

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

Rancho Santa Fe FPD Board/Community Room – 16936 El Fuego Rancho Santa Fe, California 92067 June 21, 2010 Regular Session 1:00 pm

\$ 767,633.85

#### **RULES FOR ADDRESSING BOARD OF DIRECTORS**

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

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

#### Pledge of Allegiance

- 1. Roll Call
- 2. Public Comment

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

#### 3. Consent Calendar

- a. Board of Directors Minutes
  - i) Board of Directors minutes of May 12, 2010

**ACTION REQUESTED: Approve** 

- b. Receive and File
  - 1. Monthly/Quarterly Reports ACTION REQUESTED: INFORMATION
    - 1. List of Demands

Check 20555 thru 20651 for the period May 1 – 31, 2010 totaling: \$ 315,095.73 Payroll for the period May 1 – 31, 2010 \$ 452,538.12

TOTAL DISTRIBUTION

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

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- 2. Activity Reports May 2010
  - Fire Prevention
  - Operations
  - Training
- 3. District Articles May 2010
- 4. Correspondence letters/cards were received from the following members of the public:
  - Vera Johnson
  - CalFire Department of Forestry and Fire Protection
  - San Diego County Taxpayers Association

#### 4. Old Business

- a. Board of Directors Meeting Schedule
  - 1. Regular Meeting
    - August 11, 2010

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

ACTION REQUESTED: Motion to change meeting date, if determined by Board of Directors

b. Special Meeting – July 1, 2010

To discuss format and/or provide direction to staff for the senior manager interviews about the recruitment and selection of a new District fire chief.

ACTION REQUESTED: Direction

#### 5. New Business

a. Presentation – San Diego County Traffic Impact Fee (Time Certain – 1:15 pm)

A presentation by County of San Diego staff to provide the purpose and use of traffic impact fees collected ACTION REQUESTED: Information

b. Budget Authorization – Repaving Temporary Fire Station Access Road

To discuss and/or approve the cost to repave access road to the temporary Fairbanks Ranch Fire Station – Staff Report 10-08

**ACTION REQUESTED: Approve expenditure** 

c. Fixed Charge Special Assessment for Weed 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 10-09

ACTION REQUESTED: Authorize parcel (2) Special Assessment

d. Preliminary Budget FY11

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

#### 6. Oral Reports

- a. Fire Chief Pavone
  - 1. Fairbanks Ranch Replacement Fire Station Update
    - 1. Construction Groundbreaking
  - 2. Cooperative Management Services Agreement Update
  - 3. District Activities
- b. Operations Deputy Chief Michel
- c. Training Battalion Chief Davidson
- d. Fire Prevention Fire Marshal Hunter
- e. Administrative Manager Rannals

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- 1. Health Benefits Update
  - 1. Retiree
- f. Board of Directors
  - 1. North County Dispatch JPA Update
  - 2. County Service Area 17 Update
  - 3. Comments

#### 7. Closed Session

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6
   CONFERENCE WITH LABOR NEGOTIATORS for Agreement for Cooperative Management Services
   Agency designated representatives: Nicholas Pavone, Fire Chief
   Unrepresented employee: Battalion Chiefs and above
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957: PUBLIC EMPLOYEE APPOINTMENT

Title: Fire Chief

#### 8. Adjournment

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## RANCHO SANTA FE FIRE PROTECTION DISTRICT Board of Directors Regular Meeting – Agenda Monday, June 21, 2010 1:00 pm PST

#### **CERTIFICATION OF POSTING**

I certify that on June 18, 2010 a copy of the foregoing agenda 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 18, 2010

Karlena Rannals	
Karlena Rannals	
Board Clerk	



# RANCHO SANTA FE FIRE PROTECTION DISTRICT REGULAR BOARD OF DIRECTORS MEETING MINUTES – May 12, 2010

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

Fire Marshal Cliff Hunter led the assembly in the *Pledge of Allegiance*.

**1.** Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren (arrived at 2:15pm), Malin, Tanner

Directors Absent: None

Staff Present: Nick Pavone, Fire Chief; Tony Michel, Deputy Chief; Jim Sturtevant, Battalion Chief;

Brett Davidson, Battalion Chief; Chris Galindo, Administrative Captain; and Karlena

Rannals, Board Clerk

President Ashcraft informed the Board of a request to amend the agenda to include the following topics for discussion and/or action:

NEW AGENDA ITEM: 6(c)

Recruitment Schedule for the Replacement of the Fire Chief's Position

To discuss and/or provide direction to staff for the recruitment process, schedule, and selection of a

new District fire chief.

**ACTION REQUESTED: Direction** 

NEW AGENDA ITEM: 6(d)

**Board of Directors Meeting Schedule** 

(i) Regular Meeting

(1) August 11, 2010

To discuss a possible change in the meeting date for the regular Board of Directors meeting schedule

due to a potential conflict

ACTION REQUESTED: Motion to change meeting date, if determined by Board of Directors

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

#### 2. Public Comment

No one requested to speak to the Board.

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

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

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#### **4.** Consent Calendar

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

- a. Board of Directors Minutes
  - i) MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of April 21, 2010.
  - ii) MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of May 6, 2010
- b. Receive and File

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

- i) Monthly/Quarterly Reports
  - (1) List of Demands

 Check 20433 thru 20554 for the period April 1 - 30, 2010 totaling:
 \$ 531,540.33

 Payroll for the period April 1 - 30, 2010
 \$ 497,551.73

 TOTAL DISTRIBUTION
 \$ 1,029,092.06

- (2) Financial Reports Quarter ending March 31, 2010
  - Budget Review
  - Combined Summary Statement Cash Assets-Liabilities
- (3) Activity Reports April 2010
  - Fire Prevention
  - Operations
  - Training
- (4) District Articles-April 2010
- (5) Correspondence
  - Rachel Donglan
  - Bill Fleishmann

#### **5.** Old Business

a. None

#### 6. New Business

a. Article XIIIB 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 (-2.54%) for the Cost of Living Factor, and Change in population within the unincorporated area of San Diego County (1.52%).

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MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept staff's recommendation for calculation of the District's appropriations limit.

b. AIA Document A101 – 2007 Standard Form of Agreement between Owner (Rancho Santa Fe Fire Protection District) and Contractor (Ledcor Construction Inc.)

Chief Pavone and Captain Galindo summarized the details of the final contract between the fire district and contractor Ledcor Construction. Chief Pavone reported that district personnel, the architect, and legal counsel have reviewed this standard AIA document. He requested board approval for the contract as presented, and authorize the president to execute the document.

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

- 1) Approve the contract with Ledcor Construction for \$4,540,000 to construct the Fairbanks Ranch fire station; and
- 2) Authorize the President to execute all documents.
- c. Recruitment Schedule for the Replacement of the Fire Chief's Position

President Ashcraft led the discussion as to the options available to the Board in seeking a replacement fire chief, which included interviews with internal staff members and/or possibly seeking the expertise of an executive search firm. At the conclusion of the discussion, the board members concluded to schedule a special board meeting on July 1, 2010 beginning at 11:00 am. The purpose will be to interview all senior managers of the district about the appointment of fire chief.

- d. Board of Directors Meeting Schedule
  - i) Regular Meeting
    - (1) August 11, 2010

Director Malin requested consideration to reschedule the August 2010 meeting due to a conflict. The board members agreed to defer the request to the next meeting since not all members were present for the discussion.

#### **7.** Resolutions/Ordinances

a. Resolution No. 2010-02

Chief Pavone 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 increase to \$10.00 per benefit unit for FY11 per the discussion and direction from the previous board meeting.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2010-02 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing the Benefit Charges for fiscal year 2010/2011* on the following roll call vote:

AYES: Ashcraft, Hickerson, Hillgren, Malin, Tanner

NOES: None

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ABSENT: None ABSTAIN: None

#### b. Resolution No. 2010-03

Ms. Rannals informed the board that this is a housekeeping resolution requested by CalPERS. The District currently agrees by Memorandum of Understanding or resolution to "pick-up" the employees' contribution to CalPERS. The Internal Revenue Code requires the District to specify that "all employees" receive this benefit. The resolution on file with CalPERS does not comply with the required IRS language.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and ADOPTED Resolution No. 2010-03 entitled a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Tax Defer Member Paid Contributions – IRC 414(h)(2) Employer Pick-up on the following roll call vote:

AYES: Ashcraft, Hickerson, Malin, Tanner

NOES: None
ABSENT: Hillgren
ABSTAIN: None

#### c. Resolution No. 2010-04

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. 2010-04 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2010/2011 Appropriations of Tax Proceeds* on the following roll call vote:

AYES: Ashcraft, Hickerson, Malin, Tanner

NOES: None
ABSENT: Hillgren
ABSTAIN: None

#### **8.** Oral Reports

a. Fire Chief - Pavone

He reported on the following topics:

Fairbanks Ranch Replacement Fire Station: Update – District staff, architect, and representatives from
the construction contractor (Ledcor Construction) held their first meeting Monday, May 10, 2010 to
identify points of contact, review common issues, and identify a process for approving payments. The
meeting was productive and a follow-up preconstruction meeting is scheduled for the week of May 17,
in which he anticipates signing the notice to proceed.

He also discussed the proposed County assessment of "traffic impact" fees for \$40,000. He intends to invite representatives from the County to the next meeting to explain the fees and what how they are used.

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- Management Services Contract The leadership task force approved moving forward with the new preferred structure that includes:
  - Training Chief: Solana Beach Deputy Chief will provide training services for Del Mar, Encinitas, and Solana Beach
  - o Fire Marshal & Management Analyst: City of Encinitas personnel will provide prevention services for Del Mar, Encinitas, and Solana Beach.
  - o Administrative Battalion Chief: City of Encinitas will hire a new position for their city that will also provide services to Solana Beach and Del Mar.

The next phase is to establish a board/council ad hoc committee comprised of the leadership team and elected officials to discuss and explore a long-term governance model or structure.

- Deployment Study he discussed the Regional Fire Services Deployment Assessment Report prepared by Citygate Associates and funded by the County of San Diego. He informed the Board that the study took into consideration all "CalFire" contracts, used a 5-minute response time in which the fire district's response time is 7-minutes that created a gap and the recommended need of 14 additional fire stations in the County.
- District Activities
  - None to report
- b. Operations Deputy Chief Michel

He reported on the following topics:

- Call activity:
  - o No significant calls; however, call volume was high for the previous month.
- c. Training Battalion Chief Davidson

Chief Davidson summarized the monthly training activity, which included:

- o Live fire training at the tower
- County RCS training
- Personnel participated in the annual County Wildland drill. Approximately 850 firefighters participated in the training over four days. The County Training Officers received a \$10,000 grant from San Diego Gas & Electric, which covered most of the cost of the drills.
- d. Fire Prevention Fire Marshal Hunter
  - Explained the new activity report for fire prevention
- e. Administration Administrative Manager Rannals
  - Health Benefits Update
  - She discussed the adopted resolution providing continuation of medical benefits for two retirees.
     The board members requested additional information and requested this discussion be deferred to the next meeting.

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#### f. Board of Directors

- North County Dispatch JPA Update Director Ashcraft: No report. .
- County Service Area 17 Update Director Hickerson: the Advisory Board is reviewing two areas of concern:
  - O 1) CPR in assisted living facilities; and 2) tax revenue for the entire service area. Currently the 4S Ranch area does not have a tax base to contribute to the CSA. They continue to work with the County of San Diego on this issue.
- Comments:
  - Malin: he distributed a series of articles from the Wall Street Journal about the CalPERS retirement system.

