



## 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 16, 2023  
1:00 pm PT  
Regular Meeting

*Director Hillgren will participate via teleconference*  
306 Kootenai Court, Sun Valley, ID 83353

August 16, 2023  
2:00 pm MT

**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 aloud at the meeting (not to exceed five minutes), please write “Read Out Loud at Meeting” at the top of the email. All comments received by 11:00 am will be emailed to the Board of Directors and included as “Supplemental Information” on the District’s website prior to the meeting. Any comments received after 11:00 am will be added to the record and shared with the members of the Board at the meeting.

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

**Rules for Addressing the 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 the Public Comment but can refer it to staff for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature, or which require immediate attention. The maximum time allotted for each presentation is FIVE (5) MINUTES.

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

Packet documents are also posted online at [www.rsf-fire.org](http://www.rsf-fire.org).



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

August 16, 2023

Call to Order

Pledge of Allegiance

Roll Call

1. 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.

2. Consent Calendar

a. Board of Directors Minutes

- Board of Directors minutes of July 19, 2023

ACTION REQUESTED: **Approve**

b. Receive and File

- Monthly/Quarterly Reports for July 2023

(1) List of Demands Check 36727 thru 36840, Electronic File Transfers (EFT), and Wire Transfer(s) totaling:

\$ 735,196.57

Wire Transfer(s) totaling: \$ 882,995.84

Payroll(s) totaling: \$ 754,248.49

TOTAL DISTRIBUTION \$ 2,372,440.90

(2) Grant Recap

(3) Activity Reports – July 2023

(a) Operations

(b) Training

(c) Fire Prevention

ACTION REQUESTED: **Receive and File**

3. Public Comment

4. New Business

a. Credit Card Merchant Services

To discuss and/or approve the Service Agreement with Paya Credit Card Merchant Services. [Staff Report 23-22, Service Agreement](#)

ACTION REQUESTED: **Approve and Authorize the Manager of Finance and Administration to Execute Agreement**



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

August 16, 2023

- b. Del Dios Traffic Solutions  
To discuss the traffic calming options on Lake Drive along Lake Hodges that has become an alternate route for some drivers from Del Dios Highway per the Del Dios Town Council request. [Staff Report 23-23](#)  
ACTION REQUESTED: **Discussion Only**
- 5. Resolutions/Ordinance
  - a. Resolution No. 2023-10  
To discuss and/or adopt a Resolution *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing Signers on District Bank and Investment Accounts.  
ACTION REQUESTED: **Adopt**
  - b. Resolution No. 2023-11  
To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Provide State Disability Insurance (“SDI”) for Eligible Employees.  
ACTION REQUESTED: **Adopt**
- 6. Old Business
  - a. Preliminary Budget FY23/24  
To discuss and/or adopt the Preliminary Budget for the next fiscal year and hold the second and final public hearing. [Preliminary Budget](#)  
ACTION REQUESTED: **Approve (roll call)**
- 7. Oral Report
  - a. Fire Chief
  - b. Operations
  - c. Training
  - d. Fire Prevention
  - e. Human Resources, Finance & Board Clerk
  - f. Board of Directors
    - I. North County Dispatch JPA – Update
    - II. County Service Area – 17 – Update
    - III. Rancho Santa Fe Fire District Foundation - Update
    - IV. Director Comments
- 8. 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  
Under Negotiation: Memorandum of Understanding
- 9. Adjournment  
The next regular Board of Directors meeting to be held on September 20, 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**


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**August 16, 2023**

## **CERTIFICATION OF POSTING**

I certify that on August 11, 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 August 11, 2023:

  
\_\_\_\_\_  
Alicea Caccavo  
Board Clerk

# Rancho Santa Fe Fire Protection District

## Regular Board of Directors Meeting

### Minutes July 19, 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***

Director Tanner led the assembly in the Pledge of Allegiance.

#### **Roll Call**

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

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

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

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

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

#### **2. Consent Calendar**

MOTION BY DIRECTOR MALIN, 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 July 19, 2023

##### **b. Receive and File**

- Monthly/Quarterly Reports for June 2023

(1) List of Demands Check 36363 thru 36726, Electronic File Transfers (EFT), and Wire Transfer(s) totaling:

\$ 261,306.71

Wire Transfer(s) totaling:

\$ 451,155.48

Payroll(s) totaling:

\$ 665,773.65

TOTAL DISTRIBUTION

\$ 1,378,235.84

(2) Grant Recap

(3) Activity Reports – June 2023

(a) Operations

(b) Training

(c) Fire Prevention

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

*Del Dios Town Council members Brian Caldwell, Lance Cottingham, and Kevin Kidd spoke on behalf of the Del Dios community regarding traffic calming devices on Lake Drive along Lake Hodges that has become an alternate route for some drivers from Del Dios Highway. They are requesting the Fire Chief and Board of Directors re-consider allowing traffic calming measures in an effort to deter unsafe drivers.*

*Adjourned for Break 1:27pm*



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

July 19, 2023

Reconvened from Break 1:34pm

### 3. New Business

#### a. Policy Vendor Lexipol

To discuss and/or approve the sole source letter and contract for Lexipol. Staff Report 23-18, Service Agreement, Sole Source

*Fire Chief McQuead reported that Lexipol is a policy writing company specializing in public sector compliance.*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and authorize Fire Chief to execute contract.

#### b. Fire Prevention Software Accela

To discuss and/or approve the Fire Chief to execute a Proposal with Accela. Staff Report 23-19, Service Estimate, Proposal

*Fire Marshal Donner reported that Accela is a program that will allow for plans to be submitted, reviewed, and saved electronically. The prevention staff is working with the RSF Association to move forward as a joint project.*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and authorize Fire Chief to execute proposal.

#### c. Fire Prevention Remodel

To discuss and/or approve the remodel of the Fire Prevention Office and purchase and install office equipment from Complete Office. Staff Report 23-20, Quote No. 5426-EQ

*Fire Marshal Donner reported that the remodel will be three (3) cubicles for prevention staff; and one (1) open area plan review. This will include the purchase of new larger monitors.*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and authorize Purchase of equipment for the remodel of the Fire Prevention Department.

### 6. Resolutions/Ordinance

#### a. Resolution No. 2023-08

To discuss and/or 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. 2023-02

*Manager Caccavo reported that this is an update to include the Community Risk Reduction Specialist position to the conflict-of-interest designated positions with the County, as noted in Appendix A.*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 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. 2023-02 on a roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

July 19, 2023

b. Resolution No. 2023-09

To discuss and/or adopt a Resolution *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel. Staff Report 23-21

*Fire Chief McQuead reported that the salary range for the Fire Chief was increased from \$220,000 to \$245,000; the Management Incentive Pay (MIP) was adjusted to move away from lump sum payments for CalPERS to and MIP that is earned and reported monthly. Manager Caccavo clarified how CalPERS conducts an audit of a retiree and their attention to Special Compensation. This will also change the reporting of a Training Officer as it pertains to MIP.*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, to ADOPT the Resolution *entitled* Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel moving paragraph 6.3 up to 5.2 on a roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

7. Old Business

a. Preliminary Budget FY23/24

To discuss and/or approve the preliminary budget updates for the next fiscal year and hold the first public hearing before final adoption. Preliminary Budget

*Manager Caccavo reported that updates or revisions are identified on page 23 of the handout. She confirmed that this was the first public hearing. A Finance Committee meeting will be held on August 3<sup>rd</sup> to review the budget. Jordan Marks, Assessor, Recorder, County Clerk from the County of San Diego office gave a preliminary 3.5% growth for the overall county, the budget reflects a 3% growth. Director Malin reported CalPERS has reported a preliminary return of 5.8% for FY23.*

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, to approve the revisions to the preliminary budget for FY 23/24 and to set the final public hearing for August 16, 2023, on a roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

8. Oral Report

- a. Fire Chief: *Chief McQuead thanked the Leadership team for the last seven months of many changes in procedures and processes. Introduced newly promoted Battalion Chief Roman assuming the role left vacant by retired Battalion Chief Sherwood. Two fourth of July events, one in Elfin Forest on June 25<sup>th</sup> and the second on July 4<sup>th</sup> was held in Rancho Santa Fe. Chief reported that the house on Los Colinas will be going into forced abatement with the Sheriff's office.*



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

July 19, 2023

- b. Operations: Deputy Chief Slattery reported that in his career at the Ranch, he has not seen the high caliber of Battalion Chiefs, including the newly promoted B/C Roman, that the District currently has. The District is fully staffed with one employee out on Administrative Leave. Chief Slattery reported on recent incidents. One crew deployed to the Rabbit Fire in Riverside County. He advised the Directors that they can follow the active fires using the app called "Watch Duty." Chief explained the fuel moisture and how it is calculated for situational awareness. Type 6 from CalFire will be on loan to the District for Station 6. Chief reported that American Heart Association awarded CSA-17 the Gold Achievement Award. Chief Slattery will be setting up the first meeting for negotiations with both collective bargaining groups shortly.
- c. Training: Training Officer Bennett reviewed his report. Chief Bennett reported that there was training on EDCO Waste trucks because of the recent fire with one of their trucks. He confirmed that the four probationary firefighters are in the final quarter of the academy and the two probationary firefighters are already proving to be assets to our organization. The Chiefs answered questions from the board.
- d. Fire Prevention: Fire Marshal Donner reported prevention is working on the Helen Woodward building, and the roundabouts proposed for Los Colinas, Via de La Valle, Camino del Norte, and El Montevideo. Inspection of the Lakes resulted in several landscaping issues, and rental property structures that were not permitted. The Inn at Rancho Santa Fe was recently sold. A public event at Cymer in 4s Ranch was held on 7/19/23. Currently have 110 plans in the queue. Fire Marshal Donner is still researching a widening of a turn lane from Del Dios to Via Rancho that was brought up by the Del Dios Community.
- e. Human Resources, Finance & Board Clerk: Manager Caccavo reported that Staff will be going to Utah for the Caselle training in September and hope to go live in October. Preliminary audit coming up at the end of October.
- f. Board of Directors
  - I. North County Dispatch JPA – next meeting 8/23/2023
  - II. County Service Area – 17 – next meeting 8/1/2023
  - III. Rancho Santa Fe Fire District Foundation – Chief Twohy reported the board has voted to support the Mosby and Mertz family travel expenses in the amount of \$5000 to the National Fallen Firefighters Memorial event on 9/16/23 in Colorado Springs. The Local will also be contributing \$15,000 to support attendees per Captain Krueger.
  - IV. Director Comments
    - (1) Ashcraft: None
    - (2) Malin: None
    - (3) Stine: The construction in 4s Ranch has minimized the Chilean street gang thefts; speeding is still an issue.
    - (4) Tanner: None
    - (5) Hillgren: Director Hillgren reported that she and Director Ashcraft met the Mayor Rebecca Jones of San Marcos. The mayor reported that San Marcos now has the lowest crime rate in the county, two (2) identifiable homeless persons, and a 30% surplus in the budget. Mayor Jones reported on the San Diego Association of Governments (SANDAG) and their plans that revolve around the loss of tax revenue of gas with the new electric cars.





# **Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting**

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**July 19, 2023**

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9. **Adjournment**

*Meeting adjourned at 3:50pm*

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Alicea Caccavo  
Board Clerk

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James H. Ashcraft  
Board President

Check No.	Amount	Vendor	Purpose
36727	\$90,307.30	Build Masters Construction	Remodel
36730	\$3,549.00	Rincon Del Diablo Municipal Water Di	Utilities RSF5
36731	\$2,375.00	RSF Community Services District	Utilities RSF1
36733	\$13,970.94	U S Bank Corporate Payment System	Cal-Card./IMPAC program
36734	\$201,814.00	City of San Marcos	Workers' Compensation/Wellness Annual Payment
36735	\$5,524.99	Across the Street Productions	Subscriptions & Memberships - Training
36736	\$285.00	AFSS -Southern Division	Subscriptions & Memberships
36737	\$9,970.03	Auditor and Controller	LAFCO
36738	\$124,749.00	Business Owner's Ins Agency	Commercial - Liability - Auto Coverage Annual Payment
36739	\$1,740.50	C.A.P.F.	Disability Ins Short & Long
36740	\$35.00	California Society of Municipal Fina	Admin Training
36741	\$990.00	CCAI	Prevention Training
36742	\$1,200.00	CFCA	Subscriptions & Memberships
36743	\$3,200.00	Cielo Village Partners LP	Building Admin
36744	\$130.88	Dish	Utilities RSF6
36745	\$6,140.00	Endsight LLC	Consulting Services - IT Services
36746	\$495.00	FDSOA	Suppression Training
36747	\$750.00	Fire Dist. Association of CA	Subscriptions & Memberships
36748	\$252.03	Griffin Hardware Co.	Station Supplies; Fuel: Propane (Cooking)
36749	\$5,740.65	Guardian Life Insurance Co	Medical/Dental Insurance; Med/Dental - Retiree-Former Employees
36750	\$525.00	K & M Pest Solutions	Building; Admin & All Stations
36751	\$475.00	Liebert Cassidy Whitmore	Admin Training
36752	\$182.19	Race Telecommunications, Inc	Utilities RSF1
36753	\$345.00	Rancho Santa Fe Rotary	Subscriptions & Memberships
36754	\$120.00	RSF Mail Delivery Solutions	Office Expenses
36755	\$50.00	RSF Security Inc	Utilities RSF5
36756	\$3,254.99	SC Commercial LLC	Fuel: Gasoline & Diesel
36757	\$150.00	SDCFCA - FPO Section	Subscriptions & Memberships
36758	\$244.00	Society for Human Resource Mgmnt	Subscriptions & Memberships
36759	\$497.00	Streamline	Website Redesign
36760	\$5,100.00	TIP of San Diego County	T.I.P. Program Annual Payment
36761	\$388.00	U S Postal Service - Postmaster	Office Expenses
36762	\$500.60	Waste Management Inc	Utilities RSF2
36763	\$740.00	Accme Janitorial Service Inc	Building Admin
36764	\$403.22	AT&T	Utilities; Admin & All Stations
36765	\$2,447.63	AT&T Calnet 2/3	Utilities Admin

Check No.	Amount	Vendor	Purpose
36766	\$238.06	Blend	Outside Printing & Binding
36767	\$1,454.66	Charter Communications Holdings, LLC	Utilities: Admin, RSF4
36768	\$3,549.50	County of SD/RCS	800 MHz Network Admin Fees, Dispatching
36769	\$568.27	Cox Communications	Utilities: RSF2, RSF3, RSF5
36771	\$2,196.47	EDCO Waste & Recycling Inc	Utilities: RSF5, RSF6
36772	\$2,516.65	Eide Bailly LLP	Consulting Services - Financial
36773	\$236.25	Entenmann-Rovin Co Inc.	Uniforms
36774	\$1,260.00	Fitch Law Firm Inc	Legal Services
36775	\$10,849.93	Industrial Commercial Systems, Inc.	Building RSF1 - HVAC
36776	\$240.42	Konica Minolta Business Inc	Copier Maintenance Contract
36777	\$265.58	MES California	SCBA
36778	\$29,961.56	North County EVS Inc	Radios, Apparatus: Repair & Scheduled
36779	\$68.65	Olivenhain Municipal Water District	Utilities RSF3
36780	\$302.70	Pitney Bowes Inc	Machines & Office Equipment
36781	\$465.69	Rincon Del Diablo Municipal Water Di	Utilities RSF5
36782	\$350.00	Roadone	Training Equipment/Supplies
36783	\$2,256.69	SC Commercial LLC	Fuel: Gasoline & Diesel
36784	\$8,446.96	SDG&E	Utilities: Admin, RSF2, RSF4, RSF6
36786	\$126.42	Shred it Stericycle	Office Expenses
36787	\$2,084.25	Waste Management Inc	Utilities: RSF1, RSF3, RSF4
36788	\$1,295.00	Western Fire Protection	Building RSF6
36789	\$17,548.39	Workplace Services Inc	Building RSF4
36790	\$7,000.00	ZOLL Medical Corporation	CSA-17 Contract
36791	\$440.76	Cintas Corporation No 2	Foam & Extinguishers
36792	\$2,811.80	Fire ETC Inc	Apparatus, PPE
36793	\$752.70	San Diego Union-Tribune, LLC	Advertising
36794	\$6,965.69	SDG&E	Utilities: RSF1, RSF3
36795	\$5,466.70	ZOLL Medical Corporation	CSA-17 Contract
36796	\$693.00	Across the Street Productions	Subscriptions & Memberships - Training
36797	\$1,442.51	B & B Appliance Service Dept	Building RSF2
36798	\$50.00	CA Training Officers'	Subscriptions & Memberships
36799	\$998.00	CalPERS Conference	Admin Training
36800	\$26,207.00	Caselle, Inc.	2022 Accounting Software - Caselle
36801	\$2,450.00	County of San Diego, DEH	Permits
36802	\$282.70	Diamond Environmental Svcs, LP	Weed Abatement Services
36803	\$120.00	ESRI Inc	Subscriptions & Memberships

