



## 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

August 8, 2012  
Regular Meeting 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. Special Presentations**

- a. Retirement Recognition
  - Daniel E. Carey
  - John R. Kinney
- b. Introductions - Firefighter/Paramedic
  - John R. Carey
  - Nathan L. Sanford

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

#### **4. Public Comment**

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

#### **5. Consent Calendar**

- a. Board of Directors Minutes
  - i) Board of Directors minutes of July 3, 2012  
ACTION REQUESTED: **Approve**

b. Receive and File

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

(1) List of Demands

Check 23054 thru 23172 for the period July 1 – 31, 2012 totaling: \$ 608,829.45

Payroll for the period July 1 – 31, 2012 \$ 514,820.92

TOTAL DISTRIBUTION \$1,123,650.37

(2) Activity Reports – June/July 2012

- Operations
- Training
- Fire Prevention
- Fairbanks Ranch Station Replacement

(3) District Articles

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

- Friis-Pettitt

**6. Old Business**

- a. None

**7. New Business**

- a. Appeal – Fire Code Ordinance No. 2011-01 Requirements (Time Certain 1:30 pm) – To accept or deny a request for a variance to the district’s (dead end) road requirement from the property owner located at Trailside Road, APN: 267-148-16-00. [Staff Report 12-14](#)

ACTION REQUESTED: [Accept or Deny](#)

- b. Fairbanks Ranch Fire Station Construction – Change Order–discuss and possible action and/or approve Ledcor change order No. 920043.

ACTION REQUESTED: [Approve](#)

- c. Fire Prevention – New Position Classification – To discuss and/or approve the classification description and salary schedule for the position of Fire Prevention Specialist II/Forester. [Staff Report 12-15](#)

ACTION REQUESTED: [Approve](#)

**8. Resolution/Ordinance**

- a. Resolution No. 2012-12

To discuss and/or approve a resolution entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection Authorizing signers on District Bank Accounts*

ACTION REQUESTED: [Adopt](#)

**9. Oral Report**

- a. Fire Chief – Michel

i) Cooperative efforts

ii) Fire Prevention Week (*October 7-13, 2012*) – Open-House

iii) IAFC Conference – Denver, CO

iv) District Activities

(1) County Fire Authority Briefing

(2) IAAP – Education Forum & Annual Meeting – Dallas, TX (*July 22-25, 2012*)

(3) Special Districts Conference – San Diego (*September 24-27, 2012*)

(4) CalPERS Conference – Indian Wells (*October 22-24, 2012*)

- b. Operations – Deputy Chief Ward

- c. Training – Battalion Chief Davidson

- d. Fire Prevention – Fire Marshal/Deputy Fire Marshal

- e. Administrative Manager – Rannals
- f. Board of Directors
  - i) North County Dispatch JPA – Update
  - ii) County Service Area – 17 – Update
  - iii) Comments

**10. Closed Session**

- 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*
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6  
CONFERENCE WITH LABOR NEGOTIATORS  
Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff  
Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349  
Represented Employees: Rancho Santa Fe Miscellaneous Employees  
Unrepresented Employees: Fire Chief; Battalion Chief (4); Administrative Manager  
Under Negotiation: Compensation

**11. Adjournment**

RANCHO SANTA FE FIRE PROTECTION DISTRICT  
Board of Directors Special Meeting – Agenda  
Wednesday, August 8, 2012 1:00 pm PDT

CERTIFICATION OF POSTING

I certify that on August 3, 2012 a copy of the foregoing agenda was posted on the District's website and 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 August 8, 2012

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Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**SPECIAL MEETING** (in lieu of regular meeting)  
**BOARD OF DIRECTORS MINUTES – July 3, 2012**

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*

Urban Forester Mike Scott 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; Jim Sturtevant, Battalion Chief; Bret Davidson, Battalion Chief; Chris Galindo, Battalion Chief; Deputy Fire Marshal; Emergency Medical Services Coordinator, Mary Murphy; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the board.

3. Consent Calendar

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the Consent Calendar as submitted.

a. *Board of Directors Minutes*

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the following:

Board of Directors minutes of June 13, 2012

b. *Receive and File*

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 22972 thru 23053 for the period June 1 – 30, 2012 totaling:	\$ 263,598.43
Payroll for the period June 1 – 30, 2012	<u>\$ 425,100.54</u>
	\$ 688,698.97

(2) Activity Reports - *due to the timing of the meeting, activity reports will be available at the August meeting.*

4. Oral Report

a. *Fire Chief – Michel*

i) Cooperative Efforts: the meeting planned for June 28 was cancelled.

ii) Fire Districts vs. CalFire: Chief Michel inquired if the board members had additional questions from the PowerPoint presentation, which provided an overview of why the San Miguel Consolidated Fire Protection District chose to outsource firefighting services and begin negotiations with CalFire (the

only respondent to the RFP) for providing the services. Staff responded to additional questions from the board. The board conveyed their appreciation to the chief the presentation.

iii) District Activities

(1) Fire Chief (ride along): he reported that he donated a “Day with the Fire Chief” for a local charity.

b. *Operations – Chief Ward*

i) Chief Ward reported 236 calls for service the previous month. He summarized the following significant calls that District personnel responded to:

▪ Two RSF Battalion Chiefs were assigned for three days to the “Old Fire” strike team.

ii) Distributed a monthly weather outlook for July.

c. *Training – Battalion Chief Davidson*

i) Chief Davidson summarized the following training activity for all personnel:

(1) Wildland Fire School – held at Camp Pendleton over a one-week period, in which most of our personnel participated.

(2) Code X training: a water rescue class.

(3) Recruitment: two individuals are in background to fill vacancies because of retirements.

d. *Fire Prevention*

i) *Fire Marshal (Chief Galindo)*

(1) Introduced Connor Lenehan, hired as a Forestry Intern. His primary responsibilities are to perform inspections in the “shelter in place” communities.

(2) Informed the board of an impending appeal scheduled for the August meeting regarding secondary access.

(3) Residents in the Rancho Cielo area met with staff a planned project and their concern on the density and secondary/emergency access. This matter is not a district issue and they were referred back to the County of San Diego, Department of Planning and Land Use.

ii) *Deputy Fire Marshal (Renee Hill)*

(1) Preliminary plan review for upgrades at *The Inn at Rancho Santa Fe* and *Karl Strauss* in the 4S Ranch area were performed.

(2) Weed abatement: there were no forced abatements the previous month.

(3) Mike Scott and Julie Taber are working on a new “recommended” tree list. She anticipates this will be completed prior to Mike’s retirement.

e. *Administrative Manager – Rannals*

i) No report.

f. *Board of Directors*

i) North County Dispatch JPA – Update: Ashcraft - there was no report. The next is scheduled for August 23.

ii) County Service Area – 17 – Update: Hickerson – there was no report. The next meeting is scheduled for August 7.

iii) Comments

None

5. Old Business

a. *None*

6. New Business

a. *Budget Authorization*

Chief Michel summarized the staff report provided. He reported that the consultant (CityGate) would provide a feasibility review (operational and fiscal) of the District's work on structuring an ambulance service proposal for County Service Area (CSA) 17. The cost is not to exceed \$12,264. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to retain the services of CityGate for an amount not to exceed \$12,264, and authorize the Fire Chief to execute the document.

7. Adjournment

Meeting adjourned at 2:07 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President

Check	Amount	Vendor	Purpose
23054	\$12.99	4S Ranch Gasoline & Carwash LP	Car Wash
23055	\$120.00	AFSS -Southern Division	Association Dues
23056	\$4,302.07	All Star Fire Equipment, Inc.	Breathing Apparatus
23057	\$1,333.09	AT&T Calnet 2	Telephone
23058	\$858.00	C.A.P.F.	Disability/Life Insurance
23059	\$7,110.00	Cielo Village LLC	Cielo HOA Fees
23060	\$91,675.00	City of San Marcos	Workers' Compensation
23061	\$757.00	Cnty of San Diego DEH	Permits - County/City
23062	\$609.30	Complete Office of California Inc	Office Supplies
23063	\$2,885.00	County of SD/RCS	800 MHz Network Admin Fees
23064	\$150.00	CSDA-S.D. Chapter	Association Dues
23065	\$5,598.92	Daniels Tire Service Inc	Tires & Tubes/Vehicle Scheduled Maintenance
23066	\$1,934.11	Fire ETC Inc	Fleet Equipment Maintenance/Repair
23067	\$2,983.06	Guardian Life Insurance Co	Dental Insurance
23068	\$59,383.60	Health Net	Medical Insurance
23069	\$310.00	Jorge Alonso Services LLC	Miscellaneous
23070	\$7,869.24	Kaiser Permanente	Medical Insurance
23071	\$2,398.84	Kronos - Telestaff	TeleStaff Maintenance
23072	\$58.82	Metro Fire & Safety Inc	Extinguishers
23074	\$3,768.55	North County EVS Inc	Apparatus Repair/Scheduled Maintenance
23075	\$114.24	North County Times	Advertising
23076	\$75.00	SDCFCA - Admin Section	Association Dues
23077	\$3,150.00	TargetSolutions	Suppression - Local Conf/Seminars
23078	\$55.00	Terminix International	Building - Monthly Service Contract
23079	\$527.30	The Lincoln National Life Ins Co	Disability/Life Insurance
23080	\$3,448.06	The SoCo Group Inc	Gasoline & Diesel Fuel
23081	\$3,156.00	TIP - San Diego Inc	T.I.P. Program
23082	\$69.52	U P S	Shipping Service
23083	\$8,439.17	U S Bank Corporate Payment System	Cal-Card./IMPAC program
23084	\$849.98	Waste Management Inc	Trash Disposal
23085	\$5,500.00	WinTech Computer Services	Consulting Services
23086	\$13.98	4S Ranch Gasoline & Carwash LP	Car Wash

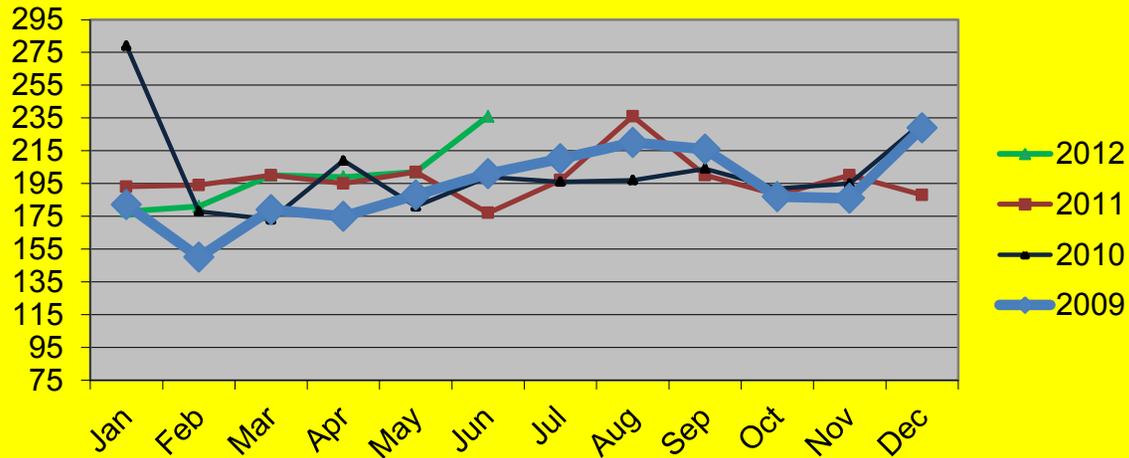
Check	Amount	Vendor	Purpose
23087	\$442.50	Accme Janitorial Service Inc	Building - Monthly Service Contract
23088	\$69.95	Appliance Repair Bookkeeping	Building Service/Repair
23089	\$270.21	AT&T Calnet 2	Telephone
23091	\$292.00	Cnty of San Diego DEH	Permits - County/City
23092	\$7,484.00	Cnty of SD Auditor & Contr. PTS	LAFCO
23094	\$380.45	Fitch Law Firm Inc	Legal Services
23096	\$1,521.94	Konica Minolta Business Inc	Copier Maintenance Contract
23099	\$65.66	Napa Auto Parts Inc	Apparatus Parts & Supplies
23100	\$1,199.42	Olivenhain Municipal Water District	Water
23101	\$7,791.70	PERS	PERS (Employer Paid)
23102	\$272.81	R J Safety Supply Co Inc	Gas Monitor Supplies
23103	\$544.78	Rannals, Karlena	Mileage/Telephone/Uniform - Admin Reimbursement
23104	\$2,000.00	RSF Community Services Distric	Sewer
23105	\$1,312.62	San Diego Gas & Electric	Elec/Gas/Propane
23106	\$50.00	SDCFCA - FPO Section	Association Dues
23107	\$334.38	Suburban Propane	Training - Equipment/Supplies
23109	\$3,386.67	The SoCo Group Inc	Gasoline & Diesel Fuel
23110	\$15.44	U P S	Shipping Service
23111	\$124.00	A to Z Plumbing Inc	Building Service/Repair
23112	\$55.00	AT&T	Telephone
23113	\$324.07	AT&T Calnet 2	Telephone
23115	\$600.00	Brandow, Nick	School Education/Training Reimbursement
23116	\$74,420.00	Business Owner's Ins Agency	Commercial - Liability - Auto Coverage
23117	\$700.84	Carranza, Kyle	School Education/Training Reimbursement
23118	\$309.00	Cnty of SD APCD	Permits - County/City
23120	\$948.75	Engineered Mechanical Services Inc	Building Service/Repair
23121	\$478.49	Home Depot, Inc	Station/Generator Maintenance/Radio Batteries/Tools
23124	\$183.23	NCB Sales & Service of Restaurant Equip	Building Service/Repair
23125	\$2,117.84	North County EVS Inc	Apparatus Repair
23126	\$291.00	Pitney Bowes Inc	Equipment Rental
23128	\$325.00	Rancho Santa Fe Rotary	Association Dues/Meetings/Meal Expenses
23129	\$624.00	RSF Security Inc	Alarm System Monitoring

Check	Amount	Vendor	Purpose
23130	\$6,016.38	San Diego Gas & Electric	Elec/Gas/Propane
23131	\$431.08	TelePacific Communications	Telephone
23132	\$533.87	The Lincoln National Life Ins Co	Disability/Life Insurance
23133	\$47.16	U P S	Shipping Service
23134	\$6,180.87	WRG Fire Training Simulation System Inc	Building TRAINING FACILITY Service/Repair
23135	\$20.97	4S Ranch Gasoline & Carwash LP	Car Wash
23136	\$354.00	Accme Janitorial Service Inc	Building - Monthly Service Contract
23137	\$122.01	Advanced Communications Systems Inc	Radio (Portable) Repair
23138	\$6,878.05	All Star Fire Equipment, Inc.	Breathing Apparatus
23139	\$109.00	Appliance Repair Bookkeeping	Building Service/Repair
23140	\$194.84	AT&T	Telephone
23141	\$1,300.45	AT&T Calnet 2	Telephone
23143	\$242.38	Blend	Outside Printing & Binding
23144	\$877.50	C.A.P.F.	Disability/Life Insurance
23145	\$1,294.00	Charles Z Fedak & Company	Accounting-Audit Services
23146	\$2,402.00	County of SD/RCS	800 MHz Network Admin Fees
23147	\$300.00	Dependable Alarm Systems Inc	Alarm System Monitoring
23148	\$450.36	Dept of Forestry & Fire Protec	Station Maintenance
23149	\$1,256.81	Direct Energy Business - Dallas	Elec/Gas/Propane
23150	\$1,421.91	Engineered Mechanical Services Inc	Building Service/Repair
23151	\$383.36	Enternmann-Rovin Co Inc.	Uniform - Safety Personnel
23152	\$45.05	Fire ETC Inc	Apparatus Tool/Equipment Replacement
23153	\$174.65	Fitness Warehouse USA & SD Fitness Repa	Fitness Equipment Maintenance
23154	\$3,196.24	Guardian Life Insurance Co	Dental Insurance
23155	\$55,886.24	Health Net	Medical Insurance
23156	\$10,813.86	Kaiser Permanente	Medical Insurance
23157	\$1,494.60	Ledcor Construction Inc	FBR #3 Replacement
23158	\$476.19	Life-Assist Inc	CSA-17 - Supplies
23159	\$17.22	Light Bulbs Unlimited Inc	Station Maintenance
23160	\$491.00	Martinez, Abel	School Education/Training Reimbursement
23161	\$1,371.19	North County EVS Inc	Apparatus Scheduled Maintenance
23162	\$4,720.00	Pacific Sun Develpment	Building Service/Repair

Check	Amount	Vendor	Purpose
23163	\$128,904.08	PERS	PERS (Employer Paid)
23164	\$2,487.00	Physio-Control Inc.	CSA-17 - Supplies
23165	\$252.00	Terminix International	Building - Monthly Service Contract
23166	\$3,272.36	The SoCo Group Inc	Gasoline & Diesel Fuel
23167	\$2,162.07	ThyssenKrupp Elevator Inc	Elevator Service
23168	\$37.25	U P S	Shipping Service
23169	\$6,881.91	U S Bank Corporate Payment System	Cal-Card./IMPAC program
23170	\$1,906.74	Verizon Wireless	Phone Replacement/MDT Broadband/Cellular Service
23171	\$864.80	Waste Management Inc	Trash Disposal
23172	\$271.62	Western Pump, Inc.	Building Service/Repair
Various	<u>\$23,834.79</u>	Various	Medical Reimbursement
	\$608,829.45		
15-Jul-12	\$262,610.26		
16-Jul-12	\$7,344.98		
31-Jul-12	<u>\$244,865.68</u>		
	\$514,820.92		
GRAND			
TOTAL	<u><u>\$1,123,650.37</u></u>		

**June 2012 Operations Report**  
**Rancho Santa Fe Fire Protection District**  
**Incident Response Report**

**Four Year Monthly Response Comparison**



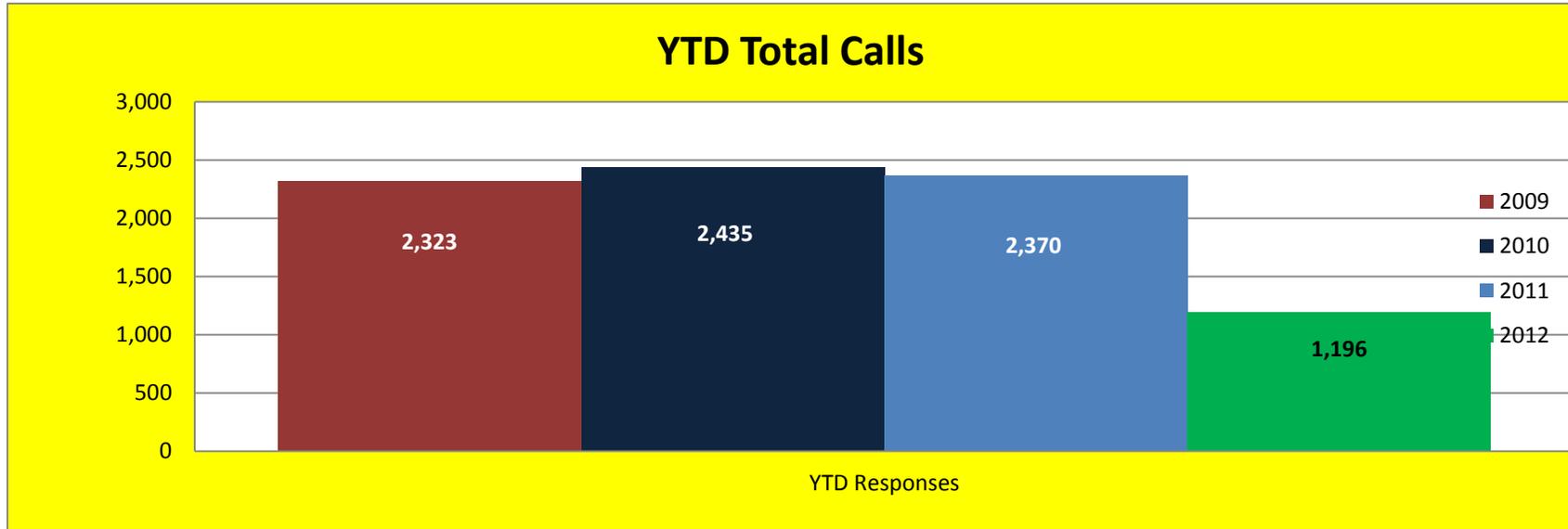
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	178	181	200	199	202	236							1,196
YTD	178	359	559	758	960	1,196	1,196	1,196	1,196	1,196	1,196	1,196	3.01%

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

2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	279	178	173	209	181	199	196	197	204	192	195	232	2,435
YTD	279	457	630	839	1,020	1,219	1,415	1,612	1,816	2,008	2,203	2,435	4.7% increase

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	

Rancho Santa Fe Fire Protection District  
Incident Response Report



## **Incident Summary by Incident Type**

**Date Range: From 6/1/2012 To 6/30/2012**

**Incident Type(s) Selected: All**

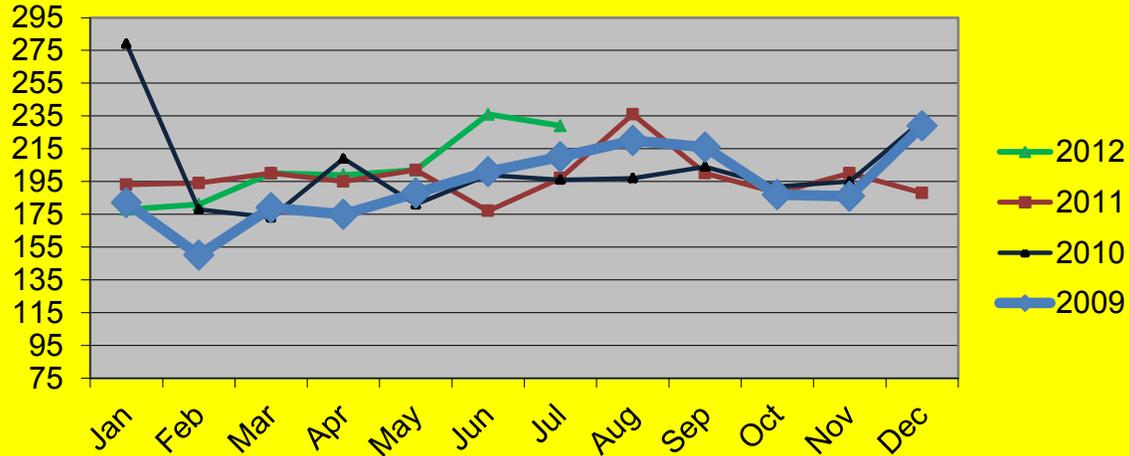
<b>Incident Type</b>	<b>Incident Count</b>	<b>Used in Ave. Resp.</b>	<b>Average Response Time hh:mm:ss</b>	<b>Total Loss</b>	<b>Total Value</b>
Fire	8	4	00:06:36	\$300.00	\$300.00
EMS/Rescue	103	97	00:05:43	\$0.00	\$0.00
Hazardous Condition	8	8	00:04:21	\$0.00	\$0.00
Service Call	42	6	00:06:33	\$0.00	\$0.00
Good Intent	58	4	00:06:10	\$0.00	\$0.00
False Call	16	14	00:06:19	\$0.00	\$0.00
Other	1	0		\$0.00	\$0.00
Blank or Invalid	9	0		\$0.00	\$0.00
<b>Totals</b>	<b>245</b>	<b>133</b>		<b>\$300.00</b>	<b>\$300.00</b>

