all medical supplies. This account ended the year over budget due to more CSA medical expenses than budgeted for.

**Line 29 Safety Equipment & PPE:** Includes all the safety clothing and boots, as well as safety equipment such as firefighting foam and rescue bags. YTD ended under budget at 91% due to purchases being delayed to the new fiscal year.

**Line 30 Repairs & Maintenance:** Consists of repairs and maintenance on generators, elevators, and office equipment. YTD ended at 59% under budget due to less generator repairs than budgeted for.

**Line 31 Supplies & Permits:** Includes permits for hazardous material and generators, along with supplies. YTD ended under budget at 81% due to less supplies and permits than budgeted for.

**Line 34 Professional Services:** Includes services for human resources, legal, weed abatement and miscellaneous other services. YTD ended under budget at 85% due to less mapping services needed, and ladder testing being delayed.

**Line 35 Professional Dev & Training:** Includes education reimbursement, and conferences for safety, admin, and fire prevention. This account ended under budget due to less in person conferences attended and education/training reimbursements.

**Line 36 County Admin Costs:** This is the administrative fee that the county charges for processing tax apportionments. YTD ended over budget to due higher property tax receipts and administrative fees for those receipts.

**Line 37 Liability Insurance:** Consists of business and auto insurance, paid in July of every year.

**Line 38 Memberships & Subscriptions:** Includes membership and subscriptions for various associations. YTD ended right in line with budget.

**Line 39 Misc. Fees & Notices:** Includes fees for health administrative fee, public education materials, elections, LAFCO and weed abatement notices. YTD ended under budget at 80% due to less public education materials needed and no election costs.

**Line 40 Meetings & Special Events:** Consists of expenses for weekly leadership meetings, quarterly staff meetings, badge ceremonies and employee appreciation. YTD ended at 93% of budget.

**Line 41 Office Expenses:** Includes all office supplies, post office box rental, mail delivery service, and postage. This account ended the year over budget due to more postage and office supply needs.

**Line 44 Capital - Facilities:** Includes improvements or upgrades to facilities. Current year budget consists of upgrades to station 1 building for tenants.

**Line 45 Capital - Apparatus:** Includes type 1 engine budgeted for and put into service at station 1.

**Line 46 Capital – Equipment:** Includes the beginning process of implementation of new accounting software and purchase of radios, grant funds were approved to offset costs.

**Line 47 Capital – Vehicle:** Consists of new equipment for vehicle purchases.

**Line 48 Depreciation Expense:** Includes depreciation expense, a noncash item, recorded every quarter. YTD depreciation expense will be finalized at budget to include new capital items. New fiscal year will be done at year end.

**Line 51 Net Income:** This is Revenues minus Expenses. Overall, the District is showing net income through June as a result one time monies from the State of California being received for COVID relief.

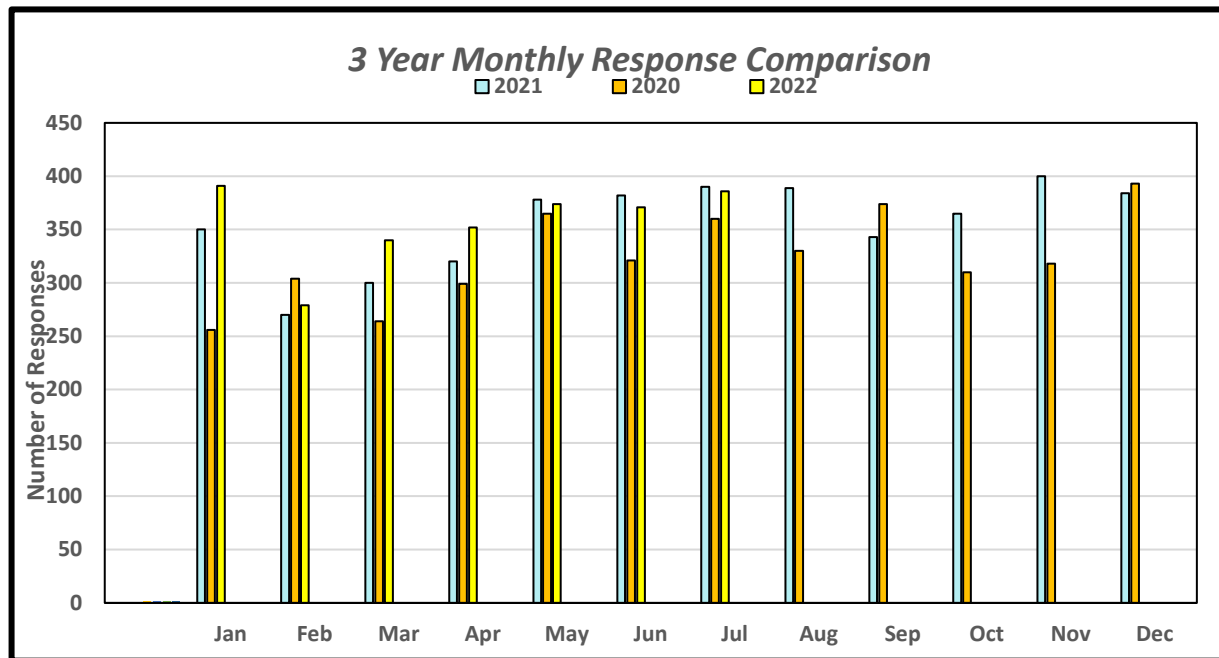


# RSF Grant Re-Cap

Status	Date Submitted	Agency/Grantor Name	Description / Items Requested	Amount Requested	Total Received	Notes:
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
ACTIVE	6/1/2022	SD Regional Fire Foundation	Mental Health Program Support	\$ 3,000.00		Check being sent; Executive Director to make presentation at upcoming Board meeting
ACTIVE	7/6/2022	UASI FY20	Training; L-954 Course	\$ 17,000.00		Reimbursement request sent 7/6/22
AWARDED	5/12/2020	FEMA	Vegetation Management	\$ 18,000.00	\$ 14,895.00	Utilizing funds for Via Ambiente Roadway Clearance; Bid received; 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 Upstaffing	\$ 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
<b>RSF Fire District Foundation</b>						
	12/7/2021	RSF Foundation	Forcible Entry	\$ 8,905.00	\$ 8,905.00	(1) Multi-Force Door (Forcible Entry Door Simulator) 50/50 split with the District for pendants, cell guards for Staff and harmonizers for each facility
	9/21/2021	RSF Foundation	GIA Wellness	\$ 8,537.50	\$ 8,537.50	
	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
Change since previous re-cap						

# Rancho Santa Fe Fire Protection District Operations Report

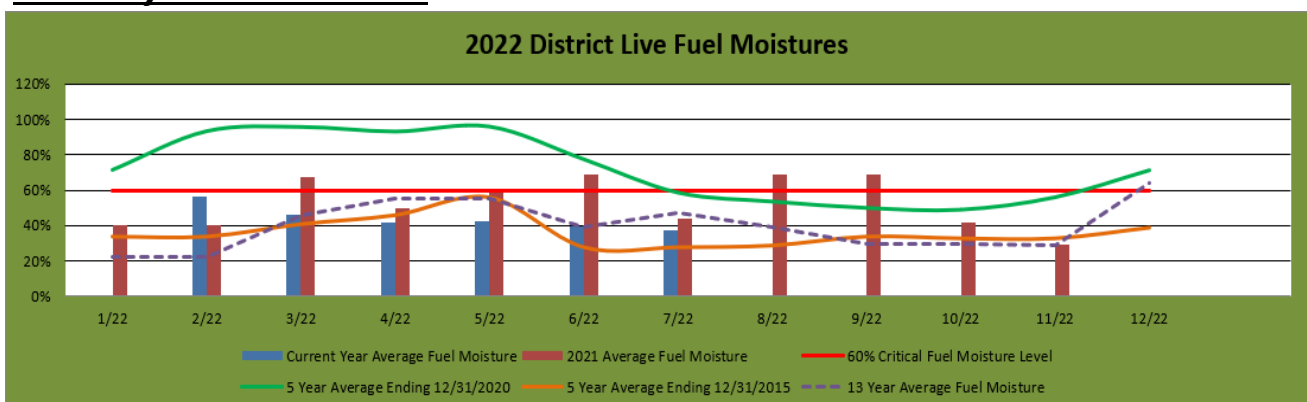
## August 2022



### 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	371	386						2,493
	YTD	391	670	1010	1362	1736	2107	2493						
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	1749	2109	2439	2813	3123	3441	3834	

### Monthly Fuel Moisture:



# Rancho Santa Fe Fire Protection District Operations Report

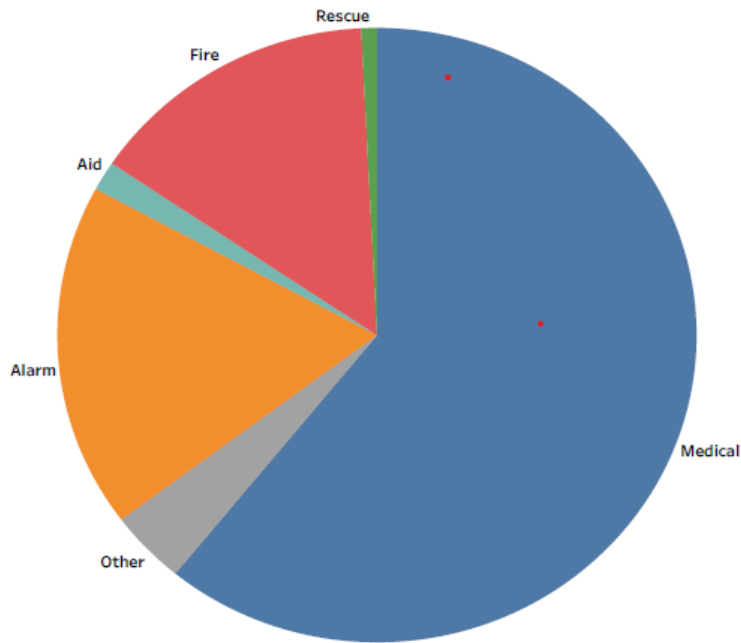
## August 2022

### Monthly Incidents

Assigned Incidents for RANCHO SANTA FE FPD  
July 2022

Agency  
RANCHO SANTA FE FPD

Month and Year  
July 2022



Medical	235 incidents / 60.88%
Fire	57 incidents / 14.77%
Alarm	70 incidents / 18.13%
Aid	6 incidents / 1.55%
Rescue	3 incidents / 0.78%
Other	15 incidents / 3.89%
Grand Total	386 incidents / 100.00%

Problem Category

- Medical
- Other
- Alarm
- Aid
- Fire
- Rescue

Assigned incidents for all RANCHO SANTA FE FPD units.

