



## 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 11, 2013  
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
3. Motion waiving reading in full of all Resolutions/Ordinances

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

### 4. Consent Calendar

#### a. Board of Directors Minutes

- i) Board of Directors minutes of November 13, 2013

ACTION REQUESTED: **Approve**

#### b. Receive and File

- i) Monthly/Quarterly Reports – ACTION REQUESTED: **Information**

(1) List of Demands Check 24570 thru 24634 for the period November 1 – 30, 2013 totaling:

\$ 308,906.15

Payroll for the period November 1 – 30, 2013

\$ 586,889.67

TOTAL DISTRIBUTION

\$ 895,795.82

(2) Activity Reports – November

- Operations
- Training
- Fire Prevention

(4) District Articles

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

- Sarokin

**5. Closed Session**

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957:  
Public Employee Performance Evaluation  
Title: Fire Chief
- b. 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  
Unrepresented Employees: Fire Chief

**7. Old Business**

- a. None

**8. New Business**

- a. Independent Auditor's Report FY 2012/2013  
The Finance ad hoc committee will make a presentation on the financial status of the Fire District for FY13 and present any findings resulting from the year-end audit to the Board of Directors.  
ACTION REQUESTED: **Accept**

**9. Public Hearing**

- a. Ordinance No. 2014-01  
Ordinance No. 2014-01 – To conduct the public hearing Ordinance No. 2014-01 – *entitled* an Ordinance of the Rancho Santa Fe Fire Protection District Which Adopts the California Fire Code, 2013 Edition and 2012 International Fire Code with Certain Amendments, Additions and Deletions  
ACTION REQUESTED: **A call for public comment (oral or written)**

**10. Resolution/Ordinance**

- a. Resolution 2013-15  
To discuss and/or adopt Resolution 2013-15 – *entitled* a Resolution of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel  
ACTION REQUESTED: **Adopt**
- b. Ordinance No. 2014-01  
To discuss and/or adopt Ordinance No. 2014-01 – *entitled* an Ordinance of the Rancho Santa Fe Fire Protection District Which Adopts the California Fire Code, 2013 Edition and 2012 International Fire Code with Certain Amendments, Additions and Deletions  
ACTION REQUESTED: **Adopt**

**11. Oral Report**

- a. Fire Chief – Michel
  - i) CSA 107 Elfin Forest/Harmony Grove - Update
  - ii) District Activities
    - (1) Golf Tournament (*December 3, 2013*)

- b. Operations – Deputy Chief
- c. Training – Battalion Chief
- d. Fire Prevention – Deputy Fire Marshal
- e. Administrative Manager
- f. Board of Directors
  - i) North County Dispatch JPA – Update
  - ii) County Service Area – 17 – Update
  - iii) Comments

## **12. Adjournment**

The next regular Board of Directors meeting to be held on January 8, 2014 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 Regular Meeting Agenda**  
**Wednesday, December 11, 2013 1:00 pm PT**

**CERTIFICATION OF POSTING**

I certify that on December 6, 2013 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 December 6, 2013

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Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – November 13, 2013**

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

*Pledge of Allegiance*

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

1. Special Presentation

a. Badge Presentation

Chief Michel welcomed all in attendance. Chief Michel, Deputy Chief Gibbs, and Battalion Chief Davidson summarized the District's probationary requirements and the roles and responsibilities of their position and the community served. Chiefs' Michel, Gibbs and Davidson congratulated the individuals on their completion of probation. A Fire District badge was presented to the following members of the District:

- Cory Ender, Firefighter/Paramedic
- Cole Thompson, Firefighter/Paramedic

b. Introduction

Battalion Chief Davidson introduced John Daniels who was selected as the District's newest probationary Firefighter/Paramedic. FF/PM Daniels joined the District September 2013 and resides in Encinitas, CA. President Ashcraft, on behalf of the Board of Directors, welcomed him and wished him success in his career with the fire district.

2. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Mike Gibbs, Deputy Chief; Bret Davidson, Battalion Chief; Chris Galindo, Battalion Chief; Renee Hill, Deputy Fire Marshal; and Karlana Rannals, Board Clerk

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 TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions/ordinances.

5. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

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

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

November 13, 2013

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1. Board of Directors minutes of October 9, 2013 (regular meeting)

b. Receive and File

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 24455 thru 24569 the period October 1 – 31, 2013 totaling: \$ 376,613.11

Payroll for the period October 1– 31, 2013 \$ 513,066.46

TOTAL DISTRIBUTION \$ 889,679.57

(2) Financial Reports – Quarter Ending September 30, 2013

- Budget Review
- Combined Summary Statement of Cash Assets – Liabilities

(3) Activity Reports – October 2013

- Operations
- Training
- Fire Prevention

(4) District Articles

(5) Correspondence

- None

6. Old Business

a. None

7. New Business

a. Budget Authorization

Chief Michel summarized the staff report provided. He noted that the District's FY14 capital replacement schedule is to have one command and one staff vehicle replaced. The command vehicle that is scheduled for replacement is the 2008 Ford Expedition, which has been serving as the Fire Chief's vehicle. However, due to a recent accident, involving the Training Officer's 2009 Expedition where this vehicle was determined a total loss by insurance; this vehicle will be replaced in the budget.

The additional staff vehicle identified in the FY14 Capital Replacement plan will be requested after needs assessment of the current fleet is completed at a later date.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of one (1) replacement Command vehicle with Radios, Emergency Lighting, Console, and Command System:

- One (1) Command Vehicle (\$36,350)
- Mobile Radios, Emergency Lighting, Console, Command System: (\$33,500)

Total Cost: (\$69,850)

b. Budget Authorization

Chief Michel summarized the staff report provided. He informed the board that the existing printer/plotter is over ten years old. It is becoming more difficult to retain the current printer/plotter in working order and the expense for repairs has significantly increased. The District requested, and was approved by the County for State Homeland Security Grant money for the purchase of a new printer/plotter. The County approved grant amount is \$19,427.00.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase for a replacement printer/plotter utilizing State Homeland Security Grant Program (SHSGP) FY 13 money for an estimated cost of \$19,427.

c. Board of Directors Meeting Calendar

Ms. Rannals reviewed the staff report provided. She included routine matters that are considered by the Board with specific deadlines to assist should it be necessary to reschedule a meeting. After review of the calendar, it was agreed that there is no need to reschedule any meetings due to anticipated conflicts.

8. Resolution/Ordinance

a. Resolution 2013-13

Chief Michel informed the Board that the resolution presented is requested for adoption to confirm the recently negotiated Memorandum of Understanding with the termination date of December 31, 2013.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2012-01 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349 on a roll call vote:

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

b. Resolution 2013-14

Chief Michel informed the Board that the resolution presented is requested for adoption to confirm the recently negotiated Memorandum of Understanding with the termination date of December 31, 2013.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and APPROVED Resolution No. 2012-01 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Employees Association on a roll call vote:

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

ABSENT: None

c. Ordinance No. 2014-01

Deputy Fire Marshal Hill summarized the staff report provided. She highlighted the changes to the ordinance between the first and second reading. The next step is to schedule the public hearing. Staff responded to questions from the board.

The board agreed to schedule the public hearing and ordinance adoption for December 11, 2013; and requested that the board clerk notice the meeting for the scheduled actions pursuant to all applicable codes.

9. Oral Report

a. Fire Chief – Michel

i) San Dieguito Ambulance Service Request for Proposal (RFP): he conveyed his disappointment that the District was not the successful bidder for the RFP; however, he expressed his pride and appreciation for the efforts that district personnel contributed to the effort. The district still does not have any information on the winning bid. A transitional meeting has been held with AMR and he anticipates receiving the operational plan next week.

ii) CSA 107 – Elfin Forest/Harmony Grove – Update: he offered assistance to County staff on this proposed reorganization since the staff in the County's Fire Authority has limited opportunities for the project. There is no new information since the last report.

iii) District Activities:

(1) Employee Recognition (*October 17, 2013*): he believed that the event was well received and attended. Constructive feedback was provided that will be taken into consideration for next year.

(2) Pancake Breakfast (*October 27, 2013*): this event was well attended as approximately 600 breakfasts were served.

(3) Golf Tournament (*December 3, 2013*): a shotgun start is planned for 11:30 am, and there is a planned potluck after the tournament.

b. Operations – Deputy Chief

Chief Gibbs summarized the monthly report, noting that calls increased by 22 over the previous month and distributed the seasonal weather outlook. He also reported of significant events responded to the previous month, which included:

- Water main break on Lago Lindo

Director Malin asked if the report could be modified to include the "person hours" that are on strike teams and show a summary of calls by percentage that are EMS related. Chief Gibbs agreed to attempt to modify the report to include the desired information.

c. Training – Battalion Chief

Chief Davidson summarized the training activity for October. It included:

- Presentations in conjunction with Fire Prevention Week/Month
- Hosted a SoCal Training Officers Meeting



## Minutes

Rancho Santa Fe Fire Protection District Board of Directors

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- Other Training
  - Multi-casualty drill (MCI) at Palomar Airport
  - Active shooter simulation at North County Fair Mall
  - Airway and single resource training
- d. Fire Prevention – Deputy Fire Marshal

DFM Hill summarized the activity for the previous month, which included 19 Fire Prevention week presentations, weed abatement notices, new construction plan review and inspections, and the notices sent about the diseased and fire prevention week/month presentations to schools and station tours, fire extinguisher training at Helen Woodward, and a presentation to the DAR by the FPS/Forester. New construction increased from the previous month. She responded to questions from the board.

Chief Michel reported that the San Diego County Fire District's Association voted to move forward with a countywide citation program. It has taken many years to develop, which required approval from the District Attorney's office.
- e. Administrative Manager

Ms. Rannals shared tax revenue growth information. She reported that the FY14 budget planned for a 2% growth, and the tax revenue estimate from the County is expected to increase approximately 3.5% over FY13.
- f. Board of Directors
  - i) North County Dispatch JPA – Update – Director Ashcraft: no report, the next meeting is scheduled for December 5, 2013.
  - ii) County Service Area 17 – Update – Director Hillgren: provided an update from the last meeting. Her application for primary representative, in addition to Director Stine's application as the alternate representative will be forwarded to the county for approval. The next meeting is scheduled for February 4, 2014.
  - iii) Comments:
    - (1) Stine – expressed his appreciation to Chief Michel for his time and efforts to educate him on district operations and community efforts.

