



**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

November 15, 2023
1:00 pm PT
Regular Meeting

Public Comment: to submit a comment in writing, please email McQuead@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.



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

November 15, 2023

Call to Order

Pledge of Allegiance

Roll Call

1. Presentations

- a. Rancho Santa Fe Fire District Foundation (RSFFDF) \$50,000 check presentations for grant accepted at the September 20th regularly scheduled meeting:
 - i. RSF-Drone Program

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

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

3. Consent Calendar

a. Board of Directors Minutes

- Board of Directors minutes of October 18, 2023

ACTION REQUESTED: **Approve**

b. Receive and File

- Monthly/Quarterly Reports for October 2023
 - (1) List of Demands- Currently Transitioning to new program
 - (2) Grant Recap
 - (3) Activity Reports – October 2023
 - (a) Operations
 - (b) Training
 - (c) Fire Prevention

ACTION REQUESTED: **Receive and File**

4. Public Comment

5. New Business

a. Sale of Assets

To discuss and/or authorize the sale of vehicle #1282 deemed as surplus – **Staff Report 23-26**

ACTION REQUESTED: **Authorize sale and disposal of surplus vehicle.**

b. Sale of Assets

To discuss and/or authorize the sale of vehicle #1581 deemed as surplus – **Staff Report 23-27**

ACTION REQUESTED: **Authorize sale and disposal of surplus vehicle.**



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

November 15, 2023

c. New Finance Manager

To Discuss and/or approve for hiring the new position of Finance Manager - [Staff Report 23-28](#),

ACTION REQUESTED: **Approve**

d. Finance Manager Recruitment

To Discuss and/or approve for the hiring contract with a recruitment agency that specializes in public sector employment-[Staff Report 23-29](#)

6. 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**

7. 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

8. Adjournment

The next regular Board of Directors meeting to be held on Dec 13th, 2023, in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.

(Station tours available)



Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

November 15, 2023

CERTIFICATION OF POSTING

I certify that on November 9, 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 November 9th, 2023:



Dave McQuead
Fire Chief

Rancho Santa Fe Fire Protection District

Regular Board of Directors Meeting

Minutes October 18, 2023



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

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:04pm.

Pledge of Allegiance

Training Battalion Chief Bennett 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, Battalion Chief/Training Officer Luke Bennett, Battalion Chief Greg O’Gorman,

RSF Fire District Foundation: Retired Fire Chief Frank Twohy

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

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, 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 HILLGREN, 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 September 20, 2023

b. Receive and File

- Monthly/Quarterly Reports

(1) List of Demands Check 36958 thru 37056, Electronic File Transfers (EFT), and Wire Transfer(s) for the period totaling:	\$ 291,479.15
Wire Transfer(s) period September 2023	\$ 291,536.62
Payroll for the period September 2023	\$ 805,717.45
TOTAL DISTRIBUTION	\$1,388,733.22

(2) Grant Recap

(3) Activity Report– September 2023

(a) Operations

(b) Training

(c) Fire Prevention

ACTION REQUESTED: Receive and File

3. Public Comment

None



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

October 18, 2023

4. **Resolution/Ordinance**

a. **Resolution No. 2023-13**

To discuss and/or adopt a Resolution – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief Regarding Required Inspection of Certain Occupancies Pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code. [Staff Report 23-25](#)

MOTION BY DIRECTOR HILGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution No. 2023-13 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief Regarding Required Inspection of Certain Occupancies Pursuant Section 13146.2 and 13146.3 of the California Health and Safety Code.

5. **Oral Report**

a. **Fire Chief:**

Fire Chief McQuead reported on the recent Pancake breakfast lead by H. Shimer. All Chiefs had an opportunity to participate in the dunk tank. Slattery, McQuead & Guzman attended the CalPERS conference. CalPers did not have as many classes this year but was still valuable. Met up with our appointed Actuary, Nina Ramsey. CalPERS investment net return went up from 5.8% to 6.2% final. Escondido voted into the NCDJPA. Chief & JA answered questions from the board. All agencies could see a potential fee reduction of approximately 12%. Schedule change 48/96 for safety personnel for one year trial; 4/10's schedule change for admin. Schedule changes are set for January 2024.

b. **Operations:**

Deputy Chief Slattery reported on Staffing: 1 Firefighter vacancy due to resignation with a signed settlement of claims agreement. Previous testing list provided a candidate who is in backgrounds now. Starting 2-week academy on 12/1. Two current probationary firefighter Soto & Shimer are doing well. Live Fuel moistures possibly lower. Type 6 utility truck in Station 6 area working out well. CSA-17 advisory committee will be here at 4pm on November 7th in the board room. Video of pancake breakfast played.

c. **Training:**

Training Battalion Chief Bennett reported that Training hours scheduled over 100 hours. Participated in the North Zone rope rescue drill and was recognized for the district's instructor involvement. Consortium training presented by LCW which all the B/C's attended. VHF review training for vegetation fires. UTV training plan has been implemented with B Div. North Zone engineer academy will be hosted at our facility. Chief Bennet presented images of recent training exercises.

d. **Fire Prevention:**

Fire Marshal Donner reported that Muslim cultural center across from station 5. The Chabad Jewish Center going in on Via De La Valle near the candle factory. The Belmont Building plans have been submitted. The Inn has not responded so FP is working on the main building regarding the sprinklers, using Fire Watch, November 1 promoting an opening date.

e. **Finance, Human Resources & Administration:**

Started in Caselle with A/R, A/P, CR & GL. Payroll training/start up on 10/26 & 10/27. Negotiations continue. AUDIT tying up the last items hope to bring to the November meeting.

f. **Board of Directors:**

I. **North County Dispatch JPA:**

None

II. **County Service Area – 17:**



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

October 18, 2023

Director Stine to attend the next meeting on November 7th held in the RSFFPD Administrative office Board room.

III. **Rancho Santa Fe Fire District Foundation** – Proceeds from pancake breakfast were donated to Foundation. Check presentation for the Drone program in November

IV. Director Comments:

Malin: None

Stine: County approved a community park adjacent to station 2.

