



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

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

February 15, 2023
10:00 am PT
Special Agenda

SPECIAL AGENDA (10:00 am – 12:00 pm)

HARASSMENT TRAINING (Workshop) – The Fire District will conduct the mandatory two (2) hours harassment training for the Board of Directors and senior management staff. Stephen J. Fitch, of Fitch & Associates, will conduct the training.
No action will be taken and members of the public are welcome to attend.



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

February 15, 2023
1:00 pm PT
Regular Meeting

THIS BOARD OF DIRECTORS MEETING WILL BE CONDUCTED VIA TELECONFERENCE

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

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

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the Board Clerk 858-756-5971 ext. 1005. 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, however 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 office of the Manager, Finance & Administration 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



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

February 15, 2023

Call to Order

1. Pledge of Allegiance
2. Roll Call
3. Virtual Presentation
 - a. Bob Schull, Director – Investment Advisory Services, of Public Trust Advisors on California Class Investments
4. Public Comment
 - a. Barry Willis
5. 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.

6. Consent Calendar
 - a. Board of Directors Minutes
Board of Directors minutes of January 18, 2023
ACTION REQUESTED: **Approve**
 - b. Receive and File
Monthly/Quarterly Reports for the period of: **January 2023**
 - 1) List of Demands Check 35932 thru 36027, Electronic File Transfers (EFT), and Wire Transfer(s)
totaling: \$ 325,204.11
Wire Transfer(s) expenditures: \$ 319,397.13
Payroll expenditures: \$ 765,225.76
TOTAL DISTRIBUTION \$ 1,409,827.00
 - 2) Grant Recap
 - 3) Activity Reports – **January 2023**
 - a. Operations
 - b. Training
 - c. Fire Prevention
 - d. Correspondence - letters/cards were received from the following members of the public:
 - None
- ACTION REQUESTED: **Receive and File**



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

February 15, 2023

7. Old Business
 - a. Financial Reserves & Investments

To discuss and/or approve the reserves levels and funding impacts and to give direction on investment options. [Reserve Balance Report](#)

ACTION REQUESTED: **Discuss and Approve**
8. New Business
 - a. Class & Comp for Administrative Positions

To review and approve the recommendations from the class and compensation report. [Staff Report 23-05, Exhibit A](#)

ACTION REQUESTED: **Approve and Adopt Salary Schedule**
9. Resolution/Ordinance
 - a. Resolution No. 2023-02

To adopt the Resolution *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. 2020-11

ACTION REQUESTED: **Adopt**
10. Oral Report
 - a. Fire Chief
 - b. Operations
 - c. Training
 - d. Fire Prevention
 - e. Administration – Finance & HR
 - f. Board of Directors
 - i. North County Dispatch JPA – Update
 - ii. County Service Area – 17 – Update
 - iii. Comments
11. Closed Session - None
12. Adjournment

The next regular meeting Board of Directors meeting to be March 15, 2023 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

February 15, 2023

CERTIFICATION OF POSTING

I certify that on February 10, 2023 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 February 10, 2023

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

Alicea Caccavo
Board Clerk

Rancho Santa Fe Fire Protection District

Regular Board of Directors Meeting

Minutes January 18, 2023



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 1:02 pm.

Pledge of Allegiance

Battalion Chief Greg O’Gorman led the assembly in the Pledge of Allegiance.

Fire Chief McQuead introduced new Office Support Coordinator, Dana Shedley, and new Community Risk Reduction Specialist, Mark Smith, to the Board of Directors. The Board welcomed them to the District.

Roll Call

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

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Training Battalion Chief Luke Bennett, Battalion Chief Greg O’Gorman, Fire Marshal Marlene Donner; and Manager, Finance & Administration/Board Clerk Alicea Caccavo

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

1. Public Comment

None

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

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

3. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the consent calendar as presented.

a. Board of Directors Minutes

Board of Directors minutes of December 14, 2022

b. Receive and File

Monthly/Quarterly Reports

1) Financial Statements for period ending December 31, 2022

2) List of Demands Check 35822 thru 35931, Electronic File Transfers (EFT), and Wire Transfer(s) for the period December 2022 totaling: \$ 345,181.83

Wire Transfer(s) period December 2022 \$ 267,740.25

Payroll for the period December 2022 \$ 865,502.31

TOTAL DISTRIBUTION **\$1,478,424.39**

3) Activity Reports – December 2022

a. Operations

b. Training

c. Fire Prevention

4. Old Business

None



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting Minutes

January 18, 2023

5. Resolution/Ordinance

a. Resolution No. 2023-00

To adopt the Resolution *entitled* A Resolution of the Fire Chief of the Rancho Santa Fe Fire Protection District adopting a cafeteria plan. Staff Report 23-00, Exhibit A Cafeteria Plan

Manager Caccavo reported that the District did not have a Section 125, Cafeteria plan in place which sets health benefit deductions as a pre-tax deduction, which is benefit to the employees. Legal sent a Resolution to put into place for calendar year 2022. This resolution needs to be ratified by the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ratify Resolution 2023-00 by a roll call vote:

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

b. Resolution No. 2023-01

To discuss and/or adopt the Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2; Section 570.5 Staff Report 23-01, Attachment A Salary Schedule

Manager Caccavo reported that the only changes were the three (3%) increase in the MOU's and the additional one (1%) for the Chief Officers of the Management Resolution only.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2023-01 by a roll call vote:

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

6. New Business

a. CalPERS Additional Discretionary Payment

To discuss and/or authorize the additional discretionary payment (ADP) to CalPERS to reduce the District's unfunded accrued liability for safety and miscellaneous plans. – Staff Report 23-02

Director Malin reported on the historical aspect of the District and the additional discretionary payments. The Board of Directors had previously approved a target goal of 93% for the plans. While the recent valuations reflecting the 23.1% indicates only two plans below the goal, it is anticipated that the next valuations will be substantially lower in funding status due to the FY21/22 negative (7.6%) return. Staff answered questions by the board. Staff will return with more data at a future meeting to determine if an additional ADP should be made before the end of the fiscal year.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize staff to send one (1) million dollars to CalPERS as an ADP.

b. Sale of Assets

To discuss and/or authorize the sale of ambulance #0891 deemed as surplus. – Staff Report 23-03

Fire Chief McQuead reported on the history of the ambulance and its proposed use originally. Chief answered questions by the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize staff to sale ambulance #0891.



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting Minutes

January 18, 2023

c. Sale of Assets

To discuss and/or authorize the sale of vehicle #1381 deemed as surplus. — Staff Report 23-04

Fire Chief McQuead reported on the vehicle and answered questions by the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize staff to sale vehicle #1381.

d. Local Agency Formation Commission Nominations

To discuss and/or authorize the President to nominate a regular and alternate Special District member to LAFCO on behalf of the Fire District.

Fire Chief sits on the LAFCO Advisory board until 10/2023; Board not interested at this time.

7. Oral Report

a. Fire Chief:

Fire Chief is now a Rotary Club member. The Rotary will be sponsoring the Appreciation Dinner for RSFFPD, RSF Patrol and North County Dispatch JPA on April 21, 2023. North Zone Chiefs met in Camp Pendleton to review the Strategic Plan to ensure on task. There will be a Memorial Hike for Captain Mertz on Friday at the Elfin Forest Reserve; Mertz family will be there.

b. Operations:

Deputy Chief Slattery reported that Captain Marshal Jordan plans to retire after he returns from injury. Two strong Engineer candidates on the Captains list. Chief Sherwood has announced his intention to retire this year sometime between June and September. In 2020, call volume was 3,894; 2021 increased by 9.6% and 2022 increased by 2.1% resulting in a total of 4,361 calls. The 9.6% spike was most likely attributed to Covid pandemic. The fuel moistures are up from all the rain. Chief Slattery presented images of recent incidents.

c. Training:

Training Chief Bennett reported that due to our involvement with the California Joint Apprentice Committee (Cal-JAC) and the Firefighter Candidate Testing Center (FCTC) allows us to cast a wider net on recruitments. He went on to explain the process. The North Zone will be holding promotional testing for Engineers in March, Captains in April, and Battalion Chief testing in May. Training tower has been busy with multi-company drills. EMS Coordinator, Sal Ruiz, put on a First on Scene class (this is the second offering) to the public. Annual drivers training to ensure skills are sharp. Four probationary firefighters are on track in their second quarter exams. Chief Bennett presented some images from recent training, including some rattlesnake removal training. Recently some residents of the District that work for Qualcomm, reached out and requested to see what the District does to improve technology in the fire service. This resulted in a multi-company drill that created a partnership to see the current equipment and how to improve upon it.

d. Fire Prevention:

Fire Marshal Donner reported that the County is citing the California Solar Act. The County's legal counsel says that they are prohibited from sending to outside agency review. Fire Marshal Donner and the Fire Chief have responded to them regarding a different perspective on the Act. Plan review submittals have decreased there are currently 75 in the queue versus the 200 previously. Conducting more inspections out in the field.

