



**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

March 14, 2018
1:00 pm PT
Regular Meeting

RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

Pledge of Allegiance

1. Roll Call
2. Public Comment

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

3. Consent Calendar

a. Board of Directors Minutes

Board of Directors minutes of February 24, 2018

ACTION REQUESTED: **Approve**

b. Receive and File

i. Monthly/Quarterly Reports

(1) List of Demands Check 29735 thru 29844, Electronic File Transfers (EFT), and Wire Transfer(s) for the period February 1 – 28, 2018 totaling:	\$ 276,321.85
Wire Transfer(s) period February 1 – 28, 2018	\$ 209,846.80
Payroll for the period February 1 – 28, 2018	\$ <u>696,036.08</u>
TOTAL DISTRIBUTION	\$1,182,204.73

(2) Activity Reports – February 2018

- i. Operations
- ii. Training
- iii. Fire Prevention

- iv. Correspondence - letters/cards were received from the following members of the public:
 - None

ACTION REQUESTED: [Information](#)

4. Old Business

- a. None

5. New Business

- a. Budget Authorization

To discuss and/or approve the purchase of a replacement vehicle. [Staff Report 18-06](#)

ACTION REQUESTED: [Authorize purchase](#)

- b. Administrative Policy A100.11 – Ticket and Passes Distribution Policy – ratification

To discuss and/or ratify the District policy to identify a procedure for accepting, distributing and the reporting of tickets or passes given or received by a District employee. [Staff Report 18-07](#)

ACTION REQUESTED: [Ratify administrative policy](#)

6. Oral Report

- a. Fire Chief – Michel

- b. Operations – Deputy Chief

- c. Volunteer – Division Chief

- d. Training – Battalion Chief

- e. Fire Prevention – Fire Marshal

- f. Administrative Manager

- i. Form 700 – Filing NLT April 1, 2018
- ii. RFP Financial Audit Services – Update
- iii. Recognition Dinner – April 21, 2018

- g. Board of Directors

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

7. Adjournment

The next special (in lieu of regular) meeting Board of Directors meeting to be April 18, 2018 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Special (*in lieu of regular*)
Meeting Agenda
Wednesday, February 14, 2018, 2018 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on March 8, 2018 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on March 8, 2018

Karlena Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – February 14, 2018

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

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm. *Meeting convened at 18040 Calle Ambiente, Rancho Santa Fe for the Pledge of Allegiance, Roll Call, and Special Presentations*

Pledge of Allegiance

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

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner - *Director Hillgren participated via teleconference and joined at 1:35pm.*

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Dave McQuead, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlana Rannals, Board Clerk.

2. Special Presentations

a. Badge Presentations

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

Promotion

1. Paul Lorenzo, Captain (*November 16, 2017*)
2. Correy Cooper, Captain (*January 16, 2018*)
3. Brian Salameh, Captain (*January 16, 2018*)
4. Cole Thompson, Captain (*January 16, 2018*) – (*unable to attend*)
5. Paul Roman, Engineer (*November 16, 2017*)
6. John Carey, Engineer (*January 16, 2018*)
7. Brian Ciuchta, Engineer (*January 16, 2018*)
8. Cory Ender, Engineer (*January 16, 2018*)
9. Jake Elkins, Engineer (*January 16, 2018*)
10. Matt Sivba, Engineer (*January 16, 2018*)

Off Probation

1. Michael Weeks (*December 1, 2017*)
2. Jacob Barkhimer (*January 3, 2018*)
3. Chasen Cantrell (*January 3, 2018*)
4. Alexander Trottier (*January 3, 2018*)

Chief Cox introduced and welcomed the following employees to the District:

New Hire – *Firefighter/Paramedic*

1. Justin Cloyd (*January 2, 2018*)
2. Richard LaFleur (*January 2, 2018*)
3. Robert Scott (*January 2, 2018*)
4. Haydne Shimer (*January 2, 2018*)
5. Samuel Stamy (*January 2, 2018*)

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

President Ashcraft recessed the meeting from 1:16-1:35 pm to resume the remainder of the business meeting at 18040 Calle Ambiente.

3. Public Comment

No one requested to speak to the Board.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances. *The vote was conducted via roll call.*

5. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted. *The vote was conducted via roll call.*

a. *Board of Directors Minutes*

- i) Board of Directors minutes of January 10, 2018

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 29646 thru 29734, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period January 1 – 31, 2018 totaling: \$ 293,676.50
Wire Transfer(s) period January 1 – 31, 2018 \$ 205,284.55
Payroll for the period January 1 – 31, 2018 \$ 765,396.96
TOTAL DISTRIBUTION \$1,264,358.01
2. Budget Review – July 1 – December 31, 2017
3. Cash Statement – December 31, 2017
4. Quarterly Investment Review
5. Activity Reports – January, 2018
 - a) Operations
 - b) Training
 - c) Fire Prevention

- d) Correspondence – letters/cards were received from the following members of the public:
 - 1) North County Fire Protection District
 - 2) CalFire Incident Management Team 6

c. Acceptance of Donation

The staff report summarized staff request to accept the \$9,179.50 donation from the Rancho Santa Fe Fire District Foundation for the purchase of personal protective equipment for the Volunteer Division.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the donation of \$9,179.50. *The vote was conducted via roll call.*

6. Old Business

- a. None

7. Resolutions/Ordinances

- a. Resolution No. 2018-02

Chief Michel informed the Board that the District must update its resolution annually to participate in the Fire Mitigation Fee Fund program administered by the County of San Diego.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2018-02 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program on the following roll call vote:

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

8. New Business

- a. Financial Audit Services – FY18

Administrative Manager Rannals summarized the staff report provided. The previous auditor Paul Kaymark has left the Punn Group. Since, the District has completed the three-year contract with The Punn Group, and the last Request for Proposal (RFP) was distributed in 2005; staff believes it will be in the best interest of the District to distribute an RFP since staff will have to develop a relationship with a new auditor. She also asked that should the Board concur with the option of distributing an RFP, staff requests whether or not the Finance Committee desires to be involved in the process and/or recommendation. A draft RFP was included for concurrence, noting that legal counsel had reviewed the document. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED the distribution of the RFP to retain the services of an independent auditor on the following roll call vote:

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

In addition, the board concluded that the Finance Committee would participate in the final interview(s) on the short list of proposers.

b. RSF6 Modular Building

Chief Cox summarized the staff report provided. RSF6 is in need of various improvements, the modular design concept is expected to save an estimated twenty to thirty percent in construction costs, and the construction period is reduced by about one third. Staff estimates a rough project budget:

Modular Building (purchase and site set):	\$625,000
Septic System:	\$ 80,000
Site Improvements (asphalt work):	<u>\$ 40,000</u>
Estimated Project cost	\$745,000

The estimated remaining balance of \$70,318 will be held as contingency. At the completion of construction, and after final project costs are reconciled, staff would like any remaining balance applied towards a solar photovoltaic and battery energy storage system for RSF6.

Funding for the project has been primarily secured through the Rancho Santa Fe Fire District Foundation. Funds currently available are \$611,212. However, there is an additional \$102,053 available if matching funds are provided. This would require the expenditure of \$102,053 of District funds for total fund balance of \$815,318. Based upon the estimated timeline, the \$102,053 would be spent in the FY19 budget.