Tanner: Saturday morning traffic is now being monitored by the sheriff's office

Hillgren: Pancake breakfast was great

Ashcraft: None

2:29pm Adjourned for break

2:43pm Reconvened to open session

2:44pm Adjourned into Closed session

6. Closed Session

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

3:32pm Reconvened to Open Session

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

7. Adjournment

Meeting adjourned at 3:33pm

Dave McQuead
Fire Chief

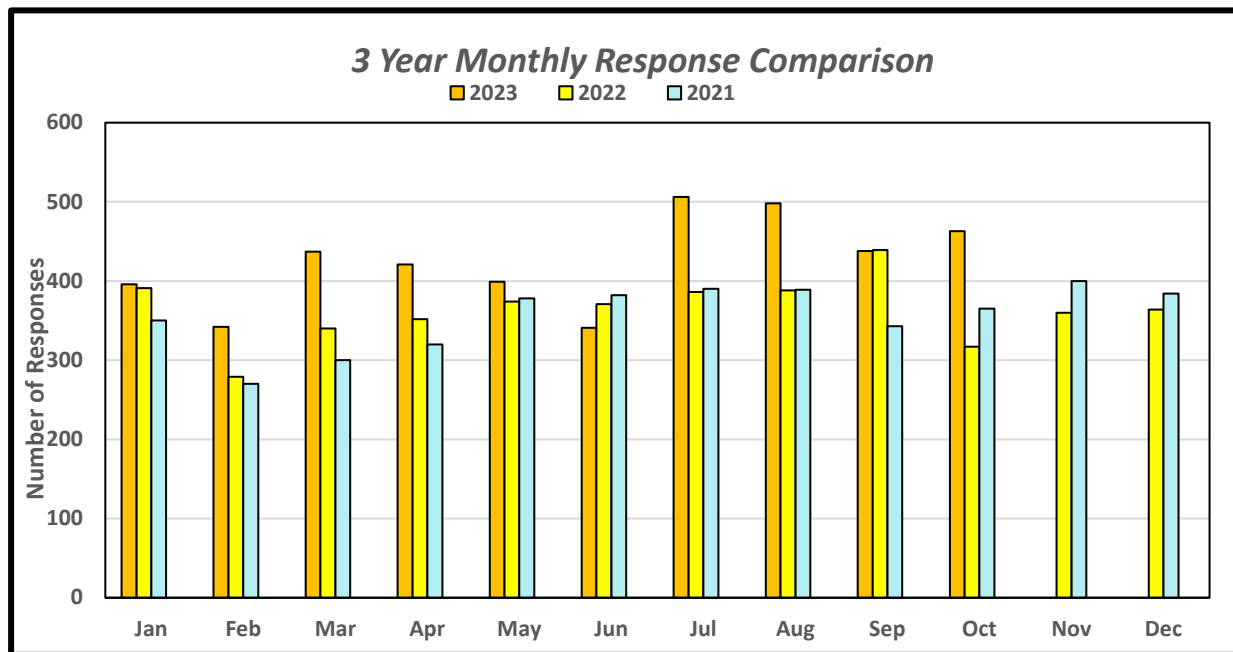
James H. Ashcraft
President

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. 2/7/23 - On follow up, UASI had no record of submission. Resubmitted application.
ACTIVE	9/7/2021	UASI FY19	Rescue Systems 1	\$ 7,705.26		Approved 04/08/2022. Check Received 9/2023.
ACTIVE	7/6/2022	UASI FY20	Training; L-954 Course	\$ 15,196.00		Approved 04/08/2022. Pending Disbursement
ACTIVE		UASI FY21	Fresno Symposium & Rescue Systems 1	\$ 15,196.00		Award letter received.
ACTIVE		UASI FY22	Fresno Symposium	\$ 15,000.00		Received Pre-Approval.
ACTIVE	9/29/2022	UASI FY23	Training	\$ 89,098.86		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	8/1/2022	Coastal Conservancy	Escondido Creek/San Marcos Defensible Space/Roadway Clearance	\$ 325,864.00	\$325,864.00	Check received. Utilizing funds for Via Ambiente Roadway Clearance; Work completed and payment in process.
ACTIVE	5/12/2020	FEMA	Vegetation Management	\$ 18,000.00	\$ 170,000.00	
AWARDED	10/15/2021	CSDA (CA Special Districts)	COVID-19; Staffing and Supplies	\$ 6,163,371.00	\$ 1,154,981.00	Check received. Audit complete.
ACTIVE	5/15/2023	SD Regional Fire Foundation (County Supervisor Terra Lawson-Remer)	70 Wildland Brush Jackets	\$ 7,380.00		Approved. Jackets received from Fire ETC.
		RSF Fire Protection District General Fund	70 Wildland Brush Jackets	\$ 9,286.97		
CLOSED	5/15/2023	SD Regional Fire Foundation	E-Hydraulic Extrication Tools	\$ 5,000.00		Approved. Tools received from LN Curtis.
		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.
RSF Fire District Foundation						
	12/7/2021	RSF Foundation	Forcible Entry	\$ 8,905.00	\$ 8,905.00	(1) Multi-Force Door (Forcible Entry Door Simulator). 50/50 split with the District for pendants, cell guards for
	9/21/2021	RSF Foundation	GIA Wellness	\$ 8,537.50	\$ 8,537.50	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)	UTV/Radios	\$ 196,337.00		Approved.
	6/16/2023	RSF Foundation	RSF3 Barbecue	\$ 1,000.00		Approved. Items delivered.
	9/1/2023	RSF Foundation (Sharon McDonald)	Drone Program	\$ 50,000.00		Approved. Item delivered. Ongoing purchases procured as needed for Drone program.
						Change since previous re-cap

Rancho Santa Fe Fire Protection District Operations Report

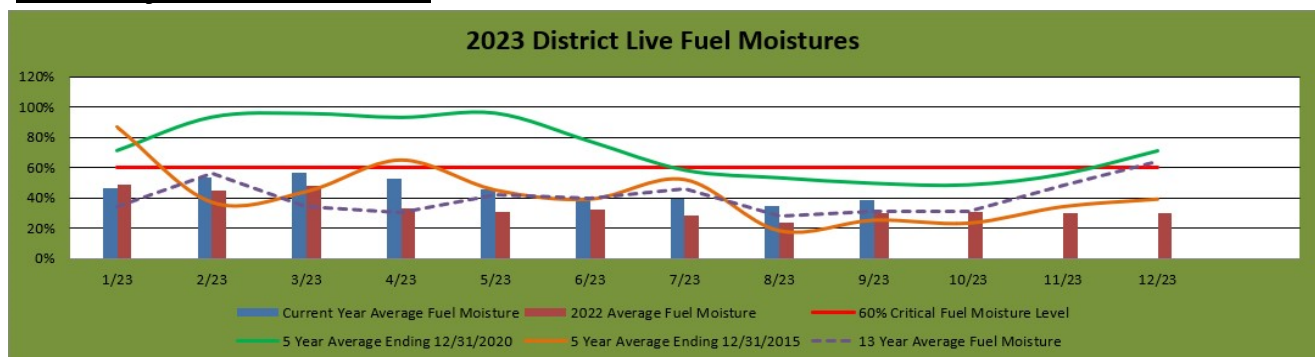
November 2023



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	498	438	463			4,241
	YTD	396	738	1175	1596	1995	2336	2842	3340	3778	4241			
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:

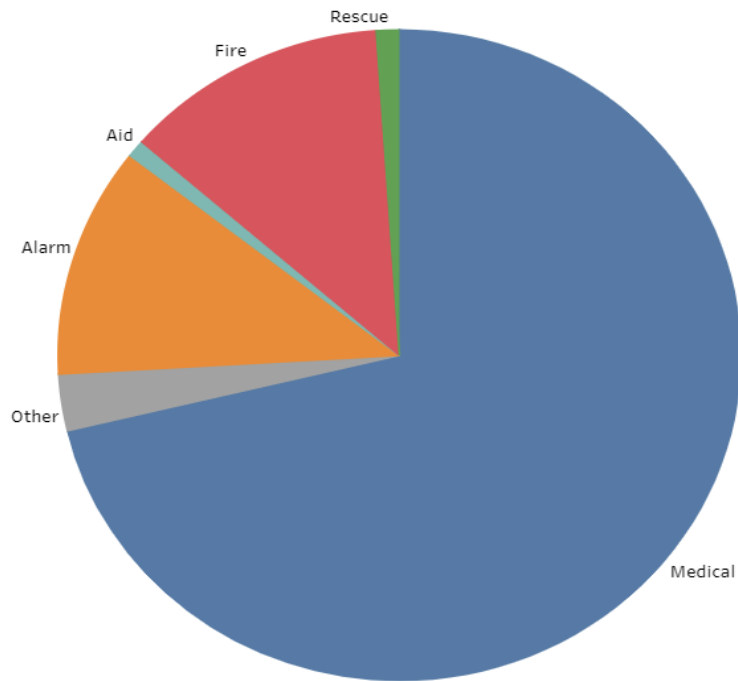


Rancho Santa Fe Fire Protection District Operations Report

November 2023

Monthly Incidents

Assigned Incidents for RANCHO SANTA FE FPD
October 2023



Agency
RANCHO SANTA FE FPD

Month and Year
October 2023

Medical	330 incidents / 71.27%
Fire	58 incidents / 12.53%
Alarm	53 incidents / 11.45%
Aid	4 incidents / 0.86%
Rescue	5 incidents / 1.08%
Other	13 incidents / 2.81%
Grand Total	463 incidents / 100.00%

