



**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

January 17, 2024  
1:00 pm PT  
Regular Meeting

**Public Comment:** to submit a comment in writing, please email [Montagne@rsf-fire.org](mailto:Montagne@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 Board Clerk’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

January 17, 2024

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 December 13, 2023

ACTION REQUESTED: **Approve**

b. Receive and File

- Monthly/Quarterly Reports for December 2023

(1) List of Demands Check 37246 thru 37339, Electronic File Transfers (EFT), and Wire Transfer(s) totaling:

\$ 226,647.26

Wire Transfer(s) totaling: \$ 322,046.09

Payroll(s) totaling: \$ 803,109.59

TOTAL DISTRIBUTION \$ 1,351,802.94

(2) Grant Recap

(3) Activity Reports – December 2023

(a) Operations

(b) Training

(c) Fire Prevention

ACTION REQUESTED: **Receive and File**

3. Public Comment

4. Resolution/Ordinance

a. Resolution No. 2024-01

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Investment of Monies in the Local Agency Investment Fund

ACTION REQUESTED: **Adopt**

5. New Business

a. Board Clerk Position appointment

To confirm the appointment of Sarah Montagne to the position of Executive Assistant/Board Clerk effective 1/1/2024. **Staff Report 24-01**



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

January 17, 2024

ACTION REQUESTED: **Approve**

b. 2024 Board Meeting Schedule

To discuss and confirm the CY24 meeting schedule. [Staff Report 24-02](#)

ACTION REQUESTED: **Confirm and/or modify schedule, if necessary**

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  
Employee Performance Evaluation  
Title: Fire Chief
8. Adjournment

The next regular Board of Directors meeting to be held on February 21, 2024, in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.

## CERTIFICATION OF POSTING

I certify that on January 11, 2024, 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 January 11th, 2024:

  
\_\_\_\_\_  
Dave McQuead  
Fire Chief

# Rancho Santa Fe Fire Protection District

## Regular Board of Directors Meeting

### Minutes December 13, 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.*

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

#### **Pledge of Allegiance**

Deputy Fire Marshal Lenehan led the assembly in the Pledge of Allegiance.

#### **Roll Call**

Directors Present: Hillgren, Malin, Stine, Tanner

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Deputy Fire Marshal Conor Lenehan, Battalion Chief/Training Officer Luke Bennett (late 1:23), Office Support Coordinator Dana Shedley

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

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

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

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

##### **a. Board of Directors Minutes**

- Board of Directors minutes of November 15, 2023

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

- Monthly/Quarterly Reports for November 2023

(1) List of Demands- Check 37147 thru 37245, Electronic File Transfers (EFT), and Wire Transfer(s)

totaling: \$ 604,954.55

Wire Transfer(s) totaling: \$ 316,907.27

Payroll(s) totaling: \$ 719,088.74

TOTAL DISTRIBUTION \$ 1,640,950.56

(2) Grant Recap

(3) Activity Report– 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**

**December 13, 2023**

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4. Resolution/Ordinance

a. Resolution No. 2023-14

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Investment of Monies in the Local Agency Investment Fund  
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Adopt Resolution 2023-14 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None

b. Resolution No. 2023-15

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Signers on District Bank Accounts.  
MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Adopt Resolution 2023-15 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None

c. Resolution No. 2023-16

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Cafeteria Plan. Staff Report 23-30, Exhibit A Cafeteria Plan  
MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Adopt Resolution 2023-16 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None

d. Resolution No. 2023-17

To discuss and/or adopt a Resolution *entitled* a Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting an Amendment No. 1 to the Memorandum of Understanding Between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters' Association-Local 4349.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Adopt and Authorize Resolution 2023-17 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

December 13, 2023

e. Resolution No. 2023-18

To discuss and/or adopt a Resolution *entitled* a Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting an Amendment No. 1 to the Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Fire Protection District Employees Association.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Adopt and Authorize Resolution 2023-18 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None

f. Resolution No. 2023-19

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.

MOTION BY DIRECTOR HILGREN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Adopt Resolution 2023-19 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None

g. Resolution No. 2023-20

To discuss and/or adopt a Resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 Staff Report 23-31, Exhibit A Salary Schedule

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Adopt Resolution 2023-20 by a roll call vote:

AYES: Hillgren, Malin, Tanner, Stine

NOES: None

ABSENT: Ashcraft

ABSTAIN: None

5. New Business

a. New Executive Assistant/ Board Clerk Position

To discuss and/or approve the new position of Executive Assistant/ Board Clerk. Staff Report 23-32 *Fire Chief reported the new position will report to the Fire Chief. This position would conduct normal business of the Office Support Coordinator as well as any tasks given by the Fire Chief and the position of Board Clerk.*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Approve the Executive Assistant/Board Clerk position.



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

December 13, 2023

b. Rename current Office Support Coordinator to Permit Technician

To discuss and/or approve to rename current position Office Support Coordinator to Permit Technician.  
Staff Report 23-33

*Fire Chief reported this is simply a name change to be more of an alignment with industry standards of responsibilities. This position will report to the Fire Marshal*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to Approve to Rename current Office Support Coordinator to Permit Technician.

6. Oral Report

a) Fire Chief:

*Fire Chief McQuead reported the success of the chili lunch with Sharron MacDonald and friend at Station #2. Prevention and Administration all came out to meet and great. Crew showed off the new drones as well as the UTV. Sharron was very happy. Slattery showed pictures from Chili lunch. Had a small conversation with Captain Ender regarding purchasing thermal cameras. Shortly after the call Sharron MacDonald called, asked about any new projects then generously donated \$25,000 towards the purchase of the thermal cameras. Attended a few events, first being the Old Timers Luncheon put on by SDCFCA. Attendees included Current chiefs as well as retired Fire Chiefs. The second event attended was the 92<sup>nd</sup> Annual Candlelight Ball hosted by Scripps. The next appreciation dinner will be on May 23<sup>rd</sup>, 2024.*

b) Operations:

*Deputy Chief Slattery reported on Staffing: staffing is currently full. The new hire Sean Johnson will be finishing academy on Friday. One individual, Capt. O'Connor on workers comp for another month. Currently helping in the office with training. Suppression switching to 48/96 schedule on January 16<sup>th</sup>. Slattery and McQuead both attended the annual "Keeping it Rural" 5K/10K run. About three hundred runners were in attendance this year. Brought out the two UTV's with paramedics, AMR and Elfin Forest Rangers were there to assist as well. Chief McQuead and Chief Slattery met with Chief Gordan and the County of SD EMS to discuss the proposed move of Medic 266 to a 24hr unit Medic 232 at Cardiff station in Encinitas. The month of November ran 421 calls with a total of 4,662 calls YTD. Had a small vegetation fire Thanksgiving Day on the Del Mar County club. There was a shooting in 4s Ranch which an officer shot in a parking lot. Station #2 crew were dispatched out. Captain Ender started a fundraiser internally for the officer and his family. Five personnel including Captain Lorenzo, Engineer Young, FFPM Martinez, FFPM Nelson with BC Roman leading a training event in La Paz Mexico. Lead Education in forcible entry and Training on lateral truck. Slattery shows pictures from training in La Paz. Fuel moisture for December is at 63%, about the same as November.*

c) Training:

*Training Battalion Chief Bennett reported 153 training hrs. scheduled. Individuals logged over 1400 hrs. with 1500 hrs. of mandated training. Completed the North Zone confined space drill which was a big success. Hosted classes for succession planning for own personnel in the region. Just wrapped up Company Officers 2D and 2E (state fire training series) which is mandated for Captains test. Classes have been full. Completed an in-service training for the new hydraulic e-tool which crews cut up vehicles. A specialist from Hurst came out with additional training on tools. New hire academy, with Sean Johnson, wrapped up his second week. Engineer Duncan continues with the drone training. Held an in-service training course for new pilots where they got to practice flying drones. Another in-service training is scheduled for February which all crews will rotate through to show the capability of the drones and how to utilize them. Recently completed a night drill put on by Chief Mickelson in which they conducted live fire training in the tower and a car fire in the garage. Began working with Zone T.O putting together*





# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

December 13, 2023

*promotional testing for 2024. Engineer tests will be in March, Captains test in April and BC tests will be in May.*

d) **Fire Prevention:**

*Deputy Fire Marshal Lenahan reported on a few large projects going on. The Belmont Residential Care Facility is currently in plan review. Expected 2-year timeline until building starts. There is a 7-lot subdivision on Aliso Canyon rd. currently in the grading and improvement plan process. Expected 2 years before building starts. Working on getting Rancho Valencia resort in compliance. They had a large tentative improvement project happen during covid in the spa which never got approved by fire. We are working to complete the permit. Diegueno County School currently has substandard sprinkler and alarm coverage. Working on getting them back up to compliance. Received a notice from planning about for four new storage buildings at the storage warehouse on Willow Court. 9500-18,000 sq ft. Currently have 1 Grant, Questhaven Rd., which is a dirt road closed to the public. Getting 20 ft of vegetation clearance completed inside the gate. Help with 40-yard dumpster in the back of station 6, have been working on restrooms. Urban Corp has about a month and a half of work left. The pinnacle continues blasting behind station 2. The lots are selling quickly.*

e) **Board of Directors:**

i. **North County Dispatch JPA:**

*Hillgren attended, Jim was traveling. The meeting was quick, the main topic was Escondido joining. They have been working on joining since 2002. The next meeting will be February 28<sup>th</sup>. They have been behind on annual financial reporting due to losing their division manager. Had lunch with a friend at the racetrack, she wanted to meet the manager Carlana, for any Emergency needs with horses. They expressed they are happy to accommodate and help. Met Wendy Robinson, The Director of San Diego city Fire and Rescue Foundation. She discussed about a grant from the San Diego River Conservancy for Mighty Fire Breaker (to Geo-track). Think it something into which we should look.*

ii. **County Service Area – 17:**

No meeting

iii. **Rancho Santa Fe Fire District Foundation:**

Shifting meetings to quarterly. Actively looking for new members

iv. **Director Comments:**

Malin:	None
Stine:	None
Tanner:	None
Hillgren:	None
Ashcraft:	Absent

7. **Closed Session**

With respect to every item of business to be discussed in closed session pursuant to Section 54957  
Employee Performance Evaluation

Title: Fire Chief

*With the absence of President Ashcraft, The Board of Directors agreed to move this closed session to next month.*