*Ten-minute recess*

## 10. Closed Session

Pursuant to section 54957.6, and 54956.8 the board met in closed session from 3:05 – 3:55 pm to discuss the following:

- 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

Unrepresented Employees: Emergency Medical Services Coordinator

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

Under Negotiation: Successor Memorandum of Understanding and Compensation

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

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

**Public Employee Performance Evaluation – Title: Fire Chief**

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

Upon reconvening to open session, President Ashcraft reported that the Board of Directors provided direction to staff on both items listed and took no action.

**11. Adjournment**

Meeting adjourned at 3:57 pm.

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Karlana Rannals  
Secretary

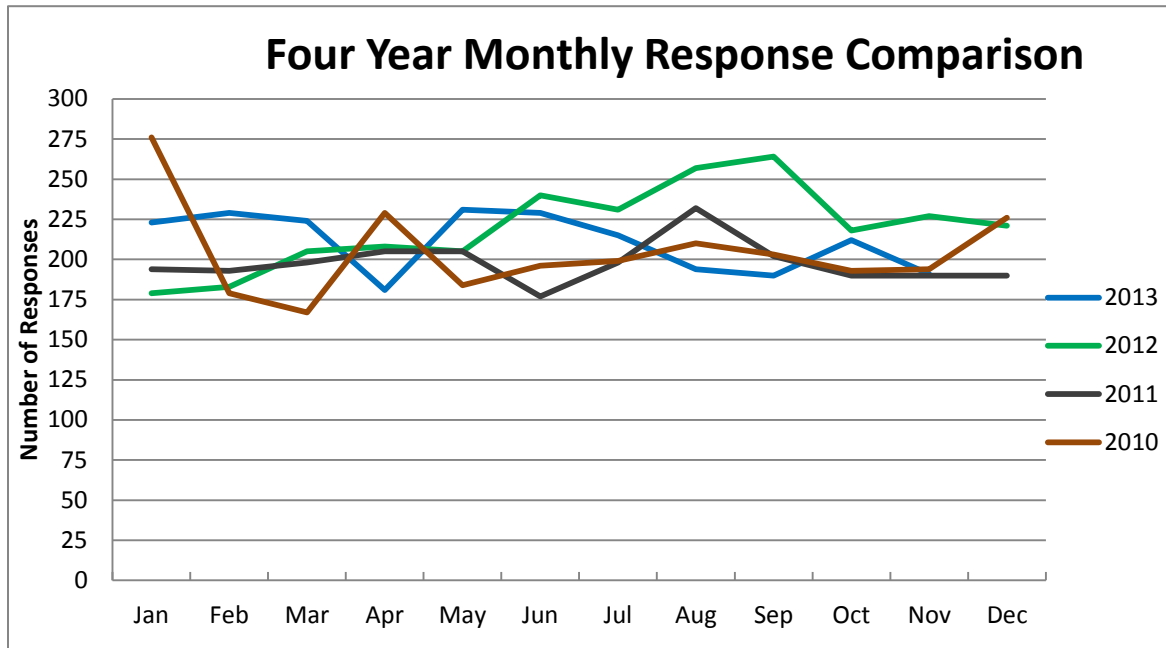
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James H Ashcraft  
President

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
24570	\$177.00	A to Z Plumbing Inc	Station Maintenance - RSF 2
24571	\$354.00	Accme Janitorial Service Inc	Building ADMIN
24572	\$1,000.00	Albrecht, Dr. Steve	Admin - Local Conf/Seminars
24573	\$7,840.15	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
24574	\$291.27	AT&T Calnet 2	Telephone ADMIN/RSF1/RSF3/NCDJPA
24575	\$1,194.00	Charles Z Fedak & Company	Accounting-Audit Services
24576	\$892.04	Competitive Lighting Maintenance Inc	Station Maintenance - RSF-4
24577	\$411.70	Complete Office of California Inc	Office Supplies
24578	\$70.00	County of SD/RCS	CAP Code Paging Service-Monthly Service
24579	\$5,294.00	California Special Districts Assoc	Association Dues
24580	\$143.50	Daniels Tire Service Inc	Scheduled - ID 0384/ID 0881
24582	\$357.08	Engineered Mechanical Services Inc	Station Maintenance - RSF-1
24583	\$1,612.43	Olivenhain Municipal Water District	Water RSF2/RSF3/RSF4
24584	\$175.00	RSFPFA	RSF Prof FF Assoc
24585	\$700.00	Santa Fe Irrigation District	NCDJPA Parking
24587	\$2,370.00	Symphony Asset Pool XVII LLC	Admin Building - Cielo HOA Fees
24588	\$3,164.63	The SoCo Group Inc	Gasoline & Diesel Fuel
24589	\$16.25	U P S	Shipping Service
24590	\$13,415.52	U S Bank Corporate Payment System	Cal-Card./IMPAC program
24591	\$1,203.34	Waste Management Inc	Trash RSF1/RSF2/RSF3/RSF4/NCDJPA/RSF Assn - Patrol
24592	\$220.00	Western State Design Inc	Station Maintenance - RSF-1
24593	\$3,594.07	Willdan Financial Services Inc	Benefit Assessment
24594	\$6.99	4S Ranch Gasoline & Carwash LP	Car Wash
24595	\$55.00	AT&T	Telephone ADMIN
24596	\$124.20	CDW Government Inc.	Computer Equipment/Parts
24598	\$1,635.00	Fitch Law Firm Inc	Legal Services
24599	\$103.25	Home Depot, Inc	Station Maintenance - RSF-3
24600	\$4,577.95	San Diego Gas & Electric	Elec/Gas/Propane RSF1/RSF2/RSF3
24602	\$457.19	TelePacific Communications	Telephone ADMIN
24603	\$81.58	Time Warner Cable	Cable Service - Admin
24604	\$12.00	U P S	Shipping Service

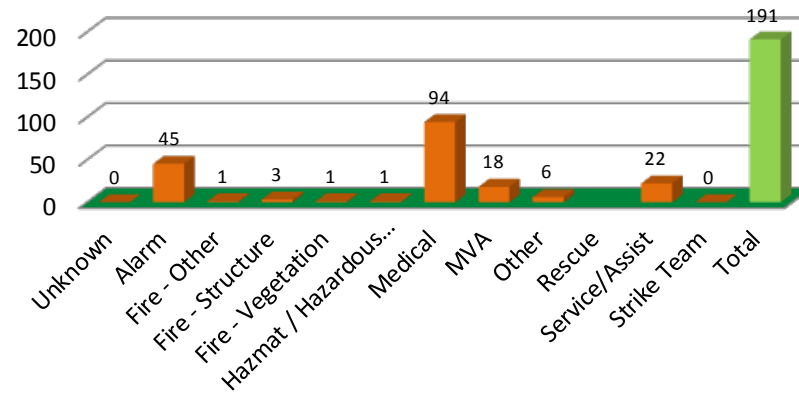
<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
24605	\$812.36	Waste Management Inc	Trash RSF2
24606	\$5,500.00	WinTech Computer Services	Consulting Services
24607	\$187.00	A to Z Plumbing Inc	Station Maintenance - RSF-1
24608	\$561.06	Action Trophies & Engraving	Safety Equipment
24609	\$328.87	AT&T Calnet 2	Telephone ADMIN/RSF1/RSF2/RSF4/NCDJPA
24610	\$137.40	Bay City Electric Works Inc	Generator RSF3 - Maintenance & Service
24611	\$20.00	Berry, Nicole	FP - Local Conference/Seminars Reimbursement
24612	\$378.00	Complete Office of California Inc	Office Supplies
24613	\$588.81	COR Security Inc	Omnilock Supplies
24614	\$2,458.52	County of SD/RCS	800 MHz Network Admin Fees
24615	\$510.87	Daniels Tire Service Inc	Repair - ID 0281
24616	\$1,605.92	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
24617	\$239.12	Door Service & Repair Inc	Station Maintenance - RSF-1
24618	\$3,376.01	Guardian Life Insurance Co	Medical Insurance
24619	\$58,254.37	Health Net	Medical Insurance
24620	\$15,300.97	Kaiser Permanente	Medical Insurance
24621	\$317.11	Metro Fire & Safety Inc	CERT Program
24622	\$2.15	Napa Auto Parts Inc	Apparatus - Miscellaneous
24623	\$15,261.66	North County EVS Inc	Scheduled - ID 0811/ ID 0561/ ID 0261 & Repair - ID 9611/ID 0262/ID 0261/ID 0311/ID 9511/ID 0211 & Generator RSF3 - Maintenance & Service & Fleet Equip Maintenance/Repair-Port Gen
24624	\$133,637.81	PERS	PERS (Employer Paid)
24625	\$3,886.44	Rose Business Solutions Inc	Computer - License/Software
24626	\$2,303.13	San Diego Gas & Electric	Elec/Gas/Propane ADMIN/RSF4
24627	\$161.99	Schmid, Brian	Station Replacement Items - RSF1 Reimbursement
24628	\$200.00	SDCFCA	Meetings/Meal Expenses
24629	\$534.81	Shift Calendar Inc	Office Supplies
24630	\$586.55	The Lincoln National Life Ins Co	Disability/Life Insurance
24631	\$4,825.66	The SoCo Group Inc	Gasoline & Diesel Fuel
24632	\$990.00	ThyssenKrupp Elevator Inc	Elevator Service

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
24633	\$12.00	U P S	Shipping Service
24634	\$1,289.67	Uniforms Plus	Uniform - Safety Personnel
EFT23	\$64.86	Rannals, Karlana	Meetings/Meal Expenses & Office Supplies Reimbursement
Various	\$3,023.89	Medical Reimbursements	Various
<b><i>subtotal</i></b>	<b><i>\$308,906.15</i></b>		
15-Nov-13	193,675.64	Payroll	RSFFPD
29-Nov-13	153,469.24	Payroll	RSFFPD
30-Nov-13	239,744.79	Payroll	RSFFPD
<b><i>subtotal</i></b>	<b><i>\$586,889.67</i></b>		
<b>Grand</b>	<b>\$895,795.82</b>		

