



**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

March 8, 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.

Pledge of Allegiance

1. Roll Call
2. Motion waiving reading in full of all Resolutions/Ordinances
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
    - Board of Directors minutes of February 8, 2017  
ACTION REQUESTED: **Approve**
  - b. Receive and File
    - Monthly/Quarterly Reports
      - (1) List of Demands Check 28388 thru 28500, Electronic File Transfers (EFT), and Wire Transfer(s) for the period February 1 – 28, 2017 totaling: \$ 377,778.02  
Payroll for the period February 1 – 28, 2017 \$ 592,608.55  
Wire Transfer(s) period February 1 – 28, 2017 \$ 0.00  
TOTAL DISTRIBUTION \$ 970,386.57

(2) Activity Reports – February 2017

- (a) Operations
- (b) Training
- (c) Fire Prevention
- (d) Correspondence - letters/cards were received from the following members of the public:
  - (i) None

ACTION REQUESTED: [Information](#)

5. Resolution/Ordinance

a. [Resolution No. 2017-05](#)

To adopt Resolution No. 2017-05 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel

ACTION REQUESTED: [Adopt](#)

b. [Resolution No. 2017-06](#)

To discuss and/or adopt Resolution No. 2017-06 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 [Staff Report 17-07](#)

ACTION REQUESTED: [Adopt](#)

6. Old Business

- a. None

7. New Business

a. [Budget Authorization](#)

To discuss and/or approve the asphalt paving project for RSF5. [Staff Report 17-08](#)

ACTION REQUESTED: [Approve](#)

b. [Acceptance of a Donation](#)

Acceptance of cash donation.

ACTION REQUESTED: [Accept](#)

8. Oral Report

a. [Fire Chief – Michel](#)

- CSDA Leadership
- “Every 15 Minutes” Event at Del Norte High School

b. [Operations – Deputy Chief](#)

c. [Volunteer – Division Chief](#)

d. [Training – Battalion Chief](#)

e. [Fire Prevention – Fire Marshal](#)

f. [Administrative Manager](#)

- Employee Recognition Dinner – April 22, 2017

g. [Board of Directors](#)

- North County Dispatch JPA – Update
- County Service Area – 17 – Update
- Comments

9. Adjournment

The next regular meeting Board of Directors meeting to be April 12, 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, March 8, 2017 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on February 27, 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 February 27, 2017

---

Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – February 8, 2017**

*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.*

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:06 pm.

*Pledge of Allegiance*

Karlena Rannals led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner (*arrived at 1:14 pm*)

Directors Absent: Stine

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Jim Sturtevant, Battalion Chief; Dave McQuead, Battalion Chief; Mike Lowry, Interim Fire Marshal; and Karlena Rannals, Board Clerk

Ms. Rannals informed the board members in attendance that although the Agenda informed the public that Director Stine would participate via teleconference; he notified her that he was unable to conference in.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

3. Public Comment

No one requested to speak to the board.

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

i) Board of Directors minutes of January 11, 2017

b. *Receive and File*

i) *Monthly/Quarterly Reports*

(1) List of Demands Check 28297 thru 28387, Wire Transfer(s), and Electronic File Transfers (EFT) for the period

January 1 – 31, 2017 totaling: \$ 393,440.35

Payroll for the period January 1 – 31, 2017 \$ 567,291.26

Wire Transfer(s) January 1 – 31, 2017 \$ 110,123.00

TOTAL DISTRIBUTION \$1,070,854.58

(2) Budget Review – July 1 – December 31, 2016

(3) Cash Statement

- (4) Investment Review
- (5) Activity Reports – January 2017
  - a. Operations
  - b. Training
  - c. Fire Prevention
  - d. Correspondence – letters/cards were received from the following members of the public:
    - None

5. Resolution/Ordinance

*a. Resolution No. 2017-01*

Chief Michel informed the Board that the resolution presented is requested for adoption to confirm the recently negotiated Memorandum of Understanding with the termination date of December 31, 2019.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2017-01 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349 on a roll call vote:

AYES: Ashcraft, Hillgren, Malin

NOES: None

ABSTAIN:

ABSENT: Stine, Tanner

Chief Michel informed the Board that the resolution presented is requested for adoption to confirm the recently negotiated Memorandum of Understanding with the termination date of December 31, 2013.

*b. Resolution No. 2017-02*

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2017-02 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Employees Association on a roll call vote:

AYES: Ashcraft, Hillgren, Malin

NOES: None

ABSTAIN:

ABSENT: Stine, Tanner

*c. Resolution No. 2017-03*

Chief Michel reported that this resolution adopting a pay schedule is necessary because of the revised compensation schedule from the recently negotiated MOU's, which will be posted to the District's website per CalPERS regulations.

MOTION BY DIRECTOR MALIN BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2017-03 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 on a roll call vote:

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

*d. Resolution No. 2017-04*

Chief Michel informed the Board that the District must update its resolution annually to participate in the Fire Mitigation Fee Fund program administered by the County of San Diego.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2017-04 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program on the following roll call vote:

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

6. Old Business

a. None

7. New Business

*a. Lease Agreements*

Deputy Chief Cox summarized the staff report provided. He reported that North County Dispatch Joint Powers Authority has requested to renew their current lease, and requested to lease an additional 520 square feet on a month-to-month basis. The District's legal counsel reviewed the Leases included with the agenda material.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the following lease(s) and authorized the Fire Chief to execute the documents:

- i) Amendment No. 1 to Lease Agreement – Effective January 1, 2017 (925 sq. ft.) – the rent is \$2,090.50 per month, for a one year term, with three one year renewal options
- ii) Lease Agreement – Effective January 1, 2017 (520 sq. ft.) - The rent is \$1,175.20 per month, on a month-to-month term.

*b. Sale of Surplus Property*

Deputy Chief Cox summarized the staff report provided. This vehicle was a part of the inventory received from the reorganization with Elfin Forest/Harmony Grove Volunteer Fire Department. This vehicle is surplus equipment and the District received an offer from a fire equipment vendor, Fire Etc., to accept this vehicle in

exchange for \$1,000.00 in-store credit. This is more money than we would receive going to a County auction, since there will not be any fee deducted from the sale price.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize that the surplus vehicle, a 2000 command vehicle, be sold to Fire Etc. for \$1,000 store credit.

8. Oral Report

a. Fire Chief – Michel

i) District Activities

(1) Fire Mitigation Fee Fund – Project Approval: he reported that the District submitted the following capital projects for the construction of RSF5 to the Mitigation Fee Review Committee for consideration:

- a. Type I Fire Apparatus \$612,250
- b. Fire Station Emergency Generator \$102,000
- c. Above Ground Fueling Station \$63,750

He announced that the FMF Review Committee approved the 85% funding request, which is the same percentage that the County of San Diego requested the Developer contribute towards the new fire station.

(2) Harmony Grove Village Fire Station Construction: staff has submitted a draft Request for Proposal (RFP) to legal counsel for review and comment. The RFP is for a “design/build” construction project of RSF5. He hope to have it scheduled for the March Board of Directors meeting.

(3) Harmony Grove Development: he spoke with the developer and reported that sales have increased, noting that 87 homes sold to date, and another 120 homes are expected to sell in 2017.

b. Operations – Deputy Chief

Chief Cox summarized the previous month’s activity, noting district personnel responded to 290 calls. He reported on the significant weather event (January 20) noting 51 calls in a 24-hour period. In addition, the district had a successful swift water rescue on January 22. The fuel moisture remains steady and he distributed information on the water levels within the County and around the State.

c. Elfin Forest Volunteer Division – Division Chief: no report

d. Training – Battalion Chief

Chief McQuead reported that personnel participated in a new hire and driver operator academy. In addition, the District is evaluating what type of specialized training and additional equipment is needed to assembling a “swift water rescue” team.

e. Fire Prevention – Fire Marshal

Interim Fire Marshal Mike Lowry reported the Harmony Grove Village development is keeping staff busy with inspections. Staff participated in the tree-planting event at Osuna Ranch. Staff continues to maintain a presence at the CONE Committee meetings. The County Board of Supervisors will conduct a hearing and ratify the Consolidated Fire Code scheduled for their February 15 meeting.

f. Administrative Manager

Ms. Rannals discussed the following with the board members:

- i) Form 700 – she reminded the members of the requirement to complete the form by April 1.
- ii) CalPERS Discount Rate – she summarized the CalPERS Circular letter included with the meeting material. The District should anticipate a rate increase in FY19.
- iii) CalPERS UAL Payment – she informed the members that the final dollar amount sent to CalPERS in January was \$110,123.
- iv) Harassment Prevention Training – she reviewed the staff report and suggested that each board member take the required training online thru California Special District’s Association for a cost of \$55 each.

g. Board of Directors

- i) North County Dispatch JPA Update – Ashcraft: no report, next meeting February 23, 2017
- ii) County Service Area – 17 Update – Hillgren: Hillgren/Stine unable to attend the meeting. However, Chief Michel reported that at the meeting, the Advisory Council was presented a budget to review. In addition, Rancho Santa Fe requested additional funding because of the Elfin Forest/Harmony Grove reorganization.
- iii) Comments  
(1) None

*Ten-minute recess*

9. Closed Session

Pursuant to section 54957.6, the board met in closed session from 2:40 – 4:11 pm to discuss a successor Resolution for the following:

- a. Unrepresented employees: Fire Chief, Deputy Chief, Battalion Chief, Fire Marshal and Administrative Manager

*All board members listed and Chief Tony Michel attended 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 Fire Chief.

