



**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

April 12, 2017
1:00 pm PT
Regular Meeting

RULES FOR ADDRESSING BOARD OF DIRECTORS

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

Any person may address the Board on any item of Board business or Board concern. The Board cannot take action on any matter presented during Public Comment, but can refer it to the Administrative Officer for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature or which require immediate attention. The maximum time allotted for each presentation is FIVE (5) MINUTES.

Pledge of Allegiance

1. Roll Call

2. Special Presentations

a. Badge Presentation

Presentation of a Fire District Badge by Fire Chief Michel to:

- Marlene Donner, Fire Marshal

b. Certificate of Recognition

A certificate will be presented to Firefighter/Paramedic Chase Cantrell for his efforts in a CPR save

3. Public Comment

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

4. Consent Calendar

a. Board of Directors Minutes

- Board of Directors minutes of March 8, 2017
- Board of Directors minutes of March 16, 2017

ACTION REQUESTED: **Approve**

b. Receive and File

- Monthly/Quarterly Reports

(1) List of Demands Check 28501 thru 28625, Electronic File Transfers (EFT), and Wire Transfer(s) for the period March 1 – 31, 2017 totaling:	\$ 346,889.22
Payroll for the period March 1 – 31, 2017	\$ 642,972.62
Wire Transfer(s) period March 1 – 31, 2017	\$ <u>140,529.89</u>
TOTAL DISTRIBUTION	\$1,130,391.73

(2) Activity Reports – March 2017

(a) Operations

(b) Training

(c) Fire Prevention

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

(i) None

ACTION REQUESTED: **Information**

5. Old Business

a. None

6. New Business

a. Use of RSF6 Facilities

To discuss and/or approve the use of the RSF6 location as a part of the local community 4th of July activities.

ACTION REQUESTED: **Approve**

b. Tentative Map 5081 - Improvements

To discuss and/or approve the following actions between Rancho Santa Fe Fire Protection District and the following developer/property:

1) Substitute improvement deferral agreement and financial obligations for TM5081

2) Release of funds for the improvement deferral agreement on TM5081 from the previous owner.

Note: this item is contingent on the approval of the substitute agreement in agenda item 6. b. 1).

ACTION REQUESTED: **Approve and authorize the Fire Chief to execute the documents**

7. Oral Report

a. Fire Chief – Michel

- Meeting with Finance Committee

b. Operations – Deputy Chief

c. Volunteer – Division Chief

d. Training – Battalion Chief

e. Fire Prevention – Fire Marshal

f. Administrative Manager

- Harassment Prevention Training

- Employee Recognition Dinner – April 22, 2017

g. Board of Directors

- North County Dispatch JPA – Update

- County Service Area – 17 – Update

- Comments

8. Adjournment

The next regular meeting Board of Directors meeting to be May 10, 2017 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting Agenda
Wednesday, April 12, 2017 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on April 6, 2017 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on April 6, 2017

Karlana Rannals
Board Clerk



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

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

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

Pledge of Allegiance

Deputy Chief Fred Cox led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

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

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

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

3. Public Comment

No one requested to speak to the board.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

i) Board of Directors minutes of February 81, 2017

b. *Receive and File*

i) *Monthly/Quarterly Reports*

(1) List of Demands Check 28388 thru 28500, Wire Transfer(s), and Electronic File Transfers (EFT) for the period

February 1 – 28, 2017 totaling: \$ 377,778.02

Payroll for the period February 1 – 28, 2017 \$ 592,608.55

Wire Transfer(s) February 1 – 28, 2017 \$ 0.00

TOTAL DISTRIBUTION \$ 970,386.57

(2) Activity Reports – February 2017

a. Operations

b. Training

c. Fire Prevention

d. Correspondence – letters/cards were received from the following members of the public:

- None

5. Resolution/Ordinance

a. *Resolution No. 2017-05*

Chief Michel informed the Board that the resolution presented is the result of recent discussions with the Board's ad hoc committee for salary negotiations. The resolution is representative of the direction given to the ad hoc committee.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED Resolution No. 2017-05 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel on a roll call vote:

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

b. *Resolution No. 2017-05*

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

MOTION BY DIRECTOR MALIN BY DIRECTOR TANNER, and APPROVED Resolution No. 2017-05 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 on a roll call vote:

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

6. Old Business

- a. None

7. New Business

a. *Budget Authorization*

Chief Michel summarized the staff report. He noted that this request is a result of personnel in a temporary facility at RSF5, and that the gravel driveway, parking areas, apparatus bay and the grounds around the fire station have deteriorated due to the heavy rains. The installation of asphalt over the current gravel based will be better suited for the heavy usage and the estimated time the temporary facility will be utilized by the fire district. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the paving project for RSF5 to Eagle Paving of Poway and authorize the expenditure of \$25,141.00.

b. *Acceptance of a Donation*

Chief Michel reported that a \$10,000 donation was received from Ms. Sharron MacDonald in recognition of the efforts of District personnel from a sprinkler activation at her home. The District policy is that the District must acknowledge and accept any donation in excess of \$500. However, the check is payable to the Firefighter's Association. He has been trying to contact the donor to inform her that the District nor the Firefighters Association is a charity and cannot issue a "charitable donation" receipt. He has not been successful to date in his efforts to reach her. The preference by the District and the Firefighter's Union is to donate to the RSF Foundation and designate the money to the restoration of the antique engine.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to acknowledge a \$10,000 donation from Ms. Sharron MacDonald and designate the money as directed by the donor. The donation will be directed to either a 501c3 or deposit to the District's general fund and redirected to Rancho Santa Fe Professional Firefighters Association Local 4349 and designate the money to restore the antique fire engine.

8. Oral Report

a. Fire Chief – Michel

i) District Activities

- (1) CSDA Leadership: he reported that he and Director Tanner attended the training in La Jolla. The conference was intended for managers and board members to assist in their roles. The content delivered and speakers were very good. Director Tanner also offered his experience and positive summary of the conference.
- (2) "Every 15 Minutes" Event at Del Norte High School: the high school has invited the District to participate in the anti-driving under the influence campaign. The event is scheduled for May 3, 2017.
- (3) The Burn Institute Boot Drive: district personnel will participate in the annual event March 9, 2017 to raise funds for the organization.
- (4) Harmony Grove Development: he spoke with the developer and reported that sales have increased, noting that 87 homes sold to date, and another 120 homes are expected to sell in 2017.

b. Operations – Deputy Chief

Chief Cox summarized the previous month's activity, noting district personnel responded to 305 incidents. The increase over the previous month was related to the inclement weather. He reported on two significant incidents 1) vehicle into a tree with three (3) patients; and 2) the two swift water rescue calls.

c. Elfin Forest Volunteer Division – Division Chief

Chief Twohy reported that The Foundation Board of Directors have filed their Certificate of Amendment to repurpose the Foundation. The recruitment efforts continue with four (4) new volunteers accepted,

with an additional six (6) in background. He plans to attend the Palomar College – MIT (Military in Transition) seminar promoting the volunteer program for persons with an interest in the fire service.

d. Training – Battalion Chief

Chief McQuead reported that personnel participated in hazmat training, and the driver operator academy was completed. The results were 16 individuals completed the academy (11 paid and 5 volunteers).

e. Fire Prevention – Fire Marshal

Interim Fire Marshal Mike Lowry reported that the Board of Supervisors held the first hearing for the 2017 Consolidated Fire Code. Activity in the bureau has increased. They are focusing efforts on access and water available in the Elfin Forest area. Brandon Closs, Fire Prevention Specialist (temporary) delivered a presentation on the 2016 Weed Abatement program reviewing its success and compliance rate.

f. Administrative Manager

Ms. Rannals discussed the following with the board members:

- i) Employee Recognition Dinner: she informed the members that the date had change and will be held April 22, 2017.
- ii) Harassment Prevention Training – she reminded the board to complete their training online by March 31st.

g. Board of Directors

- i) North County Dispatch JPA Update – Ashcraft: he reported on the meeting held February 23, 2017 in which the Board of Directors approved the lease between NCDJPA and the Fire District; accepted the financial audit; and discussed a problem between CalPERS and three former employees.
- ii) County Service Area – 17 Update – Hillgren: no report.
- iii) Comments
 - (1) Stine – shared photos of his son’s community service work conducted at RSF2.