Data Last Updated: 8/3/2022 8:14:26 AM UTC

### Significant Incidents:

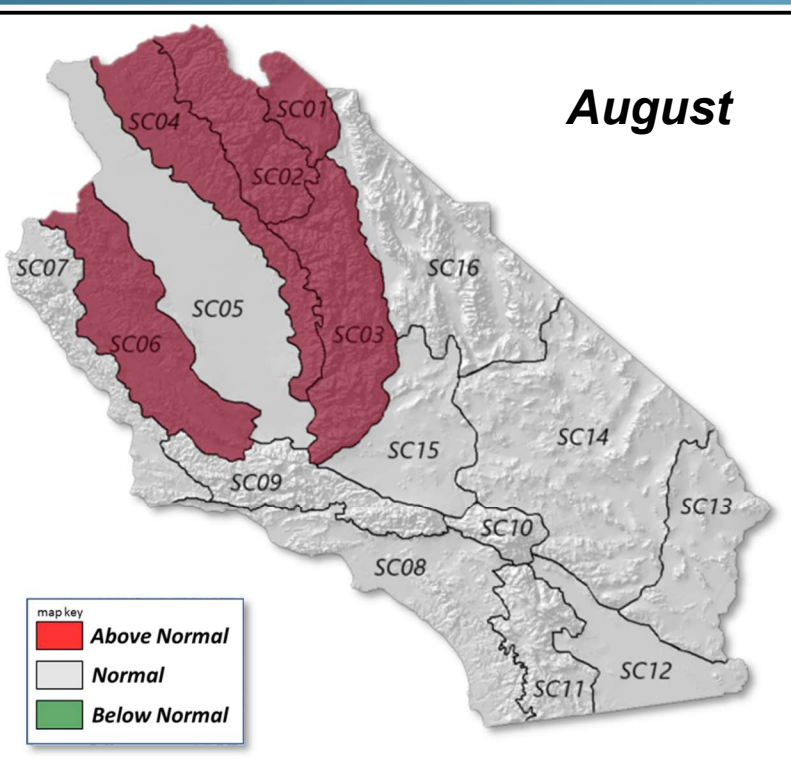
Date:	Incident:	Units Assigned:
7/20/2022	Vehicle Fire into vegetation      16460 Via de La Valle	E261, E263, B267
NEW	Narcan Distribution Program	AMR / RSF Units

### Covid-19 Agency Status:    As of Aug. 18th, 2022

	Positive
Fire Suppression Personnel	0
Administration and Prevention	0

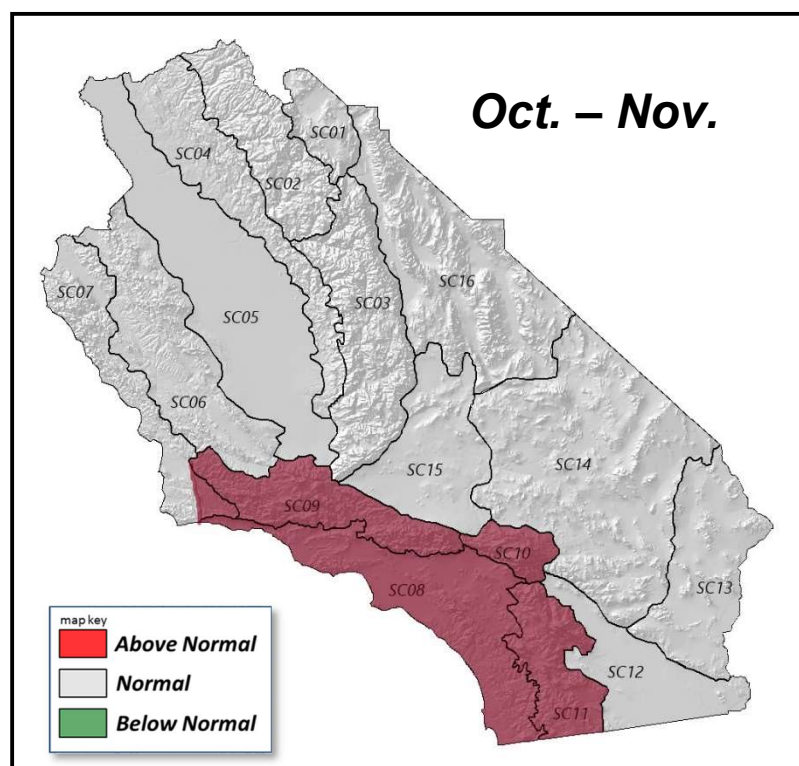
# MONTHLY/SEASONAL OUTLOOKS

ISSUED August 1, 2022    VALID AUG. – NOV. 2022



## Aug - Nov. 2022 South Ops Highlights:

- Temperatures will likely average above normal through Oct.
- Monsoon will likely ebb, or end altogether, toward the end of August.
- Several offshore wind events are likely before significant rains arrive in Southern CA.
- Normal number of offshore events expected this fall (see chart on page 4).





## Weather Discussion

This past July featured some uncommonly cool weather along the coast while inland areas were generally a bit warmer than normal. Few temperature records were tallied, and the July 2022 will finish within a few degrees of normal for the month, overall.

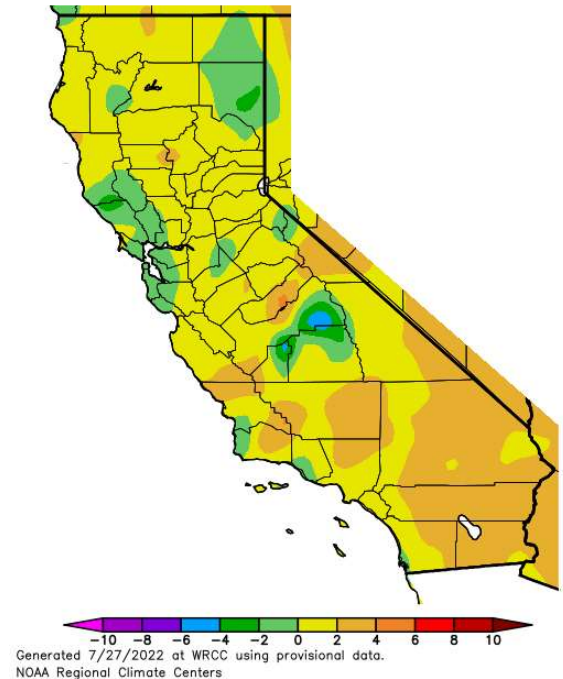
There were several surges of “monsoonal” moisture, the most substantial of which occurred during the week of July 24. A few desert locations, including Horse Thief Springs received a substantial amount of their average annual precipitation with some areas recording over 2” of rainfall in passing thunderstorms.

The central part of the state was much drier overall. A few places near the Sierra Crest recorded several “thunderstorm days” but few storms hung together once leaving the Crest. July is often one of rainiest months in the Sierra and Sierra Foothills, but most areas in the high country saw far less precipitation than usual.

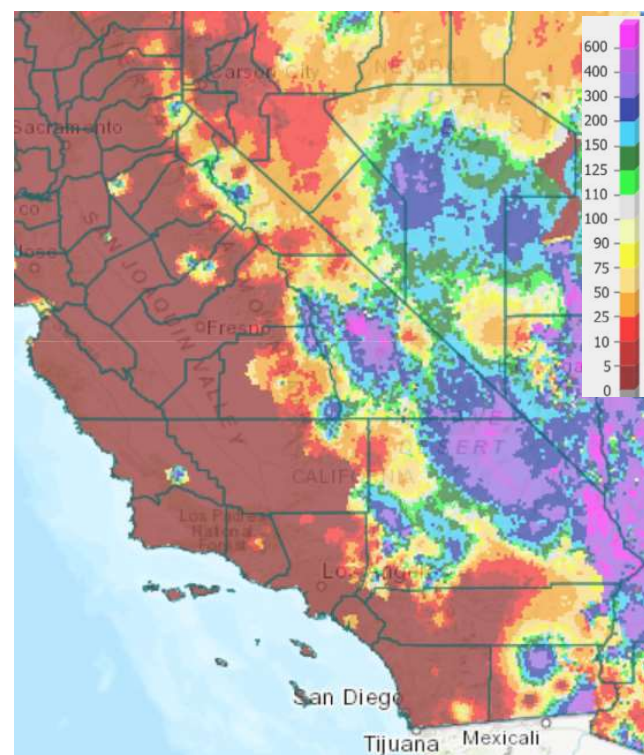
High pressure is expected to strengthen over the Pacific Northwest and northern Great Basin in August. This will likely keep Central CA significantly warmer than normal. The availability of moisture has been high over northern Mexico much of this summer, and this is expected to continue into August. This would result in relatively humid conditions over Southern CA with a chance of above normal precipitation in the deserts.

Looking ahead toward the fall, La Niña conditions are expected to continue for several more months. It may peak in intensity in Oct. or Nov. before possibly weakening late in the year. This may lead to a delayed start to the “rainy season” – especially over Southern CA. Central CA will likely fare better in this pattern as departure from normal precipitation typically becomes less acute as one moves northward.

**Fig 1: June 26<sup>th</sup> - July 26<sup>th</sup> Temperature (Departure of Ave.)**



**Fig 2: Past 30 day precipitation (Percent of normal)**

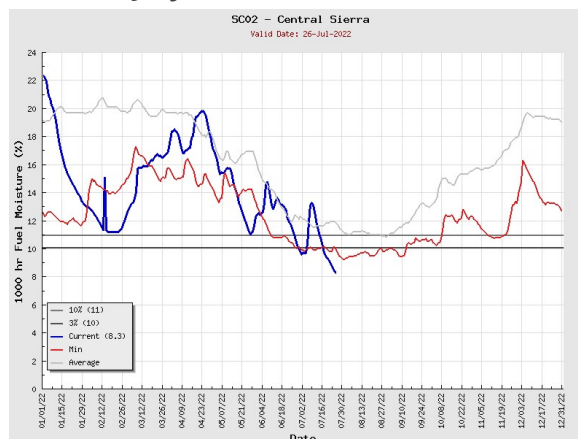


## Fuels Discussion

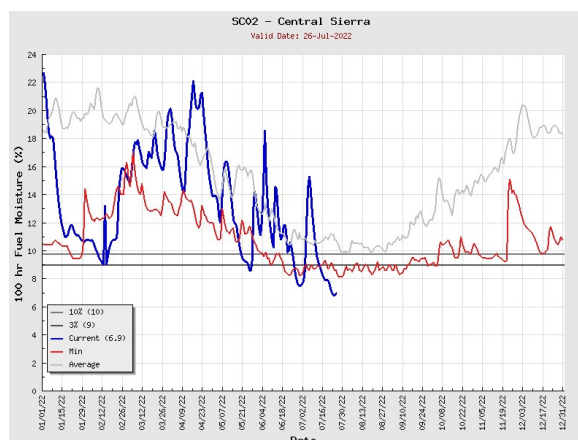
Another dry month across Central CA caused fuel moisture to drop to record dry levels. Currently, dead fuel moisture is at all-time record low values in the Central Sierras, the Sierra Foothills and the central coast interior. The Kern County Mountains and Southern Sierras are very close to all-time record dryness levels. Dead fuel moisture is a bit higher over Southern CA, but values are still far below normal. Only coastal areas and the eastern deserts are seeing dead fuel moisture values anywhere close to normal. Live fuel moisture values are near, or below critically low levels in Central CA.

