



**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

June 15, 2011
Regular Session 1:00 pm

RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

Pledge of Allegiance

- 1. Roll Call**
- 2. Public Comment**

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

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

4. Consent Calendar

- a. Board of Directors Minutes
 - i) Board of Directors minutes of May 11, 2011
 - ii) Board of Directors minutes of May 31, 2011

ACTION REQUESTED: **Approve**

b. Receive and File

i) Monthly/Quarterly Reports – ACTION REQUESTED: [Information](#)

(1) List of Demands

Check 22106 thru 22213 for the period May 1 – 31, 2011 totaling:	\$ 816,659.34
Payroll for the period May 1 – 31, 2011	<u>\$ 411,940.90</u>
TOTAL DISTRIBUTION	\$1,228,600.24

(2) Activity Reports – May 2011

- Fire Prevention
- Operations
- Training
- Fairbanks Ranch Station Replacement – Construction Change Orders

(3) District Articles

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

- Vista Irrigation District
- Mexicali Fire Department

5. Old Business

- a. None

6. New Business

a. Board of Directors Meeting Schedule

i) Regular Meeting

- July 13, 2011
- August 10, 2011
- September 21, 2011

To discuss a possible change in the meeting date for the regular Board of Directors meeting schedule due to a potential conflict

ACTION REQUESTED: [Reschedule, if necessary](#)

b. Fixed Charge Special Assessment for Weed Abatement

To discuss and/or approve a special assessment on Parcel No. 266-360-22; 267-090-23; 265-510-20; 264-110-30; 265-072-12; 303-013-52; 302-163-26; 303-10-44; and 303-100-51 for nonpayment of forced abatement fees. [Staff Report 11-11](#)

ACTION REQUESTED: [Authorize parcel \(8\) special assessment](#)

c. Reserve policy – GASB54 compliance Abatement

To discuss and/or approve a special assessment on Parcel No. 265-380-25 and 264-110-10 for nonpayment of forced abatement fees. [Staff Report 11-12](#)

ACTION REQUESTED: [Approve](#)

d. Preliminary Budget FY12

To discuss and/or approve the preliminary budget for the next fiscal year and schedule a public hearing for final adoption.

ACTION REQUESTED: [Adopt and set public hearing](#)

7. Resolution/Ordinance

a. Resolution No. 2011-05

To discuss and/or approve a resolution entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Salary and Benefit for EMS Coordinator* [Staff Report 11-13](#)

ACTION REQUESTED: **Adopt**

8. Oral Report

a. Fire Chief – Michel

- i) Fairbanks Ranch Replacement Fire Station – Update
- ii) Sharing of Resources with City of Encinitas
- iii) District Activities
 - (1) Appreciation Dinner
 - (2) Spaghetti Dinner – June 18, 2011

b. Operations – Battalion Chief Davidson

c. Training – Battalion Chief Davidson

d. Fire Prevention - Fire Marshal Hunter

e. Administrative Manager – Rannals

f. Board of Directors

- i) North County Dispatch JPA – Update
- ii) County Service Area – 17 – Update
- iii) Comments

9. Adjournment

RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting – Agenda
Wednesday, June 15, 2011 1:00 pm PST

CERTIFICATION OF POSTING

I certify that on June 8, 2011 a copy of the foregoing agenda was posted near the regular meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on June 8, 2011

Karlana Rannals

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – May 11, 2011**

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

Pledge of Allegiance

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

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Darrin Ward, Deputy Chief; Dismas Abelman, Deputy Chief; Jim Sturtevant, Battalion Chief; Chris Galindo, Administrative Captain; and Karlana Rannals, Board Clerk

President Ashcraft announced that Closed Session will be held time certain at 3 pm to meet with legal counsel.

2. Special Presentations

a. Recognition – Lee Haskin, Engineer

Chief Michel informed the Board that Engineer Haskin was unable to attend the meeting; however, he recognized and commended Engineer Haskin for the time and effort he provides in the District's vehicle maintenance program.

3. Public Comment

No one requested to speak to the Board.

4. Motion Waiving reading in full of all Resolutions/Ordinances

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

5. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar, with the removal of items 5. b. 1 (2) & (3).

a. Board of Directors Minutes

i) MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of April 13, 2011.

b. Receive and File

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 22106 thru 22113 for the period April 1 – 30, 2011 totaling:	\$ 853,990.41
Payroll for the period April 1 – 30, 2011	<u>\$ 447,662.71</u>

TOTAL DISTRIBUTION

\$1,301,653.12

(4) Activity Reports – April 2011

- Fire Prevention
- Operations
- Training
- Fairbanks Ranch Station Replacement – Construction Change Orders

(5) District Articles

(6) Correspondence

- Chinese Bible Church of San Diego
- Carlson
- Call for Nominations – LAFCO
- Carol Streeter

Director Malin had questions for staff on the following reports:

(2) Statement of Cash Assets – March 31, 2011

(3) Budget Review – July 1, 2010 – March 31, 2011

He requested that when the preliminary budget is presented at the next meeting that staff include an estimate for personnel costs for the next two fiscal years, based upon the projections provided by CalPERS and a best estimate for health insurance costs.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to receive and file the balance of the consent calendar.

6. Old Business

a. None

7. New Business

a. Article XIII B California Constitution Appropriation Limit

Ms. Rannals summarized the staff report provided. She recommended that the Board of Directors select the following formula to calculate the District's new appropriation limit for the 2010/2011 fiscal year:

Change in California per capital personal income (2.51%) for the Cost of Living Factor, and
Change in population within the unincorporated area of San Diego County (.72%).

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation for calculation of the District's appropriations limit.

b. Hazard Abatement Sole Source Contractor

Chief Michel summarized the staff report included with the agenda material. He summarized the process to determine a contractor to provide services for forced abatement of hazardous vegetation and rubbish within the Fire District. Of the eight bid packets submitted, only two were determined to be the most responsive bids received. Staff responded to questions from the Board. At the conclusion of the discussion, staff was asked upon renewal of the contract, to reevaluate the criteria prior to distributing a request for proposal to ensure that all respondents are responding to the same questions.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to enter into a service agreement with California Tree Service as the sole source contractor for forced abatement of hazardous vegetation and rubbish within the Rancho Santa Fe Fire Protection District and authorize the Fire Chief to execute the contract.

8. Resolutions/Ordinances

a. Resolution No. 2011-03

Ms. Rannals informed the Board that this resolution is required by the County of San Diego and must be renewed annually. If adopted, the special tax will remain at \$10.00 per benefit unit for FY12 budget year.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2011-03 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing the Benefit Charges for fiscal year 2011/2012* on the following roll call vote:

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

b. Resolution No. 2011-004

Ms. Rannals informed the Board that this resolution required by the State of California reflects the Board's action of selecting the formula to calculate the District's appropriations limit.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and ADOPTED Resolution No. 2011-04 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2011/2012 Appropriations of Tax Proceeds* on the following roll call vote:

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

9. Oral Report

a. Fire Chief – Michel

- i) Fairbanks Ranch Replacement Fire Station – Update: Captain Galindo distributed an update on project. He reported that since the previous report there were no additional delays. The interior drywall installation has begun. He reviewed with the Board the following:
 - (1) Signal update – the decision has been made to reestablish the flashing yellow beacon lights. There were too many issues with the County, which would delay the construction on the project.
 - (2) Street repaving – at the end of construction, the District will be responsible for patching the roadway, apply a slurry seal, and restripe the roadway.
 - (3) Project management – discussed concerns with the management of the project by the construction company. A meeting was held with all parties to discuss the various issues. Many issues/concerns were resolved because of the meeting.
 - (4) Temporary Fire Station – Horizon Christian Fellowship Church would like to take over the lease of the temporary trailers when the District's project is complete.
 - (5) Budget – project is about 44% spent. The anticipated completion date is September 2011.
- ii) Cielo Administration Building – Update
Chief Michel welcomed the Board to their new meeting location. The employees are settling in to the new surroundings, and are unpacking as time permits.
- iii) Sharing of Resources with City of Encinitas: there is no new information to report. He is waiting for data to analyze response times.
- iv) District Activities
 - (1) Burn Institute Dinner – held April 28. There were approximately 40 people attending. He thanked the staff and Firefighters Association for the work done to make the event successful.
 - (2) Appreciation Dinner – due to a scheduling conflict, the event was rescheduled for June 3 at The Inn at Rancho Santa Fe
 - (3) Taxpayers Association Awards Banquet – the District has been selected as a finalist as a member of the “Cooperative Efforts” agreement. He requested that at least one board member attend the event. President Ashcraft agreed to attend.
 - (4) Spaghetti Dinner – scheduled for June 18 at the 4S Ranch Fire Station. All are welcome to attend.
 - (5) CERT Graduation – scheduled for May 21 and will be held at the 4S Ranch Fire Station. There are 23 participants in the class.

b. Operations – Chief Ward

- i) Total incidents reported for April was 195. He summarized the following significant calls:
 - (1) Small brush fire on Del Dios Highway
 - (2) Fatality – fall from a roof
- ii) Chief Abelman informed the board that he had obtained information from the Office of Emergency Services regarding an emergency plan should a significant event occur at the San Onofre Nuclear Generating Station (SONGS). An inter-jurisdictional emergency planning committee exists and regularly meets to review the emergency plan. Chief Michel distributed information about SONGS what to do in the event of an emergency

- c. Training – Battalion Chief Davidson
 - i) Chief Ward summarized the following training activity for all personnel:
 - (1) Rapid Intervention Crew (RIC) Training
 - (2) Dynamic Risk Assessment
 - ii) He reminded the board members that the annual wildland training was scheduled for May 16, 17 and 20.
- d. Fire Prevention - Fire Marshal Hunter
 - i) Chief Michel introduced Fire Prevention Specialist Renee Hill to provide the report in the absence of Fire Marshal Hunter. Ms. Hill reported on the following:
 - (1) There was 85,500 square feet of new construction
 - (2) Staff assisted with the Firefighter Boot Drive benefitting the Burn Institute
 - (3) Personnel conducted 14 safety seat inspections
- e. Administrative Manager – Rannals
 - i) Tax Refunds – FY11 – she reported that to date, the District has experience approximately \$225,000 in property tax refunds. This is about five times the normal.
 - ii) A reminder that the next meeting is scheduled for June 15, in which the preliminary budget will be presented for approval.
- f. Board of Directors
 - i) North County Dispatch JPA – Update:
 - (1) No report – next meeting scheduled May 25, 2011. There will be no representation at this meeting since both the representative and the alternate are unavailable.
 - ii) County Service Area – 17 – Update
 - (1) A meeting was held May 3, 2011. There was nothing to report.
 - iii) Comments
 - (1) Hillgren: she requested consideration of moving the board meeting date in July. It was noted that this topic would be added to the June agenda for discussion.

Ten-minute recess

10. Closed Session

Pursuant to section 54956.9 and 54956.8, the Board met in closed session from 3:10 to 5:25 to discuss the following:

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) case*
All members listed attend the closed session, and Stephen J. Fitch, Esq. legal counsel participated by conference call.
- b. CONFERENCE WITH NEGOTIATORS FOR THE FOLLOWING REAL PROPERTY:
16936 ½ El Fuego, Rancho Santa Fe
Negotiating Parties: Board of Directors; Tony Michel, Fire Chief
Under Negotiation: Price
All members listed attend the closed session, and Stephen J. Fitch, Esq. legal counsel participated by conference call.
- c. The Board of Directors convened to closed session pursuant to section 54957 to discuss the following:
PUBLIC EMPLOYMENT
Title: Fire Chief
All board members listed and Fire Chief Tony Michel attended the closed session.

Upon reconvening, President Ashcraft reported that direction was provided to legal counsel for item 8.a. and 8.b. He also announced that the board members discussed the topic listed for 8.c. and no action was taken by the Board.

11. Adjournment

Meeting adjourned at 5:30 pm.