9. Adjournment

Meeting adjourned at 2:35 pm.

Karlana Rannals
Secretary

James H Ashcraft
President



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING
MINUTES – March 16, 2017**

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

President Ashcraft called to order the special meeting of the Rancho Santa Fe Fire Protection District Board of Directors at 10:00 am.

Pledge of Allegiance

Director Stine led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner - *Director Hillgren participated via teleconference*

Directors Absent: Stine

Staff Present: Tony Michel, Fire Chief; Mike Lowery, Interim Fire Marshal; Marlene Donner, Fire Marshal; and Karlana Rannals, Board Clerk.

2. Public Comment

No one requested to speak to the Board.

3. New Business

a. Request for Statement of Qualifications (RFSQ)

Chief Michel reported that as a part of the reorganization with Elfin Forest/Harmony Grove, there is a need to construct a fire station to replace the temporary facility at RSF5. The District's legal counsel reviewed the RFP originally prepared by the County of San Diego. After his review, he reported that it was not satisfactory. As a result, in the change in laws, Fire Districts are now able to use the design/build process in the Public Contract Code. He summarized the process and noted that this option will afford the District not only cost savings, but also in significant amount of time. He also reported that staff retained the services of a qualified consultant to develop the document to qualify candidates to bid on the project. The document was reviewed and approved by the District's legal counsel. Staff responded to questions.

MOTION BY DIRECTOR MALIN BY DIRECTOR TANNER, and to authorize the distribution of a Request for Statement of Qualifications (RFSQ) for design/build project for construction of a fire station at Harmony Grove. The motion was approved unanimously on the following roll call vote:

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

4. Adjournment

Meeting adjourned at 10:25 am.

[Signatures next page]

Karlana Rannals
Secretary

James H Ashcraft
President

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
28501	\$13.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
28502	\$8,558.97	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
28503	\$7,110.00	Cielo Village Partners LP	Cielo HOA Fees
28504	\$74.99	Cox Communications	Telephone RSF3
28505	\$1,493.69	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
28506	\$3,598.62	Guardian Life Insurance Co	Medical Insurance
28507	\$91.50	Liebert Cassidy Whitmore	Legal Services
28508	\$325.00	Mertz, William C.	Education/Training Reimbursement
28509	\$3,301.54	North County EVS Inc	Scheduled - ID 9611
28510	\$217.00	Sivba, Matt	CSA-17 Contract
28511	\$1,566.99	SoCo Group Inc	Fuel: Gasoline & Diesel
28512	\$250.00	Sound Image Inc	Building ADMIN
28513	\$293.00	Terminix International	RSF
28514	\$14.85	U P S	Shipping Service
28515	\$1,457.02	Verizon Wireless	CSA-17 Contract, MTD, Cellular
28516	\$1,108.13	Aair Purification Systems	Building RSF4
28517	\$184.17	AT&T	Telephone RSF2
28518	\$1,702.23	AT&T Calnet 2/3	Telephone RSF
28519	\$150.00	Benz, Curtis	Education/Training Reimbursement
28520	\$146.24	Blend	Outside Printing & Binding
28521	\$1,323.00	C.A.P.F.	Disability Ins Short & Long
28522	\$87.56	Complete Office of California Inc	Office Supplies
28523	\$3,235.00	County of SD/RCS	CAP Code Paging Service-Monthly Service
28523	\$3,235.00	County of SD/RCS	CAP Code Paging Service-Monthly Service/800 MHz
28524	\$250.78	Cox Communications	Cable RSF2,3
28525	\$100.81	Dish	Cable RSF6
28526	\$157.35	EDCO Waste & Recycling Inc	Trash RSF5, 6
28527	\$3,307.50	Engineered Mechanical Services Inc	Building ADMIN
28528	\$639.25	Ferrellgas Inc	Elec/Gas/Propane RSF5
28529	\$4,241.27	Fire ETC Inc	Safety Clothing (Protective)
28530	\$2,700.00	FireStats	GIS Services/Response Criteria Services
28531	\$448.63	Konica Minolta Premier Finance	Copier Maintenance Contract
28532	\$16,022.43	North County EVS Inc	Repair, Scheduled
28533	\$1,091.22	Olivenhain Municipal Water District	Water RSF
28534	\$3,677.86	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
28535	\$40,000.00	Rancho Santa Fe Fire Protection Dist	Interfund Transfer
28536	\$176.54	Rincon Del Diablo Municipal Water Di	Water RSF5

28537	\$1,317.50	Scott Davis Consulting	Programming - Computer & Software FP/PR
28538	\$602.78	SDG&E	Elec/Gas/Propane RSF6
28539	\$1,810.02	SoCo Group Inc	Fuel: Gasoline & Diesel
28540	\$66.00	Terminix International	Building RSF2
28541	\$581.68	ThyssenKrupp Elevator Inc	Elevator Service
28542	\$544.99	Time Warner Cable	Cable - Admin
28543	\$14.85	U P S	Shipping Service
28544	\$15,128.21	U S Bank Corporate Payment System	Cal-Card./IMPAC program
28545	\$225.00	U S Postal Service - Postmaster	Permit: Postage Bulk//Business Reply
28546	\$971.00	Vortex Industries, Inc.	Building RSF1
28547	\$1,823.86	Waste Management Inc	Trash RSF
28548	\$6,350.00	WinTech Computer Services	Consulting Services
28549	\$42.00	AAA Live Scan	Background Investigation
28550	\$105.05	Airgas Inc	Safety: Breathing Air
28551	\$50.00	AT&T	Telephone RSF1
28552	\$509.81	AT&T Calnet 2/3	Telephone RSF6
28553	\$484.10	CDW Government Inc.	Computer Equipment/Parts
28554	\$1,215.00	Fitch Law Firm Inc	Legal Services
28555	\$507.56	Home Depot, Inc	Apparatus:Tools/Equipment Repair
28556	\$29.64	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
28557	\$379.35	MHN Services	Disability/Life Insurance EFF
28558	\$15,435.42	Motorola Solutions Inc	Radio Equipment Replacement
28559	\$700.00	Santa Fe Irrigation District	NCDJPA Rebill
28560	\$3,338.42	SDG&E	Elec/Gas/Propane RSF
28561	\$325.00	Sherwood, Bruce E	Education/Training Reimbursement
28562	\$1,840.08	SoCo Group Inc	Fuel: Gasoline & Diesel
28562	\$1,840.08	SoCo Group Inc	Fuel: Gasoline & Diesel
28563	\$64.00	State of CA Dept of Justice	Background Investigation
28564	\$1,138.30	Sturtevant, James F.	Furnishings - General
28565	\$444.01	TelePacific Communications	Telephone ADMIN
28567	\$99.12	Time Warner Cable	Cable
28568	\$18.44	U P S	Shipping Service
28569	\$3,217.20	United Site Services	Sewer RSF5
28570	\$944.55	United States Latex Prod. Inc	CSA-17 Contract
28571	\$385.00	WFCA Western Fire Chiefs Assoc dba D	Advertising
28572	\$63.00	AAA Live Scan	Background Investigation
28573	\$244.32	AT&T	Telephone RSF5
28574	\$383.71	AT&T Calnet 2/3	Telephone RSF1

