



**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

December 14, 2011
Regular Meeting – 1:00 pm

RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

Pledge of Allegiance

1. Roll Call

2. Public Comment

3. Special Presentation/Recognition

a. Special Recognition

Recognition of Mary Murphy recipient of the California Emergency Medical Services Authority Meritorious Service Award for providing superior EMS coordination, education and leadership in San Diego County.

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

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

5. Consent Calendar

a. Board of Directors Minutes

i) Board of Directors minutes of November 9, 2011

ACTION REQUESTED: Approve

b. Receive and File

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

(1) List of Demands

Check 22323 thru 22445 for the period November 1 – 30, 2011 totaling: \$ 649,767.18

Payroll for the period November 1 – 30, 2011 \$ 635,048.99

TOTAL DISTRIBUTION \$1,284,816.17

(3) Activity Reports – November 2011

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

(4) Travel Reports – November 2011

- Michel – CalChiefs Conference (Riverside, CA September 2011)
- Michel – CalPERS Conference (Long Beach, CA October 2011)
- Hillgren – CalPERS Conference (Long Beach, CA October 2011)

(5) District Articles

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

- Bylund
- Duns
- Richmond
- Thurman
- Perry

c. Approved Change Order Requests – Fairbanks Ranch Fire Station Replacement Project – [Staff Report 11-26](#)

ACTION REQUESTED: **Ratify action approved by Fire Chief**

6. Oral Report

a. Fire Chief – Michel

- i) Fairbanks Ranch Replacement Fire Station – Update
- ii) Cooperative Efforts – Update
- iii) LAFCO – Special Districts Election – Preliminary Results
- iv) District Activities
 - (1) Holiday Party

b. Operations – Deputy Chief Ward

c. Training – Battalion Chief Davidson

d. Fire Prevention - Fire Marshal

e. Administrative Manager – Rannals

f. Board of Directors

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

7. Old Business

a. None

8. New Business

- a. Change Order Request No. 920040 – Requested El Apajo Road Improvement
To discuss and/or approve change order request number 920040 for \$26,281 for additional El Apajo roadway improvements. [Staff Report 11-27](#)
ACTION REQUESTED: **Approve**
- b. Independent Auditor’s Report FY 2010/2011
The Finance ad hoc committee will make a presentation on the financial status of the Fire District for FY11 and present any findings as a result of the year end audit to the Board of Directors.
ACTION REQUESTED: **Accept**
- c. Long Range Financial Plan
To discuss the District’s updated plan
ACTION REQUESTED: **Information**
- d. Staff Reorganization
To discuss and/or approve Fire Prevention Bureau staff reorganization and authorized positions.
[Staff Report 11-28](#)
ACTION REQUESTED: **Direction and/or approval**

9. Resolution/Ordinance

- a. Resolution No. 2011-08
To discuss and/or adopt Resolution No. 2011-08 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Committed and/or Constrained Fund Balances for FY12 [Staff Report 11-29](#)
ACTION REQUESTED: **Adopt**

10. Closed Session

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6
CONFERENCE WITH LABOR NEGOTIATORS
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; Fire Marshal; Battalion Chief (3); Administrative Manager
Under Negotiation: A successor Memorandum of Understanding/Compensation Resolution
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957:
PUBLIC EMPLOYMENT
Title: Fire Chief

11. Adjournment

RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting – Agenda
Wednesday, December 14, 2011 1:00 pm PST

CERTIFICATION OF POSTING

I certify that on December 9, 2011 a copy of the foregoing agenda was posted near the regular meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on December 9, 2011

Karlana Rannals

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR MEETING BOARD OF DIRECTORS
MINUTES – November 9, 2011**

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

Pledge of Allegiance

Battalion Chief Mike Gibbs led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Dismas Abelman, Deputy Chief; Darrin Ward, Deputy Chief; Mike Gibbs, Battalion Chief; Bret Davidson, Battalion Chief; Chris Galindo, Administrative Captain; Renee Hill, Fire Prevention Specialist; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the Board.

3. Consent Calendar

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar with the removal of 3.d. Fairbanks Ranch Fire Station Replacement Project – Drywall Subcontractor Substitution Request.

a. *Board of Directors Minutes*

i) MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the following:

(1) Board of Directors minutes of October 12, 2011

(2) Board of Directors minutes of October 31, 2011

b. *Receive and File*

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 21250 thru 22322 for the period October 1 – 31, 2011 totaling:	\$ 262,881.23
Payroll for the period October 1 – 31, 2011	<u>\$ 444,912.20</u>
TOTAL DISTRIBUTION	\$ 707,793.43

- (2) Financial Reports
 - Budget Review
 - Combined Summary Statement of Cash Assets-Liabilities
- (3) Activity Reports – October 2011
 - Fire Prevention
 - Operations
 - Training
 - Fairbanks Ranch Station Replacement
 - Construction Change Orders
- (3) District Articles
- (4) Correspondence - letters/cards were received from the following members of the public:
 - Hunter

c. *Sale of Surplus Equipment*

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

VIN: 3B7HC12Y3IG172149 (2001 Dodge 1500 Pickup) be sold at auction. This sale will take place on February 4, 2012 in Ramona, California by TNT auctioneers to the highest bidder.

Chief Michel requested to pull 3.d. to discuss a correction to the staff report date, which is incorrect. The date of the staff report should have been November 3 as it was not completed until the correspondence received from Ledcor regarding supplemented workforce that was dated November 3, 2011.

d. *Fairbanks Ranch Fire Station Replacement Project – Drywall Subcontractor Substitution Request*

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

1. Notice of Subcontractor Substitution Request to Flatwall Inc. as requested by the General Contractor (Ledcor Construction, Inc.) for the Project.
2. Accept and grant the Flatwall Inc. Subcontractor Substitution for cause in accordance with Public Contract Code 4107.

4. Oral Report

a. *Fire Chief – Michel*

- i) Fairbanks Ranch Replacement Fire Station – Update: Captain Galindo distributed an update on project. He provided an update on the status of the “Public Work’s Stop Notice.” He also reported that the concrete for the apparatus floor has been poured and the construction project is approximately 75% complete. The contractor has given a revised completion date of January 2012. Also, the church has decided that they no longer need the temporary trailer, so at the completion of the project, the trailer will have to be removed and the grounds restored.

- ii) Cooperative Efforts – Update: Michel – he met with Chiefs’ Muir and Ott to discuss possible changes in personnel since Chief Muir’s retired to accept the appointment to the Encinitas City Council. There is no new information to report.
- iii) District Activities
 - (1) Fireman’s Fund/G.S. Levine Insurance Ice Cream Social: the event was held October 13, 2011 at the Fairbanks Ranch Country Club, and it was well attended.
 - (2) Pancake Breakfast: the annual breakfast was held October 16 at RSF1 (El Fuego). It was estimated that about 500 breakfasts were served.
- b. *Operations – Chief Ward*
 - i) Chief Ward summarized the following significant calls that District personnel responded to:
 - (1) Brush Fire: on the border of 4S Ranch and San Diego City (in the Santa Luz area). Cause under investigation
 - (2) Distributed a monthly weather outlook for November.
- c. *Training – Battalion Chief Davidson*
 - i) Chief Davidson summarized the following training activity for all personnel:
 - (1) Fire Prevention month – most personnel participated in education activities at the schools.
 - (2) Certified one person as a “driver/operator.”
 - (3) Completed the exam for Fire Marshal
 - (4) Completed the recruitment for Firefighter/Paramedic.
- d. *Fire Prevention - Fire Marshal*
 - i) Fire Prevention Specialist Renee Hill joined the meeting to summarize the staff activity:
 - (1) New construction: 102,000 square feet for previous month
 - (2) Weed abatement: to date, the district has spent \$28,075 to force abate properties.
 - (3) Del Dios Gorge: work will begin on November 14th to eradicate all invasive species. A partial road closure on Del Dios Highway will occur.
- e. *Administrative Manager – Rannals*
 - i) No report
- f. *Board of Directors*
 - i) North County Dispatch JPA – Update: Ashcraft: next meeting scheduled for December 1, 2011
 - ii) County Service Area – 17 – Update: Hickerson: reported that an “at-large” member resigned from the advisory board
 - iii) Comments

Hillgren: attended the CalPERS Conference in Long Beach. She believed the conference was very worthwhile. She also believed that they did a good job of presenting the issues. The answers regarding the pension problems are not easy; however, she acknowledged that the District is on the right track in the decisions that were made. From paying off the pension unfunded liability to establishing a reserve to prepare for rate increases resulting from the loss in the investment portfolio. She encouraged other board members to attend if available.

5. Old Business

- a. None

6. New Business

a. *Forced Abated Property – Update*

Chief Michel provided an update on the annual weed abatement program. The district hired an intern to focus on the “shelter-in-place” communities and hired a part time employee to inspect all other properties. From all of the properties inspected this year, there are a larger number of properties that are under forced abatement. He noted that staff puts forth a lot of effort to work with property owners for compliance before abating the property. Many of the homes that are forced abated are bank foreclosures or non-responsive. Once force abated, staff continues to seek direct reimbursement of the costs to abate before placing on the assessment on the property tax bill. He reported that this matter is for information only, since there is a larger than normal cost to this program. Staff responded to questions from the board.

b. *Revised Architectural Services Contract*

Captain Galindo reported that the construction of the fire station is taking longer than originally anticipated. Some of this is due to weather conditions, however many of the delays are due to the prime contractors difficulty in managing the construction schedule as well as issues related to subcontractor work performance. The actual duration of the *construction administration phase* is presently at 17 months which is 6 months past the contract period for this phase of work. Katz has submitted a proposal for additional architectural services for the amount of \$28,000.00 for (7) seven months (\$4,000.00 per month) and based on an anticipated project completion date of January 1, 2012. The District’s legal counsel has reviewed the contract and he believes that we can get cost recovery because of the potential liquidated damages. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the extension of the architectural services contract with Jeff Katz Architecture in the amount of \$28,000.00 for the Fairbanks Ranch Fire Station Replacement Project.

Ten-minute recess

7. Closed Session

Pursuant to sections 54957.6 the Board met in closed session from 2:30 to 4:20 to discuss the following:

a. CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff

Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Fire Chief; Battalion Chief (4); Administrative Manager

Under Negotiation: A successor Memorandum of Understanding/Compensation Resolution

All board members listed and Chief Michel and Karlana Rannals attended the closed session

- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957:

PUBLIC EMPLOYMENT

Title: Fire Chief

All board members listed and Chief Michel attended the closed session

Upon reconvening, President Ashcraft reported all matters listed were discussed and there was no action taken.

8. Adjournment

Meeting adjourned at 4:21 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

Check	Amount	Vendor	Purpose
22323	\$442.50	Accme Janitorial Service Inc	Building ADMIN
22324	\$44.64	AT&T	Telephone
22325	\$123.31	AT&T	Telephone
22326	\$444.29	AT&T Calnet 2	Telephone
22327	\$2,250.00	Atlas Pumping Service Inc	Station Replacement
22330	\$97.50	C.A.P.F.	Disability/Life Insurance
22331	\$12,380.00	California Tree Service Inc	Miscellaneous Reimbursable
22332	\$40,866.75	City of Encinitas - Fire	Salary - Cooperative Efforts (DM-DB-ENC-
22333	\$1,389.69	Complete Office of California Inc	Office Supplies
22334	\$2,279.00	County of SD/RCS	800 MHz Network Admin Fees
22335	\$644.66	Daniels Tire Service Inc	Tires & Tubes
22336	\$1,744.82	Dept of Forestry & Fire Protec	Certification/Station Replacement
22337	\$1,489.02	Direct Energy Business - Dallas	Elec/Gas/Propane
22338	\$434.38	Encinitas Ford Inc.	Vehicle Repair
22339	\$254.75	Enternmann-Rovin Co Inc.	Uniform - Prevention
22340	\$801.43	Home Depot, Inc	Hydrant/Station Maintenance/Janitorial Supplies/Material/Supplies for FP
22341	\$318.13	HSBC Business Solutions	Janitorial Supplies
22342	\$1,100.71	Metro Fire & Safety Inc	Extinguishers
22343	\$3,600.00	Palomar College	In-Service Training Program
22344	\$1,440.57	Parkhouse Tire, Inc.	Tires & Tubes
22345	\$600.00	PERS	PERS (Employer Paid)
22346	\$495.00	Power Plus!	FBR #3 Replacement
22347	\$250.75	R J Safety Supply Co Inc	Gas Monitor Supplies
22348	\$200.00	Rancho Environmental Services Inc	Station Replacement
22350	\$4.30	Shore, Stuart W.	Station Maintenance
22351	\$173.35	Staples Advantage	Office Supplies
22352	\$246.00	Terminix International	Building Monthly Service Contract
22353	\$8,928.22	The SoCo Group Inc	Gasoline & Diesel Fuel
22354	\$1,330.69	ThyssenKrupp Elevator Inc	Elevator Service
22355	\$24.50	U P S	Shipping Service
22356	\$8,025.62	U S Bank Corporate Payment System	Cal-Card./IMPAC program
22357	\$946.18	Uniforms Plus	Uniform - Safety/Administrative Personnel

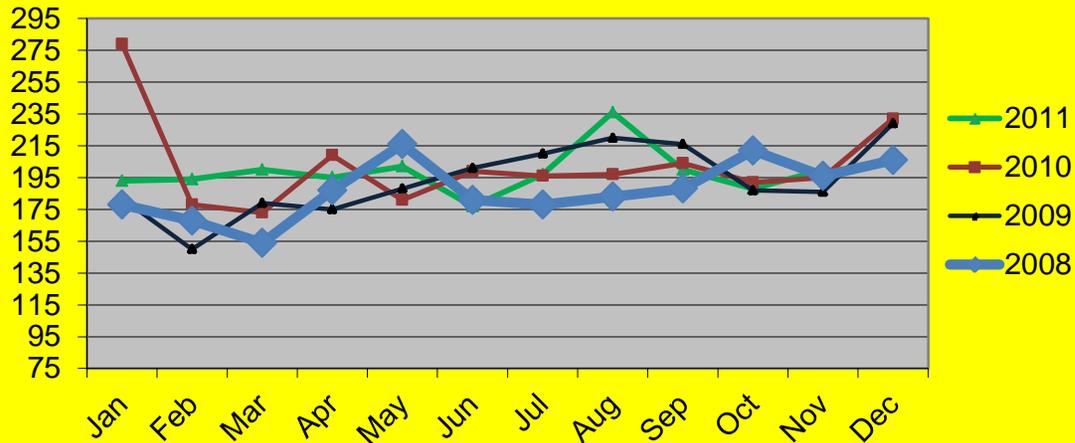
Check	Amount	Vendor	Purpose
22358	\$1,820.73	Verizon Wireless	MDT Broadband + ATN Line/Cellular phones/Parts/Supplies
22359	\$898.28	Waste Management Inc	Trash Disposal
22360	\$217.00	Wood, Tim	CSA-17 - Supplies Reimbursement
22361	\$42.00	AAA Live Scan	Background Investigation - Employment
22362	\$9,948.95	AT&T Calnet 2	Telephone
22363	\$85.00	B & B Appliance Service Dept	Building Repair/Maintenance
22365	\$597.29	Brodings Battery Warehouse Inc	Battery's - Apparatus
22366	\$1,870.00	Charles Z Fedak & Company	Accounting-Audit Services
22367	\$17,601.25	City of Solana Beach	Salary - Cooperative Efforts (DM-DB-ENC-
22368	\$265.74	COR Security Inc	Omnilock Supplies
22370	\$54.38	ECMS	Alterations
22371	\$1,921.82	Fitch Law Firm Inc	Legal Services
22372	\$1,330.00	Geocon Inc	FBR #3 Replacement
22373	\$10,841.20	Ledcor Construction Inc	FBR #3 Replacement
22374	\$6,811.87	Motorola Solutions Inc	2011 Explorer SUV 1181
22375	\$351.77	North County Dispatch JPA	Disability/Life Insurance
22376	\$2,523.49	North County EVS Inc	Apparatus Repair/Scheduled Maintenance
22377	\$1,403.36	Olivenhain Municipal Water District	FBR #3 Replacement
22378	\$25,000.00	Rancho Santa Fe Fire Protection District	Interfund Transfer
22379	\$50.00	RSFPFA	Firefighters Assn.
22380	\$700.00	Santa Fe Irrigation District	JPA reimburse RSF
22381	\$539.96	Shift Calendar Inc	Outside Printing & Binding
22383	\$35.43	U P S	Shipping Service
22384	\$3,427.81	Willdan Financial Services Inc	Benefit Assessment
22385	\$5,500.00	WinTech Computer Services	Consulting Services
22386	\$891.43	AT&T Calnet 2	Telephone
22387	\$536.81	B & B Appliance Service Dept	Station Maintenance
22388	\$88.40	CDW Government Inc.	Computer Equipment/Parts
22389	\$4,581.00	CSDA	Association Dues
22390	\$2,807.00	Design Space Modular Buildings Inc	FBR #3 Replacement
22391	\$190.00	Greater San Diego Air Conditioning Co	Station Maintenance
22392	\$4,000.00	Jeff Katz Architecture	FBR #3 Replacement

Check	Amount	Vendor	Purpose
22393	\$14,252.49	Ledcor Construction C/O CB&T Escrow	FBR #3 Replacement
22394	\$128,272.37	Ledcor Construction Inc	FBR #3 Replacement
22395	\$11.95	MyBackgroundcheck.com	Background Investigation - Employment
22396	\$64.59	Napa Auto Parts Inc	Apparatus Parts & Supplies
22397	\$142.50	Olson's Hand Car Wash Inc	Car Wash
22398	\$3,088.71	San Diego Gas & Electric	Elec/Gas/Propane
22399	\$41.04	SD Cnty Vector Control Program	Taxes & Assessments
22400	\$2,773.17	Silverado Avionics Inc	Radio Equipment Replacement
22401	\$64.00	State of CA Dept of Justice	Background Investigation - Employment
22403	\$842.89	TelePacific Communications	Telephone
22404	\$12.00	U P S	Shipping Service
22405	\$681.90	Uniform Specialists Inc	Uniform - Safety Personnel
22406	\$236.00	Vinyard Doors Inc	Station Maintenance
22407	\$115.76	Willis, Erwin L.	Office Supplies
22408	\$252.50	A-1 & North County Lock & Safe Service	Station Maintenance
22409	\$125.90	AT&T	Telephone
22410	\$263.46	AT&T Calnet 2	Telephone
22411	\$296.49	Blend	Outside Printing & Binding
22412	\$597.29	Brodings Battery Warehouse Inc	Battery's - Apparatus
22413	\$360.00	Dependable Alarm Systems Inc	Alarm System Monitoring
22414	\$1,420.91	Direct Energy Business - Dallas	Elec/Gas/Propane
22415	\$86.99	Directv	FBR #3 Replacement
22416	\$3,196.77	Guardian Life Insurance Co	Dental Insurance
22417	\$66,716.94	Health Net	Medical Insurance
22418	\$390.00	Lynx Technologies Inc	Mapping Services (ERM)
22419	\$11.44	Pavone, Nick	Shipping Service
22420	\$3,602.97	Rose Business Solutions Inc	Program Upgrade/Software Enhancement
22421	\$3,167.33	San Diego Gas & Electric	Elec/Gas/Propane
22423	\$195.00	Terminix International	Building Monthly Service Contract
22424	\$679.68	The Lincoln National Life Ins Co	Disability/Life Insurance
22425	\$18.55	U P S	Shipping Service
22426	\$210.96	Vista Paint Corp.	Hydrant Maintenance

Check	Amount	Vendor	Purpose
22427	\$39.88	AT&T	Telephone
22428	\$2,219.82	AT&T Calnet 2	Telephone
22430	\$1,199.52	Corporate Clothiers Inc	Uniform - Safety Personnel
22431	\$190.00	Fitness Warehouse USA & SD Fitness Repair	Fitness Equipment Maintenance
22432	\$924.21	Home Depot, Inc	Station Maintenance/Janitorial Supplies/Paint/Street Signs/Signage
22433	\$931.92	HSBC Business Solutions	Janitorial Supplies
22434	\$2,163.73	L N Curtis & Sons Inc	Uniform - Safety Personnel
22435	\$19,720.00	Ledcor Construction C/O CB&T Escrow	FBR #3 Replacement
22436	\$177,480.00	Ledcor Construction Inc	FBR #3 Replacement
22437	\$531.20	MTGL Inc	FBR #3 Replacement
22438	\$730.02	North County EVS Inc	Apparatus Repair/Scheduled Maintenance
22439	\$495.00	Power Plus!	FBR #3 Replacement
22440	\$119.00	SDCFCA	Meetings/Meal Expenses
22441	\$4,842.00	Shapouri & Associates	FBR #3 Replacement
22442	\$18.55	U P S	Shipping Service
22443	\$551.58	Uniforms Plus	Uniform - Safety Personnel
22444	\$1,587.17	Verizon Wireless	MDT Broadband + ATN Line/Cellular phones
22445	\$252.05	Western Pump, Inc.	Keys
Various	\$3,276.25	Various Vendors	Medical Reimbursements
Sub-total	\$649,767.18		
15-Nov-11	\$238,357.61	Rancho Santa Fe Fire PD	Payroll
16-Nov-11	\$3,043.50	Rancho Santa Fe Fire PD	Payroll
29-Nov-11	\$147,181.30	Rancho Santa Fe Fire PD	Payroll
30-Nov-11	\$246,466.58	Rancho Santa Fe Fire PD	Payroll
Sub-total	\$635,048.99		
TOTAL	\$1,284,816.17		