Karlana Rannals
Secretary

James H Ashcraft
President



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING
MINUTES – May 31, 2011**

President Ashcraft called to order the special meeting of the Rancho Santa Fe Fire Protection District Board of Directors at 3:00 pm.

Pledge of Allegiance

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

1. Roll Call

Directors Present: Ashcraft, Hickerson, Malin, Tanner

Directors Absent: Hillgren

Staff Present: Tony Michel, Fire Chief; and Karlana Rannals, Board Clerk.

2. Public Comment

No one requested to speak to the Board.

3. Closed Session

Pursuant to section 54956.8, the Board met in closed session from 3:02 to 3:10 to discuss the following:

a. CONFERENCE WITH NEGOTIATORS FOR THE FOLLOWING REAL PROPERTY:

16936 ½ El Fuego, Rancho Santa Fe

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

Under Negotiation: Price

All members listed attend the closed session.

Upon reconvening, President Ashcraft reported that the board members discussed the price and terms of a lease negotiated between the Fire District and Rancho Santa Fe Association.

4. Old Business

None

5. New Business

a. Lease Agreement

Chief Michel reported that the lease presented was a result of many negotiation meetings and thanked Directors Ashcraft and Tanner for their diligence in pursuing an agreement. The proposed document has been reviewed and approved by legal counsel. He requested that the board approve the document and authorize the President to execute the document, upon execution by Rancho Santa Fe Association.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the Standard Industrial/Commercial Multi-Tenant Lease Gross between the Rancho Santa Fe Fire Protection District and Rancho Santa Fe Association commencing June 1, 2011, and authorize the Board President to execute the document.

6. Adjournment

Meeting adjourned at 3:13 pm.

Karlana Rannals
Secretary

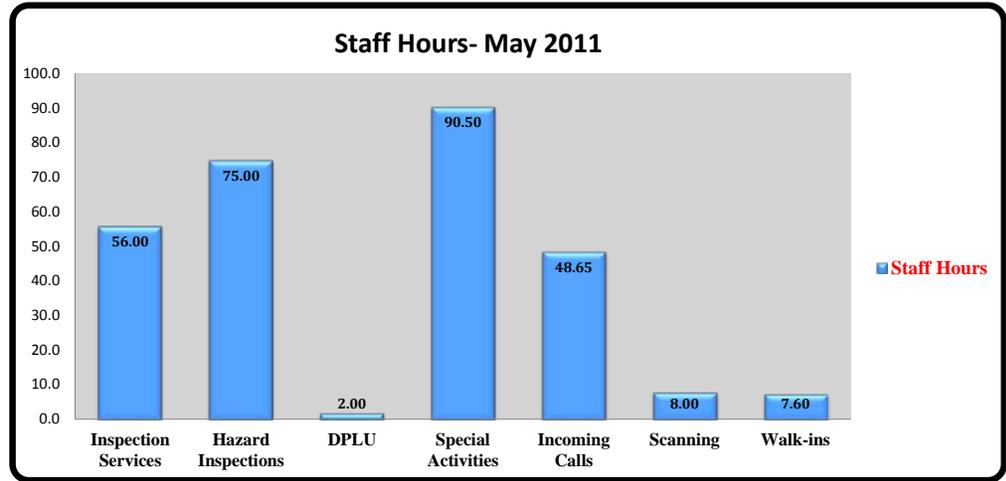
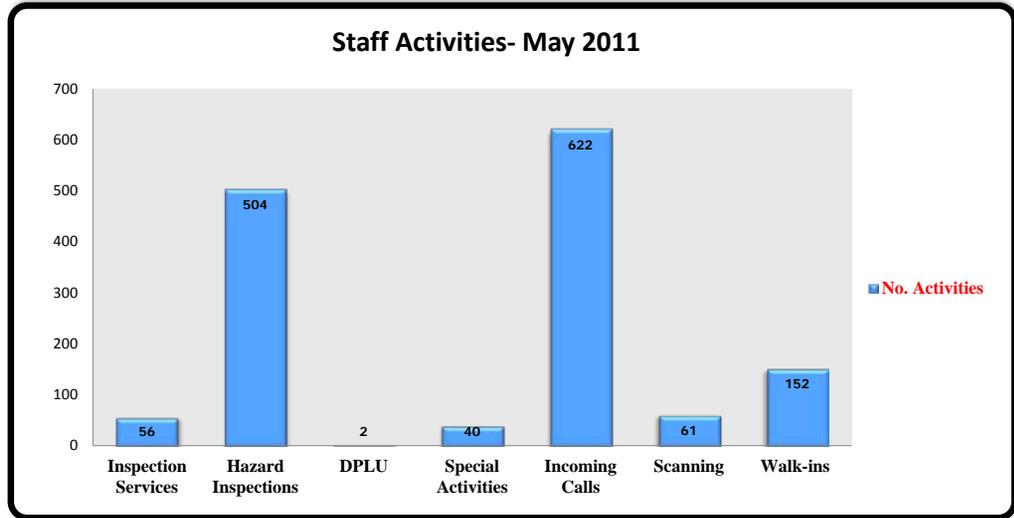
James H Ashcraft
President

Check #	Amount	Vendor	Purpose
21214	\$587.50	Accme Janitorial Service Inc	Building ADMIN
21215	\$241.43	AT&T	Telephone
21216	\$630.55	AT&T Calnet 2	Telephone
21218	\$780.00	Business Owner's Ins Agency	Commercial - Liability - Auto Coverage
21219	\$117.00	C.A.P.F.	Disability/Life Insurance
21220	\$38,259.00	City of Encinitas - Fire	Salary - Cooperative Efforts (DM-DB-ENC)
21221	\$2,279.00	County of SD/RCS	800 MHz Network Admin Fees
21223	\$117.00	CSDA-S.D. Chapter	Meetings/Meal Expenses
21224	\$2,807.00	Design Space Modular Buildings Inc	FBR #3 Replacement
21225	\$1,335.83	Direct Energy Business - Dallas	Elec/Gas/Propane
21226	\$4,287.50	Geocon Inc	FBR #3 Replacement
21227	\$600.50	Golden Telecom Inc	Admin Bldg (Cielo) - Phone System
21228	\$4,875.00	H & R Custom Cabinetry	Admin Bldg (Rancho Cielo) - Furnishings
21229	\$362.51	HSBC Business Solutions	Janitorial Supplies
21230	\$1,927.90	L N Curtis & Sons Inc	Safety Clothing
21232	\$6,820.00	MTGL Inc	FBR #3 Replacement
21233	\$4,296.25	North County EVS Inc	Apparatus Repair/Maintenance
21234	\$826.96	Olivenhain Municipal Water District	Water
21235	\$1,355.00	Pacific Sun Development	Building - Concrete work at RSF 1
21236	\$109,022.75	PERS	PERS (Employer Paid)
21237	\$960.00	R D Electric	Admin Building (Rancho Cielo)
21238	\$127.00	Rainville, Greg D.	Parking/Toll Fee/Medical Reimbursement
21239	\$75.00	RSFPFA	Firefighters Assn.
21240	\$182.00	Sherwood, Bruce E	CSA-17 - Supplies
21241	\$1,435.97	Staples Advantage	Office Supplies
21242	\$218.50	Terminix International	Building - Monthly Service Contract
21243	\$4,694.11	The SoCo Group Inc	Gasoline & Diesel Fuel
21244	\$86.89	U P S	Shipping Service
21245	\$17,873.55	U S Bank Corporate Payment System	Cal-Card./IMPAC program
21246	\$1,585.47	Verizon Wireless	MDT Broadband + ATN Line/Cellular Phone
21247	\$767.35	Waste Management Inc	Trash Disposal
21248	\$5,100.00	WinTech Computer Services	Consulting Services
21250	\$306.00	Cnty of San Diego DEH	Permits - County/City

Check #	Amount	Vendor	Purpose
21251	\$90.00	County of SD/RCS	Radio (Portable) Repair
21252	\$346.34	Daniels Tire Service Inc	Vehicle Scheduled Maintenance
21253	\$228.38	Fire ETC Inc	Apparatus Equipment
21254	\$3,734.52	Fitch Law Firm Inc	Legal Services
21255	\$1,198.84	Galls Retail	Uniform - Safety Personnel
21256	\$152.00	Golden Telecom Inc	Admin Bldg (Cielo) - Phone System
21257	\$234.48	Guest Services	Prevention - Meal/Lodging/Travel Exp (Mike Scott)
21258	\$1,137.27	Home Depot, Inc	Station Maintenance
21259	\$335.31	HSBC Business Solutions	Janitorial Supplies
21260	\$4,195.71	Jeff Katz Architecture	FBR #3 Replacement
21261	\$54.28	Napa Auto Parts Inc	Apparatus Parts & Supplies
21262	\$2,117.27	North County EVS Inc	Apparatus Repair/Maintenance
21263	\$38,500.00	Rancho Santa Fe Fire Protection District	Interfund Transfer - Work Comp Account
21264	\$1,361.25	Rose Business Solutions Inc	Consulting Services
21265	\$25.00	RSFPFA	Firefighters Assn.
21266	\$318.15	San Diego Gas & Electric	Elec/Gas/Propane
21267	\$140.29	San Dieguito Trophy Inc	Office Supplies
21268	\$700.00	Santa Fe Irrigation District	Vehicle Site Rental
21269	\$1,455.10	Staples Advantage	Office Supplies
21270	\$1,193.64	TelePacific Communications	Admin Bldg (Cielo) - Phone line Server/Telephone ADMIN
21271	\$4,177.61	The SoCo Group Inc	Gasoline & Diesel Fuel
21272	\$7,174.00	The Treekeeper Inc	Weed Abatement
21273	\$27.94	U P S	Shipping Service
21274	\$17.36	Willis, Erwin L.	Office Supplies
21275	\$224,657.06	All Star Fire Equipment, Inc.	Breathing Apparatus
21276	\$2,500.00	Anthony's Grading & Paving	Building ADMIN
21277	\$244.11	AT&T	Telephone
21278	\$1,041.96	AT&T Calnet 2	Telephone
21280	\$88.00	bkm Officeworks	Admin Bldg (Rancho Cielo) - Furnishings
21281	\$117.00	C.A.P.F.	Disability/Life Insurance
21282	\$1,203.42	Direct Energy Business - Dallas	Elec/Gas/Propane
21283	\$86.99	Directv	FBR #3 Replacement
21284	\$123.04	Fire ETC Inc	Safety Equipment

Check #	Amount	Vendor	Purpose
21285	\$496.29	Galls Retail	Uniform - Safety Personnel
21286	\$890.75	Golden Telecom Inc	Admin Bldg (Cielo) - Phone System
21287	\$4,464.00	Greater San Diego Air Conditioning Co	Admin Bldg (Rancho Cielo) - Furnishings
21288	\$3,205.78	Guardian Life Insurance Co	Dental Insurance
21289	\$63,446.34	Health Net	Medical Insurance
21290	\$160.00	Heartland Fire Training Facility	School Education/Training
21291	\$275.52	HSBC Business Solutions	Office Supplies
21292	\$652.39	ICL Performance Products LP	Firefighting Foam
21293	\$2,187.82	Leading Locksmith Co	Admin Bldg (Rancho Cielo) - Furnishings
21294	\$19,074.33	Ledcor Construction C/O CB&T Escrow	FBR #3 Replacement
21295	\$176,169.01	Ledcor Construction Inc	FBR #3 Replacement
21297	\$5,840.00	MTGL Inc	FBR #3 Replacement
21298	\$250.00	New Earth Enterprises Inc	Landscaping Maintenance Service
21299	\$6,951.50	North County EVS Inc	Generator Maintenance/Apparatus Repair/Scheduled Maintenance
21300	\$315.38	Pacific Coast Flag	Flags (State, USA) for New Board Room
21301	\$495.00	Power Plus!	FBR #3 Replacement
21302	\$255.45	R J Safety Supply Co Inc	Gas Monitor Supplies
21303	\$25.00	RSFPFA	Firefighters Assn.
21304	\$5,390.37	San Diego Gas & Electric	Elec/Gas/Propane
21305	\$280.00	SDCFCA	Meetings/Meal Expenses
21307	\$1,703.59	Staples Advantage	Admin Bldg (Rancho Cielo) - Furnishings/Office Supplies
21309	\$165.50	Terminix International	Building ADMIN
21310	\$562.87	The Lincoln National Life Ins Co	Disability/Life Insurance
21311	\$3,472.32	The SoCo Group Inc	Gasoline & Diesel Fuel
21312	\$30.00	Turnout Maintenance Company LLC	Safety Clothing
21313	\$34.00	U P S	Shipping Service
21314	\$130.41	ULINE	Admin Bldg (Rancho Cielo) - Furnishings
21315	\$1,040.06	Verizon Wireless	Telephone - Cellular
21316	\$802.00	Vinyard Doors Inc	Building
various	\$3,976.82	Various	Medical Reimbursement
Sub-total	\$816,659.34		