Director Tanner leaves at 2:51pm

e. Finance, Human Resource & Administration:



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting Minutes

January 18, 2023

Manager Caccavo reminded that the sexual harassment training will be held before the February 15 meeting at starting at 10am to 12pm, break, and then start the regularly scheduled meeting at 1pm. The liability from the assessed value report to the Employee's Association Bargaining Unit resulted in a total of \$5,639.

f. Board of Directors:

i. North County Dispatch JPA: Meets on February 22, 2023.

ii. County Service Area – 17: Meets on February 27, 2023.

iii. Comments:

Malin: None

Stine: None

Tanner: None – (left at 2:51pm)

Hillgren: Director Hillgren reported that in reviewing the seasonal outlook report, it indicates a below average period of precipitation from January to February, which is clearly not correct. Director Hillgren also brought up the recent YouTube video "Fire Truck of the Future." Staff pulled it up and played the video. Director Hillgren inquired about the pilot program that Heartland started on non-emergency 911 calls that can be directed to an on-duty nurse, instead of sending an engine.

Ashcraft: None

Break for 10 minutes at 3:04pm

Adjourned to Close Session at 3:10pm

8. Closed Session

a. PUBLIC EMPLOYMENT

With respect to every item of business to be discussed in closed session pursuant to Government Code §54957.6

Agency Negotiators: Jim Ashcraft, Randy Malin and assigned Staff

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Under Negotiation: Position Re-classification and/or Compensation Resolution

All board members listed and Chief McQuead and Manager Caccavo attended and participated in this discussion.

Reconvened to Open Session at 3:34pm

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

9. Adjournment

Meeting adjourned at 3:35pm

Alicea Caccavo
Board Clerk

James H. Ashcraft
Board President

| Check No. | Amount | Vendor | Purpose |
|-----------|-------------|--------------------------------------|---|
| 35932 | \$925.00 | Accme Janitorial Service Inc | Building: Admin |
| 35933 | \$346.50 | Across the Street Productions | Suppression - Conf/Seminars |
| 35934 | \$423.22 | Advanced Communication Systems Inc | Radios |
| 35935 | \$2,101.13 | Alert-all Corporation | Public Education Material |
| 35936 | \$2,396.18 | American Medical Response Inc | CSA-17 Contract |
| 35937 | \$1,825.00 | APCD | Permits |
| 35938 | \$2,445.47 | AT&T Calnet 2/3 | Utilities: Admin, RSF1, RSF2, RSF3, RSF4, RSF6 |
| 35939 | \$50.00 | CA Training Officers' | Subscriptions & Memberships |
| 35940 | \$8,757.76 | Cielo Village Partners LP | Building: Admin |
| 35941 | \$3,549.50 | County of SD/RCS | Dispatching, 800 MHz Network Admin Fees |
| 35942 | \$552.25 | Cox Communications | Utilities: RSF5 |
| 35944 | \$474.41 | EDCO Waste & Recycling Inc | Utilities: RSF5, RSF6 |
| 35945 | \$12,697.50 | Eide Bailly LLP | Consulting Services - Financial |
| 35946 | \$1,740.01 | Fire ETC Inc | Fire Hose, Nozzles & Supply; Uniforms: Safety Personnel |
| 35947 | \$1,656.58 | Fitch Law Firm Inc | Legal Services |
| 35948 | \$115.57 | Griffin Hardware Co. | Station Supplies; Fuel: Propane (Cooking) |
| 35949 | \$46.33 | Interior Technique Flooring | Remodel |
| 35950 | \$525.00 | K & M Pest Solutions | Building: Admin & All Stations |
| 35951 | \$250.00 | LaFleur, Richard | CSA-17 Contract |
| 35952 | \$289.08 | Lincoln National Life Ins Co | Life Insurance/EAP |
| 35954 | \$1,451.00 | MES California | SCBA |
| 35956 | \$49,998.00 | NCDJPA | Dispatching |
| 35957 | \$27,939.11 | North County EVS Inc | Apparatus: Scheduled; Apparatus: Repair |
| 35958 | \$234.03 | Olivenhain Municipal Water District | Utilities: RSF3 |
| 35959 | \$525.00 | Police & Fire Psychology, APC | New Hires & Backgrounds |
| 35960 | \$1,636.18 | R.E. Badger & Son, Inc. | Weed Abatement Services |
| 35961 | \$179.50 | Race Telecommunications, Inc | Utilities: RSF1 |
| 35962 | \$483.55 | Rincon Del Diablo Municipal Water Di | Utilities: RSF5 |
| 35963 | \$805.20 | Robert Half International | Temporary Labor |
| 35964 | \$120.00 | RSF Mail Delivery Solutions | Office Expenses |
| 35965 | \$50.00 | RSF Security Inc | Utilities: RSF5 |
| 35966 | \$4,345.06 | SC Commercial LLC | Fuel: Gasoline & Diesel |
| 35967 | \$250.00 | SDCFCA - FPO Section | Prevention - Conf/Seminars |
| 35968 | \$2,780.93 | SDG&E | Utilities: RSF5, RSF6 |
| 35970 | \$123.03 | Shred it Stericycle | Office Expenses |
| 35971 | \$400.00 | Streamline | Website Redesign |

| Check No. | Amount | Vendor | Purpose |
|------------------|---------------|--------------------------------------|--|
| 35972 | \$9,625.22 | U S Bank Corporate Payment System | Cal-Card./IMPAC program |
| 35973 | \$2,218.49 | Waste Management Inc | Utilities: RSF1, RS2, RSF3, RSF4 |
| 35974 | \$7,500.00 | WinTech Computer Services | Consulting Services |
| 35975 | \$1,248.00 | AFSS -Southern Division | Admin - Conf/Seminars |
| 35976 | \$360.00 | Air Control Systems, Inc. | Building RSF1 |
| 35977 | \$144.38 | Armanino Solutions, LLC | Consulting Services - Financial |
| 35978 | \$750.00 | Ashley Michelle Designs | Remodel |
| 35979 | \$64.20 | AT&T | Utilities: RSF6 |
| 35980 | \$125.00 | California Society of Municipal Fina | Subscriptions & Memberships |
| 35981 | \$41.37 | Charter Communications Holdings, LLC | Utilities: RSF4 |
| 35982 | \$246.97 | Diamond Environmental Svcs, LP | Remodel |
| 35983 | \$1,706.00 | Fader Electric | Remodel; Building: RSF2, RSF4, RSF5 |
| 35984 | \$4.33 | Griffin Hardware Co. | Building: RSF2 |
| 35986 | \$22.55 | Kamps Propane, Inc. | Fuel: Propane (Cooking) |
| 35987 | \$478.85 | Konica Minolta Business Inc | Copier Maintenance Contract |
| 35988 | \$475.00 | Mickelson, Jim | Education/Training |
| 35989 | \$36.60 | Napa Auto Parts Inc | Apparatus: Parts & Supplies |
| 35990 | \$150.00 | PharmaLink | CSA-17 Contract |
| 35991 | \$405.48 | Pitney Bowes Inc | Machines & Office Equipment |
| 35992 | \$2,048.00 | Roadone | Apparatus; Training Equipment/Supplies |
| 35993 | \$89.89 | San Diego Union-Tribune, LLC | Subscriptions & Memberships |
| 35994 | \$5,844.73 | SC Commercial LLC | Fuel: Gasoline & Diesel |
| 35995 | \$2,592.50 | Scott Davis | Consulting Services |
| 35996 | \$10,400.31 | SDG&E | Utilities: Admin, RSF1, RSF3, RSF4 |
| 35997 | \$5,026.48 | Sound Image Inc | Remodel |
| 35998 | \$25.00 | AAA Live Scan | New Hires & Backgrounds |
| 35999 | \$519.89 | Aair Purification Systems | Building RSF4 |
| 36000 | \$134.42 | Airgas Inc | SCBA |
| 36001 | \$3,103.09 | All Star Fire Equipment, Inc. | PPE |
| 36002 | \$269.38 | American Medical Response Inc | CSA-17 Contract |
| 36003 | \$215.05 | AT&T | Utilities: RSF5 |
| 36004 | \$145.00 | B & B Appliance Service Dept | Utilities: RSF2 |
| 36005 | \$644.00 | Blend | CSA-17 Contract |
| 36006 | \$771.01 | Bound Tree Medical LLC | CSA-17 Contract |
| 36007 | \$117.10 | Charter Communications Holdings, LLC | Utilities Admin |
| 36008 | \$204.00 | Clarion Events, Inc. | Suppression - Conf/Seminars |

