



**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 11, 2017
1:00 pm PT
Regular Meeting

RULES FOR ADDRESSING BOARD OF DIRECTORS

Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk.

Any person may address the Board on any item of Board business or Board concern. The Board cannot take action on any matter presented during Public Comment, but can refer it to the Administrative Officer 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.

NOTE: Meeting will convene at 1pm at 18040 Calle Ambiente, Rancho Santa Fe for the Pledge of Allegiance, Roll Call and Special Presentations.

Pledge of Allegiance

1. Roll Call

2. Special Presentations

a. Badge Presentations

Presentation of Fire District Badges by Fire Chief Michel will be presented to:

Promotion

1. Bruce Sherwood, Captain *(November 16, 2016)*
2. Cole Thompson, Engineer *(November 16, 2016)*

Off Probation

1. Curtis Benz *(November 30, 2016)*
2. Sean Canfield *(January 11, 2017)*
3. Brian Ciuchta *(January 11, 2017)*
4. Correy Cooper *(January 11, 2017)*
5. Jake Elkins *(January 11, 2017)*
6. Paul Roman *(January 11, 2017)*
7. Scott Young *(September 28, 2016)*

New Hire – *Firefighter/Paramedic*

1. Jacob Barkhimer *(January 3, 2017)*
2. Chasen Cantrell *(January 3, 2017)*
3. Alexander Trottier *(January 3, 2017)*
4. Michael Weeks *(December 1, 2016)*

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact the Secretary at 858-756-5971. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

NOTE: At the conclusion of Special Presentations, there will be a short recess. The meeting will reconvene at 18027 Calle Ambiente, Rancho Santa Fe for the remainder of the business meeting.

3. Public Comment

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.

4. Consent Calendar

a. Board of Directors Minutes

- i. Board of Directors minutes of November 9, 2016

ACTION REQUESTED: **Approve**

b. Receive and File

- i. Monthly/Quarterly Reports

- (1) List of Demands Check 28160 thru 28291, Wire Transfer(s) and Electronic File Transfers (EFT) for the period

December 1 – 31, 2016 totaling: \$1,962,017.35

Payroll for the period December 1 – 31, 2016 \$ 568,913.82

TOTAL DISTRIBUTION \$2,530,931.17

- (2) Activity Reports – December 2016

- i. Operations

- ii. Training

- iii. Fire Prevention

- iv. Correspondence - letters/cards were received from the following members of the public:

- None

ACTION REQUESTED: **Information**

5. Old Business

- a. None

6. New Business

a. CalPERS Pension Unfunded Accrued Liability – Accelerated Payment

To discuss and/or approve additional funding for an accelerated payment to CalPERS to eliminate the District's share of Pre-2013 Pool UAL. [Staff Report 17-01](#)

ACTION REQUESTED: **Approve additional funding and authorize payment to CalPERS before January 31, 2017**

b. SAFER Grant Application

To discuss and/or give direction to staff to support the submission of a grant application to the Staffing for Adequate Fire and Emergency Response (SAFER) program. [Staff Report 17-02](#)

ACTION REQUESTED: **Direction**

7. Oral Report

- a. Fire Chief – Michel
 - i. District Activities
 - (1) Fire Marshal Recruitment/Test
 - (2) Special District Leadership Academy – La Jolla, February 28 – March 1, 2017
- b. Operations – Deputy Chief
- c. Volunteer – Division Chief
- d. Training – Battalion Chief
- e. Fire Prevention – Fire Marshal
- f. Administrative Manager
- g. Board of Directors
 - i. North County Dispatch JPA – Update
 - ii. County Service Area – 17 – Update
 - iii. Comments

8. Closed Session

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff
Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349
Represented Employees: Rancho Santa Fe Miscellaneous Employees
Unrepresented Employees: Fire Chief, Deputy Chief, Battalion Chief, Fire Marshal and Administrative Manager
Under Negotiation: Successor Memorandum of Understanding and Compensation
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 16936 El Fuego, Rancho Santa Fe
Agency Negotiator: Chief Tony Michel
Negotiating Parties: North County Dispatch Joint Powers Authority
Under Negotiation: Instruction to negotiator concerning price and term

9. Adjournment

The next regular meeting Board of Directors meeting to be February 8, 2017 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.

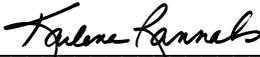


RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting Agenda
Wednesday, January 11, 2017 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on January 6, 2017 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 6, 2017



Karlena Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – December 14, 2016

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

SPECIAL AGENDA (10:00 AM – 12:00 PM)

Ethics Training (Workshop)

Pursuant to the requirements of AB 1234, the following local officials and staff (those who receive compensation for their service or are eligible to have their expenses reimbursed) attended the Ethics Training workshop presented by Stephen J. Fitch, Fitch Law Firm, APC:

Rancho Santa Fe Fire Protection District

Director:

James H. Ashcraft
Nancy C. Hillgren
Randall Malin
Tucker Stine
John C. Tanner

Staff:

Tony Michel, Fire Chief
Karlana Rannals, Administrative Manager
Fred Cox, Deputy Chief
Frank Twohy, Division Chief
Dave McQuead, Battalion Chief

North County Dispatch Joint Powers Authority

Director:

James H. Ashcraft

Staff:

None

REGULAR AGENDA

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

Pledge of Allegiance

Chief Michel led the assembly in the *Pledge of Allegiance*.

1. Oath of Allegiance – New Elected Board Members

James Ashcraft, Nancy Hillgren, and Randall Malin were sworn-in as members of the Rancho Santa Fe Fire Protection District for terms prescribed by law. Karlana Rannals, Notary Public, administered the *Oath of Allegiance*.

2. Election of Officers

Pursuant to Fire District Law 1987, Section 13853, the District Board shall elect a president, vice-president and a Secretary/Clerk.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and CARRIED 5-0 to nominate and elect the following officer:

President James Ashcraft

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5-0 to nominate and elect the following officer:

7. New Business

a. Independent Auditor's Report FY2015/2016

Director Malin reported that the finance ad hoc committee (Directors' Malin and Tanner, Chief Michel and Karlana Rannals) met with Paul Kaymark CPA to review the draft audit report for FY16.

He reminded his board colleagues of the financial statements requirement (GASB 68), which reports the full pension liability that was implemented the previous year. He noted that previous board actions to reduce the District's pension obligation shows the actual obligation as of June 30, 2015. Unfortunately, because of the CalPERS rate of return on investments, the District is not seeing an equal reduction in the liability to the additional payments made.

Director Malin informed the Board that the ad hoc committee was satisfied with the discussion in the meeting and recommended that the Board accept the report as distributed. The ad hoc committee responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY 2015/2016 independent audit prepared by The Punn Group as distributed.

b. CalPERS Pension Unfunded Accrued Liability (UAL) – Accelerated Payment

Ms. Rannals summarized the staff report provided. She reminded the Board that their direction to staff was to eliminate the Pre-2013 Pool UAL for the 1st tier safety and miscellaneous pension plans over a three-year period. The FY17 budget approved the final \$1 million payment; however, after consulting with the CalPERS actuary, additional funds \$517,165 is needed to eliminate the UAL as of 12/31/2016. The additional funds needed is a direct result of the dismal returns from the CalPERS investment portfolio. She reviewed the cash statement provided showing that the District did have available cash to eliminate the District's Pre-2013 Pool UAL. She responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize an additional \$517,165 to the budgeted \$1 million for an accelerated payment to California Public Employee's Pension System to eliminate the District's share of the Pre-2013 Pool UAL of the 1st tier safety plan and remit payment to CalPERS prior to December 31, 2016.

c. District Representation and Ad Hoc Committee Assignments

Ms. Rannals summarized the staff report provided. The board members reviewed their committee assignment and agreed to continue to serve in the following assignments:

Board of Directors

- North County Dispatch JPA (Primary) – Jim Ashcraft
- North County Dispatch JPA (Alternate) – Nancy Hillgren

Advisory Board

- County Service Area (CSA) – 17 (Primary) – Nancy Hillgren
- County Service Area (CSA) – 17 (Alternate) – Tucker Stine

Ad Hoc Committee

Finance Committee – Randy Malin, John Tanner
Staff Assigned: Tony Michel, Karlana Rannals
Negotiations – Randy Malin, Jim Ashcraft
Staff Assigned: Karlana Rannals, Fred Cox

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to reappoint the board members to the agreed committees representing the Fire District.