The rapid spread of the Oak fire underscores the dryness in the forests and the overall poor vegetative health of older growth areas. The fire grew rapidly and was largely fuels-driven as there was not much wind during the first few hours of fire growth. Conditions such as these will continue during peak heating hours until significant wetting rains occur, the sun angle lowers, and daylight becomes shorter.

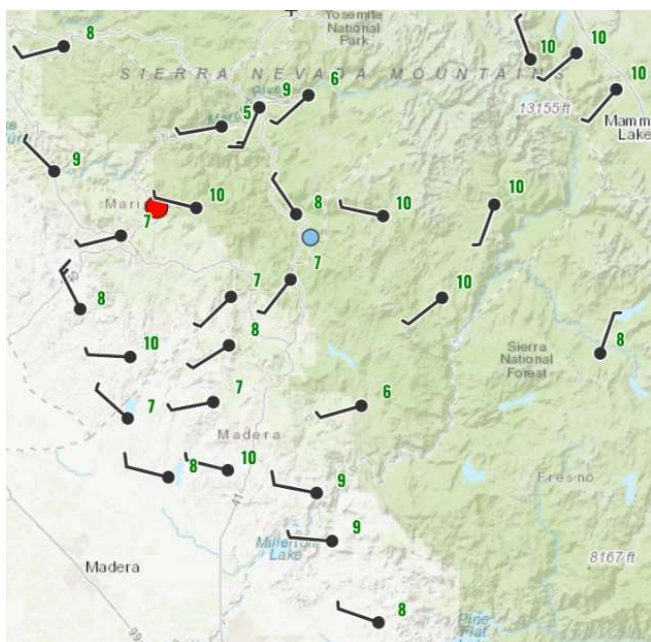
**Fig 4: Central Sierra 1,000 hour Dead fuel moisture July 26th**



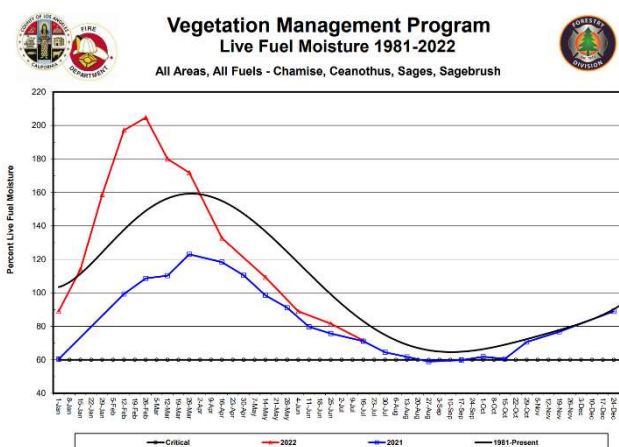
**Fig 5: Central Sierra 100 hour Dead fuel moisture July 26th**



**Fig 3: Wind and RH conditions during the start of the Oak Fire**



**Fig 6: LA County Live Fuel Moisture July 16th**



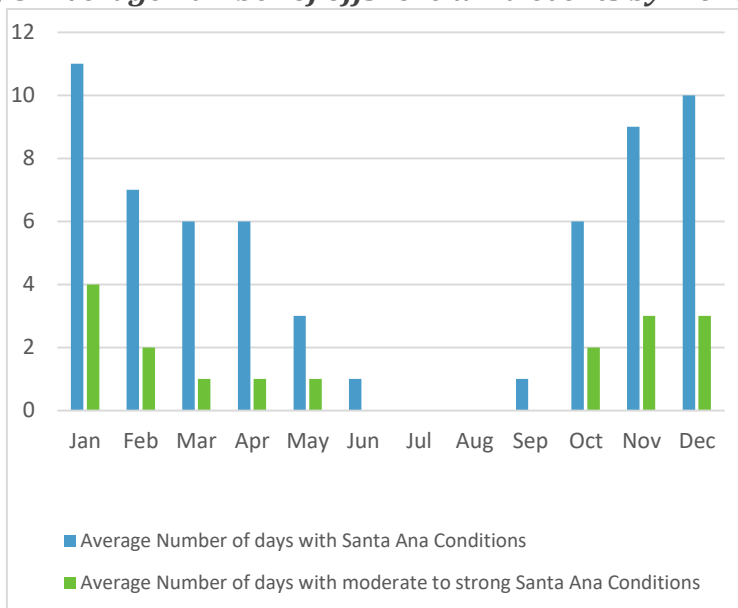
## **SOUTH OPS OUTLOOK**

Given the expectation that La Niña will likely continue into the fall, the “rainy season” may begin a few weeks later than usual. Offshore wind events are expected to continue at a near normal rate which makes it likely that several offshore wind events will precede meaningful wetting rains over Southern CA. Given the late start of the rain and the extreme dryness of the fuels, large fire potential will likely remain above normal over Southern CA through October and perhaps well into November.

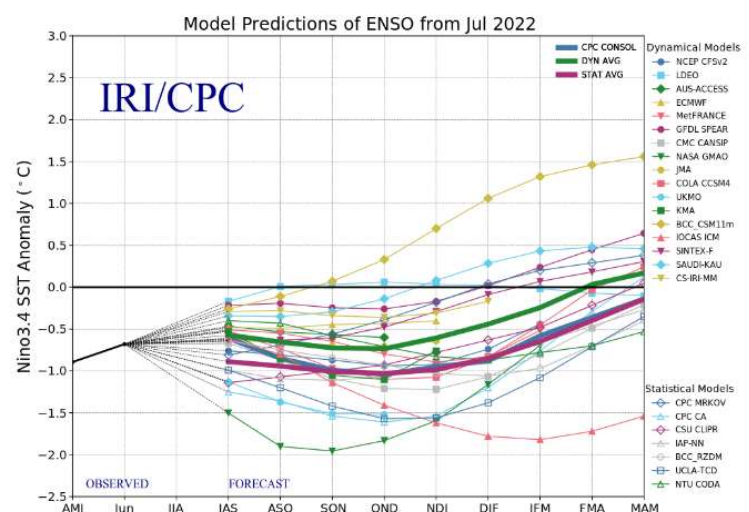
Central CA should see a north to south lowering of the fire potential, and by the end of September, the entirety of that region should see little, if any, large fire activity. At the current time, it is too soon to make a reliable prediction about what the winter may bring. It is rare for a La Niña to continue as long as the current one has; the last La Niña that rivals this one in longevity was roughly 10 years ago. The calendar year of 2012 finished with well below normal precipitation over Southern CA. Central CA was closer to normal and with slightly above normal precipitation in the Sierras. However, the La Niña of 2010-2012 dissipated before the start of the winter of 2012 whereas the current La Niña may continue for a few weeks longer.

Expect fires this fall to spread more rapidly, be more difficult to control and perhaps more critically, exhibit growth during conditions not normally associated with “fire weather conditions.” Recent years have seen fires spread rapidly, even during light winds or humid conditions. A high dead fuel component is partially responsible for this atypical fire behavior. Thus, only during the rainiest and coolest months will large fire potential fall to normal or below normal levels. Vigilance and strict adherence to safety protocols are critically important given the dire state of the vegetation around district. All fuel types will readily carry fire this autumn until significant wetting rains fall.

