



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

Rancho Santa Fe FPD
Board/Community Room – 16936 El Fuego
Rancho Santa Fe, California 92067

February 9, 2011
Regular Session 1:00 pm

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.

Pledge of Allegiance

1. Roll Call

2. 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.

3. Consent Calendar

a. Board of Directors Minutes

i) Board of Directors minutes of January 12, 2011

ACTION REQUESTED: **Approve**

b. Receive and File

i) Monthly/Quarterly Reports – ACTION REQUESTED: **Information**

(1) List of Demands

Check 21830 thru 21914 for the period January 1 – 31, 2011 totaling: \$ 531,243.89

Payroll for the period January 1 – 31, 2011 \$ 412,399.17

TOTAL DISTRIBUTION \$ 943,643.06

- (2) Statement of Cash Assets – December 31, 2010
- (3) Activity Reports – January 2011
 - Fire Prevention
 - Operations
 - Training
- (4) Travel Report - Michel
- (5) District Articles –January 2011
- (6) Correspondence - letters/cards were received from the following members of the public:
 - None

4. Old Business

- a. Fairbanks Ranch Station Replacement – Construction Change Orders [Staff Report 11-02](#)
ACTION REQUESTED: **Ratify change orders previously approved by the Fire Chief**

5. New Business

- a. Sale of Surplus Equipment
To discuss and/or authorize the sale of surplus apparatus [Staff Report 11-03](#)
ACTION REQUESTED: **Authorize Fire Chief to execute a contract with TNT Auctions for sale of apparatus**
- b. Purchase of Self-Contained Breathing Apparatus
To discuss and/or authorize the purchase of self-contained breathing apparatus and related communication devices [Staff Report 11-04](#)
ACTION REQUESTED: **Approve**

6. Resolution/Ordinance

- a. Resolution No. 2011-01
To discuss and/or approve a resolution of commendation from the Board of Directors of the Rancho Santa Fe Fire Protection District for Philip E. Pieper
ACTION REQUESTED: **Adopt**

7. Oral Report

- a. Fire Chief – Michel
 - i) Fairbanks Ranch Replacement Fire Station – Update
 - ii) Cielo Administration Building – Update
 - iii) District Activities
- b. Operations – Chief Ward
- c. Training – Battalion Chief Davidson
- d. Fire Prevention - Fire Marshal Hunter
- e. Administrative Manager – Rannals
 - i) Conflict of Interest
- f. 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 54956.8
CONFERENCE WITH NEGOTIATORS FOR THE FOLLOWING REAL PROPERTY:
16936 ½ El Fuego, Rancho Santa Fe
Negotiating Parties: Board of Directors; Tony Michel, Fire Chief

- b. 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; Fire Marshal; Battalion Chief (3); Administrative Manager

Under Negotiation: A successor Memorandum of Understanding/Compensation Resolution

9. Adjournment

RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting – Agenda
Wednesday, February 9, 2011 1:00 pm PST

CERTIFICATION OF POSTING

I certify that on February 3, 2011 a copy of the foregoing agenda was posted near the regular meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on February 3, 2011

Karlana Rannals

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – January 12, 2011**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm

Pledge of Allegiance

Division Chief Darrin Ward led the assembly in the *Pledge of Allegiance*.

1. Special Presentations

a. Recognition

Chief Michel presented a *Certificate of Recognition* to Mike Scott, Urban Forester for his work on the *San Diego County Wide Multi-Jurisdictional Hazard Mitigation Plan* and the *Fire District – Multi-Hazard Mitigation Plan*.

b. Recognition

Chief Davidson recognized Captain Mark Richards for his work in training, for organizing and facilitating multi-company “rescue” drills.

c. Badge Presentation

Chief Michel welcomed all in attendance. He summarized the Districts promotional and probationary processes and the roles and responsibility that they will assume. Chief Michel congratulated the individuals on their selection and achievements. A Fire District badge was presented to the following members of the District:

- i) Nick Brandow – Engineer
- ii) Kyle Carranza, Firefighter/Paramedic
- iii) Grant Smith, Firefighter/Paramedic

President Ashcraft on behalf of the Board of Directors congratulated Engineer Brandow and Firefighter/Paramedic’s Carranza and Smith and wished them well in their new position.

2. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Cliff Hunter, Fire Marshal; Darrin Ward, Division Chief; Bret Davidson, Battalion Chief; Mike Gibbs, Battalion Chief; Chris Galindo, Administrative Captain, and Karlana Rannals, Board Clerk

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar as submitted.

- a. Board of Directors Minutes
MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Board of Directors minutes of December 8, 2010
- b. Receive and File
MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to receive and file:
 - i) Monthly/Quarterly Reports
 - (1) List of Demands

Check 21721 thru 21829 for the period December 1 – 31, 2010 totaling:	\$ 364,013.15
Payroll for the period December 1 – 31, 2010	<u>\$ 510,341.70</u>
TOTAL DISTRIBUTION	<u>\$ 874,354.85</u>
 - (2) Activity Reports – December 2010
 - Fire Prevention
 - Operations
 - Training
 - Fairbanks Ranch Station Replacement – Construction Change Orders
 - (3) District Articles – December 2010
 - (4) Correspondence
 - Rassieur
- c. Sale of Surplus Equipment
MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to authorize sale of equipment

5. Old Business

- a. None

6. New Business

- a. None

7. Oral Reports

- a. Fire Chief – Michel

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station
 - Update – Captain Galindo distributed an updated construction report. He informed the Board that the project is behind schedule (approximately 20 days) because of bad weather and the holidays.
- Cielo Administration Building - Update: Chief Michel provided an update on the progress of the tenant improvements. He stated that the project manager anticipated completion in mid February. He also distributed a rough estimate on the known and anticipated costs of the project.

- Labor Negotiation – Staff Assignments: He informed the Board that he assigned Chief Cox to the staff assignment for this committee.
- District Activities
 - The Burn Institute inquired about the District supporting a fund raising event at the fire station. He will work with the Executive Director on an appropriate date, targeting late April 2011.

b. Operations –Chief Ward

Chief Ward reported on the following topics:

- Call activity:
 - 232 calls last month
 - He summarized two significant call that occurred in the 4S Ranch area

c. Training – Battalion Chief Davidson

Chief Davidson summarized the monthly training activity, which included:

- Live fire training
- Hose lays
- EMS
- Low angle
- Active Shooter Table top – working with local law enforcement and school officials
- County Wildland Drill – obtained a \$10,000 grant from SDG&E to support the annual drill. The drill scheduled for May 2011 at Lake Hodges, will occur over a three-day period and train approximately 1,100 firefighters. Board members were encouraged to attend as an observer.
- District has two individuals in background to replace the vacancy resulting from Engineer Pieper’s retirement.
- Chief Michel informed the Board that Chief Davidson will represent the Fire District’s in San Diego County for UASI grant funding.

d. Fire Prevention – Fire Marshal Hunter

- Annual Report – Car Seat Installation: Public Relations Specialist Taber reviewed the 2010 annual report noting District personnel installed 255 car seats during the year.
- Review – Fire District Website: Public Relations Specialist Taber demonstrated the new website. She also showed a six-minute video entitled “The Silent Killer,” in which a portion of the video was filmed at the headquarters station.
- Fire Marshal Hunter reviewed the year-end construction statistics, which showed that new construction for 2010 exceeded years 2009 and 2008.
- The recruitment has started for the forestry intern the District hires each year.

e. Administration – Administrative Manager Rannals

- She reported that the District spent approximately \$8,500 on two special events.

f. *Board of Directors*

- North County Dispatch JPA – Update – Director Ashcraft: no report. The next meeting is scheduled for February 24
- County Service Area 17 – Update – Director Hickerson: no report. The next meeting is scheduled for February 1.
- Comments:
 - None

Ten-minute recess

8. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in closed session from 3:12 – 3:27 pm for discussions on the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.8

Conference with negotiators for the following real property:

16936 ½ El Fuego, Rancho Santa Fe

Negotiating Parties: Board of Directors; Tony Michel, Fire Chief

Under Negotiation: Price

NOTE: All members of the Board and staff personnel listed attended the Closed Session.