Problem Category

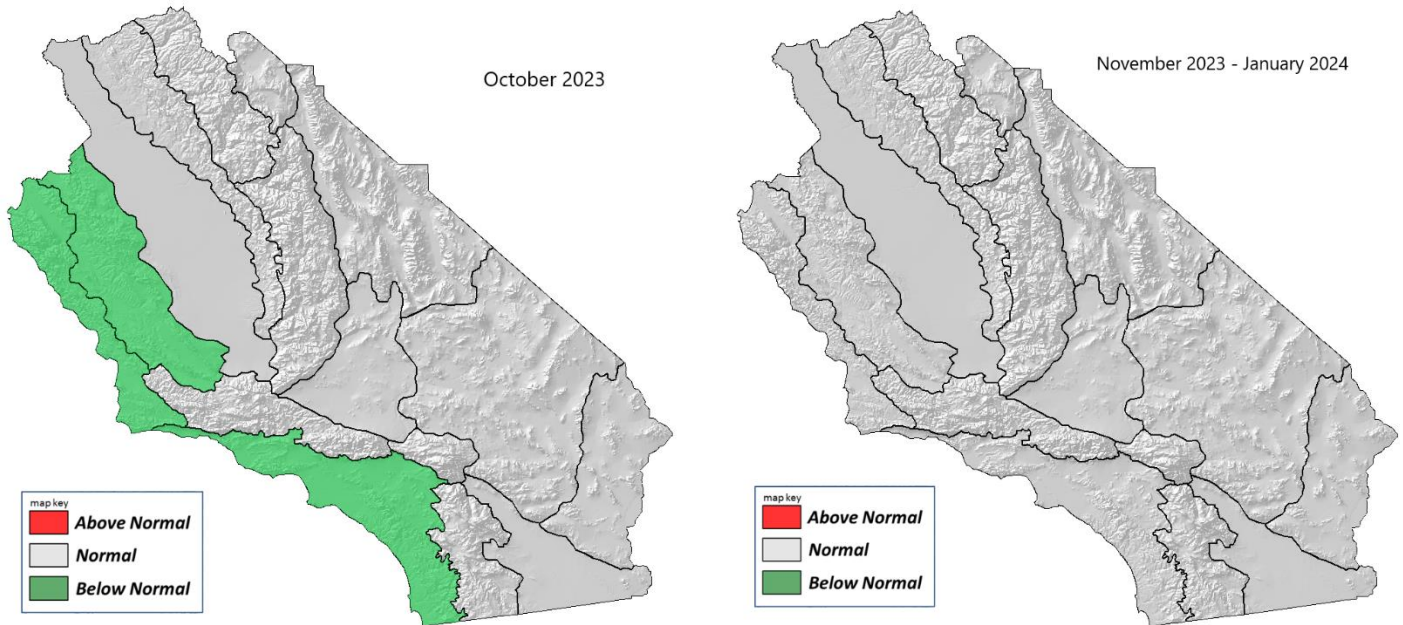
- Medical
- Other
- Alarm
- Aid
- Fire
- Rescue

Assigned incidents for all RANCHO SANTA FE FPD units.

Data Last Updated: 11/8/2023 9:16:50 AM UTC

Significant Incidents:

Date:	Incident:	Units Assigned:
10/30 - 11/4	6848C - Strike Team - Highland Fire	OES 6309 (2,487 acres)
10/30/2023	Escala Fire (Rancho Bernardo)	E262, BR265, WT266, B261



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

October 2023 – January 2024 South Ops Highlights

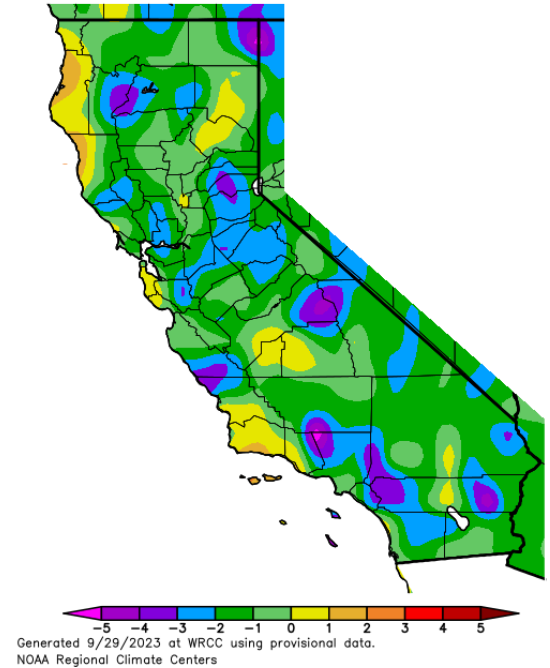
- The odds tilt in favor for a weaker offshore wind season.
- The odds tilt in favor for below normal large fire activity across the Central Coast, Central Coast Interior and South Coast.
- The odds tilt in favor of near-normal large fire activity across all 16 Predictive Service Areas (PSAs) November through January. The climatological normal for large fires in each of these 16 PSAs is zero during this time.

Weather Discussion

A significantly cooler September was observed across most of Southern California (**Fig. 1**) as a strong and pronounced marine layer persisted over the area this month. This trend was largely driven by persistent upper level troughing off the California coast. Precipitation anomalies (**Fig. 2**) were dependent on location in the region. Locations south of the Los Angeles and San Bernardino Mountains generally had a wetter than normal September, with the exception of San Diego County and coastal Orange County. North of the San Bernardino Mountains, September was a very dry month with widespread areas receiving less than 5% of the monthly average precipitation. The driest areas were most notable along the Central Coast Interior, Central Valley and High Desert. The wettest areas were Riverside and Imperial Counties as well as in the Sierra Mountains. The monsoon has been inactive in September. September 1st was the only day where monsoonal moisture entered the region and brought widespread showers to the area. Otherwise, onshore flow persisted this month which allowed for ample marine influence, especially west of the coastal slopes.

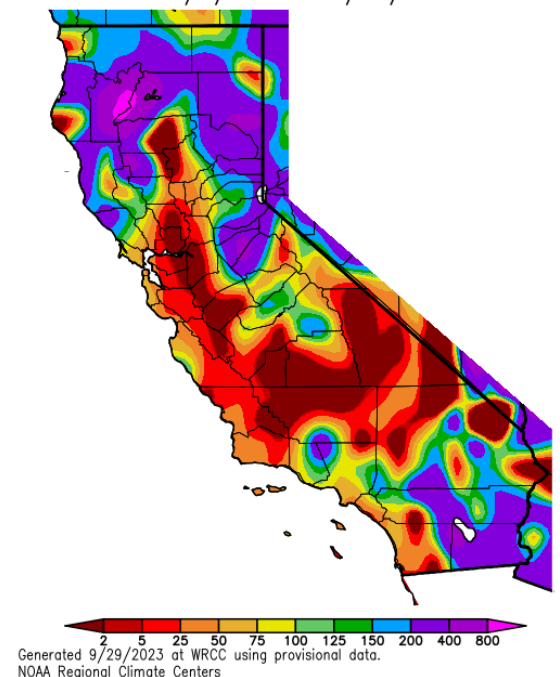
Strong El Nino conditions persist in the eastern and central equatorial Pacific. Sea surface temperature (SST) anomalies have remained above +1.0°C for the past month and above +0.5°C since late June in Nino 3.4 Region (central Pacific). The core of the warmest water continues to remain in the eastern equatorial Pacific, making this a traditional El Nino rather than a central Pacific El Nino Modoki.

Ave. Temperature dep from Ave (deg F)
9/1/2023 – 9/28/2023



**Fig 1: September 1st - September 28th
Temperature Departure from Average**

Percent of Average Precipitation (%)
9/1/2023 – 9/28/2023



**Fig 2: September 1st - September
28th Precipitation (% of Ave.)**

Fuels Discussion

Fuels continue to remain moist from the combination of this being a very wet year and a pronounced marine layer keeping relative humidity high, furthermore there are no areas in drought status across Southern California (**Fig. 3**). Energy Release Component (ERC) continues to remain below average (**Fig. 4**) and 1000 Hour Dead Fuel Moisture continues to remain above average (**Fig. 5**) in all Predictive Service Areas (PSAs), except for the Lower Deserts and Eastern Deserts. The Lower Deserts and Eastern Deserts have 1000 Hour Dead Fuel Moisture near-normal. However, there is a very light fuel load with respect to 1000 Hour Fuel in those 2 PSAs as finer fuel is much more dominant in that location which helps skew the data due to the smaller sample size.