**Fig 8: Average number of offshore wind events by month**

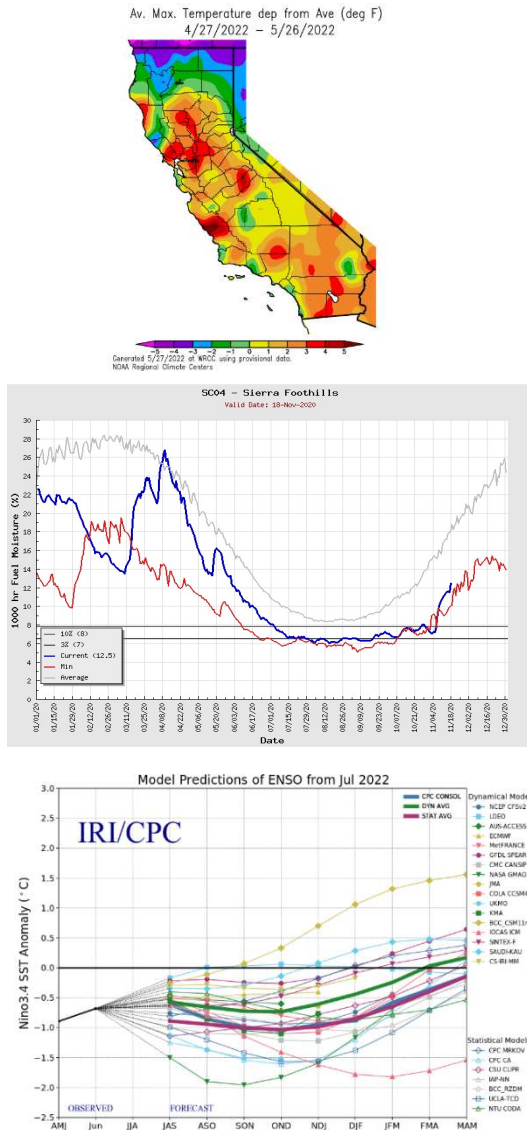


**Fig 9: IRI/CPC ENSO forecasts**





## Select Intel Links used to prepare the outlook:



## Climate

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

## 1000 hr dead fuel moisture

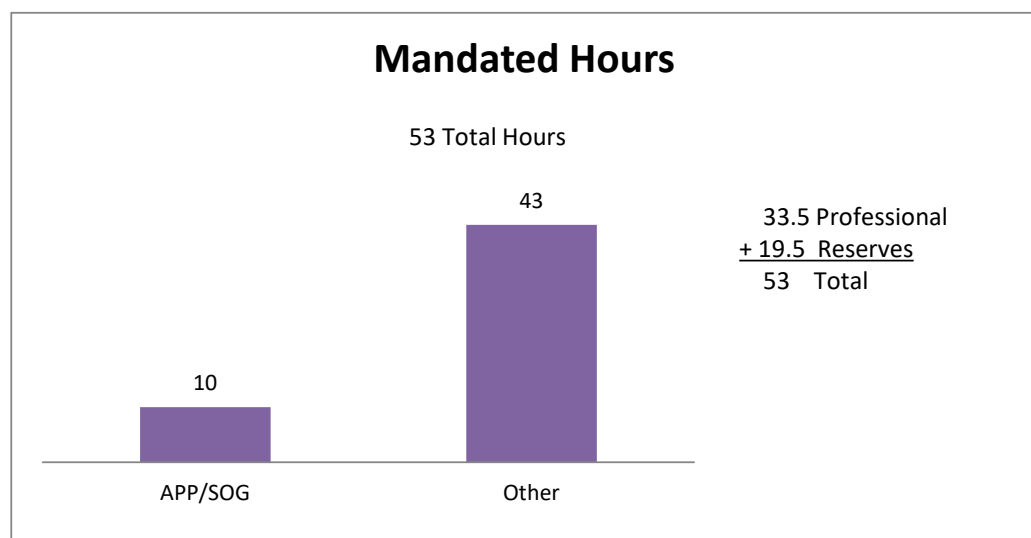
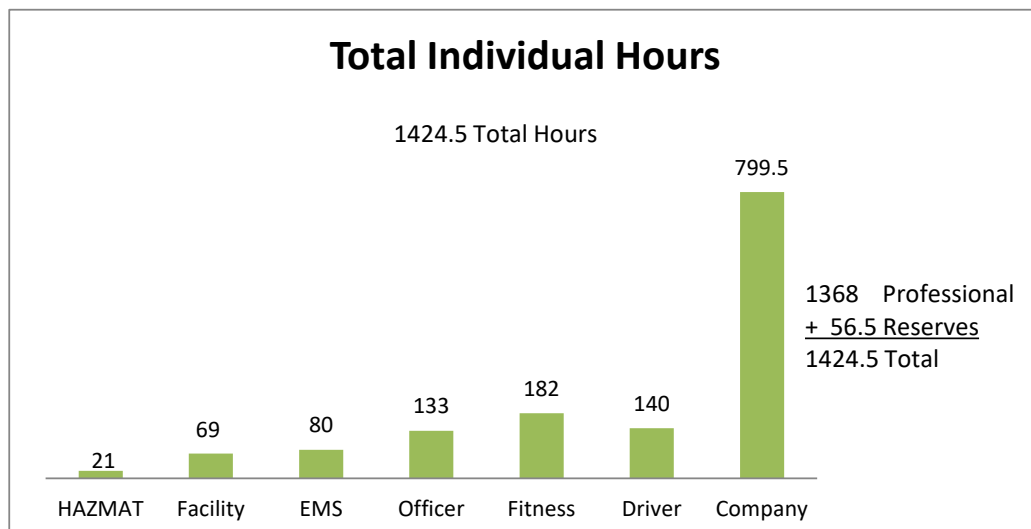
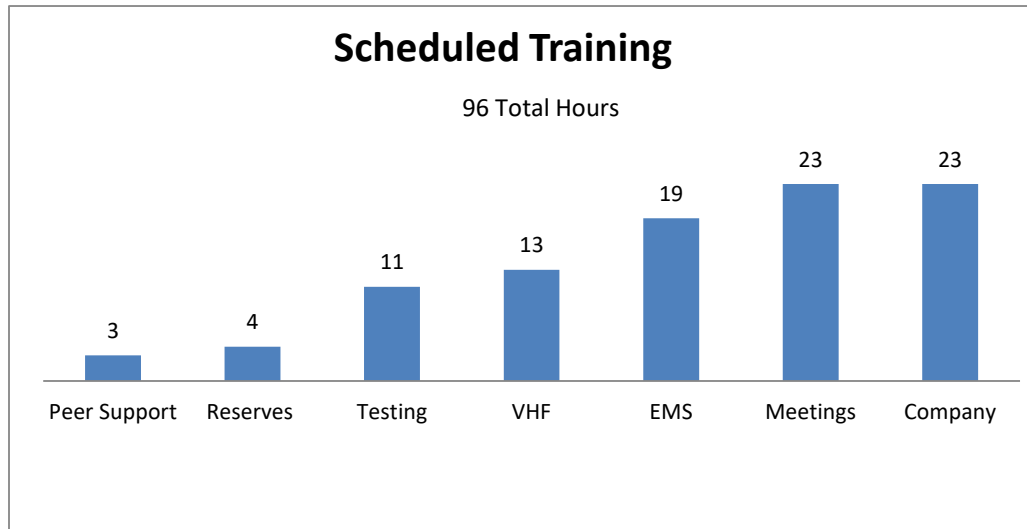
- [https://gacc.nifc.gov/oscc/fuelsFireDanger\\_Thousand.php](https://gacc.nifc.gov/oscc/fuelsFireDanger_Thousand.php)

## Model ENSO predictions

- <https://iri.columbia.edu/our-expertise/climate/forecasts/enso/current/>



## Training Division July 2022



See next page for descriptions.

## Training Division - Descriptions

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

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# STAFF REPORT

NO. 22-09

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**TO:** BOARD OF DIRECTORS  
DAVE MCQUEAD, FIRE CHIEF

**FROM:** BRUCE SHERWOOD, BATTALION CHIEF

**SUBJECT:** SALE OF SURPLUS PROPERTY

**DATE:** AUGUST 19, 2022

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## INFORMATION ONLY:

Staff successfully auctioned surplus staff vehicle (No. 1481) in its “AS IS” condition. This staff vehicle was 8 years old with 58,926.9 miles. The vehicle was no longer viable as a fleet vehicle due to age mechanical and wiring issues.

Staff vehicle (No. 1481) was sold on Public Surplus – Government Surplus Auctions July 18<sup>th</sup>, 2022, for a final bid of \$13,100.00.

## BACKGROUND:

This vehicle was purchased in 2014. The vehicle was assigned to the Battalion Chief/Training Officer and then assigned to the Volunteer Retention and Recruitment Coordinator.

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



# Fiscal Year 2022/2023 Final Budget

# Fire Chief's Message

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*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

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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

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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

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## 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.

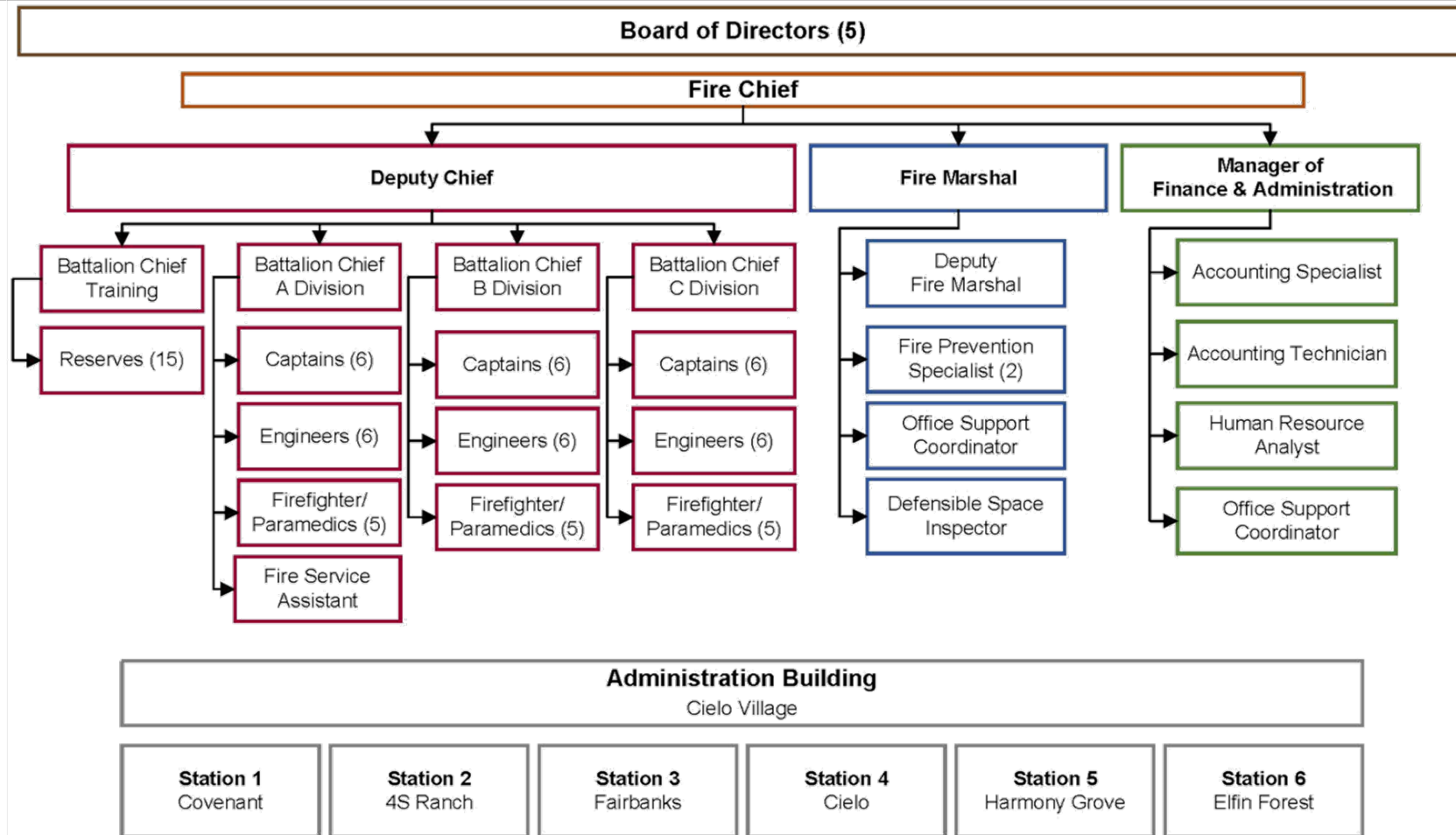
## Leadership

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	FY 21/22 Positions	Change (+/-)	FY 22/23 Positions
<b>Administration</b>			
Fire Chief	1		1
Deputy Chief	1		1
Manager of 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
<b>Total Administration</b>	<b>9</b>	<b>1</b>	<b>10</b>
<b>Fire Prevention</b>			
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
<b>Total Fire Prevention</b>	<b>7</b>	<b>0</b>	<b>7</b>
<b>Emergency Services</b>			
Battalion Chief - Shift	3		3
Captain	18		18
Engineer/Paramedic	18		18
Firefighter/Paramedic	15		15
<b>Total Emergency Services</b>	<b>54</b>		<b>54</b>
<b>Volunteer Division</b>			
Volunteer Recruitment & Retention Coordinator *3	1	-1	0
Driver Operator *3	0		0
Reserve Firefighters *4	25	-13	12
<b>Total Volunteer</b>	<b>26</b>	<b>-14</b>	<b>12</b>
<b>Grand Total</b>	<b>96</b>	<b>(13)</b>	<b>83</b>

\*1 - Retired Annuitant

\*2 - Part time, seasonal

\*3 - SAFER Grant Positions - Expired Dec 2020

\*4 - Not to exceed

# Budget Overview

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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)*

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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

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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

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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.