November 2011 Operations Report

Four Year Monthly Response Comparison



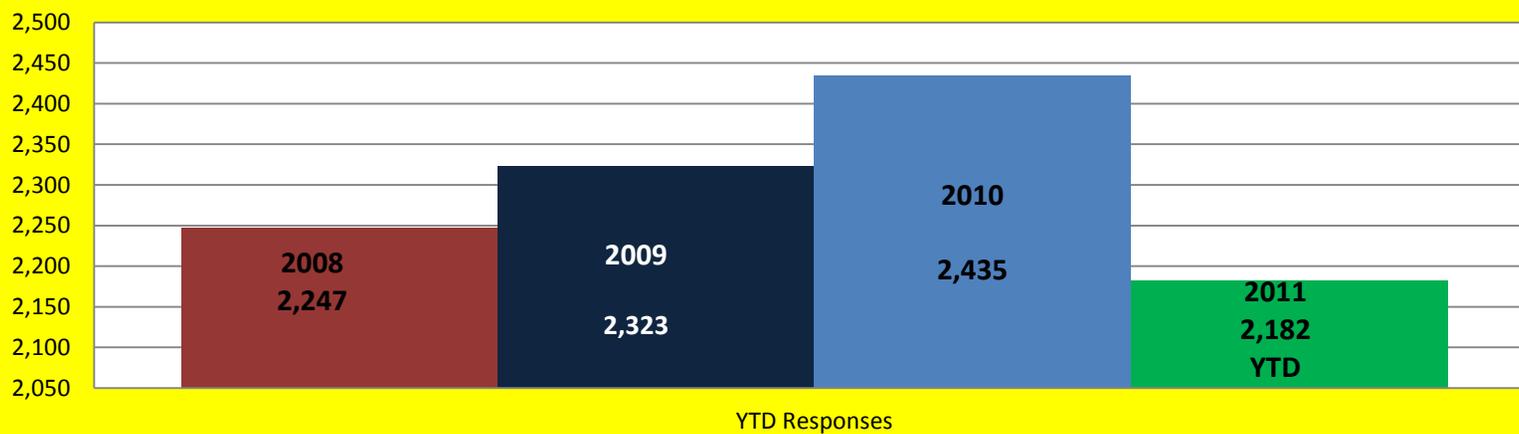
2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	193	194	200	195	202	177	197	236	200	188	200		2,182
YTD	193	387	587	782	984	1,161	1,358	1,594	1,794	1,982	2,182		-0.95%

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

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

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

YTD Total Calls



Incident Summary by Incident Type

Date Range: From 11/1/2011 To 11/30/2011

Incident Type(s) Selected: All

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time hh:mm:ss	Total Loss	Total Value
Fire	9	9	00:07:43	\$0.00	\$0.00
Rupture/Explosion	1	1	00:02:45	\$0.00	\$0.00
EMS/Rescue	99	97	00:05:34	\$0.00	\$0.00
Hazardous Condition	4	4	00:05:12	\$0.00	\$0.00
Service Call	14	5	00:05:33	\$0.00	\$0.00
Good Intent	44	5	00:06:37	\$0.00	\$0.00
False Call	17	16	00:07:54	\$0.00	\$0.00
Other	1	0		\$0.00	\$0.00
Blank or Invalid	11	0		\$0.00	\$0.00
Totals	200	137		\$0.00	\$0.00

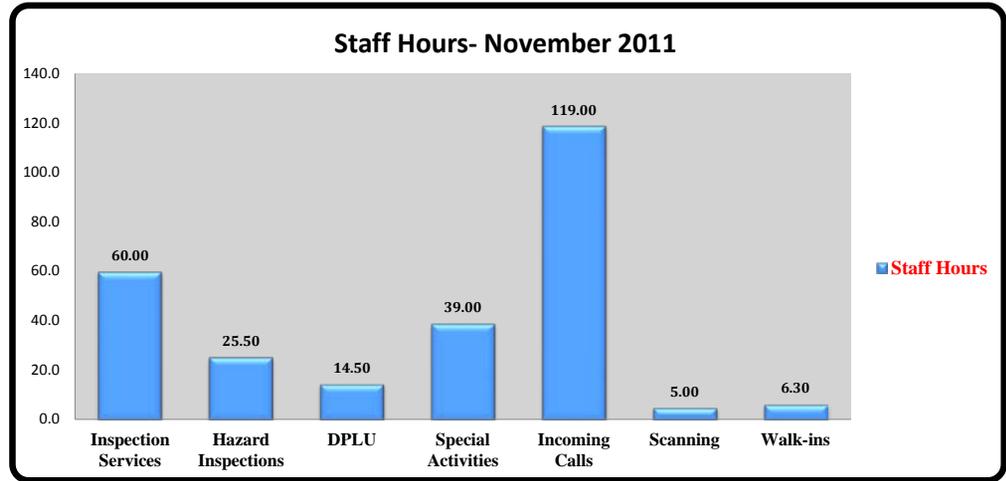
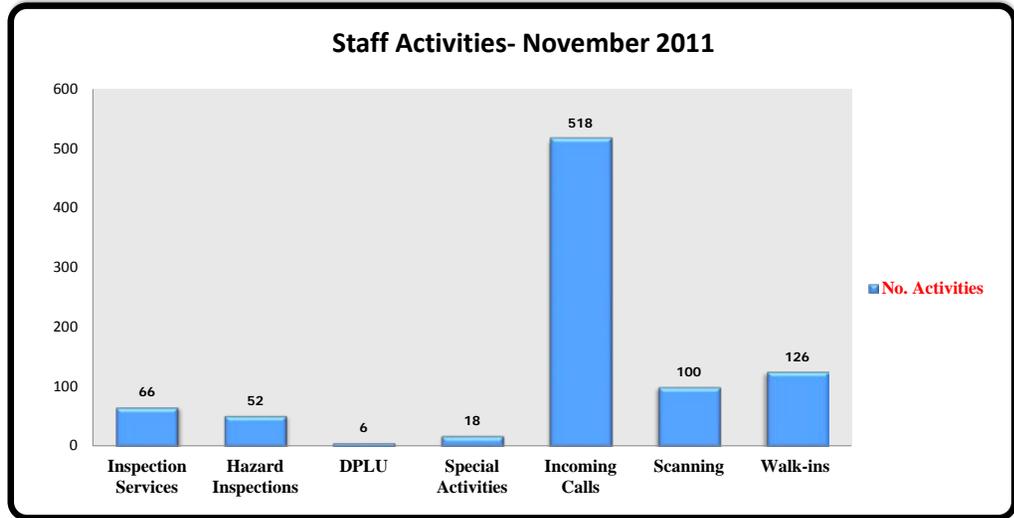
Note: The incident count used in averages does not include the following:

Not Completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No Arrival and Invalid Dates/Times.

November 2011

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 30 - Nov 5	Oct 30	31	Nov 1	2	3	4	5
			C Shift 9:00am 10:00am ENC 2 314 (Sta.4/Tour) - Ac 10:00am 12:00pm CE - I nfectious Diseases (R 1:00pm 4:30pm 2614 L	A Shift 7:00am 4:30pm 2614 - PM (RSF 4) 9:00am 12:00pm CE - In fectious Diseases (RS 2:00pm 3:00pm ENC 23	C Shift 7:00am 4:30pm 2611 - 8:30am 10:00am City w 9:00am 10:00am ENC 2 2:30pm 4:00pm SOL F 3:00pm 4:00pm ENC T2	A Shift 8:30am 10:00am SOL 2 471 & 2411 (Solana Vista Elementary) 8:30am 9:30am ENC T2 375 (Ocean Knoll Ele	C Shift 9:00am 12:00pm 2511 Public Education - Sh ow and Tell - Food D rive (Del Mar Fairgro unds)
Nov 6 - 12	6	7	8	9	10	11	12
	A Shift 1:00pm 4:00pm Nation al Caharity League (Station 1 classroom) - Chris Mertz	B Shift 9:00am 12:00pm Shift Meeting (RSF Sta 4 C lassroom) - Training- Calendar	A Shift 8:00am 5:00pm Del Ma r Transportability Stu dy (Del Mar Fire St 9:00am 4:30pm Difficult Airway (ENC Sta 5 /	8:00am 5:00pm Del Ma r Transportability Stu 9:00am 4:30pm Difficult 9:30am 10:30am Scho 1:00pm 2:00pm Daisy 6:00pm 7:00pm Encinit	7:00am 4:30pm 2661 - AM (RSF 4) 9:00am 4:30pm Difficult Airway (ENC Sta 5 / 9:00am 1:00pm JPA Ch 11:00am 12:00pm Zon	B Shift 7:00am 12:00pm 2661 - AM (RSF 4) 12:30pm 2:30pm 2661 - SEE (RSF 4) 2:30pm 4:30pm RSF 4	C Shift
Nov 13 - 19	13	14	15	16	17	18	19
	B Shift	C Shift 7:00am 4:30pm 2431 - Trans Cooler (SOL 1) 9:00am 10:00am 2313 9:00am 11:00am Safet 10:00am 11:00am ENC2	9:30am 10:30am Statio n Tour (Station 2) - J ulie E. Taber 1:30pm 4:30pm Shift M eeting (RSF Sta 4 Cla ssroom) - Training-C	7:00am 3:30pm 2431 - Plumbing Repairs (S 10:00am 11:00am ENC 2314/Fire Safety Pres 10:00am 11:00am Stati 3:30pm 9:00pm Night	7:00am 12:00pm 2431 - 9:00am 12:00pm Fire Pr 9:00am 11:30am STL 12:30pm 4:30pm 2411 - 2:30pm 4:30pm RSF 1 - 3:30pm 9:00pm Night	9:00am 12:00pm Camp 9:00am 12:00pm Fire Pr 10:00am 11:00am Stati 3:00pm 4:00pm Statio 3:30pm 9:00pm Night 4:00pm 5:00pm Statio	A Shift 2:00pm 5:00pm Birthd ay Party - Payment Pending (RSF-2 Trai ning Room) - Julie E . Taber
Nov 20 - 26	20	21	22	23	24	25	26
	B Shift 5:00am 5:30pm Encinit as Street Fair Closur e (Downtown Encini 9:00am 12:00pm PPE I nspection (ENC #3)	7:00am 4:30pm 2651- AM (RSF 4) 8:30am 9:30am 2613 - Siren Amp (RSF 4) 9:00am 5:00pm High an 4:30pm 9:00pm Night	7:00am 12:00pm 2651 - 9:00am 5:00pm High A 9:30am 10:30am ENC23 12:30pm 3:00pm 2651 - 2:30pm 4:30pm RSF Sta 3:30pm 9:00pm Night	9:00am 5:00pm High A ngle training (Oliven hain Dam) 3:30pm 9:00pm Night Drill RIC (RSF Sta 2) - Activity Calendar	B Shift	C Shift 8:00am 9:30am WT265 1 pump testing (RSF 2) - Dale E. Mosby	A Shift
Nov 27 - Dec 3	27	28	29	30	Dec 1	2	3
	C Shift	A Shift	C Shift 9:00am 12:00pm Fire Pr eventation Update (RS 10:00am 12:00pm acad emy PPE (Station 1) 3:00pm 4:30pm Cancel	A Shift 9:00am 12:00pm Captai ns Meeting (RSF Sta 4 Classroom) - Activi 3:30pm 4:00pm Fire In spection (Kids Care)			

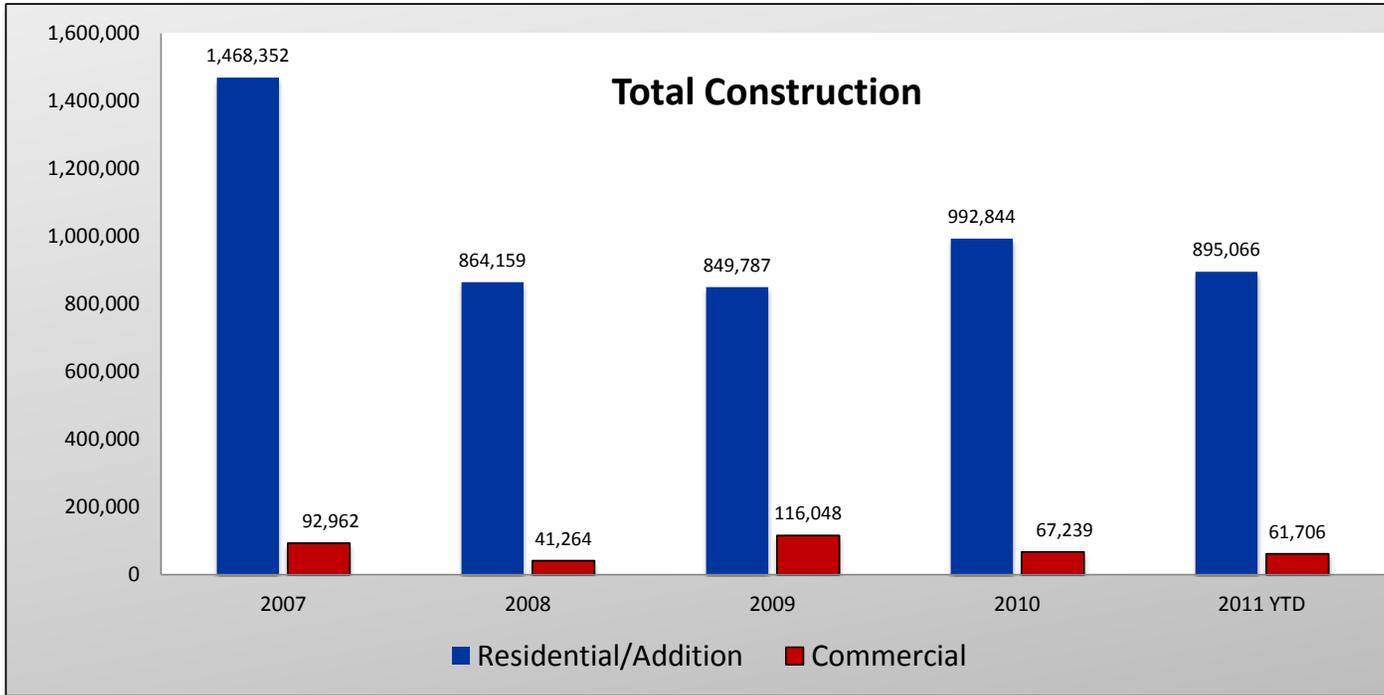


Comparison 2010/2011 Total Monthly Hours/Activities

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

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<i>Activities</i>	2557	2623	2131	1311	1437	2615	2264	1858	1461	1377	886	
<i>Hours</i>	413.7	388.8	414.9	271.2	287.8	442.6	448.1	529.0	491.2	349.8	269.3	

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



Year	Res/Add	Comm	Total
2007	1,468,352	92,962	1,561,314
2008	864,159	41,264	905,423
2009	849,787	116,048	965,835
2010	992,844	67,239	1,060,083
2010 YTD	919,533	66,439	985,972
2011 YTD	895,066	61,706	956,772

Comparison 2010/2011 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2010	64,770	128,133	30,284	126,570	120,627	40,310	132,067	84,314	202,035	33,455	23,407	74,111
2011	105,548	5,329	96,869	85,519	254,358	127,399	58,873	25,142	28,020	102,102	67,613	

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Inspectors	14	64,422
	TOTAL	14	64,422
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Inspectors	19,788	3,191
	TOTAL	19,788	3,191
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Urban Forester	0	0
	Fire Inspectors	0	0
	TOTAL	0	0
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	67,613
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Inspectors	3	6
	TOTAL	3	6
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Inspectors	2	27,028
	TOTAL	2	27,028
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Urban Forester	12	12.0
	TOTAL	12	12.0

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	2	2.0
Approval Letters	2	2.0
CWPP/FPP	2	10.5
TOTAL	6	14.5
INSPECTION SERVICES- All Staff		
	Number of Inspections	Staff Hours
Hydros (Fire Sprinklers)	10	10.0
Finals (Structures)	32	29.5
Landscape	4	4.5
Reinspections	5	5.0
Tents/Canopy	4	3.0
Burn Permits	2	1.0
Knox/Strobe	2	2.0
Code Enforcement	4	3.0
Engine Company Follow Up	3	2.0
TOTAL	66	60.0
HAZARD INSPECTIONS - All Staff		
	Number of Inspections	Staff Hours
Weed Abatement Reinspection	40	16.5
1st Notice	4	3.0
2nd Notice	1	0.5
Final Notice	3	1.5
Forced Abatement	2	2.0
Homeowner Meeting	2	2.0
TOTAL	52	25.5
GRADING -All Staff		
	Number of Inspections	Staff Hours
Plan Review	2	2.0
TOTAL	2	2.0

ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
Training Classes	1	1.0
Meetings	15	22
Fuels Reduction	2	10.5
TOTAL	18	39

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	518	119.0
Consultations	19	19.5
Plan Review	49	52.0
Scanning	100	5.0
General Office	25	25.0
TOTAL	711	220.5

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff)	420.0	21.0
Walk in/Counter (All Administrative Staff)	126.0	6.3
Knox Application Request	4.0	0.3
UPS Outgoing Shipments	4.0	0.3
Plan Accepted/Routed	54.0	9.0
Special Projects:	40.0	40.0
Scanning Documents	100.0	5.0
Meetings: Admin/Prevention/Admin Shift	6.0	6.0
Post Office	13.0	8.0
Deposits	8.0	4.0
TOTAL	775	100.0

WEBSITE/INTERNET	Staff Hours
Update existing info & documents: <i>Updated home page, news, etc</i>	5.0 5.0
New design progress: <i>Page final touches</i>	2.0 2.0
Compile & write new information: <i>Incidents, business opportunities, station bid</i>	10.0 10.0
Website Hits - Not available this month due to statcounter error	
Social Media	3.0
<i>Facebook "Fans" - 181, "Monthly Active Users" - 114, "Post Views" - 1652</i>	2.0
<i>Twitter "Follower" - 414</i>	1.0
TOTAL	20.0

PUBLICATIONS	Staff Hours
Design/write brochures, flyers, etc:	0.0
Fire Wire (quarterly): <i>None this month</i>	0.0
TOTAL	0.0

MEDIA RELATIONS	Staff Hours
On-scene Public Information Officer: <i>Break-in at Station 2</i> <i>Maranatha Fire</i>	5.0 2.0 3.0
Press Releases: <i>Break In</i> <i>Maranatha Fire</i> <i>State fee (not yet sent)</i>	7.0 2.0 1.0 4.0
Other Articles/Stories/Interviews: <i>Gorge project (redirecting media)</i> <i>Santa Luz fire (redirecting media)</i>	2.0 1.0 1.0
TOTAL	14.0

EDUCATIONAL PROGRAMS/PRESENTATIONS	Staff Hours
Children's Programs <i>Birthday parties - 1</i> <i>Station Tour - 3</i> <i>Career Education Presentation</i>	8.0 1.0 3.0 4.0
Adult Programs: <i>Rescheduled Bridges HOA</i> <i>Fire Sprinkler Project</i>	5.0 2.0 3.0
TOTAL	13.0

EVENTS		Staff Hours
External/Community Events:		0.0
Internal Events:		0.0
TOTAL		0.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings:		13.0
<i>Staff meetings</i>		4.0
<i>Captain's Meeting</i>		3.0
<i>Shift Meeting</i>		6.0
TOTAL		13.0
CLERICAL		Staff Hours
Prevention-related:		36.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		
<i>Phone Calls - 34</i>		
Meeting Minutes:		1.0
<i>Captain's meeting</i>		1.0
Non-prevention/non-minute related:		16.0
TOTAL		53.0
TOTAL HOURS		113.0