10. Adjournment

Meeting adjourned at 4:13 pm.

---

Karlana Rannals  
Secretary

---

James H Ashcraft  
President

# Rancho Santa Fe Fire Protection District

# List of Demands ~ February 2017

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
28388	\$63.00	AAA Live Scan	Background Investigation
28389	\$324.94	Aair Purification Systems	Building RSF4
28390	\$900.00	AFSS -Southern Division	Admin - Overnight Conf/Seminars
28391	\$1,322.67	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
28392	\$1,367.54	AT&T Calnet 2/3	Telephone
28393	\$1,323.00	C.A.P.F.	Disability Ins Short & Long
28394	\$70.79	Complete Office of California Inc	Office Supplies
28395	\$376.03	COR Security Inc	Building RSF2
28396	\$327.44	Culligan	Building RSF3
28397	\$280.00	Day Wireless Systems Inc	Radio Programming
28398	\$1,721.02	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
28399	\$100.81	Dish	Cable RSF6
28400	\$125.55	EDCO Waste & Recycling Inc	Trash RSF5
28401	\$1,210.97	Emergency Vehicle Group, Inc.	Repair - ID 1411
28402	\$1,617.48	Fire ETC Inc	Safety Clothing (Protective), Boots
28403	\$367.00	Garrett Electric Inc	Building RSF3, 4
28404	\$86.43	Gloria J Murphy	Training Equipment/Supplies Volunteer Di
28405	\$3,421.71	Guardian Life Insurance Co	Medical Insurance
28406	\$190.26	Jauregui & Culver Inc	Refuel Facility Repair
28407	\$873.23	MES California	Safety Equipment
28408	\$126.45	MHN Services	Disability/Life Insurance
28409	\$169.18	Rincon Del Diablo Municipal Water Di	Water RSF5
28410	\$120.85	Savmart Pharmaceutical Service	CSA-17 Contract
28411	\$1,785.00	Scott Davis Consulting	Programming - Computer & Software FP/PR
28412	\$2,962.76	SoCo Group Inc	Fuel: Gasoline & Diesel
28413	\$116.00	Terminix International	Building
28414	\$544.99	Time Warner Cable	Cable - Admin
28415	\$29.70	U P S	Shipping Service
28416	\$1,388.30	Verizon Wireless	Telephone - Cellular
28417	\$1,136.07	Vortex Industries, Inc.	Building RSF1
28419	\$604.60	Willis, Erwin L.	Computer Equipment/Parts
28420	\$225.00	A to Z Plumbing Inc	Building RSF6
28421	\$205.50	Aair Purification Systems	Building RSF3

28422	\$354.00	Accme Janitorial Service Inc	Building ADMIN
28423	\$2,825.60	Across the Street Productions	Permit: Certification
28424	\$8,834.10	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
28425	\$148.00	ARS American Residential Inc	Station Maintenance - RSF3
28426	\$50.00	AT&T	Telephone RSF1
28427	\$335.70	AT&T Calnet 2/3	Telephone RSF1
28428	\$138,196.63	CalPERS	PERS (Employer Paid)
28429	\$925.03	Complete Office of California Inc	Office Supplies
28430	\$3,235.00	County of SD/RCS	CAP Code Paging Service-Monthly Service
28431	\$10,658.33	Dell Marketing	File Server
28432	\$9,112.50	E7 Systems LLC	Consulting Services - Prevention
28433	\$31.80	EDCO Waste & Recycling Inc	Trash RSF6
28434	\$515.96	Engineered Mechanical Services Inc	Building RSF3
28435	\$1,020.00	Fitch Law Firm Inc	Legal Services
28436	\$152.00	Golden Telecom Inc	Telephone Repair
28437	\$38.87	Griffin Hardware Co.	Station Maintenance - RSF2
28438	\$477.18	Konica Minolta Premier Finance	Copier Maintenance Contract
28440	\$1,246.04	Olivenhain Municipal Water District	Water
28441	\$500.00	Pun Group	Accounting-Audit Services
28442	\$305.72	Reyes, Sandra N.	Education/Training Reimbursement
28443	\$90.00	San Diego Chapter CSDA	Admin - Local Conf/Seminars
28444	\$675.18	Santa Fe Irrigation District	Water RSF3, 1
28445	\$732.48	SDG&E	Elec/Gas/Propane RSF
28447	\$250.00	Sound Image Inc	Station Maintenance - RSF5
28448	\$1,904.06	ThyssenKrupp Elevator Inc	Elevator Service
28449	\$281.00	Turnout Maintenance Company LLC	Safety Clothing (Protective)
28450	\$14.85	U P S	Shipping Service
28451	\$13,178.16	U S Bank Corporate Payment System	Cal-Card./IMPAC program
28452	\$2,004.36	Waste Management Inc	Trash RSF
28453	\$375.00	Wildfire Information Consulting	Consulting Services - Prevention
28454	\$6,350.00	WinTech Computer Services	Consulting Services
28455	\$21.00	AAA Live Scan	Background Investigation
28456	\$577.59	Aair Purification Systems	Building RSF4
28457	\$109.15	Airgas Inc	Safety: Breathing Air

28458	\$244.25	AT&T	Telephone RSF5
28459	\$508.08	AT&T Calnet 2/3	Telephone RSF6
28460	\$1,076.06	Bay City Electric Works Inc	Generator RSF4 - Maintenance & Service
28462	\$217.00	Cantrell, Chase	CSA-17 Contract
28464	\$260.02	Closs, Brandon	Education/Training Reimbursement
28465	\$28,075.88	Elfin Forest/Harmony Grove FD CSA 10	Salary
28466	\$35.00	Ferrellgas Inc	Elec/Gas/Propane RSF5
28467	\$204.00	Golden Telecom Inc	Telephone RSF1
28468	\$708.13	Home Depot, Inc	Station Maintenance - RSF2
28469	\$323.40	MES California	Safety Equipment
28470	\$5.37	Napa Auto Parts Inc	Apparatus: Parts & Supplies
28471	\$45.00	SDCFCA - Admin Section	Admin - Local Conf/Seminars
28472	\$9,749.85	SDG&E	Elec/Gas/Propane RSF5
28473	\$3,868.13	SoCo Group Inc	Fuel: Gasoline & Diesel
28474	\$160.00	State of CA Dept of Justice	Background Investigation
28475	\$172.79	Sturtevant, James F.	Station Replacement Items - RSF3
28476	\$438.65	TelePacific Communications	Telephone ADMIN
28477	\$99.12	Time Warner Cable	Cable
28478	\$14.85	U P S	Shipping Service
28479	\$2,300.15	Uniforms Plus	Uniforms: Safety Personnel
28480	\$253.17	Verizon Wireless	Telephone - Cellular
28481	\$529.75	About Service Inc	Scheduled - ID 1282, Repair ID 0383
28482	\$6,516.20	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
28483	\$386.20	AT&T Calnet 2/3	Telephone RSF
28484	\$58,486.27	CALPers - Health	Medical Insurance
28485	\$219.50	Carranza, Kyle	Permit: Certification
28486	\$168.86	Cox Communications	Cable RSF2
28487	\$25.00	Galindo, Chris	Suppression - Meal/Lodging/Travel Expens
28488	\$220.00	Jackson's Concrete Cutting	Building RSF1
28489	\$631.44	Lincoln National Life Ins Co	Disability/Life Insurance
28490	\$860.00	Mertz, William C.	Education/Training Reimbursement
28492	\$8,015.61	Mystery Ranch Ltd	Safety Equipment
28493	\$70.00	RSF Mail Delivery Solutions	Mail Delivery Service
28494	\$700.00	Santa Fe Irrigation District	NCDJPA Rebill

# Rancho Santa Fe Fire Protection District

# List of Demands ~ February 2017

28496	\$1,660.87	SoCo Group Inc
28497	\$130.00	State Fire Training
28498	\$129.24	Sturtevant, James F.
28499	\$14.85	U P S
28500	\$836.73	Uniforms Plus
EFT000000000284	\$800.00	Davidson, Bret A
EFT000000000287	\$324.00	Livingstone, David W.
EFT000000000288	\$252.45	Rannals, Karlana
	\$17,032.59	Various
<b>Subtotal</b>	<b>\$377,778.02</b>	