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

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**December 13, 2023**

8. **Adjournment**

*Meeting adjourned at 2:23pm*

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Dave McQuead  
Fire Chief

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James H. Ashcraft  
President

Check No.	Amount	Vendor	Purpose
37246	\$365.00	A to Z Plumbing Inc	BUILDING: RSF2
37247	\$345.00	Advanced Communication Systems Inc	RADIOS
37248	\$10,681.80	All Star Fire Equipment INC.	UNIFORMS
37249	\$465.12	AT&T Calnet 2/3	UTILITIES: ADMIN, RSF1, RSF3
37250	\$1,000.00	Caselle INC.	CAPITAL - EQUIPMENT
37251	\$1,226.16	Charter Communications Holdings LLC (Sp	UTILITIES: ADMIN
37252	\$3,477.00	County of SD/RCS	800 MHz NETWORK FEES
37253	\$277.41	Diamond Environmental Svcs LP	PROFESSIONAL SERVICES
37254	\$594.69	EDCO Waste & Recycling Inc	UTILITIES: RSF5, RSF6
37255	\$8,531.44	Endsight LLC	ACCOUNTING/AUDIT SVCS; COMPUTERS & PRINTERS
37256	\$2,650.00	Fader Electric	BUILDING: RSF1
37257	\$635.73	Fire ETC Inc	HOSE & NOZZLES
37258	\$36.62	Griffin Hardware Co.	BUILDING: RSF2
37259	\$268.00	Integrity Data	MEMBERSHIPS & SUBSCRIPTIONS
37260	\$13,715.00	R.E. Badger & Son INC.	PROFESSIONAL SERVICES; BUILDING: RSF6
37261	\$179.50	Race Telecommunications INC	UTILITIES: RSF1
37262	\$120.00	RSF Mail Delivery Solutions	OFFICE EXPENSES
37263	\$50.00	RSF Security Inc	UTILITIES: RSF5
37264	\$1,844.44	SC Commercial LLC	FUEL/PROPANE
37265	\$90.00	SDCFCA - Admin Section	MEMBERSHIPS & SUBSCRIPTIONS
37266	\$1,945.09	SDG&E	UTILITIES: RSF5, RSF6
37267	\$497.00	Streamline	PROFESSIONAL SERVICES/Website
37268	\$22,084.77	U.S. Bank Corporate Payment Systems	CAL-CARD PROGRAM
37269	\$6,693.75	VectorSolutions	PROFESSIONAL SERVICES
37270	\$2,626.30	Waste Management Inc	UTILITIES: RSF1, RSF2, RSF3, RSF4
37271	\$4,360.00	Western Fire Protection	BUILDING: RSF1, RSF5
37272	\$877.02	Aair Purification Systems	BUILDING: RSF1
37273	\$740.00	Accme Janitorial Service Inc	BUILDING: ADMIN
37274	\$134.69	American Medical Response Inc	CSA-17 CONTRACT
37275	\$79.54	AT&T	UTILITIES: RSF6
37276	\$7,464.19	AT&T Calnet 2/3	UTILITIES: ADMIN, RSF2, RSF4, RSF6
37277	\$246.50	Blend	OFFICE EXPENSES
37278	\$1,032.00	Caselle INC.	CAPITAL - EQUIPMENT
37279	\$45.79	Charter Communications Holdings LLC (Sp	UTILITIES: RSF4
37280	\$1,176.94	COR Security Inc	BUILDING: RSF2
37281	\$676.35	Duthie Electric Svc Corp	GENERATOR

**Rancho Santa Fe Fire Protection District****List of Demands - December 2023**

<b>Check No.</b>	<b>Amount</b>	<b>Vendor</b>	<b>Purpose</b>
37282	\$875.00	Endsight LLC	ACCOUNTING/AUDIT SVCS
37283	\$1,242.22	Fitch Law Firm Inc	LEGAL SERVICES
37284	\$22.06	Genuine Parts Company, Inc.	APPARATUS/VEHICLES
37285	\$195.00	Golden Telecom Inc	UTILITIES: RSF6
37286	\$210.00	Hanna Plumbing & Supply	BUILDING: RSF1
37287	\$525.00	K & M Pest Solutions	BUILDING: ADMIN
37288	\$136.20	Konica Minolta Business Inc	COPIER MAINTENANCE CONTRACT
37289	\$1,335.02	LineGear	PPE
37290	\$60.74	Nationwide Medical Surgical Inc	CSA-17 CONTRACT
37291	\$517.17	Olivenhain Municipal Water District	UTILITIES: RSF3
37292	\$302.70	Pitney Bowes Inc	MACHINES & OFFICE EQUIPMENT
37293	\$3,000.00	Pun Group	ACCOUNTING/AUDIT SVCS
37294	\$15,300.00	Ray White Cement	BUILDING: RSF1
37295	\$472.70	Rincon Del Diablo Municipal Water Distri	UTILITIES: RSF5
37296	\$2,450.00	Roadone	TRAINING- MATERIALS/SUPPLIES
37297	\$672.47	Santa Fe Irrigation District	UTILITIES: RSF1
37298	\$5,823.26	SC Commercial LLC	FUEL/PROPANE
37299	\$8,084.33	SDG&E	UTILITIES: RSF1, RSF3, RSF5
37300	\$707.44	TK Elevator Corporation	ELEVATOR
37301	\$260.00	Total Administrative Services Corp	MEDICAL REIMBURSEMENTS
37302	\$2,374.56	Uniforms Plus	UNIFORMS
37303	\$2,462.63	American Medical Response Inc	CSA-17 CONTRACT
37304	\$216.26	AT&T	UTILITIES: RSF5
37305	\$116.99	Charter Communications Holdings LLC (Sp	UTILITIES: ADMIN
37306	\$410.00	DEH County of San Diego	PERMITS
37307	\$495.00	FDSOA	TRAINING: SUPPRESSION
37308	\$402.50	Global Door & Gate Inc.	BUILDING: RSF2
37309	\$672.23	Hanna Plumbing & Supply	BUILDING: RSF1, RSF2
37310	\$3,242.21	Knox Company Inc	CSA-17 CONTRACT
37311	\$4,095.70	North County Communications & Cabling	BUILDING: ADMIN
37312	\$191.48	Olivenhain Municipal Water District	UTILITIES: RSF6
37313	\$129.28	Pitney Bowes Inc	OFFICE EXPENSES
37314	\$5,000.00	Reserve Account	OFFICE EXPENSES
37315	\$655.00	RSF Security Inc	BUILDING: ADMIN
37316	\$2,304.65	SC Commercial LLC	FUEL/PROPANE
37317	\$6,888.48	SDG&E	UTILITIES:ADMIN, RSF2, RSF4

# Rancho Santa Fe Fire Protection District

# List of Demands - December 2023

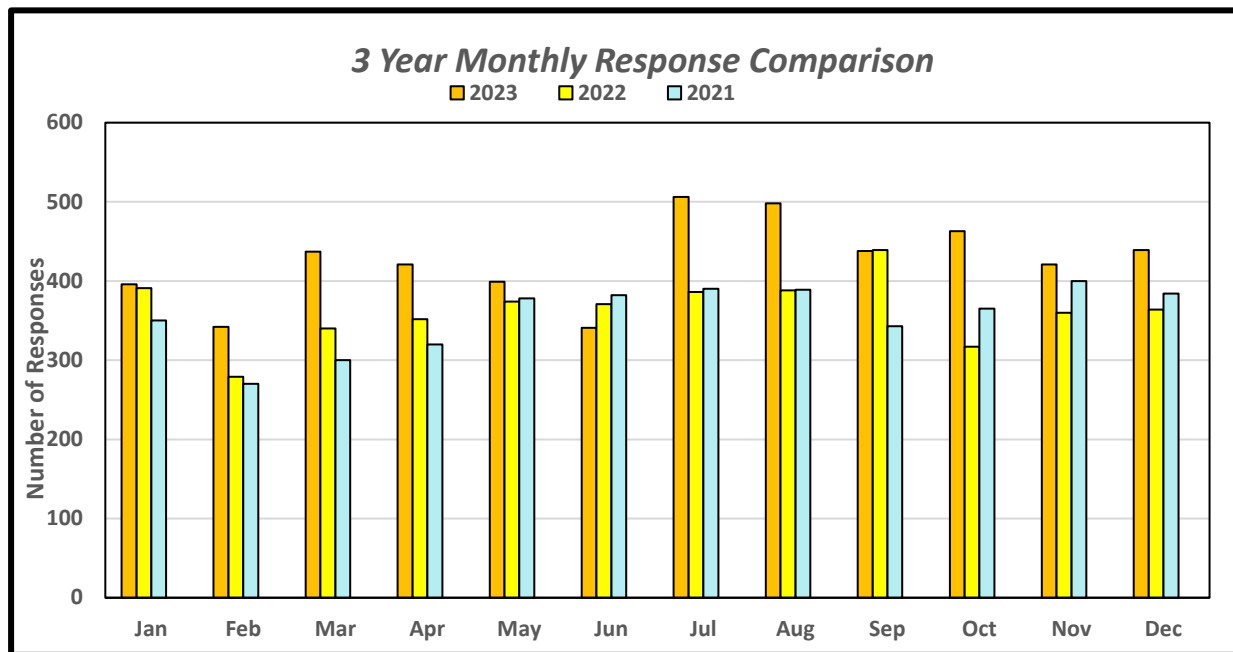
Check No.	Amount	Vendor	Purpose
37318	\$163.00	Shred it Stericycle	OFFICE EXPENSES
37319	\$2,586.81	ZOLL Medical Corporation	CSA-17 CONTRACT
37320	\$1,790.00	A to Z Plumbing Inc	BUILDING: ADMIN
37321	\$206.65	AT&T	UTILITIES: RSF1, RSF2, RSF3
37322	\$1,711.00	C.A.P.F.	DISABILITY INSURANCE
37323	\$3,200.00	Cielo Village Partners LP	BUILDING: ADMIN
37324	\$122.29	County of San Diego Vector Control Progr	COUNTY ADMIN COSTS
37325	\$553.30	Cox Communications	UTILITIES: RSF3
37326	\$3,928.00	D&W Consulting INC.	MEMBERSHIPS & SUBSCRIPTIONS
37327	\$152.55	Diamond Environmental Svcs LP	PROFESSIONAL SERVICES
37328	\$2,400.25	Direct Energy Business-Dallas	UTILITIES: RSF1
37329	\$120.80	Dish	UTILITIES: RSF6
37330	\$618.40	Fire ETC Inc	PPE
37331	\$371.73	Griffin Hardware Co.	TRAINING- MATERIALS/SUPPLIES; APPARATUS/VEHICLES; STATION SUPPLIES
37332	\$5,981.84	Guardian Life Insurance Co	RETIREE HEALTH EXPENSE
37333	\$535.46	Home Depot INC	BUILDING: RSF1
37334	\$982.69	Knox Company Inc	CSA-17 CONTRACT
37335	\$426.69	Lava Propane LLC	FUEL/PROPANE
37336	\$5,035.95	Liebert Cassidy Whitmore	LEGAL SERVICES
37337	\$20,656.33	North County EVS Inc	APPARATUS: SCHEDULED; APPARATUS: REPAIR
37338	\$50.00	RSF Security Inc	UTILITIES: RSF5
37339	\$2,563.08	Verizon Wireless	CELLULAR; CSA-17 CONTRACT
ACH TRANSFER	\$358.00	Aaron Frazee	UNIFORMS
ACH TRANSFER	\$1,850.00	Alex Trottier	CSA-17 CONTRACT; TRAINING: SUPPRESSION
ACH TRANSFER	\$869.32	Brian Salameh	TRAINING: SUPPRESSION
ACH TRANSFER	\$332.00	Troy Duncan	TRAINING: SUPPRESSION
<b>Subtotal</b>	<b>\$226,647.26</b>		
ACH Transfer	\$197,475.39	CalPERS	NOVEMBER RETIREMENT
ACH Transfer	\$95,468.48	CalPERS	JANUARY HEALTH
ACH Transfer	\$29,102.22	TASC	HRA CONTRIBUTIONS
<b>Subtotal</b>	<b>\$322,046.09</b>		
12/15/2023	\$421,187.79	RSF Fire Payroll	
12/31/2023	\$381,921.80	RSF Fire Payroll	
<b>Subtotal</b>	<b>\$803,109.59</b>		
			<b>TOTAL</b>
			<b>\$1,351,802.94</b>