Check #	Amount	Vendor	Purpose
15-May-11	\$187,144.99	Rancho Santa Fe Fire PD	Payroll
31-May-11	\$224,795.91	Rancho Santa Fe Fire PD	Payroll
Sub-total	<u>\$411,940.90</u>		
Grand Total	\$1,228,600.24		

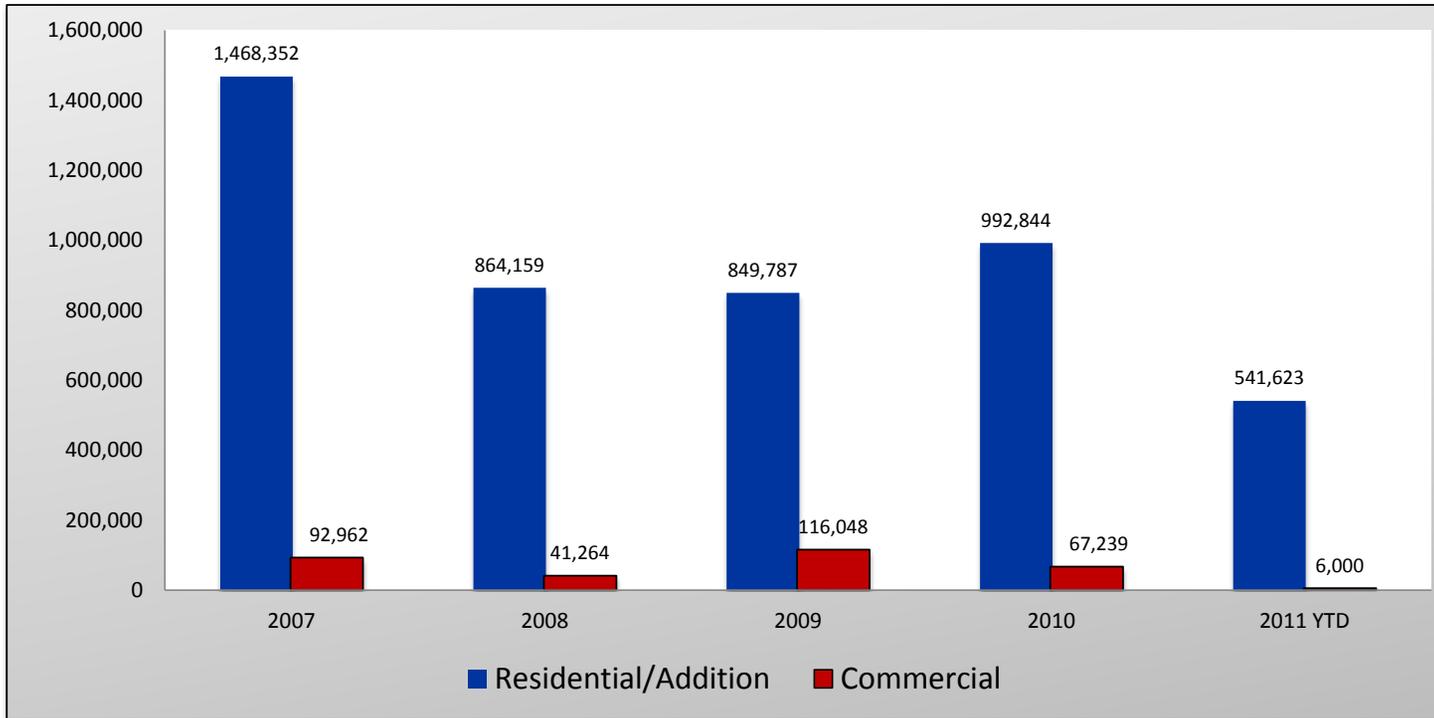


Comparison 2010/2011 Total Monthly Hours/Activities

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

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<i>Activities</i>	2557	2623	2131	1311	1437							
<i>Hours</i>	413.7	388.8	414.9	271.2	287.8							

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



Year	Res/Add	Comm	Total
2007	1,468,352	92,962	1,561,314
2008	864,159	41,264	905,423
2009	849,787	116,048	965,835
2010	992,844	67,239	1,060,083
2011 YTD	541,623	6,000	547,623

Comparison 2010/2011 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2010	64,770	128,133	30,284	126,570	120,627	40,310	132,067	84,314	202,035	33,455	23,407	74,111
2011	105,548	5,329	96,869	85,519	254,358							

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Inspectors	58	247,722
	TOTAL	58	247,722
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Inspectors	20,533	6,636
	TOTAL	20,533	6,636
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	254,358
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Inspectors	2	2
	TOTAL	2	2
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	0	0
	Urban Forester	0	0
	TOTAL	0	0
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Urban Forester	18	17.5
	TOTAL	18	17.5

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Administrative Review	1	1.0
Approval Letters	1	1.0
TOTAL	2	2.0
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Hydros (Fire Sprinklers)	9	9.0
Finals (Structures)	34	34.0
Landscape	2	2.5
Reinspections	1	1.0
Department of Social Service Licensing	2	2.0
Fuels/Mod Zone	8	7.5
TOTAL	56	56.0
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	347	33.0
Weed Abatement Reinspection	22	5.0
1st Notice	122	26.5
2nd Notice	3	1.0
Homeowner Meeting	10	9.5
TOTAL	504	75.0
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	1	1.0
TOTAL	1	1.0

ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	1	1.5
Fire Protection Review	1	0.5
CalFire Crew Projects	2	2.5
Mutli-Hazard Mitigation	1	0.5
Training Classes	6	33.0
Meetings	27	38.5
Other	2	14.0
TOTAL	40	90.5

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	622	48.7
Consultations	18	18.0
Plan Review	43	42.5
Scanning	61	8.0
General Office	20	10.0
TOTAL	764	127.2

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

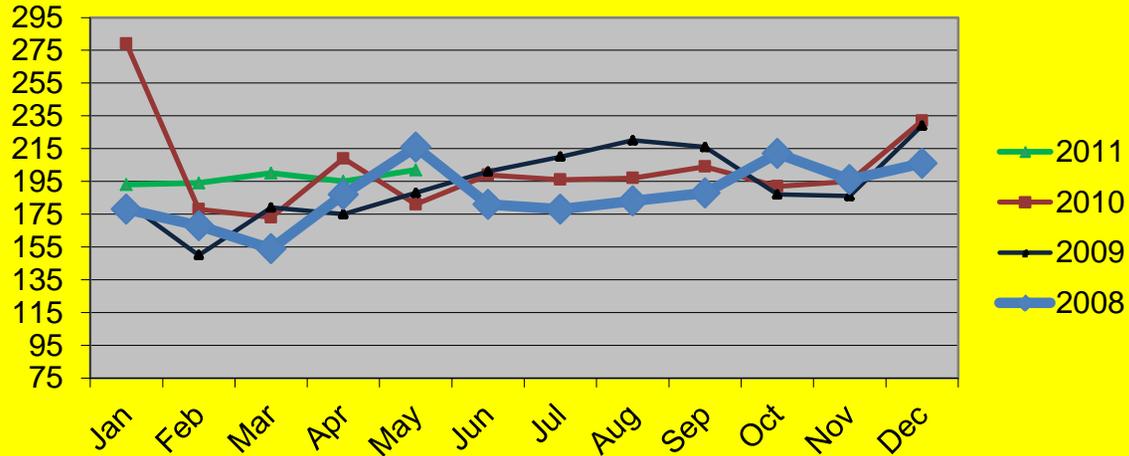
OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff)	513.0	25.7
Walk in/Counter (All Administrative Staff)	152.0	7.6
Knox Application Request	5.0	0.4
UPS Outgoing Shipments	3.0	0.3
Plan Accepted/Routed	31.0	5.2
Special Projects:	20.0	30.0
Scanning Documents	60.0	3.0
Meetings: Admin Meeting/Prevention	6.0	6.0
Post Office	21.0	10.5
Deposits	8.0	3.5
TOTAL	819.0	92.1

WEBSITE/INTERNET		Staff Hours
Update existing info & documents:		4.0
<i>Updated home page with construction update, water safety information, etc.</i>		4.0
New design progress:		6.0
<i>Links in WUI Guidelines done, finished reformatting</i>		6.0
Compile & write new information:		3.0
		3.0
Website Hits - Not available this month due to statcounter error		
Social Media		3.0
<i>Facebook "Fans" - 158, "Monthly Active Users" - 184, "Post Views" - 3410</i>		
<i>Helen Woodward event, phone scam, wildland training posts, water safety</i>		1.0
<i>Created event for Spaghetti Dinner</i>		1.0
<i>Twitter "Follower" - 262</i>		
<i>Tweeted about Helen Woodward, move, station tour, etc.</i>		1.0
<i>bit.ly clicks (last 30 days) - 6</i>		
TOTAL		16.0
MEDIA RELATIONS		
		Staff Hours
On-scene Public Information Officer:		6.0
<i>Wildland Drill</i>		6.0
Press Releases:		8.0
<i>Watchdog Award</i>		2.0
<i>Water Safety</i>		2.0
<i>Spaghetti Dinner</i>		1.0
<i>Wildland Preparedness Forums</i>		1.0
<i>Spot fires on Del Dios</i>		2.0
Other Articles/Stories/Interviews:		0.0
TOTAL		14.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		1.0
<i>Birthday parties - 0</i>		0.0
<i>Station Tour - [1 scheduled, 1 attended]</i>		1.0
Child Safety Seat Installations:		14.0
<i>Scheduled 16</i>		1.0
<i>Installed 16</i>		13.0
Adult Programs:		22.0
<i>HOA Wildfire Presentations</i>		18.0
<i>Fire Extinguisher Training</i>		4.0
TOTAL		37.0
<hr/>		
EVENTS		Staff Hours
External Events:		3.0
<i>Water Safety Day</i>		3.0
Internal Events:		2.0
<i>Unpacking Party</i>		2.0
TOTAL		5.0
<hr/>		
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings:		8.0
<i>Staff meetings</i>		5.0
<i>Captain's Meeting</i>		3.0
TOTAL		8.0
<hr/>		
CLERICAL		Staff Hours
Prevention-related:		36.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		36.0
<i>Phone Calls - 57</i>		
Meeting Minutes:		0.0
Non-prevention/non-minute related:		24.0
TOTAL		60.0
<hr/>		
TOTAL HOURS		140.0