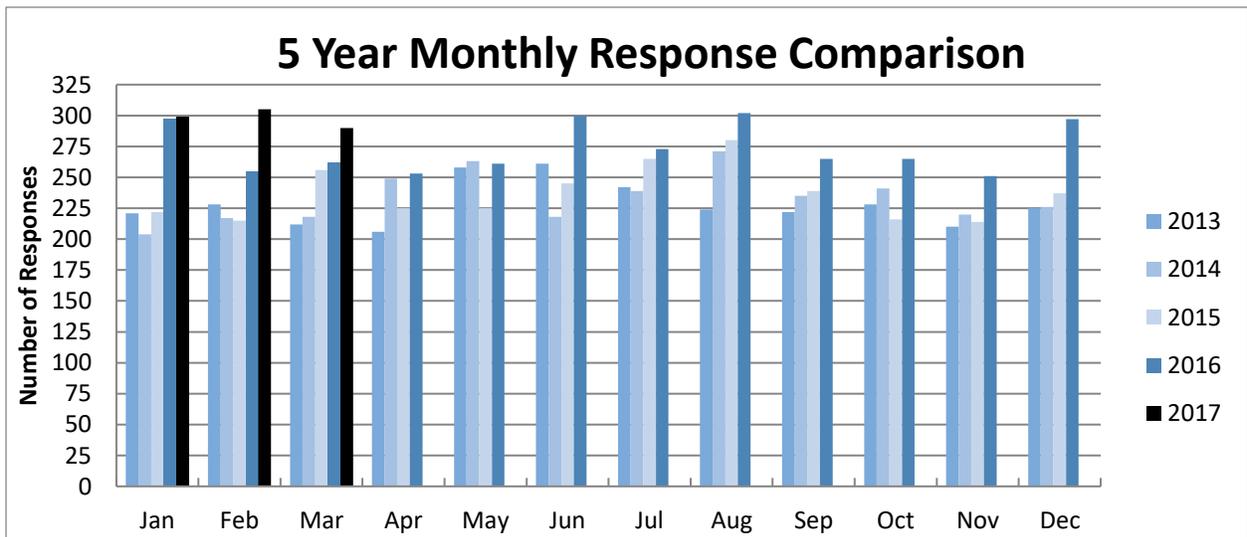
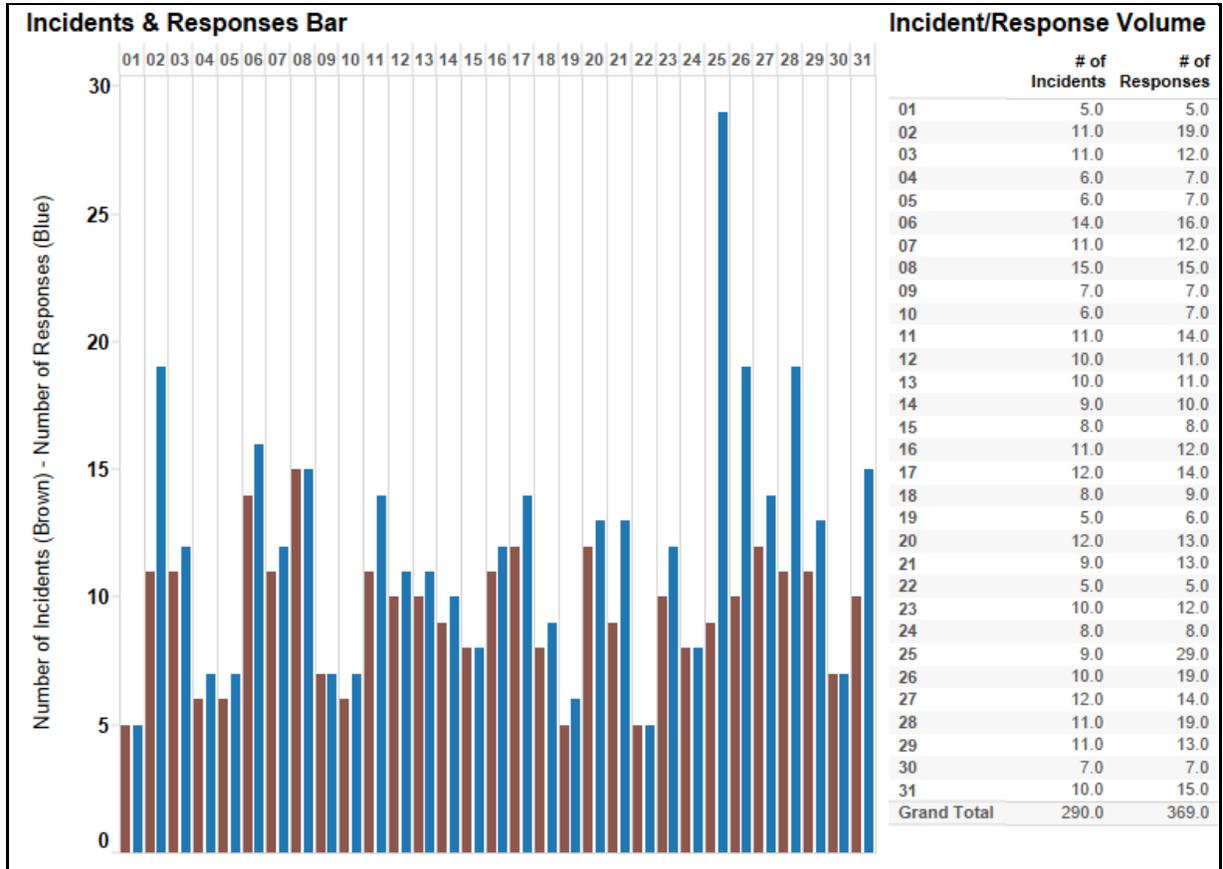
28575	\$59,072.37	CALPers - Health	Medical Insurance
28576	\$165.00	Costco Inc.	Association Dues
28577	\$175.27	Cox Communications	Telephone RSF
28578	\$1,730.40	FailSafe Testing	Ladder Testing
28579	\$269.38	Fire ETC Inc	Janitorial Supplies
28581	\$241.50	Gloria J Murphy	Training Equipment/Supplies Volunteer Di
28582	\$5,038.03	Johnson Equipment Co	2016 Engine on Order
28583	\$30.60	L N Curtis & Sons Inc	Safety Equipment
28584	\$612.54	Lincoln National Life Ins Co	Disability/Life Insurance
28585	\$152.00	MISSION SECURITY INC	Alarm System Monitoring - RSF6
28587	\$38,262.25	NCDJPA	Dispatching
28588	\$318.00	Palomar Sign Company	Apparatus: Miscellaneous
28589	\$70.00	RSF Mail Delivery Solutions	Mail Delivery Service
28591	\$5,623.36	SDG&E	Elec/Gas/Propane RSF
28592	\$2,179.19	SoCo Group Inc	Fuel: Gasoline & Diesel
28593	\$80.00	State Fire Training	Permit: Certification
28594	\$50.00	Terminix International	Building RSF5
28595	\$60.00	Turbo Car Wash	Apparatus: Car Wash
28596	\$14.85	U P S	Shipping Service
28597	\$3,223.41	Uniforms Plus	Uniforms: Safety Personnel
28598	\$1,608.60	United Site Services	Sewer RSF5
28599	\$243.59	Verizon Wireless	Telephone - Cellular
28600	\$925.00	Aair Purification Systems	Building RSF4
28601	\$3,850.00	Ace Hauling Service, Inc	Building RSF5
28602	\$172.08	AT&T	Telephone RSF
28603	\$1,323.00	C.A.P.F.	Disability Ins Short & Long
28604	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
28605	\$140.17	Complete Office of California Inc	Office Supplies
28606	\$380.00	COR Security Inc	Building RSF4
28607	\$74.99	Cox Communications	Telephone RSF3
28608	\$1,363.84	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
28609	\$100.81	Dish	Cable RSF6
28610	\$326.37	Fire ETC Inc	Engine on Order: ID1711
28611	\$160.00	Government Finance Officers Associat	Association Dues
28612	\$258.57	Metro Fire & Safety Inc	Building RSF2
28614	\$325.00	Plant-Tek	Station Maintenance - RSF6
28615	\$730.00	Power Plus!	Elec/Gas/Propane RSF5
28616	\$9,052.50	R.E. Badger & Son, Inc.	Weed Abatement