Fairbanks Ranch Station Change Orders

Date	Spec. #	Change Req. #	Change Order #	Description	Proposed Cost	Status	Approval By	Approved	Actual Cost
8/29/10	2660	920001	0.001	Rev. dble. chk. valve to compact style	\$0.00	Approved	Pavone	\$0.00	\$0.00
7/27/10	2225	920002	0.001	ASI-1, clarification only - no cost	\$0.00	Approved	Pavone	\$0.00	\$0.00
7/27/10		920003	0.001	ASI-2, grid line clarification - no cost	\$0.00	Approved	Pavone	\$0.00	\$0.00
7/27/10	16150	920004	0.001	Add louver @ fuel enclosure, per C. Hunter	\$2,534.00	Approved	Pavone	\$2,534.00	\$2,534.00
7/27/10	9930	920005	0.001	Corian solid color clarification - no cost	\$0.00	Approved	Pavone	\$0.00	\$0.00
8/6/10	15310	920006	Rejected	Add FDC to detector check assembly	not submitted	Rejected			\$0.00
8/29/10		920007	Rejected	Cut/Cap neighbor sewer line at main	\$2,821.01	Rejected			\$0.00
9/22/10	2730	920008	0.001	Install 24' C-900 pipe beneath culvert	\$693.78	Approved	Board	\$693.78	\$693.78
8/10/10	26000	920009		Redesign of U.G. work due to unknown	\$14,696.25	Submitted	Board	\$14,696.25	\$14,696.25
8/13/10	2275	920010	0.002	Add retaining wall area at shoring wall	\$19,636.82	Approved	Michel	\$19,636.82	\$19,636.82
8/13/10	2200	920011	0.006	Discovery of underground water line	\$3,909.22	Back Charge	Michel	\$3,909.22	\$3,909.22
9/14/10	2725	920012		Installation of (1) deep rock well - no cost	\$0.00	Approved	Pavone	\$0.00	\$0.00
9/14/10	2260	920013	0.005	Add 45 days and extended O/H as agreed	\$15,450.00	Approved	Board	\$15,540.00	\$15,540.00
1/18/11	15400	920014	0.004	Removal & disposal of abandoned pipe	\$3,153.36	Approved	Michel	\$3,153.36	\$3,153.36
1/31/11	26000	920015	0.006	Concrete cut off of existing headwall	\$1,305.68	Approved	Michel	\$1,305.88	\$1,305.88
		920016		Change in elevator power requirements	credit - TBD	Hold			\$0.00
	26000	920017		Repair broken SDG&E conduit in Roadway	not submitted	Hold			\$0.00
1/18/11	26000	920018	0.004	Costs for sewer repair per RSFCSD	\$4,488.16	Approved	Michel	\$4,488.16	\$4,488.16
	51000	920019		Revised gate post detail per RSFFPD req.	not submitted	Hold			\$0.00
2/7/11		920020	0.004	Add emergency eyewash station	\$1,637.56	Approved	Board	\$1,637.56	\$1,637.56
2/10/11	26000	920021	0.003	Underground utility installation revisions	\$55,433.47	Approved	Board	\$55,433.47	\$55,433.47
		920022		Terrazzo logo Asi per sub	not submitted	Hold			\$0.00
	26000	920023	0.008	Add AT&T pull box	\$2,538.59	Approved	Michel	\$2,538.59	\$2,538.59
3/31/11	92000	920024	0.006	Removal of dintel, north side of building	-\$2,545.00	Approved	Michel	-\$2,545.00	-\$2,545.00
3/31/11	33000	920025	0.006	Increase Bld. Footing 6" per plan change	\$4,901.37	Approved	Michel	\$4,901.37	\$4,901.37
5/10/11		920026		Electrical feed changes at a/c	not submitted	Hold			\$0.00
4/19/11	114500	920027	Chg. Dir. 0.001	Exterior Delta ASI #13 (Extractor)	-\$398.95	Approved	Michel	-\$398.95	-\$398.95
	71000	920028		Water proofing at laundry upstairs	\$1,800.00	Hold			
		920029	Rejected	Cut & patch gas line - SDG&E revised	rejected for rev.	Hold			\$0.00
9/27/11	61000	920030	C.O. Pending	Cantilever deck beam installation	\$11,914.00	Approved	Michel	\$11,914.00	\$11,914.00
4/25/10	51000	920031	0.008	Delete Photo Eye at Swing Gate	-\$765.00	Approved	Michel	-\$795.00	-\$795.00
		920032		Not Submitted					
12/5/11	76000	920033	C.O. Pending	Flashing fabrication and installation	\$1,364.00	Approved	Michel	\$1,364.00	\$1,364.00
5/1/11	81000	920034	Chg. Dir. 0.001	Capt. Office door change - work complete	\$1,863.98	Approved	Michel	\$1,863.98	\$2,087.28

Date	Spec. #	Change Req. #	Change Order #	Description	Proposed Cost	Status	Approval By	Approved	Actual Cost
6/14/11		920035	Chg. Dir. 0.001	Elect. Room 205 (new) layout	\$1,621.00	Approved	Michel	\$1,621.00	\$1,621.00
6/6/11	16000	920036	0.008	Added electrical per owners request	\$2,010.46	Approved	Michel	\$2,010.46	\$2,010.46
6/21/11	61000	920037	Chg. Dir. 0.001	Add shear panel at Grid 9 (RFI #38)	\$1,785.48	Approved	Michel	\$1,785.48	\$1,785.48
9/20/11	25000	920039	Chg. Dir. 0.001	Remove/Replace concrete curb	\$12,256.00	Approved	Michel	\$12,256.00	\$12,256.00
6/22/11		Per Agreement	0.007	Add 25 rain days; Add 10 E/OHD Bld. Perm.	\$7,500.00	Approved	Michel	\$7,500.00	\$7,500.00
7/27/11	25200	920040	C.O. Pending	County Street Improvements	\$26,281.00	Pending			
8/29/11	15400	920042	Chg. Dir. 0.001	ASI-21 Relocate Waster Plumbing	\$3,550.00	Approved	Michel	\$3,550.00	\$3,550.00
8/23/11	51000	920043	C.O. Pending	Hose drying rack alternate product	\$2,194.00	Approved	Michel	\$2,194.00	\$2,194.00
8/23/11	2510	920044	Chg. Dir. 0.001	Grading Revisions Per ASI-16 and 7 days	\$14,367.00	Approved	Michel	\$14,367.00	\$14,367.00
8/23/11	51000	920045	C.O. Pending	Weld Hangers to Flange Beam	\$1,948.00	Approved	Michel	\$1,948.00	\$1,948.00
8/23/11	9250	920046	Chg. Dir. 0.001	Inspection requested work	\$2,289.73	Approved	Michel	\$2,289.73	\$2,289.73
9/23/11		920051	Chg. Dir. 0.001	Credit for traffic Signal Deletion	-\$34,600.00	Approved	Michel	-\$34,600.00	-\$34,600.00
Total		46			\$187,634.97				\$157,016.46

Revised December 7, 2011

Chg. Dir. 0.001 This Change Directive issued to Ledcor on 11/7 in place of Change Order No. 09

7260-007-02-0000-05



CALCHIEFS.ORG

California Fire Chiefs Association

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Annual Conference Registration Leadership Seminar Mission Inn Hotel/Riverside Convention Center Riverside, California September 26-28, 2011

Program Notes: Please join us for our *all new Conference and Seminar* in Riverside September 2011. We have completely revamped our program with a new emphasis on financial issues and creative resource solutions. We have several dynamic keynote speakers, along with our Grand Banquet and Fire Chief of the Year. Once again we will use the Mission Inn as our Host Hotel.

Registration is \$325 (all inclusive) for the first registration from a department. To encourage more upper management participation in this special program, each additional registration from a department is \$200 (all inclusive). Please fill out this registration form today and mail to the address below. For additional information, call John Malmquist at 530-534-4692.

Tony Michel, Fire Chief

Rank/Name

Rancho Santa Fe Fire Protection District

Department

PO Box 410
Rancho Santa Fe, CA 92067

Street/Mailing Address

858-756-5971

michel@rsf-fire.org

Phone #

email address

Please mail this form, along with a check for \$325 (or \$199 for additional department members) to:
(Please use a new registration form for each attendee)

**California Fire Chiefs Association
Annual Conference
1333 Huntoon St.
Orville, CA 95965**

California Fire Chiefs Association - 1333 Huntoon Street Oroville, CA 95965
Tel (530) 534-4692 - Fax (530) 534-4694

To unsubscribe from our mailing list please click [here](#).



The Mission Inn

HOTEL & SPA

A NATIONAL HISTORIC LANDMARK

Mr. Tony Michel
 PO BOX 410
 Rancho Santa Fe CA 92067
 United States

Arrival date: 09-25-11
 Departure date: 09-27-11
 No. in party: 1 / 0
 Room No.: 126
 Account No.:
 BookingNo.:
 Page No.: 1 of 1

Invoice ..

INFORMATION INVOICE

09-27-11

Date	Description	Reference	Charges	Credit
09-25-11	Deposit Transfer C/I			99.00
09-25-11	Parking-Valet Overnight		15.00	
09-25-11	Room-Group		99.00	
09-25-11	Occupancy Tax		10.89	
09-26-11	Parking-Valet Overnight		15.00	
09-26-11	Room-Group		99.00	
09-26-11	Occupancy Tax		10.89	
09-27-11	Visa	XXXXXXXXXXXX6206 XX/XX		150.78

Total 249.78 249.78

Balance 0.00

Cashier: 26

I agree to be held personally liable in the event that the indicated person, company or association fails to pay all or part of these charges.

Signature _____

*** Ticket re routed from rept2

The Coffee Bean & Tea Leaf
www.coffeebean.com

EAT IN
TONY

9/26/2011

9:47:45 AM

Order: 296206

Emp: Enrique

1 Lg Brew Cold (Dark)	2.15
Emergency & Military Personnel	1.00
1 Jalapeno and Cheese	1.65
1 Plain Spread 1-oz	0.65

SubTotal	5.45
Tax	0.27
Total	5.72

Visa 5.72

Acct: xxxxxxxx6206
Authorization 024336

For questions or comments regarding
your visit, call Customer Relations
at 1 800 TEA LEAF
or visit coffeebean.com

Mission Inn Avenue #2-18
Phone: 351-664-3593

Customer Copy

**YOUR RECEIPT
THANK YOU
CALL AGAIN**

93175041488Z
TAMALE FACTORY
3663 MAIN ST
RIVERSIDE, CA 92501
951-342-3023

TERMINAL I.D.: 25041482

REG 09-26-2011 12:43
001584
CT 1

VISA SRV: 1
XXXXXXXXXXXXXXXX6206
SALE
BATCH: 000453 INU: 17
DATE: SEP 26, 11 TIME: 09:50:35
AUTH NO: 037723

DEPT016	T12	\$8.95
DEPT016	T12	\$1.95
TA1		\$10.90
TX1		\$0.84
TL		\$11.74
CASH		\$11.74
CG		\$0.00

BASE \$11.74
TIP 1.00

TOTAL 12.74

TONY J RICHES

X 
I AGREE TO PAY ABOVE TOTAL AMOUNT
ACCORDING TO CARD ISSUER AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)

CUSTOMER COPY

Tony Michel

From: CalPERS_Conference@calpers.ca.gov
Sent: Thursday, September 08, 2011 9:13 AM
To: Tony Michel
Subject: 2011 CalPERS Educational Forum eRegistration Confirmation

Thank you for registering for the 2011 CalPERS Educational Forum. Your registration is complete.

Carefully review the information below. If you have any questions or need to change any information, contact us at (916) 795-1264, or by email at CalPERS_Conference@calpers.ca.gov.

Tony Michel

Employer Name: Rancho Santa Fe Fire Protection District

Title: Fire Chief

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

Phone Number: (858) 756-5971 Extension: 101

Email Address: michel@rsf-fire.org

Registration Confirmation Number: 7511

Charge Amount: \$300.00

Visit the CalPERS Educational Forum main page at <http://www.calpers.ca.gov/index.jsp?bc=/employer/sem-wkshp-events/educational-forum/home.xml> for information on Forum activities, workshop schedules, and to make your hotel reservations.



Hyatt Regency Long Beach
 200 South Pine Avenue
 Long Beach, CA 90802
 Tel: 562.491.1234
 Fax: 562.432.1972

INFORMATION INVOICE

Payee Tony Michel
 313 Calle Fiesta
 San Clemente CA 926722114
 United States

Room No. 0934
 Arrival 10-23-11
 Departure 10-26-11
 Page No. 1 of 2
 Folio Window 1
 Folio
 Invoice

Membership
 Bonus Code
 Confirmation No. 5932454502
 Group Name Calpers Educational Forum 2011

Date	Description	Charges	Credits
10-23-11	Group Room	149.00	
10-23-11	Occupancy Tax 12.0%	17.88	
10-23-11	LB Tourism Assessment 3.0%	4.47	
10-23-11	CA Tourism Assessment	0.13	
10-23-11	Parking - Valet	20.00	
10-24-11	Group Room	149.00	
10-24-11	Occupancy Tax 12.0%	17.88	
10-24-11	LB Tourism Assessment 3.0%	4.47	
10-24-11	CA Tourism Assessment	0.13	
10-24-11	Parking - Valet	20.00	
10-25-11	Group Room	149.00	
10-25-11	Occupancy Tax 12.0%	17.88	
10-25-11	LB Tourism Assessment 3.0%	4.47	
10-25-11	CA Tourism Assessment	0.13	
10-25-11	Parking - Valet	20.00	



Hyatt Regency Long Beach
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INFORMATION INVOICE

Payee Tony Michel
 313 Calle Fiesta
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Room No. 0934
 Arrival 10-23-11
 Departure 10-26-11
 Page No. 2 of 2
 Folio Window 1
 Folio
 Invoice

Membership
 Bonus Code
 Confirmation No. 5932454502
 Group Name Calpers Educational Forum 2011

Date	Description	Charges	Credits
No frequent traveler account has been credited for this stay. To enroll in Gold Passport, call 1-800-51-HYATT, or visit www.GoldPassport.com.			
Total		574.44	0.00
Balance		574.44	

Guest Signature

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

I accept delivery of The Wall Street Journal M-F (Gold Passport, Concierge, and VIP rooms only). If refused, a refund of \$1 will be provided.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

We trust you enjoyed your stay at the Hyatt Regency Long Beach. Please let us know your thoughts at: qualitylgbrl@hyatt.com.

We thank you for your business and we appreciate your loyalty. For questions concerning your bill, call 888-472-2870, or email: na.customerservice@hyatt.com. For questions on your Gold Passport account, call 800-30-HYATT.

Please remit payment to:
 Hyatt Regency Long Beach
 P.O. Box 842160
 Dallas, TX 75284

YARD HOUSE LONG BEACH
562.628.0455

Server: Angelika DOB: 10/25/2011
08:55 PM 10/25/2011
Table 500/3 3/30125

VISA 11534412
Card #XXXXXXXXXXXX6206

Magnetic card present: MICHEL TONY J
Approval: 056073

Amount: 127.04

+ Included Gratuity: 20.73

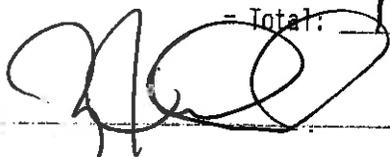
Round Up For Charity _____

Sub-Total: 147.77

+ Additional Tip _____

- Total: 147.77

X



Use your debit or credit card
to round up your total to the
nearest dollar and help
feed the needs of
your community.
www.rounditupamerica.org

Guest Copy

YARD HOUSE LONG BEACH
562.628.0455

Server: Angelika 10/25/2011
Table 500/3 8:54 PM
Guests: 8 30125
Reprint #: 1

Grilled Artichoke 9.75
Ahi Crunchy (3 @14.95) 44.85
Fried Coconut Shrimp 12.95
Asada Taco (3 @5.25) 15.75
Lobster Crab and Art Dip 11.95
\$Small Chicken Tortilla 3.95
Enchilada Stack 15.95

Subtotal 115.15
Tax 11.89

Total 127.04
Gratuity 18.00% 20.73
Total 147.77

Balance Due 147.77

Use your debit or credit card
to round up your total to the
nearest dollar and help
feed the needs of
your community.
www.rounditupamerica.org

YARD HOUSE LONG BEACH
562.628.0455

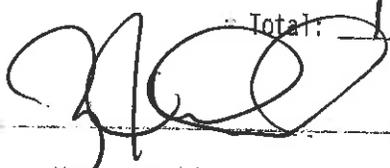
Server: Angelika DOB: 10/25/2011
08:55 PM 10/25/2011
Table 500/3 3/30125

VISA 11534412
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Amount: 127.04
+ Included Gratuity: 20.73
Round Up For Charity _____
Sub-Total: 147.77
+ Additional Tip _____

Total: 147.77

X 

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562.628.0455

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Enchilada Stack 15.95

Subtotal 115.15
Tax 11.89

Total 127.04
Gratuity 18.00% 20.73
Total 147.77

Balance Due 147.77

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to round up your total to the
nearest dollar and help
feed the needs of
your community.
www.rounditupamerica.org

Karlena Rannals

From: CalPERS_Conference@calpers.ca.gov
Sent: Monday, September 12, 2011 7:55 AM
To: Karlena Rannals
Subject: 2011 CalPERS Educational Forum eRegistration Confirmation

Thank you for registering for the 2011 CalPERS Educational Forum. Your registration is complete.

Carefully review the information below. If you have any questions or need to change any information, contact us at (916) 795-1264, or by email at CalPERS_Conference@calpers.ca.gov.

Nancy C Hillgren

Employer Name: Rancho Santa Fe Fire Protection District

Title: Director

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

Phone Number: (858) 756-5971 Extension:

Email Address: rannals@rsf-fire.org

Registration Confirmation Number: 7561

Charge Amount: \$300.00

Visit the CalPERS Educational Forum main page at <http://www.calpers.ca.gov/index.jsp?bc=/employer/sem-wkshp-events/educational-forum/home.xml> for information on Forum activities, workshop schedules, and to make your hotel reservations.



Hyatt Regency Long Beach
 200 South Pine Avenue
 Long Beach, CA 90802
 Tel: 562.491.1234
 Fax: 562.432.1972

INFORMATION INVOICE

Payee Nancy Hillgren
 313 Calle Fiesta
 San Clemente CA 926722114
 United States

Room No. 1722
 Arrival 10-23-11
 Departure 10-26-11
 Page No. 1 of 2
 Folio Window 2
 Folio
 Invoice

Membership
 Bonus Code
 Confirmation No. 5932426502
 Group Name Calpers Educational Forum 2011

Date	Description	Charges	Credits
10-23-11	Group Room	149.00	
10-23-11	Occupancy Tax 12.0%	17.88	
10-23-11	LB Tourism Assessment 3.0%	4.47	
10-23-11	CA Tourism Assessment	0.13	
10-24-11	Group Room	149.00	
10-24-11	Occupancy Tax 12.0%	17.88	
10-24-11	LB Tourism Assessment 3.0%	4.47	
10-24-11	CA Tourism Assessment	0.13	
10-25-11	Group Room	149.00	
10-25-11	Occupancy Tax 12.0%	17.88	
10-25-11	LB Tourism Assessment 3.0%	4.47	
10-25-11	CA Tourism Assessment	0.13	
10-26-11	Parking - Valet	20.00	
10-26-11	Visa XXXXXXXXXXXXXXX4698 XX/XX		534.44



Hyatt Regency Long Beach
 200 South Pine Avenue
 Long Beach, CA 90802
 Tel: 562.491.1234
 Fax: 562.432.1972

INFORMATION INVOICE

Payee Nancy Hillgren
 313 Calle Fiesta
 San Clemente CA 926722114
 United States

Room No. 1722
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 Page No. 2 of 2
 Folio Window 2
 Folio
 Invoice

Membership
 Bonus Code
 Confirmation No. 5932426502
 Group Name Calpers Educational Forum 2011

Date	Description	Charges	Credits
	No frequent traveler account has been credited for this stay. To enroll in Gold Passport, call 1-800-51-HYATT, or visit www.GoldPassport.com .		
	Total	534.44	534.44
	Balance		0.00

Guest Signature

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I accept delivery of The Wall Street Journal M-F (Gold Passport, Concierge, and VIP rooms only). If refused, a refund of \$1 will be provided.

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Please remit payment to:
 Hyatt Regency Long Beach
 P.O. Box 842160
 Dallas, TX 75284

Oct. 17, 2011

Dear Mr. Lutz,

Thank you so very much for getting the trees and debris trimmed off of the road to our home. Everytime we came or went it was a constant worry for us as only one vehicle could pass the road at a time.

Thank you again for doing a wonderful job!

Sincerely,

Audrey Bylund
5421 La Crescenta
RSF

Thank you so much for the amazing class you instructed our NCL girls in. It was hugely applicable and they had tons of fun! The perfect combination!

We appreciate all that you do!

NCL Class of 2017 - Marci Dula

Dear Captain Mertz, Engineer Moscato, Firefighter Worley & Kyle Carranza,

Thank you so much for your time & effort. I really enjoyed the baby sitting techniques. I hope we can do it again one day. I will always remember the safety guidelines. Thanks for being so great.

A Nicolina Taylor Dulas
NCL

Dear P.S.F. Firefighters,

November 21, 2011

Words can never express the sincere gratitude Robert and I feel for the professional efforts the P.S.F. firefighters put into helping us get through our emergency situation on Saturday, November the 12th.

We would like to thank the crew that came to our house in the morning to help Robert and get him to the hospital safely. To Captain Mosby and his wonderful men, to whom I shall be forever grateful, we thank you for the heroic clean-up job you did that afternoon.

You all helped to make a very difficult time a lot easier for us.

Please accept this donation in appreciation for your outstanding efforts for our family.

With Deepest Appreciation,
John and Wanda Richmond

Dear "C" Shift,

It is devastating to lose a beloved family pet. It is even more devastating to be out of the state, moving your child into college and get this news.

Thank you so much for being such a great help to Ron & Carrie Butter while they were watching our dogs and going above and beyond by transporting LJ to All Pets hospital.

I cannot thank you enough. Please accept this small gesture of thanks as a symbol of a GIGANTIC heart of gratitude.

blessings to you all,

Scott and Kathy Thurman

From: [Tony Michel](#)
To: [Karlana Rannals](#)
Subject: FW: your wonderful response
Date: Tuesday, December 06, 2011 5:28:35 PM

Please attach to the Board meeting correspondence

-----Original Message-----

From: nancyperry <perrynr@aol.com>
To: stoffey <stoffey@rsf.fire.org>
Sent: Tue, Dec 6, 2011 2:53 am
Subject: you wonderful response

Dear Sirs:

This is my heartfelt thank you for your response last night to my call for help when my grandson was bleeding from the nose and we could not get it to stop. You were here so quickly! The men in our house took charge with confidence and calmed me. Everyone was polite and sensitive to our situation. Your men and the men from EMS were wonderful.