The Request for Proposal has been reviewed by District’s legal counsel and has a “No Obligation to Proceed” clause in the event that unforeseen construction costs exceed the funding available. After the solicitation of Staff responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and APPROVED the distribution Request for Proposal (RFP) 2018-01, which consists of a new 2,500 sq. ft. modular building at Fire Station 6 (RSF6) for office space and crew living quarters, installation of a new septic system, and other site improvements; and committing the additional 102,053 from the FY19 Budget on the following roll call vote:

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

c. Waiver of Fees

Chief Michel summarized the staff report provided. The District's current Ordinance 2016-01 Schedule for Fees, outlines the District's fees for services and use of our facilities. Additionally, both Ordinance 2016-01 and Resolution 2016-10 allows the Board of Directors or Fire Chief to waive fees under specific conditions. One of the specific conditions is if the waiver of fees would be in the best interest of the District and provides for greater health and safety of persons and property within the District.

The 4SRanch-Del Sur Community Foundation (Foundation) has requested the use of our Training Grounds for a two-hour period on May 20, 2018 to celebrate their 10-year anniversary. The Foundation desires to use the training grounds for a small foundation gathering with refreshments and soft drinks. The Foundation has been instrumental in providing financial support to the District in developing a much-needed Residential Fire Sprinkler Maintenance video, not only to the 4S Ranch area, but also for the entire District.

During this two-hour event, the District will participate in providing Community outreach in the areas of fire prevention, district branding, and public education in the form of a fire prevention booth and fire crew demonstrations.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED the waiver of fees for the use of the Training Grounds on May 20, 2018 on the following roll call vote:

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

d. Board of Directors Meeting Schedule

Chief Michel requested consideration to move the April regular meeting date. If approved, this will allow Chiefs' Michel and Cox to attend the Fire Districts conference, which starts April 11. After review of each board members calendar, the agreed to modify the meeting date.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED to change the regular Board of Directors April meeting date from April 11 to April 18, 2018 on the following roll call vote:

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

9. Oral Report

a. Fire Chief – Michel

- i) The chief discussed the change to the staffing model at RSF 6. The new staffing model now has a fulltime captain, engineer with at least one volunteer daily.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

February 14, 2018

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- b. Operations – Deputy Chief
Chief Cox summarized the previous month’s activity.
- c. Elfin Forest Volunteer Division – Volunteer Recruitment Retention Coordinator
VRRRC Twohy reported on the new position and noted that to date, 11 individuals are in the Volunteer Academy.
- d. Training – Battalion Chief
Chief Cox reported that the previous month’s activity focused on the hire academy and preparing for the Battalion Chief testing.
- e. Fire Prevention – Fire Marshal
FM Donner reported on the previous month’s activity.
- f. Administrative Manager
She reminded the board members to complete their Form 700 by April 2, 2018.
- g. Board of Directors
 - i) North County Dispatch JPA – Update: Ashcraft – no report. The next meeting is February 22, 2018.
 - ii) County Service Area – 17 – Update: Hillgren – no report.
 - iii) Comments
 - 1. None

10. Closed Session

Pursuant to section 54956.8, the board met in closed session from 3:15 – 3:35 pm to discuss the following:

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 16936 El Fuego
Agency Negotiator: Tony Michel, Fire Chief
Negotiating Parties: Rancho Santa Fe Association
Under Negotiation: Instruction to negotiators, concerning price and term
All board members listed and Chief Michel attended the closed session

Upon reconvening to open session, President Ashcraft reported that the Board of Directors that Chief Michel updated the board on the subject negotiations. There was no action taken in closed session.

11. Adjournment

Meeting adjourned at 3:38 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
29735	\$314.27	A-OK Power Equipment	Fleet Equip Maintenance/Repair-Port Gen/
29736	\$971.10	Accountemps	Temporary Labor
29737	\$191.55	AT&T	Telephone RSF
29738	\$1,372.00	C.A.P.F.	Disability Ins Short & Long
29739	\$1,220.00	California's Own Native Landscape De	Landscaping Maintenance Service
29740	\$200.00	Callback Staffing Solutions	Scheduling (Crewsense) Maintenance
29742	\$11,599.19	CDW Government Inc.	Computer - License/Software
29743	\$1,224.05	Complete Office of California Inc	Office Supplies
29744	\$1,556.67	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
29745	\$105.81	Dish	Cable RSF6
29746	\$6,362.08	Fire ETC Inc	Safety Clothing (Protective)
29747	\$535.18	General Data Co	Repair Machines & Office Equipment
29748	\$76.16	Knox Company Inc	Knox Replacement (Parts/Supplies)
29749	\$333.04	L N Curtis & Sons Inc	Fleet Equip Maintenance/Repair-Port Gen/
29750	\$132.00	LaFleur, Richard	CSA-17 Contract
29752	\$730.00	Power Plus!	Elec/Gas/Propane RSF5
29753	\$1,585.52	SoCo Group Inc	Fuel: Gasoline & Diesel
29754	\$304.00	Terminix International	Building RSF
29755	\$15.45	U P S	Shipping Service
29756	\$2,430.40	Uniforms Plus	Uniforms: Prevention/Safety Personnel
29757	\$989.59	United States Latex Prod. Inc	CSA-17 Contract
29758	\$2,093.87	Verizon Wireless	Cellular - Telephone
29759	\$1,658.04	Vortex Industries, Inc.	Building RSF2
29761	\$13.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
29762	\$600.00	Accme Janitorial Service Inc	Building ADMIN
29763	\$971.10	Accountemps	Temporary Labor
29764	\$2,397.98	American Medical Response Inc	CSA-17 Contract
29765	\$318.09	AT&T Calnet 2/3	Telephone ADMIN/RSF
29766	\$1,301.15	California Health & Safety Inc	Breathing Apparatus - Supplies and Parts
29767	\$99.99	Callback Staffing Solutions	Scheduling (Crewsense) Maintenance
29768	\$92.12	Complete Office of California Inc	Office Supplies
29769	\$3,207.50	County of SD/RCS	800 MHz Network Admin Fees/CAP Code Svc
29770	\$200.78	Cox Communications	Telephone RSF

29771	\$329.83	EDCO Waste & Recycling Inc	Trash RSF
29772	\$602.58	Encinitas Ford Inc.	Repair - ID 1281
29773	\$730.46	Enerspect Medical Solutions LLC	CSA-17 Contract
29774	\$35.00	Ferrellgas Inc	Elec/Gas/Propane RSF5
29775	\$553.75	Fire ETC Inc	Safety Clothing (Protective)
29776	\$1,050.00	Jauregui & Culver Inc	Refuel Facility Repair
29777	\$5,655.00	Nazland	Station Maintenance - RSF3
29778	\$13,154.73	North County EVS Inc	Repair/Scheduled/Smog - Various Units
29779	\$1,761.84	Olivenhain Municipal Water District	Water RSF
29780	\$187.23	Rincon Del Diablo Municipal Water Di	Water RSF5
29781	\$120.00	San Diego Chapter CSDA	Meetings/Meal Expenses
29782	\$551.23	Santa Fe Irrigation District	Water RSF/NCDJPA Rebill
29783	\$730.04	SDG&E	Elec/Gas/Propane RSF6
29784	\$3,210.30	SoCo Group Inc	Fuel: Gasoline & Diesel
29785	\$132.00	Terminix International	Building RSF
29786	\$544.99	Time Warner Cable	Telephone ADMIN
29787	\$15.45	U P S	Shipping Service
29788	\$8,291.23	U S Bank Corporate Payment System	Cal-Card./IMPAC program
29789	\$1,360.00	U.S. HealthWorks	Medical Services: Volunteers
29790	\$1,263.90	United Site Services	Sewer RSF5
29791	\$2,194.15	Waste Management Inc	Trash RSF Assn - Patrol & NCDJPA Rebill
29792	\$6,560.00	WinTech Computer Services	Consulting Services
29793	\$3,904.58	About Service Inc	Scheduled - Various Units
29794	\$933.75	Accountemps	Temporary Labor
29795	\$127.03	Airgas Inc	Safety: Breathing Air
29796	\$71.18	Allstar Water Systems Inc	Building RSF6
29797	\$251.20	AT&T	Telephone/Cable RSF
29798	\$1,877.46	AT&T Calnet 2/3	Telephone ADMIN/RSF
29799	\$670.00	Bay City Electric Works Inc	Generator Repair RSF2
29800	\$222.40	Complete Office of California Inc	Office Supplies
29801	\$1,751.70	FailSafe Testing	Ladder Testing
29802	\$400.40	Fire ETC Inc	Safety Clothing (Protective)
29803	\$1,335.00	Fitch Law Firm Inc	Legal Services
29804	\$210.11	Golden Telecom Inc	Repair Machines & Office Equipment