Over the past three years the District averaged a revenue growth of approximately 4%. Due to the impact of rebounding from Covid's temporarily reduced assessments, high volume of ownership change in both the residential and commercial markets, consumer price index of 2%, and the strength in home prices, the county experienced an overall growth of 8.27% before exemptions (gross). San Diego County Assessor, Ernest Dronenburg, indicates that this is an anomaly and that the county staff expects revenue to return to average rate increases in the coming years.

The assessed valuations received in July for the District also showed growth of 7.5% for secured, however, due to the volatility of the current economic landscape, and past growth average of 4%, the Finance Committee recommended an increase of 4.5% in tax revenue for the new budget format. This will allow for the anomaly of the past unique year to settle and for changes in accounting and budget processes to have a full year of development.

The final revenue projection are based on a 4.50% increase in tax revenue.

# 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.

## RSF Grant Re-Cap

Status	Date Submitted	Agency/Grantor Name	Description / Items Requested	Amount Requested	Total Received	Notes:
ACTIVE	1/30/2021	Office Traffic Safety (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
ACTIVE	6/1/2022	SD Regional Fire Foundation	Mental Health Program Support	\$ 3,000.00		Check being sent; Executive Director to make presentation at upcoming Board meeting
ACTIVE	7/6/2022	UASI FY20	Training; L-954 Course	\$ 17,000.00		Reimbursement request sent 7/6/22
AWARDED	5/12/2020	FEMA	Vegetation Management	\$ 18,000.00	\$ 14,895.00	Utilizing funds for Via Ambiente Roadway Clearance; Bid received; 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 Upstaffing	\$ 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
Change since previous re-cap						

# 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.

	Description	Support	Committee Approved/ Pending	FY	% of Funding	Est. \$\$
<b>Fiscal Year 2021/2022</b>						
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
<b>Fiscal Year 2022/2023</b>						
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
<b>Fiscal Year 2023/2024</b>						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	No Proposed Expenditures					
<b>Fiscal Year 2024/2025</b>						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	New Vehicle	Prevention	Approved	19/20	85%	60,010
<b>Fiscal Year 2025/2026</b>						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	No Proposed Expenditures					
<b>Fiscal Year 2026/2027</b>						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	Water Tender	Operations	Approved	19/20	40%	180,000
<b>Fiscal Year 2027/2028</b>						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	No Proposed Expenditures					
<b>Fiscal Year 2032/2033</b>						
Equipment	No Proposed Expenditures					
Facility	RSF Station 6 Replacement	Operations	Pending		60%	4,200,000
Vehicles	No Proposed Expenditures					

# District Expenditures

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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. On average, the increase has been around 3.16%, this year's increase was an overall 6.75%.

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)

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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, internally reducing the amortization years, and saving the 3.5% on interest by prepaying the UAL expected payment in July of each year.

The June 30, 2021, valuations from CalPERS reflect the 21.3% net return on investments from FY20/21. CalPERS predicted an overall increase of 5-10 points in funding status, however the district exceeded that slightly:

## June 30, 2020

Safety Tier 1:	80.90%
Safety Tier 2:	91.00%
Safety PEPRAs:	91.00%
Misc Tier 1:	79.20%
Misc Tier 2:	95.10%
Misc PEPRAs:	91.40%

## June 30, 2021

Safety Tier 1:	92.2%
Safety Tier 2:	103.8%
Safety PEPRAs:	104.1%
Misc Tier 1:	92.5%
Misc Tier 2:	108.7%
Misc PEPRAs:	103.9%

**This reprieve will be short-lived as CalPERS FY21/22 return on investments yielded a negative 6.1%, 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



<i>UAL (Expected and ADP) Cash Payments thru 12/31/2022</i>							
UAL Expected Payment	3% <u>@50</u>	3% <u>@55</u>	2.7% <u>@57</u>	2.7% <u>@55</u>	2.5% <u>@55</u>	2.0% <u>@62</u>	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
<b>Additional UAL Payments</b>							
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
<b>Total</b>	<b>13,716,798</b>	<b>44,672</b>	<b>22,485</b>	<b>1,469,204</b>	<b>6,685</b>	<b>9,695</b>	<b>15,223,651</b>





**Rancho Santa Fe Fire Protection District  
Budget Comparison  
(Unaudited)**

	YTD thru June 30, 2022	APPROVED PRELIMINARY FY 23 Budget	FINAL PROPOSED	Difference
<b>1 Operating Revenues</b>				
2 Property Taxes	14,013,594	14,024,000	14,715,200	691,200
3 Benefit Fees	1,695,052	1,678,800	1,725,600	46,800
4 Joint Facilities Community Agreement	432,173	415,000	415,000	-
<b>5 Total Operating Revenues</b>	<b>16,140,820</b>	<b>16,117,800</b>	<b>16,855,800</b>	<b>738,000</b>
<b>6 Non-Operating Revenues</b>				
7 Reimbursements, Grants & Other Revenue	3,896,605	547,400	547,900	500
8 Rentals	431,891	470,300	470,300	-
9 Interest Income	(52,382)	65,000	10,000	(55,000)
<b>10 Total Non-Operating Revenues</b>	<b>4,276,114</b>	<b>1,082,700</b>	<b>1,028,200</b>	<b>(54,500)</b>
<b>11 Total Revenues</b>	<b>20,416,934</b>	<b>17,200,500</b>	<b>17,884,000</b>	<b>683,500</b>
<b>12 Operating Expenses</b>				
<b>13 Salaries and Benefits</b>				
14 Employee Salaries	8,066,642	8,144,500	8,434,900	290,400
15 Employee Overtime	2,093,973	1,300,000	1,300,000	-
16 Employee Benefits	2,047,272	2,497,000	2,019,300	(477,700)
17 PERS (Employer Paid)	1,366,411	1,400,000	1,546,000	146,000
18 PERS UAL	870,977	1,035,000	958,400	(76,600)
19 CalPERS Unfunded Liability (ADP)	1,000,000	1,000,000	465,000	(535,000)
<b>20 Total Salaries and Benefits</b>	<b>15,445,274</b>	<b>15,376,500</b>	<b>14,723,600</b>	<b>(187,300)</b>
<b>21 Operations</b>				
22 Utilities	313,142	316,300	316,300	-
23 Fleet Maintenance	213,611	180,000	200,000	20,000
24 Structures & Grounds	290,289	239,000	239,000	-
25 Dispatch Services	205,652	210,000	210,000	-
26 Communications Expense	72,080	100,000	97,000	(3,000)
27 Fuel & Fuel Facility	106,610	77,100	117,100	40,000
28 Emer Incident Meals & Misc	6,296	10,000	10,000	-
<b>29 Total Operations</b>	<b>1,207,681</b>	<b>1,132,400</b>	<b>1,189,400</b>	<b>57,000</b>
<b>30 Materials &amp; Equipment</b>				
31 Equipment & Services	140,535	121,000	121,500	500
32 CSA Medical Expenses	152,821	157,900	157,900	-
33 Safety Equipment & PPE	107,005	131,000	131,000	-
34 Repairs & Maintenance	21,906	17,500	17,500	-
35 Supplies & Permits	21,029	21,000	23,000	2,000
<b>36 Total Materials &amp; Equipment</b>	<b>443,296</b>	<b>448,400</b>	<b>450,900</b>	<b>5,000</b>



**Rancho Santa Fe Fire Protection District  
Budget Comparison  
(Unaudited)**

		YTD thru June 30, 2022	APPROVED PRELIMINARY FY 23 Budget	FINAL PROPOSED	Difference
37	<b>General &amp; Administrative</b>				
38	Professional Services	258,031	376,900	477,400	100,500
39	Professional Dev & Training	78,960	100,000	100,000	-
40	County Admin Costs	153,149	140,000	140,000	-
41	Liability Insurance	131,549	135,000	131,000	(4,000)
42	Memberships & Subscriptions	45,671	43,000	47,700	4,700
43	Miscellaneous Fees & Notices	26,712	47,000	35,000	(12,000)
44	Meetings & Special Events	20,729	15,000	17,500	2,500
45	Office Expenses	48,038	17,500	25,000	7,500
46	<b>Total General &amp; Administration</b>	<b>762,840</b>	<b>874,400</b>	<b>973,600</b>	<b>185,700</b>
47	<b>Total Expenses</b>	<b>17,859,092</b>	<b>17,831,700</b>	<b>17,337,500</b>	<b>(405,200)</b>
48	<b>Net Income before Capital</b>	<b>\$ 2,557,842</b>	<b>\$ (631,200)</b>	<b>\$ 546,500</b>	<b>\$ 1,088,700</b>
49	<b>Capital</b>				
50	Capital - Facilities	37,724	670,000	670,000	-
51	Capital - Apparatus	1,482,805	445,000	445,000	-
52	Capital - Equipment	52,412	168,000	168,000	-
53	Capital - Vehicle	86,834	130,000	130,000	-
54	Depreciation Expense	842,533	-	-	-
55	Interfund transfer from Mitigation		(292,000)	(292,000)	
56	<b>Total Capital</b>	<b>2,502,308</b>	<b>1,121,000</b>	<b>1,121,000</b>	<b>-</b>
57	<b>Net Income</b>	<b>\$ 55,534</b>	<b>\$ (1,752,200)</b>	<b>\$ (574,500)</b>	<b>\$ 1,088,700</b>

\*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.*

# Summary of Changes to Final Budget

- 1) Revenue increased by \$683,500:
  - a) *Increased property tax revenue from 3.89% to 4.50%*
  - b) *Interest income decreased \$55,000*
  - c) *Removed delinquent tax budget*
- 2) Salaries & Benefits decreased by \$187,300:
  - a) *Personnel increased (vacancies missing) \$290,400*
  - b) *Employee Benefits decreased \$1,089,300*
    - i. *Identified the soft fresh start ADP of \$465,000*
    - ii. *Decreases due to actual updates*
- 3) Operations increase by \$57,000:
  - a) *Increase due to actual updates (primarily fuel)*
- 4) Materials & Equipment increased by \$5000
  - a) *Increase due to actual updates*
- 5) General & Administrative increased \$185,700
  - a) *Increase due to actual updates and wellness added*