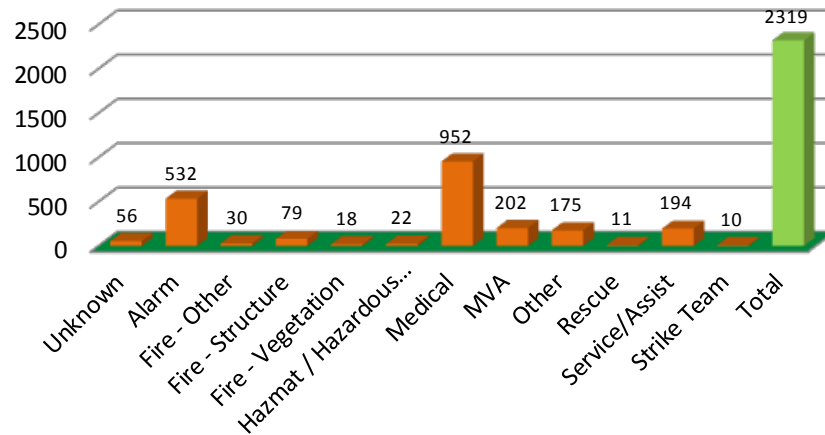


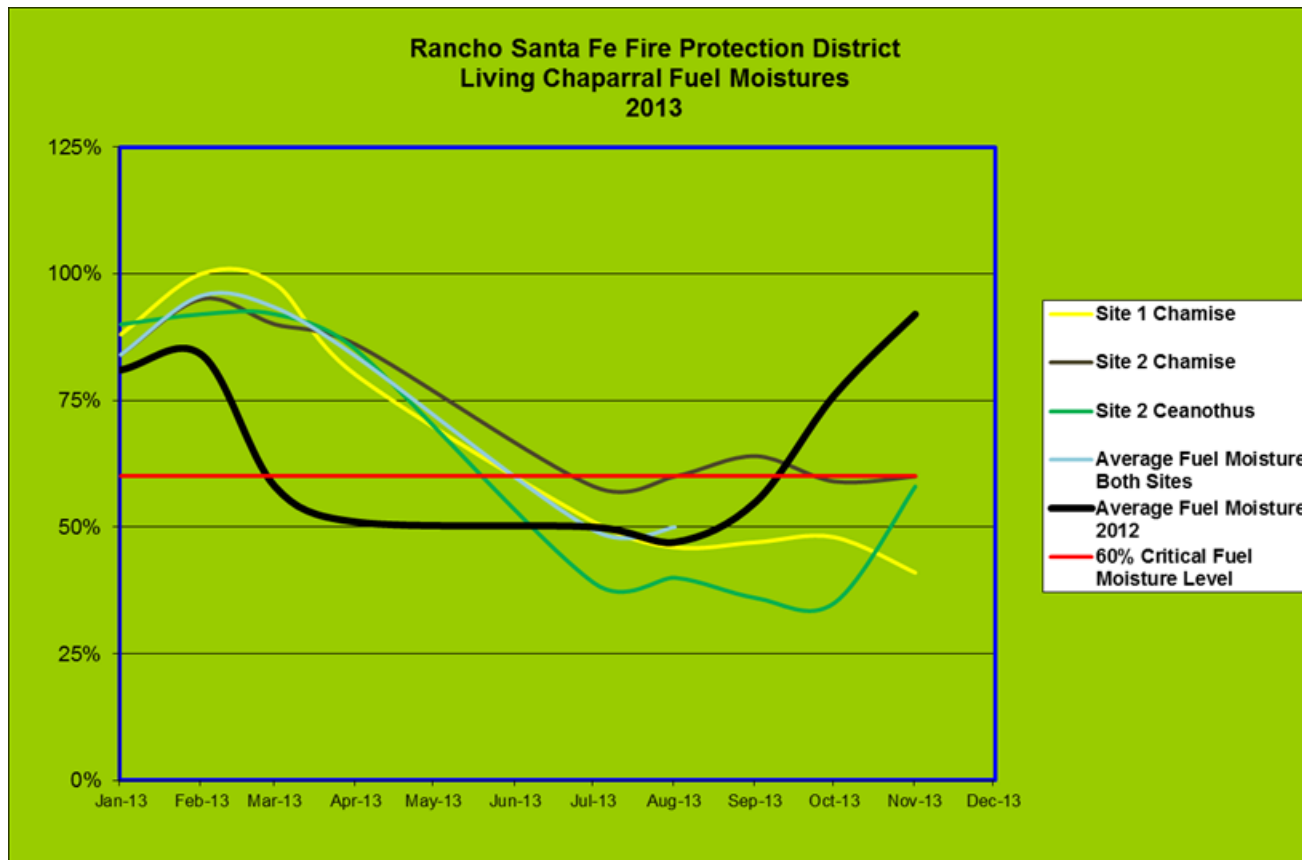
Jul-05	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	223	229	224	181	231	229	215	194	190	212	191		2,319
YTD	223	452	676	857	1,088	1,317	1,532	1,726	1,916	2,128	2,319		-4%
Jul-05	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	179	183	205	208	205	240	231	257	264	218	227	221	2,638
YTD	179	362	567	775	980	1,220	1,451	1,708	1,972	2,190	2,417	2,638	11.12%
Jul-05	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	194	193	198	205	205	177	198	232	202	190	190	190	2,374
YTD	194	387	585	790	995	1,172	1,370	1,602	1,804	1,994	2,184	2,374	-3%
Jul-05	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	276	179	167	229	184	196	199	210	203	193	194	226	2,456
YTD	276	455	622	851	1,035	1,231	1,430	1,640	1,843	2,036	2,230	2,456	4.7% increase

Call Volume By Incident Type November  
2013



Call Volume By Incident Type YTD 2013







**Significant Incidents/Overhead Assignments**

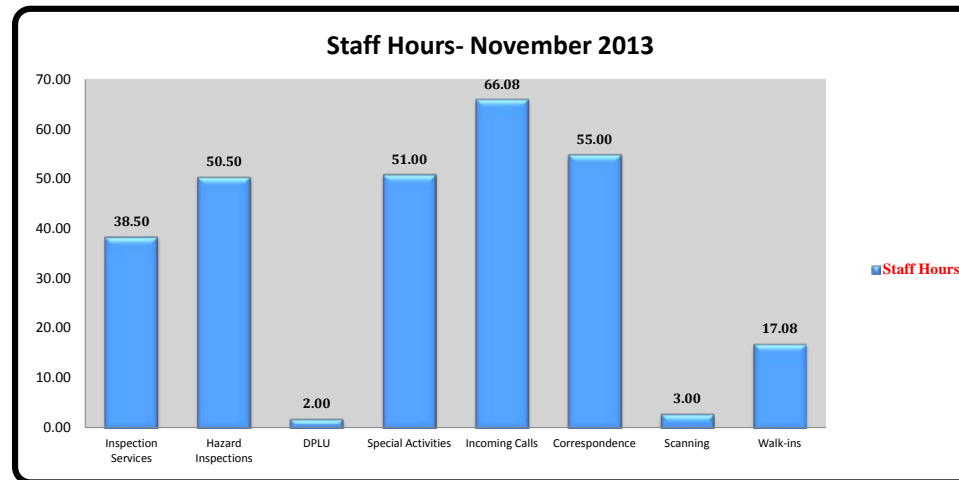
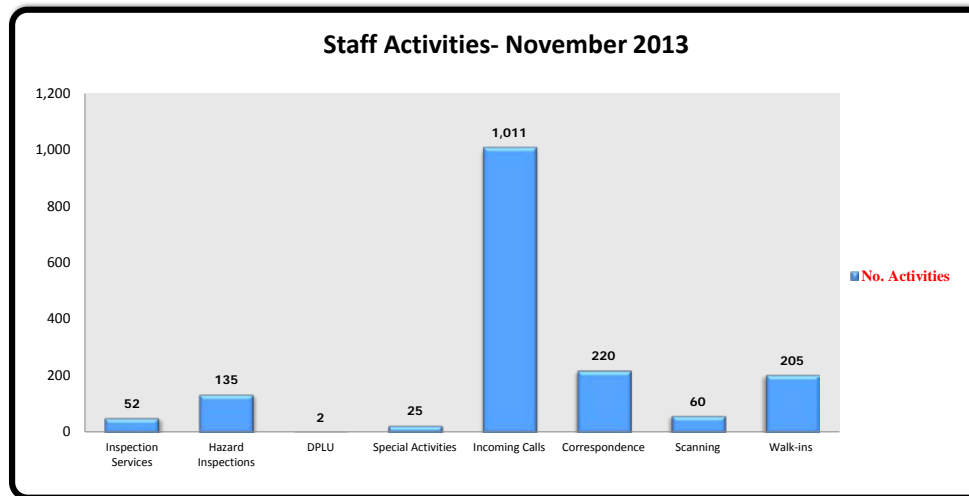
DATE	Incident/ Location	TYPE	UNIT/PERSON	DOLLAR LOSS
None to report				

# November 2013

November 2013							December 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	1	2	3	4	5	6	7
10	11	12	13	14	8	9	8	9	10	11	12	13	14
17	18	19	20	21	15	16	15	16	17	18	19	20	21
24	25	26	27	28	22	23	22	23	24	25	26	27	28
					29	30	29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 27 - Nov 2	<b>Oct 27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Nov 1</b>	<b>2</b>
						C Shift 8:00am 5:00pm Pump Testing (RSF 2) - Activity Calendar 5:00pm 5:30pm Lego League Challenge (St	B Shift
Nov 3 - 9	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
	C Shift 3:00pm 4:00pm Lego League Presentation (Station 3) - Julie E. Taber	A Shift 10:15am 11:15am Station Tour (Station 4) - Julie E. Taber 1:30pm 3:00pm FW: MCI/MPI A-Div Grou	9:00am 12:00pm Zone RIC Drill (Escondido Tower Sta 1) - Activi 1:30pm 4:30pm Zone RIC Drill (Escondido Tower Sta 1) - Activi	8:00am 8:30am EMS MCI Drill (ENC/RSF) - 9:00am 12:00pm Zone RIC Drill (Escondido 1:30pm 4:30pm Zone RIC Drill (Escondido	8:00am 8:30am EMS MCI drill (ENC/RSF) - Activity Calendar 9:00am 12:00pm Zone RIC Drill (Escondido Tower Sta 1) - Activit	9:00am 12:00pm Hose lays (RSF Sta 2) 1:30pm 4:30pm Hose Lays (RSF Sta 2 Towe 3:10pm 3:40pm Lego League Presentation	B Shift
Nov 10 - 16	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
	A Shift	9:00am 12:00pm Hose lays (RSF Sta 2) 9:30am 12:30pm Monitor Bidder conf 1:30pm 4:30pm Hose Lays (RSF Sta 2 Towe	9:00am 12:00pm Hose lays (RSF Sta 2) 1:30pm 4:30pm Hose Lays (RSF Sta 2 Towe 3:30pm 4:30pm Canceled: Station To	B Shift	C Shift 9:30am 11:30am FW: Training- Hose lays/ 10:00am 11:00am Fire Prevention Presentio 1:30pm 3:30pm Fire Exti	A Shift	C Shift
Nov 17 - 23	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
	A Shift	5:00pm 9:30pm RIC Night Drills (CBD) - Activity Calendar	5:00pm 9:30pm RIC Night Drills (CBD) - Activity Calendar	5:00pm 9:30pm RIC Night Drills (CBD) - Activity Calendar	5:00pm 9:30pm RIC Night Drills (CBD) - Activity Calendar	B Shift	9:00am 4:30pm Cert Final Academy Graduation (RSF-2 Tr 3:00pm 5:00pm Birthday Party (14716 Las Quintas i
Nov 24 - 30	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
	B Shift	Carpet installation (RSF 2 Training Rm) - RSF-2 Trair C Shift 8:00am 8:30am EMS MCI Drill (ENC/RSF) - Activity Calendar	10:00am 10:30am Colo 11:00am 11:30am Colo 12:00pm 4:30pm Copy: 3:00pm 3:30pm Colorin 4:00pm 4:30pm Colorin	12:00pm 4:30pm VCF BR7763 APT (RSF 2 T 1:30pm 4:00pm John Daniel's 1rd Qtr Exa 5:00pm 9:30pm RIC Night Drills (CBD) - A	Happy Thanksgiving	C Shift	A Shift