29805	\$970.02	Home Depot, Inc	Radio Batteries & Station Maintenance RSF
29806	\$254.00	IAFC Membership Department	Association Dues
29807	\$96.25	Konica Minolta Business Inc	Copier Maintenance Contract
29808	\$244.00	Liebert Cassidy Whitmore	Legal Services
29809	\$13,518.31	MES California	Fire Hose, Nozzles & Supply
29810	\$775.80	Motorola Solutions Inc	Radio Equipment Replacement
29811	\$42,021.25	NCDJPA	Dispatching
29812	\$83.38	Olivenhain Municipal Water District	Water RSF2
29813	\$1,653.56	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
29814	\$700.00	Santa Fe Irrigation District	NCDJPA Rebill
29815	\$9,887.38	SDG&E	Elec/Gas/Propane RSF3
29816	\$730.00	Sherwood, Bruce E	Education/Training Reimbursement
29817	\$3,911.23	SoCo Group Inc	Fuel: Gasoline & Diesel
29818	\$352.00	State of CA Dept of Justice	Background Investigation
29819	\$436.78	Telepacific Communications	Telephone ADMIN
29820	\$1,914.28	ThyssenKrupp Elevator Inc	Elevator Service & NCDJPA Rebill
29821	\$108.90	Time Warner Cable	Cable RSF4/Admin
29822	\$15.45	U P S	Shipping Service
29823	\$2,322.00	U.S. HealthWorks	Medical Services: Volunteers
29824	\$1,871.02	United Site Services	Sewer RSF
29825	\$2,986.30	Vortex Industries, Inc.	Building RSF1
29826	\$105.00	Aair Purification Systems	Building RSF2
29827	\$709.65	Accountemps	Temporary Labor
29828	\$4,740.00	Cielo Village Partners LP	Cielo HOA Fees
29829	\$1,000.00	Eagle Paving Company	Station Maintenance - RSF1
29830	\$1,581.60	Fire ETC Inc	Safety Equipment/Clothing
29831	\$431.00	Fire Smart Promotions	Public Education Material
29832	\$4,110.79	Guardian Life Insurance Co	Medical Insurance
29833	\$2,800.00	Kwang W. Chang Architect P.C.	RSF6 Bunkhouse - Design/Build
29834	\$105.00	LaFleur, Richard	CSA-17 Contract
29835	\$242.50	Lorenzo, Paul	CSA-17 Contract
29837	\$7,456.45	Motorola Solutions Inc	Radio Equipment Replacement
29838	\$45,000.00	Rancho Santa Fe Fire Protection Dist	Interfund Transfer
29839	\$70.00	RSF Mail Delivery Solutions	Mail Delivery Service

Rancho Santa Fe Fire Protection District

List of Demands - Feb 2018

29841	\$2,716.82	SoCo Group Inc
29842	\$250.00	Sound Image Inc
29843	\$31.66	U P S
29844	\$4,080.00	U.S. HealthWorks
EFT000000000386	\$587.68	Livingstone, David W.
MISC	\$9,460.60	
Subtotal	\$276,321.85	

ACH Transfer	\$63,653.31	CalPERS
ACH Transfer	\$146,193.49	CalPERS
Subtotal	\$209,846.80	

2/15/2018	\$346,946.25	RSFFPD
2/28/2018	\$349,089.83	RSFFPD
Subtotal	\$696,036.08	

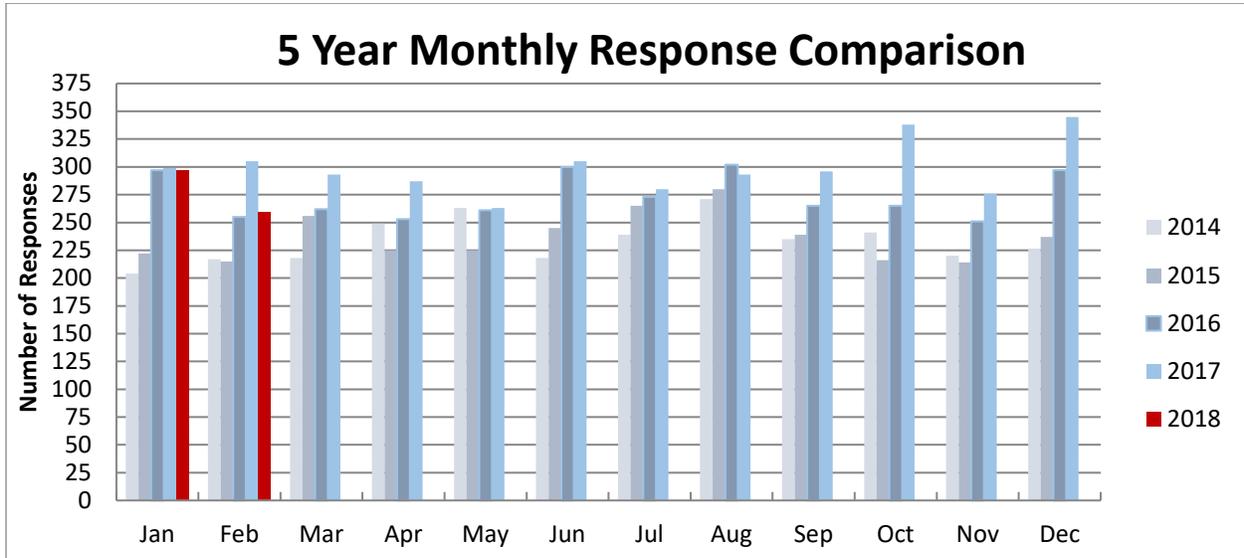
Total \$1,182,204.73

Fuel: Gasoline & Diesel
 Station Maintenance - RSF5
 Shipping Service
 SAFER VRRRC-Entry Level Physicals
 Education/Training Reimbursement
 Medical Reimbursements