Live fuel continues to remain well above average (**Fig. 6**) across Southern California.

The odds tilt in favor towards dead and live fuel moisture remaining above normal and ERCs below normal overall. Intermittent periods of drier conditions are likely, especially during the fall months due to offshore wind events.



Map released: Thurs. September 28, 2023

Data valid: September 26, 2023 at 8 a.m. EDT

Intensity

- None
- D0 (Abnormally Dry)
- D1 (Moderate Drought)
- D2 (Severe Drought)
- D3 (Extreme Drought)
- D4 (Exceptional Drought)
- No Data

Authors

United States and Puerto Rico Author(s):

Richard Heim, NOAA/NCEI

Pacific Islands and Virgin Islands Author(s):

Richard Tinker, NOAA/NWS/NCEP/CPC

Fig. 3: Drought Monitor September 28th, 2023

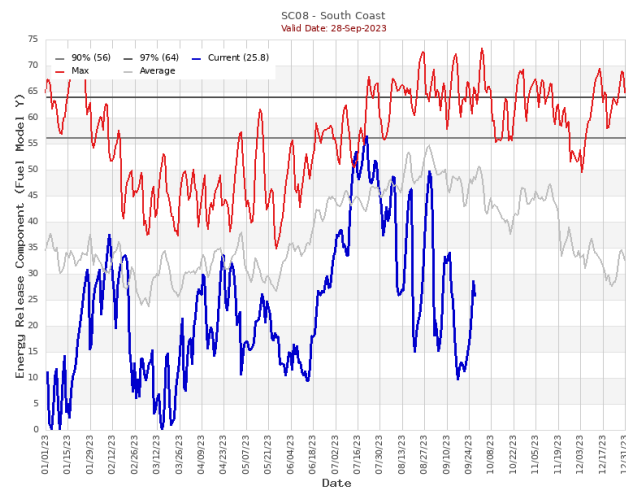


Fig. 4: ERC Timeseries for the South Coast from September 28th

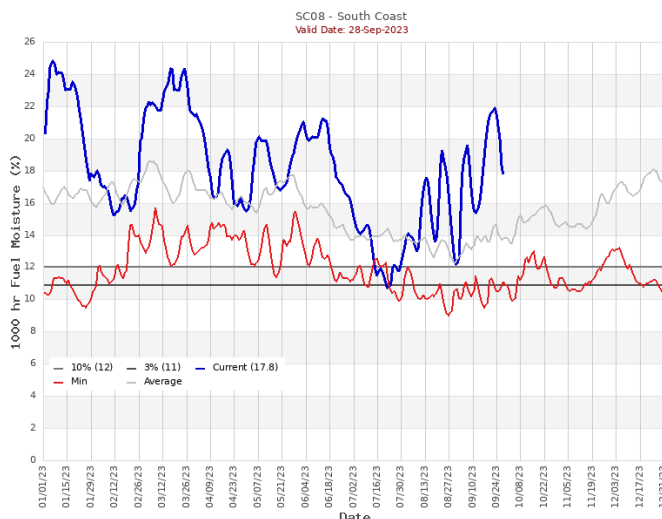


Fig. 5: 1000-Hour Dead Fuel Moisture for the South Coast from September 28th

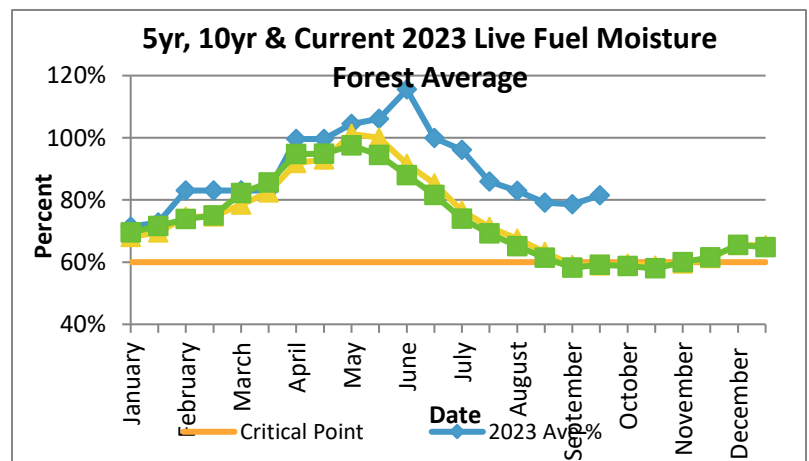


Fig. 6: LPF Live Fuel Moisture September 18th

SOUTH OPS OUTLOOK

Strong El Nino conditions continue in the equatorial Pacific as Sea Surface Temperature (SST) Anomalies continue to remain significantly above normal (**Fig. 7**).

The odds show a strong tilt in favor of El Nino conditions continuing through the October – January period. Ensemble guidance suggests that SST anomalies in Nino 3.4 Region are likely to peak during the November – January timeframe. Overall, the odds show a moderate to strong tilt in favor of a cooler and wetter period. A unique weather pattern on the subseason-to-season (S2S) scale is highly likely to remain in place. This pattern features the combination of a strong traditional East Pacific El Nino combined with the Pacific Decadal Oscillation (PDO) remaining strongly in the negative phase. What this means for the weather over the East Pacific and California is a stronger Jetstream that remains farther to the south. This pattern allows for cooler temperatures and above normal precipitation. There is still at least a moderate degree of uncertainty however due to the lack of analog years since strong El Nino events almost always correspond to a strongly positive phase of the PDO. This Jetstream pattern is also less favorable for offshore wind events. CFS shows the greatest chance for offshore wind events is likely in November (**Fig. 8**) and given the overall weather pattern, it is likely that a large wetting rain can occur prior to then.

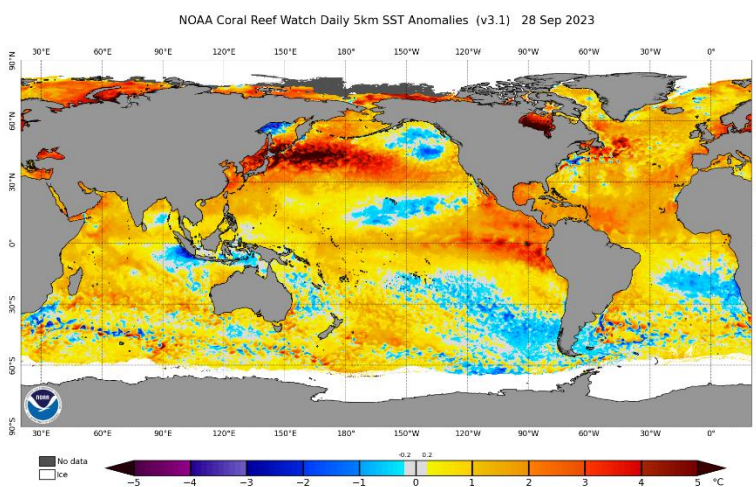


Fig. 7: Sea Surface Temperature Anomaly, September 28th 2023

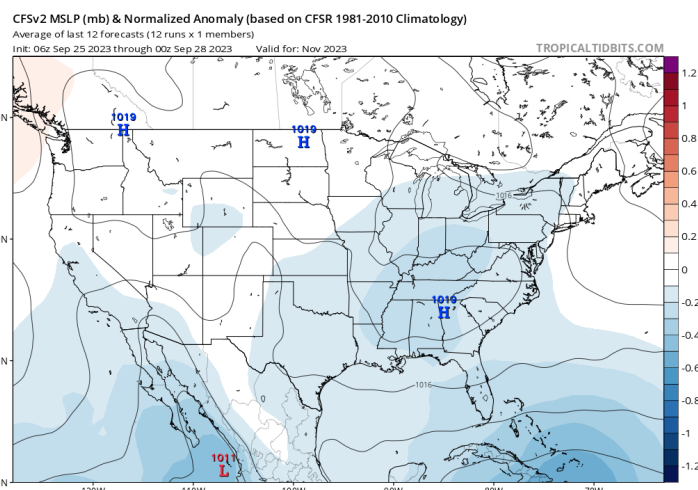
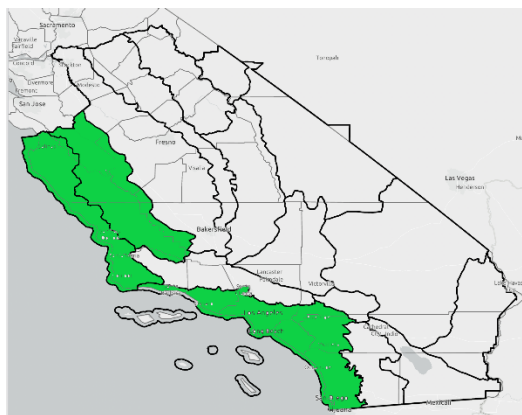