**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.

**June 2012 Operations Report**  
**Rancho Santa Fe Fire Protection District**  
**Incident Response Report**

**Four Year Monthly Response Comparison**



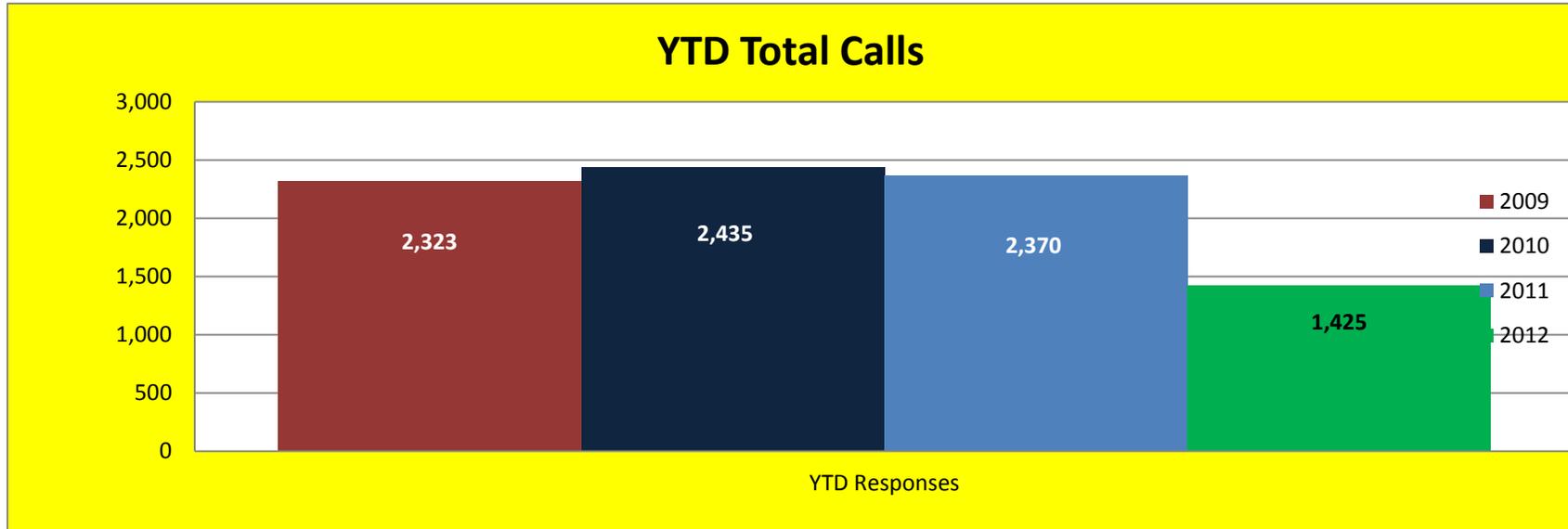
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	178	181	200	199	202	236	229						1,425
YTD	178	359	559	758	960	1,196	1,425	1,425	1,425	1,425	1,425	1,425	4.93%

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

2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	279	178	173	209	181	199	196	197	204	192	195	232	2,435
YTD	279	457	630	839	1,020	1,219	1,415	1,612	1,816	2,008	2,203	2,435	4.7% increase

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	Master Agenda Page 16 of 118

Rancho Santa Fe Fire Protection District  
Incident Response Report



## **Incident Summary by Incident Type**

**Date Range: From 7/1/2012 To 7/31/2012**

**Incident Type(s) Selected: All**

<b>Incident Type</b>	<b>Incident Count</b>	<b>Used in Ave. Resp.</b>	<b>Average Response Time hh:mm:ss</b>	<b>Total Loss</b>	<b>Total Value</b>
Fire	14	11	00:08:19	\$1,000.00	\$750,000.00
EMS/Rescue	102	94	00:05:34	\$0.00	\$0.00
Hazardous Condition	5	5	00:04:44	\$0.00	\$0.00
Service Call	37	9	00:06:41	\$0.00	\$0.00
Good Intent	50	5	00:04:58	\$0.00	\$0.00
False Call	21	20	00:05:45	\$0.00	\$0.00
Blank or Invalid	4	0		\$0.00	\$0.00
<b>Totals</b>	<b>233</b>	<b>144</b>		<b>\$1,000.00</b>	<b>\$750,000.00</b>

**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.

# June 2012

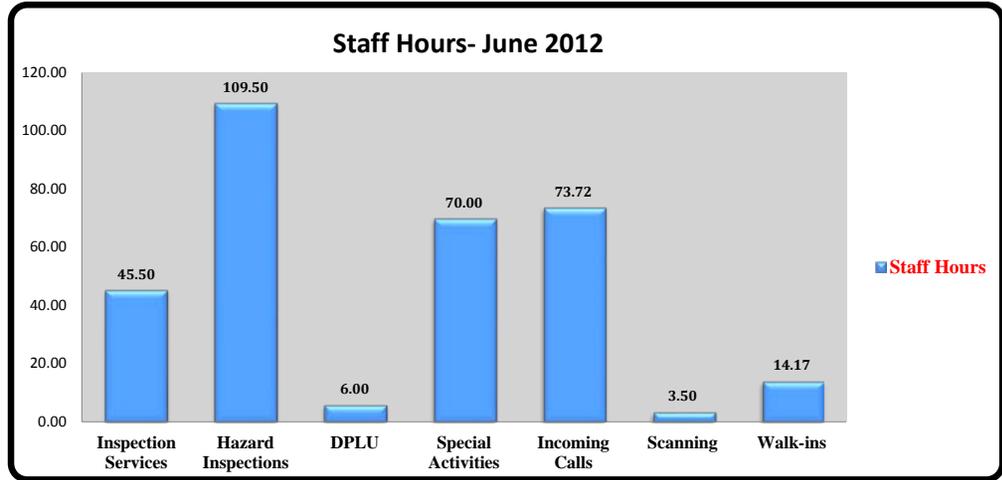
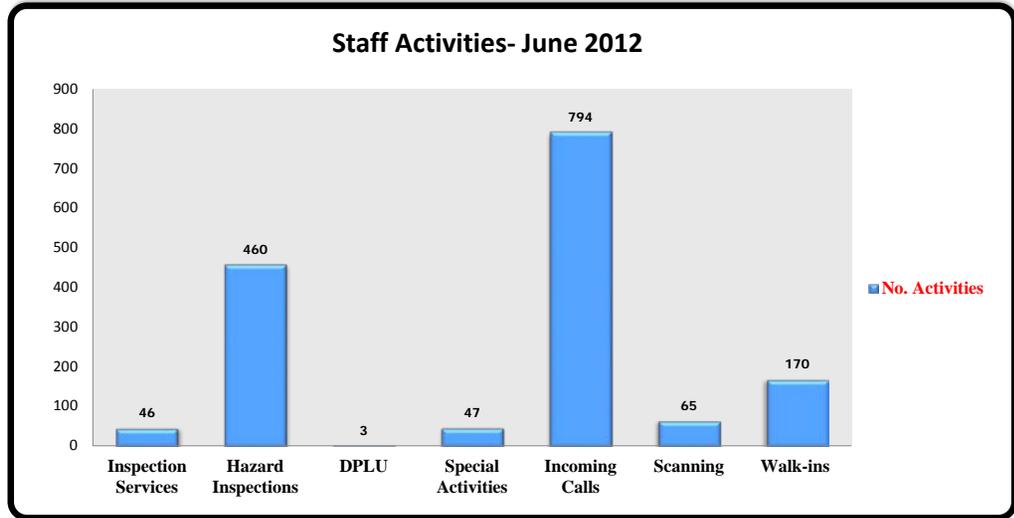
June 2012							July 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	May 27	28	29	30	31	Jun 1	2
May 27 - Jun 2						Fiesta Del Sol (Solana Beach) - Activity B Shift 8:30am 10:30am Firday Flag Monterey Ridg 9:00am 11:00am Fire In 9:00am 10:00am Haz	C Shift
	3	4	5	6	7	8	9
Jun 3 - 9	Fiesta Del Sol (Solana Be) B Shift	C Shift 1:30pm 3:00pm Health and HSRA Information Meetin 3:30pm 5:00pm Health and HSRA Informati	Code X Training (Carls) 1:30pm 3:00pm Health and HSRA Informati 3:30pm 4:30pm ENC-Meet with City 3:30pm 5:00pm Health	City of Del Mar Weekly Code X Training (Carls) 1:30pm 3:30pm Shift Meeting (Sta 5)	Code X Training (Carls) 8:30am 3:00pm Radio Reprogramming Day - Tim Wood 1:30pm 3:30pm Shift Meeting (Sta 5)	Code X Training (Carls) 8:30am 12:00pm Appratus meeting (RSF 1) - Activity Calendar	A Shift
	10	11	12	13	14	15	16
Jun 10 - 16	B Shift 9:00am 10:30am Mimosa Incident PIA for RSF, ENC and SOL (RSF #1) - Michael J. Gibbs	EMS Patient Reports (E)	EMS Patient Reports (E) 8:00am 9:00am Work Comp Class (Del Mar Fire Station) - A 9:45am 11:30am ENC-T2375/6th Grad	City of Del Mar Weekly EMS Patient Reports (E) 1:00pm 2:00pm ENC T-2375/Egg Drop Ev 1:15pm 5:00pm E2614 Wellness (6699 Alva	Code X Training (Carls) 9:00am 11:00am Encinitas EMS comm 9:00am 11:30am JPA Chiefs Recurring Me 1:30pm 3:30pm Shift M	C Shift Camp Pendelton Fire S	1:30pm 3:00pm Fire Expo Del mar (Fairgrounds) - Activity Calendar
	17	18	19	20	21	22	23
Jun 17 - 23	C Shift	A Shift 6:30am 5:30pm Cooperative Efforts New Hire Orientatio 9:00am 11:00am Cymer Inspection -	C Shift 6:30am 5:30pm Cooperative Efforts 8:00am 6:00pm BR2662 (S-234 Burn @ MCP 4:00pm 5:00pm ENC-M	Solana Beach Captains A Shift City of Del Mar Weekly 6:30am 5:30pm Cooperative Efforts 9:00am 10:00am Chase	Code X Training (Carls) 6:30am 5:30pm Cooperative Efforts New Hire Orientatio 4:00pm 5:00pm ENC-Meet with City	A Shift 6:30am 5:30pm Cooperative Efforts 8:30am 5:00pm Captain's Academy ( 1:00pm 2:00pm Jarrett	B Shift
	24	25	26	27	28	29	30
Jun 24 - 30	A Shift	6:30am 4:00pm Cooperative Efforts 8:00am 12:00pm Welln 8:30am 5:00pm Captain 1:00pm 2:00pm Incide 1:30pm 4:30pm ENC Co	6:30am 5:30pm Cooperative Efforts 8:30am 5:00pm Captain's Academy ( 8:30am 11:00am PPE Meeting (Solana Bea	City of Del Mar Weekly Protocol Update (Vide 6:30am 5:30pm Cooperative Efforts 8:00am 9:00am Encinita 8:30am 5:00pm Captain	C Shift Protocol Update (Vide 6:30am 5:30pm Cooperative Efforts New Hire Orientation (ENC &	A Shift Protocol Update (Vide 6:30am 5:30pm Cooperative Efforts 11:30am 12:00pm 261 1:00pm 2:00pm Summ	C Shift

# July 2012

July 2012							August 2012						
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	31	
29	30	31											

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 1 - 7	<b>Jul 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	STL OES - Michael J. Gibbs Target Safety Compliar	9:00am 11:00am Encinitas Staff Meeting (Enc City Hall)	CSA 17 meeting (Solar) 9:30am 11:30am CSA 17 meeting (Solana Beach) 10:00am 2:30pm Chief's Interviews (A	Independence Day (Ur	Confined Space Trainir 1:15pm 2:15pm Station Tour (RSF 1) - Julie E. Taber	RDO Confined Space Trainir	Confined Space Trainir 8:00am 8:30am Overtime
Jul 8 - 14	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
		9:00am 11:00am Encinitas Staff Meeti 9:00am 11:00am Encinitas Weekly Sta 1:30pm 3:30pm FW: GI 1:30pm 3:30pm GIS St	Confined Space Trainir 4:00pm 5:00pm Probationary F/F Program (RSF #2 Training Room) - Michael J. Gibbs	Confined Space Trainir 9:00am 12:00pm Zone Training Offers Meet 9:00am 12:00pm Zone Training Offers Meet 12:00pm 1:00pm Lunch	Confined Space Trainir	8:00am 8:30am Del Mar - (Annex) 10:00am 12:00pm Thourobread Club Meeting (Del Mar Fiargrounds)	
Jul 15 - 21	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
		9:00am 11:00am Encinitas Staff Meeti 1:00pm 5:00pm Attorney Appt 3:30pm 4:00pm July Bir	9:00am 11:00am Ops Task Force Meeting (10:00am 12:00pm Meeting Reminder (E 1:30pm 4:30pm 3rd Qu	STL OES - Michael J. Gibbs		RDO 7:30am 11:00am RSF Patrol Room Reservation (RSF1-Community R	7:00am 12:00pm Del Mar Palomar Cons Test (San Marcos)
Jul 22 - 28	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
	STL OES - Michael J. Gibbs	9:00am 11:00am Encinit 9:00am 11:00am Encini 10:30am 12:30pm RAF 11:00am 12:00pm Visit		8:30am 11:30am Captai	9:00am 12:00pm North		
Jul 29 - Aug 4	<b>29</b>	<b>30</b>	<b>31</b>	<b>Aug 1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	STL Tertiary - Michael J. Gibbs	9:00am 11:00am Encinit 9:00am 11:00am Encini 10:30am 11:30am RSF 12:00pm 1:30pm Mike 5:00pm 12:00am Overti	12:00am 8:00am Overtime 7:30am 9:30am RSFFPD: Staff Meeting (TBD) - Karlena Rannals		9:00am 12:00pm North Zone Strike Team Leader Meeting (San Marcos Training Cen		



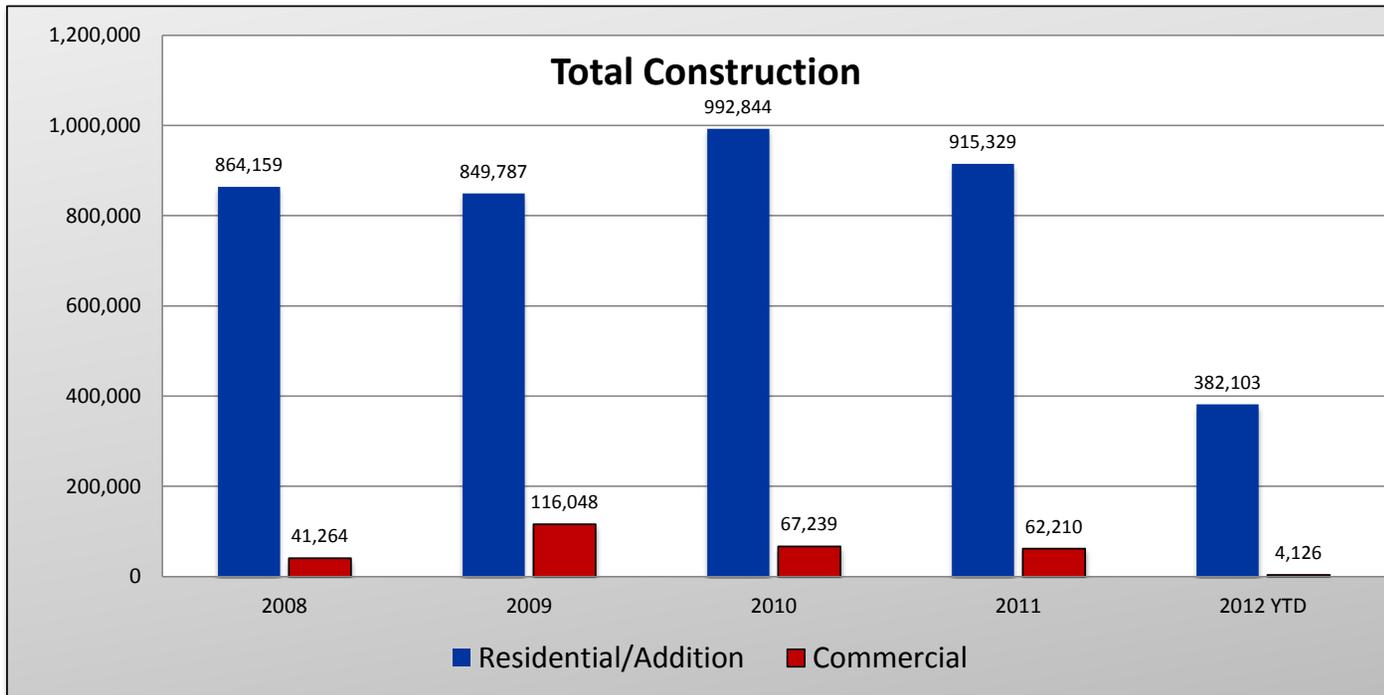
**Comparison 2011/2012 Total Monthly Hours/Activities**

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<i>Activities</i>	2557	2623	2121	1311	1437	2615	2264	1858	1461	1377	886	675
<i>Hours</i>	413.7	388.8	414.9	271.2	287.8	442.6	448.1	529.0	491.2	349.8	269.3	209.1

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<i>Activities</i>	954	833	948	1191	1287	1585						
<i>Hours</i>	262.85	169.42	214.77	342.03	281.52	322.38						

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



Year	Res/Add	Comm	Total
2008	864,159	41,264	905,423
2009	849,787	116,048	965,835
2010	992,844	67,239	1,060,083
2011	915,329	62,210	977,539
2011 ytd	667,582	7,440	675,022
2012 ytd	382,103	4,126	386,229

Comparison 2011/2012 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2011	105,548	5,329	96,869	85,519	254,358	127,399	58,873	25,142	28,020	102,102	67,613	20,767
2012	32,208	25,725	65,313	124,980	64,041	73,962						

**PLAN REVIEW**

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	7	31,622
	Urban Forester	9	33,633
	<b>TOTAL</b>	<b>16</b>	<b>65,255</b>
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	775	223
	Urban Forester	54,932	5,852
	<b>TOTAL</b>	<b>55,707</b>	<b>6,075</b>
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Urban Forester	0	0
	Fire Inspectors	2	2,632
	<b>TOTAL</b>	<b>2</b>	<b>2,632</b>
TOTAL NEW CONSTRUCTION			Sq Footage
<b>Based on permitted Sq footage</b>		<b>Total Added</b>	<b>73,962</b>
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	1	4
	Fire Inspectors	1	19
	Urban Forester	0	0
	<b>TOTAL</b>	<b>2</b>	<b>23</b>
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	5	54,724
	Urban Forester	0	0
	<b>TOTAL</b>	<b>5</b>	<b>54,724</b>
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Urban Forester	16	14.5
	Fire Marshal	0	0.0
	Fire Inspectors	0	0.0
	<b>TOTAL</b>	<b>16</b>	<b>14.5</b>

**SERVICES PROVIDED- FIRE PREVENTION**

<b>DPLU -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	1	1.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	2	5.00
<b>TOTAL</b>	<b>3</b>	<b>6.00</b>
<b>INSPECTION SERVICES- All Staff</b>		
	<b>Number of Inspections</b>	<b>Staff Hours</b>
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	18	17.50
Finals (Structures)	19	19.00
Landscape	4	4.00
Reinspections	1	1.00
Tents/Canopy	2	2.00
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	0	0.00
Code Enforcement	2	2.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
<b>TOTAL</b>	<b>46</b>	<b>45.50</b>
<b>HAZARD INSPECTIONS - All Staff</b>		
	<b>Number of Inspections</b>	<b>Staff Hours</b>
Weed Abatement Inspection	271	46.00
Weed Abatement Reinspection	50	8.00
1st Notice	97	15.00
2nd Notice	20	18.00
Final Notice	1	1.00
Forced Abatement	0	0.00
Postings	3	2.50
Annual Mailers	0	0.00
Homeowner Meeting	18	19.00
WUI	0	0.00
<b>TOTAL</b>	<b>460</b>	<b>109.50</b>
<b>GRADING -All Staff</b>		
	<b>Number of Inspections</b>	<b>Staff Hours</b>
Plan Review	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>

**ADMINISTRATIVE SERVICES- FIRE PREVENTION**

<b>SPECIAL ACTIVITIES/EDUCATION-All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
GIS Mapping	1	1.50
CalFire Crew Projects	5	0.50
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	8	11.00
Conferences	0	0.00
Meetings	28	38.00
Other	1	14.50
Supervision	3	3.00
Fuels Reduction	1	1.50
<b>TOTAL</b>	<b>47</b>	<b>70.00</b>

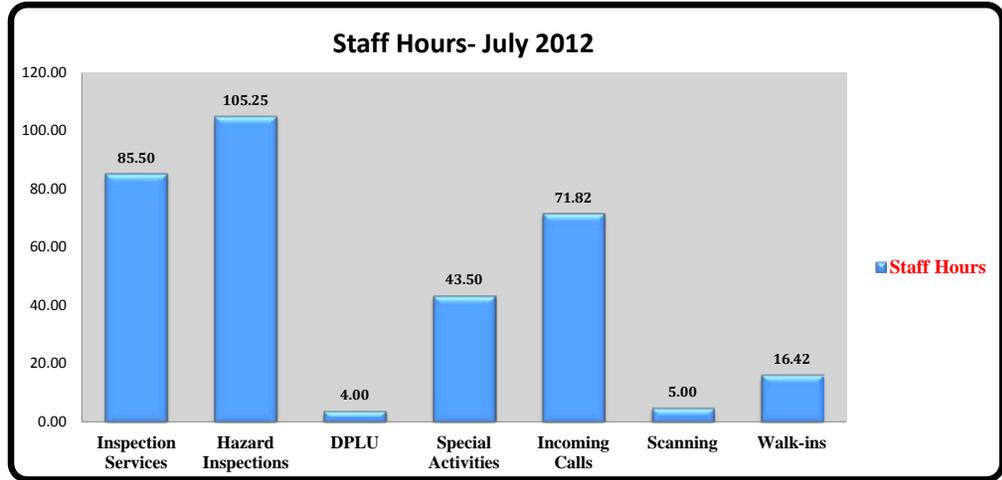
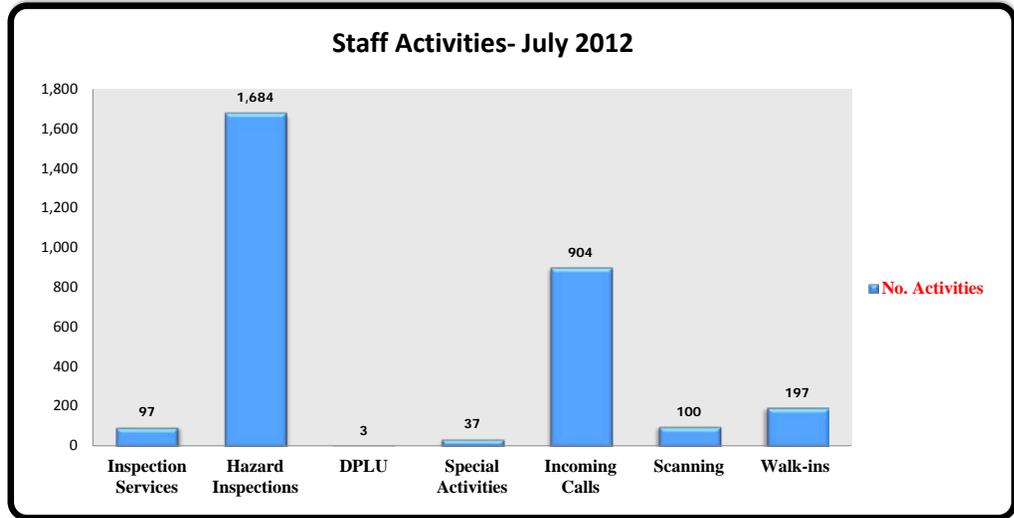
<b>FIRE PREVENTION -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Incoming Phone Calls	794	73.72
Consultations	18	18.00
Plan Review	33	34.50
Scanning	65	3.50
General Office	5	20.00
<b>TOTAL</b>	<b>915</b>	<b>149.72</b>