Mar 2018 Health
 Jan 2018 Retirement

Payroll
 Payroll

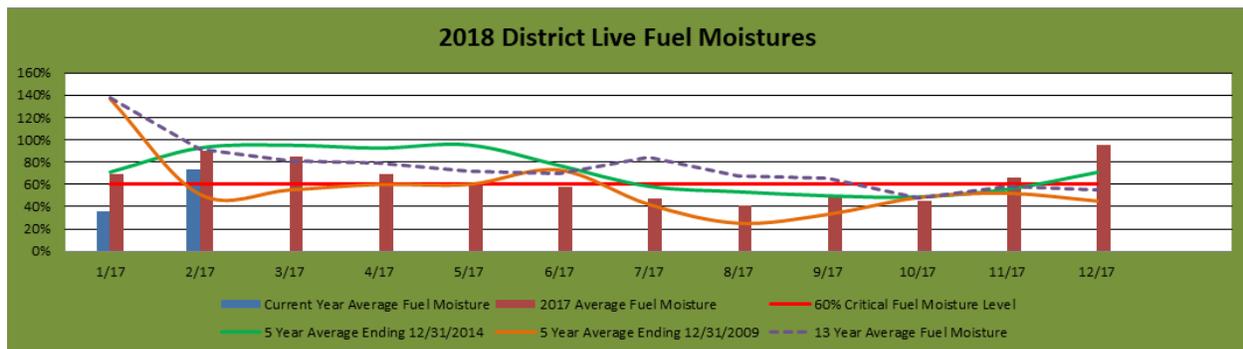
February Incident Count Stations 1 - 6



Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
2018													
Responses	297	259											556
YTD	297	556											-7.9
2017													
Responses	299	305	293	287	263	305	280	293	296	338	276	345	3,580
YTD	299	604	897	1,184	1,447	1,752	2,032	2,325	2,621	2,959	3,235		8.2%
2016													
Responses	297	255	262	253	261	300	273	302	265	265	251	297	3,281
YTD	297	552	814	1,067	1,328	1,628	1,901	2,203	2,468	2,733	2,984	3,281	15.6%
2015													
Responses	222	215	256	225	225	245	265	280	239	216	214	237	2,839
YTD	222	437	693	918	1,143	1,388	1,653	1,933	2,172	2,388	2,602	2,839	1.3%
2014													
Responses	204	217	218	249	263	218	239	271	235	241	220	226	2,801
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%

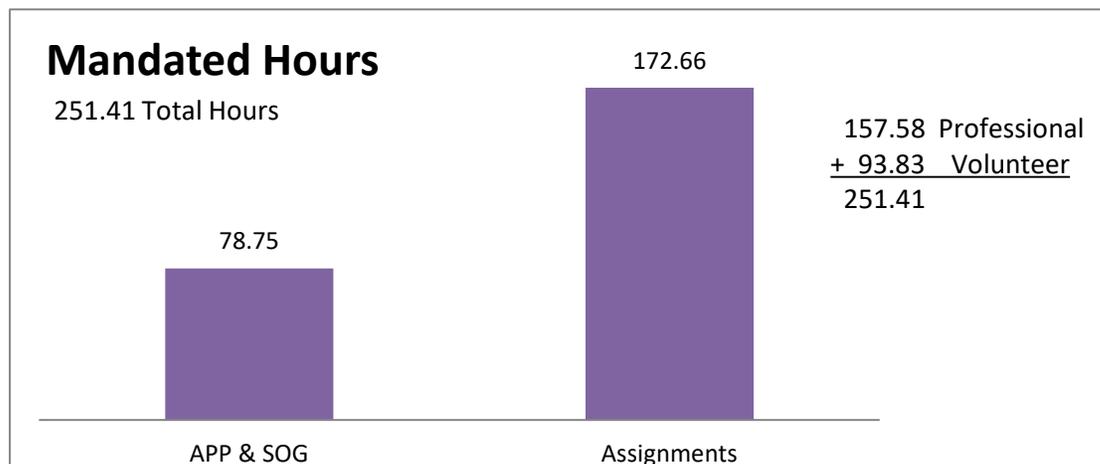
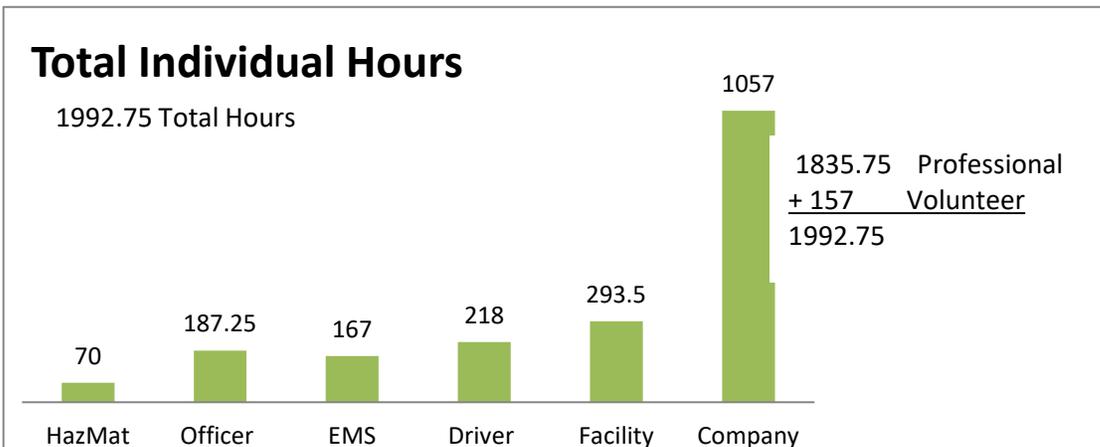
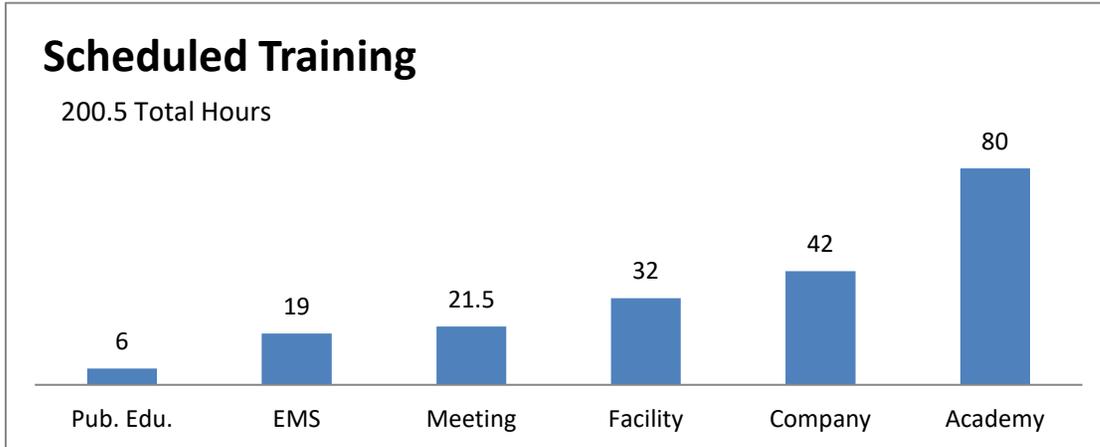
Incident Response Summary by Station	
Date Range: From 02/01/2018 To 02/28/2018	
Station: RSF 1	75
Station: RSF 2	90
Station: RSF 3	41
Station: RSF 4	27
Station: RSF 5	16
Station: RSF 6	10
Total Incident Count:	259

Incident Summary by Incident Type	
Date Range: From 02/1/2018 To 02/28/2018	
Incident Type	Incident Count
Fire	5
EMS/Rescue	146
Hazardous Condition	2
Service Call	26
Good Intent	55
False Call	19
Other	6
Total	259



Significant Incidents/Overhead Assignments				
DATE	INCIDENT/ LOCATION	TYPE	UNIT/PERSON	MISC.
2/28	Del Dios Hwy x Hodges Dam	Vegetation Fire	B261, BR261, E263, E264, BR265, E266, WT215, E141, E141, P2650, P2651	Three spot fires along Del Dios Hwy. Approx. 1/2 acre total

Training Division February 2018



See next page for description.