28617	\$1,236.00	Ready America, Inc
28618	\$107.40	Savmart Pharmaceutical Service
28619	\$75.00	SDCFCA - FPO Section
28620	\$1,279.02	SoCo Group Inc
28622	\$243.00	Terminix International
28623	\$14.85	U P S
28624	\$339.46	Uniforms Plus
28625	\$2,707.92	Verizon Wireless
ACH	\$140,529.89	CalPers - Retirement
EFT000000000291	\$3,618.45	Rannals, Karlena
EFT000000000292	\$297.20	McQuead, David C
EFT000000000292	\$297.20	McQuead, David C
EFT000000000294	\$250.00	Closs, Brandon
EFT000000000296	\$267.28	Rannals, Karlena
EFT000000000297	\$217.00	Slattery, Brian Y
EFT000000000299	\$260.00	Closs, Brandon
EFT000000000299	\$260.00	Closs, Brandon
EFT000000000300	\$3,546.79	Davidson, Bret A
	\$15,508.80	Various
Subtotal	\$487,419.11	
3/15/2017	\$323,117.57	RSFFPD Personnel
3/31/2017	\$319,855.05	RSFFPD Personnel
	\$642,972.62	
Total	\$1,130,391.73	

CERT Program
CSA-17 Contract
FP - Local Conference/Seminars
Fuel: Gasoline & Diesel
Building RSF
Shipping Service
Uniforms: Safety Personnel
CSA-17 Contract, MTD, Cellular
Retirement
Awards/Proclamations
Meetings/Meal Expenses - Training
CSA-17 Contract
Education/Training Reimbursement
Station Replacement Items - ADMIN
CSA-17 Contract
Education/Training Reimbursement
Fuel: Gasoline & Diesel
Education/Training Reimbursement
Medical Reimbursment

Payroll
Payroll

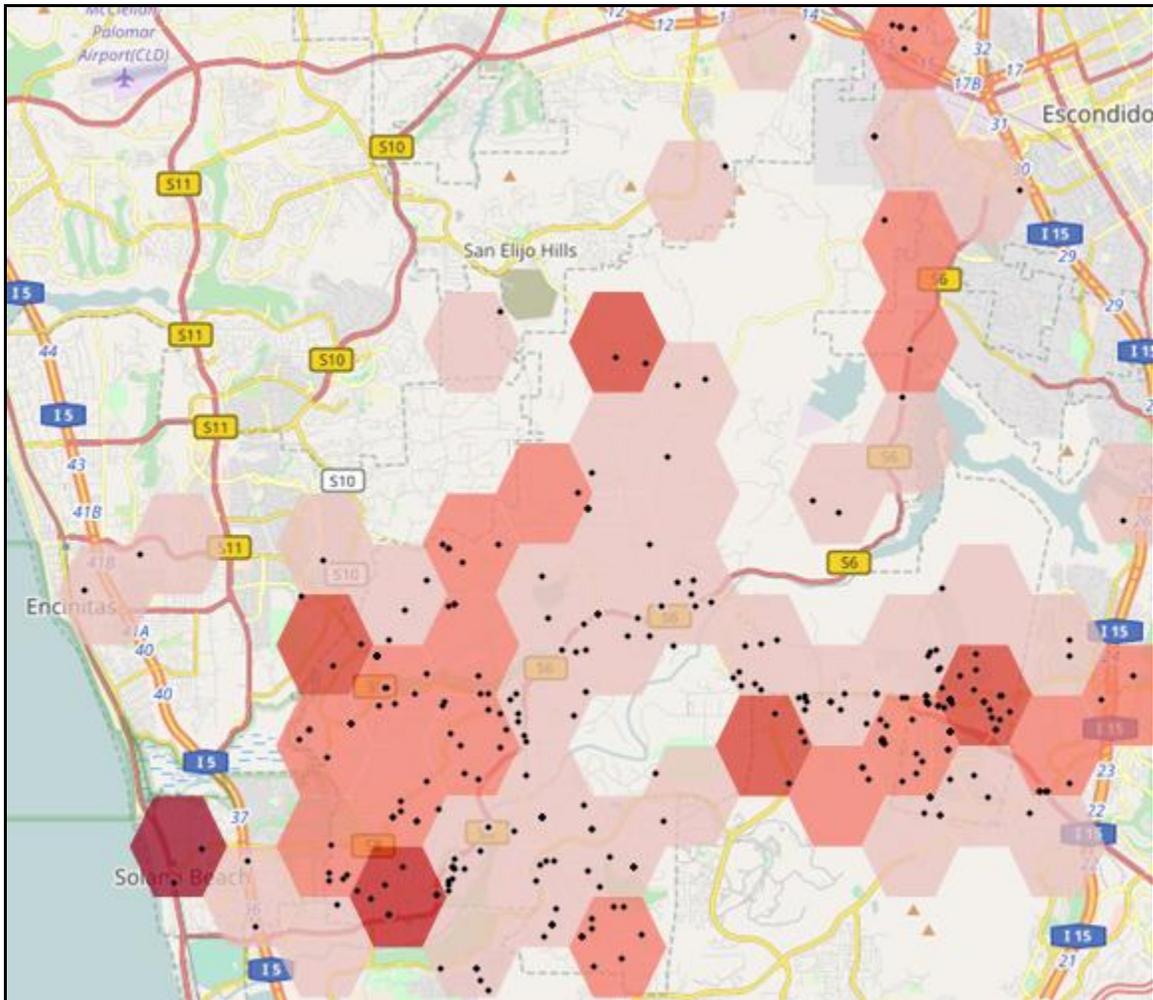
March Incident Count Stations 1 - 6



2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	299	305	290										894
YTD	299	604	894										9.8%
2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297	255	262	253	261	300	273	302	265	265	251	297	3,281
YTD	297	552	814	1,067	1,328	1,628	1,901	2,203	2,468	2,733	2,984	3,281	15.6%
2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	222	215	256	225	225	245	265	280	239	216	214	237	2,839
YTD	222	437	693	918	1,143	1,388	1,653	1,933	2,172	2,388	2,602	2,839	1.3%
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217	218	249	263	218	239	271	235	241	220	226	2,801
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	221	228	212	206	258	261	242	224	222	228	210	225	2,737
YTD	221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	