## 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		UASI FY21	Fresno Symposium & Rescue Systems 1	\$ 20,655.00		Re-approved 10/10/2023 (\$15,196.00) and submitted \$4,195.15 on 12/15/2023. Pre-approved for \$19,391.15
ACTIVE		UASI FY22	Fresno Symposium	\$ 15,000.00		Award letter received.
ACTIVE	9/29/2022	UASI FY23	Training	\$ 89,098.86		Received Pre-Approval.
ACTIVE	8/1/2022	Coastal Conservancy	Escondido Creek/San Marcos Defensible Space/Roadway Clearance	\$ 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. Work expected to be completed by end of February 2024.
ACTIVE		SHSGP FY21	4 Radios	\$ 22,904.00		4 Radios purchased. Approved on extension to Feb 2024
ACTIVE		SHSGP FY22	4 Radios	\$ 20,338.00		4 Radios purchased. Award letter received.
ACTIVE		SHSGP FY23	2 Radios, MacBooks	\$ 20,589.02		Proposing purchase of 2 Radios. 2 MacBooks for drone program. Waiting for approval. Drone computers require a special request form to see if it can be approved. Waiting for award amount. Letter expected Jan/Feb. Overages covered by CSA-17.
CLOSED	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.
CLOSED	10/15/2021	CSDA (CA Special Districts)	COVID-19; Staffing and Supplies	\$ 6,163,371.00	\$ 1,154,981.00	Check received. Audit complete.
CLOSED	7/6/2022	UASI FY20	Training; L-954 Course	\$ 15,196.00	\$15,196.00	Approved 04/08/2022. Check Received 9/2023.
CLOSED	5/12/2020	FEMA	Vegetation Management	\$ 18,000.00	\$ 17,000.00	Check received. Utilizing funds for Via Ambiente Roadway Clearance; Work completed and payment received.
<b>RSF Fire District Foundation</b>						
	12/7/2021	RSF Foundation	Forcible Entry	\$ 8,905.00	\$ 8,905.00	(1) Multi-Force Door (Forcible Entry Door Simulator). 50/50 split with the District for pendants, cell guards for
	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	\$ 45,000.00	Completed.
	2/22/2023	RSF Foundation	Station 6 Improvements	\$ 203,000.00	\$ 203,000.00	Approved.
	4/1/2023	RSF Foundation (Sharon McDonald)	UTV/Radios	\$ 196,337.00	\$196,337.00	Approved. Items in Service.
	6/16/2023	RSF Foundation	RSF3 Barbecue	\$ 1,000.00	\$1,000.00	Approved. Items delivered.
	9/1/2023	RSF Foundation (Sharon McDonald)	Drone Program	\$ 50,000.00	\$50,000.00	Approved. Item delivered. Ongoing purchases procured as needed for Drone program.
	11/27/2023	RSF Foundation (Sharon McDonald)	TICs	\$ 25,000.00	\$25,000.00	Approved. Items received.
	12/18/2023	RSF Foundation	Blackstone Griddle - RSF1	\$ 399.00	\$399.00	Approved. Items received.
						Change since previous re-cap

# Rancho Santa Fe Fire Protection District Operations Report

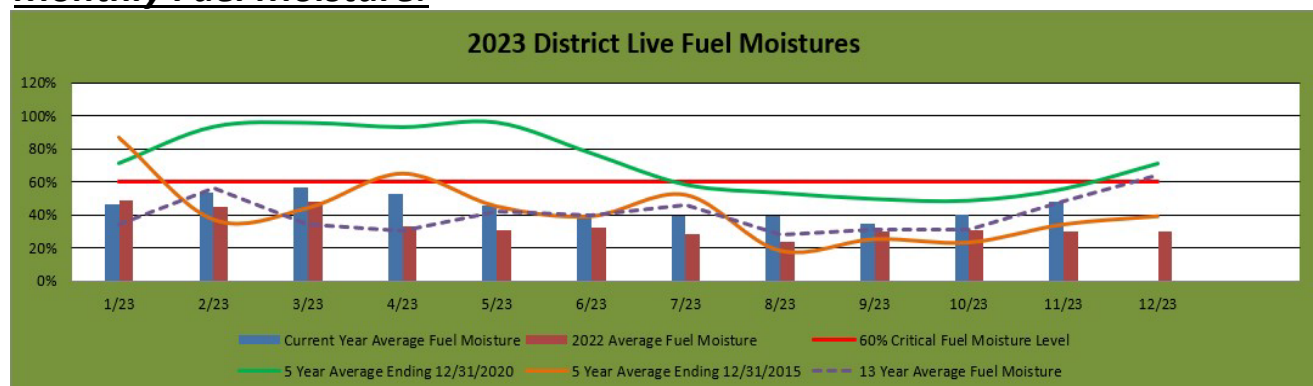
## January 2024



### 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	421	439	5,101
	YTD	396	738	1175	1596	1995	2336	2842	3340	3778	4241	4662	5101	
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

## January 2024

### Monthly Incidents

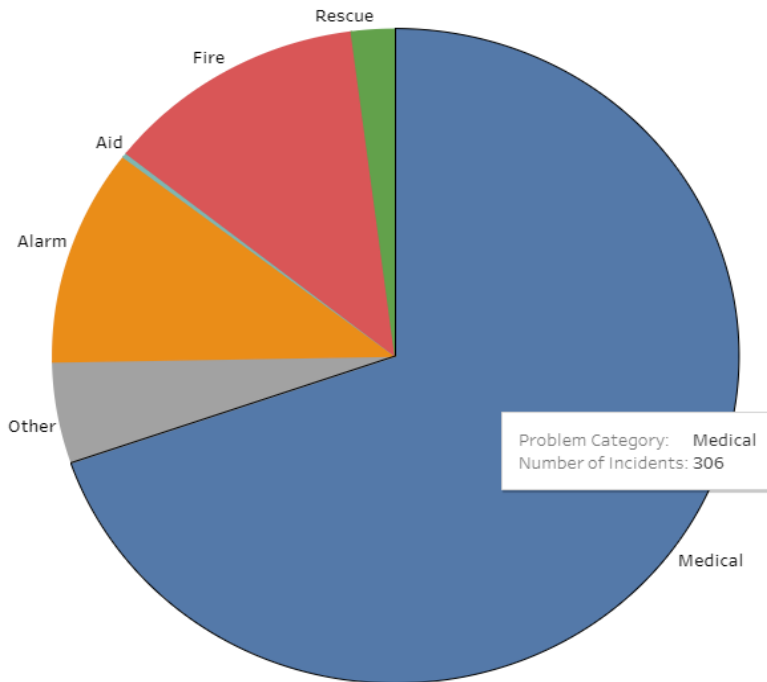
Assigned Incidents for RANCHO SANTA FE FPD  
December 2023

Agency

RANCHO SANTA FE FPD

Month and Year

December 2023



Medical	306 incidents / 69.70%
Fire	54 incidents / 12.30%
Alarm	47 incidents / 10.71%
Aid	1 incidents / 0.23%
Rescue	9 incidents / 2.05%
Other	22 incidents / 5.01%
Grand Total	439 incidents / 100.00%

Problem Category

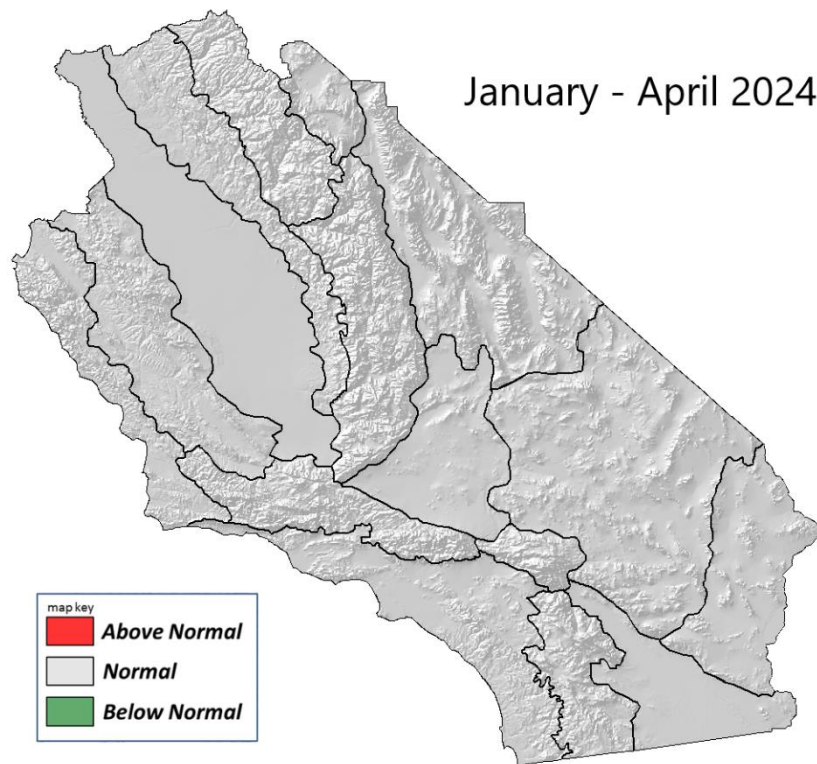
Medical  
Other  
Alarm  
Aid  
Fire  
Rescue

Assigned incidents for all RANCHO SANTA FE FPD units.