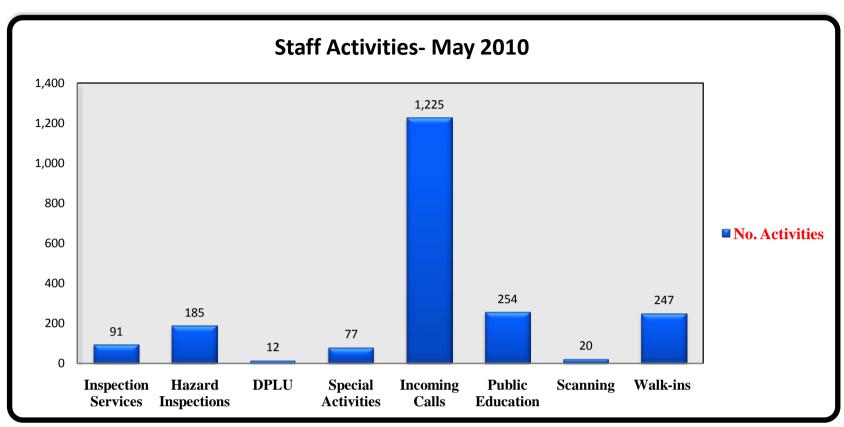
9.	<u>Adjournment</u>	
	Meeting adjourned at 3:30 pm.	
Kar	rlena Rannals	James H Ashcraft
Sec	cretary	President

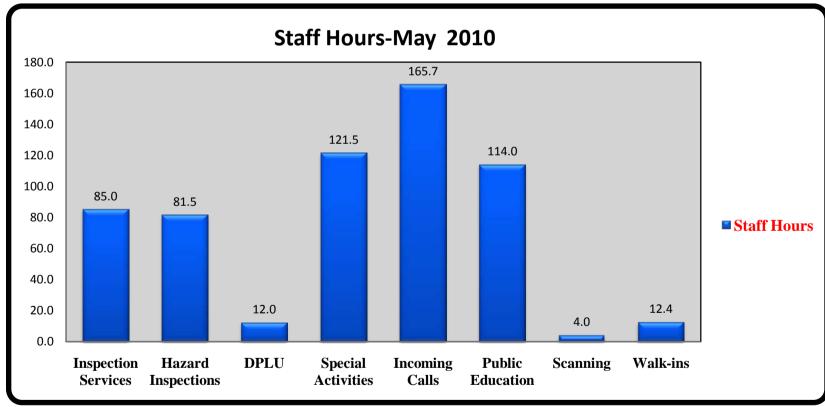
Check #	Amount	Vendor	Purpose
20555	\$473.34	AT&T Calnet 2	Telephone
20556	\$2,479.52	County of SD/RCS	800 MHz Network Admin Fees
20557	\$2,807.00	Design Space Modular Buildings Inc	FBR #3 Replacement
20558	\$251.21	Diamondback Fire & Rescue Inc	Breathing Apparatus
20559	\$283.94	Encinitas Ford Inc.	Vehicle Repair
20560	\$284.68	Enternmann-Rovin Co Inc.	Miscellaneous Reimbursable
20561	\$130.00	Fritchle, Nathan	CSA-17 - Supplies - Reimbursement
20562	\$195.00	IAAP- CA Division	Admin - Overnight Conf/Seminars
20563	\$1,698.57	Konica Minolta Business Inc	Copier Maintenance Contract
20564	\$405.74	Life-Assist Inc	CSA-17 - Supplies
20566	\$10,794.68	North County EVS Inc	Apparatus/Vehicle Scheduled Maintenance
20567	\$60.59	So Cal Sanitation LLC	FBR #3 Replacement
20569	\$3,458.84	The SoCo Group Inc	Gasoline & Diesel Fuel
20570	\$975.00	ThyssenKrupp Elevator Inc	Elevator Service
20571	\$444.59	Transamerican Mailing & Fulfillment Inc	Postage for Weed Abatement Letter
20572	\$22.00	UPS	Shipping Service
20573	\$104.39	Uniforms Plus	Uniform
20574	\$636.25	Waste Management Inc	Trash Disposal
20575	\$156.00	Western State Design Inc	Building Maintenance/Repair
20576	\$263.00	A to Z Plumbing Inc	Building Maintenance/Repair
20577	\$629.20	Accme Janitorial Service Inc	Building - Admin
20578	\$98.60	ALS Laboratory Group	Scheduled Maintenance
20579	\$1,596.00	Charles Z Fedak & Company	Prepaid Expense - Contract
20580	\$862.26	Complete Office of California Inc	Office Supplies
20581	\$877.00	Engineered Mechanical Services Inc	Building Maintenance/Repair
20582	\$116.75	Fire ETC Inc	Apparatus Tools/Equipment Repair
20583	\$105.00	Fitness Warehouse USA & SD Fitness Repair	Fitness Equipment Maintenance
20584	\$1,287.00	Garrett Electric Inc	Generator Repair
20585	\$459.56	Home Depot, Inc	Station Maintenance/Janitorial Suplies/Landscape Maint./Propane
20586	\$432.11	Hunter, Clifford F	Prevention Meal/Lodging/Travel Exp/On Line Services Reimb.
20587	\$75.00	ICC	Association Dues

Check #	Amount	Vendor	Purpose
20588	\$180.00	Livingstone, David W.	School Education/Training Reimbursement
20589	\$60.00	Michel, Tony J	On Line Services Reimbursement
20591	\$198.97	Napa Auto Parts Inc	Apparatus Parts & Supplies
20592	\$900.00	National Fire Codes Sub. Ser.	Subscriptions
20593	\$770.04	Olivenhain Municipal Water District	Water
20596	\$185.00	Rose Business Solutions Inc	Consulting Services
20597	\$168.57	San Diego Gas & Electric	Elec/Gas/Propane
20598	\$1,093.68	San Diego Medical Services	CSA-17 - Supplies
20599	\$700.00	Santa Fe Irrigation District	Vehicle Site Rental
20600	\$200.00	SDCFCA	Meetings/Meal Expenses
20601	\$12,467.00	Shapouri Engineering Company Inc	FBR #3 Replacement
20602	\$1,635.00	Stephen J Fitch & Associates Inc	Legal Services
20603	\$1,289.00	Teleque on Fire	Building Repair
20604	\$723.58	The SoCo Group Inc	Gasoline & Diesel Fuel
20605	\$78.21	UPS	Shipping Service
20606	\$11,160.43	U S Bank Corporate Payment System	Cal-Card./IMPAC program
20607	\$5,100.00	WinTech Computer Services	Consulting Services
20608	\$920.54	AT&T Calnet 2	Telephone
20610	\$296.00	Cnty of San Diego DEH	Permits - County/City
20611	\$289.00	County of San Diego EMS	CSA-17 - Supplies
20612	\$1,378.92	Direct Energy Business - Dallas	Elec/Gas/Propane
20613	\$59.99	Directv	FBR #3 Replacement
20614	\$2,360.43	Engineered Mechanical Services Inc	Building Maintenance/Repair
20615	\$2,725.96	Guardian Life Insurance Co	Dental Insurance
20616	\$58,610.95	Health Net	Medical Insurance
20617	\$4,351.00	Jeff Katz Architecture	FBR #3 Replacement
20618	\$175.00	Mertz, William C.	School Education/Training Reimbursement
20619	\$750.00	Monte Verde Consulting	Admin Building/Parking
20620	\$170.00	Nick Ordille	Facility Training Reimbursment
20621	\$1,283.27	North County EVS Inc	Fleet Equipment Maintenance/Repair
20622	\$495.00	North Net Fire Training Center	School Education/Training

Check #	Amount	Vendor	Purpose
20623	\$675.00	On-Call Computer Services	Consulting Services
20624	\$50.00	RSFPFA	Firefighters Assn.
20625	\$4,881.61	San Diego Gas & Electric	Elec/Gas/Propane
20626	\$275.00	Scratch & Scuff	Vehicle Repair
20627	\$50.00	SDCFCA - FPO Section	Association Dues
20628	\$20,705.00	Shapouri Engineering Company Inc	FBR #3 Replacement
20629	\$80.00	State Fire Training	Certification
20630	\$600.63	The Lincoln National Life Ins Co	Disability/Life Insurance
20631	\$2,080.60	The SoCo Group Inc	Gasoline & Diesel Fuel
20632	\$62.80	UPS	Shipping Service
20633	\$166.24	AT&T	Telephone
20634	\$263.76	AT&T Calnet 2	Telephone
20635	\$136.50	C.A.P.F.	Disability/Life Insurance
20636	\$4,000.00	Cnty of SD DPLU	FBR #3 Replacement
20637	\$8,100.00	Dept of Forestry & Fire Protec	Facility Training Reimbursment
20638	\$74.69	FedEx	Shipping Service
20639	\$50.00	Gray & Sons Fleet Inspect	Smog Testing
20640	\$389.51	HSBC Business Solutions	Janitorial Supplies
20641	\$420.00	Lynx Technologies Inc	Mapping Services (ERM)
20642	\$239.00	New Earth Enterprises Inc	Landscaping Maintenance Service
20643	\$2,299.91	North County EVS Inc	Apparatus/Vehicle Repair
20644	\$9,500.00	Olivenhain Municipal Water District	FBR #3 Replacement
20645	\$109,647.09	PERS	PERS (Employer Paid)
20646	\$160.00	SDCTOA	In-Service Taining Program
20647	\$35.72	State of CA DIR	Training Miscl Equipment/Supplies
20648	\$179.00	Terminix International	Building - Admin
20649	\$2,366.19	The SoCo Group Inc	Gasoline & Diesel Fuel
20650	\$1,491.62	Verizon Wireless	Telephone - Cellular
20651	\$217.48	Willis, Erwin L.	Equipment - Minor Reimbursement
Miscl	\$2,660.02	Miscellaneous	Medical Reimbursement
Sub-total	\$315,095.73		

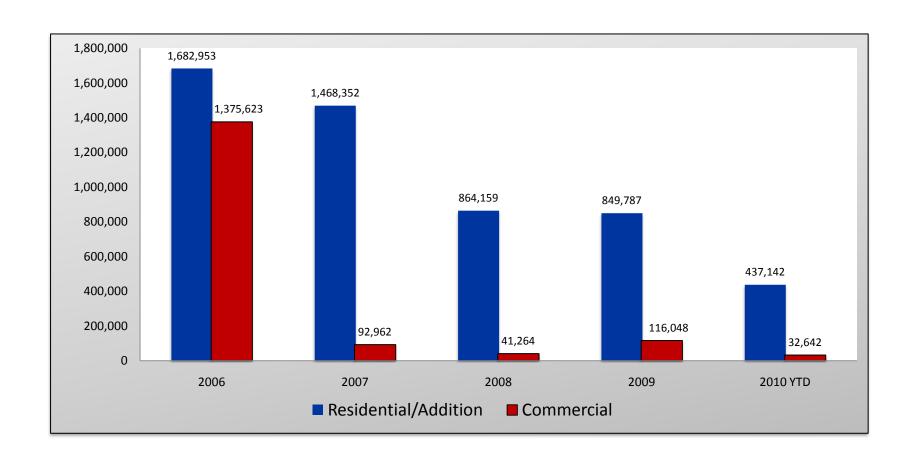
Check #	Amount	Vendor	Purpose
15-May-10	\$196,691.88	Rancho Santa Fe Fire PD	Payroll
15-May-10	\$5,924.68	Rancho Santa Fe Fire PD	Payroll
31-May-10_	\$249,921.56	Rancho Santa Fe Fire PD	Payroll
Sub-total	\$452,538.12		
TOTAL	\$767,633.85		