All is well now. I thank you so much. RSF is lucky to have such people as you.

Nancy Perry
5956 San Elijo

STAFF REPORT

NO. 11-26

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: APPROVED CHANGE ORDER REQUESTS
FAIRBANKS RANCH FIRE STATION REPLACEMENT PROJECT
DATE: DECEMBER 7, 2011



RECOMMENDATION

Ratify the change orders previously approved by the Fire Chief.

BACKGROUND

Previous Board action provided authorization to the Fire Chief to approve all “time sensitive” Change Order Requests (“COR’s”) less than \$20,000.00 which are considered to be critical path items warranting immediate approval and to be implemented by the general contractor to avoid further delays in the project’s construction schedule. This authorization also requires that all approved “COR’s” be included on the agenda prior to a regularly scheduled board meeting.

CURRENT SITUATION

On September 27, 2011, Ledcor Construction submitted the following anticipated COR’s that cover costs associated with additional work considered to be “time sensitive” and would result in a delay of the project.

The project’s architect, Jeff Katz, reviewed and recommended approval of the following two (2) change requests on November 21, 2011:

Change Request Order No. 920030 (Attachment 1) – The installation of additional cantilever deck beams. The original structural engineering design specifies a cantilevered balcony on the second floor of the fire station (east side) and was constructed per plan specification by the general contractor. All structural calculations and specified construction materials were utilized by the framing sub-contractor. During a jobsite walk-through, the projects structural engineer, Don Orié and the architect’s project manager, Anthony Damon detected significant deflection of the cantilever beams that could possible result in potential failure of the balcony. The cost of this added changed to the contract amount is \$11,914.00.

Change Request Order No. 920040 (Attachment 2) – The fabrication and installation of metal flashing at exhaust curbs in the mechanical well and “L” metal for waterproofing at the wall/deck transitions. These items were not shown on the structural and mechanical details and are required for waterproofing. The cost of this added change to the contract amount is \$1,218.00

Attachments:

1. Quotation for Change Request No. 920030 (dated May 16, 2011)
2. Quotation for Change Request No. 920033 (dated September 27, 2011)

REC'D. 9.27.11



QUOTATION FOR CHANGE ORDER

Ledcor Construction Inc.
6405 Mira Mesa Boulevard, Suite 100
San Diego, California
92121, United States

Rancho Santa Fe Fire Protection District
16936 El Fuego
Rancho Santa Fe, California
U.S.A.

Page:	1 of 2
Project:	Fairbanks Ranch Fire Station
Project #:	1034061
Change Req.:	920630
Requote #:	
Issue Date:	09/27/2011

Description of Change Request:

Cantilever Deck Beams

Price Method:	Lump Sum
CCO#:	S&H #5
SI#:	20
RFI#:	N/A

We are pleased to submit our quotation to make the above referenced Contract Changes. If approved, please issue a formal change order accordingly.

Change in Contract Amount:	ADD	\$11,914.00	CAD
----------------------------	------------	--------------------	------------

Additional Information:

Furnish and Install beams at cantilever deck as detailed per ASI-20

This Quotation for Change covers only the costs directly associated with the proposed change in the work described above. At this time we do not see the contract being delayed. We reserve the right to assess the accumulative effect of this and other change orders on productivity, costs, and time at a later date, and to submit these costs and time extensions as they become known. This Quotation will be subject to review after 30 days from the Issue Date.

Ledcor Construction Inc.
Per. William J. Piatniza

9.27.11
Date

Quotation For Change Order Approved By:

Sign:
Rancho Santa Fe Fire Protection District

Print: Tony Michel

Date: 5, Dec. 2011

Handwritten notes:
11.18.11
ENVELOPE DELIV.



QUOTATION FOR CHANGE ORDER

Ledcor Construction Inc.
 6405 Mira Mesa Boulevard, Suite 100
 San Diego, California
 92121, United States

Rancho Santa Fe Fire Protection District
 16936 El Fuego
 Rancho Santa Fe, California
 U.S.A.

Page:	2 of 2
Project:	Fairbanks Ranch Fire Station
Project #:	1034061
Change Req.:	920030
Requote #:	
Issue Date:	09/27/2011

QUOTATION BREAKDOWN

Cost Breakdown

Description	Status	Project Number	Cost Code	Cost Type	Units	UOM	Unit Rate	Amount
S&H	P	1034061	061000	1962				10,639.00
TOTAL COST:								\$10,639.00

Quotation Summary & Markups

Description	Status	Project Number	Cost Code	Cost Type	Amount
Subtotal	P	1034061	000012	1990	10,639.00
Fee	P	1034061	000012	1990	1,064.00
Insurance	P	1034061	000012	1990	117.00
Bond	P	1034061	000012	1990	94.00
TOTAL QUOTATION AMOUNT:					\$11,914.00

Required Days to Complete Work: 0
 Extended Days Required to Contract: 0



ARCHITECTURE
 1000 N. UNIVERSITY BLVD.
 SUITE 100
 ORLANDO, FL 32817
 (407) 241-1111
 www.fairbanksarch.com



PROJECT:
 FAIRBANKS
 RANCH FIRE
 STATION

DATE: 01.14.2017
RANCH: FAIRBANKS, FL (DA 19557)

CLIENT:
 FAIRBANKS RANCH
 1000 N. UNIVERSITY BLVD.
 SUITE 100
 ORLANDO, FL 32817
 (407) 241-1111
 www.fairbanksarch.com

ASI-20 X-55

DESIGNER:
 ARCHITECT:
 CHECKED BY:
 DRAWN BY:

2ND FLOOR FRAMING PLAN

SCALE: 1/8" = 1'-0"

S2.2

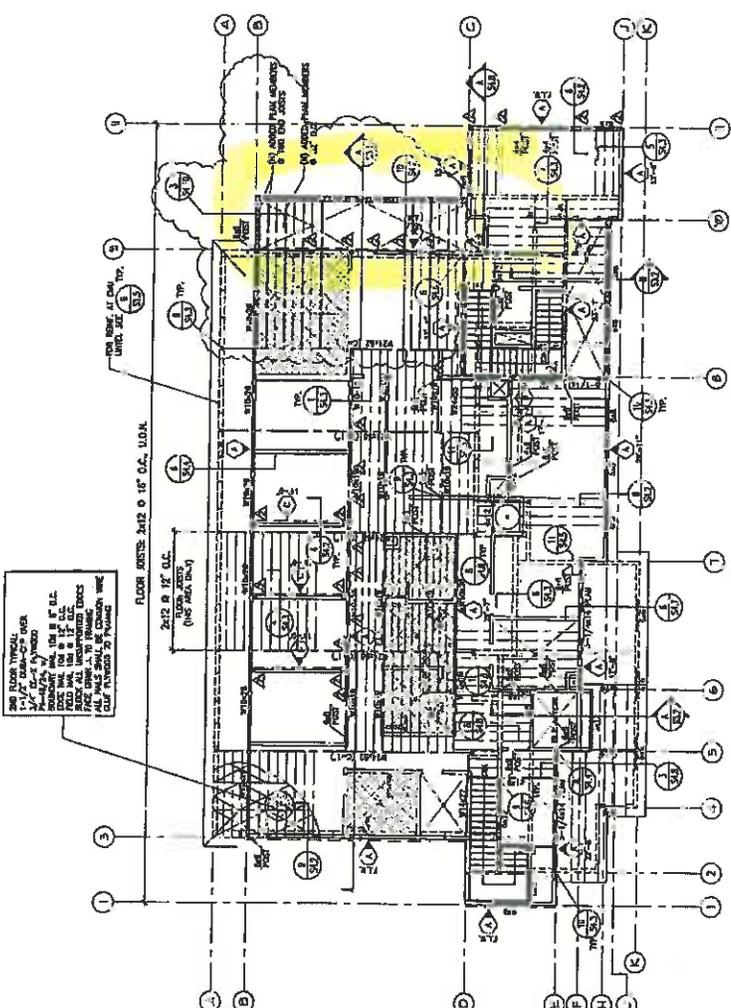
LEGEND:

- ROCKETS WALL BELOW
- ROCKETS WALL ABOVE
- ROCKETS NO DRAIN-UP AT THESE LOCATIONS

NOTES:

1. SEE GENERAL NOTES AND TYPICAL DETAILS ON SHEETS S1.1, S1.2, S1.3, S1.4, S1.5, S1.6 AND S1.7.
2. FOR HEIGHT OF TOP PLATES SEE ANCH. DIMS.
3. FOR STRIPS AT CORNERS OF BLDG. TOP PL. SEE (S1.1)
4. FOR TYPICAL TOP PL. SPACE SEE (S1.2)
5. SEE (S1.3) FOR TYP. STEEL BEAM-TO-RFWM CONN.

SPECIAL INSPECTION IS REQUIRED. PLEASE SEE SPECIAL INSPECTION FORM ON SHEET S1.0



A 2ND FLOOR FRAMING PLAN
 SCALE: 1/8" = 1'-0"



P.O.Box 2571
Escondido, CA 92033
Ph : (760)439-5647

Change Request

To: Leducor Construction, Inc.
6405 Mira Mesa Blvd
Ste 100
San Diego, CA 92121
Ph: 858-566-6030

Number: 5
Date: 7/18/11
Job: 11-004A Fairbanks Ranch FD
Phone:

Description: Supply and install beams at cantilever deck

We are pleased to offer the following specifications and pricing to make the following changes:
Supply and install new PSL beams at cantilever deck per ASI 20. Field direction per Ken Taylor.

The total amount to provide this work is \$10,638.90

If you have any questions, please contact me at .

Submitted by: Jon Hill
S & H Contracting

Approved by: _____
Date: _____

Cc:



Lic. #B611831
 470 Corporate Dr., Ste. "B"
 Escondido, CA 92029
 (760) 489-5647

CHANGE ORDER - No. 5

DATE: 6/30/2011
 REF: ASI 20
 Deck Beams

GENERAL: Ledcor
 CONTACT: Ken Taylor
 ADDRESS: 6405 Mira Mesa Blvd
 San Diego, Ca. 92121
 PHONE #: 858 - 627 - 6430

JOB NAME: Fairbanks Fire Station
 JOB ADDRESS: 6424 El Apajo, Rancho Santa Fe
 WORK DESCRIP: Reference ASI 20 - Supply and install 2.6 x 9.5 parallam deck beams OK to proceed on T & B beams

Quantity	Description	Price	Amount
			\$0.00
276	276 LF 3.5 x 9.5 20.E parallam	\$8.36	\$2,307.36
60	60 LF 2 x 12 blocking	\$1.90	\$114.00
1	24- L90 clips, 1 box gun nails, glue	\$89.00	\$89.00
			\$0.00
			\$0.00
1	reach forklift 5 days rental + delivery & Pick up	\$900.00	\$900.00
1	rough terrain scissor lift 5 days rental + delivery and Pick up	\$717.61	\$717.61
			\$0.00
			\$0.00

Man hours	Labor	Price	Amount
16	See job invoice 0814 Carpenters 6/30/11	\$57.00	\$912.00
16	Carpenters 7/1/11	\$57.00	\$912.00
18	Carpenters 7/6/11	\$57.00	\$912.00
8	Carpenters 7/6/11	\$57.00	\$456.00
10	Carpenter 7/7/11	\$57.00	\$570.00
6	Foreman / layout	\$57.00	\$342.00
		\$85.00	\$0.00

Sub-total Materials	\$4,127.97
Sub-total Labor	\$4,104.00
Sales Tax	\$361.20
Supervision	\$205.20
Cartage	\$206.40
Small tools and supplies	\$206.40
Overhead (10%)	\$921.12
Profit (5%)	\$508.61
Bond (0%)	\$0.00
Total this Invoice	\$10,638.89

CHANGE ORDER MUST BE WRITTEN PRIOR TO WORK BEGINNING.

SUBMITTED: _____

APPROVED: _____

AUTHORIZED REPRESENTATIVE

CHANGE ORDER STATUS: PENDING APPROVED INPUT IN T/L BY/DATE: /



REFERENCE ASI 20 0501

JOB INVOICE

P.O. Box 2571 • Escondido, Ca 92033 • (760) 489-5647 • Lic # B511831

BILL TO LED COR		CUSTOMER ORDER NO.	
ADDRESS 6405 MIRA MESA BLVD		DATE ORDERED 6/30/11	
CITY SAN DIEGO	PHONE	DATE PROMISED AM. F.M.	
JOB NAME AND LOCATION FAIRBANKS FS.		ORDERED TAKEN BY JON	
DESCRIPTION OF JOB SUPPLY & INSTALL 3.5x9.5 PSL BEAMS AT CANTILEVER DECK		MECHANIC LUIS	HELPER OSCAR
		<input type="checkbox"/> DAYWORK <input type="checkbox"/> CONTRACT <input checked="" type="checkbox"/> EXTRA	

QUANTITY	DESCRIPTION	PRICE	
1	FORKLIFT		
1	RT SCISSOR LIFT		
12	3.5x9.5x23' PSL L90 CLIPS, NAILS		
	LABOR		
6/30	LUIS, OSCAR 8 HRS EACH JON - SUPERVISOR 2 HRS		16 Taylor 6/30 10 Taylor 6/30
7/1	LUIS, OSCAR 8 HRS EA JON 1 HR		16 Taylor 7/1
7/5	LUIS, OSCAR 8 HRS EA JON 1 HR		16 Taylor 7/5
7/6	LUIS 8 HRS JON 1 HR		16 Taylor 7/6
7/7	LUIS 7 HRS SCOTT 3 HR JON 1 HR		16 Taylor 7/7

LABOR	HOURS	RATE	AMOUNT	TOTAL MATERIALS
				TOTAL LABOR
ORDERED BY	DATE COMPLETED	TOTAL LABOR		TAX
(I HEREBY ACKNOWLEDGE THE SATISFACTORY COMPLETION OF THE ABOVE DESCRIBED WORK.)				TOTAL

ORIGINAL

Thank You



1330 Mission Road • Escondido, CA 92029
 (760) 739-9100 phone • (760) 739-8888 fax

S & H Contracting Inc
 P O Box 2571
 Escondido, Ca 92033
 Attn: Jon Hill

June, 13 2011

Equipment Rental Quotation

We Do Not Charge Sales Tax on Our Rentals!!!

Qty	Description	Day	Week	Month.
1ea	Skytrack 10054 10,000 Lb 54' Reach Forklift	\$250.00	\$750.00	\$1950.00
1.0 Week Total – Quote Delivered all tolled				\$ 900.00

All rentals subject to: All terms on Rental Agreement, see enclosures.
 Usage limited to (8) Hours per 24 hour work day,
 (40) hours per five day work week & (160) hours per twenty
 Working day month. All overtime will be charged as such.
 14% Damage Waiver – Waived upon receipt of Insurance
 See enclosures. (Damage Waiver covers accidental damages
 Only, it is not insurance and is not offered as such.
 1% Environmental Fee on net rental amount.
 Mobilization in & out @ Min of \$75.00 per direction per load.
 Refueling @ \$6.50 per gallon if units not returned full of fuel.

Please keep us posted as we are eager to assist you with all your equipment needs.
 Best regards,

Jason Williams
 Clairemont Equipment Co
 760-250-9642
jwilliams@cesd.com
www.clairemontequipmentco.com

**Clairemont
Equipment**
RENTALS • SALES • SERVICE
1330 Mission Road
Escondido, CA 92029
(760) 739-9100

PLEASE REMIT TO:
MAIN OFFICE
7861 Rensow Road
San Diego, CA 92114-1511
Billing Inquiries: (650) 278-8361
FAX (650) 492-0960

Page: 1

Date
11-07-11

RENTAL INVOICE
EQUIPMENT IS CHARGED UNTIL CUSTOMER CALLS RENTAL
COUNTER FOR PICK UP CONFIRMATION NO.

Invoice No.
35989901

Bill To: 107426 Ship To:

S & H CONTRACTING, INC.
PO BOX 2571
ESCONDIDO CA 92033

FAIRBANKS FIRE STATION
6424 EL APAJO
GATE CODE 6424 ACROSS
FROM HELEN WOODWARD

Phone 760-489-5647 Purchase Order JON

Terms: NET 30 Rental Period: 6-30-11 thru 7-07-11 Slamn: 301/306

UNIT/ITEM	QUANTITY	PRICE/RATE	AMOUNT
Returned 573312 Model XRT33DF Serial No. KR3161 33' SCISSOR LIFT DUAL R T		155.00 Day	565.00
Rented: 6-30-11 9:00am thru 7-07-11 4:15pm			
Rates: 155.00 Day 565.00 Week 1,600.00 Month			
METER in: 1647.0 out: 1642.5 net: 4.5			
ENVIRONMENTAL FEE			5.65
DELIVERY (NON-TAX)	1	70.00 Each	70.00
PICK UP (NON-TAX)	1	70.00 Each	70.00
GASOLINE - ESCONDIDO	1	6.46 Each	6.46
CONTRACT CLOSED BY <i>JW</i>			
Total Rentals			565.00
Total Misc. Charges			152.11
Tax			.50
Due			717.61

X
Customer Signature _____ Name Printed _____ Date _____ CB Salesperson _____
SUBJECT TO TERMS AND CONDITIONS ON REVERSE SIDE ORIGINAL



QUOTATION FOR CHANGE ORDER

Ledcor Construction Inc.
6405 Mira Mesa Boulevard, Suite 100
San Diego, California
92121, United States

REC'D 10-11-11

Rancho Santa Fe Fire Protection District
16936 El Fuego
Rancho Santa Fe, California
U.S.A.

Page:	1 of 2
Project:	Fairbanks Ranch Fire Station
Project #:	1034061
Change Req.:	920033
Requote #:	
Issue Date:	

Description of Change Request:
Fab/Install Flashing

Price Method:	Lump Sum
CCO#:	N/A
SI#:	N/A
RFI#:	N/A

We are pleased to submit our quotation to make the above referenced Contract Changes. If approved, please issue a formal change order accordingly.

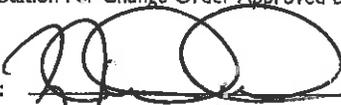
Change in Contract Amount:	ADD	\$1,364.00 CAD
----------------------------	-----	----------------

This Quotation for Change covers only the costs directly associated with the proposed change in the work described above. At this time we do not see the contract being delayed. We reserve the right to assess the accumulative effect of this and other change orders on productivity, costs, and time at a later date, and to submit these costs and time extensions as they become known. This Quotation will be subject to review after 30 days from the Issue Date.


Lecor Construction Inc.
Per. David R. Petty

5/16/11
Date

Quotation For Change Order Approved By:

Sign: 
Rancho Santa Fe Fire Protection District

Print: *Tony Michel*

Date: *12-5-2011*



QUOTATION FOR CHANGE ORDER

Ledcor Construction Inc.
 6405 Mira Mesa Boulevard, Suite 100
 San Diego, California
 92121, United States

Rancho Santa Fe Fire Protection District
 16936 El Fuego
 Rancho Santa Fe, California
 U.S.A.

Page:	2 of 2
Project:	Fairbanks Ranch Fire Station
Project #:	1034061
Change Req.:	920033
Requote #:	
Issue Date:	

QUOTATION BREAKDOWN

Cost Breakdown

Description	Status	Project Number	Cost Code	Cost Type	Units	UOM	Unit Rate	Amount
Dave Whipple Sheet Metal	P	1034061	076000	1962				1,218.00
TOTAL COST:								<u><u>\$1,218.00</u></u>

Quotation Summary & Markups

Description	Status	Project Number	Cost Code	Cost Type	Amount
Subtotal	P	1034061	000012	1990	1,218.00
Fee	P	1034061	000012	1990	122.00
Insurance	P	1034061	000012	1990	13.00
Bond	P	1034061	000012	1990	11.00
TOTAL QUOTATION AMOUNT:					<u><u>\$1,364.00</u></u>

Required Days to Complete Work: 0
 Extended Days Required to Contract: 0

DAVE WHIPPLE SHEET METAL, INC.
 1077 N. CUYAMACA ST.
 EL CAJON, CA 92020
 LICENSE NO. 736812
 PH:(619) 562-6962 / FX:(619) 562-7278

CHANGE ORDER

Date	Change Order #
5/9/2011	15651CO#02

To:

LEDCOR SAN DIEGO CONSTRUCTION GROUP
 6405 MIRA MESA BLVD.
 SAN DIEGO, CA 92121

CONTACT	
ESTIMATING	
PHONE#	FAX#
858-527-6466	858-566-1003

JOB NAME	YOUR JOB #	ESTIMATOR
FAIRBANKS RANCH FIRE STATION	1034061	STEVE EVELL
Description	Total	
FABRICATE & INSTALL: FLASHING @ (3) EXHAUST CURBS (80') DECK METAL		634.00 584.00
<p>→ FLASHING @ EXHAUST FANS 1600 PER FOOT PER CON.</p> <p>→ C METAL @ DECK NOT STAIN. 1200. FOR WATER PROOF @ WALL/DECK TRANSITION. COMPLETED BY W.R. GIB @ PER CENT.</p>		
PLEASE SIGN AND FAX BACK ACCEPTANCE X _____	Total!	\$1,218.00

All materials are guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate.



