



**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 12, 2013
Special Meeting 1:00 pm
In lieu of 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. Public Comment**
- 3. Motion waiving reading in full of all Resolutions/Ordinances**

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

4. Consent Calendar

- a. Board of Directors Minutes
 - i) Board of Directors minutes of February 13, 2013
ACTION REQUESTED: **Approve**
- b. Receive and File
 - i) Monthly/Quarterly Reports – ACTION REQUESTED: **Information**

(1) List of Demands

Check 23702 thru 23779 for the period February 1 – 28, 2013 totaling: \$ 284,214.97

Payroll for the period February 1 - 28, 2013 \$ 473,682.07

TOTAL DISTRIBUTION \$ 757,898.04

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

(2) Activity Reports – February 2013

- Operations
- Training
- Fire Prevention

(3) District Articles

(4) Correspondence - letters/cards were received from the following members of the public:

- Girl Scout Troup 2063

5. Old Business

- a. None

6. New Business

a. Budget Authorization

To discuss and/or approve the expenditure for professional services provided by Citygate Associates, LLC should the fire district decide to submit a proposal for ambulance services to the County of San Diego. [Staff Report 13-03](#)

ACTION REQUESTED: **Approve**

b. Budget Authorization

To discuss and/or award lowest, most responsive bid received for the purchase of a replacement fire engine and authorize the fire chief to execute the contract. [Staff Report 13-04](#)

ACTION REQUESTED: **Approve**

c. April/May 2013 Meeting Date(s)

To discuss and/or reschedule the April and/or May 2013 Board of Directors meeting date

ACTION REQUESTED: **Reschedule**

7. Resolution/Ordinance

a. Resolution 2013-05

To adopt Resolution No. 2013-05 *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

ACTION REQUESTED: **Adopt**

b. Resolution 2013-06

To adopt Resolution No. 2013-06 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Investment of Monies in the Local Agency Investment Fund

ACTION REQUESTED: **Adopt**

c. Ordinance 2013-01

To introduce Ordinance No. 2013-01 *entitled* An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2009-01. [Staff Report 13-05](#)

ACTION REQUESTED: **Board and public comments ad to schedule the second reading**

8. Oral Report

a. Fire Chief – Michel

- i) Call for Nominations to the Local Agency Formation Special Districts Advisory Committee Vacancy
- ii) District Activities
 - (1) RSF Rotary Club Meeting @ RSF3
 - (2) Fireman's Fund Grant – March 13, 2013
 - (3) Fire District's Annual Conference – April 4-6, 2013 (Napa, CA)

- b. Operations – Deputy Chief Ward
- c. Training – Battalion Chief Davidson
- d. Fire Prevention – Fire Marshal/Deputy Fire Marshal
- e. Administrative Manager – Rannals
 - i) Form 700 – Conflict of Interest Statement
- f. Board of Directors
 - i) North County Dispatch JPA – Update
 - ii) County Service Area – 17 – Update
 - iii) Cooperative Efforts – Governance Ad hoc Subcommittee – Update
 - iv) Comments

9. Closed Session

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: El Fuego and Calle Ambiente Fire Stations
Agency Negotiator: Fire Chief
Negotiating Parties: Verizon
Under Negotiation: Instruction to negotiator concerning price and term
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: a portion of parcels 265-493-11-00 and 265-451-55-00
Agency negotiator: Fire Chief
Negotiating parties: Pacifica Real Estate Services

10. Adjournment



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting – Agenda
Tuesday, March 12, 2013 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on March 8, 2013 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 March 8, 2013

A handwritten signature in black ink, appearing to read "Karlana Rannals".

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – February 13, 2013**

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

Deputy Chief Ward led the assembly in the *Pledge of Allegiance*.

President Ashcraft informed the Board that pursuant to government code section 54954.2(b) (2) there is a request to amend the agenda to include the following topics for discussion and/or action:

AMEND AGENDA ITEM:

7. New Business

b. Contract Amendment

To approve a contract amendment between the County of San Diego and Rancho Santa Fe Fire Protection District *entitled* Amendment to the Memorandum of Agreement dated as of March 7, 1995, between the County of San Diego and Participating Cities and Jurisdictions regarding the Implementation, Governance, Method of Funding and Costs of a Regional Radio System Providing Communication Services to Public Safety and Public Service Agencies Operating in San Diego County and Imperial county [Staff Report 03-01](#)

ACTION REQUESTED: **Approve**

c. Budget Authorization

To approve the purchase of staff vehicle [Staff Report 03-02](#)

9. Closed Session

a. With respect to every item of business to be discussed in closed session pursuant to Section 54957:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Fire Chief

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT (Hillgren) to amend the agenda as requested.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren (arrived at 1:30 pm), Malin, Tanner

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Darrin Ward, Deputy Chief; Bret Davidson, Battalion Chief; Jim Sturtevant, Battalion Chief; Chris Galindo Battalion Chief/Fire Marshal; Renee Hill, Deputy Fire Marshal; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the board.

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

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

4. Consent Calendar

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the Board of Directors minutes of January 9, 2013.

b. Receive and File

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 23530 thru 23610 for the period January 1 – 31, 2013 totaling:	\$ 377,859.38
Payroll for the period January 1 – 31, 2013	<u>\$ 404,610.95</u>
TOTAL DISTRIBUTION	\$ 782,470.33

(2) Budget Review July 1 – December 31, 2012

(3) Statement of Cash Assets – December 31, 2012

(4) Activity Reports – January 2013

- Operations
- Training
- Fire Prevention

(5) District Articles – January 2013

(6) Correspondence

- Sunclak/Easby
- McNamaras
- Koshi
- Valejo

5. Old Business

a. None

6. New Business

a. Employment Agreement

Chief Michel summarized the two changes agreed on. He requested the board approve the contract as submitted.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the employment agreement between Rancho Santa Fe Fire Protection District and Tony J. Michel.

b. Regional Communications System Participating Agency Agreement

Chief Michel summarized the staff report provided. He reported that on August 7, 2012 the County Board of Supervisors approved to extend the RCS Participating Agency Agreement for an additional three-year period, to March 31, 2016. The fire district's board approval will simply extend the existing RCS Participating Agency Agreement, which will not change any of the conditions and financial obligations to the district. Staff responded to questions from the board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the agreement *entitled* Amendment to the Memorandum of Agreement dates as of May 7, 1995, between the County of San Diego and Participating Cities and Jurisdictions regarding the Implementation, Governance, Method of Funding and Costs of a Regional Radio System Providing Communication Services to Public Safety and Public Service Agencies Operating in San Diego County and Imperial County.

c. Budget Authorization

Chief Michel summarized the staff report provided. The District had originally planned to have the fire prevention vehicle replaced during FY10. However, due of the good condition of the vehicle and the low mileage, staff extended the life of the vehicle for an additional three years.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the purchase of a replacement fire prevention vehicle with radios and white strobe Opticom light.

7. Resolution/Ordinance

a. Resolution No. 2013-03

Ms. Rannals informed the Board that the resolution presented is requested for adoption to confirm the recently negotiated salaries and benefits for management personnel.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2013-03 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel on a roll call vote:

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

b. Resolution No. 2013-04

Ms. Rannals informed the Board that the resolution presented is requested for adoption to confirm the recently negotiated salary and benefits for the Emergency Medical Services Coordinator position.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2013-04 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salary and Benefits for the Emergency Medical Services Coordinator Position on a roll call vote:

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

February 13, 2013

Page 4 of 5

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

8. Oral Reports

a. *Fire Chief – Michel*

- i) Cooperative Efforts: he reported that the Governance Ad hoc Committee is scheduled to meeting February 26. It has been at least two years since the last meeting and there are several new representatives because of the November elections.
- ii) District Activities
 - (1) Pizza Parties: these pizza parties are a result of Fire Prevention Week and the coloring contests.
 - (2) Firehouse World: Chief Officers and suppression personnel will attend this national conference held in San Diego. If any board member is interested in attending the expo, contact him directly.
 - (3) RSF Rotary Club: the district will host the Rotary luncheon planned for April 23 at the Fairbanks Ranch Fire Station. The program will be about the fire district and its activities. All board members are encouraged to attend.
 - (4) Gift: the district is the recipient of a \$10,000 bequest from a resident of the district and it is to be used for equipment.

b. *Operations – Deputy Chief Ward*

Chief Ward reported on the following topics:

- Call activity:
 - 230 calls last month
 - 29% increase
- Structure fire – Calle Serena
 - Fire occurred on February 10th. There was a significant loss to property. There was one firefighter transported who was treated and released. A third party insurance company has been retained to investigate the cause of the fire.

c. *Training – Battalion Chief Davidson* Chief Davidson summarized the monthly training activity, which included:

- Probationary testing
- EMS Skill Recertification
- Driver operator 1B Class – this class helps prepare personnel for promotion to Engineer Hose lays
- Ladder testing

d. *Fire Prevention*

i) *Deputy Fire Marshal (Renee Hill)*

She reviewed new construction projects planned for *The Lakes*. She is also beginning the application process to hire a temporary employee from CalPoly to assist in the summer with inspections in the Shelter in Place communities.

ii) *Fire Marshal (Chris Galindo)*

He distributed a draft plan for the eucalyptus mitigation project. He responded to questions from the board.

e. Administrative Manager Rannals

- i) Form 700 – Conflict of Interest Statement – she reminded the board members to forward their completed statement for filing.
- ii) She reminded the board that the Board of Directors March meeting was rescheduled to March 12, 2013.

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: next meeting scheduled for February 28, 2013.
- County Service Area 17 – Update – Director Hickerson: he will serve on an ad hoc committee on compensation for the EMS Coordinator position
- Comments:
 - Tanner – unable to attend April 2013 meeting
 - Hillgren – she requested consideration to reschedule the May 2013 meeting. This will be added to the March agenda for discussion
 -

Ten-minute recess

9. Closed Session

Pursuant to Section 54957, the Board of Directors met in closed session from 2:35 – 3:20 pm to discuss the following:

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Fire Chief

All board members listed and Chief Michel attended the closed session.

Upon reconvening, President Ashcraft reported that the matter listed was discussed and the Board of Directors took no action.

10. Adjournment

Meeting adjourned at 3:22 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

Rancho Santa Fe Fire Protection District

List of Demands
February 2013

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
23702	\$6.99	4S Ranch Gasoline & Carwash LP	Car Wash
23703	\$354.00	Accme Janitorial Service Inc	Office Cleaning
23704	\$365.32	Allstar Water Systems Inc	Building RSF2
23705	\$275.90	AT&T Calnet 2	Telephone RSF1 & RSF3, Admin, SDSMSE Rebill and NCDJPA Rebill
23706	\$172.00	Bennett, Luke D.	School Education/Training Reimbursement
23707	\$269.32	Blend	Outside Printing & Binding
23709	\$14.88	Caccavo, Alicea I.	Office Supplies Reimbursement
23710	\$299.11	Complete Office of California Inc	Office Supplies
23712	\$675.00	Fire ETC Inc	Safety Clothing
23713	\$160.00	Government Finance Officers Association	Association Dues
23714	\$1,233.89	Olivenhain Municipal Water District	Water RSF2/3/4
23715	\$200.31	Parkhouse Tire, Inc.	Tires & Tubes
23717	\$1,208.40	Santa Fe Irrigation District	Water Admin, RSF1, JPA Rebill
23719	\$2,602.82	The SoCo Group Inc	Gasoline & Diesel Fuel
23720	\$1,674.99	ThyssenKrupp Elevator Inc	Elevator Service & NCDJPA Rebill
23721	\$13.71	U P S	Shipping Service
23722	\$4,777.47	U S Bank Corporate Payment System	Cal-Card./IMPAC program
23723	\$599.38	Uniforms Plus	Uniform - Safety Personnel
23724	\$1,477.00	Vinyard Doors Inc	Building RSF1 & RSF2
23725	\$5,500.00	WinTech Computer Services	Computing Consulting Services
23726	\$297.50	A to Z Plumbing Inc	Building RSF1
23727	\$323.18	AT&T Calnet 2	Telephone Admin, NCDJPA Rebill, RSF2, RSF4, & SDSME Rebill
23728	\$191.00	Bennett, Luke D.	School Education/Training Reimbursement
23729	\$102.70	Blend	Outside Printing & Binding
23730	\$165.20	Boot World Inc	Boots Safety
23731	\$173.91	Complete Office of California Inc	Office Supplies
23732	\$2,428.50	County of SD/RCS	CAP Code Paging Service & 800 MHz Network Admin Fees
23733	\$673.69	Enternmann-Rovin Co Inc.	Uniform - Administrative/Safety/ Prevention Personnel
23734	\$990.00	Fairbanks Ranch Com. Serv. Dis	Sewer RSF3
23735	\$705.00	Fitch Law Firm Inc	Legal Services