## **2010 Total Monthly Hours/Activities**

2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities			2243	2303	2111							
Hours			683.8	536.8	596.0							



Year	Res/Add	Comm	Total
2006	1,682,953	1,375,623	3,058,576
2007	1,468,352	92,962	1,561,314
2008	864,159	41,264	905,423
2009	849,787	116,048	965,835
2010 YTD	437,142	32,642	469,784

## Comparison 2009/2010 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2009	68,294	65,561	47,061	62,307	171,971	53,878	148,534	68,269	117,324	7,950	42,794	111,892
2010	64,770	128,133	30,284	126,570	120,027							

## **PLAN REVIEW**

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	30	111,365
Fire Inspectors	0	0
Urban Forester	0	0
TOTAL	30	111,365
RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Fire Marshal	8,000	2,428
Fire Inspectors	27,251	6,234
Urban Forester	0	0
TOTAL	35,251	8,662
COMMERCIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal		0
Urban Forester		0
Fire Inspectors	0	0
TOTAL	0	0
TOTAL NEW CONSTRUCTION		Sq Footage
Based on permitted Sq footage	Total Added	120,027
Dascu on permitted 54 Toolage	Total Added	120,027
FIRE SPRINKLER REVIEWS	Commercial	Residential
Fire Marshal	0	0
Fire Inspectors	6	6
Urban Forester		0
TOTAL	6	6
TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Fire Marshal		0
Fire Inspectors		0
Urban Forester	0	0
TOTAL	0	0
LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Urban Forester		24.5
Fire Marshal		0.0
Fire Inspectors		0.0
TOTAL		24.5

#### **SERVICES PROVIDED- FIRE PREVENTION**

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	1	1.0
Use Permits	2	2.0
Zaps	0	0.0
Administrative Review	5	5.0
Habit Plans	0	0.0
Approval Letters	4	4.0
CWPP	0	0.0
TOTA	12	12.0
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	1	1.0
Hydros (Fire Sprinklers)	34	34.0
Finals (Structures)	18	18.0
Landscape	4	4.0
Reinspections	5	5.0
Tents/Canopy	2	3.0
Burn Permits	1	0.5
Department of Social Service Licensing	2	2.0
Knox/Strobe	2	2.0
Fuels/Mod Zone	0	0.0
Code Enforcement	1	2.0
Engine Company Follow Up	17	9.5
Misc.	4	4.0
TOTA	AL 91	85.0
		"
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	82	40.0
Weed Abatement Reinspection	19	10.0
1st Notice	71	18.0
2nd Notice	1	0.5
Final Notice	1	0.5
Forced Abatement	0	0.0
Annual Mailers	1	5.0
Homeowner Meeting	10	7.5
WUI	0	0.0
TOTA	AL 185	81.5
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	7	7.0
Site Inspection	1	1.0
TOTA	-	8.0

#### ADMINISTRATIVE SERVICES- FIRE PREVENTION

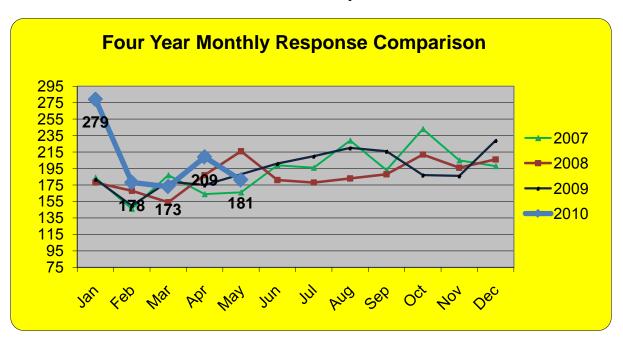
SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.0
Fire Protection Review	1	1.0
CalFire Crew Projects	0	0.0
Mutli-Hazard Mitigation	1	0.5
Hazmat	0	0.0
Emergency Response/Support	0	0.0
Training Classes	7	49.0
Confrences	0	0.0
Meetings	42	53.0
Scanning	20	4.0
Other	0	6.0
Supervison	6	8.0
TOTAL	77	121.5
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	1,225	165.7
Consultations	12	13.0
General Office	68	38.0
TOTAL	1,305	216.7
PUBLIC EDUCATION - PRC	Number	Staff Hours
Website/Internet:		
Update existing info & documents	0	18.0
Compile & write new information	0	2.0
Website Hits	1,826.0	
Social Media (Facebook,Twitter)	228.0	0.0
Publications:		
Design/Write Brochures , Flyers, etc.	0.0	1.0
Fire Wire (Quarterly)	0	0.0
Media Relations:		
On-Scene Public Information Officer	1.0	2.0
Press Releases	0.0	10.0
Other Articles/Stories/Interviews	0	0.0
Educational Prorgams/Presentations:		
Childrens Programs		
	4	5.0
Child Safety Seat Installations	4 21	5.0 28.0
-		
Child Safety Seat Installations	21	28.0
Child Safety Seat Installations Adult Programs	21	28.0
Child Safety Seat Installations Adult Programs Events:	21 0	28.0 3.0
Child Safety Seat Installations Adult Programs  Events:  External Events	21 0 0	28.0 3.0 0.0
Child Safety Seat Installations Adult Programs  Events:  External Events Internal Events	21 0 0	28.0 3.0 0.0
Child Safety Seat Installations Adult Programs  Events:  External Events Internal Events  Clerical:	21 0 0 0	28.0 3.0 0.0 0.0

### ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff)	1033.0	51.7
Walk in/Counter (All Administrative Staff)	247.0	12.4
Knox Application Request	5.0	0.4
UPS Outgoing Shipments	5.0	0.4
Plan Accepted/Routed	25.0	4.2
Formatting Policies	3.0	3.0
Special Projects:	3.0	3.0
Scanning Documents	20.0	4.0
Meetings: Admin Meeting	6.0	6.0
Post Office	16.0	8.0
Deposits	3.0	3.0
Training Classes:	0.0	0.0
TOTAL	1366.0	96.0

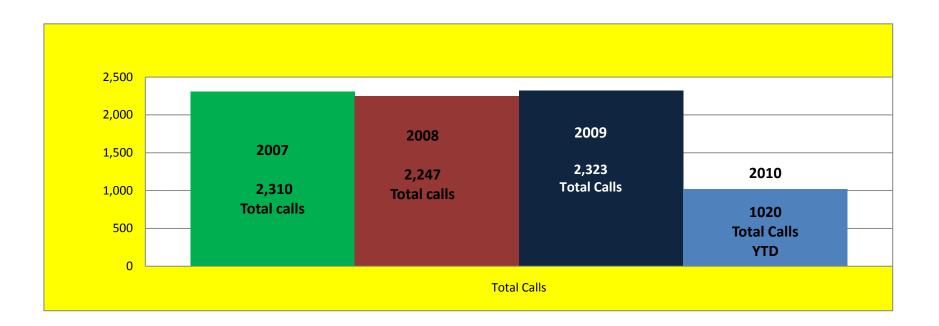
## Rancho Santa Fe Fire Protection District Incident Response Report

## **June 2010 Board Report**



2007	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Responses
Responses	184	146	187	164	166	199	196	229	193	243	205	198	2,310
YTD	184	330	517	681	847	1,046	1,242	1,471	1,664	1,907	2,112	2,310	21% 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

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
2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Responses
Responses	279	178	173	209	181								1,020
YTD	279	457	630	839	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	Page 21 of 54



## **Incident Summary by Incident Type**

Date Range: From 05/01/2010 To 05/31/2010

Incident Type(s) Selected: All

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time hh:mm:ss	Total Loss	Total Value
Fire	9	7	00:06:33	\$35,150.00	\$35,150.00
EMS/Rescue	76	76	00:06:22	\$0.00	\$0.00
Hazardous Condition	7	7	00:06:20	\$0.00	\$0.00
Service Call	37	16	00:05:58	\$0.00	\$0.00
Good Intent	36	8	00:06:13	\$0.00	\$0.00
False Call	16	14	00:06:58	\$0.00	\$0.00
Blank or Invalid	7	0		\$0.00	\$0.00
Totals	188	128		\$35,150.00	\$35,150.00

INC020 (3.00) Page 1 of 1 Printed: 06/02/2010 17:29:35

N	May 2010			May 2010  Su Mo Tu We Th Fr Sa  2 3 4 5 6 7 8 6 7 8 6 7 8 9 10 11 12 9 10 11 12 13 14 15 13 14 15 16 17 18 19 16 17 18 19 20 21 22 20 21 22 23 24 25 26 23 24 25 26 27 28 29 27 28 29 30			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Apr 25	26	27	28	29	30	May 1
4/25 - 30							
	2	3	4	5	6	7	8
		6:30pm High Rise Dril	6:30pm High Rise Dril	7:30am Blood Draw V	7:30am Blood Draw V	SCBA Fit Testing; Sta	
- 7				9:00am RCS 800 Radi	9:00am Hose lays E26	7:30am Blood Draw V	
5/2					1:30pm Hose lays E26		
	9	10	11	12	13	14	15
		6:00pm	Chief Ward To Cover	<b>Duty;</b> Michael J. Gibbs	10:00pm	9:00am Hose lays E26	
- 14		9:00am EMS CE's Tele	9:00am EMS CE's Tel€	9:00am EMS CE's E26	9:00am Hose lays E26	1:30pm Hose lays E26	
5/9		6:00pm High Rise Dril	6:00pm High Rise Dril	6:00pm High Rise Dril	1:30pm Hose lays E26		
			1		<u> </u>		
	16	17	8:00am Golden Gaurc	19	7:30am Fire Safety Tra	21	8:00am Elfin Forest Er
- 21		1:30pm B-Shift RSF #2	8.00am Golden Gaurt	Louis at the Test Pit	8:00am Carlsbad; Eng	10:00am Station Tour;	6.00aiii Ellili Folest El
5/16 -		1.30pm b 3mm N3 #2			0.00am Cansbad , Eng	10.00am Station rout,	
	23	24	25	26	27	28	29
			9:00am S.D. Regions !			9:00am Hose lays E26	
3 - 28		1:30pm Operations Co	9:00am Station Tour;	9:00am Captain's Me		1:30pm Hose lays E26	
5/23			10:00am Shift Meeting				
	30	31	Jun 1	2	3	4	5
			Juli 2			7	
6/4							
5/30 - 6/4							
15							

Training-Calendar 1 6/14/2010 1:52 PM

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## DEPARTMENT OF FORESTRY AND FIRE PROTECTION Office of the State Fire Marshal

P.O. Box 944246 SACRAMENTO, CA 94244-2460 (916) 445-8200 Website: <u>www.fire.ca.gov</u>



May 25, 2010

Clifford Hunter Fire Districts Association Box 410 Rancho Santa Fe, California 92067

Dear Mr. Hunter

The success of CAL FIRE – Office of the State Fire Marshal (OSFM) is directly related to the dedication and commitment of individuals who are willing to share their time, energy and talents to provide a fire safe environment to the citizens of California and enhance firefighter safety. The adoption of the State Fire Marshal's (SFM) proposals for the 2010 California Building, Fire and Residential Codes is an example of such commitment by members of the fire service and private industry.

On behalf of CAL FIRE – OSFM, I would like to personally thank you for your dedication toward the development of the final reports that provided essential information to successfully adopt SFM provisions contained in the 2010 California Codes. Your participation on the Residential Fire Sprinkler Task Force (Installation Phase II, and Training and Education Phase III) was greatly appreciated. Your assistance and commitment on this task force was an important part of the code adoption process.

We at the OSFM look forward to working with you on future projects. Thank you for your service and be safe.

Sincerely.