<b>Check No.</b>	<b>Amount</b>	<b>Vendor</b>	<b>Purpose</b>
36804	\$480.00	Excel University	Subscriptions & Memberships
36805	\$11,714.19	First Arriving, LLC	First Arriving LLC
36806	\$1,500.00	IPMA	Admin Training
36807	\$318.56	Lincoln National Life Ins Co	Life Insurance/EAP
36808	\$3,146.51	North County EVS Inc	Radios, Apparatus: Repair & Scheduled
36809	\$150.00	San Diego Chapter CSDA	Subscriptions & Memberships
36810	\$20,000.00	San Diego Regional Fire Foundation	2023 Capital - Vehicles
36811	\$2,263.05	SC Commercial LLC	Fuel: Gasoline & Diesel
36812	\$7,416.00	VectorSolutions	Subscriptions & Memberships
36813	\$440.00	A to Z Plumbing Inc	Building RSF1
36814	\$600.00	APCD	Permits
36815	\$488.57	AT&T	Utilities: RSF1, RSF2, RSF3, RSF5, RSF6
36816	\$276.56	Charter Communications Holdings, LLC	Utilities: Admin, RSF4
36817	\$710.25	Day Wireless Systems Inc	Radios
36818	\$169.00	Erik M. & Christina M Bessel DBA Spo	Uniforms
36819	\$1,605.77	Gate Masters Inc.	Building RSF4
36820	\$198.92	Griffin Hardware Co.	Station Supplies
36821	\$5,740.65	Guardian Life Insurance Co	Medical/Dental Insurance; Med/Dental - Retiree-Former Employees
36822	\$68.50	Henley Pacific LA LLC (Valvoline)	Apparatus: Scheduled
36823	\$750.00	Industrial Commercial Systems, Inc.	Building RSF2
36824	\$3,470.00	Liebert Cassidy Whitmore	Subscriptions & Memberships
36825	\$846.21	Lincoln National Life Ins Co	Life Insurance/EAP
36826	\$152.88	Napa Auto Parts Inc	Fuel: Gasoline & Diesel
36827	\$1,000.00	PAS Consulting Group, LLC	Consulting Services - IT Services
36828	\$1,226.94	San Miguel Fire & Rescue	Suppression Training
36829	\$4,299.00	SC Commercial LLC	Fuel: Gasoline & Diesel
36830	\$60.00	SD County Treasurer	Admin Training
36831	\$41.87	Carranza, Kyle	Permits
36832	\$10,887.06	Fire ETC Inc	Fire Hose, Nozzles & Supply, PPE
36833	\$3,607.50	Liebert Cassidy Whitmore	Legal Services
36834	\$189.97	Olivenhain Municipal Water District	Utilities RSF6
36835	\$405.48	Pitney Bowes Inc	Machines & Office Equipment
36836	\$720.00	R.E. Badger & Son, Inc.	Weed Abatement Services, Building: RSF6
36837	\$1,572.50	Scott Davis	Consulting Services - IT Services
36838	\$9,837.17	SDG&E	Utilities: Admin, RSF2, RSF4
36839	\$375.00	Sound Image Inc	Building RSF6

## Rancho Santa Fe Fire Protection District

## List of Demands - July 2023

Check No.	Amount	Vendor
36840	\$160.00	State of CA Dept of Justice
EFT000000000848	\$386.98	Caccavo, Alicea I.
EFT000000000850	\$94.09	Caccavo, Alicea I.
EFT000000000851	\$250.00	Carey, John
EFT000000000852	\$28.32	Schaffer, Dan
Various	\$6,944.16	Medical Reimbursements
	<b>\$735,196.57</b>	

**Purpose**  
 New Hires & Backgrounds  
 Admin Training  
 Admin Training  
 CSA-17 Contract  
 Public Education Material

Check No.	Amount	Vendor
ACH Transfer	\$747,394.00	CalPERS
ACH Transfer	\$40,059.00	CalPERS
ACH Transfer	\$1,956.00	CalPERS
ACH Transfer	\$93,586.84	CalPERS
<b>Subtotal</b>	<b>\$882,995.84</b>	

**Purpose**  
 Lump Sum Prepayment  
 Lump Sum Prepayment UAL  
 1959 Survivor Billing  
 August 2023 Health

7/14/2023	\$28,139.87	Vaca buy back & Sherwood final
7/15/2023	\$398,681.77	
7/30/2023	\$32,154.75	MIP
7/31/2023	\$295,272.10	
<b>Subtotal</b>	<b>\$754,248.49</b>	

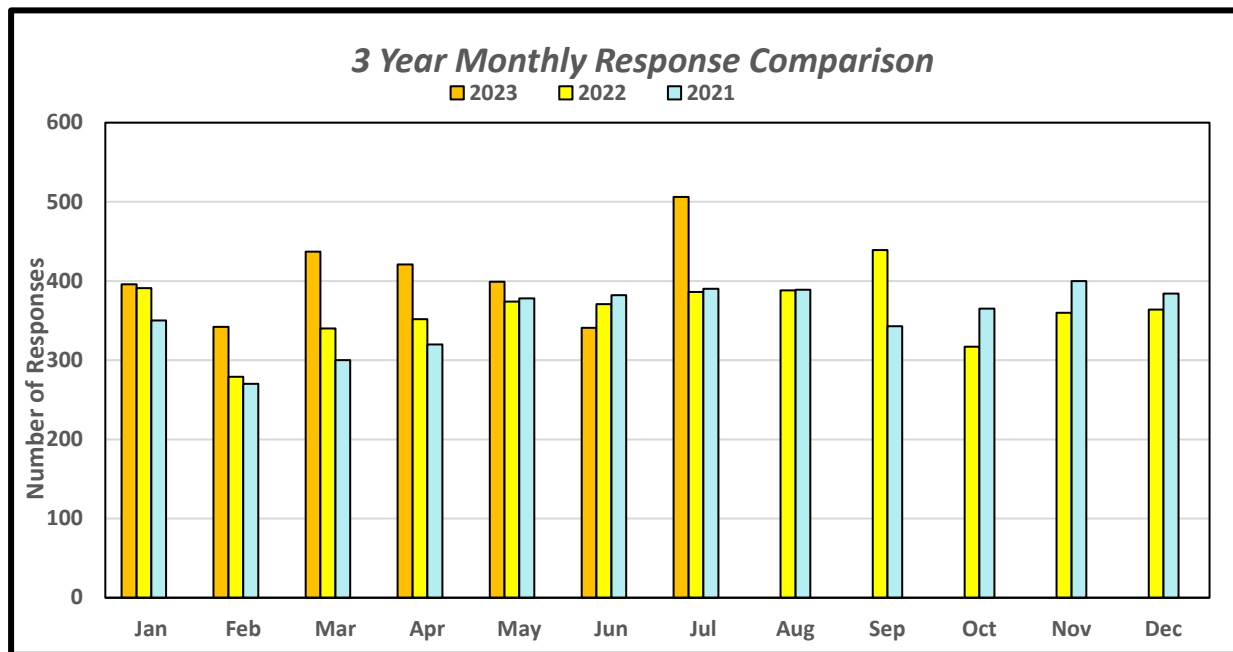
<b>Total</b>	<b>\$2,372,440.90</b>
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## RSF Grant Re-Cap

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	9/7/2021	UASI FY19	Rescue Systems 1	\$ 7,705.26		2/7/23 - On follow up, UASI had no record of submission. Resubmitted application.
ACTIVE	7/6/2022	UASI FY20	Training; L-954 Course	\$ 17,000.00		2/7/23 - On follow up, UASI had no record of submission. Resubmitted application.
ACTIVE		UASI FY21	Fresno Symposium & Rescue Systems 1	\$ 15,196.00		4/8/22 Approved. Pending disbursement.
ACTIVE		UASI FY22	Fresno Symposium	\$ 15,000.00		Award letter received.
ACTIVE	9/29/2022	UASI FY23	Training	\$ 89,098.86		Pending approval.
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 set to be completed by 5/2023.
ACTIVE	5/15/2023	SD Regional Fire Foundation (County Supervisor Terra Lawson-Remer)	55 Wildland Brush Jackets	\$ 7,380.00		Approved. Order placed.
		RSF Fire Protection District General Fund	55 Wildland Brush Jackets	\$ 5,717.00		
ACTIVE	5/15/2023	SD Regional Fire Foundation	E-Hydraulic Extrication Tools	\$ 5,000.00		Approved. Tool received.
		County Supervisor Terra Lawson-Remer	E-Hydraulic Extrication Tools	\$ 20,000.00		
		RSF Fire Protection District General Fund	E-Hydraulic Extrication Tools	\$ 20,000.00		
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	4/21/2023	RSF Association	Firefighter of the Year Award	\$ 750.00	\$ 750.00	Scott Schieber accepted. Process is officially closed.
<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
	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	\$ 45,000.00		Completed
	2/22/2023	RSF Foundation	Station 6 Improvements	\$ 203,000.00		Approved.
	4/1/2023	RSF Foundation (Sharon McDonald)	ATV/Radios	\$ 196,337.00		Approved.
	6/16/2023	RSF Foundation	RSF3 Barbecue	\$ 1,000.00		Approved. Item delivered.
						Change since previous re-cap

# Rancho Santa Fe Fire Protection District Operations Report

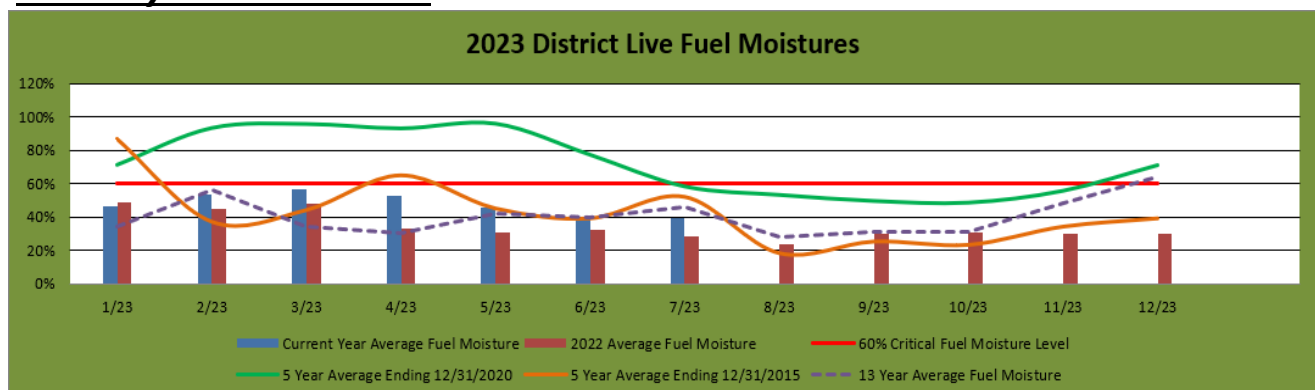
## August 2023



### 3 Year Call Volume Tracker:

2023		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	396	342	437	421	399	341	506						2,842
	YTD	396	738	1175	1596	1995	2336	2842						
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

## August 2023

### Monthly Incidents

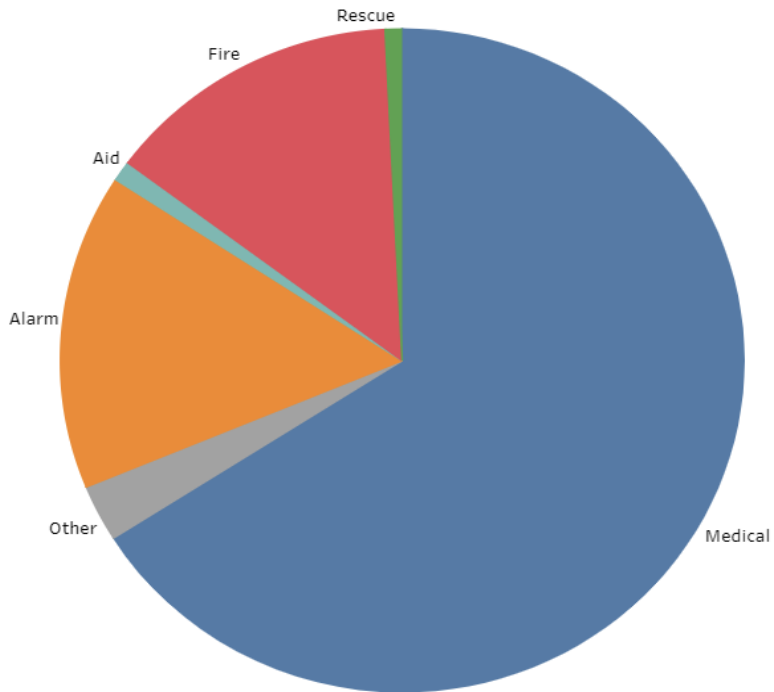
Assigned Incidents for RANCHO SANTA FE FPD  
July 2023

Agency

RANCHO SANTA FE FPD

Month and Year

July 2023



Medical	334 incidents / 66.01%
Fire	71 incidents / 14.03%
Alarm	78 incidents / 15.42%
Aid	5 incidents / 0.99%
Rescue	4 incidents / 0.79%
Other	14 incidents / 2.77%
Grand Total	506 incidents / 100.00%

Problem Category

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

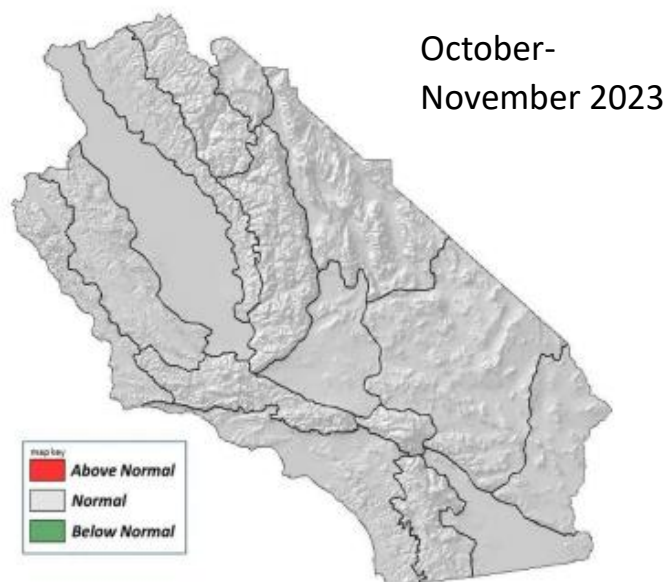
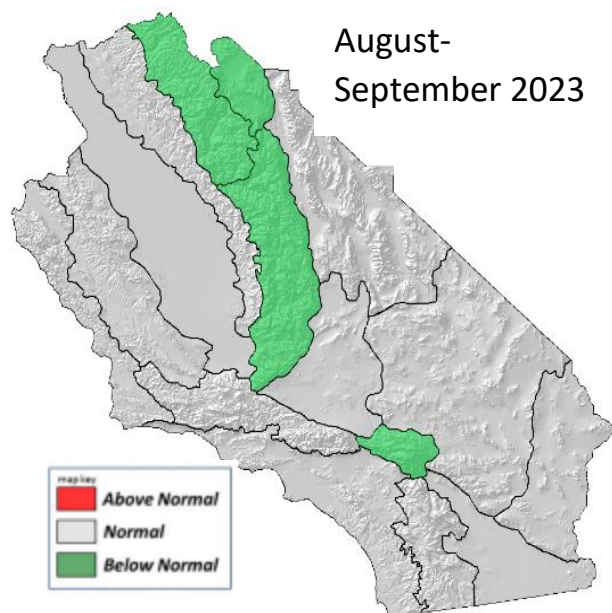
Assigned incidents for all RANCHO SANTA FE FPD units.