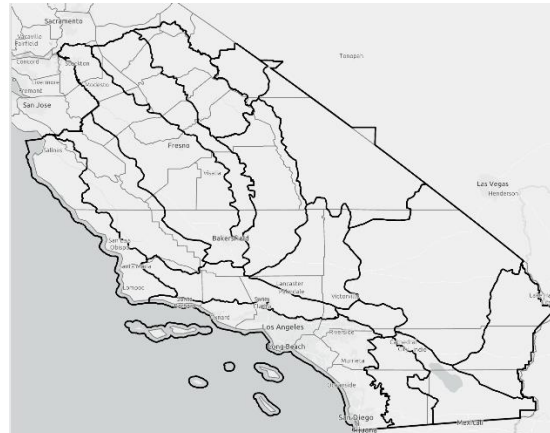
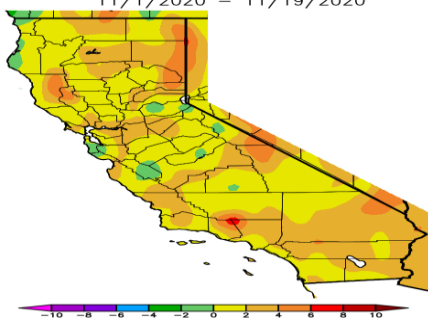
Fig. 8: CFSv2 Forecast Pressure Anomaly for November 2023

Maps with Counties and Select Intel Links used in the forecast



October 2023

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



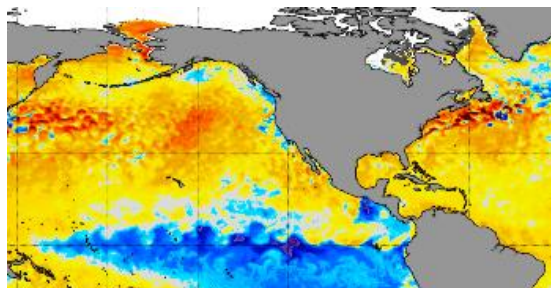
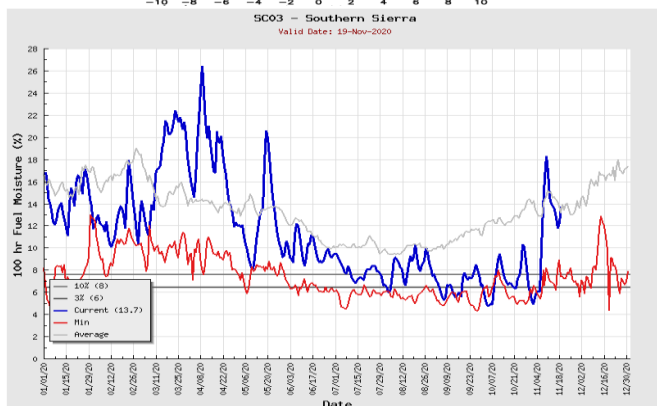
November 2023 – January 2024

Climate

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

100 hr dead fuel moisture

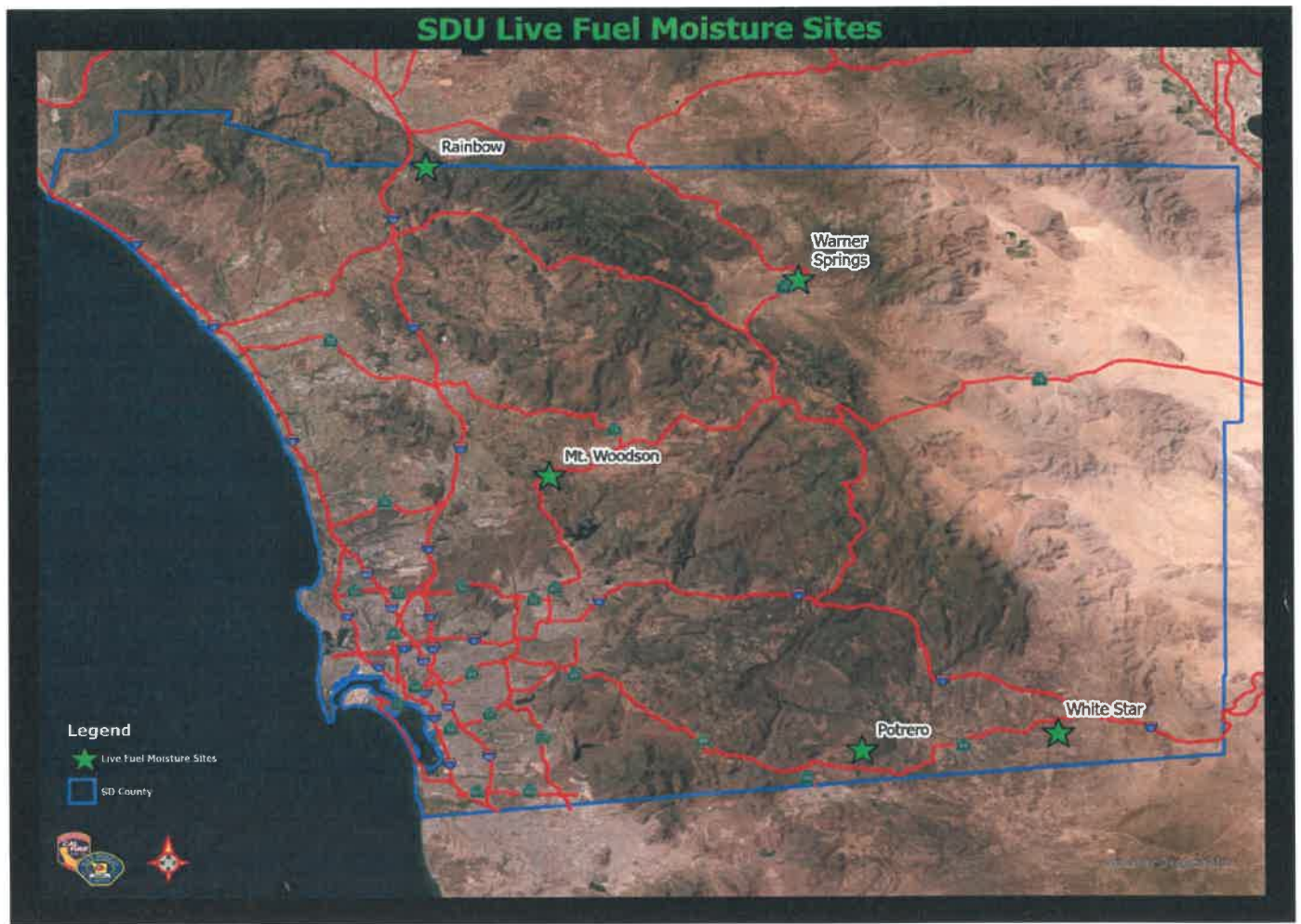
- https://gacc.nifc.gov/oscc/fuelsFireDanger_Hundred.php