# Fire Prevention Monthly Staff Report November 2013



## Comparison 2012/2013 Total Monthly Hours/Activities

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	954	833	948	1191	1287	1585	3022	1851	2053	1687	1186	1418
Hours	262.85	169.42	214.77	342.03	281.52	322.38	331.48	305.88	395.3	450.87	215.75	319.05

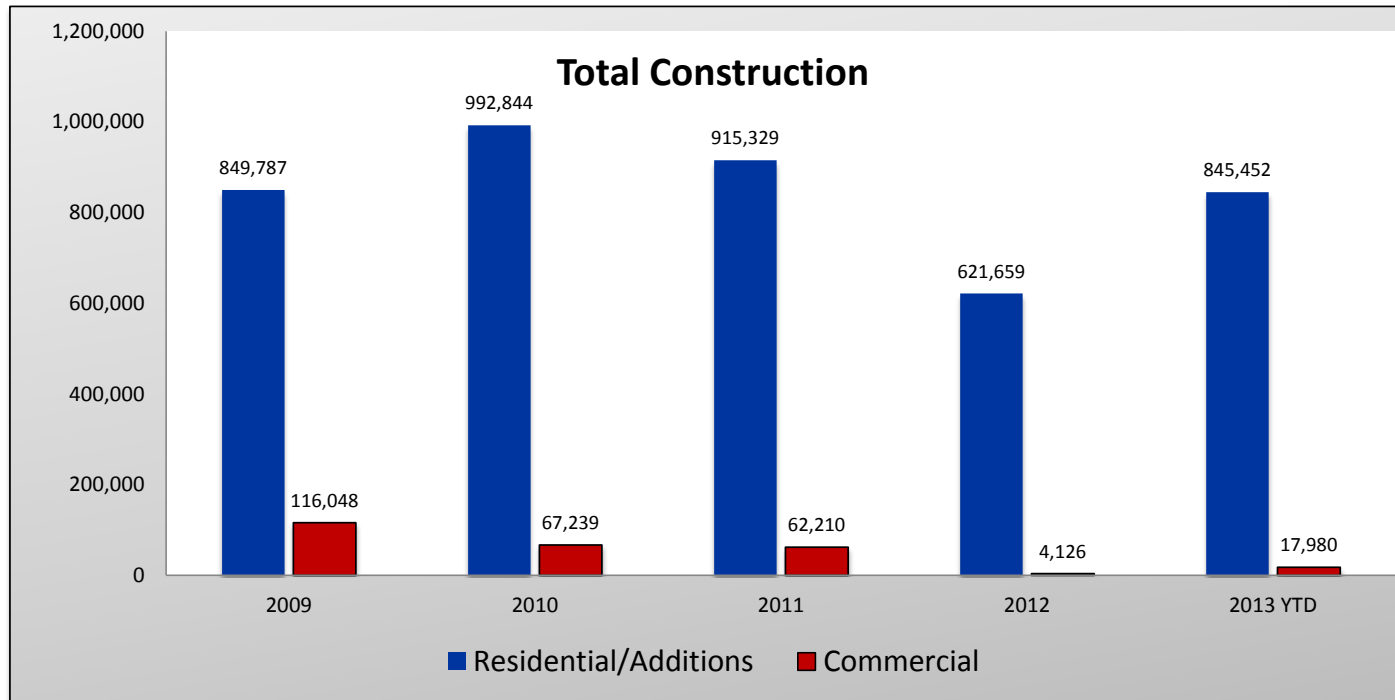
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1487	1658	2077	2150	2217	2677	2981	2772	2007	2375	1710	
Hours	241.40	230.15	385.33	329.17	347.97	388.33	736.1	516.18	434.48	446.22	283.17	

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

# Rancho Santa Fe Fire Protection District

## Fire Prevention Bureau -Construction

November 2013



Year	Res/Add	Comm	Total
2009	849,787	116,048	965,835
2010	992,844	67,239	1,060,083
2011	915,329	62,210	977,539
2012	621,659	4,126	625,785
2012 YTD	576,191	4,126	580,317
2013 YTD	845,452	17,980	863,432

### Comparison 2012/2013 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	32,208	25,725	65,313	124,980	64,041	73,962	73,882	6,960	88,364	23,750	1,132	45,468
2013	47,186	70,209	30,161	133,234	23,840	175,693	47,280	117,083	47,197	56,405	115,144	

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**November 2013**

**PLAN REVIEW**

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Deputy Fire Marshal	31	103,626
	Fire Inspector	0	0
	Fire Inspector/Forester	1	6,064
	<b>TOTAL</b>	<b>32</b>	<b>109,690</b>
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Deputy Fire Marshal	26,402	4,500
	Fire Inspector	0	0
	Fire Inspector/Forester	8,225	954
	<b>TOTAL</b>	<b>34,627</b>	<b>5,454</b>
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Deputy Fire Marshal	0	0
	Fire Inspector	0	0
	Fire Inspector/Forester	0	0
	<b>TOTAL</b>	<b>0</b>	<b>0</b>
TOTAL NEW CONSTRUCTION			Sq Footage
<b>Based on permitted Sq footage</b>		<b>Total Added</b>	<b>115,144</b>
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Deputy Fire Marshal	1	0
	Fire Inspector	0	5
	Fire Inspector/Forester	2	0
	<b>TOTAL</b>	<b>3</b>	<b>5</b>
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Deputy Fire Marshal	1	2,250
	Fire Inspector	0	0
	Fire Inspector/Forester	0	0
	<b>TOTAL</b>	<b>1</b>	<b>2,250</b>
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Deputy Fire Marshal	0	0.00
	Fire Inspector	0	0.00
	Fire Inspector/Forester	25	9.50
	<b>TOTAL</b>	<b>25</b>	<b>9.50</b>

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**November 2013**

**SERVICES PROVIDED- FIRE PREVENTION**

<b>DPLU -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Project Availability Forms	2	2.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
<b>TOTAL</b>	<b>2</b>	<b>2.00</b>
<b>INSPECTION SERVICES- All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	23	15.00
Finals (Structures)	24	20.00
Landscape	2	1.00
Reinspections	1	0.50
Tents/Canopy	0	0.00
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	0	0.00
Code Enforcement	1	1.00
Engine Company Follow Up	1	1.00
Misc.	0	0.00
<b>TOTAL</b>	<b>52</b>	<b>38.50</b>
<b>HAZARD INSPECTIONS - All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Weed Abatement Inspection	35	7.00
Weed Abatement Reinspection	60	28.00
1st Notice	18	7.00
2nd Notice	9	3.50
Final Notice	5	1.00
Forced Abatement	0	0.00
Postings	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	8	4.00
WUI	0	0.00
<b>TOTAL</b>	<b>135</b>	<b>50.50</b>
<b>GRADING -All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Plan Review	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**November 2013**

**ADMINISTRATIVE SERVICES- FIRE PREVENTION**

<b>SPECIAL ACTIVITIES/EDUCATION-All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	4	17.50
Conferences	0	0.00
Meetings	20	31.50
Other	1	2.00
Supervision	0	0.00
Fuels Reduction	0	0.00
<b>TOTAL</b>	<b>25</b>	<b>51.00</b>
<b>FIRE PREVENTION -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Incoming Phone Calls	1,011	66.08
Correspondence	220	55.00
Consultations	41	33.00
Plan Review	63	40.50
Scanning	60	3.00
General Office	44	65.00
<b>TOTAL</b>	<b>1,439</b>	<b>262.58</b>

**ADMINISTRATIVE SERVICES- OFFICE SUPPORT**

<b>OFFICE COORDINATOR-PREVENTION</b>	<b>Number</b>	<b>Staff Hours</b>
Phone Calls (All Administrative Staff) Internal & External	785	39.25
Correspondence	100	25.00
Walk in/Counter (All Administrative Staff)	205	17.08
Knox Application Request	2	0.17
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	63	10.50
Special Projects	5	40.00
Scanning Documents/Electronic Files	60	3.00
Meetings: Admin/Prevention/Admin Shift	6	6.00
Post Office Runs	19	9.50
Deposit runs and preparations	8	8.00
<b>TOTAL</b>	<b>1,255</b>	<b>159</b>

Rancho Santa Fe Fire District  
Public Education Coordinator - Monthly Report  
November 2013

<b>WEBSITE/INTERNET</b>		<b>Staff Hours</b>
<b>Update existing info &amp; documents:</b>		<b>4.0</b>
<i>Updated home page, news, etc</i>		4.0
		0.0
		0.0
<b>Compile &amp; write new information:</b>		<b>1.0</b>
<i>CERT</i>		1.0
		0.0
<b>Social Media</b>		<b>3.0</b>
<i>Facebook "Fans" - 271</i>		2.0
<i>Twitter "Follower" - 948</i>		1.0
<b>TOTAL</b>		<b>8.0</b>
<b>PUBLICATIONS</b>		<b>Staff Hours</b>
<b>Design/write brochures, flyers, etc:</b>		<b>1.0</b>
		1.0
<b>TOTAL</b>		<b>1.0</b>
<b>MEDIA RELATIONS</b>		<b>Staff Hours</b>
<b>On-scene Public Information Officer:</b>		<b>0.0</b>
<b>Press Releases:</b>		<b>2.0</b>
<i>Firefighter of the year</i>		2.0
<b>Other Articles/Stories/Interviews:</b>		<b>1.0</b>
<i>RSF News re: Ambulance service</i>		1.0
<b>TOTAL</b>		<b>3.0</b>
<b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>		<b>Staff Hours</b>
<b>Children's Programs</b>		<b>21.0</b>
<i>Station Tour - 4</i>		1.0
<i>Lego League Challenge Visits - 3</i>		6.0
<i>Kid Adventure Visit</i>		2.0
<i>Color Contest Judging</i>		12.0
<b>Adult Programs:</b>		<b>3.0</b>
<i>Fire Extinguisher Training - RSF Inn</i>		3.0
<b>TOTAL</b>		<b>24.0</b>