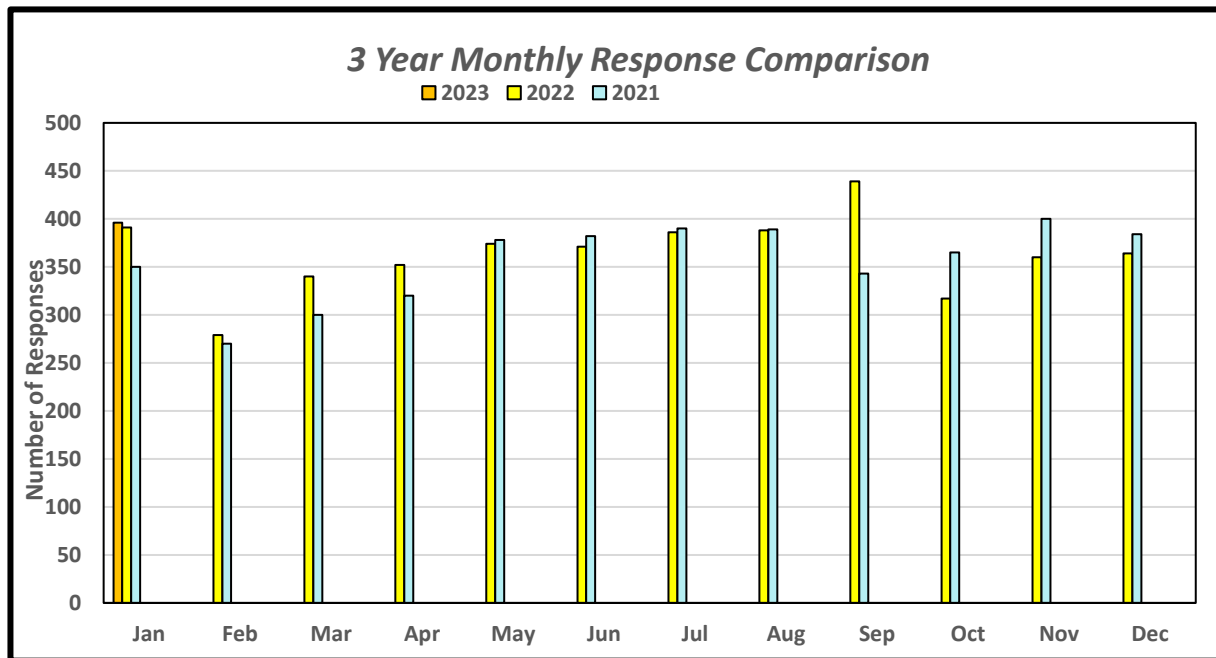
| Check No. | Amount | Vendor | Purpose |
|-----------------|-----------------------|-------------------------------------|--|
| 36009 | \$353.75 | CPH HR Consulting | Consulting Services - Financial |
| 36010 | \$880.00 | ESRI Inc | Computers/Printers |
| 36011 | \$18,871.20 | G & W Truck & SUV Accessories | Capital - Vehicles |
| 36012 | \$60.00 | Golden Telecom Inc | Machines & Office Equipment |
| 36013 | \$332.37 | Griffin Hardware Co. | Apparatus; Building: RSF2; Station Supplies |
| 36014 | \$5,709.23 | Guardian Life Insurance Co | Medical Insurance; Med/Dental - Retiree-Former Employees |
| 36015 | \$1,085.65 | Home Depot, Inc | Apparatus; Building: RSF5; Station Supplies; |
| 36016 | \$1,895.00 | Industrial Commercial Systems, Inc. | Building: RSF1 |
| 36017 | \$720.39 | L N Curtis & Sons Inc | Apparatus: Tools |
| 36018 | \$1,179.00 | Liebert Cassidy Whitmore | FLSA Litigation; Legal Services |
| 36019 | \$791.22 | Lincoln National Life Ins Co | Life Insurance/EAP |
| 36020 | \$32.20 | Montagne, Sarah | Meetings & Special Events |
| 36021 | \$376.27 | Olivenhain Municipal Water District | Utilities: RSF6 |
| 36022 | \$50.00 | RSF Security Inc | Utilities: RSF5 |
| 36023 | \$330.88 | SC Commercial LLC | Fuel: Gasoline & Diesel |
| 36024 | \$4,007.28 | SDG&E | Utilities: RSF2 |
| 36025 | \$6,120.00 | VectorSolutions | Scheduling (Crewsense) |
| 36026 | \$250.00 | Young, Scott | CSA-17 Contract |
| 36027 | \$25,513.90 | Law Offices of James J. Cunningham, | FLSA Litigation |
| EFT000000000812 | \$854.94 | Caccavo, Alicea I. | Admin - Conf/Seminars |
| EFT000000000814 | \$250.00 | Sivba, Matt | CSA-17 Contract |
| EFT000000000816 | \$17,096.21 | Davidson, Bret A | FLSA Litigation |
| EFT000000000817 | \$19,646.84 | Livingstone, David W. | FLSA Litigation |
| Various | \$28,558.41 | Medical Reimbursements | |
| | \$325,204.11 | | |
| ACH Transfer | \$232,591.39 | CalPERS | December 2022 Retirement |
| ACH Transfer | \$86,805.74 | CalPERS | February 2023 Health |
| Subtotal | \$319,397.13 | | |
| 1/14/2023 | \$5,721.58 | Payroll | Admin 1% AV |
| 1/15/2023 | \$348,934.94 | Payroll | RSFFPD |
| 1/18/2023 | \$40,190.31 | Payroll | Litigation & Vacation Buyback |
| 1/31/2023 | \$370,378.93 | Payroll | RSFFPD |
| Subtotal | \$765,225.76 | | |
| Total | \$1,409,827.00 | | |

RSF Grant Re-Cap

| Status | Date Submitted | Agency/Grantor Name | Description / Items Requested | Amount Requested | Total Received | Notes: |
|-------------------------------------|----------------|----------------------------------|--|------------------|-----------------|---|
| ACTIVE | 9/30/2021 | FEMA | Covid Forced Labor OT | \$ 93,084.25 | | RFI completed 8/2022. Under eligibility review. |
| ACTIVE | | UASI FY18 | | \$ 6,105.00 | | OES conducting compliance assessment |
| ACTIVE | 7/6/2022 | UASI FY20 | Training; L-954 Course | \$ 17,000.00 | | Reimbursement request sent 7/6/22 |
| ACTIVE | 8/1/2022 | Coastal Conservancy | Escondido Creek/San Marcos Defensible Space/Roadway Clearance | \$ 325,864.00 | \$325,864.00 | Elfin Forest/Harmony Grove Clean Up; Collaborating w/UrbanCorp, San Marcos Fire and Escondido Fire; 3 year grant - 1/2023-12/2025; Financials going through UrbanCorp |
| ACTIVE | 5/12/2020 | FEMA | Vegetation Management | \$ 18,000.00 | \$ 170,000.00 | Check received. Utilizing funds for Via Ambiente Roadway Clearance; Work completed and payment in process. |
| AWARDED | 10/15/2021 | CSDA (CA Special Districts) | COVID-19; Staffing and Supplies | \$ 6,163,371.00 | \$ 1,154,981.00 | Check received. Audit in progress |
| CLOSED | 1/30/2021 | OTS | Struts, Airbags, Circ. Saw (Extrication) | \$ 15,181.23 | \$ 15,181.23 | Check received; Final Quarterly report provided to OTS. Process is officially closed. |
| CLOSED | 6/1/2022 | SD Regional Fire Foundation | Mental Health Program Support | \$ 3,000.00 | \$ 3,000.00 | Check received. Presentation given at prior Board Meeting. Process is officially closed. |
| CLOSED | 3/11/2021 | DEPT OF THE TREASURY (ARPA) | COVID-19 Recovery Funds | \$ 329,000.00 | \$ 329,000.00 | 5/12: All documentation submitted to County & approved; Check received. Process is officially closed. |
| CLOSED | 3/31/2022 | RSF Association | Firefighter of the Year Award | \$ 750.00 | \$ 750.00 | Nathan Sanford accepted. Process is officially closed. |
| 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) 50/50 split with the District for pendants, cell guards |
| | 9/21/2021 | RSF Foundation | GIA Wellness | \$ 8,537.50 | \$ 8,537.50 | 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 |
| | 8/19/2022 | RSF Foundation (Sharon McDonald) | E-Hydraulic Extrication Tools | \$ 50,000.00 | \$ 50,000.00 | Hydraulic Extrication Tools |
| | | | | | | Change since previous re-cap |

Rancho Santa Fe Fire Protection District Operations Report

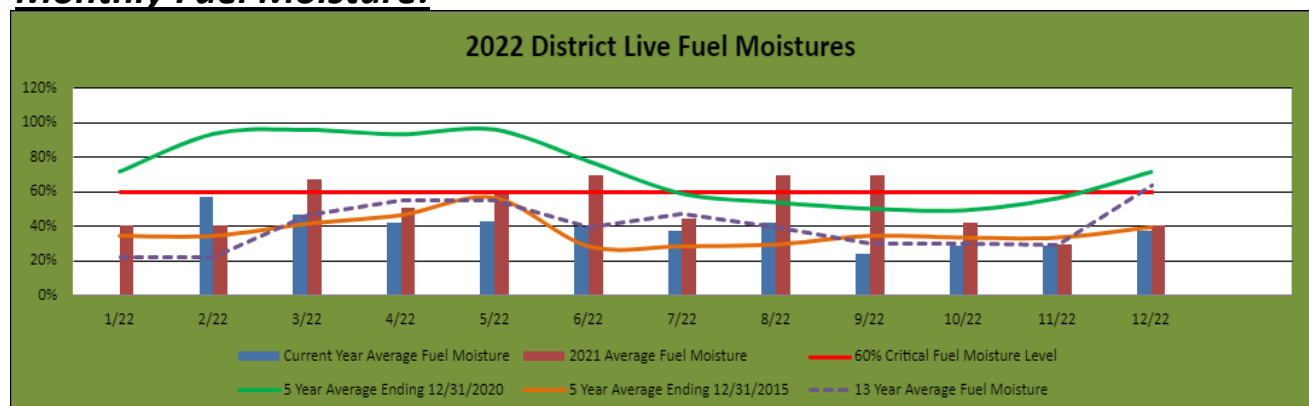
February 2023



3 Year Call Volume Tracker:

| 2023 | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Responses |
|------|-----------|-----|-----|------|------|------|------|------|------|------|------|------|------|---------------|
| | Responses | 396 | | | | | | | | | | | | 396 |
| | YTD | 396 | | | | | | | | | | | | |
| 2022 | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Responses |
| | Responses | 391 | 279 | 340 | 352 | 374 | 371 | 386 | 388 | 439 | 317 | 360 | 364 | 4,361 |
| | YTD | 391 | 670 | 1010 | 1362 | 1736 | 2107 | 2493 | 2881 | 3320 | 3637 | 3997 | 4361 | |
| 2021 | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Responses |
| | 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 | |