8. Oral Report

a. Fire Chief – Michel

i) District Activities

Fire Marshal Recruitment/Test: he reported that the assessment center for the replacement Fire Marshal position was held December 12. The District received a total of 16 applicants, of which eight were invited to participate in the process. On the date of the assessment, December 12, six applicants participated in the testing. He thanked Director Stine for his participation in the assessment process. He anticipates final interviews and an offer of employment by mid-January.

b. Operations – Deputy Chief

Chief Cox summarized the previous month's activity, noting district personnel responded to 252 calls. He reported on the wildland fire in Gopher Canyon and discussed a significant traffic collision on Del Dios Highway. The operational transition with Elfin Forest continues, with the hiring of Part-time Driver/Operator. To date he has received five applications for the six positions authorized. In addition, they recently completed the interview process for three new Firefighter/Paramedic positions.

c. Elfin Forest Volunteer Division – Division Chief

Chief Twohy reported he continues to work with Chief Cox and Chief McQuead on the operational transition. He is also working on an upgrade for the septic system at RSF6, and looking at possible modular housing for new sleeping quarters for RSF6 personnel.

d. Training – Battalion Chief

Chief McQuead reported that personnel participated in training classes for Command and Control, SCBA and the new company inspection program. A Captain's test was held November 3rd, with three candidates participating in the process and two passed.

Chief Davidson reported that the Design/Review Committee had been touring fire facilities, including Orange County Fire Authority, for design ideas of facilities constructed under a "Design/Build" model.

e. Fire Prevention – Fire Marshal

Chief Lowry reported that the bureau and inspectors remain busy, noting an increase in requests for inspections. Bill Lutz has completed his weed abatement assignment for the season. and officers were also involved in the public education efforts for fire prevention month.

Conor Lenehan gave a summary of the meetings with the CONE Committee. The CONE Committee is working on a reforestation plan and the District is assisting with a list of drought tolerant, fire resistive

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

December 14, 2016

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trees. He responded to questions from the Board. The Board conveyed their appreciation for the cooperative work that is occurring between the CONE Committee and District staff.

f. Administrative Manager

No report

g. Board of Directors

i) North County Dispatch JPA – Update: Ashcraft – he reported on the meeting held December 1, 2016 noting a potential dispute with three retirees who retirement compensation may be affected as the result of an agency audit.

ii) County Service Area – 17 – Update: Director Stine gave a summary report from the special meeting held November 17th. The County has rescinded on their agreement for a property tax exchange for the annexation of the Harmony Grove area. The Advisory Board voted to send letters of opposition to the County Board of Supervisors. There has been a significant change in County staff supporting the Advisory Board and CSA-17, and the lines of communications have deteriorated and disrespectful.

iii) Comments

(1) Stine – the website is progressing well and hopes that it will be live in January. He also recommended adding signage at the RSF Training Facility to notify the public of when training activities occur.

(2) Ashcraft – made an inquiry on the outcome of the Oakland fire. Chief Michel explained the requirements and types of inspections for certain facilities and buildings.

9. Closed Session

Pursuant to section 54957.6, the board met in closed session from 2:45 – 4:45 pm to discuss a successor Memorandum of Understanding and compensation with the following represented employees:

a. Rancho Santa Fe Professional Firefighters Association – Local 4349

b. Rancho Santa Fe Employees Association

*All board members listed and Chief Tony Michel, *Deputy Chief Fred Cox and *Karlana Rannals attended the closed session.*

**Attended a portion of the closed session*

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the subject and direction was given the District's agency negotiators.

Adjournment

Meeting adjourned at 4:46 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
28160	\$206.00	A Garage Door & Gate Store	Station Maintenance - RSF2
28161	\$21.00	AAA Live Scan	CERT Program
28162	\$170.00	Air Temperature Specialist Inc	Building RSF1
28163	\$1,371.16	AT&T Calnet 2/3	Telephone RSF2, RSF3, RSF4
28164	\$66.00	Berry, Nicole	Education/Training Reimbursement
28165	\$1,225.00	C.A.P.F.	Disability Ins Short & Long
28166	\$257.66	CDW Government Inc.	Computer Equipment/Parts
28167	\$420.00	Dependable Alarm Systems Inc	Alarm System Monitoring RSF2
28168	\$1,451.15	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
28169	\$95.87	Dish	Cable RSF6
28170	\$53.36	Fire ETC Inc	Safety Clothing (Protective)
28171	\$3,000.00	FireStats	GIS Services/Response Criteria Services
28172	\$343.09	Form-Craft Business Systems, Inc.	Office Supplies
28174	\$9,724.92	North County EVS Inc	Scheduled & Repair various
28175	\$778.04	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
28176	\$97.95	San Diego Union-Tribune, LLC	Advertising
28177	\$1,713.10	SoCo Group Inc	Fuel: Gasoline & Diesel
28178	\$65.00	State Fire Training	Permit: Certification
28179	\$2,369.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
28180	\$356.00	Terminix International	RSF
28181	\$14.50	U P S	Shipping Service
28182	\$2,028.07	Verizon Wireless	MDT, EKG & cellular
28183	\$40.13	About Service Inc	Scheduled - ID 0384
28184	\$354.00	Accme Janitorial Service Inc	Building ADMIN
28185	\$333.21	Air Temperature Specialist Inc	Building RSF1
28186	\$11,666.66	American Medical Response Inc	Miscellaneous Reimbursable
28187	\$826.00	APCD	Permit: County/City
28188	\$340.87	AT&T Calnet 2/3	Telephone
28189	\$1,066.80	CDCE Incorporated	Apparatus: Parts & Supplies
28190	\$11,272.00	CDW Government Inc.	File Server
28192	\$89.92	Complete Office of California Inc	Office Supplies
28193	\$3,262.50	County of SD/RCS	CAP Code & 800 MHz
28194	\$7,827.00	Draves Pipeline Inc	Building RSF4
28195	\$157.35	EDCO Waste & Recycling Inc	Trash RSF5 & 6
28196	\$2,899.80	Fire ETC Inc	Safety Equipment, Boots
28197	\$792.00	Garrett Electric Inc	Building RSF3

28198	\$150.00	Guzman, Joshua	Education/Training Reimbursement
28199	\$131.25	Innovative Audio Inc	Building ADMIN
28200	\$444.96	Konica Minolta Premier Finance	Copier Maintenance Contract
28201	\$274.50	Liebert Cassidy Whitmore	Legal Services
28202	\$99.36	MES California	Breathing Apparatus - Supplies and Parts
28203	\$1,551.10	Olivenhain Municipal Water District	Water RSF2, 3, 4, 6
28204	\$2,253.40	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
28205	\$169.18	Rincon Del Diablo Municipal Water Di	Water RSF5
28206	\$97.95	San Diego Union-Tribune, LLC	Advertising
28207	\$622.58	Santa Fe Irrigation District	Water RSF1
28208	\$632.07	SDG&E	Elec/Gas/Propane RSF6
28209	\$1,017.14	SoCo Group Inc	Fuel: Gasoline & Diesel
28210	\$40.00	State Fire Training	Permit: Certification
28211	\$4,186.25	Synergy Database Solutions LLC	Programming - Computer & Software FP/PR
28212	\$562.28	ThyssenKrupp Elevator Inc	Elevator Service
28213	\$588.98	Time Warner Cable	Cable - Admin
28214	\$150.00	Trayer, Brodie	Education/Training Reimbursement
28215	\$12,756.00	U S Bank Corporate Payment System	Cal-Card./IMPAC program
28216	\$1,787.39	Waste Management Inc	Trash
28217	\$1,725.00	Wildfire Information Consulting	Consulting Services - Prevention
28218	\$287.26	Willis, Erwin L.	Computer Equipment/Parts
28219	\$6,350.00	WinTech Computer Services	Consulting Services
28220	\$13.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
28221	\$104.14	A-OK Power Equipment	Apparatus:Tools/Equipment Repair
28222	\$122.03	About Service Inc	Repair - ID 0781
28223	\$106.00	Airgas Inc	Safety: Breathing Air
28224	\$50.00	AT&T	Telephone RSF1
28225	\$895.22	AT&T Calnet 2/3	Telephone RSF6
28226	\$115.25	Complete Office of California Inc	Office Supplies
28227	\$132.00	Dependable Alarm Systems Inc	Alarm System Monitoring RSF4
28228	\$1,614.40	Fitch Law Firm Inc	Legal Services
28229	\$796.28	Home Depot, Inc	Misc
28231	\$17.26	Napa Auto Parts Inc	Apparatus: Parts & Supplies
28232	\$4,465.83	North County EVS Inc	Scheduled & Repair various
28233	\$700.00	Santa Fe Irrigation District	NCDJPA Rebill
28234	\$3,612.41	SDG&E	Elec/Gas/Propane RSF
28235	\$1,553.82	SoCo Group Inc	Fuel: Gasoline & Diesel