Rancho Santa Fe Fire Protection District

List of Demands
February 2013

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
23736	\$661.95	Home Depot, Inc	Fleet Equipment Maintenance/Repair, RSF1/2/3/4/Admin Maintenance, Water RSF3, Car Wash, Batteries-apparatus, Gate openers, Tools-Maint/Construction, Office Supplies, Fire Prevention Dept-Materials/Supplies & Safety Equipment
23737	\$870.00	JPBLA Inc	Consulting Services - Prevention
23739	\$6.47	Napa Auto Parts Inc	Apparatus Parts & Supplies
23740	\$7,586.46	North County EVS Inc	Fleet Equipment Maintenance/Repair, Scheduled - ID 0262/0211/1181 & Repair - ID 0262/0211
23741	\$4,956.29	San Diego Gas & Electric	Elec/Gas/Propane RSF1/2/3
23742	\$323.98	Sturtevant, James F.	Station Replacement - RSF1/4 Reimbursement
23743	\$424.20	TelePacific Communications	Telephone ADMIN
23744	\$12.00	U P S	Shipping Service
23745	\$628.00	Vinyard Doors Inc	Building RSF1
23746	\$2,070.00	A to Z Plumbing Inc	Building RSF1
23747	\$926.21	CDCE Incorporated	MDC (Mobile Data computer Units)
23749	\$1,811.28	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
23750	\$169.66	Fire ETC Inc	Uniform - Safety Personnel
23751	\$270.12	G S A	Apparatus Tool/Equipment Replacement
23752	\$3,048.66	Guardian Life Insurance Co	Dental Insurance
23753	\$58,899.14	Health Net	Medical Insurance
23754	\$11,829.24	Kaiser Permanente	Medical Insurance
23755	\$270.00	Lenahan, Conor	School Education/Training Reimbursement
23756	\$2,178.26	San Diego Gas & Electric	Elec/Gas/Propane ADMIN & RSF4
23757	\$537.45	The Lincoln National Life Ins Co	Disability/Life Insurance
23758	\$4,265.48	The SoCo Group Inc	Gasoline & Diesel Fuel
23759	\$38.79	U P S	Shipping Service
23760	\$502.00	Vinyard Doors Inc	Building RSF1
23761	\$42.43	AT&T	Telephone RSF1
23762	\$3,000.00	Atlas Pumping Service Inc	Building RSF1/2/3/4
23763	\$70.87	Cox Communications	Telephone RSF3
23765	\$179.00	Duncan, Troy	Certification & School Education/Training Reimbursement
23766	\$1,747.16	Engineered Mechanical Services Inc	Building RSF2

Rancho Santa Fe Fire Protection District

List of Demands
February 2013

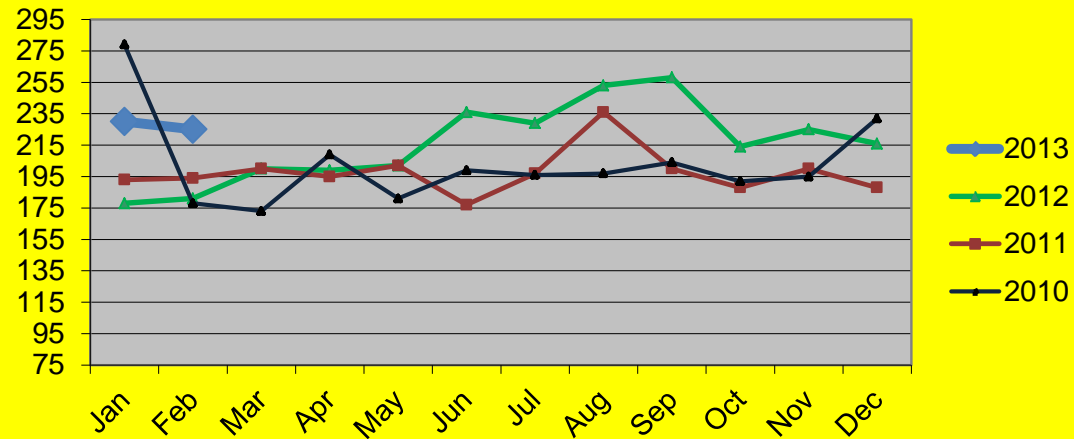
<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
23767	\$980.00	Fire ETC Inc	Apparatus Parts & Supplies
23768	\$110.00	Fitness Warehouse USA & SD Fitness Repair	Fitness Equipment Repair
23769	\$4.25	Jauregui & Culver Inc	Refuel Facility Repair
23770	\$130,168.23	PERS	PERS (Employer Paid)
23771	\$87.50	Rose Business Solutions Inc	Consulting Services
23773	\$2,196.13	Silverado Avionics Inc	2013 Ford Escape SE / ID -1381
23774	\$725.00	Teleque on Fire	Building RSF1
23775	\$260.00	Terminix International	Building ADMIN, RSF 1/3/4 & NCDJPA Rebill
23776	\$3,149.39	The SoCo Group Inc	Gasoline & Diesel Fuel
23777	\$8.99	U P S	Shipping Service
23778	\$920.66	Uniforms Plus	Uniform - Safety Personnel
23779	\$438.00	Vinyard Doors Inc	Building RSF1
Various	\$9,911.55	Various	Medical Reimbursements
<i>Sub-total:</i>		\$284,215.97	
15-Feb-13	\$241,682.17	RSFFPD	Payroll
28-Feb-13	\$231,999.90	RSFFPD	Payroll
<i>Sub-total:</i>		\$473,682.07	
Total:		\$757,898.04	

February 2013 Operations Report

Rancho Santa Fe Fire Protection District

Incident Response Report

Four Year Monthly Response Comparison



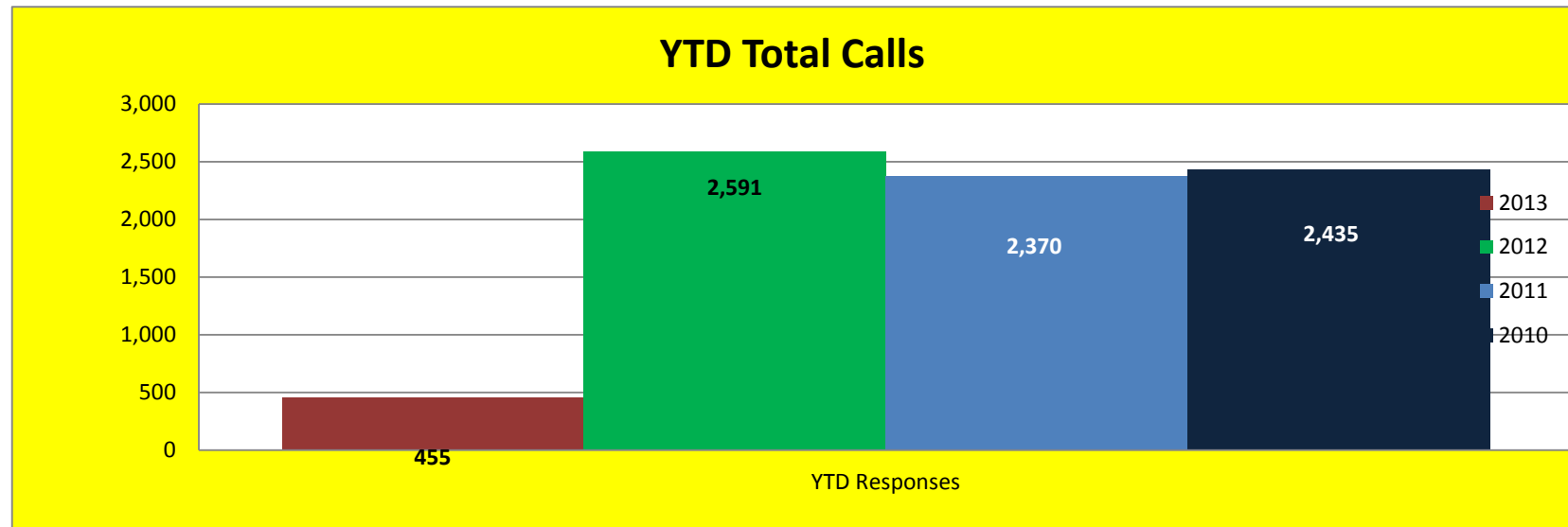
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	230	225											455
YTD	230	455											27%

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	178	181	200	199	202	236	229	253	258	214	225	216	2,591
YTD	178	359	559	758	960	1,196	1,425	1,678	1,936	2,150	2,375	2,591	9.32%

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	193	194	200	195	202	177	197	236	200	188	200	188	2,370
YTD	193	387	587	782	984	1,161	1,358	1,594	1,794	1,982	2,182	2,370	2.6% decrease

2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD 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	4.7% increase

**Rancho Santa Fe Fire Protection District
Incident Response Report**



Incident Summary by Incident Type

Date Range: From 2/1/2013 To 2/28/2013

Incident Type(s) Selected: All

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time hh:mm:ss	Total Loss	Total Value
Fire	5	4	00:06:11	\$50,100.00	\$50,100.00
EMS/Rescue	110	104	00:05:25	\$0.00	\$0.00
Hazardous Condition	7	5	00:06:05	\$0.00	\$0.00
Service Call	16	3	00:05:55	\$0.00	\$0.00
Good Intent	60	4	00:04:27	\$0.00	\$0.00
False Call	27	27	00:05:44	\$0.00	\$0.00
Blank or Invalid	13	0		\$0.00	\$0.00
Totals	238	147		\$50,100.00	\$50,100.00

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

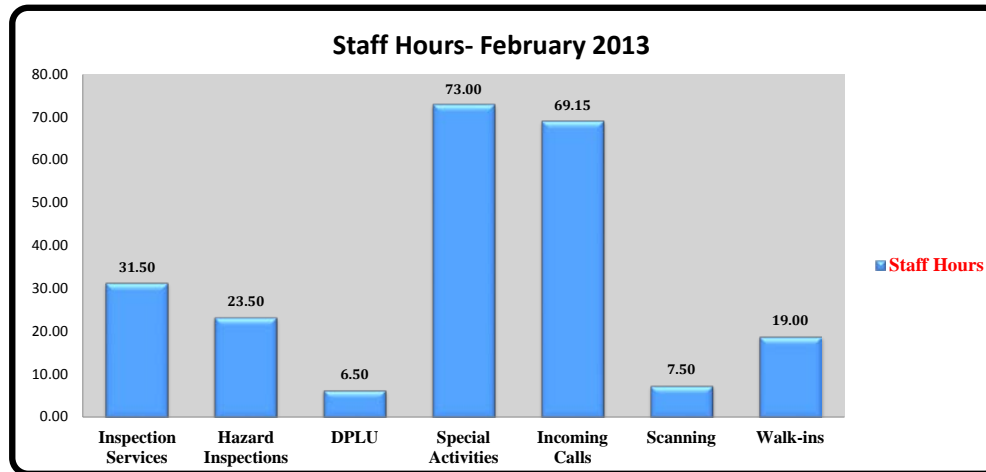
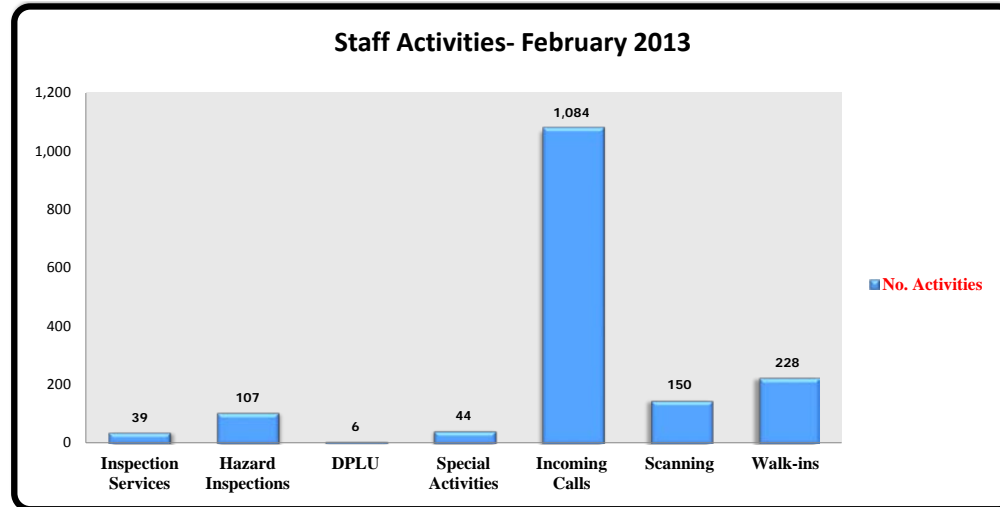
Not Completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No Arrival and Invalid Dates/Times.