Monthly Fuel Moisture:



Rancho Santa Fe Fire Protection District Operations Report

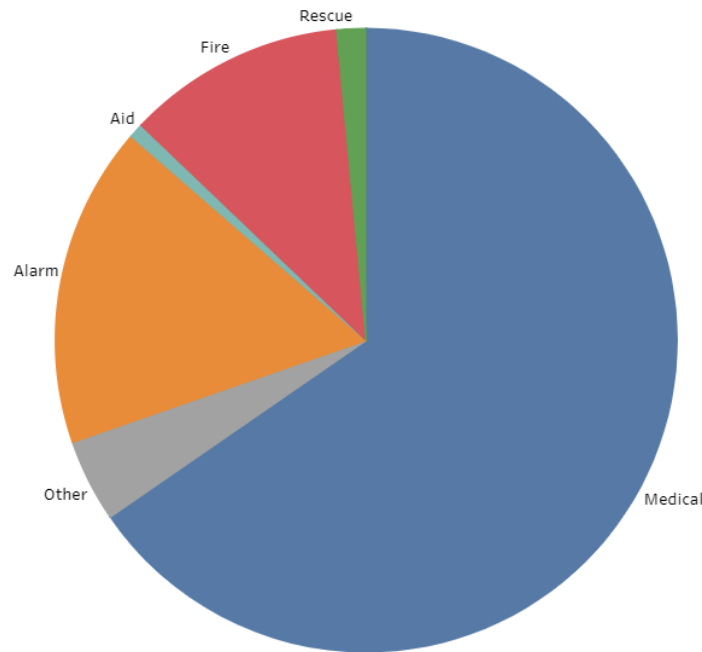
February 2023

Monthly Incidents

Assigned Incidents for RANCHO SANTA FE FPD
January 2023

Agency
RANCHO SANTA FE FPD

Month and Year
January 2023



| | |
|-------------|-------------------------|
| Medical | 259 incidents / 65.40% |
| Fire | 45 incidents / 11.36% |
| Alarm | 66 incidents / 16.67% |
| Aid | 3 incidents / 0.76% |
| Rescue | 6 incidents / 1.52% |
| Other | 17 incidents / 4.29% |
| Grand Total | 396 incidents / 100.00% |

Problem Category

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

Assigned incidents for all RANCHO SANTA FE FPD units.

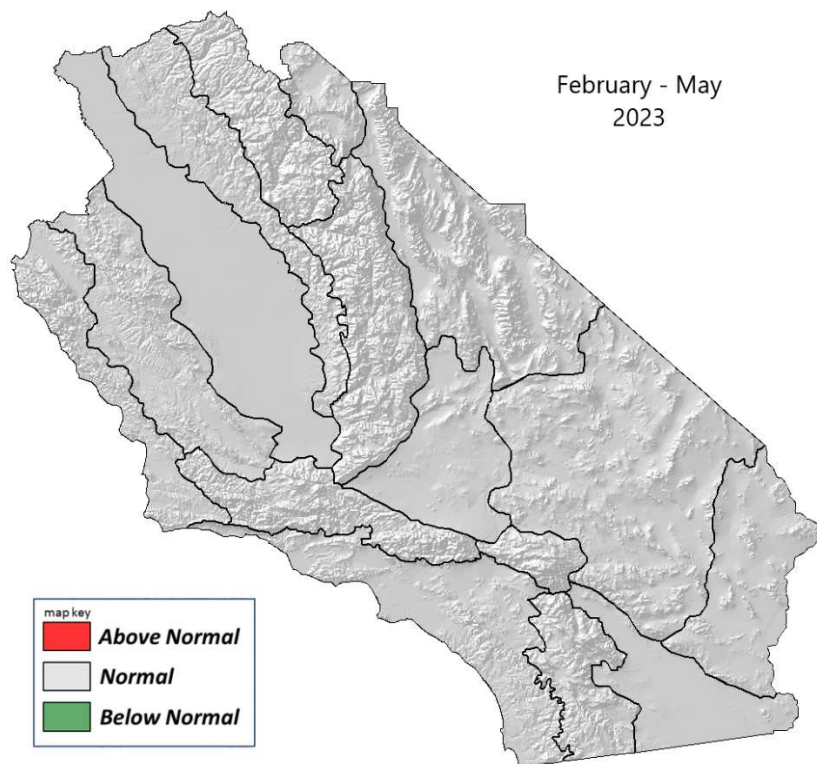
Data Last Updated: 2/9/2023 9:04:09 AM UTC

Significant Incidents:

| Date: | Incident: | Units Assigned: |
|-------|-----------|-----------------|
| | | |
| | | |

Covid-19 Agency Status:

| | Positive |
|-------------------------------|----------|
| Fire Suppression Personnel | 0 |
| Administration and Prevention | 0 |



***Monthly Images will only be shown when there are changes**

February – May 2023 South Ops Highlights

- Precipitation will likely be below normal through May.
- Temperatures will likely be above normal through May.
- The amount of Santa Ana wind events will likely be near normal through May.

Weather Discussion

A series of strong Pacific troughs and associated atmospheric rivers moved inland into California from the Pacific Ocean during the first two weeks of January. High pressure approached the California Coast during the third week of the month and then set up shop just off the coast at the end of the month. Temperatures were well below normal over most of the region during the first few weeks of the month and then warmed to near or a little above normal during the last week of the month. Overall, temperatures were well below normal for the month, except they were a little above normal over the San Joaquin Valley (**Fig 1**). Rain, heavy at times, moved across most of the area during the first two weeks of the month, with very few breaks in between storms. The last two weeks of the month were essentially dry with only a couple days with scattered light showers as a couple of troughs dropped into the Great Basin from the Pacific Northwest. For the month, precipitation was well above normal across most of the region, except it was below normal across the Lower and Eastern Deserts (**Fig 2**). The snow level was mainly between 6,000 and 8,000 feet for much of the month. Many new feet of snow fell over the High Sierra, with only six inches to a foot of new snow over the Southern California Mountains. The snowpack in the Sierra is currently between 200% and 250% of normal and is between 125% and 150% of normal for the entire season which ends April 1st (**Fig 3**). Strong southerly winds accompanied the Pacific storms during the first two weeks of the month. Offshore flow was prevalent during the last couple weeks of the month and there were a few strong Santa Ana wind events.

Av. Max. Temperature dep from Ave (deg F)
1/1/2023 – 1/30/2023

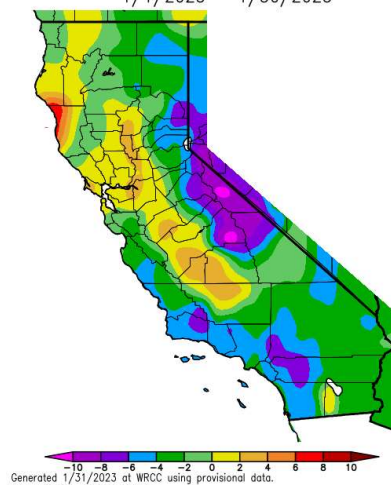


Fig 1: January 1st - January 30th Temperature (% of Ave.)

Percent of Average Precipitation (%)
1/1/2023 – 1/30/2023

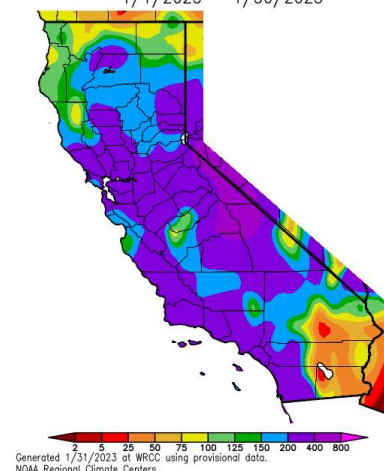


Fig 2: January 1st - January 30th Precipitation (% of Ave.)

Data For: 31-Jan-2023

% Apr 1 Avg. / % Normal for this Date

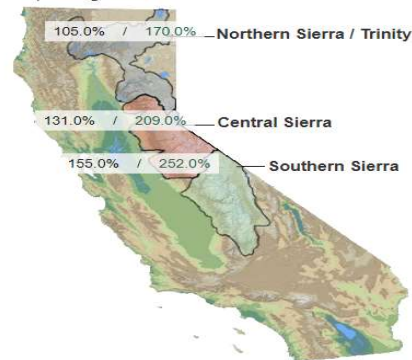


Fig 3: Snow pack as of Jan 31st, 2023

Fuels Discussion

There has been a significant improvement in drought conditions due to the well above normal rainfall that the region has received since the beginning of December. There is no more extreme to exceptional drought across Central and Southern California which was seen just last month. Severe drought is present only over the Central Mojave and Northern Deserts, with most of the area now under moderate drought. There are even some abnormally dry conditions from Monterey County to western Los Angeles County as well as much of Imperial County and far eastern Riverside County (**Fig 4**). The well above normal rainfall brought well above normal 1000-hr and 100-hr dead fuel moistures during the first couple weeks of the month with some drying toward the end of the month (**Fig 5**). The 100-hr dead fuel moisture ended the month near normal across most of the region (**Fig 6**). Live fuel moisture increased slowly through month due to the wet conditions during the first half of the month and a little above normal temperatures toward the end of the month (**Fig 7**). The live fuel moisture is now mainly between 70% and 100%. Widespread green-up has occurred across the lower elevations.