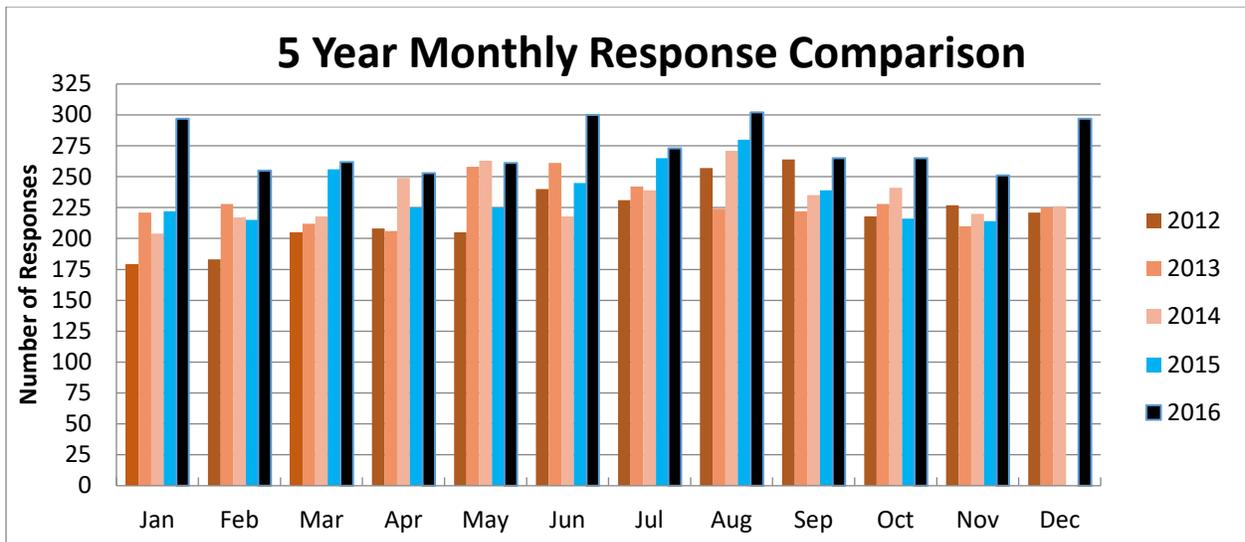
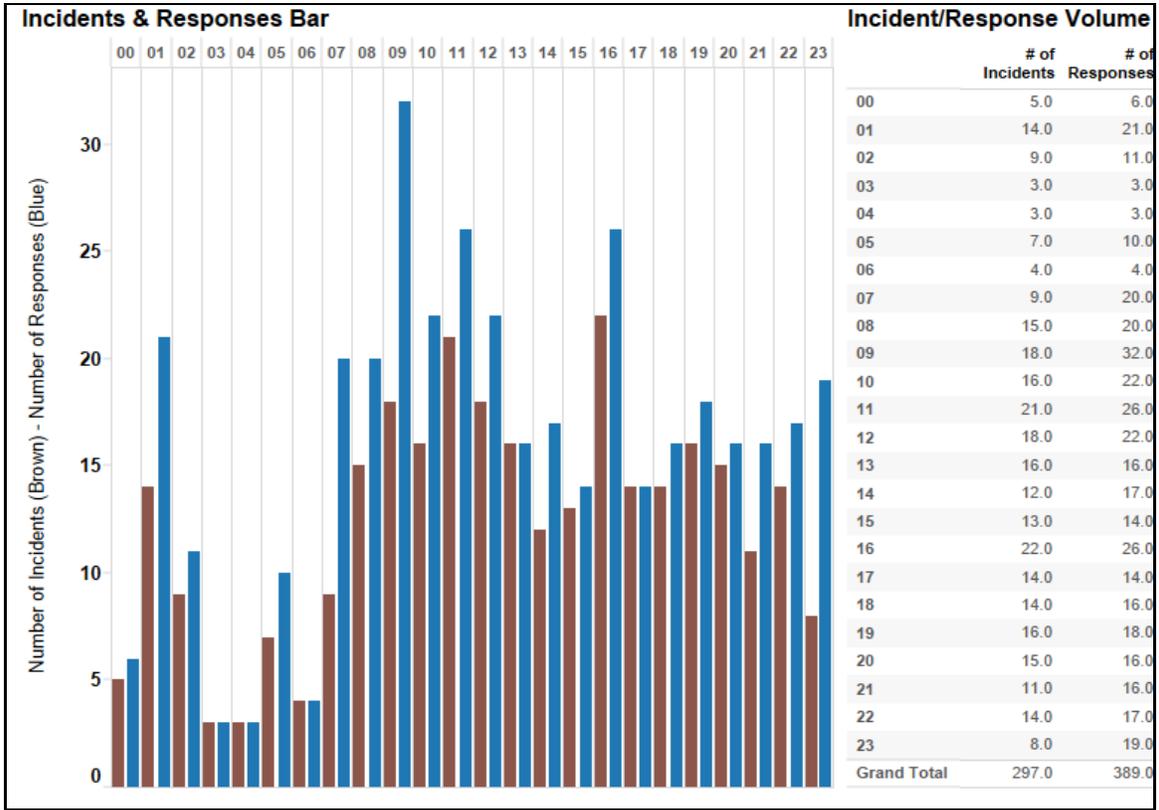
28236	\$192.00	State of CA Dept of Justice	Background Investigation
28237	\$325.00	Steven Enterprises, Inc	Repair Machines & Office Equipment
28238	\$383.84	TelePacific Communications	Telephone ADMIN
28239	\$99.12	Time Warner Cable	Cable
28240	\$29.00	U P S	Shipping Service
28241	\$492.54	Uniforms Plus	Safety: Boots, Safety, Volunteer
28242	\$249.22	Verizon Wireless	Telephone - Cellular
28244	\$129.59	Willis, Erwin L.	Computer Equipment/Parts
28245	\$42.00	AAA Live Scan	CERT Program
28246	\$511.84	Aair Purification Systems	Building RSF3
28247	\$1,500.00	Arnold A Lewin	Consulting Services
28248	\$244.46	AT&T	Cable RSF5
28249	\$465.00	Atlas Pumping Service Inc	Building RSF4
28250	\$183,782.98	CalPERS	PERS (Employer Paid)
28251	\$55,929.12	CALPers - Health	Medical Insurance
28253	\$28.78	Complete Office of California Inc	Office Supplies
28254	\$168.86	Cox Communications	Cable RSF2
28255	\$201.00	Engineered Mechanical Services Inc	Building RSF4
28256	\$1,425.70	FailSafe Testing	PY Adjs / Expenses
28257	\$3,451.41	Fire ETC Inc	Safety Clothing (Protective)
28258	\$2,700.00	FireStats	GIS Services/Response Criteria Services
28259	\$2,448.00	GreenRoom Visual & Print	Uniforms: Safety Personnel
28261	\$277.50	IAAP	Admin - Overnight Conf/Seminars
28262	\$343.44	Knox Company Inc	Knox Replacement (Parts/Supplies)
28263	\$618.52	Lincoln National Life Ins Co	Disability/Life Insurance
28264	\$860.00	Mertz, William C.	Education/Training Reimbursement
28266	\$730.00	Power Plus!	Elec/Gas/Propane RSF5
28267	\$1,200.00	Pun Group	Accounting-Audit Services