Current sea surface temperatures

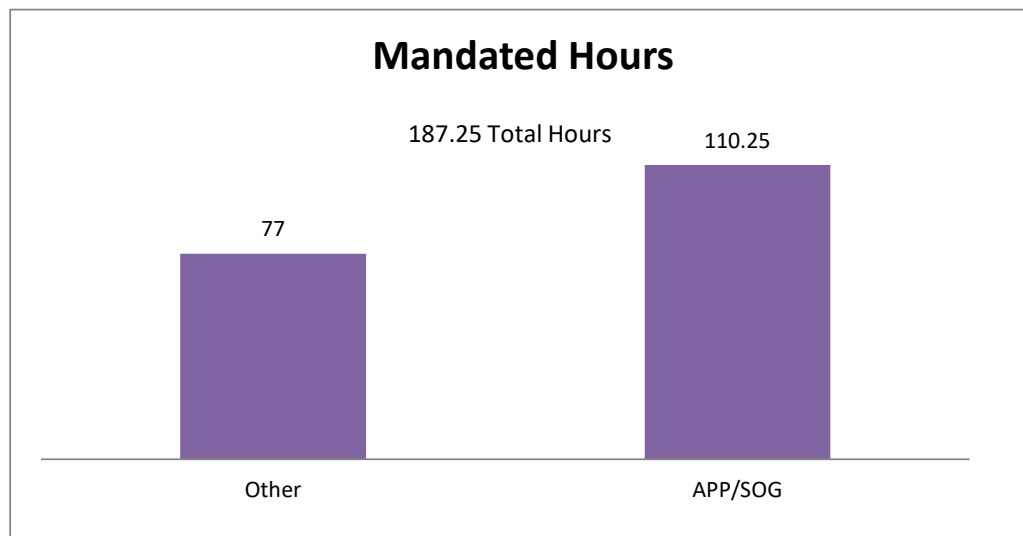
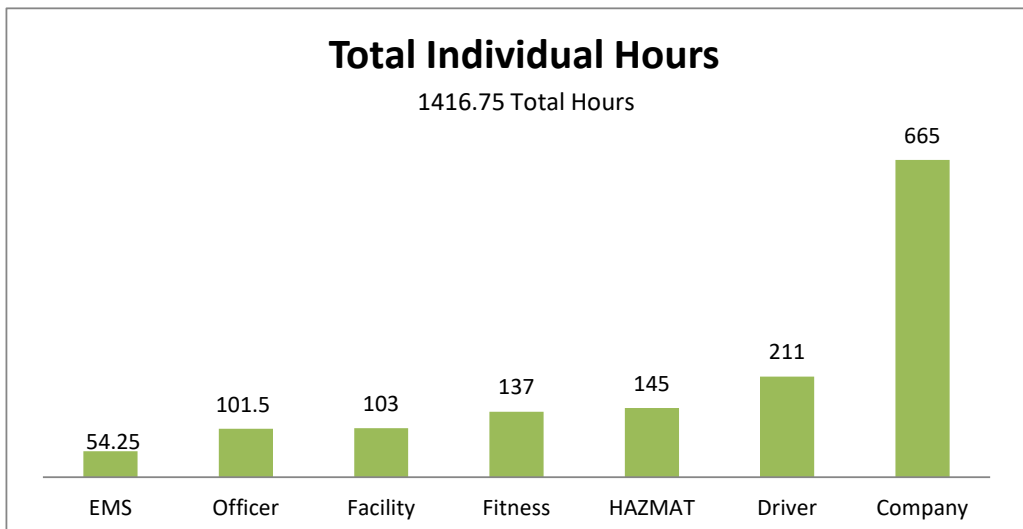
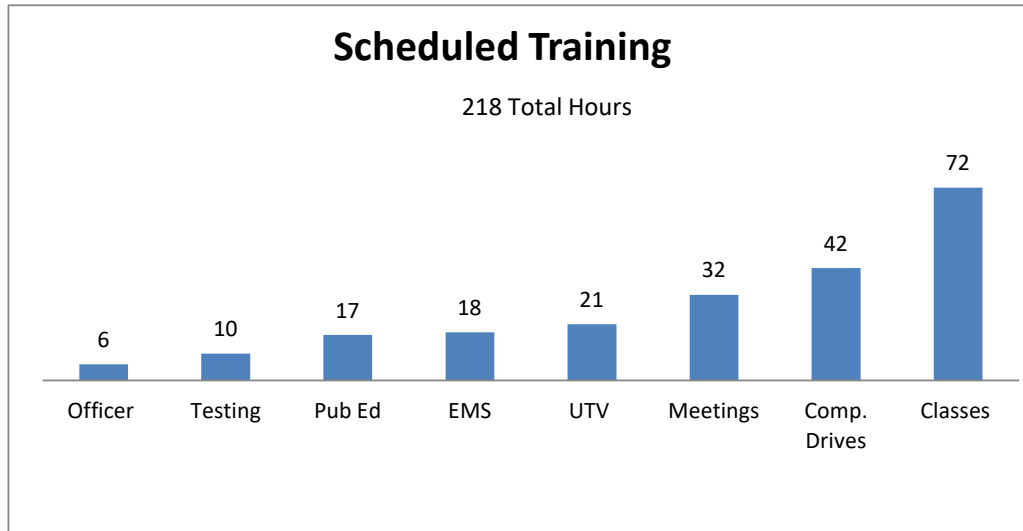
- <https://www.ospo.noaa.gov/Products/ocean/sst/anomaly/>

Location	Elevation (feet)	Aspect	Dead Fuel Moisture (%)		Live Fuel Moisture (%)			
Complete data available at:	National Fuel Moisture Database		10-hour	100-hour	Growth Age	Current	Previous	Change
Rainbow Camp Battalion 1	1,560	W	9	11	New	89	81	+8
					Old	72	68	+4
Warner Springs Battalion 5	3,200	NE	8	11	New	81	87	-6
					Old	67	72	-5
Mt. Woodson Battalion 8	2,200	W	10	11	New	79	78	+1
					Old	63	61	+2
White Star Battalion 4	4,016	SE	7	11	New	62	60	+2
					Old	57	55	+2
Potrero Battalion 3	2,981	N	8	11	New	60	59	+1
					Old	54	53	+1
Average			8	11	New	74	73	+1
					Old	63	62	+1
Critical Live Fuel Moisture: Chamise = 60%								
Below the critical live fuel moisture threshold, sustained, fast spreading, high intensity wildfires can occur.								
Summary	White Star Battalion 4 and Potrero Battalion 3 old growth chamise are just below the critical fuel moisture threshold. New growth at Potrero is just at critical fuel moisture. Fuel moistures have increased at Rainbow due to our first northern storm of the season and the increased marine layer. New growth continuing to grow from our first northern storm of the season and is showing most at the northern section of the county.							
Useful Links	Predictive Services Southern California Outlooks							
	California Drought Monitor							



Recent Live Fuel Measurements from Neighboring Units (note that these sites have not been updated)					
Unit	Location	Date	Species	Growth Age	Live Fuel Moisture (%)
Orange County Fire	Black Star	10/10/2023	Chamise	New	115
		10/10/2023	Chamise	Old	69
	RMV	10/19/2023	Chamise	New	82
		10/19/2023	Chamise	Old	73
RRU	Temecula		Chamise		N/A
Cleveland National Forest	Descanso		Chamise	New	N/A
			Chamise	Old	N/A

Training Division
October 2023



See next page for descriptions.