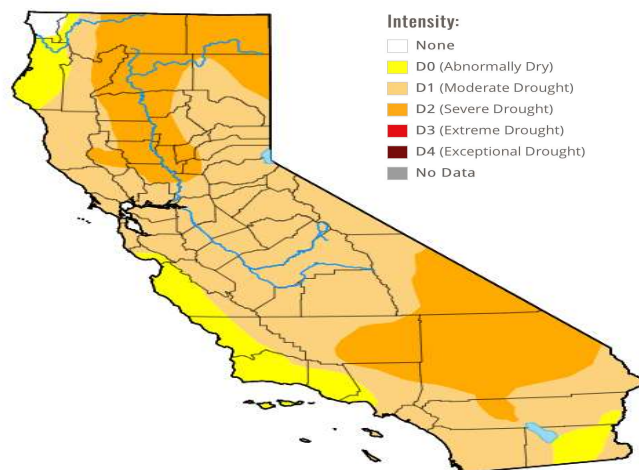


Fig 4: Drought Monitor January 26th, 2023

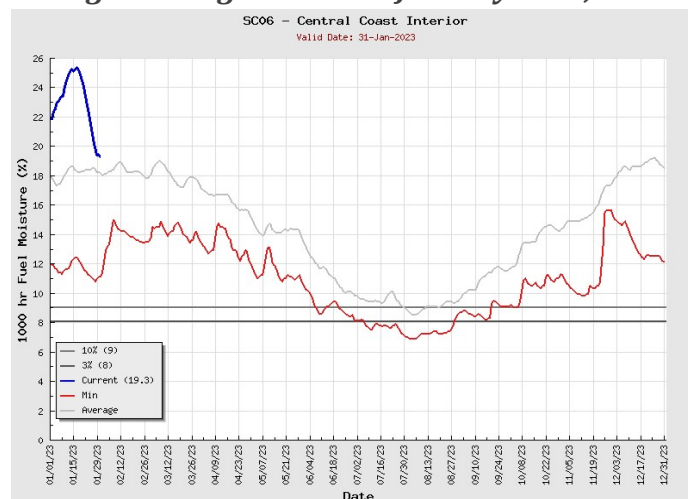


Fig 5: Central Coast Interior 1000 hr Dead fuel moisture January 31st

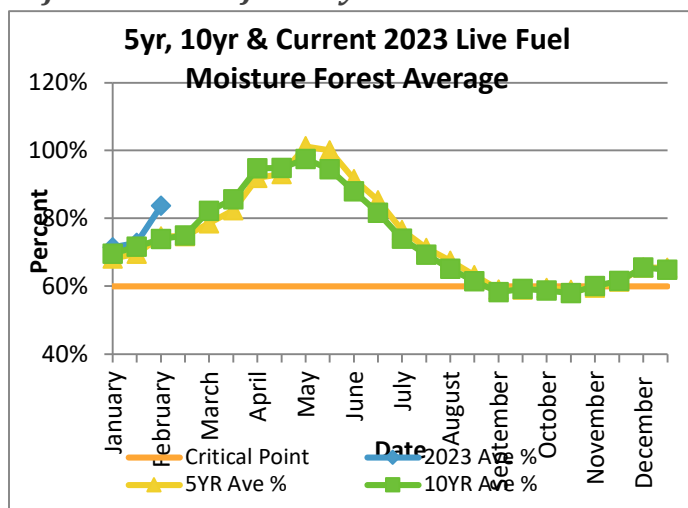


Fig 7: LPF Live Fuel Moisture January 31st

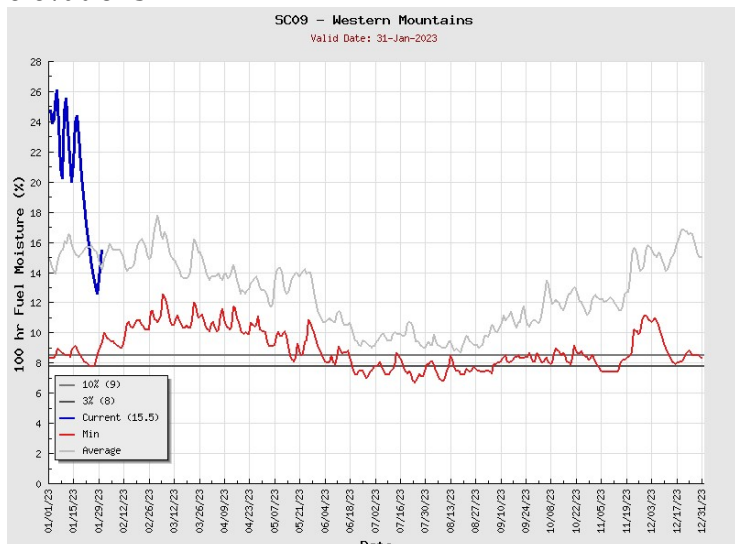


Fig 6: Western Mountains 100 hr Dead fuel moisture January 31st

SOUTH OPS OUTLOOK

Sea surface temperatures are slowly warming over the Gulf of Alaska, West Coast, and Equatorial Pacific (**Fig 8**). Computer models show that the sea surface temperatures over all three of these areas will continue to slowly warm through the spring months (**Fig 9**). With sea surface temperatures warming over the Gulf of Alaska and West Coast, expect the high-pressure area off the California Coast to become the dominate feature from February through May. This area of high pressure will likely bring above normal temperatures and below normal precipitation to the region. High pressure will migrate a little to the west allowing a few troughs to drop down from the Pacific Northwest bringing showers at times, but they are expected to be few and far between. The amount of Santa Ana wind events will likely be near normal during the February – May period. Even though precipitation will likely be below normal, there is expected to be little in the way of fire activity through March due to the well above normal precipitation from the beginning of December through the middle of January. If well below normal precipitation occurs during the spring months which looks likely, fine fuel loading will be below normal and we can expect a near to below normal grass fire season across the lower elevations in April and May.

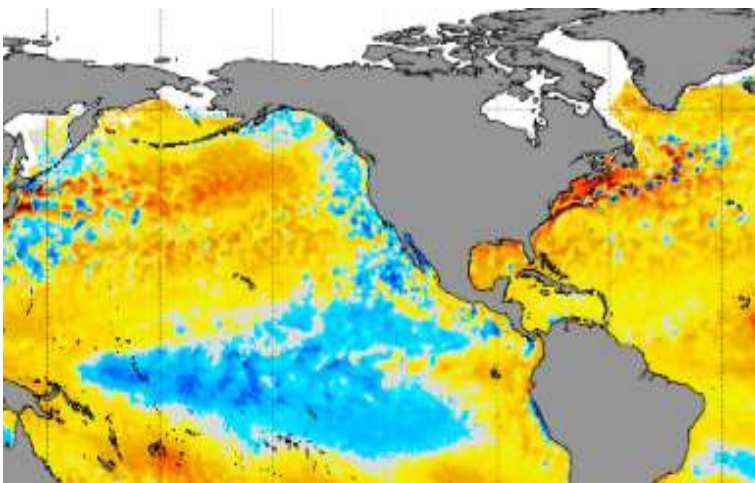


Fig 8: Sea Surface Temperature Anomaly, January 31st, 2023

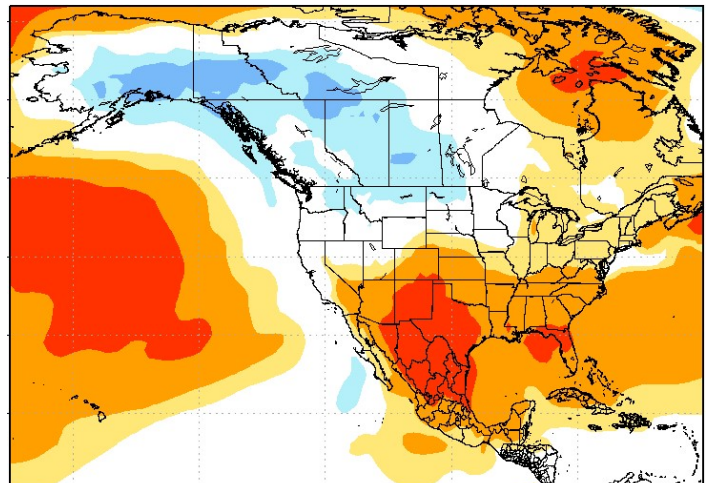
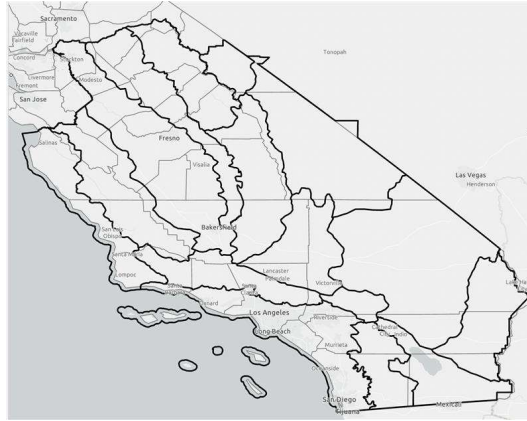