Chairman October 24, 2011

Carl Hilliard
Councilmember
City of Del Mar

Vice Chairwoman

Dianne Jacob
County Board of
Supervisors

TO: Independent Special Districts in San Diego County

FROM: Executive Officer

SUBJECT: 2011 Special Districts Mailed-Ballot Election Preliminary Results

Members

Bill Horn
County Board of
Supervisors

Bud Pocklington
South Bay
Irrigation District

Mark Lewis
Mayor
City of El Cajon

John Ingalls
Santa Fe
Irrigation District

Andrew L. Vanderlaan
Public Member

Lorie Zapf
Councilmember
City of San Diego

Alternate Members

Greg Cox
County Board of
Supervisors

Sherri Lightner
Councilmember
City of San Diego

Jim Janney
Mayor
City of Imperial Beach

Jo MacKenzie
Vista Irrigation District

Harry Mathis
Public Member

Executive Officer

Michael D. Ott

Counsel

Thomas Bosworth

The deadline for receipt by LAFCO of the ballots to elect one alternate district member on the Local Agency Formation Commission (LAFCO), and nine members of the Special Districts Advisory Committee was October 21, 2011. Sixty-one independent special districts were eligible to vote. The Selection Committee Rules stipulate that a majority of the districts shall constitute a quorum for the conduct of committee business; therefore, a minimum of 31 ballots were needed in order to certify that a legal election was conducted. A candidate for the LAFCO Alternate district member position must have received at least a majority of the votes cast to be elected. According to the Rules, election to the Special Districts Advisory Committee requires a plurality vote.

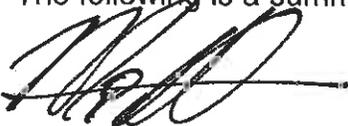
Thirty-four districts returned their ballots for the Alternate LAFCO district member position, and Thirty-five districts returned ballots for the Special Districts Advisory Committee. The incumbent LAFCO Alternate district member, Jo MacKenzie (Vista Irrigation District), received 29 votes and therefore was reelected as the alternate district member. She will serve a four-year term that will expire in May 2015.

With respect to the Advisory Committee, five incumbent members were reelected: Judy K. Hanson (Leucadia Wastewater District), Thomas Pocklington (Bonita-Sunnyside Fire Protection District), Kimberly A. Thorner (Olivenhain Municipal Water District), John Pastore (Rancho Santa Fe Community Services District), and Gary Croucher (Otay Water District). Three new members were elected: James R. Hernandez (Vallecitos Water District), Janine Sarti (Palomar-Pomerado Healthcare District) and Jon J. Lorenz (Lakeside Fire Protection District). There were three write-in nominations for the Advisory Committee. Write-in nominations included Bill Haynor (Whispering Palms Community Services District), Tom Bumgardner (Valley Center Parks and Recreation District) and Sharon Sewall (Borrego Springs Fire Protection District).

Unfortunately, all three write-in nominations had to be disqualified for technical reasons. In accordance with the Advisory Committee Rules, a person that is a candidate for the alternate district member position on LAFCO may not also be a candidate for the Special Districts Advisory Committee. Therefore, write-in candidates Bill Haynor and Tom Bumgardner are ineligible from being considered as Advisory Committee write-in candidates. Sharon Sewall's write-in nomination was disqualified for a different reason. While the Borrego Springs Fire Protection District wrote Ms. Sewall's name in on the ballot, the District (Borrego Springs Fire Protection District) failed to cast a vote for Ms. Sewall. Because none of the other 61 special districts voted for Ms. Sewall, she received no votes and was not elected to the Advisory Committee.

According to the Advisory Committee Rules, an Interim appointment to the Advisory Committee may be made by Chairman Tom Pocklington, with nominations from the full Advisory Committee. The names of the three disqualified write-in candidates, will be referred to Chairman Pocklington and the full Advisory Committee for consideration. The appointment process will be discussed at the next available Advisory Committee meeting, scheduled for December 16, 2011.

The following is a summary of the 2011 Special Districts Mailed-Ballot Election results.



MICHAEL D. OTT
Executive Officer

MDO:trl

Attachments (2)

cc: Special Districts Advisory Committee
2011 Special Districts Nominees

**2011 SPECIAL DISTRICTS
MAILED – BALLOT ELECTION RESULTS**

Incumbents are italicized

Number of Votes

LAFCO Alternate Special District Member

Jo MacKenzie (Vista Irrigation District) *	29
Bill Haynor (Whispering Palms Community Services District)	3
Tom Bumgardner (Valley Center Parks & Recreation District)	1

* Will serve a term that will expire May, 2015.

Special Districts Advisory Committee Members

James R. Hernandez (Vallecitos Water District) **	32
Judy K. Hanson (Leucadia Wastewater District) **	32
Janine Sarti (Palomar-Pomerado Healthcare District) **	32
Thomas Pocklington (Bonita-Sunnyside Fire Protection District) **	33
Kimberly A. Thomer (Olivenhain Municipal Water District) **	32
John Pastore (Rancho Santa Fe Community Services District) **	32
Jon J. Lorenz (Lakeside Fire Protection District) **	34
Gary Croucher (Otay Water District) **	31

Write-Ins ***

Tom Bumgardner (Valley Center Parks & Recreation District) ¹	1
Sharon Sewall (Borrego Springs Fire Protection District) ²	0
Bill Haynor (Whispering Palms Community Services District) ¹	2

** Will serve a term that will expire in October, 2015.

*** The ninth position selected will serve a term that will expire in October 2012.

¹ In accordance with the Advisory Committee Rules, a person that is a candidate for the alternate district member position on LAFCO may not also be a candidate for the Special Districts Advisory Committee. Therefore, write-in candidates Tom Bumgardner and Bill Haynor are ineligible.

² The Borrego Springs Fire Protection District wrote Sharon Sewall's name in as a write-in candidate, but failed to cast a vote. Ms. Sewall received no votes from the other 61 districts and was not elected to the Advisory Committee. Therefore, she was not elected.

**2011 SPECIAL DISTRICTS MAILED-BALLOT ELECTION
DISTRICTS THAT RETURNED BALLOTS**

Alpine Fire Protection District
Bonita-Sunnyside Fire Protection District
Borrego Springs Fire Protection District
Fallbrook Healthcare District
Fallbrook Public Utility District
Grossmont Healthcare District
Helix Water District
Jacumba Community Services District
Lakeside Fire Protection District
Leucadia Wastewater District
Lower Sweetwater Fire Protection District
Mission Resource Conservation District
Mootamai Municipal Water District
North County Cemetery District
North County Fire Protection District
Olivenhain Municipal Water District
Otay Water District
Padre Dam Municipal Water District
Palomar-Pomerado Healthcare District
Questhaven Municipal Water District
Ramona Municipal Water District
Rancho Santa Fe Community Services District
Rancho Santa Fe Fire Protection District
Rincon del Diablo Municipal Water District
Rincon Ranch Community Services District
San Luis Rey Municipal Water District
Santa Fe Irrigation District
South Bay Irrigation District
Tri-City Healthcare District
Vallecitos Water District
Valley Center Municipal Water District
Valley Center Parks and Recreation District
Vista Fire Protection District
Vista Irrigation District
Whispering Palms Springs Community Services District
Yuima Municipal Water District

STAFF REPORT

NO. 11-27

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: CHANGE ORDER REQUEST NO. 920040
COUNTY REQUESTED EL APAJO ROAD IMPROVEMENTS
FAIRBANKS RANCH FIRE STATION REPLACEMENT PROJECT
DATE: DECEMBER 7, 2011



RECOMMENDATION

Staff recommends the Board approve Change Order Request No. 920040 in the amount of \$26,281.00 for additional El Apajo roadway improvements requested by San Diego County for the Fairbanks Ranch Replacement Project.

BACKGROUND

In March 2011, the Board of Directors approved authorizing the execution of Change Order No. 3 to revise the scope of work involving the El Apajo road improvement portion of the civil plans for the Fairbanks Ranch Fire Station Replacement Project as outlined in Staff Report No. 11-06. The revised road work was required as a result of underground utility locations that were either inconsistent with the original civil plan mark-outs or changed due to the discovery of well lines within the public-right-of-way. Change Order No. 3 authorized the reconfiguration of all water, gas, electric and cable services including additional excavation and trenching on the El Apajo roadway.

CURRENT SITUATION

The additional work significantly increased the number of pot holes and trenching which also expanded the number of continuous road and curb patching that would be required in order to repair the roadway in front of the fire station. The section of the civil plans and project specifications which references road repairs were based on the County's Standard Regional Design which was in place at the time the original plan submittal was approved. This regional design standard has since been modified and will impact the project's current budget by requiring a larger portion of grind and overlay application to roadway patches and curb/gutter slots on El Apajo. Furthermore, the inspector assigned to this project has also requested a slurry seal application to 15,750 square feet of roadway which was not included on the original project specification during the bidding process.

The project's architect, Jeff Katz, and civil engineer, Mike Shapouri, has reviewed the requested changes submitted by Ledcor and recommended that the District approve the additional work related to the El Apajo roadway improvements.

Attachments:

Quotation for Change Order No. 920040 (dated November 7, 2011)

RCVD 11.8.11



QUOTATION FOR CHANGE ORDER

Ledcor Construction Inc.
6405 Mira Mesa Boulevard, Suite 100
San Diego, California
92121, United States

Rancho Santa Fe Fire Protection District
16936 El Fuego
Rancho Santa Fe, California
U.S.A.

Page:	1 of 2
Project:	Fairbanks Ranch Fire Station
Project #:	1034061
Change Req.:	920040
Requote #:	
Issue Date:	07/27/2011

Description of Change Request:

County Offsite Improvements

Price Method:	Lump Sum
CCO#:	N/A
S#:	N/A
RFI#:	N/A

We are pleased to submit our quotation to make the above referenced Contract Changes. If approved, please issue a formal change order accordingly.

Change in Contract Amount:	ADD	\$26,281.00 USD
----------------------------	------------	------------------------

Additional Information: *ADDITIONAL WORK REQD. BY S.D. COUNTY*

Provide grind at trenches, grind along new curb and full depth AC infill at new curb, slurry seal, as requested by JKA and RSFFD

This Quotation for Change covers only the costs directly associated with the proposed change in the work described above. At this time we do not see the contract being delayed. We reserve the right to assess the accumulative effect of this and other change orders on productivity, costs, and time at a later date, and to submit these costs and time extensions as they become known. This Quotation will be subject to review after 30 days from the Issue Date.

William J. Piatnitsa

Ledcor Construction Inc.
Per: William J. Piatnitsa

11-7-11

Date

Quotation For Change Order Approved By:

Sign: _____
Rancho Santa Fe Fire Protection District

Print: _____

Date: _____



QUOTATION FOR CHANGE ORDER

Ledcor Construction Inc.
 6405 Mira Mesa Boulevard, Suite 100
 San Diego, California
 92121, United States

Rancho Santa Fe Fire Protection District
 16936 El Fuego
 Rancho Santa Fe, California
 U.S.A.

Page:	2 of 2
Project:	Fairbanks Ranch Fire Station
Project #:	1034061
Change Req.:	920040
Requote #:	
Issue Date:	07/27/2011

QUOTATION BREAKDOWN

Cost Breakdown

Description	Status	Project Number	Cost Code	Cost Type	Units	UOM	Unit Rate	Amount
DCC	P	1034061	025000	1962				23,469.00
TOTAL COST:								<u><u>\$23,469.00</u></u>

Quotation Summary & Markups

Description	Status	Project Number	Cost Code	Cost Type	Amount
Subtotal	P	1034061	000012	1990	23,469.00
Fee	P	1034061	000012	1990	2,347.00
Insurance	P	1034061	000012	1990	258.00
Bond	P	1034061	000012	1990	207.00
TOTAL QUOTATION AMOUNT:					<u><u>\$26,281.00</u></u>

Required Days to Complete Work: 0
 Extended Days Required to Contract: 0



General Engineering Contractor Inc

LICENSE #431389A

2295 Meyers Ave.

Escondido, CA 92029

www.dccengineering.com

Phone: (760) 480-7400

FAX: (760) 480-7474

From: Tom Huntington

Date: 10/6/2011

To:

Ledcor
6405 Mira Mesa Blvd, Suite 100
San Diego, CA 92121

Quote No: 1525

FaxNo: 858-527-6410

Phone: 858-527-6400

We propose to furnish you labor and material in strict accordance with the plans and specifications as follows:
Fairbanks Fire Station AC Trenching

Item No.	Description	Quantity	U/M	Unit Price	Total Price
Alternate					
2 01	2"AC - 6" Curb Slot	195	LF	10.04	1,957.80
2 02	1.5"AC Grind & Overlay @ TRENCHES	4,325	SF	2.78	12,023.50
2 03	Traffic Control - Allowance	1	LS	2,850.00	2,850.00
Total for Alternate					\$16,831.30

Offsite Grind & Overlay					
3 01	1.5"AC Grind & Overlay (4' Wide) ALONG NEW CURB	784	SF	2.64	2,069.76
Total for Offsite Grind & Overlay					\$2,069.76
Total Proposal Price:					\$18,901.06

Conditions:

SLURRY SEAL 15,750 SF @ 0.29

4,567.50

- Permits, inspection fees, testing and permits by others.
- Owner to provide water and meter to site, applying water is included.
- If it is not specifically noted in our proposal, it is excluded.
- Before start of project, three sets of plans are required.
- Worksite must be clear of all vehicles and/or any obstructions.
- If contracted, DCC requires this proposal be made a part of the contract.
- This proposal is valid for 30 days.
- Quantities are approximate, subject to physical field measurement. Payment will be adjusted accordingly, using provided unit prices.
- Proposal based upon using Recycled Class II base, meeting Cal-Trans spec, if applicable.

TOTAL 23,468.56

(Continued on next page)

General Conditions:

Due to the volatility of current oil prices and how that affects the suppliers (PCC, AC & AB) we reserve the right to adjust the material prices as they affect the suppliers. DCC has no control over these issues and regrets the possibility of this change. However any increases that are incurred will be presented at 'cost only' no mark up will be added

Date:

Accepted by:

DCC Proposal (cont'd)

10. The material prices are valid through: 12/30/11
11. Work to be completed in: 1 Moves
12. Paving sections per plan if applicable
13. Seal Coat - Only sweeping is included. Heavy dirt and debris from construction and/or construction traffic must be done by others before seal coat can be applied. If Seal Coat is applicable
14. Prices Include Prevailing Wages
15. Small Business Service #52453

Exclusions:

1. Any stabilization methods required
2. As built drawings
3. Asphalt or concrete repairs
4. Erosion control
5. Excavation of, or handling of rock
6. Handling/export of underground utility, etc. Spoils
7. Handling/disposal of hazardous materials
8. Import or export of material
9. Posting
10. Reinforcing Unless Noted Otherwise
11. Presaturation of grade
12. Raising manholes and valves
13. Redwood Header
14. Sand seal, prime coat, weed kill and soil sterilization
15. Sawcut
16. Settling of trenches
17. Soils testing and engineering
18. Special handling or drying of materials
19. Striping & Signage
20. Survey layout, verifying survey, or responsibility for survey error
21. Traffic control
22. Special Inspections and Survey

Date:

Accepted by:



General Engineering Contractor Inc

LICENSE #431389A

2295 Meyers Ave.

Escondido, CA 92029

www.dccengineering.com

Phone: (760) 480-7400

FAX: (760) 480-7474

From: Tom Huntington

Date: 9/21/2011

To:

Ledcor
6405 Mira Mesa Blvd. Suite 100
San Diego, CA 92121

Quote No: 1525
FaxNo: 858-527-8410
Phone: 858-527-8400

We propose to furnish you labor and material in strict accordance with the plans and specifications as follows:
Fairbanks Fire Station AC Trenching

Item No.	Description	Quantity	U/M	UnitPrice	Total Price
Alternate					
2	4 1.5"AC Grind & Overlay (4' Wide) @ NEW CORB	784	SF	6.76	5,299.84
Total for Alternate					\$5,299.84
Total Proposal Price:					\$5,299.84

Conditions:

1. Permits, inspection fees, testing and permits by others.
2. Owner to provide water and meter to site, applying water is included.
3. If it is not specifically noted in our proposal, it is excluded.
4. Before start of project, three sets of plans are required
5. Worksite must be clear of all vehicles and/or any obstructions.
6. If contracted, DCC requires this proposal be made a part of the contract.
7. This proposal is valid for 30 days.
8. Quantities are approximate, subject to physical field measurement. Payment will be adjusted accordingly, using provided unit prices.
9. Proposal based upon using Recycled Class II base, meeting Cal-Trans spec, if applicable
10. The material prices are valid through: 12/30/11
11. Work to be completed in: 1 Moves
12. Paving sections per plan if applicable
13. Seal Coat - Only sweeping is included. Heavy dirt and debris from construction and/or construction traffic must be done by others before seal coat can be applied. If Seal Coat is applicable
14. Prices include Prevailing Wages

(Continued on next page)

General Conditions:

Due to the volatility of current oil prices, and how that affects the suppliers (PCC, AC & AB), we reserve the right to adjust the material prices as they affect the suppliers. DCC has no control over these issues and regrets the possibility of this change. However any increases that are incurred will be presented at 'cost only', no mark up will be added.

Date:

Accepted by:

DCC Proposal (cont'd)

15. Small Business Service #52453

Exclusions:

1. Any stabilization methods required
2. As built drawings
3. Asphalt or concrete repairs
4. Erosion control
5. Excavation of, or handling of rock
6. Handling/export of underground utility, etc. Spoils
7. Handling/disposal of hazardous materials
8. Import or export of material
9. Posting
10. Reinforcing Unless Noted Otherwise
11. Presaturation of grade
12. Raising manholes and valves
13. Redwood Header
14. Sand seal, prime coat, weed kill and soil sterilization
15. Sawcut
16. Settling of trenches
17. Soils testing and engineering
18. Special handling or drying of materials
19. Striping & Signage
20. Survey layout, verifying survey, or responsibility for survey error
21. Traffic control
22. Special Inspections and Survey

Date:

Accepted by:



General Engineering Contractor Inc

LICENSE #431389A

2295 Meyers Ave.

Escondido, CA 92029

www.dccengineering.com

Phone: (760) 480-7400 FAX: (760) 480-7474

From: Tom Huntington Date: 8/29/2011

To: Leducor
6405 Mira Mesa Blvd. Suite 100
San Diego, CA 92121

Quote No: 1525
FaxNo: 858-527-8410
Phone: 858-527-8400

We propose to furnish you labor and material in strict accordance with the plans and specifications as follows:
Fairbanks Fire Station AC Trenching

Table with columns: Item No., Description, Quantity, U/M, Unit Price, Total Price. Includes items for 2" AC - 6" Curb Slot and 1.8" AC Grind & Overlay. Total for Alternate: \$13,981.30. Total Proposal Price: \$13,981.30.



SLURRY SEAL 15.750 SF @ 0.29

Total Proposal Price: \$13,981.30



Conditions:

- 1. Permits, inspection fees, testing and permits by others.
2. Owner to provide water and meter to site, applying water is included.
3. If it is not specifically noted in our proposal, it is excluded.
4. Before start of project, three sets of plans are required
5. Worksite must be clear of all vehicles and/or any obstructions.
6. If contracted, DCC requires this proposal be made a part of the contract.
7. This proposal is valid for 30 days.
8. Quantities are approximate, subject to physical field measurement. Payment will be adjusted accordingly, using provided unit prices.
9. Proposal based upon using Recycled Class II base, meeting Cal-Trans spec, if applicable
10. The material prices are valid through: 9/30/11
11. Work to be completed in: 2 Moves
12. Paving sections per plan if applicable
13. Seal Coat - Only sweeping is included. Heavy dirt and debris from construction and/or construction traffic must be done by others before seal coat can be applied. If Seal Coat is applicable

\$ 4567.50

Seal 4567.50
+ 2750
+ 3500

TRAFFIC CONTROL \$2850

\$ 21,350.00

(Continued on next page)

General Conditions:

Due to the volatility of current oil prices, and how that affects the suppliers (PCC, AG & AB), we reserve the right to adjust the material prices as they affect the suppliers. DCC has no control over these issues and regrets the possibility of this change. However any increases that are incurred will be presented at 'cost only', no mark up will be added.