May 2011 Operations Report

Four Year Monthly Response Comparison

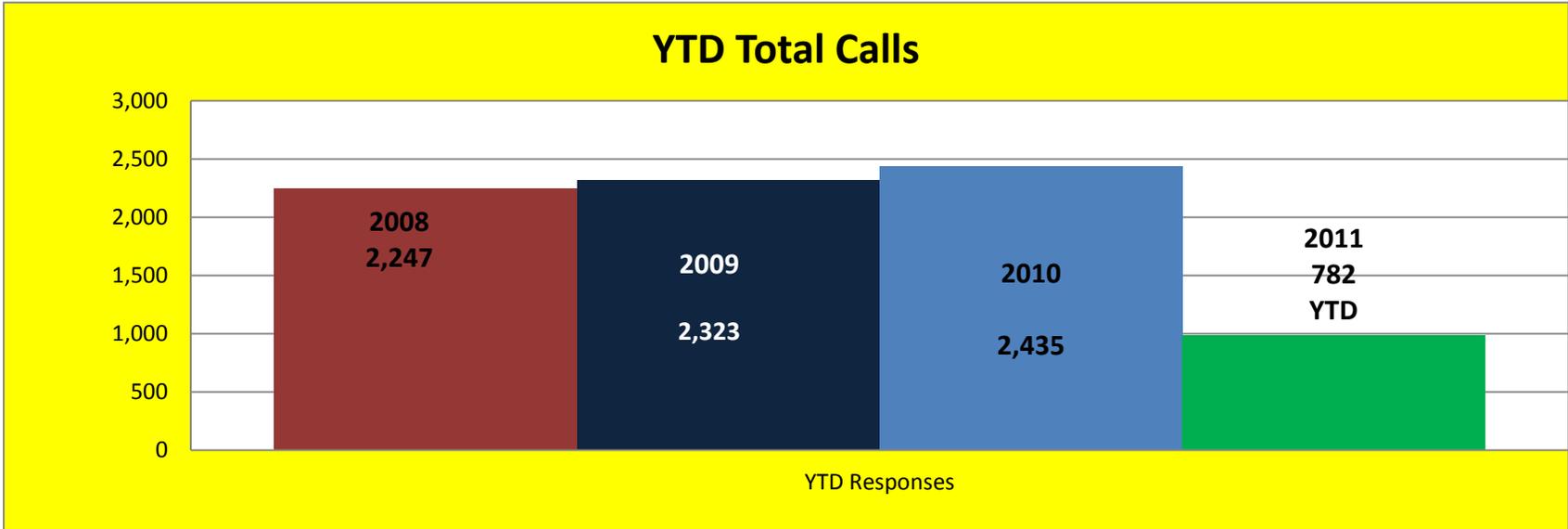


2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Responses
Responses	193	194	200	195	202								984
YTD	193	387	587	782	984								-31%

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

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

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



Incident Summary by Incident Type

Date Range: From 05/01/2011 To 05/31/2011

Incident Type(s) Selected: All

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time hh:mm:ss	Total Loss	Total Value
Fire	12	9	00:07:03	\$3,500.00	\$3,500.00
EMS/Rescue	93	90	00:05:31	\$0.00	\$0.00
Hazardous Condition	5	5	00:07:48	\$0.00	\$0.00
Service Call	25	7	00:08:31	\$0.00	\$0.00
Good Intent	52	8	00:06:04	\$0.00	\$0.00
False Call	15	14	00:06:46	\$0.00	\$0.00
Blank or Invalid	11	0		\$0.00	\$0.00
Totals	213	133		\$3,500.00	\$3,500.00

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.

May 2011

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 1 - 7	May 1 9:00am Solana Beach	2 9:00am CE - Domestic 1:30pm PPE Policy Re	3	4 8:00am pump test pit 9:00am CE - 12 lead / 1:00pm CE -12 lead EI	5 9:00am CE - 12 lead 1:00pm CE -12 lead EI	6 8:00am 2634; Kyle C 9:00am RT-130; RSF 4 1:30pm RT-130; RSF 4	7 11:00am Canceled: Bir
	8	9 9:00am CE - Domestic	10 9:00am CE - Domestic 11:00am DMV 2634; K	11 9:00am CE - 12 lead	12 7:00am North Cell "F" 9:00am RT-130; RSF 4 1:30pm RT-130; RSF 4 5:00pm Vehicle Extric	13 9:00am Hoselays; RSF 1:30pm Hoselays; RSF	14 8:00am Co Wildland I
May 8 - 14	15	16 8:00am County Wildl	17 8:00am County Wildl	18 9:00am RT-130; RSF 4 1:30pm RT-130; RSF 4	19 12:00am North Cell "F" 9:00am Hoselays; RSF 10:30am Station Tour; 1:30pm Hoselays; RSF	20 9:00am County Wildl	21
	22 8:00am	23 8:30am Sexual Harras 1:00pm Sexual Harras	24 9:00am RT-130; Carlsl 1:30pm RT-130; Carlsl	25 8:30am Captains Mer 9:00am RT-130; Carlsl 1:30pm RT-130; Carlsl	26 9:00am RT-130; Carlsl 1:30pm RT-130; Carlsl	27 9:00am Hoselays; RSF 1:30pm Hoselays; RSF	28
May 15 - 21	29	30	31	Jun 1	2	3	4
	May 22 - 28						
May 29 - Jun 4							



1391 Engineer Street • Vista, California 92081-8840

Phone: (760) 597-3100 • Fax: (760) 598-8757

www.vid-h2o.org

June 2, 2011

Board President
Rancho Santa Fe FPD
P.O. Box 410
Rancho Santa Fe, CA 92067

Dear Board Chair:

The Vista Irrigation District Board of Directors has nominated Jo MacKenzie for the Alternate Member seat on LAFCO's board of directors, representing special districts. I am writing to you to ask for your agency's support of Jo MacKenzie for this position.

Ms. MacKenzie has been an alternate LAFCO member from 2009 to the present. She has also served as a member of the LAFCO Special District Advisory Committee from 1994 to 2009, serving as Vice Chair from 2001 to 2004 and as Chair from 2005 to 2009. In 2002, Ms. MacKenzie was appointed to the LAFCO Municipal Service Review Committee. She has also chaired the state CSDA task force developing an information packet to equip special districts with the tools and procedures necessary to facilitate a potential reorganization.

Ms. MacKenzie was elected to the Board of Directors of the Vista Irrigation District in 1992 and currently serves as Board President, having also served as President in 1993, 1994, 1999, 2004, and 2008. She has served as chair of the District's Fiscal Policy and Public Relations Committees. Ms. MacKenzie currently serves as President of the California Special Districts Association (CSDA), and was the Vice President in 2010. She was elected as a CSDA Region 6 board member in 2003, and is also a past president of the San Diego Chapter of CSDA. She has served on the CSDA Executive Committee as Treasurer and chaired both the statewide CSDA Legislative and Fiscal Committees. In addition, Ms. MacKenzie was an ACWA Region 10 director for seven years from 2002-2009, serving as Alternate Chair and Vice Chair since 2003.

Having known Ms. MacKenzie for more than fourteen years and working with her at VID, I can personally attest to her very active involvement in special districts and her acquired comprehensive knowledge in statewide and local special districts issues. Ms. MacKenzie is the principal owner of a land planning consulting firm in San Marcos. As a land planning consultant, Ms. MacKenzie has worked with various special districts and is familiar with their issues. Ms. MacKenzie's professional career and involvement with special districts has taken her throughout southern California where she has developed working relationships with many city officials, as well as with county, state and federal legislators. With her extensive professional and political background and working knowledge of LAFCO's enabling legislation, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and San Diego LAFCO Procedures Guide and policies, I am confident that Ms. MacKenzie has the qualifications to successfully perform the duties of Alternate LAFCO Special District Member with distinction.

I urge your Board to vote for Jo MacKenzie as the Alternate Special District member on LAFCO's board of directors.

Very truly yours,

Roy A. Coox
General Manager

Board of Directors

Jo MacKenzie, *President*

Paul E. Dorey

Marty Miller

Richard L. Vásquez

Howard S. Williams

Administrative Staff

Roy A. Coox

General Manager

Eldon L. Boone

Assistant General Manager / Treasurer

Lisa R. Soto

Board Secretary

Joel D. Kuperberg

General Counsel



LA DIRECCION DEL HEROICO
CUERPO DE BOMBEROS DE
MEXICALI, B.C



A 31 DE MAYO DEL 2011
MEXICALI, B.C.

***RANCHO SANTA FE FIRE PROTECTION DISTRICT
TONY MICHEL, FIRE CHIEF
18027 CALLE AMBIENTE
RANCHO SANTA FE, CA 92067***

P r e s e n t.-

Through this, receive a warm greeting and we also want to express our deepest and sincere thanks to you and the group that you represents, on behalf of the valley fire stations and community general, for their support in the donation (fire hose).

I wish if it is within your reach to extend this appreciation to each member of your group.

****Thanks for your great spirit of solidarity and altruism****

ATENTAMENTE

CAPITAN: JESUS G. GUTIERREZ BELTRAN

Mail to- frausto007@live.com.mx

STAFF REPORT

NO. 11-11

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: CLIFFORD HUNTER, FIRE MARSHAL

SUBJECT: APPROVE/AUTHORIZE FIXED CHARGE SPECIAL ASSESSMENT
FOR WEED ABATEMENT

DATE: JUNE 8, 2011



RECOMMENDATION

Approve the list submitted and authorize the Administrative Staff to deliver the list to the County of San Diego on or before the County's deadline of August 10, 2011.

BACKGROUND

The Fire Prevention Bureau is in charge of the Weed Abatement Program to clear fire/safety hazards from the District. The District mailed hundreds of hazard notices to property owners during the year.

The majority of property owners willingly complied within the time allowed; however, some parcels were ordered cleared by the Fire District due to noncompliance. The District has mailed courtesy bills requesting payment. Property owner(s) who have not reimbursed the District are:

PARCEL NUMBER	COST TO ABATE	ADMINISTRATIVE FEE	TOTAL
266-360-22	\$ 1,504	\$ 500	\$ 2,004
267-090-23	\$ 9,112	\$ 500	\$ 9,612
265-510-20	\$ 910	\$ 500	\$ 1,410
264-110-30	\$ 2,400	\$ 500	\$ 2,900
265-072-12	\$ 7,380	\$ 500	\$ 7,880
303-013-52	\$ 4,152	\$ 500	\$ 4,652
*302-163-26	\$ 390	\$ 500	\$ 890
*303-100-44/51	\$ 6,784	\$ 500	\$ 7,284
Totals	\$32,632	\$4,000	\$36,632

* TreeKeeper has sent out 2nd Invoice to Property owner; TreeKeeper will be billing the Fire District in May 2011.

This list will be posted a minimum of three days prior to the regular meeting of June 15, 2011. Those not paid by June 15, 2011, will remain on the list, which will be delivered to the County no later than

August 10, 2011 (the County's deadline for such delivery). The District will send to the property owner on or about June 15, 2011 a **final** notice and bill advising of the Board's action and request for payment by July 1, 2011.

The County will reimburse the Fire District for these charges and include them on the owner's next property tax bills. *NOTE: The Fire District makes several attempts to work with the property owner prior to any forced abatement. If forced abatement does occur, the administrative office makes numerous attempts in seeking reimbursement prior to request board action authorizing the special assessment for weed abatement.*

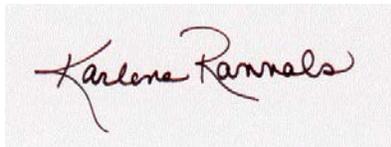
Fire Safety Hazard Removal procedures are authorized pursuant to Rancho Santa Fe Fire Protection District's Ordinance No. 2004-002.

Rancho Santa Fe Fire Protection District Weed Abatement Special Assessment List

WILL BE SENT TO THE COUNTY OF SAN DIEGO AS
SPECIAL ASSESSMENT ON PROPERTY TAXES UNLESS
PAID BY JULY 1, 2011.