TONYA LI HOOVER

Acting State Fire Marshal

Thanks for you



#### Targeting Waste • Promoting Efficiency

110 West C Street, Suite 714, San Diego, CA 92101 • P: (619) 234-6423 • F: (619) 234-7403 • www.sdcta.org

June 10, 2010

Nicholas G. Pavone, Chief Rancho Santa Fe Fire Protection District P.O.Box 410/16936 El Fuego Rancho Santa Fe, CA 92067 Fax: (858) 756-4799

Re: Travel and Business Expense Reimbursement Policy Recommendations

Dear Chief Payone:

In response to media coverage exposing questionable travel and business expenses of public agencies in San Diego County, the San Diego County Taxpayers Association has conducted a review of some of the larger public agencies in the region and their respective travel and business expense reimbursement policies.

From our review, we have proposed a list of best practices that we encourage public agencies to adopt to ensure transparency, accountability, and appropriate spending of taxpayer funds.

Our recommendations are enclosed. We request that you please disseminate to each governing board member and appropriate senior staff. The full report can be found on our website at www.sdcta.org. Please do not hesitate to contact me or any member of the SDCTA staff at (619) 234-6423 if you have any questions.

Sincerely,

Lani Lutar

President & CEO

LL/jmg

Enclosures (1)

06/10/2010 13:31 (FAX) P.002/003



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## SDCTA Recommendations on Travel and Business Expense Reimbursement

Board Approved May 14, 2010

SDCTA has made several recommendations for travel and business expense reimbursement policies to ensure that each public agency is using taxpayer dollars in the most efficient and cost-effective manner. These recommendations include composition of the policy, process and regulation of expense and reimbursements, and budget and policy transparency.

#### **Composition of the Policy**

- 1. All policies should have detailed purposes and/or objectives that outline the intent of the policy at-hand.
- 2. There should be clear definitions of various terms mentioned throughout the policy, e.g. out-of-town travel, reimbursable expenses, etc.
- 3. Finally, there should be policies that cover both in-town and out-of-town travel, even if they are separate.

#### **Process and Regulation of Expense and Reimbursement**

- 1. Those with the authority to approve requests should be provided with sufficient training to do so, e.g. a thorough explanation of the policy and what is allowed vs. not allowed, the procedure involved, and the consequences that may be associated with approving/disapproving some expenses.
- 2. All policies should contain a list of the types of reimbursable expenses as well as a list of specific non-reimbursable expenses, such as alcohol or recreation.
- 3. Expenses should be based on the least total cost, **including travel time**.
- 4. All associated costs should be outlined in an itemized summary submitted with each travel and business expense request.
- 5. There should be a requirement of original, itemized receipts for <u>all</u> items, even if they are under a certain amount. Special circumstances should be provided for, e.g. metered parking and lost receipts.
- 6. Domestic lodging, miscellaneous and incidental expenses should be reimbursed on the U.S. General Services Administration guidelines for per diem rates.
- 7. If cash advances are offered, there should be a requirement and a deadline to return unused monies.
- 8. Expense reports should be required with appropriate deadlines set to ensure compliance with the Internal Revenue Service (IRS).

06/10/2010 13:32 (FAX) P.003/003

9. There should be a mechanism in place to avoid all apparent and perceived conflicts of interest, such as ensuring that no one approves their own expenses.

#### **Budget and Policy Transparency**

- 1. All policies should be posted on the website of the respective public agency.
- 2. Existing, itemized budgets should be available on the website of the public agencies as well. These itemized budgets should include a section that separates travel and business expenses by at least the following: travel, transportation/mileage, conferences/seminars, meals, and individual membership dues.

### **STAFF REPORT**

NO. 10-08

**TO:** BOARD OF DIRECTORS

NICHOLAS PAVONE, FIRE CHIEF

FROM: CHRIS GALINDO, ADMINISTRATIVE CAPTAIN

**SUBJECT:** BUDGET AUTHORIZATION

**DATE:** JUNE 17, 2010



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

Description	FY 09/10 Budget	Funding Request	Funding Source	Action Requested
Re-Paving of Fairbanks Ranch Temporary Fire Station Access Road	None	\$8,600.00	Fairbanks Ranch Replacement – Fire Mitigation Funds	Approve to fund the re-paving of a 200 ft. (4,000 sq. ft.) portion of the Horizon Church access road to the Fairbanks Ranch Temporary Fire Station for the requested amount.

#### JUSTIFICATION for Funding Request:

The District currently has a signed agreement with Horizon Christian Fellowship Church which permits the District to utilize a portion of their property (free of lease) as a temporary site for the Fairbanks Ranch Fire Station during the construction of the District's new facility. The primary access to the temporary station is a driveway located on the east end of the property that terminates into a 200 foot long, single lane access road located between the church and the fire station. This road is owned and maintained by Horizon Church and is used by District personnel as well as vendors to access the fire station. It is also the primary means of access/egress for emergency units responding from that station.

Since the District began operating from the site on December 16, 2009, the cumulative impact to the first 200 feet of roadway (nearest the fire station) has significantly increased resulting in considerable deterioration and sinking of the road surface and its base. The added weight impact of District owned fire apparatus (approx. 20 tons) and Waste Management trash trucks (approx. 32 tons) have also attributed to the wear and tear of the roadway. The intended use of this existing roadway was to be used for overflow church parking only and special events.

In order to provide us with access and maintain our relationship with Horizon, it is our recommendation to repair the 4000 square feet of deteriorating roadway caused by the added impact of District owned vehicles including its personnel and vendors. The repair of the roadway will consist of removing and grinding the existing broken asphalt and compacting a new base. A new 3" asphalt resurface will then be applied over the new base. Three asphalt companies were requested to submit proposals for the specified roadway repairs and repaving.

Marsa Construction submitted a proposal that was the lowest bid in the amount of \$8,600.00 which also included a 100% warranty for six (6) months. Although this is a non-budgeted item, it is actually categorized as a part of the Fairbanks Station Replacement fund.

## **STAFF REPORT**

NO. 10-09

TO: BOARD OF DIRECTORS

NICHOLAS G PAVONE, FIRE CHIEF

**FROM:** CLIFFORD HUNTER, FIRE MARSHAL

**SUBJECT:** APPROVE/AUTHORIZE FIXED CHARGE SPECIAL

ASSESSMENT FOR WEED ABATEMENT

**DATE:** JUNE 17, 2010



#### **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. 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
265-380-25	\$3,324.00	\$500.00	\$3,824.00
264-110-10	\$2,617.00	\$500.00	\$3,117.00

This list will be posted a minimum of three days prior to the regular meeting of June 21, 2010. Those not paid by June 21, 2010, will remain on the list, which will be delivered to the County no later than August 10, 2010 (the County's deadline for such delivery). The District will send to the property owner on or about June 21, 2010 a **final** notice and bill advising of the Board's action and request for payment by July 6, 2010.

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.

#### 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, 2010.

## 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 6, 2010.

PARCEL NUMBER	COST TO ABATE	ADMINISTRATIVE FEE	TOTAL
265-380-25	\$3,324.00	\$500.00	\$3,824.00
264-110-10	\$2,617.00	\$500.00	\$3,117.00
		TOTAL	\$6,941.00

POSTED: June 14, 2010

\_\_\_\_\_

Karlena Rannals Secretary Board of Directors

Page 32 of 54

# **FYII**

## Rancho Santa Fe Fire Protection District Financial Plan - Preliminary



Financial Plan – Preliminary
June 2010

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

# PRELIMINARY OPERATING AND CAPITAL BUDGET Fiscal Year 2010-2011

#### **Board of Directors**

James H. Ashcraft

President

Thomas R. Hickerson

Vice President

Nancy C. Hillgren Randall Malin John C. Tanner

Director Director Director

Nicholas G. Pavone

Fire Chief

Prepared by:

Karlena Rannals

Administrative Manager

**Technical Assistance:** 

Tony Michel Cliff Hunter

Deputy Chief Fire Marshal

Fred Cox Mike Gibbs Jim Sturtevant Bret Davidson

Battalion Chief Battalion Chief Battalion Chief 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.

ST. 1940



## Rancho Santa Fe Fire Protection District Preliminary Budget – FY11

The Fire District proposed Preliminary Operating and Capital Replacement Budget for FY11 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 FY11 budget, you will notice that the estimated costs are significantly lower than originally anticipated and budgeted in FY10 (-6.2%). This is a result of staff's proactive decision (mid-year) to review and reprioritize the budgeted expenditures. Due to the current financial outlook, staff has worked very hard to trim the budget to a "maintenance level" with minimal increases from the approved FY10 budget.

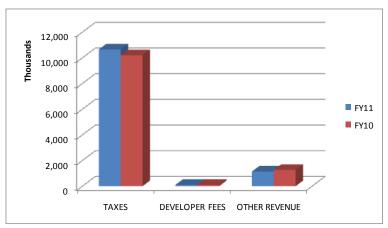
This budget provides "higher level" summary information and a new accumulated depreciation schedule. In addition, some categories have been deleted and items have been consolidated into other categories.

#### **Overview**

The following budget overview compares the proposed FY11 budget to actual FY10 *estimated* final budget with an increase of 10.2%; however, the proposed FY11 budget compared to FY10 final budget is a increase of 3.3%.

This year we are requesting a FY11 Operating Budget of \$11,091 (in thousands), which includes \$664 for Depreciation Expenses. The District received a significant reimbursement (\$326,879) in FY10 from the State of California for reimbursement of soil contamination costs. The district is no longer eligible for additional reimbursements, as the District has received the maximum of \$1 million.

The District has recently been awarded a FEMA grant for \$198,450, included in the revenue projection for the purchase of replacement breathing apparatus during FY11. The grant is a 90/10 split, and the expenditure (under the material and supply category) is \$221,500. District personnel consistently seek grant-funding sources to fund special projects to minimize the impact of the general fund.



### **Projected Revenues**

We are projecting general fund revenues of \$11,898, which is an increase of 2.8% over last year's estimated revenues. These revenues provide \$807 revenue over expenditure base for the full budget.

In addition to these general funds, we are estimating that we will collect \$363 in restricted Fire Mitigation

Fees and interest on these funds. We propose to expend \$4,856 of these restricted funds.

## **Projected Operating Expenditures**

The following is a summary of the expenditure changes between this budget, and the FY10 estimated final budget:

### **Personnel - \$8,771**

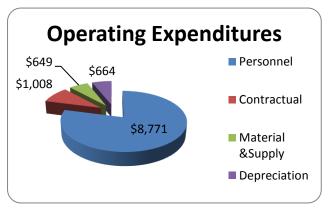
Personnel costs increased 5.1% (\$424,000) over FY10 estimated expenses. The primary changes are a 3% increase in payroll compensation; a 9.9% increase in benefits, including a 3.0% increase in workers compensation expenses. This year we have removed the funding for the new administration (accounting) position that has been in the budget for the past three years.

### Contractual Services - \$1,008

The Contractual Services category increased 26.1% (\$208,000) over FY10. This increase is primarily in the following areas: equipment repairs, vehicle maintenance and repairs, other professional services, and utilities. This entire category has been modified to reallocate funds from service agreements, and materials and supplies. The decreases are in building/facility leases and soil contamination.

## Material & Supply - \$649

The Material and Supply category increased by 128.5% (\$365,000) FY10. The primary increases are in apparatus, fuel, medical supplies that is offset by the CSA-17 revenues, safety (breathing apparatus, funded by the FEMA grant), program supplies, and station supplies and replacements.



Mission: To serve the public through the protection of life, environment and property from fire and other emergencies through prevention, preparedness, education, and response.