Upon reconvening, President Ashcraft reported that the Board received an update for the subject matter listed and that direction was provided to staff. The Board of Directors took no action.

9. Adjournment

Meeting adjourned at 3:28 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

Check #	Amount	Vendor	Purpose
21830	\$707.30	Accme Janitorial Service Inc	Building - Monthly Cleaning Service
21831	\$247.52	AT&T	Telephone
21832	\$573.13	AT&T Calnet 2	Telephone
21833	\$117.00	C.A.P.F.	Disability/Life Insurance
21834	\$2,807.00	Design Space Modular Buildings Inc	FBR #3 Replacement
21835	\$1,482.17	Direct Energy Business - Dallas	Elec/Gas/Propane
21836	\$11,835.43	Geocon Inc	FBR #3 Replacement
21837	\$3,239.79	Golden Telecom Inc	Admin Bldg (Cielo) - Phone System
21838	\$270.94	HSBC Business Solutions	Janitorial Supplies
21839	\$149.75	Hunter, Clifford F	On Line Services
21840	\$390.00	Lynx Technologies Inc	Mapping Services (ERM)
21842	\$1,645.58	Michel, Tony J	On Line Services/Medical Reimb
21844	\$29,484.50	North County Dispatch JPA	Dispatching
21845	\$917.58	Olivenhain Municipal Water District	Water
21846	\$112,788.34	PERS	PERS (Employer Paid)
21847	\$290.53	Staples Advantage	Office Supplies
21848	\$218.50	Terminix International	Building - Monthly Contract Service
21849	\$2,400.00	The Treekeeper Inc	Weed Abatement
21850	\$412.00	ThyssenKrupp Elevator Inc	Elevator Service
21851	\$69.88	U P S	Shipping Service
21852	\$12,555.61	U S Bank Corporate Payment System	Cal-Card./IMPAC program
21853	\$1,562.17	Verizon Wireless	Telephone - Cellular/MDT Broadband + ATN Line
21854	\$699.71	Waste Management Inc	Trash Disposal
21855	\$5,100.00	WinTech Computer Services	Consulting Services
21856	\$105.00	A to Z Plumbing Inc	Station Maintenance
21859	\$19,129.00	City of Encinitas - Fire	Management Serv. (Coop. Eff.)
21860	\$610.61	Compressed Air Specialties Inc	BA Compressor Maintenance
21861	\$2,379.02	County of SD/RCS	800 MHz Network Admin Fees
21862	\$215.76	Daniels Tire Service Inc	Vehicle Repair/Scheduled Maintenance/Tires
21863	\$968.91	Eagle Graphics Inc	Outside Printing & Binding
21864	\$895.45	Engineered Mechanical Services Inc	Station Maintenance
21865	\$123.98	Fire ETC Inc	Safety Clothing

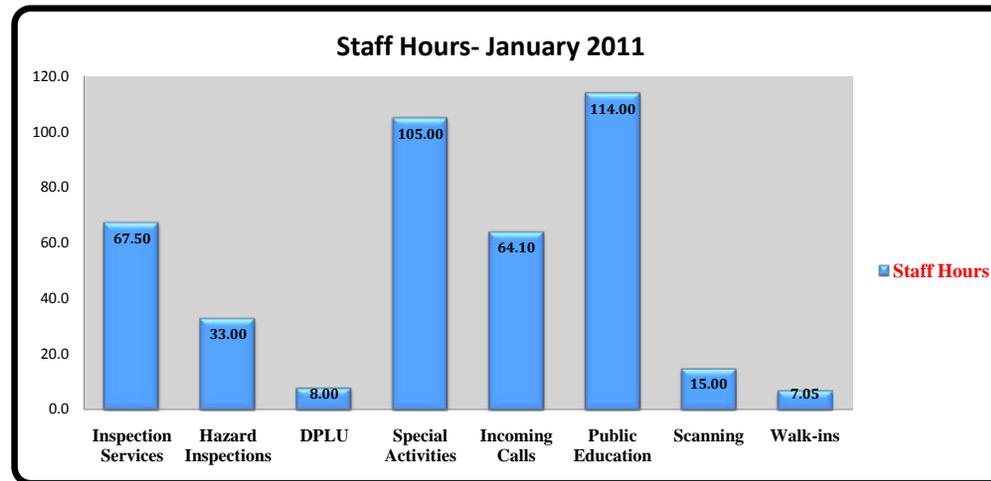
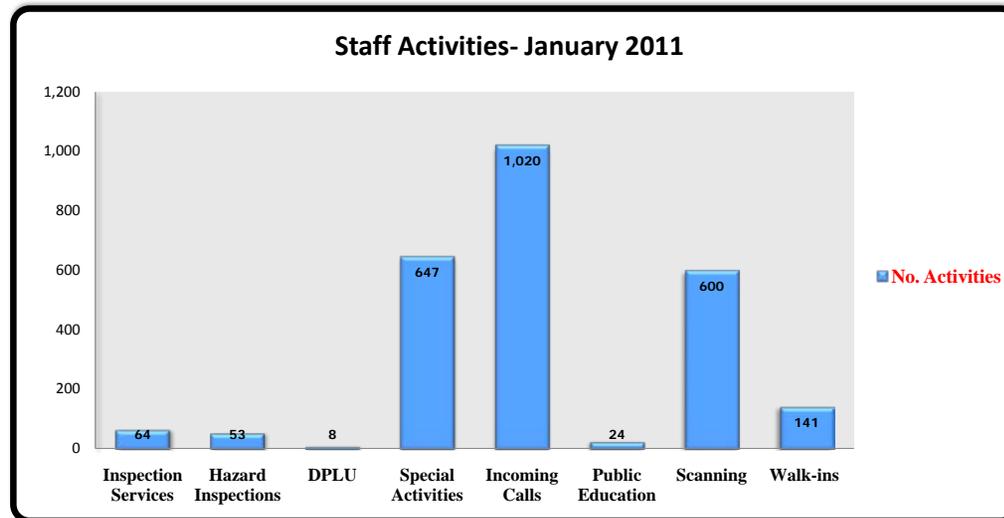
Check #	Amount	Vendor	Purpose
21866	\$2,981.22	Fitch Law Firm Inc	Legal Services
21867	\$6,869.71	Golden Telecom Inc	Admin Bldg (Cielo) - Phone System
21868	\$3,532.34	Jeff Katz Architecture	FBR #3 Replacement
21869	\$729.54	Konica Minolta Business Inc	Copier Maintenance Contract
21870	\$16,895.50	Ledcor Construction C/O CB&T Escrow	FBR #3 Replacement
21871	\$157,050.00	Ledcor Construction Inc	FBR #3 Replacement
21872	\$182.00	McQuead, David C	CSA-17 - Supplies Reimbursement
21873	\$56.94	Metro Fire & Safety Inc	Station Maintenance
21874	\$282.75	Motorola Inc.	Radio Equipment Minor
21875	\$3,000.00	North County Dispatch JPA	3 C's Project w/City of San Diego
21876	\$195.17	North County EVS Inc	Apparatus Repair
21877	\$2,667.60	PERS	PERS (Employer Paid)
21878	\$25.00	RSFPFA	Firefighters Assn.
21879	\$465.03	San Diego Gas & Electric	Elec/Gas/Propane
21880	\$700.00	Santa Fe Irrigation District	Vehicle Site Rental
21881	\$303.31	Staples Advantage	Office Supplies
21882	\$1,452.45	The SoCo Group Inc	Gasoline & Diesel Fuel
21883	\$6,880.00	The Treekeeper Inc	Weed Abatement
21884	\$22.00	U P S	Shipping Service
21885	\$42.00	AAA Live Scan	Background Investigation - Employment
21886	\$48.99	AT&T	Telephone
21887	\$912.69	AT&T Calnet 2	Telephone
21889	\$77.05	Complete Office of California Inc	Office Supplies
21890	\$1,328.38	Direct Energy Business - Dallas	Elec/Gas/Propane
21891	\$83.99	Directv	FBR #3 Replacement
21892	\$93.53	Fire ETC Inc	Uniform - Safety Personnel
21893	\$3,157.24	Guardian Life Insurance Co	Dental Insurance
21894	\$66,436.81	Health Net	Medical Insurance
21896	\$323.78	Home Depot, Inc	Station Maintenance
21897	\$1,800.00	James W Waldorf Inc	Consulting Services
21899	\$47.80	MyBackgroundcheck.com	Background Investigation - Employment
21900	\$250.00	New Earth Enterprises Inc	Landscaping Maintenance Service