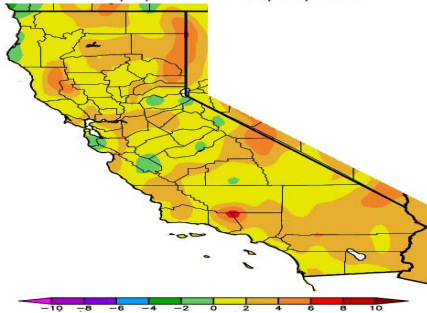
Fig 9: Forecast Temperature Anomalies for February through May, January 31st, 2023

Maps with Counties and Select Intel Links used in the forecast



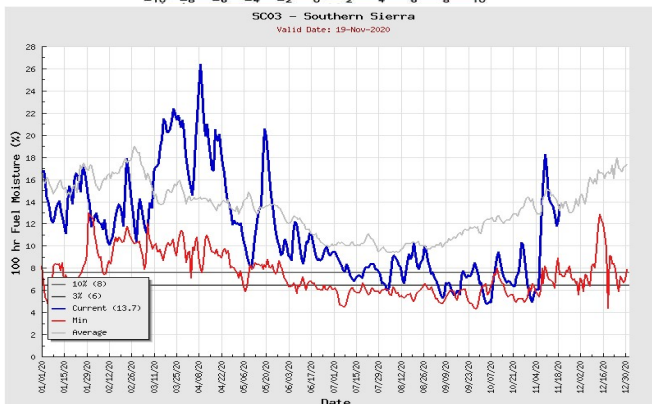
February – May 2023

Av. Max. Temperature dep from Ave (deg F)
11/1/2020 – 11/19/2020



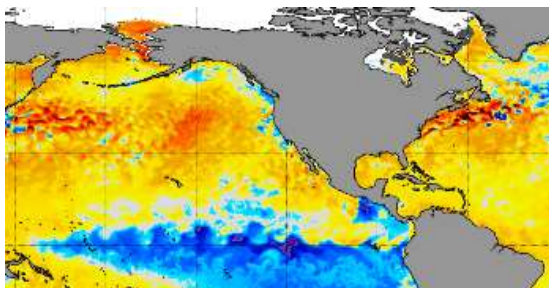
Climate

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



100 hr dead fuel moisture

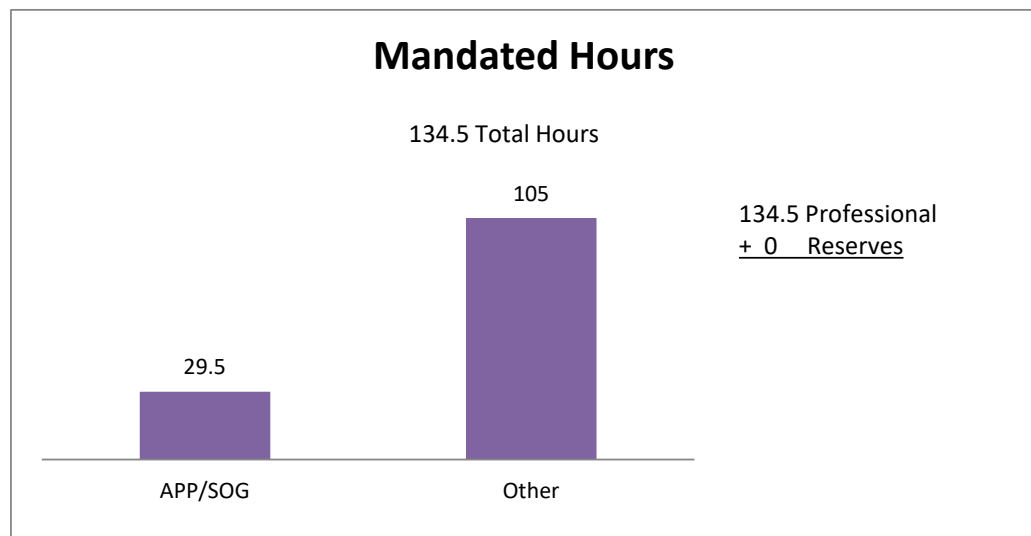
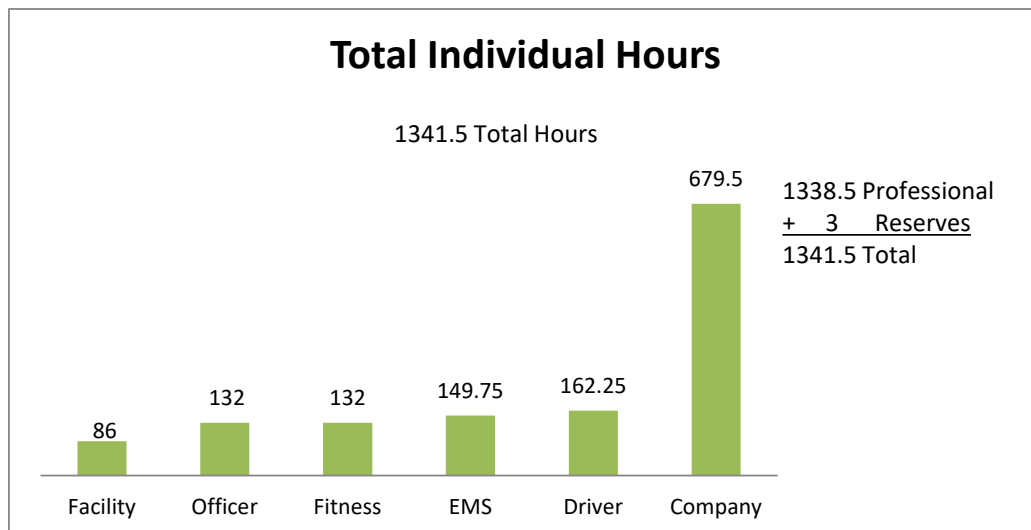
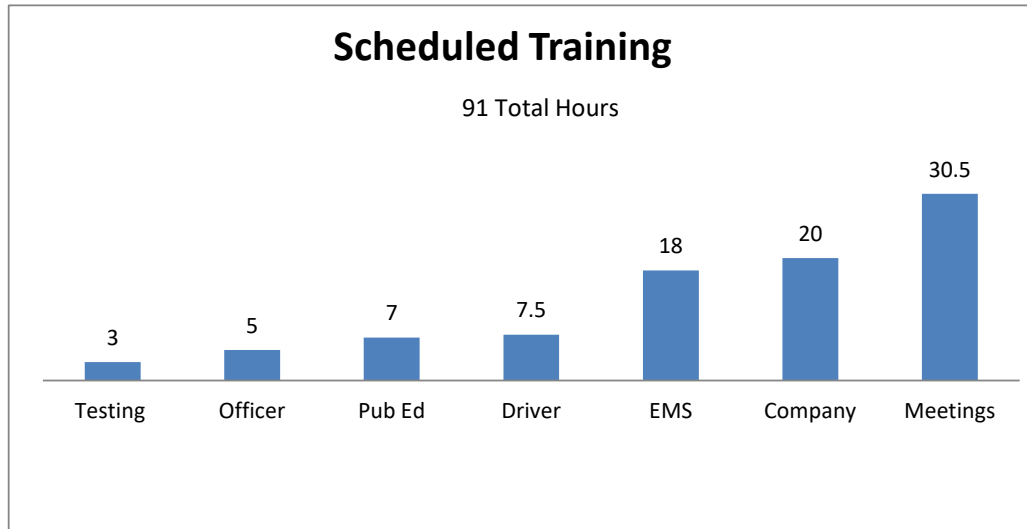
- https://gacc.nifc.gov/oscc/fuelsFireDanger_Hundred.php



Current sea surface temperatures

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

Training Division January 2023



See next page for descriptions.

Training Division - Descriptions

Scheduled Training

Training hours are planned annually. This is to maintain a well organized year and to help the firefighters be successful with the hours required by Federal, State, Local.