# **Capital Expenditures**

The District's Capital Replacement expenditures (Equipment, Facility, and Fleet totaling \$6,624) have three major projects anticipated for the FY11 year. 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	\$1,021,000	\$3,064,500
Administration Building purchase (Including tenant Improvements)	\$597,037	\$1,791,110
Command Vehicle (Replacement of two vehicles)	\$150,000	
Total	\$1,768,037	\$4,855,610

### **Budget Summary**

Although revenue and expenditure projections are conservative, it may be necessary to revise the property tax receipts for the final budget as new information becomes available.

Staffing will remain at its current levels, and the additional administrative support position, which was funded in the budget for the last three years, has been removed.

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 efforts in both research and preparation of the budget document.

# FY11 OPERATING EXPENDITURES **GENERAL FUND**

# Summary of Revenues, Expenditures Operating Budget 2010-2011

(In Thousands)	_	Unaudited	Chai	nge
REVENUES	GF - 11	GF - 10		%
Total Revenues	\$11,898	\$11,569	\$332	2.9%
EXPENDITURES				
Total Operating Expenditures	\$11,091	\$10,068	\$1,023	10.2%
Operating Surplus (Deficit)	\$807	\$1,498	(\$691)	-46.1%

# Summary Revenues, Expenditures - Operating Budget 2010-2011

(In Thousands)		Unaudited	Cha	nge
REVENUES	<b>GF</b> - 11	GF - 10		%
Total Revenues	\$11,898	\$11,566	\$332	2.9%
EXPENDITURES				
Personnel	\$8,771	\$8,347	\$424	5.1%
Contractual Services	\$1,008	\$799	\$208	26.1%
Materials & Supplies	<b>\$649</b>	\$284	\$365	128.5%
Other Expenditures (Projects/Equipment/Prior Year)	<b>\$0</b>	\$6	(\$6)	
Depreciation	<b>\$664</b>	\$ <u>632</u>	\$ <u>32</u>	5.1%
Total Operating Expenditures	\$11, <del>091</del>	\$10,068	\$1,024	10.2%
Operating Surplus (Deficit)	\$808	\$1,498	(\$692)	-46.2%

# Summary - Operating Revenues 2010 - 2011

(In Thousands)		Unaudited C			hange		
REVENUES		GF - 11	GF - 10		%		
Taxes & Assessments		\$9,677	\$9,953	(\$276)	-2.8%		
Benefit Fee		\$ <u>974</u>	\$ <u>244</u>	\$ <u>731</u>	300.0%		
	Subtotal	\$10,651	\$10,197	\$454	4.5%		
Developer Reimbursement/Revenue							
4S Ranch		<b>\$0</b>	\$0	\$0			
Rancho Cielo		\$ <u>103</u>	\$ <u>103</u>	\$ <u>0</u>	- <u>0.1</u> %		
	Subtotal	<b>\$103</b>	\$103	\$0	-0.1%		
Other Revenue							
Plan Checks		<b>\$137</b>	\$136	\$0	0.0%		
Administrative Fee (JPA/SB)		<b>\$453</b>	\$347	\$107	30.8%		
Interest		<b>\$89</b>	\$90	(\$2)	-1.8%		
Lease		<b>\$143</b>	\$143	\$0	0.0%		
Instructor/Training		<b>\$16</b>	\$18	(\$2)	-11.4%		
Grant		<b>\$210</b>	\$25	\$185	739.0%		
FF/EMS Reimbursement		<b>\$25</b>	\$83	(\$58)	-69.7%		
Other		\$ <u>72</u>	\$ <u>424</u>	( <u>\$352</u> )	- <u>83.1</u> %		
	Subtotal	\$1,145	\$1,266	(\$122)	-9.6%		
Total Operating Revenues		\$ <u>11,898</u>	\$ <u>11,566</u>	\$ <u>332</u>	2.9%		

# Summary Expenditures - Operating Budget 2010-2011

	2010-	2011			
(In Thousands)			Unaudited	Chai	nge
,		GF - 11	GF - 10	\$	%
EXPENDITURES					
Personnel					
Payroll		04.700	<b>#4.700</b>	<b>#</b> 00	4.00/
Salary		\$4,789	\$4,703	\$86	1.8%
Emergency Response Compensation		<b>\$0</b>	\$0	\$0	
Holiday Pay		<b>\$157</b>	\$153	\$4	2.9%
Overtime		\$1,048	\$967	\$81	8.4%
Paramedic Incentive		\$ <u>19</u>	\$17	\$2	14.3%
	Subtotal	\$6,014	\$5,839	\$175	3.0%
Benefits	Cabiolai	ψ0,014	ψ0,000	Ψίτο	0.070
Health Insurance + HRSA		\$1,074	\$907	\$168	18.5%
Life/LTD Insurance					
		\$9	\$7	\$2	23.7%
Medicare/Social Security		\$76	\$69	\$7	10.1%
Retirement		<b>\$1,436</b>	\$1,370	\$66	4.8%
Unemployement		\$14	\$15	\$0	-1.2%
Workers Compensation		\$130	\$126	\$4	3.0%
Other		\$17	\$14	\$3	19.9%
	Subtotal	\$2,757	\$2,508	\$249	9.9%
	Subtotal	\$ <u>2,737</u>	Ψ <u>2,300</u>	Ψ <u>Ζ+3</u>	9.9/0
TOTAL		\$8,771	\$8,347	\$424	5.1%
Contractual Services					
Administration Fees		\$161	\$144	\$17	11.7%
Building/Facility Lease		\$5	\$8	(\$3)	-40.5%
		•		, ,	
Dispatching		\$118	\$114	\$4	3.8%
Equipment Rental & Repairs		\$19	\$6	\$13	228.7%
Insurance		<b>\$69</b>	\$61	\$7	11.9%
Legal		<b>\$25</b>	\$25	\$0	0.8%
Meetings, Meals, Mileage		\$8	\$7	\$1	21.5%
Other Contractual/Professional Services		\$179	\$122	\$57	46.2%
Service Agreements		\$46	\$24	\$22	89.5%
Soil Contamination		\$0	\$1	(\$1)	-100.0%
Training		\$73	\$52	\$21	40.7%
Utilities		•	\$144	\$15	10.1%
		\$159			
Vehicle Maintenance & Repairs		\$123	\$77	\$46	59.5%
All Other		\$ <u>23</u>	\$ <u>14</u>	\$ <u>10</u>	<u>70.3</u> %
TOTAL		\$1,008	\$799	\$208	26.1%
TOTAL		φ1,000	Ψ1 99	φ200	20.176
Matariala & Cumplina					
Materials & Supplies		***	<b>#</b> 00	Φ0	04.00/
Apparatus		\$29	\$23	\$6	24.8%
Computer		<b>\$55</b>	\$35	\$20	56.4%
Fuel		<b>\$65</b>	\$58	\$7	12.2%
Grants		\$11	\$4	\$7	183.2%
Office		\$40	\$38	\$3	7.1%
Safety		\$260	\$26	\$233	887.8%
Uniforms		\$26	\$17	\$9	53.5%
Programs/Public Education		\$10	\$5	<b>\$</b> 5	119.5%
Hose, Nozzles, Foam		\$9	\$3 \$1	\$7	711.0%
Radio		\$24	\$17	\$7	37.8%
Station Maintenance/Supplies/Janitorial		\$38	\$21	\$17	84.2%
All Other		\$ <u>82</u>	\$ <u>39</u>	\$ <u>43</u>	<u>111.2</u> %
TOTAL		\$649	\$284	\$365	128.5%
Other Expenditures (Projects/Equipment/Pri	or Year)		\$ <u>6</u>	( <u>\$6</u> )	
TOTAL	,	<b>\$0</b>	\$6	(\$6)	
Depreciation		\$ <u>664</u>	\$632	\$ <u>32</u>	5.1%
TOTAL Operating Expenditures		\$ <u>004</u> \$11,091	\$10,068	\$1,023	10.2%
		<del>+</del> 11,001	Ψ.0,000	ψ <u>1,520</u>	10.2

# RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTIMATED - CASH NET ASSETS FOR FISCAL YEAR 09-10; 10-11

### **General Fund**

Generaliu	IIu					
	FUND	TOTAL	FUND	TOTAL	FY Change	
		111		10	09-10	%
Cash - Beginning		\$11,885		\$9,300	03-10	70
June 30 Receivables		\$11,885		\$487		
		\$0 \$0		\$637		
June 30 Restricted Cash & Cash Equivalents		\$0 \$0				
June 30 Prepay				\$59		
June 30 Transfer in (out)		( <u>\$812</u> )		\$ <u>0</u>		
		\$11,072		\$10,483	\$589	5.6%
June 30 Liabilities		\$0		(\$547)		
		_				
BEGINNING - NET CASH ASSETS		\$ <u>11,072</u>		\$ <u>9,935</u>	\$1,138	11.5%
PROJECTED REVENUE						
Taxes & Assessments	\$10,651		\$10,197			
Interest	\$89		\$90			
Developer Reimbursement	\$103		\$103			
Lease Revenue	\$143		\$143			
Other Revenue	\$323		\$553			
Fees	\$590		\$483			
Fire Mitigation Fees	\$0		\$0			
Total Projected Revenue	\$11,898		\$11,57 <mark>0</mark>			
PROJECTED EXPENDITURES						
Personnel Costs	\$8,771		\$8,347			
Maintenance & Operating Costs	\$1,658		\$1,090			
Capital/Project Expenditures			\$0			
Depreciation Expense	\$ <u>664</u>		\$ <u>632</u>			
Total Operating Expenditures	\$11,092		\$10,068			
Operating Surplus - \$		\$806		\$1,501		
Capital/Project Expenditures		(\$6,624)		(\$616)		
Soil Contamination		\$0		\$0		
SUBTOTAL		\$5,254		\$10,820		
Liabilities (includes soil contamination)		(\$812)		(\$812)		
Transfer in/out (FMF)		\$4,856		\$433		
Depreciation Expense		\$664		\$632		
·				. —	(64.440)	40.00/
ENDING - NET CASH ASSET (Deficit)		\$ <u>9,962</u>		\$ <u>11,072</u>	(\$1,110)	-10.0%
Fire Mitigation	Fund					
Cash - Beginning		\$4,596		\$4,810		
June 30 Receivables		\$0		\$117		
June 30 Restricted Cash & Cash Equivalents		\$0		\$0		
June 30 Prepay		\$0		\$0		
June 30 Transfer in (out)		\$0		\$0		
		\$4,596		\$4,927		
lung 20 Lighilities						
June 30 Liabilities		\$ <u>0</u>		( <u>\$363</u> )		
BEGINNING - NET CASH ASSETS		\$4,596		\$4,565	\$31	0.7%
		+ 1,555		+ 1,000	**-	•,•
PROJECTED REVENUE						
Interest		\$57		\$57		
Fire Mitigation Fees		\$ <u>306</u>		\$ <u>408</u>		
Total Projected Revenue		\$363		\$465	(\$102)	-21.9%
PROJECTED EXPENDITURES						
Total Operating Expenditures		\$0		\$0		
Excess Revenue over Expenditure		\$363		\$465		
					(dr. 200)	
Transfers in(out)		(\$4,856)		\$ <u>433</u>	(\$5,289)	
Net Change in Fund Balance		(\$4,493)		\$31	(\$4,524)	
CASH ASSETS - 6/30/2010		\$103		\$4,596	(\$4,493)	-97.8%
LIABILITIES & FUND EQUITY		,		. ,	(, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Restricted Reserves						
		¢102		¢4 FOG		
Fire Mitigation		\$ <u>103</u>		\$ <u>4,596</u>		
TOTAL LIABILITIES & FUND BALANCE		\$ <u>103</u>		\$ <u>4,596</u>	(\$4,493)	-97.8%
ENDING - NET CASH ASSETS (Deficit)-ALL FUNDS		\$10,065		\$15,668	(\$5,603)	-35 8%
LINDING - NET CASH ASSETS (DETICITIVALE FUNDS		\$ <u>10,003</u>		4 <u>13,006</u>	(500,005)	-33.0/0