**ADMINISTRATIVE SERVICES- OFFICE SUPPORT**

<b>OFFICE COORDINATOR-PREVENTION</b>	<b>Number</b>	<b>Staff Hours</b>
Phone Calls (All Administrative Staff)	528	26.40
Walk in/Counter (All Administrative Staff)	170	14.17
Knox Application Request	5	0.42
UPS Outgoing Shipments	3	0.25
Plan Accepted/Routed	42	7.00
Scheduling Inspections, Managing Calendars	80	10.00
Special Projects: Q & A, LS Notices, Mailings	5	15.00
Scanning Documents/Electronic Files	60	3.00
Meetings: Admin/Prevention/Admin Shift	10	8.50
Post Office	20	8.00
Deposit runs and preparations	10	5.00
Training Classes:	0	0.00
<b>TOTAL</b>	<b>933</b>	<b>97.73</b>

<b>WEBSITE/INTERNET</b>		<b>Staff Hours</b>
<b>Update existing info &amp; documents:</b>		<b>6.0</b>
<i>Updated home page, news, etc</i>		6.0
<b>New design progress:</b>		<b>2.0</b>
<i>Page final touches</i>		2.0
<i>Grant</i>		0.0
<b>Compile &amp; write new information:</b>		<b>1.0</b>
<i>Incidents, business opportunities, station bid</i>		1.0
<i>Grant</i>		0.0
<b>Social Media</b>		<b>3.0</b>
<i>Facebook "Fans" - 198, Talking - 2, Total Reach - 79</i>		2.0
<i>Twitter "Follower" - 549</i>		1.0
<b>TOTAL</b>		<b>12.0</b>
<b>PUBLICATIONS</b>		<b>Staff Hours</b>
<b>Design/write brochures, flyers, etc:</b>		<b>27.0</b>
<i>Tree list</i>		27.0
<b>Fire Wire (quarterly):</b>		<b>0.0</b>
<i>None this month</i>		
<b>TOTAL</b>		<b>27.0</b>
<b>MEDIA RELATIONS</b>		<b>Staff Hours</b>
<b>On-scene Public Information Officer:</b>		<b>0.0</b>
<b>Press Releases:</b>		<b>0.0</b>
<i>State fee (not yet sent)</i>		0.0
<b>Other Articles/Stories/Interviews:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>0.0</b>
<b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>		<b>Staff Hours</b>
<b>Children's Programs</b>		<b>7.0</b>
<i>Birthday parties - 1</i>		2.0
<i>Station Tour - 2</i>		3.0
<i>Crosby Day Camp</i>		2.0
<b>Adult Programs:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>7.0</b>

<b>EVENTS</b>		<b>Staff Hours</b>
<b>External/Community Events:</b>		<b>8.0</b>
<i>Toy Distribution with Jessica</i>		4.0
<i>Friday Flag at MRES (Toy Presentation)</i>		3.0
<b>Internal Events:</b>		<b>1.0</b>
<i>Badge Ceremony</i>		1.0
<b>TOTAL</b>		<b>9.0</b>
<b>CONTINUING EDUCATION</b>		<b>Staff Hours</b>
<b>Training Classes:</b>		<b>6.0</b>
<i>Target Safety</i>		6.0
<b>Conferences:</b>		<b>0.0</b>
<b>Meetings:</b>		<b>4.0</b>
<i>Staff meetings</i>		4.0
<i>Captain's Meeting</i>		0.0
<i>Shift Meeting</i>		0.0
<b>TOTAL</b>		<b>10.0</b>
<b>CLERICAL</b>		<b>Staff Hours</b>
<b>Prevention-related:</b>		<b>41.0</b>
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		36.0
<i>Phone Calls - 36</i>		5.0
<b>Meeting Minutes:</b>		<b>4.0</b>
<i>Captain's meeting</i>		4.0
<b>Non-prevention/non-minute related:</b>		<b>16.0</b>
<b>TOTAL</b>		<b>61.0</b>
<b>TOTAL HOURS</b>		<b>126.0</b>



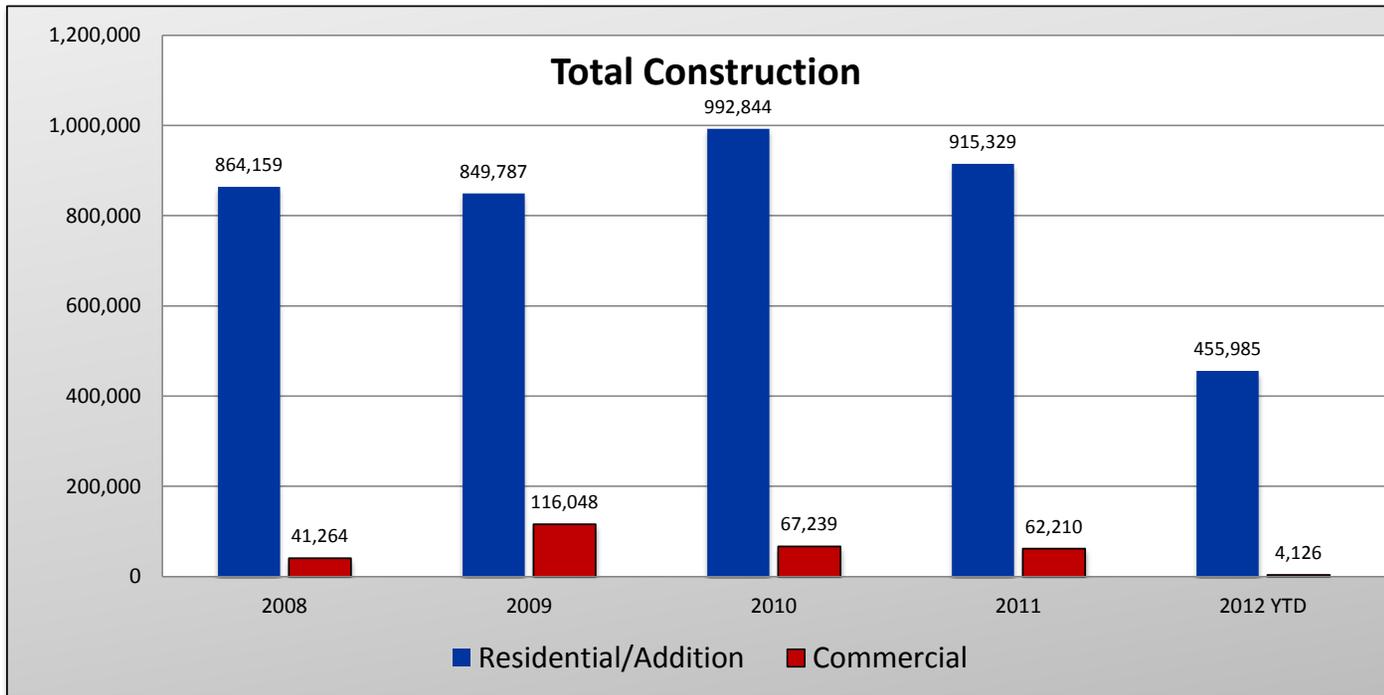
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2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<i>Activities</i>	954	833	948	1191	1287	1585	3022					
<i>Hours</i>	262.85	169.42	214.77	342.03	281.52	322.38	331.48					

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



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2009	849,787	116,048	965,835
2010	992,844	67,239	1,060,083
2011	915,329	62,210	977,539
2011 ytd	711,415	22,480	733,895
2012 ytd	455,985	4,126	460,111

Comparison 2011/2012 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2011	105,548	5,329	96,869	85,519	254,358	127,399	58,873	25,142	28,020	102,102	67,613	20,767
2012	32,208	25,725	65,313	124,980	64,041	73,962	73,882					

**PLAN REVIEW**

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	22	70,394
	Urban Forester	0	0
<b>TOTAL</b>		<b>22</b>	<b>70,394</b>
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	6,200	288
	Urban Forester	6,758	3,200
<b>TOTAL</b>		<b>12,958</b>	<b>3,488</b>
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Urban Forester	0	0
	Fire Inspectors	0	0
<b>TOTAL</b>		<b>0</b>	<b>0</b>
TOTAL NEW CONSTRUCTION			Sq Footage
<b>Based on permitted Sq footage</b>		<b>Total Added</b>	<b>73,882</b>
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	0	0
	Fire Inspectors	6	3
	Urban Forester	0	0
<b>TOTAL</b>		<b>6</b>	<b>3</b>
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	3	10,659
	Urban Forester	0	0
<b>TOTAL</b>		<b>3</b>	<b>10,659</b>
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Urban Forester	18	16.0
	Fire Marshal	0	0.0
	Fire Inspectors	0	0.0
<b>TOTAL</b>		<b>18</b>	<b>16.0</b>

**SERVICES PROVIDED- FIRE PREVENTION**

<b>DPLU -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Project Availability Forms	1	2.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	2	2.00
CWPP/FPP	0	0.00
<b>TOTAL</b>	<b>3</b>	<b>4.00</b>
<b>INSPECTION SERVICES- All Staff</b>		
	<b>Number of Inspections</b>	<b>Staff Hours</b>
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	41	34.50
Finals (Structures)	24	23.00
Landscape	9	7.50
Reinspections	5	4.50
Tents/Canopy	6	5.00
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	2	2.00
Code Enforcement	6	5.00
Engine Company Follow Up	3	3.00
Misc.	1	1.00
<b>TOTAL</b>	<b>97</b>	<b>85.50</b>
<b>HAZARD INSPECTIONS - All Staff</b>		
	<b>Number of Inspections</b>	<b>Staff Hours</b>
Weed Abatement Inspection	1,279	31.50
Weed Abatement Reinspection	169	9.00
1st Notice	117	14.50
2nd Notice	71	23.25
Final Notice	12	3.00
Forced Abatement	0	0.00
Postings	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	36	24.00
WUI	0	0.00
<b>TOTAL</b>	<b>1,684</b>	<b>105.25</b>
<b>GRADING -All Staff</b>		
	<b>Number of Inspections</b>	<b>Staff Hours</b>
Plan Review	1	1.00
<b>TOTAL</b>	<b>1</b>	<b>1.00</b>

**ADMINISTRATIVE SERVICES- FIRE PREVENTION**

<b>SPECIAL ACTIVITIES/EDUCATION-All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
GIS Mapping	1	1.50
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	1	1.50
Training Classes	1	2.50
Conferences	0	0.00
Meetings	29	29.50
Other	1	4.00
Supervision	3	3.00
Fuels Reduction	1	1.50
<b>TOTAL</b>	<b>37</b>	<b>43.50</b>
<b>FIRE PREVENTION -All Staff</b>		
<b>FIRE PREVENTION -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Incoming Phone Calls	904	71.82
Consultations	18	18.00
Plan Review	44	47.00
Scanning	100	5.00
General Office	18	18.00
<b>TOTAL</b>	<b>1,084</b>	<b>159.82</b>

**ADMINISTRATIVE SERVICES- OFFICE SUPPORT**

<b>OFFICE COORDINATOR-PREVENTION</b>	<b>Number</b>	<b>Staff Hours</b>
Phone Calls (All Administrative Staff)	637	31.85
Walk in/Counter (All Administrative Staff)	197	16.42
Knox Application Request	3	0.25
UPS Outgoing Shipments	3	0.25
Plan Accepted/Routed	48	8.00
Scheduling Inspections, Managing Calendars	10	10.00
Special Projects: FP Procedure,Mikes Ret.Prep,MonthEnd Rep	10	20.00
Scanning Documents/Electronic Files	100	5.00
Meetings: Admin/Prevention/Admin Shift	10	8.50
Post Office	20	8.00
Deposit runs and preparations	10	5.00
Training Classes: Cross training/field inspection	1	2.00
<b>TOTAL</b>	<b>1,049</b>	<b>115.27</b>

<b>WEBSITE/INTERNET</b>		<b>Staff Hours</b>
<b>Update existing info &amp; documents:</b>		<b>4.0</b>
<i>Updated home page, news, etc</i>		4.0
<b>New design progress:</b>		<b>0.0</b>
<i>Page final touches</i>		0.0
<b>Compile &amp; write new information:</b>		<b>4.0</b>
<i>Gel Fuels page</i>		4.0
<b>Social Media</b>		<b>3.0</b>
<i>Facebook "Fans" - 200, Talking - 8, Total Reach - 12</i>		2.0
<i>Twitter "Follower" - 549</i>		1.0
<b>TOTAL</b>		<b>11.0</b>
<b>PUBLICATIONS</b>		<b>Staff Hours</b>
<b>Design/write brochures, flyers, etc:</b>		<b>26.0</b>
<i>Tree list</i>		10.0
<i>Gel Fuels</i>		16.0
<b>Fire Wire (quarterly):</b>		<b>0.0</b>
<i>None this month</i>		
<b>TOTAL</b>		<b>26.0</b>
<b>MEDIA RELATIONS</b>		<b>Staff Hours</b>
<b>On-scene Public Information Officer:</b>		<b>2.0</b>
<b>Press Releases:</b>		<b>10.0</b>
<i>State fee</i>		4.0
<i>Gel Fuel</i>		3.0
<i>Sprinkler Maintenance (not yet sent)</i>		3.0
<b>Other Articles/Stories/Interviews:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>12.0</b>
<b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>		<b>Staff Hours</b>
<b>Children's Programs</b>		<b>7.0</b>
<i>Birthday parties - 0</i>		2.0
<i>Station Tour - 1</i>		1.0
<i>Fairbanks Day Camp</i>		2.0
<i>Fire Prevention Month Prep</i>		2.0
<b>Adult Programs:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>7.0</b>

<b>EVENTS</b>		Staff Hours
<b>External/Community Events:</b>		<b>2.0</b>
		<b>0.0</b>
		<b>0.0</b>
<b>Internal Events:</b>		<b>2.0</b>
<i>Mike's Retirement</i>		<b>2.0</b>
<b>TOTAL</b>		<b>4.0</b>
<b>CONTINUING EDUCATION</b>		Staff Hours
<b>Training Classes:</b>		<b>3.0</b>
<i>Target Safety</i>		3.0
<b>Conferences:</b>		<b>0.0</b>
<b>Meetings:</b>		<b>4.5</b>
<i>Staff meetings</i>		3.0
<i>Captain's Meeting</i>		0.0
<i>Meeting with Bob Scott</i>		1.5
<i>Shift Meeting</i>		0.0
<b>TOTAL</b>		<b>7.5</b>
<b>CLERICAL</b>		Staff Hours
<b>Prevention-related:</b>		<b>43.0</b>
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		38.0
<i>Phone Calls - 36</i>		5.0
<b>Meeting Minutes:</b>		<b>0.0</b>
<i>Captain's meeting</i>		0.0
<b>Non-prevention/non-minute related:</b>		<b>18.0</b>
<b>TOTAL</b>		<b>61.0</b>
<b>TOTAL HOURS</b>		<b>128.5</b>

GORDON D. FRIIS-PETTITT  
PO BOX 7092  
RANCHO SANTA FE, CA 92067-7092

2430

16-24/1220 4675  
0207235425

6-1-2012  
Date

Pay to the Order of A.S.I.F. Professional Firefighters Assn \$ 500<sup>00</sup>  
Five hundred <sup>00</sup>/<sub>100</sub> Dollars

WELLS FARGO  
Wells Fargo Bank, N.A.  
California  
wellsfargo.com



For \_\_\_\_\_

⑆ 122000247⑆ 0207235425⑆

LIFT ASSIST

@

6/30 PASEO DELICIA

UNIT B

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# STAFF REPORT

NO. 12-14

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

**FROM:** CHRIS GALINDO, FIRE MARSHAL

**SUBJECT:** APPEAL OF FIRE DISTRICTS REQUIREMENTS FOR  
TPM 21096 – TRAILSIDE ROAD

**DATE:** AUGUST 3, 2012

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## SUMMARY

The subject property (APN 267-148-16) is a vacant “rural-residential” zoned lot located near the west end of Trailside Road. Most of the area consists of large parcels, similar to the size of the project site or larger, containing single-family dwellings located east and west of the site. The subject property is 4.91 acres in size and is approved for one single family dwelling. This property lies within a wildland urban interface zone that has been determined to be a “Very High Fire Hazard” area.

The appellant filed an application for a minor subdivision with the County of San Diego in 2007 in order to split the current parcel into two smaller parcels. The Rancho Santa Fe Fire Protection District was initially notified of this application in May 2007 when the County requested a Project Facility Availability Form. At that time a letter was sent back to the County to notify the appellant of the relevant code requirements for the Fire District. Within the next year, during the time the appellant’s application was under review by the County of San Diego and the Fire District, there was a code change which affected the proposed parcel split on TPM 21096.

The proposed parcel sizes changed the required length of the “Dead-end Road” (also referred to as secondary-access) distance from 2,640 feet to 1,320 feet. The current distance from the appellant’s lot to the nearest point of secondary access is approximately 2,271 feet. This distance does not meet the required distance of 1,320 feet for the proposed parcel split according to the previous codes and the current codes. In addition to not meeting the distance requirement of 1,320 feet, the code language for the “Dead-end Roads” requirement changed from “*may* be required” to “*shall* be required”. Due to the fact that the appellant’s application was still under review by both the District and the County at the time of the code change, the project is required to comply with the new requirements.

The previous Fire Marshal, Cliff Hunter, worked with the appellant and his consultants on a variety of issues from 2007 until 2010. The Fire District did not review the Fire Protection Plan, which covers issues such as secondary access as well as other topics, until March 2009. This Fire Protection Plan was submitted and denied by the Fire District three times between 2009 and 2010 before being approved with a secondary access route. The appellant was notified in writing by Cliff Hunter on June 19, 2009 that the terminology had changed and that the proposed project would need to meet the “Dead-end Roads” requirement which the appellant complied with in the final approved Fire Protection Plan dated January 2010.

In May 2012, the appellant contacted the Fire District and stated that he could not gain rights to the secondary access route that was approved in the Fire Protection Plan. Fire Chief Tony Michel, Fire Marshal Chris Galindo, and Deputy Fire Marshal Renee Hill met with the appellant and his consultants and reviewed his proposed mitigation. The proposed mitigation was not above and beyond the current codes therefore was not approved by the Fire District. The appellant then withdrew his application from the County of San Diego and filed an appeal with the Fire District.

## **CURRENT SITUATION**

On May 25, 2012, the appellant filed an appeal to the Board of Directors to reverse the District's "Dead-end Road" requirements for his proposed parcel subdivision (TPM21096). The appellant is basing his appeal on the proposed mitigation methods that he submitted in his final Fire Protection Plan, dated May 7, 2012.

Attached to this report are materials in Appendix A that form the basis of the appellant's appeal to the Board of Directors. Staff has review the appellants appeal as well as his supporting documents and have provided a background discussion in Appendix B which details a sequential timeline for the project and includes key points that supports that Districts denial of the appellants proposed methods of mitigation. Staff has provided its responses in Appendix C to eight issues that, in the opinion of the appellant, justify his appeal for a variance and a reversal of the Fire Districts requirements for his project.

## **OPTIONS**

Staff has presented the Board of Directors (2) two options to consider in regards to this appeal:

Option 1: Uphold the decision of the Fire Chief and the District and deny the Appellants request for a variance of the District's "Dead-end Road" requirements, or

Option 2: Reverse the Districts Fire Code "Dead-end Road" requirements and grant the Appellants request for variance.

### **Appendixes:**

Appendix A: Appeal of Fire District Requirements, submitted by Mahmoud Zarei on May 25, 2012  
Appendix B: Background Discussion  
Appendix C: Staff's Response to Appeal



# Rancho Santa Fe Fire Protection District

P.O. Box 410 • 18027 Calle Ambiente • Rancho Santa Fe • California 92067-0410  
Tel. (858) 756-5971 • Fax (858) 756-4799

**Board of Directors**  
James Ashcraft, President  
Thomas Hickerson  
Nancy C. Hillgren  
Randall Malin  
John C. Tanner

**Fire Chief**  
Tony J. Michel

## APPEAL OF FIRE PROTECTION DISTRICT REQUIREMENT

Name of Appealing Party: MAHMOUD (BOBBY) ZAREI

Project Name: TPM 21096

Project Address: 0 TRAILSIDE

County Number: TPM 21096 APN 267-148-16-00

State reason(s) or justification for appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FOR FIRE DEPARTMENT USE ONLY

Code Section required: \_\_\_\_\_

Requirement made by: Plan review \_\_\_\_\_ or Inspection \_\_\_\_\_

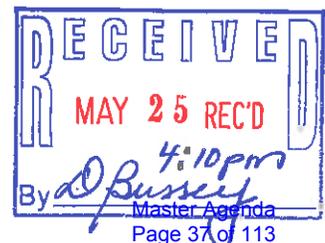
Date requirement made: \_\_\_\_\_ Date appeal received: \_\_\_\_\_

Reviewed by Fire Marshal: \_\_\_\_\_

Reviewed by Fire Chief: \_\_\_\_\_

Complete form and return to:

Rancho Santa Fe Fire Protection District  
Attn: Fire Prevention Bureau  
P O Box 410  
Rancho Santa Fe CA 92067-0410  
Tel. (858) 756-5971 • Fax (858) 756-4799



**May 25, 2012**

**TPM 21096 APN 267-148-16-00**

**Reason(s) or Justifications for appeal**

I requested an appeal for the followings reasons in brief. For detailed descriptions see following pages:

1. California Government code sections 65943 and 66474.2
2. My application for lot split was filed in early 2007
3. All options for Secondary access was considered and exhausted. There is no feasible option available at this time
4. Lamont Landis fire consultant prepared revised Fire protection plan dated May 7 2012. This report provides additional 20' off site fuel modification that will buffer and slow down the wild land fire in the area.
5. Prelim grading plans for Zarei 2 lot split was reviewed by Cliff Hunter of RSF and was approved without any conditions or requirement for secondary access.
6. I build and converted a 10' feet dangerous dirt road into a new 24' wide all weather asphalt road with wide Cul de sac to meet RSF fire department requirement for lot split. I was not given any credit for this expensive improvement. I had no other reason to build the road but to complete my TPM 21096.
7. TPM 20975 RPL was approved on August 27, 2008 with more than twice the distance of Zarei TPM.
8. No notice of code language change or new regulation was given to Zarei, who's application was in process way before any code language modification.

**1. California Government code sections 65943 and 66474.2**

Code 65943 says. If written determination is not made within 30 days after receipt of application, the application shall be deemed complete.

I submitted FPP dated March 24, 2009 to the RSF fire department and paid for review on March 30th, 2009 see attached copy of receipt and check. I received a review decision letter on June 11. Based on these code sections my FPP must be deemed complete on April 30<sup>th</sup>, 2009

See copy of attached code sections.



66474.2. (a) Except as otherwise provided in subdivision (b) or (c), in determining whether to approve or disapprove an application for a tentative map, the local agency shall apply only those ordinances, policies, and standards in effect at the date the local agency has determined that the application is complete pursuant to Section 65943 of the Government Code.

(b) Subdivision (a) shall not apply to a local agency which, before it has determined an application for a tentative map to be complete pursuant to Section 65943, has done both of the following:

(1) Initiated proceedings by way of ordinance, resolution, or motion.

(2) Published notice in the manner prescribed in subdivision (a) of Section 65090 containing a description sufficient to notify the public of the nature of the proposed change in the applicable general or specific plans, or zoning or subdivision ordinances.

A local agency which has complied with this subdivision may apply any ordinances, policies, or standards enacted or instituted as a result of those proceedings which are in effect on the date the local agency approves or disapproves the tentative map.

(c) If the subdivision applicant requests changes in applicable ordinances, policies or standards in connection with the same development project, any ordinances, policies or standards adopted pursuant to the applicant's request shall apply.