Check #	Amount	Vendor	Purpose
21901	\$7,020.15	North County EVS Inc	Apparatus Repair/Scheduled Maintenance
21902	\$2,357.73	Physio-Control Inc.	Defibrillator Maintenance
21903	\$291.00	Pitney Bowes Inc	Equipment Rental
21904	\$75.00	RSFPFA	Firefighters Assn.
21905	\$3,542.27	San Diego Gas & Electric	Elec/Gas/Propane
21906	\$165.00	Schmid, Brian	CSA-17 - Supplies Reimbursement
21907	\$167.34	Scott, Mike	Prevention Meal/Lodging/Travel Exp/Conference Reimb.
21908	\$106.73	Staples Advantage	Office Supplies
21910	\$562.87	The Lincoln National Life Ins Co	Disability/Life Insurance
21911	\$6,104.53	The SoCo Group Inc	Gasoline & Diesel Fuel
21912	\$928.39	TSI Inc	Calibration/Maintenance
21913	\$59.80	U P S	Shipping Service
21914	\$12.01	Uniform Specialists Inc	Uniform - Safety Personnel
Various	\$16,566.09	Various	Medical Reimbursement
Sub-total	\$531,243.89		
	184130.02	Payroll 01/15/11	
	228269.15	Payroll 01/31/11	
Sub-total	\$412,399.17		
Total	\$943,643.06		

Rancho Santa Fe Fire Protection District

FY 11

	PERIODS				
	June 30, 2010	Jul 31, 2010	Sept 30, 2010	Dec 31, 2010	Dec 31, 2009
Assets					
Current Assets					
Cash	\$ 11,119,482	\$ 10,183,091	\$ 8,160,380	\$ 9,416,563	\$ 9,004,219
GF Accounts Receivable	\$ 248,330	\$ 289,126	\$ 200,155	\$ 71,953	\$ 182,651
ALS (Paramedic)	\$ 75,056	\$ 75,161	\$ 75,161	\$ 75,314	\$ 49,377
MDC Reserve	\$ 72,262	\$ 72,262	\$ 72,262	\$ 72,262	\$ 71,571
PASIS (Workers Compensation)	\$ 559,528	\$ 559,528	\$ 559,644	\$ 559,644	\$ 572,979
PREPAID (Cap Assets)	\$ 9,986	\$ -	\$ -	\$ -	\$ -
TOTAL ASSETS	<u>\$ 12,084,643</u>	<u>\$ 11,179,168</u>	<u>\$ 9,067,602</u>	<u>\$ 10,195,736</u>	<u>\$ 9,880,797</u>
Liabilities					
Current Liabilities					
Accounts Payable	\$ 102,119	\$ 14,291	\$ -	\$ 193,708	\$ 3,295
Accrued Expenses	\$ 219,568	\$ 219,568	\$ 300,601	\$ 211,049	\$ 212,167
Other Payables	\$ 41,184	\$ 75,161	\$ 75,161	\$ 75,161	\$ -
TOTAL LIABILITIES	<u>\$ 362,871</u>	<u>\$ 309,021</u>	<u>\$ 375,763</u>	<u>\$ 479,919</u>	<u>\$ 215,462</u>
Long Term Liabilities					
Contract Compensation	\$ 567,622	\$ 567,622	\$ 467,402	\$ 469,107	\$ 527,446
IBNR Liability (Workers Compensation)	\$ 123,805	\$ 123,805	\$ 123,805	\$ 123,805	\$ 111,199
Soil Contamination	\$ 6,106	\$ 6,106	\$ 6,106	\$ 6,106	\$ 6,106
TOTAL LONG TERM LIABILITIES	<u>\$ 697,533</u>	<u>\$ 697,533</u>	<u>\$ 597,313</u>	<u>\$ 599,017</u>	<u>\$ 644,751</u>
Fund Balance					
Restricted Reserves					
MDC Funds	\$ 147,423	\$ 72,262	\$ 72,262	\$ 72,262	\$ 113,610
PASIS (Workers Compensation)	\$ 435,723	\$ 435,723	\$ 435,723	\$ 435,723	\$ 436,779
General Fund Reserves					
CalPERS	\$ 500,000	\$ 500,000	\$ 500,000	\$ 1,700,000	\$ 500,000
Capital Replacement	\$ 4,048,918	\$ 4,048,918	\$ 4,048,918	\$ 4,568,379	\$ 4,048,918
Operating	\$ 4,250,000	\$ 3,477,273	\$ 1,931,818	\$ 3,305,556	\$ 2,704,545
Fund Balance Overage/(Deficit)	\$ 1,642,175	1,638,438	\$ 1,105,805	\$ (965,119)	\$ 1,216,731
TOTAL FUND BALANCE	<u>\$ 11,024,239</u>	<u>\$ 10,172,614</u>	<u>\$ 8,094,526</u>	<u>\$ 9,116,800</u>	<u>\$ 9,020,583</u>
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 12,084,643</u>	<u>\$ 11,179,168</u>	<u>\$ 9,067,602</u>	<u>\$ 10,195,736</u>	<u>\$ 9,880,796</u>
Restricted Cash					
Fire Mitigation	\$ 4,424,006	\$ 4,548,747	\$ 4,530,430	\$ 4,671,898	\$ 4,683,131
FMF Accounts Payable	\$ (18,317)	\$ (18,317)	\$ -	\$ -	\$ -
FMF Accounts Receivable	\$ 124,741	\$ -	\$ 141,468	\$ 100,220	\$ 120,526
FMF Deposit In Transit	\$ -	\$ 0	\$ -	\$ -	\$ -
TOTAL RESTRICTED CASH	<u>\$ 4,530,430</u>	<u>\$ 4,530,430</u>	<u>\$ 4,671,898</u>	<u>\$ 4,772,118</u>	<u>\$ 4,803,657</u>
Combined Fund Total	<u>\$ 16,615,073</u>	<u>\$ 15,709,598</u>	<u>\$ 13,739,499</u>	<u>\$ 14,967,854</u>	<u>\$ 14,684,453</u>