# **FY11**

# CAPITAL EXPENDITURES

GENERAL FUND
&
FIRE MITIGATION FUND

SUMMARY OF PROP	OSED CAP	ITAL EXPENDIT	URES - EQUIPI	MENT					
		FISCAL	YEAR 10-11	1		T	1		1
GENERAL FUND									
ASSETS									
Description	Year	Funding %	FY 08/09	BUDGET FY 09/10	Y-T-D FY 09/10	FY 10/11	FY 11/12	FY 12/13 FY 13/14	FY 14/1!
Hydraulic Tool - 2611		100%							
Copier (Replacement)				\$ 26,000	\$ 19,922				
SCBA									
Thermal Imager (Qty 2) - Replacement			\$ 22,403	\$ -	\$ -	\$ -	\$ -	\$ - \$ -	\$ -
			\$ 22,403	\$ 26,000	\$ 19,922	\$ -	\$ -	\$ - \$ -	\$ -
FIRE MITIGATION FUND									
ASSETS									
				BUDGET	Y-T-D				
Description	Year	Funding %	FY 08/09	FY 09/10	FY 09/10	FY 10/11	FY 11/12	FY 12/13 FY 13/14	FY 14/15
Televideo Conference Equipment - Carry Over Expenditure (05/06)		100%	\$ 1,731	\$ -	\$ -	\$ -	\$ -	\$ - \$ -	\$ -
Total Proposed Asset Expenditures			\$ 1,731	\$ -	\$ -	\$ -	\$ -	\$ - \$ -	\$ -
TOTAL	L		\$ 24,134	\$ 26,000	\$ 19,922	\$ -	\$ -	\$ - \$ -	\$ -
	L			Y	_ '		\$ -	\$ - \$	

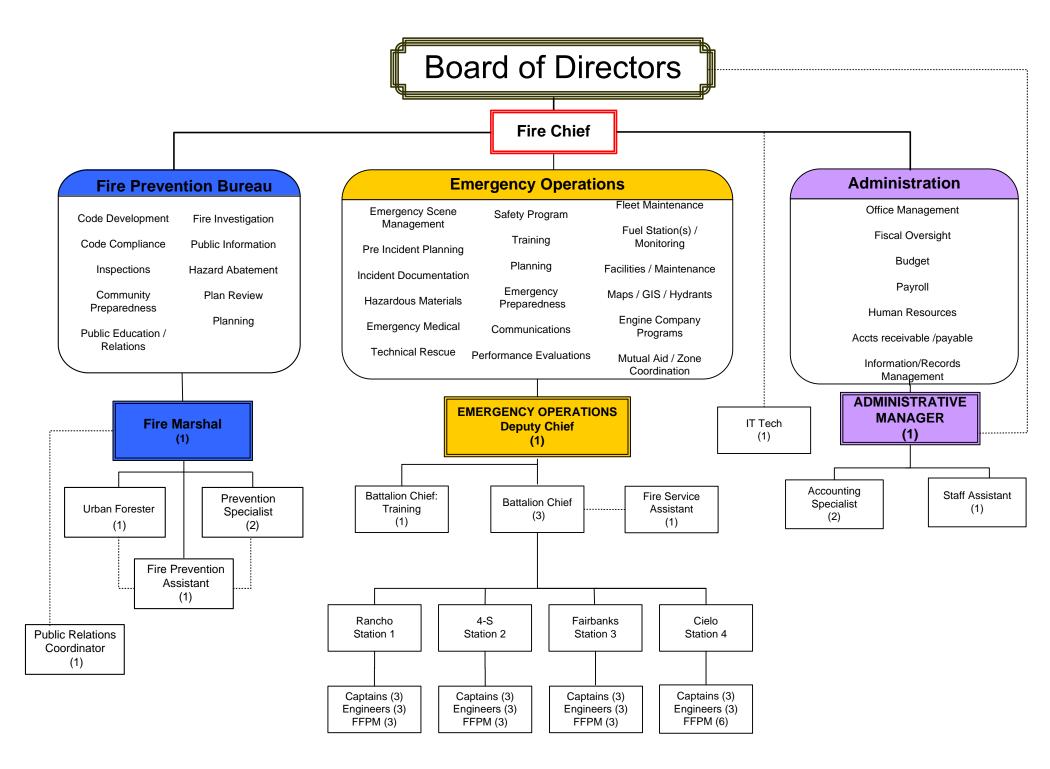
	SU	MMARY OF PI	ROPOSED CAPITA	L IMPROVEME	NT - FACILITY	'							
			ı	ISCAL YEAR 10-11								•	
GENERAL F	FUND												
FACILITY R	EPLACEMENT - IMPROVEMENT												
							BUDGET	Y-T-D					
Project #	Description	Funding %	Project Est	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15
03-01	Replacement of Fairbanks Fire Station	25%						\$ 116,494					
	Engineering Services Replacement - RSF3	25%	\$300,000			\$ 24,589	\$ 50,412						
	Actual Project Expenditures (to date)	\$	-										
	Architectural Engineering Services Replacement - RSF3	25%	\$400,000			\$ 20,166	\$ 79,834						
	Actual Project Expenditures (to date)	\$	-										
	Land Acquisition	25%	\$51,000		\$ 12,750								
	Actual Project Expenditures (to date) - \$51,000	\$	12,750										
	Temporary Facility	25%	\$200,000			\$ 15,008	\$ 34,993						
	Actual Project Expenditures (to date)	\$	-										
	Construction - Replacement of Fairbanks Fire Station (includes demolition)	25%	\$4,540,000		\$ 75,409	\$ 53,490	\$ 500,000		\$ 1,021,500	\$ 113,500			
	Actual Project Expenditures (to date)	\$	75,409										
	Administration Building Remodel - (Carry Over 03/04)												
04-01	Committee Approved \$73,689	16.8%	\$438,000			\$ 1,151							
	Actual Project Expenditures (to date)	16.8%	\$34,977	\$5,876	\$ 1,099		\$ 32,111						
04-01-A	Remodel - Fire Prevention Offices	16.8%											
04-01-B	Remodel - Parking/Building Expansion	16.8%											
	Utility Building - Phase 4 (4S) - Carry Over Expenditure (05/06)												
06-01	Committee Approved \$122,500.00	30%	\$189,000										
06-01	Actual Project Expenditures	30%	\$87,614	(\$34,886)									
08-01	Pavers - RSF1	100%	\$44,000			\$ 44,734							
08-02	Concrete - Training Facility (Ventilation Prop)	100%	\$15,000	\$ <u>0</u>									
09-01	DOC - Department Operations Center	100%	\$50,000	\$0	\$ -	\$ 6,848	\$ 4,200						
	Actual Project Expenditures (to date)	\$	-										
09-02	Refuel Facility (modification) - RSF2	100%		\$ <u>0</u>	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	Administration Building (New) Committee Approved (08/09)												
09-03		25%	\$2,500,000	\$0	\$ -	\$ -	\$ 750,000	\$ 27,963	\$ 597,037	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL			(\$29,010)	\$ 212,307	\$ 165,986	\$ 1,451,550	\$ 144,457	\$ 1,618,537	\$ 113,500	\$ -	\$ -	\$ -
			,										
FIRE MITIG	ATION FUND												
FACILITY RE	PLACEMENT/IMPROVEMENT												
							BUDGET	Y-T-D					
Project #	Description	Funding %	Project Est	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 09/10	FY 10/11	FY 11/12	FY 12/13	EV 12/14	FY 14/15
03-01	Replacement of Fairbanks Fire Station	75%	.,					\$ 349,482				FY 13/14	
	Engineering Services Replacement - RSF3							3 349,462			1112/13	FY 13/14	F1 14/13
		75%	\$300,000			73766	\$ 151.235	\$ 349,462			1112/13	FY 13/14	F1 14/13
	Actual Project Expenditures (to date)	75%	\$300,000			73766	\$ 151,235	\$ 349,462			11 12/13	FY 13/14	F1 14/13
	Actual Project Expenditures (to date)  Architectural Engineering Services Replacement - RSF3	\$	-					\$ 549,462			1112/13	FY 13/14	F1 14/13
	Architectural Engineering Services Replacement - RSF3	75% \$	\$300,000					\$ 549,462			1112/13	FY 13/14	14/13
		\$	\$400,000		\$ 38,250			\$ 349,462			1112/13	FY 13/14	71 14/13
	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition	75% \$	\$400,000					\$ 349,402			1112/13	FY 13/14	71 14/13
	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date)	75% \$	\$400,000 - \$51,000		\$ 38,250			\$ 345,462			1112/13	FY 13/14	7114/13
	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000	75% 75% 75%	\$400,000 \$51,000 \$38,250		\$ 38,250	\$ 60,499	\$ 239,501	3 349,402			1112/13	FY 13/14	7114/13
	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000 Temporary Facility	75% 75% 75%	\$400,000 \$51,000 \$38,250		\$ 38,250	\$ 60,499	\$ 239,501	\$ 549,46Z	\$ 3,064,500	\$ 340,500	1112/13	FY 13/14	7114/13
	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000 Temporary Facility Actual Project Expenditures (to date)	75%   75%   75%   75%   75%	\$400,000 \$51,000 \$38,250 \$200,000		\$ 38,250	\$ 60,499	\$ 239,501	\$ 549,462	\$ 3,064,500	\$ 340,500	1112/13	FY 13/14	14/13
04-01	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000 Temporary Facility Actual Project Expenditures (to date) Construction - Replacement of Fairbanks Fire Station (includes demolition)	75%   75%   75%   75%   75%	\$400,000 \$51,000 \$38,250 \$200,000		\$ 38,250	\$ 60,499	\$ 239,501	\$ 549,462	\$ 3,064,500	\$ 340,500	1112/13	FY 13/14	14/13
04-01 04-01	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000 Temporary Facility Actual Project Expenditures (to date) Construction - Replacement of Fairbanks Fire Station (includes demolition) Administration Building Remodel - (Carry Over 03/04)	75%   75%   75%   75%	\$400,000 \$51,000 \$38,250 \$200,000 \$4,540,000	\$112,623	\$ 38,250	\$ 60,499 \$ 45,023 \$ 160,470	\$ 239,501	\$ 549,462	\$ 3,064,500	\$ 340,500	1112/13	FY 13/14	14/13
04-01 04-01-A	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) Construction - Replacement of Fairbanks Fire Station (includes demolition) Administration Building Remodel - (Carry Over 03/04) Committee Approved \$364,311.01	75%   75%   75%   75%   83.2%   83.2%   83.2%	\$400,000 \$51,000 \$38,250 \$200,000 \$4,540,000 \$438,000	\$112,623	\$ 38,250	\$ 60,499 \$ 45,023 \$ 160,470	\$ 239,501 \$ 104,978 \$ 2,500,000	5 349,462	\$ 3,064,500	\$ 340,500	1112/13	FY 13/14	114/13
04-01	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) - \$51,000  Construction - Replacement of Fairbanks Fire Station (includes demolition) Administration Building Remodel - (Carry Over 03/04) Committee Approved \$364,311.01 Actual Project Expenditures (to date) Remodel - Fire Prevention Offices Remodel - Parking/Building Expansion	75% \$ 75% \$ 75% \$ 75% \$ 83.2% \$ 83.2%	\$400,000 \$51,000 \$38,250 \$200,000 \$4,540,000 \$438,000	\$112,623	\$ 38,250	\$ 60,499 \$ 45,023 \$ 160,470	\$ 239,501 \$ 104,978 \$ 2,500,000	\$ 549,462	\$ 3,064,500	\$ 340,500		13/14	11.14/13
04-01 04-01-A	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) - \$51,000  Construction - Replacement of Fairbanks Fire Station (includes demolition) Administration Building Remodel - (Carry Over 03/04) Committee Approved \$364,311.01 Actual Project Expenditures (to date) Remodel - Fire Prevention Offices Remodel - Parking/Building Expansion  Utility Building - Phase 4 (4S) - Carry Over Expenditure (05/06)	75%   75%   75%   75%   83.2%   83.2%   83.2%	\$400,000 \$51,000 \$38,250 \$200,000 \$4,540,000 \$438,000	\$112,623	\$ 38,250	\$ 60,499 \$ 45,023 \$ 160,470	\$ 239,501 \$ 104,978 \$ 2,500,000	\$ 549,462	\$ 3,064,500	\$ 340,500	1112/13	FY 13/14	11.14/13
04-01 04-01-A 04-01-B	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) Construction - Replacement of Fairbanks Fire Station (includes demolition) Administration Building Remodel - (Carry Over 03/04) Committee Approved \$364,311.01  Actual Project Expenditures (to date) Remodel - Fire Prevention Offices Remodel - Parking/Building Expansion  Utility Building - Phase 4 (4s) - Carry Over Expenditure (05/06) Committee Approved \$122,500.00	75%   75%   75%   75%   83.2%   83.2%   83.2%   83.2%   70%	\$400,000 \$51,000 \$38,250 \$200,000 \$4,540,000 \$438,000 \$173,177		\$ 38,250	\$ 60,499 \$ 45,023 \$ 160,470	\$ 239,501 \$ 104,978 \$ 2,500,000	\$ 549,462	\$ 3,064,500	\$ 340,500		13/14	11.24.13
04-01 04-01-A 04-01-B	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) Construction - Replacement of Fairbanks Fire Station (includes demolition) Administration Building Remodel - (Carry Over 03/04) Committee Approved \$364,311.01 Actual Project Expenditures (to date) Remodel - Fire Prevention Offices Remodel - Parking/Building Expansion Utility Building - Phase 4 (4S) - Carry Over Expenditure (05/06) Committee Approved \$122,500.00 Actual Project Expenditures	75% \$ 75% \$ 75% \$ \$ 3.2% \$ 83.2% \$ 83.2% \$ 83.2%	\$400,000 \$51,000 \$38,250 \$200,000 \$4,540,000 \$438,000 \$173,177	\$112,623	\$ 38,250	\$ 60,499 \$ 45,023 \$ 160,470	\$ 239,501 \$ 104,978 \$ 2,500,000	5 549,462	\$ 3,064,500	\$ 340,500		77 13/14	11.44.33
04-01 04-01-A 04-01-B 06-01 06-01	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) Construction - Replacement of Fairbanks Fire Station (includes demolition) Administration Building Remodel - (Carry Over 03/04) Committee Approved \$364,311.01  Actual Project Expenditures (to date) Remodel - Fire Prevention Offices Remodel - Parking/Building Expansion  Utility Building - Phase 4 (4s) - Carry Over Expenditure (05/06) Committee Approved \$122,500.00	75%   75%   75%   75%   83.2%   83.2%   83.2%   83.2%   70%	\$400,000 \$51,000 \$38,250 \$200,000 \$4,540,000 \$438,000 \$173,177 \$189,000 \$122,500	\$122,500	\$ 38,250 \$ 226,226 \$ 5,440	\$ 60,499 \$ 45,023 \$ 160,470	\$ 239,501 \$ 104,978 \$ 2,500,000 \$ 158,985		\$ 3,064,500	\$ 340,500		13/14	11.24/12
04-01 04-01-A 04-01-B	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) Construction - Replacement of Fairbanks Fire Station (includes demolition) Administration Building Remodel - (Carry Over 03/04) Committee Approved \$364,311.01 Actual Project Expenditures (to date) Remodel - Fire Prevention Offices Remodel - Parking/Building Expansion Utility Building - Phase 4 (4S) - Carry Over Expenditure (05/06) Committee Approved \$122,500.00 Actual Project Expenditures	75%   75%   75%   75%   83.2%   83.2%   83.2%   83.2%   70%	\$400,000 \$51,000 \$38,250 \$200,000 \$4,540,000 \$438,000 \$173,177		\$ 38,250 \$ 226,226 \$ 5,440	\$ 60,499 \$ 45,023 \$ 160,470	\$ 239,501 \$ 104,978 \$ 2,500,000		\$ 3,064,500		\$ -	\$ -	\$ -
04-01 04-01-A 04-01-B 06-01 06-01	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) Construction - Replacement of Fairbanks Fire Station (includes demolition) Administration Building Remodel - (Carry Over 03/04) Committee Approved \$364,311.01 Actual Project Expenditures (to date) Remodel - Fire Prevention Offices Remodel - Parking/Building Expansion Utility Building - Phase 4 (4S) - Carry Over Expenditure (05/06) Committee Approved \$122,500.00 Actual Project Expenditures	75%   75%   75%   75%   83.2%   83.2%   83.2%   70%	\$400,000 \$51,000 \$38,250 \$200,000 \$4,540,000 \$438,000 \$173,177 \$189,000 \$122,500	\$122,500	\$ 38,250 \$ 226,226 \$ 5,440	\$ 60,499 \$ 45,023 \$ 160,470	\$ 239,501 \$ 104,978 \$ 2,500,000 \$ 158,985						
04-01 04-01-A 04-01-B 06-01 06-01	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) Construction - Replacement of Fairbanks Fire Station (includes demolition) Administration Building Remodel - (Carry Over 03/04) Committee Approved \$364,311.01 Actual Project Expenditures (to date) Remodel - Fire Prevention Offices Remodel - Parking/Building Expansion Utility Building - Phase 4 (4S) - Carry Over Expenditure (05/06) Committee Approved \$122,500.00 Actual Project Expenditures	75%   75%   75%   75%   83.2%   83.2%   83.2%   70%	\$400,000 \$51,000 \$38,250 \$200,000 \$4,540,000 \$438,000 \$173,177 \$189,000 \$122,500	\$122,500 \$ <u>0</u>	\$ 38,250 \$ 226,226 \$ 5,440 \$ -	\$ 60,499 \$ 45,023 \$ 160,470 \$ 5,696	\$ 239,501 \$ 104,978 \$ 2,500,000 \$ 158,985 \$ 2,250,000	\$ 83,890	\$ 1,791,110	\$ -			
04-01 04-01-A 04-01-B 06-01 06-01	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) Construction - Replacement of Fairbanks Fire Station (includes demolition) Administration Building Remodel - (Carry Over 03/04) Committee Approved \$364,311.01 Actual Project Expenditures (to date) Remodel - Fire Prevention Offices Remodel - Parking/Building Expansion Utility Building - Phase 4 (4S) - Carry Over Expenditure (05/06) Committee Approved \$122,500.00 Actual Project Expenditures Administration Building (New) Committee Approved (08/09)	75%   75%   75%   75%   83.2%   83.2%   83.2%   70%	\$400,000 \$51,000 \$38,250 \$200,000 \$4,540,000 \$438,000 \$173,177 \$189,000 \$122,500	\$122,500 \$ <u>0</u> \$235,123	\$ 38,250 \$ 226,226 \$ 5,440 \$ - \$ - \$ 269,916	\$ 60,499 \$ 45,023 \$ 160,470 \$ 5,696	\$ 239,501 \$ 104,978 \$ 2,500,000 \$ 158,985 \$ 2,250,000 \$ 5,404,699	\$ 83,890 \$ 433,372	\$ 1,791,110 \$ 4,855,610	\$ -			
04-01 04-01-A 04-01-B 06-01 06-01	Architectural Engineering Services Replacement - RSF3 Actual Project Expenditures (to date) Land Acquisition Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) - \$51,000  Temporary Facility Actual Project Expenditures (to date) Construction - Replacement of Fairbanks Fire Station (includes demolition) Administration Building Remodel - (Carry Over 03/04) Committee Approved \$364,311.01 Actual Project Expenditures (to date) Remodel - Fire Prevention Offices Remodel - Parking/Building Expansion  Utility Building - Phase 4 (4S) - Carry Over Expenditure (05/06) Committee Approved \$122,500.00 Actual Project Expenditures  Administration Building (New) Committee Approved (08/09)	75%   75%   75%   75%   83.2%   83.2%   83.2%   70%	\$400,000 \$51,000 \$38,250 \$200,000 \$4,540,000 \$438,000 \$173,177 \$189,000 \$122,500	\$122,500 \$ <u>0</u>	\$ 38,250 \$ 226,226 \$ 5,440 \$ - \$ - \$ 269,916	\$ 60,499 \$ 45,023 \$ 160,470 \$ 5,696	\$ 239,501 \$ 104,978 \$ 2,500,000 \$ 158,985 \$ 2,250,000	\$ 83,890 \$ 433,372	\$ 1,791,110	\$ -			