Total Individual Hours - 6 Subjects

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

Mandated Hours

Hours completed through an assignment on an online database (Target Solutions). Mandated assignments are required by either Federal, State, Local.

| PLAN REVIEWS | | | | | |
|----------------------------------|------------------|-------------------|------------------------------|-----------------------------|---------------------|
| Plan Type | # of New Reviews | # of Resubmittals | Approved New SQFT (Mit Fees) | SQFT Reviewed (No Mit Fees) | Total SQFT Reviewed |
| New Residential | 16 | 3 | 7,623 | 85303 | 92926 |
| Residential Additions/Remodels | 15 | 10 | 10562 | 44636 | 55198 |
| New Commercial | 0 | 0 | 0 | 0 | 0 |
| Commercial T.I. | 8 | 0 | 0 | 43667 | 43667 |
| Tents/Special Events | 1 | 0 | 0 | 0 | 0 |
| Rack Storage | 0 | 0 | 0 | 0 | 0 |
| Preliminary | 0 | 2 | 0 | 17454 | 17454 |
| Fire Suppression Systems | 10 | 0 | 0 | 0 | 0 |
| Alarms | 3 | 0 | 0 | 0 | 0 |
| Landscaping | 17 | 1 | 0 | 0 | 0 |
| Grading/Mylars/Improvement Plans | 7 | 0 | 0 | 0 | 0 |
| Underground | 1 | 2 | 0 | 0 | 0 |
| Hood System | 0 | 0 | 0 | 0 | 0 |
| Tanks | 0 | 0 | 0 | 0 | 0 |
| Cell Sites | 8 | 0 | 0 | 0 | 0 |
| DSS/CCL | 1 | 0 | 0 | 0 | 0 |
| DPLU | 1 | 0 | 0 | 3040 | 3040 |
| Solar Panels | 5 | 0 | 0 | 0 | 0 |
| High Piled Storage | 0 | 0 | 0 | 0 | 0 |
| High Hazard/Communications/Other | 1 | 0 | 0 | 0 | 0 |
| Spray Booth | 0 | 0 | 0 | 0 | 0 |
| Fire Protection Plans | 0 | 0 | 0 | 0 | 0 |
| Technical Reports | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 94 | 18 | 18185 | 194100 | 212,285 |

| INSPECTIONS | |
|-------------------------|-------------------------|
| Inspection Type | # of Inspections |
| Alarms | 2 |
| Fire Supression Systems | 21 |
| Building Construction | 12 |
| Landscaping | 12 |
| Tent/Special Event | - |
| Gates/Knox | 2 |
| Site Visit | 3 |
| Technical Report/FPP | - |
| Underground | 2 |
| Annual Inspection | 20 |
| DSS Licensing | - |
| Other | 6 |
| TOTAL | 80 |

| SPECIAL PROJECTS | |
|---------------------------------|----------------------|
| Project Type | # of Projects |
| Grants | 3 |
| GIS | 1 |
| Forms (Updates/New) | 1 |
| Project Research | 3 |
| Computer Programming/I.T. | - |
| Emergency Response Support | - |
| Annual Mailer (Weed Abatement) | - |
| Board Report Formatting/ Design | - |
| Other | 1 |
| TOTAL | 9 |

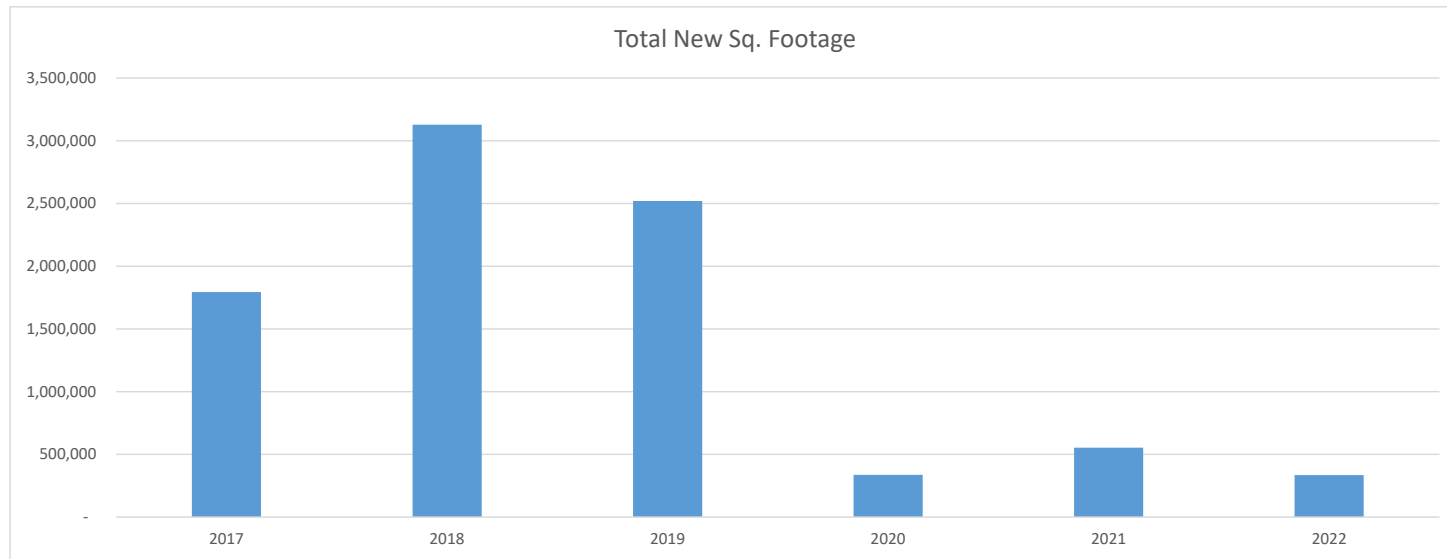
| MEETINGS | |
|--------------------------------|---------------|
| Meeting Type | # of Meetings |
| H.O.A | - |
| Staff | 11 |
| Board | 1 |
| On-Site Project Meetings | 5 |
| In-Office Project Meetings | 19 |
| Shift | 7 |
| Captain's | - |
| Weed Abatement | - |
| County | 2 |
| Code Development | - |
| Support/I.T. Development | 1 |
| San Diego County FPO's | 3 |
| Community Stakeholder Meetings | - |
| North Zone | 1 |
| Other | 2 |
| TOTAL | 52 |

| TRAINING/EDUCATION | |
|-------------------------|-------------|
| No. of Training Classes | Staff Hours |
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |
| | |
| TOTAL | - |

| WEED ABATEMENT | |
|-----------------------------|-------------------------|
| Activity | # of Inspections |
| Weed Abatement Inspection | - |
| Weed Abatement Reinspection | - |
| 1st Notice | - |
| Final Notice | - |
| Posting | - |
| Notices Printed | - |
| Abated | 287 |
| Forced Abatement | - |
| TOTAL | 287 |

| OFFICE SUPPORT | |
|--|--------------------|
| Activity | # Completed |
| Phone Calls | 643 |
| Correspondence | 5,151 |
| Walk in/Counter | 232 |
| Knox Application Request | 2 |
| Burn Permits | - |
| Plans Accepted/Routed | 77 |
| Special Projects | 4 |
| Scanning Documents/Electronic Files | 477 |
| Meetings: Admin/Prevention/Admin Shift | 8 |
| Post Office Runs | - |
| Deposit Runs/Preparations | 4 |
| TOTAL | 6,598 |
| | |

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



Total New Square Footage (*Reflected in Chart Above)

| Year | Total |
|------|-----------|
| 2017 | 1,793,936 |
| 2018 | 3,128,964 |
| 2019 | 2,519,545 |
| 2020 | 336,899 |
| 2021 | 554,173 |
| 2022 | 333,814 |

Total New Square Footage Only

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|--------|---------|
| 2020 | 29,226 | 41,043 | 38,102 | 25,751 | 38,400 | 7,290 | 16,516 | 15,384 | 77,848 | 15,070 | 22,529 | 9,740 |
| 2021 | 29,808 | 23,298 | 50,000 | 29,760 | 7,104 | 19,361 | 24,413 | 1,794 | 33,357 | 106,768 | 99,103 | 129,407 |
| 2022 | 42,895 | 14,666 | 32,871 | 8,805 | 39,325 | 42,871 | 18,679 | 21,916 | 23,981 | 18,782 | 46,658 | 22,365 |
| 2023 | 18,185 | | | | | | | | | | | |

Comparison Total Reviewed Square Footage

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 2019 | 240,861 | 691,306 | 274,736 | 307,024 | 412,556 | 248,869 | 287,395 | 424,065 | 250,518 | 742,439 | 440,335 | 137,995 |
| 2020 | 40,748 | 86,593 | 145,794 | 76,506 | 54,651 | 42,950 | 47,950 | 91,532 | 163,417 | 127,963 | 59,192 | 47,677 |
| 2021 | 90,462 | 89,135 | 111,456 | 98,218 | 118,557 | 151,000 | 203,116 | 254,055 | 312,253 | 204,313 | 171,023 | 137,116 |
| 2022 | 128,254 | 204,226 | 162,816 | 250,473 | 176,018 | 115,972 | 27,777 | 130,623 | 261,094 | 319,242 | 219,859 | 243,944 |
| 2023 | 212,285 | | | | | | | | | | | |