Training Division - Descriptions

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

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2018

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		10	14,437
Fire Inspector		4	22,992
Fire Inspector/Forester		3	13,037
TOTAL		17	50,466
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
Fire Marshal		8,640	1,149
Fire Inspector		13,200	3,238
Fire Inspector/Forester		0	7,317
TOTAL		21,840	11,704
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		0	0
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		0	0
TOTAL NEW CONSTRUCTION		Sq Footage	
Based on permitted Sq footage		Total Added	62,170
FIRE SPRINKLER REVIEWS		Commercial	Residential
Fire Marshal		0	5
Fire Inspector		0	7
Fire Inspector/Forester		0	1
TOTAL		0	13
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
Fire Marshal		10	9,146
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		10	9,146
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
Fire Marshal		0	0.00
Fire Inspector		8	8.00
Fire Inspector/Forester		7	3.25
TOTAL		15	11.25

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2018

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	0	0.00

INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	11	7.00
Hydros (Fire Sprinklers)	15	10.00
Finals (Structures)	33	34.50
Landscape	7	5.00
Reinspections	16	3.00
Tents/Canopy	1	10.50
Burn Permits	5	5.00
Department of Social Service Licensing	1	0.50
Knox/Strobe	5	2.25
Code Enforcement	4	3.50
Engine Company Follow Up	0	0.00
Misc.	0	0.00
TOTAL	98	81.25

HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	108	8.64
Weed Abatement Reinspection	143	21.45
1st Notice	38	9.50
2nd Notice	42	9.50
Final Notice	21	5.25
Forced Abatement	2	2.00
Postings	6	3.00
Annual Mailers	1	1.50
Homeowner Meeting	10	5.00
WUI	0	0.00
TOTAL	371	65.84

GRADING -All Staff	Number of Reviews	Staff Hours
Plan Review	12	16.00
TOTAL	12	16.00

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2018

ADMINISTRATIVE SERVICES- FIRE PREVENTION

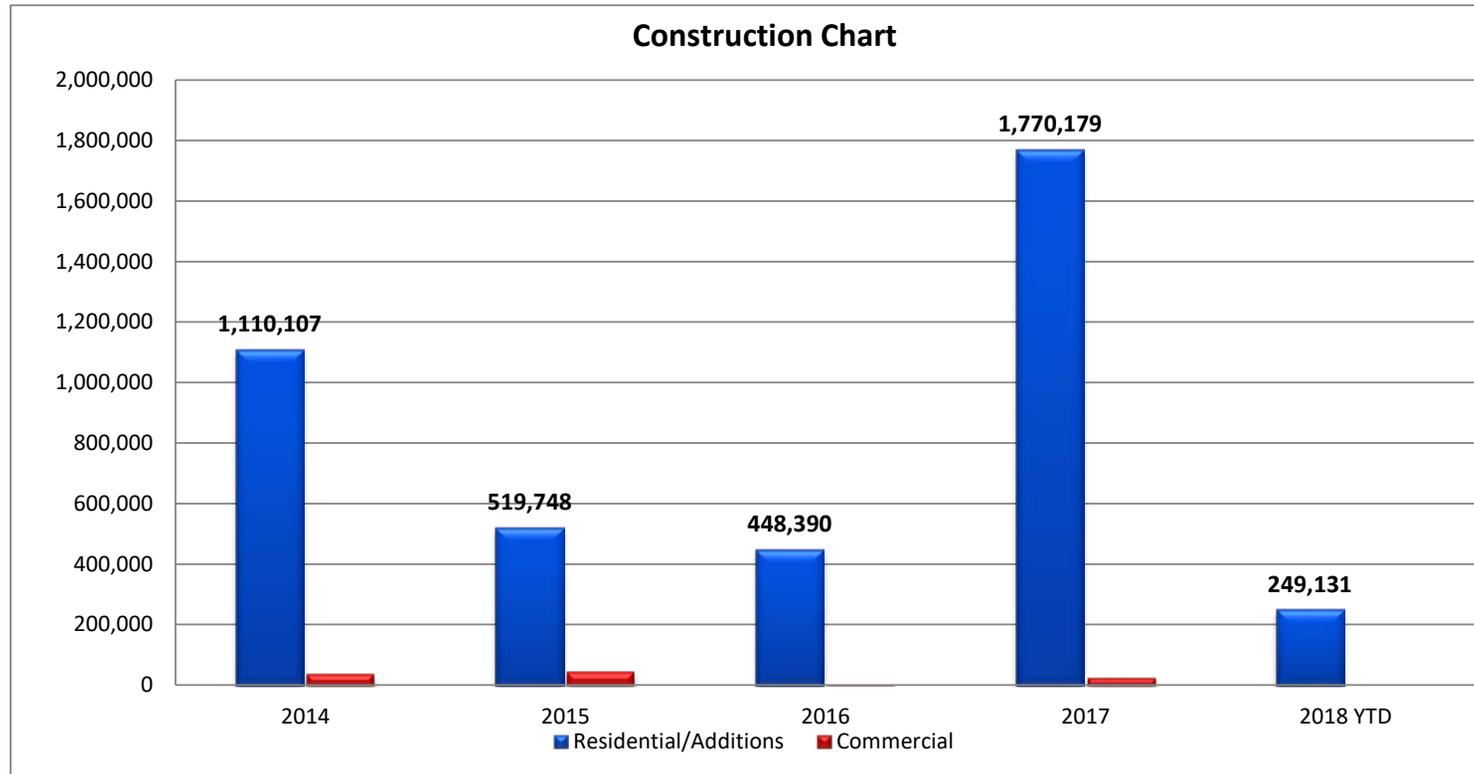
SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	14	94.50
Conferences	0	0.00
Meetings	36	38.5
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	50	133.00

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	290	72.50
Correspondence	294	73.50
Consultations	46	46.00
Plan Review	80	80.00
Scanning	200	50.00
General Office	72	72.00
TOTAL	982	394.00

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	579	28.95
Correspondence	317	79.25
Walk in/Counter (All Administrative Staff)	322	26.83
Knox Application Request	3	0.75
Burn Permits	3	1.00
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	88	123.00
Special Projects	10	10.00
Scanning Documents/Electronic Files	450	112.50
Meetings: Admin/Prevention/Admin Shift	9	4.50
Post Office Runs	0	0.00
Deposit runs and preparations	20	10.00
TOTAL	1,803	396.95