Preliminary Budget FY11

			FISCAL YE	AR 10-11	T							
· ·												
					BUDGET	Y-T-D						
Year	Funding %	Exp Est	FY 07/08	FY 08/09	FY 09/10	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14	4/15
1996	100%	\$490,000	\$ 484,302			- -						
1996	100%	\$375,000										
2002	100%	\$550,000						\$ 550,000				
						- -						
2000	100%	\$45.000				-	\$ -					
2001		\$50,000				-						
2001	100%	\$50,000	\$ 49,663	\$ 29,842		-						
2002	100%	\$40,000							\$ 45,000			
2003	100%	\$50,000								\$ 550,000		
2003	100%	\$550,000									\$ 56	60,000
2003	100%	\$50,000					\$ 65,000				\$ 7	70,000
2003	100%	\$45,000							\$ 45,000			
2003	100%	\$70,000		\$ 31,679	\$ 38,321	\$ 18,313						
2003	100%	\$50,000	\$ -		\$ -	\$ -	\$ -		\$ 45,000			
2007	100%	\$85,000					\$ 85,000					
2008	100%	\$65,000	\$ 43,291									
2008	100%	\$65,000									\$ 6	65,000
2009		, ,										
2009	100%	\$35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7	75,000
		\$2,700,000	\$ 577,256	\$ 61,521	\$ 38,321	\$ 18,313	\$ 150,000	\$ 550,000	\$ 135,000	\$ 550,000	\$ 77	70,000
					BUDGET	Y-T-D					_	
Year	Funding %	Exp Est	FY 07/08	FY 08/09	FY 09/10	FY 09/10	FY 10/11	FY 11/12	FY 12/13			4/15
										\$ -	\$	
TOTAL			\$ 577,256	\$ 61,521	\$ 38,321	\$ 18,313	\$ 150,000	\$ 550,000	\$ 135,000	\$ 550,000	\$ 77	70,000
	2000 2001 2001 2001 2003 2003 2003 2003	1996 100% 2002 100% 2002 100%  2001 100% 2001 100% 2001 100% 2003 100% 2003 100% 2003 100% 2003 100% 2003 100% 2008 100% 2008 100% 2009 100% 2009 100%	1996 100% \$375,000 2002 100% \$550,000  2001 100% \$45,000 2001 100% \$50,000 2001 100% \$50,000 2002 100% \$40,000 2003 100% \$50,000 2003 100% \$50,000 2003 100% \$50,000 2003 100% \$50,000 2003 100% \$50,000 2003 100% \$65,000 2003 100% \$50,000 2003 100% \$50,000 2003 100% \$70,000 2003 100% \$50,000 2004 \$50,000 2005 \$100% \$65,000 2006 \$100% \$65,000 2008 100% \$35,000 2009 100% \$35,000 2009 100% \$35,000 2009 \$100% \$35,000 2009 \$100% \$35,000 2009 \$100% \$35,000 2009 \$100% \$35,000 2009 \$100% \$35,000 2009 \$100% \$35,000 2009 \$100% \$35,000	1996 100% \$375,000 2002 100% \$550,000 2001 100% \$45,000 2001 100% \$50,000 \$49,663 2002 100% \$50,000 2003 100% \$50,000 2003 100% \$50,000 2003 100% \$50,000 2003 100% \$50,000 2003 100% \$50,000 2003 100% \$50,000 2003 100% \$50,000 2003 100% \$50,000 2003 100% \$50,000 2003 100% \$50,000 \$000 2003 100% \$50,000 \$000 2003 100% \$50,000 \$000 2003 100% \$50,000 \$000 \$000 \$000 \$000 \$000 \$000 \$	1996	1996	1996	1996	1996	1996	1996 100% \$375,000	1996