February 2013

February 2013							March 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30
							31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 27 - Feb 2	Jan 27	28	29	30	31	Feb 1	2
						C Shift 7:00am 3:30pm CAP E432 APT (RSF 2 Tes 9:00am 11:00am Simulation Exercises 5:30pm 6:30pm Badge	Hose Testing (RSF Sta 2
Feb 3 - 9	3	4	5	6	7	8	9
	C Shift	Encinitas MDC Installat 8:30am 10:30am Apparatus meeting (12:00pm 1:00pm FPW Pizza Party (Maranat 3:45pm 4:30pm Statio	Enciniatas MDC Install 11:00am 12:00pm ENC T-2375/Fire Safety Demo (194 N. El Camino Real/Chick-Fil-A) - A	Encinitas MDC Installat City of Del Mar Weekly 7:00am 4:30pm VCF E7 8:00am 3:30pm 2661,2 8:00am 8:30am High Ri 10:00am 4:00pm Fire St	Solana Beach: Reminda Del Mar MDC Installat 8:00am 8:30am High Rise (Night Drill) (CBD)	C Shift 8:00am 8:30am High Rise (Night Drill) (CBD) 9:00am 10:00am ENC T-2375/Station Tour	Hose Testing RSF (RSF 9:00am 10:00am Wounded warrior bi 11:00am 12:00pm Little Bears PreSchool-Pub 1:30pm 3:00pm Probat
Feb 10 - 16	10	11	12	13	14	15	16
	C Shift	8:30am 5:30pm Firefighter Academy 10:00am 4:00pm 2411, 2431, 2511, 2531 Gr 1:30pm 4:00pm RSF Shi 1:30pm 3:00pm Probat	8:00am 8:30am High Rise (Night Drill) (CB 8:30am 5:30pm Firefighter Academy 1:30pm 4:00pm RSF Shi 2:30pm 3:30pm ENC 23	Solana Beach Captains City of Del Mar Weekly 8:00am 5:30pm Firefigh 8:00am 1:30pm 2612 a 8:00am 8:30am High Ri 8:30am 11:30am Opera	C Shift 8:00am 5:30pm Firefigh 8:30am 10:00am Appar 9:00am 11:30am JPA C 3:00pm 4:00pm Tennis 4:00pm 5:00pm ENC-DI	A Shift 8:00am 5:30pm Firefighter Academy 9:00am 12:00pm Auto Extrication Drill (Oce 11:00am 12:00pm ENC	B Shift 1:30pm 3:00pm Probationary presentation (Solana Beach station) - Activity
Feb 17 - 23	17	18	19	20	21	22	23
	A Shift	Fire House World San Diego (San Diego Convention Center) - Bret Davidson 8:00am 5:30pm Firefighter Academy (See Attached Sched 10:00am 11:00am ENC T2375/Station Tour (8:00am 5:30pm Firefighter Academy (See Attached Sched 8:00am 8:30am EMS (Enc 5 / RSF 1)	City of Del Mar Weekly 8:00am 5:30pm Firefighter Academy 8:30am 5:00pm Hoselays- Solana E2	Solana Beach: Reminde 8:00am 5:30pm Firefighter Academy 8:00am 8:30am EMS (Enc 5 / RSF 1)	8:00am 5:30pm Firefigh 8:30am 12:00pm Hosel 11:30am 12:30pm Pizza 1:00pm 5:00pm Aerial 1:30pm 3:30pm 2311 - 2:00pm 3:00pm ENC 23	C Shift
Feb 24 - Mar 2	24	25	26	27	28	Mar 1	2
	A Shift	8:00am 5:30pm Firefighter Academy 9:00am 3:30pm Foam C 9:30am 11:30am Meeti 10:30am 11:30am ENC 4:30pm 9:00pm High Ri	7:00am 4:30pm PAL B 8:30am 5:30pm Firefigh 9:00am 4:00pm Ladder 9:00am 3:30pm Fire Ad 10:00am 11:00am Admi 1:30pm 4:00pm RSF Shi	2421, 2471 Academy - Solana Beach Captains City of Del Mar Weekly ENC Foam Drill (ENC S 7:00am 4:30pm 2633 A 8:00am 5:30pm Firefigh	ENC Foam Drill (ENC S 7:00am 4:30pm 2633 AM (RSF 3) 8:00am 5:30pm Firefigh 11:45am 12:45pm Pizza 4:00pm 5:00pm ENC-DI		

**Fire Prevention Monthly Staff Report
February 2013**



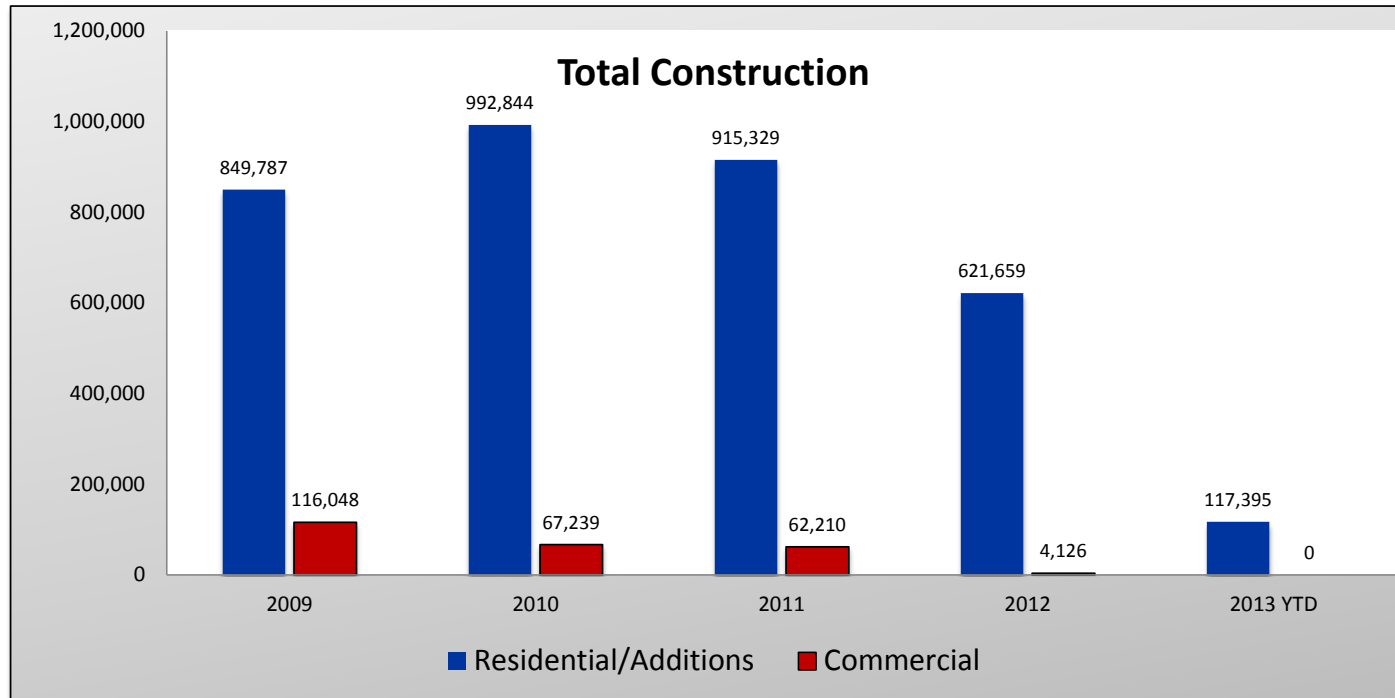
Comparison 2012/2013 Total Monthly Hours/Activities

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	954	833	948	1191	1287	1585	3022	1851	2053	1687	1186	1418
Hours	262.85	169.42	214.77	342.03	281.52	322.38	331.48	305.88	395.3	450.87	215.75	319.05

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1487	1658										
Hours	241.40	230.15										

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

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau -Construction
February 2013



Year	Res/Add	Comm	Total
2009	849,787	116,048	965,835
2010	992,844	67,239	1,060,083
2011	915,329	62,210	977,539
2012	621,659	4,126	625,785
2012 YTD	56,439	1,494	57,933
2013 YTD	117,395	0	117,395

Comparison 2012/2013 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	32,208	25,725	65,313	124,980	64,041	73,962	73,882	6,960	88,364	23,750	1,132	45,468
2013	47,186	70,209										

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2013

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	19	69,726
	Urban Forester	0	0
	TOTAL	19	69,726
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	1,600	483
	Urban Forester	0	0
	TOTAL	1,600	483
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Urban Forester	0	0
	Fire Inspectors	0	0
	TOTAL	0	0
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	70,209
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	2	0
	Fire Inspectors	0	0
	Urban Forester	0	0
	TOTAL	2	0
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	6	19,304
	Urban Forester	0	0
	TOTAL	6	19,304
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Urban Forester	26	23.50
	Fire Marshal	0	0.00
	Fire Inspectors	0	0.00
	TOTAL	26	23.50

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2013

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	1	1.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	3	3.50
Habit Plans	0	0.00
Approval Letters	2	2.00
CWPP/FPP	0	0.00
TOTAL	6	6.50
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	14	8.00
Finals (Structures)	15	15.00
Landscape	3	2.00
Reinspections	4	3.50
Tents/Canopy	0	0.00
Burn Permits	0	0.00
Department of Social Service Licensing	1	1.00
Knox/Strobe	0	0.00
Code Enforcement	0	0.00
Engine Company Follow Up	2	2.00
Misc.	0	0.00
TOTAL	39	31.50
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	57	5.00
Weed Abatement Reinspection	19	2.00
1st Notice	11	1.50
2nd Notice	3	1.00
Final Notice	2	0.50
Forced Abatement	2	4.00
Postings	2	1.00
Annual Mailers	0	0.00
Homeowner Meeting	11	8.50
WUI	0	0.00
TOTAL	107	23.50
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	1	1.00
TOTAL	1	1.00

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2013

ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	2	4.00
Training Classes	2	7.00
Conferences	1	4.00
Meetings	34	43.50
Other	5	14.50
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	44	73.00
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	1,084	69.15
Consultations	38	38.00
Plan Review	40	45.00
Scanning	150	7.50
General Office	18	43.50
TOTAL	1,330	203.15

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	949	47.45
Walk in/Counter (All Administrative Staff)	228	19.00
Knox Application Request	3	0.25
UPS Outgoing Shipments	3	0.25
Plan Accepted/Routed	53	8.83
Scheduling Inspections, Managing Calendars	75	6.25
Special Projects	15	40.00
Scanning Documents/Electronic Files	150	7.50
Meetings: Admin/Prevention/Admin Shift	10	7.50
Post Office	17	6.50
Deposit runs and preparations	8	4.00
TOTAL	1,511	148

Rancho Santa Fe Fire District
Public Education Coordinator - Monthly Report
February 2013

WEBSITE/INTERNET		Staff Hours
Update existing info & documents:		3.0
<i>Updated home page, news, etc</i>		3.0
New design progress:		2.0
<i>Page final touches</i>		2.0
<i>Grant</i>		0.0
Compile & write new information:		3.0
<i>Events, business opportunities, station bid</i>		3.0
<i>Grant</i>		0.0
Social Media		3.0
<i>Facebook "Fans" - 230</i>		2.0
<i>Twitter "Follower" - 706</i>		1.0
TOTAL		11.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc:		7.0
<i>Gold Book Ad</i>		1.0
<i>Tree list</i>		1.0
<i>Fire Sprinkler Presentation</i>		5.0
Fire Wire (quarterly):		0.0
<i>None this month</i>		
TOTAL		7.0
MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		0.0
Press Releases:		2.0
<i>Fire Sprinkler Presentation</i>		2.0
Other Articles/Stories/Interviews:		1.0
TOTAL		3.0
EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		17.0
<i>FPW Pizza parties - 3</i>		6.0
<i>Station Tour - 1</i>		1.0
Adult Programs:		10.0
<i>Home Fire Sprinklers</i>		10.0
TOTAL		27.0

Rancho Santa Fe Fire District
Public Education Coordinator - Monthly Report
February 2013

EVENTS		Staff Hours
External/Community Events:		0.0
Internal Events:		1.0
<i>Badge Ceremony</i>		1.0
TOTAL		1.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings:		10.0
<i>Staff meetings</i>		4.0
<i>Meeting with Escondido BC</i>		1.0
<i>Shift Meeting</i>		5.0
TOTAL		10.0
CLERICAL		Staff Hours
Prevention-related:		44.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		38.0
<i>Phone Calls - 32</i>		6.0
Non-prevention/non-minute related:		18.0
TOTAL		62.0
TOTAL HOURS		121.0



Dear Capt. Mike + Crew,

We came to visit your station on Feb. 4, 2013 and had such a great tour! We learned so much of the tough job you do as a Fireman and as EMT's. We also learned a lot about First Aid, and were able to earn our First Aid Badge. We can't thank you enough for the tour of your station and all you do for our community!!