Date:

Accepted by:

DCC Proposal (cont'd)

- 14. Prices include Prevailing Wages
- 15. Small Business Service #52463

Exclusions:

- 1. Any stabilization methods required
- 2. As built drawings
- 3. Asphalt or concrete repairs
- 4. Erosion control
- 5. Excavation of, or handling of rock
- 6. Handling/export of underground utility, etc. Spoils
- 7. Handling/disposal of hazardous materials
- 8. Import or export of material
- 9. Posting
- 10. Reinforcing Unless Noted Otherwise
- 11. Presaturation of grade
- 12. Raising manholes and valves
- 13. Redwood Header
- 14. Sand seal, prime coat, weed kill and soil sterilization
- 15. Sawcut
- 16. Settling of trenches
- 17. Soils testing and engineering
- 18. Special handling or drying of materials
- 19. Striping & Signage
- 20. Survey layout, verifying survey, or responsibility for survey error
- 21. Traffic control
- 22. Special Inspections and Survey

Date: _____

Accepted by: _____



**Rancho Santa Fe
Fire Protection District
Annual Financial Report
For the Fiscal Year Ended June 30, 2011**



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

Rancho Santa Fe Fire Protection District Board of Directors as of June 30, 2011

Name	Position	Elected/Appointed	Current Term
James Ashcraft	President	Elected	11/08 - 11/12
Thomas Hickerson	Vice President	Elected	11/10 - 11/14
Nancy C. Hillgren	Director	Elected	11/08 - 11/12
Randall Malin	Director	Elected	11/08 - 11/12
John C. Tanner	Director	Elected	11/10 - 11/14

**Rancho Santa Fe Fire Protection District
Tony Michel, Fire Chief
18027 Calle Ambiente
Rancho Santa Fe, CA 92067 • (858) 756-5971
www.rsf-fire.org**

**Rancho Santa Fe
Fire Protection District**

Annual Financial Report

For the Fiscal Year Ended June 30, 2011

**Rancho Santa Fe Fire Protection District
Annual Financial Report
For the Fiscal Year Ended June 30, 2011**

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Financial Section



Charles Z. Fedak, CPA, MBA
Paul J. Kaymark, CPA
Christopher J. Brown, CPA

Charles Z. Fedak & Company

Certified Public Accountants
An Accountancy Corporation

6081 Orange Avenue
Cypress, California 90630
(714) 527-1818
(562) 598-6565
FAX (714) 527-9154
EMAIL czfco@czfcpa.com
WEB www.czfcpa.com

Independent Auditor's Report

Board of Directors
Rancho Santa Fe Fire Protection District
Rancho Santa Fe, California

We have audited the accompanying financial statements of the governmental activities of the Rancho Santa Fe Fire Protection District (District) as of and for the year ended June 30, 2011, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the Rancho Santa Fe Fire Protection District as of June 30, 2011, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1.B to the basic financial statements, the District adopted the provisions of Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, for the year ended June 30, 2011.

In accordance with *Government Auditing Standards*, we have also issued a report dated September 30, 2011, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit. That report can be found on page 24.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6 and the required supplementary information on pages 22 and 23 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Independent Auditor's Report, continued

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Charles Z. Fedak, Co. CPA's
An Accountancy Corporation

Charles Z. Fedak and Company, CPA's – An Accountancy Corporation
Cypress, California
September 30, 2011

Rancho Santa Fe Fire Protection District
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2011

As management of the Rancho Santa Fe Fire Protection District (District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities and performance of the District for the fiscal year ended June 30, 2011. Please read it in conjunction with additional information that we have furnished in the accompanying basic financial statements, which follow this section.

Financial Highlights

- The District's net assets increased 5.1% or \$1,619,133 from \$31,672,151 to \$33,291,284.
- Total revenues increased 2.7% or \$321,793 due primarily from an increase in charges for services – fire protection of \$185,687 for the Duty B/C Officer coverage and operating grants of \$215,814 from the Federal Emergency Management Agency (FEMA) for the purchase of replacement breathing apparatus equipment.
- Total expenses increased 4.6% or \$462,767 due primarily to increases in employee benefits (\$373,446), contractual services (\$101,161) and materials and supplies expenses (\$262,774).

Using This Financial Report

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities provide information about the activities and performance of the District using accounting methods similar to those used by private sector companies. The Statement of Net Assets includes all of the District's investments in resources (assets) and the obligations to creditors (liabilities). It also provides the basis for computing a rate of return, evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District. All of the current year's revenue and expenses are accounted for in the Statement of Activities. This statement measures the success of the District's operations over the past year and can be used to determine the District's profitability and credit worthiness.

District Activities

The Rancho Santa Fe Fire Protection District was formed on October 14, 1946 under an order adopted by the County Board of Supervisors. At the time, the District was comprised of one Chief and 15 volunteer suppression personnel who protected an estimated 3,800 residents.

After operating over 60 years, the District now spans approximately 42-square miles and protects over 27,751 citizens. What was once an all-volunteer force operating out of a single fire station is now a full-time fire protection agency comprised of one Chief, one Deputy Chief, four Battalion Chiefs, 39 paid fire suppression positions, five fire prevention positions and four administrative positions.

The District is governed by a five-person elected Board of Directors. The Board is responsible for establishing policies, guidelines and providing direction for Fire District staff. Board meetings are held the second Wednesday of each month at 1:00 p.m.

The District currently operates out of four full-time fire stations and an administration building serving communities surrounding and within Rancho Santa Fe, 4S-Ranch, Fairbanks Ranch, Cielo, Crosby and Del Dios.

Rancho Santa Fe Fire Protection District
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2011

Government-wide Financial Statements

Statement of Net Assets and Statement of Activities

One of the most important questions asked about the District's finances is, "Is the District better off or worse off as a result of this year's activities?" The Statement of Net Assets and the Statement of Activities report information about the District in a way that helps answer this question. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

These two statements report the District's *net assets* and changes in them. Think of the District's net assets – the difference between assets and liabilities – as one way to measure the District's financial health, or *financial position*. Over time, *increases or decreases* in the District's net assets are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors; however, such as changes in the District's property tax and assessment base to assess the *overall health* of the District.

Governmental Funds Financial Statements

Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance

Governmental funds are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

Notes to the Basic Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found after the basic financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's budgetary information and compliance. Required supplementary information can be found after the notes to the financial statements.

Rancho Santa Fe Fire Protection District
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2011

Government-wide Financial Analysis

Condensed Statement of Net Assets

	<u>2011</u>	<u>2010</u>	<u>Change</u>
Assets:			
Current assets	\$ 14,815,983	16,633,390	(1,817,407)
Capital assets, net	<u>20,658,496</u>	<u>16,117,483</u>	<u>4,541,013</u>
Total assets	<u><u>35,474,479</u></u>	<u><u>32,750,873</u></u>	<u><u>2,723,606</u></u>
Liabilities:			
Current liabilities	<u>2,183,195</u>	<u>1,078,722</u>	<u>1,104,473</u>
Total liabilities	<u><u>2,183,195</u></u>	<u><u>1,078,722</u></u>	<u><u>1,104,473</u></u>
Net assets:			
Net investment in capital assets	20,658,496	16,117,483	4,541,013
Restricted for capital projects	1,203,686	4,530,430	(3,326,744)
Unrestricted	<u>11,429,102</u>	<u>11,024,238</u>	<u>404,864</u>
Total net assets	<u><u>\$ 33,291,284</u></u>	<u><u>31,672,151</u></u>	<u><u>1,619,133</u></u>

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the District, assets of the District exceeded liabilities by \$33,291,284 as of June 30, 2011.

A portion of the District's net assets (62% or \$20,658,496) reflects its investment in capital assets (net of accumulated depreciation), less any related debt used to acquire those assets that are still outstanding. The District uses these capital assets for operations; consequently, these assets are *not* available for future spending. At the end of fiscal year 2011, the District shows a positive balance in its unrestricted net assets of \$11,429,102 that may be utilized in future years. (See Note 5 for further information)

Condensed Statement of Activities

	<u>2011</u>	<u>2010</u>	<u>Change</u>
Expenses:			
Fire protection operations	\$ <u>10,631,103</u>	<u>10,168,336</u>	<u>462,767</u>
Total expenses	<u><u>10,631,103</u></u>	<u><u>10,168,336</u></u>	<u><u>462,767</u></u>
Program revenues	1,576,527	1,035,931	540,596
General revenues	<u>10,673,709</u>	<u>10,892,512</u>	<u>(218,803)</u>
Total revenues	<u><u>12,250,236</u></u>	<u><u>11,928,443</u></u>	<u><u>321,793</u></u>
Change in net assets	1,619,133	1,760,107	(140,974)
Net assets – beginning of period	<u>31,672,151</u>	<u>29,912,044</u>	<u>1,760,107</u>
Net assets – end of period	<u><u>\$ 33,291,284</u></u>	<u><u>31,672,151</u></u>	<u><u>1,619,133</u></u>

The statement of activities shows how the government's net assets changed during the fiscal year. In the case of the District, net assets increased by \$1,619,133 during the fiscal year ended June 30, 2011.

Rancho Santa Fe Fire Protection District
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2011

Governmental Funds Financial Analysis

The focus of the District's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the District's financing requirements. In particular, the *unreserved fund balance* may serve as a useful measure of the government's net resources for spending at the end of the fiscal year.

As of June 30, 2011 the District's General Fund reported a fund balance of \$12,085,035. An amount of \$10,840,387 constitutes the District's *unassigned fund balance*, which is available for future District operations. The remainder of fund balance of \$1,244,648 is *committed or assigned* to indicate that it is not available for future spending because it is held for other activities.

Capital Asset Administration

Changes in capital assets for 2011 were as follows:

	<u>Balance 2010</u>	<u>Additions</u>	<u>Deletions/ Transfers</u>	<u>Balance 2011</u>
Non-depreciable assets	\$ 4,778,214	3,379,552	(111,853)	8,045,913
Depreciable assets	16,466,229	1,927,384	(81,475)	18,312,138
Accumulated depreciation	<u>(5,126,960)</u>	<u>(654,070)</u>	<u>81,475</u>	<u>(5,699,555)</u>
Total capital assets, net	<u>\$ 16,117,483</u>	<u>4,652,866</u>	<u>(111,853)</u>	<u>20,658,496</u>

At the end of fiscal year 2011, the District's investment in capital assets amounted to \$20,658,496 (net of accumulated depreciation). This investment in capital assets includes structures and improvements, and equipment and vehicles. (See Note 3 for further information)

Requests for Information

The District's basic financial statements are designed to present users with a general overview of the District's finances and to demonstrate the District's accountability. If you have any questions about the report or need additional information, please contact the District's Administrative Manager, Karlena Rannals, at the Rancho Santa Fe Fire Protection District, P.O. Box 410, 16936 18027 Calle Ambiente, Rancho Santa Fe, California, 92067 or (858) 756-5971.

Basic Financial Statements

Rancho Santa Fe Fire Protection District
Statements of Net Assets
June 30, 2011
With comparative amounts as of June 30, 2010

	2011	2010
Assets:		
Cash and cash equivalents (note 2)	\$ 13,727,029	16,250,333
Accrued interest receivable	18,040	30,360
Accounts receivable	1,049,963	334,093
Property taxes receivable	20,951	8,618
Prepaid expenses and deposits	-	9,986
Capital assets not being depreciated (note 3)	8,045,912	4,778,214
Capital assets being depreciated, net (note 3)	12,612,584	11,339,269
Total assets	35,474,479	32,750,873
Liabilities:		
Accounts payable and accrued expenses	1,209,983	126,542
Accrued salaries and related payables	317,279	260,752
Workers' compensation claims payable – PASIS (note 10)	162,497	123,805
Compensated absences (note 4)	493,436	567,623
Total liabilities	2,183,195	1,078,722
Net assets:		
Net investment in capital assets	20,658,496	16,117,483
Restricted for capital projects	1,203,686	4,530,430
Unrestricted (note 5)	11,429,102	11,024,238
Total net assets	\$ 33,291,284	31,672,151

See accompanying notes to the basic financial statements

Rancho Santa Fe Fire Protection District
Statements of Activities
For the Fiscal Year Ended June 30, 2011
With comparative amounts for the Year Ended June 30, 2010

<i>Governmental Activities:</i>	<u>2011</u>	<u>2010</u>
Expenses:		
Fire protection operations:		
Salaries and wages	\$ 5,601,880	5,899,346
Employee benefits	2,809,420	2,435,974
Contractual services	883,080	781,919
Materials and supplies	682,653	419,879
Depreciation	654,070	631,218
Total expenses	<u>10,631,103</u>	<u>10,168,336</u>
Program revenues:		
Charges for services – fire protection	824,863	593,123
Operating grants and contributions – fire protection	224,569	21,985
Capital grants and contributions – fire protection	527,095	420,823
Total program revenues	<u>1,576,527</u>	<u>1,035,931</u>
Net program expense	<u>9,054,576</u>	<u>9,132,405</u>
General revenues:		
Property taxes	9,303,247	9,664,537
Voter approved taxes	971,395	243,484
In-lieu of property taxes – developer payments	57,105	268,643
Interest earnings	93,533	140,526
Rental revenue	145,903	139,370
Firefighting personnel reimbursement	49,471	82,452
Recovery of costs – underground fuel tanks	-	326,879
Other	53,055	26,621
Total general revenues	<u>10,673,709</u>	<u>10,892,512</u>
Change in net assets	1,619,133	1,760,107
Net assets – beginning of year	<u>31,672,151</u>	<u>29,912,044</u>
Net assets – end of year	<u>\$ 33,291,284</u>	<u>31,672,151</u>

See accompanying notes to the basic financial statements

Rancho Santa Fe Fire Protection District
Reconciliation of the Balance Sheet of Governmental
Type Funds to the Statement of Net Assets
June 30, 2011

	General Fund	Special Revenue Fund	Total Governmental	Reclassifications & Eliminations	Statement of Net Assets
Assets:					
Cash and cash equivalents	\$ 12,108,904	1,618,125	13,727,029	-	13,727,029
Accrued interest receivable	11,625	6,415	18,040	-	18,040
Accounts receivable	856,909	193,054	1,049,963	-	1,049,963
Property taxes receivable	20,951	-	20,951	-	20,951
Prepaid expenses and deposits	-	-	-	-	-
Due from other funds	613,908	-	613,908	(613,908)	-
Capital assets not being depreciated	-	-	-	8,045,912	8,045,912
Capital assets being depreciated, net	-	-	-	12,612,584	12,612,584
Total assets	13,612,297	1,817,594	-	20,044,588	35,474,479
Liabilities:					
Accounts payable and accrued expenses	1,209,983	-	1,209,983	-	1,209,983
Accrued salaries and wages	317,279	-	317,279	-	317,279
Due to other funds	-	613,908	613,908	(613,908)	-
Workers' compensation claims payable – PASIS	-	-	-	162,497	162,497
Compensated absences	-	-	-	493,436	493,436
Total liabilities	1,527,262	613,908	2,141,170	42,025	2,183,195
Fund balance: (note 6)					
Nonspendable	-	-	-	-	-
Restricted	-	1,203,686	1,203,686	(1,203,686)	-
Committed	556,680	-	556,680	(556,680)	-
Assigned	687,968	-	687,968	(687,968)	-
Unassigned	10,840,387	-	10,840,387	(10,840,387)	-
Total fund balance	12,085,035	1,203,686	13,288,721	(13,288,721)	-
Total liabilities and fund balance	\$ 13,612,297	1,817,594	15,429,891	(13,246,696)	2,183,195
Net assets:					
Net investment in capital assets					\$ 20,658,496
Restricted for capital projects					1,203,686
Unrestricted					11,429,102
Total net assets					33,291,284
Reconciliation:					
Fund balance of governmental funds					13,288,721
Amounts reported for governmental activities in the statement of net assets is different because:					
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet.					
Capital assets not being depreciated					8,045,912
Capital assets being depreciated, net					12,612,584
Long-term liabilities applicable to the District are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities' both current and long-term, are reported in the Statement of Net Assets.					
Workers' compensation claims payable – PASIS					(162,497)
Compensated absences					(493,436)
Net assets of governmental activities					\$ 33,291,284

See accompanying notes to the basic financial statements

Rancho Santa Fe Fire Protection District
Reconciliation of the Statement of Revenues, Expenditures and Changes in
Fund Balance of Governmental Type Funds to the Statement of Activities
For the Fiscal Year Ended June 30, 2011

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total Governmental</u>	<u>Reclassifications & Eliminations</u>	<u>Statement of Activities</u>
Expenditures/Expenses:					
Fire protection operations:					
Salaries and wages	\$ 5,676,067	-	5,676,067	(74,187)	5,601,880
Employee benefits	2,770,728	-	2,770,728	38,692	2,809,420
Contractual services	883,080	-	883,080	-	883,080
Materials and supplies	682,653	-	682,653	-	682,653
Depreciation	-	-	-	654,070	654,070
Capital outlay					
Structures, equipment and vehicles	5,195,083	-	5,195,083	(5,195,083)	-
Total expenditures/expenses	<u>15,207,611</u>	<u>-</u>	<u>15,207,611</u>	<u>(4,576,508)</u>	<u>10,631,103</u>
Program revenues:					
Charges for services – fire protection	824,863	-	824,863	-	824,863
Operating grants and contributions – fire protection	224,569	-	224,569	-	224,569
Capital grants and contributions – fire protection	-	527,095	527,095	-	527,095
Total program revenues	<u>1,049,432</u>	<u>527,095</u>	<u>1,576,527</u>	<u>-</u>	<u>1,576,527</u>
Net program expense	<u>14,158,179</u>	<u>(527,095)</u>	<u>13,631,084</u>	<u>(4,576,508)</u>	<u>9,054,576</u>
General revenues:					
Property taxes	9,303,247	-	9,303,247	-	9,303,247
Voter approved taxes	971,395	-	971,395	-	971,395
In-lieu of property taxes – developer payments	57,105	-	57,105	-	57,105
Interest earnings	43,890	49,643	93,533	-	93,533
Rental income – cellular antennas	145,903	-	145,903	-	145,903
Firefighting personnel reimbursement	49,471	-	49,471	-	49,471
Recovery of costs – underground fuel tanks	-	-	-	-	-
Other	53,055	-	53,055	-	53,055
Total general revenues	<u>10,624,066</u>	<u>49,643</u>	<u>10,673,709</u>	<u>-</u>	<u>10,673,709</u>
Total revenues	<u>11,673,498</u>	<u>576,738</u>	<u>12,250,236</u>		
Excess of revenues over expenditures	<u>(3,534,113)</u>	<u>576,738</u>	<u>(2,957,375)</u>		
Other financing sources(uses):					
Transfers in(out)	3,903,482	(3,903,482)	-		
Net change in fund balance	369,369	(3,326,744)	(2,957,375)	2,957,375	
Change in net assets	-	-	-	1,619,133	1,619,133
Fund balance/Net assets – beginning of year	11,715,666	4,530,430	16,246,096	-	31,672,151
Fund balance/Net assets – end of year	<u>\$ 12,085,035</u>	<u>1,203,686</u>	<u>13,288,721</u>	<u>-</u>	<u>33,291,284</u>

Reconciliation:

Net changes in fund balance of total governmental funds \$ (2,957,375)

Amounts reported for governmental activities in the statement of activities is different because:

Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.

Capital outlay	5,195,083
Depreciation expense	(654,070)

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenses in governmental funds as follows:

Net change in workers' compensation claims payable–PASIS for the current period	(38,692)
Net change in compensated absences for the current period	74,187

Change in net assets of governmental activities \$ 1,619,133

See accompanying notes to the basic financial statements

Rancho Santa Fe Fire Protection District
Notes to the Basic Financial Statements, continued
For the Fiscal Year Ended June 30, 2011

(1) Reporting Entity and Summary of Significant Accounting Policies

A. Organization and Operations of the Reporting Entity

The Rancho Santa Fe Fire Protection District was formed on October 14, 1946 under an order adopted by the County Board of Supervisors. The District spans approximately 42-square miles and protects over 27,751 citizens. The District is governed by a five-person elected Board of Directors. The Board is responsible for establishing policies, guidelines and providing direction for Fire District staff.

B. New Accounting Pronouncements

Government Accounting Standards Board Statement No. 54

For the fiscal year ended June 30, 2011, the District implemented Government Accounting Standards Board Statement No. 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*. The requirements of this statement are effective for the financial statement periods beginning after June 15, 2010.

GASB 54 enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied, and it clarifies the existing governmental fund type definitions. It establishes balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in the governmental funds. These classifications are described in the Fund Equity section of Note 1.D.9.

GASB 54 also provides guidance for classifying stabilization amounts on the face of the balance sheet and requires disclosure of certain information about stabilization arrangements in the notes to the financial statements. The definitions of the general fund, special revenue fund type, capital projects fund type, debt service fund type, and permanent fund type are also clarified by the provisions in this statement.

C. Basis of Accounting and Measurement Focus

The *basic financial statements* of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to the basic financial statements

Financial reporting is based upon all GASB pronouncements, as well as any applicable pronouncements of the Financial Accounting Standards Board (FASB), the Accounting Principals Board (APB), or any Accounting Research Bulletins (ARB) issued on or before November 30, 1989, unless they contradict or conflict with GASB pronouncements.

Government-wide Financial Statements

These statements are presented on an *economic resources* measurement focus and the accrual basis of accounting. Accordingly, all of the District's assets and liabilities, including capital assets, are included in the accompanying Statement of Net Assets. The Statement of Activities presents changes in net assets. Under the accrual basis of accounting, revenues are recognized in the period in which the liability is incurred. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. The types of transactions reported as program revenues for the District are to be reported in three categories, if applicable: 1) charges for services, 2) operating grants and contributions, and, 3) capital grants and contributions. Charges for services include revenues from customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function. Grant and contributions include revenues restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Rancho Santa Fe Fire Protection District
Notes to the Basic Financial Statements, continued
For the Fiscal Year Ended June 30, 2011

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

C. Basis of Accounting and Measurement Focus, continued

Governmental Fund Financial Statements

These statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all major governmental funds. Incorporated into these statements is a schedule to reconcile and explain the differences in net assets as presented in these statements to the net assets presented in the Government-wide Financial Statements. The District has presented its General Fund, as its major fund, in this statement to meet the qualifications of GASB Statement No. 34.