# **FY11**

# ORGANIZATION CHART PERSONNEL EQUIPMENT FACILITY FLEET



# **AUTHORIZED PERSONNEL**

Positions	Authorized	Changes	FY11
Fire Administration			
Fire Chief	1	0	1
Deputy Chief	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	0	2
Fire Prevention Specialist	2	0	2
Public Relations Coordinator	1	0	1
Urban Fire Forester	1	0	1
Fire Services Assistant	1	0	1
Suppression			
Captain	12	0	12
Engineer	12	0	12
Firefighter	1	0	1
Firefighter/Paramedic	14	0	14
TOTAL	56	0	56

### 2010-2011 Equipment - DEPRECIATION EXPENSE & ACCUMULATED RESERVES

			Date in	Year	Depreciation	Depreciation	Jun 2010 Accumulated		2010/11 Depreciation	Jun 2011 Accumulated
Description	Cost	Addition	Service	in Service	Schedule - Years	Annual Expense	Reserves	2011	Expense	Reserves
Turnout Washer	\$ 52,595.00		6/30/2005	2005	5		52,595.00	6.00		52,595.00
Hydraulic Rescue Tool	\$ 22,400.00		6/30/2005	2005	15	1,493.31	8,960.00	6.00	1,493.33	10,453.33
File Server	\$ 16,279.35		7/13/2005	2005	3	0.00	16,279.35	6.00		16,279.35
Printer-Scanner-Plotter	\$ 23,536.62		1/31/2007	2007	7	3,362.37	11,488.11	4.42	3,362.37	14,850.49
Hydraulic Rescue Tool #2	\$ 18,360.89		1/1/2008	2008	15	1,224.06	3,060.15	3.05	1,224.06	4,284.21
Thermal Imaging Camera #1	\$ 11,201.25		5/1/2009	2009	5	2,240.25	2,613.63	2.17	2,240.25	4,853.88
Thermal Imaging Camera #2	\$ 11,201.25		5/1/2009	2009	5	2,240.25	2,613.63	2.17	2,240.25	4,853.88
Copier	\$ 19,921.64		11/1/2009	2009	5	3,984.33	2,324.19	1.58	3,984.33	6,308.52
	\$ 175,496.00					14,544.57	99,934.04		14,544.58	114,478.63

Acc Dep - 2010 99,934.03 Ann Dep - 2011 14,544.57 Adj Dep - 2011 114,478.61

### 2010-2011 STATION LOCATION - DEPRECIATION EXPENSE & ACCUMULATED RESERVES

						Jun 20	10		2010-11		Jun 2011
			Year in	Depreciation	Depreciation	Accumula	ted		Depreciation		Accumulated
Station Locations	Cost	Addition	Service	Schedule - Years	Annual Expense	Resei	ves 2010		Expense		Reserves
16936-1/2 El Fuego (Admin)	1,294,645.00		1992	40	\$ 32,366.13	\$ 582,590	.90 18.00	\$	32,366.13	\$	614,957.02
Admin Bldg	112,623.07		2007	26	\$ 4,331.66	\$ 23,102	.13 3.00	\$	4,331.66	\$	27,433.79
16936 El Fuego (Stn)	2,922,332.00		1999	40	\$ 73,058.30	\$ 803,642	.10 11.00	\$	73,058.30	\$	876,700.40
Pavers	44,176.00		2008	30	\$ 1,472.53	\$ 2,576	.93 1.75	\$	1,472.53	\$	4,049.47
6424 El Apajo (under construction)						\$	-	\$	-	\$	-
16930 Four Gee Road	3,180,000.00		2003	40	\$ 79,500.00	\$ 556,500	.00 7.00	\$	79,500.00	\$	636,000.00
16930 Four Gee Road - Training Tower	1,563,252.00		2004	40	\$ 39,081.30	\$ 234,487	.80 6.00	\$	39,081.30	\$	273,569.10
Training Facility Concrete	27,000.00		2006	38	\$ 710.53	\$ 4,263	.17 4.00	\$	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		2004	40	\$ 79,500.00	\$ 397,500	.00 6.00	\$	79,500.00	\$	477,000.00
Admin Bldg (Rancho Cielo)	1,632,480.00		2010	40	\$ 40,812.00	\$	- 0.75	\$	30,609.00	\$	30,609.00
-0(	14,146,733.42				355,588.07	2,618,92		-	345,385.07	-	2,964,315.00
	17,170,733.42				333,300.07	2,010,32			3-3,303.07		2,304,313.00

Acc Dep - 2010	30-Jun	\$ 2,618,929.93
Ann Dep - 2011		\$ 355,588.07
Adj Dep - 2011		\$ (10,203.00)
Acc Dep - 2011	30-Jun	\$ 2,964,315.00

2010-2011 Fleet Inventory & Est Cost Replacement Schedule

Unit ID	Type	Year	Location	Replacement	Est Cost	-						
				Year	Replacement		2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
0083	Staff	2000	Fire Prevention									
0181	Staff	2001	Utility - RHO									
0211	Engine - Type I	2002	RSF2	2011/2012	\$550,000			\$ 550,00	0			
0261	Water Tender	2002	RHO	2016/2017	\$300,000							
0262	Brush - Type III	2002	4S	2017/2018	\$390,000							
0281	Staff	2002	Fire Prevention	2012/2013					\$ 45,000	l .		
0311	Engine - Type I	2003	FBR	2013/2014	\$550,000					\$ 550,000		
0312	Engine - Type I		Cielo	2014/2015	\$560,000						\$560,000	
0381	Command	2003	Training Chief	2010/2011	\$65,000		\$ 65,000	)				
0382	Staff	2003	Fire Prevention	2012/2013	\$45,000				\$ 45,000			
0384	Staff	2003	Fire Prevention	2012/2013	\$50,000				\$ 45,000			
0561	Brush - Type III	2005	RHO	2020/2021	\$450,000							
0781	Command	2007	Battalion Chief	2010/2011	\$85,000		\$ 85,000	)				
0811	Engine - Type I	2008	RHO	2018/2019	\$600,000							
0881	Command	2008	Fire Chief	2014/2015	\$70,000						\$70,000	
0882	Command	2008	Fire Marshal	2014/2015	\$65,000						\$65,000	
0981	Staff	2009	Utility - RHO	2015/2016	\$80,000							\$80,000
0982	Command	2009	Deputy Chief	2014/2015	\$75,000						\$75,000	
9561	Brush - Type III	1996	FBR									
			RESERVE									
												İ
0383	Command	2003	Reserve - RSF4									
9511	Engine - Type I	1995	Reserve - RSF2									
9611	Engine - Type I	1996	Reserve - RSF4				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$3,975,000		\$ 150,000	\$ 550,00	) \$ 135,000	\$ 550,000	\$ 770,000	\$ 80,000

				Est		Date in	Depreciation	Annual		ne 30, 2010 cumulated			June 30, 2011 Accumulated
Asset No	Description	Year	Location	Replacement	Actual Cost	Service	Schedule	Depreciation	De	preciation	2011	2011 (Inc Adj)	Depreciation
0083	Staff	2000		2010/2011	\$21,525.00	1-Jul-00	5		\$	21,525.00	11.00	·	\$ 21,525.00
0181	Staff	2001		0	\$23,101.00	1-Jul-01	5		\$	23,101.00	10.00	\$ -	\$ 23,101.00
0211	Engine - Type I	2002		2011/2012	\$430,996.00	1-Jul-02	10 \$	43,099.60	\$	344,797.30	9.00	\$ 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	9.00	\$ 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	9.00	\$ 18,540.27	\$ 166,862.15
0281	Staff	2002		2012/2013	\$20,843.00	1-Jul-02	5 \$	-	\$	20,843.00	9.00	\$ -	\$ 20,843.00
0311	Engine - Type I	2003		2013/2014	\$412,007.00	30-Jun-04	10 \$	41,200.70	\$	247,204.20	8.00	\$ 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	8.00	\$ 41,200.70	\$ 288,404.90
0381	Command	2003		2010/2011	\$37,301.00	30-Jun-04	5		\$	37,301.00	8.00	\$ -	\$ 37,301.00
0382	Staff	2003		2012/2013	\$29,640.00	30-Jun-04	5 \$	-	\$	29,640.00	8.00	\$ -	\$ 29,640.00
0384	Staff	2003		2011/2012	\$32,787.00	30-Jun-04	5 \$	-	\$	32,787.00	8.00	\$ -	\$ 32,787.00
0561	Brush - Type III	2005		2020/2021	\$287,663.00	30-Jun-05	15 \$	19,177.53	\$	95,887.67	6.00	\$ 19,177.53	\$ 115,065.20
0781	Command	2007		2011/2012	\$64,814.02	31-Dec-06	5 \$	12,962.80	\$	46,816.77	4.50	\$ 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	3.25	\$ 48,336.76	\$ 157,094.46
0881	Command	2008		2014/2015	\$43,291.22	7-Nov-07	5 \$	8,658.24	\$	23,088.65	3.67	\$ 8,658.24	\$ 31,746.89
0882	Command	2008		2014/2015	\$44,174.30	1-May-08	5 \$	8,834.86	\$	19,142.20	3.17	\$ 8,834.86	\$ 27,977.06
0981	Staff	2009		2014/2015	\$29,842.38	1-Mar-09	5 \$	5,968.48	\$	7,957.97	2.33	\$ 5,968.48	\$ 13,926.44
0982	Command	2009		2014/2015	\$42,294.21	30-Jun-09	5 \$	8,458.84	\$	8,458.84	2.00	\$ 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	15.00	\$ 23,333.69	\$ 350,000.00
RESERVE													
9611	Engine - Type I	1996							\$	475,000.00			
0383	Command	2003		2010/2011	\$34,881.00	30-Jun-04	5		\$	34,881.00	8.00	\$ -	\$ 34,881.00
9511	Engine - Type I	1995		0			15 \$	-	\$	-	16.00	\$ -	\$ -
					\$3,283,166.71		Ş	293,407.32	\$ 2	,408,463.10		\$ 293,407.68	\$ 2,226,870.77

Accumulated Depreciation 2010 \$ 2,408,463.10 Annual Depreciation 2011 \$ 293,407.68 Accumulated Depreciation 2011 \$ 2,701,870.77

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