Sincerely,
Girl Scout Troop 2063

STAFF REPORT

NO. 13-03

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: BUDGET AUTHORIZATION
DATE: MARCH 7, 2013



The following budget action is requested for approval:

Description	FY 13 Budget	Funding Request	Funding Source	Action Requested
Professional Services – CityGate Associates	\$0	\$34,281	Undesignated Reserves	Approve expenditure
JUSTIFICATION for Funding Request – <i>See below</i>				

RECOMMENDATION

Staff recommends the Board approve the budget authorization of \$34,281 for professional services provided by Citygate Associates, LLC in the event the fire district decides to submit a proposal for ambulance services to the County of San Diego.

BACKGROUND

In June 2012, the Board approved expenditure for an operational and fiscal feasibility review of the fire district's work on structuring an ambulance service proposal for County Service Area (CSA) 17. This review was to determine if the information previously provided to the board is valid. Citygate Associates, LLC, provided this professional service and the cost proposal was based on a negotiated hourly rate, not to exceed \$12,264. The actual expenditure for the review was under \$8,000.

Citygate's findings demonstrated that the Fire District was well underway with a service and cost plan for a potential ambulance proposal. Additionally, Citygate provided the District specific recommendations to assist in the preliminary workload needed to prepare for a potential response.

CURRENT SITUATION

The Fire District has continued to prepare for a potential response to a CSA-17 Request for Proposal (RFP) for ambulance services. The CSA-17 ambulance service RFP to date has not been released. However, to prepare for the release of the RFP, staff recommends continuing the services of Citygate

STAFF REPORT 13-03

Associates, LLC at the pre-negotiated rate in the event the District chooses to respond to the RFP. The negotiated price is a “high-side” estimate for their professional services. The professional services included in this proposal are for the following:

- Review the final draft proposed operational details to ensure the plan includes all of the needed annual and capital budget elements;
- Review the District’s analysis of the fiscal impact of the final draft proposal including the program’s annual and re-occurring capital costs;
- Discuss any recommendations for changes with the District staff in an on-site meeting;
- Present our analysis to the District’s Board of Directors, if so directed;
- Assist the District staff with presenting the proposal and answering questions in a meeting with the County of San Diego EMS Agency.

The professional services expenditure for the County of San Diego CSA-17 RFP was not budgeted in the FY13 financial plan. If this expenditure were approved, it would be allocated from the district’s general fund undesignated reserves.



2250 East Bidwell Street, Suite 100 ■ Folsom, CA 95630 ■ PH 916-458-5100 ■ FAX 916-983-2090

March 5, 2013

Tony Michel, Fire Chief
Rancho Santa Fe Fire Protection District
18027 Calle Ambiente
P.O. Box 410
Rancho Santa Fe, CA 92067

**RE: PHASE II COST ESTIMATE TO PROVIDE ON-GOING ASSISTANCE FOR THE DISTRICT'S
CONTEMPLATED PLAN TO PROVIDE AMBULANCE SERVICE TO CSA 17**

Dear Chief Michel:

Citygate Associates, LLC was pleased to provide fiscal and policy analysis assistance for the District last fall. At your request, we can continue to provide assistance as directed as the District prepares and explains its proposal for the District to provide ambulance service in County Service Area (CSA) 17 to the County of San Diego.

PHASE II SCOPE OF WORK

CSA 17 provides paramedic ambulance service via contract to the communities of Del Mar, Del Mar Heights, Solana Beach, Encinitas, Rancho Santa Fe Fire Protection District and portions of Elfin Forest. Citygate will review the District's work documents produced and will also perform the following:

- ◆ Review the final draft proposal operational details to ensure the proposed plan includes all of the needed annual and capital budget elements;
- ◆ Review the District's analysis of the fiscal impact of the final draft proposal including the program's annual and re-occurring capital costs;
- ◆ Discuss any recommendations for changes with the District staff in a meeting on site;
- ◆ Present our analysis to the District Board of Directors, if so directed;
- ◆ Assist the District staff with presenting the proposal and answering questions in a meeting with the County of San Diego EMS Agency.

CITYGATE ASSOCIATES PROJECT TEAM

As was the case in Phase I, to conduct this Work Plan, Citygate will assign both our fire and general government principals who have hands-on experience with this type of service assessment, not only as agency executives but also as consultants:

- ◆ Citygate's Fire Practice Principal and Project Director, *Stewart Gary*, was the lead author on the 2nd through 4th Editions manual for Standards of Response Cover systems approach to deployment for the Commission on Fire Accreditation International. Chief Gary is the retired Fire Chief of the Livermore-Pleasanton Fire Department, whose successful consolidation he led. Over the last twelve years, he has performed consolidation, organizational audit, and deployment studies on over 140 departments.
- ◆ Citygate's General Government Principal, *Dr. Dwane N. Milnes*, has extensive experience in municipal management having served as City Manager or Assistant City Manager for 24 years. He retired as the City Manager of Stockton, CA where he supervised large agency fire and police services. He has facilitated contracts for fire service for a number of agencies, including the City of Stockton, the City of Sausalito/Southern Marin Fire Protection District, the City of Atwater, and the Mountain House Community Services District. As a Citygate consultant, he has worked with Chief Gary on many fire consolidation studies.

PROPOSAL COSTS

Our charges are based on actual time spent by our consultants at their established billing rates, plus reimbursable expenses incurred in conjunction with travel, printing, clerical, and support services related to the engagement. We will undertake this study for a "not-to-exceed" total cost based on our Work Plan and Scope of Work outlined on the following page.

The District should consider this a "high side" estimate to include up to three on-site meetings and resultant travel expenses for the Citygate Team from Northern California. To date, the District staff has produced very good draft materials, which controls the Citygate expense. However, at this point, there are unknowns since the County has not yet released its RFP to the potential vendors. As such, we have attempted to anticipate a situation where the District might need more of Citygate's assistance than it did in Phase I last fall.

To be on the safe side, the airfare estimates are at the Southwest full-fare rates. We typically can schedule far enough in advance to obtain Internet fares, but we create our budget with the full-fare rates to cover last-minute meeting requests. Either way, the District only pays actual incurred rates. To further control costs, there are no rental car or hotel expenses in this estimate,

since we normally can schedule a one-day trip to San Diego from Oakland with no overnight expenses. Typically, clients pick us up at Lindberg Field to save rental car expenses and to provide more time for discussion with us while driving.

Our not-to-exceed total cost is presented below:

Consulting Fees of Project Team	Reimbursable Expenses	Administration (5% of Hourly Fees)	Total Citygate Project Amount
\$29,540	\$3,264	\$1,477	<u>\$34,281</u>

The price quoted above is effective for 45 days from the date of receipt for this proposal. As of January 2013, Citygate slightly raised its rates for the first time in four years. Therefore, this proposal is based on the updated hourly rate schedule below:

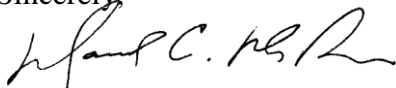
Classification	Rate	Consultant
Citygate President	\$225 per hour	David DeRoos
Fire Practice Principal and Project Director	\$250 per hour	Stewart Gary
General Government Principal	\$250 per hour	Dwane Milnes
Report Project Administrator	\$ 95 per hour	Chad Jackson
Administrative Support	\$ 85 per hour	Various

Billing Schedule

Our policy is to bill monthly for professional fees. Our charges are based on actual time spent by our consultants at their established billing rates, plus a five percent (5%) administration charge in lieu of individual charges for copies, phone, etc. We also bill for travel expenses (at cost) incurred in the prior month's work. Our invoices are payable within thirty (30) days. Citygate's billing terms are net thirty (30) days plus two percent (2%) for day thirty-one (31) and two percent (2%) per month thereafter.

As President of the firm, I am authorized to execute a binding contract on behalf of Citygate Associates, LLC. Please feel free to contact me at (916) 458-5100, extension 101 or via e-mail at dderoos@citygateassociates.com if you wish further information.

Sincerely,



David C. DeRoos, MPA, CMC, President

cc: Stewart Gary
Dwane Milnes

The District can sign below indicating acceptance of Citygate's proposal and terms, choose to issue a Purchase Order, or draft a consultant contract.

Name

Signature

Title

Date

STAFF REPORT

2013-04

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: FIRE ENGINE PURCHASE
DATE: MARCH 6, 2013



The following budget action is requested for approval and/or modification:

Description	FY 2012/13 Budget	Funding Request	Funding Source	Action Requested
2013 Type 1 Fire Apparatus	\$575,000	584,702	100% Fleet Reserve	Authorize purchase.
<p>JUSTIFICATION for Funding Request:</p> <p>Staff is seeking authorization to purchase a replacement Type 1 Fire Apparatus for Station 2. The purchase was identified in the District's capital expenditure plan with funding approved in the FY 2012/13 budget.</p> <p>The new apparatus will replace a 2002 Spartan/Saulsbury, which will be placed in the District's reserve fleet for an additional 5-7 years. A 1995 Spartan/Saulsbury will be retired and sold at auction or by dealer consignment.</p> <p><i>Note:</i> 2010 EPA emission and NFPA 1901 standards added additional costs which were difficult to project in our long range apparatus replacement plan; hence the budgeted amount vs. the actual funding request.</p> <p>Funding Source:</p> <p>2012/13 capital expenditure plan, with funding approved in FY 2012/13 budget.</p> <p><i>Note:</i> Build time for the new unit will be between 210-260 days from contract signing. Therefore; payment request will actually occur in FY 2013/14.</p>				

STAFF REPORT

2013-04 - Attachment A

TO: TONY MICHEL, FIRE CHIEF

FROM: FRED COX, BATTALION CHIEF

SUBJECT: FIRE ENGINE PURCHASE

DATE: MARCH 6, 2013



RECOMMENDATION:

Pending legal review of the final contract, staff recommends authorizing the Fire Chief to enter into a formal contract with Spartan ERV for the purchase of one (1) Type I fire apparatus at a total cost not to exceed \$584,702 (final negotiated price with selected options and cab configuration).

BACKGROUND:

A Request for Proposal was formally put out to bid on September 10, 2012, for the purchase of a new Type 1 apparatus. Under this process, all proposals were determined to be non-responsive in one or more areas. At the request of legal counsel, a revised Request for Proposal was sent out for rebid in December 2012 and closed on January 10, 2013.

CURRENT SITUATION:

After the rebid close date, the District received three responses; the results were as follows:

Manufacturer	Base Price:	Extended w/ sales tax @ 8%	Up Charges
1. Spartan ERV*	\$538,222	\$581,280	Roll Stability Control Included
	\$541,932	\$585,287	
2. KME	\$556,274	\$600,776	Roll Stability Control +\$2,032
3. Rosenbauer*	\$575,143	\$621,154	Roll Stability Control +\$2,466
	\$578,685	\$624,980	

* Price range depending on cab style configuration

Spartan ERV was found to be the lowest responsive bidder. Additionally, based on the review of apparatus specifications, the Apparatus Committee's conclusion was that the design features offered by Spartan ERV provided maximum operability for our District's narrow roadways, hilly terrain, and other unique characteristics. Spartan ERV also includes the latest safety features such as driver/passenger air bags and side curtains, advanced seat belt design, and vehicle roll stability control.

This rear mount rescue style pumper will provide an "all risk" platform which will become the standard for the Districts future fleet.

RESOLUTION No. 2013-05

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

WHEREAS, the Rancho Santa Fe Fire Protection District is anticipating that new development will occur within the district which will cause the need for the expansion of existing fire protection facilities; and

WHEREAS, the Rancho Santa Fe Fire Protection District is currently participating in the San Diego County's Fire Mitigation Program; and

WHEREAS, the County of San Diego is empowered to collect mitigation fees from applicants for new development for the purpose of the expansion of fire protection and firefighting facilities and equipment; and

WHEREAS, the County of San Diego has established fee ceilings for types of construction by Chapter 3 of Division 10 of Title 8 (commencing with § 810.301) of the San Diego County Code; and

WHEREAS, the County of San Diego has amended Chapter 3, Division 10 of Title 8 of the San Diego County Code of Regulatory Ordinances relating to fire mitigation fees; and

WHEREAS, the Rancho Santa Fe Fire Protection District intend hereby to comply with said amendments to continue to participate in the fire mitigation fee program.

IT IS HEREBY FOUND THAT:

- (1) The Rancho Santa Fe Fire Protection District does not have existing facilities which could be used to provide an adequate level of service to new development within the district's boundaries; and
- (2) The Rancho Santa Fe Fire Protection District does not have sufficient funds available to construct additional facilities from fund balances, capital facility funds, property tax sources, or any other appropriate sources; and
- (3) The lack of fire protection facilities and equipment to serve new development would create a situation perilous to the public health and safety if fire mitigation fees are not levied within the district; and

- (4) The annexation fees and plan check fees charged by the Rancho Santa Fe Fire Protection District do not include a payment toward the costs of capital facility and equipment expansion as a component of the fee.