Rancho Santa Fe Fire District  
Public Education Coordinator - Monthly Report  
November 2013

<b>EVENTS</b>		Staff Hours
<b>External/Community Events:</b>		<b>0.0</b>
		0.0
<b>Internal Events:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>0.0</b>
<b>CONTINUING EDUCATION</b>		Staff Hours
<b>Training Classes:</b> <i>Target Safety - 3</i>		<b>3.0</b>
		3.0
<b>Conferences:</b>		<b>0.0</b>
<b>Meetings:</b> <i>Staff meetings</i> <i>Shift Meeting</i> <i>Plan Senior Safety Day</i>		<b>4.0</b>
		3.0
		0.0
		1.0
<b>TOTAL</b>		<b>7.0</b>
<b>CLERICAL</b>		Staff Hours
<b>Prevention-related:</b> <i>Mailbox, email inbox, phone calls, news clips, etc.</i> <i>Phone Calls - 32</i>		<b>37.0</b>
		32.0
		5.0
<b>Non-prevention/non-minute related:</b>		<b>20.0</b>
<b>TOTAL</b>		<b>57.0</b>
<b>TOTAL HOURS</b>		<b>100.0</b>



**Rancho Santa Fe  
Fire Protection District  
Annual Financial Report  
For the Fiscal Year Ended June 30, 2013**



# **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, 2013**

<b>Name</b>	<b>Position</b>	<b>Elected/Appointed</b>	<b>Current Term</b>
<b>James Ashcraft</b>	<b>President</b>	<b>Elected</b>	<b>11/12 - 11/16</b>
<b>Thomas Hickerson</b>	<b>Vice President</b>	<b>Elected</b>	<b>11/10 - 11/14</b>
<b>Nancy C. Hillgren</b>	<b>Director</b>	<b>Elected</b>	<b>11/12 - 11/16</b>
<b>Randall Malin</b>	<b>Director</b>	<b>Elected</b>	<b>11/12 - 11/16</b>
<b>John C. Tanner</b>	<b>Director</b>	<b>Elected</b>	<b>11/10 - 11/14</b>

## **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](http://www.rsf-fire.org)**

**Rancho Santa Fe  
Fire Protection District**

**Annual Financial Report**

**For the Fiscal Year Ended June 30, 2013**

**Rancho Santa Fe Fire Protection District  
Annual Financial Report  
For the Fiscal Year Ended June 30, 2013**

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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

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## Independent Auditor's Report

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

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities of Rancho Santa Fe Fire Protection District (District) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express opinions 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Rancho Santa Fe Fire Protection District as of June 30, 2013, and the respective changes in financial position and the respective budgetary comparison for the year then ended in conformity with accounting principles generally accepted in the United States of America.



## **Independent Auditor's Report, continued**

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6, the required supplementary information on pages 23 through 25 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. 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.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued a report dated September 30, 2013, 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 pages 26 and 27.

**Charles Z. Fedak & Company, CPAs – An Accountancy Corporation**

Cypress, California

September 30, 2013

**Rancho Santa Fe Fire Protection District**  
*Management's Discussion and Analysis*  
**For the Fiscal Year Ended June 30, 2013**

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, 2013. 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 position increased 3.6%, or \$1,186,570, from \$32,940,117 to \$34,126,687.
- Total revenues increased 2.9%, or \$357,161, from \$12,158,435 to \$12,515,596, primarily from an increase in program revenues and general revenues.
- Total expenses decreased 9.4%, or \$1,180,576, to \$11,329,026 from \$12,509,602, due primarily to the one-time expenditure of \$1,724,543 to expense non-capitalized costs for the Station No. 3 replacement construction in 2012.

**Using This Financial Report**

This annual report consists of a series of financial statements. The Statement of Net Position 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 Position 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 65 years, the District now spans approximately 38-square miles and protects over 29,131 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, five Battalion Chiefs, 39 paid fire suppression positions, two 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, 2013**

**Government-wide Financial Statements**

**Statement of Net Position 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 Position 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 position* and changes in them. Think of the District's net position – 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 position are one indicator of whether its *financial health* is improving or deteriorating. One 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, 2013**

**Government-wide Financial Analysis**

**Condensed Statement of Net Position**

	<u>2013</u>	<u>2012</u>	<u>Change</u>
Assets:			
Current assets	\$ 15,712,865	14,325,234	1,387,631
Capital assets, net	<u>19,686,066</u>	<u>20,301,483</u>	<u>(615,417)</u>
<b>Total assets</b>	<u><u>35,398,931</u></u>	<u><u>34,626,717</u></u>	<u><u>772,214</u></u>
Liabilities:			
Current liabilities	<u>1,272,244</u>	<u>1,686,600</u>	<u>(414,356)</u>
<b>Total liabilities</b>	<u><u>1,272,244</u></u>	<u><u>1,686,600</u></u>	<u><u>(414,356)</u></u>
Net position:			
Net investment in capital assets	19,686,066	20,301,483	(615,417)
Restricted for capital projects	383,331	90,593	292,738
Unrestricted	<u>14,057,290</u>	<u>12,548,041</u>	<u>1,509,249</u>
<b>Total net position</b>	<u><u>\$ 34,126,687</u></u>	<u><u>32,940,117</u></u>	<u><u>1,186,570</u></u>

As noted earlier, net position 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 \$34,126,687, as of June 30, 2013.

A portion of the District's net position (58% or \$19,686,066) 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 2013, the District shows a positive balance in its unrestricted net position of \$14,057,290 that may be utilized in future years. (See Note 5 for further information)

**Condensed Statement of Activities**

	<u>2013</u>	<u>2012</u>	<u>Change</u>
Expenses:			
Fire protection operations	\$ 11,329,026	12,509,602	(1,180,576)
<b>Total expenses</b>	<u>11,329,026</u>	<u>12,509,602</u>	<u>(1,180,576)</u>
Program revenues	1,467,100	1,295,358	171,742
General revenues	<u>11,048,496</u>	<u>10,863,077</u>	<u>185,419</u>
<b>Total revenues</b>	<u><u>12,515,596</u></u>	<u><u>12,158,435</u></u>	<u><u>357,161</u></u>
Change in net position	1,186,570	(351,167)	1,537,737
Net position – beginning of period	<u>32,940,117</u>	<u>33,291,284</u>	<u>(351,167)</u>
Net position – end of period	<u><u>\$ 34,126,687</u></u>	<u><u>32,940,117</u></u>	<u><u>1,186,570</u></u>

The statement of activities shows how the government's net position changed during the fiscal year. In the case of the District, net position increased by \$1,186,570 during the fiscal year ended June 30, 2013.

**Rancho Santa Fe Fire Protection District**  
**Management's Discussion and Analysis**  
**For the Fiscal Year Ended June 30, 2013**

**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, 2013, the District's General Fund reported a fund balance of \$14,779,915. An amount of \$13,583,704 constitutes the District's *unassigned fund balance*, which is available for future District operations. The remainder of fund balance of \$1,196,211 is *nonspendable, 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 2013 were as follows:

	<u>Balance 2012</u>	<u>Additions</u>	<u>Deletions/ Transfers</u>	<u>Balance 2013</u>
Non-depreciable assets	\$ 3,374,840	-	-	3,374,840
Depreciable assets	22,890,939	149,873	-	23,040,812
Accumulated depreciation	<u>(5,964,296)</u>	<u>(765,290)</u>	<u>-</u>	<u>(6,729,586)</u>
Total capital assets, net	\$ <u>20,301,483</u>	<u>(615,417)</u>	<u>-</u>	<u>19,686,066</u>

At the end of fiscal year 2013, the District's investment in capital assets amounted to \$19,686,066 (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, Karlana 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 Position**  
**June 30, 2013**  
*With comparative amounts as of June 30, 2012*

	<u>2013</u>	<u>2012</u>
<b>Assets:</b>		
Cash and cash equivalents (note 2)	\$ 15,412,452	13,820,784
Accrued interest receivable	11,171	12,214
Accounts receivable	277,012	470,390
Property taxes receivable	12,230	16,040
Prepaid expenses and deposits	-	5,806
Capital assets not being depreciated (note 3)	3,374,840	3,374,840
Capital assets being depreciated, net (note 3)	<u>16,311,226</u>	<u>16,926,643</u>
<b>Total assets</b>	<u><u>35,398,931</u></u>	<u><u>34,626,717</u></u>
<b>Liabilities:</b>		
Accounts payable and accrued expenses	267,670	547,995
Accrued salaries and related payables	281,949	395,890
Workers' compensation claims payable – PASIS (note 10)	243,755	344,979
Compensated absences (note 4)	<u>478,870</u>	<u>397,736</u>
<b>Total liabilities</b>	<u><u>1,272,244</u></u>	<u><u>1,686,600</u></u>
<b>Net position:</b>		
Net investment in capital assets	19,686,066	20,301,483
Restricted for capital projects	383,331	90,593
Unrestricted (note 5)	<u>14,057,290</u>	<u>12,548,041</u>
<b>Total net position</b>	<u><u>\$ 34,126,687</u></u>	<u><u>32,940,117</u></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 Position**  
**June 30, 2013**

<i><b>Governmental Activities:</b></i>	<b>2013</b>	<b>2012</b>
<b>Expenses:</b>		
Fire protection operations:		
Salaries and wages	\$ 6,120,687	5,529,639
Employee benefits	2,961,232	3,248,468
Contractual services	922,294	878,405
Materials and supplies	559,523	469,180
Station No. 3 replacement non-capitalized costs	-	1,724,543
Depreciation	765,290	659,367
<b>Total expenses</b>	<b>11,329,026</b>	<b>12,509,602</b>
<b>Program revenues:</b>		
Charges for services – fire protection	1,051,222	956,188
Operating grants and contributions – fire protection	9,025	11,123
Capital grants and contributions – fire protection	406,853	328,047
<b>Total program revenues</b>	<b>1,467,100</b>	<b>1,295,358</b>
<b>Net program expense</b>	<b>9,861,926</b>	<b>11,214,244</b>
<b>General revenues:</b>		
Property taxes	9,397,309	9,311,353
Voter approved taxes	998,845	1,011,280
In-lieu of property taxes – developer payments	136,640	161,155
Interest earnings	46,993	57,558
Rental revenue	256,162	229,542
Firefighting personnel reimbursement	103,621	40,018
Other	108,926	52,171
<b>Total general revenues</b>	<b>11,048,496</b>	<b>10,863,077</b>
<b>Change in net position</b>	<b>1,186,570</b>	<b>(351,167)</b>
<b>Net position– beginning of year</b>	<b>32,940,117</b>	<b>33,291,284</b>
<b>Net position – end of year</b>	<b>\$ 34,126,687</b>	<b>32,940,117</b>