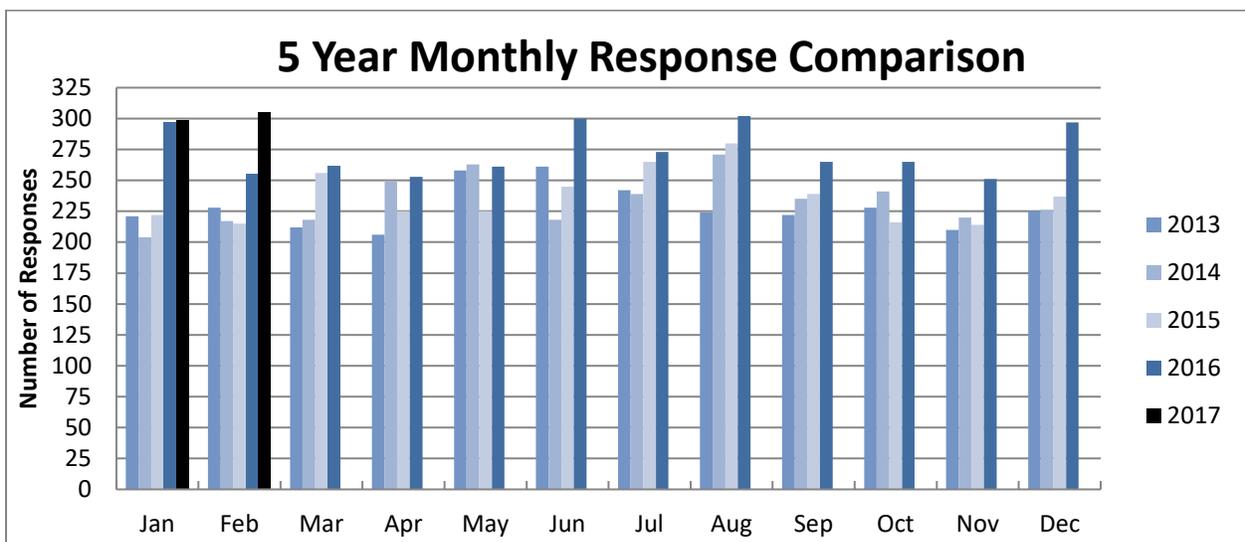
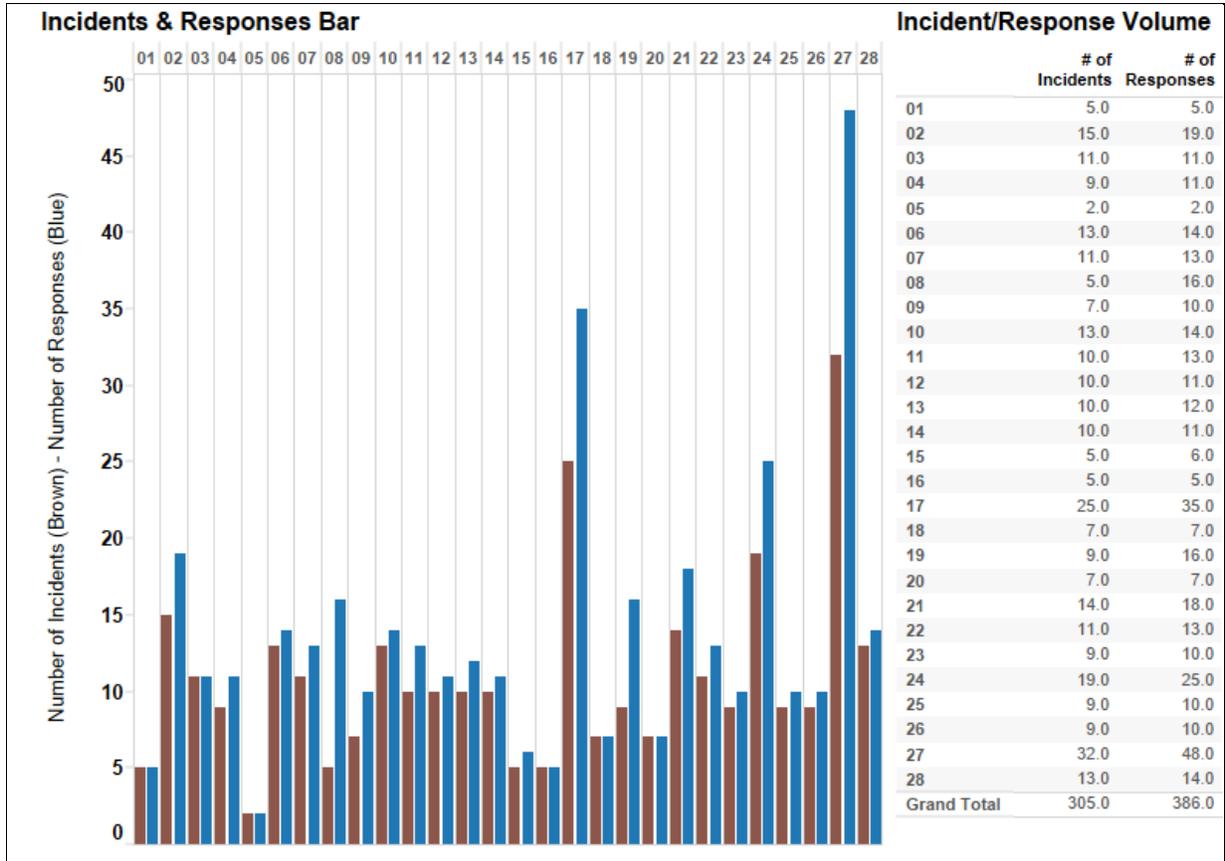
2/15/2017	\$342,454.06	RSFFPD Personnel
2/28/2017	\$250,154.49	RSFFPD Personnel
	<b>\$592,608.55</b>	

**Total** \$970,386.57

- Fuel: Gasoline & Diesel
- Permit: Certification
- Fuel: Propane (Cooking)
- Shipping Service
- Uniforms: Safety Personnel
- Education/Training Reimbursement
- Education/Training Reimbursement
- Station Replacement Items, janitorial, awards
- Medical Reimbursement

- Payroll
- Payroll

## February Incident Count Stations 1 - 6



2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	299	305											604
YTD	299	604											9.4%
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	

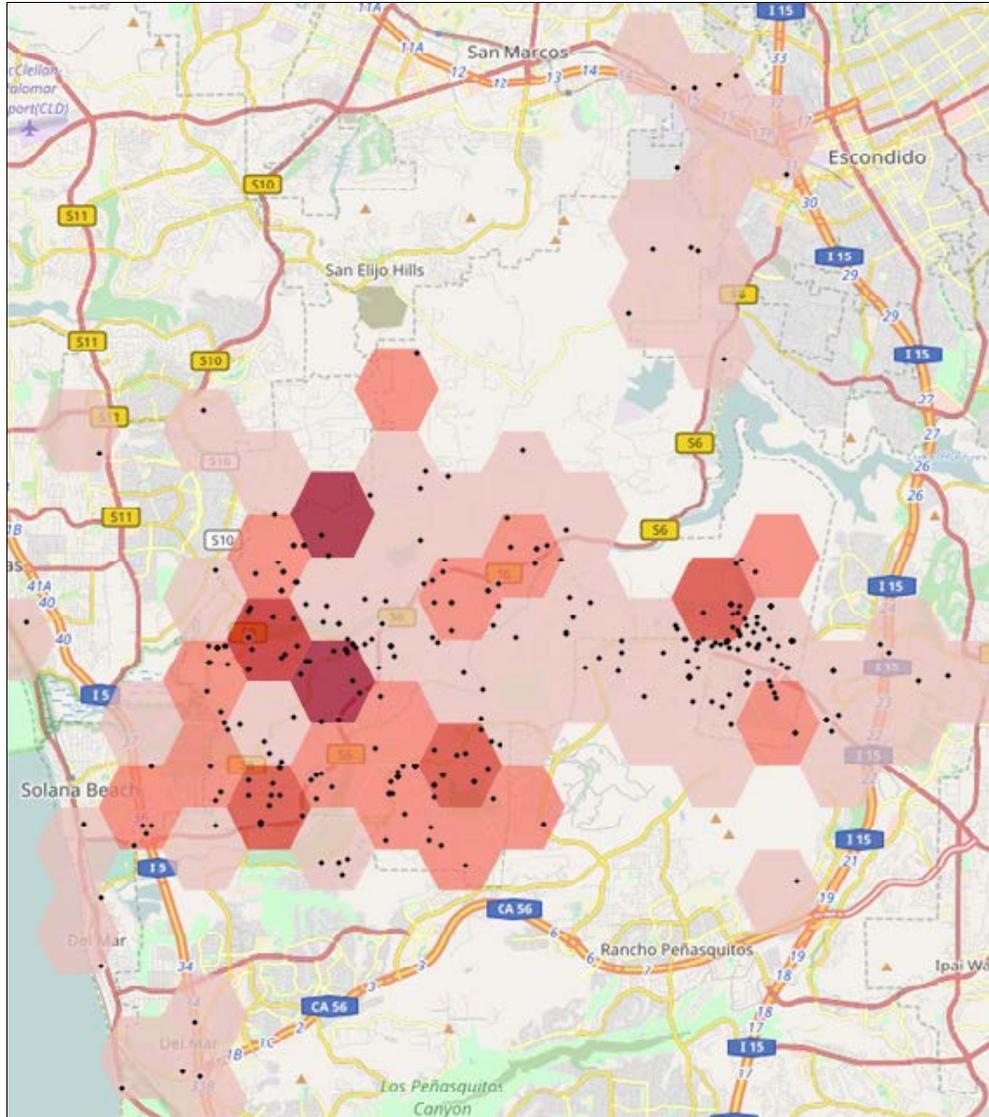
**Incident Response Summary by Station**