NOW, THEREFORE, BE IT RESOLVED THAT:

- (1) The Rancho Santa Fe Fire Protection District requests the County to collect 100% of the ceiling amount of the fire mitigation fee on the district's behalf from applicants for building permits. This percentage of the ceiling fee is equal to or less than the capital facility expansion needs caused by new development.
- (2) The fee amounts do not exceed the ceiling for fire mitigation fees established by the San Diego County Board of Supervisors.
- (3) Mitigation fees paid under this program will be used to expand the availability of capital facilities and equipment to serve new development.
- (4) The district shall place all funds received by the County under this program, and all interest subsequently accrued by the district on these funds, in a separate budget accounting category to be known as the "San Diego County Fire Mitigation Fee."
- (5) The district shall expend funds from said "San Diego County Fire Mitigation Fee" budget accounting category only for the purposes of providing capital facilities and equipment to serve new development.
- (6) The district shall submit a Fire Mitigation Fee Annual Report, not later than August 29 of each year, to the Director of the Office of Disaster Preparedness specifying the amount of funds collected and the expenditures by category. In addition, the report shall specify the actions the district plans to take to alleviate the facility and equipment needs caused by new development in a Multi-Year Facilities and Equipment Plan adopted at a noticed public hearing. The district shall make available, upon request by the Director, a copy of its annual audit report.
- (7) The district shall make its records available to the public on request, which justify the basis for the fee amount.
- (8) The district shall hold San Diego County harmless for any errors made by the County in collecting and/or transmitting these fees to the district.
- (9) The district agrees to a review of revenues and expenditures collected and dispensed pursuant to this resolution each fiscal year by a committee established by the County Board of Supervisors.

Resolution No. 2013-05

(10) The district shall make findings, with respect to any portion of the fee remaining unexpended or uncommitted in its account five or more years after deposit of the fee, to identify the purpose to which the fee is to be put and to demonstrate a reasonable relationship between the fee and the purpose for which it was charged. The agency shall refund to the then current record owner or owners of the development project or projects on a prorated basis the unexpended or uncommitted portion of the fee, and any interest accrued thereon, for which need cannot be demonstrated.

(11) By April 16 of each year following the year of original adoption of this District's resolution, the Rancho Santa Fe Fire Protection District shall submit a copy of a new resolution adopted by the Board of Directors making the required findings and setting the percentage of the fire mitigation ceiling requested by the District.

(12) All fees collected pursuant to the San Diego County Fire Mitigation Fee Ordinance shall be used by the District for providing for capital facilities and equipment.

(13) "Facilities and Equipment" means any long-term capital facilities and equipment used by the Rancho Santa Fe Fire Protection District for suppression or emergency medical services, including station construction, station expansion and fire or emergency medical apparatus.

BE IT FURTHER RESOLVED that this resolution supersedes Resolution No. 2012-03 to participate in the Fire Mitigation Fee Program adopted April 14, 2012.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on March 12, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

RESOLUTION NO. 2013-06

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

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

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

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

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

TONY J. MICHEL
(NAME)
Fire Chief
(TITLE)

KARLENA RANNALS
(NAME)
Administrative Manager
(TITLE)

BRET DAVIDSON
(NAME)
Battalion Chief
(TITLE)

(SIGNATURE)

(SIGNATURE)

(SIGNATURE)

JAMES ASHCRAFT
(NAME)
Board Member
(TITLE)

CHRIS GALINDO
(NAME)
Fire Marshal
(TITLE)

(SIGNATURE)

(SIGNATURE)

BE IT FURTHER RESOLVED that this resolution shall supersede *Resolution No. 2005-013 – Authorizing Investment of Monies in the Local Agency Investment Fund* adopted November 9, 2005

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on March 12, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

STAFF REPORT

NO. 13-05

TO: BOARD OF DIRECTORS, TONY MICHEL, FIRE CHIEF
FROM: CHRIS GALINDO, ADMINISTRATIVE BATTALION CHIEF
SUBJECT: FEE SCHEDULE UPDATE
DATE: MARCH 7, 2013



RECOMMENDATION

Staff recommends the Board of Directors proceed with the ordinance adoption schedule authorizing changes to the current Fire District fee schedule and repeal Ordinance 2009-01 Fee for Services.

BACKGROUND

On January 26 2009, the Board of Directors approved and adopted Ordinance No. 2009-01 that updated the Fire Districts fee schedule in order to achieve 100% cost recovery and to balance the delivery of Fire Prevention services and other District fees that were relevant at that time. The fees are based upon actual costs incurred by the Fire District and are authorized pursuant to the *California Health and Safety Code, Sections 13916 and 13919*; and are public noticed to *Section 66014 of the Government Code* for cost recovery for services rendered. These fees apply to services which include:

- 1) Total compensation costs of the employee(s) responsible for providing a particular service
- 2) Total personnel hours utilized for conducting a plan review and/or file review
- 3) Database information entry
- 4) Personnel travel to and from a site
- 5) Site Inspection(s)
- 6) Written response and/or correspondence.

Additionally, overhead costs such as; utilities, phone, FAX, cell phone service, vehicle operation and replacement, liability and vehicle insurance are also factored into the fee structure (Attachment "C").

CURRENT SITUATION

The last cost of services analysis and fee schedule review was conducted nearly four years ago prior to the Fire District's purchase of the new Cielo Administration offices. The transition of the District Administration to its new office building necessitates a review of the entire fee schedule, which reflects higher costs associated with the operation of the new building as well as recent compensation adjustments for personnel.

Staff has reviewed all District services contained in the current *2009 Fee for Services* schedule and recommends an increase in 51 existing fees, a decrease in 3 existing fees, and the establishment of 6 new fees to recover the District's costs based on the following justifications:

Fee Increases (51)

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- An increase in five (5) service fees for the actual average time personnel spent conducting these services (Attachment B). Staff evaluated the time requirements for *Ref. No.'s 1.14; 2.2; 2.3; 2.5 and 2.6.1* and believes that the existing time allotted for completing these services are insufficient and requires an increase of .5 to 1.0 hours in order to achieve full cost recovery.
- An increase in twenty-seven (27) service fees for actual travel time to and from a site (Attachment B). The current *2009 Fee for Services* schedule only allots 15 minutes (or .25 hr.) for travel to and from a site. Staff believes that the actual travel time is insufficient and must be increased to compensate for the District's relocation to its new administrative office building. The new increase will reflect an actual travel time of 30 minutes to (.25 hrs.) and from (.25 hrs.) a site.
- An increase in twenty-three (23) service fees are recommended as a result of the hourly "total compensation" adjustment for those staff positions providing a particular service (Attachment C).

Fee Decreases (3)

- A decrease in three (3) *Urgent Plan Check* (*Ref. No. 4.8*) service fees is recommended due to the reassignment of these services from the Fire Marshal to the Deputy Fire Marshal (Attachment B). Redistribution of these service fees resulted in reduced hourly personnel costs.

New Fees (6)

- *Code Appeals* (*Ref. No. 1.16*) will establish a process for recovering costs associated with an applicant's request to appeal a Fire District Ordinance. The average time spent on this service is three hours (3.0) and will sufficiently recover costs associated with Fire Preventions staff's response to an appeal. This service fee is consistent with similar fees imposed by other fire districts.
- *Small Commercial Fire Sprinkler System* (*Ref. No. 3.4.1*) establishes a fee for plan review, site inspection and travel time for those projects requiring the installation of four or less sprinkler heads.
- *Small Residential Fire Sprinkler System* (*Ref. No. 3.4.2*) establishes a fee for plan review, site inspection and travel time for those projects requiring the installation of four or less sprinkler heads.
- *Special Events Fee* (*Ref. No. 4.3.1*) establishes a service fee for events that are not currently identified in the 2009 fee schedule. This fee will recover costs for plan review, site inspection and travel time.
- *Pyrotechnics Displays* (*Ref. No. 4.3.2*) establishes a service fee for pyrotechnic and fireworks displays. This fee will recover costs for application review, pre-site inspection and travel time.
- *Reproduction of Fire District Documents on C.D.* (*Ref. No. 4.10*) establishes a service fee for reproducing any Fire District document on C.D. The current fee schedule only references fees associated with photocopying.

The District's current fee schedule has not kept pace with today's actual costs for our service delivery as well as annual adjustments based on overhead, utilities and employee costs. The new fee schedule will capture the cost recovery at current costs. Pursuant to all applicable codes, any increases in fees require an update to the District's fee ordinance.

Attachments:

Attachment A Administrative Policy and Procedure A100.3, Fire Prevention Services and Fees

This policy describes the procedure for the establishment, collection, and management of fire prevention services and fees.

Attachment B Administrative Policy and Procedure, Fire Prevention Services Fees and Calculation Methods

This policy and procedure worksheet illustrates the basis upon which hourly time commitments are determined for services provided in the fire prevention services and fee schedule.

Attachment C Schedule of Fire Prevention Services and Fees

This schedule details tasks, fee descriptions, average review and inspection time, and actual fee amounts. Additional supporting documents include:

- *Current Fire Prevention staff salary and total compensation schedule*
- *Administrative cost(s) breakdown*
- *2012 vs. 2013 Fee Comparison*
- *Updated glossary of terms*

Attachment D Adopting Ordinance 2013-01

This ordinance establishes updated fees for services and repeals Ordinance 2009-01.



Rancho Santa Fe Fire Protection District

ADMINISTRATIVE POLICY AND PROCEDURES

ATTACHMENT "A"

FIRE PREVENTION SERVICES AND FEES

Section: **A100.13**

Date Implemented: **2-14-04**

Date Revised: **9-10-08**

Page: **1 of 3**

FIRE CHIEF: _____

I. PURPOSE:

The purpose is to describe the procedures for the establishment, collection, and management of fire prevention services and fees.

II. POLICY:

As a condition of reviewing plans for discretionary development and enforcement of the fire code, the District will collect fees to cover costs incurred for provision of these services, pursuant to the Fire Prevention Fee Schedule Ordinance. In accordance with this ordinance, the District shall not be obligated to review, approve, or take action on any activity or service delineated in the fee schedule for which the fee indicated has not been remitted, or for which additional fees are required.

III. AUTHORITY:

The Rancho Santa Fe Fire Protection District retains the right to collect fees for certain fire prevention services pursuant Health and Safety Code Section 13916 and 13919 and Govt. Code Section 66014. The District has established a Fire Prevention Services and Fee Schedule.

IV. PROCEDURE:

A. **ESTABLISHMENT OF FEE SCHEDULE.** Fire prevention fees are based upon the actual personnel and overhead administrative costs incurred for services provided. Personnel costs (*Attachment B*) are determined by multiplying the total hourly compensation (including benefits) by the average time required to complete the specified assignment. The total time allotment includes the total time required to review plans, enter database information, travel to and from the site, and conduct a site inspection. (*Attachment C*)

B. PAYMENT OF FEES.

1. Plan Review, Construction, and Service Fees. Payment for these services provided is collected at time of request for service or plan submittal.

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Section: **A100.13**

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2. Payment may be made by credit card, check, or money order made out to the Rancho Santa Fe Fire Protection District, or cash. A receipt shall be provided, which shall identify the purchaser and project in question.
 3. Additional Fees. If the estimated fees remitted are found to be insufficient to compensate the District for actual personnel costs incurred, the District will require the payment of additional fees by the applicant in order to process or complete the specified service(s).
 4. Non-compliance Inspection Fees. Fees for non-compliance (Reference 4.5, 4.18) inspections must be submitted prior to rescheduling of a re-inspection. A non-compliance inspection is defined as the third and any subsequent inspection.
 5. Services Generated by Outside Agencies. Fees for services generated by outside agencies (i.e. DPLU or DPW) as a result of a request for agency recommendation or similar request are billed to the responsible party (owner, developer, etc.). Said responsible party is to be notified that no future action will be taken by the District on subject project until payment has been received for such services. At such time when payment has been received, a receipt shall be provided, which shall identify the purchaser and project in question.
 6. The Board of Directors, the Fire Chief or his/her designee shall have the ability to waive any and all fees as specified by the adopted resolution of the Board of Directors. When fees are waived, a report shall be provided at the next Board of Directors.
- C. Recordkeeping. Fee collection shall be dually recorded in the current Bookkeeping Records program and database for subject property.
- D. Meeting Facilities – All facilities must be reserved in advanced and arrangements will be made in accordance with District Policy. Additional requirements may be made at the discretion of the Fire Chief. Additional requirements may include, but not limited to, reimbursement cost of stand-by personnel, all cost for any property damage, and liability Insurance.
- E. Fee Recovery for Special Services: apparatus shall be charged at \$200.00 per hour, and actual employee costs incurred by the Fire District. A deposit shall be required. The Fire Chief shall determine the estimated cost of use of the apparatus and personnel. Any additional monies due at calculation of actual cost shall be immediately payable to the Fire District. Should the original estimates

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actually be larger than the actual costs, a refund shall be delivered through normal procedures.