# Cash & Investments



June 30, 2022

(Unaudited – Does not include year end adjustments)

Reserve Type	Description	%	Value	Reserve Balance
<b>Restricted</b>				
Fire Mitigation Fees	New Construction Assessment	100%	\$ 1,427,011	\$ 1,427,011
CSA 17 ALS	CSA 17 EMS Funding	100%	204,280	204,280
<b>Total Restricted</b>				<b>1,631,291</b>
<b>Committed</b>				
Workers Comp/Wellness	Value of Workers Comp. Claims Difference	100%	298,094	298,094
Workers Comp/Wellness	PASIS Deposit	100%	592,581	592,581
Compensated Absence	Value of Accrued Vacation & Sick Leave	100%	576,408	576,408
<b>Total Committed</b>				<b>1,467,082</b>
<b>Assigned Fund Balance</b>				
Asset Replacement	50% of Annual Accumulated Depreciation for Vehicles, Equipment	50%	4,400,000	2,200,000
Budget Stabilization Fund	10% of Budgeted Expenses	10%	17,692,355	1,769,236
Operating Reserve (Dry Yield)	8 Months (67%) of Budgeted Revenues	67%	15,942,462	10,633,622
<b>Total Assigned</b>				<b>14,602,858</b>
<b>Unassigned</b>				<b>(4,942,553)</b>
<b>Total</b>				<b>\$ 12,758,678</b>

# Reserve Fund Goals

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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)*

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

- Contingency Fund
- Operating Reserve
- Compensated Absences Liability
- Workers' Compensation Liability
- Asset Replacement
  - Vehicle Replacement
  - Equipment Replacement
  - Capital Improvement Plan



# Administrative Division

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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

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- 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

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- 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

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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

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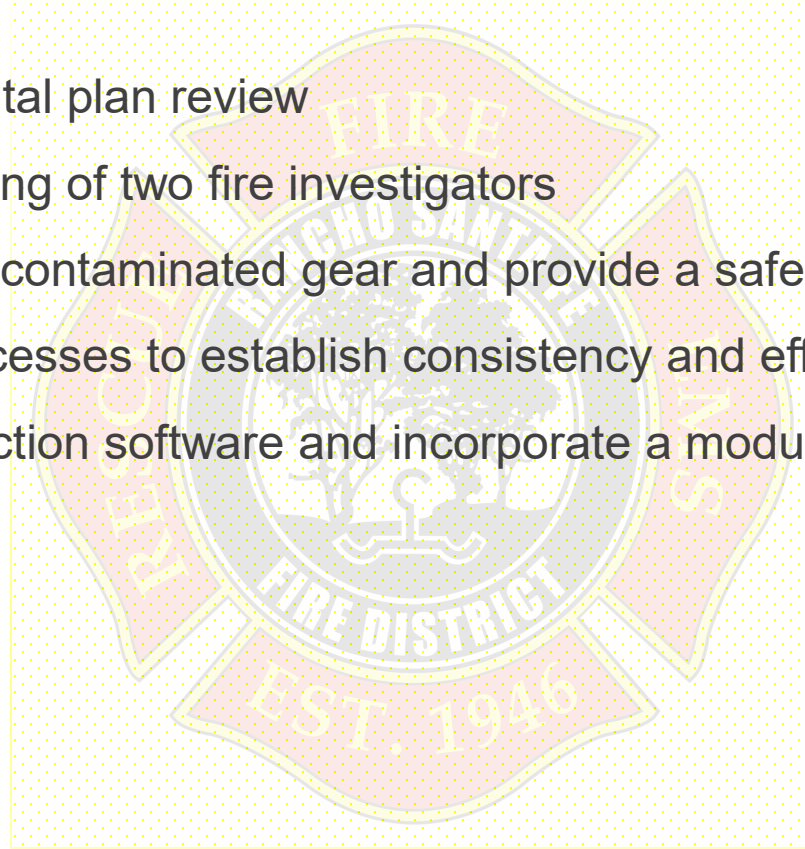
- New inspection type added for Defensible Space Inspections – Assembly Bill 38 (AB-38)
- Created a new Fire Safe Council in Elfin Forest & Harmony Grove
- Continue to occupy an Executive Board seat for the San Diego County Fire Chiefs Association Fire Prevention Division
- Developed Citation Program
- 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

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- 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

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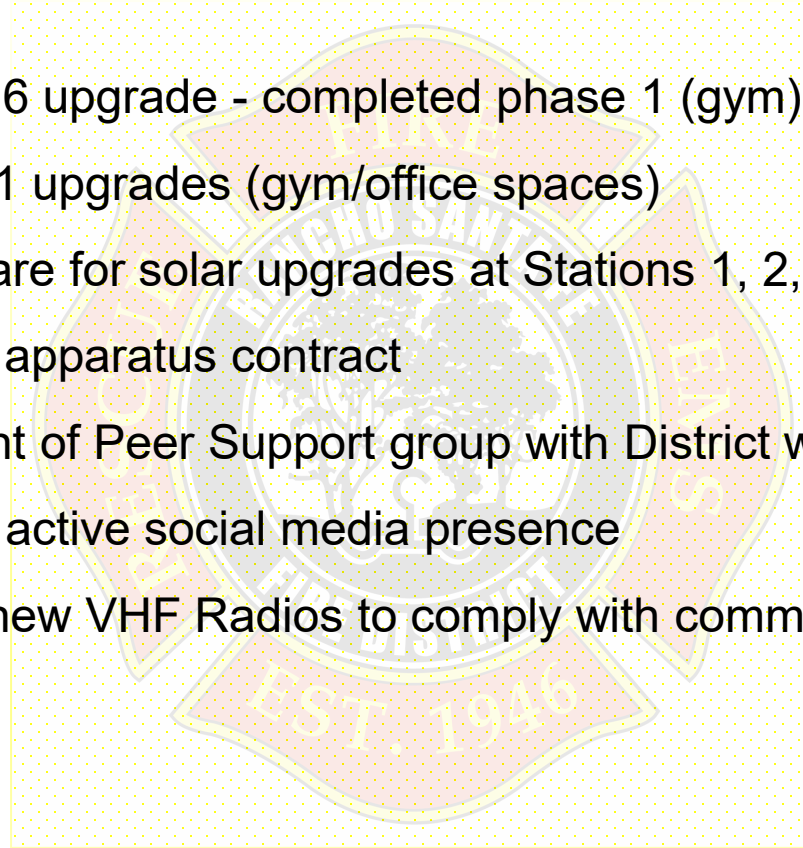
The most visible element of the department, as they are interacting with the public daily. Personnel respond to all 9-1-1 calls and are responsible for responding to and mitigating a wide variety of hazardous situations, including Emergency Medical Services, structural and wildland fires, automobile 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

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- 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

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- 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 rescue ATV in service at Station 6
- Purchase of two (2) complete sets of extrication tools to ensure all front line fire engines have E-Hydraulic rescue tools
- Hiring of four additional Firefighter/Paramedics to fill current vacancies
- New Battalion Chief hired June 1, 2022; additional Battalion Chief tentatively scheduled for hire on 9/16/2022
- Assess HVAC issues at all Fire Stations

# Training Division

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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.

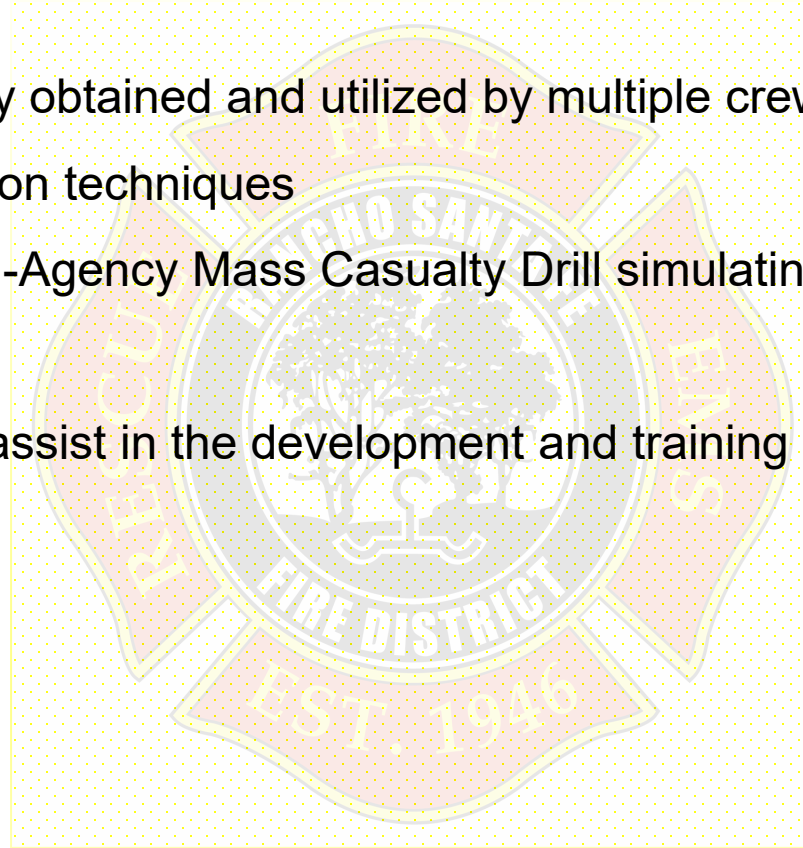




# Highlights for Fiscal Year 2021/2022

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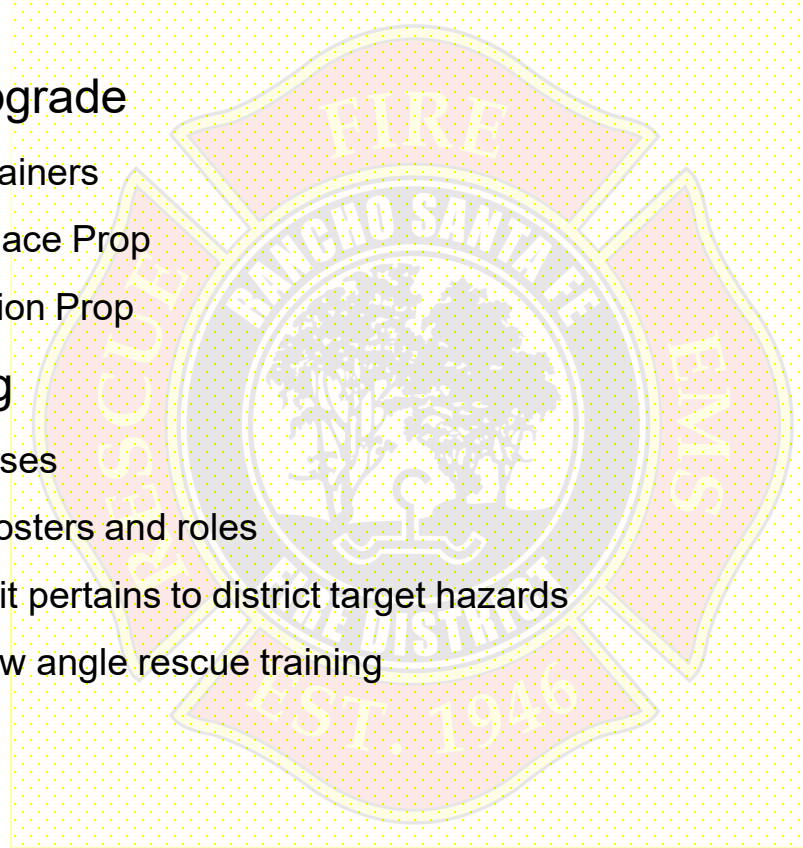
- Elfin Forest property obtained and utilized by multiple crews for training in forcible entry, rescue and ventilation techniques
- Participated in Multi-Agency Mass Casualty Drill simulating command & control, rescue and EMS
- Joined Cal-JAC to assist in the development and training of all ranks