Data Last Updated: 8/8/2023 8:04:44 AM UTC

### Significant Incidents:

Date:	Incident:	Units Assigned:
7/15 - 7/22	OES Strike Team - Rabbit Fire (Riverside Co.)	B261, OES 6309
7/15 - 7/18	Type 3 Strike Team - Gavelin Fire (Riverside Co.)	BR265
7/28 - 8/1	OES Strike Team - Bonnie Fire (Riverside Co.)	OES 6309





## August – November 2023 South Ops Highlights

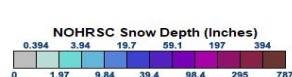
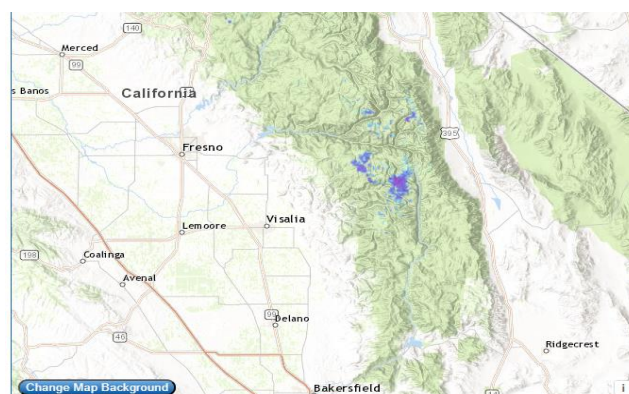
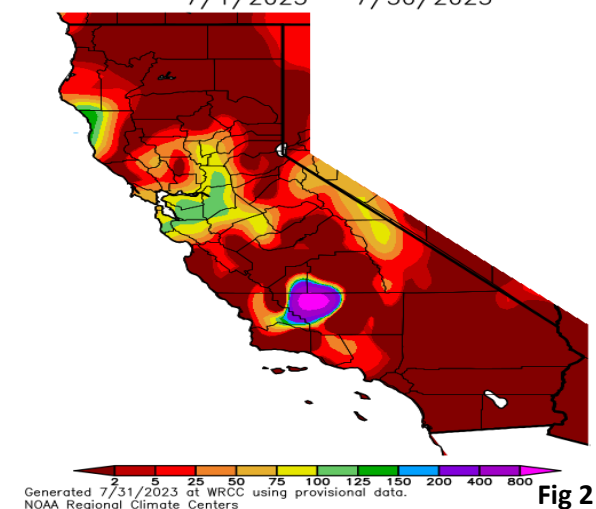
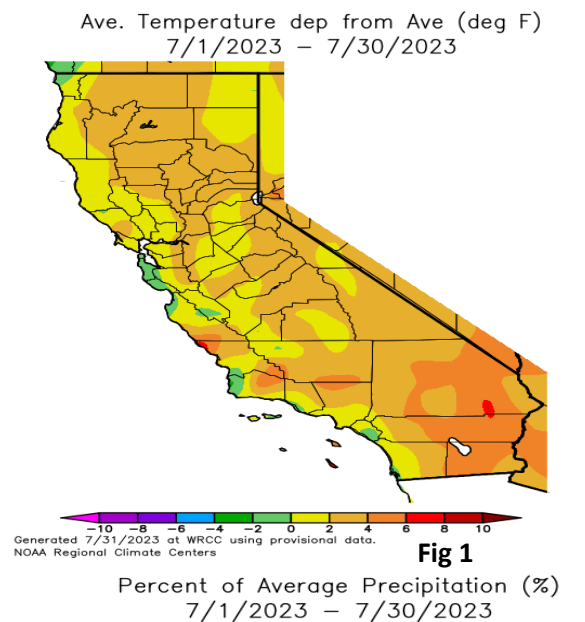
- Temperatures will likely average above normal through October then become near normal
- Monsoonal activity will be a little above normal in August and September and end later than normal
- Neither above nor below normal Santa Ana wind activity is favored at this time for Oct-Nov
- Large fire potential will continue to run below normal above 7,000'

## Weather Discussion

Summer arrived in full force across California in July. After a long stretch of cooler than average months dating back to last year, the first significant heat of the season arrived right at the start of July. From there, other than a brief cooldown after the 4<sup>th</sup> of July holiday, persistently warmer than average temperatures continued for the entire remainder of the month (**Fig 1**). The large scale pattern became characterized by an anomalously strong ridge of high pressure which mainly fluctuated being centered between California, the Desert Southwest, and the Four Corners. The marine layer was near normal in depth early in the month, then became shallower than normal for most of the remainder of the month. However, it did keep weather persistently much colder within 15 miles of the coast, with near to below normal temperatures in most coastal areas in July.

The monsoon has been slow to start this season. In fact, there was little hint of it at all for California until the third week of the month. And while there were a couple surges of monsoonal moisture during the second half of the month, there was well below average shower and thunderstorm activity across the region (**Fig 2**). Winds in July followed typical patterns. There was little to no offshore flow and little in the way of windy conditions outside of typical breeziness through gaps, canyons, and desert passes during periods of stronger onshore gradients. While rapid snowmelt continued across the higher elevations in July, and most areas are snow free, there remains some snow cover present at elevations above 8000 to 9000 feet (**Fig 3**).

El Nino conditions remain present in the equatorial Pacific. While the pace of warming has slowed, the sea surface temperature profile of the Pacific resembles that of a classic El Nino event. However, waters in the subtropical and middle latitudes off the West Coast of North America remain mostly colder than average, which is typically not favored in El Nino. All indications are that El Nino conditions will continue into the winter and will probably strengthen a little more.





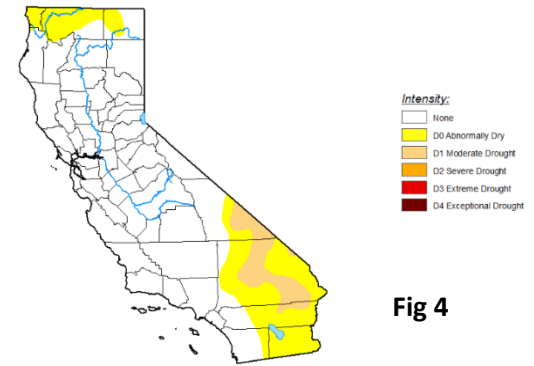
## Fuels Discussion

Moderate (D1) drought expanded slightly across the region in July (**Fig 4**), with the increase concentrated over the high desert. However, the vast majority of California is not in a drought status.

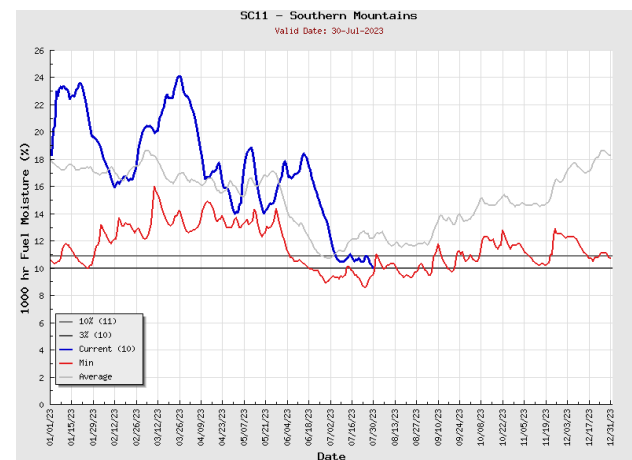
The hot weather led to rapid drying of fuels in July. Below 3,000 to 4,000 feet, and away from the marine influence, the grass crop is now fully cured and had mostly cured by the middle of the month. Field reports continue to confirm that fine fuel loading is very heavy this year, a result of the past winter.

All classes of dead fuel moisture saw noticeable downward movement thanks to the hot weather in July. 100 hr and 1000 hr dead fuel moisture are now running near or drier than normal in most areas after being well above normal most of this year (**Fig 5**). ERC values have rocketed higher thanks to the hot weather and the drier fuels, and are now more in line with typical peak fire season values, on either side of the 90<sup>th</sup> percentile. However, live fuel factors continue to play a major role in fire behavior (**Fig 6**). Despite the much drier dead fuels and higher ERCs, moist live fuels continue to greatly limit fire activity at elevations above 3000 to 4000 feet where non-grass fuel types are dominant. Fire activity was below normal for most of the region in July, and what fires occurred were almost exclusively confined to light, flashy fuels. In an exception to the mostly below normal fire activity, the York Fire, which began on July 28, quickly became by far the largest fire in the geographic area this year, and will go down as one of the largest, if not the largest, desert fires the region has seen in recent memory.

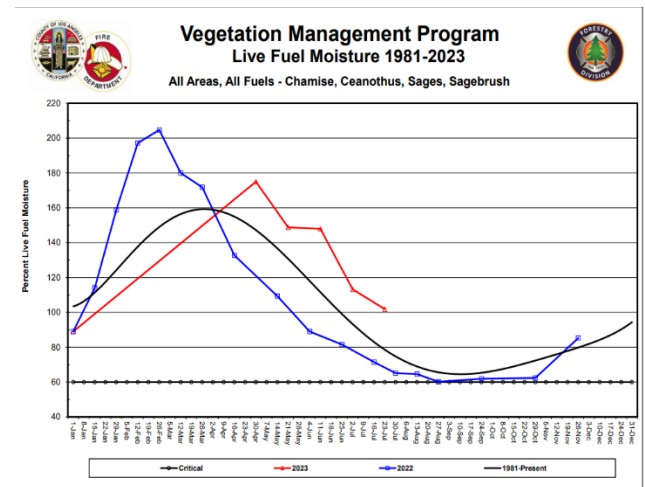
Fuel drying will continue in August, although most fuel types will still run wetter than normal. With the grass fully cured, attention will be turning to shrub and brush species such as sage and chamise. Expect fuel moistures in these species to trend closer to normal due to the heat, but they will likely remain wetter than normal overall due to such a slow start to the drying season, and will reach critical/near critical levels later than normal this year. The most pronounced differences from normal conditions continue to be in higher elevations, above 7000 feet, where the winter's record snowpack continues to keep fuels and soils much wetter than normal.



**Fig 4**



**Fig 5**



**Fig 6**



## **SOUTH OPS OUTLOOK**

Climate models and the current SST profile (**Fig 7**) support a ridge-dominant pattern across the West in the coming months. However, the ridge center should trend more towards the Intermountain West and Four Corners in part due to lingering cold water off the West Coast. While it will be shallow, there should remain a persistent marine layer bringing much cooler weather within 15 miles of the coast through August, also due in part to those cold SSTs. As a whole, temperatures will likely run above normal the next few months due to the ridging, but not dramatically above normal. Expect an increase in monsoonal activity in August and continuing into September as the mean ridge center settles close to the Four Corners, bringing more southeast flow aloft. Thunderstorm activity, which has been well below normal so far, will likely be above normal in August and September, but not as active as in 2022. The monsoon will also likely continue later than normal, through most of September, as the seasons continue to show some lag compared to normal.

Lingering effects from winter will bring below normal fire activity at elevations above 7,000 feet through the summer. At lower elevations, the high fine fuel load and expectations of above normal temperatures will likely lead to near or a little above normal grass fire activity through the rest of the summer. Above normal live fuel moisture in shrubs will continue to limit fire behavior in grass-shrub types through much of August, but fuel moistures will trend towards critical values by late August. This should allow mid-elevation fire activity to increase by later August and September, at least to levels closer to normal. Because of below normal activity in timber-dominated fuels, resource demand will likely remain below average for the geographic area.

This time of year, a focus becomes expectations for the coming transitional season, including Santa Ana winds for Southern California. Currently, there are no strong indications on whether the timing or frequency of Santa Ana winds will differ notably compared to normal. With expectations for a later end to monsoon season and a ridge-dominated pattern across the Intermountain West, and with the general trend in recent months of a “seasonal lag”, this may tilt the odds towards Santa Ana winds arriving later than normal. But confidence is not high of that at this time. A wetter than normal winter remains likely, driven by El Nino (**Fig 8**). However, most modeling is favoring a more “back-loaded” winter with precipitation arriving later but still delivering a wetter than normal rainy season. Once again, this would follow the recent trend of lagging seasonal transitions. As always, balancing the competing arrivals of the winds and the rains will be vital in dictating this fall’s fire potential.

NOAA Coral Reef Watch Daily 5km SST Anomalies (v3.1) 23 Jul 2023

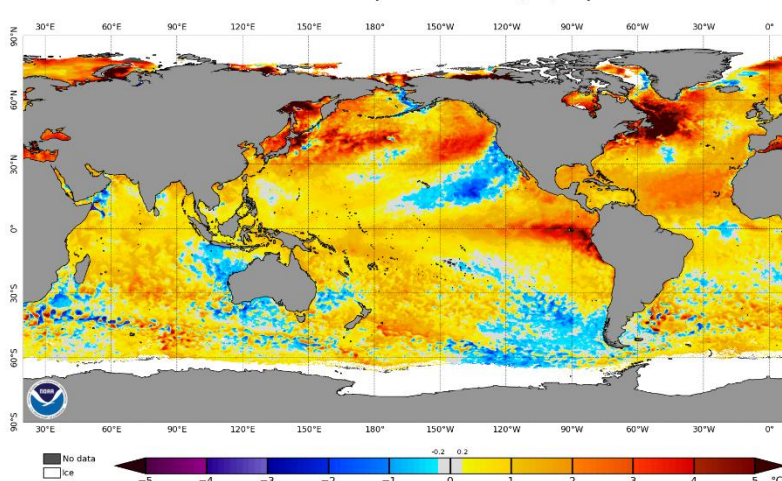


Fig 7

CFSv2 Sea Surface Temperature Anomaly (°C) (based on 1984-2009 Model Climatology)

Average of last 12 forecasts (12 runs x 1 members)

Init: 00z Jul 21 2023 through 18z Jul 23 2023 Valid for: Nov 2023

TROPICALTIDBITS.COM

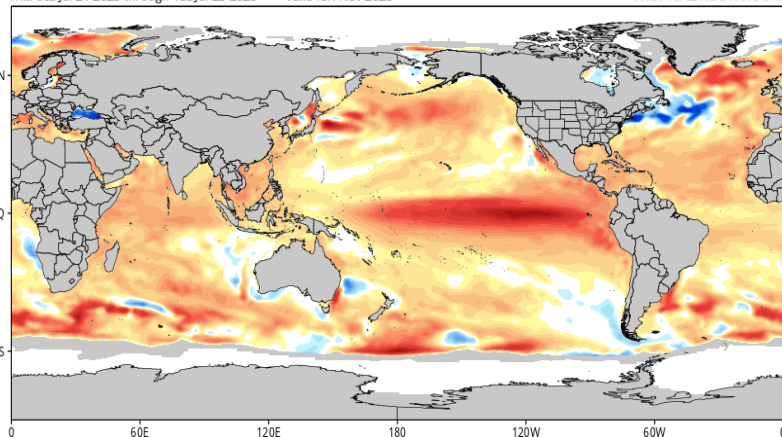


Fig 8



## **REFERENCES**

Climate Maps: [https://wrcc.dri.edu/anom/cal\\_anom.html](https://wrcc.dri.edu/anom/cal_anom.html)

Snow depth: [CNRFC - California Nevada River Forecast Center \(noaa.gov\)](https://www.cnrfc.noaa.gov/)