Date Range: From 2/1/2017 To 2/28/2017

	Incident Count
Station: RSF1	115
Station: RSF2	96
Station: RSF3	51
Station: RSF4	31
Station: RSF5	11
Station: RSF6	1
<b>Total Incident Count:</b>	<b>305</b>

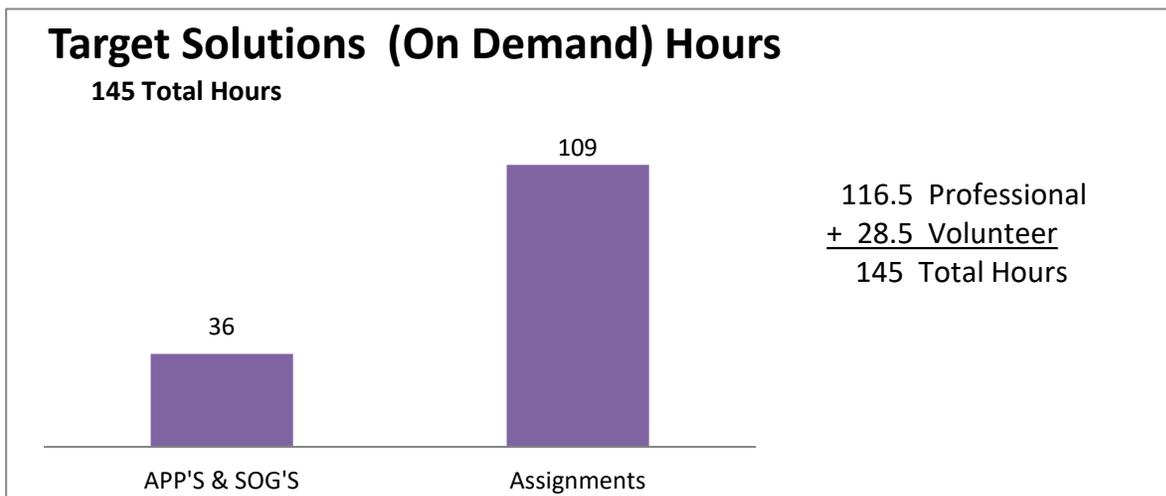
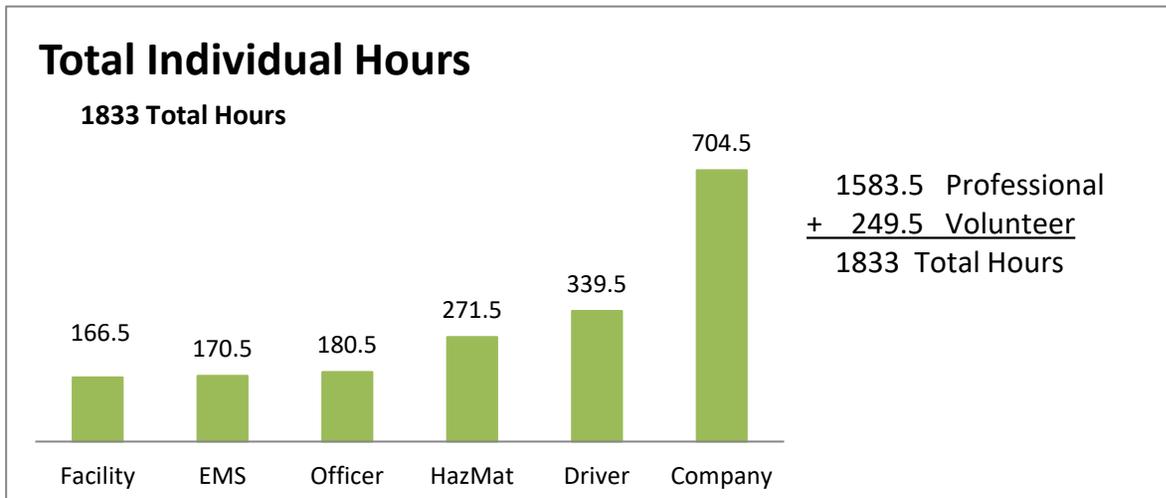
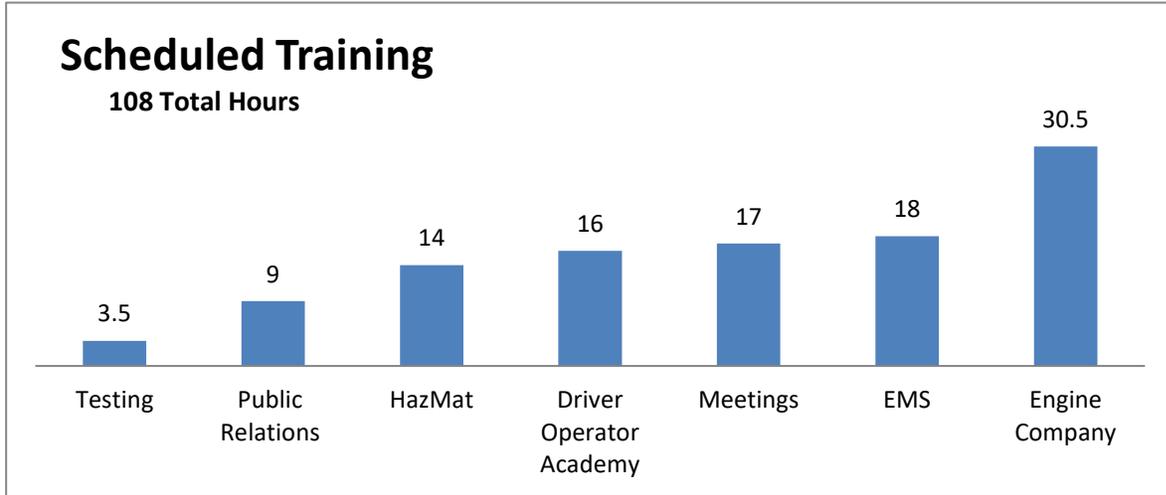
**FUEL MOISTURE MONITOR IS IN FOR CALIBRATION**

### FEBRUARY INCIDENT DISTRIBUTION MAP



Significant Incidents/Overhead Assignments				
DATE	INCIDENT/ LOCATION	TYPE	UNIT/PERSON	MISC.
2/19/2017	Via Fortuna	Traffic Collison	2611, 2613, 2614, 2604, 2366, 2691, 2471, 2694	Multiple Patient Incident with complex extrication.
2/27/2017	La Orilla	Swift Water Rescue	2691, 2366, 2314, 2304, 2604, 2375, 2303	2 Occupants stranded in 2' of water.
2/27/2017	Various	Storm	Various	32 incidents w/48 unit responses for 24 hr. period

# Training Division February 2017



See next page for description

## Training Division - Descriptions

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

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**February 2017**

**PLAN REVIEW**

<b>RESIDENTIAL PLAN REVIEWS</b>		<b>Number of Structures</b>	<b>Sq Footage</b>
Fire Marshal		0	0
Fire Inspector		2	1,671
Fire Inspector/Forester		13	25,734
<b>TOTAL</b>		<b>15</b>	<b>27,405</b>
<b>RESIDENTIAL ADDITIONS</b>		<b>Original Sq Footage</b>	<b>Added Sq Footage</b>
Fire Marshal		0	0
Fire Inspector		17,567	12,839
Fire Inspector/Forester		0	563
<b>TOTAL</b>		<b>17,567</b>	<b>13,402</b>
<b>COMMERCIAL PLAN REVIEWS</b>		<b>Number of Structures</b>	<b>Sq Footage</b>
Fire Marshal		0	0
Fire Inspector		0	0
Fire Inspector/Forester		0	0
<b>TOTAL</b>		<b>0</b>	<b>0</b>
<b>TOTAL NEW CONSTRUCTION</b>			<b>Sq Footage</b>
<b>Based on permitted Sq footage</b>		<b>Total Added</b>	<b>40,807</b>
<b>FIRE SPRINKLER REVIEWS</b>		<b>Commercial</b>	<b>Residential</b>
Fire Marshal		0	0
Fire Inspector		0	10
Fire Inspector/Forester		0	0
<b>TOTAL</b>		<b>0</b>	<b>10</b>
<b>TENANT IMPROVEMENTS</b>		<b>Number of Structures</b>	<b>Sq Footage</b>
Fire Marshal		0	0
Fire Inspector		0	0
Fire Inspector/Forester		8	0
<b>TOTAL</b>		<b>8</b>	<b>0</b>
<b>LANDSCAPE REVIEWS</b>		<b>Number of Reviews</b>	<b>Staff Hours</b>
Fire Marshal		0	0.00
Fire Inspector		13	13.00
Fire Inspector/Forester		4	1.75
<b>TOTAL</b>		<b>17</b>	<b>14.75</b>