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 Position**  
**June 30, 2013**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total Governmental</u>	<u>Reclassifications &amp; Eliminations</u>	<u>Statement of Net Position</u>
<b>Assets:</b>					
Cash and cash equivalents	\$ 15,132,275	280,177	15,412,452	-	15,412,452
Accrued interest receivable	10,963	208	11,171	-	11,171
Accounts receivable	174,066	102,946	277,012	-	277,012
Property taxes receivable	12,230	-	12,230	-	12,230
Capital assets not being depreciated	-	-	-	3,374,840	3,374,840
Capital assets being depreciated, net	-	-	-	16,311,226	16,311,226
<b>Total assets</b>	<u>15,329,534</u>	<u>383,331</u>	<u>15,712,865</u>	<u>19,686,066</u>	<u>35,398,931</u>
<b>Liabilities:</b>					
Accounts payable and accrued expenses	267,670	-	267,670	-	267,670
Accrued salaries and wages	281,949	-	281,949	-	281,949
Workers' compensation claims payable – PASIS	-	-	-	243,755	243,755
Compensated absences	-	-	-	478,870	478,870
<b>Total liabilities</b>	<u>549,619</u>	<u>-</u>	<u>549,619</u>	<u>722,625</u>	<u>1,272,244</u>
<b>Fund balance: (note 6)</b>					
Restricted	-	383,331	383,331	(383,331)	-
Committed	592,468	-	592,468	(592,468)	-
Assigned	603,743	-	603,743	(603,743)	-
Unassigned	<u>13,583,704</u>	<u>-</u>	<u>13,583,704</u>	<u>(13,583,704)</u>	<u>-</u>
<b>Total fund balance</b>	<u>14,779,915</u>	<u>383,331</u>	<u>15,163,246</u>	<u>(15,163,246)</u>	<u>-</u>
<b>Total liabilities and fund balance</b>	<u>\$ 15,329,534</u>	<u>383,331</u>	<u>15,712,865</u>	<u>(14,440,621)</u>	<u>1,272,244</u>
<b>Net position:</b>					
Net investment in capital assets					\$ 19,686,066
Restricted for capital projects					383,331
Unrestricted					<u>14,057,290</u>
<b>Total net position</b>					<u>34,126,687</u>
<b>Reconciliation:</b>					
Fund balance of governmental funds					15,163,246
Amounts reported for governmental activities in the statement of net position 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					3,374,840
Capital assets being depreciated, net					16,311,226
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 position.					
Workers' compensation claims payable – PASIS					(243,755)
Compensated absences					<u>(478,870)</u>
Net position of governmental activities					<u>\$ 34,126,687</u>

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, 2013**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total Governmental</u>	<u>Reclassifications &amp; Eliminations</u>	<u>Statement of Activities</u>
<b>Expenditures/Expenses:</b>					
Fire protection operations:					
Salaries and wages	\$ 6,039,553	-	6,039,553	81,134	6,120,687
Employee benefits	3,062,456	-	3,062,456	(101,224)	2,961,232
Contractual services	922,294	-	922,294	-	922,294
Materials and supplies	559,523	-	559,523	-	559,523
Depreciation	-	-	-	765,290	765,290
Capital outlay					
Structures, equipment and vehicles	149,873	-	149,873	(149,873)	-
<b>Total expenditures/expenses</b>	<u>10,733,699</u>	<u>-</u>	<u>10,733,699</u>	<u>595,327</u>	<u>11,329,026</u>
<b>Program revenues:</b>					
Charges for services – fire protection	1,051,222	-	1,051,222	-	1,051,222
Operating grants and contributions – fire protection	9,025	-	9,025	-	9,025
Capital grants and contributions – fire protection	114,811	292,042	406,853	-	406,853
<b>Total program revenues</b>	<u>1,175,058</u>	<u>292,042</u>	<u>1,467,100</u>	<u>-</u>	<u>1,467,100</u>
<b>Net program expense</b>	<u>9,558,641</u>	<u>(292,042)</u>	<u>9,266,599</u>	<u>595,327</u>	<u>9,861,926</u>
<b>General revenues:</b>					
Property taxes	9,397,309	-	9,397,309	-	9,397,309
Voter approved taxes	998,845	-	998,845	-	998,845
In-lieu of property taxes – developer payments	136,640	-	136,640	-	136,640
Interest earnings	46,297	696	46,993	-	46,993
Rental income – cellular antennas	256,162	-	256,162	-	256,162
Firefighting personnel reimbursement	103,621	-	103,621	-	103,621
Other	108,926	-	108,926	-	108,926
<b>Total general revenues</b>	<u>11,047,800</u>	<u>696</u>	<u>11,048,496</u>	<u>-</u>	<u>11,048,496</u>
<b>Total revenues</b>	<u>12,222,858</u>	<u>292,738</u>	<u>12,515,596</u>		
<b>Excess of revenues over expenditures</b>	1,489,159	292,738	1,781,897		
<b>Other financing sources(uses):</b>					
Transfers in(out)	-	-	-		
<b>Net change in fund balance</b>	1,489,159	292,738	1,781,897	(1,781,897)	
<b>Change in net position</b>	-	-	-	1,186,570	1,186,570
Fund balance/Net position – beginning of year	13,290,756	90,593	13,381,349	-	32,940,117
Fund balance/Net position – end of year	<u>\$ 14,779,915</u>	<u>383,331</u>	<u>15,163,246</u>	<u>-</u>	<u>34,126,687</u>

**Reconciliation:**

Net changes in fund balance of total governmental funds \$ 1,781,897

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	149,873
Depreciation expense	(765,290)

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	101,224
Net change in compensated absences for the current period	(81,134)

Change in net position of governmental activities \$ 1,186,570

See accompanying notes to the basic financial statements

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2013**

**(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 38-square miles and protects over 28,262 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. 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

***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 Position. The Statement of Activities presents changes in net position. 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.

***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 position as presented in these statements to the net position 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.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2013**

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

**B. Basis of Accounting and Measurement Focus, continued**

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.

**C. Assets, Liabilities and Net Position**

**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 position 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.

**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.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2013**

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

**C. Assets, Liabilities and Net Position, continued**

***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.

**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

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2013**

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

**C. Assets, Liabilities, Net Position, continued**

**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 Position**

The financial statements utilize a net position presentation. Net position is categorized as follows:

- **Net Investment in Capital Assets** – This component of net position 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 Position** – This component of net position consists of constraints placed on net position 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 Position** – This component of net position is the net amount of assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of the net investment in capital assets or restricted component of net position.

**9. Fund Balance**

The financial statements and 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.



**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2013**

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

**C. Assets, Liabilities, Net Position, continued**

**9. Fund Balance, continued**

The Board of Directors establishes, 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.

**D. Implementation of New Accounting Pronouncements**

***Governmental Accounting Standards Board Statement No. 63 – Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*** effective for financial statements for periods beginning after December 15, 2011. The Authority implemented this new pronouncement in the current year. The effect of the implementation of this statement to the Authority is limited to renaming of *Net Assets* to *Net Position*.

**(2) Cash and Cash Equivalents**

Cash and cash equivalents as of June 30, 2013, consist of the following:	<b>2013</b>
Deposits held with financial institutions	\$ 608,757
Deposits held with San Diego County Pooled Investment Fund (SDCPIF)	11,717,551
Deposits held with California Local Agency Investment Fund (LAIF)	2,493,667
Deposits held with Public Agencies Self Insurance System (PASIS)	592,131
Deposits held at NCDJPA (Mobile Data Computer- MDC)	346
Total	\$ 15,412,452

As of June 30, 2013, the District's authorized deposits had the following maturities:

Deposits held with San Diego County Pooled Investment Fund (SDCPIF)	393 days
Deposits held with the California Local Agency Investment Fund (LAIF)	278 days
Deposits held with PASIS are primarily held with SDCPIF	393 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.C.3 to the financial statements.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2013**

**(2) Cash and Cash Equivalents, continued**

***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.

***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, 2013, the District's investment in the SDCPIF was rated by Standard & Poor's as AAf/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 76% and 16% 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.



**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2013**

**(3) Capital Assets**

Changes in capital assets for the year were as follows:

	<u>Balance 2012</u>	<u>Additions</u>	<u>Deletions/ Transfers</u>	<u>Balance 2013</u>
Non-depreciable assets:				
Land	\$ 3,374,840	-	-	3,374,840
Total non-depreciable assets	<u>3,374,840</u>	<u>-</u>	<u>-</u>	<u>3,374,840</u>
Depreciable assets:				
Structures and improvements	19,068,227	-	-	19,068,227
Equipment and vehicles	<u>3,822,712</u>	<u>149,873</u>	<u>-</u>	<u>3,972,585</u>
Total depreciable assets	<u>22,890,939</u>	<u>149,873</u>	<u>-</u>	<u>23,040,812</u>
Accumulated depreciation:				
Structures and improvements	(3,320,660)	(478,625)	-	(3,799,285)
Equipment and vehicles	<u>(2,643,636)</u>	<u>(286,665)</u>	<u>-</u>	<u>(2,930,301)</u>
Total accumulated depreciation	<u>(5,964,296)</u>	<u>(765,290)</u>	<u>-</u>	<u>(6,729,586)</u>
Total depreciable assets, net	<u>16,926,643</u>	<u>(615,417)</u>	<u>-</u>	<u>16,311,226</u>
Total capital assets, net	<u>\$ 20,301,483</u>			<u>19,686,066</u>

Major capital asset additions during the year totaled \$149,873, which consisted of \$114,811 in capital equipment and \$35,064 for vehicles.