PARCEL NUMBER	COST TO ABATE	ADMINISTRATIVE FEE	TOTAL
266-360-22	\$ 1,504	\$ 500	\$ 2,004
267-090-23	\$ 9,112	\$ 500	\$ 9,612
265-510-20	\$ 910	\$ 500	\$ 1,410
264-110-30	\$ 2,400	\$ 500	\$ 2,900
265-072-12	\$ 7,380	\$ 500	\$ 7,880
303-013-52	\$ 4,152	\$ 500	\$ 4,652
*302-163-26	\$ 390	\$ 500	\$ 890
*303-100-44/51	\$ 6,784	\$ 500	\$ 7,284
Totals	\$32,632	\$4,000	\$36,632

POSTED: June 8, 2011



Karlene Rannals
Secretary
Board of Directors

STAFF REPORT

NO. 11-12

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: FUND BALANCE REPORTING & GOVERNMENTAL FUND TYPE
DESIGNATION POLICY

DATE: JUNE 8, 2011



RECOMMENDATION

Approve Rancho Santa Fe Fire Protection District Policy 3036 as presented.

CURRENT SITUATION

It is necessary that the Board of Directors create a policy to define Governmental Accounting Standards Board (GASB) Statement 54 which is intended to improve the usefulness of information provided to financial report users about fund balance/s by providing clearer, more structured fund balance classifications, and by clarifying the definitions of existing governmental fund types. The proposed policy language was provided by the District's audit firm Charles Z. Fedak, CPA.

BACKGROUND

The GASB is the independent, not-for-profit organization formed in 1984 that establishes and improves financial accounting and reporting standards for state and local governments. Its seven members are drawn from the Board's diverse constituency, including preparers and auditors of government financial statements, users of those statements and members of the academic community. GASB 54 distinguishes fund balance between amounts that are considered nonspendable, such as fund balance associated with inventories, and other amounts that are classified based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts will be reported in the following classifications:

- *Restricted* – amounts constrained by external parties, constitutional provision, or enabling legislation.
- *Committed* – amounts constrained by a government using its highest level of decision-making authority.
- *Assigned* – amounts a government intends to use for a particular purpose
- *Unassigned* – amounts that are not constrained at all will be reported in the general fund.

Fund balance reporting on financial statements is critical to understanding the financial health of state and local governments. Statement 54 sets forth clear criteria for reporting fund balance so that users of governmental financial statements will receive more consistent and understandable information that is useful for making economic, social and political decisions.

FY12

Rancho Santa Fe Fire Protection District Financial Plan - Preliminary



Financial Plan

June 2011

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
RANCHO SANTA FE, CALIFORNIA**

**PRELIMINARY OPERATING AND CAPITAL BUDGET
Fiscal Year 2011-2012**

Board of Directors

James H. Ashcraft

President

Thomas R. Hickerson

Vice President

Nancy C. Hillgren

Director

Randall Malin

Director

John C. Tanner

Director

Tony J. Michel

Fire Chief

Prepared by:

Karlana Rannals

Administrative Manager

Technical Assistance:

Cliff Hunter

Fire Marshal

Fred Cox

Battalion Chief

Mike Gibbs

Battalion Chief

Jim Sturtevant

Battalion Chief

Bret Davidson

Battalion Chief



MISSION STATEMENT

To protect life, property, and environment through prevention, preparedness, education and emergency response.

OPERATING PHILOSOPHY

The Rancho Santa Fe Fire Protection District strives to:

- provide superior customer service;
- provide a professional, cost effective organization; and
- respond to the needs of the communities we serve.

Rancho Santa Fe Fire Protection District Preliminary Budget – FY12

The Fire District proposed Operating and Capital Replacement Budget for FY12 is submitted to the Board of Directors for its review and consideration. The annual budget is the most significant tool available to the District to set priorities for the Rancho Santa Fe Fire Protection District over the next year and beyond. This narrative is intended to demonstrate that the District is fiscally prudent in proposing the necessary revenue and expenditures, while providing the highest level of emergency response, fire prevention, and administrative services.

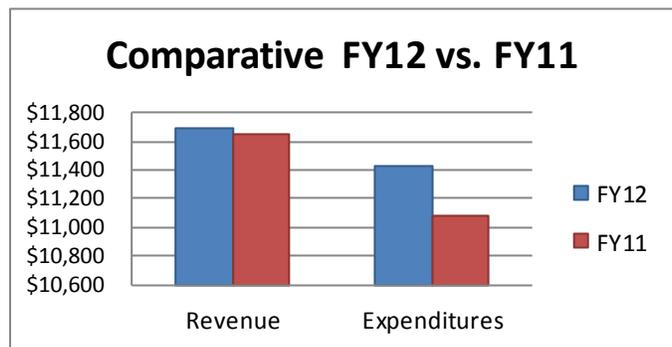
In analyzing the FY12 budget, you will notice that the estimated costs are lower than originally anticipated and budgeted in FY11 (-5.1%). This is a result of staff's continual proactive approach in reviewing and reprioritizing the budgeted expenditures. Due to the current financial outlook, staff continues to work very hard to trim the budget to a "maintenance level" with minimal increases from the approved FY11 budget.

This budget provides "higher level" summary information and an accumulated depreciation schedule.

Overview

The following budget overview compares the proposed FY12 budget to actual FY11 expenditures with an increase of 8.7%; however, the proposed FY12 budget compared to FY11 final budget is an increase of 3.2%.

This year we are requesting a FY12 Operating Budget of \$11,426 (*in thousands*), which includes \$741 for Depreciation Expenses. The District also included a full year of revenue and expense for personnel associated with the cooperative effort with the cities of Del Mar, Encinitas, and Solana Beach.



Projected Revenues

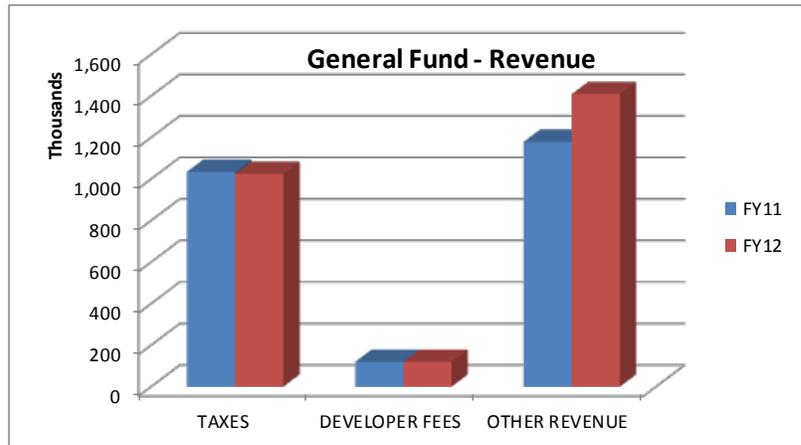
We are projecting general fund revenues of \$11,703, which is an estimated increase of .38% over last year's audited revenues. These revenues provide \$277 revenue over expenditure base for the full budget. The following is a summary of changes between the proposed budget and FY11 budget:

Revenue- \$11,703

Taxes & Assessments -↓ 1% (\$123,420): tax revenue has continued to decline because of market and the District has experience significant refunds of property taxes collected.

Grant -↓ 96% (\$219,400): the district was the recipient of an AFG grant in FY11. This was a one-time grant to purchase replacements for breathing apparatus.

Lease -↑ (\$77,800) in addition to the CPI increase (1.3%), the District has a lease for space vacated at RSF1 when the administrative offices relocated to Rancho Cielo.



Administrative Fees -↑ (\$305,800): in addition to the CPI increase (1.3%), the District has added the Training Officer to the Battalion Chief positions provided in the cooperative efforts (\$135,000), and reimbursements for the EMS Coordinator position (\$119,000).

In addition to these general funds, we are estimating that we will collect \$348 in restricted Fire Mitigation Fees and interest on these funds. We propose to expend \$1,650 of these restricted funds to complete the construction of the replacement fire station for Fairbanks Ranch.

Projected Operating Expenditures

The following is a summary of the expenditure changes between this budget, and the FY11 estimated preliminary budget:

Personnel - \$9,074

Personnel costs increased 3.9% (\$344,608) over FY11 budgeted expenses. The primary changes are:

Salary-↓ 2%: Two positions were not funded, which include a Fire Prevention Specialist and Deputy Chief position.

A new position EMS Coordinator was added, with funding from the CSA-17 contract.



Management Services (Coop Eff.)- ←: This new category represents the costs (\$244,405) associated with the services provided by three deputy chiefs from the Cities of Encinitas and Solana Beach.

Overtime-↓ 4.2%: decrease due to the decrease in average hours for call back pay. The data is analyzed for a three-year period.

Health Insurance & HRSA (Health Retirement Savings Account)-↑ 1.9%: the District experienced a 9.5% increase in health insurance rates, which is shared 50/50 with the employees.

Unemployment Insurance -↑ 11.3%: rate increase set by State

Contractual Services – \$1,161

The Contractual Services category increased 12.3% (\$126,920) over FY11. This increase is primarily in the following areas: administrative fees, resulting in increased fees with the County of San Diego; dispatching; and utilities (electricity, water, sewer, trash) resulting from the additional location.

Material & Supply – \$450

The Material and Supply category decreased by -30.5% (\$197,397) over FY11. The primary reason for the decrease is the one-time purchase of breathing apparatus in the safety account. Other significant increase include: computers (\$12,100) purchase of replacement laptops, which were deferred in FY11, medical supplies (16,740) and fuel (\$16,740).

Depreciation – \$741

The depreciation expense increased 32.5% (\$88,786). This increase is due primarily to the purchase of the new administrative office and ½ year for the replacement of the Fairbanks Ranch Fire Station.

Capital Expenditures

The District's Capital Replacement expenditures (Equipment, Facility, and Fleet totaling \$3,123) have one major project anticipated for the FY12 year, the completion of the Fairbanks Ranch Fire Station. In addition, three new vehicles are planned for replacement. The major funding source is using Fire Mitigation Fees, which are monies collected by the County on new construction and provided to the District for funding of capital facilities that are necessary due to growth. The following is a list of projects planned:

Expense/Project	Funding Source	Funding Source
	GF	FMF
Replacement of Fairbanks Ranch Fire Station	\$732,000	\$2,196,000
Command Vehicle (Replacement of three vehicles)	\$195,000	
Total	\$927,000	\$2,196,000

Budget Summary

District personnel continually evaluate and monitor all revenues and expenditures without affecting the high level of service we provide to the community. In our third year of participating in the cooperative efforts, an additional source of revenue was realized, while obtaining the services of two additional deputy chiefs. As a result of purchasing the new administration building, the District will benefit from lease revenue generated from the vacated space. However, continued care must be given to ensure that declining revenues and rising expenditures remain balanced.

The management staff has been proactive and is to be commended for their tireless and continued efforts in both research and preparation of the budget document.