## California Government Code Section 65943

[Legal Research Home](#) > [California Law](#) > [Government Code](#) > [California Government Code Section 65943](#)

**Ask a Lawyer Online**  **Get an Answer**

27 Lawyers are Online  
All Questions Get an Answer in 15 min

(a) Not later than 30 calendar days after any public agency has received an application for a development project, the agency shall determine in writing whether the application is complete and shall immediately transmit the determination to the applicant for the development project. If the written determination is not made within 30 days after receipt of the application, and the application includes a statement that it is an application for a development permit, the application shall be deemed complete for purposes of this chapter. Upon receipt of any resubmittal of the application, a new 30-day period shall begin, during which the public agency shall determine the completeness of the application. If the application is determined not to be complete, the agency's determination shall specify those parts of the application which are incomplete and shall indicate the manner in which they can be made complete, including a list and thorough description of the specific information needed to complete the application. The applicant shall submit materials to the public agency in response to the list and description.

(b) Not later than 30 calendar days after receipt of the submitted materials, the public agency shall determine in writing whether they are complete and shall immediately transmit that determination to the applicant. If the written determination is not made within that 30-day period, the application together with the submitted materials shall be deemed complete for purposes of this chapter.

(c) If the application together with the submitted materials are determined not to be complete pursuant to subdivision (b), the public agency shall provide a process for the applicant to appeal that decision in writing to the governing body of the agency or, if there is no governing body, to the director of the agency, as provided by that agency. A city or county shall provide that the right of appeal is to the governing body or, at their option, the planning commission, or both.

There shall be a final written determination by the agency on the appeal not later than 60 calendar days after receipt of the applicant's written appeal. The fact that an appeal is permitted to both the planning commission and to the governing body does not extend the 60-day period. Notwithstanding a decision pursuant to subdivision (b) that the application and submitted materials are not complete, if the final written determination on the appeal is not made within that 60-day period, the application with the submitted materials shall be deemed complete for the purposes of this chapter.

(d) Nothing in this section precludes an applicant and a public agency from mutually agreeing to an extension of any time limit provided by this section.

(e) A public agency may charge applicants a fee not to exceed the amount reasonably necessary to provide the service required by this section. If a fee is charged pursuant to this section, the fee shall be collected as part of the application fee charged for the development permit.

①

**From:** Clifford F. Hunter [mailto:[Hunter@RSF-Fire.org](mailto:Hunter@RSF-Fire.org)]  
**Sent:** Monday, May 11, 2009 2:49 PM  
**To:** Bobby Zarei  
**Cc:** Michael Scott; Jennifer A. Stoffey  
**Subject:** RE: Zarei- Lot split

Bobby,

We are still reviewing it. I will let you know when I have an answer to your questions.

**Cliff Hunter, Fire Marshal**  
**Rancho Santa Fe Fire Protection District**  
PO Box 410 Mailing  
16936 El Fuego, Rancho Santa Fe, CA 92067  
Office: 858-756-6040 Direct  
Fax: 858-756-4799 - Web Site: [www.rsf-fire.org](http://www.rsf-fire.org)  
Email: [hunter@rsf-fire.org](mailto:hunter@rsf-fire.org)

"Fire-Safe landscaping" may save your home!



①

**LEADING EDGE DESIGN BUILD**  
6650 FLANDERS DR., # J  
SAN DIEGO, CA 92121  
PH. 858-450-0205

2034

DATE 3/30/09 16-49 58  
1220  
0560027257

PAY TO THE ORDER OF **RANCHO SANTA FE FIRE PROT. DIST.** \$ 650. <sup>00</sup>/<sub>100</sub>

Six hundred Fifty & <sup>00</sup>/<sub>100</sub> DOLLARS  Security Features  
Detailed on Back.

UNION BANK OF CALIFORNIA  
SORRENTO VALLEY #56  
11015 SORRENTO VALLEY RD., SAN DIEGO, CA 92121  
800 238-4486

FOR RSF Fire Dept. #2924  MP

⑈002034⑈ ⑆122000496⑆ 0560027257⑈



①

**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Payment Receipt**

**PLAN CHECK #** 2924

**ADDRESS:** 0 TRAILSIDE

**APN:** 267-148-16

**PROJECT:** ZAREI

**DATE PAID:** 03/30/09

**AMOUNT PAID:** 650.00

**QUANTITY:** 1

**ORDINANCE #:** 1.9.1                      REVIEW OF FIRE PROTECTION PLAN (FPP)

**PAYMENT METHOD#:** Check              2034

To inquire about the status of your review you may contact Jennifer Stoffey at [stoffey@rsf-fire.org](mailto:stoffey@rsf-fire.org) or 858-756-5971. The plan check process typically takes approximately 10-15 business days.

**2. My application for lot split was filed in early 2007**

My application for lot split was filed in 2007 and codes at the time of application must be applied

2



# NOTICE OF PROPOSED SUBDIVISION OR CERTIFICATE OF COMPLIANCE ACTIVITY

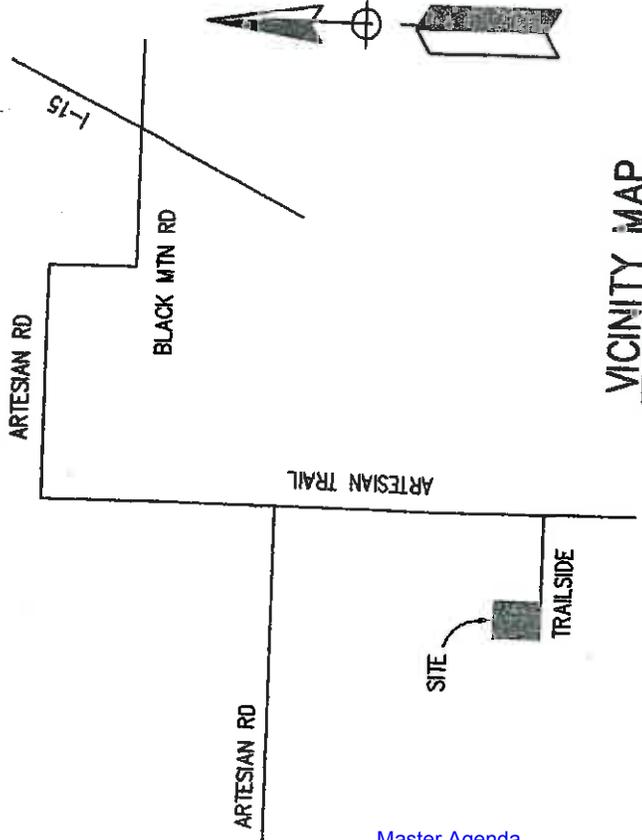
(Minor Subdivision / Certificate of Compliance)

A          Tentative Parcel Map (TPM);          Revised TPM;          Expired TPM;          Certificate of Compliance; has been filed with the Department of Planning and Land Use for property located within 300 feet, or further, of property shown as being owned by you. The proposed project and/or its required improvements may be of interest to you. If you have any comments or recommendations that you wish the Director to consider as part of the review of the proposal, please submit them in writing within 25 days of the date filed as shown below. Primary consideration will be given to documented facts that support or conflict with the facts presented on or with the applicant's requested.

**NOTE:** A public copy of this proposal is on file at 5201 Ruffin Road, Suite B, San Diego, California 92123. The project planner can give further information on this case. To find out the name and telephone number of the project planner, please contact Project Processing at (858) 694-3292.

If you would like to receive copies of the Preliminary and Final Notices of Decision, you must send two self-addressed business envelopes, a \$5.00 (non-refundable), and a written request for the Notices. Once notified, you may discuss the Notices with the proper planner at the above address. You may also request a review of the preliminary decision. If such a request is filed in writing within seven days of the date of the preliminary decision, a meeting with the project planner, applicant and interested agencies will be held to discuss the project. Instructions for filing such a request and the name and telephone number of the project planner will be included with the Notice. This Notice should be discussed with the project planner prior to submission of a request for a review.

VICINITY MAP



CASE NUMBER: TPM 21096

DATE REQUEST FILED 8/30/07

ASSESSOR PARCEL NUMBER 267-148-16

NAME OF OWNER \_\_\_\_\_

SITE ADDRESS Trailside Artesian

NAME OF ENGINEER Jose Gomez

LAND USE DESIGNATION RR, 5 DENSITY .5

NO. OF LOTS 2 MINIMUM LOT SIZE 2 AC

ACCESS BY: Public Road \_\_\_\_\_ Private Road Easement X

~~SEE DISPLAY BOARD 830-07~~ included in all correspondence related to this notice.

VICINITY MAP  
NO SCALE

# TPM21096

**3. All options for Secondary access was considered and exhausted. There is no feasible option available at this time**

**Option 1**

Building a road going west on Trailside over OMWD utilities easement and connecting to FRANZEN RD.

I hired ERB Engineering a Civil Engineering firm to help me design this road.

See elevation map of the area. There is a creek in the middle that is 60 feet deep and has slopes of 41%. The slope and depth are so high that there is a need for a major bridge. OMWD will not allow heavy bridge on top of their utilities and we were not going to meet OMWD requirement. LEDB Construction Company estimated construction cost of over 1.6 million dollars if we were to build it. Mr. Cliff Hunter also visited the site and looked at it up close and agreed that is not a feasible option.

**Option 2**

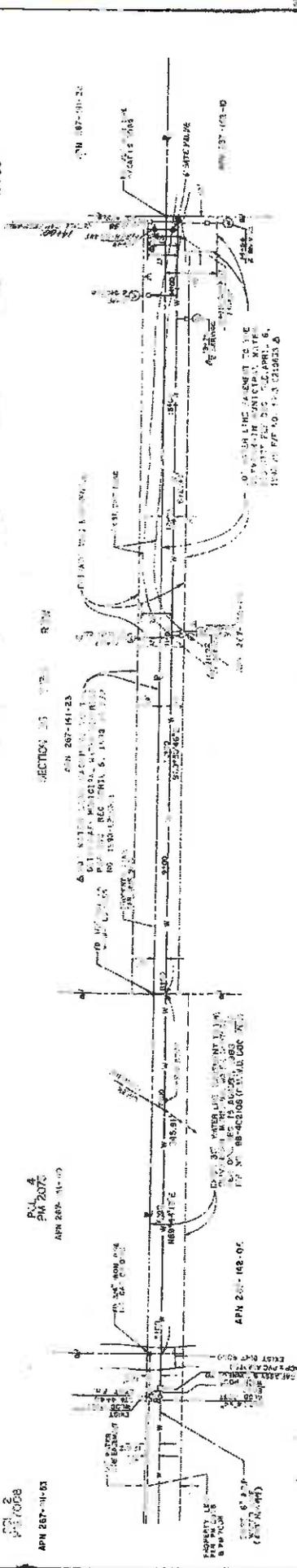
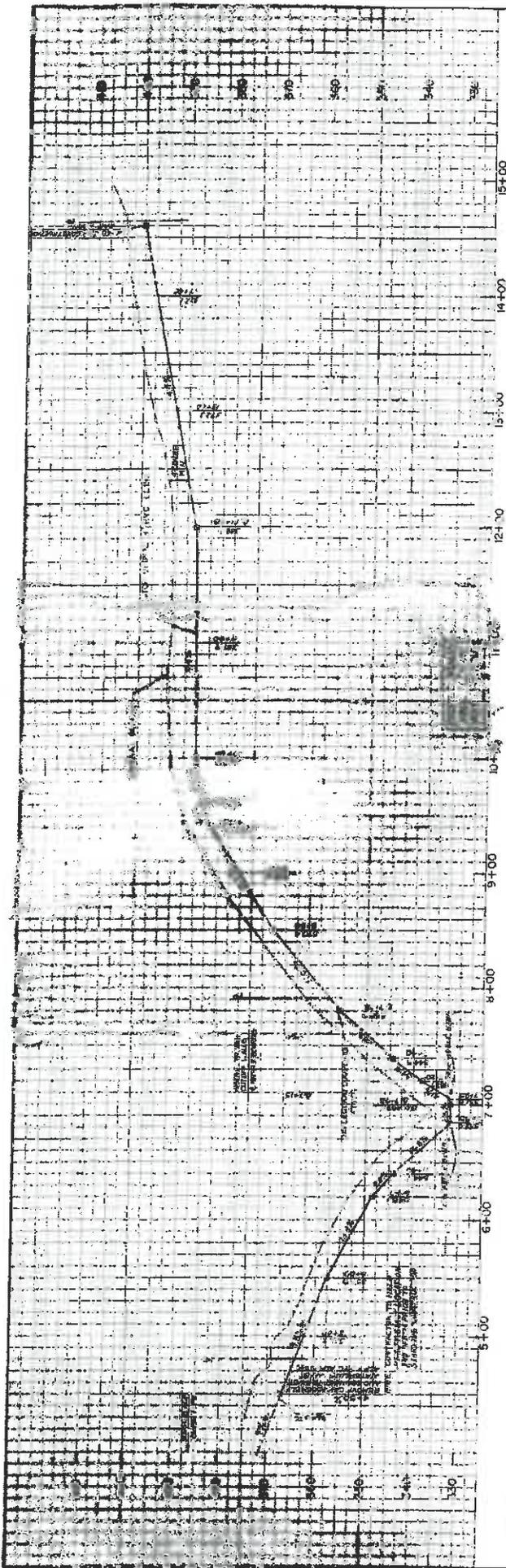
This option was to provide an emergency access through Del Sure Black Mountain Ranch community (City of San Diego) to connect Artesian Trail to Artesian spring road.

This option was acceptable by both county and RSF fire department. I hired Civil engineer to design the road and hired attorney to provide easement document acceptable to both county of san Diego and RSF fire department. It took several months and many back and forth to finally come to acceptable document. At the last minute county wanted approval from city of San Diego. City of San Diego did not agree to allow an emergency road through their green space

Attached please see communication emails from county and city not accepting this option at all.

City requested to run the easement through their residential lots. See attached email letter from Black Mountain Ranch Vice president declining any road through their residential lot. So this option is now dead as well.

Option 1



**RECORD PLAN**  
*Chapman &...*  
 1/23/2017



M. E. ATYING, CIVIL ENGINEER  
 LICENSE NO. 50227  
 ON FILE



**PRIVATE CONTRACT**

WATER DISTRICT

WATER LINE EXTENSION

DATE: 1/23/2017

BY: *Chapman & Associates, Inc.*

DISTRICT	PROJECT	DATE

APN 267-11-03

APN 267-11-03

APN 267-11-23

APN 267-11-23

(3) option 1

**From:** Don Ayles [mailto:dla@erbengr.com]  
**Sent:** Thursday, July 09, 2009 1:19 PM  
**To:** 'Bobby Zarei'  
**Subject:** FW: OMWD Main Ext. 99A

Bobby,  
You can see the gradients on both sides are extreme. It looks like a bridge is in order. I will get back to you in a day or so.  
Don

---

**From:** Karen Ogawa [mailto:KarenOgawa@olivenhain.com]  
**Sent:** Thursday, July 09, 2009 11:51 AM  
**To:** dla@erbengr.com  
**Subject:** OMWD Main Ext. 99A

Hi Dan-  
Here is what we have. Let me know if you have any questions. Please let us know what how you propose to proceed. We can arrange a meeting if there are several options you would like to consider.

Best Regards,  
Karen Ogawa  
Engineering Project Supervisor

Olivenhain Municipal Water District  
1966 Olivenhain Road  
Encinitas, CA 92024  
main phone: 760.753.6466  
fax: 760.753.1578

direct line: 760.632.4642  
or email me at: [kogawa@olivenhain.com](mailto:kogawa@olivenhain.com)

 Please consider the environment before printing this e-mail

\_\_\_\_\_ Information from ESET NOD32 Antivirus, version of virus signature database 4229 (20090709)  
\_\_\_\_\_

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

\_\_\_\_\_ Information from ESET NOD32 Antivirus, version of virus signature database 4240 (20090713)  
\_\_\_\_\_

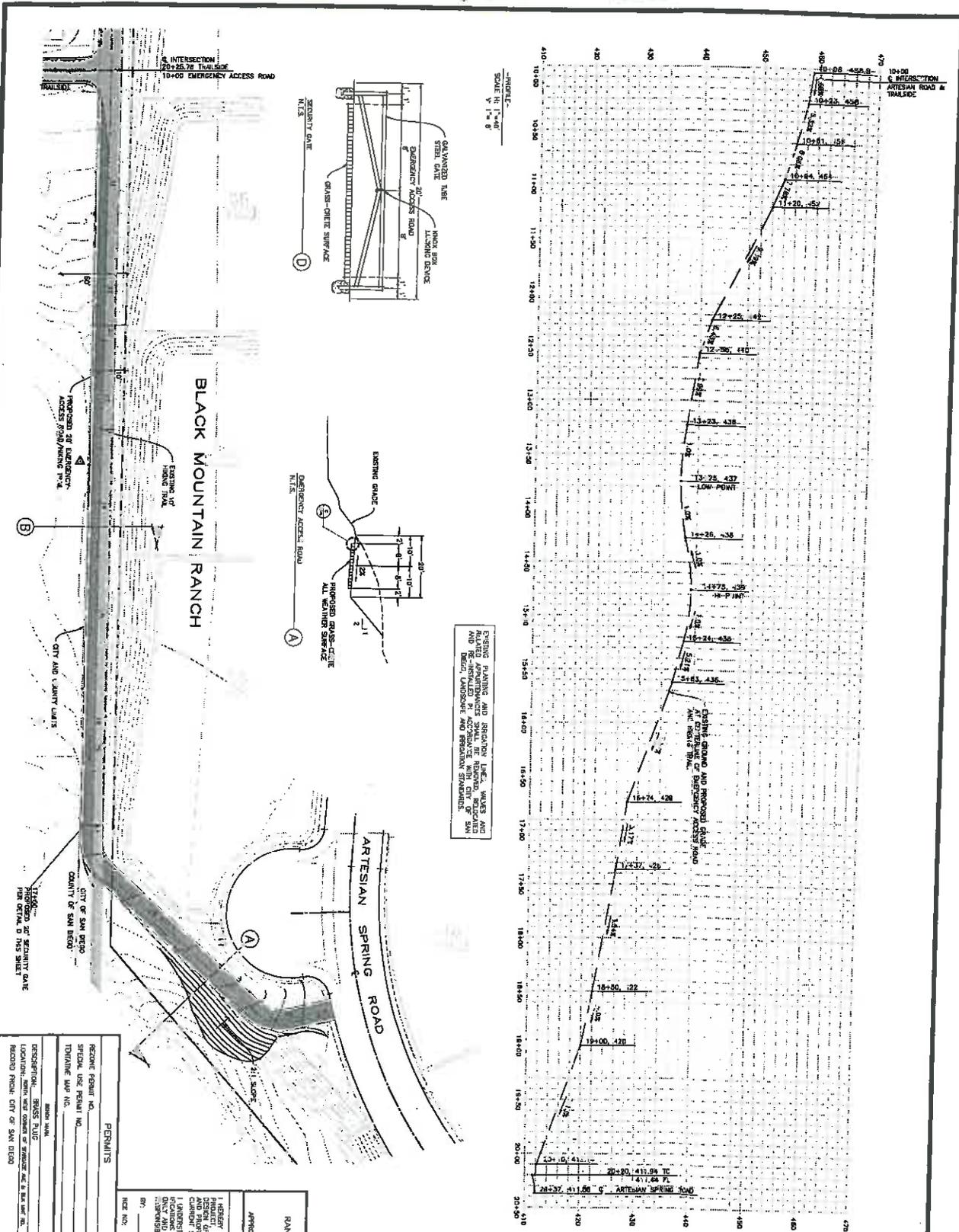
The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

\_\_\_\_\_ Information from ESET NOD32 Antivirus, version of virus signature database 4255 (20090717)  
\_\_\_\_\_

3 Option 2

2 would



GRADING PLANS

PERMITS	
SCORE PERMIT NO.	
STAKE USE PERMIT NO.	
TOWNSHIP MAP NO.	
NAME AND ADDRESS	
DESIGNER - BRUCE BAUER	
LOCATION, ADDRESS AND COUNTY OF OFFICE AND E. MAIL ADDRESS	
RECORD FROM: CITY OF SAN DIEGO	
CLERK/INCH - 323.218	
DATE: 11/11	

PRIVATE CONTRACT	
RIGHT	OWNER OF SAN DIEGO
CONTRACT NO.	318-1718
EMERGENCY ACCESS ROAD (VANDERBILT ROAD)	
OWNER OF RECORD	BRUCE BAUER
DATE OF RECORD	11/11
SCALE	1" = 40'

**DECLARATION OF RESPONSIBLE CHARGE**

I HEREBY DECLARE THAT I AM THE DESIGNER OF WORK FOR THE PROJECT, HAVE NOT BEEN EXTENDED RESPONSIBILITY CONCERNING THE DESIGN AND REVISIONS OF THE PROJECT, AND THAT THE DESIGN IS COMPLETE. I AM NOT PROVIDING ANY DESIGN OR PROJECT SERVICES AND WILL NOT BE HELD RESPONSIBLE FOR THE DESIGN OR PROJECT SERVICES. I AM NOT PROVIDING ANY DESIGN OR PROJECT SERVICES AND WILL NOT BE HELD RESPONSIBLE FOR THE DESIGN OR PROJECT SERVICES.

DATE: \_\_\_\_\_

DESIGNER: \_\_\_\_\_

COUNTY APPROVED CHANGES			
NO.	DESCRIPTION	APPROVED BY	DATE



3

option 2

**Bobby Zarei**

---

**From:** Bumgardner, Terri [TBumgardner@sandiego.gov]  
**Sent:** Tuesday, December 06, 2011 4:51 PM  
**To:** 'Bobby Zarei'  
**Subject:** FW: TPM 21096 emergency access easement tru Black Mountain Ranch area

This is what Ashley responded to.

---

**From:** Gungle, Ashley [mailto:Ashley.Gungle@sdcounty.ca.gov]  
**Sent:** Tuesday, December 06, 2011 2:59 PM  
**To:** Bumgardner, Terri  
**Subject:** RE: TPM 21096 emergency access easement tru Black Mountain Ranch area

Hi Terri,

I looked into the 60-foot access easement we discussed yesterday. I was thinking it was not as far north as it actually is. That is actually the primary access to the project site and therefore wouldn't work for secondary access.

I think Mr. Zarei's best bet would be to try and punch through one of the lots with a private easement that is not encumbered like the area currently proposed.

Thanks,

Ashley

---

**From:** Bumgardner, Terri [mailto:TBumgardner@sandiego.gov]  
**Sent:** Monday, December 05, 2011 1:03 PM  
**To:** Gungle, Ashley  
**Subject:** RE: TPM 21096 emergency access easement tru Black Mountain Ranch area

Do you have a number where I can call you quickly?

---

**From:** Gungle, Ashley [mailto:Ashley.Gungle@sdcounty.ca.gov]  
**Sent:** Monday, December 05, 2011 12:59 PM  
**To:** Bumgardner, Terri  
**Subject:** RE: TPM 21096 emergency access easement tru Black Mountain Ranch area

Hi Terri,

County staff only looked into the proposal by the applicant. We could look into another access easement if the applicant provides us with the necessary information. I would need to run it by management as well as the County Fire Marshall. The applicant would also need to get approval from the local fire district.

Ashley

---

**From:** Bumgardner, Terri [mailto:TBumgardner@sandiego.gov]  
**Sent:** Monday, December 05, 2011 12:47 PM  
**To:** Gungle, Ashley  
**Subject:** RE: TPM 21096 emergency access easement tru Black Mountain Ranch area



**ERB ENGINEERING, INC.**  
12320 STOWE DRIVE, SUITE E  
POWAY, CALIFORNIA 92064  
(858) 748-2130 • Fax (858) 748-6089



April 10, 2009

Mr. Bobby Zarei, P.E.  
Principal Engineer  
Leading Edge Consulting Engineers  
6650 Flanders Drive, Suite J  
San Diego, CA 92121

Re: APN No. 267-148-16, TPM 21096  
Trailside Road, Rancho Santa Fe

Dear Mr. Zarei:

In accordance with your request to provide consulting services for Tentative Parcel Map planning and processing for the above referenced project, we have provided the following scope of service, schedule of service, fees and billing information.