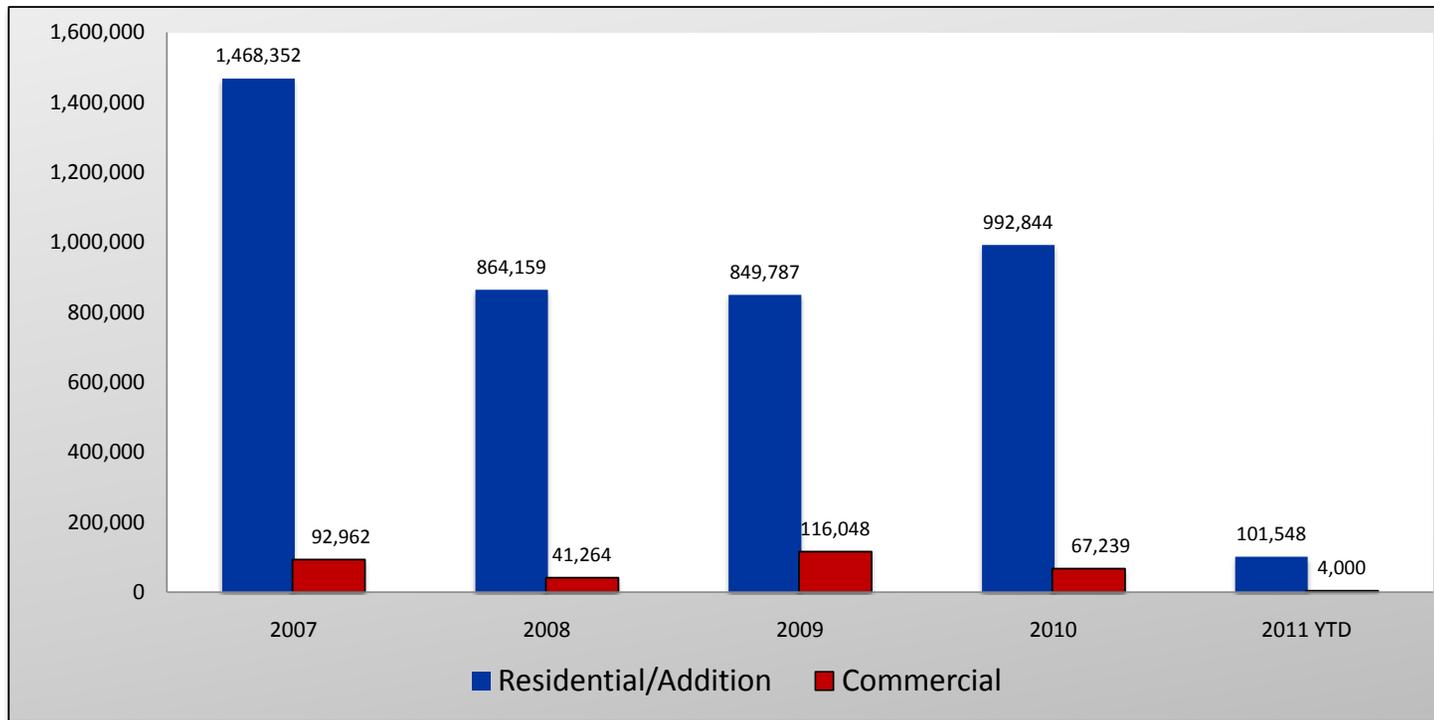


Comparison 2010/2011 Total Monthly Hours/Activities

2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<i>Activities</i>			2243	2303	2111	2042	3156	4747	2326	2105	1719	4434
<i>Hours</i>			683.8	536.8	596.0	519.7	671.5	612.4	489.5	647.7	527.5	524.7

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<i>Activities</i>	2557											
<i>Hours</i>	413.7											

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



Year	Res/Add	Comm	Total
2007	1,468,352	92,962	1,561,314
2008	864,159	41,264	905,423
2009	849,787	116,048	965,835
2010	992,844	67,239	1,060,083
2011 YTD	101,548	4,000	105,548

Comparison 2010/2011 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2010	64,770	128,133	30,284	126,570	120,627	40,310	132,067	84,314	202,035	33,455	23,407	74,111
2011	105,548											

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	11	42,150
	Fire Inspectors	15	56,378
	TOTAL	26	98,528
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	23,348	3,020
	TOTAL	23,348	3,020
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	12,000	4,000
	TOTAL	12,000	4,000
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	105,548
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Inspectors	1	17
	TOTAL	1	17
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Inspectors	1	1,390
	TOTAL	1	1,390
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Urban Forester	14	13.0
	TOTAL	14	13.0

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	3	3.0
Administrative Review	2	2.0
Approval Letters	3	3.0
TOTAL	8	8.0

INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	9	6.0
Hydros (Fire Sprinklers)	17	17.0
Finals (Structures)	12	15.5
Landscape	1	1.0
Reinspections	4	2.0
Tents/Canopy	4	4.0
Knox/Strobe	6	5.0
Fuels/Mod Zone	1	1.5
Code Enforcement	4	8.5
Misc.	6	7.0
TOTAL	64	67.5

HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	1	1.0
Weed Abatement Reinspection	41	14.5
2nd Notice	1	0.5
Final Notice	1	0.5
Forced Abatement	1	3.5
Postings	7	3.0
Annual Mailers	1	10.0
TOTAL	53	33.0

GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	6	6.0
TOTAL	6	6.0

ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
Emergency Response/Support	2	3.5
Training Classes	1	40.0
Meetings	43	33.0
Scanning	600	15.0
Other	1	13.5
TOTAL	647	105.0
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	1,020	64.1
Consultations	8	8.0
Plan Review	68	67.0
General Office	25	25.0
TOTAL	1,121	164.1

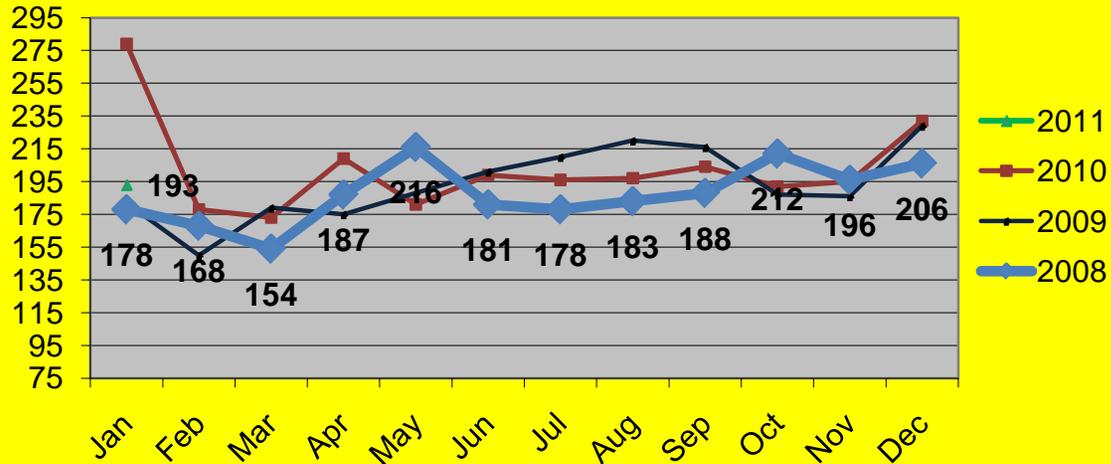
PUBLIC EDUCATION - PRC	Number	Staff Hours
<i>Website/Internet:</i>		
Update existing info & documents	0	3.0
Compile & write new information	0	16.0
Website Hits	1,944.0	
Social Media (Facebook, Twitter)	2,289.0	3.0
Design/Write Brochures , Flyers, etc.	0.0	0.0
Fire Wire (Quarterly)	0	28.0
<i>Media Relations:</i>		
On-Scene Public Information Officer	0.0	3.0
Press Releases	1.0	1.0
Other Articles/Stories/Interviews	0	0.0
Childrens Programs	0	0.0
Child Safety Seat Installations	23	25.0
<i>Events:</i>		
Prevention Related	0	34.0
Meeting Minutes	0	0.0
TOTAL	24	114.0

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff)	832.0	41.6
Walk in/Counter (All Administrative Staff)	141.0	7.1
Knox Application Request	4.0	0.3
UPS Outgoing Shipments	4.0	0.3
Plan Accepted/Routed	39.0	6.5
Formatting Policies	20.0	2.0
Special Projects: Convert Floppy Disks	1.0	10.0
Scanning Documents	200.0	10.0
Meetings: Admin Meeting/Prevention	10.0	8.0
Post Office	23.0	12.0
Deposits	10.0	4.0
Training Classes:		
TOTAL	1284.0	101.8