Rancho Santa Fe Fire Protection District

List of Demands ~ December 2016

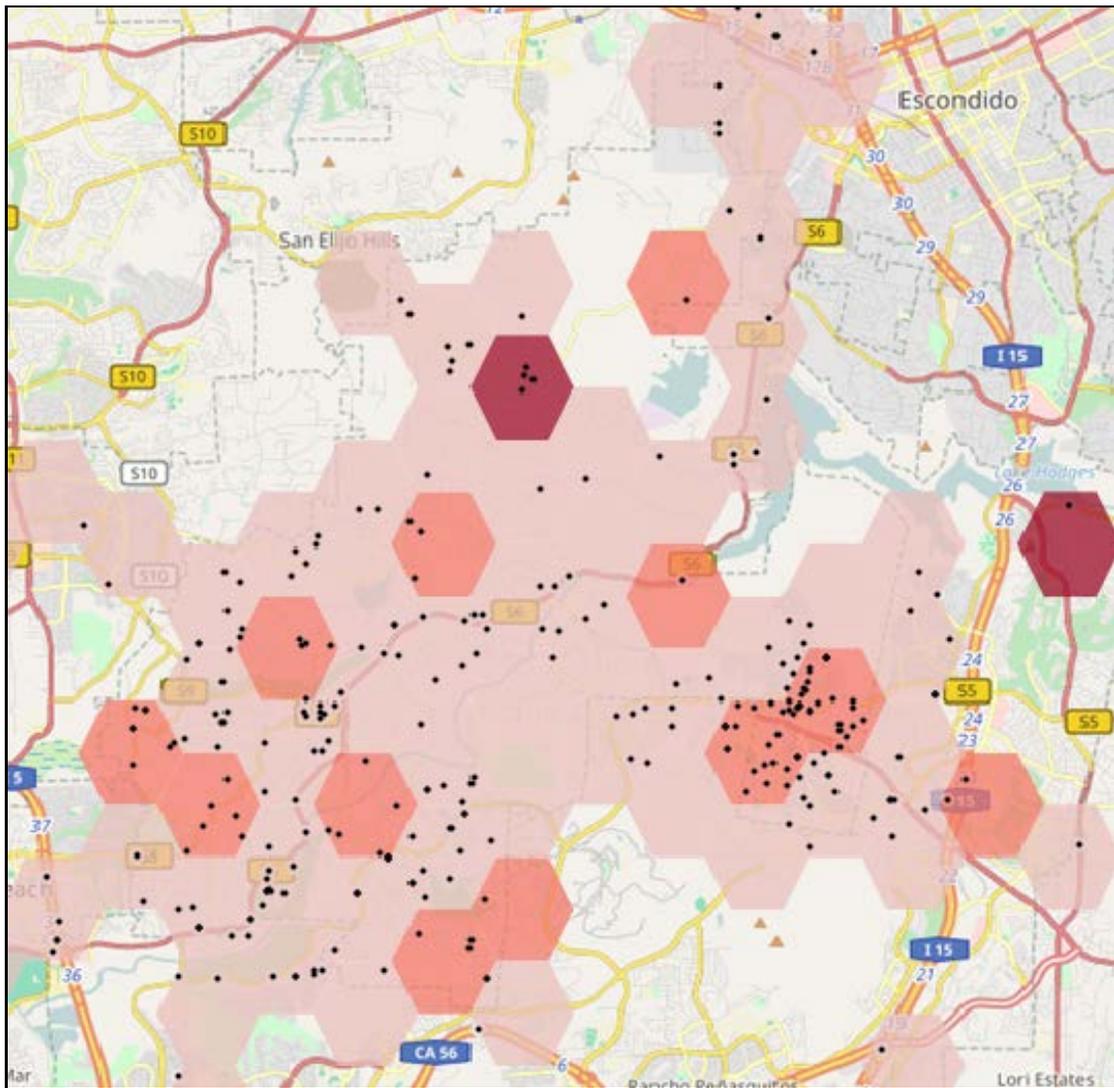
28268	\$70.00	RSF Mail Delivery Solutions	Mail Delivery Service
28269	\$5,476.42	SDG&E	Elec/Gas/Propane Admin
28270	\$2,192.76	SoCo Group Inc	Fuel: Gasoline & Diesel
28271	\$120.00	State Fire Training	Permit: Certification
28272	\$1,400.00	TinyFrog Technologies Inc.	Website Redesign
28273	\$15.99	Turbo Car Wash	Apparatus: Car Wash
28274	\$14.50	U P S	Shipping Service
28275	\$1,641.06	United Site Services	Sewer RSF5
28276	\$92.68	AT&T	Telephone RSF
28277	\$1,979.37	AT&T Calnet 2/3	Telephone RSF
28278	\$1,249.50	C.A.P.F.	Disability Ins Short & Long
28279	\$488.59	Corporate Clothiers Inc	Uniform: Administration
28280	\$84.66	Cox Communications	Telephone RSF3
28281	\$1,455.17	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
28282	\$20,786.79	Johnson Equipment Co	2016 Ford F-150-ID1682
28283	\$126.00	Lenehan, Conor	Education/Training Reimbursement
28284	\$213.50	Liebert Cassidy Whitmore	Legal Services
28286	\$1,268.84	SoCo Group Inc	Fuel: Gasoline & Diesel
28288	\$14.50	U P S	Shipping Service
28289	\$3,041.64	Uniforms Plus	Uniforms: Safety Personnel
28290	\$523.34	Verizon Wireless	MDT Broadband + ATN Line
28291	\$149.84	Willis, Erwin L.	Computer Equipment/Parts
EFT000000000268	\$533.99	Rannals, Karlana	Replacement items, Internet, Cellular
EFT000000000269	\$52.60	Slattery, Brian Y	Mileage Reimbursement
12/21/2016	\$1,517,165.00	RSF UAL Accelerated Payment	Calpers retirement
	\$26,101.30	Various	Medical reimbursments
Subtotal	\$1,962,017.35		
12/15/2016	\$237,582.77	RSFFPD Personnel	Payroll
12/30/2016	\$21,203.73	RSFFPD Personnel	Payroll
12/31/2016	\$310,127.32	RSFFPD Personnel	Payroll
Subtotal	\$568,913.82		
Total	\$2,530,931.17		

December Incident Count Stations 1- 6



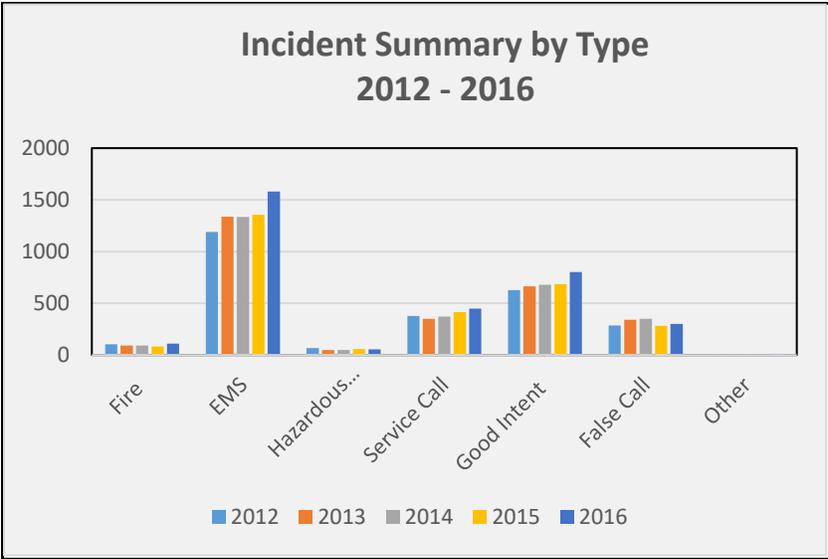
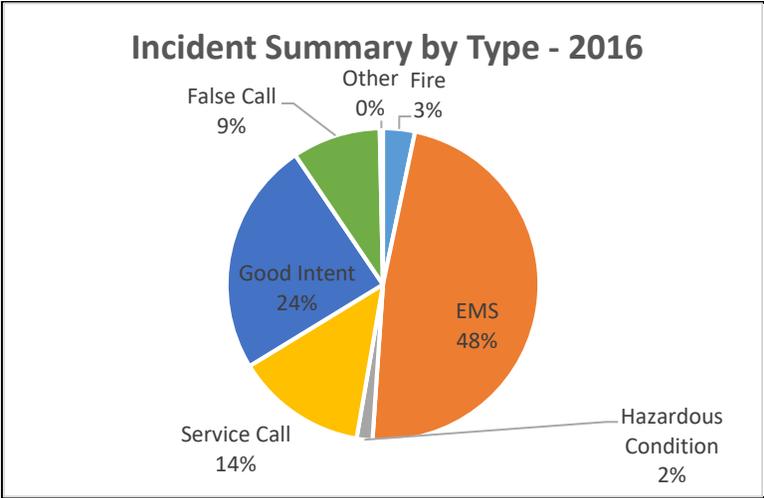
2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297	255	262	253	261	300	273	302	265	265	251	297	3,281
YTD	297	552	814	1,067	1,328	1,628	1,901	2,203	2,468	2,733	2,984	3,281	15.6%
2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	222	215	256	225	225	245	265	280	239	216	214	237	2,839
YTD	222	437	693	918	1,143	1,388	1,653	1,933	2,172	2,388	2,602	2,839	1.3%
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217	218	249	263	218	239	271	235	241	220	226	2,801
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	221	228	212	206	258	261	242	224	222	228	210	225	2,737
YTD	221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	3.8%
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	179	183	205	208	205	240	231	257	264	218	227	221	2,638
YTD	179	362	567	775	980	1,220	1,451	1,708	1,972	2,190	2,417	2,638	11.0%