FY12

OPERATING EXPENDITURES

GENERAL FUND

Summary of Revenues, Expenditures 2011 - 2012

<i>(In Thousands)</i>	Est		Change	
REVENUES	GF - 11	GF - 12		%
Total Revenues	\$11,659	\$11,703	\$44	0.4%
 EXPENDITURES				
Total Operating Expenditures	\$10,509	\$11,426	\$917	8.7%
 Operating Surplus (Deficit)	 \$1,150	 \$277	 (\$873)	 -75.9%

Summary Revenues, Expenditures - Operating Budget 2011 - 2012

<i>(In Thousands)</i>	Est		Change	
REVENUES	GF - 11	GF - 12		%
Total Revenues	\$11,659	\$11,703	\$44	0.4%
 EXPENDITURES				
Personnel	\$8,387	\$9,074	\$688	8.2%
Contractual Services	\$930	\$1,161	\$231	24.8%
Materials & Supplies	\$541	\$450	(\$90)	-16.7%
Other Expenditures (Projects/Equipment/Prior Year)	\$0	\$0	\$0	
Depreciation	<u>\$652</u>	<u>\$741</u>	<u>\$89</u>	13.6%
Total Operating Expenditures	\$10,509	\$11,426	\$918	8.7%
Operating Surplus (Deficit)	\$1,150	\$277	(\$874)	-76.0%

Summary - Operating Revenues 2011 - 2012

<i>(In Thousands)</i>	Est		Change	
REVENUES	GF - 11	GF - 12		%
Taxes & Assessments	\$9,410	\$9,286	(\$123)	-1.3%
Benefit Fee	<u>\$972</u>	<u>\$972</u>	(\$1)	<u>-0.1%</u>
Subtotal	\$10,382	\$10,258	(\$124)	-1.2%
Developer Reimbursement/Revenue				
4S Ranch	\$0	\$0	\$0	
Rancho Cielo	<u>\$29,378</u>	<u>\$120</u>	\$91	<u>308.5%</u>
Subtotal	\$29	\$120	\$91	308.5%
Other Revenue				
Plan Checks	\$162	\$133	(\$29)	-17.8%
Administrative Fees	\$471	\$760	\$289	61.3%
Interest	\$67	\$66	\$0	-0.7%
Lease	\$133	\$223	\$90	67.4%
Instructor/Training	\$17	\$16	(\$1)	-7.1%
Grant	\$225	\$8	(\$217)	-96.7%
FF/EMS Reimbursement	\$49	\$25	(\$24)	-49.5%
Other	<u>\$123</u>	<u>\$95</u>	(\$29)	<u>-23.2%</u>
Subtotal	\$1,248	\$1,326	\$78	6.2%
Total Operating Revenues	<u>\$11,659</u>	<u>\$11,703</u>	<u>\$44</u>	0.4%

Summary Expenditures - Operating Budget 2011 - 2012

(In Thousands)	Est GF - 11	GF - 12	Change	
			\$	%
EXPENDITURES				
Personnel				
Payroll				
Salary	\$4,634	\$4,615	(\$19)	-0.4%
Emergency Response Compensation	\$0	\$0	\$0	
Management Services (Coop Eff)	\$96	\$244	\$149	155.5%
Holiday Pay	\$150	\$151	\$1	0.6%
Overtime	\$805	\$982	\$177	22.0%
Paramedic Incentive	\$19	\$22	\$2	12.5%
Subtotal	\$5,703	\$6,014	\$310	5.4%
Benefits				
Health Insurance + HRSA	\$1,071	\$1,121	\$51	4.7%
Life/LTD Insurance	\$8	\$9	\$1	6.3%
Medicare/Social Security	\$75	\$79	\$4	5.8%
Retirement	\$1,325	\$1,634	\$309	23.3%
Unemployment	\$14	\$16	\$2	12.9%
Workers Compensation	\$163	\$166	\$3	1.9%
Other	\$27	\$35	\$8	28.8%
Subtotal	\$2,683	\$3,061	\$377	14.1%
TOTAL	\$8,387	\$9,074	\$688	8.2%
Contractual Services				
Administration Fees	\$175	\$198	\$23	13.3%
Building/Facility Lease	\$8	\$7	(\$1)	-6.5%
Dispatching	\$118	\$130	\$12	10.0%
Equipment Rental & Repairs	\$3	\$19	\$16	468.1%
Insurance	\$66	\$71	\$4	6.5%
Legal	\$26	\$38	\$12	48.1%
Meetings, Meals, Mileage	\$7	\$8	\$1	18.5%
Other Contractual/Professional Services	\$135	\$187	\$53	39.2%
Service Agreements	\$35	\$54	\$19	54.6%
Soil Contamination	\$42	\$15	(\$27)	-64.4%
Training	\$45	\$64	\$19	41.3%
Utilities	\$164	\$223	\$60	36.5%
Vehicle Maintenance & Repairs	\$93	\$123	\$29	31.5%
All Other	\$13	\$23	\$10	81.0%
TOTAL	\$930	\$1,161	\$231	24.8%
Materials & Supplies				
Apparatus	\$17	\$26	\$10	59.1%
Computer	\$36	\$68	\$32	88.8%
Fuel	\$75	\$83	\$8	10.4%
Grants	\$0	\$8	\$8	#DIV/0!
Office	\$32	\$39	\$7	22.5%
Safety	\$260	\$30	(\$230)	-88.4%
Uniforms	\$20	\$26	\$6	26.9%
Programs/Public Education	\$4	\$9	\$4	99.4%
Hose, Nozzles, Foam	(\$1)	\$9	\$9	-1159.6%
Radio	\$22	\$23	\$1	4.4%
Station Maintenance/Supplies/Janitorial	\$24	\$42	\$18	72.6%
All Other	\$51	\$89	\$38	73.6%
TOTAL	\$541	\$450	(\$90)	-16.7%
Assets (Equipment/Fleet)				
Fleet Reserve	\$0	\$0	\$0	
Facility Reserve	\$0	\$0	\$0	
Projects	\$0	\$0	\$0	
Other Expenditures (Projects/Equipment/Prior Year)	\$0	\$0	\$0	
TOTAL	\$0	\$0	\$0	
Depreciation	\$652	\$741	\$741	13.6%
TOTAL Operating Expenditures	\$10,509	\$11,426	\$917	8.7%

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
ESTIMATED - CASH NET ASSETS FOR FY 11 & FY12**

General Fund

	FUND TOTAL FY11	FUND TOTAL FY12	FY Change 09-10	%
Cash - Beginning	\$11,119	\$12,480		
June 30 Receivables	\$248	\$0		
June 30 Restricted Cash & Cash Equivalents	\$707	\$0		
June 30 Prepay	\$10	\$0		
June 30 Transfer in (out)	\$0	\$0		
	\$12,085	\$12,480	\$396	3.3%
June 30 Liabilities	(\$369)	\$0		
BEGINNING - NET CASH ASSETS	\$11,715	\$12,480	\$766	6.5%
PROJECTED REVENUE				
Taxes & Assessments	\$10,382	\$10,258		
Interest	\$67	\$66		
Developer Reimbursement	\$29	\$120		
Lease Revenue	\$133	\$223		
Other Revenue	\$414	\$144		
Fees	\$634	\$893		
Fire Mitigation Fees	\$0	\$0		
Total Projected Revenue	\$11,659	\$11,703		
PROJECTED EXPENDITURES				
Personnel Costs	\$8,387	\$9,074		
Maintenance & Operating Costs	\$1,470	\$1,612		
Capital/Project Expenditures	\$0	\$0		
Depreciation Expense	\$652	\$741		
Total Operating Expenditures	\$10,509	\$11,426		
Operating Surplus - \$	\$1,149	\$277		
Capital/Project Expenditures	(\$4,145)	(\$3,123)		
SUBTOTAL	\$8,718	\$9,633		
Liabilities <i>(includes soil contamination & compensated absences)</i>	(\$584)	(\$584)		
Transfer in/out (FMF)	\$3,109	\$2,196		
Depreciation Expense	\$652	\$741		
ENDING - NET CASH ASSET (Deficit)	\$11,895	\$11,987	\$92	0.8%

Fire Mitigation Fund

Cash - Beginning	\$4,424	\$1,899		
June 30 Receivables	\$125	\$0		
June 30 Restricted Cash & Cash Equivalents	\$0	\$0		
June 30 Prepay	\$0	\$0		
June 30 Transfer in (out)	\$0	\$0		
	\$4,549	\$1,899		
June 30 Liabilities	(\$18)	\$0		
BEGINNING - NET CASH ASSETS	\$4,530	\$1,899	(\$2,631)	-58.1%
PROJECTED REVENUE				
Interest	\$33	\$33		
Fire Mitigation Fees	\$445	\$315		
Total Projected Revenue	\$478	\$348	(\$130)	-27.2%
PROJECTED EXPENDITURES				
Total Operating Expenditures	\$0	\$0		
Excess Revenue over Expenditure	\$478	\$348		
Transfers in(out)	(\$3,109)	(\$2,196)	\$913	
Net Change in Fund Balance	(\$2,631)	(\$1,848)	\$783	
CASH ASSETS - 6/30	\$1,899	\$51	(\$1,848)	-97.3%
LIABILITIES & FUND EQUITY				
Restricted Reserves				
Fire Mitigation	\$1,899	\$51		
TOTAL LIABILITIES & FUND BALANCE	\$1,899	\$51	(\$1,848)	-97.3%
ENDING - NET CASH ASSETS (Deficit)-ALL FUNDS	\$13,794	\$12,039	(\$1,756)	-12.7%

FY12

CAPITAL EXPENDITURES

GENERAL FUND

&

FIRE MITIGATION FUND

SUMMARY OF PROPOSED CAPITAL EXPENDITURES - EQUIPMENT

FISCAL YEAR 11-12

GENERAL FUND										
ASSETS										
Description	Year	FY 09/10	BUDGET FY 10/11	Y-T-D FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
No proposed expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 19,922	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FIRE MITIGATION FUND										
ASSETS										
Description	Year	FY 09/10	BUDGET FY 10/11	Y-T-D FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
No proposed expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Proposed Asset Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 19,922	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SUMMARY OF PROPOSED CAPITAL EXPENDITURES - FACILITY

FISCAL YEAR 11-12

GENERAL FUND												
FACILITY REPLACEMENT - IMPROVEMENT												
Project #	Description	Funding %	Project Exp - YTD	FY 09/10	BUDGET FY 10/11	Y-T-D FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
03-01	Replacement of Fairbanks Fire Station - <i>Committee Approved (FY04)</i>	25%										
	Design & Construction		\$ 3,892,729.00	\$139,604.30	\$ 995,396.00	\$ 636,133.78	\$ 625,000.00					
	Furnishings & Equipment - New		\$ 10,644.26			\$ 2,661.07	\$ 62,500.00					
09-03	Administration Building (New) <i>Committee Approved (08/09)</i>	25%			\$ 597,037.00							
	Facility		\$ 1,711,738.89	\$ 27,963.36		\$ 399,971.37						
	Furnishings & Equipment - New		\$ 172,100.47			\$ 43,025.12	\$ 6,250.00					
10-01	Microwave Metropolitan Area Wireless Network <i>Committee Approved (FY10) - Est \$153,000</i>	25%	\$ -	\$ -	\$ 38,250.00	\$ -	\$ 38,250.00	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL			\$167,567.66	\$ 1,630,682.00	\$ 1,081,791.33	\$ 732,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
FIRE MITIGATION FUND												
FACILITY REPLACEMENT/IMPROVEMENT												
Project #	Description	Funding %		FY 09/10	BUDGET FY 10/11	Y-T-D FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 14/15
03-01	Replacement of Fairbanks Fire Station - <i>Committee Approved (FY04)</i>	75%										
	Design & Construction		\$ 3,892,729.00	\$418,812.91	\$ 2,986,187.00	\$ 1,908,401.33	\$ 1,875,000.00					
	Furnishings & Equipment - New		\$ 10,644.26			\$ 7,983.20	\$ 187,500.00					
09-03	Administration Building (New) <i>Committee Approved (FY09)</i>	75%			\$ 1,791,110.00			\$ -	\$ -	\$ -	\$ -	\$ -
	Facility		\$ 1,711,738.89	\$ 83,890.07		\$ 1,283,804.17						
	Furnishings & Equipment - New		\$ 172,100.47			\$ 129,075.35	\$ 18,750.00					
10-01	Microwave Metropolitan Area Wireless Network <i>Committee Approved (FY10) - Est \$153,000</i>	75%	\$ -	\$ -	\$ 114,750.00	\$ -	\$ 114,750.00	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL			\$502,702.97	\$ 4,892,047.00	\$ 3,329,264.04	\$ 2,196,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL			\$670,270.63	\$ 6,522,730.00	\$ 4,411,055.37	\$ 2,928,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