January 2011 Operations Report

Four Year Monthly Response Comparison

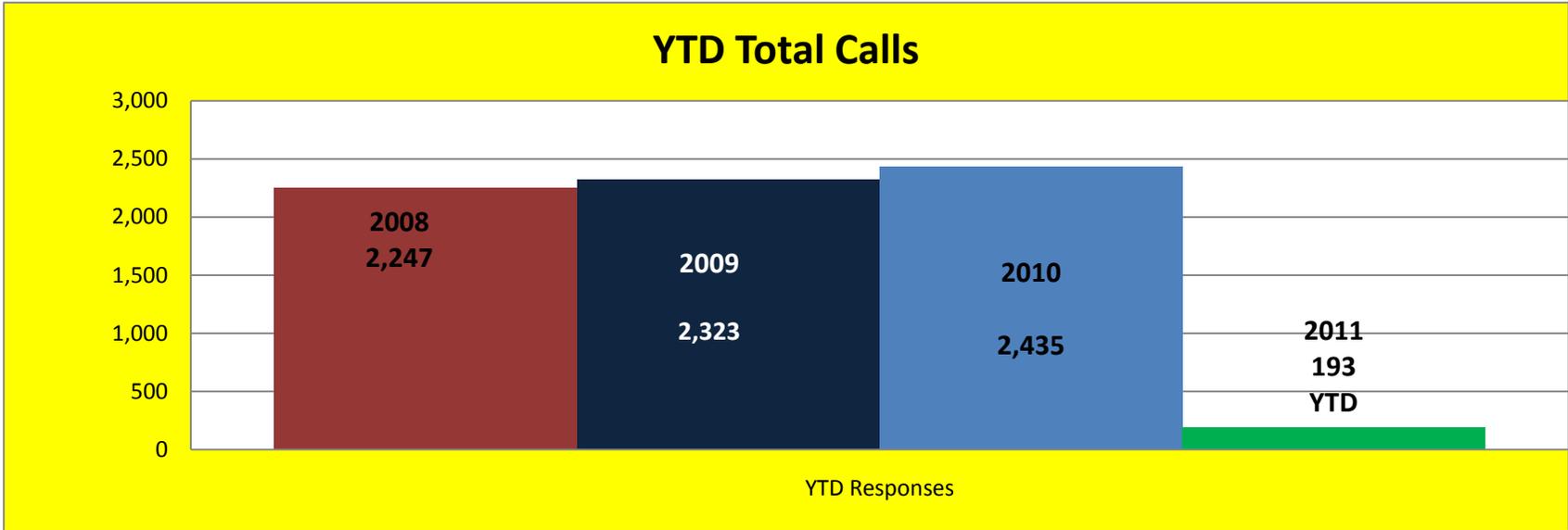


2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Responses
Responses	193												193
YTD	193												-31%

2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Responses
Responses	279	178	173	209	181	199	196	197	204	192	195	232	2,435
YTD	279	457	630	839	1,020	1,219	1,415	1,612	1,816	2,008	2,203	2,435	4.8% increase

2009	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	182	150	179	175	188	201	210	220	216	187	186	229	2,323
YTD	182	332	511	686	874	1,075	1,285	1,505	1,721	1,908	2,094	2,323	3.4% increase

2008	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	178	168	154	187	216	181	178	183	188	212	196	206	2,247
YTD	178	346	500	687	903	1,084	1,262	1,445	1,633	1,845	2,041	2,247	2.7% decrease



Incident Summary by Incident Type

Date Range: From 01/01/2011 To 01/31/2011

Incident Type(s) Selected: All

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time hh:mm:ss	Total Loss	Total Value
Fire	13	12	00:05:50	\$552,000.00	\$600,000.00
EMS/Rescue	90	87	00:05:26	\$0.00	\$0.00
Hazardous Condition	8	7	00:04:50	\$0.00	\$0.00
Service Call	22	6	00:03:48	\$0.00	\$0.00
Good Intent	41	9	00:05:17	\$0.00	\$0.00
False Call	19	19	00:06:00	\$0.00	\$0.00
Blank or Invalid	7	0		\$0.00	\$0.00
Totals	200	140		\$552,000.00	\$600,000.00

Note: The incident count used in averages does not include the following:

Not Completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No Arrival and Invalid Dates/Times.

January 2011

January 2011							February 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Dec 26	27	28	29	30	31	Jan 1, 11
12/26 - 31							
1/2 - 7	2	3	4	5	6	7	8
		8:30am 12:00pm Shift Meeting (RSF - Sta 4 Classroom) - Trainin 9:00am 12:00pm Pump Test (Station 2 test p				9:00am 12:00pm	
1/9 - 14	9	10	11	12	13	14	15
		8:00am 5:00pm Canceled: Final Shift Supervisor interview 9:00am 12:00pm Chest Pain (RSF 1 - Tele)		9:00am 12:00pm FCA (RSF 1 - Teleconference)	8:00am 9:00am Sprinkler Cert. (Stati 9:00am 12:00pm Hoselays (RSF 2) 9:00am 12:00pm Truck	8:00am 9:00am Sprinkler Cert. (Stati 8:30am 1:00pm Final S 9:00am 12:00pm Hosel 2:00pm 3:00pm B-Shift	
1/16 - 21	16	17	18	19	20	21	22
	9:00am 12:00pm Sandbox Training (RSF #2) - Michael J. Gibbs	8:00am 5:00pm Final Shift Supervisor interviews for NCDJP 9:00am 12:00pm Chest Pain (RSF 1 - Tele)		9:00am 12:00pm FCA (RSF 1 - Teleconference)	9:00am 12:00pm FCA (RSF 1 - Teleconference)	9:00am 12:00pm Hoselays (RSF 2)	
1/23 - 28	23	24	25	26	27	28	29
		8:30am 11:30am Department Review (Rancho Sta 2) - Training-Calendar	9:00am 11:00am Probationary Committee Meeting (RSF Station 1) - Nat	8:30am 11:30am Captains Meeting (RSF 4) - Tony Miche 1:30pm 3:30pm Live MUM Presentation (Hose Testing	9:00am 5:00pm Ladder Testing (RSF 2)	Hose Testing
1/30 - 2/4	30	31	Feb 1	2	3	4	5
	Hose Testing	9:00am 12:00pm Chest Pain (RSF 1 - Tele)					



New Chief Leadership Symposium

Tuesday, January 18, 2011 at 8:00 AM - Wednesday, January 19, 2011 at 5:00 PM (ET)

Phoenix, AZ

[Invite Friends »](#)
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[Tweet Event »](#)
[Link Event »](#)
[Email Event »](#)

Order Confirmation

ATTENDEE	QUANTITY	TICKET TYPE	PRICE
Tony Michel	1	IAFC Member Registration	\$400
Order #: 913278641-24115265		Charged to: Visa - XXXX-XXXXXX-6206	Total: \$400
<p>You will not receive paper tickets or order confirmation unless special arrangements have been made.</p> <p>If you have registered for a free or paid event, you will receive one confirmation email from Eventbrite on behalf of the organizer (IAFC).</p> <p>For more information, please contact the conference manager via email at mjackson@iafc.org</p> <p>Note: The charge on your credit card bill will be from EVENTBRITE.COM</p>			



Thank you for choosing United

E-Receipt and Itinerary

Issued: Wed, Jan 05, 2011 /CONXA

United

[> Print reservation](#)

Confirmation #: MQ1STD

Your e-ticket has been issued Thank you for choosing United Airlines Your electronic airline ticket is stored in our computer system. As with all airline tickets, your electronic ticket is not transferable.