December Incident Distribution



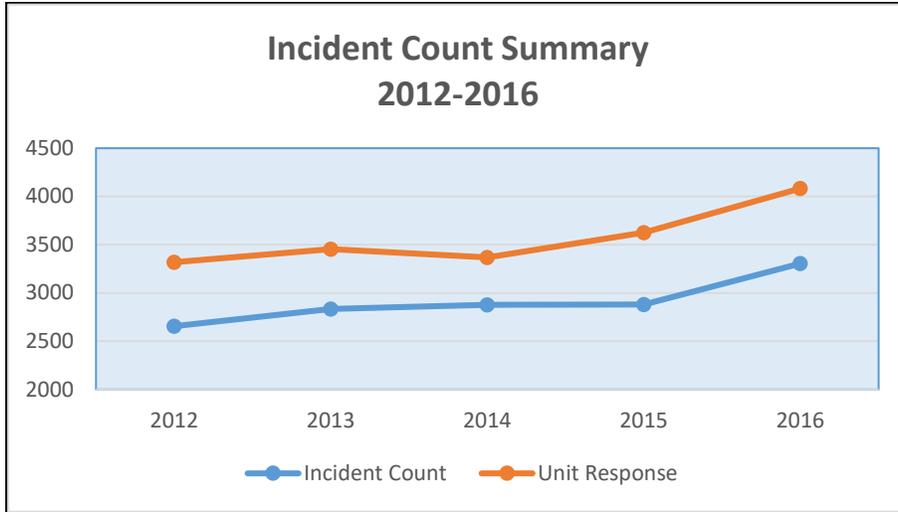
2016 Year End Report

Total Average Response Time - 6:04



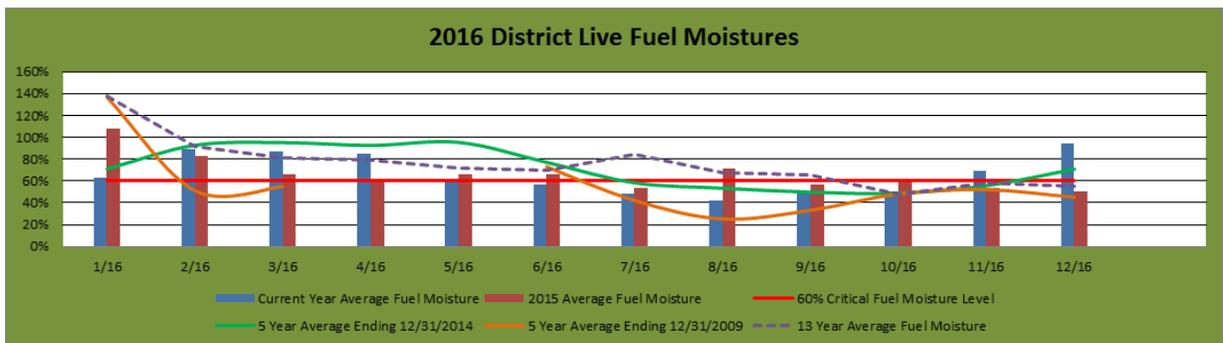
Five Year Summary - Incident by Incident Type					
	2012	2013	2014	2015	2016
Fire	105	91	93	82	109
EMS	1190	1339	1335	1357	1579
Hazardous Condition	67	49	50	57	54
Service Call	379	349	372	415	448
Good Intent	627	664	678	687	802
False Call	286	340	350	282	302
Other	2	2	1	1	11
Total	2656	2834	2879	2881	3305*

*Includes Strike Team Response



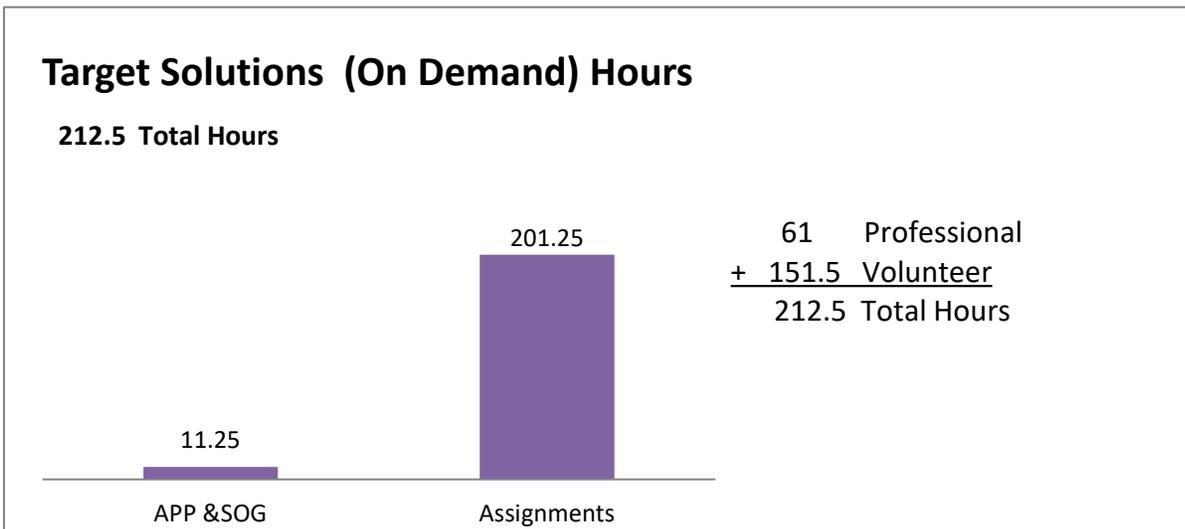
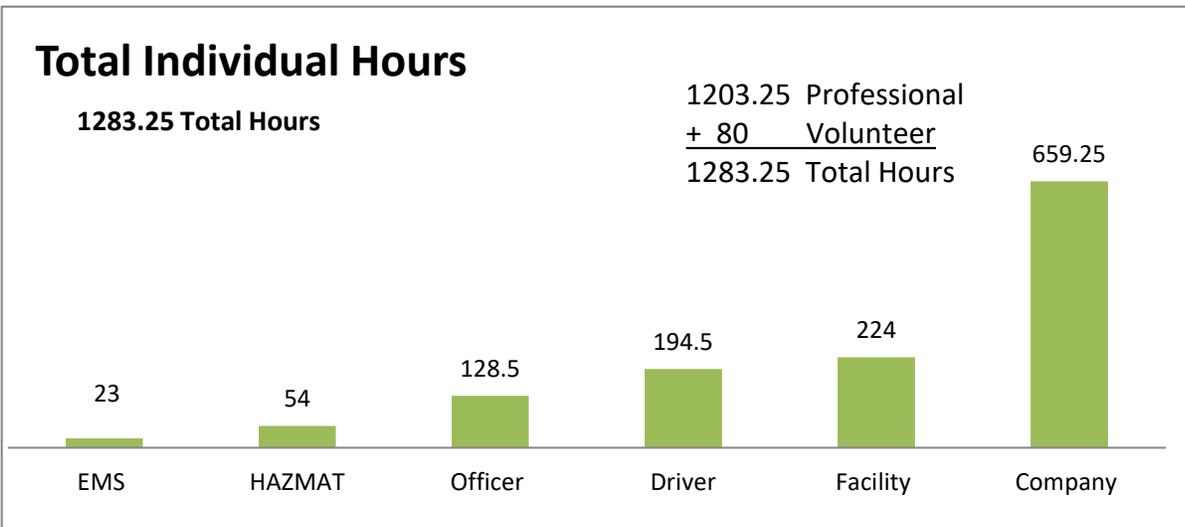
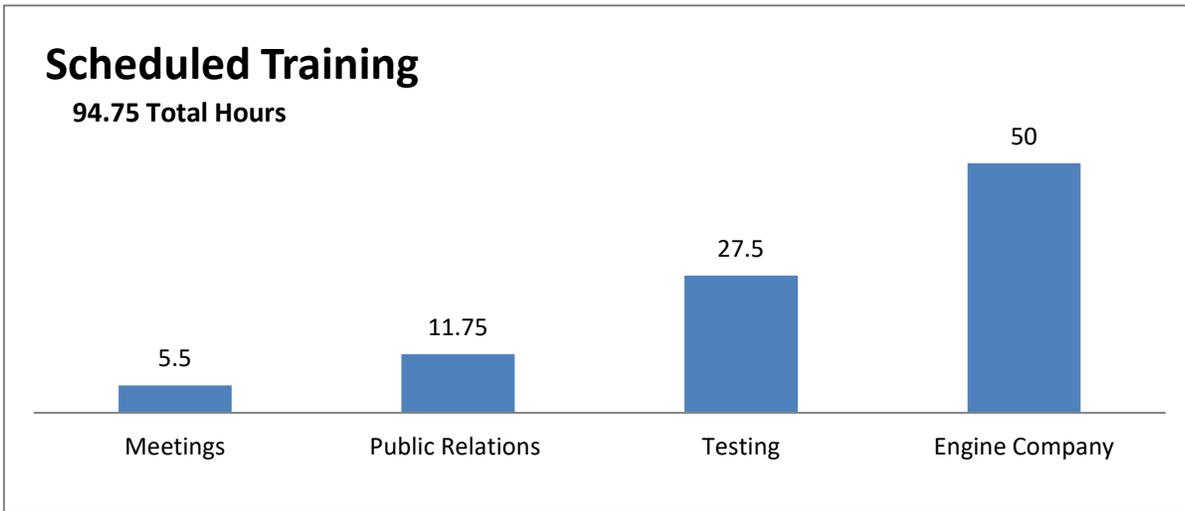
Incident Type Response Summary by Station	
Date Range: From 1/1/2016 To 12/31/2016	
Station: RSF1	
Fire	27
Rupture/Explosion	4
EMS/Rescue	326
Hazardous Condition	9
Service Call	171
Good Intent	279
False Call	93
Severe Weather	1
Blank or Invalid	2
Totals:	912
Station: RSF2	
Fire	39
Rupture/Explosion	1
EMS/Rescue	668
Hazardous Condition	16
Service Call	92
Good Intent	194
False Call	99
Blank or Invalid	6
Totals:	1,115
Station: RSF3	
Fire	9
Rupture/Explosion	1
EMS/Rescue	313
Hazardous Condition	9
Service Call	101
Good Intent	126
False Call	68
Blank or Invalid	2
Totals:	629