**(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:

	<u>Balance 2012</u>	<u>Earned</u>	<u>Taken</u>	<u>Balance 2013</u>
\$	<u>397,736</u>	<u>348,255</u>	<u>(267,121)</u>	<u>478,870</u>

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2013**

**(5) Unrestricted Net Position**

Unrestricted net position is designated for the following purposes:

<u>Description</u>	<u>Amount</u>
<b>Unrestricted:</b>	
Public Agency Self Insurance System	\$ 348,713
Advanced life support equipment	124,527
Mobile data computer equipment	346
Six-month operating reserve	4,500,000
Capital projects reserve	7,883,704
CalPERS retirement reserve	<u>1,200,000</u>
<b>Total unrestricted net position</b>	<b>\$ <u>14,057,290</u></b>

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.C.9 for a description of these categories). A detailed schedule of fund balances and their funding composition at June 30, 2013, is as follows:

<u>Description</u>	<u>Amount</u>
<b>Restricted:</b>	
Capital projects	<u>383,331</u>
<b>Committed:</b>	
Public Agency Self Insurance System	<u>592,468</u>
<b>Assigned:</b>	
Advanced life support equipment	124,527
Mobile data computer equipment	346
Compensated absences	<u>478,870</u>
Sub-total assigned	<u>603,743</u>
<b>Unassigned:</b>	
Six-month operating reserve	4,500,000
Capital projects reserve	7,883,704
CalPERS retirement reserve	<u>1,200,000</u>
Sub-total unassigned	<u>13,583,704</u>
<b>Total fund balance</b>	<b>\$ <u>15,163,246</u></b>

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2013**

**(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, 2013, was \$5,825,578.

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 position.

**(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, 2013, was \$1,446,879.

**(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 and Annual Pension Cost***

***First-Tier Plan***

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 2013, 2012, and 2011, 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.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2013**

**(9) Defined Benefit Pension Plan, continued**

The District's annual pension cost percentage of payroll for this tier was as follows:

<b>Fiscal Year</b>	<b>APC - Safety Percentage of Payroll</b>	<b>APC - Misc Percentage of Payroll</b>
2011	19.094%	11.830%
2012	24.112%	14.762%
2013	24.706%	15.178%

***Second -Tier Plan***

On May 1, 2012, the District approved a two tier plan for employees who become eligible to participate in the District's CalPERS defined benefit pension plan after that date. New participants in the plan will participate in the CalPERS 2.5% @ 55 years-old (Miscellaneous Employees) and the CalPERS 3.0% @ 55 years-old (Safety Employees) Risk Pool Retirement Plans.

***Miscellaneous Plan***

The contribution rate for plan members in the CalPERS 2.5% at 55 years-old Risk Pool Retirement Plan is 8% of their annual covered salary. In 2013, the District employees contributed 8% for their account. The District's annual pension cost percentage of payroll for this tier was as follows:

<b>Fiscal Year</b>	<b>APC - Misc Percentage of Payroll</b>
2012	12.749%
2013	13.307%

***Safety Plan***

The contribution rate for plan members in the CalPERS 3.0% at 55 years-old (Safety Employees) Risk Pool Retirement Plan is 9% of their annual covered salary. In 2013, the District contributed 4.5% and the District employees contributed 4.5% for their account until December 31, 2012. The District's annual pension cost percentage of payroll for this tier was as follows:

<b>Fiscal Year</b>	<b>APC - Safety Percentage of Payroll</b>
2012	20.308%
2013	20.057%

***California Public Employees Pension Reform Act of 2013***

On September 12, 2012, the California Governor signed the California Public Employees' Pension Reform Act of 2013 (PEPRA) into law. PEPRA took effect January 1, 2013.

Key components of the legislation are as follows:

- Establishes PEPRA which will apply to all public employers and public pension plans on and after January 1, 2013 (Except specific exemptions);
- Establishes new retirement tiers/benefits for new public employees;
- Prohibits certain cash payments from being counted as compensation; and
- Increases retirement age for all new public employees.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2013**

**(9) Defined Benefit Pension Plan, continued**

***Third Tier Plan – Beginning January 1, 2013***

The contribution rate for plan members in the CalPERS 2.0% at 62 Retirement Plan under PEPRA is 6.25% of their annual covered wages. Unless specifically exempted by law, Authority employees in this tier contribute 6.25% of their annual covered wages to their account. Also, the Authority is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The employer and member contribution rate is 6.25% for a combined rate of 12.50%, which will be in effect until June 30, 2015.

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 are equal to the annual pension cost (APC) percentage of payroll for fiscal year 2013. 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 2013, 2012, and 2011, 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:

<b>Fiscal Year</b>		<b>Annual Pension Cost (APC)</b>	<b>Percentage of APC Contributed</b>	<b>Net Pension Obligation</b>
2011	\$	1,321,448	100%	-
2012		1,575,256	100%	-
2013		1,384,332	100%	-

***Actuarial Methods and Assumptions – Miscellaneous and Safety***

The following is a summary of the actuarial assumptions and methods:

Valuation date	June 30, 2011
Actuarial cost method	Entry age normal cost method
Amortization method	Level percent of payroll
Average remaining amortization period	20 years as of the valuation date
Asset valuation method	15 year smoothed market
Actuarial assumptions:	
Discount rate	7.50% (net of administrative expenses)
Projected salary increase	3.30% to 14.20% depending on age, service, and type of employment
Inflation	2.75%
Payroll growth	3.00%
Individual salary growth	A merit scale varying by duration of employment coupled with an assumed annual inflation growth of 2.75% and an annual production growth of 0.25%

**(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.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2013**

**(10) Risk Management, continued**

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 \$300,000 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, 2013, the liability for workers' compensation claims payable was estimated at \$243,755.

Changes in workers' compensation claims payable for the year ended June 30, 2013, were as follows:

Estimated claims, beginning of year	\$	344,979
Estimated claims incurred		13,700
Revised prior claims estimate		(309,403)
Claim payments		<u>194,479</u>
Estimated claims, end of year	\$	<u><u>243,755</u></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, 2013:

- 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 2011, 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. The commitment terminated June 30, 2013.

**(12) 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.

**(13) Subsequent Events**

Events occurring after June 30, 2013, have been evaluated for possible adjustment to the financial statements or disclosure as of September 30, 2013, which is the date the financial statements were available to be issued. The District is not aware of any subsequent events that would require recognition or disclosure in the financial statements.

**Rancho Santa Fe Fire Protection District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2013**

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

The Governmental Accounting Standards Board (GASB) has issued several pronouncements prior to June 30, 2013, that have effective dates that may impact future financial presentations.

***Governmental Accounting Standards Board Statement No. 68***

In June 2012, the GASB issued Statement No. 68 – *Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27*. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and inter-period equity, and creating additional transparency.

This Statement replaces the requirements of Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers*, as well as the requirements of Statement No. 50, *Pension Disclosures*, as they relate to pensions that are provided through pension plans administered as trusts or equivalent arrangements (hereafter jointly referred to as trusts) that meet certain criteria. The requirements of Statements 27 and 50 remain applicable for pensions that are not covered by the scope of this Statement. The provisions of Statement 68 are effective for fiscal years beginning after June 15, 2014. 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. 69***

In January 2013, the GASB issued Statement No. 69 – *Government Combinations and Disposals of Government Operations*. The objective of this Statement is to provide new accounting and financial reporting standards for government mergers and acquisitions and for government operations that have been transferred or sold. The provisions of this Statement are effective for financial statements for periods beginning after December 15, 2013. 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. 70***

In April 2013, the GASB issued Statement No. 70 – *Accounting and Financial Reporting for Non-exchange Guarantees*. Provisions of this Statement require that governments that extend non-exchange financial guarantees to recognize a liability when qualitative factors and historic data, if any, indicate that it is more likely than not that the government will be required to make a payments on the guarantee. The amount of the liability to be recognized should be the discounted present value of the best estimate of the future outflows related to the guarantee expected to be incurred. When there is no best estimate but a range of the estimated future outflows can be established, the amount of the liability to be recognized should be the discounted present value of the minimum amount within the range. The impact of the implementation of this Statement to the District's financial statements has not been assessed at this time.

## **Required Supplementary Information**





**Rancho Santa Fe Fire Protection District**  
**Budgetary Comparison Schedule – General Fund**  
**For the Fiscal Year Ended June 30, 2013**

	<b>Adopted Original Budget</b>	<b>Board Approved Changes</b>	<b>Revised Budget</b>	<b>Actual Budgetary Basis</b>	<b>Variance Positive (Negative)</b>
Expenditures/Expenses:					
Fire protection operations:					
Salaries and wages	\$ 5,998,000	-	5,998,000	6,039,553	(41,553)
Employee benefits	3,050,000	-	3,050,000	3,062,456	(12,456)
Contractual services	1,230,000	-	1,230,000	922,294	307,706
Materials and supplies	422,000	-	422,000	559,523	(137,523)
Capital outlay	752,000	-	752,000	149,873	602,127
<b>Total expenditures/expenses</b>	<b>11,452,000</b>	<b>-</b>	<b>11,452,000</b>	<b>10,733,699</b>	<b>718,301</b>
Program revenues:					
Charges for services – fire protection	834,000	-	834,000	1,051,222	217,222
Operating grants and contributions – fire protection	10,000	-	10,000	9,025	(975)
Capital grants and contributions – fire protection	-	-	-	114,811	114,811
<b>Total program revenues</b>	<b>844,000</b>	<b>-</b>	<b>844,000</b>	<b>1,175,058</b>	<b>331,058</b>
General revenues:					
Property taxes	9,060,000	-	9,060,000	9,397,309	337,309
Voter approved taxes	999,000	-	999,000	998,845	(155)
In-lieu of property taxes – developer payments	132,000	-	132,000	136,640	4,640
Interest earnings	38,000	-	38,000	46,297	8,297
Rental income	257,000	-	257,000	256,162	(838)
Firefighting personnel reimbursement	25,000	-	25,000	103,621	78,621
Other	118,000	-	118,000	108,926	(9,074)
<b>Total general revenues</b>	<b>10,629,000</b>	<b>-</b>	<b>10,629,000</b>	<b>11,047,800</b>	<b>418,800</b>
<b>Total revenues</b>	<b>11,473,000</b>	<b>-</b>	<b>11,473,000</b>	<b>12,222,858</b>	<b>749,858</b>
<b>Excess of revenues     over(under) expenditures</b>	<b>21,000</b>	<b>-</b>	<b>21,000</b>	<b>1,489,159</b>	<b>1,468,159</b>
Other financing sources(uses):					
Transfers in(out)	109,000	-	109,000	-	(109,000)
<b>Net change in fund balance</b>	<b>130,000</b>	<b>-</b>	<b>130,000</b>	<b>1,489,159</b>	<b>1,359,159</b>
Fund balance – beginning of year	13,290,756	-	13,290,756	13,290,756	
Fund balance – end of year	<u>\$ 13,420,756</u>	<u>-</u>	<u>13,420,756</u>	<u>14,779,915</u>	

**Rancho Santa Fe Fire Protection District**  
**Budgetary Comparison Schedule – Special Revenue Fund**  
**For the Fiscal Year Ended June 30, 2013**

	<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	\$ -	-	-	-	-
<b>Total expenditures/expenses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Program revenues:					
Capital grants and contributions – fire protection	\$ 284,000	-	284,000	292,042	8,042
<b>Total program revenues</b>	<u>284,000</u>	<u>-</u>	<u>284,000</u>	<u>292,042</u>	<u>8,042</u>
General revenues:					
Interest earnings	3,000	-	3,000	696	(2,304)
<b>Total general revenues</b>	<u>3,000</u>	<u>-</u>	<u>3,000</u>	<u>696</u>	<u>(2,304)</u>
<b>Total revenues</b>	<u>287,000</u>	<u>-</u>	<u>287,000</u>	<u>292,738</u>	<u>5,738</u>
<b>Excess of revenues         over expenditures</b>	287,000	-	287,000	292,738	5,738
Other financing sources(uses):					
Transfers in(out)	(109,000)	-	(1,448,000)	-	(1,448,000)
<b>Net change in fund balance</b>	<u>178,000</u>	<u>-</u>	<u>(1,161,000)</u>	<u>292,738</u>	<u>(1,442,262)</u>
Fund balance – beginning of year	90,593	-	90,593	90,593	
Fund balance – end of year	<u>\$ 268,593</u>	<u>-</u>	<u>(1,070,407)</u>	<u>383,331</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.