Drought Monitor: <https://droughtmonitor.unl.edu/CurrentMap.aspx>

Fuel Moisture: <https://gacc.nifc.gov/oscc/fuelsFireDanger.php>

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

# Live Fuel Moisture Report

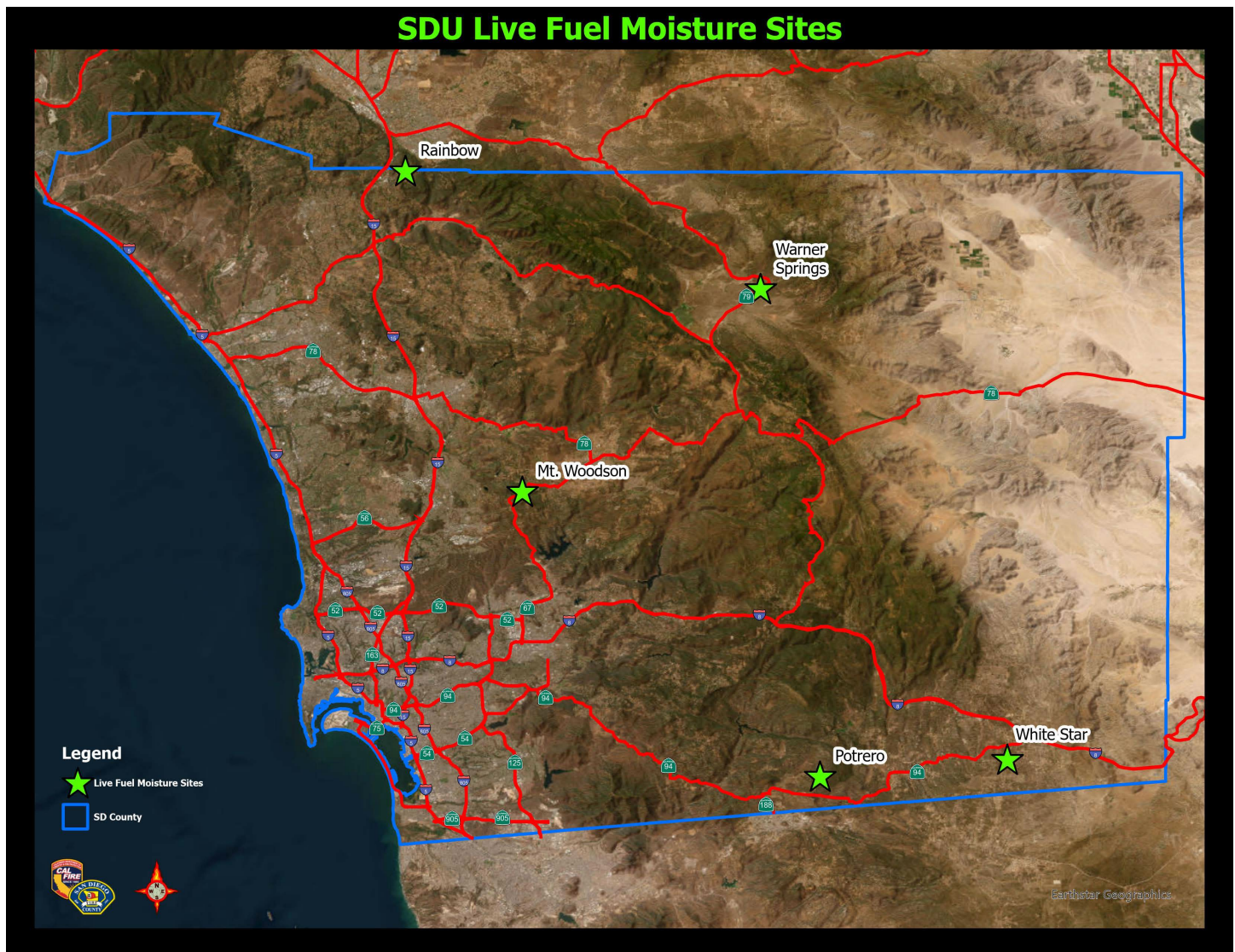
## CAL FIRE – San Diego Unit (SDU)

### August 2023



Location	Elevation (feet)	Aspect	Dead Fuel Moisture (%)		Live Fuel Moisture (%)			
Complete data available at:	<a href="#">National Fuel Moisture Database</a>		10-hour	100-hour	Growth Age	Current	Previous	Change
Rainbow Camp Battalion 1	1,560	W	11	14	New	81	104	-23
					Old	70	76	-6
Warner Springs Battalion 5	3,200	NE	12	9	New	104	95	9
					Old	74	72	2
Mt. Woodson Battalion 8	2,200	W	15	15	New	84	N/A	N/A
					Old	64	N/A	N/A
White Star Battalion 4	4,016	SE	14	13	New	82	83	-1
					Old	63	67	-4
Potrero Battalion 3	2,981	N	19	16	New	73	79	-6
					Old	62	66	-4
Average			14	13	New	85	90	-5
					Old	67	70	-3
Critical Live Fuel Moisture: Chamise = 60%								
Below the critical live fuel moisture threshold, sustained, fast spreading, high intensity wildfires can occur.								
Summary	Fuel moisture sites are above critical. Fuel moistures declining as daylight and temperatures have increased. Monsoonal moisture and precipitation have been present.							
Useful Links	<a href="#">Predictive Services Southern California Outlooks</a>							
	<a href="#">California Drought Monitor</a>							





Recent Live Fuel Measurements from Neighboring Units					
Unit	Location	Date	Species	Growth Age	Live Fuel Moisture (%)
Orange County Fire	Black Star	6/20/2023	Chamise	New	105
		6/20/2023	Chamise	Old	81
	RMV	6/27/2023	Chamise	New	94
		6/27/2023	Chamise	Old	78
RRU	Temecula		Chamise		N/A

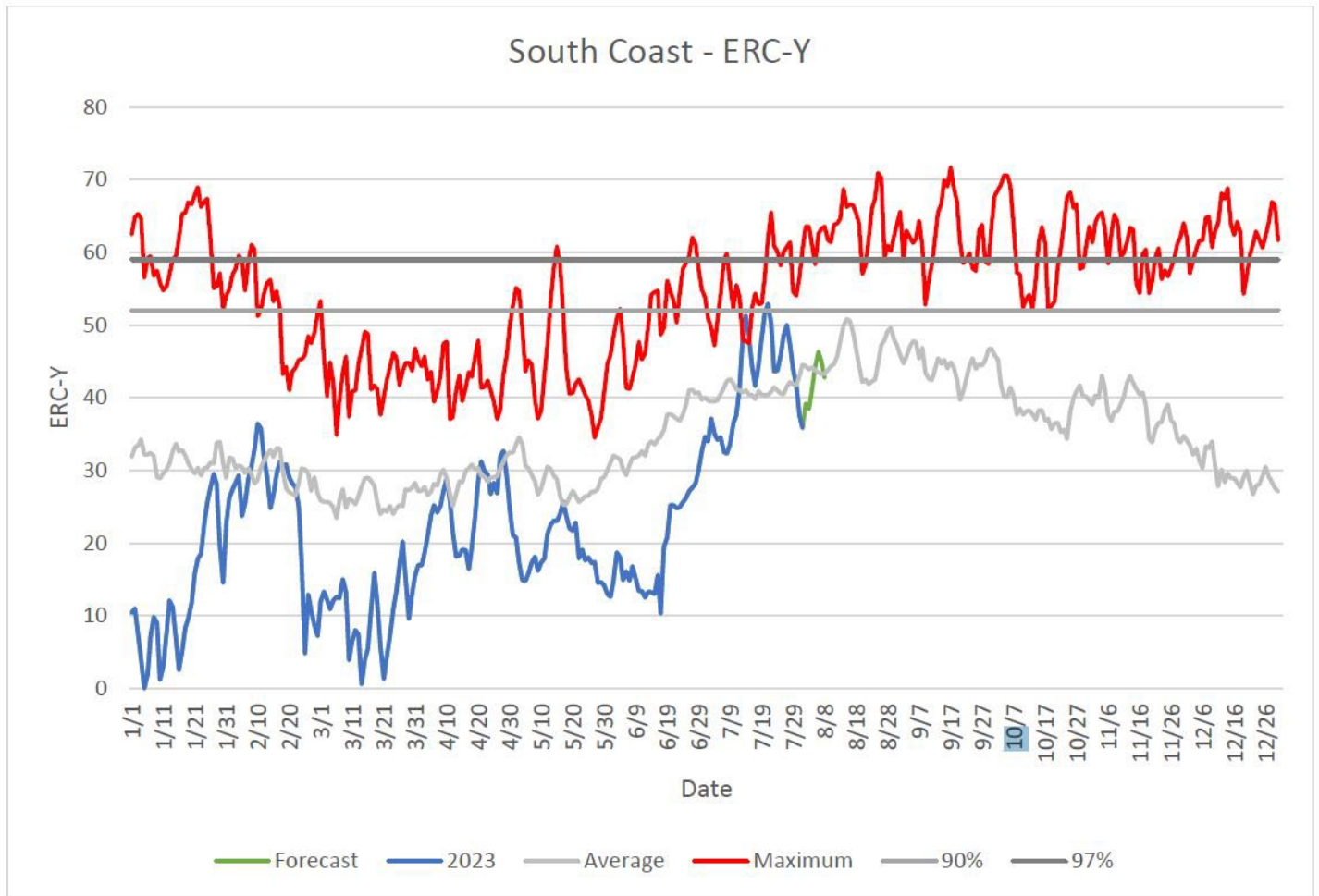
Cleveland National Forest	Descanso		Chamise	New	N/A
			Chamise	Old	N/A

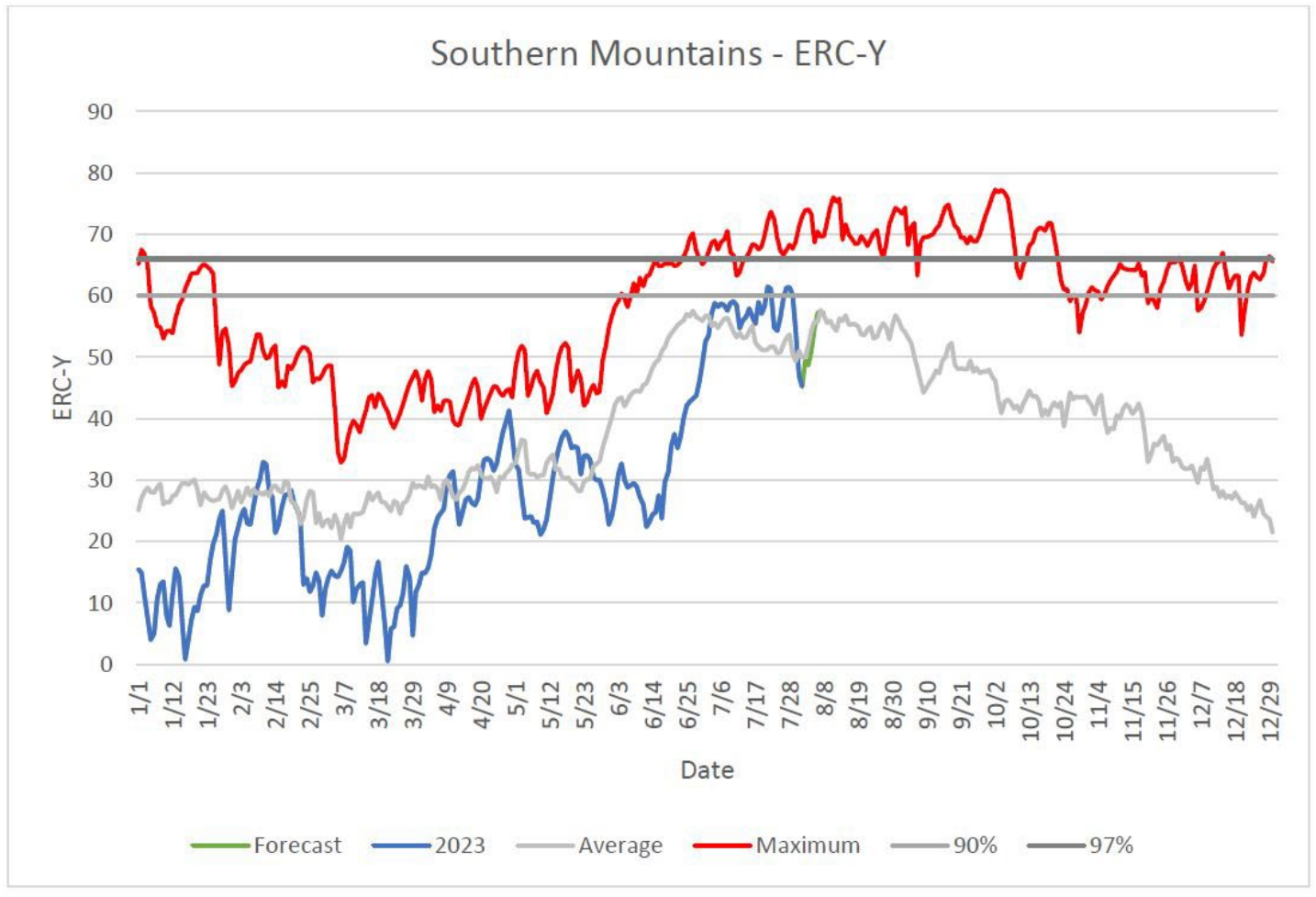
## Significant Wildland Fire Potential Outlook, Southern California: May-August

Climate models and the current SST profile support a ridge-dominant pattern across the West in the coming months. However, the ridge center should trend more towards the Intermountain West and Four Corners in part due to lingering cold water off the West Coast. While it will be shallow, there should remain a persistent marine layer bringing much cooler weather within 15 miles of the coast through August, also due in part to those cold SSTs. Temperatures will likely run above normal the next few months due to the ridging, but not dramatically above normal. Expect an increase in monsoonal activity in August and continuing into September as the mean ridge center settles close to the Four Corners, bringing more southeast flow aloft. Thunderstorm activity, which has been well below normal so far, will likely be above normal in August and September, but not as active as in 2022. The monsoon will also likely continue later than normal, through most of September, as the seasons continue to show some lag compared to normal. Lingering effects from winter will bring below normal fire activity at elevations above 7,000 feet through the summer. At lower elevations, the high fine fuel load and expectations of above normal temperatures will likely lead to near or a little above normal grass fire activity through the rest of the summer. Above normal live fuel moisture in shrubs will continue to limit fire behavior in grass-shrub types through much of August, but fuel moistures will trend towards critical values by late August. This should allow mid-elevation fire activity to increase by later August and September, at least to levels closer to normal. Because of below normal activity in timber-dominated fuels, resource demand will likely remain below average for the geographic area. This time of year, a focus becomes expectations for the coming transitional season, including Santa Ana winds for Southern California. Currently, there are no strong indications on whether the timing or frequency of Santa Ana winds will differ notably compared to normal. With expectations for a later end to monsoon season and a ridge-dominated pattern across the Intermountain West, and with the general trend in recent months of a “seasonal lag”, this may tilt the odds towards Santa Ana winds arriving later than normal. But confidence is not high of that at this time. A wetter than normal winter remains likely, driven by El Nino. However, most modeling is favoring a more “back-loaded” winter with precipitation arriving later but still delivering a wetter than normal rainy season. Once again, this would follow the recent trend of lagging seasonal transitions. As always, balancing the competing arrivals of the winds and the rains will be vital in dictating this fall’s fire potential. **(Predictive Services/National Interagency Fire Center, August 1, 2023)**



## Energy Release Components (ERC) for SDU

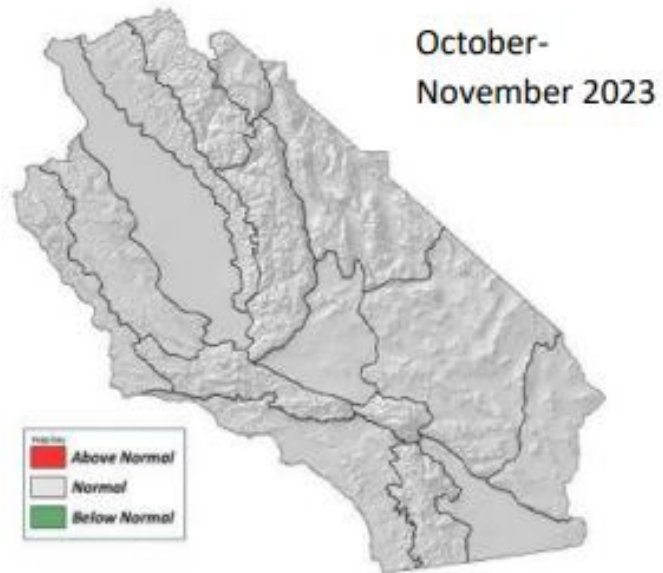




Southern Operations (OSCC)