Station: RSF4	
Fire	8
Rupture/Explosion	2
EMS/Rescue	148
Hazardous Condition	7
Service Call	49
Good Intent	84
False Call	36
Totals:	334
Station: RSF5	
Fire	16
EMS/Rescue	91
Hazardous Condition	4
Service Call	21
Good Intent	60
False Call	5
Totals:	197
Station: RSF6	
Fire	2
EMS/Rescue	29
Service Call	14
Good Intent	9
False Call	1
Totals:	55
Station: BC	
Fire	8
EMS/Rescue	4
Hazardous Condition	1
Good Intent	50
Totals:	63
Total Incident Count:	3,305



Significant Incidents/Overhead Assignments				
DATE	Incident/ Location	TYPE	UNIT/PERSON	MISC
12/17/2016	Camino SB x Camino Del Norte	Traffic Accident	2604, 2612, 2614	
12/29/2016	Del Dios Hwy	Traffic Accident	2604, 2614, 2615	

Training Division December 2016



See next page for description

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, 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.		

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
December 2016

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		0	0
Fire Inspector		0	0
Fire Inspector/Forester		11	20,528
TOTAL		11	20,528
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
Fire Marshal		0	0
Fire Inspector		77,004	2,978
Fire Inspector/Forester		0	5,057
TOTAL		77,004	8,035
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		0	0
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		0	0
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	28,563
FIRE SPRINKLER REVIEWS		Commercial	Residential
Fire Marshal		0	0
Fire Inspector		1	5
Fire Inspector/Forester		2	7
TOTAL		3	12
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
Fire Marshal		0	0
Fire Inspector		0	0
Fire Inspector/Forester		2	0
TOTAL		2	0
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
Fire Marshal		0	0.00
Fire Inspector		0	0.00
Fire Inspector/Forester		4	1.50
TOTAL		4	1.50

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
December 2016

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	1	2.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	1	2.00

INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	9	8.00
Hydros (Fire Sprinklers)	28	18.00
Finals (Structures)	16	19.00
Landscape	3	1.00
Reinspections	1	1.00
Tents/Canopy	9	3.50
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	0	0.00
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	5	8.00
TOTAL	71	58.50

HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	50	4.00
Weed Abatement Reinspection	250	37.50
1st Notice	5	1.25
2nd Notice	26	1.25
Final Notice	27	6.75
Forced Abatement	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	7	3.50
WUI	0	0.00
TOTAL	368	56.25

GRADING -All Staff	Number of Reviews	Staff Hours
Plan Review	7	5.00
TOTAL	7	5.00

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
December 2016

ADMINISTRATIVE SERVICES- FIRE PREVENTION

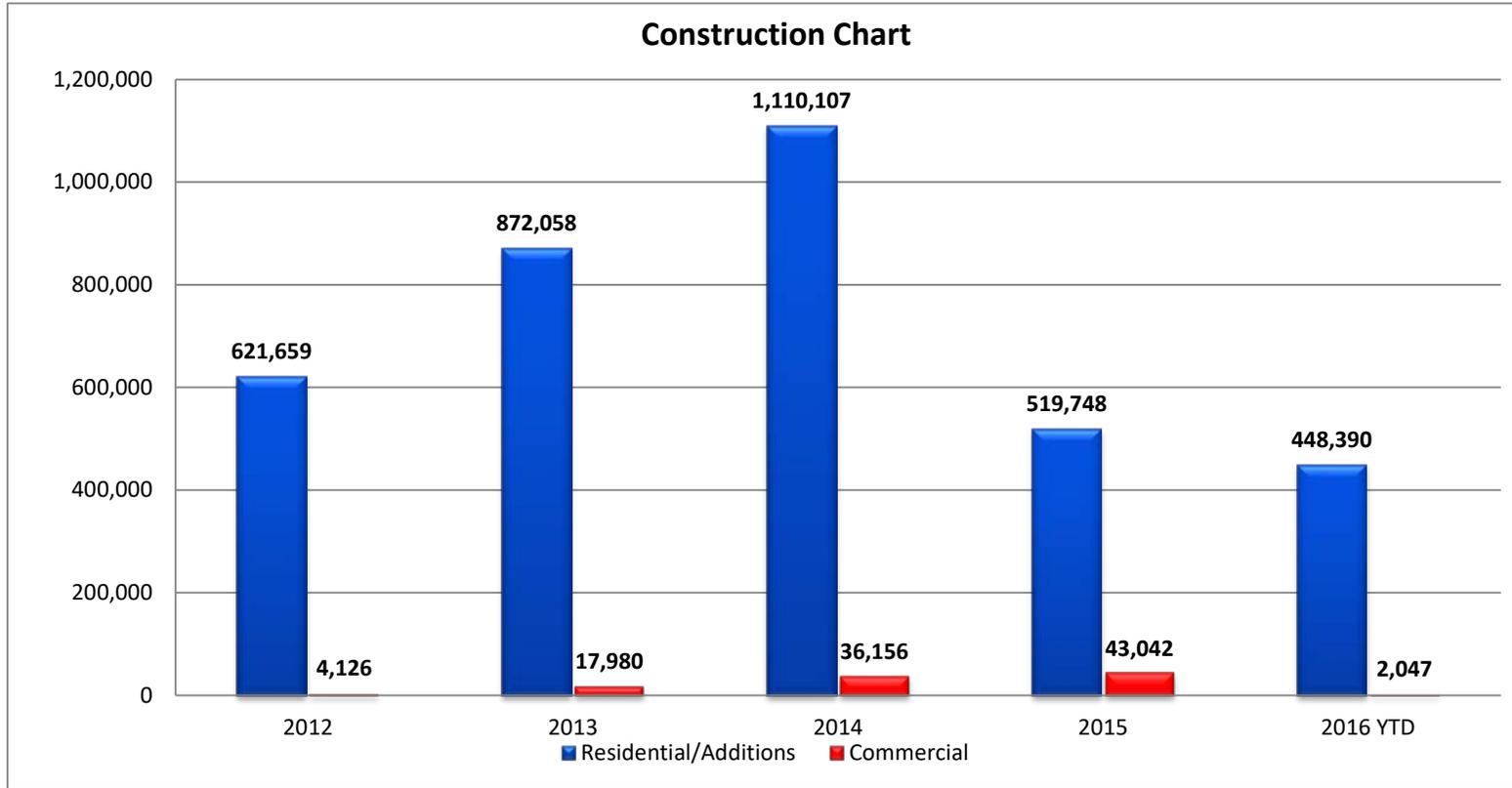
SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	0	0.00
Conferences	0	0.00
Meetings	15	26.0
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	15	26.00