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2018

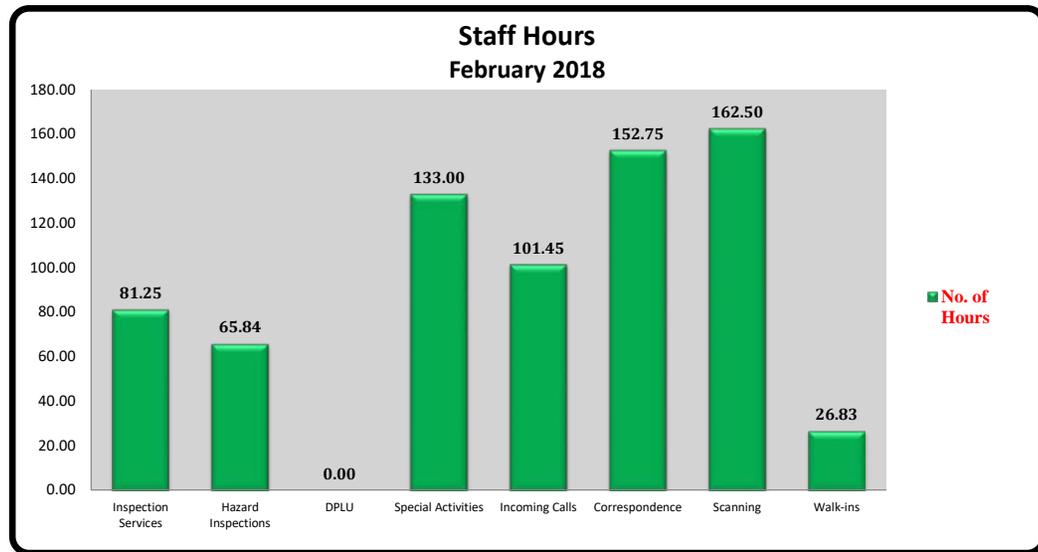
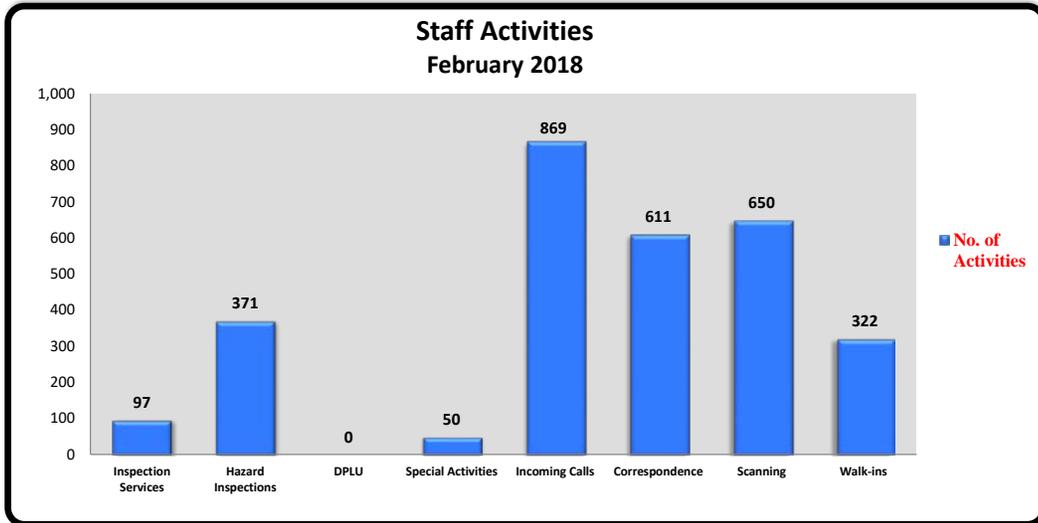


Year	Res/Add	Comm	Total
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2017	1,770,179	23,757	1,793,936
2017 YTD	89,268	0	89,268
2018 YTD	249,131	0	249,131

Comparison 2017/2018 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	48,435	40,807	23,518	61,889	78,701	220,963	585,112	58,173	43,534	69,405	313,889	249,484
2018	186,961	62,170										

**Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2018**



Comparison 2016/2017 Total Monthly Hours/Activities

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	2187	2019	2614	2384	3137	3617	3300	3938	3537	3897	3462	3169
Hours	482.62	494.10	578.82	567.50	676.43	745.76	713.5	844.47	850.08	795.81	781.95	696.27

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	2714	2970										
Hours	600.70	723.62										

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

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
February 2018

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, photos, etc</i>	2.0	
	2.0	
Compile & write new information:	0.0	
	4.0	
Social Media <i>Facebook "Fans" - 1,159</i> <i>Instagram "Followers" - 868</i> <i>Twitter "Followers" - 3,279</i>	15.0	
	5.0	
	5.0	
	5.0	
TOTAL		17.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc: <i>AlertSanDiego</i>	7.0	
	7.0	
TOTAL		7.0

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
February 2018

MEDIA RELATIONS	Staff Hours
On-scene Public Information Officer:	1.0
<i>Dove Canyon Camino San Bernardo TC</i>	1.0
Press Releases:	4.0
<i>SAFE Grant Funding</i>	1.0
<i>Dove Canyon Camino San Bernardo TC</i>	1.0
<i>Del Dios Spot Fires</i>	2.0
Other Articles/Stories/Interviews:	1.0
<i>HGV KNSD (Interest only)</i>	1.0
TOTAL	6.0

EDUCATIONAL PROGRAMS/PRESENTATIONS	Staff Hours
Children's Programs	3.0
<i>Birthday Parties</i>	0.0
<i>Station Tours</i>	3.0
Adult Programs:	16.0
<i>Love Your Heart Day</i>	8.0
<i>First Aid Elfin Forest CERT</i>	5.0
<i>HGV HOA Evacuation</i>	3.0
TOTAL	19.0

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
February 2018

EVENTS		Staff Hours
External/Community Events:		1.0
<i>RSF Association Planning Meeting</i>		1.0
Internal Events:		1.0
<i>Badge Ceremony</i>		1.0
TOTAL		2.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		8.0
<i>Car Seat Event for Recertification/CEUs</i>		8.0
Conferences:		0.0
Meetings:		18.0
<i>Staff meetings</i>		4.0
<i>Shift Meetings</i>		3.0
<i>CSA17 Meeting</i>		0.0
<i>RSF Fire Foundation Website</i>		1.0
<i>AlertSanDiego</i>		2.0
<i>So Cal Pub Ed</i>		8.0
TOTAL		26.0
CLERICAL		Staff Hours
Prevention-related:		43.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		41.0
<i>Phone Calls</i>		2.0
Non-prevention/non-minute related:		29.0
TOTAL		72.0
TOTAL HOURS		149.0

STAFF REPORT

NO. 18-06

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: DAVID LIVINGSTONE, BATALION CHIEF

SUBJECT: BUDGET AUTHORIZATION: VEHICLE REPLACEMENT – PURCHASE

DATE: MARCH 8, 2018



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

Description	FY18 Budget	Funding Request	Funding Source	Action Requested
1. F150 XLT	\$35,000	\$28,335.43	100% Fleet Reserves	Authorize Purchase
2. Radios and Emergency Lighting Package		\$10,000.00		
JUSTIFICATION for Funding Request: See summary below				

BACKGROUND

The current Fire Service Assistant vehicle is scheduled for replacement in the FY 17/18 Capital Replacement plan. This vehicle will replace the current F150, which has approximately 123,000 miles and it is 15 years old. The Fire Service Assistant currently uses this vehicle daily for hydrant maintenance, and various support details throughout the District.

CURRENT SITUATION

The 15-year-old F150 has started to require major service and repairs to keep it in reliable operating condition.