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**February 2017**

**SERVICES PROVIDED- FIRE PREVENTION**

<b>DPLU -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Project Availability Forms	3	3.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	2	4.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
<b>TOTAL</b>	<b>5</b>	<b>7.00</b>

<b>INSPECTION SERVICES- All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Undergrounds	2	2.00
Hydros (Fire Sprinklers)	31	20.00
Finals (Structures)	39	39.00
Landscape	8	7.00
Reinspections	1	0.00
Tents/Canopy	0	0.50
Burn Permits	0	1.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	1	0.50
Code Enforcement	1	1.00
Engine Company Follow Up	0	0.00
Misc.	8	8.00
<b>TOTAL</b>	<b>91</b>	<b>79.00</b>

<b>HAZARD INSPECTIONS - All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Weed Abatement Inspection	4	1.24
Weed Abatement Reinspection	51	7.65
1st Notice	2	0.50
2nd Notice	3	0.50
Final Notice	3	0.75
Forced Abatement	5	5.00
Annual Mailers	0	0.00
Homeowner Meeting	4	2.00
WUI	0	0.00
<b>TOTAL</b>	<b>72</b>	<b>17.64</b>

<b>GRADING -All Staff</b>	<b>Number of Reviews</b>	<b>Staff Hours</b>
Plan Review	12	12.00
<b>TOTAL</b>	<b>12</b>	<b>12.00</b>

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**February 2017**

**ADMINISTRATIVE SERVICES- FIRE PREVENTION**

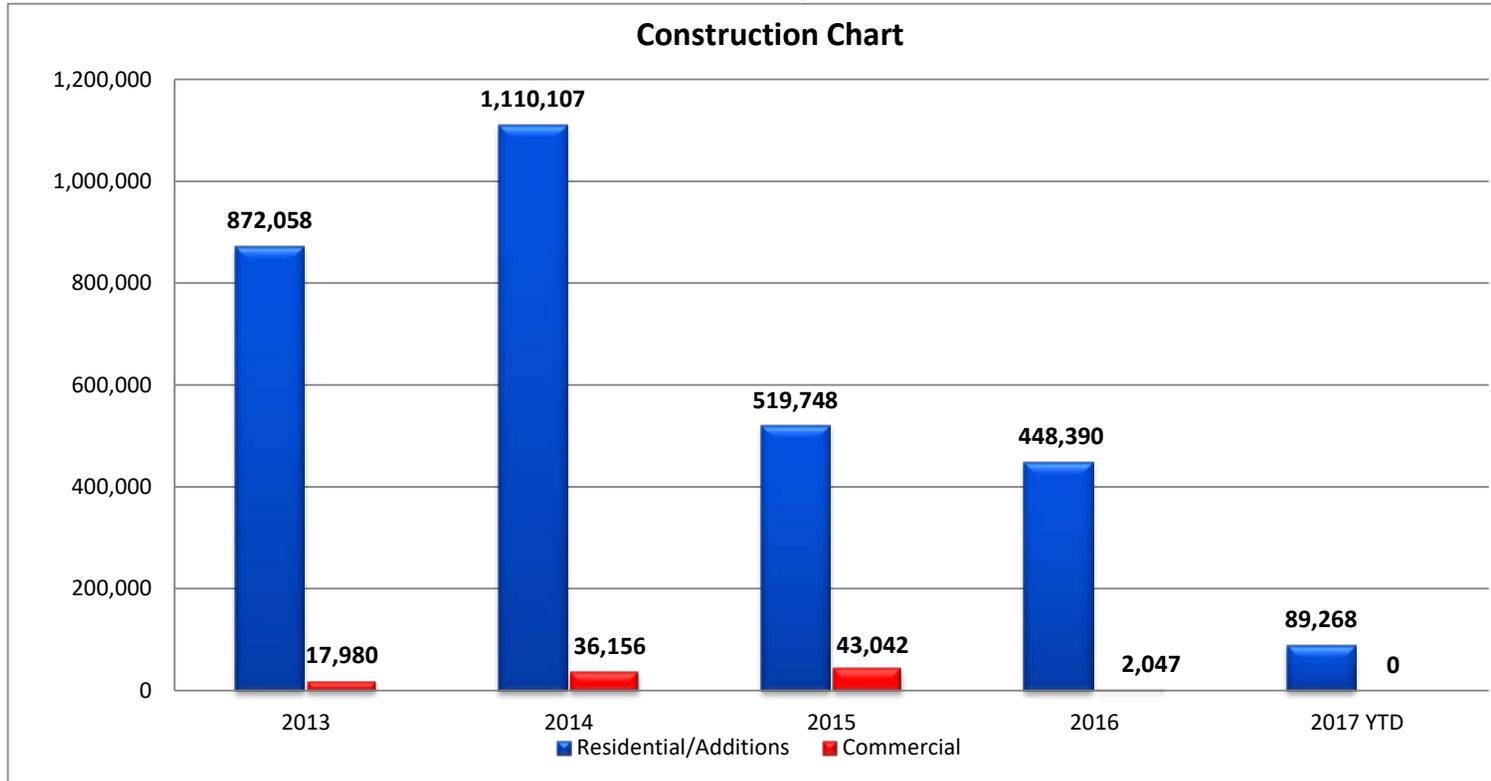
<b>SPECIAL ACTIVITIES/EDUCATION-All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	4	15.00
Conferences	2	7.00
Meetings	41	50.0
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
<b>TOTAL</b>	<b>47</b>	<b>72.00</b>

<b>FIRE PREVENTION -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Incoming Phone Calls	248	62.00
Correspondence	266	66.50
Consultations	59	59.00
Plan Review	54	54.00
Scanning	200	50.00
General Office	61	61.00
<b>TOTAL</b>	<b>888</b>	<b>352.50</b>

**ADMINISTRATIVE SERVICES- OFFICE SUPPORT**

<b>OFFICE COORDINATOR-PREVENTION</b>	<b>Number</b>	<b>Staff Hours</b>
Phone Calls (All Administrative Staff) Internal & External	484	24.20
Correspondence	193	48.25
Walk in/Counter (All Administrative Staff)	213	17.75
Knox Application Request	5	1.25
Burn Permits	0	1.00
UPS Outgoing Shipments	1	0.08
Plan Accepted/Routed	70	61.00
Special Projects	5	5.00
Scanning Documents/Electronic Files	200	50.00
Meetings: Admin/Prevention/Admin Shift	10	5.00
Post Office Runs	2	1.00
Deposit runs and preparations	23	11.50
<b>TOTAL</b>	<b>1,206</b>	<b>226.03</b>