Flight info

Carlsbad, CA (CLD) Phoenix, AZ (PHX)

Flight	Depart	Arrive	Cabin	Seats
United 6944 Operated by: United Express/skywest Airlines	CLD 03:14 PM Mon, Jan 17, 2011	LAX 03:53 PM Mon, Jan 17, 2011	Economy (S)	08C

Equipment: Embraer 120 | Duration: 39m | Non-stop | Fare code: SA7KN
 Traveled miles: 86 | Award miles:86 | No Meal Service
[Download to calendar](#)

>>> connecting to >>>

United 6528 Operated by: United Express/skywest Airlines	LAX 04:42 PM Mon, Jan 17, 2011	PHX 07:01 PM Mon, Jan 17, 2011	Economy (S)	06A
--	-----------------------------------	-----------------------------------	-------------	-----

Equipment: Bombardier CRJ-200 | Duration: 1h 19m | Non-stop | Fare code: SA7KN
 Traveled miles: 370 | Award miles:370 | No Meal Service
[Download to calendar](#)

Phoenix, AZ (PHX) Carlsbad, CA (CLD)

Flight	Depart	Arrive	Cabin	Seats
United 6526 Operated by: United Express/skywest Airlines	PHX 10:58 AM Thu, Jan 20, 2011	LAX 11:26 AM Thu, Jan 20, 2011	Economy (L)	03A Economy Plus

[▶ Explus](#)

Equipment: Bombardier CRJ-700 | Duration: 1h 28m | Non-stop | Fare code: LAG14KS
 Traveled miles: 370 | Award miles:370 | No Meal Service
[Download to calendar](#)

>>> connecting to >>>

United 6944 Operated by: United Express/skywest Airlines	LAX 02:09 PM Thu, Jan 20, 2011	CLD 02:50 PM Thu, Jan 20, 2011	Economy (L)	07C
--	-----------------------------------	-----------------------------------	-------------	-----

Equipment: Embraer 120 | Duration: 41m | Non-stop | Fare code: LAG14KS
 Traveled miles: 86 | Award miles:86 | No Meal Service
[Download to calendar](#)

Check-in information

Please note that valid, government-issued photo identification must be presented at check-in.

Fare summary**Price breakdown**

Name	Frequent flyer	Ticket	Fare(s)	Additional taxes and fees	Fare subtotal (s)
TONY MICHEL		0162118385979	160.00 USD	42.80 USD	202.80 USD

Please review the [fare rules](#) for this itinerary.**Fare total: 202.80 USD****Penalty**

CXL BY FLT TIME OR NOVALUENONREF/CHGFEEPLUSFAREDIF/

Travel Options

Each Travel Options product will be charged separately.

Product	Credit card:	Receipt	Price
Economy Plus®	Visa xxxxxxxxxxxx6206	0164064428186	19.00 USD

Travel Options total: 19.00 USD**Total price for itinerary****Grand total: 221.80 USD****Billing / Delivery information**

TONY J MICHEL
P O BOX 410
RANCHO SANTA FE CA 92067
USA

[View baggage policies](#) **Updated**[Contact United customer relations](#) to provide comments or file a complaint about United's scheduled flight service.

Sheraton Phoenix Downtown Hotel
 340 North 3rd Street
 Phoenix, AZ 85004
 (602) 262-2500 / (602) 262-2501
 http://www.starwood.com/



Michel, Tony	Page Number	1	Invoice Nbr	1000075256
Po Box 410	Conf. Number	269796	Arrival Date	01-17-2011
Rancho Santa Fe, CA 92067	Folio ID	A	Depart Date	01-20-2011
	Guests	1		
	Room Number	1513		
	SPG Account	SPG - A42410435300		
	Time	01-20-2011 08:14		

Invoice

Date	Reference	Description	Charges	Credits
01-17-2011	RT1513	Room Charge	\$165.00	
01-17-2011	RT1513	County Tax	\$13.65	
01-17-2011	RT1513	City/Local Tax	\$8.25	
01-18-2011	RT1513	Room Charge	\$165.00	
01-18-2011	RT1513	County Tax	\$13.65	
01-18-2011	RT1513	City/Local Tax	\$8.25	
01-19-2011	RT1513	Room Charge	\$165.00	
01-19-2011	RT1513	County Tax	\$13.65	
01-19-2011	RT1513	City/Local Tax	\$8.25	
01-20-2011	VI	Visa		\$-560.70
		** Total	\$560.70	\$-560.70
		** Balance	\$-0.00	

Your SPG Account A42410435300 earned at least 990 Starpoints. Get 10,000 more with the SPG Credit Card. spg.com/axpcard

Continued on the next page

Palomar Airport

Pay Station Number: 7
Entered: 01/17/2011 14:19
Exited: 01/20/2011 14:53
Ticket Number: 17603
Transaction Number: 12898
Rate: B
Parking Fee: \$15.00
Total Tax: \$0.00

Total Fee: \$15.00
Fee Paid: \$15.00
Visa
XXXXXXXXXXXXXXXXXXXX6206
Approval Number: 024265

Thank you for your visit
Please come again!

HMSHOST
LABREA BAKERY T7
LOS ANGELES INT'L AIRPORT

7413 TONIA

CHK 1798 JAN20'11 12:37PM

1 HAM & GRYR GRILL 8.99
1 KETTLE CHIPS 2.25
1 SODA FTN 22 2.79
SUBTOTAL 14.03
TAX 1.37
AMOUNT 15.40
XXXXXXXXXXXXXXXXXXXX6
VISA A0 15.40

GOT 5 STAR SERVICE?
Contact LAXGM@HMSHOST.COM
or Call 310.642.9542

Your order number is: 1798

DNC TRAVEL HOSPITALITY SERVICES
Phoenix Sky Harbor Int'l Airport
*** Ocotillo Sun ***

3053 Priscilla

42/1 3498 GST 1
JAN20'11 8:31AM

*** SEAT # 1 ***
1 SW SCRAMBLE 6.69
ORANGE JUICE 2.50
Total Tax 0.85 Total Du 11.04
** ALL SEATS **

Subtotal 9.19
Total Tax 0.85
8:43 Total Due \$10.04

BANKCARD SALES SLIP 2 PT.
6684G
FORM SD-59082

4246 0441 0127 6206

06/13

TONY J MICHEL
KAWAHOE WAHA FL FPD

EXPIRATION
 DATE
 CHECKED

QTY	CLASS	DESCRIPTION	PRICE	AMOUNT
				16.00
DATE 1-17-11		AUTHORIZATION	SUB TOTAL	
REFERENCE NO.			SERVER	TAX
ID-FOLIO / CHECK NO. / LIC. NO. STATE		REG/DEPT	CLERK	TIP
				MISC
4237808				TOTAL

SIGN HERE

X *[Signature]*

The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.

RETAIN THIS COPY FOR YOUR RECORDS

SALES SLIP

4246 0441 0127 6206
DO NOT WRITE ABOVE THIS LINE

06/13

TONY J MICHEL
KAWAHOE WAHA FL FPD

EXPIRATION
 DATE
 CHECKED

DATE	TIME
CAB NO.	I.D. NO.
AUTHORIZATION NO.	

821083



FARE	12.95
TIP	2.00
TOTAL	14.95

SIGN HERE

X *[Signature]*

The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I agree to pay such TOTAL (together with any other charges due thereon) subject to and in accordance with the Agreement governing the use of such card.

TAXICAB SERVICES
CUSTOMER COPY

STAFF REPORT

NO. 11-02

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: CHRIS GALINDO, ADMINISTRATIVE CAPTAIN

SUBJECT: APPROVED CHANGE ORDERS – FAIRBANKS RANCH FIRE
STATION PROJECT

DATE: FEBRUARY 4, 2011



RECOMMENDATION

Ratify the change orders previously approved by the Fire Chief.

BACKGROUND

On September 22, 2011, the Board of Directors gave authorization to the Fire Chief to approve all time sensitive change orders for the Fairbanks Ranch Fire Station Project that is less than \$20,000.00. This authorization provided the Fire Chief the flexibility to deal with the “immediate needs” of the project and to move the construction with minimal delays rather than waiting for board action at the appropriate board meeting. This authorization also requires that these approved change orders be included on the agenda prior to a regularly scheduled board meeting.

In previous board meeting discussions, staff alerted the board that the contractor would be soon be forwarding required change order requests. These change orders were critical path items that warranted immediate approval and were completed to avoid further delays in the project’s construction schedule.

The project’s architect, Jeff Katz, reviewed and recommended approval of these four change requests on January 18, 2011.

CURRENT SITUATION

On February 1, 2011, Ledcor Construction submitted the following anticipated change requests that cover costs associated with additional work considered to be “time sensitive” and would result in a delay of the project:

Change Request 920004 (Attachment 1) – The fabrication and installation of two (2) Louvers at the Fairbanks fuel storage enclosure. Fire Marshal Cliff Hunter requested the contractor install two louvered vents to the building to help reduce the accumulation of combustible vapors in the fuel storage enclosure. The cost of this added change to the contract amount is \$2,534.00.