RECOMMENDATION

Staff seeks authorization to purchase (1) replacement utility pickup truck with Radio and Emergency Lighting Package, This vehicle will be purchased through state contract 1-16-23-20F F.O.B Sacramento Line 11 Rank3, and will include the following:

➤ Total vehicle cost including tax and fees	\$28,335.43
➤ Mobile Radios, Emergency Lighting Package	<u>\$10,000.00</u>
Total Cost:	\$38,335.43

Attachment: Quotation for Vehicle Purchase – Elk Grove Ford

Elk Grove Ford

Dwane Galatti | 916-429-4702 | dwanefleet@hotmail.com

Rancho Santa Fe F.P.D.

Prepared For: David Livingstone

858-756-6004

[Fleet] 2018 Ford F-150 (X1C) XLT 2WD SuperCab 6.5' Box

STATE CONTRACT 1-16-23-20F F.O.B. SACRAMENTO LINE 11 RANK 3

* 21,941.00
3,605.80 upgrade to XLT

\$25,546.80
1,979.88 Sales Tax @ 7.75%
8.75 Title Fee
800.00 Delivery

\$28,335.43

ELK GROVE FORD
9645 Auto Center Drive
Elk Grove, CA 95757

Elk Grove Ford

Dwane Galatti | 916-429-4702 | dwanefleet@hotmail.com

[Fleet] 2018 Ford F-150 (X1C) XLT 2WD SuperCab 6.5' Box

Standard Equipment

Mechanical

Engine: 3.3L V6 PDFI -inc: auto start-stop technology and flex-fuel capability (STD)

Transmission: Electronic 6-Speed Automatic -inc: selectable drive modes: normal/tow-haul/sport (STD)

3.55 Axle Ratio (STD)

Transmission w/SelectShift Sequential Shift Control

Rear-Wheel Drive

70-Amp/Hr 610CCA Maintenance-Free Battery w/Run Down Protection

200 Amp Alternator

Towing w/Harness and Trailer Sway Control

1840# Maximum Payload

GVWR: 6,300 lbs Payload Package

Gas-Pressurized Shock Absorbers

Front Anti-Roll Bar

Electric Power-Assist Speed-Sensing Steering

23 Gal. Fuel Tank

Single Stainless Steel Exhaust

Double Wishbone Front Suspension w/Coil Springs

Leaf Rear Suspension w/Leaf Springs

4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake

Exterior

Wheels: 17" Silver Painted Aluminum (STD)

Tires: P245/70R17 BSW A/S (STD)

Regular Box Style

Steel Spare Wheel

Full-Size Spare Tire Stored Underbody w/Crankdown

Clearcoat Paint

Chrome Front Bumper w/Body-Colored Rub Strip/Fascia Accent

Chrome Rear Step Bumper

Black Side Windows Trim and Black Front Windshield Trim

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Data Version: 4702. Data Updated: Jan 16, 2018 10:21:00 PM PST.

Elk Grove Ford

Dwane Galatti | 916-429-4702 | dwanefleet@hotmail.com

[Fleet] 2018 Ford F-150 (X1C) XLT 2WD SuperCab 6.5' Box

Exterior

Black Door Handles
Black Power Side Mirrors w/Convex Spotter and Manual Folding
Fixed Rear Window
Variable Intermittent Wipers
Deep Tinted Glass
Aluminum Panels
Chrome Grille
Tailgate Rear Cargo Access
Reverse Opening Rear Doors
Tailgate/Rear Door Lock Included w/Power Door Locks
Fully Automatic Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
Front Fog Lamps
Perimeter/Approach Lights

Entertainment

Radio w/Clock
Radio: AM/FM Stereo/Single-CD Player -inc: 6 speakers
Fixed Antenna
SYNC -inc: enhanced voice recognition communication and entertainment system, 911 assist, 4.2" LCD display in center stack, Applink and 1 smart charging USB port
2 LCD Monitors In The Front

Interior

Cloth 40/20/40 Front Seat -inc: 4-way adjustable driver/passenger headrests, manual driver/passenger lumbar and armrest w/storage
4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp and Trip Odometer
Power Rear Windows

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Elk Grove Ford

Dwane Galatti | 916-429-4702 | dwanefleet@hotmail.com

[Fleet] 2018 Ford F-150 (X1C) XLT 2WD SuperCab 6.5' Box

Interior

Front Cupholder

Rear Cupholder

Keypad

Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button

Cruise Control w/Steering Wheel Controls

Manual Air Conditioning

HVAC -inc: Underseat Ducts

Glove Box

Full Cloth Headliner

Urethane Gear Shift Knob

Interior Trim -inc: Metal-Look Instrument Panel Insert, Cabback Insulator and Chrome Interior Accents

Day-Night Rearview Mirror

Driver And Passenger Visor Vanity Mirrors

3 12V DC Power Outlets

Fade-To-Off Interior Lighting

Front Map Lights

Full Carpet Floor Covering -inc: Carpet Front And Rear Floor Mats

Pickup Cargo Box Lights

Instrument Panel Bin, Dashboard Storage, Driver / Passenger And Rear Door Bins and 1st Row Underseat Storage

Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down

Delayed Accessory Power

Power Door Locks w/Autolock Feature

Outside Temp Gauge

Analog Display

2 Seatback Storage Pockets

Manual Adjustable Rear Head Restraints

Securilock Anti-Theft Ignition (pats) Engine Immobilizer

Perimeter Alarm

Safety-Mechanical

Electronic Stability Control (ESC) And Roll Stability Control (RSC)

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Elk Grove Ford

Dwane Galatti | 916-429-4702 | dwanefleet@hotmail.com

[Fleet] 2018 Ford F-150 (X1C) XLT 2WD SuperCab 6.5' Box

Safety-Mechanical

ABS And Driveline Traction Control

Safety-Exterior

Side Impact Beams

Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags

Tire Specific Low Tire Pressure Warning

Dual Stage Driver And Passenger Front Airbags

Airbag Occupancy Sensor

Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute

Safety Canopy System Curtain 1st And 2nd Row Airbags

Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners

Dynamic Hitch Assist Back-Up Camera

Selected Model and Options

MODEL

CODE	MODEL
X1C	2018 Ford F-150 XLT 2WD SuperCab 6.5' Box

COLORS

CODE	DESCRIPTION
YZ	Oxford White

PAINT SCHEME

CODE	DESCRIPTION
---	Monotone Paint Application

TIRES

CODE	DESCRIPTION
---	Tires: P245/70R17 BSW A/S (STD)

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Elk Grove Ford

Dwane Galatti | 916-429-4702 | dwanefleet@hotmail.com

[Fleet] 2018 Ford F-150 (X1C) XLT 2WD SuperCab 6.5' Box

OPTION PACKAGE

CODE	DESCRIPTION
300A	Equipment Group 300A Base

ADDITIONAL EQUIPMENT

CODE	DESCRIPTION
422	California Emissions System -inc: Required code for California Emissions States registration, Optional code for Cross Border State dealers (Arizona, District of Columbia, Idaho, New Hampshire, Nevada, Ohio, Virginia and West Virginia)
93N	Dealer Order For California States Registration -inc: Federal Emissions state dealers ordering a California Emissions system (422) are also required to use order code 93N to attest that the vehicle is to be registered in a California Emissions state, Note: It is a violation of federal law for a Federal Emissions state dealer to sell a vehicle w/a California Emissions system for registration in a Federal Emissions state, unless the vehicle also meets EPA standards (i.e, 50-state emissions) NOT AVAILABLE for stock orders.