### **SCOPE OF SERVICE**

1. Planning and consulting services for the preparation and processing of Tentative Parcel Map.

### **SCHEDULE**

1. We propose to continue consulting work after of receipt of this signed agreement and retainer.

### **FEE AND BILLING**

- All items of work are hourly in accordance with rates shown on Page 3.
- Fees may be invoiced monthly based upon services performed.
- A retainer of \$500.00 will be credited in the final invoice.
- Payment will be due within 25 days of the date of the invoice

Mr. Bobby Zarei  
April 10, 2009  
Page No. 2

We appreciate the opportunity to provide these services to you. If this meets your expectations, please sign and return the original to our office along with the requested retainer, and the completed information sheet which is enclosed.

Sincerely,



Donald L. Ayles  
President  
**ERB ENGINEERING, INC.**

DLA/mv

Accepted:

---

Mr. Bobby Zarei

Date

- 4. Lamont Landis fire consultant prepared revised Fire protection plan dated May 7 2012. This report provides additional 20' off site fuel modification that will buffer and slow down the wild land fire in the area.**

By law section 104.8 we are entitled to mitigation when there is no practical difficulties to provide secondary access

There is detail calculation for fuel height and safe distances in this report.

(4)

# Lamont Landis Fire Consulting

760-702-4370 [Lamontlandis@yahoo.com](mailto:Lamontlandis@yahoo.com)

Date: May 7, 2012

To: Deputy Fire Marshall Renee Hill

From: Lamont Landis for Bobby Zarai

Subject: TPM 21096

Dear Deputy Fire Marshal Hill

We are hereby respectfully requesting an exception to the requirement for a second access road based on the roadway length for parcels one to 4.99 acres. The current road length is 2,200 feet the maximum allowed is 1,320 feet.

### Background

The intent of the Rancho Santa Fe Fire District Ordinance 2011-01, CCR Title 14 and San Diego County Fire Code is to allow dead end roads for larger parcels to be longer than the smaller parcels.

TPM ..21096

### Project History

The subject property has no structures or dwelling units. The property is being split into two parcels.

### Exception      Sec. 104.8

We are requesting that the maximum distance for a dead end road be extended from 1320 feet to Artesian Road or approximately 2,200 feet with the following mitigation factors.

### Mitigation

Mitigation completed by the owner Bobby Zarai plus others. Trailside Road was paved with a cul-de-sac. This will allow for wildland fire equipment to respond to the two parcels for structure protection as well the other structures in the area. This project has also provided a fire hydrant that is available for structure protection. The project has provided for safe civilian evacuation. The project has provided for signing that avoids delays in emergency equipment response.

Mitigation to be accomplished by Bobby Zarai:

This project is also willing to do offsite fuel modification that will buffer and slow down the wildland fire in the area. The plan is to do offsite roadside fuel modification that will allow vehicles to exit the area during a wildland fire. (See Fuel Modification Plan)

Roadside Fuel Modification Plan

Location Flame Length Amount of Owner Clearing Amount of Offsite Project clearing

Onsite 9.5 ft 20 ft 2x the flame length 20 ft 4x the flame length

Offsite

267-148-20 9.5ft 20ft 2x the flame length 20 ft 4x the flame length

267-142-9 9.5 ft 20 ft 2x the flame length 20 ft 4x the flame length

267-142-10 9.5 ft 20 ft 2x the flame length 20 ft 4x the flame length

267-142-19 Modified to the property line by the property owner

267-142-18 Modified to the property line by the property owner

East of Artesian Trail is a subdivision in the City of San Diego cleared by others.

The fuel modification shall be in accordance with the Rancho Santa Fe fuel modification ordinance and the San Diego fuel modification requirements.

The above mentioned are intended to comply with Sec 96 1.APP. 104.8 better known as Sec. 104.8 modifications of the county code (see attached). These modifications will not lessen the health, life and fire safety requirements. They are also intended to meet the requirements of the USFS and CCR Title 14 (see attached).

---

Owner

Date

Inputs: SURFACE, IGNITE

Description

Fuel/Vegetation, Surface/Understory

Fuel Model

1

Fuel Moisture

1-h Moisture

%

2

10-h Moisture

%

100-h Moisture

%

Live Herbaceous Moisture

%

Live Woody Moisture

%

Weather

20-ft Wind Speed (upslope)

mi/h

18

Wind Adjustment Factor

0.40

Air Temperature

oF

109

Fuel Shading from the Sun

%

70

Terrain

Slope Steepness

%

50

Run Option Notes

Maximum reliable effective wind speed limit IS imposed [SURFACE].

Calculations are only for the direction of maximum spread [SURFACE].

Fireline intensity, flame length, and spread distance are always  
for the direction of the spread calculations [SURFACE].

Wind is blowing upslope [SURFACE].

Output Variables

Surface Rate of Spread (maximum) (ch/h) [SURFACE]

Heat per Unit Area (Btu/ft<sup>2</sup>) [SURFACE]

Fireline Intensity (Btu/ft/s) [SURFACE]

Flame Length (ft) [SURFACE]

Probability of Ignition from a Firebrand (%) [IGNITE]

(continued on next page)

Input Worksheet (continued)

Notes

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Surface Rate of Spread (maximum)	354.6 ch/h
Heat per Unit Area	116 Btu/ft <sup>2</sup>
Fireline Intensity	754 Btu/ft/s
Flame Length	9.5 ft
Probability of Ignition from a Firebrand	100 %

### Discrete Variable Codes Used

Fuel Model

1

Short grass (S)





**SEC. 96.1.APP.104.8. MODIFICATIONS.**

Appendix Chapter 1, section 104.8 of the California Fire Code is revised to read:

**Sec. 104.8 Modifications.** Whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reasons make the strict letter of this code impracticable and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered into the files of the department of fire prevention.

**SEC.96.1.APP.104.12. COST RECOVERY.**

Appendix Chapter 1, section 104.12 is added to the California Fire Code to read:

**Sec. 104.12 Cost recovery.** The purpose of this section is to establish authority to obtain reimbursement from responsible individuals for the expenses of any emergency response and/or enforcement action by the fire department to protect the public from criminal or negligible activities, and from fire or hazardous substances.

**Sec. 104.12.1 Reimbursement required.** In accordance with the Health and Safety Code section 13000 et seq., an individual who acts negligently or in violation of the law and thereby requires the jurisdiction to provide an emergency response to a danger posed by a fire or hazardous substance shall be liable for reimbursement to the agency for the costs incurred. In accordance with Government Code sections 53150 through 53158, any individual who is under the influence of an alcoholic beverage or any drug or the combined influence of an alcoholic beverage or any drug, and whose negligent operation of a motor vehicle, boat or vessel or civil aircraft caused by that influence proximately causes any incident and thereby requires the agency to provide an emergency response shall reimburse the agency for the cost incurred.

**SEC. 96.1.APP.105.3.8. EXPENSE RECOVERY.**

Appendix Chapter 1, section 105.3.8 is added to the California Fire Code to read:

**Sec. 105.3.8 Expense recovery.** The fire code official may impose a fee for recovery of expenses incurred to enforce the fire prevention provisions of this code.

**Roadway:** Any surface designed, improved, or ordinarily used for vehicle travel.

**Roadway structures:** Bridges, culverts, and other appurtenant structures which supplement the roadway bed or shoulders.

**Same Practical Effect:** As used in this subchapter, means an exception or alternative with the capability of applying accepted wildland fire suppression strategies and tactics, and provisions for fire fighter safety, including:

- (a) access for emergency wildland fire equipment,
- (b) safe civilian evacuation,
- (c) signing that avoids delays in emergency equipment response,
- (d) available and accessible water to effectively attack wildfire or defend a structure from wildfire, and
- (e) fuel modification sufficient for civilian and fire fighter safety.

**Shoulder:** Roadbed or surface adjacent to the traffic lane.

**State Board of Forestry (SBOF):** A nine member board, appointed by the Governor, which is responsible for developing the general forest policy of the state, for determining the guidance policies of the Department of Forestry and Fire Protection, and for representing the state's interest in federal land in California.

**State Responsibility Area (SRA):** As defined in Public Resources Code Sections 4126-4127; and the California Code of Regulations, Title 14, Division 1.5, Chapter 7, Article 1, Sections 1220-1220.5.

**Structure:** That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

**Subdivision:** As defined in Section 66424 of the Government Code.

**Traffic lane:** The portion of a roadway that provides a single line of vehicle travel.

**Turnaround:** A roadway, unobstructed by parking, which allows for a safe opposite change in direction for emergency equipment. Design of such area may be a hammerhead/T or terminus bulb.

**Turnouts:** A widening in a roadway to allow vehicles to pass. Vertical clearance: The minimum specified height of a bridge or overhead projection above the roadway.

**Wildfire:** As defined in Public Resources Code Sections 4103 and 4104.

**1270.05. Inspection Authority**

(a) Inspection shall be made pursuant to Section 1270.06 by:

- (1) the Director; or
- (2) local jurisdictions that have assumed state fire protection responsibility on SRA lands, or
- (3) local jurisdictions where these regulations have been implemented through that jurisdiction's building permit or subdivision approval process.

(b) Reports of violations shall be provided to the CDF Ranger Unit headquarters that administers SRA fire protection in that county.

**Note:** Authority cited: Sections 4119 and 4290, Public Resources Code.  
Reference: Section 4290, Public Resources Code.

**1270.06. Inspections.**

The inspection authority may inspect for compliance with these regulations. When inspections are conducted, they should occur prior to: the issuance of the use permit; certificate of occupancy; the recordation of the parcel map or final map; the filing of a notice of completion; or the final inspection of any project or building permit.

**Note:** Authority cited: Section 4290, Public Resources Code. Reference: Sections 4119, 4290 and 4291, Public Resources Code.

**1270.07. Exceptions to Standards**

Upon request by the applicant, exceptions to standards within this subchapter and mitigated practices may be allowed by the inspection authority, where the exception provides the same overall practical effect as these regulations toward providing defensible space.

**Note:** Authority cited: Section 4290, Public Resources Code. Reference: Section 4290 and 4291, Public Resources Code.

**1270.08. Requests for Exceptions**

Requests for an exception shall be made in writing to the inspection authority by the applicant or the applicant's authorized representative. The request shall state the specific section(s) for which an exception is requested, material facts supporting the contention of the applicant, the details of the exception or mitigation measure proposed, and a map showing the proposed location and siting of the exception or mitigation measure.

**Note:** Authority cited: Section 4290, Public Resources Code. Reference: Sections 4290 and 4291, Public Resources Code.

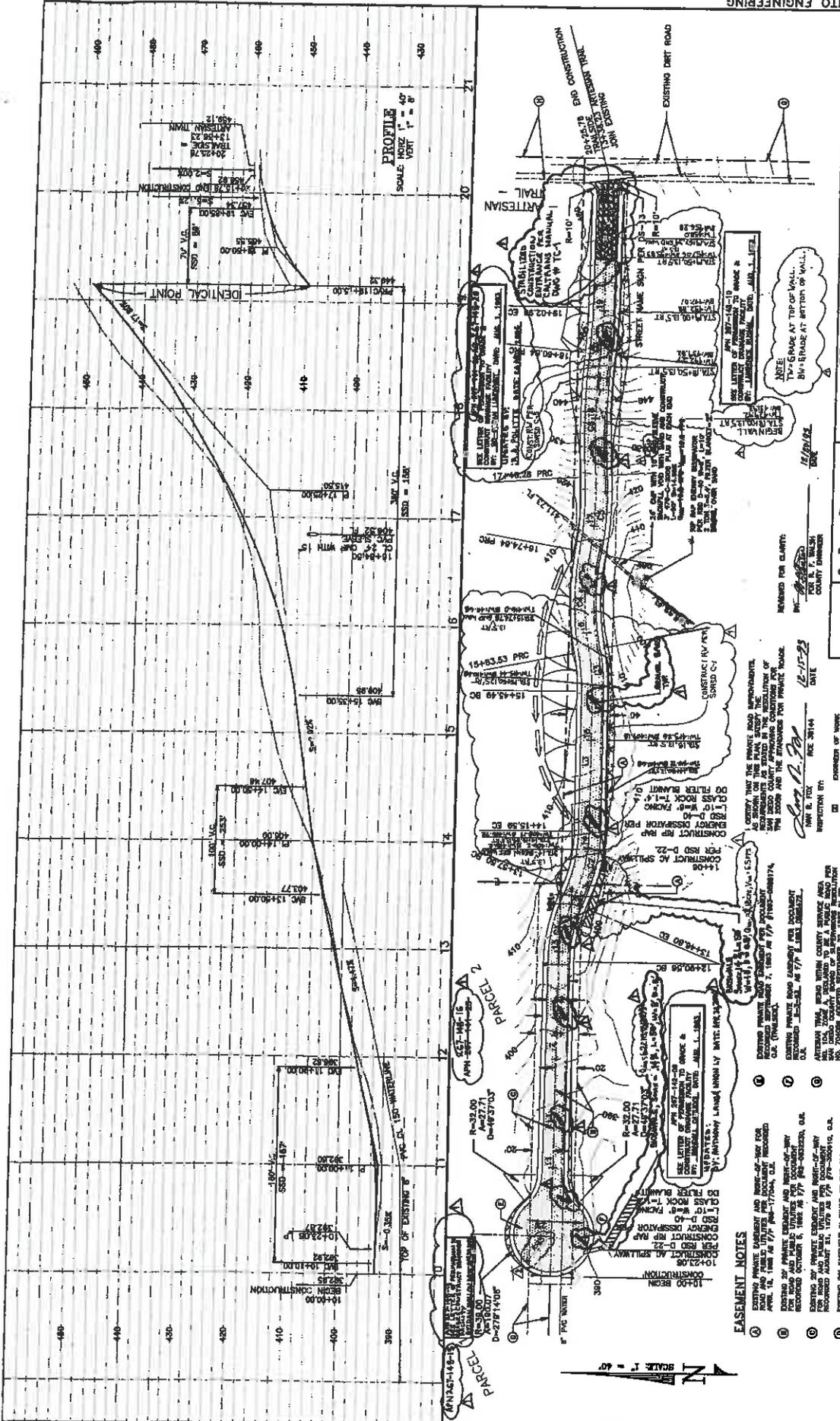
**1270.09. Appeals**

5. Prelim grading plans for Zarei 2 lot split was reviewed by Cliff Hunter of RSF and was approved without any conditions or requirement for secondary access.

This files was approved first on Jan 15, 2008 and then a revised version was approved on June 11 , 2009

I will submit the plan in the meeting  
it is 24" x 36" sheet

6. **I build and converted a 10' feet dangerous dirt road into a new 24' wide all weather asphalt road with wide Cul de sac to meet RSF fire department requirement for lot split. I was not given any credit for this expensive improvement. I had no other reason to build the road but to complete my TPM 21096.**



PROFILE  
SCALE: HORIZ 1" = 40'  
VERT 1" = 8'

PERMITS	RECORD PERMIT NO.	N/A
	ISSUANCE DATE	TPM 20059
	ISSUANCE AGENCY	PLANS FOR THE IMPROVEMENT OF: PRIVATE EASEMENT ROAD TRAILSIDE
	ISSUANCE NO.	N/A
	ISSUANCE DATE	2005-12-17
	ISSUANCE AGENCY	TPM 20059
	ISSUANCE NO.	TPM 20059
	ISSUANCE DATE	2005-12-17
	ISSUANCE AGENCY	TPM 20059

PERMITS	RECORD PERMIT NO.	N/A
	ISSUANCE DATE	TPM 20059
	ISSUANCE AGENCY	PLANS FOR THE IMPROVEMENT OF: PRIVATE EASEMENT ROAD TRAILSIDE
	ISSUANCE NO.	N/A
	ISSUANCE DATE	2005-12-17
	ISSUANCE AGENCY	TPM 20059
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	ISSUANCE AGENCY	TPM 20059

PERMITS	RECORD PERMIT NO.	N/A
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	ISSUANCE AGENCY	TPM 20059

PERMITS	RECORD PERMIT NO.	N/A
	ISSUANCE DATE	TPM 20059
	ISSUANCE AGENCY	PLANS FOR THE IMPROVEMENT OF: PRIVATE EASEMENT ROAD TRAILSIDE
	ISSUANCE NO.	N/A
	ISSUANCE DATE	2005-12-17
	ISSUANCE AGENCY	TPM 20059
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	ISSUANCE AGENCY	TPM 20059

PERMITS	RECORD PERMIT NO.	N/A
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	ISSUANCE DATE	2005-12-17
	ISSUANCE AGENCY	TPM 20059

PERMITS	RECORD PERMIT NO.	N/A
	ISSUANCE DATE	TPM 20059
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	ISSUANCE DATE	2005-12-17
	ISSUANCE AGENCY	TPM 20059
	ISSUANCE NO.	TPM 20059
	ISSUANCE DATE	2005-12-17
	ISSUANCE AGENCY	TPM 20059

**EASEMENT NOTES**

- EXISTING PRIVATE EASEMENT AND BENCH-MARK FOR ROAD AND TRAILSIDE FOR DOCUMENT RECORDED OCTOBER 6, 1988 AS 77-148-00000, O.G.
- EXISTING PRIVATE EASEMENT AND BENCH-MARK FOR ROAD AND TRAILSIDE FOR DOCUMENT RECORDED OCTOBER 6, 1988 AS 77-148-00000, O.G.
- EXISTING PRIVATE EASEMENT AND BENCH-MARK FOR ROAD AND TRAILSIDE FOR DOCUMENT RECORDED OCTOBER 6, 1988 AS 77-148-00000, O.G.
- EXISTING PRIVATE EASEMENT AND BENCH-MARK FOR ROAD AND TRAILSIDE FOR DOCUMENT RECORDED OCTOBER 6, 1988 AS 77-148-00000, O.G.

CURVE	BEARING	DISTANCE	CURVE DELTA	RADIUS	ARC
S	S 46°33'05"E	290.56	21°20'55"	150.00	58.24
E	N 89°44'22"E	129.00	17°43'05"	150.00	50.09
C1	S 70°24'05"E	173.95	107°33'05"	200.00	111.11
C2	N 89°44'22"E	129.00	17°43'05"	150.00	50.09
C3	S 70°24'05"E	173.95	107°33'05"	200.00	111.11
C4	N 89°44'22"E	129.00	17°43'05"	150.00	50.09
C5	S 70°24'05"E	173.95	107°33'05"	200.00	111.11
C6	N 89°44'22"E	129.00	17°43'05"	150.00	50.09
C7	S 70°24'05"E	173.95	107°33'05"	200.00	111.11

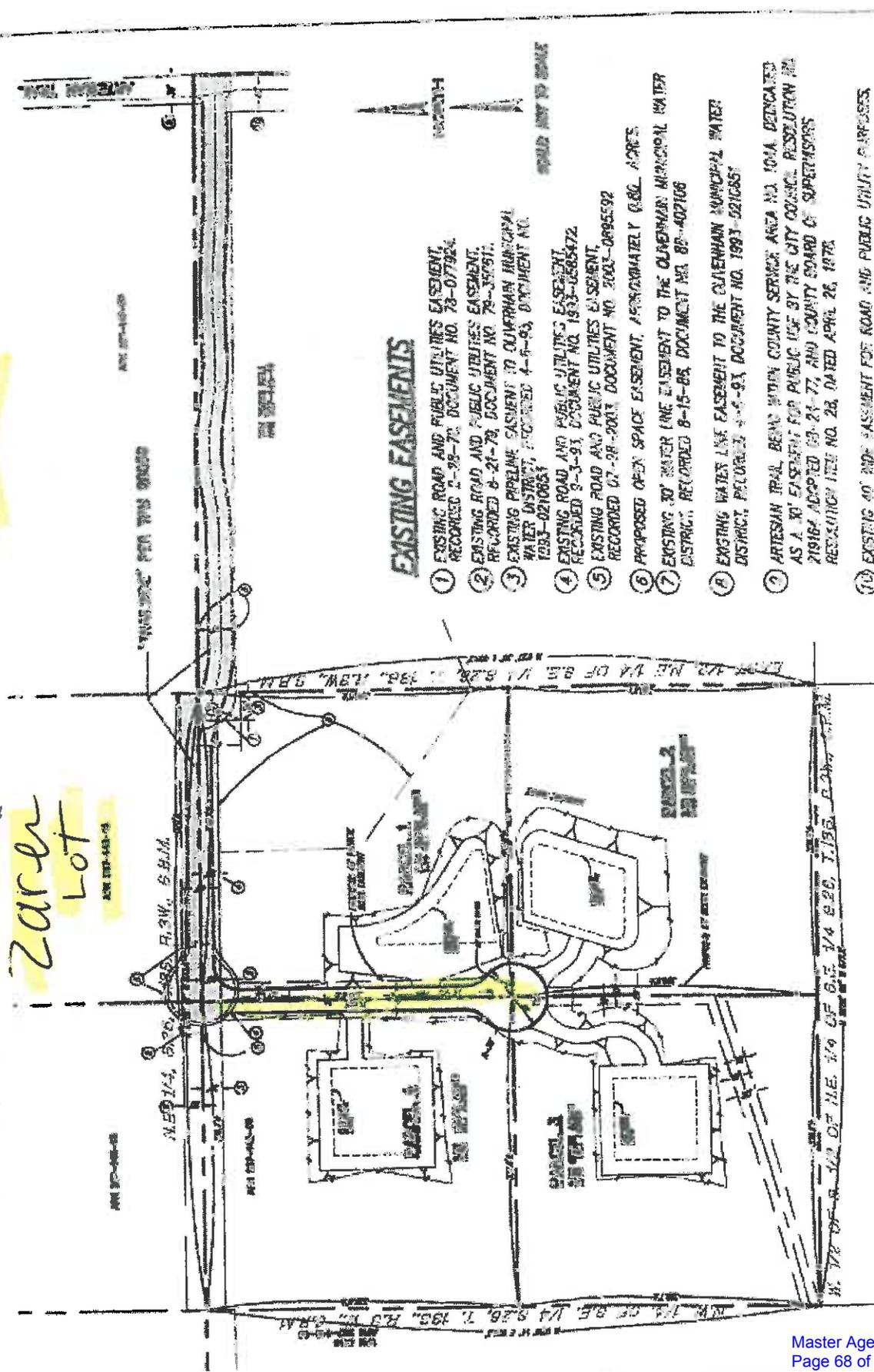
6

7

TRAILSIDE EXHIBIT FOR PERMANENT ROAD DIVISION

TPM 20975RPL

Zarler Lot



**EXISTING EASEMENTS**

- 1 EXISTING ROAD AND PUBLIC UTILITIES EASEMENT, RECORDED 2-95-78, DOCUMENT NO. 78-077924.
- 2 EXISTING ROAD AND PUBLIC UTILITIES EASEMENT, RECORDED 8-21-78, DOCUMENT NO. 78-385971.
- 3 EXISTING PIPELINE EASEMENT TO OLNEYMAN MUNICIPAL WATER DISTRICT, RECORDED 4-8-83, DOCUMENT NO. 1983-0210654.
- 4 EXISTING ROAD AND PUBLIC UTILITIES EASEMENT, RECORDED 9-3-93, DOCUMENT NO. 1993-1588472.
- 5 EXISTING ROAD AND PUBLIC UTILITIES EASEMENT, RECORDED 07-08-2003, DOCUMENT NO. 2003-0895592.
- 6 PROPOSED OPEN SPACE EASEMENT, APPROXIMATELY 0.80 ACRES.
- 7 EXISTING 30' WATER LINE EASEMENT TO THE OLNEYMAN MUNICIPAL WATER DISTRICT, RECORDED 8-15-88, DOCUMENT NO. 88-402106.
- 8 EXISTING WATER LINE EASEMENT TO THE OLNEYMAN MUNICIPAL WATER DISTRICT, RECORDED 11-4-93, DOCUMENT NO. 1993-0210687.
- 9 ARTESIAN TAPAL BEING WITHIN COUNTY SERVICE AREA NO. 101A, DEDICATED AS A 30' EASEMENT FOR PUBLIC USE BY THE CITY COUNCIL RESOLUTION NO. 219164, ADOPTED 03-23-77, AND COUNTY BOARD OF SUPERVISORS RESOLUTION FILE NO. 28, DATED APRIL 26, 1978.
- 10 EXISTING 40' WIDE EASEMENT FOR ROAD AND PUBLIC UTILITY PURPOSES, RECORDED 10-02-1994, DOCUMENT NO. 1997-253043.