- F. Construction Plans may be sent to an engineering firm to verify the calculations and insure that the design will meet all fire safety code requirements. The cost for this certification will be paid for the owner, contractor or developer.



Rancho Santa Fe Fire Protection District

ADMINISTRATIVE POLICY AND PROCEDURES

ATTACHMENT "B"

FIRE PREVENTION SERVICES FEES AND CALCULATION METHODS

FIRE CHIEF: _____

Section: **A100.13**

Date Implemented: **02-14-04**

Date Revised: **03-01-13**

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- I. **PURPOSE:** To illustrate the basis upon which hourly time commitments are determined for services provided in the fire prevention services and fees schedule.
- II. **POLICY:** The total hourly basis for fire prevention services are determined by calculating total personnel time commitment for processing a particular service request plus associated support costs. Personnel costs are determined by calculating the total personnel time plan review, file review, database entry, inspection, billing, written response, and travel to and from the site. Total associated support costs were determined by establishing the proportionate costs to the District for administering the Fire Prevention Bureau (Admin Fees) and proportionate use of related equipment (vehicles, computers), expendable supplies and ancillary services (phone, computer, consultant, utilities, insurance), as determined on an hourly basis.
- III. **PROCEDURE:** The basis for the District's deposit fee structure for the fire prevention fee schedule is based upon the following time figures, which represent the actual average time spent on the services listed below and associated support costs. 15 minutes (.25) have been added to all plan review activities to account for database information entry and 30 minutes (15 minutes each way) (.50) for each inspection activity to account for file review.

a. Hourly Support Costs

SERVICE	HOURLY AVERAGE	NOTES
Utilities/Supplies	\$24.00	Cost per month per hour
Phone/Fax/Cell	\$2.00	Cell phone (1 phone), fax, per hour usage.
Vehicles	\$2.60 Operation \$2.00 Depreciation new vehicle	Includes, equipment, service, fuel for one vehicle on an hourly basis. (.555 cents per mile) & depreciation expense
District Administration/ Overhead	\$17.35	2/3 Staff time hourly basis. Includes, bookkeeping, computers, office supplies, etc.
Liability & Vehicle Insurance	\$4.00	For one vehicle
COMBINED HOURLY ADMIN. FEE TOTAL	\$53.19/hr Rounded to \$53.00/hr	Total overhead & admin. Costs.

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b. Personnel Cost on Hourly Basis and Total Employee Compensation

Fees defined as follows:

Average time spent on service (First Number) $.75 + .25 = 1.0$

Database entry into computer system (Second Number) $.75 + .25 + .50 = 1.50$

Travel time to and from job site – not all inspection (Third Number) $.75 + .25 + .50 = 1.50$

Total time to complete entire inspection (fourth number) $.75 + .25 + .50 = 1.50$

Reference Number	SERVICE	HOURLY AVERAGE	NOTES
DEVELOPMENT PLAN REVIEW			
1.1	Project Availability Form for Minor Subdivision, Minor Use Permit (new service letter) (5 parcels or less) (FM)	$.75 + .25 = 1.0$	Includes review and written response, database entry.
1.2	Project Availability Form for Major Subdivision (new service letter) (6 parcels or more) (FM)	$1.0 + .25 = 1.25$	Includes review and written response, database entry
1.3	TPM or Minor Subdivision Service Letter Renewal (5 parcels or less)(FM)	$.5 + .25 = .75$	Includes written response, database entry
1.4	TM or Major Subdivision Service Letter Renewal (FM)	$.5 + .25 = .75$	Includes written response, database entry
1.5	Final Map/Mylar Review (signing all mylar's) (FM)	$.25 + .25 = .50$	Includes standard review and database entry
1.6	Release of Map Covenants or letters for release of other projects i.e. coastal commission, planning department, fire flow etc. (FM)	$.50 = .50$	Includes site inspection and written response, data base entry or letters for release of other projects i.e. coastal commission, planning department, fire flow etc.
1.7	Cellular Sites (FM)	$.25 + .50 + .50 = 1.25$	Includes site inspection and written response and data-base entry
1.8	Major Use Permit (P/ or MUP) or Site Plan (P or STP) (FM)	$1.0 + .25 = 1.25$	Includes written response and database entry
1.9	Fuel Modification Plan/EIR (FS/F)	$1.50 + .25 = 1.75$	Includes written response, database entry
1.9.1	Review of fire protection plan Base Fee (FM)	6.0 + per hour	Includes review, written response, database entry, scanning documents

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Reference Number	SERVICE	HOURLY AVERAGE	NOTES
1.10	L Grading Plan (Department of Public Works) (FM)	$.50 + .25 = .75$	Includes written response
1.11	Administrative (AD), Variance (VAR), Vacation Review (VAC), or Zoning (ZAP) (FM)	$.25 + .75 = 1.00$	Includes Review of access, water supply and fire code compliance for zoning (ZAP), variance (VAR) and vacation (VAC) requests
1.12	Improvement Plans / PRD (FM)	$1 + .25 = 1.25$	Includes written response, database entry
1.13	Remote Water Meter, water line extension (FM)	$.25 + .25 + .50 = 1.0$	Includes travel, site inspection and written response and database entry
1.14	Conceptual Site Landscaping Plan/Consultation (FS/F)	$1.0 + .25 = 1.25$	Includes written response and database entry
1.15	Conceptual Site Plan/Consultation (FM)	$.75 + .25 = 1.00$	Includes written response and database entry
1.16	Code Appeals (FM)	$2.25 + .75 = 3.00$	Includes review, research, written response, database entry
NEW CONSTRUCTION			
2.1	Grading Plan (Building) (FM)	$.50 + .25 + .50 = 1.25$	Includes plan review, site inspection and database entry
2.2	New residential construction (Up to 7,999 square foot) (FM)	$2 + .25 + .50 = 2.75$	Includes plan review, site, rough & final inspections and database entry
2.3	New residential construction (8,000 – 11,999 square foot) (FM)	$2.75 + .25 + .50 = 3.50$	Includes plan review, site, rough & final inspections, database entry
2.4	New residential construction (12,000 square foot and up) (FM)	$3.0 + .25 + .50 = 3.75$	Includes plan review, site, rough & final inspections, database entry
2.5	Residential addition or remodel (Over 2,000 square feet) (FM)	$1.0 + .25 + .50 = 1.75$	Includes plan review, site, rough & final inspections, database entry

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Reference Number	SERVICE	HOURLY AVERAGE	NOTES
2.6	Residential Landscape Plans (FS/F)	2.0 + 1.0 + .50 3.50	Includes plan review, site, final inspections, database entry
2.6.1	Small Landscape plan reviews (FS/F)	.50 + .25 = .75	Review small landscape
2.7	Residential plan re-submittal-new or remodel or addition under 2,000 square feet (FM)	.25 + .25 = .50	Includes second review of plan, database entry
2.8	Residential Building Plans Production Units (Models) (FM)	.25 + 1.50 + .50 = 2.25	Includes plan review, site, rough & final inspections, database entry
2.9	Residential Building Plans (Production Units) each additional unit (FM)	.75 + .25 + .50 = 1.50	Includes additional plan review, site, rough & final inspections, database entry
2.10	Room addition or tenant improvement < 50% remodel without sprinklers (FM)	.50 + .50 + .50 = 1.25	Includes plan review, site, rough & final inspections, database entry
2.11	Barn & Outbuilding (over 1,000 square feet) (FM)	.50 + .25 + .50 = 1.25	Includes plan review, site, rough & final inspections, database entry
2.12	Commercial/Industrial and Multi-Family Building Plans (FM)	2.25 + 1.50 + .50 = 4.25	Includes plan review for new commercial construction and site, rough, field inspection and database entry
2.13	Commercial/Industrial and Multi-Family Plan Re-submittal (FM)	.5 + .25 = .75	Includes second review of plan, database entry
2.14	Commercial/Industrial and Multi-family Landscape Plans (FS/F)	3.0 + 1.0 + .50 = 4.50	Review of plans for fire safe planting for new construction and 1 field inspection each (site & final)
FIRE PROTECTION SYSTEMS AND INSTALLATIONS			
3.1	Residential fire sprinkler system, 13D or 13R (DFM)	.50 + 1.0 + .50 = 2.0	Includes consultant plan review, rough & final inspections, database entry

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Reference Number	SERVICE	HOURLY AVERAGE	NOTES
3.2	Residential fire sprinkler plans-PRD, each additional unit (DFM)	$.25 + 1.0 + .50 = 1.75$	Includes additional plan review, rough & final inspections, database entry
3.3	Residential fire sprinkler plan re-submittal (after the third review) (DFM)	$.25 + .25 = .50$	Includes second review of plan, database entry
3.4	Commercial fire sprinkler system (DFM)	$.75 + 1.0 + .50 = 2.25$	Includes consultant plan review, rough & final inspections, database entry
3.4.1	Small commercial fire sprinkler systems (DFM)	$.25 + .25 + .50 = 1.0$	Includes plan review, rough & final inspections, database entry
3.4.2	Small residential fire sprinkler systems (DFM)	$.25 + .25 + .50 = 1.0$	Includes plan review, rough & final inspections, database entry
3.5	Underground Sprinkler System Plans (Commercial) (DFM)	$.75 + 1.0 + .50 = 2.25$	Includes plan review, rough & final inspections, database entry
3.6	Commercial sprinkler plan re-submittal (after the third review) (DFM)	$.25 + .25 = .50$	Includes second review of plan, database entry
3.7	Commercial sprinkler tenant improvement (DFM)	$.50 + .50 + .50 = 1.50$	Includes plan review, rough & final inspections, database entry
3.8	Special Fire Protection Installations--Hood & duct system, remote extinguishing systems (DFM)	$1.0 + .50 + .50 = 2.0$	Hood & duct, remote extinguishing systems, includes inspection and database entry
3.9	Special Hazard Installations-High Piled Storage, Underground/Aboveground Storage Tanks, spray booths, industrial ovens, refrigeration systems, etc. (DFM)	$2.0 + 1.0 + .50 = 3.50$	Includes consultant plan review, rough & final inspections, database entry
3.10	Fire Alarm System (DFM)	$1 + .50 + .50 = 2.0$	Includes consultant plan review, rough & final inspections, database entry

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Reference Number	SERVICE	HOURLY AVERAGE	NOTES
MISCELLANEOUS FEES			
4.1	Stamp Approval Transfer (FM)	.25	Transfer stamp approval from one plan to another (maximum 2 sets)
4.2	Knox Key Installation (FS/F)	.25 + .50 + .50 = 1.25	Includes plan review, site inspection, database entry
4.3	Temporary membrane structures, tents and canopies (FS/F)	.75 + .25 + .50 = 2.00	Includes site, and final approval database entry
4.3.1	Special Events (not including membrane structures, tents or canopies (FS/F)	.50 + .25 + .50 = 1.25	Includes site, plan review, database entry
4.3.2	Pyrotechnics Display (DFM)	1.0 + .25 + .50 = 1.75	Includes application review, database entry, pre-site
4.4	Business License Inspection (SDSO, CCLB permit) (FS/F)	.75 + .50 + .50 = 1.75	Includes site, database entry and re-inspection
4.5	Non-compliance re-inspection (FS/F)	.50 + .75 + .50 = 1.75	Conduct inspection of existing property which remains non-compliant with codes (3rd and subsequent inspections)
4.6	Non-compliance weed abatement re-inspection (FS/F)	1.0 + .25 + .50 = 1.75	Two site inspection and database entry
4.7	Forced weed abatement administrative fee (Expense of Abatement Report and Hearing) (FS/F)	Expense of abatement \$500	Includes above 4.5, plus work order, description of work, hearing, contractor meetings, inspections, billing and report.
4.8	Urgent Plan Check - Overtime Plan Review/Inspection new residential construction (Up to 7,999 square foot) (DFM)	4.12 + .37 + 7.5 = 5.24	Includes base plan check time plus ½ time plus travel time and database entry
4.8 (cont.)	Urgent Plan Check New residential construction (8,000 -11,999 square foot) (DFM)	5.25 + .37 + .75 = 6.37	Includes base plan check time plus ½ time plus travel time and database entry