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	195	48.75
Correspondence	118	29.50
Consultations	61	61.00
Plan Review	52	52.00
Scanning	200	50.00
General Office	60	60.00
TOTAL	686	301.25

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	606	30.30
Correspondence	211	52.75
Walk in/Counter (All Administrative Staff)	223	18.58
Knox Application Request	3	0.75
UPS Outgoing Shipments	1	0.08
Plan Accepted/Routed	52	13.00
Special Projects	7	7.00
Scanning Documents/Electronic Files	200	50.00
Meetings: Admin/Prevention/Admin Shift	8	4.00
Post Office Runs	5	2.50
Deposit runs and preparations	22	11.00
TOTAL	1,338	189.97

**Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
December 2016**

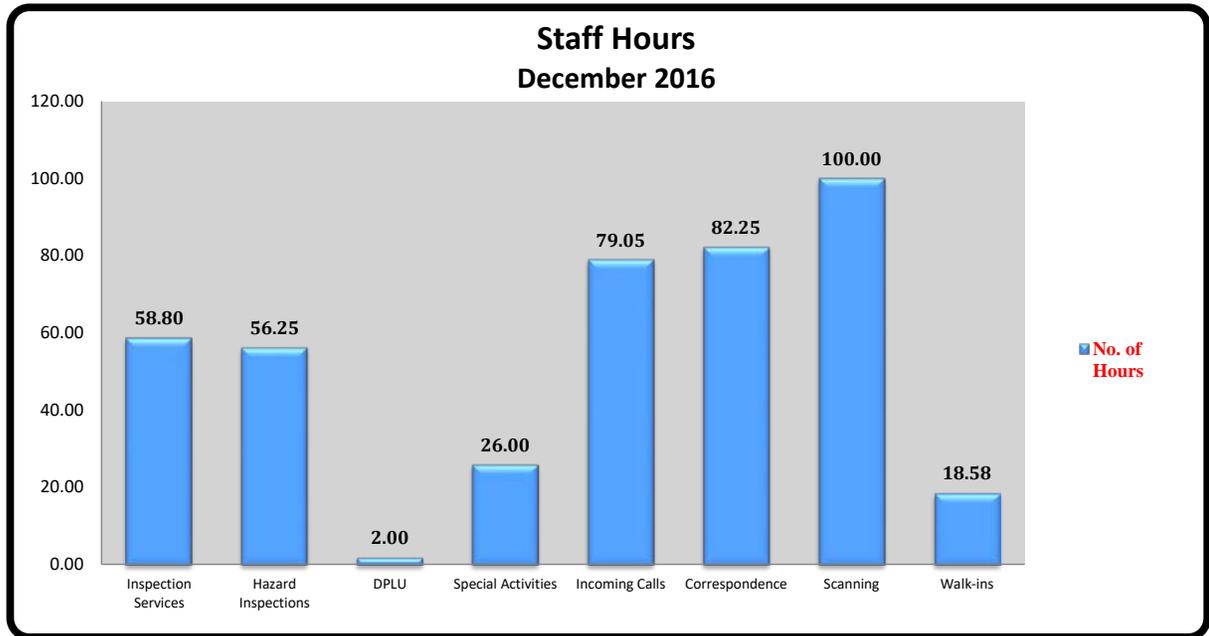
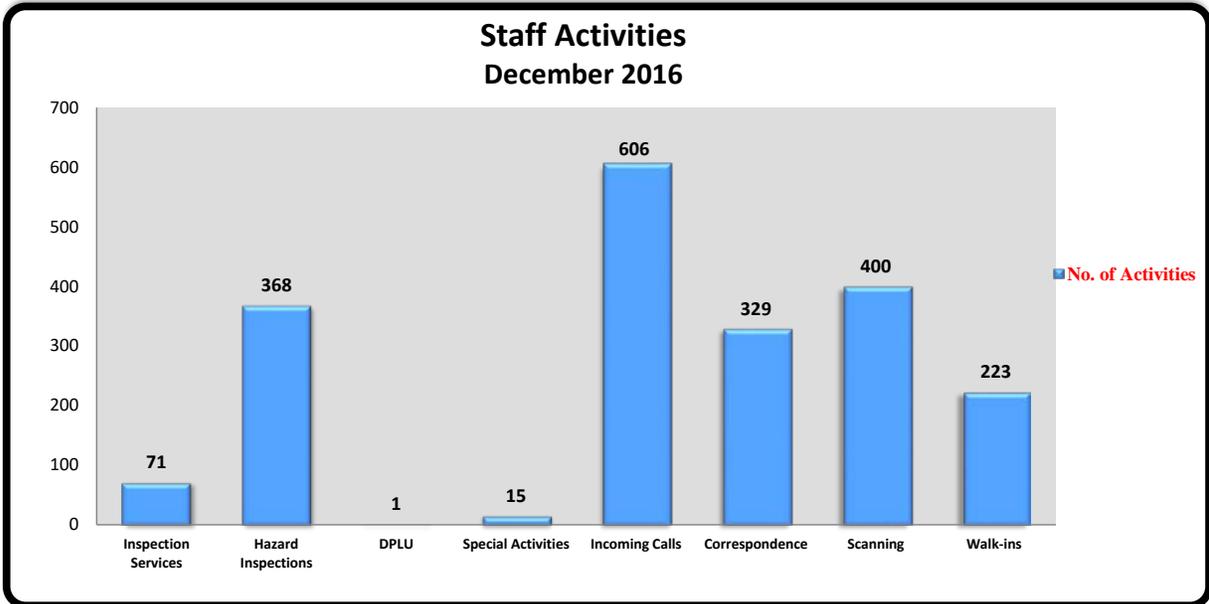


Year	Res/Add	Comm	Total
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2015 YTD	519,748	43,042	562,790
2016 YTD	448,390	2,047	450,437

Comparison 2015/2016 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	75,647	30,699	21,404	21,404	51,601	46,651	89,960	20,996	20,996	70,781	47,216	35,865
2016	28,971	25,957	12,480	19,850	15,989	47,693	28,456	91,542	70,894	25,511	54,531	28,563

**Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
December 2016**



Comparison 2015/2016 Total Monthly Hours/Activities

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1761	1490	2001	1985	1771	2474	2561	2189	2104	2145	1811	1727
Hours	423.45	301.18	411.9	416.92	323.8	486.28	444.52	422.95	387.67	414	402.48	356.05

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1517	1448	1473	1778	1841	3031	3081	3442	3462	3107	2491	1602
Hours	291.25	342.92	316.17	373.08	385.52	504.02	614.88	629.98	637.08	572.3	522.18	392.63

NOTE: This summary report is not intended to capture all staff hours worked but only to illustrate activity.

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
December 2016

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, photos, etc</i>	3.0	
	3.0	
	0.0	
Compile & write new information: <i>New Website Development</i>		10.0
		10.0
Social Media		4.0
<i>Facebook "Fans" - 861</i>		2.0
<i>Twitter "Followers" - 2,524</i>		2.0
TOTAL		17.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc:		0.0
TOTAL		0.0

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
December 2016

MEDIA RELATIONS	Staff Hours
On-scene Public Information Officer:	2.0
<i>Avenida Alondra Fire Follow Up</i>	2.0
Press Releases:	4.0
<i>Toy Drive</i>	1.0
<i>Del Dios TC</i>	2.0
<i>Training Tower (started)</i>	1.0
Other Articles/Stories/Interviews:	1.0
<i>4S Ranch TC Follow-up</i>	1.0
TOTAL	7.0

EDUCATIONAL PROGRAMS/PRESENTATIONS	Staff Hours
Children's Programs	13.0
<i>Station Tours</i>	7.0
<i>Cub Scout Pack Night (House and CPR)</i>	4.0
<i>Birthday Parties</i>	1.0
<i>Engine Visit (All-Star Academy)</i>	1.0
Adult Programs:	0.0
TOTAL	13.0

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
December 2016

EVENTS		Staff Hours
External/Community Events:		3.0
<i>Pick up Toys for Tots donations from Golf Club</i>		2.0
<i>Toys to RSF Farms Holiday Party</i>		1.0
Internal Events:		0.0
TOTAL		3.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings:		3.0
<i>Staff meetings</i>		3.0
<i>Shift Meetings</i>		0.0
<i>CSA17 Meeting</i>		0.0
<i>So Cal Pub Ed</i>		0.0
TOTAL		3.0
CLERICAL		Staff Hours
Prevention-related:		65.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		60.0
<i>Phone Calls</i>		5.0
Non-prevention/non-minute related:		30.0
TOTAL		95.0
TOTAL HOURS		138.0

STAFF REPORT

NO. 17-01

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: CALPERS PENSION UNFUNDED ACCRUED LIABILITY -
ACCELERATED PAYMENT
DATE: JANUARY 6, 2017



RECOMMENDATION

Authorize an additional \$110,000, plus the associated interest to be determined by CalPERS, for an accelerated payment to California Public Employees' Pension System (CalPERS) to eliminate the District's share of Pre-2013 Pool UAL (Unfunded Accrued Liability) Amortization Base for the 1st tier safety plan and remit payment to CalPERS prior to January 31, 2017.