TRANSMISSION

CODE	DESCRIPTION
446	Transmission: Electronic 6-Speed Automatic -inc: selectable drive modes: normal/tow-haul/sport (STD)

WHEELS

CODE	DESCRIPTION
64F	Wheels: 17" Silver Painted Aluminum (STD)

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Elk Grove Ford

Dwane Galatti | 916-429-4702 | dwanefleet@hotmail.com

[Fleet] 2018 Ford F-150 (X1C) XLT 2WD SuperCab 6.5' Box

ENGINE

CODE	DESCRIPTION
99B	Engine: 3.3L V6 PDFI -inc: auto start-stop technology and flex-fuel capability (STD)

SEAT TYPE

CODE	DESCRIPTION
MG	Medium Earth Gray, Cloth 40/20/40 Front Seat -inc: 4-way adjustable driver/passenger headrests w/300A-inc: manual driver/passenger lumbar and armrest with storage w/301A-inc: power driver/manual passenger lumbar and armrest with storage w/302A-inc: power driver/passenger lumbar and armrest with storage

AXLE RATIO

CODE	DESCRIPTION
X19	3.55 Axle Ratio (STD)

PRIMARY PAINT

CODE	DESCRIPTION
YZ	Oxford White

Options Total

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Data Version: 4702. Data Updated: Jan 16, 2018 10:21:00 PM PST.

STAFF REPORT

NO. 18-07

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: FIRE DISTRICT POLICIES AND PROCEDURES
DATE: MARCH 8, 2018



RECOMMENDATION

Ratify the policy listed below that was prepared by the District's legal counsel, Stephen J. Fitch, Esq.

STAFF ANALYSIS

The Board gave the Fire Chief direction to have District Counsel review District's policies and procedures and make recommendation which specific policies and procedures get be ratified by the Board.

District Counsel has recommended the District adopt the following policy and have the policy ratified by the Board.

- 1) A100.11 – Tickets and Passes Distribution Policy



Rancho Santa Fe Fire Protection District

ADMINISTRATIVE POLICY AND PROCEDURES

TICKETS AND PASSES DISTRIBUTION POLICY

Section: **A100.11**

Date Implemented: **03/07/18**

Date Revised: **03/07/18**

Page: **1 of 4**

FIRE CHIEF: _____

I. PURPOSE

- A. To identify a procedure for accepting, distributing, and the reporting of tickets or passes given or received by a District employee (s).

II. RESPONSIBILITY

A. ADMINISTRATION OF POLICY

1. The Fire Chief shall be responsible for administering this Policy.
2. It shall be the responsibility of all personnel to understand and adhere to this policy.

III. DEFINITIONS

- A. Unless otherwise expressly provided below words and terms used in this policy shall have the same meaning as that ascribed to such words and terms in the California Political Reform Act of 1974 (Government Code Sections 81000, et seq., as the same may from time to time be amended) and the Fair Political Practices Commission ("FPPC") Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as the same may from time to time be amended):

1. "District Official" means every Director, officer, employee or consultant of the Rancho Santa Fe Fire Protection District, as defined in Government Code Section 82048 and FPPC Regulation 18701. Such term shall include, without limitation, other appointed officials or employees required to file an annual Statement of Economic Interests (FPPC Form 700).
2. "District" shall mean and refer to the Rancho Santa Fe Fire Protection District.
3. "Gift" shall mean anything that is received by a District Official that the District Official did not provide consideration of equal or greater value for or that represents a rebate or discount that is not provided in the regular course of business to members of the public without regard to official status.
4. "Immediate family" means the spouse and dependent children.
5. "Third party" shall mean the source of any ticket or pass, other than the District.

6. "Ticket" or "pass" shall mean any ticket, pass, etc. that provides admission to a facility, event, show, or performance for entertainment, amusement, recreation or other similar purpose.

IV. PROCEDURES

A. GENERAL PROVISIONS

1. The use of complimentary tickets is a privilege extended by the District and not the right of any person to which the privilege may from time to time be extended.
2. Tickets distributed to a District Official pursuant to this policy shall not be transferred to any other person, except to members of such District Official's immediate family solely for their personal use.
3. No person who receives a ticket pursuant to this policy shall sell or receive reimbursement for the value of such ticket.

B. TICKETS AND PASSES DISTRIBUTION POLICY

1. All tickets and passes offered or provided to the District by a third party or purchased or otherwise obtained directly by the District shall be subject to the following provisions:
 - a. The District shall not accept from any third party any ticket or pass that is specifically earmarked for use by a particular District Official whether by name or position, unless:
 - i. The ticket or pass is offered or provided to the District as a result of an official District event that the District controls.
 - ii. The ticket or pass is purchased by the District from the third party for full market value.
 - b. The Fire Chief or his or her designee shall document in writing the receipt of all tickets and passes provided to the District by a third party.
 - c. Tickets and passes shall only be provided to District officials by the Fire Chief or his or her designee for a legitimate public purpose of the District, as set forth in this Policy.
 - d. The Fire Chief or his or her designee shall decide, consistent with this Policy, which District Officials should be provided with a ticket or pass.
 - e. Within 30 days of distributing any ticket or pass pursuant to this Policy, the Fire Chief or his or her designee, shall complete and cause to be posted an

FPPC Form 802 on the District's website. The posting on the website and a hard- copy shall both be retained for a period of 7 years.

C. LEGITIMATE PUBLIC PURPOSES

1. Any ticket or pass provided to a District Official by the District shall not constitute a gift if provided and used by the District Official for any of the following purposes:
 - a. Performance of a ceremonial role or function representing the District at the event, for which the District Official may receive enough tickets for the District Official and each member of his or her immediate family.
 - b. The District Official is provided tickets or passes which were provided by the Third Party to all safety employees regardless of rank and distributed accordingly.
 - c. The job duties of the District Official require his or her attendance at the event, for which the District Official may receive enough tickets for the District Official and each member of his or her immediate family.
 - d. Intergovernmental relations purposes, including but not limited to attendance at an event with or by elected or appointed public officials from other jurisdictions, their staff members and their guests.
 - e. Attracting or rewarding volunteer public service.
 - f. Supporting and/or showing appreciation for programs or services rendered by non-profit organizations benefiting Rancho Santa Fe residents or the fire service.
 - g. Encouraging or rewarding significant academic, athletic, or public service achievements by Rancho Santa Fe students, residents or businesses.
 - h. Attracting and retaining highly qualified employees in District service, for which such employee may receive no more than four (4) tickets per event.
 - i. As special recognition or reward for meritorious service by a District employee, for which such employee may receive no more than four (4) tickets per event.
 - j. For use in connection with a District employee competition or drawing, for which there shall be made available no more than (4) tickets per event.
 - k. Recognition of contributions made to the District by former District Board Member or District managers, for which such former District Board Member or manager may receive no more than (4) tickets per event.

D. EXEMPTIONS

1. The following tickets and passes shall be exempt from the provisions of this Policy:
 - a. A ticket or pass received by a District Official directly from a third party that the District Official uses to perform a ceremonial role or function on behalf of the District.
 - b. A ticket or pass received by a District Official from the District where both the District Official and the District treat and report the value of the ticket or pass as income consistent with applicable state and federal income tax laws and the ticket is reported as income pursuant to the provisions of this Policy.

E. POSTING AND DISCLOSURE REQUIREMENTS

1. This Policy shall be prominently posted on the District's website.