### Significant Incidents:

Date:	Incident:	Units Assigned:
12/18/2023	Structure Fire - San Pasqual Valley Rd, ESC	B261, E262, E265, WT266





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

## **January – April 2024 South Ops Highlights**

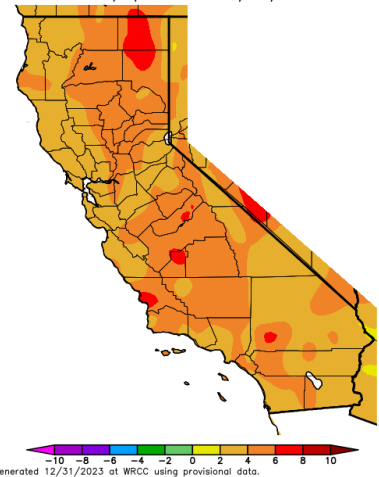
- The odds show a slight tilt towards below normal temperatures and a slight to moderate tilt towards above normal precipitation for the January – April 2024 period.
- The odds tilt towards above normal dead fuel moisture to occur for the majority of the forecast period.
- The odds tilt strongly towards El Niño conditions to persist for the entirety of the forecast period.

## Weather Discussion

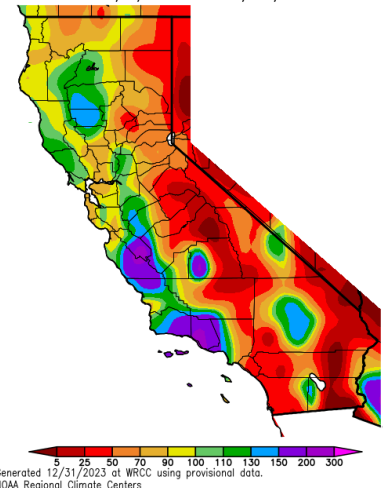
December 2023 was overall a warmer and drier month for much of Southern California (**Figures 1 and 2**). Most areas were between 2-6°F above normal with respect to temperature. For precipitation, there is a much larger variance across Southern California due to recent wetting rains across coastal areas that did not produce as much precipitation farther in land. The driest anomalies were areas along the southern South Coast (Orange and San Diego Counties), the lower and eastern deserts as well as the high desert and areas east of the Sierra Crest. The wettest anomalies were along the northern South Coast (Los Angeles County northward), Western Mountains and along the Central Coast as these areas received several inches of rain on December 21<sup>st</sup> and 22<sup>nd</sup>.

The current state of the El Niño Southern Oscillation (ENSO) shows the early stages of a shift between a traditional East Pacific El Niño to a Central Pacific El Niño Modoki. This means the core of the warmest sea surface temperature anomalies in the equatorial Pacific is shifting westward from the east Pacific off the coast of South America into the central Pacific. There has been a consistent cooling trend over the past month of Niño 1+2 region (**Figure 4**) while at the same time, a warming trend across both Niño 3.4 region (**Figure 3**) and Niño 4 region. For reference, Niño 1+2 region is the eastern most region in the equatorial Pacific right off the South American coast while Niño 3.4 region is located in the central equatorial Pacific and Niño 4 region in the western equatorial Pacific.

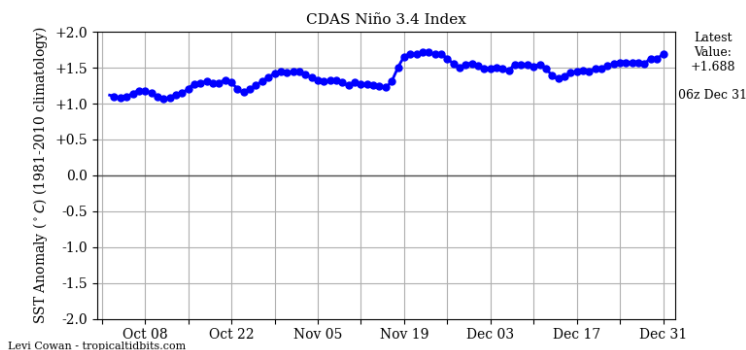
Ave. Temperature dep from Ave (deg F)  
12/1/2023 – 12/30/2023



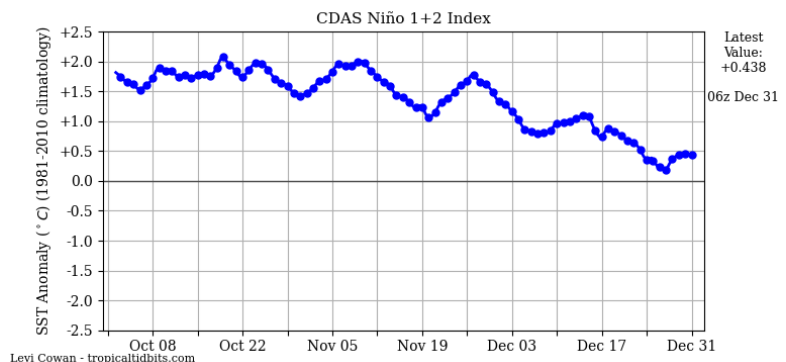
**Fig 1: December 1st – December 30th  
Temperature Departure from Average**  
Percent of Average Precipitation (%)  
12/1/2023 – 12/30/2023



**Fig 2: December 1st – December 30th  
Precipitation (% of Ave.)**



**Fig 3: Niño 3.4 Region SST Anomaly**



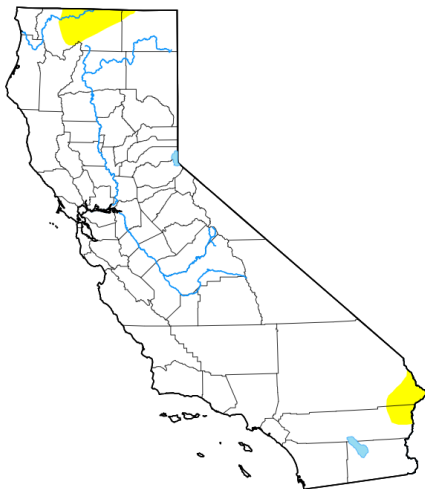
**Fig 4: Niño 1+2 Region SST Anomaly**

## Fuels Discussion

Latest U.S. Drought Monitor indicates zero areas in drought status across Southern California (**Figure 5**). Moreover, live fuel moistures remain above normal with a large load of live fuel present (**Figure 6**). Larger dead fuels also have above normal moisture content in addition to the live fuel from recent wetting rains across Southern California (**Figure 7**).

The 6 Predictive Services Areas (PSAs) that show near-normal or below normal dead fuel moisture have a very small load of 1000-hr dead fuel (**Figure 7**). Live fuel makes up the overwhelming majority of the fuel load in those PSAs.

There is a strong tilt in the odds that live fuel moisture continues to remain above normal for the January – April period and a slight to moderate tilt in the odds towards dead fuel moisture remaining above normal for most of the forecast period as well.