Governmental funds are accounted for on a spending or *current financial resources* measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures and Changes in Fund Balances present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under modified accrual basis of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally 60-days after year-end) are recognized when due. The primary sources susceptible to accrual for the district are property taxes and assessments, interest earnings, investment revenue and operating and capital grant revenues. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, exceptions to this rule include principal and interest on debt, which are recognized when due.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, and then unrestricted resources as they are needed.

The District reports the following major governmental funds:

General Fund – is a government's primary operating fund. It accounts for all financial resources of the District, except those required to be accounted for in another fund when necessary.

Special Revenue Fund – is used for fees collected that can only be used to purchase capital assets.

D. Assets, Liabilities and Net Assets

1. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported changes in District net assets during the reporting period. Actual results could differ from those estimates.

2. Cash and Cash Equivalents

Substantially all of District's cash is invested in interest bearing cash accounts. The District considers all highly liquid investments with initial maturities of three months or less to be cash equivalents.

Rancho Santa Fe Fire Protection District
Notes to the Basic Financial Statements, continued
For the Fiscal Year Ended June 30, 2011

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

D. Assets, Liabilities and Net Assets, continued

3. Investments and Investment Policy

The District has adopted an investment policy directing the Fiscal Officer to deposit funds in financial institutions. Investments are to be made in the following areas:

- San Diego County Pooled Investment Fund (SDCPIF)
- State of California local area investment fund (LAIF)
- U.S. Treasury Bills, Notes, and Bonds
- Negotiable Certificates of Deposit
- Government Agency Securities

Changes in fair value that occur during a fiscal year are recognized as unrealized gains or losses and reported for that fiscal year. Investment income comprises interest earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

San Diego County Pooled Investment Fund

The San Diego County Pooled Investment Fund (SDCPIF) is a pooled investment fund program governed by the County of San Diego Board of Supervisors, and administered by the County of San Diego Treasurer and Tax Collector. Investments in SDCPIF are highly liquid as deposits and withdrawals can be made at anytime without penalty. SDCPIF does not impose a maximum investment limit.

The County of San Diego's bank deposits are either Federally insured or collateralized in accordance with the California Government Code. Pool detail is included in the County of San Diego Comprehensive Annual Financial Report (CAFR). Copies of the CAFR may be obtained from the County of San Diego Auditor-Controller's Office – 1600 Pacific Coast Highway – San Diego, CA 92101.

Local Agency Investment Fund

LAIF is regulated by California Government Code (Code) Section 16429 and is under the management of the State of California Treasurer's Office with oversight provided by the Local Agency Investment Advisory Board.

LAIF is carried at fair value based on the value of each participating dollar as provided by LAIF. The fair value of the District's position in the LAIF is the same as the value of its pooled share. Investments in securities of the U.S. government or its agencies are carried at fair value based on quoted market prices. Bank balances are secured by the pledging of a pool of eligible securities to collateralize the District's deposits with the bank in accordance with the Code.

4. Property Taxes and Assessments

Property tax in California is levied in accordance with Article 13A of the State Constitution at one percent (1%) of countywide assessed valuations. Secured property taxes are levied on July 1 and become delinquent on December 10 and April 10, for the first and second installments, respectively. Unsecured personal property taxes are collected in one installment and become delinquent August 31.

Property taxes are allocated on the County of San Diego's annual tax bills to property owners who receive fire protection service by the District. The County of San Diego Tax Collector's Office collects the property taxes payments from the property owners and transfers the collections to the District's operating fund held with the County Treasurer's Office. The District has adopted the *Teeter Plan* as defined under the California Revenue and Taxation Code. Under the Teeter Plan, the District receives from the County 99.6% of the annual assessed secured and unsecured property taxes, with the County responsible for the collection of any delinquent property taxes.

Therefore, the County receives the benefits of collecting all penalty and interest charges on the delinquent property taxes; hence, no accrual for uncollected property taxes is recorded at year-end.

Rancho Santa Fe Fire Protection District
Notes to the Basic Financial Statements, continued
For the Fiscal Year Ended June 30, 2011

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

D. Assets, Liabilities and Net Assets, continued

5. Prepaid Expenses

Certain payments to vendors reflects costs or deposits applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

6. Capital Assets

Capital assets are recorded in the government-wide financial statements. Included in capital assets are land, building, building improvements, equipment and furniture and fixtures. District policy has set the capitalization threshold for reporting capital assets at \$10,000. Donated assets are recorded at estimated fair market value at the date of donation. Capital outlay is recorded as expenditures of the General Fund and as assets in the government-wide financial statements to the extent the District's capitalization threshold is met. Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets as follows:

- Structures and improvements – 20 to 40 years
- Equipment and vehicles – 5 to 10 years

7. Compensated Absences

The District's policy is to permit full time employees to accumulate earned vacation leave. Safety employees with more than one year but less than 4 years may accumulate 144 hours of vacation per year; 168 hours for the fifth through ninth year of employment; 192 hours for the tenth through fourteenth year of employment; 240 hours for the fifteenth through nineteenth; and 288 hours thereafter. Safety management positions accrue vacation leave from 15 to 25 days per year depending on their position. Administrative employees in their first through fifth year may accumulate 80 hours of vacation per year; 120 hours for the sixth through tenth year; 136 hours for the eleventh through fifteenth year; 160 hours for the sixteenth through twentieth; and 200 hours after 21 years. Vacations may accumulate beyond the end of the calendar year.

8. Net Assets

The financial statements utilize a net assets presentation. Net assets are categorized as follows:

- **Net Investment in Capital Assets** – This component of net assets consists of capital assets, net of accumulated depreciation and reduced by any outstanding debt outstanding against the acquisition, construction or improvement of those assets.
- **Restricted Net Assets** – This component of net assets consists of constraints placed on net assets use through external constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- **Unrestricted Net Assets** – This component of net assets consists of net assets that do not meet the definition of *restricted* or *net investment in capital assets*.

Rancho Santa Fe Fire Protection District
Notes to the Basic Financial Statements, continued
For the Fiscal Year Ended June 30, 2011

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

D. Assets, Liabilities, Net Assets, continued

9. Fund Balance

The financial statements, governmental funds report fund balance as nonspendable, restricted, committed, assigned or unassigned based primarily on the extent to which the District is bound to honor constraints on how specific amounts can be spent.

- **Nonspendable fund balance** – amounts that cannot be spent because they are either (a) not spendable in form or (b) legally or contractually required to be maintained intact.
- **Restricted fund balance** – amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions enabling legislation.
- **Committed fund balance** – amounts that can only be used for specific purposes determined by formal action of the District’s highest level of decision-making authority (the Board of Directors) and that remain binding unless removed in the same manner. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.
- **Assigned fund balance** – amounts that are constrained by the District’s intent to be used for specific purposes. The intent can be established at either the highest level of decision-making, or by a body or an official designated for that purpose. This is also the classification for residual funds in the District’s special revenue funds.
- **Unassigned fund balance** – the residual classification for the District’s general fund that includes amounts not contained in the other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes.

The Board of Directors established, modifies or rescinds fund balance commitments and assignments by passage of an ordinance or resolution. This is done through adoption of the budget and subsequent budget amendments that occur throughout the year.

When both restricted and unrestricted resources are available for use, it is the District’s policy to use restricted resources first, followed by the unrestricted, committed, assigned and unassigned resources as they are needed.

Fund Balance Policy

The District believes that sound financial management principles require that sufficient funds be retained by the District to provide a stable financial base at all times. To retain this stable financial base, the District needs to maintain an unrestricted fund balance in its funds sufficient to fund cash flows of the District and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed, assigned and unassigned fund balances are considered unrestricted.

The purpose of the District’s fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.

Rancho Santa Fe Fire Protection District
Notes to the Basic Financial Statements, continued
For the Fiscal Year Ended June 30, 2011

(2) Cash and Cash Equivalents

Cash and cash equivalents as of June 30, 2011, consist of the following:

Deposits held with financial institutions	\$ 474,982
Deposits held with San Diego County Pooled Investment Fund (SDCPIF)	10,145,149
Deposits held with California Local Agency Investment Fund (LAIF)	2,475,455
Deposits held with Public Agencies Self Insurance System (PASIS)	534,415
Deposits held at NCDJPA (Mobile Data Computer- MDC)	97,028
Total	\$ 13,727,029

As of June 30, 2011, the District's authorized deposits had the following maturities:

Deposits held with San Diego County Pooled Investment Fund (SDCPIF)	425 days
Deposits held with the California Local Agency Investment Fund (LAIF)	237 days
Deposits held with PASIS are primarily held with SDCPIF	425 days

Authorized Deposits and Investments

Under provisions of the District's investment policy, and in accordance with Section 53601 of the California Government Code, the District may invest in certain types of investments as listed in Note 1.D.3 to the financial statements.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. Of the bank balances, up to \$250,000 is federally insured per institution and the remaining balance is collateralized in accordance with the Code; however, the collateralized securities are not held in the District's name.

The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Code and the District's investment policy contain legal and policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as SDCPIF and LAIF).

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. The longer the maturity an investment has the greater its fair value has sensitivity to changes in market interest rates. The District's investment policy follows the Code as it relates to limits on investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

Rancho Santa Fe Fire Protection District
Notes to the Basic Financial Statements, continued
For the Fiscal Year Ended June 30, 2011

(2) Cash and Cash Equivalents, continued

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization; however, LAIF is not rated. As of June 30, 2011, the District's investment in the SDCPIF was rated by Standard & Poor's as AA Af / S1.

Concentration of Credit Risk

The District's investment policy contains various limitations on the amounts that can be invested in any one governmental agency or non-governmental issuer as stipulated by the California Government Code. The District's deposit portfolio with governmental agencies, SDCPIF and LAIF, are 74% and 18% of the District's total depository and investment portfolio, respectively. There were no investments in any one non-governmental issuer that represent 5% or more of the District's total investments.

(3) Capital Assets

Changes in capital assets for the year were as follows:

	<u>Balance 2010</u>	<u>Additions</u>	<u>Deletions/ Transfers</u>	<u>Balance 2011</u>
Non-depreciable assets:				
Land	\$ 3,374,840	-	-	3,374,840
Construction-in progress	1,403,374	3,379,552	(111,853)	4,671,073
Total non-depreciable assets	<u>4,778,214</u>	<u>3,379,552</u>	<u>(111,853)</u>	<u>8,045,913</u>
Depreciable assets:				
Structures and improvements	12,514,253	1,699,885	-	14,214,138
Equipment and vehicles	3,951,976	227,499	(81,475)	4,098,000
Total depreciable assets	<u>16,466,229</u>	<u>1,927,384</u>	<u>(81,475)</u>	<u>18,312,138</u>
Accumulated depreciation:				
Structures and improvements	(2,639,995)	(323,392)	-	(2,963,387)
Equipment and vehicles	(2,486,965)	(330,678)	81,475	(2,736,168)
Total accumulated depreciation	<u>(5,126,960)</u>	<u>(654,070)</u>	<u>81,475</u>	<u>(5,699,555)</u>
Total depreciable assets, net	<u>11,339,269</u>	<u>1,273,314</u>	<u>-</u>	<u>12,612,583</u>
Total capital assets, net	<u>\$ 16,117,483</u>			<u>20,658,496</u>

Major capital asset additions during the year totaled \$5,195,083 and included construction-in-process at the Fairbanks Station (\$3,379,552), the remaining purchase price of the administration building and parking lot (\$1,588,032), one staff vehicle (\$27,385), administration building furnishings and equipment (\$188,613), and Fairbanks Station equipment (\$11,501).

Rancho Santa Fe Fire Protection District
Notes to the Basic Financial Statements, continued
For the Fiscal Year Ended June 30, 2011

(4) Compensated Absences

The District's policy is to permit employees to accumulate earned vacation. The liability for vested vacation leave is recorded as an expense when earned. Upon termination or retirement, employees are entitled to receive compensation at their current base salary for all unused vacation.

The changes to compensated absences balances at June 30, were as follows:

Balance 2010	Earned	Taken	Balance 2011
\$ 516,993	562,453	(586,010)	493,436

(5) Unrestricted Net Assets

Unrestricted net assets are designated for the following purposes:

Description	Amount
Unrestricted:	
Public Agency Self Insurance System	\$ 394,183
Advanced life support equipment	97,504
Mobile data computer equipment	97,028
Six-month operating reserve	4,572,008
Capital projects reserve	4,568,379
CalPERS retirement reserve	1,700,000
Total unrestricted net assets	\$ 11,429,102

The District receives a bulk of its funding from the San Diego County Tax Collector at the end of the months of December and April, which coincides with the property tax payment dates of December 10 and April 10. The District will need to utilize its six-month operating reserve until this funding is received.

(6) Fund Balance

Fund balances are presented in the following categories: nonspendable, restricted, committed, assigned, and unassigned (See Note 1.D.9 for a description of these categories). A detailed schedule of fund balances and their funding composition at June 30, 2011 is as follows:

Description	Amount
Restricted:	
Capital projects	\$ 1,203,686
Committed:	
Public Agency Self Insurance System	556,680
Assigned:	
Advanced life support equipment	97,504
Mobile data computer equipment	97,028
Compensated absences	493,436
Sub-total assigned	687,968
Unassigned:	
Six-month operating reserve	4,572,008
Capital projects reserve	4,568,379
CalPERS retirement reserve	1,700,000
Sub-total unassigned	10,840,387
Total fund balance	\$ 13,288,721

Rancho Santa Fe Fire Protection District
Notes to the Basic Financial Statements, continued
For the Fiscal Year Ended June 30, 2011

(7) Deferred Compensation Savings Plan

For the benefit of its employees, the District participates in a 457 Deferred Compensation Program (Program). The purpose of this Program is to provide deferred compensation for public employees that elect to participate in the Program. Generally, eligible employees may defer receipt of a portion of their salary until termination, retirement, death or unforeseeable emergency. Until the funds are paid or otherwise made available to the employee, the employee is not obligated to report the deferred salary for income tax purposes.

Federal law requires deferred compensation assets to be held in trust for the exclusive benefit of the participants. Accordingly, the District is in compliance with this legislation. Therefore, these assets are not the legal property of the District, and are not subject to claims of the District's general creditors. Market value of the plan assets held in trust by ING Life Insurance and Annuity Company at June 30, 2011 was \$5,196,523.

The District has implemented GASB Statement No. 32, *Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*. Since the District has little administrative involvement and does not perform the investing function for this plan, the assets and related liabilities are not shown on the statement of net assets.

(8) Health Retirement Savings Account

For the benefit of its employees, the District established, with the consent of a Trustee, a trust that is known as RSFFPD VEBA Health Savings Trust (Trust). The effective date of the Trust was January 1, 2006. The purposes of the Trust are (1) to provide a source of funds to pay benefits and administrative expenses under the District's Medical Retirement Savings Plan (Plan), and (2) to permit Trust assets to be invested and such earnings thereon to be not taxable under the Internal Revenue Code (Code).

All assets of the Plan are held in the Trust by the Trustee. The Trust is intended to qualify as a tax exempt trust under the Section 501(c)(9) of the Code. The assets held in the trust are for the exclusive benefit of the participants. Therefore, these assets are not the legal property of the District and are not subject to claims of the District's general creditors. Market value of the plan assets held in trust by ING Life Insurance and Annuity Company at June 30, 2011 was \$1,005,374.

(9) Defined Benefit Pension Plan

Plan Description

The District contributes to the California Public Employees Retirement System (CalPERS), a cost-sharing multi-employer defined benefit pension plan. CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. CalPERS acts as a common investment and administrative agent for participating public agencies within the State of California. Benefit provisions and all other requirements are established by state statute and the Agency. Copies of CalPERS annual financial report may be obtained from their executive Office: 400 P Street, Sacramento, CA, 95814.

Funding Policy

The contribution rate for plan members in the Safety CalPERS 3.0% at 50 Risk Pool Retirement Plan is 9% of their annual salary, and the contribution rate for plan members in the Miscellaneous CalPERS 2.7% at 55 Risk Pool Retirement Plan is 8% of their annual covered salary. The District makes these contributions required of District employees on their behalf and for their account. Also, the District is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The required employer contribution rates for the Safety Plan and the Miscellaneous Plan for fiscal years 2011, 2010 and 2009 are noted below. The contribution requirements of the plan members are established by State statute, and the employer contribution rate is established and may be amended by CalPERS. For fiscal years 2011, 2010 and 2009, the District's annual contributions for the CalPERS plan were equal to the District's required and actual contribution for each fiscal year as follows:

Rancho Santa Fe Fire Protection District
Notes to the Basic Financial Statements, continued
For the Fiscal Year Ended June 30, 2011

(9) Defined Benefit Pension Plan, continued

Three Year Funding Information:

<u>Fiscal Year</u>	<u>Annual Pension Cost (APC)</u>	<u>Percentage of APC Contributed</u>	<u>Net Pension Obligation</u>	<u>APC - Safety Percentage of Payroll</u>	<u>APC - Misc Percentage of Payroll</u>
2009	\$ 1,330,952	100%	-	17.609%	11.056%
2010	1,363,829	100%	-	17.983%	11.476%
2011	1,321,448	100%	-	19.094%	11.830%

(10) Risk Management

The District is exposed to various risks of loss and has effectively managed risk through a combination of insurance, with deductibles, self-insurance, and employee education and prevention programs. Expenditures and claims are recognized when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. In determining claims, events that might create claims, but for which none have been reported, are considered. In addition, there were no settlements or claims in the past three years that exceeded insurance coverage.

The District is self-insured for workers' compensation benefits. The District is one of nine participants in the Public Agency Self-Insurance System (PASIS). PASIS is a joint-powers authority which was established in 1977 for the purpose of operating and maintaining a cooperative program of self-insurance and risk management for workers' compensation. There is no pooling of workers' compensation liability between the participants, and each participant self-insures their liability up to \$500,000 per occurrence. All members are responsible for paying their own claims and related expenses. PASIS may advance funds to members who have incurred large losses; however, these advances must be repaid. Excess insurance is purchased above the self-insured retention. As of June 30, 2011, the liability for workers' compensation claims payable was estimated at \$162,497.

Changes in workers' compensation claims payable for the year ended June 30, 2011, were as follows:

Estimated claims, beginning of year	\$ 123,805
Estimated claims incurred	151,523
Revised prior claims estimate	(9,256)
Claim payments	<u>(103,575)</u>
Estimated claims, end of year	<u>\$ 162,497</u>

The District is insured for a variety of potential exposures. The following is a summary of the insurance policies carried by the District as of June 30, 2011:

- General liability: \$1,000,000 per occurrence and \$3,000,000 aggregate. The District purchased additional excess coverage layers: \$10 million per occurrence and \$20 million aggregate for general and auto liability, which increases the limits on the insurance coverage noted above.
- Auto liability: \$1,000,000 liability limits and deductibles applied to specific vehicles with a \$1,000 deductible on Comprehensive and Collision, and other vehicles have a \$1,000 deductible on Comprehensive and on Collision.

(11) Commitments

In October 2009, the District and the cities of Del Mar, Encinitas, and Solana Beach entered into a two-year cooperative agreement which provides the participating agencies to share management services as a means to reduce costs and create operational efficiencies. In 2010, the participating agencies amended the agreement to further reduce costs by more effectively sharing fire management services. The goal of the Fire District is to maximize efficiencies and save public money while providing top-notch customer service.

Rancho Santa Fe Fire Protection District
Notes to the Basic Financial Statements, continued
For the Fiscal Year Ended June 30, 2011

(12) Governmental Accounting Standards Board Statements Issued, Not Yet Effective

The Governmental Accounting Standards Board (GASB) has issued several pronouncements prior to June 30, 2011, that have effective dates that may impact future financial presentations.

Governmental Accounting Standards Board Statement No. 60

In November 2010, the GASB issued Statement No.60, *Accounting and Financial Reporting for Service Concession Arrangements*. This standard address how to account for and report service concession arrangements (SCAs), a type of public-private or public-public partnership that state and local governments are increasingly entering into. This statement is effective for financial statements for periods beginning after December 15, 2011. The impact of the implementation of this Statement to the District's financial statements has not been assessed at this time.

Governmental Accounting Standards Board Statement No. 61

In November 2010, the GASB issued Statement No.61, *The Financial Reporting Entity, Omnibus*. This standard is designed to improve financial reporting for governmental entities by amending the requirements of GASB Statement No. 14, *The Financial Reporting Entity*, and GASB Statement No. 34, *Basic Financial Statement and Management's Discussion and Analysis for State and local Governments*. This statement is effective for financial statements for periods beginning after December 15, 2011. The impact of the implementation of this Statement to the District's financial statements has not been assessed at this time.

Governmental Accounting Standards Board Statement No. 63

In June 2011, the GASB issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. This standard is designed to improve financial reporting by standardizing the presentation of deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. This statement is effective for financial statements for periods beginning after December 15, 2011. The impact of the implementation of this Statement to the District's financial statements has not been assessed at this time.

Governmental Accounting Standards Board Statement No. 64

In June 2011, the GASB issued Statement No. 64, *Derivative Instruments: Application of Hedge Accounting Termination Provisions – an amendment of GASB Statement No. 53*. This standard is designed to improve financial reporting by clarifying the circumstances in which hedge accounting should continue when a swap counterparty, or swap counterparty's credit support provider, is replaced. This statement is effective for financial statements for periods beginning after December 15, 2011. The impact of the implementation of this Statement to the District's financial statements has not been assessed at this time.