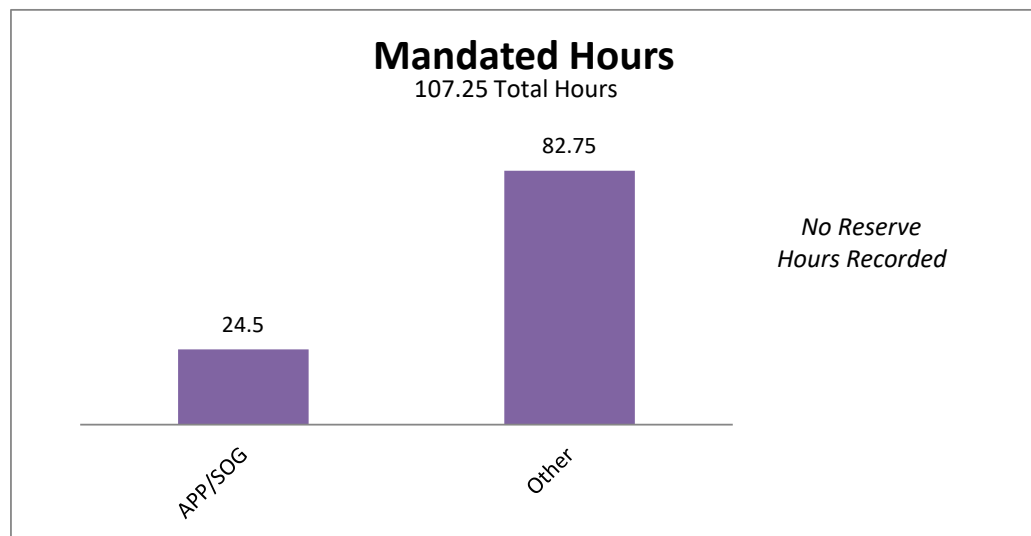
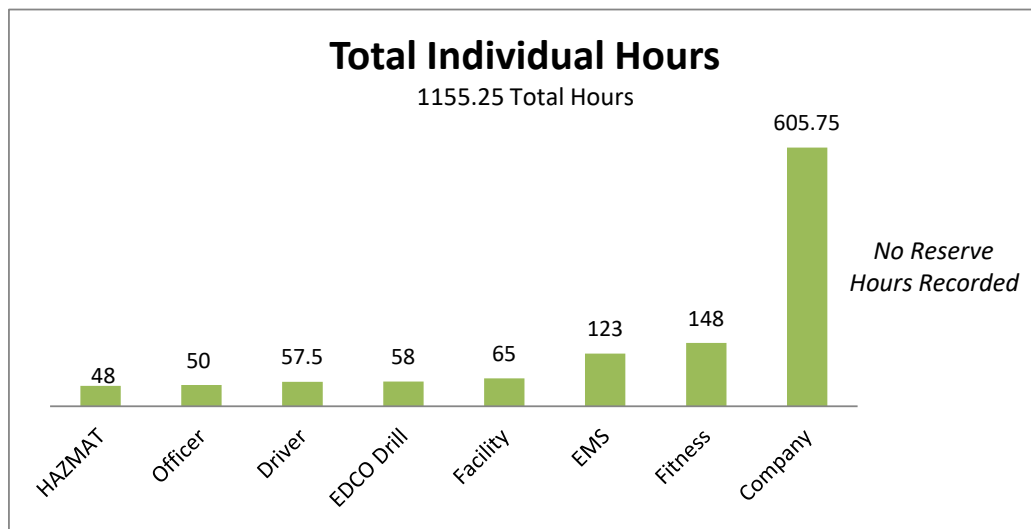
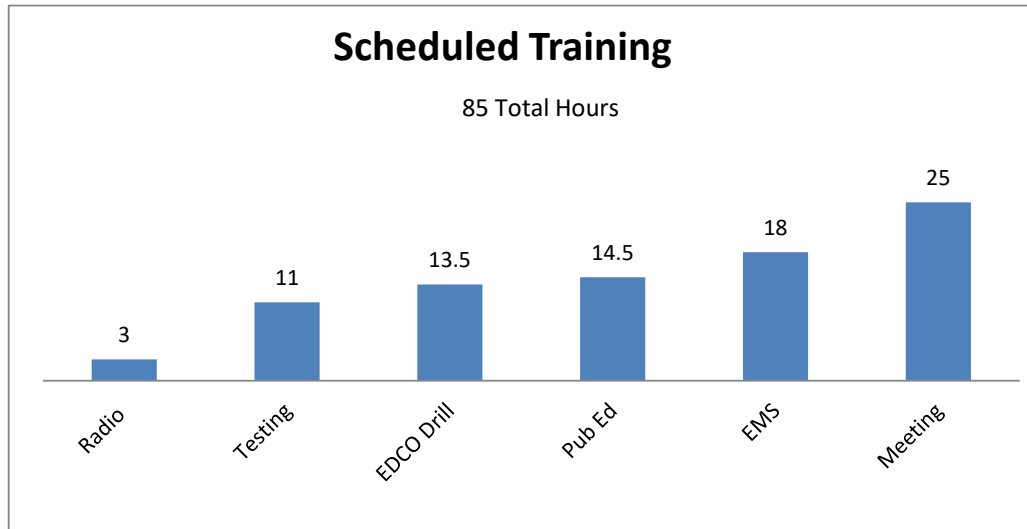
## **MONTHLY/SEASONAL OUTLOOKS**

ISSUED AUGUST 1, 2023    VALID AUGUST – NOVEMBER 2023



For any questions or comments email: [Andrew.domingos@fire.ca.gov](mailto:Andrew.domingos@fire.ca.gov)

## Training Division July 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
<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

### 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	7	7	35433	38882	74315
Residential Additions/Remodels	8	2	97	16462	16559
New Commercial	0	0	0	0	0
Commercial T.I.	11	0	0	58900	58900
Tents/Special Events	4	0	0	0	0
Rack Storage	0	0	0	0	0
Preliminary	6	1	0	30076	30076
Fire Suppression Systems	11	0	0	0	0
Alarms	2	0	0	0	0
Landscaping	15	4	0	0	0
Grading/Mylars/Improvement Plans	5	0	0	0	0
Underground	2	0	0	0	0
Hood System	1	0	0	0	0
Tanks	0	0	0	0	0
Cell Sites	1	0	0	0	0
DSS/CCL	2	0	0	0	0
DPLU	3	0	0	0	0
Solar Panels	1	0	0	0	0
High Piled Storage	2	0	0	0	0
High Hazard/Communications/Other	0	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
<b>TOTAL</b>	<b>81</b>	<b>14</b>	<b>35530</b>	<b>144320</b>	<b>179,850</b>

<b>INSPECTIONS</b>	
<b>Inspection Type</b>	<b># of Inspections</b>
Alarms	4
Fire Supression Systems	16
Building Construction	15
Landscaping	9
Tent/Special Event	2
Gates/Knox	1
Site Visit	5
Technical Report/FPP	-
Underground	3
Annual Inspection	7
DSS Licensing	1
Other	1
<b>TOTAL</b>	<b>64</b>

<b>SPECIAL PROJECTS</b>	
<b>Project Type</b>	<b># of Projects</b>
Grants	-
GIS	1
Forms (Updates/New)	2
Project Research	3
Computer Programming/I.T.	-
Emergency Response Support	-
Annual Mailer (Weed Abatement)	-
Board Report Formatting/ Design	3
Other	12
<b>TOTAL</b>	<b>21</b>

MEETINGS	
Meeting Type	# of Meetings
H.O.A	4
Staff	8
Board	1
On-Site Project Meetings	10
In-Office Project Meetings	19
Shift	-
Captain's	-
Weed Abatement	36
County	5
Code Development	1
Support/I.T. Development	-
San Diego County FPO's	2
Community Stakeholder Meetings	-
North Zone	-
Other	2
<b>TOTAL</b>	<b>88</b>

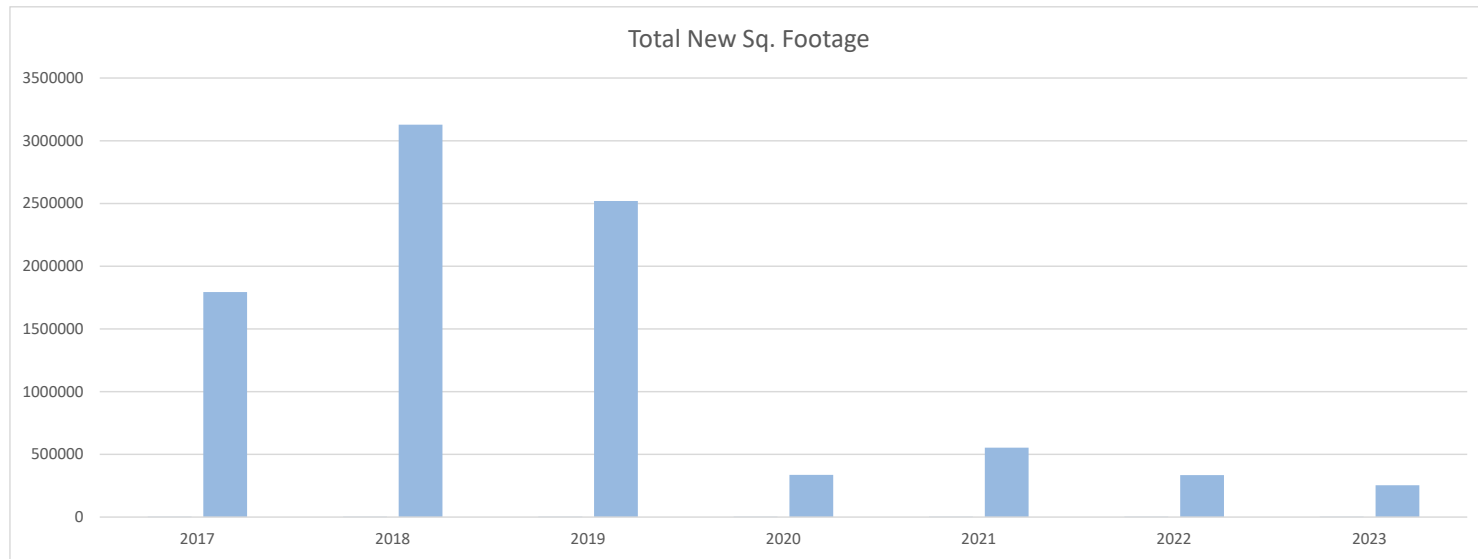
TRAINING/EDUCATION	
No. of Training Classes	Staff Hours
0	0
0	10
0	0
0	0
0	4
<b>TOTAL</b>	<b>14</b>



<b>WEED ABATEMENT</b>	
<b>Activity</b>	<b># of Inspections</b>
Weed Abatement Inspection	-
Weed Abatement Reinspection	-
1st Notice	280
Final Notice	171
Posting	-
Notices Printed	440
Abated	261
Forced Abatement	2
<b>TOTAL</b>	<b>1,154</b>

<b>OFFICE SUPPORT</b>	
<b>Activity</b>	<b># Completed</b>
Phone Calls	968
Correspondence	6,647
Walk in/Counter	247
Knox Application Request	4
Burn Permits	2
Plans Accepted/Routed	104
Special Projects	5
Scanning Documents/Electronic Files	76
Meetings: Admin/Prevention/Admin Shift	4
Post Office Runs	-
Deposit Runs/Preparations	3
<b>TOTAL</b>	<b>8,060</b>

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
2023	253,604

**Total New Square Footage Only**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2020</b>	29,226	41,043	38,102	25,751	38,400	7,290	16,516	15,384	77,848	15,070	22,529	9,740
<b>2021</b>	29,808	23,298	50,000	29,760	7,104	19,361	24,413	1,794	33,357	106,768	99,103	129,407
<b>2022</b>	42,895	14,666	32,871	8,805	39,325	42,871	18,679	21,916	23,981	18,782	46,658	22,365
<b>2023</b>	18,185	62,584	62,584	26,121	29,280	19,320	35,530					

**Comparison Total Reviewed Square Footage**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2019</b>	240,861	691,306	274,736	307,024	412,556	248,869	287,395	424,065	250,518	742,439	440,335	137,995
<b>2020</b>	40,748	86,593	145,794	76,506	54,651	42,950	47,950	91,532	163,417	127,963	59,192	47,677
<b>2021</b>	90,462	89,135	111,456	98,218	118,557	151,000	203,116	254,055	312,253	204,313	171,023	137,116
<b>2023</b>	212,285	345,997	283,413	401,980	136,835	240,963	144,320					

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# STAFF REPORT

NO. 23-22

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

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

**SUBJECT:** CREDIT CARD MERCHANT SERVICES

**DATE:** AUGUST 11, 2023

---



## RECOMMENDATION:

Staff recommends the Board of Directors to approve and authorize the Manager of Finance & Administration to execute a service agreement with Paya as our new credit card merchant and initiate a 2.75% convenience fee or \$1.50 flat rate for an automated clearing house (ACH) back to the customer effective September 1, 2023.

## BACKGROUND:

The Rancho Santa Fe Fire Protection District (RSFFPD) allows customers to pay via credit card, VISA or Mastercard, on the District website for fees associated with our services, including but not limited to, plan checks, inspections, and fines. The current credit card merchant passes the interchange fees back onto RSFFPD. Fees vary widely depending on the credit card used with debit cards having the least expensive fee and international credit cards having the highest charges. In 2023, the District received \$427,847 in revenue from these fees and spent almost \$9000 in fees.

## SUMMARY:

Staff evaluated several vendors and found that Paya will work seamlessly with the new accounting software, Caselle. Payments will no longer go through the District website, but instead to a dedicated and secure standalone web address, or URL, that Paya will set up to take payments and reverse the fees into a convenience fee that will be absorbed by the customer. Funds will be deposited the next day. The District will allow for VISA, Mastercard, or Discover cards to be used with a 2.75% convenience fee, a \$1.50 flat fee for ACH, or zero fees when payment is made by check. Paya will ensure that the organization is Level 1 PCI (payment card industry) compliant with an annual assessment to ensure a secure environment for transmittal of payments. The service agreement may be cancelled with 90 days' notice.



## The Payment Group Service Agreement

**Important – Read Carefully:** This is an agreement (this “Agreement”) between The Payment Group, LLC (“TPG”), a Delaware limited liability company, and Rancho Santa Fe Fire Protection District, CA (“Client”), for the provision of certain payment processing services by TPG on behalf of Client, as set forth on Schedule A hereto (the “Services”), including, as applicable, the associated software, hardware, media materials, and electronic documentation related thereto. Client and TPG are individually referred to as a “Party” and collectively referred to in this Agreement as the “Parties”. The purpose of this Agreement is to state the terms and conditions under which TPG will provide for Client the Services to individuals who have received requests for payment from Client (each such individual, an “End User”).

### Agreement

1. **Services Provided:** Subject to the terms and conditions of this Agreement, TPG will use commercially reasonable efforts to provide access to the Services and certain ancillary services related thereto. Such ancillary services shall include all necessary installation/setup services, promotional assistance, credit card processing, payments to Client’s specified account(s), and access to real time online reporting. For each Service, TPG will charge End Users the convenience fee corresponding to each such Service, as set forth on Schedule A hereto. Client shall not be responsible for any EFT, processing, maintenance or other fees or charges. Client agrees to retain TPG to act as Client’s exclusive provider of each Service. Client agrees to promptly credit End User upon notice by TPG that payment from End User has been received by TPG.
2. **Chargebacks:** If a “chargeback” to a credit/debit card occurs, TPG will reflect such chargeback on the next Client payment report to be delivered in accordance with the schedule set forth on Schedule A following the occurrence of such chargeback. If the charge remains unpaid, Client will then update the status of the affected account of End User as remaining outstanding and unpaid.
3. **Setup and Installation:** TPG will provide the necessary setup and installation services to begin providing the Services as soon as is practicable after the time an executed version of this Agreement and any other documentation required in connection with the provision of the Services are received by TPG.
4. **Property of TPG:** All right, title and interest in and to the computer programs, software, hardware, algorithms, written procedures, trademarks, promotional materials, media materials, electronic documentation, and other supporting items used in connection with the Services, including all intellectual property rights therein, (collectively, the “TPG Materials”) are and shall remain the sole property of TPG, including any changes, modifications, or enhancements made to the TPG Materials during the term of this Agreement, and shall be returned to TPG upon termination of this Agreement. Nothing in this Agreement grants any right, title, or interest in or to any intellectual property rights in or to the TPG Materials, whether expressly, by implication, estoppel, or otherwise.
5. **Restrictions on Use:** Client shall not, and shall not permit any other person to, access or use the Services or TPG Materials except as expressly permitted by this Agreement. For purposes of clarity and without limiting the generality of the foregoing, Client shall not, except as this Agreement expressly permits: (a) copy, modify or create derivative works or improvements of the Services or TPG Materials; (b) rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer or otherwise make available any Services or TPG Materials to any person, including on or in connection with the Internet or any time-sharing, service bureau, software as a service, cloud or other technology or service; (c) reverse engineer, disassemble, decompile, decode, adapt or otherwise attempt to derive or gain access to the source code of the Services or TPG Materials, in whole or in part; (d) remove, delete, alter or obscure any trademarks, specifications, documentation, warranties or disclaimers, or any copyright, trademark, patent or other intellectual property or proprietary rights notices from any Services or TPG Materials, including any copy thereof; or (e) access or use the Services or TPG Materials for purposes of a competitive analysis of the Services or TPG Materials, the development, provision or use of a competing software service or product or any other purpose that is to TPG’s detriment or commercial disadvantage.
6. **Hardware and Software Requirements:** In order to access and view online reports and communicate with TPG in connection with the Services, Client shall be solely responsible for providing the following: access to the Internet, an email address and an up-to-date copy of Adobe Reader to view reports.
7. **Integrated Services:** Client grants TPG all rights necessary to access Client’s data and systems for the purpose of integrating the Services with Client’s systems for processing of payments from End Users and to allow TPG to send notifications to End Users on behalf of the Client.]
8. **Information Provided by Client:** Client must provide the following to TPG prior to the commencement of the Services (collectively, the “Client Information”):
  - a) Any and all standard contact information;
  - b) Bank routing number, bank account number; and
  - c) Bank account type for deposit of all payments.Client hereby grants TPG a limited license to use the Client Information for the purpose of providing Client with the Services described in this Agreement.