**Fig 5: USDA Drought Monitor December 28th**

Map released: Thurs. December 28, 2023

Data valid: December 26, 2023 at 7 a.m. EST

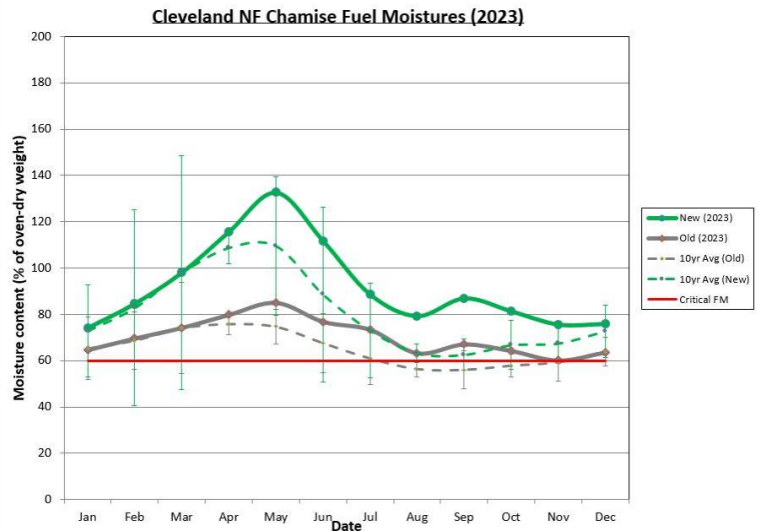
### Intensity

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

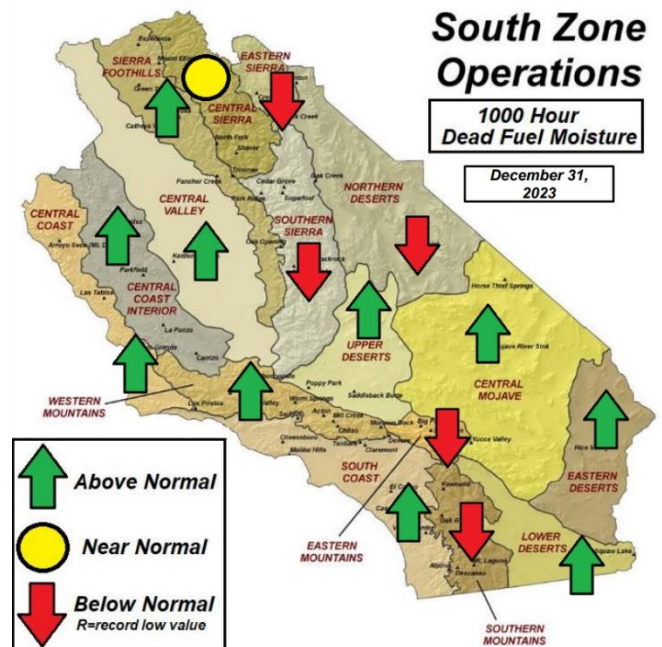
### Authors

United States and Puerto Rico Author(s):  
[Rocky Bilotta](#), NOAA/NCEI

Pacific Islands and Virgin Islands Author(s):  
[Richard Helm](#), NOAA/NCEI



**Fig 6: Cleveland NF Live Fuel Moistures from December 14<sup>th</sup>, 2023**



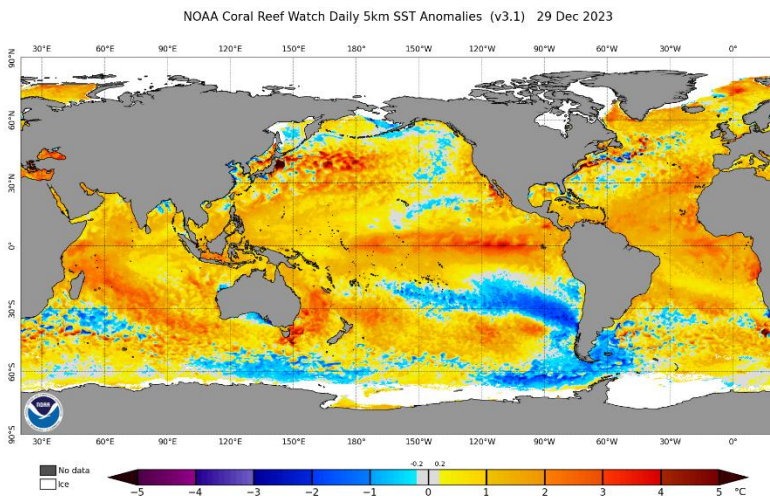
**Fig 7: 1000hr Dead Fuel Moisture by PSA Map**



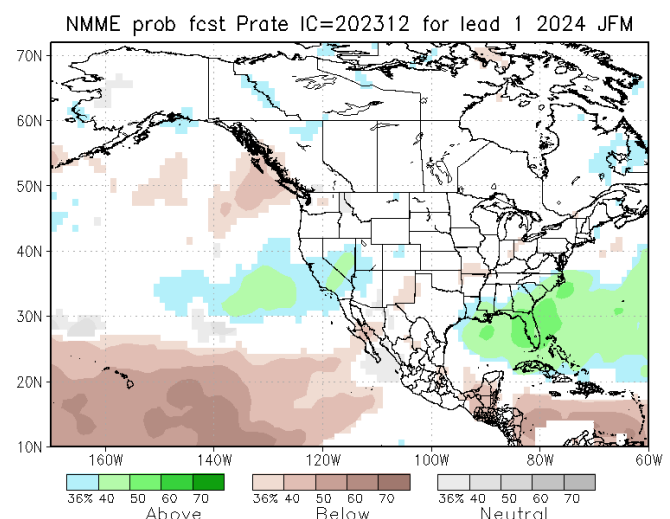
## **SOUTH OPS OUTLOOK**

Current sea surface temperature analysis combined with climate models suggest the westward movement of the core of the warmest water from the eastern Pacific towards the central Pacific (**Figure 8**). However, El Niño conditions are highly likely to continue during this period with some modest weakening towards the end of the forecast period as the current projections suggest a transition into a neutral ENSO state by the later spring months. This pattern suggests a slight tilt in the odds towards cooler than normal temperatures across Southern California and a slight to moderate tilt in the odds towards above normal precipitation (**Figure 9**). Therefore, as mentioned in the fuels discussion, there is a high probability the live fuel moisture remains above normal since the live fuel moisture has remained anonymously high for several months and a slight to moderate tilt in the odds in favor of the dead fuel moisture remaining above normal for the majority of the January – April period.

In conclusion, the odds tilt in favor of large-fire potential to remain near normal for all 16 PSAs with the climatological normal for large fires being zero across all 16 PSAs for this time of the year. The combination of above normal fuel moisture for larger dead fuels and live fuels coupled with the El Niño pattern and absence of drought support this tilt in the odds for the January – April 2024 4-month period.

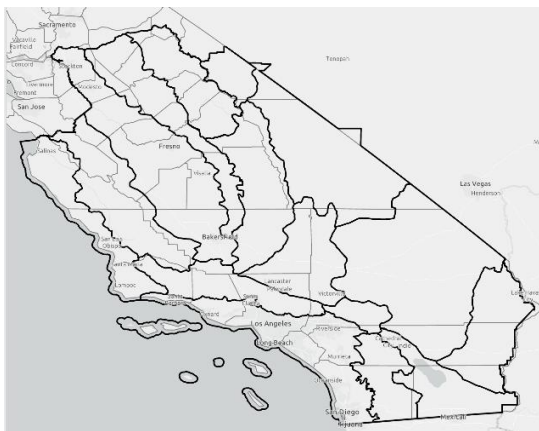


**Fig 8: Sea Surface Temperature Anomaly,  
December 29<sup>th</sup>, 2023**



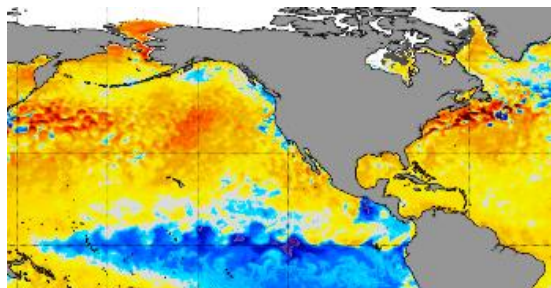
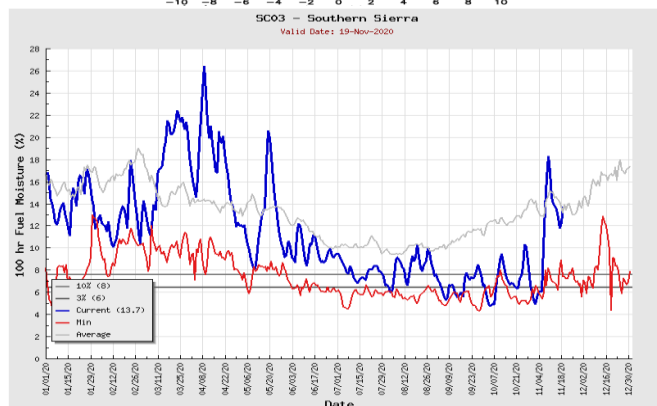
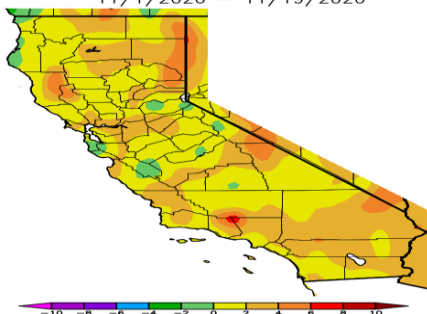
**Fig 9: NMME January – March 2024 3-month  
Precipitation Anomaly Forecast**

## Maps with Counties and Select Intel Links used in the forecast



January – April 2024

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



### Climate

- <https://calclim.dri.edu/pages/anommaps.html>
- <https://droughtmonitor.unl.edu/>
- <https://www.cpc.ncep.noaa.gov/products/NMME/>

### 100 hr dead fuel moisture

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

### Current sea surface temperatures

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

# Live Fuel Moisture Report

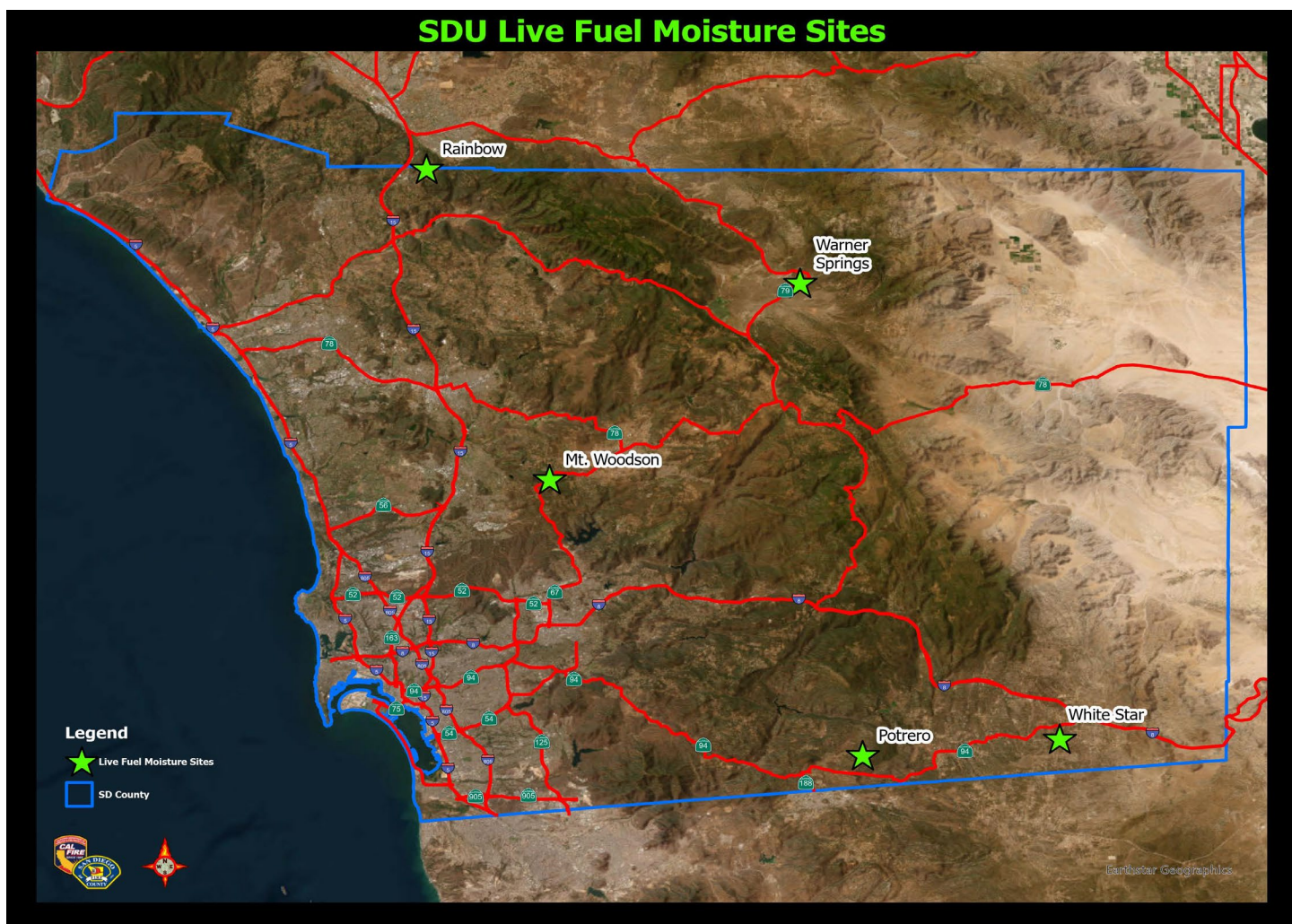
## CAL FIRE – San Diego Unit (SDU)