Change Request 920010 (Attachment 2) – This is due to the added cost for increasing the surface area of the shored retaining wall. The original surveying of the hillside slope contours and elevations were not verified until after the contract was awarded to Ledcor. Subsequent field surveying of the site showed that the original surveying calculations were incorrect. As a result, the scope of the work for the shoring wall was increased by 186 square feet, which therefore added time and materials costs to the contract. The amount is \$19,636.82.

Change Request 920014 (Attachment 3) – Removal and disposal of abandoned corrugated pipe at the west driveway. During the soil remediation phase of the grading project, a 16” corrugated pipe was uncovered beneath the public right-of-way and west driveway. The District’s soil engineer (Ali Sadr, Geocon) directed Ledcor to have their subcontractor excavate and remove a portion of the pipe so that installation of the stone columns in that area could proceed on schedule. The cost of this added change to contract amount is \$3,153.36.

Change Request 920018 (Attachment 4) – Repair to the main sewer line at the request of Rancho Santa Fe Community Services District (“RSFCSD”). After the new sewer line was installed and tested, RSFCSD returned to conduct a video inspection of their existing main to assess the integrity of their line and connections following the grading and shoring wall installation. The inspection uncovered groundwater filtration from the original fire station lateral connection. RSFCSD requested that this section be removed and replaced which added additional time and material costs to the contract. The amount is \$4,488.16.

COR 4



QUOTATION FOR CHANGE ORDER

Ledcor Construction Inc.
6405 Mira Mesa Boulevard, Suite 100
San Diego, California
92121, United States

Fairbanks Ranch Fire Protection District
16936 El Fuego
Rancho Santa Fe, California
U.S.A.

Page:	1 of 2
Project:	Fairbanks Ranch Fire Station
Project #:	1034061
Change Req.:	920004
Requote #:	
Issue Date:	

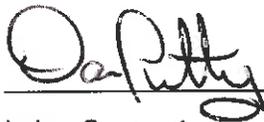
Description of Change Request:
Add'l Scope per ASI #

Price Method:	Lump Sum
CCO#:	N/A
SI#:	N/A
RFI#:	N/A

We are pleased to submit our quotation to make the above referenced Contract Changes. If approved, please issue a formal change order accordingly.

Change in Contract Amount:	ADD	\$2,534.00	USD
----------------------------	------------	-------------------	-----

This Quotation for Change covers only the costs directly associated with the proposed change in the work described above. At this time we do not see the contract being delayed. We reserve the right to assess the accumulative effect of this and other change orders on productivity, costs, and time at a later date, and to submit these costs and time extensions as they become known. This Quotation will be subject to review after 30 days from the Issue Date.



Ledcor Construction Inc.
Per: David R. Petty

11-22-10

Date

Quotation For Change Order Approved By:

Sign: _____
Fairbanks Ranch Fire Protection District

Print: _____

Date: _____

*COSTS FOR ADDED LOUVER @ ROOF
STAINLESS PER FIRE MITIGATION.*



QUOTATION FOR CHANGE ORDER

Ledcor Construction Inc.
6405 Mira Mesa Boulevard, Suite 100
San Diego, California
92121, United States

*CSI 10
Ref ASI 6*

Fairbanks Ranch Fire Protection District
16936 El Fuego
Rancho Santa Fe, California
U.S.A.

Page:	1 of 2
Project:	Fairbanks Ranch Fire Station
Project #:	1034061
Change Req.:	920010
Request #:	
Issue Date:	

Description of Change Request:

Revisions per ASI #6

Price Method:	Lump Sum
CCO#:	N/A
SI#:	N/A
RF#:	N/A

We are pleased to submit our quotation to make the above referenced Contract Changes. If approved, please issue a formal change order accordingly.

Change in Contract Amount:	ADD	\$19,636.82	USD
----------------------------	------------	--------------------	------------

Additional Information:

146 sf of additional wall plus 60 sf fill in between wall "A" and wall "B".

This Quotation for Change covers only the costs directly associated with the proposed change in the work described above. At this time we do not see the contract being delayed. We reserve the right to assess the accumulative effect of this and other change orders on productivity, costs, and time at a later date, and to submit these costs and time extensions as they become known. This Quotation will be subject to review after 30 days from the Issue Date.



 Ledcor Construction Inc.
 Per: David R. Petty

12-3-10

 Date

Quotation For Change Order Approved By:

Sign: _____
 Fairbanks Ranch Fire Protection District

Print: _____ Date: _____

*COSTS FOR INCREASED HEIGHT OF PIPE WALL.
 → DOES NOT INCLUDE APPROX. FENCING IF REQUIRED.*

COR 14



QUOTATION FOR CHANGE ORDER

Ledcor Construction Inc.
6405 Mira Mesa Boulevard, Suite 100
San Diego, California
92121, United States

Fairbanks Ranch Fire Protection District
16936 El Fuego
Rancho Santa Fe, California
U.S.A.

Page:	1 of 2
Project:	Fairbanks Ranch Fire Station
Project #:	1034061
Change Req.:	920014
Requote #:	
Issue Date:	

Description of Change Request:

Remove Corrugated Pipe

Price Method:	Lump Sum
CCO#:	N/A
S#:	N/A
RFI#:	N/A

We are pleased to submit our quotation to make the above referenced Contract Changes. If approved, please issue a formal change order accordingly.

Change in Contract Amount:	ADD	\$3,153.36	USD
----------------------------	------------	-------------------	------------

This Quotation for Change covers only the costs directly associated with the proposed change in the work described above. At this time we do not see the contract being delayed. We reserve the right to assess the accumulative effect of this and other change orders on productivity, costs, and time at a later date, and to submit these costs and time extensions as they become known. This Quotation will be subject to review after 30 days from the Issue Date.


Ledcor Construction Inc.
Per: David R. Petty

1-18-11
Date

Quotation For Change Order Approved By:

Sign: _____
Fairbanks Ranch Fire Protection District

Print: _____

Date: _____

COSTS: REMOVAL & DISPOSAL OF ABANDONED PIPE @ NORTH DRIVEWAY PER SOILS DIRECTION.

CO12 18



QUOTATION FOR CHANGE ORDER

Ledcor Construction Inc.
6405 Mira Mesa Boulevard, Suite 100
San Diego, California
92121, United States

Fairbanks Ranch Fire Protection District
16936 El Fuego
Rancho Santa Fe, California
U.S.A.

Page:	1 of 2
Project:	Fairbanks Ranch Fire Station
Project #:	1034061
Change Req.:	920018
Requote #:	
Issue Date:	

Description of Change Request:
Repair Existing Sewer Main

Price Method:	Lump Sum
CCO#:	N/A
SI#:	N/A
RFI#:	N/A

We are pleased to submit our quotation to make the above referenced Contract Changes. If approved, please issue a formal change order accordingly.

Change in Contract Amount:	ADD	\$4,488.16	USD
----------------------------	------------	-------------------	------------

This Quotation for Change covers only the costs directly associated with the proposed change in the work described above. At this time we do not see the contract being delayed. We reserve the right to assess the accumulative effect of this and other change orders on productivity, costs, and time at a later date, and to submit these costs and time extensions as they become known. This Quotation will be subject to review after 30 days from the Issue Date.



Ledcor Construction Inc.
Per: David R. Petty

1-18-11

Date

Quotation For Change Order Approved By:

Sign: _____
Fairbanks Ranch Fire Protection District

Print: _____

Date: _____

COSTS FOR SEWER REPAIR PER ATTACHED @ DIRECTION OF R.S.F COMMUNITY SURS.