(13) Contingencies

Litigation

In the ordinary course of operations, the District is subject to other claims and litigation from outside parties. After consultation with legal counsel, the District believes the ultimate outcome of such matters, other than the matter discussed above, will not materially affect its financial condition.

(14) Subsequent Events

Events occurring after June 30, 2011 have been evaluated for possible adjustment to the financial statements or disclosure as of September 30, 2011, which is the date the financial statements were available to be issued.

Required Supplementary Information

Rancho Santa Fe Fire Protection District
Budgetary Comparison Schedule – General Fund
For the Fiscal Year Ended June 30, 2011

	Adopted Original Budget	Board Approved Changes	Revised Budget	Actual Budgetary Basis	Variance Positive (Negative)
Expenditures/Expenses:					
Fire protection operations:					
Salaries and wages	\$ 5,918,000	-	5,918,000	5,676,067	241,933
Employee benefits	2,812,000	-	2,812,000	2,770,728	41,272
Contractual services	1,034,000	-	1,034,000	883,080	150,920
Materials and supplies	648,000	-	648,000	682,653	(34,653)
Capital outlay	6,672,730	-	6,672,730	5,195,083	1,477,647
Total expenditures/expenses	17,084,730	-	17,084,730	15,207,611	1,877,119
Program revenues:					
Charges for services – fire protection	605,000	-	605,000	824,863	219,863
Operating grants and contributions – fire protection	227,000	-	227,000	224,569	(2,431)
Total program revenues	832,000	-	832,000	1,049,432	217,432
General revenues:					
Property taxes	9,374,000	-	9,374,000	9,303,247	(70,753)
Voter approved taxes	979,000	-	979,000	971,395	(7,605)
In-lieu of property taxes – developer payments	120,000	-	120,000	57,105	(62,895)
Interest earnings	89,000	-	89,000	43,890	(45,110)
Rental income – cellular antennas	144,000	-	144,000	145,903	1,903
Firefighting personnel reimbursement	25,000	-	25,000	49,471	24,471
Other	89,000	-	89,000	53,055	(35,945)
Total general revenues	10,820,000	-	10,820,000	10,624,066	(195,934)
Total revenues	11,652,000	-	11,652,000	11,673,498	21,498
Excess of revenues over(under) expenditures	(5,432,730)	-	(5,432,730)	(3,534,113)	1,898,617
Other financing sources(uses):					
Transfers in(out)	4,892,047	-	4,892,047	3,903,482	(988,565)
Net change in fund balance	(540,683)	-	(540,683)	369,369	910,052
Fund balance – beginning of year	11,715,666	-	11,715,666	11,715,666	
Fund balance – end of year	\$ 11,174,983	-	11,174,983	12,085,035	

Rancho Santa Fe Fire Protection District
Budgetary Comparison Schedule – Special Revenue Fund
For the Fiscal Year Ended June 30, 2011

	<u>Adopted Original Budget</u>	<u>Board Approved Changes</u>	<u>Revised Budget</u>	<u>Actual Budgetary Basis</u>	<u>Variance Positive (Negative)</u>
Expenditures/Expenses:					
Capital outlay					
Structures, equipment and vehicles	\$ -	-	-	-	-
Total expenditures/expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program revenues:					
Capital grants and contributions – fire protection	\$ 537,500	-	537,500	527,095	(10,405)
Total program revenues	<u>537,500</u>	<u>-</u>	<u>537,500</u>	<u>527,095</u>	<u>(10,405)</u>
General revenues:					
Interest earnings	79,500	-	79,500	49,643	(29,857)
Total general revenues	<u>79,500</u>	<u>-</u>	<u>79,500</u>	<u>49,643</u>	<u>(29,857)</u>
Total revenues	<u>617,000</u>	<u>-</u>	<u>617,000</u>	<u>576,738</u>	<u>(40,262)</u>
Excess of revenues over expenditures	617,000	-	617,000	576,738	(40,262)
Other financing sources(uses):					
Transfers in(out)	(4,892,047)	-	(4,892,047)	(3,903,482)	(988,565)
Net change in fund balance	<u>(4,275,047)</u>	<u>-</u>	<u>(4,275,047)</u>	<u>(3,326,744)</u>	<u>(1,028,827)</u>
Fund balance – beginning of year	4,530,430	-	4,530,430	4,530,430	
Fund balance – end of year	\$ <u>255,383</u>	<u>-</u>	<u>255,383</u>	<u>1,203,686</u>	

Notes to Required Supplementary Information

(1) Budgets and Budgetary Data

The District follows specific procedures in establishing the budgetary data reflected in the financial statements. Each year the District’s District Manager and Fiscal Officer prepares and submits an operating budget to the Board of Directors for the General Fund and Mitigation Fund no later than June of each year. The basis used to prepare the budget does not differ substantially from the modified accrual basis of accounting. The adopted budget becomes operative on July 1. The Board of Directors must approve all supplemental appropriations to the budget and transfers between major accounts. The District’s annual budget is presented as a balanced budget (inflows and reserves equal outflows and reserves) adopted for the General Fund at the detailed expenditure-type level.

The District presents a comparison of the annual budget to actual results for the General Fund at the functional expenditure-type major object level for financial reporting purposes. The budgeted expenditure amounts represent the adopted budget. No Board approved supplemental appropriations were made. The budgeted revenue amounts represent the adopted budget as originally approved.

Report on Compliance and Internal Controls



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Independent Auditor's Report on Internal Controls Over Financial Reporting And on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Board of Directors
 Rancho Santa Fe Fire Protection District
 Rancho Santa Fe, California

We have audited the basic financial statements of the Rancho Santa Fe Fire Protection District (District) as of and for the year ended June 30, 2011 and have issued our report thereon dated September 30, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audits, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board of Directors and management and is not intended to be and should not be used by anyone other than these specified parties.

*Charles Z. Fedak & Co. CPAs
 An Accountancy Corporation*

Charles Z. Fedak and Company, CPA's – An Accountancy Corporation
 Cypress, California
 September 30, 2011

STAFF REPORT

NO. 11-28

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL
SUBJECT: FIRE PREVENTION BUREAU
DATE: DECEMBER 9, 2011



BACKGROUND

In the early 2000s, a major construction growth period took place within the fire district. In response to this growth, the fire prevention bureau increased to peak staffing with a six personnel. The bureau also augmented its staff by using overtime personnel from fire suppression so that it could keep up with the demands for increased requests for inspections. During this same period, additional personnel were hired to meet the high customer service levels of the district. The bureau, because of the unique shelter in place communities, employed personnel with specific technical skills to meet district's threats. This hiring practice resulted with the bureau unable to create an organizational structure to accommodate a defined career path for the fire prevention personnel.

The District's bureau has evolved to its current Board authorized organizational structure, Attachment 1. The Fire Marshal position manages a prevention staff that consists of Urban Forester (1); Fire Prevention Specialists (2); Public Relations Coordinator (1), and Office Support Coordinator (1) positions.

CURRENT SITUATION

With the recent retirement of Fire Marshal Hunter and the departure of a fire prevention specialist, the bureau has two vacancies from the positions authorized in the District's financial plan. The district's was not successful in the recent recruitment and selection process to hire for the vacant Fire Marshal position. This result created an opportunity for the management team to analyze the current organizational structure, evaluate, and determine any areas for improvement. It was concluded that the bureau's structure does not have a clear and well-defined career path for fire prevention personnel to follow, since the current structure was established to meet the needs of a rapidly growing community that had specific areas of need due to that growth.

With a slowdown in construction and two vacancies in the prevention bureau, the district has an opportunity to reorganize and create a fire prevention bureau that will meet the needs of the future based on the current growth of the community. This analysis has provided

management the opportunity to identify strengths and weaknesses within the current structure. The strength of its current structure can be attributed to the proficiency and experience of its staff. However, the current structure is the bureaus primary weakness. The organizational structure can be modified to better develop current personnel to meet todays and future needs of the district and community while providing staff personal growth and career development.

The management team is proposing a new organizational structure for the prevention bureau, which will offer its personnel a defined career path and will allow them to prepare for future opportunities, which may be presented to them (Attachment 2). The proposed organizational structure will also allow more opportunities for individuals to be better cross-trained in all aspect of the bureau. This proposed structure will provide efficiency, flexibility, and cost savings for the organization to grow and meet future needs of the District.

RECOMMENDATION

The management team recommends a two-phase approach to this transition.

Phase One

1. Test and promote suppression Captain to the rank of Battalion Chief/Fire Marshal to manage and coordinate the day-to-day operations of the fire prevention bureau. This would be a management exempt position that would also have limited Human Resource responsibilities.
2. Test and promote one current person in the fire prevention bureau to the rank of Deputy Fire Marshal to oversee and supervise the remaining personnel in the bureau.
3. Eliminate one Fire Prevention Specialist position from the Board approved authorized list of personnel.
4. Reclassify the Public Relations Coordinator position to Public Education Coordinator and move this position to report directly to the Fire Chief.

Phase Two

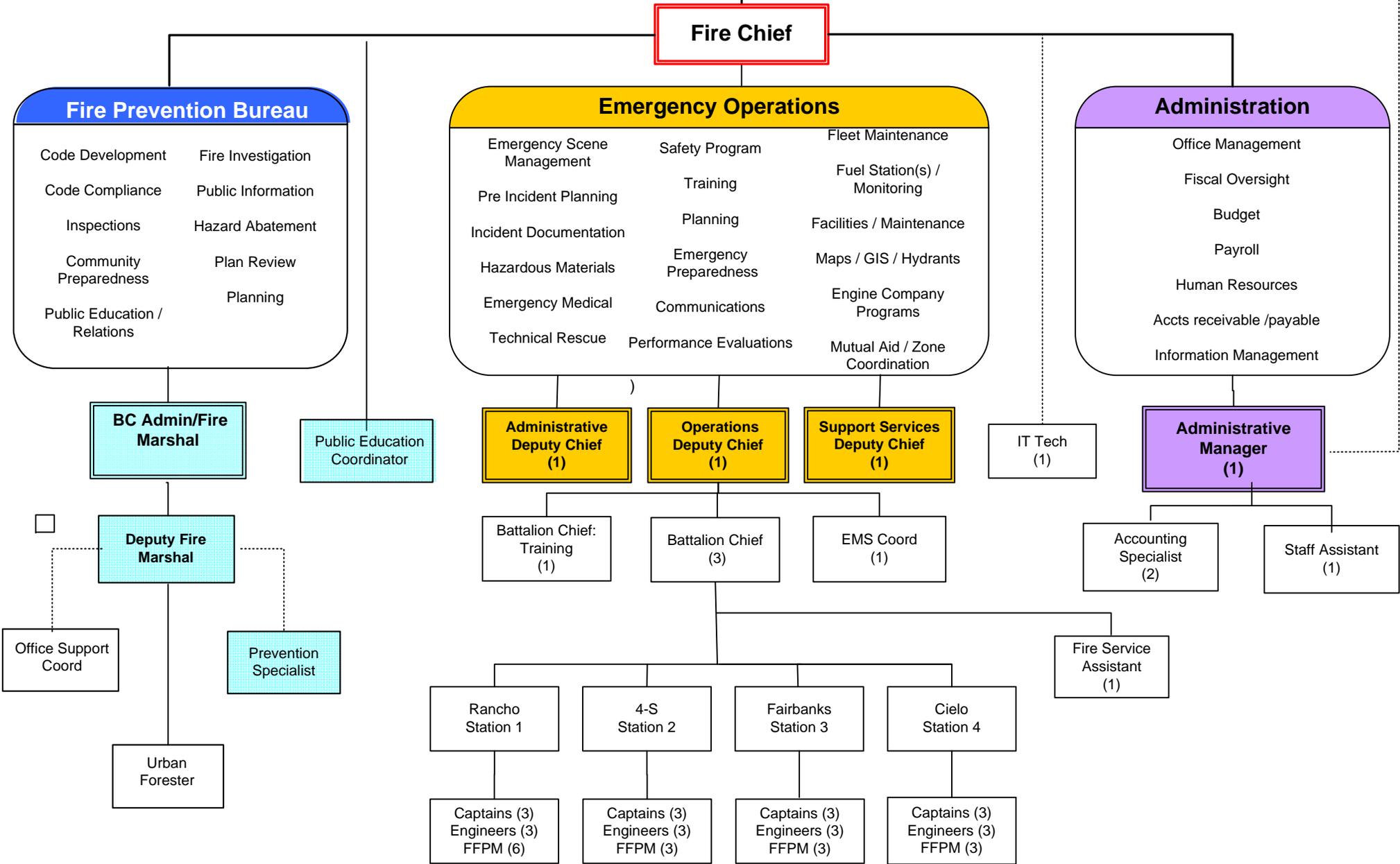
1. Through attrition, eliminate or hire positions based on the current conditions and/or needs

ATTACHMENTS

- Proposed Organization Chart – Phase 1
- Example Organization Chart – Phase 2
- Prevention Bureau Personnel Costs

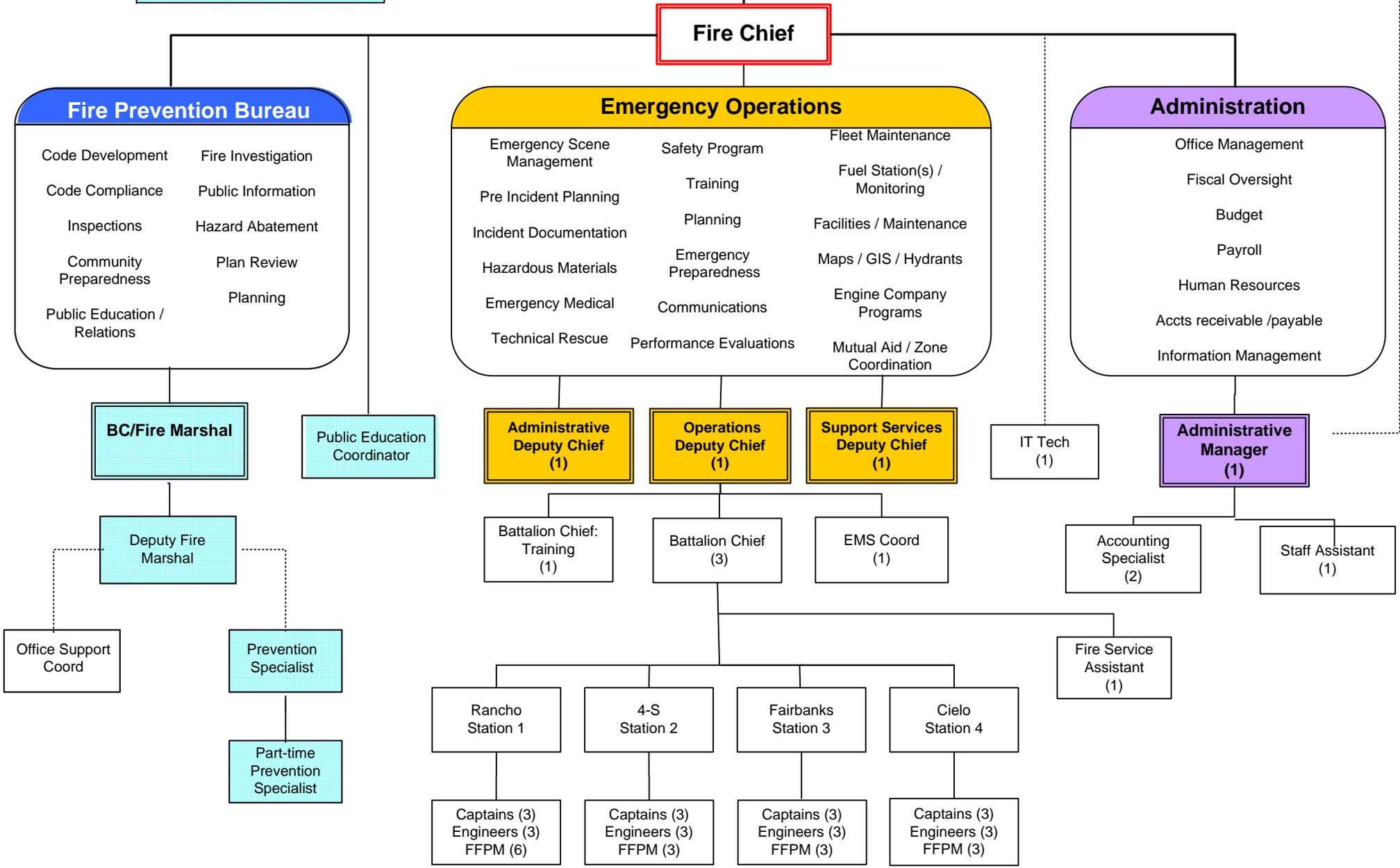
Proposed Phase One
Organization
Chart

Board of Directors



Example
Phase Two
Organization Chart

Board of Directors



Current Prevention Bureau - Board Authorized Positions							
Position	Salary	#	Total comp	Overall Cost			
Fire Marshal*	129,000	1	208,478	208,478			
Fire Prevention Specialist	66,817	2	107,797	215,594			
Urban Forester	97,068	1	151,815	151,815			
Public Relation Coordinator	68,503	1	110,015	110,015			
Office Support Coordinator	45,988	1	80,094	80,094			
				765,996		\$765,996	

Proposed Preention Bureau - Phase 1							
Position	Salary	#	Total comp	Overall Cost			
Admin/FP Battalion Chief*	116,796	1	205,989	205,989			
Deputy Fire Marshal	88,000	1	130,226	130,226			
Urban Forester	97,068	1	151,815	151,815			
Public Education Coordinator **	68,503	1	110,015	110,015			
Office Support Coordinator	45,988	1	80,094	80,094			
Fire Prevention Specialist	66,817	0	107,797				
* Safety position. All others non-safety				678,139		(\$87,857)	\$20,000 +/-

Proposed Fire Prevention Re-Org Phase II							
Position	Salary	#	Total comp	Overall Cost			
Battalion Chief/Fire Marshal***	116,796	1	205,989	205,989			
Deputy Fire Marshal	88,000	1	130,226	130,226			
Urban Forester	97,068	1	151,815				
Public Education Coordinator**	68,503	1	110,015	110,015			
Office Support Coordinator	45,988	1	80,094	80,094			
Fire Prevention Specialist	66,817	0	107,797	107,797			
Part time Prevention Specialist (as needed)							
				634,121		(\$44,018)	

STAFF REPORT

NO. 11-29

TO: BOARD OF DIRECTORS
TONY J MICHEL, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: ESTABLISHING COMMITTED AND/OR CONSTRAINED FUND
BALANCES FOR FY12

DATE: DECEMBER 7, 2011



RECOMMENDATION

Staff recommends the board approve Resolution No. 2011-08 as submitted.

BACKGROUND

Pursuant to the implementation of Government Accounting Standards Board (GASB) Statement 54, the Board of Directors approved Policy 3036 (Fund Balance Reporting and Governmental Fund Type Designations) June 15, 2011. GASB 54 distinguishes the fund balance between amounts that are divided into the following five classifications:

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

CURRENT SITUATION

At the completion of the independent audit, staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long and short term financial needs of the District. Resolution No. 2011-08 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs.

RESOLUTION NO. 2011-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO
SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING COMMITTED
AND/OR CONSTRAINED FUND BALANCES FOR FY12

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 beginning FY12 the following funds are committed and/or constrained for use as allocated:

Restricted	
Fire Mitigation Fund	\$1,203,686
Committed	
Public Agency Self Insurance System	\$556,680
Assigned	
Advance life support equipment	\$97,504
Mobile date computer equipment	\$97,028
Compensated absences	\$493,436
TOTAL	\$2,448,334

BE IT FURTHER RESOLVED that the remaining fund balances is considered unassigned effective July 1, 2011 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 December 14, 2011 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

	30-Jun-11	Balance Adjustment	1-Jul-11
Equity			
NCDJPA (MDC)	\$ 97,028.06		\$ 97,028.06
ALS Equipment Reserve	\$ 97,504.40		\$ 97,504.40
PASIS Reserve	\$ 394,183.10		\$ 394,183.10
	\$ 588,715.56		\$ 588,715.56
Reserve - General			
Undesignated	\$ 322,008.37	\$ (322,008.37)	\$ -
GL Adjustments (prior year)			
Designated for Prepaid CalPERS	\$ -		\$ -
Designated for Prepaid Asset	\$ -		\$ -
CalPERS Reserve	\$ 1,700,000.00	\$ (500,000.00)	\$ 1,200,000.00
Operating Reserve	\$ 4,250,000.00	\$ 250,000.00	\$ 4,500,000.00
	\$ 6,272,008.37		\$ 5,700,000.00
Reserve - Capital (Specified)			
Capital Replacement Reserves	\$ 4,568,379.14	\$ 572,008.37	\$ 5,140,387.51
Capital Replacement Reserves			
Capital Assets Net to Related Debt	\$ -		\$ -
Total Designated Capital Reserves (Prior Year)	11,429,103.07		11,429,103.07
Net Change (FY)	\$ -		\$ -
Total Equity	\$ 11,429,103.07		\$ 11,429,103.07
Accumulated Depreciation			
Capital Replacement Reserves	\$ 4,568,379.14		\$ 5,140,387.51
	80.2%		90.2%