Training Division - Descriptions

Scheduled Training

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

Total Individual Hours - 6 Subjects

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

Mandated Hours

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

PLAN REVIEWS					
Plan Type	# of New Reviews	# of Resubmittals	Approved New SQFT (Mit Fees)	SQFT Reviewed (No Mit Fees)	Total SQFT Reviewed
New Residential	13	5	21567	36045	13006
Residential Additions/Remodels	6	2	960	16414	8463
New Commercial	0	0	0	0	0
Commercial T.I.	8	0	10380	14817	0
Tents/Special Events	5	0	0	0	0
Rack Storage	0	0	0	0	0
Preliminary	7	1	0	31552	31552
Fire Suppression Systems	13	1	0	0	0
Alarms	5	0	0	0	0
Landscaping	25	4	0	0	0
Grading/Mylars/Improvement Plans	11	0	0	0	0
Underground	1	0	0	0	0
Hood System	2	0	0	0	0
Tanks	0	0	0	0	0
Cell Sites	4	0	0	0	0
DSS/CCL	0	0	0	0	0
DPLU	2	0	0	0	0
Solar Panels	3	0	0	0	0
High Piled Storage	1	0	0	0	0
High Hazard/Communications/Other	2	0	0	0	0
Spray Booth	0	0	0	0	0
Fire Protection Plans	0	0	0	0	0
Technical Reports	0	0	0	0	0
TOTAL	108	13	32907	98828	53,021

INSPECTIONS	
Inspection Type	# of Inspections
Alarms	12
Fire Supression Systems	21
Building Construction	31
Landscaping	9
Tent/Special Event	9
Gates/Knox	9
Site Visit	5
Technical Report/FPP	-
Underground	2
Annual Inspection	11
DSS Licensing	-
Other	2
TOTAL	111

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

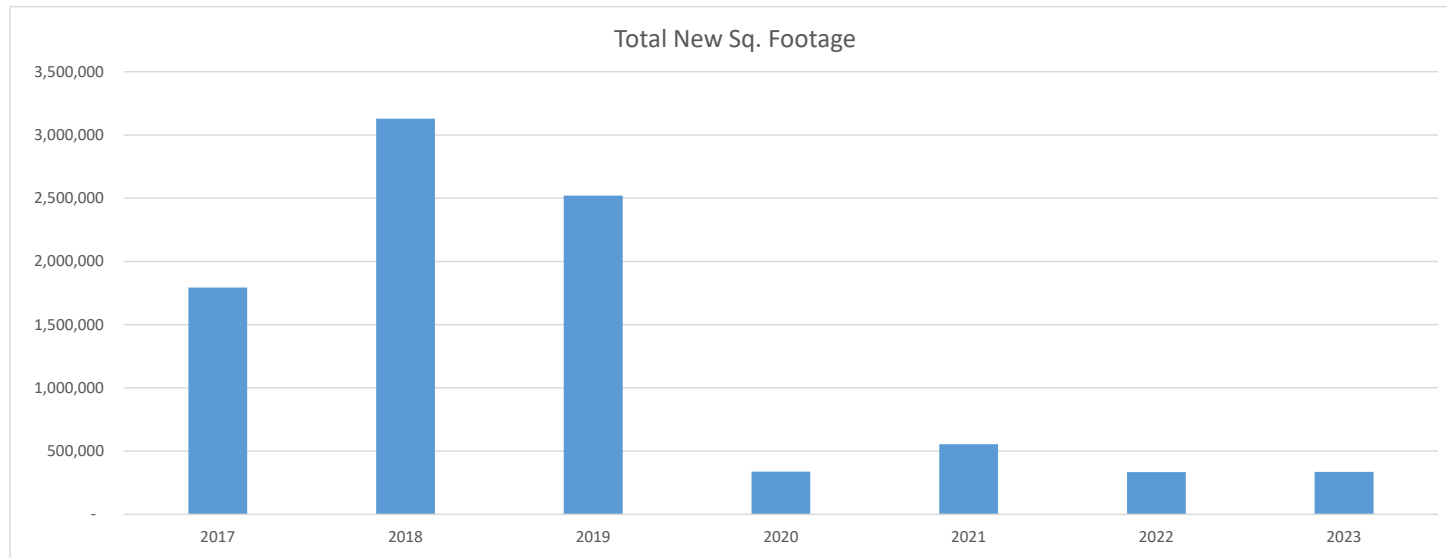
MEETINGS	
Meeting Type	# of Meetings
H.O.A	8
Staff	10
Board	1
On-Site Project Meetings	13
In-Office Project Meetings	#REF!
Shift	3
Captain's	-
Weed Abatement	29
County	2
Code Development	-
Support/I.T. Development	1
San Diego County FPO's	1
Community Stakeholder Meetings	2
North Zone	-
Other	11
TOTAL	#REF!

TRAINING/EDUCATION	
No. of Training Classes	Staff Hours
0	0
0	8
0	0
0	0
0	0
TOTAL	8

WEED ABATEMENT	
Activity	# of Inspections
Weed Abatement Inspection	-
Weed Abatement Reinspection	-
1st Notice	290
Final Notice	196
Posting	5
Notices Printed	909
Abated	242
Forced Abatement	-
TOTAL	1,642

OFFICE SUPPORT	
Activity	# Completed
Phone Calls	884
Correspondence	7,195
Walk in/Counter	37
Knox Application Request	-
Burn Permits	2
Plans Accepted/Routed	29
Special Projects	2
Scanning Documents/Electronic Files	28
Meetings: Admin/Prevention/Admin Shift	5
Post Office Runs	-
Deposit Runs/Preparations	2
TOTAL	8,184

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	336,256

Total New Square Footage Only

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	29,226	41,043	38,102	25,751	38,400	7,290	16,516	15,384	77,848	15,070	22,529	9,740
2021	29,808	23,298	50,000	29,760	7,104	19,361	24,413	1,794	33,357	106,768	99,103	129,407
2022	42,895	14,666	32,871	8,805	39,325	42,871	18,679	21,916	23,981	18,782	46,658	22,365
2023	18,185	62,584	62,584	26,121	29,280	19,320	35,530	43,154	6,591	32,907		

Comparison Total Reviewed Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	240,861	691,306	274,736	307,024	412,556	248,869	287,395	424,065	250,518	742,439	440,335	137,995
2020	40,748	86,593	145,794	76,506	54,651	42,950	47,950	91,532	163,417	127,963	59,192	47,677
2021	90,462	89,135	111,456	98,218	118,557	151,000	203,116	254,055	312,253	204,313	171,023	137,116
2022	128,254	204,226	162,816	250,473	176,018	115,972	27,777	130,623	261,094	319,242	219,859	243,944
2023	212,285	345,997	283,413	401,980	136,835	240,963	144,320	111,107	46,952	98,828		

STAFF REPORT

NO. 23-26

TO: BOARD OF DIRECTORS
FROM: DAVE MCQUEAD, FIRE CHIEF
SUBJECT: SALE OF SURPLUS PROPERTY (#1282)
DATE: NOVEMBER 15, 2023



RECOMMENDATION

Staff recommends that the surplus vehicle (No.1282) be sold to the highest bidder through the Public Surplus Auction.

CURRENT SITUATION

Staff Vehicle No. 1282 is a 2012 Ford Expedition that was assigned to the Deputy Chief and then assigned as a utility vehicle for the fire district. This vehicle will be 12 years old with over 140,000 miles and is no longer viable as a fleet vehicle due to engine and mechanical problems and is no longer needed by the district.

Vehicle No. 1282 was replaced with a 2020 Chevy 1500 Truck (Veh #2081) assigned to the Deputy Chief.

Staff vehicles are evaluated annually and are generally kept in the fleet for 100,000 miles or 10 years (whichever comes first) and then auctioned.

STAFF REPORT

NO. 23-27

TO: BOARD OF DIRECTORS
FROM: DAVE MCQUEAD, FIRE CHIEF
SUBJECT: SALE OF SURPLUS PROPERTY (#1581)
DATE: NOVEMBER 15, 2023



RECOMMENDATION

Staff recommends that the surplus vehicle (No.1581) be sold to the highest bidder through the Public Surplus Auction.

CURRENT SITUATION

Staff Vehicle No. 1581 is a 2015 Ford Expedition that was assigned to the Fire Chief. This vehicle will be 9 years old with over 137,000 miles and is no longer viable as a fleet vehicle due to engine and mechanical problems and is no longer needed by the district.

Vehicle No. 1581 has been replaced with the purchase of a 2023 Chevy 1500 Truck (Veh #2383) assigned to the Fire Chief.

Staff vehicles are evaluated annually and are generally kept in the fleet for 100,000 miles or 10 years (whichever comes first) and then auctioned.

STAFF REPORT

NO. 23-28

TO: BOARD OF DIRECTORS
FROM: DAVE MCQUEAD, FIRE CHIEF
SUBJECT: APPROVAL – NEW FINANCE MANAGER POSITION
DATE: NOVEMBER 15, 2023



RECOMMENDATION:

The Fire Chief recommends Board approval to implement and hire for the position of Finance Manager. The proposed Finance Manager will be an “At Will” management position within the management resolution and report to the Fire Chief.