- 8. No notice of code language change or new regulation was given to Zarei, who's application was in process way before any code language modification.**

## STANDARD PROVISIONS – FEE SCHEDULE

Consulting – PE/PLS	\$140.00/hr.	CAD Drafting	\$65.00/hr.
Principal	\$115.00/hr.	Drafting	\$55.00/hr.
Project Engineer/Surveyor	\$95.00/hr.	3-Man Crew	\$240.00/hr.
Field Engineer	\$80.00/hr.	2-Man Crew	\$190.00/hr.
Staff Engineer/Surveyor	\$65.00/hr.	1-Man Crew	\$140.00/hr.
Project Coordinator	\$85.00/hr.	Clerical & Processing	\$45.00/hr.
		Expeditor	\$100.00/hr.

### SPECIAL SERVICES

Drilling (based on site conditions) 4 hr. minimum

Percolation testing is defined as testing at 36-inch depth not to exceed 4 test holes. any further testing will be charged at prevailing hourly rates. All drilling and/or backhoe work will be paid by client, in addition to the fee quoted above.

Special fees, outside consultant fees, permits, special insurance, fares, telegrams, shipping, equipment (GPS) rental and other similar project-related costs are billed at cost plus 15 percent. Copies of previously issued reports are billed at \$25.00 for the first copy and \$15.00 for each additional copy.

Time spent in travel in the interest of the client will be charged at the applicable hourly rates except that no more than 8 hours will be charged in any single day. Court appearances as an expert witness will be charged a minimum of \$600.00 per half day or part, plus expenses. Preparation of court case will be charged at the applicable hourly rates listed above.

Invoices are payable within 25 days of presentation. Past-due accounts are subject to a \$15 minimum service charge, monthly service charges equaling 10% annual rate. Should the client fail or refuse to pay for the services as called for herein, the client agrees to pay reasonable collection and attorney fees, plus court costs, in addition to principal sum due.

**NOTE: Hourly rates, listed above, are subject to quarterly adjustments. Lump sum items are subject to quarterly adjustments for uncompleted portions of work.**

**CLIENT TO PAY ALL AERIAL MAPPING, COUNTY, CITY, TITLE COMPANY, OTHER REGULATORY AGENCY FEES AND SPECIAL EQUIPMENT FEES.**

Liability of ERB ENGINEERING, INC. for any service performed under this contract shall be limited to the amount of the fee charged.

In the event all or any portion of the work prepared or partially prepared by ERB ENGINEERING, INC. shall be suspended, abandoned, or terminated, the client agrees to pay ERB ENGINEERING, INC. for all fees, charges and services provided for the project, not to exceed any contract limit specified herein.

## PROJECT INFORMATION SHEET

Date: \_\_\_\_\_

### OWNERS CONTACT INFO:

Name: Mr. Bobby Zarei  
Business Name: Leading Edge Consulting Engineers  
Mailing Address: 6650 Flanders Drive, Suite J, San Diego, CA 92121  
Home Phone: \_\_\_\_\_  
Business Phone: (858) 450-0205 ext 101  
Cell Phone: \_\_\_\_\_  
Email Address: (meponline.com)

### PROJECT MANAGER INFO:

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### PROJECT SITE INFO:

Site Address: Trailside Road  
Rancho Santa Fe, CA

ASSESSOR PARCEL NUMBER: 267-148-16

### PROJECT DESCRIPTION/NOTES:

\_\_\_\_\_  
\_\_\_\_\_

JOB NUMBER: \_\_\_\_\_

On May 22, 2007, the District received a project notification from the San Diego County Department of Planning and Land Use (“DPLU”) for a minor residential subdivision of two lots on a 4.91 acre parcel. The proposed subdivision consists of two (2) parcels; the northern parcel is 2.63 acres and the southern parcel is 2.28 acres. The property owner, Mr. Mahmoud Zarei (“Appellant”) submitted a Discretionary Project Application with DPLU on May 8, 2007 for subdivision and the project was issued a Tentative Parcel Map (No. 21096). The existing map recorded with the County is for one parcel.

On May 29, 2007, the District’s former Fire Marshal, Cliff Hunter, sent DPLU a conditions letter stating the District’s requirements for the project and stipulated that the applicant provide for adequate fire access, installation of a hydrant, a residential sprinkler system and comply with Ordinance No. 03-01 and Ordinance 04-03 which requires enhanced building standards specific to the wildland urban interface. Hunter later issued 2 additional letters stating similar requirements in September 2007 and January 2008. Hunter further noted that, although the parcel map only required a 20 foot road width for fire access, a *condition* of the building permit would also require that the road be widened another 4 feet (24 ft. total). Hunter referenced the 2007 Fire Code, Section 503.2.1 which stated that “Fire apparatus road shall have an unobstructed improved width of not less than 24 feet.”

The appellant did comply with the District’s requirements per the 2007 Fire Code and RSFFPD Ordinance No. 03-01, Section 902.2.2 “Fire Apparatus Access Roads Specifications” and widened and paved the existing road from Artesian Trails to the entrance of his property on Trailside Road.

The Fire Code and zoning requirements for this parcel, prior to the appellants request to subdivide the lot, allowed for secondary access of 2,640 feet based on 5 acre parcel. This Fire Code further stated that secondary access *may be* required for this lot size. As a result of the requested two lot subdivision, the secondary access requirements were changed to 1320 feet maximum. The nearest developed access to the property lies at the intersection of Artesian Road and Artesian Trails and is approximately 2,271 feet to the entrance of the owners property on Trailside Road.

In order to receive an approval for subdividing a parcel located within a wildland urban interface fire area, applicants may be required by the Department of Planning and Land Use and/or the local Fire District to submit a Fire Protection Plan (“FPP”) pursuant to the San Diego County Consolidated Fire Code. In early 2008, Fire Marshal Hunter alerted the appellant of an upcoming change in the Fire Code and emphasized that in order to be grandfathered to the 2007 Fire Code his map would need to be finalized and recorded prior to the adoption of the new 2008 Fire Code.

On March 30, 2009, the appellant’s fire consultant, Lamont Landis, submitted the first of four Fire Protection Plans to the District for review. This first submittal was reviewed by Fire Marshal Hunter who failed to approve the plan based on non-compliance to the District’s Ordinance No. 2008-01 and No. 2008-02.

On April 8, 2009, Hunter sent written correspondence to the appellant which provided the basis for the rejection of the FPP plan (dated March 24, 2009). He commented that the appellant’s argument for resolving the secondary access issue and that “this condition has been mitigated by road improvements and the addition of a fire hydrant for the same practical effect” were unacceptable mitigation factors as the improvements were required pursuant to the Fire Code and building permit.

On May 6, 2009, a second FPP was submitted to the District for review and rejected for similar requirement deficiencies.

On June 19, 2009, Hunter sent another letter to the appellant explaining the basis for rejecting this submittal. He further noted that when the project started, the Fire Code language stated that secondary access “may be” required for this lot size. The new 2008 Fire Code contained revised language that now states “shall have” secondary access. The District would not approve the plan as submitted unless sufficient secondary access or acceptable mitigating factors are provided for this project. A subsequent plan that was submitted on November 24, 2009 was rejected for the same concerns.

On January 10, 2010, the appellant’s consultant submitted the fourth FPP which offered an acceptable option for mitigation by providing the appellant a secondary access route through a 60 foot easement owned by the Black Mountain Ranch’s Del Sur development situated east of Artesian Trails Road and located within the city of San Diego. This option was approved by Fire Marshal Hunter and a letter was sent to DPLU on January 20, 2010 approving the plan and that no further review would be required. The project was put on hold until secondary access was legally obtained by the appellant.

On December 6, 2011, the appellant received notification from County Planner, Ashley Gungle that the proposed secondary access through the Del Sur development would not work as a secondary access route.

On May 12, 2012, The Appellant notified Deputy Fire Marshall Renee Hill that he received email correspondence from Bill Zumka, Sr. Vice President of Black Mountain Ranch, stating that the Appellant could not utilize the proposed 60 foot easement through their development for secondary access.

On April 24, 2012, the District’s Deputy Fire Marshal Hill issued a letter to the appellant indicating that since the previously approved access route was no longer a viable option, the District could no longer support the subdivision unless the appellant could provide acceptable mitigation.

On May 7, 2012, the appellant’s consultant, Lamont Landis submitted a revised FPP which delivered mitigation proposals that were previously rejected by the District as formal mitigation for secondary access and were already required under the Fire Code. The revised plan would also provide offsite fuel modification of 20 feet as another proposed method for mitigation. Mr. Landis proposed that this additional fuel modification will “buffer and slow down the wildland fire in the area.” Staff rejected this proposal and the plan failed to meet the District’s approval.

On May 8, 2012, the appellant and his consultants met with Fire Chief, Tony Michel, Fire Marshal Chris Galindo and Deputy Fire Marshal Hill to discuss the revised FPP and their proposed methods of mitigating for secondary access. The appellant and his consultants provided no new mitigation options other than what was previously indicated in their May 7<sup>th</sup> submittal. During that meeting, the appellant indicated to staff that he was still seeking approval from the Black Mountain Ranch development for legal easement rights across the private residential lot on Artesian Ridge Road.

On May 10, 2012, the appellant notified the District by email correspondence that he had received correspondence from Bill Dumka, Sr. Vice President of Black Mountain Ranch (“BMR”), who denied his request for access rights through their development.

The appellant submitted multiple email correspondences to the Fire Chief seeking the District's support in applying for an extension of the May 11<sup>th</sup> project deadline and to reverse its requirements for secondary access mitigation by approving a variance.

On May 11<sup>th</sup>, 2012, the appellant filed and received a one day extension from the County. On May 11<sup>th</sup>, 2012, Fire Chief Michel sent an email to the appellant and expressed to him that the staff was diligent in assessing all of the information that he provided the District including his proposed methods for mitigation. The appellant, however, was unable to present any options that qualified as formal mitigation and therefore the District would not reverse its requirements for secondary access.

With no additional mitigation factors available to the appellant, he withdrew his project with the Department of Planning and Land Use on May 14, 2012.

Staff has reviewed the appellant's basis for the appeal and provides the following responses:

**Appellants Issue No. 1**

**California Government Code Sections 65943 and 66437.2: "If written determination is not made within 30 days after receipt of application, the application shall be deemed complete." I submitted the FPP on March, 2009 (see attached copy of receipt and check). I received a review decision letter on June 11<sup>th</sup>. Based on these code sections my FPP must be deemed complete on April 30<sup>th</sup>, 2009.**

**Staff Response**

*This issue is non-applicable and should not be considered as a basis for an appeal. The Districts legal counsel concurs with staff and further notes that Government Code Section 65943 does not apply in this case. Staff as well as legal counsel was also unable to locate any material referencing California Government Code 66437.2. In regards to the appellant's statement regarding the application period, the public agency that is directly responsible for the receiving, processing and approving development applications is the County of San Diego's Department of Planning and Land Use, not the local Fire District. The appellant submitted his Discretionary Permit Application with the County in March 2007 (over three years ago). The \$650.00 submitted by the appellant was required in accordance with the District's Fee Ordinance for plan reviews. In this case, the fee was appropriately applied towards the review of the appellants Fire Protection Plans and should not be confused as an application fee.*

**Appellants Issue No. 2**

**My application for lot split was filed in 2007 and codes at the time of application must be applied.**

**Staff Response**

*The Appellants application for the lot split was never approved by the County and therefore is subject to the code changes that occur during the process. The State of California and County review the codes every three year and makes changes as necessary. If the map for the parcel subdivision was not recorded prior to the code change, the project is subject to meet the requirements of the newest code regardless of when the application was submitted. The documentation provided by the appellant does not support his claim.*

**Appellants Issue No. 3**

**All options for secondary access were considered and exhausted. There are no feasible options available at this time.**

- **Option 1: Building a road going west on Trailside over OMWD utilities easement and connecting to Frazen Road.**
- **Option 2: To provide an emergency access through Del Sur "Black Mountain Ranch" community (located in the City of San Diego) to connect to Artesian Springs Road.**

**Staff Response**

*The appellant assessed both options as potential alternatives for achieving secondary access. Option 1 provided significant challenges that would be cost prohibitive to the appellant. This option would*

require the installation of a major bridge and possible relocation of OMWD utilities. Fire Marshal Cliff Hunter met with the appellant and agreed that this option would not be feasible.

Option 2 was submitted as proposed mitigation in the appellants fourth (4<sup>th</sup>) Fire Protection Plan to the District. It was originally accepted by the District as a viable alternative to achieving secondary access however this plan eventually failed because the appellant did not acquire the necessary easement rights prior to submitting this plan. Additionally, the County would not support this route as secondary access nor would the Black Mountain Ranch development and the City of San Diego allow access through this development.

Staff has indicated in numerous written correspondences that it is the responsibility of the applicant to identify and provide reasonable options for achieving mitigation, not the Fire District.

#### **Appellants Issue No. 4**

**Lamont Landis (fire consultant) prepared a revised Fire Protection Plan dated May 7 2012. This report provides additional 20 feet of offsite fuel modification that will buffer and slow down the wildland fire in the area.**

#### **Staff Response**

The appellant's consultant, Mr. Landis, did provide this as a proposed alternative to mitigate the dead-end road and secondary access issue. However staff has indicated numerous times to the appellant, and well before he submitted his final FPP, that to focus on utilizing fuel modification as a sole means of providing mitigation would not satisfy the Fire Districts requirements for mitigation. Fuel modification is a requirement of the Fire Code and cannot be considered as a form of mitigation for secondary access. Additionally, Ashley Gungle County Planner, commented in a May 10, 2012 email to the appellant that the proposed method of mitigation (20 ft. fuel modification) would require clearing onto adjacent properties and would require easements from those property owners and that some of the parcels included in the appellants plan are designated "minor amendment areas" per the Multiple Species Conservation Program (MSCP) and would require concurrence from those agencies responsible for mitigating sensitive habitat. No easements were secured by the appellant prior to submitting his final Fire Protection Plan (dated May 7, 2012).

#### **Appellants Issue No. 5**

**Preliminary grading plans for Zarei two lot split were reviewed by Cliff Hunter and were approved without any conditions or requirements for secondary access.**

#### **Staff Response**

Grading plans do not address issues such as secondary access for dead-end roads. Grading plans provide an opportunity for staff to review the proposed site including: house pad(s), turn-around(s), slopes and overall topography in relation to the specific project site. The Fire District does not approve grading plans; it only provides recommendations relevant to the project's compliance with the Fire Code. The agency responsible for approving these types of plans is the County Department of Planning and Land Use and the Department of Public Works.

### **Appellants Issue No. 6**

**I built and converted a 10 feet dangerous dirt road into a new 24 foot wide, all weather, asphalt road with a wide cul-de-sac to meet the RSF Fire Departments requirements for a lot split. I was not given any credit for this expensive improvement. I had no other reason to build the road but to complete my TPM (No. 21096).**

#### **Staff Response**

*The Appellant claims that there was no other reason for installing the road way however it was a condition for completing his TPM. In May 2007, the Department of Planning and Land Use requested comments (via Project Facility Availability Form, DPLU-399F) from the Fire District regarding the appellants proposed parcel subdivision. In a letter to DPLU, dated May 29, 2007 (Attachment 3A), Fire Marshal Hunter responded that the appellant's project plan did not meet the current 24 feet road width requirement which needed to conform to the Fire District's Ordinance No. 03-01, Section 902.2 "Fire Apparatus Access Road" in order to pull a building permit. The Appellant could have completed his TPM with a 20 foot road but chose to install the 24 foot road early in the project so that it would not have to be expanded (4 feet) at a later date. Hunter again notified the Appellant of this requirement in June 2009 (Attachment 4A).*

### **Appellant Issue No. 7**

**TPM 20975 RPL was approved on August 27, 2008 with more than twice of the Zarei TPM.**

#### **Staff Response**

*This appellant has omitted significant facts regarding this statement. The appellant has brought this issue up numerous times and was informed by staff that TPM 20975 was approved by the County of San Diego on the date specified because the property owner(s) filed, completed and recorded their map prior to the adoption of the 2008 San Diego County Consolidated Fire Code which contained the revised "shall have" language pertaining to secondary access. If TPM 20975 had recorded after the adoption of the new code, the property owner(s) would be required to meet the same requirements as the appellant.*

### **Appellant Issue No. 8**

No notice of code language change or new regulation was given to Zarei, whose application was in process way before any code language modification.

#### **Staff Response**

*Fire Marshal Cliff Hunter first informed the appellant in a letter (attached) dated June 19, 2009, that the Fire Code language referencing the requirements for "secondary access" had changed from "may have secondary access" to "shall have secondary access." Prior to the language change in the County Consolidated Fire Code, the determination for the need for a secondary access was a discretionary determination of the fire authority having jurisdiction ("FAHJ"). Following the code change to the "shall have" language, the conditions for secondary access were no long a discretionary determination of the FAHJ but were now adopted into the Fire Code as requirements.*

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# STAFF REPORT

NO. 12-15

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**TO:** BOARD OF DIRECTORS  
**FROM:** CHRIS GALINDO, FIRE MARSHAL  
**SUBJECT:** NEW POSITION CLASSIFICATION – FIRE PREVENTION  
SPECIALIST II / FORESTER  
**DATE:** AUGUST 3, 2012

---



## RECOMMENDATION

Staff recommends that the Board of Directors approve the classification description and salary schedule for the position of Fire Prevention Specialist II/Forester.

## BACKGROUND

In June 1999, the District established the position of Urban Forester in response to an escalation of fire prevention service demands as well as supervision needs for the District's new Vegetation Management and Weed Abatement Programs. A primary focus of the Urban Forester position was to provide the District the expertise necessary for implementing specific standards for the large subdivisions that would eventually form the Fire Districts "Shelter-in-Place" communities and assist with reducing the risk of wildland fires for the community through vegetation management.

## CURRENT SITUATION

Since the creation of the position, the District has been successful in instituting components necessary for maintaining and enforcing a comprehensive Vegetation Management Program as well as effective maintenance for the District's "Shelter in Place" communities. Because of the recent retirement of the District's Urban Forester, staff has had the opportunity to evaluate the efficiency and effectiveness of the position and determined adjustments are necessary.

Staff conducted an analysis of the position requirements and the Fire Prevention Bureau's workload and recommends that the existing positions of Urban Forester and Fire Prevention Specialist be consolidated to create a new position (Fire Prevention Specialist II/Forester) which will combine specific functions of the each position. The requirements for this position will better reflect the skills and abilities needed to meet the current and future demands of the Fire Prevention Bureau.

The proposed salary range for the Fire Prevention Specialist II is \$5039 – \$6125 (per month). The proposed top-step salary placement for the Fire Prevention Specialist II is 10% above the current Fire Prevention Specialist position.

### Attachments:

1. Fire Prevention Specialist II Position Duty Statement

## **FIRE PREVENTION SPECIALIST II / FORESTER**

### **Position Duty Statement**

Under the direction of the Deputy Fire Marshal, this position supervises the Districts Vegetation Management Program and is responsible for Plan Review and Inspection Services. These duties include review of plans submitted for landscaping and fuel modification requirements and management of the Weed Abatement Program. The position also includes typical inspection duties such as: inspection of buildings and fire protection systems, review of plans to insure compliance with laws, ordinances and regulations pertaining to the prevention and control of fires and other hazardous situations.

The duties of the Fire Prevention Specialist II / Forester may include, but are not limited to the following:

- Inspection of all new commercial, residential, institutional and industrial buildings; fire resistant landscaping; new and existing fire protection systems.
- Reviews development plans for compliance with existing Fire Codes and Fire District requirements, including review of individual residential and commercial building plans and fire resistant landscape plans.
- Inform builders, developers and the public of fire protection requirements and/or corrective action(s) necessary for compliance.
- Issuance of specific permits as required by the Fire Code; issues notices and citations.
- Maintains accurate record of completed inspections and prepares reports for review and/or action by other interested individuals and agencies.
- Plans, develops, implements, evaluates and maintains programs related to forestry, fire resistant landscaping and brush clearance.
- Oversees the GIS component for the Fire Prevention Bureau
- Reviews fire modeling
- Conducts “wildland urban interface” inspections; plans and coordinates the Fire District’s Weed Abatement Program.
- Plan, organizes, directs and evaluates the removal, planting and associated activities of required fuel modification and vegetation management plans.
- Knowledge of fuel management techniques and fire behavior.
- Assist property owners in implementing proper vegetation management practices.
- Coordinates activities with Federal, State and County agencies.
- Performs other duties as assigned in a teamwork environment.

## RESOLUTION No. 2012-12

### A RESOLUTION OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS AUTHORIZING SIGNERS ON DISTRICT BANK ACCOUNTS

WHEREAS, the Rancho Santa Fe Fire Protection District (hereafter "RSFFPD") has authorized the payment of accounts payable, payroll, and acceptance of credit cards and grant funding in accordance with District policy; and

WHEREAS, it was necessary to establish a local interest bearing checking accounts as a depository in accordance with State of California Government Code section 53667, and as a clearing account for the processing of accounts payable, payroll, and the receipt of monies for payment of services and grants; and

WHEREAS, Rancho Santa Fe Fire Protection District, in accordance with board policy requires two signatures for all checks remitted.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rancho Santa Fe Fire Protection District the following:

- 1) The RSFFPD shall, as required, transfer funds from the County of San Diego Treasurer to the Agency's banking accounts as provided herein.
- 2) The RSFFPD shall, as required, transfer funds to the established checking accounts for the following:
  - a) Payroll – California Bank & Trust, Encinitas, California, branch as a depository
  - b) Accounts Payable – Pacific Western Bank, Rancho Santa Fe, California, branch as a depository
  - c) Credit Card – Bank of America, Rancho Santa Fe, California branch as a depository
  - d) Savings – Bank of America, Rancho Santa Fe, California branch as a depository
- 3) Any two of the personnel listed on *Exhibit A* must sign all checks and/or requests for transfers on behalf of Rancho Santa Fe Fire Protection District.
- 4) The RSFFPD will perform monthly bank account reconciliations in accordance with sound accounting principles and practices.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on August 8, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

James H. Ashcraft  
President

ATTEST:

---

Karlena Rannals  
Secretary

*EXHIBIT "A"*

Tony, Michel  
Fire Chief

\_\_\_\_\_  
Signature

Karlana Rannals  
Administrative Manager

\_\_\_\_\_  
Signature

Bret Davidson  
Battalion Chief

\_\_\_\_\_  
Signature

Chris Galindo  
Battalion Chief

\_\_\_\_\_  
Signature

# GRAPEVINE



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Welcome to the 2012 Education Forum and Annual Meeting! This has been an exciting year for the International Association of Administrative Professionals and I'm looking forward to "Making the Leap to Remarkable" together here in Grapevine. For 70 years, IAAP has been cultivating the careers of administrative professionals. The pace of change in our offices gets faster every day, which is why I'm so glad you're here. Innovation doesn't stop, which means we can't stop learning.