9. **Actions to be Performed by TPG:** TPG will use commercially reasonable efforts to provide the Services and all necessary technical support to maintain TPG's payment system for 23.5 hours a day, 7 days a week. Notwithstanding the foregoing, TPG's payment system will be unavailable daily from 11:00 p.m. until 11:30 p.m., CST due to daily maintenance. TPG will not be responsible for any downtime experienced by Client attributable to Internet service providers, utilities companies and/or Client's internal network.
10. **Term and Cancellation of Contract:** The term of this Agreement shall begin on the date executed by both Parties and shall continue in full force and effect from that date until it is terminated by thirty (30) days written notice from either Party to the other.
11. **Indemnity:** TPG will indemnify, defend and hold harmless Client for causes of action and damages incurred by or brought against Client by third parties resulting from the wrongful termination of the Services provided to an End User due to TPG's negligence in processing and reporting payments in connection with the Services. Client will hold harmless TPG for causes of action and damages incurred or brought against Client by third parties resulting from the wrongful termination of the Services provided to an End User due to Client's negligence in processing payments or errors in information generated by Client and furnished to TPG in connection with the Services. The liability of either Party to the other with respect to this Agreement shall not include any contingent liability or exemplary or consequential damages.
12. **Reservation:** All rights not expressly granted in this Agreement are reserved by TPG.
13. **Support Services:** In connection with the Services, TPG will provide Client with support services with respect to the TPG web portal, software applications, electronic payments, online reports, and promotional materials. Client may contact TPG technical support Monday through Friday, from 8:00am to 5:00pm, CST.
14. **Attorney Fees and Costs:** If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such Party may be entitled.
15. **Promotional Materials:**
  - a) Client grants to TPG, during the term of this Agreement, a limited non-exclusive, fully paid-up, royalty-free, revocable, non-transferable license, without right of sublicense, to use any logo or trademark of Client on the TPG website for Client identification.
  - b) Subject to Section 4 and Section 5 of this Agreement, TPG shall provide Client with logos, graphics and other marketing materials for Client to advertise the Services and TPG as an authorized agent of Client for purposes of receiving payments.
  - c) Client agrees to use its commercially reasonable efforts to promote the applicable Services to End Users, such promotion to include providing a brief description or a means of accessing such Services in a reasonably prominent manner on (i) bills, invoices and other requests for payment delivered by Client to End Users, (ii) Client's End User-facing websites and (iii) any other channels utilized by Client for purposes of communicating with End Users.
16. **Miscellaneous Provisions:**
  - a) *Texas Law to apply:* This provision shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the Parties created under this Agreement are performable in the State of Texas.
  - b) *Parties Bound:* This Agreement shall be binding on and inure to the benefit of the Parties and their respective heirs, executors, administrators, legal representatives, successors, and permitted assigns.
  - c) *Assignment:* Client may not assign, delegate or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of TPG. TPG may assign, delegate or transfer any of its rights or obligations under this Agreement.
  - d) *Legal Construction:* In case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, that invalidity, illegality or unenforceable shall not affect any other provision of this Agreement, and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision was not contained in this Agreement.
  - e) *Sole Agreement:* This Agreement constitutes the sole agreement of the Parties and supersedes any prior understandings or written or oral agreements between the Parties respecting the subject matter of this Agreement.
  - f) *Relationship of the Parties.* TPG is an independent contractor, and neither TPG nor its staff shall be deemed to be employed by Client.
  - g) *Counterparts:* This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same agreement. Delivery of an executed counterpart of this Agreement by electronic means shall be equally as effective as delivery of a manually executed counterpart of this Agreement.
  - h) *[E-Sign:* If this Agreement is to be executed electronically, Client hereby agrees as follows: Client hereby gives its affirmative consent to execute this Agreement and to receive any related records and communications electronically. By consenting, Client also represents that it has full authority to execute this Agreement electronically under applicable local law and regulations, including any applicable municipal procurement requirements. Client may withdraw its consent to receive records and communications electronically by

contacting TPG. Client's withdrawal of consent will cancel Client's agreement to receive electronic records and communications. Withdrawal of consent to future use of electronic signatures or receipt of records and communications electronically will not revoke electronic execution of this Agreement or any prior agreement or invalidate receipt of records in electronic format prior to such withdrawal. Client may request a paper copy of any records and communications by contacting TPG. Client is responsible for providing TPG with true, accurate and complete contact information, including an email address, and maintaining and updating promptly any changes in such contact information. Client may update its contact information by contacting TPG. TPG reserves the right, in its sole discretion, to discontinue the provision of electronic records and communications, or to terminate or change the terms and conditions on which TPG provides electronic records and communications. TPG will provide Client with notice of any such termination or change as required by law. Client acknowledges and agrees that Client's consent to electronic records and communications is being provided in connection with a transaction affecting interstate commerce that is subject to the federal Electronic Signatures in Global and National Commerce Act (the "Act"), and that Client and TPG both intend that the Act apply to the fullest extent possible to validate the Parties' ability to conduct business by electronic means. Client agrees that, in consenting to electronic signatures and records, Client will not challenge the validity of this Agreement solely on the basis that it was executed electronically.]

[Signature page follows.]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement effective as of the date of the last signature below.

Rancho Santa Fe Fire Protection District, CA

THE PAYMENT GROUP, LLC

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Address: 14901 Quorum Drive, Suite 700  
\_\_\_\_\_  
Dallas, TX 75254

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## **SCHEDULE A**

### **Services & Convenience Fees**

#### **Services & Convenience Fees**

Fees as detailed below are payable by the End Users. For clarity there is no cost to the Client.

Service	Web	Walk-in	Live Phone
Fire Protection Fees & Fines	2.75%, No minimum	2.75%, No minimum	N/A

#### **Client Payment Schedule**

Client will receive funds from TPG in accordance with the schedule below to the account specified by Client (if payment to be made via ACH). TPG will electronically provide payment reports to Client in accordance with the schedule below.  
NOTE: Holidays will cause reports and payments to be shifted to the next business day.

##### Weekly ACH

End User payment day	Client Report Date	Client ACH Receipt Date
Monday to Sunday	Wednesday	Thursday

#### **Service Availability**

##### Web & Walk-In

TPG's payment system and online reporting portal will be available for End User payment processing and Client Reporting for 23.5 hours a day, 7 days a week. These systems will be unavailable daily from 11:00 p.m. until 11:30 p.m., CST, due to daily maintenance

##### Live Phone

Day	Hours
Monday to Friday	8:00am to 7:00pm CST
Saturday	9:00am to 2:00pm CST

#### **Hardware & Software**

TPG will provide 2 Credit Card Terminals at no cost.



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# STAFF REPORT

NO. 23-23

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**TO:** BOARD OF DIRECTORS  
**FROM:** DAVE MCQUEAD, FIRE CHIEF  
**SUBJECT:** TRAFFIC CALMING – FIRE DISTRICT (DEL DIOS)  
**DATE:** AUGUST 11, 2023

---



## RECOMMENDATION:

The Fire Chief recommends the Board of Directors to continue supporting the prohibition of traffic calming devices within the Rancho Santa Fe Fire Protection District such as speed bumps, speed humps, speed tables, speed dots, speed dips, or any device that can cause a delayed emergency response, cause damage to an emergency response vehicle (Fire/EMS and Law Enforcement) or potentially cause further harm or injury to a patient during transport.

## BACKGROUND:

On January 21, 2022, Fire Chief Dave McQuead and Fire Marshal Marlene Donner met with Mr. Cottingham at his residence located at 20048 in the Del Dios Community. Mr. Cottingham explained his concerns and the issues he has seen with commuters driving through Del Dios. He brought up the use of speed tables along Lake Drive to curb drivers' speeding. The Fire Chief explained how the Fire District prohibits the use of speed bumps, speed humps, speed tables... and the reasons why. Chief McQuead proposed the option of installing more "STOP" signs to slow down drivers and potentially deter drivers from using Lake Drive as a "short cut" commuter road.

## CURRENTLY:

The Del Dios community was well represented at the July 19, 2023, Board of Directors meeting. Lance Cottingham (resident), Brian Caldwell (resident), Kevin Kidd-Tackaberry (resident), spoke passionately on behalf of the community during public comment. Their message was to encourage the fire chief to approve the use of speed tables along Lake Drive as a traffic calming solution. Direction was given by the president to the fire chief report back at the August 16, 2023, Board of Directors meeting.

The increase in traffic congestion compounded with the ever-increasing negative behavior of drivers who disregard the safety of others or themselves regardless of where they commute (city streets, neighborhoods, freeways...) will continue to plague us. The disrespectful behavior by some drivers leads to those who are impacted and frustrated to ask the fire department for approval of traffic calming options and or gates to deter negative driving behavior. The fire

district does hear and sympathizes with our communities who are trying to maintain a safe space for all. Unfortunately, some of the traffic calming options used to curb the negative driving behavior are to install speed bumps, speed humps, speed dots, speed tables...which can delay emergency response, damage emergency vehicles requiring then to be placed out of service for repairs or cause further harm or injury to a patient during transport to the hospital. This topic can be very controversial and as one professional report was titled, "Traffic Calming and Emergency Response – A Competition of Two Public Goods" tends to be just that.

In preparation for the August 16, 2023, Board of Directors meeting:

- 1) The Fire District reviewed the January 4, 2002, Staff Report by Fire Chief Erwin Willis of the Rancho Santa Fe Fire Protection District. Based upon his research, he recommended the Board of Directors continue to support the then 99-02 District Ordinance that specifically prohibits speed bumps, speed humps, etc., unless the features meet design criteria approved by the Fire Chief. The Fire District does not have approved design criteria features.
- 2) The Fire District reviewed the March 4, 2015, County of San Diego Traffic Guidelines. The Board of Supervisors must approve the establishment of most regulatory traffic control devices described in the document. To assist them in determining the need for these various regulatory controls, the Board established the San Diego County Traffic Advisory Committee (TAC). The TAC is a technical group composed of representatives from various agencies and members-at-large. The TAC reviews requests received from the public, other agencies, and various County departments for regulatory controls on roads maintained by the Department of Public Works.  
The TAC forwards their technical recommendation on each request for regulatory control to the Board of Supervisors for final action. Community planning and sponsor groups have the opportunity to provide input to both the TAC and the Board of Supervisors. The Board of Supervisors makes the final determination concerning these traffic regulatory issues on county-maintained roads. For operational issues on county-maintained roads, the Department of Public Works makes the final determination. The operational guidelines were developed and are used by the Traffic Engineering Section of the Department of Public Works.
- 3) The Fire District reviewed the City of San Diego Traffic Calming Guidelines for further insight and options for traffic calming devices.
- 4) The Fire District reviewed the U.S. Department of Transportation (DOT) Federal Highway Administration. [DOT - Traffic Calming Module 5](#)
- 5) The Fire District looked at what the City of Encinitas installed for traffic calming solutions. (Request made by the members of Del Dios)

- 6) Chief McQuead emailed Mr. Murali Pasumarthi, Traffic Engineer Manager at Department of Public Works on July 25, 2023. The email stated the Fire District's position to prohibit speed bumps, speed humps..., but was seeking advice on whether strategically placing STOP signs and pedestrian and/or horse cross walks could be used as traffic calming options along Lake Drive in Del Dios.
- 7) Contact information for Mr. Pasumarthi: [Murali.Pasumarthi@sdcounty.ca.gov](mailto:Murali.Pasumarthi@sdcounty.ca.gov) (858) 694-3892
- 8) Chief McQuead arranged an in-person meeting (20048 Lake Drive) for July 26, 2023, with the three residents of the Del Dios community who spoke during public comment at the July 19, 2023, Board of Directors meeting. The meeting was attended by Lance Cottingham (resident), Brian Caldwell (resident), Kevin Kidd-Tackaberry (resident), Chief Brian Slattery and Chief Dave McQuead. This meeting provided a platform for the representatives of the community to further express their concerns with regards to speeding traffic and volume and to answer their question if the fire district would approve the use of speed tables.  
The discussion ended with not using speed tables but looking to use the least invasive approach. A potential solution was to use strategically placed STOP signs, pedestrian/horse crosswalks, solar powered speed indicators for drivers, post more speed limit signs, use of high visible delineators to create choker points, and other curb like designs.
- 9) Chief McQuead received an email from Mr. Murali Pasumarthi Traffic Engineer Manager on July 26, 2023, after the community meeting mentioned above. Mr. Pasumarthi is the subject matter expert for the County of San Diego for Traffic Engineering. He has over 15 years of experience as a traffic engineer and is well versed on the issues and concerns within the Del Dios community.  
In a followed-up phone conversation with Mr. Pasumarthi to further understand what options are available for traffic calming, he stated the application of STOP signs is not an option based on their data collected for Lake Drive.  
He recognizes Lake Drive needs to have more "30 MPH" speed limit signs posted to continually remind drivers of the speed limit and he will work with his staff.  
Additionally, prior to our conversation, he contacted Sergeant Hollywood of the California Highway Patrol (Oceanside) to enhance traffic enforcement once the speed limit signs have been installed.  
Mr. Pasumarthi confirmed the general plan to provide a new design of the Del Dios and Via Rancho Parkway intersection (a condition to the Harmony Grove Village development) to help reduce traffic congestion. *TM 5365RPL (2/7/2007) Prior to approval of the Final Map for the One Hundredth (100<sup>th</sup>) Unit, contribute a fair share to the*

*County of San Diego toward an additional Northbound through lane and a dedicated Northbound right-turn lane at the Via Rancho Parkway / Valley Parkway intersection.*

- 10) Finally, Mr. Pasumarthi was more than happy to have his contact information forwarded as a direct contact for any questions or further concerns the Del Dios community representatives may have.

**SUMMARY:**

The Fire District has been consistent for the past 21 years in prohibiting traffic calming devices such as speed bump, speed humps, speed tables, etc. on roadways within the district. The County of San Diego Consolidated Fire Code (April 2023) **Sec. 503.4.1 Traffic calming devices.** Traffic calming devices (*including, but not limited to, speed bumps, speed humps, speed control dips, etc.*) shall be prohibited unless approved by the fire code official. There are many cities' communities and homeowner associations installing traffic calming devices to hopefully deter poor driving behavior. The Rancho Santa Fe Fire District is willing to listen to other options that will encourage drivers to be more diligent in obeying the rules established and that do not impact emergency response, emergency vehicles or patient care.