**SUMMARY OF PROPOSED CAPITAL EXPENDITURES - VEHICLE & APPARATUS
FISCAL YEAR 11-12**

GENERAL FUND											
VEHICLE & APPARATUS REPLACEMENT											
ID/Vehicle Type	Year	Funding %	Exp Est	FY 09/10	BUDGET FY 10/11	Y-T-D FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
9611 - Engine - Type I	1996	100%									
9561 - Brush (Type III)	1996	100%									
0383 - Command	2003	100%		\$ 18,313							
VEHICLE REPLACEMENT RESERVES											
0083 - Staff	2000	100%	\$45,000								
0181 - Staff	2001	100%	\$45,000				\$ 45,000				
0381 - Command	2003	100%	\$50,000		\$ 65,000						
0781 - Command	2007	100%	\$85,000		\$ 85,000		\$ 85,000				
0211 - Engine (Type I)	2002	100%	\$550,000					\$ 550,000			
0281 - Staff	2002	100%	\$45,000					\$ 45,000			
0382 - Staff	2003	100%	\$50,000						\$ 50,000		
0384 - Staff	2003	100%	\$45,000					\$ 45,000			
0311 - Engine - Type I	2003	100%	\$550,000						\$ 550,000		
0312 - Engine - Type 1	2003	100%	\$560,000							\$ 560,000	
0881 - Command	2008	100%	\$70,000							\$ 70,000	
0882 - Command	2008	100%	\$65,000				\$ 65,000				
0982 - Staff	2009	100%	\$75,000							\$ 75,000	
0981 - Staff	2009	100%	\$80,000								\$ 80,000
0261 - Water Tender	2002	100%	\$300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Proposed Vehicle Replacement			\$2,615,000	\$ 18,313	\$ 150,000	\$ -	\$ 195,000	\$ 640,000	\$ 600,000	\$ 705,000	\$ 80,000
FIRE MITIGATION FUND											
VEHICLE & APPARATUS REPLACEMENT											
ID/Vehicle Type	Year	Funding %	Exp Est	FY 09/10	BUDGET FY 10/11	Y-T-D FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
<i>Nothing planned</i>										\$ -	\$ -
	TOTAL				\$ 150,000	\$ -	\$ 195,000	\$ 640,000	\$ 600,000	\$ 705,000	\$ 80,000

FY12

ORGANIZATION CHART
PERSONNEL
EQUIPMENT
FACILITY
FLEET

Board of Directors

Fire Chief

Fire Prevention Bureau

Code Development	Fire Investigation
Code Compliance	Public Information
Inspections	Hazard Abatement
Community Preparedness	Plan Review
Public Education / Relations	Planning

Emergency Operations

Emergency Scene Management	Safety Program	Fleet Maintenance
Pre Incident Planning	Training	Fuel Station(s) / Monitoring
Incident Documentation	Planning	Facilities / Maintenance
Hazardous Materials	Emergency Preparedness	Maps / GIS / Hydrants
Emergency Medical	Communications	Engine Company Programs
Technical Rescue	Performance Evaluations	Mutual Aid / Zone Coordination

Administration

- Office Management
- Fiscal Oversight
- Budget
- Payroll
- Human Resources
- Accts receivable /payable
- Information Management

Fire Marshal (1)

Administrative Deputy Chief (1)

Operations Deputy Chief (1)

Support Services Deputy Chief (1)

IT Tech (1)

Administrative Manager (1)

Urban Forester (1)

Prevention Specialist (2)

Office Support Coord (1)

Public Relations Specialist (1)

Battalion Chief: Training (1)

Battalion Chief (3)

EMS Coord (1)

Accounting Specialist (2)

Staff Assistant (1)

Fire Service Assistant (1)

Rancho Station 1

4-S Station 2

Fairbanks Station 3

Cielo Station 4

Captains (3)
Engineers (3)
FFPM (3)

Captains (3)
Engineers (3)
FFPM (3)

Captains (3)
Engineers (3)
FFPM (3)

Captains (3)
Engineers (3)
FFPM (6)

AUTHORIZED PERSONNEL

Positions	Authorized	Changes	FY12
<i>Fire Administration</i>			
Fire Chief	1	0	1
Deputy Chief ¹	1	0	1
Fire Marshal	1	0	1
Administrative Manager	1	0	1
Battalion Chief	4	0	4
Staff Assistant/Office Support Coordinator (Admin & Prevention)	2	0	2
Accounting Specialist ²	2	0	2
Fire Prevention Specialist ³	2	0	2
Public Relations Coordinator	1	0	1
Urban Fire Forester	1	0	1
EMS Coordinator ⁴	0	1	1
<i>Suppression</i>			
Captain	12	0	12
Engineer	12	0	12
Firefighter/Paramedic	14	1	15
TOTAL	56	0	57

1. Position filled by Deputy Chiefs with Cooperative Efforts
2. Accounting Specialist (1) position not funded in budget
3. Fire Prevention Specialist (1) position not funded in budget
4. EMS Coordinator added to authorized personnel at Board of Directors meeting held April 13, 2011

2011-2012 Equipment - DEPRECIATION EXPENSE & ACCUMULATED RESERVES

<i>Description</i>	<i>Cost</i>	<i>Addition</i>	<i>Date in Service</i>	<i>Year in Service</i>	<i>Depreciation Schedule - Years</i>	<i>Depreciation Annual Expense</i>	<i>Jun 2011 Accumulated Reserves</i>	<i>2012</i>	<i>2011/12 Depreciation Expense</i>	<i>Jun 2012 Accumulated Reserves</i>
Turnout Washer	\$ 52,595.00		6/30/2005	2005	5		52,595.00	7.00		52,595.00
Hydraulic Rescue Tool	\$ 22,400.00		6/30/2005	2005	15	1,493.31	10,453.33	7.00	1,493.33	11,946.67
File Server	\$ 16,279.35		7/13/2005	2005	3	0.00	16,279.35	7.00		16,279.35
Printer-Scanner-Plotter	\$ 23,536.62		1/31/2007	2007	7	3,362.37	14,850.49	5.42	3,362.37	18,212.86
Hydraulic Rescue Tool #2	\$ 18,360.89		1/1/2008	2008	15	1,224.06	4,284.21	4.05	1,224.06	5,508.27
Thermal Imaging Camera #1	\$ 11,201.25		5/1/2009	2009	5	2,240.25	4,853.88	3.17	2,240.25	7,094.13
Thermal Imaging Camera #2	\$ 11,201.25		5/1/2009	2009	5	2,240.25	4,853.88	3.17	2,240.25	7,094.13
Phone System - Admin	\$ 24,495.83		3/31/2011	2011	5	4,899.17	3,545.63	1.25	6,123.96	9,669.58
Office Furnishings - Admin	\$ 49,318.79		3/31/2011	2011	10	4,931.88	1,229.59	1.25	6,164.85	7,394.44
Board Room Dias Furnishings - Admin	\$ 21,025.00		4/16/2011	2011	10	2,102.50	437.78	1.21	2,544.03	2,981.81
File Server - Fairbanks	\$ 10,644.26				7	1,520.61	379.11		0.00	379.11
File Server - Admin	\$ 41,076.44		3/31/2011	2011	7	5,868.06	1,463.00	1.25	7,335.08	8,798.08
							0.00		0.00	0.00
Copier	\$ 19,921.64		11/1/2009	2009	5	3,984.33	6,308.52	2.58	3,984.33	10,292.85
	<u>\$ 322,056.32</u>					<u>33,866.79</u>	<u>121,533.74</u>		<u>36,712.49</u>	<u>158,246.24</u>
									Acc Dep - 2011	119,209.53
									Ann Dep - 2012	36,712.49
									Adj Dep - 2012	
									Acc Dep - 2012	<u>155,922.03</u>

2011-2012 STATION LOCATION - DEPRECIATION EXPENSE & ACCUMULATED RESERVES

Station Locations	Cost	Addition	Year in Service	Depreciation Schedule - Years	Depreciation Annual Expense	Jun 2011 Accumulated Reserves	2012	2011-12 Depreciation Expense	Jun 2012 Accumulated Reserves
16936-1/2 El Fuego (Admin)	1,294,645.00		1992	40	\$ 32,366.13	\$ 582,590.90	20.00	\$ 32,366.13	\$ 614,957.02
Admin Bldg	112,623.07		2007	26	\$ 4,331.66	\$ 23,102.13	5.00	\$ 4,331.66	\$ 27,433.79
16936 El Fuego (Stn)	2,922,332.00		1999	40	\$ 73,058.30	\$ 803,642.10	13.00	\$ 73,058.30	\$ 876,700.40
Pavers	44,176.00		2008	30	\$ 1,472.53	\$ 2,576.93	3.75	\$ 1,472.53	\$ 4,049.47
6424 El Apajo (under construction)	5,000,000.00		2011	40	\$ 125,000.00	\$ -	0.50	\$ 62,500.00	\$ 62,500.00
16930 Four Gee Road	3,180,000.00		2003	40	\$ 79,500.00	\$ 556,500.00	9.00	\$ 79,500.00	\$ 636,000.00
16930 Four Gee Road - Training Tower	1,563,252.00		2004	40	\$ 39,081.30	\$ 234,487.80	8.00	\$ 39,081.30	\$ 273,569.10
Training Facility Concrete	27,000.00		2006	38	\$ 710.53	\$ 4,263.17	6.00	\$ 710.53	\$ 4,973.70
16930 Four Gee Road - Storage Facility	190,225.35		2007	40	\$ 4,755.63	\$ 14,266.90	1.00	\$ 4,755.63	\$ 19,022.54
18040 Calle Ambiente	3,180,000.00		2005	40	\$ 79,500.00	\$ 384,250.00	6.83	\$ 79,500.00	\$ 463,750.00
								\$ -	
Admin Bldg (Rancho Cielo)	1,699,885.47		2011	40	\$ 42,497.14	\$ -	1.20	\$ 42,497.14	\$ 42,497.14
	<u>19,214,138.89</u>				<u>482,273.21</u>	<u>2,605,679.93</u>		<u>419,773.21</u>	<u>3,025,453.14</u>
					\$ 125,000.00				

Acc Dep - 2011	30-Jun	\$ 3,229,071.88
Ann Dep - 2012		\$ 482,273.21
Adj Dep - 2012		\$ -
Acc Dep - 2012	30-Jun	<u>\$ 3,711,345.09</u>

2011-2012 Fleet Inventory & Est Cost Replacement Schedule

Unit ID	Type	Year	Location	Replacement Year	Est Cost Replacement	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
0083	Staff	2000	Fire Prevention								
0181	Staff	2001	Utility - RHO				\$ 45,000				
0381	Command	2003	Training Chief	2010/2011	\$65,000	\$ 65,000					
0781	Command	2007	Battalion Chief	2010/2011	\$85,000	⇒	\$ 85,000				
0211	Engine - Type I	2002	RSF2	2011/2012	\$550,000		⇒	\$ 550,000			
0281	Staff	2002	Fire Prevention	2012/2013	\$40,000			\$ 45,000			
0382	Staff	2003	Fire Prevention	2012/2013	\$50,000				\$ 50,000		
0384	Staff	2003	Fire Prevention	2012/2013	\$50,000			\$ 45,000			
0311	Engine - Type I	2003	FBR	2013/2014	\$550,000			⇒	\$ 550,000		
0312	Engine - Type I	2003	Cielo	2014/2015	\$560,000				⇒	\$560,000	
0881	Command	2008	Fire Chief	2014/2015	\$70,000					\$70,000	
0882	Command	2008	Fire Marshal	2014/2015	\$65,000	⇒	\$ 65,000				
0982	Command	2009	Deputy Chief	2014/2015	\$75,000					\$75,000	
0981	Staff	2009	Utility - RHO	2015/2016	\$80,000						\$80,000
0261	Water Tender	2002	RHO	2016/2017	\$300,000						
0262	Brush - Type III	2002	4S	2017/2018	\$390,000						
0811	Engine - Type I	2008	RHO	2018/2019	\$600,000						
0561	Brush - Type III	2005	RHO	2020/2021	\$450,000						
9561	Brush - Type III	1996	FBR								
RESERVE											
0383	Command	2003	Reserve - RSF4								
9511	Engine - Type I	1995	Reserve - RSF2								
9611	Engine - Type I	1996	Reserve - RSF4			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$3,980,000	\$ 65,000	\$ 195,000	\$ 640,000	\$ 600,000	\$ 705,000	\$ 80,000