The Fire Chief recommends Board approval to eliminate the Manager of Finance and Administration position.

BACKGROUND:

The fire district for over 40 years has employed the position of Manager of Finance and Administration. This manager is responsible for overseeing the finance department (comprised of one (1) Accounting Specialist and one (1) Accounting Technician), responsible for human resources, and the duties of board clerk. The district did attempt to separate and create a finance and human resource department in 2018 but was met with some roadblocks and returned to a Manager of Finance and Administration position in 2020.

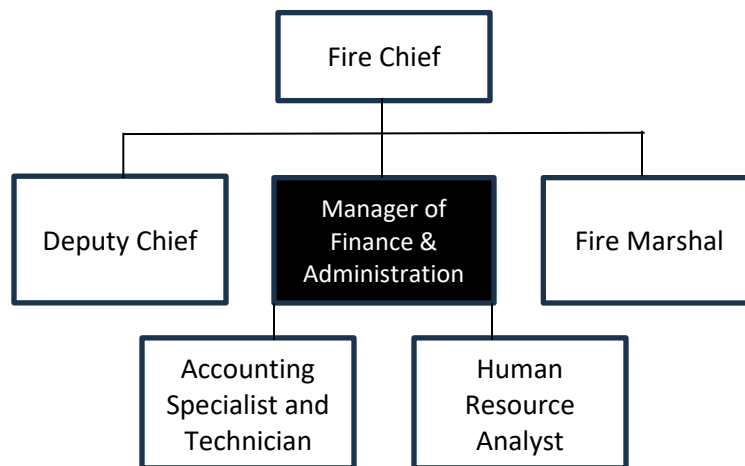
In 2022, the district was able to add the position of Human Resource Analyst to the administration. By creating this position, the district would hire an individual and provide the opportunity to work, learn and grow in experience and knowledge under the mentorship of the Manager of Finance and Administration. This direction became the first step towards the future look for administration.

CURRENTLY:

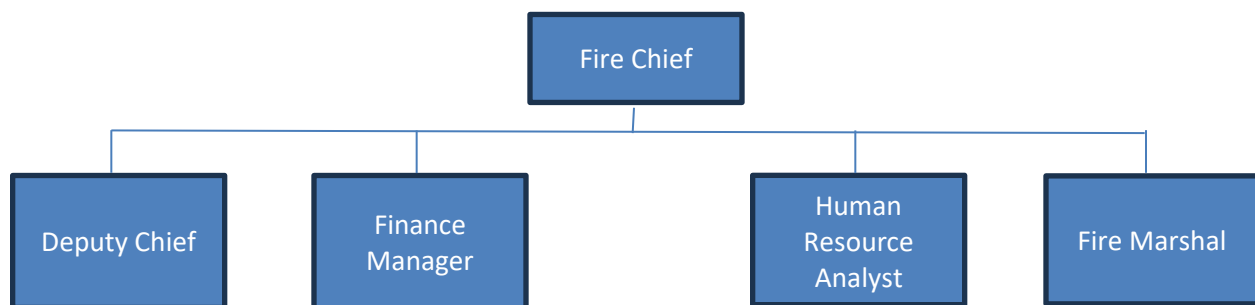
With the recent resignation of the Manager of Finance and Administration on 10/30/2023, the district has a pivotal opportunity to officially propose the new Finance Manager position. This proposal gives the district the opportunity to separate and allocate the duties, responsibilities, goals, expectations, and oversight appropriately as it pertains to a Finance Manager.

The direction –

First, Eliminate the Manager of Finance and Administration position which retained the hub of experience and knowledge of information within the district's administration.



Second, Implement the Finance Manager position. Recruit and hire for the Finance Manager position. The new organizational chart will be the following positions (see below) reporting directly to the Fire Chief.



The objective is to continually strengthen the district's administration succession plan by providing opportunities for employees to grow and support the organization. The district will seek to use a recruitment agency to seek internal and external qualified candidates who best fit the district's established culture.

Finance Manager: (Proposed Salary Range \$120,000.00 - \$160,480.00)

THE POSITION:

The Finance Manager is an “At Will” management level position who works under the general direction of the Fire Chief. The Finance Manager reports directly to the Fire Chief and exercises general supervision of staff assigned to the Finance Manager. Currently the fire district has an accounting technician and an accounting specialist who will report to the Finance Manager. The Finance Manager will be responsible for leading a team of professionals to complete a range of duties within the areas of finance. The candidate must have exceptional leadership characteristics along with excellent skills in the areas of managing, supervising, communicating, and organizing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Managing and maintaining the accounting system in accordance with generally accepted accounting principles.
- Supervising and performing all activities related to the financial stability of the district to include general ledger, accounts payable/receivable, cash management, account reconciliation, financial reporting, cash flow analysis, the district’s investment portfolio, grant management, contract management, district insurances, budget, and associated chart of accounts.
- Establish processes to ensure financial checks and balances.
- Prepare payroll and manage all associated records.
- Prepare clear and concise financial reports (written and oral).
- Representative to CalPERS for the six (6) represented plans the district has.
- Participate in the development and implementation of district goals, strategies, objectives, policies, and procedures for assigned areas of responsibility; administer policies and procedures.
- Planning, assigning, and directing the work of assigned staff; arranging assignments; and reviewing and authorizing schedules and schedule changes.
- Provide or coordinate training to continually enhance the knowledge and skills of assigned staff.
- Mentor and evaluate and provide constructive feedback to assigned staff.
- Conduct wage surveys within the labor market to determine competitive wage rates.
- Assist the independent auditors during the district’s annual audit.
- Participate as a member of the Leadership Team which consists of the Fire Chief, Deputy Chief, Battalion Chiefs, and Fire Marshal.
- Establish and maintain effective working relationships internally and externally.
- Perform related duties and responsibilities as required.

TODAY’S CHALLENGES AND OPPORTUNITIES:

- The successful candidate will serve in the lead finance role as the newly created Finance Manager position.

- The district will separate and delegate all financial duties and responsibilities once held by the Manager of Finance and Administration to the new position of Finance Manager.
- The district is implementing a new financial program known as CASELLE.

EDUCATION AND EXPERIENCE GUIDELINES:

Any combination of education and experience would provide the required knowledge, skills, and abilities; however, the most qualified candidates will possess the following.

Education: A bachelor's degree from an accredited college or university with major course work in finance, accounting, public or business administration or a closely related field.

Experience: Five (5) years of recent increasingly responsible professional experience in accounting, budget management, and/or public administration. Experience in the public sector and leading and supervising staff are pluses.

STAFF REPORT

NO. 23-29

TO: BOARD OF DIRECTORS
FROM: DAVE MCQUEAD, FIRE CHIEF
SUBJECT: CONTRACT WITH A RECRUITMENT AGENCY
DATE: NOVEMBER 15, 2023



RECOMMENDATION:

The Fire Chief recommends Board approval for an amount not to exceed \$30,000.00 which allows the Fire Chief to solicit and contract with a vetted recruitment agency that specializes in public sector employment for the purpose of hiring for the new proposed Finance Manager position. The Finance Manager will be an “At Will” management employee reporting to the Fire Chief.

BACKGROUND:

Please reference the staff report titled **“Approval – New Finance Manager Position.”**

CURRENTLY:

With Board approval, the course of action is to vet and hire the best recruitment agency based on overall cost and completing the full scope of work for hiring public sector employees, such as a Finance Manager. The district is currently networking to secure a list of recruitment agencies. Based on several conversations, the potential cost has been quoted as between \$25,000.00 to \$32,500.00. The cost of hiring a recruitment agency is not in the FY2023/2024 budget and requires Board approval. Staff has placed a “Not to Exceed” amount of \$30,000.00.

Project	2023/2034 Budget	Non-budget Request	Not to Exceed
Hire Recruitment Agency	\$ 0.00	\$ 30,000.00	\$ 30,000.00

The end goal is to strengthen the district’s administration succession plan by providing opportunities for employees to continually grow within the departments of finance and human resources.