**Rancho Santa Fe Fire Protection District  
Fire Prevention Bureau Monthly Activity Summary  
February 2017**

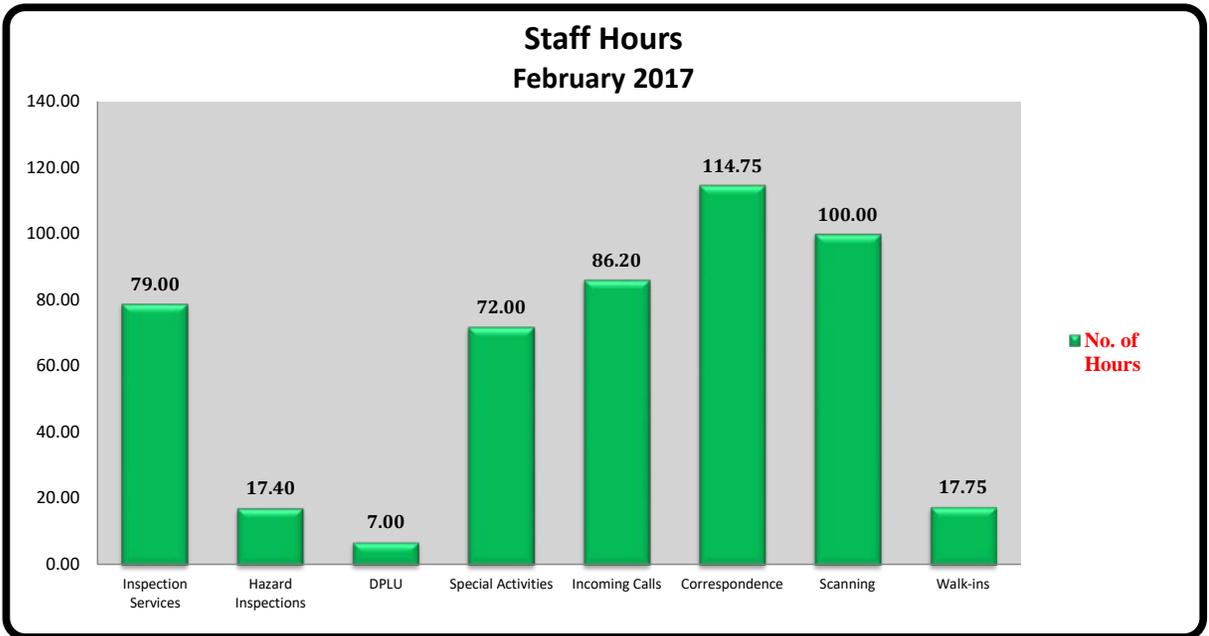
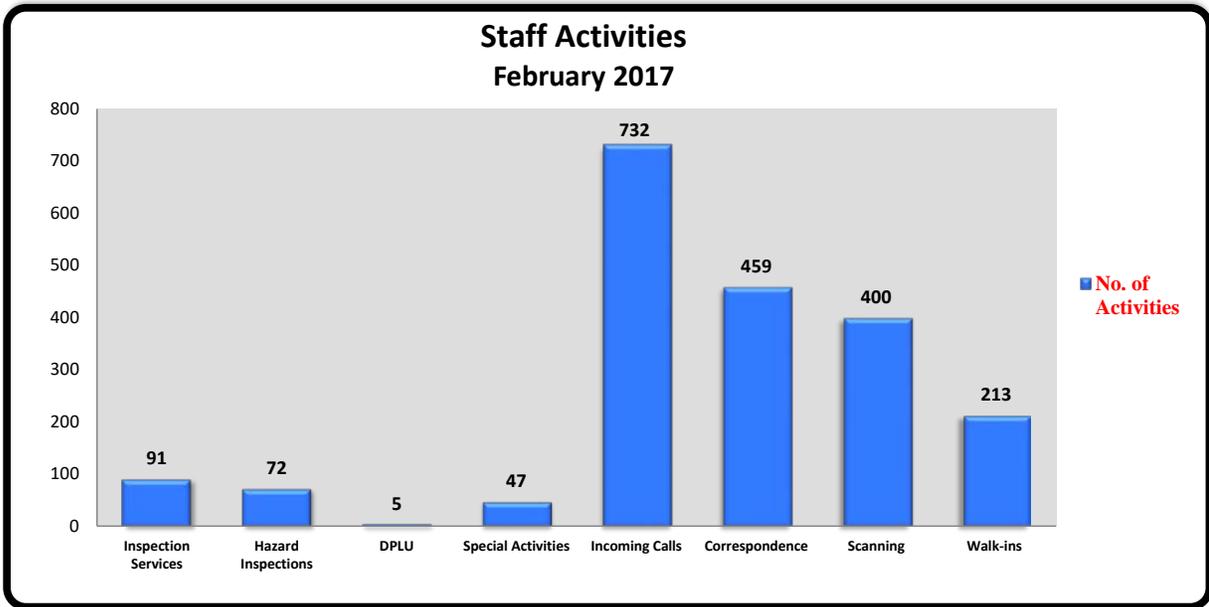


Year	Res/Add	Comm	Total
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2016 YTD	54,648	280	54,928
2017 YTD	89,268	0	89,268

Comparison 2016/2017 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2016</b>	28,971	25,957	12,480	19,850	15,989	47,693	28,456	91,542	70,894	25,511	54,531	28,563
<b>2017</b>	48,435	40,807										

**Rancho Santa Fe Fire Protection District  
Fire Prevention Bureau Monthly Activity Summary  
February 2017**



**Comparison 2016/2017 Total Monthly Hours/Activities**

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Activities</b>	1517	1448	1473	1778	1841	3031	3081	3442	3462	3107	2491	1602
<b>Hours</b>	291.25	342.92	316.17	373.08	385.52	504.02	614.88	629.98	637.08	572.3	522.18	392.63
2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Activities</b>	2187	2019										
<b>Hours</b>	482.62	494.10										

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**  
**February 2017**

<b>WEBSITE/INTERNET</b>		<b>Staff Hours</b>
<b>Update existing info &amp; documents:</b>		<b>2.0</b>
<i>Updated home page, news, photos, etc</i>		2.0
		0.0
<b>Compile &amp; write new information:</b>		<b>12.0</b>
<i>New Website Development</i>		12.0
<b>Social Media</b>		<b>5.0</b>
<i>Facebook "Fans" - 891</i>		2.0
<i>Instagram "Followers" - 56</i>		1.0
<i>Twitter "Followers" - 2,575</i>		2.0
<b>TOTAL</b>		<b>19.0</b>
<b>PUBLICATIONS</b>		<b>Staff Hours</b>
<b>Design/write brochures, flyers, etc:</b>		<b>1.0</b>
<i>Love Your Heart</i>		1.0
<b>TOTAL</b>		<b>1.0</b>

**Rancho Santa Fe Fire Protection District**  
**Public Education Coordinator Monthly Activity Summary**  
**February 2017**

<b>MEDIA RELATIONS</b>	<b>Staff Hours</b>
<b>On-scene Public Information Officer:</b>	<b>0.0</b>
<b>Press Releases:</b>	<b>16.0</b>
<i>Boot Drive</i>	10.0
<i>Love Your Heart Day</i>	1.0
<i>Flood Safety</i>	1.0
<i>Smoke Alarm Recall</i>	2.0
<i>El Montevideo TC</i>	2.0
<b>Other Articles/Stories/Interviews:</b>	<b>0.0</b>
<b>TOTAL</b>	<b>16.0</b>

<b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>	<b>Staff Hours</b>
<b>Children's Programs</b>	<b>4.0</b>
<i>Coloring Contest Scheduling</i>	2.0
<i>Station Tours</i>	2.0
<b>Adult Programs:</b>	<b>0.0</b>
<b>TOTAL</b>	<b>4.0</b>

**Rancho Santa Fe Fire Protection District**  
**Public Education Coordinator Monthly Activity Summary**  
**February 2017**

<b>EVENTS</b>		<b>Staff Hours</b>
<b>External/Community Events:</b>		<b>10.0</b>
<i>Love Your Heart Day</i>		10.0
<b>Internal Events:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>10.0</b>
<b>CONTINUING EDUCATION</b>		<b>Staff Hours</b>
<b>Training Classes:</b>		<b>4.0</b>
<i>Firehouse World</i>		4.0
<b>Conferences:</b>		<b>0.0</b>
<b>Meetings:</b>		<b>9.0</b>
<i>Staff meetings</i>		3.0
<i>Shift Meetings</i>		2.0
<i>CSA17 Meeting</i>		1.0
<i>Worker's Comp Meeting</i>		2.0
<i>Kathy Howard, Firewise Communities</i>		1.0
<b>TOTAL</b>		<b>13.0</b>
<b>CLERICAL</b>		<b>Staff Hours</b>
<b>Prevention-related:</b>		<b>44.0</b>
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		40.0
<i>Phone Calls</i>		4.0
<b>Non-prevention/non-minute related:</b>		<b>29.0</b>
<b>TOTAL</b>		<b>73.0</b>
<b>TOTAL HOURS</b>		<b>136.0</b>

## RESOLUTION No. 2017-05

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING SALARIES AND BENEFITS FOR MANAGEMENT PERSONNEL

**BE IT RESOLVED** that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the following salary ranges and benefits for management personnel effective January 1, 2017.

#### 1. SALARIES (FLSA Exempt)

1.1 The following salary range for the positions identified is as follows:

<i>Position</i>	<i>Range/Annual Salary</i>	
Fire Chief	\$178,056	\$218,820
Deputy Chief	\$148,094	\$185,118
Battalion Chief	\$121,147	\$151,434
Fire Marshal	\$113,688	\$142,110
Administrative Manager	\$102,220	\$127,776

#### 2. RETIREMENT

2.1 Retirement (Safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 3% @ 50 plan for all employees hired before March 31, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:

- a. One-Year Final Compensation
- b. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.2 All employees enrolled in the CalPERS 3% @ 50 plan, the employee will contribute 100% of the employee's contribution for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.

2.3 All safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (PERS) 3% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:

- a. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

- 2.4 All employees enrolled in the PERS 3% @ 55 plan, the employee will contribute 100% of the employee’s contribution for all reportable wages. The employee will contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth Level.
- 2.5 Employee contributions for employees entering membership on or after January 1, 2013 and subject to the California Public Employees’ Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.
- 2.6 The District agrees to report member contributions as taxed deferred for all employees enrolled in the CalPERS plans.
- 2.7 Retirement (Non-safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 2.7% @ 55 plan for all employees hired before April 1, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:
  - a. One-Year Final Compensation
  - b. 1959 Survivor Benefit - Fourth Level
 

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- 2.8 All employees enrolled in the PERS 2.7% @ 55 plan, the employee will contribute 100% of the employee’s contribution for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.
- 2.9 All non-safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (CalPERS) 2.5% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:
  - a. 1959 Survivor Benefit – Fourth Level
 

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- 2.10 All employees enrolled in the PERS 2.5% @ 55 plan, the employee will contribute 100% of the employee’s contribution toward the employee contribution for all reportable wages. The employee will also contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth level.
- 2.11 Employee contributions for employees entering membership on or after January 1, 2013 and subject to the California Public Employees’ Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.
- 2.12 The District agrees to report member contributions as taxed deferred for all employees enrolled in CalPERS.