Asset No	Description	Year	Location	Est Replacement	Actual Cost	Date in Service	Depreciation Schedule	Annual Depreciation	June 30, 2011		June 30, 2012	
									Accumulated Depreciation	2012	2012 (Inc Adj)	Accumulated Depreciation
0083	Staff	2000		2010/2011	\$21,525.00	1-Jul-00	5	\$ -	\$ 21,525.00	15.00	\$ -	\$ 21,525.00
0181	Staff	2001		0	\$23,101.00	1-Jul-01	5	\$ -	\$ 23,101.00	11.00	\$ -	\$ 23,101.00
0211	Engine - Type I	2002		2011/2012	\$430,996.00	1-Jul-02	10	\$ 43,099.60	\$ 344,797.30	10.00	\$ 43,099.60	\$ 387,896.90
0261	Water Tender	2002		2016/2017	\$204,528.00	1-Jul-02	15	\$ 13,635.20	\$ 109,081.40	10.00	\$ 13,635.20	\$ 122,716.60
0262	Brush - Type III	2002		2017/2018	\$278,104.00	1-Jul-02	15	\$ 18,540.27	\$ 148,321.88	10.00	\$ 18,540.27	\$ 166,862.15
0281	Staff	2002		2012/2013	\$20,843.00	1-Jul-02	5	\$ -	\$ 20,843.00	10.00	\$ -	\$ 20,843.00
0311	Engine - Type I	2003		2013/2014	\$412,007.00	30-Jun-04	10	\$ 41,200.70	\$ 247,204.20	9.00	\$ 41,200.70	\$ 288,404.90
0312	Engine - Type I	2003		2014/2015	\$412,007.00	30-Jun-04	10	\$ 41,200.70	\$ 247,204.20	9.00	\$ 41,200.70	\$ 288,404.90
0381	Command	2003		2010/2011	\$37,301.00	30-Jun-04	5	\$ -	\$ 37,301.00	9.00	\$ -	\$ 37,301.00
0382	Staff	2003		2012/2013	\$29,640.00	30-Jun-04	5	\$ -	\$ 29,640.00	9.00	\$ -	\$ 29,640.00
0384	Staff	2003		2011/2012	\$32,787.00	30-Jun-04	5	\$ -	\$ 32,787.00	9.00	\$ -	\$ 32,787.00
0561	Brush - Type III	2005		2020/2021	\$287,663.00	30-Jun-05	15	\$ 19,177.53	\$ 95,887.67	7.00	\$ 19,177.53	\$ 115,065.20
0781	Command	2007		2011/2012	\$64,814.02	31-Dec-06	5	\$ 12,962.80	\$ 46,816.77	5.50	\$ 12,962.80	\$ 59,779.58
0811	Engine - Type I	2008		2018/2019	\$483,367.58	1-Apr-08	10	\$ 48,336.76	\$ 108,757.71	4.25	\$ 48,336.76	\$ 157,094.46
0881	Command	2008		2014/2015	\$43,291.22	7-Nov-07	5	\$ 8,658.24	\$ 23,088.65	4.67	\$ 8,658.24	\$ 31,746.89
0882	Command	2008		Salvaged	\$ -	1-May-08		\$ -	\$ -	0.00	\$ -	\$ -
0981	Staff	2009		2014/2015	\$29,842.38	1-Mar-09	5	\$ 5,968.48	\$ 7,957.97	3.33	\$ 5,968.48	\$ 13,926.44
0982	Command	2009		2014/2015	\$42,294.21	30-Jun-09	5	\$ 8,458.84	\$ 8,458.84	3.00	\$ 8,458.84	\$ 16,917.68
9561	Brush - Type III	1996		0	\$350,000.00	1-Jul-96	15	\$ 23,333.33	\$ 326,666.31	16.00	\$ 23,333.69	\$ 350,000.00
RESERVE												
9611	Engine - Type I	1996							\$ 475,000.00			\$ 475,000.00
0383	Command	2003		2010/2011	\$34,881.00	30-Jun-04	5		\$ 34,881.00	9.00	\$ -	\$ 34,881.00
9511	Engine - Type I	1995		0			15	\$ -	\$ -	17.00	\$ -	\$ -
					\$3,238,992.41			\$ 284,572.46	\$ 2,389,320.90		\$ 284,572.82	\$ 2,673,893.72

Accumulated Depreciation 2010 \$ 2,389,320.90
 Annual Depreciation 2011 \$ 284,572.82
 Accumulated Depreciation 2011 \$ 2,673,893.72

STAFF REPORT

NO. 11-13

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: EMS COORDINATOR, CSA 17
DATE: JUNE 8, 2011



RECOMMENDATION

It is respectfully requested that the Board of Directors approve the salary and benefits resolution for the addition of the CSA-17 EMS Coordinator position for the Rancho Santa Fe Fire Protection District.

BACKGROUND

On the April 13, 2011, the Board of Directors approved the position of the EMS Coordinator, which this position is previously employed by San Diego Medical Services (SDMS). SDMS and/or the County of San Diego will reimburse the funding for this position. This will allow the District the opportunity to continue providing a higher level of EMS quality assurance and improvement to the community of Rancho Santa Fe as well as the entire CSA-17.

CURRENT SITUATION

The EMS Coordinator position is an "at-will", non-safety, exempt- position. This position, employed by the Rancho Santa Fe Fire Protection District, will work on behalf of the entire County Service Area 17 (CSA-17) and reports to all of the CSA-17 member agencies. The compensation for the position is based on the contract between the County of San Diego (County) and the successful bidder for the right to provide transport services for CSA-17. The total compensation for the EMS Coordinator position shall not exceed the amount set forth in the County contract.

RESOLUTION No. 2011-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING SALARIES AND BENEFITS FOR THE EMERGENCY MEDICAL SERVICE COORDINATOR POSITION

BE IT RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the following salary range and benefits for Emergency Medical Service (EMS) Coordinator effective July 1, 2011.

I. SALARY (FLSA Exempt)

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

<i>Position</i>	<i>Range/Annual Salary</i>	
EMS Coordinator	\$75,000	\$90,000

1.02 The EMS Coordinator position is an “at-will”, non-safety, exempt- position. This position, employed by the Rancho Santa Fe Fire Protection District, will work on behalf of the entire County Service Area 17 (CSA-17) and report to all of the CSA-17 member agencies. The compensation for the position is based on the contract between the County of San Diego (County) and the successful bidder for the right to provide transport services for CSA-17. The total compensation for the EMS Coordinator position shall not exceed the amount set forth in the County contract.

II. RETIREMENT

2.01 The District shall fund a retirement plan (Miscellaneous: 2.7% @ 55) with the California Public Employees Retirement System (CalPERS). The retirement plan shall include all statutory benefits and the following optional benefits:

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

2.02 The District shall pay 100% of the current employee contribution (Miscellaneous 8%) for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit-Fourth Level.

2.03 The District shall report to CalPERS the value of Employer-Paid Member Contribution (EPMC) as reportable compensation.

III. SICK LEAVE

3.01 Non-shift employees

3.01.1 Accrual: Non-shift employees shall accrue sick leave at the rate of 8 hours per month. Sick leave shall be accumulated with no maximum accrual.

3.01.2 At retirement, unused sick leave credit for non-shift employees shall be converted to one of the following:

- a. All unused sick leave hours may be reported to CalPERS for additional service credit.
 1. Conversion of a non shift employee's sick leave bank to equivalent sick days as required by CalPERS will be computed by dividing the total number of unused sick leave hours by eight (8); or
 2. The employee may choose to convert unused sick leave hours to an employee's RHPA at a ratio of 3:1. A minimum of 685 hours is required to be eligible for this option.
 - i. The RHPA contribution shall be calculated at the straight time rate and shall not exceed the value of 685 hours ; or
 3. A combination of both options, if the remaining unused sick leave hours not used for additional service credit, exceeds 685 hours.

3.03 Exempt Employee(s)

3.03.1 The accrual rate shall apply to the employee's permanent work schedule and not be changed for temporary or short-term assignments.

3.03.2 Sick leave shall be available for personal illness or injury, emergency medical or dental appointments and for reasonable travel time to and from health care facilities. Sick leave shall also be available to an employee for caring for a member of his/her immediate family who is ill or injured, emergency medical or dental appointments, and for reasonable travel time to and from health care facilities.

3.03.3 Definition of Immediate Family - Immediate family shall include: husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, grandparent, grandchild, or any legal dependent residing in same household.

IV. INSURANCE

4.01 Medical-Dental: At the option of the employee, the employee may elect to participate in the District's health insurance (medical/dental) that is offered to all employees. The funds available shall be computed annually for medical reimbursement and/or medical-dental premiums, and shall be determined after calculating all other costs (employer and employee) associated with this position. However, the funds available shall not exceed the CAP established for all District employees.

4.02 The District may remit insurance premiums, if elected to participate by employee, for HMO medical and HMO dental insurance for employees, their dependents, and the Board of Directors in an amount equal to the premium cost of the family rate, up to \$1,000 per month.

4.03 If the premiums for medical and dental insurance exceed \$1,000 per month, the employee and District will share the cost difference 50/50.

4.04 Any unused premium may be used for medical/dental expenses as defined by the Administrative Policy for a maximum period of 24 months. After the 24-month period expires, or at retirement, 100% of any unused premium shall be transferred to the employee's Retirement Health Savings Account. NOTE: If the employee separates from employment, any unused funds in the employee's medical reimbursement account shall be transferred to the District's Retirement Health Savings Account.

4.05 Employees, upon retirement, at no additional cost to active employees or to the District shall be allowed to remain on the group medical plan. The retiree will be required to have the same plan as active employees. The retiree will be responsible for payment of entire premium and a two percent (2%) administrative cost. The employee understands that the premium for a retired employee may be higher than that of an active employee. At age 65, the retiree may have additional options available.

4.06 Life: The District shall provide a \$50,000 life insurance policy for the employee and \$1,000 life insurance policy for employee's dependents. The policy shall include accidental death and dismemberment coverage.

4.07 Long-Term Disability: The District shall provide a Long-Term Disability plan.

4.08 In the event the Board of Directors modifies the insurance benefit (increase or decrease) in any other labor contract, this insurance benefit shall be adjusted per said resolution or contract for all positions identified in this Resolution.

V. HEALTH RETIREMENT SAVINGS ACCOUNT

5.01 Employees shall be required to participate in a District administered Retirement Health Savings Account (RHSA). The following terms apply:

- a. A monetary contribution will be made by the District in the amount of \$100 per month.
- b. The value of any unused medical reimbursement shall be transferred at the end of each calendar and fiscal year to the employee's RHSA (contributed twice a year).
- c. If the non-shift employee has an excess of 343 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (96 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.

VI. HOLIDAYS

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

- a. New Years Day (January 1)
- b. Martin Luther King Day (third Monday in January)
- c. President's Day (third Monday in February)
- d. Memorial Day (fourth Monday in May)
- e. Independence Day (July 4)

- f. Labor Day (first Monday in September)
- g. Veteran’s Day (November 11)
- h. Thanksgiving Day (fourth Thursday in November)
- i. Day after Thanksgiving Day
- j. Christmas Day (December 25)
- k. Floating Holiday

VII. USE OF DISTRICT VEHICLES

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

- a. EMS Coordinator – County Contract Vehicle

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

VIII. VACATION ACCRUAL

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

0 – 5 years	80 hours
6 – 10 years	120 hours
11 – 15 years	136 hours
16 – 20 years	160 hours
21+ years	200 hours

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on June 15, 2011 by the following vote:

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

James H Ashcraft
 President

ATTEST:

Karlana Rannals
 Secretary