### December 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	16	16	New	83	89	-6
					Old	71	72	-1
Warner Springs Battalion 5	3,200	NE	16	13	New	75	81	-6
					Old	67	67	0
Mt. Woodson Battalion 8	2,200	W	17	14	New	71	79	-8
					Old	60	63	-3
White Star Battalion 4	4,016	SE	16	14	New	64	62	+2
					Old	58	57	+1
Potrero Battalion 3	2,981	N	16	16	New	63	60	+3
					Old	57	54	+3
Average			16	15	New	71	74	-3
					Old	63	63	0
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 live fuel moisture threshold. Mt. Woodson Battalion 8 old growth chamise is just at critical live fuel moisture threshold. A series of smaller rain events followed by drying Santa Ana conditions have moved through the area over the last month.							
Useful Links	<a href="#">Predictive Services Southern California Outlooks</a>							
	<a href="#">California Drought Monitor</a>							





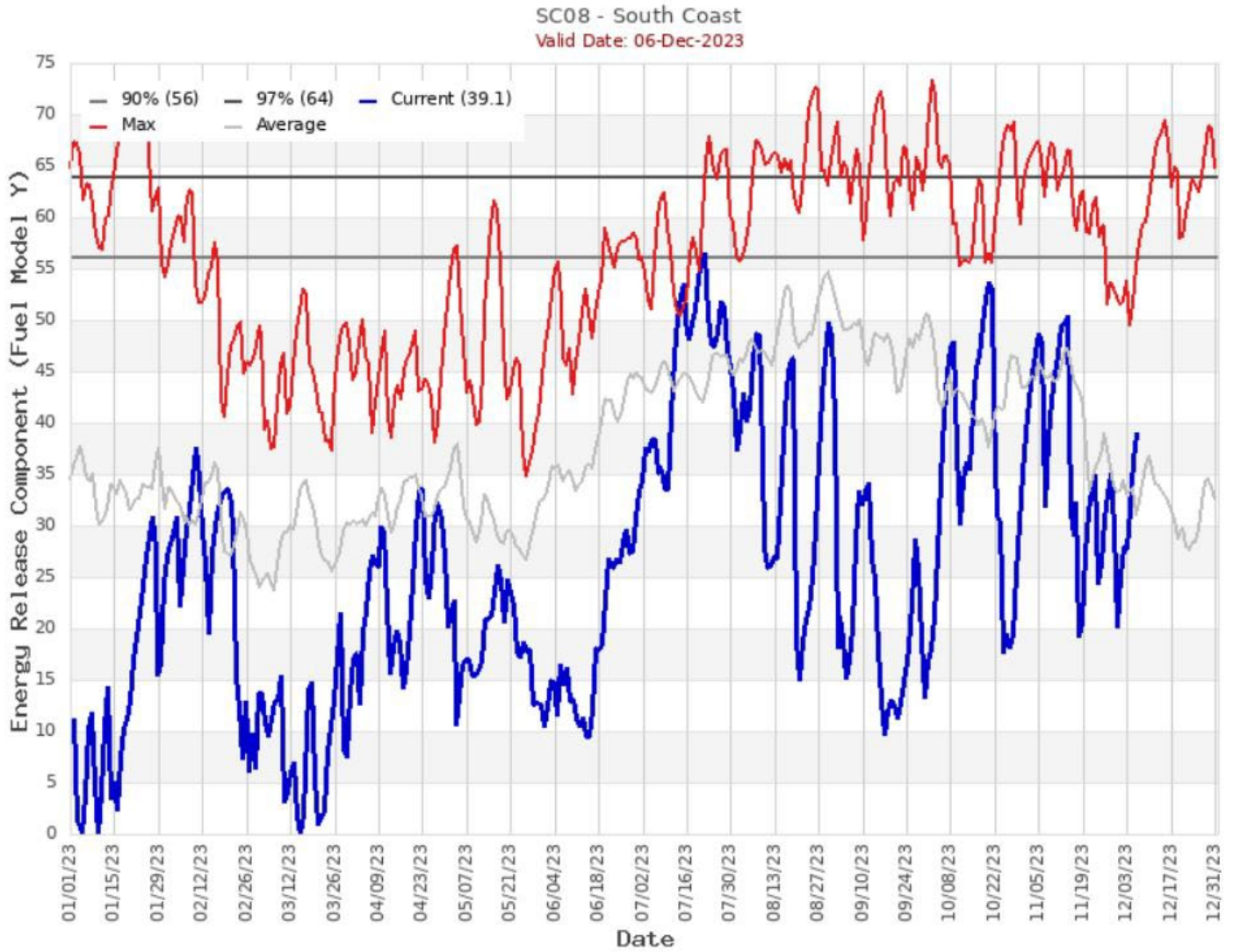
Recent Live Fuel Measurements from Neighboring Units (note that these sites have not been updated)					
Unit	Location	Date	Species	Growth Age	Live Fuel Moisture (%)
Orange County Fire	Black Star	11/15/2023	Chamise	New	88
		11/15/2023	Chamise	Old	68
	RMV	11/16/2023	Chamise	New	76
		11/16/2023	Chamise	Old	72
RRU	Temecula		Chamise		N/A
Cleveland National Forest	Descanso		Chamise	New	N/A
			Chamise	Old	N/A