STAFF REPORT

NO. 11-03

TO: BOARD OF DIRECTORS
FROM: TONY J MICHEL, FIRE CHIEF
SUBJECT: SALE OF SURPLUS EQUIPMENT
DATE: FEBRUARY 3, 2011



RECOMMENDATION

Staff recommends that the Fire Chief be authorized to execute the agreement with Fire Trucks Plus Inc., for a consignment sale of VIN: 1HTSEAAN6TH243654 (1996 International – Brush Engine).

BACKGROUND

The capital replacement plan identifies the replacement purchase of a new Type III brush unit in FY11. With the addition of Cal-EMA OES 336 in 2009, a State provided and maintained resource, staff was requested to determine if the purchase of a replacement Type III resource was necessary.

With input from the appropriate district personnel, staff concluded that with the addition of OES 336, a third Type III resource would not significantly benefit the District's response capabilities. Statistics demonstrate that this brush unit responded to only four (4) "in-district" responses within the last two years, one of which was a fire, which could be handled by a Type I engine.

CURRENT SITUATION

Upon concluding that a replacement brush unit would not improve the District's response, the funding was eliminated from the Fleet Replacement Schedule included with the FY11 budget. Since the brush unit has been reclassified to a reserve status, and is now currently out of service and stored at RSF 2, it is considered surplus equipment.

A request for proposal (RFP) was distributed in January to potential vendors, with one reply from Fire Trucks Plus. This is the same vendor used to sell then last surplus fire engine. Through the RFP, it was determined that the unit can be listed for \$55,000, in which if it sells at the listed price, the District would net \$45,000 in the sale. Should a negotiated sale of the brush unit be less than \$55,000, the vendor commission is 20%.

The consignment agreement for the sale of surplus apparatus is currently being reviewed by the District's legal counsel.

REQUEST FOR MOTION TO AMEND AGENDA TO INCLUDE:

Pursuant to Government Code Section 54954.2 (b) (2) there is a need to take immediate action by the governing body subsequent to the agenda being posted.

(Four votes in favor of this motion to amend is required)

(Three votes in favor of this motion to amend, if only four members present)

NEW AGENDA ITEM: New Business 5(b)

Purchase of Self-Contained Breathing Apparatus

To discuss and/or authorize the purchase of self-contained breathing apparatus and related communication devices. [Staff Report 11-04](#)

ACTION REQUESTED: Approve

STAFF REPORT

NO. 11-04

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: AWARD OF CONTRACT FOR THE PURCHASE OF
SELF-CONTAINED BREATHING APPARATUS (SCBA)
DATE: FEBRUARY 9, 2011



RECOMMENDATION

Staff recommends the board authorize a purchase contract with AllStar Fire Equipment for \$199,305.00 to purchase 42 sets of Self-Contained Breathing Apparatus packs (with mask and spare cylinder) and 42 spare cylinders; and the balance of \$40,489.00 from the authorized grant will be used toward the related communication devices listed as an option from the selected vendor

BACKGROUND

In May 2010, the "Assistance to Firefighters Grant" ("AFG") was awarded to the District in the amount of \$239,794.00 to be used exclusively for the purchase of Self-Contained Breathing Apparatus (SCBA) and related devices. The requirements of the grant specify that local government provide ten percent (10%) matching funds based on the total amount of the grant. The final amount awarded to the Fire District, minus the 10% matching funds, is \$215,814.00. The District's 10% matching funds is \$23,980.00. Pursuant to the federal grant requirements, the purchase contract must include all optional equipment necessary for the SCBA's although the option prices has yet to be negotiated.

On Monday, January 3 2011, a Request for Proposal ("RFP") was advertised in the San Diego Daily Transcript seeking qualified bidders to submit proposals for the replacement of 42 SCBA packs (with mask and cylinder) and 42 spare cylinders (30 minute, 4500 PSI). The RFP was also posted on the District's website as well as the "public notice" boards at all Fire District facilities. The RFP defined the terms and conditions of the purchase contract, the equipment specifications, and the required bidding documentation. A complete copy of the RFP is available upon request.

CURRENT SITUATION

Three bidders responded to the RFP and submitted bid packages to the District's Administrative offices by the prescribed time, and all were deemed qualified. The bids were opened on February 3, 2011 and reviewed by members of the SCBA Purchasing Committee that included Battalion Chief Jim Sturtevant, Captain Dale Mosby, Captain Dave McQuead and Engineer Joe Moscato. The selection process, as stated in the RFP notice, was based on the bidders understanding of the scope of the request, the equipment specification, and the minimum requirements for Self-Contained Breathing Apparatus.

The RFP also stipulated that the District would receive trade-in consideration of all existing SCBA inventory and related components. The trade-in either would provide the District a credit towards future purchases from the selected bidder or applied toward the purchase amount.

Listed are the companies and bids that were received:

Bidder	Bid Amount	Trade-In Value	Net Bid Amount
L.N. Curtis and Sons	\$209,696.00	\$5000.00	\$204,696.00
Diamondback Fire and Rescue	\$211,322.00	\$10,840.00	\$200,482.00
AllStar Fire Equipment, Inc.	\$201,805.00	\$2,500.00	\$199,305.00

After reviewing the submitted bid packages, staff considered the following criteria in determining and selecting the lowest, responsive bidder:

- The quality, safety and suitability of the proposed equipment
- Total lifecycle cost of the equipment: service and maintenance, i.e., battery’s computer software
- Delivery, discount terms and all other conditions submitted in the bid
- Bidders ability to provide cost effective quality and timely support for technical education, repairs, and any possible future equipment upgrades following the award of the contract
- Competency and responsibility of the bidders

Staff has reviewed AllStar’s bid proposal, believes that it is complete, responsive and complies with all bidding requirements. Staff has concluded that AllStar Fire Equipment, Inc. has submitted the lowest, most responsive bid in the amount of \$199,305.00, not including the optional communication devices. When comparing AllStar’s “net bid amount” to the total AFG grant (\$215,814.00), and the District’s matching funds, the balance of the AFG grant will be used to purchase the related communication devices.

RESOLUTION No. 2011-01

A Resolution of Commendation from the Board of Directors
of the Rancho Santa Fe Fire Protection District for

Philip E. Pieper

WHEREAS, Philip Pieper has been an invaluable member with the Rancho Santa Fe Fire Protection District; and retired from his position as Engineer after approximately 29 years of dedicated service; and

WHEREAS, since February 1, 1983 until December 29, 2010, Engineer Pieper has served the community with distinction, loyalty and dedication at the ranks of Firefighter and Engineer; and

WHEREAS, during his career with the Rancho Santa Fe Fire Protection District he served in many important roles:

Risking his life in the efforts of saving the lives and property of others on a day-to-day basis, and participated in many major emergency incidents including the Paint Fire (1990) Harmony Grove Fire (1996); Viejas Fire (2001) and three of California's largest wildfires Paradise/Cedar Fire (2003); Zaca Fire (2007), and the Witch Creek Fire (2007); and

WHEREAS, Engineer Pieper has served on the apparatus committee and was instrumental in the design, development and inspection of apparatus. In addition, Engineer Pieper outfitted and fabricated various equipment for six Type I Apparatus; three Type III apparatus, and one water tender; and

WHEREAS, Engineer Pieper has contributed countless hours in the development of tools and specialized equipment. His creative thinking, resourcefulness, design and manufacturing skills led to many innovations such as the "Pieper Bar," and the "Pieper Subcompact Portable Hose Roller" that will serve our community for many years to come; and

WHEREAS, Engineer Pieper has served as the District's fire hose repair technician for over 20 years; and

WHEREAS, Engineer Pieper has displayed a passion for his profession, and had the unique ability to get people uncontrollably laughing with his storytelling skill.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District do hereby convey their deep appreciation, admiration and gratitude to Engineer Pieper, and commend him for his superior record of dedicated fire service and protection rendered to the residents of the Rancho Santa Fe Fire Protection District; and

BE IT FURTHER RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby wish Engineer Pieper a well deserved, most satisfying and rewarding retirement.

Presented from the Rancho Santa Fe Fire Protection District Board of Directors this **9th** day of **February 2011**.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on February 9, 2011 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary