



**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

September 21, 2016  
1:00 pm PT  
Special Meeting (*in lieu of regular meeting*)

**RULES FOR ADDRESSING BOARD OF DIRECTORS**

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

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

Pledge of Allegiance

1. Roll Call
2. Special Presentations
  - a. Fire Prevention Personnel  
Recognition will be given to District staff for exceptional efforts and service
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
    - Board of Directors minutes of August 10, 2016

ACTION REQUESTED: **Approve**

- b. Receive and File
  - Monthly/Quarterly Reports

(1) List of Demands Check 27741 thru 27848 for the period August 1 – 31, 2016 totaling:	\$ 905,039.04
Payroll for the period August 1 – 31, 2016	\$ <u>681,244.08</u>
TOTAL DISTRIBUTION	\$1,586,283.12

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

(2) Activity Reports – August 2016

(a) Operations

(b) Training

(c) Fire Prevention

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

(i) None

ACTION REQUESTED: **Information**

c. Budget Authorization

To ratify the purchase of a replacement vehicle from Kearny Mesa Ford. [Staff Report 16-22](#)

ACTION REQUESTED: **Ratify**

d. Budget Authorization

To ratify the purchase of a new EKG monitor. [Staff Report 16-23](#)

ACTION REQUESTED: **Ratify**

6. Public Hearing

a. Final Budget Fiscal Year 2016/2017

To call for any taxpayer to appear and be heard regarding the increase, decrease or omission of any budget item, or for the inclusion of additional items prior to adoption by the Board of Directors

ACTION REQUESTED: **Public input**

7. Old Business

a. None

8. Resolutions

a. Resolution No. 2016-12

To discuss and/or adopt resolution 2016-12 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Reimbursement, Salary and Benefits for Personnel Assigned to the Elfin Forest Harmony Grove Volunteer Division

ACTION REQUESTED: **Adopt**

b. Resolution No. 2016-13

To discuss and/or adopt resolution 2016-13 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Amending the Fair Political Practices Commission's Standard Conflict of Interest Code and Candidate Disclosure Statement and Repealing Resolution No. 185. [Staff Report 16-24](#)

ACTION REQUESTED: **Adopt**

c. Resolution No. 2016-14

To discuss and/or adopt resolution 2016-14 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing an Hourly Rate and Benefits for a Limited Term Firefighter/Paramedic Position

ACTION REQUESTED: **Adopt**

d. Resolution No. 2016-15

To discuss and/or adopt Resolution No. 2016-15 – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Committed and/or Constrained Fund Balances for FY16

ACTION REQUESTED: **Adopt**

9. New Business

- a. Meet and Confer for Successor Memorandum of Understanding with Rancho Santa Fe Professional Firefighters Association and Rancho Santa Fe Miscellaneous Employees  
To discuss and appoint ad hoc committee to participate in the meet and confer process for successor MOUs  
ACTION REQUESTED: **Appoint agency negotiators**
- b. Final Budget FY 2016/2017  
To discuss and/or approve Final Budget for FY17  
ACTION REQUESTED: **Approve**

10. Oral Report

Fire Chief – Michel

- a. District Activities  
1) Pancake Breakfast – RSF1 October 9, 2016
- b. Operations – Deputy Chief
- c. Volunteer – Division Chief
- d. Training – Battalion Chief
- e. Fire Prevention – Fire Marshal
- f. Administrative Manager
- Ethics Training – December 14, 2016
  - Board of Directors meeting October 12, 2016
- g. Board of Directors
- North County Dispatch JPA – Update
  - County Service Area – 17 – Update
  - Comments

11. Adjournment

The next regular meeting Board of Directors meeting to be October 12, 2016 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



RANCHO SANTA FE FIRE PROTECTION DISTRICT  
Board of Directors Special *(in lieu of regular)* Meeting Agenda  
Wednesday, September 21, 2016 1:00 pm PT

## CERTIFICATION OF POSTING

I certify that on September 16, 2016 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on September 16, 2016

  
\_\_\_\_\_  
Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – August 10, 2016**

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

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:04 pm.

*Pledge of Allegiance*

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

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Bret Davidson, Battalion Chief; Dave McQuead, Battalion Chief; Renee Hill, Fire Marshal and Karlana Rannals, Board Clerk.

2. Special Presentations

a. Badge Presentations

Chief Michel welcomed all in attendance. Chief Cox discussed the requirements and commitment needed to succeed in the profession and in the District. The following district personnel were presented a Fire District badge:

- Nathan Sanford, Engineer
- Christopher Pane, Firefighter/Paramedic
- Scott Schieber, Firefighter/Paramedic
- Matt Sivba, Firefighter/Paramedic

President Ashcraft on behalf of the Board of Directors offered congratulations to all and wished continued success in their new role.

b. Certificate of Recognition

Chief Cox recapped a significant call that occurred on May 2, 2016 that resulted in a life-saving CPR. Certificates of Recognition were presented to Captain Trever Krueger, Engineer Brian Schmid, Firefighter/Paramedic Scott Young, Paramedic Todd Klingensmith and EMT Kenny Taylor for their leadership, skill and action taken.

c. Burn Institute

Tiffany Wong, Burn Institute, presented a trophy to the Rancho Santa Fe Fire Protection District as the top fund raising agency in north San Diego County for the Annual Boot Drive, totaling in excess of \$25,000. Captain Trever Krueger accepted on behalf of the Rancho Santa Fe Professional Firefighters, Local 4349. In addition, she presented a trophy to Fire Chief Tony Michel as the winner of the countywide "01 Challenge."

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

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

4. Public Comment

No one requested to speak to the Board.

5. Consent Calendar

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

a. *Board of Directors Minutes*

i) Board of Directors minutes of July 13, 2016

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 27609 thru 27740 for the period July 1 – 31, 2016 totaling:

\$1,217,138.58

Payroll for the period July 1 – 31, 2016

\$ 744,262.23

TOTAL DISTRIBUTION

\$1,961,400.81

2. Financial Reports

a. Budget Review July 1, 2015 – June 30, 2016

b. Statement of Cash Assets/Liabilities – June 30, 2016

c. Quarterly Investment Summary – June 30, 2016

3. Activity Reports – July 2016

a. Operations (June/July)

b. Training

c. Fire Prevention

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

1) None

c. Acceptance of Donation

The Board of Directors accepted from the *45 Ranch Master* Association a cash donation of \$725, which are proceeds from the Easter Breakfast held March 26, 2016. The funds will be used for public education purposes.

6. Public Hearing

a. *Fire Mitigation Fee Program: Resolution Adopting Multi-Year Facilities and Equipment plan for Rancho Santa Fe Fire Protection District*

President Ashcraft opened the public hearing. The Fire Chief and Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. There were no requests to speak. President Ashcraft closed the public hearing.

7. Old Business

a. *LAFCO Application – Final Report*

Chief Michel reported that the reorganization with CSA-107 (Elfin Forest/Harmony Grove) was complete and became effective July 22, 2016. Staff continues to work on the transition of all deeds, assignment of leases, equipment, and transfer of funds, that the County of San Diego has 45 days to complete.

He reported that staff completed the transfer of equipment from Elfin Forest/Harmony Grove Volunteer Fire Department, Inc. except the following vehicle, which was involved in a “fender bender”:

1998 Ford Expedition Staff Vehicle Division Chief 1FMPU18L9WB31308

The insurance company deemed the vehicle beyond repair and provided a settlement to Elfin Forest/Harmony Grove Volunteer Fire Department, Inc. for \$3,400, plus the cost for the removal and installation of radios.

b. *Contract: Agreement Between the County of San Diego and the Rancho Santa Fe Fire Protection District for Payment of NextGen RCS Infrastructure Costs*

Chief Michel summarized the staff report provided. He reported that the cost of replacing the Next Gen RCS backbone infrastructure exceeds \$70 million. A cost apportionment formula was developed by taking total cost divided by the number of subscriber radios based on average radio count in 2013 and 2014. The District’s average radio count, including Elfin Forest, over those years was a 117 active radios. The District’s share is \$522,079. In preparation for the Next Gen RCS Infrastructure Costs, the District allocated \$700,000 in a General Fund Reserve account restricted for this purpose.

He recommended the Board of Directors approve the “Agreement between the County of San Diego and the Rancho Santa Fe Fire Protection District for Payment of Next Gen RCS Infrastructure Costs”, authorize the Fire Chief to execute the agreement, and authorize payment for the Fire District’s cost share in a one-time payment in the amount of \$522,079. In addition, he requested that after paying for the New Gen RCS infrastructure, he requested that the remainder of the allocated \$700,000 in a General Fund Reserve account be utilized to purchase replacement Next Gen Radios at a later date.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the following:

1. Approve Agreement for Payment of Next Gen RCS Infrastructure Costs
2. Authorize the Fire Chief to execute the agreement
3. Authorize payment in the amount of \$522,079
4. Reallocate the remainder of the reserve account (\$177,921) to the NextGen Radio purchase for a later date.

8. New Business

a. *Conversion of Firefighter/Paramedics Limited Term to Full Time Employees*

Chief Michel summarized the staff report provided. He reported that as a part of the implementation of contract for service into CSA-107 (EF/HGV), the fire district hired and utilized three (3) limited term

firefighter/paramedic (LTFF/PM). The LTFF/PM's were hired to help transition the fire district into this new service area and the service contract. Now that the reorganization is complete, the limited term position has created operational issues that have been mitigated with a lot of work and effort on the part of District personnel. He noted that while there is a fiscal impact, approximately \$171,000 the first year, there are numerous reasons to change including employee retention. If approved, he expects to convert the three position by the end of calendar year 2016. Staff responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to convert the three (3) limited term firefighter/paramedic positions into full time positions.

9. Resolutions/Ordinances

a. Resolution No. 2016-08

Karlena Rannals summarized the staff report provided. She reported that California public agencies created a joint powers authority (JPA) for the purpose of pooling local agency assets. Since the District will receive monies from the County of San Diego that will be specifically used for the construction of the Harmony Grove Village Fire Station, and the monies will not be needed for 1½ to 2 years; the JPA is an additional investment tool for the District to participate with. Staff recommended the District join the JPA known as CalTrust. She responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, APPROVED Resolution No. 2016-08 entitled *The Resolution Authorizing Rancho Santa Fe Fire Protection District A "Public Agency" Within the Meaning of that Term as Defined by the California Government Code, to Join with Other Public Agencies as a Participant of the Investment Trust of California, Carrying On Business as CalTrust* on the following roll call vote:

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

b. Resolution No. 2016-09

Chief Michel reported that the resolution presented is a part of the summary report prepared each year for the County of San Diego (due August 29) for the Fire Mitigation Fee program. The District does plan to submit for new projects specific to the construction of a new fire station to the committee for FY17.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Ordinance No. 2016-09 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan* on the following roll call vote:

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

c. Resolution No. 2016-10

Chief Michel reported that throughout the discussions with Elfin Forest/Harmony Grove residents, the District knew of the importance of their community room. He explained that the current resolution on file does not allow the Fire Chief or their designee to waive fees when appropriate, for alarm fees or meeting rooms.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2016-10 *entitled* Specifying the Procedure and Policy for Considering and Acting Upon Any Request for A Waiver of Fee Charged by the District on the following roll call vote:

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

d. Resolution No. 2016-11

Chief Michel reported that this resolution is specific to the Elfin Forest Fire Station and necessary, specifically the community room. He previously reported that prior resolution does not allow the Fire Chief or their designee to waive fees when appropriate.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2016-11 *entitled* Specifying the Procedure and Policy for Considering and Acting Upon Any Request for A Waiver of Fee Charged by the District on the following roll call vote:

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

10. Oral Report

a. Fire Chief – Michel

i) Elfin Forest Reorganization

Staff continues with the implementation of integrating the two organizations. He plans for the September meeting the compensation resolution for the Volunteer Division of the District.

b. Operations – Deputy Chief

Chief Cox summarized the previous two months' activity, noting district personnel responded to 300 calls for June and 271 calls for July. He reported on significant calls and distributed the monthly seasonal

weather outlook, and reported that the fuel moisture is under 50% for July. Several personnel have responded with strike teams to fires north of the District. Chief Davidson distributed information about the Pilot Fire in San Bernardino.

c. Elfin Forest Volunteer Division – Division Chief

Chief Twohy reported that the ad hoc committee formed within the EFF/HG Inc. continues to meet to repurpose to the Rancho Santa Fe Fire District Foundation. The EFF/HG Inc. approved the funding for the grant received to purchase breathing apparatus. Training continues to be a highlight for the volunteers. He toured the Elfin Forest/Harmony Grove community with Director Malin.

d. Training – Battalion Chief

Chief McQuead summarized the training activity for July that included 2<sup>nd</sup> quarter testing for the probationary employees, and a new hire recruitment test was conducted.

e. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month that included approximately 28,456 square feet of new construction and 63 plan reviews. She is working to prepare the Ordinance to adopt the new fire code.

Chief Michel reported that over 100 properties were cited because of dead trees. He has prioritized that staff will focus on the evacuation routes in having the dead trees removed. He knows that the cost is expensive to have the trees removed, but it is a life-safety issue that must be addressed. Staff responded to questions from the board.

f. Administrative Manager

Ms. Rannals reported the following:

1. The nomination period for the November general election concludes August 12<sup>th</sup>. On this date, the only candidates were the current incumbents.
2. The District will incur an additional cost (estimated between \$4,000 to \$6,000) to assist staff with the calculation for the District's net pension obligation.
3. The District's FY17 assessed valuation increased by 3% over FY16.

g. Board of Directors

i) North County Dispatch JPA – Update: Ashcraft – no report.

ii) County Service Area – 17 – Update: Stine/Michel – meeting held August 2, 2016. The County of San Diego decided to change the findings for the LAFCO application. It was completely changed which resulted in inconsistencies to how CSA -17 currently operates.

iii) Comments

1. Malin – commented in the dismal investment earnings of .6% by CalPERS
2. Stine – progress moving along for the District's new website.

*Ten-minute recess*

11. Closed Session

Pursuant to the following, the board met in closed session from 3:30 – 4:15 pm to discuss the following:  
Government Code Section 54957

a. Public Employee Performance Evaluation

Title: Fire Chief/Fire Marshal

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

Government Code Section 54957.6

b. 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; Deputy Chief; Battalion Chief (4); Fire Marshal and Administrative Manager

Under Negotiation: Successor Memorandum of Understanding and Compensation

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

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the two subjects and direction was given to Chief Michel and agency negotiators.

12. Adjournment

Meeting adjourned at 4:17 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
27741	\$13.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
27742	\$867.56	AT&T Calnet 2/3	Telephone RSF4
27743	\$198.44	Blend	Outside Printing & Binding
27744	\$1,298.50	C.A.P.F.	Disability Ins Short & Long
27745	\$3,200.00	CoreLogic Information Solutions Inc	Computer - License/Software
27746	\$1,840.00	Day Wireless Systems Inc	Radio Programming
27747	\$488.00	Dept of Forestry & Fire Protection	Training Equipment/Supplies: Expendable
27748	\$1,513.73	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
27749	\$95.87	Dish	Cable RSF6
27750	\$157.35	EDCO Waste & Recycling Inc	Trash RSF5, RSF6
27751	\$2,592.78	Fire ETC Inc	Safety Clothing (Protective)
27753	\$11,333.97	L N Curtis & Sons Inc	2016 Engine on Order
27754	\$424.00	Lenehan, Conor	Education/Training Reimbursement
27755	\$60.75	McQuead, David C	Meetings/Meal Expenses - Training
27756	\$217.00	Michael Weeks	CSA-17 Contract
27758	\$150.00	SDCFCA - FPO Section	Association Dues
27759	\$162.00	SDCPA / 911 Responder	CSA-17 Contract
27760	\$995.95	SoCo Group Inc	Fuel: Gasoline & Diesel
27761	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
27762	\$1,593.75	Synergy Database Solutions LLC	Programming - Computer & Software FP/PR
27763	\$113.00	Terminix International	Building RSF5, RSF2
27764	\$435.00	Time Warner Cable	Cable - Admin
27765	\$14.50	U P S	Shipping Service
27766	\$13,687.36	U S Bank Corporate Payment System	Cal-Card./IMPAC program
27767	\$726.28	Uniforms Plus	Uniforms: Safety Personnel
27768	\$338.00	Vinyard Doors Inc	Building RSF2
27769	\$442.50	Accme Janitorial Service Inc	Building ADMIN
27770	\$2,102.58	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
27771	\$7,526.80	American Medical Response Inc	Miscellaneous Reimbursable
27772	\$50.00	AT&T	Telephone RSF1
27773	\$303.10	AT&T Calnet 2/3	Telephone RSF1, RSF3, NCDJPA Rebill
27774	\$141,134.12	CalPERS	PERS (Employer Paid)
27775	\$27.50	County of SD/RCS	CAP Code Paging Service-Monthly Service

27776	\$177.00	Dependable Alarm Systems Inc	Alarm System Monitoring RSF4
27778	\$403.36	Fire ETC Inc	Safety Clothing (Protective)
27779	\$2,136.88	Fitch Law Firm Inc	Legal Services
27780	\$1,160.00	Holt Law Firm	Miscellaneous
27781	\$390.86	Home Depot, Inc	Radio Batteries-Motorolla, Dble AA for C
27782	\$513.63	Konica Minolta Business Inc	Copier Maintenance Contract
27783	\$1,116.42	L N Curtis & Sons Inc	2016 Engine on Order
27784	\$70.96	Mike Sampson	Miscellaneous
27785	\$1,416.52	Olivenhain Municipal Water District	Water RSF2, RSF3, RSF4
27786	\$172.64	Rincon Del Diablo Municipal Water Di	Water RSF5
27787	\$504.69	Santa Fe Irrigation District	Water RSF1
27788	\$751.13	SDG&E	Elec/Gas/Propane RSF3, RSF6
27789	\$376.76	SimplexGrinnell LP	Alarm System Monitoring RSF4
27790	\$1,015.72	SoCo Group Inc	Fuel: Gasoline & Diesel
27791	\$109.58	Sturtevant, James F.	Apparatus: Parts & Supplies
27792	\$387.02	TelePacific Communications	Telephone ADMIN
27793	\$1,893.69	ThyssenKrupp Elevator Inc	Elevator Service
27794	\$4.79	Time Warner Cable	Cable RSF4
27795	\$62.58	U P S	Shipping Service
27796	\$1,119.62	Uniforms Plus	Safety: Boots, Uniforms: Safety Personnel
27797	\$247.00	Verizon Wireless	Telephone - Cellular
27798	\$1,612.57	Waste Management Inc	Trash RSF1, RSF2, RSF3, RSF4
27799	\$6,350.00	WinTech Computer Services	Consulting Services
27800	\$13.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
27801	\$153.60	Aair Purification Systems	Building RSF4
27802	\$109.15	Airgas Inc	Safety: Breathing Air
27803	\$180.00	American Medical Response Inc	CSA-17 Contract
27804	\$244.68	AT&T - U-verse	Telephone RSF5
27805	\$889.70	AT&T Calnet 2/3	Telephone RSF2, RSF1, RSF4, RSF6NCDJPA Rebill
27806	\$54,719.72	CALPers - Health	Medical Insurance
27807	\$465.39	COR Security Inc	Omnilock Supplies/Repair
27808	\$522,079.03	County of SD/RCS	nextGen RCS Infrastructure Cost
27809	\$201.00	Engineered Mechanical Services Inc	Building RSF2
27810	\$47.93	Gloria J Murphy	Miscellaneous

27811	\$3,821.60	Guardian Life Insurance Co	Medical Insurance
27813	\$137.00	Jauregui & Culver Inc	Refuel Facility Repair
27814	\$669.97	Lincoln National Life Ins Co	Disability/Life Insurance
27815	\$211.68	MES California	Safety Equipment
27816	\$219.69	Napa Auto Parts Inc	Apparatus: Parts & Supplies
27817	\$8,835.53	North County EVS Inc	Scheduled & Repair; Various ID's
27818	\$170.38	Olivenhain Municipal Water District	Water RSF6
27819	\$70.00	RSF Mail Delivery Solutions	Mail Delivery Service
27820	\$15,917.13	SDG&E	Elec/Gas/Propane Admin, RSF1, RSF2, RSF3, RSF4, RSF5
27821	\$2,619.71	SoCo Group Inc	Fuel: Gasoline & Diesel
27822	\$40.00	State Fire Training	Permit: Certification
27823	\$32.00	State of CA Dept of Justice	Background Investigation
27824	\$87.96	Time Warner Cable	Cable - Admin
27825	\$48.98	Turbo Car Wash	Apparatus: Car Wash
27826	\$7,209.44	United Site Services	Sewer RSF6
27827	\$810.00	A to Z Plumbing Inc	Building RSF2, RSF1, RSF3, RSF4
27828	\$2,188.32	About Service Inc	Scheduled & Repair - ID 0383
27829	\$2,102.58	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
27830	\$514.00	ARS American Residential Inc	Station Maintenance - RSF2
27831	\$153.80	AT&T	Telephone RSF1, RSF2, RSF3
27832	\$1,298.50	C.A.P.F.	Disability Ins Short & Long
27833	\$1,005.17	Complete Office of California Inc	Office Supplies
27834	\$5,222.01	County of SD/RCS	CAP Code Paging Service-Monthly Service, 800 MHz
27835	\$233.85	Cox Communications	Telephone RSF2, RSF3
27836	\$1,788.12	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
27837	\$50.00	Ferguson, Jr., Thomas	Miscellaneous Reimbursable
27838	\$1,176.00	Golden Telecom Inc	Telephone Repair
27839	\$900.00	Jauregui & Culver Inc	Refuel Facility Repair
27839	\$900.00	Jauregui & Culver Inc	Miscellaneous Reimbursable
27840	\$125.00	K & K Coatings	Station Maintenance - RSF1
27841	\$30,000.00	Rancho Santa Fe Fire Protection Dist	Interfund Transfer
27842	\$700.00	Santa Fe Irrigation District	NCDJPA Rebill
27843	\$2,084.69	SoCo Group Inc	Fuel: Gasoline & Diesel
27844	\$7.05	Solarplacard Inc	Safety Equipment

# Rancho Santa Fe Fire Protection District

# List of Demands ~ August 2016

27845	\$2,975.00	Specialty Fire & Rescue
27846	\$2,370.00	Symphony Asset Pool XVII LLC
27847	\$50.00	Terminix International
27848	\$660.20	United Imaging
EFT000000000242	\$290.00	Slattery, Brian Y
EFT000000000244	\$1,709.72	Ender, Cory M.
	\$8,061.97	Various
<b>SubTotal</b>	<b>\$905,039.04</b>	

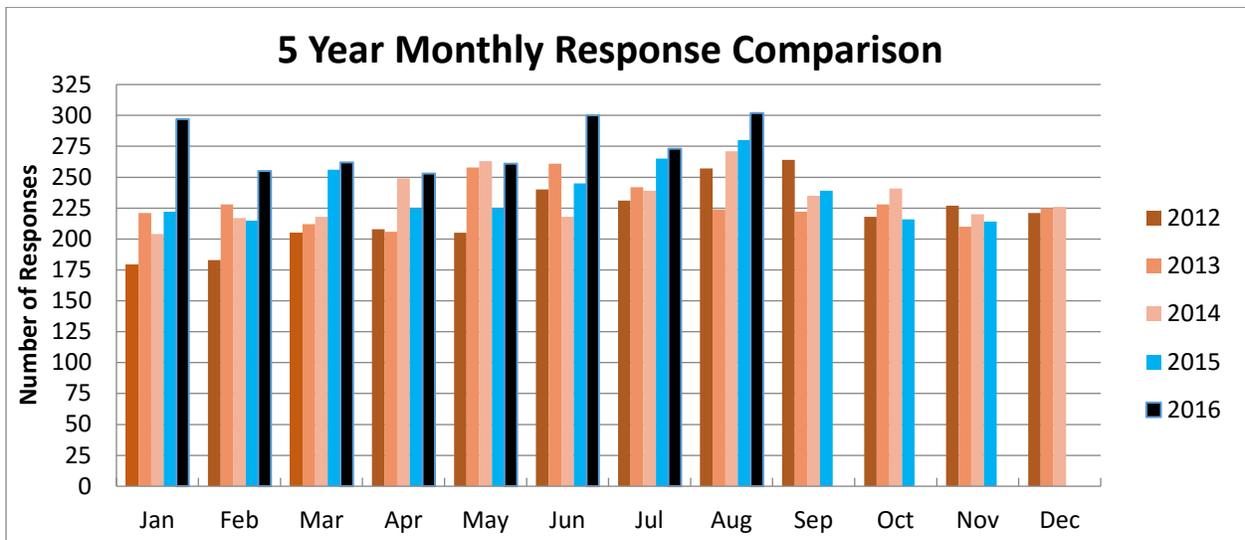
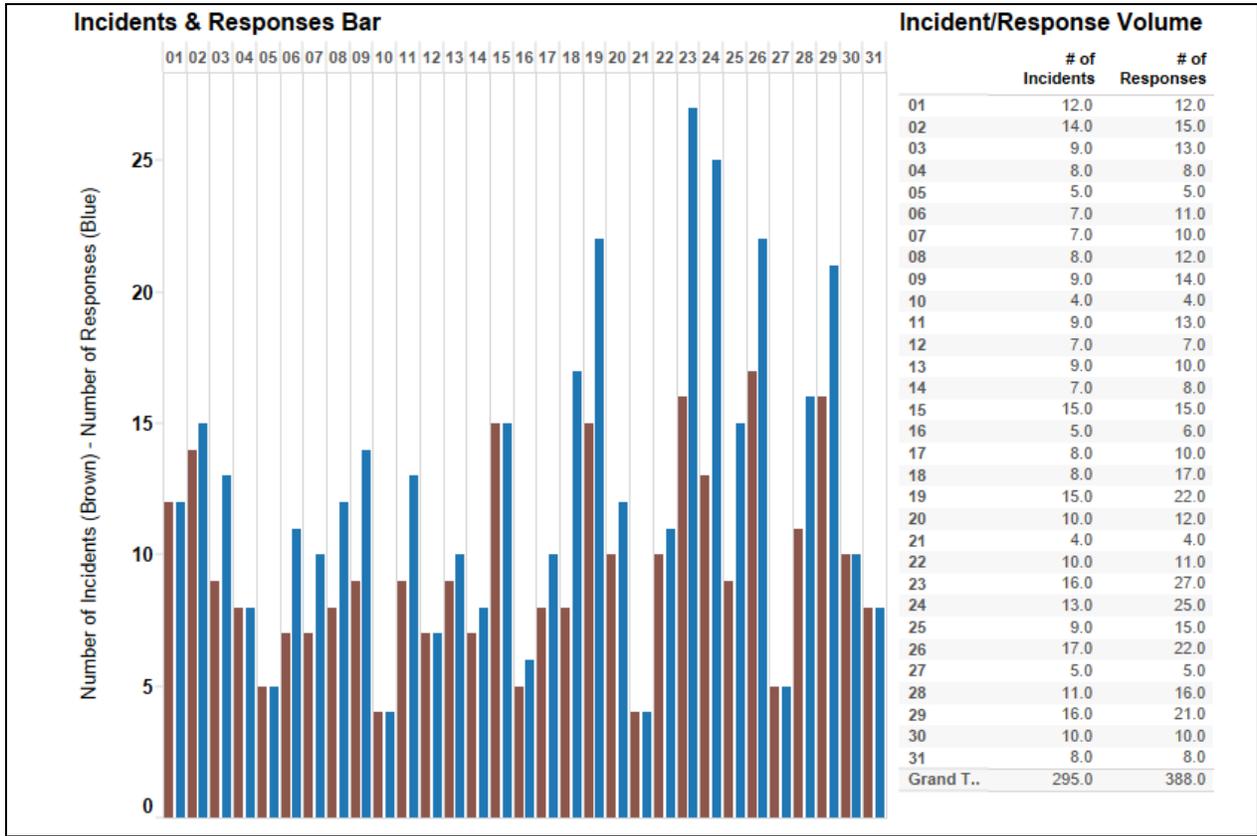
Suppression - Local Conf/Seminars  
 Cielo HOA Fees  
 Building RSF5  
 Office Supplies  
 Education/Training Reimbursement  
 Education/Training Reimbursement  
 Medical Reimbursement

8/15/2016	\$ 241,022.90	RSFFPD Personnel
8/16/2016	\$ 7,810.87	RSFFPD Personnel
8/30/2016	\$ 30,713.21	RSFFPD Personnel
8/31/2016	\$ 401,697.10	RSFFPD Personnel
<b>Subtotal</b>	<b>\$ 681,244.08</b>	

Payroll  
 Payroll  
 Payroll  
 Payroll

**Total** \$1,586,283.12

### August Incident Count Stations 1-6



2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297	255	262	253	261	300	273	302					2,203
YTD	297	552	814	1,067	1,328	1,628	1,901	2,203					13.9%
2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	222	215	256	225	225	245	265	280	239	216	214	237	2,839
YTD	222	437	693	918	1,143	1,388	1,653	1,933	2,172	2,388	2,602	2,839	1.3%
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217	218	249	263	218	239	271	235	241	220	226	2,801
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	221	228	212	206	258	261	242	224	222	228	210	225	2,737
YTD	221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	3.8%
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	179	183	205	208	205	240	231	257	264	218	227	221	2,638
YTD	179	362	567	775	980	1,220	1,451	1,708	1,972	2,190	2,417	2,638	11.0%

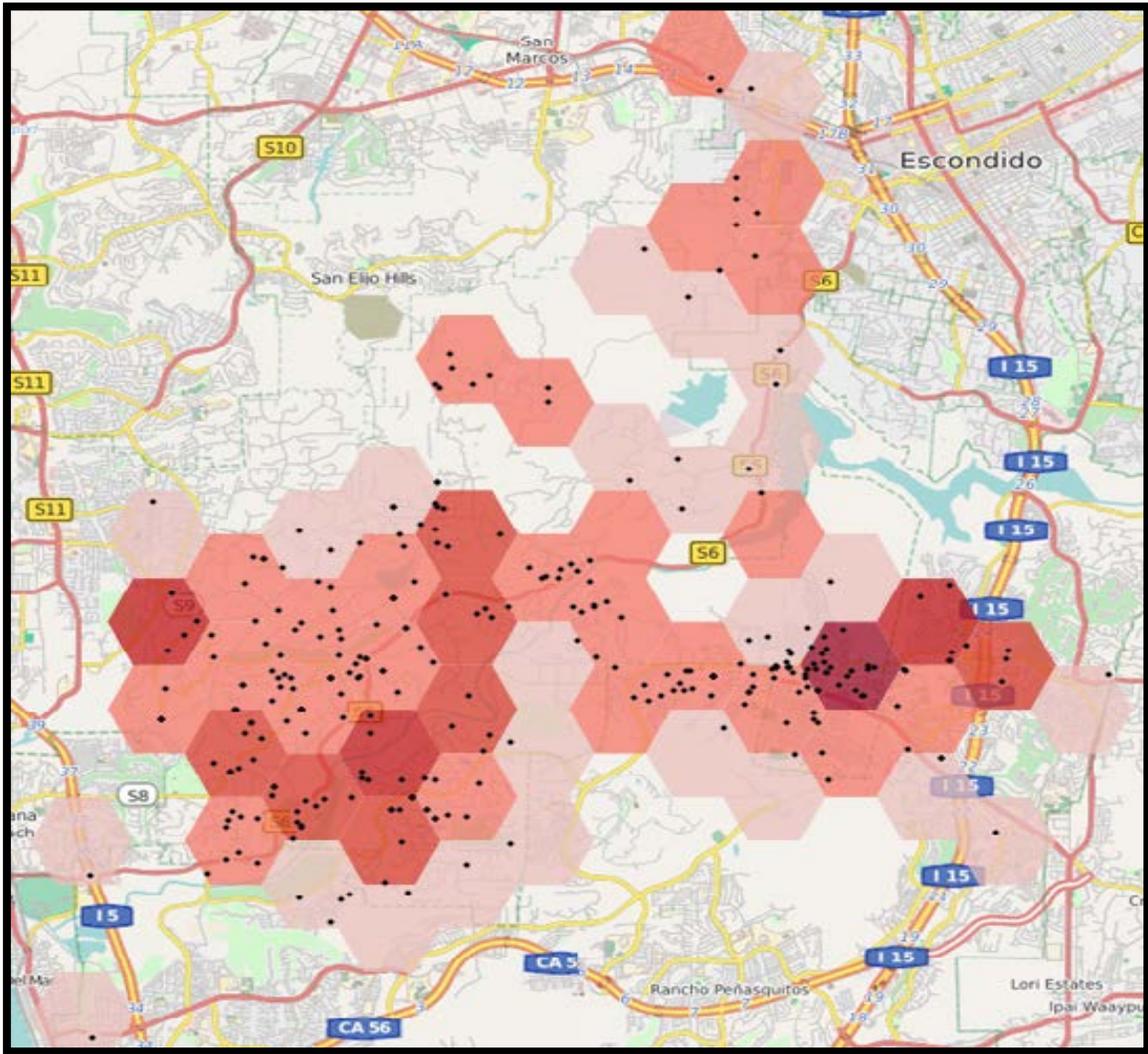
Incident Summary by Incident Type	
Date Range: From 8/1/2016 To 8/31/2016	
Incident Type	Incident Count
Fire	10
Rupture/Explosion	1
EMS/Rescue	156
Hazardous Condition	2
Service Call	39
Good Intent	50
False Call	37
Blank or Invalid	7
<b>Total</b>	<b>302*</b>

\*Includes ST Responses

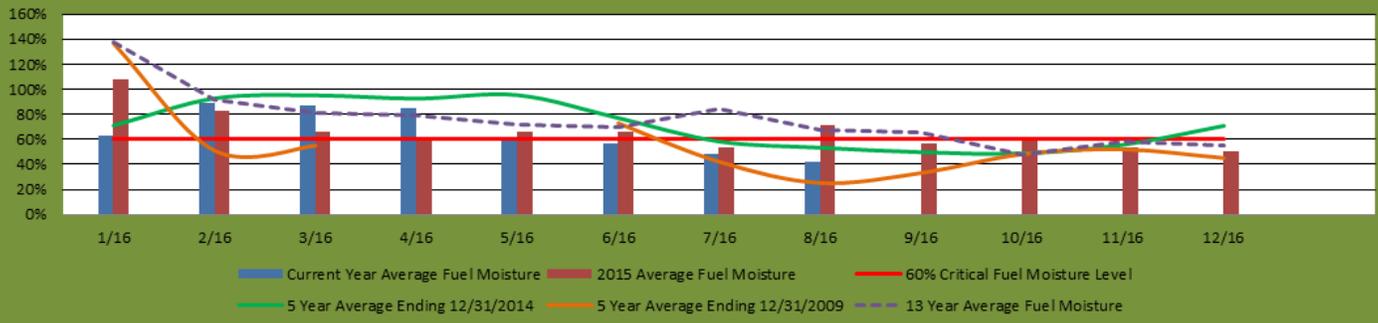
Response Summary by Station	
Station: RSF1	91
Station: RSF2	96
Station: RSF3	52
Station: RSF4	41
Station: RSF5	17
Station: RSF6	5
<b>Total</b>	<b>302*</b>

\*Includes ST Responses

### August Incident Distribution



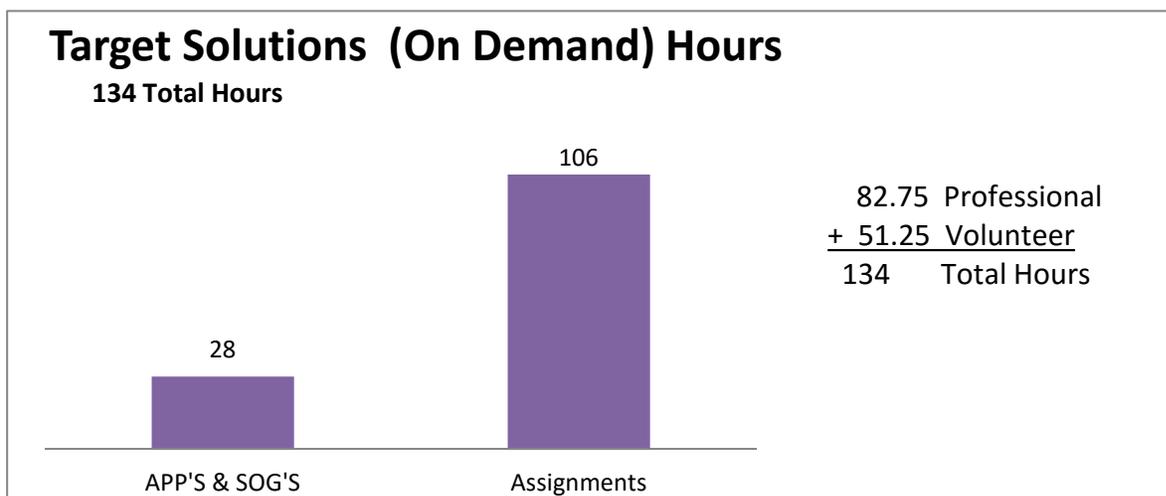
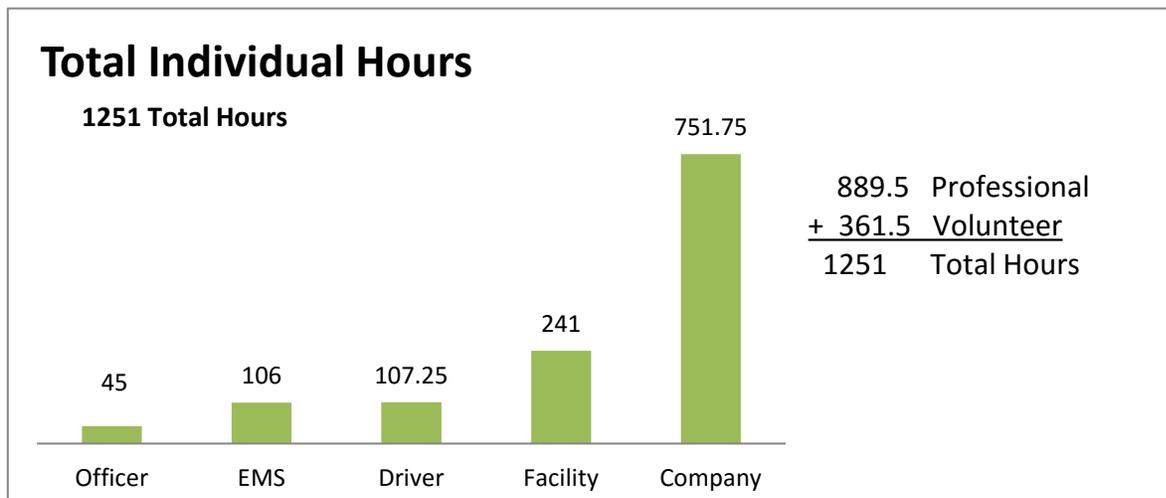
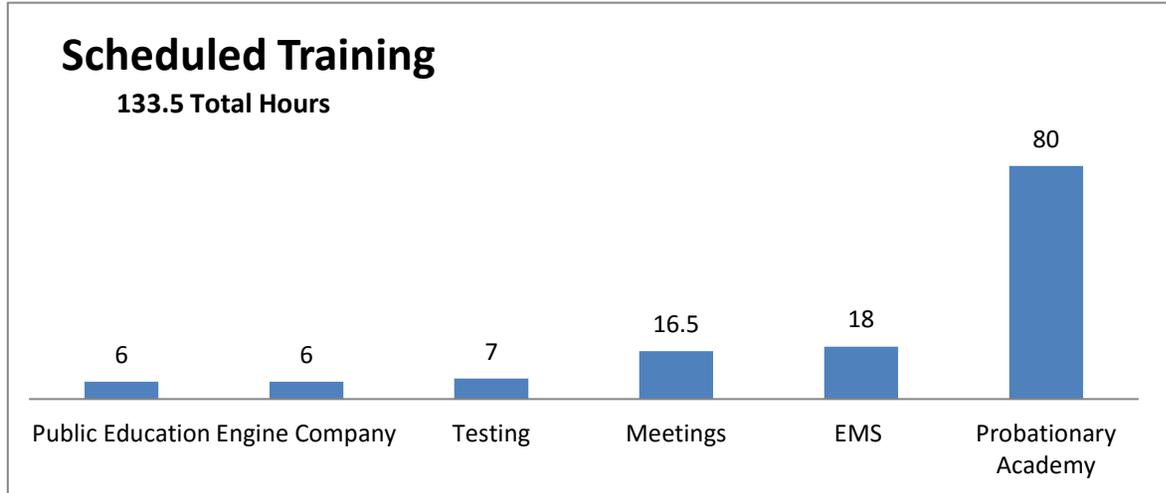
2016 District Live Fuel Moistures



Significant Incidents/Overhead Assignments				
DATE	INCIDENT/ LOCATION	TYPE	UNIT/PERSON	MISC.
7/24 - 8/16	Robalar (San Diego County), Sand (LA County), Goose (Fresno County)	Vegetation Fire	Sherwood	FOBS Assignment
8/2 - 8/21	Soberanes Fire (Monterey County)	Vegetation Fire	Lorenzo	FEMP Assignment
8/4 - 8/12	Cold Fire (Napa County)	Vegetation Fire	Mertz	SOFR (T) Assignment
8/8	MA to Deer Springs - I-15 @ Gopher Canyon	Vegetation Fire	E2614, WT2655	Vegetation Fire – 35 acres
8/8 - 8/13	Pilot Fire (San Bernardino County)	Vegetation Fire	BR2661	Vegetation Fire - ST 6417C
8/16 - 9/1	Blue Cut (San Bernardino County), Chimney (San Luis Obispo County), Bogart (Riverside County)	Vegetation Fire	BR2661	Vegetation Fire – ST 6410C
8/16 - 9/1	Blue Cut (San Bernardino County), Chimney (San Luis Obispo County), Bogart (Riverside County)	Vegetation Fire	McQuead	STEN (T) – ST 6410C
8/18 - 8/28	Reys Fire (Santa Barbra County)	Vegetation Fire	Fritchle	FEMP Assignment
8/20	El Camino Del Norte x Paseo Delicious	Vehicle Accident	2604, 2611,2614,2691, 2692,2694	Multiple patient vehicle accident
8/16 - 8/21	Blue Cut (San Bernardino County)	Vegetation Fire	OES 336	Vegetation Fire – ST 6840A
8/26	9300 Block, Del Dios Hwy	Vehicle Accident	1371, 2614, 2615, 2604, 2691, 2694	Multiple patient vehicle accident
8/30 -	Gap Fire (Siskiyou County)	Vegetation Fire	Sanford	FEMP Assignment

# Training Division

## August 2016



## Training Division - Descriptions

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

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**August 2016**

**PLAN REVIEW**

<b>RESIDENTIAL PLAN REVIEWS</b>		<b>Number of Structures</b>	<b>Sq Footage</b>
Fire Marshal		0	0
Fire Inspector		0	0
Fire Inspector/Forester		22	89,892
<b>TOTAL</b>		<b>22</b>	<b>89,892</b>
<b>RESIDENTIAL ADDITIONS</b>		<b>Original Sq Footage</b>	<b>Added Sq Footage</b>
Fire Marshal		0	0
Fire Inspector		14,208	1,650
Fire Inspector/Forester		0	0
<b>TOTAL</b>		<b>14,208</b>	<b>1,650</b>
<b>COMMERCIAL PLAN REVIEWS</b>		<b>Number of Structures</b>	<b>Sq Footage</b>
Fire Marshal		0	0
Fire Inspector		0	0
Fire Inspector/Forester		0	0
<b>TOTAL</b>		<b>0</b>	<b>0</b>
<b>TOTAL NEW CONSTRUCTION</b>			<b>Sq Footage</b>
<b>Based on permitted Sq footage</b>		<b>Total Added</b>	<b>91,542</b>
<b>FIRE SPRINKLER REVIEWS</b>		<b>Commercial</b>	<b>Residential</b>
Fire Marshal		0	0
Fire Inspector		0	2
Fire Inspector/Forester		1	2
<b>TOTAL</b>		<b>1</b>	<b>4</b>
<b>TENANT IMPROVEMENTS</b>		<b>Number of Structures</b>	<b>Sq Footage</b>
Fire Marshal		0	0
Fire Inspector		0	0
Fire Inspector/Forester		3	0
<b>TOTAL</b>		<b>3</b>	<b>0</b>
<b>LANDSCAPE REVIEWS</b>		<b>Number of Reviews</b>	<b>Staff Hours</b>
Fire Marshal		0	0.00
Fire Inspector		0	0.00
Fire Inspector/Forester		16	7.00
<b>TOTAL</b>		<b>16</b>	<b>7.00</b>

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**August 2016**

**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	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>

<b>INSPECTION SERVICES- All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Undergrounds	1	0.50
Hydros (Fire Sprinklers)	18	17.50
Finals (Structures)	21	26.00
Landscape	9	4.50
Reinspections	0	0.00
Tents/Canopy	1	0.50
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	1	0.50
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
<b>TOTAL</b>	<b>51</b>	<b>49.50</b>

<b>HAZARD INSPECTIONS - All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Weed Abatement Inspection	458	36.75
Weed Abatement Reinspection	276	35.00
1st Notice	174	43.50
2nd Notice	75	35.25
Final Notice	24	6.00
Forced Abatement	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	103	66.00
WUI	0	0.00
<b>TOTAL</b>	<b>1,114</b>	<b>224.50</b>

<b>GRADING -All Staff</b>	<b>Number of Reviews</b>	<b>Staff Hours</b>
Plan Review	3	3.00
<b>TOTAL</b>	<b>3</b>	<b>3.00</b>

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**August 2016**

**ADMINISTRATIVE SERVICES- FIRE PREVENTION**

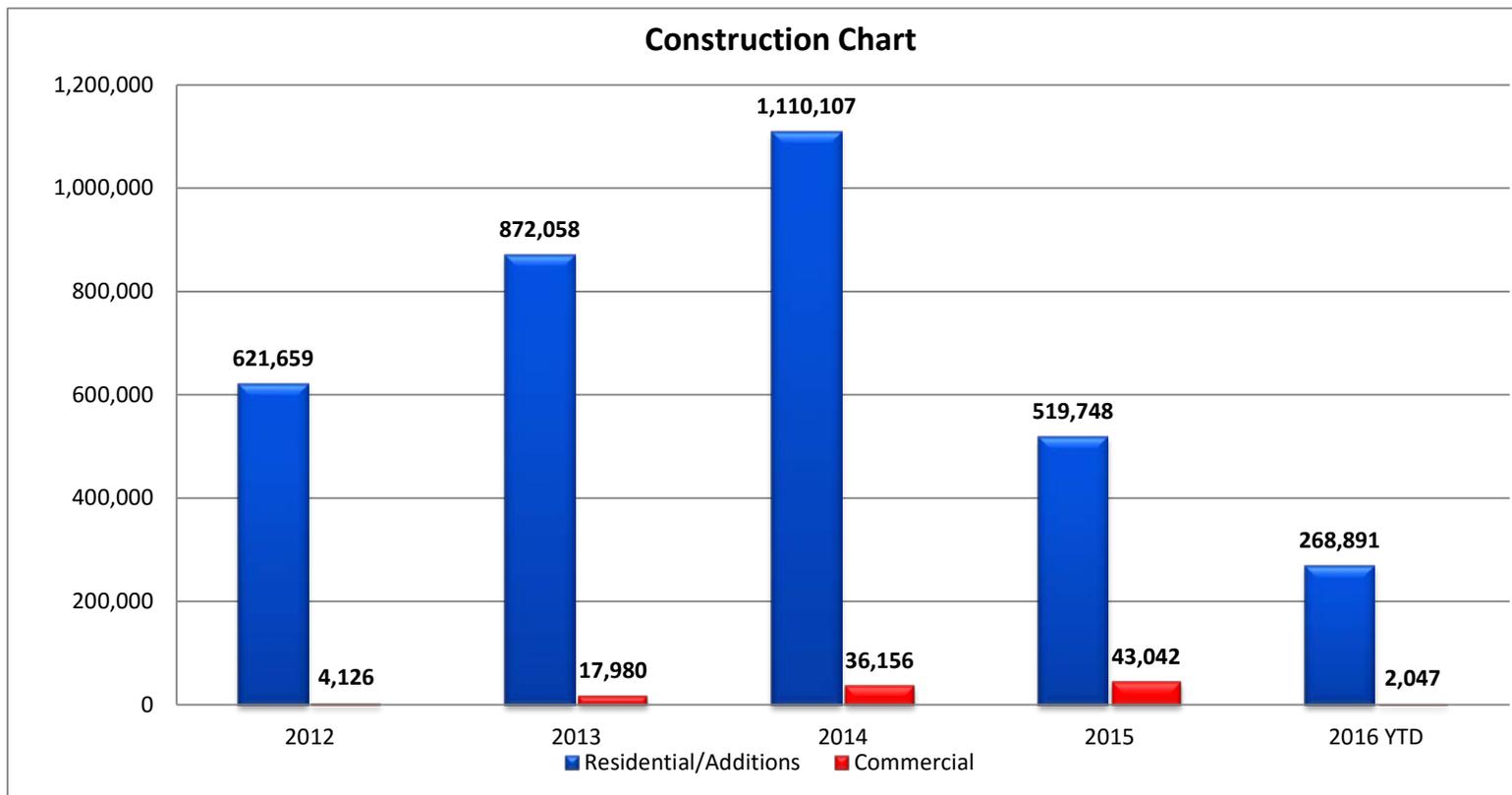
<b>SPECIAL ACTIVITIES/EDUCATION-All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	0	0.00
Conferences	0	0.00
Meetings	28	34.0
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
<b>TOTAL</b>	<b>28</b>	<b>34.00</b>

<b>FIRE PREVENTION -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Incoming Phone Calls	395	98.75
Correspondence	136	34.00
Consultations	91	91.00
Plan Review	47	47.00
Scanning	150	37.50
General Office	121	121.00
<b>TOTAL</b>	<b>940</b>	<b>429.25</b>

**ADMINISTRATIVE SERVICES- OFFICE SUPPORT**

<b>OFFICE COORDINATOR-PREVENTION</b>	<b>Number</b>	<b>Staff Hours</b>
Phone Calls (All Administrative Staff) Internal & External	1,008	50.40
Correspondence	248	62.00
Walk in/Counter (All Administrative Staff)	232	19.33
Knox Application Request	6	1.50
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	47	11.75
Special Projects	8	8.00
Scanning Documents/Electronic Files	80	20.00
Meetings: Admin/Prevention/Admin Shift	8	4.00
Post Office Runs	3	1.50
Deposit runs and preparations	25	12.50
<b>TOTAL</b>	<b>1,667</b>	<b>191.15</b>

**Rancho Santa Fe Fire Protection District  
Fire Prevention Bureau Monthly Activity Summary  
August 2016**

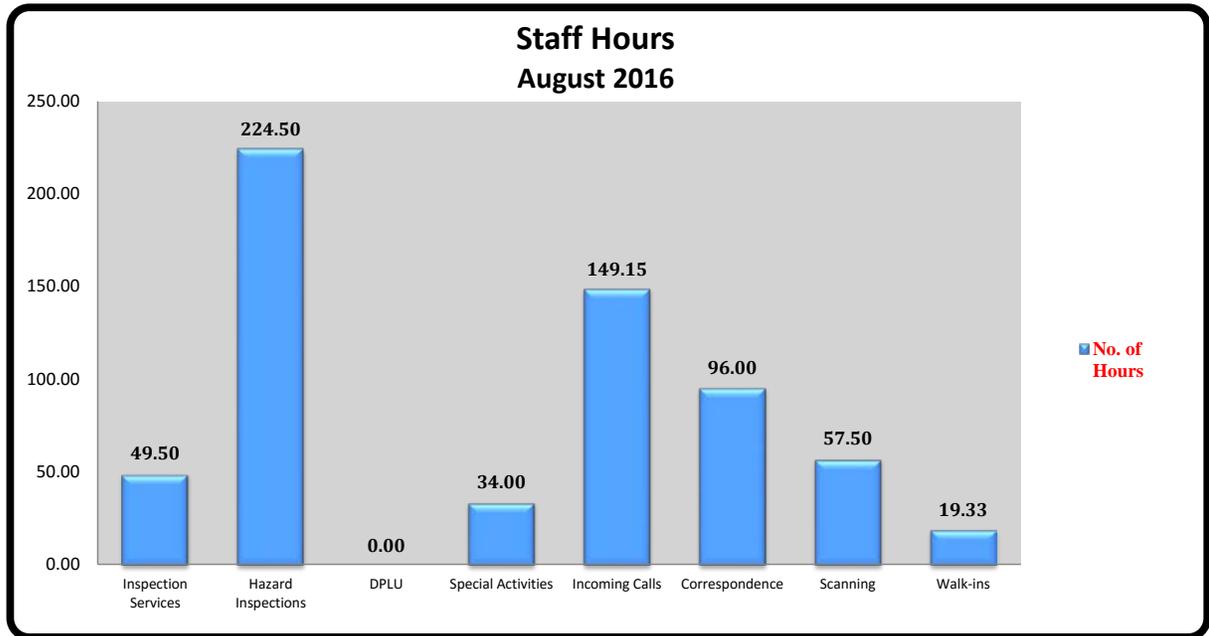
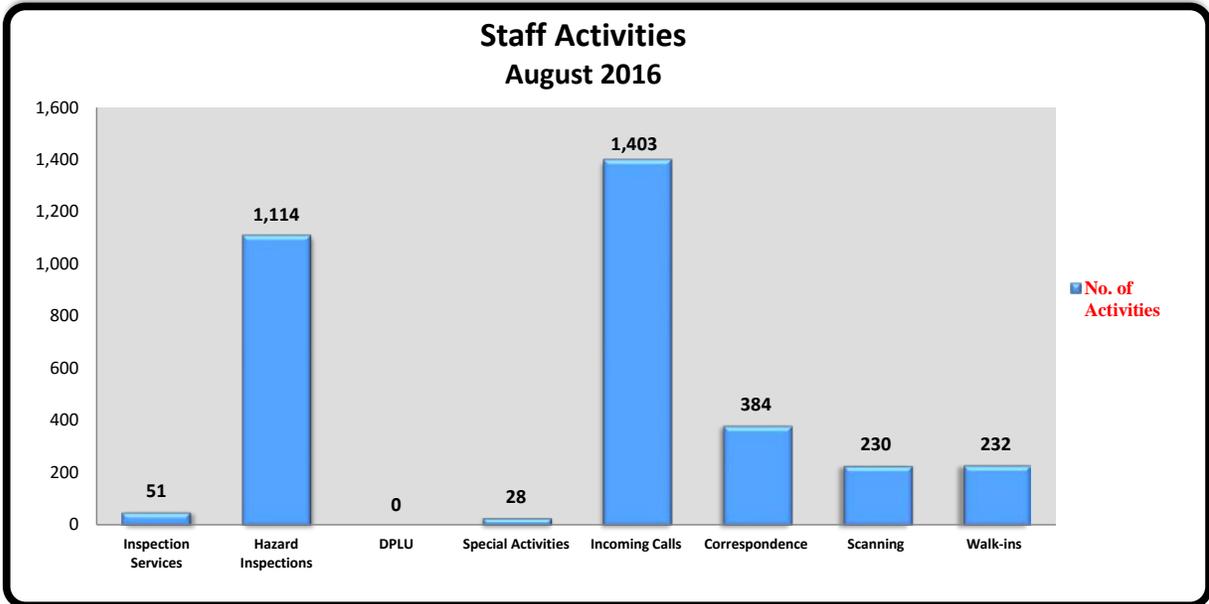


Year	Res/Add	Comm	Total
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2015 YTD	350,451	32,616	383,067
2016 YTD	268,891	2,047	270,938

Comparison 2015/2016 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2015</b>	75,647	30,699	21,404	21,404	51,601	46,651	89,960	20,996	20,996	70,781	47,216	35,865
<b>2016</b>	28,971	25,957	12,480	19,850	15,989	47,693	28,456	91,542				

**Rancho Santa Fe Fire Protection District  
Fire Prevention Bureau Monthly Activity Summary  
August 2016**



**Comparison 2015/2016 Total Monthly Hours/Activities**

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Activities</b>	1761	1490	2001	1985	1771	2474	2561	2189	2104	2145	1811	1727
<b>Hours</b>	423.45	301.18	411.9	416.92	323.8	486.28	444.52	422.95	387.67	414	402.48	356.05
2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Activities</b>	1517	1448	1473	1778	1841	3031	3081	3442				
<b>Hours</b>	291.25	342.92	316.17	373.08	385.52	504.02	614.88	629.98				

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

**Rancho Santa Fe Fire Protection District**  
**Public Education Coordinator Monthly Activity Summary**  
**August 2016**

<b>WEBSITE/INTERNET</b>		<b>Staff Hours</b>
<b>Update existing info &amp; documents:</b> <i>Updated home page, news, photos, etc</i>	<b>3.0</b>	
	3.0	
	0.0	
<b>Compile &amp; write new information:</b> <i>New Website Development</i>		<b>30.0</b>
		30.0
<b>Social Media</b>		<b>9.0</b>
<i>Facebook "Fans" - 828</i>	4.0	
	5.0	
<i>Twitter "Followers" - 2,425</i>		5.0
<b>TOTAL</b>		<b>42.0</b>
<b>PUBLICATIONS</b>		<b>Staff Hours</b>
<b>Design/write brochures, flyers, etc:</b> <i>Evacuation Map</i> <i>Water Safety Update</i> <i>Pancake Breakfast</i>	<b>3.0</b>	
	1.0	
	1.0	
	1.0	
<b>TOTAL</b>		<b>3.0</b>

**Rancho Santa Fe Fire Protection District**  
**Public Education Coordinator Monthly Activity Summary**  
**August 2016**

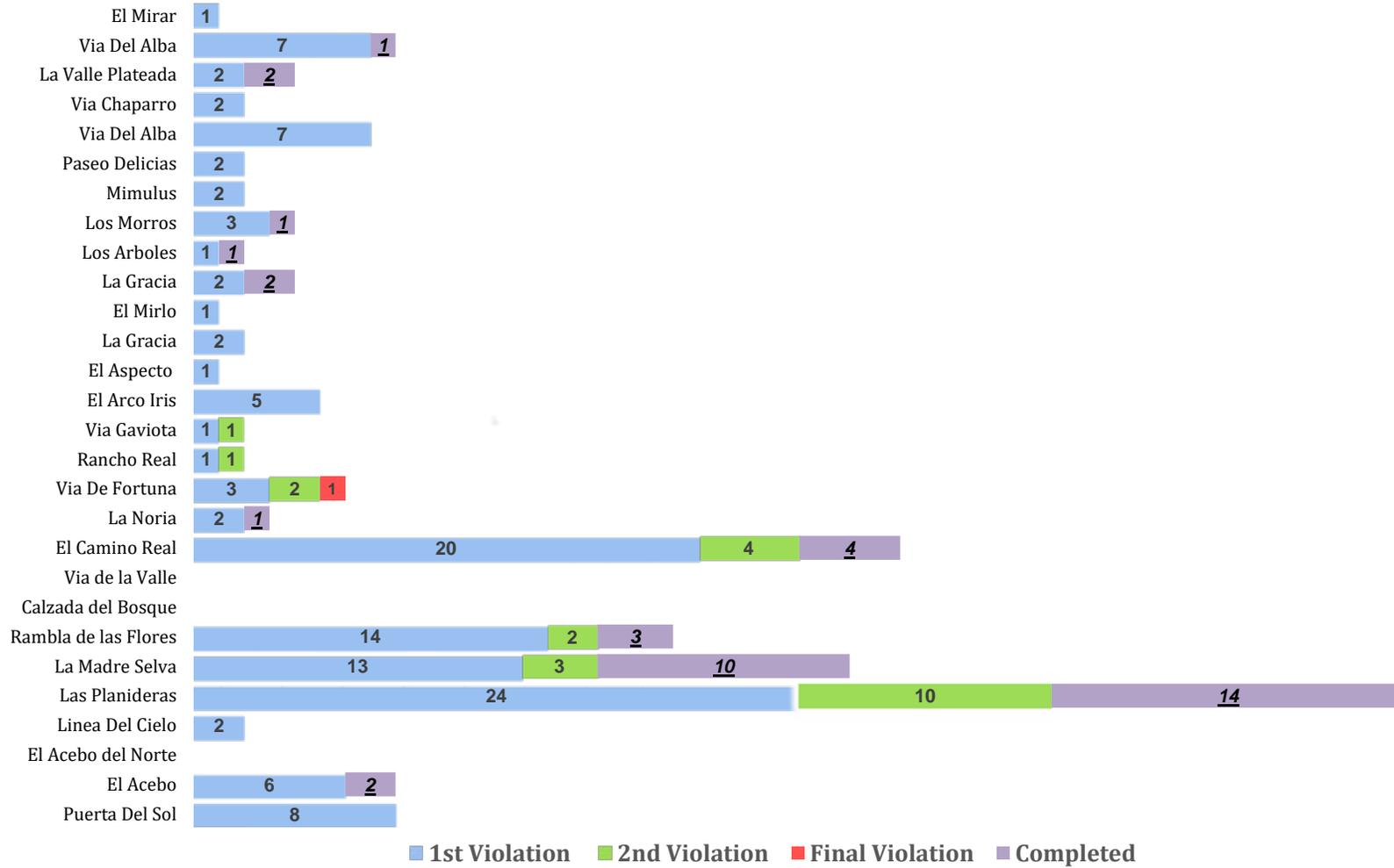
<b>MEDIA RELATIONS</b>	<b>Staff Hours</b>
<b>On-scene Public Information Officer:</b>	<b>3.0</b>
<i>Eucalyptus on KUSI</i>	3.0
<b>Press Releases:</b>	<b>5.0</b>
<i>Eucalyptus</i>	4.0
<i>Del Dios TC</i>	1.0
<b>Other Articles/Stories/Interviews:</b>	<b>1.0</b>
<i>Eucalyptus KGTV</i>	1.0
<b>TOTAL</b>	<b>9.0</b>

<b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>	<b>Staff Hours</b>
<b>Children's Programs</b>	<b>19.0</b>
<i>Station Tours</i>	3.0
<i>FPW Prep</i>	16.0
<b>Adult Programs:</b>	<b>0.0</b>
<b>TOTAL</b>	<b>19.0</b>

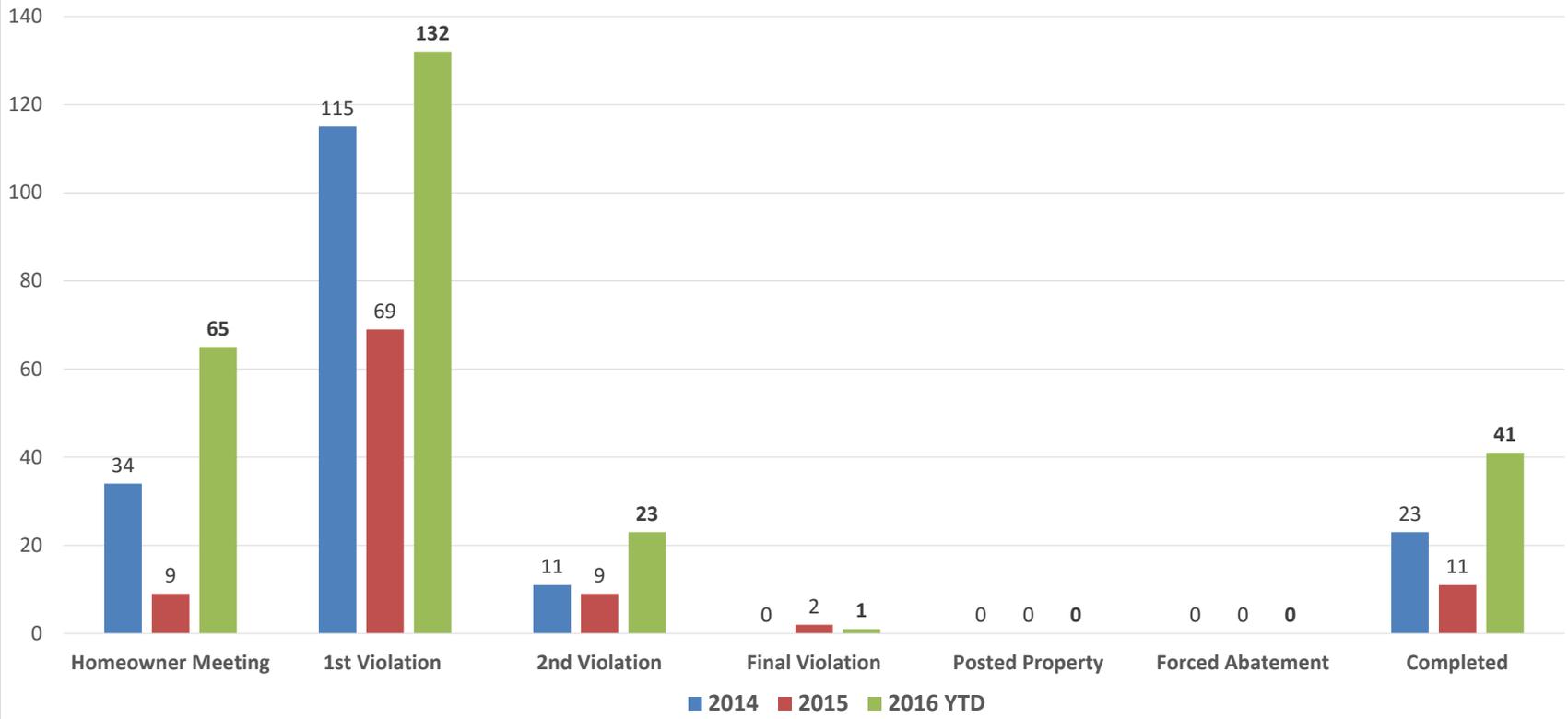
**Rancho Santa Fe Fire Protection District**  
**Public Education Coordinator Monthly Activity Summary**  
**August 2016**

<b>EVENTS</b>		<b>Staff Hours</b>
<b>External/Community Events:</b>		<b>13.0</b>
<i>Olivenhain Open House</i>		5.0
<i>Rancho Days Pancake Breakfast (prep)</i>		8.0
<b>Internal Events:</b>		<b>1.0</b>
<i>Badge Ceremony</i>		1.0
		<b>0.0</b>
<b>TOTAL</b>		<b>14.0</b>
<b>CONTINUING EDUCATION</b>		<b>Staff Hours</b>
<b>Training Classes:</b>		<b>0.0</b>
<b>Conferences:</b>		<b>0.0</b>
<b>Meetings:</b>		<b>6.0</b>
<i>Staff meetings</i>		3.0
<i>Shift Meeting</i>		2.0
<i>CSA17 Meeting</i>		1.0
<b>TOTAL</b>		<b>6.0</b>
<b>CLERICAL</b>		<b>Staff Hours</b>
<b>Prevention-related:</b>		<b>52.0</b>
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		46.0
<i>Phone Calls</i>		6.0
<b>Non-prevention/non-minute related:</b>		<b>23.0</b>
<b>TOTAL</b>		<b>75.0</b>
<b>TOTAL HOURS</b>		<b>168.0</b>

## 2016 Eucalyptus Tree Notices



### Eucalyptus Tree Notices



# STAFF REPORT

16-22

TO: BOARD OF DIRECTORS  
 TONY MICHEL, FIRE CHIEF

FROM: CHRIS GALINDO, BATTALION CHIEF

SUBJECT: VEHICLE REPLACEMENT – PURCHASE (CAPITAL)

DATE: SEPTEMBER 16, 2016



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

Description	FY16 Budget	Funding Request	Funding Source	Action Requested
(1) 2017 Ford Explorer		\$31,052.54	100% Fleet Reserves	Purchase Authorization
(1) Radios and Emergency Lighting Package		\$10,000.00		

**JUSTIFICATION for Funding Request:**

Staff seeks authorization to purchase one (1) replacement staff vehicle with Radio and Emergency Lighting package. This vehicle will be purchased through the City of San Diego Bid #4600001907 and will include options.

- Total Vehicle cost including sales tax and fees (\$31,052.54)
- Emergency Lighting, components, and Console (\$10,000.00)

**Total Cost: (\$41,052.54)**

On July 11, 2016, the staff vehicle assigned to the district’s Fire Education Specialist, a 2008 Ford Expedition (Equip. #0881), was damaged by car wash personnel at the 4S Ranch Chevron Carwash and Service Station. The vehicle was designated a total loss by the insurance adjuster. On August 11, 2016, Nationwide Mutual Insurance Company accepted the district’s settlement proposal and the claim was approved in the amount of \$19,060.

A 2016 Ford Explorer that was recently purchased and delivered in February 2016 will be reassigned to the Fire Education Specialist.

**Funding Source:**

Rancho Santa Fe Fire Protection District FY17 budget:

- 100% Capital Replacement *Note: the 2008 vehicle was fully depreciated at \$43,291.22*

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# STAFF REPORT

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16-23

TO: BOARD OF DIRECTORS  
TONY MICHEL

FROM: JIM STURTEVANT, BATTALION CHIEF

SUBJECT: EKG MONITOR/DEFIBRILLATOR PURCHASE

DATE: August 30, 2016



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

Description	FY16/17 Budget	Project Funding Request	Funding Source	Action Requested
(1) Philips HearStart MRx ALS Monitors	\$25,880.86	\$25,880.86	FY17 Budget	Authorize Purchase

***JUSTIFICATION for Funding Request:***

Staff seeks authorization to purchase one (1) Philips HeartStart MRx ALS monitors.

The Philips ALS EKG monitor/defibrillator is carried on all Fire District apparatus. With the purchase of a new Type I engine, there is a need to obtain a ALS monitor. We are able to purchase this monitor using a current open bid which Philips, submitted though the State of California (#4-12-66-0023C).

***SOURCE of Funding:***

CSA-17 ALS Restricted Reserve Funds.

## RESOLUTION No. 2016-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING REIMBURSEMENT, SALARY AND BENEFITS FOR PERSONNEL ASSIGNED TO THE ELFIN FOREST/HARMONY GROVE VOLUNTEER DIVISION

**BE IT RESOLVED** that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the following compensation and benefits for personnel assigned to the Elfin Forest Volunteer Division effective October 1, 2016.

### I. SALARY

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

<i>Position</i>	Reimbursement	Hourly	<i>Annual Compensation</i>
Division Chief – Volunteer Coordinator			\$70,000
Division Chief – Volunteer Training Coordinator			\$35,000

Note: the annual compensation listed is for a part-time position

1.02 The Division Chief position is an “at-will,” safety, management exempt-position. This position, employed by the Rancho Santa Fe Fire Protection District, will work under the direction of the Fire Chief as a liaison and volunteer coordinator in the Elfin Forest Volunteer Division.

### II. RETIREMENT

2.01 The District may fund a retirement plan (Miscellaneous: 2.7% @ 57) with the California Public Employees Retirement System (CalPERS). The retirement plan shall include all statutory benefits and the following optional benefits:

- a. 1959 Survivor Benefit - Fourth Level

2.02 All employees enrolled in the PERS 2.7% @ 57 plan, will contribute 100% of the employee’s contribution for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit-Fourth Level.

2.03 The District agrees to report member contributions as taxed deferred for all employees enrolled in CalPERS.

### III. SICK LEAVE

3.01 Accrual: Non-shift employees shall accrue sick leave at the rate of 24 hours per year. Sick leave shall have no annual accrual. CalPERS retired annuitants are not eligible for sick leave.

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

or injured, emergency medical or dental appointments, and for reasonable travel time to and from health care facilities.

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

#### **IV. INSURANCE**

4.01 Medical-Dental: At the option of the employee, the employee may elect to participate in the District's health insurance (medical/dental) that is offered to all employees at his or her expense. The District will comply with all CalPERS requirements in contributing the mandatory contribution towards the monthly premium.

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

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

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

#### **V. HOLIDAYS**

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

- a. New Year's Day (January 1)
- b. Martin Luther King Day (third Monday in January)
- c. President's Day (third Monday in February)
- d. Memorial Day (fourth Monday in May)
- e. Independence Day (July 4)
- f. Labor Day (first Monday in September)
- g. Veteran's Day (November 11)
- h. Thanksgiving Day (fourth Thursday in November)
- i. Day after Thanksgiving Day
- j. Christmas Day (December 25)
- k. Floating Holiday

**VI. USE OF DISTRICT VEHICLES**

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

- a. Division Chief – Emergency Response Vehicle

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

**VII. VACATION ACCRUAL**

7.01 No Annual vacation hours shall be accrued

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on September 21, 2016 by the following vote:

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

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James H Ashcraft  
President

ATTEST:

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Karlana Rannals  
Secretary

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# STAFF REPORT

NO. 16-24

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

**FROM:** KARLENA RANNALS, ADMINISTRATIVE MANAGER

**SUBJECT:** RESOLUTION UPDATING AGENCY CONFLICT OF INTEREST CODE

**DATE:** SEPTEMBER 16, 2016

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## RECOMMENDATION

It is recommended that the Board of Directors approve Resolution No. 2016-13 amending the Rancho Santa Fe Fire Protection District Conflict of Interest Code and authorize the Board Clerk to notify the County of San Diego Clerk of the Board no later than October 1, 2016 that amendments are necessary, and execute the form.

## BACKGROUND

The Political Reform Act of 1974 requires local agencies adopt local Conflict of Interest Codes. The Fire District has had such a code in effect since the 1980s. The District's Code requires disclosure of financial interests of certain employees, consultants and members of board if these persons are likely to be involved in decision-making that could affect their own financial interests. All public employees must comply with the State's general conflict of interest laws by abstaining from influencing or making decisions that would affect their own financial interests. Additionally, employees who hold positions designated in the District's Conflict of Interest Code must disclose specified types of financial interests on annual financial disclosure statements that are filed with the Board Clerk.

The Board of Directors last amended the Districts Conflict of Interest Code on May 24, 2000. State law requires every local governmental agency to periodically review its Conflict of Interest Code to determine whether it is accurate and up-to-date. Updates do not change the basic conflict of interest abstention rules. These rules reflect State law.

Also, as a part of the resolution, there are two Appendixes:

*A – Designated Positions* - The list of designated positions is part of the District's Code and designates which employees must file annual financial disclosure statements. For each designated position, the list establishes the categories of financial interests for which disclosure must be made. Requirements for disclosure differ from job to job in accordance with the kinds of financial interests that might be affected by an officer's or employee's decision making.

*B – Disclosure Categories of Reportable Economic Interests* - The disclosure categories establish the types of financial disclosure that must be made for each position and the Fair Political Practices Commission ("FPPC") forms that must be completed by the employee.

## **RESOLUTION No. 2016-13**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT AMENDING THE FAIR POLITICAL PRACTICES COMMISSION'S STANDARD CONFLICT OF INTEREST CODE AND CANDIDATE DISCLOSURE STATEMENT and REPEALING RESOLUTION NO. 185

**WHEREAS**, the Political Reform Act requires certain District Officials, specified in section 87200 of the California Government Code, to file economic disclosure forms ("Form 700") and abstain from making or participating in making governmental decision which have a reasonably foreseeable material effect on an economic interest; and

**WHEREAS**, the Rancho Santa Fe Fire Protection District approved an "Agency Conflict of Interest Code" as required by California Government Code on May 24, 2000; and

**WHEREAS**, the Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act.

**WHEREAS**, consistent with the biennial schedule established by the Fair Political Practices Commission for amending local conflict of interest codes, the District reviews and amends its local conflict of interest code every two years;

**NOW, THEREFORE**, the Board of Directors of the Rancho Santa Fe Fire Protection District does RESOLVE as follows:

1. Resolution No. 185 is hereby repealed.
2. The Conflict of Interest Code for the Rancho Santa Fe Fire Protection District is hereby amended to read as follows:

### **CONFLICT OF INTEREST CODE FOR THE RANCHO SANTA FE FIRE PROTECTION DISTRICT**

The Political Reform Act, Government Code §81000, et. seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. After public notice and hearing the regulation may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and Appendix A and B, attached to this resolution and a part of it, designating officials, employees and consultants, and establishing disclosure categories, shall constitute the conflict of interest code of the Rancho Santa Fe Fire Protection District.

The District's Board Clerk as the designated filing officer, shall upon receipt of the statements of the Directors, make and retain a copy and forward the original of these statements to the Clerk of the Board of Supervisors.

Designated employees and consultants shall file statements of economic interest with the District's Board Clerk who will make the statements available for public inspection and reproduction (Gov. Code § 81008.). Statements for all designated employees and consultants will be retained by the District.

3. The Conflict of Interest Code for the Rancho Santa Fe Fire Protection District will become effective the date the Board of Directors approves this resolution.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on September 21, 2016 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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JAMES H ASHCRAFT  
President

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Karlana Rannals  
Secretary, Board of Directors

**DESIGNATED POSITIONS**

<b><u>Titles</u></b>	<b>Assigned Disclosure Category</b>
Directors .....	1
Candidate for Board of Directors .....	1
Chief Officers, <i>including but not limited to</i> .....	1
Fire Chief .....	1
Assistant/Deputy Chief .....	1
Division Chief .....	3
Battalion Chief.....	3
Administrative Manager .....	1
Fire Marshal .....	1
Fire Prevention Personnel, <i>including but not limited to</i> :.....	1
Deputy Fire Marshal.....	3
Fire Prevention Specialist.....	3
Urban Forester .....	3
Weed Abatement Specialist.....	4

**OTHER REPORTING REQUIREMENTS**

Consultants (Defined in FPPC Regulation 18701(a)(2))

The positions of the following consultants presently Retained by the Agency:

Attorney(s) .....	1
-------------------	---

## DISCLOSURE CATEGORIES OF REPORTABLE ECONOMIC INTERESTS

### 1. FULL DISCLOSURE

**What to report?** All investments and business positions in business entities, sources of income including gifts, loans and travel payments, and interests in real property.

What Form 700 schedules? All Schedules. (A through E)

### 2. DISTRICT-RELATED INCOME

**What to report?** All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the District.

What Form 700 schedules? A, C, D, E

### 3. DISTRICT-RELATED INCOME, REAL PROPERTY

**What to report?** All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the District and all interests in real property.

What Form 700 schedules? All Schedules (A through E)

### 4. DIVISION-RELATED INCOME (Administration, Operations, Prevention)

**What to report?** All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type if the source is of a type which provides, manufactures or supplies equipment, supplies, material, services or machinery of the type utilized by or subject to the review or approval of the department in which that person is employed.

What Form 700 schedules? A, C, D, E

## FORM 700 SCHEDULES – DESCRIPTION

### Form 700

- Schedules A-1 Investments (Stocks, Bonds, and Other Interests (Ownership Interest is Less than 10%))
- Schedules A-2 Investments, Income and Assets of Business Entities/Trusts (Ownership Interest is 10% or Greater)
- Schedule B Interests in Real Property (Including Rental Income)
- Schedule C Income, Loans and Business Positions (Other than Gifts and Travel Payments)
- Schedule D Income – Gifts
- Schedule E Travel Payments, Advances and Reimbursements

**2016 CONFLICT OF INTEREST CODE  
BIENNIAL REVIEW REPLY FORM  
DUE DATE: OCTOBER 1, 2016**

Contact Person: Karlena Rannals Telephone Number: 858~756~6014

Name of Agency: Rancho Santa Fe Fire Protection District

Mailing Address: PO Box 410, Rancho Santa Fe, CA 92067

This agency has reviewed its conflict of interest code and has determined that:

**Amendments are necessary:** (Attach Amended Code)  
(Check all that applies)

Include new positions (including consultants) which must be designated

Revise the titles of existing positions

Delete titles of positions that have been abolished

Delete positions that manage public investments

Revise disclosure categories

Other \_\_\_\_\_

**No amendments are necessary.** Our agency's code accurately designates all positions which make or participate in the making of governmental decisions; the disclosure assigned to those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foresee-ably be affected materially by the decision made by those designated positions; and the code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer: \_\_\_\_\_ Date: \_\_\_\_\_

You must complete this report regardless of how recently your code was approved or amended. **Please return this report no later than October 1, 2016 to:**

**Clerk of the Board of Supervisors  
(Conflict of Interest Code)  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

## RESOLUTION No. 2016-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING AN HOURLY RATE AND BENEFITS FOR A LIMITED TERM FIREFIGHTER/PARAMEDIC POSITION

**BE IT RESOLVED** that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the following hourly rate and benefits for certain personnel effective December 31, 2015.

**I. WAGE (FLSA Non-exempt)**

1.1 The following hourly rate range for the positions identified is as follows:

<i>Position</i>	<i>Hourly/Monthly Rate</i>
Limited Term Firefighter/Paramedic	\$14.00 / \$3,397.33

**II. RETIREMENT**

2.1 Effective July 1, 2012, the District implemented a second tier retirement system under Government Code Section 20475, for newly hired employees who meet the definition of Classic Employees under the Public Employee Pension Reform Act (PEPRA). The following will be applicable to the second tier:

- a. District shall will provide a retirement plan with the Public Employee Retirement System (CalPERS) 3% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e); and
- b. Optional benefit:
  - 1. 1959 Survivor Benefit – Fourth Level  
Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- c. All employees enrolled in the PERS 3% @ 55 plan, the employee will contribute 100% of the employee’s contribution for all reportable wages. The employee will contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth Level.

2.2 Effective January 1, 2013, a new benefit formula and contribution requirements for employees hired on or after January 1, 2013, and who meet the definition of a new member under PEPRA, the employee shall be enrolled in the District’s third tier:

- a. Public Employee Retirement System (CalPERS) 2.7% @ 57 retirement plan.
- b. Optional benefit
  - 1. 1959 Survivor Benefit – Fourth Level  
Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert,

at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

- c. All employees enrolled in the CalPERS 2.7% @ 57 plan, the employee will contribute 100% of the employee's contribution for all reportable wages. The employee will contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth Level.

2.3 The District agrees to report member contributions as taxed deferred for all employees enrolled in the CalPERS plans.

### III. SICK LEAVE

3.1 Shift Employees Accrual: Shift employees shall accrue sick leave at the rate of 8 hours per month. Sick leave shall be accumulated with no maximum accrual.

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

- a. All unused sick leave hours may be reported to CalPERS for additional service credit. Conversion of a shift employee's sick leave bank to equivalent sick days as required by PERS will be computed by dividing the total number of unused sick leave hours by eight (8).

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

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

### IV. INSURANCE

4.1 Medical-Dental: The District shall remit insurance premiums for HMO medical and HMO dental insurance for employees, their dependents, and the Board of Directors in an amount equal to the premium cost, up to \$1,000 per month.

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

4.3 Eligible employees may elect to opt out of only the medical insurance, if proof of coverage can be provided to the District. If no medical options are selected, the District shall place a capped rate of \$1,000 per month (\$12,000 annually) in the employees' medical reimbursement account.

4.4 Life: The District shall provide a \$25,000 life insurance policy for the employee and \$1,000 life insurance policy for employee's dependents. The policy shall include accidental death and dismemberment coverage.

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

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

## V. HOLIDAYS

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

- a. New Year's Day (January 1)
- b. Martin Luther King Day (third Monday in January)
- c. President's Day (third Monday in February)
- d. Memorial Day (fourth Monday in May)
- e. Independence Day (July 4)
- f. Labor Day (first Monday in September)
- g. Veteran's Day (November 11)
- h. Thanksgiving Day (fourth Thursday in November)
- i. Day after Thanksgiving Day
- j. Christmas Day (December 25)

5.2 All classifications listed in this resolution will receive 120 hours annually, in lieu of and regardless of the number of holidays worked. This will be paid separately with the November 30 paycheck, and prorated from date of hire in the first year of employment, if less than one year.

## VI. VACATION ACCRUAL

6.01 Annual vacation (96 hours), accrued monthly (8 hours) will be available for use after one year of employment.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on September 21, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

*{Signatures next page}*

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James H. Ashcraft  
President

ATTEST:

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Karlana Rannals  
Secretary

## RESOLUTION NO. 2016-15

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING COMMITTED AND/OR CONSTRAINED FUND BALANCES FOR FY15

**WHEREAS**, in March 2009, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 54; and

**WHEREAS**, the provisions of GASB 54 requires the establishment of a hierarchy of fund balance classifications; and

**WHEREAS**, the “restricted” classification have constraints imposed by laws or regulations of other government; and

**WHEREAS**, the “committed” classification requires formal action by the highest level of decision making authority; and

**WHEREAS**, the “assigned” classification can be constrained by the Board’s “intent” to be used for specific purposes, but are neither restricted nor committed.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Rancho Santa Fe Fire Protection District, that ending FY16 the following funds are committed and/or constrained for use as allocated:

Restricted	
Fire Mitigation Fund	\$1,276,856.68
Committed	
Public Agency Self Insurance System	\$577,648.36
Assigned	
Advance life support equipment	\$39,761.51
Mobile data computer equipment	\$57,188.46
Compensated absences	\$488,030.55
<b>TOTAL</b>	<b>\$2,439,485.56</b>

**BE IT FURTHER RESOLVED** that the remaining fund balances is considered unassigned effective June 30, 2016 as listed on Exhibit A. These fund balances may be reallocated by the governing body, or official to whom the governing body has delegated authority to assign amounts for specific purposes.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on September 21, 2016 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

JAMES H ASHCRAFT  
President

ATTEST:

---

Karlana Rannals  
Secretary

**Rancho Santa Fe FPD  
Combined Balance Sheet - as of 06/30/2016  
(unaudited)**

Assets	General Fund	FMF	TOTAL
<b>Current Assets</b>			
Cash			
Cash in County Treasury	10,505,748.19	\$1,208,131.31	
Bank of America - Credit Card	496,417.97		
California Bank & Trust	176,913.62		
Pacific Western Bank (AP)	13,010.91		
Deposit in Transit	<u>(2,136.79)</u>	-	
Total Cash	11,189,953.90	1,208,131.31	12,398,085.21
Short-Term Investments			
Cash in Savings - LAIF	2,514,949.78		
Bank of America - Savings	<u>68,665.23</u>	-	
Total Short-Term Investments	2,583,615.01	-	2,583,615.01
Accounts Receivable			
Accounts Receivable	1,190,366.83	\$66,961.56	
Tax Revenue Receivable	36,323.06		
Interest Receivable	<u>20,384.13</u>	<u>\$1,763.81</u>	
Total Accounts Receivable	1,247,074.02	\$68,725.37	1,315,799.39
Prepaid Expenses			
Prepaid	1,550.00		
Contract Prepaid	-		
Prepaid Asset	-		
Total Prepaid Expense	<u>1,550.00</u>	-	1,550.00
Total Current Assets	15,022,192.93	1,276,856.68	16,299,049.61
<b>Restricted Cash Assets</b>			
Contract ALS - CSA 17	21,861.76		
ALS Receivable	17,899.75		
PASIS	545,068.76		
PASIS Checking	32,579.60		
PASIS Interest Receivable	-		
NCDJPA (MDC)	57,188.46		
NCDJPA (MDC) Interest Receivable	-		
Total Restricted Cash Assets	674,598.33	-	674,598.33
<b>Property, Plant and Equipment</b>			
Land	3,374,840.00		
Land & Building	19,068,226.90		
Construction in Process			
Fleet Vehicles	4,293,190.85		
Equipment	<u>503,455.77</u>		
Capital Assets - Property, Plant and Equipment	27,239,713.52	-	27,239,713.52
Accumulated Depreciation			
Accumulated Depreciation	<u>(8,134,714.87)</u>	-	
Total Accumulated Depreciation	(8,134,714.87)	-	(8,134,714.87)
Capital Assets - Property, Plant and Equipment		-	19,104,998.65
<b>Deferred Outflow of Resources</b>			
Employer Contribution After Measure Date	3,889,970.00		
Deferred Pension Contributions	<u>39,320.00</u>	-	-
Total Deferred Outflow	3,929,290.00	-	3,929,290.00
Total Assets	<u>38,731,079.91</u>	<u>1,276,856.68</u>	<u>40,007,936.59</u>
<b>Liabilities and Equity</b>			
<b>Current Liabilities</b>			
Accounts Payable			
Accounts Payable	186,955.32	-	
Salaries Payable	<u>30,069.98</u>	-	
Total Accounts Payable	217,025.30	-	217,025.30
Employee Liability Payable			
Accrued Vacation Pay	474,200.62		
IBNR Liability	65,697.76		
Accrd S/L Rmt HRA	332,173.31		
Medical Reimbursement Liability	<u>155,857.24</u>	-	
Total Other Liabilities	1,027,928.93	-	1,027,928.93
Other Liabilities			
Long Term Liab - Net Pension Liability	9,516,816.00		
Total Other Liabilities	9,516,816.00	-	9,516,816.00
Long Term Debt			
Def. Inflows-Dif Earning Pension Plan Investments	2,901,275.00		
Def Inflow-Effects of Adjustments	102,617.00		
Long Term Liab - Soil Contamination	<u>6,106.20</u>	-	
Total Other Current Liabilities	3,009,998.20	-	3,009,998.20
Total Current Liabilities	13,771,768.43	-	13,771,768.43
<b>Equity</b>			
NCDJPA (MDC)	57,188.46		
ALS Equipment Reserve	39,792.84		
PASIS Reserve	<u>421,791.12</u>	-	
	518,772.42	-	-
Reserve - General			
Undesignated	(9,757,175.23)	\$1,092,383.96	-
Designated for Prepaid CalPERS	-		
Designated for Prepaid Asset	-		
CalPERS Reserve	-		
Operating Reserve	<u>5,500,000.00</u>	-	
	(4,257,175.23)	1,092,383.96	(3,164,791.27)
Reserve - Capital (Specified)			
Capital Replacement Reserves			
Designated Capital Replacement Reserves	8,869,019.03		
Environmental Initiative for Sustainability	228,769.88		
RCS Radio Infrastructure	700,000.00		
P25 Compliant Radios	-		
Capital Assets Net	<u>18,370,694.49</u>	-	18,370,694.49
Total Designated Capital Reserves	24,430,080.59	1,092,383.96	25,522,464.55
PY Equity	24,430,080.59		
Retained Earnings (Net Change)			
Net Income/Loss (FY16 YTD)	(203,510.93)	\$184,472.72	(19,038.21)
Total Equity	24,226,569.66	1,276,856.68	26,236,168.16
Total Liabilities and Equity	<u>37,998,338.09</u>	<u>1,276,856.68</u>	<u>40,007,936.59</u>
Total Equity (Cash)	15,020,642.93	1,276,856.68	16,297,499.61



To the Rancho Santa Fe Fire Protection Board of Directors;

On behalf of the Rancho Santa Fe firefighters' association L4349, we would like this letter to commence meeting and conferring for a successor memorandum.

Representatives from L4349 will include Dave Livingstone, Nick Brandow, Brian Schmid, and Cole Thompson. We look forward to hearing from you, and setting a meeting date as soon as possible that is convenient for the board representatives.

Warmest Regards,

DAVE LIVINGSTONE, PRESIDENT  
NICK BRANDOW, VICE-PRESIDENT  
CORY ENDER, SECRETARY  
TREVOR KRUEGER, TREASURER  
NATHAN FRITCHLE, MEMBER-AT-LARGE

September 9, 2016

Dear Board of Directors,

As we come to the end of another year, so too does our current MOU with the Fire District. As one of the MOU representatives for the Rancho Santa Fe Fire Protection District Employees Association, we would like to schedule a meeting with you and discuss some modifications to the MOU. Dina and I would like to meet with President James Ashcraft and Mr. Randall Malin to discuss these items at a convenient time.

Thank you very much for time and consideration with this topic. If you have any questions, please feel free to contact me.



Conor Lenehan

Fire Prevention Specialist II/Forester

[Lenehan@rsf-fire.org](mailto:Lenehan@rsf-fire.org)

(858) 756-6006

Pride...Professionalism...Excellence

# Rancho Santa Fe Fire Protection District Financial Plan - Final

FY17



Financial Plan

September 2016

# RANCHO SANTA FE FIRE PROTECTION DISTRICT

## Final Operating and Capital Budget – FY17

### About Us

#### Board of Directors

James H. Ashcraft  
*President*  
John C. Tanner  
*Vice President*  
Nancy C. Hillgren  
*Director – At Large*  
Randall Malin  
*Director – At Large*  
Tucker Stine  
*Director – At Large*

#### District Staff

Tony J. Michel  
*Fire Chief*  
Fred Cox  
*Deputy Chief*  
Karlena Rannals  
*Administrative Manager*  
*Fire Marshal*  
*Battalion Chief's*  
Chris Galindo  
Bret Davidson  
Dave McQuead  
Jim Sturtevant

### Mission Statement

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

### Vision Statement

Our vision is to provide exceptional service and continuous improvement in our organization through innovation, forward-looking leadership and genuine concern for the welfare of others.

*We are dedicated to our mission, unwavering in our core values and continually strive to be a model of excellence.*

*We are role models in the community and leaders in our profession.*

*We maintain community partnerships, hire and train exceptional people, and provide professional, well-organized, cost effective services.*

*We are advocates for our member's health, safety, and welfare.*

*We foster a culture of trust, involvement, and personal accountability.*

# Rancho Santa Fe Fire Protection District

Final Budget – FY17

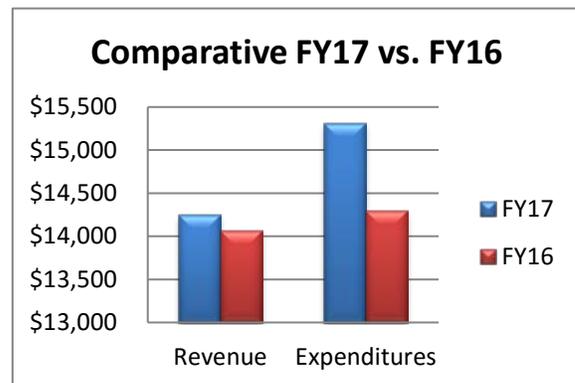


September 2016

The Fire District proposed Operating and Capital Replacement Budget for FY17 is submitted to the Board of Directors for its review and consideration. The annual budget serves as a foundation and is an important tool available to the District to set priorities for the Rancho Santa Fe Fire Protection District over the next year and beyond. This narrative intends to demonstrate that the District is fiscally prudent in proposing the necessary revenue and expenditures, while providing the highest level of emergency response, fire prevention, and administrative services.

This year's proposed budget will include the addition of the CSA-107 reorganization. This reorganization has taken many years of hard work and effort from many in the organization. The impacts of this reorganization will take many years to be realized; however, in this budget we will show the addition of two fire stations, personnel, and funding that is associated to cover the cost of the reorganization.

The District is entering into a new era and service delivery model as a combination fire agency with the addition of the Elfin Forest Division with a volunteer firefighter service model responding from the Elfin Forest fire station. This, along with the addition of a new temporary fire station responding from Harmony Grove Village to meet the needs of this growing development, has created the district to increase in geographic size by over 25%. Additionally, District personnel count also increases due to these new service areas. These changes do result in a moderate increase in all aspects of this preliminary budget.



## Overview

In evaluating the FY17 budget, you will notice that the projected total operating revenue has increased compared to FY16 estimated revenue; and the projected FY17 total operating expenditures increased 7.13% compared to FY16 expenditures.

This year we are requesting a FY17 Operating Budget of \$15,310 (*in thousands*), which includes the depreciation expense of \$721K. The projected FY17 revenue and expenditures compares to the *FY16 actual (unaudited)* at 6/30/16.

## Projected Revenues

We project the general fund revenues at \$14,249,600. This is an estimated increase of 1.3% (\$187K) over FY 16. These revenues over operating expenditures provide a projected operational deficit of \$1,065K.

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

The following summary of revenue changes is between FY17 **budget**, and the *FY16 actual*:

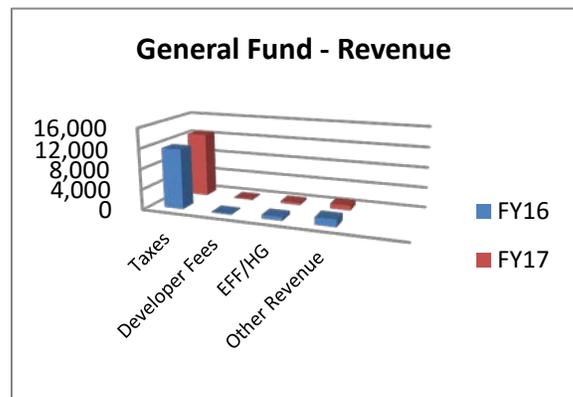
**Revenue – \$14,249,600**

**Taxes & Assessments** – Increased 4.8% (\$523,531): tax revenue has continued to increase over the past year. The District’s assessed valuation increased 3%, therefore secured property tax revenue was increased by the same percentage.

- **County of San Diego/CSA-107, One-time funds** – \$392K: these funds are made up of accumulative excess revenue in the CSA-107 (\$80,106 and \$312,500), which represents the one time lump sum of \$2,500,000 for any potential short falls as a result of the reorganization. The shortfall revenue will be amortized over an eight (8) year period.
- **HGV CFD** – First year revenue from the Harmony Grove Village “Community Facilities District” CFD is estimated at \$21,600.

**Lease** – Increased 21.6% (\$60K) the lease revenue for the District increased by either contract or CPI adjustments. In addition, this category includes the revenue from the amended lease with Rancho Santa Fe Association and the addition of two cell tower leases at the Elfin Forest fire station

**Administrative Fees** –Decreased 99% (\$172,839): This is a result of the District no longer funding and reimbursement for the County Service Area – 17, EMS Coordinator position, or providing administrative services to North County Dispatch JPA.



In addition to these general funds, we estimate that we will collect \$202K in restricted Fire Mitigation Fees, including interest.

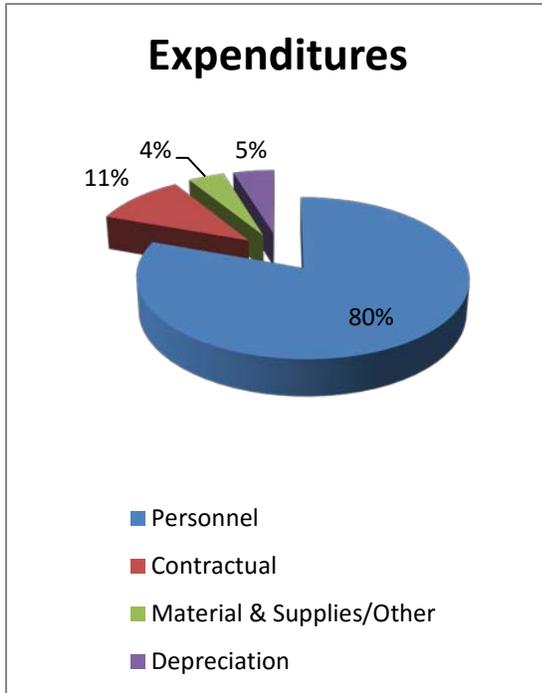
Overall, the District is projecting an increase of 1.3% or (\$187K) in the projected FY17 Total Operating Revenue compared to FY16.

**Projected Operating Expenditures**

The following is a summary of expenditure changes between proposed FY17 budget and FY16 actual *unaudited* expenditures:

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



**Personnel – \$11,327,000**

Overall personnel costs increased 12.8% or \$1,287,827 over FY16 budget. The primary changes are:

**Harmony Grove Village Fire Station** – The addition RSFFPD Fire Station 5 has increased emergency response personnel by nine (9). The personnel cost for this fire station has added an additional \$1,426K to the proposed budget.

**Elfin Forest Fire Station** – The addition of the Elfin Forest Fire Station has an increase of \$238,387K to the proposed budget.

**Overtime/Retirement** – With the reorganization of EFFHG, the overtime and retirement costs have increased proportionally. These increases are already incorporated into the personnel cost section above.

**CalPERS Unfunded Accrued Liability (UAL) – \$1,000,000**

The Board of Directors implemented a plan in FY15 to reduce the district’s UAL to CalPERS, pledging to forward an additional \$5 million to CalPERS over a three-year period. FY17 includes the additional payment of \$1 million.

**Contractual Services – \$1,627,347**

The FY17 Contractual Services category increased 15.5% or \$218,027 over FY16 budget. The majority of the increase is due to the addition of two fire stations and the support of the personnel associated with LAFCO reorganization.

**Material & Supply – \$634,760**

The FY17 Material and Supply category increased 18.3% or \$98,047 over FY16 budget.

**Depreciation – \$720,500**

The FY17 Depreciation category decreased by 1.9% or \$13,800 under the FY16 budget. The primary reason is due to new apparatus in the fleet. Note: the depreciation cost does not include the engine on order with delivery expected in November/December.

**Capital & Other Cash Expenditures - \$1,303,000**

The District’s Capital Replacement expenditures (Equipment, Facility, and Fleet) total \$1,304K. We anticipate replacing two staff vehicles, ordering two replacement engines, one (1) new Type 1 engine, one (1) water tender and a new copier. There are no new expenditures planned for the funding source of fire mitigation fees for this fiscal year.

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

The following is a list of capital or cash expenditures planned:

Expense/Project	Funding Source – GF	Funding Source – FMF
Replacement – Copier	\$ 15,000	
Replacement of Type 1 Engine	\$660,000	
Replacement - Staff Vehicle	\$ 50,000	
Replacement - Staff Vehicle	\$ 45,000	
Replacement – Water Tender	\$380,000	
Microwave Metropolitan Area Wireless*	\$ 38,250	\$114,750
<b>Total</b>	<b>\$1,188,250</b>	<b>\$114,750</b>

\* = Prior approved expenses

### Budget Summary

The District FY17 tax revenue has a moderate increase, and that the refund of property taxes has stabilized declined and stabilized. The estimated revenue from the reorganization will grow as the community of Harmony Grove Village continues to grow. The negotiated one-time funds from the County of San Diego should off-set any deficient from the new services the District will now provide in the communities of Elfin Forest and Harmony Grove. The FY17 planned expenditures are higher than FY16, mainly due to the District’s expanded service area of Elfin Forest/Harmony Grove. District personnel will continue to evaluate and monitor all revenues and expenditures without sacrificing the high level of service we provide to the community.

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

FY17

OPERATING  
EXPENDITURES

GENERAL FUND

## Summary Revenues, Expenditures - Operating Budget FY17

<i>(In Thousands)</i>	Act. (6/30)	<b>Proposed</b>	Change	
<b>REVENUES</b>	GF - 16	<b>GF - 17</b>	\$\$	%
Total Revenues	14,063	<b>14,250</b>	\$187	1.3%
 <b>EXPENDITURES</b>				
Total Operating Expenditures	14,291	<b>15,310</b>	\$1,017	7.1%
 <b>Operating Surplus (Deficit)</b>				
	<b>(228)</b>	<b>(1,060)</b>	(\$832)	364.3%

## Summary Revenues, Expenditures - Operating Budget FY17

<i>(In Thousands)</i>	Act. (6/30)	<b>Proposed</b>	Change	
<b>REVENUES</b>	GF - 16	<b>GF - 17</b>	\$\$	%
Total Revenues	14,063	<b>14,250</b>	\$187	1.3%
 <b>EXPENDITURES</b>				
Personnel	11,539	<b>12,327</b>	\$788	6.8%
Contractual Services	1,409	<b>1,627</b>	\$218	15.5%
Materials & Supplies	537	<b>635</b>	\$98	18.3%
Other Expenditures (Projects/Equipment/Prior Year)	72	<b>0</b>	(\$72)	
Depreciation	<u>734</u>	<b><u>720</u></b>	(\$14)	-1.9%
Total Operating Expenditures	14,291	<b>15,310</b>	\$1,017	7.1%
<b>Operating Surplus (Deficit)</b>	<b>(228)</b>	<b>(1,060)</b>	(\$832)	364.3%

## Summary - Operating Revenues FY17

<i>(In Thousands)</i>	Act. (6/30)	<b>Proposed</b>	Change	
<b>REVENUES</b>	GF - 16	<b>GF - 17</b>	\$\$	%
Taxes & Assessments	10,832	<b>11,356</b>	524	4.8%
Tax Refunds - Adjustment	<b>(69)</b>	<b>(69)</b>	0	0.1%
Benefit Fee	<u>1,030</u>	<u><b>1,458</b></u>	<u>428</u>	<u>41.6%</u>
Subtotal	11,793	<b>12,745</b>	952	8.2%
Developer Reimbursement/Revenue				
4S Ranch	0	<b>0</b>	0	
Rancho Cielo	<u>174</u>	<u><b>157</b></u>	<u>(17)</u>	-9.7%
Subtotal	174	<b>157</b>	<u>(17)</u>	-9.7%
Other Revenue				
EFF/HG (County)	686	<b>414</b>		
Plan Checks	144	<b>145</b>	0	0.0%
Administrative Fees	174	<b>2</b>	<u>(173)</u>	-99.1%
Interest	76	<b>67</b>	<u>(9)</u>	-11.5%
Lease	281	<b>340</b>	60	21.3%
Instructor/Training	16	<b>15</b>	0	-1.3%
Grant	25	<b>27</b>	2	6.3%
FF/EMS Reimbursement	542	<b>250</b>	<u>(292)</u>	-53.9%
Other	<u>151</u>	<u><b>88</b></u>	<u>(63)</u>	-41.9%
Subtotal	2,096	<b>934</b>	<u>(748)</u>	-35.7%
Total Operating Revenues	<u>14,063</u>	<u><b>14,250</b></u>	<u>187</u>	1.3%

## Summary Expenditures - Operating Budget FY17

(In Thousands)	Act. (6/30) GF - 16	Proposed GF - 17	Change \$\$ %	
<b>EXPENDITURES</b>				
<b>Personnel</b>				
Payroll				
Salary	5,936	6,646	\$710	12.0%
Emergency Response Compensation	0	0	\$0	
Management Services (Coop Eff)	0	0	\$0	
Holiday Pay	171	223	\$51	29.9%
Overtime	1,105	1,347	\$242	21.9%
Paramedic Incentive	0	0	\$0	0.0%
Subtotal	7,212	8,216	\$1,004	13.9%
Benefits				
Health Insurance + HRSA	1,135	1,268	\$133	11.7%
Life/LTD Insurance	12	40	\$28	236.9%
Medicare/Social Security	105	129	\$24	23.1%
Retirement	1,293	1,423	\$130	10.0%
CalPERS UAL	1,500	1,000	\$0	-33.3%
Unemployment	12	15	\$3	26.5%
Workers Compensation	223	172	(\$51)	-22.9%
Other	48	65	\$17	36.8%
Subtotal	4,327	4,111	(\$216)	-5.0%
TOTAL	11,539	12,327	\$788	6.8%
Contractual Services				
Administration Fees	196	227	\$31	15.6%
Building/Facility Lease	28	29	\$1	2.0%
Dispatching	148	154	\$6	3.8%
Equipment Rental & Repairs	27	39	\$12	44.5%
Insurance	78	105	\$27	34.4%
Legal	43	47	\$4	9.2%
Meetings, Meals, Mileage	8	9	\$0	5.5%
Other Contractual/Professional Services	401	313	(\$88)	-21.9%
Service Agreements	39	48	\$9	23.4%
Soil Contamination	2	2	\$0	
Training	59	109	\$50	85.2%
Utilities	252	340	\$89	35.2%
Vehicle Maintenance & Repairs	108	184	\$76	70.7%
All Other	21	22	\$2	8.5%
TOTAL	1,409	1,627	\$218	15.5%
Materials & Supplies				
Apparatus	39	32	(\$7)	-18.3%
Apparatus - Computers	4	5	\$1	
Computer	76	91	\$15	20.1%
Fuel	2	3	\$1	78.2%
Grants	11	20	\$9	
Office	34	27	(\$8)	-21.9%
Safety	151	65	(\$86)	-57.0%
Uniforms	9	17	\$8	85.7%
Programs/Public Education	4	7	\$3	83.6%
Hose, Nozzles, Foam	3	1	(\$2)	-68.8%
Radio	46	71	\$24	52.6%
Station Maintenance/Supplies/Janitorial	70	63	(\$7)	-10.5%
All Other	88	234	\$146	166.6%
TOTAL	537	635	\$98	18.3%
Other Expenditures (Projects/Equipment/Prior Year)	72	0	(\$72)	
TOTAL	72	0	(\$72)	
Depreciation	734	720	(\$14)	-1.9%
TOTAL Operating Expenditures	14,291	15,310	\$1,017	7.1%

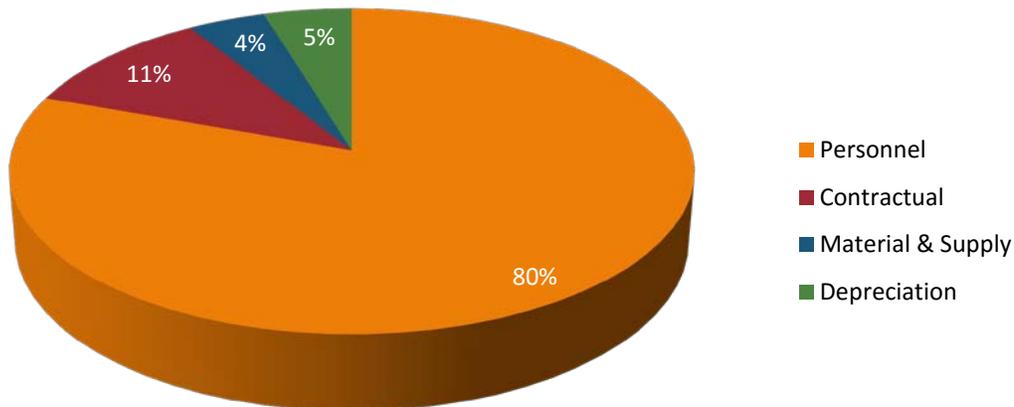
## OPERATIONAL COST SUMMARY

	BUDGET FY16	Act (6/30)	BUDGET FY17	Bgt vs Act % Change
Personnel	9,900,223	11,539,171	12,326,938	6.8%
Contractual	1,556,269	1,409,320	1,627,347	15.5%
Material & Supply	548,456	536,713	634,760	18.3%
Prior Year Expense/Equipment	0	7,310	0	-100.0%
RSF5 Start Up		64,410		-100.0%
Depreciation	<u>720,463</u>	<u>734,278</u>	<u>720,478</u>	<u>-1.9%</u>
<b>TOTAL OPERATING COSTS BEFORE CAPITAL OUTLAY</b>	<b>12,725,412</b>	<b>14,291,202</b>	<b>15,309,523</b>	<b>7.1%</b>

## Capital

Equipment - GF	81,125	31,697	15,500
Equipment - FMF	63,375	27,662	0
Facility - GF	211,215	0	38,250
Facility - FMF	108,644	0	114,750
Fleet - GF	1,250,000	33,390	1,135,000
Fleet - FMF	<u>0</u>	<u>0</u>	<u>0</u>
	1,714,359	92,749	1,303,500
Total GF	1,542,340	65,087	1,188,750
Total FMF	<u>172,019</u>	<u>27,662</u>	<u>114,750</u>
	1,714,359	92,749	1,303,500

### FY17 Operating Budget - Expenditures



## Summary - Net Assets

General Fund					
	FUND	FUND			
	TOTAL	FY16	TOTAL	FY17	%
Cash - Beginning (June 30, 2015)		13,924		13,910	
June 30 Receivables		786			
June 30 Restricted Cash & Cash Equivalents		611			
June 30 Prepay		0			
June 30 Transfer in (out)		0		0	
		15,321		13,910	-9.2%
June 30 Liabilities		(1,853)		0	
BEGINNING - NET CASH ASSETS		<u>13,468</u>		<u>13,910</u>	3.3%
<b>PROJECTED REVENUE</b>					
Taxes & Assessments	11,793		12,745		
Interest	76		67		
Developer Reimbursement	174		157		
Lease Revenue	281		340		
Other Revenue	734		380		
EFF/HG (County)	686		414		
Fees	318		147		
Fire Mitigation Fees			0		
<b>Total Projected Revenue</b>	<b>14,064</b>		<b>14,248</b>		
<b>PROJECTED EXPENDITURES</b>					
Personnel Costs	11,539		12,327		
Maintenance & Operating Costs	2,018		2,262		
Capital/Project Expenditures			0		
Depreciation Expense	734		720		
<b>Total Operating Expenditures</b>	<b>14,291</b>		<b>15,309</b>		
Operating Surplus - \$	(227)		(1,061)		
Operating Cash Surplus (Deficit) inc. depreciation	507		(341)		
Additional Cash Payments					
Equipment - Facility - Vehicles	93		1,189		
CalPERS UAL	0		0		
<b>Total Projected Cash Expenditures</b>	<b>13,650</b>		<b>15,778</b>		
Excess Revenue over Expenditure	414		(1,530)		
Transfers in(out)	28		115		
<b>Net Change in Fund Balance</b>		442		(1,414)	
CASH ASSETS - 6/30		<u>13,910</u>		<u>12,497</u>	
<b>Fire Mitigation Fund</b>					
Cash - Beginning		1,092		1,277	
June 30 Receivables		0		0	
June 30 Restricted Cash & Cash Equivalents		0		0	
June 30 Prepay		0		0	
June 30 Transfer in (out)		0		0	
		1,092		1,277	
June 30 Liabilities		0		0	
BEGINNING - NET CASH ASSETS		<u>1,092</u>		<u>1,277</u>	16.9%
<b>PROJECTED REVENUE</b>					
Interest		7		7	
Fire Mitigation Fees		205		195	
<b>Total Projected Revenue</b>		212		202	-4.8%
<b>PROJECTED EXPENDITURES</b>					
Total Operating Expenditures					
Excess Revenue over Expenditure		212		202	
Transfers in(out)		(28)		(115)	
<b>Net Change in Fund Balance</b>		184		87	
CASH ASSETS - 6/30		1,277		1,364	6.8%
<b>LIABILITIES &amp; FUND EQUITY</b>					
Restricted Reserves					
Fire Mitigation		<u>1,277</u>		<u>1,364</u>	
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<u>1,277</u>		<u>1,364</u>	6.8%
<b>ENDING - NET CASH ASSETS (Deficit)-ALL FUNDS</b>		<u>15,187</u>		<u>13,861</u>	-8.7%

FISCAL YEARS - FY15; FY16; FY17

	BUDGET FY 16	Act. (6/30) FY 16	PROPOSED FY 17	BGT vs. ACT %	BGT vs. ACT \$
<b>Revenue</b>					
Taxes & Assessments	10,707,000	10,832,369	11,355,900	4.8%	523,531
Tax Refunds - Adjustment	(97,000)	(68,913)	(69,000)	0.1%	(87)
Benefit Fee	1,029,800	1,029,740	1,458,200	41.6%	428,460
HGV-CFD		0	21,600		21,600
EFF/HG (County)		686,459	392,700	-42.8%	(293,759)
Interest Income	57,469	75,829	67,100	-11.5%	(8,729)
Plan Reviews	188,645	144,439	144,500	0.0%	61
EMS First Responder	15,100	14,251	14,800	3.9%	549
CSA-17 (ALS Equipment & Supplies)	36,200	36,180	36,200	0.1%	20
Firefighting Reimbursement (FEMA/OES)	300,000	542,316	250,000	-53.9%	(292,316)
Fuel Tank Reimbursement	0	0	0		
Grant Revenue	20,000	25,110	26,700		1,590
Assets				0.0%	0
Sale of Assets	0	0	0	0.0%	0
Miscellaneous	26,500	96,064	33,400	-65.2%	(62,664)
Hydrant Maintenance	3,800	4,820	4,400	-8.7%	(420)
Instructor/Training Revenue	15,400	15,600	15,400	-1.3%	(200)
Developer Reimbursement/Revenue				0.0%	0
Dev. Reim. Rev - Rancho Cielo Station	150,000	173,654	156,800	-9.7%	(16,854)
Lease Revenue	0		0	0.0%	0
AMR (formerly Rural Metro)	85,500	92,470	86,900	-6.0%	(5,570)
Verizon	76,600	75,804	76,600	1.0%	796
NCDJPA	23,700	23,646	23,700	0.2%	54
RSF Association	89,700	88,080	92,300	4.8%	4,220
Verizon (Generator)	800	658	800	21.5%	142
Cellular Site Rental (RSF6)		0	60,000	0.0%	60,000
Administrative Fees	230,100	174,339	1,500	-99.1%	(172,839)
<b>Subtotal</b>	<b>12,966,314</b>	<b>14,062,916</b>	<b>14,249,600</b>	1.3%	186,684
<b>Expenditures - (GF)</b>					
- Personnel	9,902,200	10,039,171	11,327,000	12.8%	1,287,829
- Long Term AUL (CalPERS) - Additional Payments	1,500,000	1,500,000	1,000,000	-33.3%	(500,000)
- Contractual Costs; Material & Supplies; PY Expenses	2,104,726	1,953,343	2,262,200	15.8%	308,857
- FMF Cost Recovery		(27,662)			
- Project Expenditures (RSF5)		64,410		-100.0%	(64,410)
<b>Subtotal</b>	13,506,926	13,529,262	14,589,100	7.8%	1,059,838
- Depreciation Expense	720,500	734,278	720,500	-1.9%	(13,778)
Total Operating Expenditures	14,227,326	14,263,540	15,309,600	7.3%	1,046,060
Operating Surplus (Deficit)	(1,261,012)	(200,624)	(1,060,000)	428.4%	(859,376)
- Other Expenditures - Capital	1,136,750	92,749	1,188,800	1181.7%	1,096,051
<b>Total Expenditures (minus depreciation)</b>	<b>14,643,626</b>	<b>13,621,960</b>	<b>15,777,800</b>	15.8%	2,155,840
Net Surplus (Deficit)	(\$1,677,411)	\$440,955	(\$1,528,300)	-446.6%	(1,969,255)
- Other financing sources (transfers in/out)	148,500	27,662	114,800	315.0%	87,138
Cash Surplus (Deficit)	(1,528,911)	468,617	(1,413,500)	-401.6%	(1,882,117)
<b>Designated Capital Revenue</b>					
Annexation Fees					
Fire Mitigation Fee Interest	1,900	6,738	6,800	0.9%	62
Fire Mitigation Fees	369,300	205,396	195,200	-5.0%	(10,196)
<b>Subtotal</b>	<b>371,200</b>	<b>212,134</b>	<b>201,900</b>	-4.8%	(10,234)
<b>Designated Capital Revenue Expenditures</b>					
FMF Expenditures					
Transfer in/out	172,100	27,662	114,800	315.0%	87,138
<b>Total Expenditures - (FMF)</b>	<b>172,100</b>	<b>27,662</b>	<b>114,800</b>	315.0%	87,138
Cash Surplus (Deficit)	\$199,100	\$184,473	\$87,100	-52.8%	(97,373)
<b>Prior Year Adjustments</b>					
RESERVE Surplus (Deficit) - All Funds	(902,800)	653,190	(1,326,400)	-303.1%	(1,979,590)

FY17

CAPITAL  
EXPENDITURES

GENERAL FUND  
&  
FIRE MITIGATION  
FUND

**FY17 CAPITAL EQUIPMENT EXPENDITURES & FIVE YEAR CAPITAL PLAN**

GENERAL FUND

**ASSETS**

Description	FY16	Act (6/30)	Five Year Capital Plan					
			FY17	FY18	FY19	FY20	FY21	
Copier (Replacement)			\$ 15,500					
Fire Prevention Software (FMF Project Approved FY15)								
Hurst eHydraulic Rescue Tool Set	\$40,000	31,697						
Phone System Admin/Station 1	-	-	-	-	-	-	-	-
Subtotal	40,000	31,697	15,500	-	-	-	-	-

FIRE MITIGATION FUND

**ASSETS**

Description	FY16	Act (6/30)	FY17	FY18	FY19	FY20	FY21
Fire Prevention Software (FMF Project Approved FY15)	-	27,662	-	-	-	-	-
Total Proposed Asset Expenditures	-	27,662	-	-	-	-	-
Subtotal	-	27,662	-	-	-	-	-
TOTAL	40,000	59,359	15,500	-	-	-	-
Fire Prevention Software (FMF Project Approved FY15) - Project Costs in Other Professional Services	33,750						

**FY17 CAPITAL FACILITY IMPROVEMENT EXPENDITURES & FIVE YEAR CAPITAL PLAN**

GENERAL FUND

**FACILITY REPLACEMENT - IMPROVEMENT**

Project #	Description	Funding %	BUDGET		Five Year Capital Plan					
			FY16	Est Jun 30	FY17	FY18	FY19	FY20	FY21	
15-01	Replacement of Air Conditioning Units @ RSF1	100%	\$175,000	⇒						
Future Proj.	Ground Cover @ Station 4	100%	\$20,000							
10-01	Microwave Metropolitan Area Wireless Network <i>Committee</i> <i>Approved (FY10) - Est \$153,000</i>	25%	38,250	-	38,250	-	-	-	-	
	SUBTOTAL		233,250	-	38,250	-	-	-	-	
<b>FIRE MITIGATION FUND</b>										
<b>FACILITY REPLACEMENT/IMPROVEMENT</b>										
10-01	Microwave Metropolitan Area Wireless Network <i>Committee</i> <i>Approved (FY10) - Est \$153,000</i>	75%	114,750	-	114,750	-	-	-	-	
	SUBTOTAL		114,750	-	114,750	-	-	-	-	
	TOTAL		348,000	-	153,000	-	-	-	-	

**FY17 CAPITAL FLEET EXPENDITURES & FIVE YEAR CAPITAL PLAN**

GENERAL FUND

Five Year Capital Plan

ID/Vehicle Type	Year	FY16	Est Jun 30	FY17	FY18	FY19	FY20	FY21
<b>Reserve Vehicles</b>								
0211 - Engine (Type I)	2002							
<b>VEHICLE REPLACEMENT RESERVES</b>								
1611 - Engine (on order)	2016							
1681 - Staff (Ford Explorer)	2016		33,390					
0261 - Water Tender	2002			380,000				
0262 - Brush (Type III)	2002				440,000			
0281 - Staff	2002			45,000				
0311 - Engine - (Type I)	2003	630,000						
0312 - Engine - (Type I)*	2003			660,000				
0382 - Staff	2003							
0384 - Staff	2003	50,000		50,000				
0561 - Brush (Type III)	2005						402,728	
0811 - Engine - (Type I)	2008						700,883	
0881 - Command	2008						56,279	
0981 - Staff	2009						38,975	
0681 - (1081) - Staff (Explorer)	2006	35,000						
1181 - Staff	2011							⇒
1281 - Staff (Ford F150)	2012							⇒
1282 - Command (Explorer)	2012							⇒
1381 - Staff (Escape)	2013							⇒
1481 - Staff (Explorer)	2014							⇒
1411 - Pumper	2013							⇒
1482 - Staff (Explorer)	2014							⇒
1581 - Command	2015	-	-	-	-	-	-	⇒
<b>TOTALS</b>		715,000	33,390	1,135,000	440,000	-	1,198,865	-

\* Prior year approved - anticipated delivery Dec 2016

FIRE MITIGATION FUND

ID/Vehicle Type	Year	FY16	Est Jun 30	FY17	FY18	FY19	FY20	FY21
<i>Nothing planned</i>								
<b>TOTAL</b>		715,000	33,390	1,135,000	440,000	-	1,198,865	-

FY17

ORGANIZATION  
CHART

PERSONNEL

EQUIPMENT

FACILITY  
FLEET

# Board of Directors

Board Clerk

Fire Chief

**Fire Prevention Bureau**

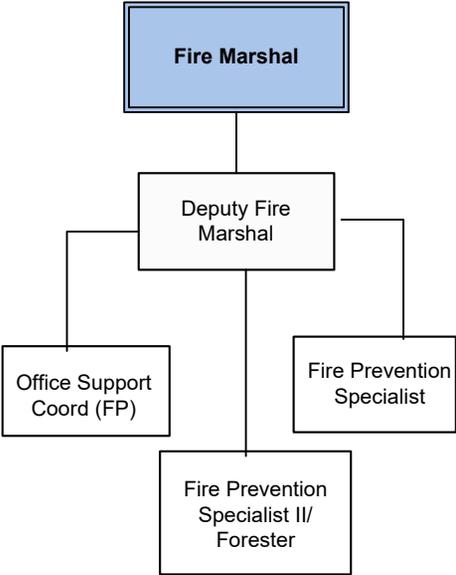
Code Development	Fire Investigation
Code Compliance	Public Information
Inspections	Hazard Abatement
Community Preparedness	Plan Review
Public Education / Relations	Planning

**Emergency Operations**

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

**Administration**

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

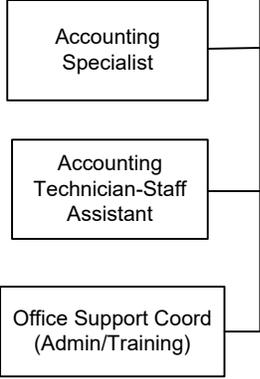
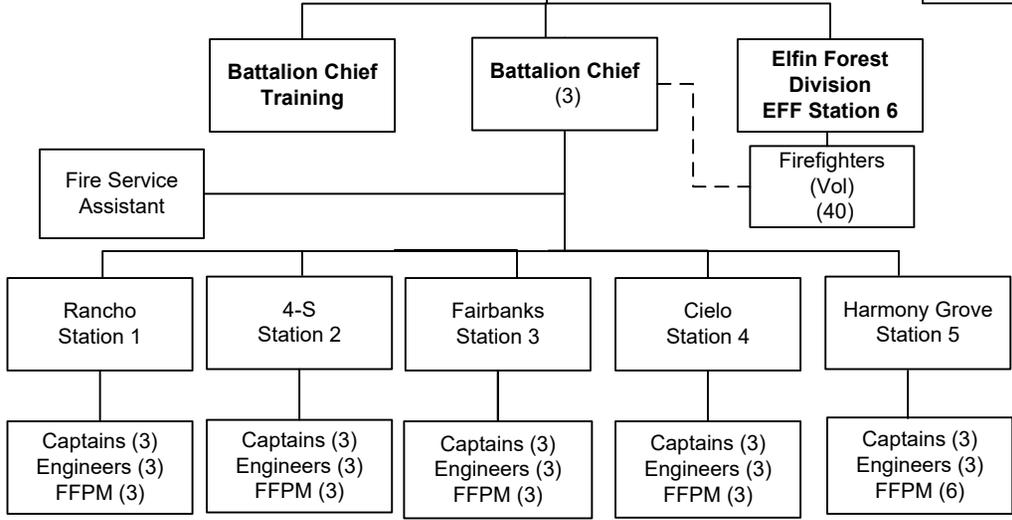


Public Education Coordinator

Operations Deputy Chief

IT Tech

Administrative Manager



## AUTHORIZED PERSONNEL

Positions	FY 16 Authorized	Changes	FY 17
<b><i>Fire Administration</i></b>			
Fire Chief	1	0	1
Deputy Chief	2	-1	1
Fire Marshal	1	0	1
Administrative Manager	1	0	1
Battalion Chief	4	0	4
Acctng Tech-Staff Assistant/Office Support Coordinator (Admin & Prevention)	3	0	3
Accounting Specialist	1	0	1
Deputy Fire Marshal	1	0	1
Fire Prevention Specialist	1	0	1
Public Education Coordinator	1	0	1
Fire Prevention Specialist II/Forester	1	0	1
EMS Coordinator	1	-1	0
Fire Services Assistant	1	0	1
<b><i>Suppression</i></b>			
Captain	12	+3	15
Engineer/Paramedic	12	+3	15
Firefighter/Paramedic	15	+3	18
Limited Firefighter PM	3	-3	0
<b><i>Elfin Forest Division</i></b>			
Division Chief			
Firefighters (*not to exceed)	0	<u>+2</u>	2
	<u>0</u>	<u>+40 *</u>	<u>40</u>
<b>Total</b>	<b>61</b>	<b>46</b>	<b>107</b>

**FY17 Equipment - DEPRECIATION EXPENSE & ACCUMULATED RESERVES**

Description	Cost	Addition	Date in Service	Depreciation Schedule - Years	Annual Expense	Jun 2016	Jun 2016	6/30/2017	June 2017	June 2017
						Accumulated Reserves	Accumulated Reserves		Accumulated Reserves	Accumulated Reserves
Turnout Washer	52,595.00		6/30/2005	2005	5		52,595.00	12.01		52,595.00
Hydraulic Rescue Tool	22,400.00		6/30/2005	2005	15	1,493.31	17,920.00	12.01	1,493.33	19,413.33
File Server	16,279.35		7/13/2005	2005	3		16,279.35	11.97		16,279.35
Hydraulic Rescue Tool #2	18,360.89		1/1/2008	2008	15	1,224.06	10,404.50	9.50	1,224.06	11,628.56
Thermal Imaging Camera #1	11,201.25		5/1/2009	2009	5		11,201.25	8.17		11,201.25
Thermal Imaging Camera #2	11,201.25		5/1/2009	2009	5		11,201.25	8.17		11,201.25
Copier	19,921.64		11/1/2009	2009	5		19,921.64	7.67		19,921.64
Phone System - Admin	24,495.83		3/31/2011	2011	5		24,495.83	6.25		24,495.83
Office Furnishings - Admin (Rancho Cielo)	101,728.23		3/31/2011	2011	10	10,172.82	53,400.35	6.25	10,172.82	63,573.18
File Server - Fairbanks	11,721.16		3/31/2011	2011	7	1,674.45	8,789.72	6.25	1,674.45	10,464.17
File Server - Admin	41,143.18		3/31/2011	2011	7	5,877.60	30,853.36	6.25	5,877.60	36,730.96
Board Room Dias Furnishings - Admin	21,025.00		4/16/2011	2011	10	2,102.50	10,950.28	6.21	2,102.50	13,052.78
Printer-Scanner-Plotter	18,104.21		2/1/2014	2014	7	2,586.32	7,327.89	3.41	2,586.32	9,914.21
Generator (Towable)	25,206.06		4/1/2014	2014	10	2,520.61	3,780.91	3.25	2,520.61	6,301.52
File Server	10,950.58		7/1/2014	2014	3	3,650.19	4,562.74	3.00	3,650.19	8,212.94
Phone System - Admin	23,060.12		12/1/2014	2014	10	2,306.01	3,651.19	2.58	2,306.01	5,957.20
Thermal Imaging Camera #3	10,119.00		2/1/2015	2015	5	2,023.80	2,867.05	2.41	2,023.80	4,890.85
Hydraulic Rescue Tool #3	32,246.00		6/30/2015	2015	15	2,149.73	2,149.73	2.00	2,149.73	4,299.47
Hydraulic Rescue Tool #4	31,696.92		4/1/2016	2016	15	2,113.13	521.05	1.25	2,113.13	2,634.17
	<u>503,455.67</u>					<u>39,894.53</u>	<u>292,898.84</u>		<u>39,894.54</u>	<u>332,767.66</u>

	292,898.84
Ann Dep - 2017	39,894.54
	332,793.39
Adj Dep - 2017	0.00
Acc Dep - 2017	<u>332,793.40</u>

**FY17 STATION LOCATION - DEPRECIATION EXPENSE & ACCUMULATED RESERVES**

Station Locations	Cost	Addition	Year in Service	Depreciation Schedule - Years	Depreciation Annual Expense	Jun 2016 Accumulated Reserves	6/30/2017	June 2017 Accumulated Reserves	June 2017 Accumulated Reserves
16936-1/2 El Fuego (Admin)	1,294,645.00		6/30/1992	40	32,366.13	776,787.65	25	32,366.13	809,153.77
Admin Bldg	112,623.07		4/30/2007	26	4,331.66	49,092.07	10.18	4,331.66	53,423.73
16936 El Fuego (Stn)	2,922,332.00		6/30/1999	40	73,058.30	1,241,991.90	18	73,058.30	1,315,050.20
Pavers	44,176.00		10/1/2008	30	1,472.53	11,412.13	8.75	1,472.53	12,884.67
AC Refurbishing/Replacment	200,000.00								-
6424 El Apajo Completed 03/26/2012	\$4,854,088		4/1/2012	40	121,352.20	485,408.80	5.25	121,352.20	606,761.00
16930 Four Gee Road	3,180,000.00		6/30/2003	40	79,500.00	1,033,500.00	14	79,500.00	1,113,000.00
16930 Four Gee Road - Training Tower	1,563,252.00		6/30/2004	40	39,081.30	468,975.60	13	39,081.30	508,056.90
Training Facility Concrete	27,000.00		6/30/2006	38	710.53	8,526.33	11	710.53	9,236.85
16930 Four Gee Road - Storage Facility	190,225.36		6/30/2007	40	4,755.63	42,800.70	10	4,755.63	47,556.34
18040 Calle Ambiente	3,180,000.00		6/30/2005	40	79,500.00	861,250.00	12	79,500.00	940,750.00
Admin Bldg (Rancho Cielo)	<u>1,699,885.47</u>		4/18/2011	40	<u>42,497.14</u>	<u>221,101.54</u>	6.21	<u>42,497.14</u>	<u>263,598.68</u>
	<u>19,268,226.90</u>				<u>478,625.41</u>	<u>5,200,846.72</u>		<u>478,625.41</u>	<u>5,679,472.13</u>
					\$ 4,722,221.31				
					\$ 478,625.41				

Acc Dep - 2016	30-Jun	\$ 5,200,846.72
Ann Dep - 2017		\$ 478,625.41
Adj Dep - 2017		\$ -
Acc Dep - 2017	30-Jun	<u>\$ 5,679,472.13</u>

Asset No	Description	Year	Location	Est Replacement	Actual Cost	Date in Service	Depreciation Schedule	Annual Depreciation	June 30, 2016		June 30, 2017 Accumulated Depreciation	
									Accumulated Depreciation	6/30/2017		
0081	Command	2000	EFF-Chief		-	13-Jul-16					-	
2891	Ambulance	2008	EFF-BLS Ambulance		190,000.00	13-Jul-16					-	
1151	Water Tender	2011	EFF		225,000.00	13-Jul-16					-	
0461	Brush - Type III	2004	EFF		325,000.00	13-Jul-16					-	
0481	Utility - Type 6	2004	EFF		75,000.00	13-Jul-16					-	
0611	Engine - Type I	2006	EFF		425,000.00	13-Jul-16					-	
1283	ATV Trailer	2012	EFF		1,875.00	13-Jul-16					-	
0881	CERT Trailer	2008	EFF		2,500.00	13-Jul-16					-	
0882	CERT Trailer	2004	EFF		-	13-Jul-16					-	
0261	Water Tender	2002		2017/2018	204,528.00	1-Jul-02	15	\$ 13,635.20	\$ 197,710.20	15.00	\$ 6,817.80	204,528.00
0262	Brush - Type III	2002		2016/2017	278,104.00	1-Jul-02	15	\$ 18,540.27	\$ 268,833.61	15.00	\$ 9,270.39	278,104.00
0281	Staff	2002		2012/2013	20,843.00	1-Jul-02	5	\$ 4,168.60	\$ 20,843.00	15.00		20,843.00
0311	Engine - Type I	2004		2014/2015	412,007.00	30-Jun-04	10	\$ 41,200.70	\$ 412,007.00	13.00		412,007.00
0312	Engine - Type I	2004		2015/2016	412,007.00	30-Jun-04	10	\$ 41,200.70	\$ 412,007.00	13.00		412,007.00
0382	Staff	2003		2012/2013	29,640.00	30-Jun-04	5	\$ 5,928.00	\$ 29,640.00	13.00		29,640.00
0384	Staff	2003		2014/2015	32,787.00	30-Jun-04	5	\$ 6,557.40	\$ 32,787.00	13.00		32,787.00
0561	Brush - Type III	2005		2019/2020	287,663.00	30-Jun-05	15	\$ 19,177.53	\$ 220,541.64	12.00	\$ 19,177.53	239,719.17
0681(1081)	Staff - Explorer	2006		2015/2016	8,400.00	24-Aug-11	5	\$ 1,680.00	\$ 8,400.00	5.85		8,400.00
0811	Engine - Type I	2008		2018/2019	483,367.58	1-Apr-08	10	\$ 48,336.76	\$ 398,778.25	9.25	\$ 48,336.76	447,115.01
0881	Command	2008		2018/2019	43,291.22	7-Nov-07	5	\$ 8,658.24	\$ 43,291.22	9.65		43,291.22
0981	Staff	2009		2019/2020	29,842.38	1-Mar-09	5	\$ 5,968.48	\$ 29,842.38	8.34		29,842.38
1181	Staff - Explorer	2011		2020/2021	27,385.48	1-Jun-11	5	\$ 5,477.10	\$ 25,999.44	6.08	\$ 1,386.04	27,385.48
1281	Command - Exp	2012		2018/2019	64,270.30	1-Jul-12	5	\$ 12,854.06	\$ 55,100.33	5.00	\$ 9,169.97	64,270.30
1282	Staff - Ford F150	2012		2019/2020	50,555.58	1-May-12	5	\$ 10,111.12	\$ 50,555.58	5.17	\$ -	50,555.58
1381	Staff - Escape	2013		2019/2020	35,064.29	1-Jun-13	6	\$ 5,844.05	\$ 18,297.74	4.08	\$ 5,844.05	24,141.79
1411	Pumper	2014	RSF2	2025/2026	573,423.77	3-Jul-14	12	\$ 47,785.31	\$ 95,570.63	3.00	\$ 47,785.31	143,355.94
1481	Staff - Explorer	2014		2021/2022	41,654.16	7-Apr-14	6	\$ 6,942.36	\$ 15,620.31	3.23	\$ 6,942.36	22,562.67
1482	Staff - Explorer	2014		2021/2022	44,206.53	7-Apr-14	6	\$ 7,367.76	\$ 16,577.45	3.23	\$ 7,367.76	23,945.20
1581	Staff - Expedition	2015	Fire Chief	2021/2022	45,497.68	1-May-15	6	\$ 7,582.95	\$ 8,838.69	2.17	\$ 7,582.95	16,421.64
1681	Staff - Explorer	2016		2022/2023	33,390.06	1-Mar-16	6	\$ 5,565.01	\$ 1,844.84	1.33	\$ 5,565.01	7,409.85
1611	Engine - Type I	2016		2028/2029	650,000.00	1-Jan-17	12	\$ 54,166.67		0.49	\$ 26,712.33	26,712.33
RESERVE												
9061	Brush - Type III	1990	Reserve - EFF	RESERVE	375,000.00	13-Jul-16						-
0011	Engine - Type I	2000	Reserve - EFF	RESERVE	350,000.00	13-Jul-16						-
0211	Engine - Type I	2002	Reserve - RSF2	RESERVE	430,996.00	1-Jul-02	10		\$ 430,996.50	15.00		430,996.50
0383	Command	2003	Reserve - RSF4	RESERVE	34,881.00	30-Jun-04	5		\$ 34,881.00	13.00		34,881.00
0781	Command	2007	Battalion Chief	RESERVE	64,814.02	31-Dec-06	5		\$ 64,814.02	10.50		64,814.02
9611	Engine - Type I	1996	Reserve - RSF3	RESERVE	\$ 475,000.00	30-Jun-96			\$ 475,000.00	21.00		475,000.00
					<u>\$ 5,538,619.05</u>			<u>\$ 378,748.25</u>	<u>\$ 3,368,777.82</u>		<u>\$ 201,958.26</u>	<u>\$ 3,570,736.08</u>

Accumulated Depreciation 2016 \$ 3,368,777.82  
Annual Depreciation 2017 \$ 201,958.26  
Accumulated Depreciation 2017 \$ 3,570,736.08  
Adjustment \$ (43,291.22)  
REVISED Accumulated Depreciation 2017 \$ 3,527,444.86