# Goals for Fiscal Year 2022/2023

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- 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**





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# STAFF REPORT

NO. 22-10

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**TO:** BOARD OF DIRECTORS  
DAVE MCQUEAD, FIRE CHIEF

**FROM:** ALICEA CACCAVO, MANAGER OF FINANCE & ADMINISTRATION

**SUBJECT:** CALPERS FUNDING STATUS TARGET

**DATE:** AUGUST 25, 2022

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## RECOMMENDATION:

Discuss the effect on the current valuations of the 21.3% return; specifically, the impact of the Safety plan (see Exhibit A for summary). Finance Committee recommends the Board of Directors designate a target funding status of 85% or higher for all six CalPERS plans.

## BACKGROUND:

The District currently has six (6) retirement plans in place with CalPERS; three for Safety members and three for Miscellaneous members.

As a result of the implementation of GASB 68, all agencies must report the unfunded accrued liability on their financial statements. Previously, the District has strategized to make additional discretionary payments to bring the plans funding status to a manageable liability.

Staff and the Board of Directors have discussed at length the desired funding status of all the plans; however this number has not been voted on and memorialized in a public document by the Board.

## CURRENT SITUATION:

The June 30, 2021 Actuarial Valuations were received reflecting the 21.3% return; summary of the funding status for the last 2 years for all plans:

### *June 30, 2020*

Safety Tier 1:	80.90%
Safety Tier 2:	91.00%
Safety PEPRAs:	91.00%
Misc Tier 1:	79.20%
Misc Tier 2:	95.10%
Misc PEPRAs:	91.40%

### *June 30, 2021*

Safety Tier 1:	92.2%
Safety Tier 2:	103.8%
Safety PEPRAs:	104.1%
Misc Tier 1:	92.5%
Misc Tier 2:	108.7%
Misc PEPRAs:	103.9%

Having a target number will enable the Finance Committee to work with Staff to achieve recommendations to the Board for items, including but exclusive to funding reserves, long term projects and anticipated/unanticipated expenditures.

**EXHIBIT A**

# CalPERS Rates Safety Plans

	Employer Rates				Employee Rates	
	1	2	3 PEPRA		1 & 2	3 PEPRA
FY19	20.56%	17.61%	12.14%		9.00%	12.00%
FY20	21.93%	18.93%	13.03%		9.00%	13.00%
FY21	23.67%	20.59%	13.04%		10.00%	13.00%
FY22	23.71%	20.64%	13.00%		11.00%	13.00%
FY23	23.75%	20.64%	12.78%		12.00%	13.00%
	UAL Lump Sum				Total UAL	Discounted
FY19	\$ 444,174	\$ 1,748	\$ 387		\$ 446,309	\$ 431,134
FY20	\$ 623,635	\$ 3,539	\$ 1,096		\$ 628,270	\$ 606,909
FY21	\$ 704,002	\$ 4,737	\$ 2,816		\$ 711,555	\$ 687,362
FY22	\$ 854,680	\$ 6,647	\$ 5,022		\$ 866,349	\$ 836,893
FY23	\$ 965,395	\$ 9,730	\$ 8,225		\$ 983,350	\$ 949,916
	Amortization Base (000)					
Jun 30, 22	\$ 12,568	\$ 173	\$ 144			
Jun 30, 23	\$ 3,849	\$ (65)	\$ (11)			
30-Jun	Funded Ratio					
2011	78.9%					
2012	73.7%					
2013	77.5%					
2014	81.0%					
2015	80.9%					
2016	78.0%	96.0%	91.3%			
2017	82.2%	97.9%	96.0%			
2018	81.3%	93.9%	93.2%			
2019	82.2%	92.8%	92.2%			
2020	80.9%	91.0%	91.0%			
2021	92.2%	103.8%	104.1%			
2022						

	1	2	3 PEPRA
Hire Date	< 3/31/12	< 4/1/12	> 1/1/13
Plan	3% @ 50	3.0% @ 55	2.7% @ 57

**Document Date:**  
8/19/2022

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# STAFF REPORT

NO. 22-11

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TO: BOARD OF DIRECTORS  
FROM: DAVE MCQUEAD, FIRE CHIEF  
SUBJECT: ACCEPTANCE OF DONATION  
DATE: AUGUST 19, 2022

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## RECOMMENDATION:

Staff recommends accepting the grant amount of \$50,000.00 from the Rancho Santa Fe Fire District Foundation (501(c)3) to purchase a complete set of Hurst E-Hydraulic Extrication Tools for Rancho Santa Fe Fire Station #3. Pursuant to the Health and Safety Code 13898, the Board of Directors must consider the acceptance of donated funds or items with a value greater than \$500.00.

## CURRENT SITUATION:

Project Description	Qty	Funding Source	Project Not to Exceed
Purchase Hurst E-Hydraulic Extrication Tools	1	RSF Fire District Foundation (501.c3) \$50,000.00 (Original donation made by Mrs. McDonald)	\$50,000.00

One (1) complete set of Hurst E-Hydraulic Extrication Tools: Cutters, Spreaders, RAM, Batteries, Multi-Battery Charger, Knuckle Attachments and Chains.

## BACKGROUND:

The Rancho Santa Fe Fire Protection District (RSFFPD) received a generous donation of \$50,000.00 on August 17, 2022, from Mrs. McDonald who is a resident within the Rancho Santa Fe Fire District. In conversations with Mrs. McDonald, the decision was made to have the donation directed for the purchase of Hurst E-hydraulic tools for RSF Station #3 Engine 263. RSF Station #3 is the first responding fire station to her community and residence. The donation was made directly to the Rancho Santa Fe Fire District Foundation (501(c)3) to facilitate this grant and complete this specific project.

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# STAFF REPORT

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NO. 22-12

TO: BOARD OF DIRECTORS  
FROM: DAVE MCQUEAD, FIRE CHIEF  
SUBJECT: AUTHORIZE PURCHASE OF APPARATUS  
DATE: AUGUST 19, 2022

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## RECOMMENDATION:

Staff recommends authorizing the Fire Chief to enter a formal contract with Prowler, ATV Corp. for the purchase of one (1) Rescue All-Terrain Vehicle (ATV) and transport trailer for Rancho Santa Fe Fire Station #6.

## CURRENT SITUATION:

Project Description	Qty	Funding Source			Project Not to Exceed
Rescue All-Terrain Vehicle (ATV) and Transport Trailer.	1	RSF Foundation \$10,000.00	General Fund \$10,000.00	CSA-17 EMS \$30,000.00	\$50,000.00

Project includes one (1) completely outfitted Rescue All-Terrain Vehicle (ATV) and transport trailer.

## BACKGROUND:

The Rancho Santa Fe Fire Protection District (RSFFPD) acquired an all-terrain vehicle (ATV) during the reorganization with Elfin Forest and Harmony Grove in 2016. The existing 2011 ATV Polaris has limits when it comes to weight, storage, engine power, functionality, and safety. This project will provide our Fire District an ATV that meets our needs towards functionality and safety for transporting fire personnel, a patient and equipment during trail rescues. Please reference the photos provided by Fullerton Fire Department for an example of the new ATV.

The apparatus committee contacted several vendors to explore the options, designs, and overall cost to complete this project. The apparatus committee reviewed the quotes and have selected Prowler for the project based on an overall design that meets functionality, safety and within the budgeted amount of \$50,000.00 or less for the project.





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# STAFF REPORT

NO. 22-13

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**TO:** BOARD OF DIRECTORS  
DAVE MCQUEAD, FIRE CHIEF

**FROM:** ALICEA CACCAVO, MANAGER OF FINANCE & ADMINISTRATION

**SUBJECT:** RESOLUTION UPDATING AGENCY CONFLICT OF INTEREST CODE

**DATE:** AUGUST 19, 2022

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## RECOMMENDATION

It is recommended that the Board of Directors approve Resolution No. 2022-13 amending the Rancho Santa Fe Fire Protection District Conflict of Interest Code, which updates the designated positions within the District, and authorize the Board Clerk to notify the County of San Diego Clerk of the Board no later than October 3, 2022 that amendments are necessary, and execute the form.

## BACKGROUND

The Political Reform Act of 1974 requires local agencies adopt local Conflict of Interest Codes. The Fire District has had such a code in effect since the 1980s. The District's Code requires disclosure of financial interests of certain employees, consultants and members of board if these persons are likely to be involved in decision-making that could affect their own financial interests. All public employees must comply with the State's general conflict of interest laws by abstaining from influencing or making decisions that would affect their own financial interests. Additionally, employees who hold positions designated in the District's Conflict of Interest Code must disclose specified types of financial interests on annual financial disclosure statements that are filed with the Board Clerk.

The Board of Directors last amended the Districts Conflict of Interest Code on July 15, 2020. State law requires every local governmental agency to periodically review its Conflict of Interest Code to determine whether it is accurate and up-to-date. Updates do not change the basic conflict of interest abstention rules. These rules reflect State law.

Also, as a part of the resolution, there are two Appendixes:

*A – Designated Positions* - The list of designated positions is part of the District's Code and designates which employees must file annual financial disclosure statements. For each designated position, the list establishes the categories of financial interests for which disclosure must be made. Requirements for disclosure differ from job to job in accordance with the kinds of financial interests that might be affected by an officer's or employee's decision making.