Incident Response Summary by Station	
Date Range: From 3/1/2017 To 3/31/2017	
Station: RSF1	75
Station: RSF2	101
Station: RSF3	65
Station: RSF4	31
Station: RSF5	13
Station: RSF6	5
Total Incident Count:	290

MARCH INCIDENT DISTRIBUTION

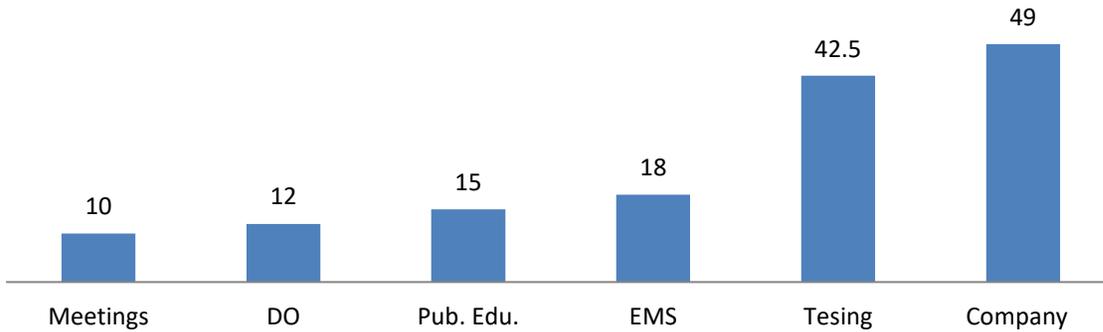


FUEL MOISTURE MONITOR IS IN FOR CALIBRATION

Significant Incidents/Overhead Assignments				
DATE	INCIDENT/ LOCATION	TYPE	UNIT/PERSON	MISC.
No Significant Incidents/Overhead Assignments for March				

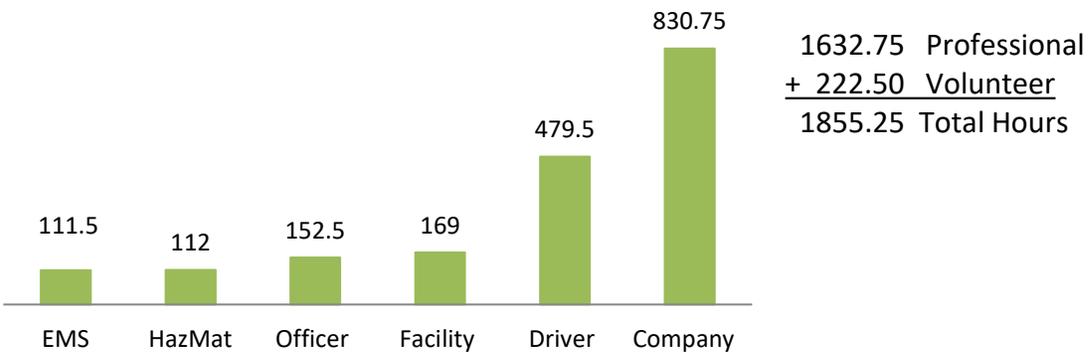
Scheduled Training

146.5 Total Hours



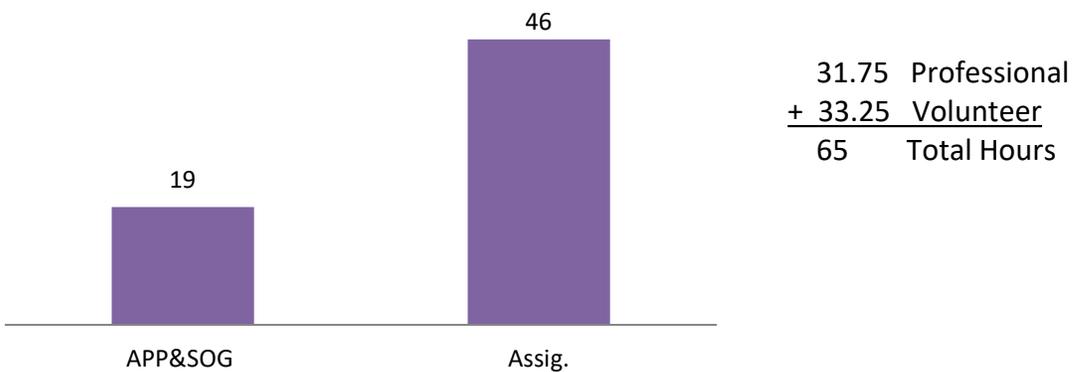
Total Individual Hours

1855.25 Total Hours



Target Solutions (On Demand) Hours

65 Total Hours



Scheduled Training

Training hours are planned annually. This is to maintain a well organized year and to help the firefighters be successful with the hours required by Federal, State, Local.

Total Individual Hours - 6 Subjects

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

Mandated Hours

Hours completed through an assignment on an online database (Target Solutions). Mandated assignments are required by either Federal, State, Local.

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		
	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	6	0
Fire Inspector/Forester	6	19,980
TOTAL	12	19,980
RESIDENTIAL ADDITIONS		
	Original Sq Footage	Added Sq Footage
Fire Marshal	0	0
Fire Inspector	17,875	3,538
Fire Inspector/Forester	0	0
TOTAL	17,875	3,538
COMMERCIAL PLAN REVIEWS		
	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	3	0
Fire Inspector/Forester	0	0
TOTAL	3	0
TOTAL NEW CONSTRUCTION		
Based on permitted Sq footage	Total Added	23,518
FIRE SPRINKLER REVIEWS		
	Commercial	Residential
Fire Marshal	0	0
Fire Inspector	3	12
Fire Inspector/Forester	0	0
TOTAL	3	12
TENANT IMPROVEMENTS		
	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	0	0
LANDSCAPE REVIEWS		
	Number of Reviews	Staff Hours
Fire Marshal	0	0.00
Fire Inspector	22	21.50
Fire Inspector/Forester	2	1.00
TOTAL	24	22.50

SERVICES PROVIDED- FIRE PREVENTION

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

INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	40	31.00
Finals (Structures)	49	56.00
Landscape	11	13.00
Reinspections	3	0.00
Tents/Canopy	2	2.00
Burn Permits	0	2.00
Department of Social Service Licensing	2	2.00
Knox/Strobe	3	1.50
Code Enforcement	0	0.00
Engine Company Follow Up	1	0.50
Misc.	1	1.00
TOTAL	112	109.00

HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	0	0.00
Weed Abatement Reinspection	16	2.75
1st Notice	2	0.50
2nd Notice	2	0.50
Final Notice	0	0.00
Forced Abatement	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	2	1.00
WUI	0	0.00
TOTAL	22	4.75