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Reference Number	SERVICE	HOURLY AVERAGE	NOTES
4.8 (Cont.)	Urgent Plan Check New residential construction (12,000 square foot and up) (DFM)	$6.75 + .37 + .75 = 7.87$	Includes base plan check time plus ½ time plus travel time and database entry
	Urgent Plan Check Commercial/Industrial and Multi-Family Building Plans (DFM)	$6.37 + .37 + .75 = 7.49$	Includes base plan check time plus ½ time plus travel time and database entry
4.9	Reproduction of Fire District Documents	\$5.00 for the first 5 pages, \$.70 for each additional page thereafter	Staff time, plus paper, copier, toner, electricity etc.
4.10	Reproduction of Fire District Documents on CD	9.00 for each CD	Staff time, plus CD, diskette mailer, copying and database, electricity
4.10.1	Copies of Large Plans (C,D & E Size)	\$25 \$55 \$85	17x22 Ansi C 22x34 Ansi D 34x44 Ansi E
4.10.2	Color Copy Photos	\$1.00 \$1.50	4x6 = \$1.00 8½x11=\$1.50
4.11	Documents sent electronically, or accessed via the web site (www.rsf-fire.org)	No Fee	No Fee
4.12	Annexation Fees - each acre or portion thereof:	\$1,000	\$1,000
	Annexation Fees - Each Dwelling Parcel:	\$500	\$500
	Annexation Fees - Each Commercial/Industrial Parcel:	\$1,000	\$1,000
4.13	Meeting Facilities -Category 1- for use of District-owned meeting facilities by members of the general public as noted.	\$50.00	\$50.00

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Reference Number	SERVICE	HOURLY AVERAGE	NOTES
4.14	Meeting Facilities - Category 2 -for use of District-owned meeting facilities by members of the general public as noted.	\$250.00	\$250.00
4.15	Return Check Fee	\$25.00	Addition handling fee for retuned check plus the amount of the check
4.15.1	Reimbursement for other bank charges	Actual Cost	Actual Cost
4.17	Other services not listed services not otherwise specified herein	Actual cost	Actual cost
4.18	Inspection Cancellation fee (FM)	Per failure	Failure to cancel field inspection within 24 hours of set appointment
4.18.1	Inspection Cancellation fee (DFM)	Per failure	Failure to cancel field inspection within 24 hours of set appointment
4.18.2	Inspection Cancellation fee (FS/F)	Per failure	Failure to cancel field inspection within 24 hours of set appointment
4.19	Fee recovery for special services	\$200.00	Per hour per apparatus
TRAINING FACILITY FEES (for use by outside agencies)			
5.1	Training Tower with grounds	\$400/per day	\$200/half day No Burn Room Use
5.2	Burn Room	\$200/per hour	Per hour, plus tower fee. Includes three personnel to run the burn room and fuel cost
5.3	Multiple burn rooms	\$50.00/hour	Additional personnel may require at a rate of \$50 per hour per employee
5.4	Training Grounds	\$200 per day	Per day fee, no tower
5.5	Ventilation Prop	\$150 per day	Outsides agency required to replace and repair all materials used on prop

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Reference Number	SERVICE	HOURLY AVERAGE	NOTES
5.6	Confined space Prop	\$150 per day	Per day fee
5.7	Drafting/Test Pit	\$50 per apparatus	Per fire apparatus
5.8	Clean – up	\$150 per hour	If not done by using agency
5.9	Water use	Actual Cost	

Rancho Santa Fe Fire Protection District
Schedule of Fire Prevention Services and Fees
Effective July 1, 2013

ATTACHMENT "C"

PLAN REVIEW, CONSTRUCTION and SERVICE FEES					
Reference Number	DEVELOPMENT PLAN REVIEW (includes plan review & written response if applicable)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
1.1	Project Availability Form for Minor Subdivision or Minor Use Permit (new service letter) (5 parcels or less)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions or Minor use permit	1.00	\$152
1.2	Project Availability Form for Major Subdivision (new service letter) (6 parcels or more)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions	1.25	\$190
1.3	TPM or Minor Subdivision Service Letter Renewal (5 parcels or less) FM	FM	Review of access, water supply, clearance & fire code requirements for subdivisions	0.75	\$114
1.4	TM or Major Subdivision Service Letter Renewal (6 parcels or more)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions	0.75	\$114
1.5	Final Map/Mylar Review (Signing all Maylars)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions. Includes standard condition letter	0.50	\$76
1.6	Release of Map Covenants or letters for release of other projects i.e. coastal commission, planning department, fire flow etc.	FM	Site inspection and written confirmation of installation of covenanted improvements.	0.50	\$76
1.7	Cellular Sites	FM	Review of access, water supply and fire code compliance	1.25	\$190
1.8	Major Use Permit (P or MUP) or Site Plan (S or STP)	FM	Review of plan for access, water supply, clearance and fire code requirements for a MUP or STP	1.25	\$190
1.9	Fuel Modification Plans or Environmental Review-Mitigated Negative Declaration	FS/F	Review & comment of project's fire impacts & proposed mitigation	1.75	\$189
1.9.1	Review of Fire Protection Plan	FM	Review and comment letter, Scan fire protection plan into computer system. 6 hours base fee plus additional cost if necessary	6.00	\$912
1.10	L Grading Plan (Department of Public Works) FM	FM	Review of access, building setback, and water supply requirements	0.75	\$114
1.11	Administrative (AD), Variance (VAR), Vacation Review (VAC), or Zoning (ZAP)	FM	Review of access, water supply and fire code compliance for zoning (ZAP), variance (VAR) and vacation (VAC) requests	1.00	\$152
1.12	Improvement Plans Planned Residential Development (PRD)	FM	Review of roadway, turnaround, building setback, access, and water supply requirements	1.25	\$190
1.13	Remote Water Meter and water line extension	FM	Includes site inspection and written response	1.00	\$152
1.14	Site Plan Review Landscape (single occupancy) conceptual/consultation	FS/F	Conceptual review of site plan for access, landscape, vegetation clearance and fire code requirements for a single occupancy.	1.25	\$135
1.15	Site Plan Review (single occupancy) conceptual/consultation	FM	Conceptual review of site plan for access, water supply, clearance and fire code requirements for a single occupancy.	1.00	\$152
1.16	Code Appeal	FM	Review of an appeal for an application of a fire code for matters other than a building permit or discretionary permit. This fee is non-fundable	3.00	\$456

Rancho Santa Fe Fire Protection District
Schedule of Fire Prevention Services and Fees
Effective July 1, 2013

ATTACHMENT "C"

Reference Number	NEW CONSTRUCTION (Includes plan review & inspection)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
2.1	Grading Plan (Building)	FM	Review of access requirements pertaining to grading and 1 inspection	1.25	\$190
2.2	New residential construction (Up to 7,999 square foot)	FM	Review of plans for fire & building code compliance for new residential construction and 3 field inspections each (site, rough & final)	2.75	\$418
2.3	New residential construction (8,000 -11,999 square foot)	FM	Review of plans for fire & building code compliance for new residential construction and 3 field inspections each (site, rough & final)	3.50	\$532
2.4	New residential construction (12,000 square foot and up)	FM	Review of plans for fire & building code compliance for new residential construction and 3 field inspections each (site, rough & final)	3.75	\$570
2.5	Residential addition or remodel (Over 2,000 Square feet)	FM	Review of plans for fire & building code compliance for new construction and 1 field inspection each (site, rough & final)	1.75	\$266
2.6	Residential Landscape Plans	FS/F	Review of plans for fire safe planting for new residential construction and 1 field inspection each (site, rough & final) Includes two reviews additional charge after two reviews.	3.50	\$378
2.6.1	Small Landscape plan reviews	FS/F	Review of small landscape modification or changes for fire safe planting. District maintains discretion to approve changes and plan modifications based on project size and plant quantity.	0.75	\$81
2.7	Residential plan re-submittal-new, remodel or addition under 2,000 square feet (After the third time)	FM	Third residential plan submittal and all subsequent re-submittals/ minor plan change	0.50	\$76
2.8	Residential Building Plans Production Units (Models)	FM	Review of site plan for fire & building code compliance for new construction and 1 field inspection each (rough & final) site	2.25	\$342
2.9	Residential Building Plans (Production Units), each additional unit	FM	Review of additional unit, site plan for fire & building code compliance for new construction and 1 field inspection each (rough & final)	1.50	\$228
2.10	Room addition or tenant improvement	FM	Review of plans for fire & building code compliance for new construction room addition and 1 field inspection each (site, rough & final)	1.25	\$190
2.11	Barns and Outbuildings (over 1,000 square feet)	FM	Includes plan review, site, rough & final inspections, data base entry	1.25	\$190
2.12	Commercial/Industrial and Multi-Family Building Plans	FM	Review of plans for fire & building code compliance for new commercial construction and 1 field inspection each (site & final)	4.25	\$646
2.13	Commercial/Industrial and Multi-Family Plan Re-submittal (After the second time)	FM	Second commercial plan submittal and all subsequent re-submittals	0.75	\$114
2.14	Commercial/Industrial and Multi-family Landscape Plans	FS/F	Review of plans for fire safe planting for new construction and 1 field inspection each (site & final)	4.50	\$486

Rancho Santa Fe Fire Protection District
Schedule of Fire Prevention Services and Fees
Effective July 1, 2013

ATTACHMENT "C"

Reference Number	FIRE PROTECTION SYSTEMS and INSTALLATIONS	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
3.1	Residential fire sprinkler system, 13D- or 13-R	DFM	Plan review of residential fire sprinkler system 13-D one or two family dwelling and 1 field inspection each (rough & final)	2.00	\$234
3.2	Residential fire sprinkler plans-PRD, each additional unit	DFM	Plan review of residential fire sprinkler system 13-D one or two family dwelling and 1 field inspection each (rough & final)	1.75	\$205
3.3	Residential fire sprinkler plan re-submittal (After the third time)	DFM	Second residential plan submittal and all subsequent re-submittals	0.50	\$59
3.4	Commercial fire sprinkler system	DFM	Plan approval of commercial fire sprinkler system and 1 field inspection. Plan review conducted by independent engineer at an additional cost	2.25	\$263
3.4.1	Small commercial fire sprinkler system	DFM	Plan approval of small commercial fire sprinkler system and 1 field inspection (4 or less). Approval is contingent on field inspection for adequate fire flow.	1.00	\$117
3.4.2	Small residential fire sprinkler system	DFM	Plan approval of small residential fire sprinkler system and 1 field inspection (4 or less). Approval is contingent on field inspection for adequate fire flow.	1.00	\$117
3.5	Underground Sprinkler System Plans	DFM	Plan approval of underground supply to sprinkler system and 1 field inspection. Plan review conducted by independent engineer at an additional cost	2.25	\$263
3.6	Commercial sprinkler plan re-submittal (After the third time)	DFM	Second residential plan submittal and all subsequent re-submittals/stamp transfer	0.50	\$59
3.7	Commercial sprinkler tenant improvement	DFM	Plan review of new commercial sprinkler system and 1 field inspection each (rough & final)	1.50	\$176
3.8	Special Fire Protection Installations--Hood & duct system, remote extinguishing systems	DFM	Plan approval and 1 inspection of new special extinguishing system. Plan review conducted by independent engineer at an additional cost.	2.00	\$234
3.9	Special Hazard Installations--High Piled Storage, Underground/Aboveground Storage Tanks, spray booths, industrial ovens, refrigeration systems, etc.	DFM	Plan approval and 1 inspection of high piled storage, underground/aboveground tanks, spray booths, industrial ovens, refrigeration systems, etc. Plan review conducted by an independent engineer at an additional cost.	3.50	\$410
3.10.	Fire Alarm System	DFM	Plan approval and 1 inspection of a fire alarm system. Plan review conducted by an independent engineer at an additional cost.	2.00	\$234

Rancho Santa Fe Fire Protection District
Schedule of Fire Prevention Services and Fees
Effective July 1, 2013

ATTACHMENT "C"