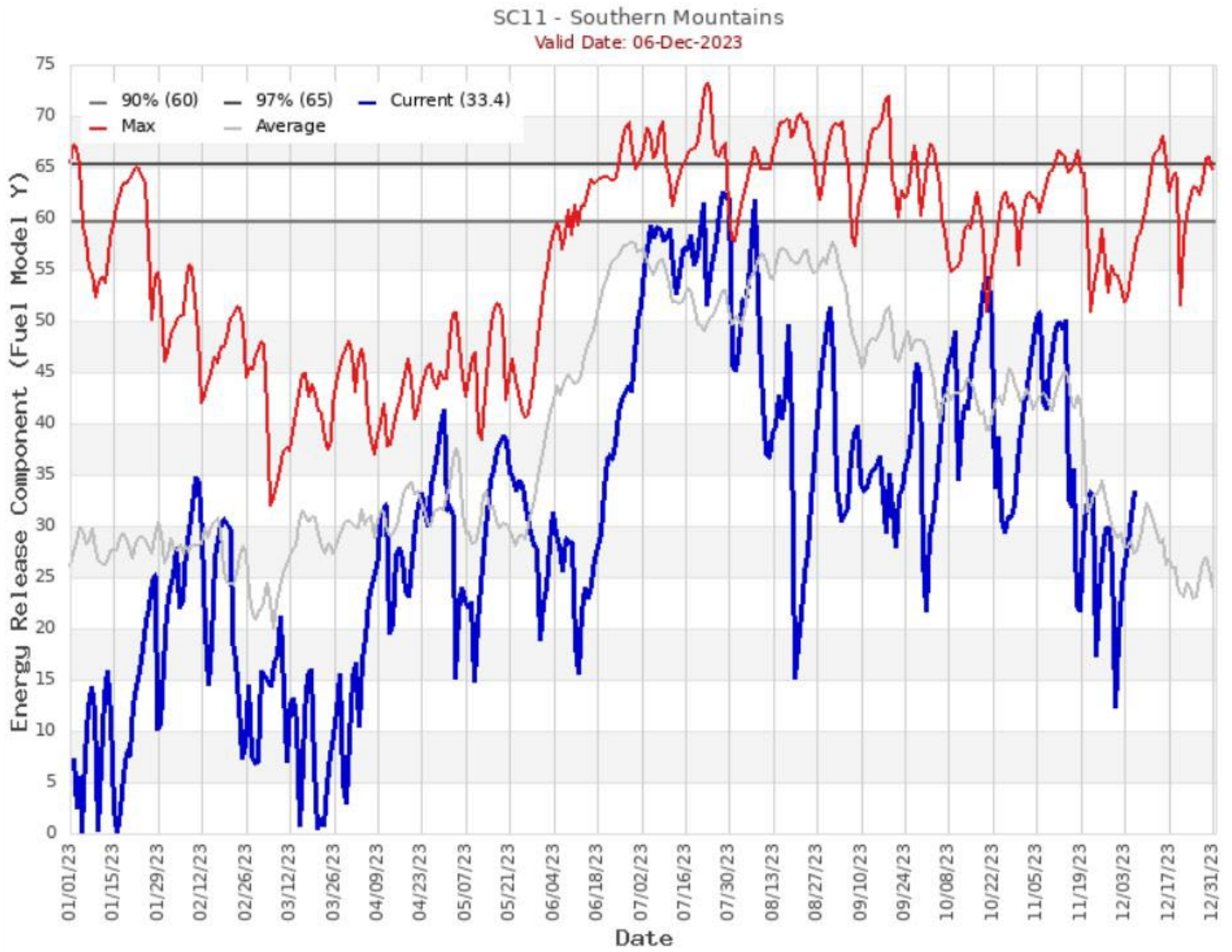


## Significant Wildland Fire Potential Outlook, Southern California: December-March

Latest U.S. drought monitor shows zero areas currently in drought status currently across Southern California. The only thing to note here is the Eastern Deserts are abnormally dry, however this is not yet drought status. Live Fuel Moistures remain above normal for this time of the year. 1000-hour dead fuel moisture shows a variance ranging from below normal moisture across most of the northern Predictive Services Areas (PSAs) and either near or above normal for most of the southern PSAs. However, the odds show a moderate tilt towards a wetter than normal December 2023 – March 2024 4- month period which supports wetter than normal dead fuels for the majority of this 4-month period. East Pacific El Niño conditions continue as we enter December 2023. Climate models suggest a gradual transition from a traditional East Pacific El Niño to a Central Pacific El Niño Modoki during the 4- month DJFM period. This means the core of the warm SST anomalies in the equatorial Pacific will move from the East Pacific to the Central Pacific. Comparing the current pattern to various analog years, the odds show a slight to moderate tilt towards above normal precipitation for Southern California. Climate models support this solution as all but one member of the North American Multi-Model Ensemble (NMME) shows a moderate tilt in the odds towards a wetter than normal December – March period. CFSv2 forecast monthly Mean Sea Level Pressure (MSLP) anomalies suggest the best chance for intermittent dry spells to be in the first half of the 4-month period as this solution shows a greater chance for high pressure over the Northern Rockies in December and January than in February and March. In conclusion, the odds tilt in favor of large-fire potential to remain near normal for all 16 PSAs with the climatological normal for large fires being zero across all 16 PSAs for this time of the year. The combination of above normal fuel moisture for larger dead fuels and live fuels coupled with the El Niño pattern and absence of drought support this tilt in the odds for the December 2023 – March 2024 4-month period (Predictive Services/National Interagency Fire Center, November 30, 2023)

## Energy Release Components (ERC) for SDU

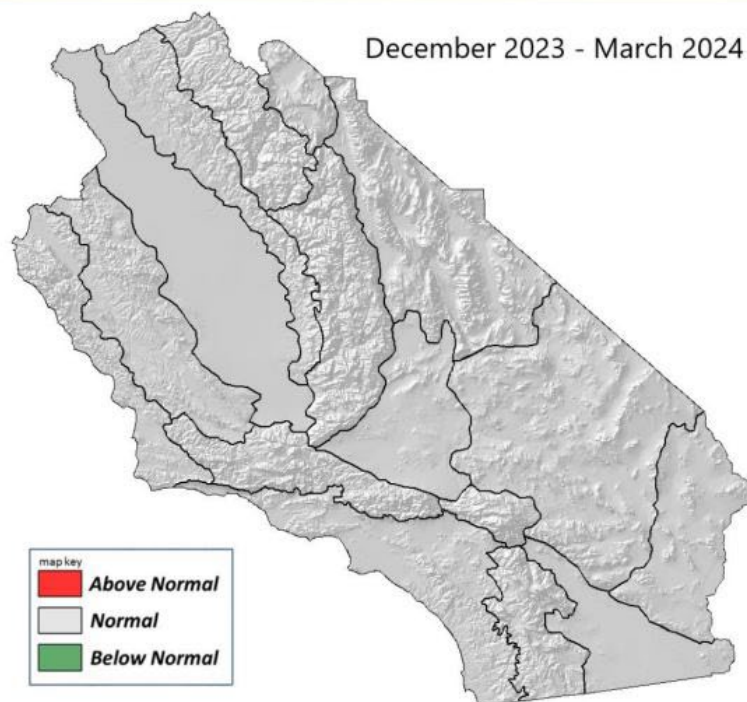




Southern Operations

## **MONTHLY/SEASONAL OUTLOOKS**

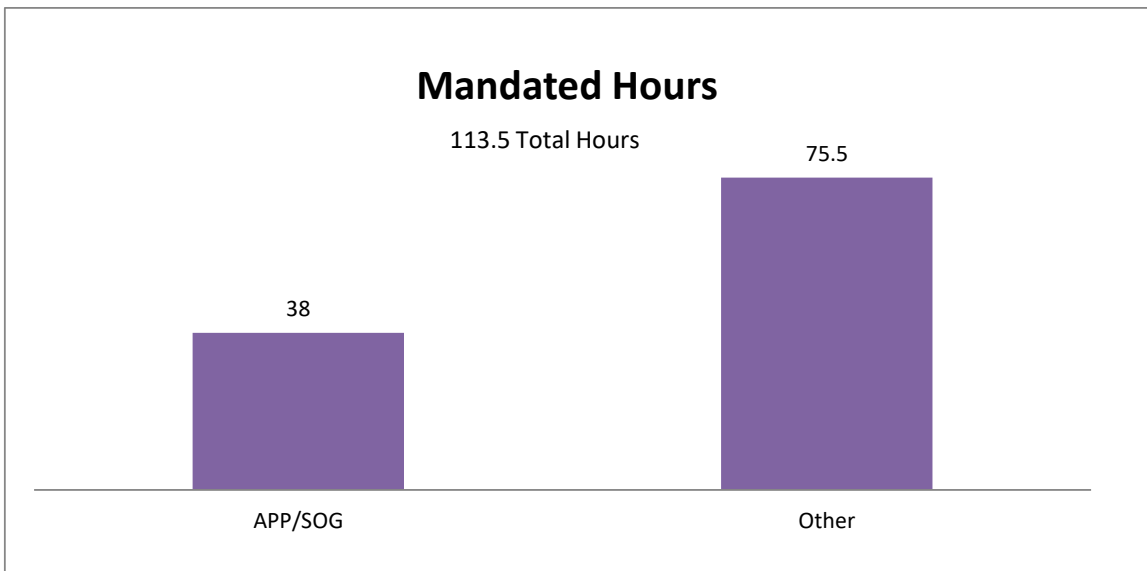
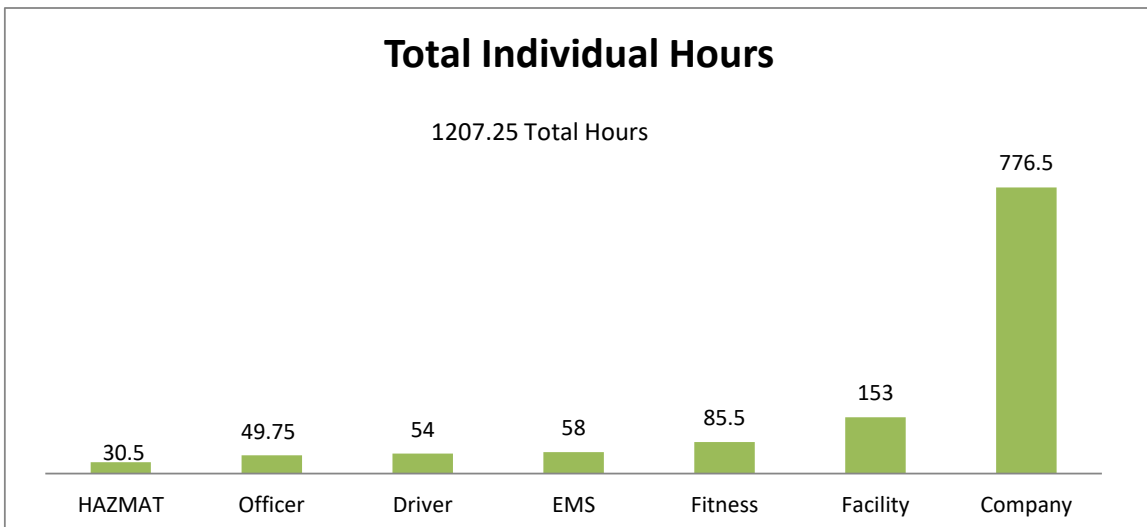
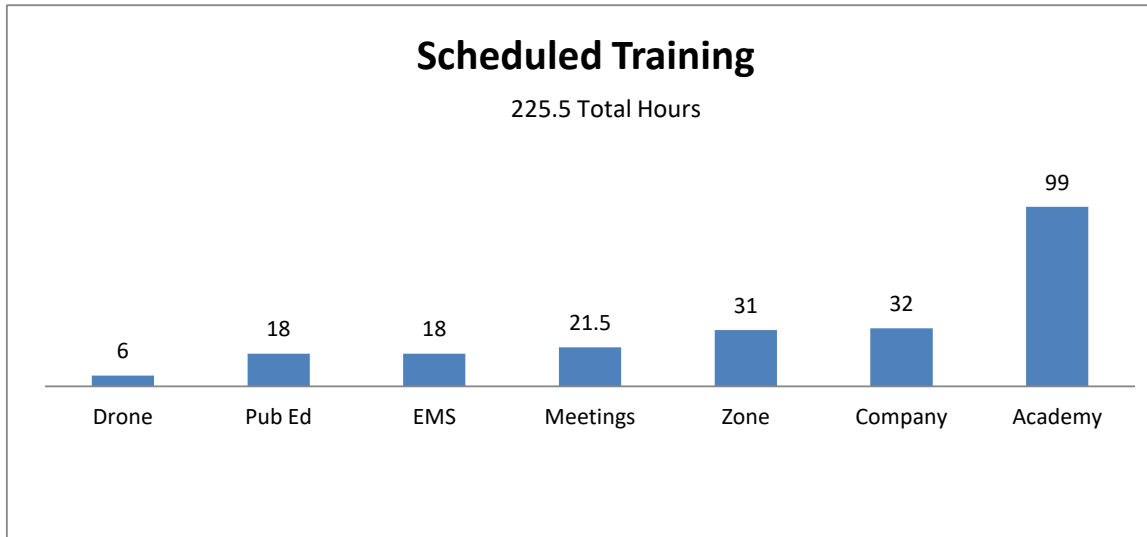
ISSUED NOVEMBER 30, 2023    VALID DECEMBER 2023 – MARCH 2024