GRADING -All Staff	Number of Reviews	Staff Hours
Plan Review	2	7.00
TOTAL	2	7.00

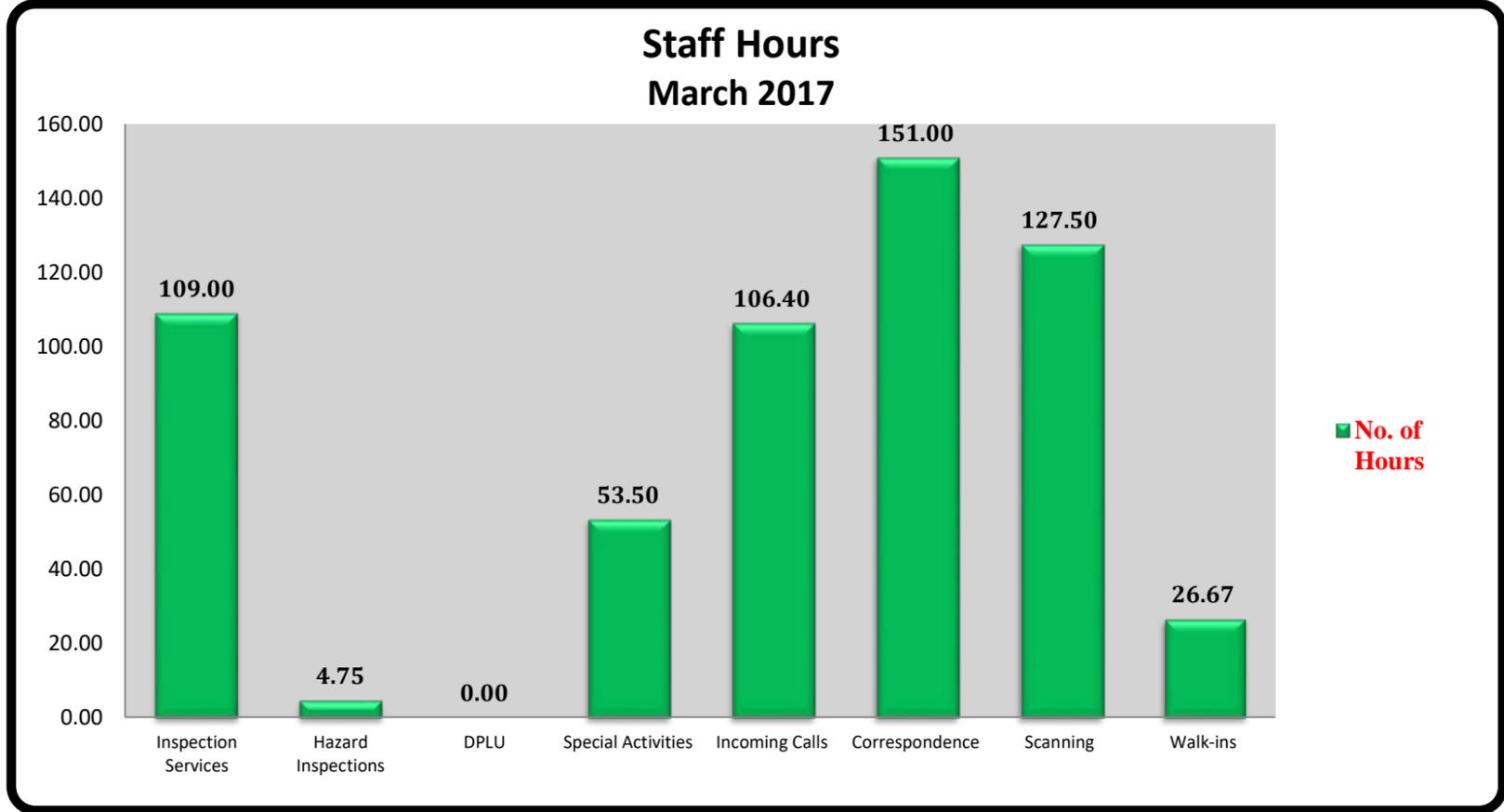
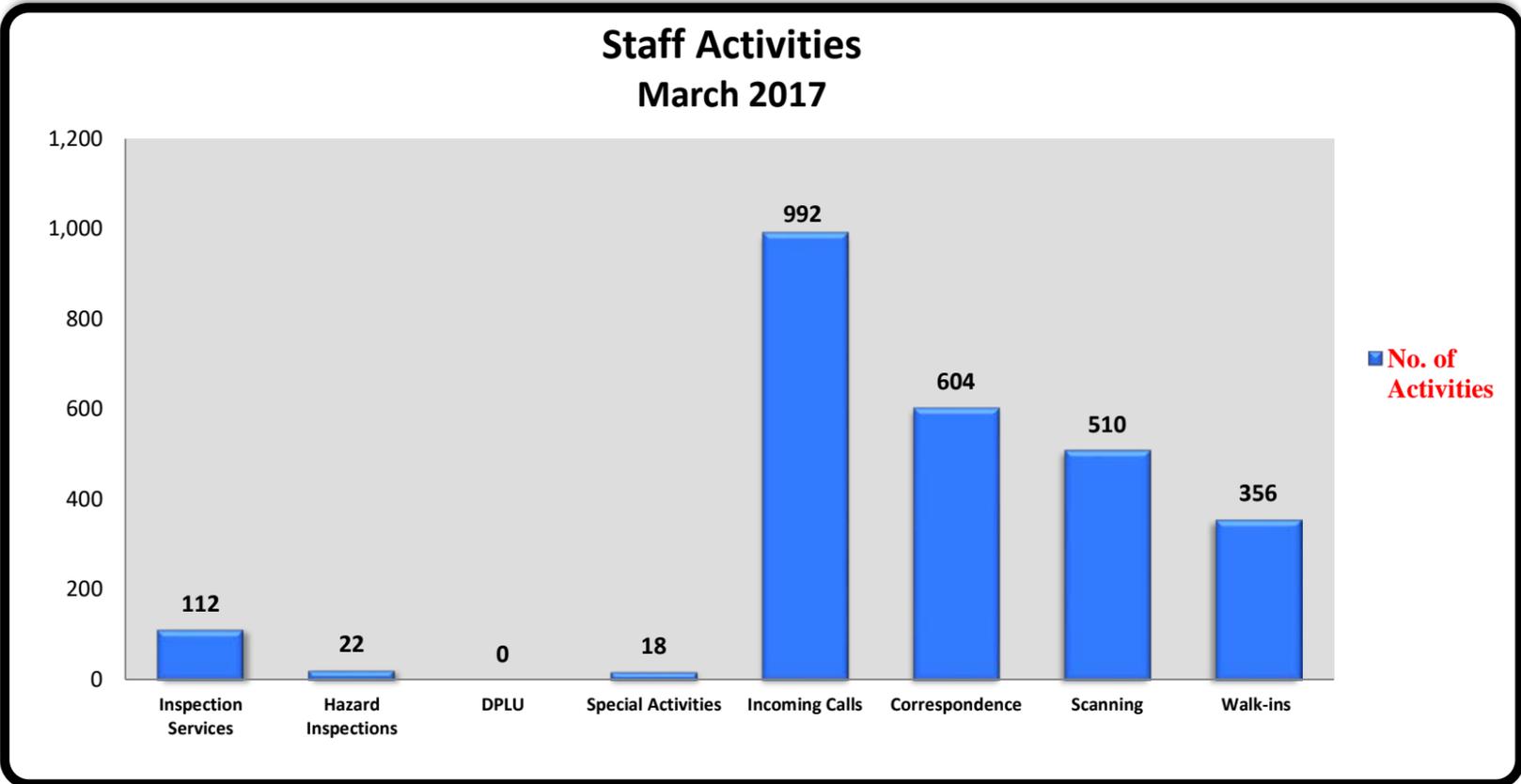
ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	8	43.00
Conferences	0	0.00
Meetings	18	25.5
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	26	68.50