**Rancho Santa Fe Fire Protection District
Reserve Balance Report
December 31, 2022
(Unaudited)**

| Reserve Type | Description | % | Value | Reserve Balance |
|-------------------------------|---|------|--------------|----------------------|
| Restricted | | | | |
| Fire Mitigation Fees | New Construction Assessment | 100% | \$ 1,296,728 | \$ 1,296,728 |
| CSA 17 ALS | CSA 17 EMS Funding | 100% | 205,526 | 205,526 |
| Total Restricted | | | | 1,502,255 |
| Committed | | | | |
| Workers Comp/Wellness | Value of Workers Compensation Claims Difference | 100% | 25,070 | 25,070 |
| Workers Comp/Wellness | Public Agencies Self Insurance System (PASIS) Deposit | 100% | 595,104 | 595,104 |
| Compensated Absence | Value of Accrued Vacation & Sick Leave Liability | 100% | 565,355 | 565,355 |
| Total Committed | | | | 1,185,530 |
| Assigned Fund Balance | | | | |
| Station Maint/Equipment | 50% of Five-year Capital Expenditure Plan | 50% | 1,225,000 | 612,500 |
| Apparatus/Fleet Reserve | 60% of Five-year deliveries Capital Exenditure Plan | 60% | 2,030,000 | 1,218,000 |
| Budget Stabilization Fund | 20% of Budgeted Expenses | 20% | 17,337,500 | 3,467,500 |
| Operating Reserve (Dry Yield) | 2 Months (16%) of Budgeted Revenues | 16% | 16,855,800 | 2,696,928 |
| Total Assigned | | | | 7,994,928 |
| Unassigned | Remaining Unreserved Cash Balance | | | 454,044 |
| Total | Cash and Investments Total | | | \$ 11,136,757 |

STAFF REPORT

NO. 23-05

TO: BOARD OF DIRECTORS
DAVE MCQUEAD, FIRE CHIEF

FROM: ALICEA CACCAVO

SUBJECT: CLASS & COMPENSATION REVIEW

DATE: FEBRUARY 10, 2023



RECOMMENDATION:

Staff recommends that the Board of Directors approve adding a journey level to the Accounting Specialist position, entitled Accounting Specialist II; and update the pay schedule to include a 5% increase to the salary bands for the Accounting Technician position and the Accounting Specialist I position effective July 1, 2022.

BACKGROUND:

In 1982, the district had one administrative employee, the Administrative Assistant, and in year 1979, one additional position was added entitled Administrative Secretary. In 1988, the Accounting Specialist position was added to make it three full time personnel processing the administrative functions, including but not limited to accounts payable and payroll, for both the district and North County Dispatch. The Administrative Assistant title moved to Staff Assistant and then to, what is now called, Accounting Technician. Since that time, the district has grown from one station to six stations, however the finance staff has not increased in number, until last year with the addition of a much-needed Human Resource Analyst. Throughout my research, I was unable to find a class and compensation study done on the Accounting Specialist and Accounting Technician since the inception of the roles.

SUMMARY:

In July of 2022, the district was able to piggy-back on a request for proposal from the Orange County Fire Authority to interview consultants for class and compensation studies. The district contracted with CPS Consulting to compare the finance positions with eight other like agencies in San Diego County.

CPS Consultant recommended adding a journey level salary band to allow for succession planning for the finance staff. In addition, it was determined that to stay competitive in salary range the district should increase the salary bands by five percent.

Due to the length of time to accomplish the study and present the findings to the board, the Fire Chief recommends retroactively setting the effective date for July 1, 2022, which is the start of the fiscal year.

Exhibit A attached reflects the new salary bands and the inclusion of a journey level Accounting Specialist.

Exhibit A


Rancho Santa Fe Fire Protection District Salary Schedule

Approved 2023 February 15 Board of Directors Meeting

| | | Steps or Range | | | | |
|--|---------|----------------|---------|---------|---------|---------|
| Position | | Step A | Step B | Step C | Step D | Step E |
| Fire Prevention Specialist | Hourly | 37.252 | 39.114 | 41.070 | 43.124 | 45.280 |
| | Monthly | 6,457 | 6,780 | 7,119 | 7,475 | 7,849 |
| | Annual | 77,484 | 81,358 | 85,426 | 89,697 | 94,182 |
| Fire Prevention Specialist II/Forester | Hourly | 41.607 | 43.688 | 45.872 | 48.166 | 50.574 |
| | Monthly | 7,212 | 7,573 | 7,951 | 8,349 | 8,766 |
| | Annual | 86,543 | 90,871 | 95,414 | 100,185 | 105,194 |
| Community Risk Reduction Specialist | Hourly | 31.938 | 33.535 | 35.212 | 36.972 | 38.821 |
| | Monthly | 5,536 | 5,813 | 6,103 | 6,409 | 6,729 |
| | Annual | 66,431 | 69,753 | 73,241 | 76,903 | 80,748 |
| Deputy Fire Marshal | Hourly | 49.062 | 51.515 | 54.091 | 56.795 | 59.635 |
| | Monthly | 8,504 | 8,929 | 9,376 | 9,844 | 10,337 |
| | Annual | 102,049 | 107,151 | 112,509 | 118,134 | 124,041 |
| Office Support Coordinator | Hourly | 26.922 | 28.268 | 29.682 | 31.166 | 32.724 |
| | Monthly | 4,667 | 4,900 | 5,145 | 5,402 | 5,672 |
| | Annual | 55,998 | 58,798 | 61,738 | 64,825 | 68,066 |
| Human Resource Analyst | Hourly | 35.025 | 36.776 | 38.615 | 40.546 | 42.573 |
| | Monthly | 6,071 | 6,375 | 6,693 | 7,028 | 7,379 |
| | Annual | 72,852 | 76,494 | 80,319 | 84,335 | 88,552 |
| Accounting Specialist II | Hourly | 36.253 | 38.066 | 39.969 | 41.967 | 44.066 |
| | Monthly | 6,284 | 6,598 | 6,928 | 7,274 | 7,638 |
| | Annual | 75,406 | 79,177 | 83,136 | 87,292 | 91,657 |
| Accounting Specialist I | Hourly | 34.527 | 36.253 | 38.066 | 39.969 | 41.967 |
| | Monthly | 5,985 | 6,284 | 6,598 | 6,928 | 7,274 |
| | Annual | 71,816 | 75,406 | 79,177 | 83,136 | 87,292 |
| Accounting Technician | Hourly | 30.470 | 31.994 | 33.593 | 35.273 | 37.037 |
| | Monthly | 5,281 | 5,546 | 5,823 | 6,114 | 6,420 |
| | Annual | 63,378 | 66,547 | 69,874 | 73,368 | 77,036 |

| Position | | Step A | Step B | Step C | Step D | Step E |
|-----------------------|-------------------------|---------|---------|---------|---------|---------|
| Firefighter/Paramedic | Hourly | 28.583 | 30.012 | 31.513 | 33.088 | 34.743 |
| | Monthly (Includes FLSA) | 7,122 | 7,478 | 7,852 | 8,244 | 8,657 |
| | Annual (Includes FLSA) | 85,463 | 89,736 | 94,223 | 98,934 | 103,881 |
| Engineer/Paramedic | Hourly | 30.806 | 32.346 | 33.963 | 35.661 | 37.445 |
| | Monthly (Includes FLSA) | 7,676 | 8,060 | 8,463 | 8,886 | 9,330 |
| | Annual (Includes FLSA) | 92,109 | 96,715 | 101,550 | 106,628 | 111,959 |
| Captain | Hourly | 34.503 | 36.228 | 38.040 | 39.942 | 43.197 |
| | Monthly (Includes FLSA) | 8,597 | 9,027 | 9,478 | 9,952 | 10,763 |
| | Annual (Includes FLSA) | 106,259 | 111,572 | 117,151 | 123,008 | 129,159 |

| Position | | Step A | Step B | Step C | Step D |
|-------------------------------------|-------------------------|--------|---------|---------|---------|
| Battalion Chief | Hourly | | 45.323 | 48.496 | 51.891 |
| | Monthly (Includes FLSA) | | 11,293 | 12,084 | 12,929 |
| | Annual (Includes FLSA) | | 135,517 | 145,003 | 155,153 |
| Fire Chief | Annual | | 178,056 | Range | |
| Deputy Chief | Annual | | 175,876 | Range | |
| Fire Marshal | Annual | | 117,099 | Range | |
| Manager of Finance & Administration | Annual | | 131,000 | Range | |

| Positions - Temporary (as needed and determined by the Fire Chief) | | | |
|---|-------------------------|---|-------|
| Temporary - Non-exempt | | Range | |
| Hourly | California Minimum Wage |  | 78.78 |
| Examples of a temporary employee's position includes but is not limited to: Fire Services Assistant; Interns (Administration, Fire Prevention, Training); Fire Prevention (Weed Abatement; Plan Review); | | | |

RESOLUTION No. 20~~23~~-02

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. 20~~20~~-11

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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

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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. 20~~20~~-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:

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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 directly with the Clerk of the Board of Supervisors via their current electronic filing system.

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 February 15, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Deleted: with the District, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). Upon receipt of the statements for the Members of the Board of Directors and Board Clerk, the District shall make and retain copies and forward the originals to the Clerk of the Board of Supervisors. All other statements will be retained by the District.

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JAMES H ASHCRAFT
President

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Alicea Caccavo
Clerk of the Board

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DESIGNATED POSITIONS

| Titles | Assigned Disclosure Category |
|---|------------------------------|
| Directors | 1 |
| Candidate for Board of Directors | 1 |
| Chief Officers, including but not limited to..... | |
| Fire Chief | 1 |
| Deputy Chief | 1 |
| Battalion Chief..... | 3 |
| Manager of Finance & Administration..... | 1 |
| Fire Marshal | 1 |
| Fire Prevention Personnel, including but not limited to:..... | |
| Deputy Fire Marshal..... | 3 |
| Fire Prevention Specialist..... | 3 |
| Weed Abatement Specialist..... | 4 |

Deleted: Assistant/
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Deleted: Administrative
Deleted: (
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Deleted: Urban Forester 31

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 |

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