BACKGROUND

The Board of Directors authorized on December 14, 2016 the additional monies \$517,165 (to the budgeted \$1 million) necessary to eliminate the District's share of Pre-2013 Pool UAL Amortization Base as of December 31, 2016 and remit payment \$1,517,165 to CalPERS prior to December 31, 2016, which the transfer occurred on December 21, 2016.

After the board meeting, on December 19, 2016, staff was contacted by the District's CalPERS Senior Actuary informing staff that an error had been made. The revised version of the 6/30/15 actuarial valuation emailed to the District in November did not consider that CalPERS had already adjusted the District's 2016-17 UAL payment for the \$1,500,000 paid on June 15, 2016.

CURRENT SITUATION

In order to eliminate the Pre-2013 Pool UAL, approximately \$110,000 is necessary to send to CalPERS. Please note that the attachment provided shows the amount necessary as of December 31, 2016. Staff requests that the Board of Directors authorize the Administrative Manager to consult with our CalPERS Actuary to determine the additional month's interest with the authorization adjust the estimated \$110,000 to eliminate the Pre-2013 Pool UAL for the 1st tier Safety plan. The List of Demands for January 2017 will show the final amount transferred to CalPERS.

Attachment

1. CalPERS Lump Sum Payment Statement



California Public Employees' Retirement System
Actuarial Office
 P.O. Box 942709
 Sacramento, CA 94229-2709
 TTY: (916) 795-3240
 (888) 225-7377 phone · (916) 795-2744 fax
www.calpers.ca.gov

December 19, 2016

CalPERS ID: 5688868574
 Employer Name: RANCHO SANTA FE FIRE PROTECTION DISTRICT
 Rate Plan: SAFETY PLAN [273]

Re: Lump Sum Payment to reduce the Unfunded Actuarial Liability - Revised

Dear Requestor:

As requested, 2017-2018 employer contribution rate information on your lump sum payment follows.

If you are aware of others interested in this information (i.e. payroll staff, county court employees, port districts, etc.), please inform them.

The information is based on the most recent annual valuation and assumes payment *by December 31, 2016 and* no further contractual or financing changes taking effect before June 30, 2017. The Unfunded Liability will be reduced or eliminated by a lump sum payment in the amount of **\$1,626,861**. There will be no change to your 2016-17 contributions.

Valuation as of June 30, 2015	Pre-Payment	Post Payment
Projected 6/30/17 Total Unfunded Liability	8,909,763	
Payment on 12/31/2016	\$ 1,626,861	
Revised 6/30/17 Total Unfunded Liability		\$7,222,998
2017-2018 Employer Contributions		
Base Total Normal Cost for Formula	27.603%	27.603%
Surcharges for Class 1 Benefit		
a) FAC 1	1.108%	1.108%
Phase out of Normal Cost Difference	<u>0.000%</u>	<u>0.000%</u>
Plan's Total Normal Cost	28.711%	28.711%
Formula's Expected Employee Contribution Rate	<u>8.988%</u>	<u>8.988%</u>
Employer Normal Cost Rate	19.723%	19.723%
Share of Pre-2013 Pool UAL	\$127,360	\$0
Asset (Gain)/Loss 6/30/13	241,642	241,642
Non-Asset (Gain)/Loss 6/30/13	(2,743)	(2,743)
Asset (Gain)/Loss 6/30/14	(113,068)	(113,068)
Assumption Change	105,188	105,188
Non-Asset (Gain)/Loss 6/30/14	1,407	1,407
Asset (Gain)/Loss 6/30/15	36,098	36,098
Non-Asset (Gain)/Loss 6/30/15	(127)	(127)
2017-2018 Employer Unfunded Liability Payment	\$ 395,757	\$ 268,397

Required Employer Contribution After Payment	Fiscal Year
Employer Normal Cost Rate	2017-18
	19.723%
<i>Plus Either</i>	
1) Monthly Employer Dollar UAL Payment	\$ 22,366.42
<i>Or</i>	
2) Annual Lump Sum Prepayment Option	\$ 258,865
<p><i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars). Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change. §20572 of the Public Employees' Retirement Law assesses interest at an annual rate of 10 percent if a contracting agency fails to remit the required contributions when due.</i></p>	

To initiate this change, the enclosed Lump Sum Payment Request must be completed and returned to the Fiscal Services Division with a wire transfer or a check by December 31, 2016. A copy should be sent to us.

If you have questions, please call (888) CalPERS (225-7377).



NANCY E. CAMPBELL, ASA, MAAA
 Enrolled Actuary
 Supervising Pension Actuary, CalPERS

STAFF REPORT

17-02

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: 2016 SAFER GRANT APPLICATION
DATE: JANUARY 10, 2017



RECOMMENDATION:

Staff recommends the Board of Directors support submission of a grant application under the Staffing for Adequate Fire and Emergency Response (SAFER) program as outlined below.

BACKGROUND

The Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA) are responsible for the implementation and administration for the Staffing for Adequate Fire and Emergency Response (SAFER) grant program. SAFER was created to provide direct funding to career and volunteer fire departments to help agencies increase or maintain the number of trained "front line" firefighters. Funding available for the 2016 program is \$345million. The 2016 SAFER grant has two grant activities available:

1. Recruitment and Retention of Volunteer Firefighters
2. Hiring of Firefighters

Recruitment and Retention of Volunteer Firefighters

Under the Recruitment and Retention of Volunteer Firefighters program it has several activities that are eligible for grant funding. There is no matching cost share and one hundred percent of funding is available.

The district is interested in two eligible activities under this program. They are:

- Costs to support a Recruitment and/or Retention Coordinator, a Program Manager, and/or a Grant Administrator (including reasonable salary, fringe benefits, contract support, supplies, travel, etc.)
- Nominal stipends for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response. Stipends may only be provided for participation in operational (firefighting) activities, such as duty shifts, operational training, and/or responding to incidents.

Staff recommends applying for a Recruitment and/or Retention Coordinator at \$100,000 per year for three years and the addition of \$50,000 for funding nominal stipends (shift meal reimbursement) for our volunteer firefighters.

Hiring of Firefighters Activity

This second activity fall under the Hiring of Firefighters Activity, to enable volunteer, combination, and career fire departments to improve staffing levels. The grant also helps to create a more effective level of response and provide a safer incident scene. Hiring of Firefighter grants provide fire departments with funds to pay the new firefighter salaries and benefits (exclusive of overtime). Under this program, SAFER would fund the hiring of additional firefighters on a proportioned cost share based on the “usual annual costs” of a first year firefighter. These costs include base salary and the standard benefits package.

This grant would fund 75% of actual costs for the first two years, and 35% of actual costs for the third year. The fire district would be responsible to make up the difference for each year (see table 1). At the end of the third year, the district would then have the option to continue with the increased staffing, or if the funding was not present to continue the three positions, to reduce the positions through attrition or layoffs. There are certain stipulations in accepting a SAFER Hiring of Firefighters grant. The primary stipulation is that no layoffs or reduction in force may occur during the grant performance period.

Staff recommends applying for three firefighter/paramedic positions for our volunteer fire station.

Table 1

Estimated District Cost Share				
	Year 1	Year 2	Year 3	Total Program
Per FFPM	\$ 29,645	\$ 29,645	\$ 77,076	\$ 136,366
3 FFPM	\$ 88,935	\$ 88,935	\$ 231,229	\$ 409,098

SUMMARY:

Staff requests the Board of Directors consider supporting the submission of an application for a SAFER Grant. This grant request is for the support of a Volunteer Program Manager, volunteer meal reimbursement stipends and the support of three full-time Firefighter/Paramedic as outlined above.

Note: this grant application does not constitute the hiring of any new employees until the district is awarded the grant and the Board of Directors accept the grant funds. If the grant is awarded, the District has the opportunity to reject the award at time of offer with no punitive action.