## RESOLUTION No. 2023-10

### A RESOLUTION OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS AUTHORIZING SIGNERS ON DISTRICT BANK ACCOUNTS

WHEREAS, the Rancho Santa Fe Fire Protection District (hereafter "RSFFPD") has authorized the payment of accounts payable, payroll, workers compensation, and acceptance of credit cards and grant funding in accordance with District policy; and

WHEREAS, it was necessary to establish a local interest bearing checking accounts as a depository in accordance with State of California Government Code section 53667, and as a clearing account for the processing of accounts payable, payroll, workers compensation, and the receipt of monies for payment of services and grants; and

WHEREAS, Rancho Santa Fe Fire Protection District, in accordance with board policy requires two signatures for all checks remitted.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rancho Santa Fe Fire Protection District the following:

- 1) The RSFFPD shall, as required, transfer funds from the County of San Diego Treasurer to the Agency's banking accounts as provided herein.
- 2) The RSFFPD shall, as required, transfer funds to the established checking accounts for the following:
  - a) Payroll – California Bank & Trust, Encinitas, California, branch as a depository
  - b) Accounts Payable – Pacific Western Bank, Rancho Santa Fe, California, branch as a depository
  - c) Credit Card – Bank of America, Rancho Santa Fe, California branch as a depository
  - d) Workers Comp – Bank of America, Rancho Santa Fe, California branch as a depository
  - e) Savings – Bank of America, Rancho Santa Fe, California branch as a depository
  - f) Investment – California State Treasurer, Local Agency Investment Fund (LAIF)
  - g) Investment – CalTrust, a Public Agency
  - h) Investment – CA Class, a joint powers authority
- 3) The RSFFPD shall, as required, transfer funds to and from the following investment accounts
- 4) Any two of the personnel listed on *Exhibit A* must sign all checks and/or requests for transfers on behalf of Rancho Santa Fe Fire Protection District.
- 5) The RSFFPD will perform monthly bank account reconciliations in accordance with sound accounting principles and practices.
- 6) The signatories listed in this resolution (Exhibit A), shall become effective August 17, 2023

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on August 16, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

James H. Ashcraft  
President

ATTEST:

---

Alicea Caccavo  
Board Clerk

*EXHIBIT "A"*

Dave McQuead  
Fire Chief

\_\_\_\_\_  
Signature

Alicea Caccavo  
Manager, Finance & Administration

\_\_\_\_\_  
Signature

Brian Slattery  
Deputy Chief

\_\_\_\_\_  
Signature

Marlene Donner  
Fire Marshal

\_\_\_\_\_  
Signature

## RESOLUTION No. 2023-11

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT TO PROVIDE STATE DISABILITY INSURANCE ("SDI") FOR ELIGIBLE EMPLOYEES

**WHEREAS**, public agency employers may elect coverage for employees who are in an appropriate bargaining unit represented by a labor association. The election must be the result of a negotiated agreement and may apply to similarly situated unrepresented employees; and

**WHEREAS**, following adoption of this resolution, the District shall submit an application to the State of California Employment Development Department (EDD) for Elective Coverage under the California State Disability (SDI) program pursuant to California Unemployment Code Section 710.5 on behalf of eligible non-safety employees;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Rancho Santa Fe Fire Protection District (RSFFPD), a public agency in the County of San Diego, California, as follows:

- 1) That the SDI deduction will take place beginning on the July 15, 2019 pay date for the RSFFPD Employees Association or as soon thereafter upon the effective date established by the State of California;
- 2) All SDI deductions will be submitted to EDD per the requirements as set forth.
- 3) Non-safety part time/seasonal will be considered one in the same with the RSFFPD Employee Association for the purpose of participation in the SDI program.
- 4) Safety personnel will not participate in the SDI program (Rancho Santa Fe Professional Firefighters Association-Local 4349).
- 5) Any employee receiving a retirement allowance from California Public Employees' Retirement System (CalPERS) shall not participate in the SDI program.
- 6) Elected officials are exempt from participating in the SDI program.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on August 16, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

[Signatures next page]



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JAMES H ASHCRAFT  
President

ATTEST:

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Alicea Caccavo  
Secretary



# Rancho Santa Fe Fire Protection District

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PRELIMINARY BUDGET FY 2023/2024

BOARD MEETING 8/16/2023



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# District Overview

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

Today, the Fire District spans approximately 50-square miles and protects over 50,000 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.





# Fire Chief's Message



*Honorable Members of the Board of Directors,*

*I am honored to present our Fiscal Year 2023/2024 Budget. The Rancho Santa Fe Fire Protection District is an all-risk, all hazard first responder agency that provides 24-hour fire, rescue, and emergency medical services to safeguard lives, property, and environment for all who live, work, visit and travel through the Fire District's 50 square miles. Our people are at the core of this amazing organization and proudly represent Fire Administration, Fire Prevention and Fire Suppression. We appreciate and acknowledge your trust in us. We will continually strive to provide exceptional customer service to all as your fire district.*

*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





# Mission and Vision Statements

## 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.

## 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.*



# 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

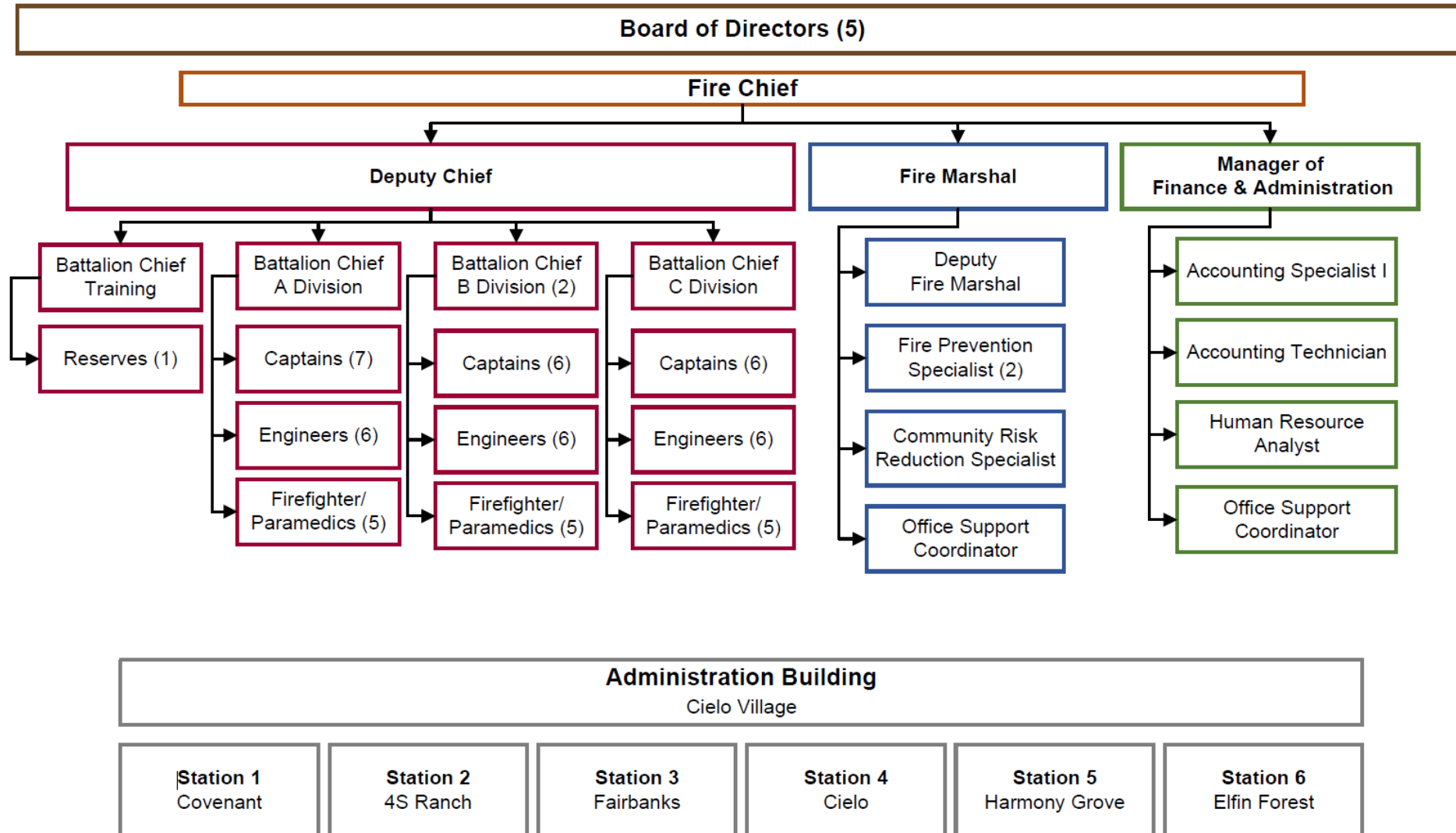
We lead by example, and strive to exhibit competence, integrity, and professionalism. We empower every member of the organization to be actively involved regardless of rank, title, or tenure.

## 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.

# Rancho Santa Fe Fire Protection District

## Organizational Chart





# Personnel Listing

Position Title	FY 22/23 Positions	Change (+/-)	FY 23/24 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 I	1		1
Accounting Specialist II	0		0
Accounting Technician	1		1
Human Resource Analyst	1		1
Office Support Coordinator	1		1
Fire Service Assistant	1	-1	0
Temporary Staffing *1	1	-1	0
<b>Total Administration</b>	<b>10</b>	<b>(2)</b>	<b>8</b>
<b>Fire Prevention</b>			
Fire Marshal	1		1
Deputy Fire Marshal	1		1
Fire Prevention Specialist/Forester	0		0
Fire Prevention Specialist	2		2
Community Risk Reduction Specialist	0	1	1
Office Support Coordinator	1		1
Temporary Staffing *1	0		0
<b>Total Fire Prevention</b>	<b>5</b>	<b>1</b>	<b>6</b>
<b>Emergency Services</b>			
Battalion Chief - Shift	3		3
Captain	18	1	19
Engineer/Paramedic	18		18
Firefighter/Paramedic	15		15
<b>Total Emergency Services</b>	<b>54</b>	<b>0</b>	<b>55</b>
<b>Volunteer Division</b>			
Driver Operator	0		0
Reserve Firefighters *2	12	-7	5
<b>Total Volunteer</b>	<b>12</b>	<b>-7</b>	<b>5</b>
<b>Grand Total</b>	<b>81</b>	<b>(8)</b>	<b>74</b>

\*1 - Part time, seasonal

\*2 - Not to exceed



# Budget Overview

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This year marks the first in which the budget was prepared by the Administrative staff through meetings with personnel that have areas of responsibilities (AORs) to capture the needs of each division. Rancho Santa Fe Fire Protection District uses the priority-based budget philosophy, to ensure that items of priority are realistic, highlighted, and board approved prior to implementation.

Per Government Code – GOV § 61110 – on or before July 1 of each year the board of directors may adopt a preliminary budget that conforms to the generally accepted accounting and budgeting procedures for special districts. The Finance Committee meets to review the preliminary budget to ensure that excellent fiscal planning plays as a key role in attaining the District's goals and priorities. The final adopted budget must be completed at a regularly scheduled meeting with at least one public hearing by October 1 of each year.

Utilizing the budget as a roadmap allows key decision makers to plan for capital improvements, capital assets, and to establish the foundation for staff to provide the best customer service.



# Budgetary Goals

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Initiate > Plan > Execute > Monitor > Close > Debrief

- Meet with staff to consider the needs and priorities of all stakeholders involved
- Priority based budgeting centered on realistic planning
- Monitor goals for funding reserves for long term financial planning
- Anticipate and monitor investment opportunities
- Plan for external impacts on the finances of the District



# District Cash & Investments

Rancho Santa Fe Fire Protection District  
Reserve Balance Report  
20-Jun-23  
(Unaudited)

Reserve Type	Description	%	Value	Reserve Balance
<b>Restricted</b>				
Fire Mitigation Fees	New Construction Assessment	100%	\$ 1,387,626	\$ 1,387,626
CSA 17 ALS	CSA 17 EMS Funding	100%	206,974	206,974
<b>Total Restricted</b>				<b>1,594,600</b>
<b>Committed</b>				
Workers Comp/Wellness	Value of Workers Comp. Claims Difference	100%	22,789	22,789
Workers Comp/Wellness	PASIS Deposit	100%	597,386	597,386
Compensated Absence	Value of Accrued Vacation & Sick Leave	100%	565,355	565,355
<b>Total Committed</b>				<b>1,185,530</b>
<b>Assigned Fund Balance</b>				
Station Maint/Equipment	60% of Five-year Capital Expenditure Plan	60%	1,421,300	852,780
Apparatus/Fleet Reserve	60% of Five-year deliveries Capital Expenditure Plan	60%	1,417,500	850,500
Budget Stabilization Fund	20% of Budgeted Expenses	20%	17,337,500	3,467,500
Operating Reserve (Dry Yield)	50% of Budgeted Revenues - 6 months	50%	16,855,800	8,427,900
<b>Total Assigned</b>				<b>13,598,680</b>
<b>Unassigned</b>				<b>6,779,179</b>
<b>Total</b>				<b>Cash and Investments Total</b>





# District Revenues

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

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

Trending typically was at an increase of approximately 4%, however last fiscal years increase was an anomaly at +7%. The San Diego County Assessor's office indicated that this growth would be unique to FY22/23.

The assessed valuations for FY23/24 suggest an increase in growth of approximately 5.9%.

The preliminary budget reflects a conservative 5.5% increase.

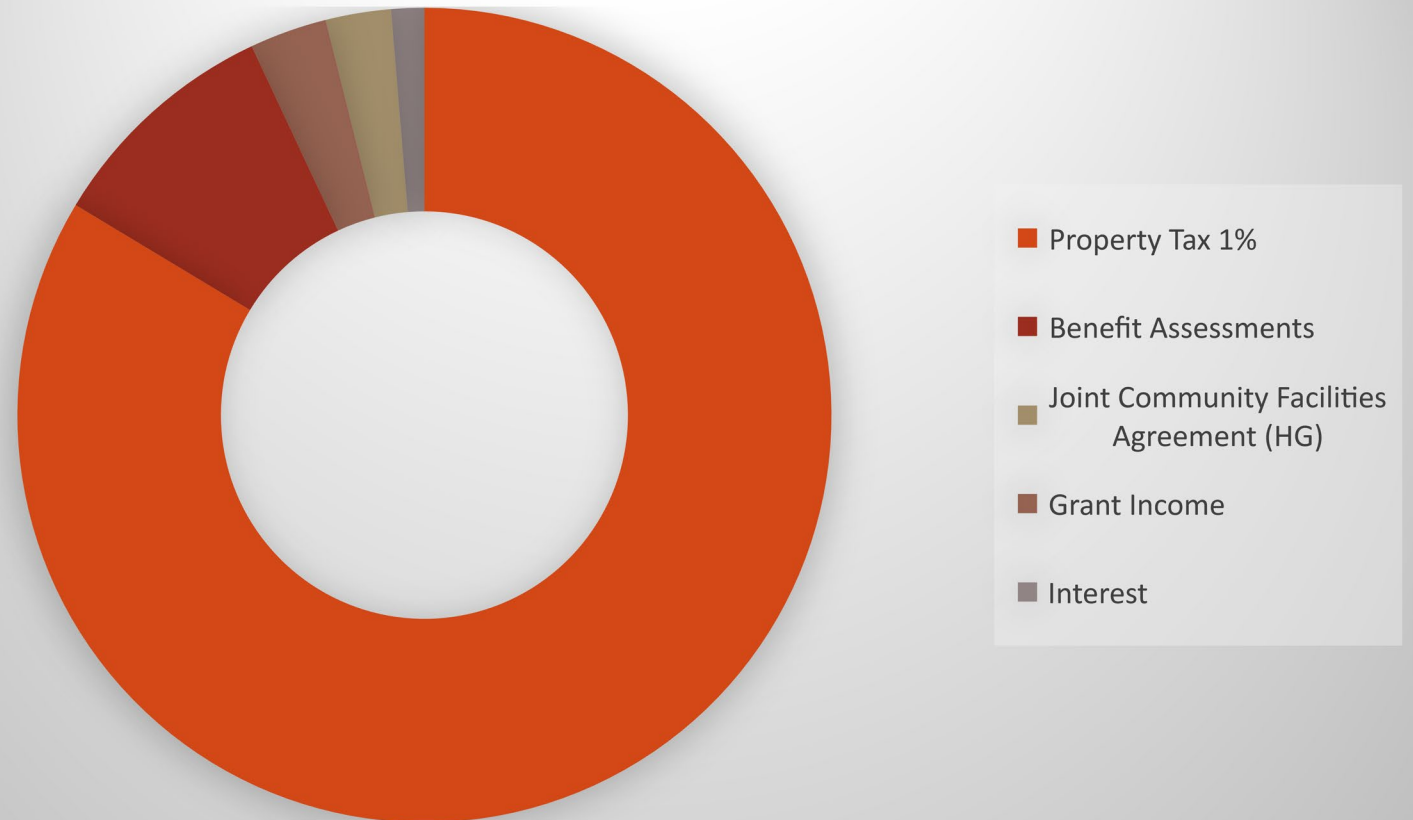


# Revenues

The District's main revenues streams are:

- ❖ Property Tax 1% = \$15,501,101
- ❖ Benefit Assessments = \$1,743,373
- ❖ Harmony Grove Joint Community Facilities Agreement = \$480,515
- ❖ Grant Income = \$569,639
- ❖ Interest = \$243,360

REVENUES





# Grant Revenues

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.