**3. CLOTHING ALLOWANCE**

3.1	<i>Position</i>	<i>Annual Allowance</i>
	Administrative Manager	\$150
	<i>Upon termination of any personnel in the above listed positions, the allowance shall then become \$0.</i>	

**4. SICK LEAVE**

- 4.1 *Shift Employees*
  - 4.1.1 Accrual: Shift employees shall accrue sick leave at the rate of 12 hours per month. Sick leave shall be accumulated with no maximum accrual.
  - 4.1.2 At retirement, unused sick leave credit for shift employees shall be converted as follows:
    - a. All unused sick leave hours will may be reported to CalPERS for additional service credit, if applicable

- b. The employee must choose to convert unused sick leave hours to an employee's RHSA at a ratio of 2:1. A minimum of 500 sick leave hours is required to be eligible for this option. The RHSA contribution shall be calculated at the straight time rate and shall not exceed the value of 40 shifts.

#### 4.2 *Non-shift employees*

- 4.2.1 Accrual: Non-shift employees shall accrue sick leave at the rate of 8 hours per month. Sick leave shall be accumulated with no maximum accrual.
- 4.2.2 At retirement, unused sick leave credit for non-shift employees shall be converted as follows:
  - a. All unused sick leave hours will be reported to CalPERS for additional service credit, if applicable; and
  - b. The employee must convert unused sick leave hours to be an employee's RHSA at a ratio of 2:1. A minimum of 357 hours is required to be eligible for this option. The RHSA shall be calculated at the straight time rate and shall not exceed the value of 685 hours.

#### 4.3 *Management Employees*

- 4.3.1 The accrual rate shall apply to the employee's permanent work schedule and not be changed for temporary or short-term assignments.
- 4.3.2 When an employee changes from one work schedule to another work schedule as a permanent assignment, accumulated leave shall be adjusted in accordance to the ratio of one work schedule to the other. Example: factor from 56-hour workweek to 40-hour workweek is .714; the factor from 40-hour workweek to 56-hour workweek is 1.4.
- 4.3.3 Sick leave shall be available for personal illness or injury, emergency medical or dental appointments and for reasonable travel time to and from health care facilities. Sick leave shall also be available to an employee for caring for a member of his/her immediate family who is ill or injured, emergency medical or dental appointments, and for reasonable travel time to and from health care facilities.
- 4.3.4 Definition of Immediate Family - Immediate family shall include: husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, grandparent, grandchild, or any legal dependent residing in same household.

### **5. INSURANCE**

- 5.1 The District shall contract with a provider(s) for medical and dental benefits for providing employees and their eligible dependents with insurance benefits. The District agrees to contribute 80% of the average CalPERS HMO medical plans and 100% of the HMO dental plan(s) offered (at the family rate), per month toward medical and dental insurance. This calculated dollar amount shall be inclusive of any mandatory contributions that may be required by the provider. However, if the monthly premiums for medical and dental insurance exceed 80% of the average HMO medical/dental plans offered per month, the affected employee will be responsible for the difference.
- 5.2 Any unused premium may be used for medical/dental expenses as defined by the Administrative Policy for a maximum period of 18 months. After the 18-month period expires, or at retirement, 100% of any unused premium shall be transferred to the employee's Retirement Health Savings Account. NOTE: If an employee separates from employment, the unused premium shall be forfeited.
- 5.3 Eligible full-time employees may elect to opt out of only the medical insurance, if proof of coverage can be provided to the District. If no medical options are selected, the District shall place a capped rate of \$1,000 per month (\$12,000 annually) in the employee's medical reimbursement account. Unused premiums shall be transferred to the employees HRSA per the provisions in 6.01.
- 5.4 Employees, upon retirement, at no additional cost to active employees or to the District shall be allowed to remain on the group dental plan until age 65. The retiree will be required to have the same plan as active employees. The retiree will be responsible for payment of entire premium and a two percent (2%) administrative cost.

- 5.5 Life: The District shall provide a \$50,000 life insurance policy for the employee and the Board of Directors, and \$1,000 life insurance policy for employee's dependents. The policy shall include accidental death and dismemberment coverage.
- 5.6 Long-Term Disability: The District shall provide a Long-Term Disability plan.
- 5.7 In the event the Board of Directors modifies the insurance benefit (increase or decrease) in any other labor contract, this insurance benefit shall be adjusted per said resolution or contract for all positions identified in this Resolution.

## **6. HEALTH RETIREMENT SAVINGS ACCOUNT**

- 6.1 Employees shall be required to participate in a District administered Retirement Health Savings Account (RHSA). The following terms apply:
  - a. Effective July 1, 2006 a monetary contribution will be made by the District in an amount of \$100 per employee per month.
  - b. The value of any unused medical reimbursement shall be transferred at the end of each calendar and fiscal year to the employee's RHSA (contributed twice a year).
  - c. If the shift employee has an excess of 480 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (144 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.
  - d. If the non-shift employee has an excess of 343 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (96 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.

## **7. MANAGEMENT SUPPLEMENTAL BENEFIT PLANS**

- 7.1 Management Supplemental Benefit: All Managers represented in this resolution will receive a Management Supplemental Benefit (MSB) of 5% of their annual base salary as of July 1. The MSB provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1, and paid once per calendar year on the July 31 pay date. The MSB of 5% of the annual base salary shall only to be used once in a twelve (12) month period for the calculation of reportable compensation. Managers covered by this benefit may choose one of the following options:
  - a. Direct Payment – Cash: this option is considered additional income and is subject to federal and state withholding taxes.
  - b. Direct Payment – Deferred Compensation 457 Plan: this option is considered additional income and is subject to the maximum deferral allowed by the IRS.
  - c. Medical Reimbursement: this option is considered a non-taxable benefit, which may be used for additional medical/dental expenses. Please note that unused monies in this account are not eligible for transfer to the District's Health Retirement Savings Account.
  - d. Combination of Option a, b, or c: this option may not exceed the maximum benefit.
- 7.2 Staff Management Supplemental Benefit: Beginning July 1, 2017, all Managers represented in this resolution and who are assigned to a 40-hour or 9/80 workweek, will receive an additional Staff Management Supplemental Benefit (SMSB) of 5% of their annual base salary. To be eligible for the SMSB, the manager must have been assigned to a 40-hour or 9/80 workweek for a minimum of 75% of the previous fiscal year. The SMSB provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1 and paid once per year on the August 15 pay date, or at retirement if employee retires prior to this pay date. This SMSB of 5% of annual base salary shall only to be used once in a twelve (12) month period for the calculation of reportable compensation. Managers covered by this benefit may choose one of the options described in 7.1 a – d.

**8. HOLIDAYS**

8.1 For the purpose of this section, the legal "holiday" shall mean and include the following days:

- a. New Year’s Day (January 1)
- b. Martin Luther King Day (third Monday in January)
- c. President’s Day (third Monday in February)
- d. Memorial Day (fourth Monday in May)
- e. Independence Day (July 4)
- f. Labor Day (first Monday in September)
- g. Veteran’s Day (November 11)
- h. Thanksgiving Day (fourth Thursday in November)
- i. Day after Thanksgiving Day
- j. Christmas Day (December 25)
- k. Floating Holiday

8.2 All Chief Officers shall receive holiday payment equal to one-half month’s salary, payable on November 15. Rotating schedules to assure availability during holidays will be required.

**9. USE OF DISTRICT VEHICLES**

9.1 The District will assign a vehicle to the following positions for commuting to/from work and all business purposes to insure availability for immediate emergency response:

- a. Fire Chief
- b. Deputy Chief
- c. Fire Marshal
- d. Battalion Chief – Administrative/Training

9.2 Personnel assigned to a take home vehicle must meet a 45-minute response time to District from their place of residence.

9.3 Battalion Chief – Shift: while on duty, shift Battalion Chiefs are provided an emergency vehicle to assist in the performance of their duties.

9.4 The value for all personal use may be reported as a taxable fringe benefit as established by IRS Regulations and the District’s Administrative policy.

**10. VACATION ACCRUAL**

10.1 Annual vacation accrual hours shall be based upon years of service in accordance with the following:

Years of Service	Based on 40 hour work week	Based on 56 hour work week
0 – 5 years	80 hours	112 hours
6 – 10 years	120 hours	168 hours
11 – 15 years	136 hours	190 hours
16 – 20 years	160 hours	224 hours
21+ years	200 hours	280 hours

Note: The Fire Chief is authorized to negotiate the starting vacation accumulation different from shown above for management staff members new to the District.