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	284	71.00
Correspondence	300	75.00
Consultations	70	70.00
Plan Review	63	63.00
Scanning	200	50.00
General Office	59	59.00
TOTAL	976	388.00

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	708	35.40
Correspondence	304	76.00
Walk in/Counter (All Administrative Staff)	356	29.67
Knox Application Request	10	2.50
Burn Permits	0	1.00
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	88	99.00
Special Projects	7	7.00
Scanning Documents/Electronic Files	310	77.50
Meetings: Admin/Prevention/Admin Shift	10	5.00
Post Office Runs	3	1.50
Deposit runs and preparations	25	12.50
TOTAL	1,823	347.23

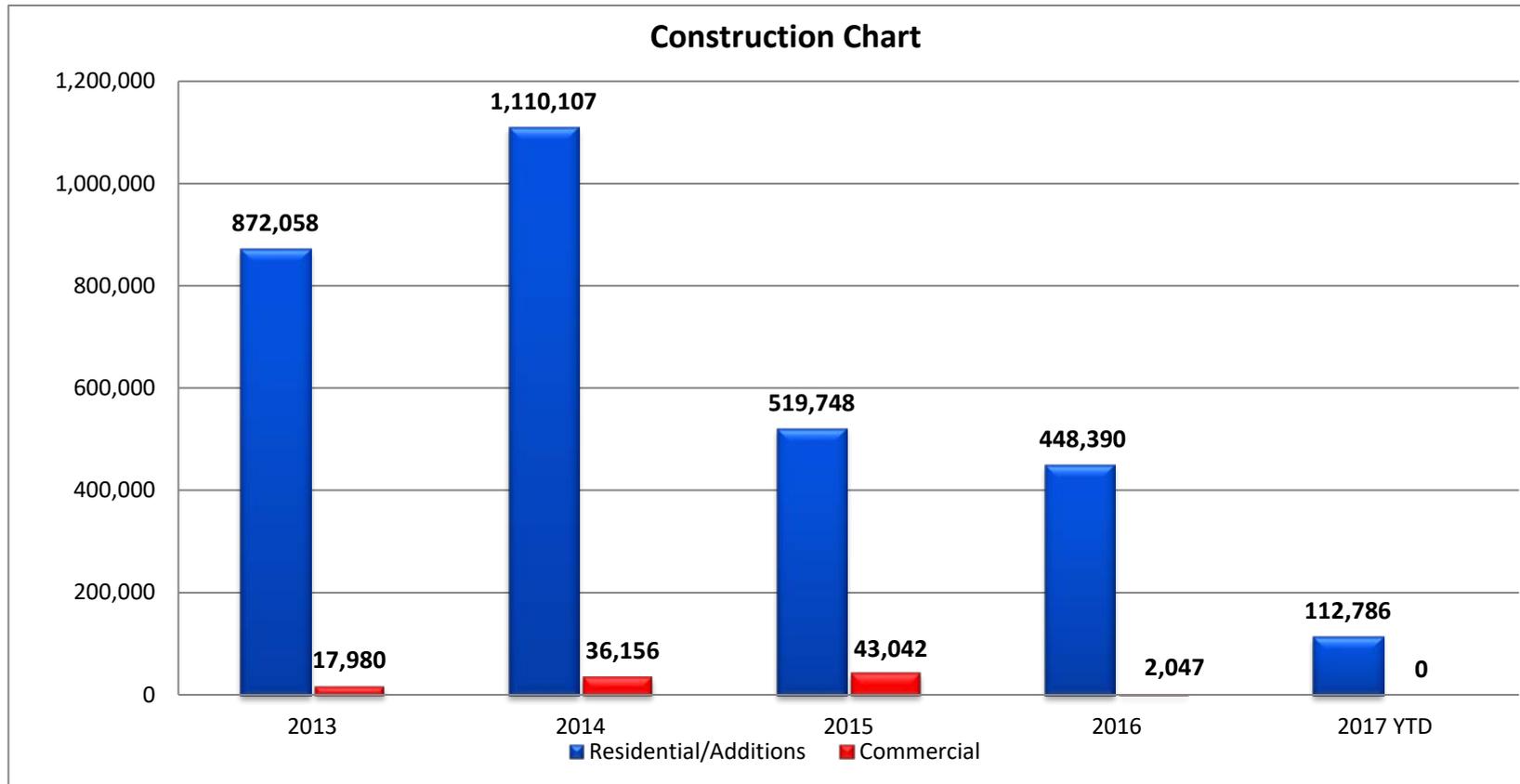


Comparison 2016/2017 Total Monthly Hours/Activities

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

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	2187	2019	2614									
Hours	482.62	494.10	578.82									

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



Year	Res/Add	Comm	Total
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2016 YTD	67,128	280	67,408
2017 YTD	112,786	0	112,786

Comparison 2016/2017 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	28,971	25,957	12,480	19,850	15,989	47,693	28,456	91,542	70,894	25,511	54,531	28,563
2017	48,435	40,807	23,518									

WEBSITE/INTERNET		Staff Hours
Update existing info & documents:		4.0
<i>Updated home page, news, photos, etc</i>		4.0
		0.0
Compile & write new information:		8.0
<i>New Website Development</i>		8.0
Social Media		7.0
<i>Facebook "Fans" - 895</i>		3.0
<i>Instagram "Followers" - 78</i>		1.0
<i>Twitter "Followers" - 2,602</i>		3.0
TOTAL		19.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc:		0.0
TOTAL		0.0

MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		0.0
Press Releases:		5.0
<i>Fire Sprinkler Activation</i>		3.0
<i>Flood Awareness</i>		2.0
Other Articles/Stories/Interviews:		1.0
<i>Change your clocks, change your batteries</i>		1.0
TOTAL		6.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		12.0
<i>Coloring Contest Pizza Parties</i>		6.0
<i>Station Tours</i>		3.0
<i>Every 15 Minutes Planning</i>		3.0
Adult Programs:		0.0
TOTAL		12.0

EVENTS		Staff Hours
External/Community Events:		5.0
<i>Boot Drive</i>		4.0
<i>Little League Opening Ceremony in 4S Ranch</i>		1.0
Internal Events:		0.0
TOTAL		5.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		4.0
<i>CPR at AMR (for instructor recertification)</i>		4.0
Conferences:		0.0
Meetings:		5.0
<i>Staff meetings</i>		3.0
<i>Shift Meetings</i>		1.0
<i>CSA17 Meeting</i>		1.0
TOTAL		9.0
CLERICAL		Staff Hours
Prevention-related:		48.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		44.0
<i>Phone Calls</i>		4.0
Non-prevention/non-minute related:		32.0
TOTAL		80.0
TOTAL HOURS		131.0



Rancho Santa Fe Fire Protection District

PO Box 410 / 18027 Calle Ambiente ♦ Rancho Santa Fe, CA 92067 -0410
(858) 756-5971 ♦ Fax: (858) 756-4799 ♦ www.rsffire.org