***Rancho Santa Fe Fire District Foundation awards grant funds at a Board Meeting.***

# Grant Revenue Summary

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	9/7/2021	UASI FY19	Rescue Systems 1	\$ 7,705.26		2/7/23 - On follow up, UASI had no record of submission. Resubmitted application.
ACTIVE	7/6/2022	UASI FY20	Training; L-954 Course	\$ 17,000.00		2/7/23 - On follow up, UASI had no record of submission. Resubmitted application.
ACTIVE		UASI FY21	Fresno Symposium & Rescue Systems 1	\$ 15,196.00		4/8/22 Approved. Pending disbursement.
ACTIVE		UASI FY22	Fresno Symposium	\$ 15,000.00		Award letter received.
ACTIVE	9/29/2022	UASI FY23	Training	\$ 89,098.86		Pending approval.
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 set to be completed by 5/2023.
ACTIVE	5/15/2023	SD Regional Fire Foundation (County Supervisor Terra Lawson-Remer)	55 Wildland Brush Jackets	\$ 7,380.00		Approved. Order placed.
		RSF Fire Protection District General Fund	55 Wildland Brush Jackets	\$ 5,717.00		
ACTIVE	5/15/2023	SD Regional Fire Foundation	E-Hydraulic Extrication Tools	\$ 5,000.00		Approved. Tool received.
		County Supervisor Terra Lawson-Remer	E-Hydraulic Extrication Tools	\$ 20,000.00		
		RSF Fire Protection District General Fund	E-Hydraulic Extrication Tools	\$ 20,000.00		
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	4/21/2023	RSF Association	Firefighter of the Year Award	\$ 750.00	\$ 750.00	Scott Schieber accepted. Process is officially closed.
<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).
	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.
	8/19/2022	RSF Foundation (Sharon McDonald)	E-Hydraulic Extrication Tools	\$ 45,000.00		Completed
	2/22/2023	RSF Foundation	Station 6 Improvements	\$ 203,000.00		Approved.
	4/1/2023	RSF Foundation (Sharon McDonald)	ATV/Radios	\$ 196,337.00		Approved.
	6/16/2023	RSF Foundation	RSF3 Barbecue	\$ 1,000.00		Approved. Item delivered.
						Change since previous re-cap





# Fire Mitigation Fees

California Government Code § 66000, et seq., also known as the Mitigation Fee Act, provides 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 within the District.

	Description	Support	Committee Approved/ Pending	FY	% of Funding	Est. \$\$
<b>Fiscal Year 2022/2023</b>						
Equipment	No Proposed Expenditures					
Facility	RSF Station 6 Improvements	Operations	Carryover	17/18	70%	150,000
Vehicles	No Proposed Expenditures					
<b>Fiscal Year 2023/2024</b>						
Equipment	No Proposed Expenditures					
Facility	Prevention Office - Remodel	Administration	Approved	22/23	80%	100,000
Vehicles	Type 6 Fire Engine	Operations	Approved	19/20	85%	382,500
<b>Fiscal Year 2024/2025</b>						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	P2652 (Explorer 1482)	Prevention	Approved	19/20	85%	60,010
<b>Fiscal Year 2025/2026</b>						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	E262 (1411) Replacement	Operations	Pending		60%	660,000
<b>Fiscal Year 2026/2027</b>						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	WT266 (1062) Replacement	Operations	Approved	19/20	40%	180,000
			Pending	22/23	60%	300,000
<b>Fiscal Year 2027/2028</b>						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	BR262 (0561) Replacement	Operations	Pending		60%	420,000



# District Expenses

Due to the increased difficulty in recruiting quality employees, the Board approved the hiring of one additional Captain and the Promotion of one additional Battalion Chief to accommodate for two upcoming retirements at both ranks. This will have a temporary impact on the salaries & benefits expense, until such time as the retirements come to pass.

Continued issues with supply chain has had an affect on vehicle and apparatus purchases, creating a need for longer term planning on fleet requirements.

Post-pandemic expenses continue to rise, such as utilities, materials & equipment, and fuel; staff continues to monitor them and seek ways to reduce costs.

Aging structures are seeing an increase in expenditures. Facilities maintenance will see and increase as stations and the administrative building continue to age. This fiscal year some items that will need to be addressed include asphalt work, drain repairs, new carpet, and dry rot.

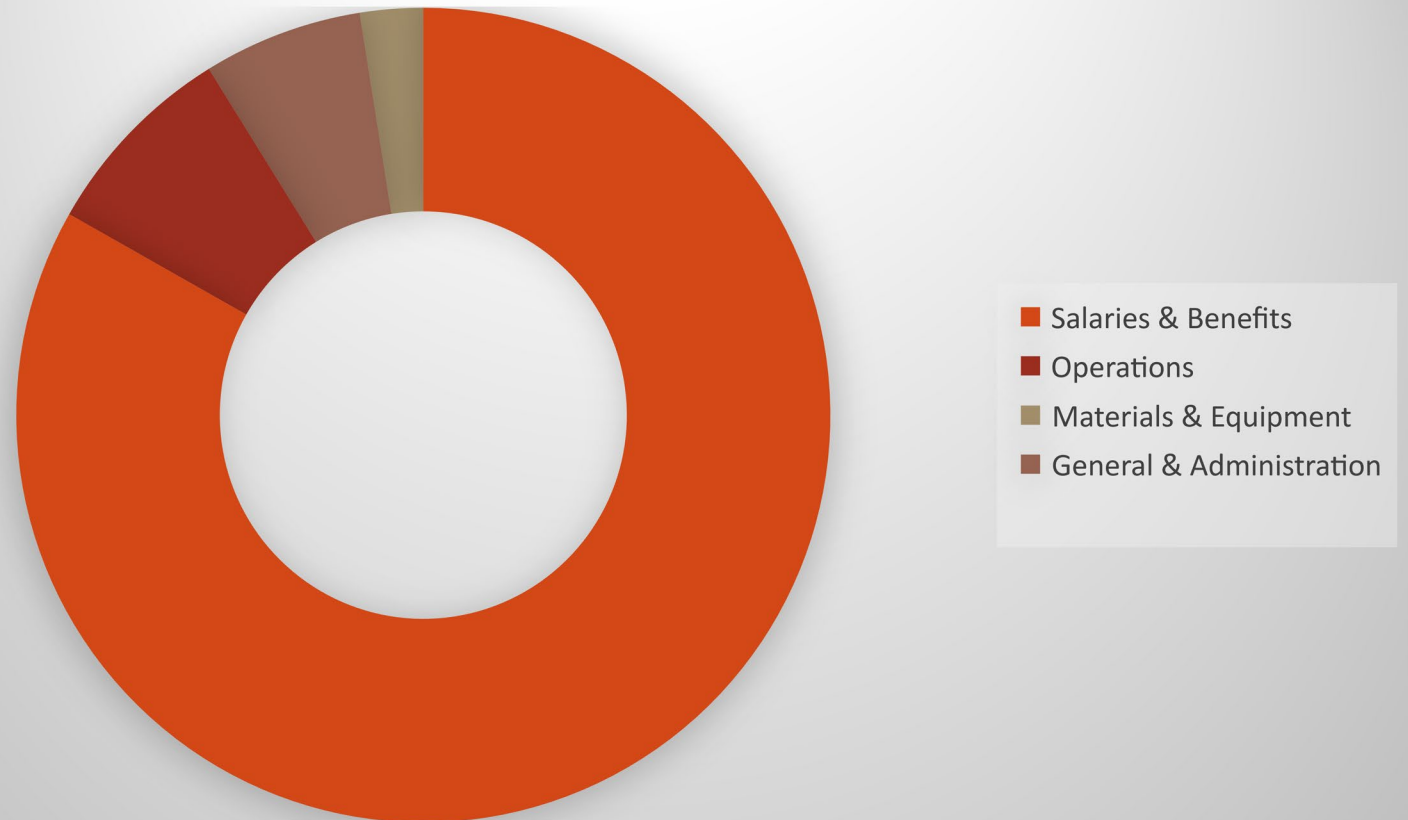


# Expenses

The District's main expenses are:

- ❖ Salaries & Benefits = \$15,945,677
- ❖ Operations = \$1,525,100
- ❖ Materials & Equipment = \$480,000
- ❖ General & Administration = \$1,213,171

REVENUES







# Unfunded Accrued Liability

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.

At the August 25, 2022, regularly scheduled board meeting, the Board approved a funding status of 93% or below will need to be addressed utilizing additional discretionary funding.

A final return of negative 7.6% for FY 21/22 offset the 21.3% net return on investments from FY 20/21. The valuations for the -7.6% returned all the plans except for Misc Tier 2 under the funding status of 90%. Safety Tier 1 is again the least funded at 80.3%.

**CalPERS reported a preliminary investment return of 5.8% for the 202223 fiscal year.**



# Unfunded Accrued Liability (UAL)

<i>UAL (Expected and ADP) Cash Payments</i>							
	<b>Safety</b>			<b>Miscellaneous</b>			
<b>UAL Expected Payment</b>	<b>3% @ 50</b>	<b>3% @ 55</b>	<b>2.7% @ 57</b>	<b>2.7% @ 55</b>	<b>2.5% @ 55</b>	<b>2.0% @ 62</b>	<b>Totals</b>
FY 20/21	664,228	4,381	2,581	60,315	1,324	1,133	733,962
FY 21/22 (Valuation 6-30-2019)	790,960	6,426	4,855	65,486	1,811	1,439	870,977
FY 22/23 (Valuation 6-30-2020)	867,381	8,621	7,951	70,000	2,132	2,283	958,368
FY 23/24 (Valuation 6-30-2021)	747,394	-	-	40,509	-	-	787,903
	5,435,289	31,924	16,850	454,617	6,685	6,661	3,351,210
<b>Additional UAL Payments</b>							
FY 20/21	800,000			200,000			1,000,000
FY 21/22	900,000			100,000			1,000,000
<i>FY 21/22 Add'l 1% for Classic</i>	36,875	9,013					45,888
FY 22/23	900,000			100,000			1,000,000
<i>FY 22/23 Add'l 2% for Classic</i>	59,245	24,062					83,307
FY 23/24	91,296			2,298			93,594
<i>FY 23/24 Add'l 3% for Classic</i>	93,467	36,095					129,561
	10,107,009	72,119	5,635	1,150,415	-	3,034	3,352,350
<b>Total Expected and ADP</b>	<b>15,542,298</b>	<b>104,043</b>	<b>22,485</b>	<b>1,605,032</b>	<b>6,685</b>	<b>9,695</b>	<b>6,703,560</b>

No	Description	FY 23 Final Budget	FY 24 Prelim Approved on 7/19/2023	FY 24 Prelim Board Meeting for 8/16/2023	Difference Year over Year
2	Property Taxes	14,715,200	15,133,776	15,501,101	785,901
3	Benefit Fees	1,725,600	1,726,526	1,743,373	17,773
4	Joint Facilities Comm Agmnt	415,000	495,512	480,515	65,515
8	Rentals	470,300	482,101	481,183	10,883
9	Interest Income	10,000	241,370	243,360	233,360
16	Employee Benefits	2,019,300	1,836,500	2,249,717	230,417
31	Equipment & Services	121,500	123,100	131,600	10,100
35	Supplies & Permits	23,000	25,200	29,900	6,900
42	Memberships & Subscriptions	47,700	70,000	72,000	24,300
43	Miscellaneous Fees & Notices	35,000	37,971	36,971	1,971
52	Capital Equipment	168,000	194,000	185,000	9,000

# Summary

*Changes from 2<sup>nd</sup> Preliminary Approved to 3<sup>rd</sup> Preliminary Budget*

	FY 23 Prelim Actual thru 6/30/23	FY 23 Final Budget	FY 24 Preliminary Budget	FY 23 vs FY 24 Difference
<b>1 Operating Revenues</b>				
2 Property Taxes	15,413,663	14,715,200	15,501,101	785,901
3 Benefit Fees	1,759,881	1,725,600	1,743,373	17,773
4 Joint Facilities Community Agreement	459,573	415,000	480,515	65,515
<b>5 Total Operating Revenues</b>	<b>17,633,117</b>	<b>16,855,800</b>	<b>17,724,989</b>	<b>869,189</b>
<b>6 Non-Operating Revenues</b>				
7 Reimbursements, Grants & Other Revenue	1,613,834	547,900	569,639	21,739
8 Rentals	471,614	470,300	481,183	10,883
9 Interest Income	451,695	10,000	243,360	233,360
<b>10 Total Non-Operating Revenues</b>	<b>2,537,143</b>	<b>1,028,200</b>	<b>1,294,182</b>	<b>265,982</b>
<b>11 Total Revenues</b>	<b>20,170,260</b>	<b>17,884,000</b>	<b>19,019,171</b>	<b>1,135,171</b>
<b>12 Operating Expenses</b>				
<b>13 Salaries and Benefits</b>				
14 Employee Salaries	8,194,956	8,434,900	8,542,960	108,060
15 Employee Overtime	1,533,987	1,300,000	1,500,000	(200,000)
16 Employee Benefits	2,357,005	2,019,300	2,249,717	230,417
17 PERS (Employer Paid)	2,462,226	1,546,000	2,400,000	854,000
18 PERS UAL	-	958,400	788,000	(170,400)
19 CalPERS Unfunded Liability (ADP)	1,000,000	465,000	465,000	-
<b>20 Total Salaries and Benefits</b>	<b>15,548,173</b>	<b>14,723,600</b>	<b>15,945,677</b>	<b>138,477</b>
<b>21 Operations</b>				
22 Utilities	388,858	316,300	477,000	160,700
23 Fleet Maintenance	354,693	200,000	305,000	105,000
24 Structures & Grounds	256,970	239,000	263,400	24,400
25 Dispatch Services	234,237	210,000	245,000	35,000
26 Communications Expense	100,505	97,000	113,700	16,700
27 Fuel & Fuel Facility	103,923	117,100	111,000	(6,100)
28 Emer Incident Meals & Misc	6,094	10,000	10,000	-
<b>29 Total Operations</b>	<b>1,445,278</b>	<b>1,189,400</b>	<b>1,525,100</b>	<b>335,700</b>

	FY 23 Prelim Actual thru 6/30/23	FY 23 Final Budget	FY 24 Preliminary Budget	FY 23 vs FY 24 Difference
<b>30 Materials &amp; Equipment</b>				
31 Equipment & Services	-	121,500	131,600	10,100
32 CSA Medical Expenses	90,140	157,900	175,000	17,100
33 Safety Equipment & PPE	113,075	131,000	118,100	(12,900)
34 Repairs & Maintenance	33,721	17,500	25,400	7,900
35 Supplies & Permits	23,920	23,000	29,900	6,900
<b>36 Total Materials &amp; Equipment</b>	<b>371,974</b>	<b>450,900</b>	<b>480,000</b>	<b>46,100</b>
<b>37 General &amp; Administrative</b>				
38 Professional Services	-	477,400	536,000	58,600
39 Professional Dev & Training	69,485	100,000	135,000	35,000
40 County Admin Costs	298,254	140,000	270,000	130,000
41 Liability Insurance	130,962	131,000	125,000	(6,000)
42 Memberships & Subscriptions	57,542	47,700	72,000	24,300
43 Miscellaneous Fees & Notices	34,974	35,000	36,971	1,971
44 Meetings & Special Events	9,224	17,500	15,000	(2,500)
45 Office Expenses	33,062	25,000	23,200	(1,800)
<b>46 Total General &amp; Administraion</b>	<b>1,068,125</b>	<b>973,600</b>	<b>1,213,171</b>	<b>300,142</b>
<b>47 Total Expenses</b>	<b>18,433,551</b>	<b>17,337,500</b>	<b>19,163,948</b>	<b>1,504,019</b>
<b>48 Net Income before Capital</b>	<b>\$ 1,736,708</b>	<b>\$ 546,500</b>	<b>\$ (144,777)</b>	<b>\$ (368,848)</b>
<b>49 Capital</b>				
50 Capital - Facilities	516,911	670,000	471,300	(198,700)
51 Capital - Apparatus	-	445,000	445,000	-
52 Capital - Equipment	-	168,000	185,000	17,000
53 Capital - Vehicle	18,871	130,000	249,000	119,000
54 Interfund transfer from Mitigation		(292,000)	(1,299,300)	(1,007,300)
<b>55 Total Capital</b>	<b>549,666</b>	<b>1,121,000</b>	<b>51,000</b>	<b>280,300</b>
<b>56 Net Income</b>	<b>\$ 1,187,042</b>	<b>\$ (574,500)</b>	<b>\$ (195,777)</b>	<b>\$ (649,148)</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.*



## Acknowledgments

**The preparation of the annual budget would not have been possible without the help of the following individuals and teams:**

- ❖ Fire Chief Dave McQuead
- ❖ Manager, Finance & Administration Alicea Caccavo
- ❖ Accounting Specialist I Burgen Havens
- ❖ Accounting Technician Sarah Montagne
- ❖ Human Resource Analyst Sandra Reyes
- ❖ The ENTIRE RSFFPD Fire Family