We've got a really amazing line-up of keynote speakers this year. Prepare to be inspired by Colleen Barrett's journey from administrative professional to Southwest Airlines Co. president; gymnast Kerri Strug's own remarkable leap in the 1996 Summer Olympics; and Ross Shaffer's climb from pet store manager to Emmy-winning TV host. Our education sessions will help launch your career to the next level. If you include the pre-conference program, you can access 26 hours of technology training, the most ever for any IAAP event.

There's always a lot of news, updates and changes to keep track of at EFAM. Due to budget constraints, we are only able to print one issue of on-site *Connections*. Don't worry though, you won't be uninformed. All the news you need to know will be posted on the large video wall in the registration area. As you make your way to your sessions, make the video wall your first stop for the latest in announcements and news.

Take time for some fun while you're here. With its luxurious resort and meeting facilities, the Gaylord Texan is the perfect place for this year's EFAM. We'll have a Texas-sized portion of fun during the Evening of Welcome Sunday night. Plus, Grapevine is smack-dab in the middle of some of the best restaurants, culture, recreation and shopping in the U.S. Go for a wine tasting, get some retail therapy, enjoy the old west experience, take in a Major League Baseball game or tour the world-famous home stadium of my beloved Dallas Cowboys! Texas is well-known for its hospitality. Our hosts will be sorely disappointed if you go home without having a great time.

This is going to be a great experience! Thank again for joining us in Grapevine!

Tamra L. Goodall, CAP-OM  
International President

Technology Education Conference



March 17-20  
Anaheim CA



**CONNECTING THE DOTS:**  
Technology, People Skills  
& Project Management

Go to

**[laap-hq.org/tec13](http://laap-hq.org/tec13)**

for more details

Master Agenda  
Page 85 of 113



**Schedule At A Glance** ..... 4-5  
 Schedule At A Glance And Office Hours

**Host Committee Welcome** ..... 6

**Registration, Credentials And Banquet Seating Hours** ..... 7

**Saturday Schedule** ..... 8-9  
 Educational Workshops, Candidates Rehearsal, Parade Of Nations Rehearsal, Parliamentarian Meeting With Delegates, First-Timers Orientation, Town Hall Meeting, District Caucuses, Members-At-Large Meeting

**Sunday Schedule** ..... 9-11  
 Opening Business Session, Morning Technology Workshop, Candidate Forum, President And President-Elect Office Hour, Voting Polls, Afternoon Technology Workshop, Evening Of Welcome

**Monday Schedule** ..... 12-13  
 Election Results/Office Installation, Morning Session Keynote, Morning Educational Workshops, Leadership Luncheon, Afternoon Educational Workshops

**Book Nook** ..... 14-15  
 Hours  
 Full Product Listing

**Tuesday Schedule** ..... 16-17  
 Morning Session Keynote, Office Expo, Product Productivity Workshops, Authors Showcase

**Wednesday Schedule** ..... 18-19  
 Educational Workshops, Divisions Of Excellence Rehearsal, Networking Reception, Final Night Banquet, International Board Of Directors/RTF Trustees Reception

**Thursday Schedule** ..... 19  
 Educational Workshop, Leadership Workshop

**Quick Tips** ..... 20  
 Office Hours and Assorted Information

**Trademarks** ..... 23

**Office Expo** ..... 23-29

# AT A GLANCE

## FRIDAY, JULY 20

**12:30 p.m.-8 p.m.** On-site Registration, Pre-Registration Desk, Credentials Desk **Level 3 Foyer**

## SATURDAY, JULY 21

**7 a.m.-7 p.m.** On-site Registration, Pre-Registration Desk, Credentials Desk **Level 3 Foyer**

**8:30 a.m.-11:30 a.m. Pre-EFAM Workshops** **Texas Ballroom C, 1, 6**

**6 p.m.-6:30 p.m.** Member-at-Large Meeting **Texas Ballroom 2, 3**

**1:30 p.m.-4:30 p.m. Pre-EFAM Workshops** **Texas Ballroom C, 1, 6**

**2:30 p.m.-3:15 p.m.** Delegates Briefing **Texas Ballroom D**

**3:15 p.m.-3:45 p.m.** First-Timers Orientation **Texas Ballroom D**

**3:45 p.m.-4:30 p.m.** Town Hall Meeting **Texas Ballroom D**

**4:30 p.m.-6 p.m.** District Caucuses **Austin 1-6;  
Texas 2-5;  
Grapevine C, D**

## SUNDAY, JULY 22

**7 a.m.-8 a.m.** Credentials Desk **Level 3 Foyer**

**7 a.m.-7 p.m.** On-site Registration, Pre-Registration Desk **Level 3 Foyer**

**8 a.m.-9 a.m.** Opening Session **Texas Ballroom A, B**

**9 a.m.-Noon** Business Session **Texas Ballroom A, B**

**9:30 a.m.-12:30 p.m. Tech Workshop** **Texas Ballroom C**

**1 p.m.-2 p.m.** Candidate Forum (Delegates and Alternates) **Texas Ballroom D**

**1 p.m.-2 p.m.** President and President-Elect Office Hour **Ft. Worth 3, 4**

**2 p.m.-3 p.m.** Candidate Forum (all attendees) **Texas Ballroom D**

**2 p.m.-3 p.m.** ISBR Committee Office Hour **Ft. Worth 7**

**3 p.m.-6 p.m. Tech Workshop** **Texas Ballroom C**

**3 p.m.-6 p.m.** Voting Polls **Grapevine Ballroom A**

**6 p.m. Evening Of Welcome** **Glass Cactus**

## MONDAY, JULY 23

**7 a.m.-7 p.m.** On-site Registration, Pre-Registration Desk **Level 3 Foyer**

**8 a.m.-9:45 a.m.** **Keynote Speaker:**  
**Lead With LUV: A Different Way To Create Real Success** **Texas Ballroom A, B**  
**Colleen Barrett**

**10:30 a.m.-12:30 p.m. Workshops** **Texas Ballroom C;  
Texas Ballroom D;  
Texas Ballroom 1, 2;  
Texas Ballroom 3, 4;  
Texas Ballroom 5, 6**

**Leadership Luncheon:**  
1 p.m.-2:30 p.m. **The Inspirational Leader** Grapevine Ballroom C, D  
*Coach Micheal Burt*

3 p.m.-6 p.m. **Workshops**  
Texas Ballroom C;  
Texas Ballroom D;  
Texas Ballroom 1, 2;  
Texas Ballroom 3, 4;  
Texas Ballroom 5, 6

## TUESDAY, JULY 24

7 a.m.-7 p.m. On-site Registration, Pre-Registration Desk Level 3 Foyer

**Keynote Speaker:**  
8 a.m.-9:45 a.m. **Making The Leap To Remarkable** Texas Ballroom A, B  
*Kerri Strug*

10 a.m.-6 p.m. **Office Expo** Longhorn Hall - E

10:30 a.m.-6 p.m. **Product Productivity Workshops** Grapevine 1, 2

11 a.m.-6 p.m. **Authors Showcase** Longhorn Hall - E

## WEDNESDAY, JULY 25

7 a.m.-1 p.m. On-site Registration, Pre-Registration Desk Level 3 Foyer

**Keynote Speaker:**  
8 a.m.-9:30 a.m. **Nobody Moved Your Cheese** Texas Ballroom A, B  
*Ross Shafer*

10:30 a.m.-12:30 p.m. **Workshops**  
Texas Ballroom 1, 2;  
Texas Ballroom C;  
Texas Ballroom D;  
Texas Ballroom 5, 6

1:30 p.m.-3:30 p.m. **Workshops**  
Texas Ballroom 1, 2;  
Texas Ballroom C;  
Texas Ballroom D;  
Texas Ballroom 5, 6

5:30 p.m.-6:30 p.m. Networking Reception Level 3 Foyer

6:30 p.m.-9:30 p.m. Banquet Texas Ballroom A, B

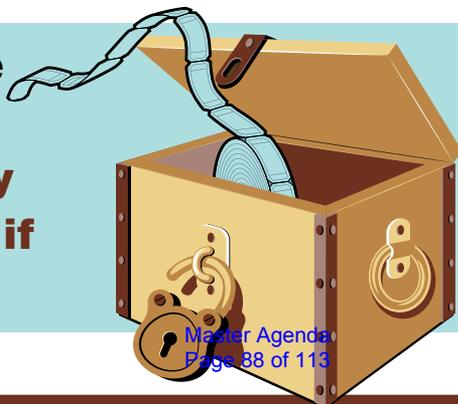
10 p.m.-11 p.m. International Board and Trustees Reception Texas Ballroom C, D

## THURSDAY, JULY 26

9 a.m.-12:15 p.m. Post-EFAM Workshop Texas Ballroom 4-6

9 a.m.-Noon Leadership Workshop Texas Ballroom C, 1-3

Please be sure to place  
your event tickets in a  
secure location as **they**  
**cannot be replaced if**  
**LOST OR STOLEN!**





## HOWDY AND WELCOME TO GRAPEVINE, TEXAS!



On behalf of the seven chapters in the North East Texas Area Council, we tip our cowboy hat to YOU as

you explore the Gaylord Texan Resort and Convention Center and all its amenities. Grapevine was named for the wild mustang grapes that were abundant when settlers first arrived in 1844. Grapevine is a suburb, north of DFW Airport, and midway between Dallas and Fort Worth. As a city that has grown, especially in the last 35 years, we invite you to take advantage of all local and surrounding areas known for their warm and friendly hospitality.

While Grapevine has all the modern conveniences as any other city, it is a true country and western place with good food, entertainment, and lots to do and see. Ride the vintage train to and from the Fort Worth Stockyards; visit and taste the wines of Delaney Vineyards; and stroll to eat, drink, and buy mementos at the historic downtown Main Street or at the Grapevine Mills Mall.

As you may already know or will learn, EFAM presents outstanding keynote speakers and educational workshops. Be proactive and take advantage of the networking of members across the USA, Canada, and other countries.

Enjoy all that Grapevine and EFAM offers!

**Elaine H. Harrison, CAP-OM**  
*Coordinator*

**Jacquelyn Hudgins, CAP-OM**  
*Co-Coordinator*



# REGISTRATION

**On-site Registration tel: 817-778-3374**  
**Registration is located in the Level 3 Foyer.**

## Credentials Hours

Friday ..... 12:30-8:00p

Saturday.....7:00a-7:00p

Sunday ..... 7:00-8:00a

## Credentials check-in will

**close at 8:00a Sunday**

**and will not re-open.**

## Delegates, Alternates And Proxy Holders

If you are representing your unit as a delegate or alternate, you will check-in at the Credentials Check-In according to your district to receive your meeting registration packet. Also, as a delegate carrying a proxy for another unit, you will need to exchange the proxy for a voting ticket at the Credentials Check-In by Sunday at 8:00a. Delegate/alternate check-in is by district.

Should an emergency occur, see credentials chair concerning emergency upgrade/proxy.



If you are a non-delegate or a non-alternate attendee who has registered and paid in full, you will check in at the Pre-registered Attendee Check-In. Check-in is alphabetical by last name.

## Pre-Registered Attendees

Friday ..... 12:30-8:00p

Saturday..... 7:00a-7:00p

Sunday ..... 7:00a-7:00p

Monday ..... 7:00a-7:00p

Tuesday ..... 7:00a-7:00p

Wednesday.....7:00a-1:00p

## On-site Registration/ Headquarters And Banquet Seating Hours

Friday ..... 12:30-8:00p

Saturday.....7:00a-7:00p

Sunday .....7:00a-7:00p

Monday .....7:00a-7:00p

Tuesday.....7:00a-7:00p

Wednesday .....7:00a-1:00p

If you have not previously registered, or if you want to purchase single event tickets, visit On-site Registration.

## Final Night Banquet Seating

Please reserve seating for the banquet (first come, first reserve). You must have all tickets to reserve seating for a group.



**8:30a-11:30a****SATURDAY EDUCATIONAL WORKSHOPS**

- #100 InfoPath Forms For E-mail, SharePoint Or The Web 3R**  
**Room: Texas Ballroom C**
- #101 Trust And Respect: The Basis For All Successful Relationships 3R**  
**Room: Texas Ballroom 1**
- #102 Creating, Sustaining And Managing Partnerships And Alliances 3R**  
**Room: Texas Ballroom 6**

**11:00a-12:30p****CANDIDATE REHEARSAL**

Walk through/audio check

**Room: Texas Ballroom A, B**

**1:00p-1:30p****MEMBERS AT LARGE MEETING**

IAAP members-at-large have the opportunity to network and elect a delegate to represent all members-at-large during voting for candidates and any bylaws amendments during the business sessions.

**Room: Texas Ballroom 2, 3**

**1:30p-4:30p****SATURDAY EDUCATIONAL WORKSHOPS**

- #150 SharePoint For Power Users 3R**  
**Room: Texas Ballroom C**
- #151 Mastering Ambiguity And Change 3R**  
**Room: Texas Ballroom 1**
- #152 The Social Media: Getting Connected And Creating A Brand 3R**  
**Room: Texas Ballroom 6**

**12:30p-2:30p****PARADE OF NATIONS REHEARSAL**

If you are a candidate for International Office, RTF Trustee or a flag bearer for the Parade of Nations, your participation is mandatory.

It is **mandatory** that you attend this rehearsal to participate in the Parade of Nations during the Opening Session.

**Room: Texas Ballroom A, B**

**2:30p-3:15p PARLIAMENTARIAN MEETING WITH DELEGATES**

No entry permitted after 2:30p

**Room: Texas Ballroom D**

**3:15p-3:45p****FIRST TIMERS ORIENTATION**

All first-time annual meeting attendees, this is your opportunity to become familiar with the annual meeting program and gain insights to maximize your time.

**Room: Texas Ballroom D**



**SATURDAY, 7/23**

**3:45p-4:30p**

**TOWN HALL MEETING**

This is the one opportunity during the annual meeting for members to ask questions about the proposed bylaws amendments.

**Room: Texas Ballroom D**

**4:30p-6:00p**

**DISTRICT CAUCUSES**

This is the one opportunity during the annual meeting for members from each district to network, communicate and share information. You will also meet the candidates from your respective districts. The Trust's District Awards will be presented.

**Rooms:**

**Canada District: Austin 1, 2, 3**

**Great Lakes District: Texas 4, 5**

**Northeast District: Austin 4, 5, 6**

**Northwest District: Texas 2, 3**

**Southeast District: Grapevine D**

**Southwest District: Grapevine C**



**SUNDAY, 7/24**

**8:00a-9:00a**

**OPENING SESSION**

Parade of Nations

Anthem by Elizabeth Holiday Sanders, North Dallas Chapter

Presentation of Colors by Boy Scout Troop 700, Grapevine, Texas

Introduction of VIP's

IAAP Board Of Directors

International Committee Members

RTF Trustees

Past International Presidents

**Room: Texas Ballroom A, B**

**9:00a-Noon**

**OPENING BUSINESS SESSION**

Call To Order

Credentials Report

Adoption of Convention Rules & Agenda

RTF Chair's Speech

RTF Check Presentation To President

RTF Bylaws

International President's Speech

IAAP Rules & Bylaws Amendments

Committee on Nominations Report

Candidate Speeches

Executive Director's Speech

Announcements

**Room: Texas Ballroom A, B**



**9:30a-12:30p**

**SUNDAY TECHNOLOGY WORKSHOP**

**#200 Word 2007/2010 For Power Users**  
**Room: Texas Ballroom C**

**3R**

**1:00p-2:00p**

**CANDIDATE FORUM**

Delegates/Alternates only

**Candidate for President-Elect**

Judith A. Yannarelli, CAP-OM

**Candidate for Vice President**

Antoinette Smith, CAP-OM

**Candidate for Secretary**

Bianca Constance

Kristi Rotvold, CAP-OM

**Candidate for Treasurer**

Dortha W. Gray, CAP-OM

**Candidate for Director, Northeast District**

Sharon McPherson, CAP-OM

**Candidate for Director, Northwest District**

Lisa Hogan, CAP-OM

**Candidate for Director, Southwest District**

Marsha Bryan, CAP-OM

Michelle Spradley, CAP-OM

**Candidate for RTF Trustee**

Lynda B. Boulay, CAP-OM

Karen Kohn, CAP-OM

Carolyn Prather, CAP

**Room: Texas Ballroom D**

**1:00p-2:00p**

**PRESIDENT AND PRESIDENT-ELECT  
OFFICE HOURS**

Open to all attendees

**Room: Ft. Worth 3, 4**

**2:00p-3:00p**

**CANDIDATE FORUM**

Open to all attendees

**Room: Texas Ballroom D**

**3:00p-6:45p**

**VOTING POLLS**

**Room: Grapevine Ballroom A**

**3:00p-4:00p**

**ISBR COMMITTEE OFFICE HOUR**

Avery Award Winners, Monday Keynote Rehearsals

**Room: Ft. Worth 7**



**3:00p-6:00p**

**AWARD REHEARSAL**

Avery Award Winners, Monday Keynote Rehearsals

**Room: Texas Ballroom 2, 3**

**3:00-6:00p**

**SUNDAY TECHNOLOGY WORKSHOP**

#250 **Building Powerful Forms in Word 2010/2007**

**3R**

**Room: Texas Ballroom C**

**6:00p**

**EVENING OF WELCOME**

# EVENING OF WELCOME

Kick up your boots and get ready to spin your spurs for THE party of the summer at the Glass Cactus. Join your friends for a high-energy event where you can kick up the dust and dance away your troubles. We'll have drinks and you can purchase food from the menu found in your registration bags. There will be prizes for the best of show by one division in each district. This is a chance to show off your CRAZY dance. Music, food, dancing and friends. What a perfect way to kick-off this year's EFAM—Texas style.

**Location: Glass Cactus**





**8:00a-8:30a**

**Room: Texas Ballroom A, B**

**ELECTION RESULTS  
& AVERY AWARD WINNERS**

**8:30a-9:45a**

**MONDAY MORNING KEYNOTE**

**Lead With LUV: A Different Way To Create Real Success**

**1R**

**Colleen Barrett**

This admin turned executive will explain that Southwest Airlines is in the customer service business but it happens to provide transportation. She will give a quick overview of how SWA's culture came about; what five leadership expectations the company sets for its people; and who SWA's customers are in terms of importance. She will also share her thoughts about why she believes that servant leadership, LUV and Freedom are the key ingredients to Southwest's success.

**Room: Texas Ballroom A, B**



**10:30a-12:30p**

**MONDAY EDUCATIONAL WORKSHOPS**

- #300 **All About Outlook 2012** **2R**  
**Room: Texas Ballroom C**
- #301 **iPad vs Laptop: What Works And What Doesn't** **2R**  
**Room: Texas Ballroom D**
- #302 **Get Organized! With Avery** **2R**  
**Room: Texas Ballroom 3, 4**
- #303 **Going With Your Gut: Honing Your Intuition Skills For Career Success** **2R**  
**Room: Texas Ballroom 5, 6**
- #304 **Coaching And Mentoring: Essential Skills For Today's Rising Stars** **2R**  
**Room: Texas Ballroom 1, 2**



**1:00p-2:30p**

**MONDAY LEADERSHIP LUNCHEON**

**#325 The Inspirational Leader: Be A Leader People Choose To Follow 1R**

**Coach Micheal Burt**

We need leaders who inspire, motivate, validate and affirm the worth and potential in their people. In this powerful and dynamic session, Micheal Burt, a coach and leader to some of the top performers in the world, will help you focus on these three things:

- How to get you and your people to come alive: That's Engagement
- How to build and sustain momentum: That's Belief and Confidence
- How to attract engaged followers who believe in you and the system: That's Attraction



Go on this journey of self-discovery with Coach Burt to truly become "The Inspirational Leader." You'll never be the same.

**Room: Grapevine Ballroom C, D**

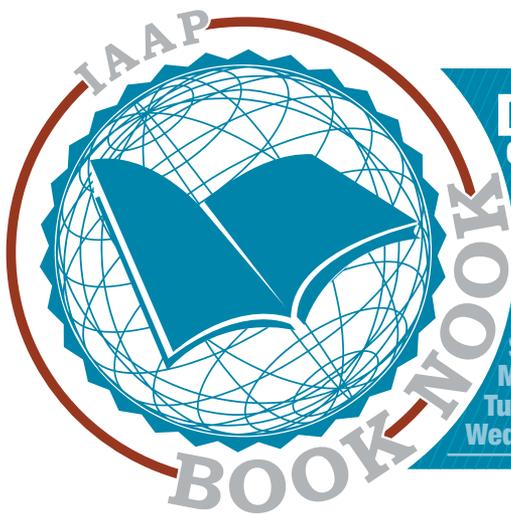
*Sponsor:*



**3:00p-6:00p**

**MONDAY EDUCATIONAL WORKSHOPS**

- #350 Power Charts, Graphics And Presentations:  
Excel And PowerPoint 2010/2007 3R  
Room: Texas Ballroom C**
- #351 The Google Experience: From Apps To YouTube 3R  
Room: Texas Ballroom D**
- #352 Follow Me: I'm Right Behind You 3R  
Room: Texas Ballroom 5, 6**
- #353 Becoming A Renaissance Admin 3R  
Room: Texas Ballroom 3, 4**
- #354 Making Sense Of The New Cogenerational Workplace:  
A New Reality Show 3R  
Room: Texas Ballroom 1, 2**



**DON'T MISS OUT**  
 ON CONFERENCE DISCOUNTS  
 ON MATERIALS AUTHORED  
 BY SPEAKERS &  
 OTHER SELECTIONS

Sat., 7/21 .....	9:30a-5:00p
Sun., 7/22 .....	9:30a-5:00p
Mon., 7/23 .....	9:30a-5:00p
Tues., 7/24 .....	9:30a-6:00p
Wed., 7/25 .....	9:30a-4:00p

**50-MINUTE BOOKS** ..... ~~\$14.95~~ **\$13**

For Recertification Points (*assignment sheets included*)

- 50 One-Minute Tips to Better Communication**
- Beyond Customer Service**
- Communication Skills for Leaders**
- Creative Collaboration**
- Developing Positive Assertiveness**
- Leadership Skills for Women**
- Meeting Skills for Leaders**
- The Administrative Assistant**

**IAAP PRODUCTS**

- IAAP Business Card Case**..... ~~\$12~~ **\$10**
- IAAP EFAM Tote**..... ~~\$20~~ **\$15**
- IAAP Portfolio**..... ~~\$25~~ **\$20**
- IAAP Wallet**..... ~~\$19~~ **\$8**

**OPTIONS TECHNOLOGY TRAINING 2012**

- Word Module**..... ~~\$149~~ **\$125**
- Excel Module**..... ~~\$149~~ **\$125**
- Outlook Module**..... ~~\$149~~ **\$125**
- Access Module**..... ~~\$149~~ **\$125**
- PowerPoint Module**..... ~~\$129~~ **\$105**
- Project**..... ~~\$129~~ **\$105**
- Windows Vista**..... ~~\$129~~ **\$105**
- Windows 7**..... ~~\$129~~ **\$105**

**QUICK REFERENCE CARDS 2010**..... ~~\$5~~ **\$4**

- Word**
- Excel**
- Outlook**
- Access**
- PowerPoint**
- Office SharePoint**
- iOS5 Intro For iPad, iPhone, iPod Touch**
- iOS5 Mail, Contacts, Calendar, Reminders**

## SUPER SAVINGS

○ <b>A New Attitude</b> .....	<del>\$14.95</del>	<b>\$10</b>
○ <b>Be Heard Now!</b> .....	<del>\$19</del>	<b>\$17</b>
○ <b>Be Yourself</b> .....	<del>\$19.95</del>	<b>\$12</b>
○ <b>Become An Inner Circle Assistant</b> .....	<del>\$19.95</del>	<b>\$10</b>
○ <b>Click</b> .....	<del>\$23</del>	<b>\$15</b>
○ <b>Complete Office Handbook</b> .....	<del>\$24.95</del>	<b>\$18</b>
○ <b>Face To Face</b> .....	<del>\$14.95</del>	<b>\$10</b>
○ <b>Facebook: The Missing Manual</b> .....	<del>\$19.99</del>	<b>\$18</b>
○ <b>FUSE Cogenerational Workplace</b> <i>Jim Finkelstein</i> .....	<del>\$19.95</del>	<b>\$12</b>
○ <b>Generations, Inc.</b> .....	<del>\$16.95</del>	<b>\$14</b>
○ <b>How To Sell Yourself</b> .....	<del>\$15.99</del>	<b>\$10</b>
○ <b>How To Write It</b> .....	<del>\$18.99</del>	<b>\$13</b>
○ <b>I Hate Filing</b> .....	<del>\$12.95</del>	<b>\$8</b>
○ <b>iPad: The Missing Manual</b> .....	<del>\$24.99</del>	<b>\$22</b>

# See something you like?

Come by and make your purchase, or mark it down as a reminder for later!

○ <b>iPhone: The Missing Manual</b> .....	<del>\$24.99</del>	<b>\$22</b>
○ <b>It's Always Personal</b> .....	<del>\$25</del>	<b>\$20</b>
○ <b>Lead With LUV</b> <i>Colleen Barrett</i> .....	<del>\$19.99</del>	<b>\$15</b>
○ <b>Loud &amp; Clear</b> .....	<del>\$12.99</del>	<b>\$8</b>
○ <b>Mina's Guide To Minute Taking</b> .....	<del>\$25</del>	<b>\$22</b>
○ <b>Nice Girls Just Don't Get It</b> .....	<del>\$23</del>	<b>\$15</b>
○ <b>Nobody Moved Your Cheese</b> <i>Ross Shafer</i> .....	<del>\$24.95</del>	<b>\$15</b>
○ <b>Perfect Phrases For Office Professionals</b> .....	<del>\$12</del>	<b>\$10</b>
○ <b>Play To Your Strengths</b> .....	<del>\$14.99</del>	<b>\$10</b>
○ <b>Small Towns Big Dreams</b> <i>Micheal J. "Coach" Burt</i> .....	<del>\$16</del>	<b>\$10</b>
○ <b>The Difference</b> .....	<del>\$24.95</del>	<b>\$15</b>
○ <b>The Everything Robert's Rules Book</b> .....	<del>\$9.95</del>	<b>\$7</b>
○ <b>The Exhaustion Cure</b> .....	<del>\$13.95</del>	<b>\$10</b>
○ <b>The Future</b> .....	<del>\$28.95</del>	<b>\$12</b>
○ <b>The Innovative Admin</b> <i>Julie Perrine</i> .....	<del>\$19.95</del>	<b>\$12</b>
○ <b>The Mouth Trap</b> .....	<del>\$14.99</del>	<b>\$10</b>
○ <b>The Reactor Factor</b> .....	<del>\$24.95</del>	<b>\$15</b>
○ <b>The Speed Of Trust</b> .....	<del>\$15.95</del>	<b>\$14</b>
○ <b>This Ain't No Practice Life</b> <i>Micheal J. "Coach" Burt</i> .....	<del>\$15</del>	<b>\$15</b>
○ <b>Unsinkable</b> .....	<del>\$18.99</del>	<b>\$12</b>
○ <b>Upgrade To FREE</b> <i>Beth Ziesenis</i> .....	<del>\$12.95</del>	<b>\$12</b>
○ <b>Who's Got Your Back</b> .....	<del>\$25</del>	<b>\$15</b>
○ <b>Who Took My Pen Again</b> .....	<del>\$22</del>	<b>\$11</b>
○ <b>You've Got To Be Kidding</b> .....	<del>\$24.95</del>	<b>\$20</b>





**8:00a-9:30a**

**TUESDAY MORNING KEYNOTE**

**Making The Leap To Remarkable  
Kerri Strug**

Olympic Gold medalist Kerri Strug sprang into Olympic history with her courageous performance during the 1996 Olympic Games in Atlanta. She is in a unique position to discuss "Making the Leap to Remarkable," the 2011-2012 IAAP International Theme. Sharing her personal story, she will teach us the need for focused goal setting, an individual commitment to excellence and how outstanding team dynamics can create the remarkable.

**Room: Texas Ballroom A, B**

*Sponsor:*

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**10:00a-6:00p**

**OFFICE EXPO**

Examine a complete showcase of products, services, programs, publications and software at your profession's most important trade show. You will discover the latest and greatest resources available. Representatives are on hand to introduce you to all that's new.

**Location: Longhorn Hall - E**

**11:00a-5:00p**

**AUTHORS SHOWCASE**

Listen as authors Jim Finkelstein, Gini Courter, Beth Ziesenis and Julie Perrine interact with you on subjects you're facing in your workplace today and give practical solutions for real-life problems. For the complete schedule, go to page 24 of this booklet.

**Location: Longhorn Hall - E**

*Sponsor:*

**HAMMERMILL®**

**10:30a-5:45p**

**PRODUCT PRODUCTIVITY WORKSHOPS**

**10:30a Fairmont Raffles Hotels:**

**"ResPlus... Our Corporate Booker Loyalty Program"**

Do you book business travel for your company's people? Then be sure to attend the ResPlus workshop to find out how you can earn valuable points to use for your own free room nights, dining, spa, retail gift cards, charitable donations and other great rewards. Easy and Free Membership.



resplus

**CONSULT THE VIDEO MONITOR OFTEN**

**For updates, important information  
or special offers see the video wall  
in the Level 3 Foyer.**



**11:45a Madison Area Technical College:  
“Put Yourself In The Driver’s Seat As A VA”**

Achieve your dream career by completing Madison College’s new online Virtual Assistant Advanced Technical Certificate! Faculty will guide you through the steps to launch your new business and start generating income. Associate Degree completion and 2,000 hours of work experience—each in a business-related area—are prerequisites. Not completed your degree? Consider an online Administrative Professional Associate in Science Degree.



**1:00p Sanford:  
“Sanford Focus Group Session”**

Sanford welcomes your participation in our informal Product Productivity Workshop in Grapevine. The purpose of the workshop is to give participants the opportunity to sample our products and provide valuable feedback to members of our brand Brand and Channel Marketing Teams.



**2:15p Avery Dennison:  
“World Class Meetings & Presentations”**

You plus Avery equals a successful meeting or event! Discover ideas to help prepare, format and print professional-looking meeting materials that make you an office hero. Come by to see the latest Avery products and formatting solutions that make it easy to stay organized at work and home.



**3:30p Esselte:  
“Product Solutions For Organizing Your Workspace”**

The “Product Solutions for Organizing your Workspace” Seminar from Esselte provides solutions for eight challenges people have working with paper in the workplace.

- Can it be tossed out?
- Does it require immediate attention?
- Is it part of a working project?
- Is it going to a meeting?
- Does it need a weekly reminder?
- Do papers need to be shared with others?
- Is it going home or on the road with you?
- Does it need to be saved for later use?



**4:45p Hammermill Papers:  
Make Your Space Feel Like It’s The Corner Office—  
With Celebrity Designer Angelo Surmelis**

Simple changes can make a big difference in how you and your company are perceived. Attend this fun, informative workshop and learn how to give your workspace a makeover with simple changes. Hosted by celebrity designer Angelo Surmelis, this session will equip you with expert style advice on how you can transform your very own work space, your career and your life by following the advice of the pros.



**Locations: Grapevine 1, 2**



**8:00a-9:30a**

**WEDNESDAY MORNING KEYNOTE**

**Nobody Moved Your Cheese**  
**Ross Shafer**

**1R**

Ross Shafer went from a job as a small town pet shop manager to Emmy award-winning TV host to renowned business author and speaker. He'll share how to shed blame and focus on yourself and your career as you learn how to create a personal brand to promote yourself while understanding the difference between making a living and making a life. Walk away curious, hungry and excited about your profession; as well as your place in the world.



**Room: Texas Ballroom A, B**

**9:30a**

**BOOK SIGNING**

**10:30a-12:30p**

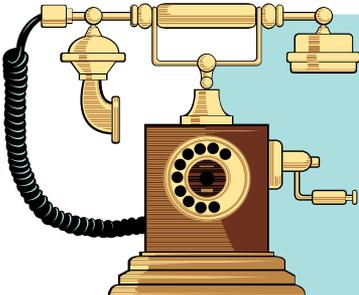
**WEDNESDAY EDUCATIONAL WORKSHOPS**

- #500 Upgrade To Free: Free And Bargain Technology For Admins** **2R**  
**Room: Texas Ballroom 1, 2**
- #501 Technical Writing For The Administrative Professional** **2R**  
**Room: Texas Ballroom D**
- #502 Business Finance & Accounting Demystified** **2R**  
**Room: Texas Ballroom 5, 6**
- #503 Project Management: Keeping It On Track, On Time And On Budget** **2R**  
**Room: Texas Ballroom C**

**1:30p-3:30p**

**WEDNESDAY EDUCATIONAL WORKSHOPS**

- #550 Upgrade To Free: Free And Bargain Technology For Admins** **2R**  
**Room: Texas Ballroom 1, 2**
- #551 Creative Business Writing For The Administrative Professional** **2R**  
**Room: Texas Ballroom D**
- #552 Illustrating The Numbers: Getting The Point Across** **2R**  
**Room: Texas Ballroom 5, 6**
- #553 The People Side Of Project Management** **2R**  
**Room: Texas Ballroom C**



**WANT UPDATES?**

Text **IAAP** to **68398** to subscribe for text updates throughout the conference. Whether it's a rebalot or change of venue, be the first to know.

**5:30p-6:30p**

**Location: Level 3 Foyer**

**NETWORKING RECEPTION**

**6:30p-9:30p**

**FINAL NIGHT BANQUET**

Announcement of Banquet Table Charity Dinner  
 Introduction of new IAAP Board of Directors  
 New President Introduces her Guests  
 R&E Scholarship Winners  
 RTF Chapter/Division Awards  
 Pathways to Excellence Recognition Program  
     Divisions of Excellence  
 Host Committee Recognition  
 Incoming President's Address  
 Special Presentations to the Outgoing President  
 Declaration of Achievement to Outgoing President  
 Invitation to EFAM 2013  
 Smiling Faces Video

**Location: Texas Ballroom A, B**



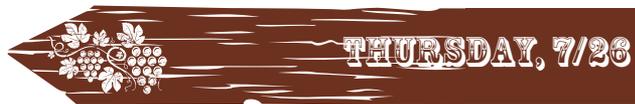
**President-Elect  
 Karlena Rannals, CAP-OM**

Karlana Rannals will assume office as the 2012-2013 international president. She is administrative manager at the Rancho Santa Fe Fire Protection District in Rancho Santa Fe, Calif. Tony J. Michel is the fire chief. Karlana is a member at large, California Division in the Southwest District.

**10:00p-11:00p**

**Location: Texas Ballroom C, D**

**INTERNATIONAL BOARD  
 RTF TRUSTEES RECEPTION**



**9:00a-12:15p**

**#600 Teamwork: Do You Have The Skills Needed To Survive?**  
**Room: Texas Ballroom 4-6**

**POST EFAM WORKSHOP**

**3R**

**9:00a-Noon**

**#601 Be The Change**  
**Room: Texas Ballroom C, 1-3**

**2012 LEADERSHIP WORKSHOP**

**2R**

# QUICK TIPS

## HOSPITALITY/INFORMATION

### San Antonio 4, 5, 6

Lost & Found, area maps, information about attractions, restaurants, churches, shopping and messages are located in Hospitality/Information, staffed by the Host Committee.

Friday	8:00a-8:00p
Saturday	8:00a-7:00p
Sunday	9:00a-5:30p
Monday	8:00a-7:00p
Tuesday	8:00a-7:00p
Wednesday	8:00a-3:00p

*Please check at registration for any room changes since the program was printed.*

## IAAP REGISTRATION DESK

### Level 3 Foyer

Friday	12:30-8:00p
Saturday	7:00a-7:00p
Sunday	7:00a-7:00p
Monday	7:00a-7:00p
Tuesday	7:00a-7:00p
Wednesday	7:00a-1:00p

## NEED HELP? JUST ASK.

You can identify the EFAM 2012 Host Committee by their black clothing with pale yellow w/ grape leaves scarves.

IAAP Headquarters staff is dressed in clothing with the IAAP logo and their name badges. If you have any questions, don't hesitate to ask the host committee or IAAP staff.



## ON-SITE REGISTRATION

### Level 3 Foyer

Tel: 817-778-3374

## VOLUNTEERS OFFICE

### Dallas 1, 2

Friday	8:00a-8:00p
Saturday	7:00a-7:00p
Sunday	7:00a-7:00p
Monday	7:00a-7:00p
Tuesday	7:00a-7:00p
Wednesday	7:00a-3:00p

## PHOTOGRAPHER

### Level 3 Foyer

#### Sales & Group Photos

The official photographer for EFAM is Marshall Karesh. He can be contacted by e-mail at [mail@conventionphotography.com](mailto:mail@conventionphotography.com) or you can call 828-507-7736.



*Since fragrant aromas can cause adverse health effects in your fellow attendees, we ask your assistance to ensure all attendees adhere to a scent-free environment.*



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Carey is the worldwide leader in chauffeured services and ground transportation management. With locations in more than 550 cities and 60 countries and a diverse portfolio of specialized services, Carey offers safe reliable, and consistent transportation solutions to the world's most discerning travelers. Visit us at booth #508 to discover what Carey can do for your business and learn more about The Carey Rewards Club<sup>®</sup> —the industry's ONLY loyalty program for travel arrangers.



# CAREY<sup>®</sup>

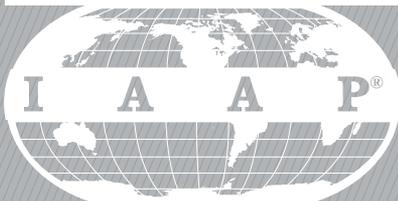
Master Agency  
page 100 A-11  
[www.carey.com](http://www.carey.com) 800.336.4646

# SAVE THE DATE

Mark your calendar for these upcoming IAAP events. Visit the education and events section of the IAAP website

**([www.iaap-hq.org](http://www.iaap-hq.org))**

for more information.



**ANAHEIM**  
**IAAP FUTURES**  
**CONFERENCE**  
Strategic Planning Session  
Mar. 15-16, 2013

**ANAHEIM**  
Technology Education Conference



TEC13  
Mar. 17-20, 2013

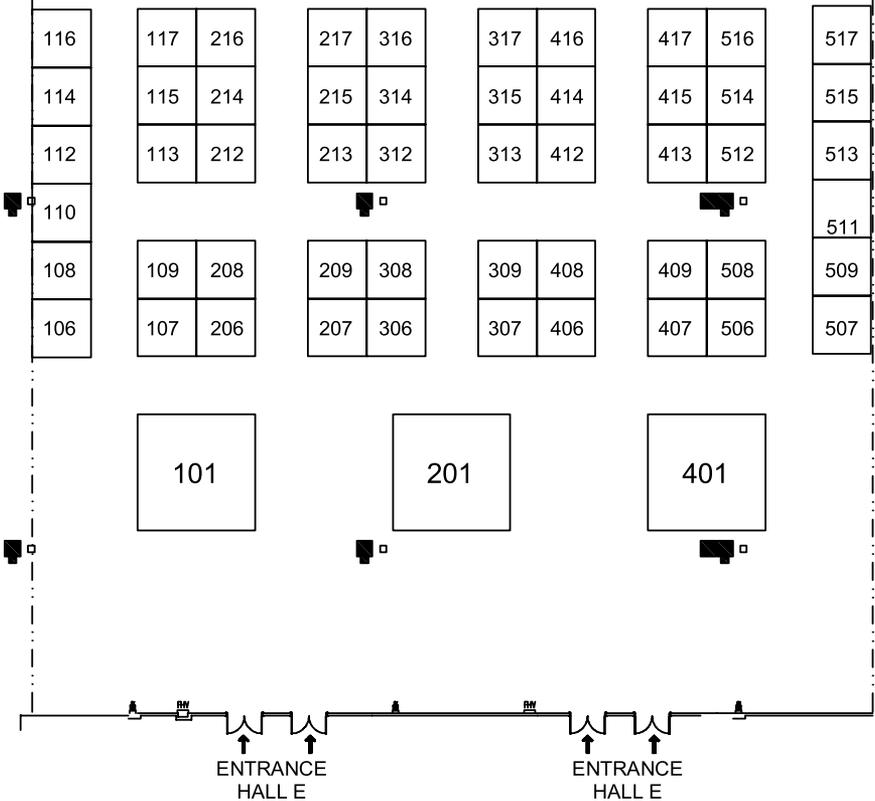
**ANAHEIM**



EFAM  
July 27-31, 2013

# OFFICE EXPO

JULY 24, 2012



**Entities, Programs, Trademarks, And Service Marks International Association of Administrative Professionals®, IAAP®:**

IAAP Research and Educational Foundation; Retirement Trust Foundation and Vista Grande Retirement Center; Administrative Professionals Week®, Administrative Professionals Day®, International Secretary of the Year®, Institute for Certification; Certified Professional Secretary®, CPS®; Certified Administrative Professional®, CAP®; OfficePro® magazine; Professional Secretaries Day®; Professional Secretaries Week®; Secretary Speakout®; Secretary on the Spot®; Turning Jobs Into Careers®



# OFFICE EXPO

## AUTHORS SHOWCASE

TUESDAY, JULY 24

**11:00-11:30a..... Jim Finkelstein**  
**FUSE: MAKING SENSE OF THE NEW**  
**COGENERATIONAL WORKPLACE**

**1:00-2:00p..... Gini Courter**  
**LYNDA.COM TECH VIDEOS**

**2:00-3:00p ..... Beth Ziesenis**  
**UPGRADE TO FREE: THE BEST FREE &**  
**LOW COST ONLINE TOOLS & APPS**

**4:00-5:00p .....Julie Perrine**  
**THE INNOVATIVE ADMIN: UNLEASH**  
**THE POWER OF INNOVATION IN YOUR**  
**ADMINISTRATIVE CAREER**

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### 3M

**Vickie Carstens, Marketing**

**Phone:** 651-736-5332

**Toll Free:** 1-800-395-1223

**E-mail:** [vjcarstens1@mmm.com](mailto:vjcarstens1@mmm.com)

**Website:** [www.3M.com](http://www.3M.com)

3M is dedicated to manufacturing the highest quality office products to make your life easier. From Post-it® Notes, Flags, Tabs and Labels to Scotch® Tapes, 3M™ Workspace Solutions—3M brings you the tools you need to maintain efficiency and productivity. Visit the 3M booth to see more of our new product innovations.

### Accentra Inc/PaperPro

511

**David Connor, Senior Vice President of Sales**

**Phone:** 919-303-2078

**Toll Free:** 888-359-1760

**Fax:** 919-387-4171

**E-mail:** [dconnor@paperpro.com](mailto:dconnor@paperpro.com)

**Website:** [www.paperpro.com](http://www.paperpro.com)

PaperPro is the leading innovator in office tools, with a full line of powerful, effortless staplers and advanced hole punches, for all of your office needs. PaperPro has revolutionized the stapling industry with its patented one-finger stapling power, requiring less effort than any other stapler out there. All of PaperPro's products are light weight, powerful and jam free! Try PaperPro and experience the Power of WOW!

### All Things Admin

412

**Julie Perrine, Founder & CEO**

**Phone:** 319-535-0330

**E-mail:** [AdminSuccess@](mailto:AdminSuccess@AllThingsAdmin.com)

[AllThingsAdmin.com](http://AllThingsAdmin.com)

**Website:** [www.AllThingsAdmin.com](http://www.AllThingsAdmin.com)

All Things Admin is dedicated to developing and providing breakthrough products, training, mentoring and resources for success-minded administrative professionals worldwide. Let us help you "kick-start" your administrative procedures binder, develop your professional portfolio in print and online, save time, reduce stress and boost innovative thinking! Our admin tools, training and books will guide your way.

### AMResorts Meetings & Incentives

506

**Pamela Payne, CMP, Senior Regional Director of Groups**

**Phone:** 713-899-8908

**Toll Free:** 1-800-727-3550

**Fax:** 610-359-8125

**E-mail:** [ppayne@amresorts.com](mailto:ppayne@amresorts.com)

**Website:** [www.amrmeetings.com](http://www.amrmeetings.com)

AMResorts boasts 28 beach front resorts spread out among five brands throughout Mexico and the Caribbean, including Zoëtry Wellness & Spa Resorts, Secrets Resorts & Spas, Dreams Resorts & Spas, Now Resorts & Spas and Sunscape Resorts & Spas with their trademark Endless Privileges®, Unlimited-Luxury® and Unlimited Fun®.

### Avery Dennison

101

**Michelle Smith, Marketing Account Manager**

**Phone:** 317-892-5831

**Toll Free:** 1-800-462-8379 ext. 8765

**Fax:** 317-892-5832

**E-mail:** [michelle.smith@](mailto:michelle.smith@averydennison.com)

[averydennison.com](http://averydennison.com)

**Website:** [www.avery.com](http://www.avery.com)

Avery is one of the world's leading manufacturers of self-adhesive labels for laser and ink jet printers, labeling software, binders, sheet protectors, index and tab dividers and other office, home and school-related supplies. For more information about Avery-brand products, consumers can visit [www.avery.com](http://www.avery.com) or call the Avery Dennison Consumer Service Center at 1-800-GO-AVERY (1-800-462-8379).

### Carey Worldwide Chauffeured Services

508

**Yolanda Carneiro, Vice President of Sales Development**

**Phone:** 301-624-5010

**Toll Free:** 1-800-336-4646

**E-mail:** [reservations@carey.com](mailto:reservations@carey.com)

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207 & 209

**Meryl Altuch, Marketing Director**

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**Devi Farrokhpey, Manager of Loyalty Marketing**

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**E-mail:** [resplus@frhi.com](mailto:resplus@frhi.com)  
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## **Fellowes Inc. - FellowesPro 315**

**Eileen Varoli, FellowesPro Marketing**  
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**Chris Murff, Sr. Manager, Business Development**

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## **GoGather 108**

**Sally Mainprize, VP Strategy and Business Development**

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**E-mail:** [EFAM2013@iaap-ca.org](mailto:EFAM2013@iaap-ca.org)

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### **IAAP EFAM 2014 Milwaukee 114**

**Julie Thomas, CAP-OM & Nancy Arnold, CAP-OM, 2014 Co-Coordinators**

**E-mail:** [efam2014@yahoo.com](mailto:efam2014@yahoo.com)

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**Andrew Whitfield, President & Co-Founder**

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**E-mail:** [andrew@myinotary.com](mailto:andrew@myinotary.com)

**Website:** [www.myinotary.com](http://www.myinotary.com)

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### **Lebkuchen-Schmidt GmbH & Co. KG 413**

**Juergen Merkel, Export Manager**

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**June Sarbacher, CAP-OM, Administrative Professional Online Program Director**

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**Website:** [www.madisoncollege.edu](http://www.madisoncollege.edu)

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### **Master Manufacturing Co. Inc. 516**

**Bob Ptacek, V.P. Sales**

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### **Quill.com 113/115**

**Jessica Bitterman, Market Manager**  
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### **Retirement Trust Foundation "Under Construction" 110**

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Visit the RTF booth and learn more about the "under construction" phase of IAAP's two foundations. Pending approval of the RTF bylaws amendments, "The Foundation of the International Association of Administrative Professionals" will be created. IAAP appreciates the many contributions to the charitable activities benefiting IAAP members over the years and looks forward to your continued support. Stop by and see us!

### **Samsill Corporation 116**

**Drew Bowers, Director of Marketing**  
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### **Sanford Brands 201**

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**Michelle Hanson, Marketing Communications Manager**

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**David Lunsford, Fundraising Manager**  
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**Toll Free:** 1-800-323-0775  
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**E-mail:** david.lunsford@terrilynn.com  
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**Jim Lee, Vice President of Sales**  
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