Reference Number	MISCELLANEOUS FEES (includes review and/or inspection as indicated)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
4.1	Stamp Approval Transfer	FM	Reviewing plans and transferring necessary stamps	0.25	\$38
4.2	Knox Key Installation	FS/F	Site inspection of installation of and proper operation of knox key device.	1.25	\$135
4.3	Temporary Membrane Structures, Tents and Canopies	FS/F	Permit and Inspection fee, includes permit, plan review, travel to and from and data entry	2.00	\$216
4.3.1	Special Events (Not including membrane structures, tents and canopies)	FS/F	Site plan review, site inspection, travel to and from and data entry	1.25	\$135
4.3.2	Pyrotechnics Display	DFM	Application review, pre-site inspection, travel to and from and data entry	1.75	\$205
4.4	Business License Inspection (SDSO, CCLB, or other outside agency)	FS/F	Conduct inspection of existing property which requires annual inspection by AHJ	1.50	\$162
4.5	Non-compliance re-inspection	FS/F	Conduct inspection of existing property which remains non-compliant with codes (3rd and subsequent inspections)	1.75	\$189
4.6	Non-compliance weed abatement re-inspection	FS/F	Conduct legal noticing and re-inspections of a property which remains non-compliant after expiration of final notice to abate hazard	1.75	\$189
4.7	Forced weed abatement administrative fee (Expense of abatement Report and Hearing) (Ordinance 02-01)	FS/F	Includes above, plus work order, description of work, contractor meetings, expense of abatement, inspections, billing, and report.	Expense of abatement	\$500
4.8	Urgent Plan Check - Overtime Plan Review/Inspection	DFM	New residential construction Up to 7,999 square foot) Includes base plan check time plus ½ time plus travel time and data base entry	5.24	\$613
		DFM	New residential construction (8,000-11,999 square foot and up) Includes base plan check time plus ½ time plus travel time and data base entry	6.37	\$745
		DFM	New residential construction (12,000 square foot and up) Includes base plan check time plus ½ time plus travel time and data base entry	7.87	\$921
		DFM	Commercial/Industrial and Multi-Family Building Plans Includes base plan check time plus ½ time plus travel time and data base entry	7.49	\$876
4.9	Reproduction of Fire District Documents	N/A	\$5.00 for the first 5 pages, \$.70 for each additional page thereafter		\$5
4.10	Reproduction of Fire District Documents on CD	N/A	Converting any District document(s) to CD \$9.00 each. An additional CD charge may be required if the file size exceeds the capacity of one CD.		\$9
4.10.1	Copies of Large Plans (C,D & E Size)	N/A	Copies - Building, site plan, Landscaping, Fire Sprinklers and Grading.	17x22Ansi C 22x34 Ansi D 34x44 Ansi E	\$25 \$55 \$85
4.10.2	Color Copies Photos	N/A	Size is 4" x 6" Size is 8 1/2" x 11" per page or per photo	4x6 =\$1.00 81/2X11 = \$1.50	TBD
4.11	Documents sent electronically, or accessed via the web site (www.rsf-fire.org)	N/A	No Charge		\$0
4.12	Annexation Fees	N/A	each acre or portion thereof:		\$1,000
			Each Dwelling Parcel:		\$500
			Each Commercial/Industrial Parcel:		\$1,000

Rancho Santa Fe Fire Protection District
Schedule of Fire Prevention Services and Fees
Effective July 1, 2013

ATTACHMENT "C"

Reference Number	MISCELLANEOUS FEES (includes review and/or inspection as indicated)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
4.13	Meeting Facilities - for use of District-owned meeting facilities by members of the general public as noted.	N/A	Category 1- not for profit non commercial community services groups which have members who reside in the District (Tax Exempt (501.C.3) - set-up/cleaning fee		\$50
4.14	Meeting Facilities - for use of District-owned meeting facilities by members of the general public as noted.	N/A	Category 2- all other organizations - set-up/cleaning fee		\$250
4.15	Returned Check Fee	N/A	Additional handling fee for returned check plus the amount of the check		\$25
4.16	Postage/supplies Cost	N/A	Actual cost	Actual	Actual
4.17	Other services not listed	N/A	Services not otherwise specified herein	Actual	Actual
4.18	Inspection Cancellation fee (Fire Marshal)	FM	Failure to cancel field inspection within 24 hours of set appointment	per failure	\$152.00
4.18.1	Inspection Cancellation fee (Dep. Fire Marshal)	DFM	Failure to cancel field inspection within 24 hours of set appointment	per failure	\$117.00
4.18.2	Inspection Cancellation fee (FPS II / Forester)	FS/F	Failure to cancel field inspection within 24 hours of set appointment	per failure	\$108.00
4.19	Fee recovery for special services	N/A	Apparatus charge	Per hour	\$200.00
Reference Number	TRAINING FACILITY FEES - for use by outside agencies		Fee Description		Total Fee or Cost
5.1	Training Tower w/ grounds	N/A	No Burn Room (per day)		\$400/day
		N/A	(per half day)		\$200/half day
5.2	Burn room	N/A	Per Hour, plus tower fee. Includes three personnel to run the burn room and fuel costs		\$200/hour
5.3	Multiple burn rooms	N/A	Additional personnel may be required at a rate of \$50 per hour, per employee		\$50/hour
5.4	Training Grounds	N/A	Per day fee. No Tower		\$200/day
5.5	Ventilation Prop	N/A	Per day fee. Outside agency required to replace and repair all materials use on the prop		\$150/day
5.6	Confined Space prop	N/A	Per day fee		\$150/day
5.7	Drafting/Testing Pit	N/A	Per Fire Apparatus		\$50/apparatus
5.8	Clean up	N/A	If not done by using agency		\$150/hour
5.9	Water Use	N/A	Actual cost		Actual

ORDINANCE No. 2013-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING FEES FOR SERVICES BY REFERENCE TO THE CALIFORNIA HEALTH AND SAFETY CODE SECTION 13916 AND SECTION 13919 AND REPEALING ORDINANCE 2009-01.

The Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego ordains as follows:

ARTICLE I. The Rancho Santa Fe Fire Protection District has incurred un-reimbursed discretionary development costs and is anticipating that further new discretionary development will occur within the District, which will place a greater demand on the existing staffing resources of the fire prevention bureau. Escalating demands have also been placed upon suppression personnel in conducting increasingly numerous and complex occupancy inspections.

ARTICLE II. The Rancho Santa Fe Fire Protection District is charged with the responsibility of enforcing applicable codes pertaining to fire and panic safety and other regulations of the State Fire Marshal pursuant to Section 13146 of the California Health & Safety Code.

ARTICLE III. The Rancho Santa Fe Fire Protection District incurs additional costs in lost personnel hours and expended District resources when said fire prevention services are of a recurrent nature and the result of discretionary development. The District charges fees to recover costs incurred for the provision of said services, however, said fees require periodic revision to reflect current personnel costs.

ARTICLE IV. The Fire Chief may impose a fee for recovery of expenses incurred as a result of activities undertaken pursuant to enforcing the fire prevention provisions of the fire code, pursuant Health and Safety Code Section 13916 and 13919 and Govt. Code Section 66014.

ARTICLE V. Fire district fees are based upon the actual costs incurred by the fire agency, which are based upon the total compensation of the employee(s) providing a particular service and include total personnel hours utilized for plan review, file review, database information entry, travel to and from the site, written response, and site inspection.

ARTICLE VI. The actual fee shall be paid by the applicant to the fire district at time of application or submittal to cover the actual costs in accordance with the aforementioned schedule for an *INSPECTION* or *PLAN REVIEW* or any *OTHER SERVICES* listed on the fee schedule.

ARTICLE VII. The cost for the provision of said services shall not exceed the costs reasonably borne by the District.

ARTICLE VIII. In the event that fees are not paid at the time of application or upon request for additional fees, the District shall not be obligated to process, approve, or take further action on renewable permits, installation, removal, activity or alteration permits, inspections, plan reviews, or other services necessitating a fee as delineated in the Fire District Fee Schedule.

ARTICLE IX. The Board of Directors hereby declares that should any section, paragraph, sentence or word of this ordinance or of the Fire District Fee Schedule referenced herein be declared for any reason to be invalid, it is the intent of the Board that it would have adopted all other portions of this ordinance independent of the elimination there from of any such portion as may be declared invalid.

ARTICLE X. The Board of Directors, the Fire Chief or his/her designee shall have the ability to waive any and all fees as adopted by a Resolution of the Board of Directors. When fees are waived, a report shall be provided at the next Board of Directors meeting.

ARTICLE XI. The Board of Directors of the Rancho Santa Fe Fire Protection District does hereby approve the adoption of the attached Schedule of Fire District Services and Estimated Fees therefore, (Attachment A, B & C).

ARTICLE XII. Ordinance 2009-01 is hereby repealed.

ARTICLE XIII.

The Secretary to the Board of Directors will certify to the adoption of this Ordinance and cause the same to be published in the manner required by law. This Ordinance will take effect forty-five (45) days after its final passage at a public hearing as required by law.

First Read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego, California, on the 12 day of March 2013. A second reading occurred at a regular meeting on _____, 2013 and a public hearing and final adoption on the 00th day of _____ 2013 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

James Ashcraft
President

ATTEST

KARLENA RANNALS
Secretary



9335 Hazard Way • Suite 200 • San Diego, CA 92123
Phone (858) 614-7755 • Fax (858) 614-7766

San Diego Local Agency Formation Commission

Website: www.sdlafco.org

Chairman

Andrew L. Vanderlaan
Public Member

March 1, 2013

Vice Chairman

John Ingalls
Santa Fe
Irrigation District

TO: Independent Special District in San Diego County

FROM: Executive Officer
Administrative Assistant

Members

Bill Horn
County Board of
Supervisors

Dianne Jacob
County Board of
Supervisors

Bud Pocklington
South Bay
Irrigation District

Mark Lewis
Mayor
City of El Cajon

Lorie Zapf
Councilmember
City of San Diego

Jim Janney
Mayor
City of Imperial Beach

SUBJECT: Call for Nominations to the Local Agency Formation
Special Districts Advisory Committee Vacancy

Nominations are being solicited for one current vacant position on
LAFCO's Special Districts Advisory Committee. **The deadline for
receipt of all committee nominations is April 8, 2013.**

The advisory committee consists of 16 members elected to four-year
terms. The terms for eight of the positions will expire in 2015. The terms
of the eight committee members recently elected in 2012 to fill four-year
terms will expire in October 2016. A recent resignation from the
committee has created a vacancy for a member whose term will expire in
2015 and the committee is requesting interested districts to nominate
candidates. Please note the following nomination restrictions: (1)
members of LAFCO's advisory committee may be either a district elected
or appointed officer or a staff member; (2) the number of candidates and
members of the advisory committee representing the same agency shall
be limited to one. A list of incumbents is attached (**Attachment 1**).

Alternate Members

Greg Cox
County Board of
Supervisors

Sherri Lightner
Councilmember
City of San Diego

Sam Abed
Mayor
City of Escondido

Jo MacKenzie
Vista Irrigation District

Harry Mathis
Public Member

Since this is a process to fill a vacancy, after Special Districts Advisory
Committee nominations are received by April 8th, it is anticipated that the
Committee Chairman and a nominating committee will review the
nominations and consider a recommendation. Depending upon the
number of nominations received, there may be an interview process but
it is not required. If multiple nominations are received, a list may be
established for any future vacancies that could occur.

All districts are encouraged to submit nominations. **Please use the
attached nomination/resume form and this form may also be
downloaded at the link below (Attachment 2).** The nomination form
should be signed by, or with authority of, the district presiding officer.
Facsimile (FAX) copies of nominations are permitted, if necessary, to
meet the submission deadline, but an original form must be furnished as

Executive Officer

Michael D. Ott

Counsel

Thomas Bosworth

**2013 SPECIAL DISTRICTS ADVISORY COMMITTEE
CALL FOR NOMINATIONS
LIST OF INCUMBENTS**

<u>Incumbent Special District Advisory Committee Members</u>	<u>Term Expires</u>
Gary Arant (Valley Center Municipal Water District)	October 15, 2016
James Archer (Alpine Fire Protection District)	October 15, 2016
Margaret Morgan (Vista Fire Protection District)	October 15, 2016
Augie Scalzitti (Padre Dam Municipal Water District)	October 15, 2016
Dennis Shepard (North County Cemetery District)	October 15, 2016
William Haynor (Whispering Palms Community Services District)	October 15, 2016
Tom Bumgardner (Valley Center Parks & Recreation District)	October 15, 2016
Teresa Thomas (South Bay Irrigation District)	October 15, 2016
 Gary Croucher (Otay Water District)	 October 16, 2015
Judy Hanson (Leucadia Wastewater District)	October 16, 2015
Vacant	October 16, 2015
Jon J. Lorenz (Lakeside Fire Protection District)	October 16, 2015
John Pastore (Rancho Santa Fe Community Services District)	October 16, 2015
Tom Pocklington (Bonita-Sunnyside Fire Protection District)	October 16, 2015
Janine Sarti (Palomar-Pomerado Healthcare District)	October 16, 2015
Kimberly Thorner, Esq. (Olivenhain Municipal Water District)	October 16, 2015

ATTACHMENT 1

DATE RECEIVED
BY LAFCO:

2013 SPECIAL DISTRICTS ADVISORY COMMITTEE
NOMINATION / RESUME

(Office Use)

NOMINATED BY:		
District Name:		
District Phone:		
NAME OF NOMINEE:		
Name:		
Address:		
Phone:		
NOMINATED FOR:		
<i>Please check box</i>	ADVISORY COMMITTEE ()	
DISTRICT EXPERIENCE:		
LAFCO EXPERIENCE:		
ADDITIONAL INFORMATION:		
Print name and Authorized Signature:		

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2013Nomination.doc>

ATTACHMENT 2

2013 SPECIAL DISTRICTS MAILED-NOMINATION LETTER
ACKNOWLEDGMENT OF RECEIPT FORM

Rancho Santa Fe Fire Protection District
(Name of District)

has received notification of LAFCO's Special Districts Advisory Committee nomination request.

Karlene Rannals
(Authorized Signature)

Karlene Rannals, Secretary, Board of Directors
(Print Name)

Date: March 4, 2013

Return this form to:

Executive Officer
San Diego LAFCO
9335 Hazard Way, Suite 200
San Diego, CA 92123

ATTACHMENT 3