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

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

**Training Division**  
**December 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	13	3	47971	66020	0
Residential Additions/Remodels	6	7	1241	25308	0
New Commercial	1	0	0	0	243803
Commercial T.I.	3	0	0	0	6860
Tents/Special Events	1	0	0	0	0
Rack Storage	0	0	0	0	0
Preliminary	4	1	0	16611	0
Fire Suppression Systems	10	0	0	0	0
Alarms	2	0	0	0	0
Landscaping	12	5	0	0	0
Grading/Mylars/Improvement Plans	8	0	0	0	0
Underground	0	0	0	0	0
Hood System	0	0	0	0	0
Tanks	0	0	0	0	0
Cell Sites	0	0	0	0	0
DSS/CCL	0	0	0	0	0
DPLU	2	0	0	0	0
Solar Panels	3	0	0	0	0
High Piled Storage	0	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>65</b>	<b>16</b>	<b>49212</b>	<b>107939</b>	<b>250,663</b>



<b>INSPECTIONS</b>	
<b>Inspection Type</b>	<b># of Inspections</b>
Alarms	5
Fire Supression Systems	12
Building Construction	15
Landscaping	2
Tent/Special Event	2
Gates/Knox	2
Site Visit	1
Technical Report/FPP	-
Underground	2
Annual Inspection	2
DSS Licensing	-
Other	-
<b>TOTAL</b>	<b>43</b>

<b>SPECIAL PROJECTS</b>	
<b>Project Type</b>	<b># of Projects</b>
Grants	1
GIS	1
Forms (Updates/New)	1
Project Research	1
Computer Programming/I.T.	-
Emergency Response Support	-
Annual Mailer (Weed Abatement)	-
Board Report Formatting/ Design	1
Other	-
<b>TOTAL</b>	<b>5</b>

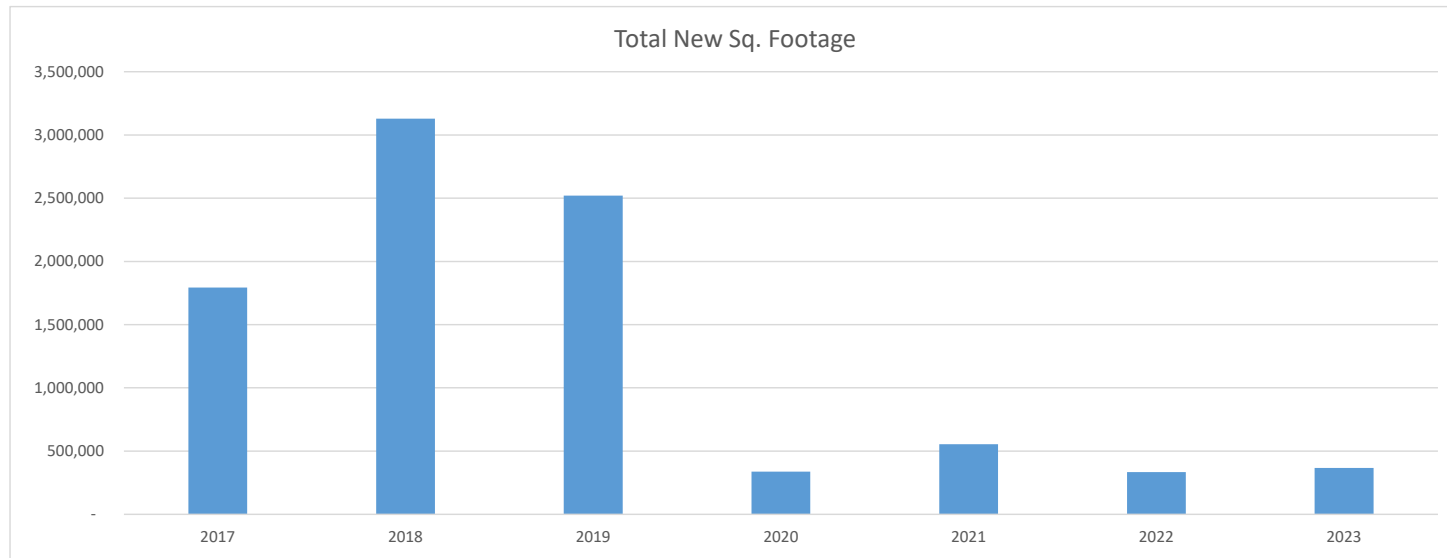
MEETINGS	
Meeting Type	# of Meetings
H.O.A	8
Staff	9
Board	2
On-Site Project Meetings	8
In-Office Project Meetings	10
Shift	-
Captain's	-
Weed Abatement	7
County	1
Code Development	-
Support/I.T. Development	1
San Diego County FPO's	4
Community Stakeholder Meetings	1
North Zone	1
Other	10
<b>TOTAL</b>	<b>62</b>

TRAINING/EDUCATION	
No. of Training Classes	Staff Hours
0	0
0	1.5
0	0
0	0
0	0
<b>TOTAL</b>	<b>2</b>

<b>WEED ABATEMENT</b>	
<b>Activity</b>	<b># of Inspections</b>
Weed Abatement Inspection	-
Weed Abatement Reinspection	-
1st Notice	259
Final Notice	6
Posting	18
Notices Printed	-
Abated	104
Forced Abatement	-
<b>TOTAL</b>	<b>387</b>

<b>OFFICE SUPPORT</b>	
<b>Activity</b>	<b># Completed</b>
Phone Calls	709
Correspondence	4,765
Walk in/Counter	140
Knox Application Request	-
Burn Permits	1
Plans Accepted/Routed	86
Special Projects	1
Scanning Documents/Electronic Files	99
Meetings: Admin/Prevention/Admin Shift	4
Post Office Runs	-
Deposit Runs/Preparations	2
<b>TOTAL</b>	<b>5,807</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	366,318

**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	43,154	6,591	32,907	30,062	

**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>2022</b>	128,254	204,226	162,816	250,473	176,018	115,972	27,777	130,623	261,094	319,242	219,859	243,944
<b>2023</b>	212,285	345,997	283,413	401,980	136,835	240,963	144,320	111,107	46,952	98,828	211,622	

## RESOLUTION NO. 2024-01

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

**WHEREAS**, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Rancho Santa Fe Fire Protection District Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provision of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the Rancho Santa Fe Fire Protection District.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the deposit and withdrawal of Rancho Santa Fe Fire Protection District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

**BE IT FURTHER RESOLVED** that the following Rancho Santa Fe Fire Protection District officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

DAVE MCQUEAD  
(NAME)  
Fire Chief  
(TITLE)

BRIAN SLATTERY  
(NAME)  
Deputy Chief  
(TITLE)

BURGEN HAVENS  
(NAME)  
Finance Manager  
(TITLE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

MARLENE DONNER  
(NAME)  
Fire Marshal  
(TITLE)

JAMES ASHCRAFT  
(NAME)  
Board Member  
(TITLE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

**BE IT FURTHER RESOLVED** that this resolution shall supersede *Resolution No. 2023-14 – Authorizing Investment of Monies in the Local Agency Investment Fund* adopted December 13, 2023.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on January 17, 2024 by the following vote:

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

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JAMES H ASHCRAFT  
President

ATTEST:

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SARAH MONTAGNE  
Board Clerk

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# STAFF REPORT

NO. 24-01

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**TO:** BOARD OF DIRECTORS  
**FROM:** DAVE MCQUEAD, FIRE CHIEF  
**SUBJECT:** BOARD CLERK; APPOINTMENTS  
**DATE:** JANUARY 8, 2024

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## RECOMMENDATION

Appoint new Executive Assistant/Board Clerk, Sarah Montagne, as of January 1, 2024.

## BACKGROUND

Within 60 days after their initial election or appointment, the district board shall meet and elect its officers. The officers of a district board are a president, a vice president, and a secretary or clerk.

## CURRENT SITUATION

With the recent resignation of the Manager of Finance and Administration in October 2023, the renamed one of the two Office Support Coordinator positions within the fire prevention bureau to the Executive Assistant/ Board Clerk. The Executive Assistant/Board Clerk will now be under the general direction of the Fire Chief, serve the Board of Directors as the Board Clerk and continue to support the Office Support Coordinator. Sarah Montagne was appointed the Executive Assistant/Board Clerk as of January 1, 2024.



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# STAFF REPORT

NO. 24-02

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**TO:** BOARD OF DIRECTORS  
**FROM:** SARAH MONTAGNE, BOARD CLERK  
**SUBJECT:** 2024 BOARD MEETING SCHEDULE  
**DATE:** JANUARY 5, 2024

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## RECOMMENDATION

Review schedule and approve any changes to the meeting schedule that may be necessary.

## BACKGROUND

The Board of Directors has adopted Resolution No. 2018-20 establishing the third Wednesday of each month as the regular meeting date to conduct business of the district. On occasion, it is necessary to adjust the date to accommodate holidays and scheduling conflicts. In addition, the Board requested a continuation of this item to discuss the regular meeting date.

## CURRENT SITUATION

The following table list the meeting dates for 2024, if approved; and I have included the annual (or routine) agenda topics that the Board must act upon:

Meeting Dates – 2024	Annual Agenda Topic(s)
January 17	Accept: FY23 Financial Statements (if complete); final audit reports must be provided to the State Controller's office no later than 1/31
February 21	Harassment Training ( <i>every two years – 2025</i> )
March 20	
April 17	
May 15	Select criteria to determine annual appropriations limit Resolution: Appropriations Limit Resolution: Setting Benefit Charges (RSF & Elfin Forest)
June 19	Adopt: Preliminary Budget ( <i>must be adopted by June 30</i> ) Accept: List of forced abatements to be placed on property tax bills, if any Public Hearing: FMF Multi Year Plan Resolution: Fire Mitigation Fee 5 Year Capital Plan
July 17	
August 21	Public Hearing: Fire Mitigation Fee 5 Year Capital Plan Adopt: Fire Mitigation Fee 5 Year Capital Plan
September 18	Public Hearing: Final Budget Resolution: Establishing Constrained or Committed Fund Balances Adopt: Final Budget ( <i>must be adopted by September 30</i> ) Resolution: Required Inspection of Certain Occupancies (must be done by December 31)
October 16	
November 20	Accept: FY24 Financial Statements (if complete); final audit reports must be provided to the State Controller's office not later than 1/31/2025 Board of Directors Meeting Calendar Review (next year)
December 18	Accept: FY24 Financial Statements (if not completed in November); final audit reports must be provided to the State Controller's office not later than 1/31/2025 Ethics Training ( <i>every two years – 2024</i> ) Oath of Office ( <i>every election year</i> ) Election of Officers ( <i>every election year</i> )