IMPROVEMENT DEFERRAL AGREEMENT

This Agreement is entered into this 12th day of April 2017 by and between RANCHO SANTA FE FIRE PROTECTION DISTRICT ("RSF"); and PACIFIC BAY COMMUNITIES, INC. ("DEVELOPER")

WHEREAS, RSF is a duly organized and existing fire protection district and firefighting organization, the Rancho Santa Fe community located in San Diego County, California; and

WHEREAS, DEVELOPER is the owner of property, located on Four Gee Rd and Camino Santa Fe, San Diego, California, commonly referred to as TM 5081(Rancho Hills) ("PROPERTY"), and

WHEREAS, DEVELOPER is developing the PROPERTY with a thirty-seven (37) single family residences, and

WHEREAS, RSF in exercising its regulatory authority has approved the development of the PROPERTY with thirty-seven (37) single family residences subject to compliance with RSF's ordinances; and

WHEREAS, one section of the RSF ordinance requires the DEVELOPER to improve the fire access roadway per a plan approved by RSF.

NOW THEREFORE, the Parties agree as follows:

1. **Improvement Deferral.** DEVELOPER agrees that on or before April 1, 2019 and prior to obtaining any building or other permit required to commence construction of any home in the subdivision they shall furnish, at DEVELOPER's sole cost and expense, all labor, equipment and material necessary to install and construct, in a good and workmanlike manner, in accordance with County of San Diego requirements and according to plans and specifications to be approved the fire access roadway consisting of improvement of the streets and/or easements within the subdivision as shown on the attached plans and specifications as Exhibit A and incorporated into this Agreement by reference, together with the improvement of any other streets and/or easements specifically designated by the plans and specifications referred to below ("IMPROVEMENTS").

2. **Security.** To insure performance by DEVELOPER include installation of the IMPROVEMENTS, DEVELOPER shall provide the following security:

a. **Cash Deposit.** On or before April 19, 2017 DEVELOPER shall deposit with RSF \$2,514,320 in a form acceptable to RSF to insure completion of the IMPROVEMENTS ("CASH DEPOSIT"). Said CASH DEPOSIT may be used by RSF to complete construction of the IMPROVEMENTS per RSF approved plans. Should DEVELOPER fail to complete the IMPROVEMENTS as required in Paragraph 1 RSF shall provide written notice to DEVELOPER of its default under Paragraph 1. DEVELOPER shall have thirty (30) to cure said default. Should DEVELOPER fail to cure said default RSF may immediately draw on the entire CASH DEPOSIT. Upon the deposit of

the CASH DEPOSIT on terms satisfactory to RSF and the transfer of title to the PROPERTY to DEVELOPER, RSF will authorize the release of the cash deposit currently being held pursuant to the Improvement Deferral Agreement between RSF and Jerry Shaw dated April 20, 2004.

b. **Bond.** On or June 30, 2017 DEVELOPER will provide RSF with a Full Performance Bond (“**BOND**”) from a surety authorized to act as surety in the State of California and acceptable to RSF in the amount of \$2,514,320 in order to keep and perform the covenants, conditions and provisions in this Agreement to insure completion of the IMPROVEMENTS and any alteration thereof made as therein provided, on their part, to be kept and performed at the time and in the manner specified. The Bond shall insure complete construction of the IMPROVEMENTS per RSF approved plans should DEVELOPER fail to complete the improvements as required in Paragraph 1. Should DEVELOPER complete the improvements as required by Paragraph 1, RSF shall release the Bond. Upon providing the BOND approved by RSF as required under this Paragraph 2.b. RSF shall release the CASH DEPOSIT.

3. **License.** DEVELOPER grants to the Bonding Company, RSF, its contractors, employees and agents a licensee to ingress and egress, access to DEVELOPER’S property to complete the IMPROVEMENTS as required in Paragraph 1 should DEVELOPER fail to complete the improvements. After five (5) days, a written notice by RSF of DEVELOPER’S breach of the provisions of Paragraph 1.

4. **Indemnity.** DEVELOPER shall indemnify, defend (with counsel acceptable to RSF) and save harmless RSF, its officers, agents and employees harmless from and against any and all losses, costs, demands, damages, expenses (including reasonable attorneys’ fees), claims, causes of action, judgments, penalties, fines, or liabilities, arising from regarding the construction of said improvements, this agreement under or because of (i) DEVELOPER construction of said improvements, (ii) any activity, work, or things done, permitted, or suffered by DEVELOPER as required under this Agreement , (iii) any breach or default in the performance of any obligation to be performed by DEVELOPER under this Agreement, and/or (v) any negligence of DEVELOPER.

5. **Release.** The DEVELOPER does hereby, and for their heirs, executors, administrators, successors, officers, directors, shareholders, employees, attorneys, successors and assigns, release, acquit and forever discharge RSF as well as its officers, directors, employees, attorneys, successors and assigns, and all other persons, firms, corporations, associations or partnerships, or any other entity connected therewith, from any and all manner of action or actions, claims, indebtedness, expenses, judgments, demands and liabilities of every kind and nature whatsoever, known or unknown, liquidated or unliquidated, fixed or contingent, direct or indirect, against any of them arising out or by reason of or in connection with the claims, counterclaims disputes over this Agreement or the installation/completion of the IMPROVEMENTS on the PROPERTY.

6. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties pertaining to the subject matter contained in the Agreement and supersedes all prior and contemporaneous agreements, representations and understandings of the parties.

7. **Amendment.** No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all the parties.

8. **Waiver.** No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver

constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

9. **Timeliness.** Time is of the essence of this Agreement and each and all of its provisions.

10. **Notices.** Notices given under this Agreement shall be in writing and shall either be served personally or delivered by first class U.S. Mail, postage pre-paid, Federal Express or other express mail service. Notices may also effectively be given by transmittal over electronic transmitting devices such as Telex, fax or telecopy machine, if the party to whom the notice is being sent has such a device in its office, provided a complete copy of any notice so transmitted shall also be mailed in the same manner as required for a mailed notice. Notices shall be deemed received at the earlier of actual receipt or three days following deposit in U.S. Mail, postage pre-paid. Notices shall be directed to the parties at their current addresses, provided that a party may change its address for notice by giving written notice to all other parties in accordance with this Section.

11. **Governing Law.** This Agreement shall be construed in accordance with and governed by, the laws of the State of California, and any action or proceeding, including arbitration, brought by any party in which this Agreement is a subject, shall be brought in San Diego County.

12. **Invalidity.** Any provision of this Agreement which is invalid, void, or illegal, shall not affect, impair, or invalidate any other provision of this Agreement.

13. **Counterparts.** This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

14. **Professional Fees and Costs.** If any legal or equitable action, arbitration, or other proceeding, whether on the merits or on motion, are brought or undertaken, or an attorney retained, to enforce this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, then the successful or prevailing party or parties in such undertaking shall be entitled to recover reasonable attorneys' and other professional fees and other costs incurred in such action, proceeding, or discussions, in addition to any other relief to which such party may be entitled.

[Signatures on next page]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date shown above.

RSF

Rancho Santa Fe Fire Protection District

By: _____

Name: _____

Its: _____

Date: _____

DEVELOPER

Pacific Bay Communities, Inc.

By: _____

Name: _____

Its: _____

Date: _____