- 10.2 All management employees shall have the option to sell the excess of 80 hours (non-shift), or the excess of 112 hours (shift) accrued vacation at straight time, not more than twice a year, after the work period ends that include June 30 and December 31.
- 10.3 An employee may only sell a maximum of 200 hours of accrued vacation per calendar year. Minimum vacation accrual balances are required as identified in 10.02.
- 10.4 A written request received by December 31 for payment of accrued vacation sold back to the District, which will be remitted by separate check on January 15. A written request received by June 30 for payment of vacation sold back to the District, which will be remitted by separate check on July 15. No payments under this section will be reported as "reportable compensation" for retirement purposes.

**11. EMERGENCY RESPONSE COMPENSATION**

- 11.1 The District will compensate employees at the straight-time hourly rate for all time worked greater than their daily rate for responses for which the District is reimbursed. The District will pay compensation upon receipt of monies from agencies requesting services. Maximum compensation will not exceed any reimbursement amount received by the District. This provision does not apply to any Battalion Chief position.
- 11.2 Battalion Chief Emergency Callback: *Battalion Chief Emergency Callback* is defined as a call back to work for emergency coverage exceeding three (3) hours; or when on an emergency assignment that does not extend into the next 24-hour operational period shall be paid at their straight time hourly rate.
- 11.3 Battalion Chief Extended Overhead Assignment: *Battalion Chief Extended Assignment* is defined as an emergency assignment that extends into the next 24-hour operational period. The employee shall be paid an hourly rate of time and one-half.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on March 8, 2017 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

---

James H Ashcraft  
President

ATTEST:

---

Karlana Rannals  
Secretary

---

---

# STAFF REPORT

NO. 17-07

---

**TO:** BOARD OF DIRECTORS  
TONY MICHEL, FIRE CHIEF

**FROM:** KARLENA RANNALS, ADMINISTRATIVE MANAGER

**SUBJECT:** DISTRICT PAY SCHEDULE

**DATE:** MARCH 3, 2016

---



## RECOMMENDATION

The Administrative Manager recommends the Board of Directors adopt, by Resolution the District Pay Schedule in accordance with California Code of Regulations Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule.

## STAFF ANALYSIS

The CalPERS Board of Administration adopted an amendment to California Code of Regulations Section 570.5 (effective August 10, 2011) to require that a pay schedule is available publicly. The regulation specifies that compensation earnable is defined in statute and further clarified by California Code of Regulations (CCR) Section 570.5, and that salaries shall be “duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws.” Therefore, only those pay amounts that meet the definition of compensation earnable can be used when calculating retirement benefits. This regulation applies to all employers reporting compensation to CalPERS.

The pay schedule “Attachment A” to Resolution 2017-06 reflects all salaries currently in place and previously agreed to by the District Board of Directors or Fire Chief.

## RESOLUTION No. 2017-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

**WHEREAS**, the California Public Employees Retirement System (“PERS”) recently adopted the California Code of Regulations, Title 2, Section 570.5 on August 10, 2011; and

**WHEREAS**, the California Code of Regulations, Title 2, Section 570.5 requires the District’s Board of Directors approve and adopt all pay schedules; and

**WHEREAS**, the Regulations require that the pay schedule be made public without reference to another document in disclosure of the pay rate.

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

- 1) That the attached pay schedule titled Rancho Santa Fe Fire Protection District Pay Schedule, set forth in Exhibit “A” attached hereto and incorporated herein by reference is approved and adopted.
- 2) That the pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on March 8, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

JAMES H ASHCRAFT  
President

ATTEST:

---

Karlana Rannals  
Secretary

**Rancho Santa Fe Fire Protection District  
Resolution 2017-06 - Attachment A**

Position	Effective Date				
	Steps or Range				
<b>1-Jan-17</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Fire Prevention Specialist</b>					
Hourly	32,124	33,731	35,417	37,188	39,047
Monthly	5,568	5,847	6,139	6,446	6,768
Annual	66,819	70,159	73,667	77,351	81,218
<b>Public Education Coordinator</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Hourly	32,935	34,582	36,311	38,127	40,033
Monthly	5,709	5,994	6,294	6,609	6,939
Annual	68,505	71,931	75,527	79,303	83,269
<b>Office Support Coordinator</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Hourly	23,217	24,377	25,596	26,876	28,220
Monthly	4,024	4,225	4,437	4,659	4,891
Annual	48,291	50,705	53,240	55,902	58,697
<b>Accounting Specialist</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Hourly	28,357	29,775	31,263	32,827	34,468
Monthly	4,915	5,161	5,419	5,690	5,974
Annual	58,982	61,931	65,028	68,279	71,693
<b>Staff Assistant</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Hourly	25,025	26,276	27,590	28,969	30,418
Monthly	4,338	4,555	4,782	5,021	5,272
Annual	52,052	54,654	57,387	60,257	63,269
<b>Fire Prevention Specialist II/Forester</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Hourly	35,338	37,104	38,960	40,908	42,953
Monthly	6,125	6,431	6,753	7,091	7,445
Annual	73,502	77,177	81,036	85,088	89,342
<b>Deputy Fire Marshal</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Hourly	42,309	44,424	46,646	48,978	51,427
Monthly	7,334	7,700	8,085	8,490	8,914
Annual	88,003	92,403	97,023	101,874	106,968
<b>Firefighter/Paramedic</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Hourly	25,142	26,399	27,719	29,105	30,560
Monthly (Includes FLSA)	6,264	6,578	6,907	7,252	7,615
Annual (Includes FLSA)	75,174	78,933	82,879	87,023	91,374
<b>Engineer</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Hourly	26,388	27,708	29,093	30,548	32,075
Monthly (Includes FLSA)	6,575	6,904	7,249	7,611	7,992
Annual (Includes FLSA)	78,901	82,846	86,989	91,338	95,905
<b>Engineer/Paramedic</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Hourly	27,097	28,452	29,874	31,368	32,936
Monthly (Includes FLSA)	6,752	7,089	7,444	7,816	8,207
Annual (Includes FLSA)	81,020	85,071	89,324	93,790	98,480
<b>Captain</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Hourly	31,260	32,823	34,464	36,187	37,996
Monthly (Includes FLSA)	7,788.8	8,178.3	8,587.2	9,016.6	9,467.4
Annual (Includes FLSA)	93,466	98,139	103,046	108,199	113,609
<b>Fire Chief</b>				<b>Range</b>	
Monthly			14,838		18,235
Annual			178,056	→	218,820
<b>Deputy Chief</b>				<b>Range</b>	
Monthly			12,341		15,427
Annual			148,094	→	185,118
<b>Battalion Chief</b>				<b>Range</b>	
Monthly			10,096		12,620
Annual			121,147	→	151,434
<b>Fire Marshal</b>				<b>Range</b>	
Monthly			9,474		11,843
Annual			113,688	→	142,110
<b>Administrative Manager</b>				<b>Range</b>	
Monthly			8,518		10,648
Annual			102,220	→	127,776
<b>Volunteer Division</b>					
<b>Division Chief-Volunteer Coordinator</b>				<b>Range</b>	
Monthly					5,833
Annual					70,000
Monthly					2,917
Annual					35,000
<b>Firefighter Driver/Operator (part time)</b>				<b>Hourly Rate</b>	
Hourly					California Minimum Wage
<b>Temporary Positions - Non-exempt</b>					
<b>Temporary (as needed and determined by the Fire Chief)</b>				<b>Range</b>	
Hourly			10.00	→	76.10

Examples of a temporary employee's position includes but is not limited to:  
Fire Services Assistant; Interns (Administration, Fire Prevention, Training); Fire Prevention (Weed Abatement; Plan Review); Firefighter/Paramedic

---

---

# STAFF REPORT

---

17-08

TO: BOARD OF DIRECTORS  
TONY MICHEL

FROM: JIM STURTEVANT, BATTALION CHIEF

SUBJECT: BUDGET AUTHORIZATION - PAVING PROJECT

DATE: FEBRUARY 23, 2017



---

---

The following budget action is requested for approval:

Description	FY16/17 Budget	Project Funding Request	Funding Source	Action Requested
Eagle Paving	0	\$25,141	General Fund	Purchase Authorization

### ***JUSTIFICATION for Funding Request:***

Staff seeks authorization to pave (asphalt) around the temporary fire station at Harmony Grove Village. The paving area includes a portion of the driveway, a few walkways adjacent to the fire station and the apparatus bay.

Currently, the parking area, driveway, apparatus bay, and grounds adjacent to the temporary RSF 5 fire station are covered with gravel. The gravel was installed by the County and was a temporary fix until the completion of a permanent fire station. The fire district estimates the completion of the permanent fire station is over two years away.

The gravel driveway, parking areas, apparatus bay and the grounds around the fire station have deterioration due to the recent heavy rains. The installation of asphalt over the current gravel based will be better suited for the heavy usage and the estimated time the temporary facility will be utilized by the fire district.

The Fire District received three bids for the job, approximately 10,500 sq/ft of asphalt paving. A selection has been made based on lowest cost comparable bids to Eagle Paving of Poway.

### **Bids**

1. Eagle Paving \$25,141.00
2. George Weir Asphalt \$26,250.00
3. J&S Asphalt Paving \$29,190.00

***SOURCE of Funding:*** General Fund