*B – Disclosure Categories of Reportable Economic Interests* - The disclosure categories establish the types of financial disclosure that must be made for each position and the Fair Political Practices Commission ("FPPC") forms that must be completed by the employee.



## RESOLUTION No. 2022-20

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT AMENDING THE FAIR POLITICAL PRACTICES COMMISSION'S STANDARD CONFLICT OF INTEREST CODE AND CANDIDATE DISCLOSURE STATEMENT and REPEALING RESOLUTION NO. 2020-11

**WHEREAS**, the Political Reform Act requires certain District Officials, specified in section 87200 of the California Government Code, to file economic disclosure forms ("Form 700") and abstain from making or participating in making governmental decision which have a reasonably foreseeable material effect on an economic interest; and

**WHEREAS**, the Rancho Santa Fe Fire Protection District approved an "Agency Conflict of Interest Code" as required by California Government Code on May 24, 2000; and

**WHEREAS**, the Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act.

**WHEREAS**, consistent with the biennial schedule established by the Fair Political Practices Commission for amending local conflict of interest codes, the District reviews and amends its local conflict of interest code every two years;

**NOW, THEREFORE**, the Board of Directors of the Rancho Santa Fe Fire Protection District does RESOLVE as follows:

1. Resolution No. 2020-11 is hereby repealed.
2. The Conflict of Interest Code for the Rancho Santa Fe Fire Protection District is hereby amended to read as follows:

### **CONFLICT OF INTEREST CODE FOR THE RANCHO SANTA FE FIRE PROTECTION DISTRICT**

The Political Reform Act, Government Code §81000, et. seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. After public notice and hearing the regulation may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and Appendix A and B, attached to this resolution and a part of it, designating officials, employees and consultants, and establishing disclosure categories, shall constitute the conflict of interest code of the Rancho Santa Fe Fire Protection District (District).

Individuals holding designated positions shall file their statements of economic interest electronically with the Clerk of the Board of Supervisors. The District will make the statements available for public inspection and reproduction per Gov. Code Sec. 81008.

3. The Conflict of Interest Code for the Rancho Santa Fe Fire Protection District will become effective the date the Board of Directors approves this resolution.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on August 25, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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JAMES H ASHCRAFT  
President

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Alicea Caccavo  
Clerk of the Board

**DESIGNATED POSITIONS**

<b><u>Titles</u></b>	<b>Assigned Disclosure Category</b>
Directors .....	1
Candidate for Board of Directors .....	1
Chief Officers, <i>including but not limited to</i> .....	
Fire Chief .....	1
Assistant/Deputy Chief .....	1
Division Chief .....	3
Battalion Chief.....	3
Manager of Finance & Administration .....	1
Fire Marshal .....	1
Fire Prevention Personnel, <i>including but not limited to</i> :.....	
Deputy Fire Marshal.....	3
Fire Prevention Specialist.....	3
Urban Forester .....	3
Weed Abatement Specialist.....	4

**OTHER REPORTING REQUIREMENTS**

Consultants (Defined in FPPC Regulation 18701(a)(2)	
The positions of the following consultants presently Retained by the Agency:	
Attorney(s) .....	1

## APPENDIX B

### DISCLOSURE CATEGORIES OF REPORTABLE ECONOMIC INTERESTS

#### 1. FULL DISCLOSURE

**What to report?** All investments and business positions in business entities, sources of income including gifts, loans and travel payments, and interests in real property.

What Form 700 schedules? All Schedules. (A through E)

#### 2. DISTRICT-RELATED INCOME

**What to report?** All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the District.

What Form 700 schedules? A, C, D, E

#### 3. DISTRICT-RELATED INCOME, REAL PROPERTY

**What to report?** All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the District and all interests in real property.

What Form 700 schedules? All Schedules (A through E)

#### 4. DIVISION-RELATED INCOME (Administration, Operations, Prevention)

**What to report?** All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type if the source is of a type which provides, manufactures or supplies equipment, supplies, material, services or machinery of the type utilized by or subject to the review or approval of the department in which that person is employed.

What Form 700 schedules? A, C, D, E

### FORM 700 SCHEDULES – DESCRIPTION

#### Form 700

- Schedules A-1 Investments (Stocks, Bonds, and Other Interests (Ownership Interest is Less than 10%))
- Schedules A-2 Investments, Income and Assets of Business Entities/Trusts (Ownership Interest is 10% or Greater)
- Schedule B Interests in Real Property (Including Rental Income)
- Schedule C Income, Loans and Business Positions (Other than Gifts and Travel Payments)
- Schedule D Income – Gifts
- Schedule E Travel Payments, Advances and Reimbursements

## RESOLUTION No. 2022-21

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT CLASSIFYING THE VARIOUS COMPONENTS OF FUND BALANCE AS DEFINED IN GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT NO. 54 AND ESTABLISHING A RESERVE BALANCE GUIDELINE FOR THE FISCAL YEAR 2022/2023.**

**WHEREAS**, the Board of Directors wants to ensure that the District will at all times have sufficient funding available to meet its operating, capital and debt service cost obligations; and

**WHEREAS**, the Board of Directors recognizes the need to establish the finances necessary to prepare for planned and unexpected expenses in the future; and

**WHEREAS**, the Governmental Accounting Standards Board (GASB) issued Statement No. 54 effective July 1, 2010 entitled "Fund Balance Reporting and Governmental Fund Type Definitions" which defined five (5) classifications that comprise a hierarchy based primarily on the extent to which government is bound to observe constraints imposed upon the use of resources reported in governmental funds demonstrated in **Exhibit A**; and

**WHEREAS**, this action complies with existing Board Policy No. 3036 and establishes the Rancho Santa Fe Fire Protection District Reserve Balances in Exhibit B; and

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

- The Board of Directors designates the Fire Chief and/or the Manager of Finance & Administration as the official to determine and define the amounts of those components of fund balance that are classified as "Assigned Fund Balance."
- The Manager of Finance & Administration is directed to follow this Reserve Balance Guideline in managing available funds and investments of the District. Each fiscal year budget will report on the status of the reserve over the previous year and budget for proposed sources and uses for each reserve.

**PASSED AND ADOPTED** by the Board of Directors of Rancho Santa Fe Fire Protection District, this 25th day of August 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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James H. Ashcraft  
Board President

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Alicea Caccavo  
Board Clerk

## EXHIBIT A

5 Components to GASB 54		
1. Nonspendable fund balance	Examples:	Explanation:
<u>Fund Balance amounts set aside for items that do not represent available, spendable resources such as prepaid expenses or inventory amounts.</u>		
2. Restricted Fund Balance	Examples:	Explanation:
Fund Balance amounts that have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the funds to be used on for a specific purpose	<i>SD County Fire Mitigation Fund CSA - 17 Grant Funding</i>	<ol style="list-style-type: none"> <li>1. FMF: funding to achieve FMF projects with a nexus to growth</li> <li>2. CSA-17: funding for medical items</li> <li>2. Grant: funds designated for a specific grant opportunity</li> </ol>
3. Committed Fund Balance	Examples:	Explanation:
Fund Balance amounts that have constraints imposed by formal action of the Board. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or reverse the limitation.	<i>Economic Stability Fund PASIS Risk Pool Deposit - SIR CalPERS UAL Compensated Absences</i>	<ol style="list-style-type: none"> <li>1. Economic Stability: offset quantifiable rev/exp uncertainty and help stabilize service levels through economic cycles</li> <li>2.. PASIS - SIR: Bylaw reqs to maintain 125% of our self-insured retention fee; Balance of fund not required by the JPA to be on deposit and used to cover unanticipated WC claims</li> <li>3. CalPERS UAL: funding for the prepayment of the annual total of UAL payment to enjoy 3.5% savings</li> <li>4. Comp Absences: est for payment of the EE's accrued annual leave upon separation of service or for use at the EOFY to compensate EE's for unused leave time</li> </ol>
4. Assigned Fund Balance	Examples:	Explanation:
Fund Balance amounts that are constrained by the District's intent to be used for a specific purpose but are neither restricted nor committed.	<i>Budget Stabilization Encumbrance Account Apparatus/Vehicle Replacement Equipment Fund Capital Improvement Fund</i>	<ol style="list-style-type: none"> <li>1. Budget Stabilization: provides for short term one-time funding for extraordinary items that are not part of normal operating budget</li> <li>2. Encumbrance: account for open PO's carried from one FY to the next</li> <li>3. Appartus/Veh: replacement of engines &amp; staff vehicles based on age (10 yrs), mileage (100,000 miles), and condition (poor/insufficient for safe operation)</li> <li>4. Equip: useful life of 5 - 25 yrs - Communication radios/MDC's, emergency equip, emergency medical equip, IT</li> <li>5. CIP: purpose of funding capital improvements to repair, upgrade, and replace the District's fixed facilities</li> </ol>
5. Unassigned Fund Balance	Examples:	Explanation:
Represents residual amounts that have not be restricted, committed or assigned.		

## RESOLUTION No. 2022-22

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2022/2023.

**WHEREAS**, the Rancho Santa Fe Fire Protection District (hereinafter referred to as “District”) is required to adopt a final budget, on or before October 1 of each year, after making changes in the preliminary budget, as per Section 13895 of the Health & Safety Code; and

**WHEREAS**, the District and finance committee have made changes to the preliminary budget and submitted the proposed final budget for review and adoption at a publicly noticed meeting; and

**WHEREAS**, the District’s total revenue and fund balances from all sources do not exceed the total expenditures for Fiscal Year 22/23; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Rancho Santa Fe Fire Protection District a public agency in the County of San Diego, California, find and determine that:

1. The Final Budget for the Fiscal Year 22/23, including all sources of estimated revenue and appropriations for all funds as set forth in attached Final Budget document will be and is hereby adopted with the total expenditure requirements.
2. All encumbrances outstanding at the end of Fiscal Year 21/22 for goods not yet provided or services not yet rendered are hereby re-appropriated in conformation with General Accepted Accounting Principles for the Fiscal Year 22/23.
3. The balances of all capital construction, renovation, improvement projects and grants currently approved and/or near completion are hereby approved for re-appropriation and carryover for Fiscal Year 22/23.

**BE IT FURTHER RESOLVED** by the Board of Directors of the Rancho Santa Fe Fire Protection District that the means of financing the expenditure requirement will be by monies derived from all revenue sources, available fund balance, and designated reserve fund balances.

**BE IT FURTHER RESOLVED** by the Board of Directors of the Rancho Santa Fe Fire Protection District that the Final Budget will be and is hereby adopted in accordance with the detail provided.

**PASSED AND ADOPTED** by the Board of Directors of Rancho Santa Fe Fire Protection District, this 25th day of August 2022 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

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James H. Ashcraft  
Board President

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Alicea Caccavo  
Board Clerk