**Rancho Santa Fe Fire Protection District**  
**Schedule of Funding Status**  
**For the Fiscal Year Ended June 30, 2013**

**1. Defined Benefit Pension Plan – Miscellaneous Plan**

<b>Development of the Actuarial Value of Assets Calculation in a Risk Pool</b>			
The District is part of the CalPERS Miscellaneous 2.7% at 55 yrs. Risk Pool	<b>June 30, 2011</b>	<b>June 30, 2012</b>	<b>June 30, 2013</b>
1. Plan's accrued liability	\$ 3,682,509	-	-
2. Plan's side fund	-	-	-
3. Pool's accrued liability	2,486,708,579	-	-
4. Pool's side fund	(160,864,546)	-	-
5. Pool's actuarial value of assets (AVA) including receivables	1,981,073,089	-	-
6. Plan's actuarial value of assets (AVA) including receivables [(1+2) / (3+4) x 5]	3,136,633	-	-
7. Pool's market value of assets (MVA) including receivables	1,786,913,296	-	-
8. Plan's market value of assets (MVA) including receivables [(1+2) / (3+4) x 7]	2,829,220	-	-

***Funding History***

The Funding History below shows the actuarial accrued liability, the actuarial value of assets, the market value of assets, funded ratios and the annual covered payroll. The actuarial value of assets is used to establish funding requirements and the funded ratio on this basis represents the progress toward fully funding future benefits for current plan participants. The funded ratio based on the market value of assets is an indicator of the short-term solvency of the plan in the risk pool.

<b>Actuarial Valuation Date</b>	<b>Actuarial Accrued Liability (a)</b>	<b>Actuarial Value of Assets (AVA) (b)</b>	<b>Market Value of Assets (MVA) (c)</b>	<b>Funded Ratio AVA (b/a)</b>	<b>MVA (c/a)</b>	<b>Annual Covered Payroll</b>
June 30, 2011	\$ 3,682,509	3,136,633	2,829,220	85.2%	76.8%	\$ 592,250
June 30, 2012	*	-	-	0.00%	0.00%	-
June 30, 2013	*	-	-	0.00%	0.00%	-

\* CalPERS has not provided the information for these periods as of the date of the audit report.

**Rancho Santa Fe Fire Protection District**  
**Schedule of Funding Status**  
**For the Fiscal Year Ended June 30, 2013**

**1. Defined Benefit Pension Plan – Safety Plan**

<b>Development of the Actuarial Value of Assets Calculation in a Risk Pool</b>			
The District is part of the CalPERS Safety 3.0% at 50 yrs. Risk Pool	<u><b>June 30, 2011</b></u>	<u><b>June 30, 2012</b></u>	<u><b>June 30, 2013</b></u>
1. Plan's accrued liability	\$ 37,717,355	-	-
2. Plan's side fund	-	-	-
3. Pool's accrued liability	10,951,745,049	-	-
4. Pool's side fund	(606,178,725)	-	-
5. Pool's actuarial value of assets (AVA) including receivables	9,135,654,246	-	-
6. Plan's actuarial value of assets (AVA) including receivables [(1+2) / (3+4) x 5]	33,306,317	-	-
7. Pool's market value of assets (MVA) including receivables	8,164,486,471	-	-
8. Plan's market value of assets (MVA) including receivables [(1+2) / (3+4) x 7]	29,765,682	-	-

***Funding History***

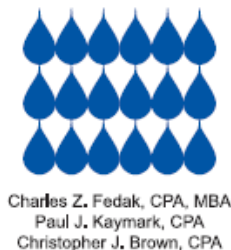
The Funding History below shows the actuarial accrued liability, the actuarial value of assets, the market value of assets, funded ratios and the annual covered payroll. The actuarial value of assets is used to establish funding requirements and the funded ratio on this basis represents the progress toward fully funding future benefits for current plan participants. The funded ratio based on the market value of assets is an indicator of the short-term solvency of the plan in the risk pool.

<b>Actuarial Valuation Date</b>	<b>Actuarial Accrued Liability (a)</b>	<b>Actuarial Value of Assets (AVA) (b)</b>	<b>Market Value of Assets (MVA) (c)</b>	<b>Funded Ratio AVA (b/a)</b>	<b>MVA (c/a)</b>	<b>Annual Covered Payroll</b>
June 30, 2011	\$ 37,717,355	33,306,317	29,765,682	88.3%	78.9%	\$ 4,423,964
June 30, 2012	*	-	-	0.00%	0.00%	-
June 30, 2013	*	-	-	0.00%	0.00%	-

\* CalPERS has not provided the information for these periods as of the date of the audit report.

# **Report on Compliance and Internal Controls**





# Charles Z. Fedak & Company

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## **Independent Auditor's Report on Internal Control 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, in accordance with the 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, the financial statements of the Rancho Santa Fe Fire Protection District (District) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprises the District's basic financial statements, and have issued our report thereon dated September 30, 2013.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances 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. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* 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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from 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*.



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

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**Charles Z. Fedak & Company, CPAs – An Accountancy Corporation**  
Cypress, California  
September 30, 2013

**Rancho Santa Fe  
Fire Protection District**

**Management Report**

**June 30, 2013**



**Charles Z. Fedak & Company**

Certified Public Accountants  
An Accountancy Corporation

## **Rancho Santa Fe Fire Protection District**

### **Management Report**

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Status of Comments and Recommendations Made in the Previous Year	2
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Audit/Finance Committee Letter	1-3



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

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## **CONFIDENTIAL**

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

### **Dear Members of the Board:**

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, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of District's internal control. Accordingly, we do not express an opinion on the effectiveness of District's internal control.

A deficiency in internal control 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 was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and may not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, the audit committee, the board of directors and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

Our other observations, comments and recommendations, all of which have been discussed with the appropriate members of management, are summarized as follows:

**Summary of Current Year Comments and Recommendations**

**None Noted.**

**Status of Comments and Recommendations Made in the Previous Year**

**None Noted.**

\* \* \* \* \*

This communication is intended solely for the information and use of management, the audit committee, the board of directors and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

We appreciate the courtesy and cooperation extended to us during our examination. We would be pleased to discuss the contents of this letter with you at your convenience. Please do not hesitate to contact us.

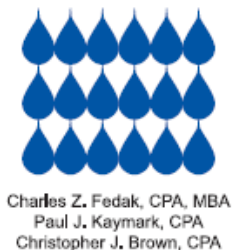
**Charles Z. Fedak & Company, CPA's – An Accountancy Corporation**  
Cypress, California  
September 30, 2013

## **APPENDIX**

### **Rancho Santa Fe Fire Protection District**

#### **Audit/Finance Committee Letter**

**June 30, 2013**



# Charles Z. Fedak & Company

Certified Public Accountants  
An Accountancy Corporation

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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) for the year ended June 30, 2013, and have issued our report thereon dated September 30, 2013. Generally accepted auditing standards require that we provide the Governing Board and management with the following information related to our audit of the District's basic financial statements.

## **Auditor's Responsibility under United States Generally Accepted Auditing Standards**

As stated in our Audit Engagement Letter dated May 30, 2013, our responsibility, as described by professional standards, is to express an opinion about whether the basic financial statements prepared by management with oversight of the Governing Board are fairly presented, in all material respects, in conformity with United States generally accepted accounting principles. Our audit of the financial statements does not relieve the Governing Board or management of its responsibilities of oversight in the District's external financial reporting process or any other processes.

In planning and performing our audit, 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 basic 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.

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 grants, 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 that are required to be reported under *Governmental Auditing Standards*.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

## **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing requirements previously communicated to the board and management in our Communication to Those Charged with Governance during the Audit Planning Stage Letter dated June 30, 2013

### **Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the basic financial statements.

We noted no transactions entered into by the District during fiscal year 2013 for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

### **Management's Judgments, Accounting Estimates and Financial Disclosures**

Accounting estimates play an integral part in the preparation of basic financial statements by management and are based upon management's knowledge, experience and current judgment(s) about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the position in the basic financial statements is (are):

Management's estimate of the fair value of cash and investments is based on information provided by financial institutions. We evaluated the key factors and assumptions used to develop the fair value of cash and investments in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of capital assets depreciation is based on historical estimates of each capitalized item's useful life expectancy or cost recovery period. We evaluated the key factors and assumptions used to develop the capital asset depreciation calculations in determining that they are reasonable in relation to the financial statements taken as a whole.

The disclosures in the basic financial statements are neutral, consistent and clear. Certain basic financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the basic financial statements is (are):

The disclosure of fair value of cash and investments in Note 2 to the basic financial statements represents amounts susceptible to market fluctuations.

The disclosure of capital assets, net in Note 3 to the basic financial statements is based on historical information which could differ from actual useful lives of each capitalized item.

### **Corrected and Uncorrected Misstatements**

Generally Accepted Auditing Standards require us to accumulate all known and likely misstatements identified during the audit, except those that are considered trivial, and communicate them to the appropriate level of management as follows:

There were no audit adjustments proposed by the auditor to the original trial balance presented to us to begin our audit.



### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves the application of an accounting principal to the District’s basic financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### **Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District’s auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### **Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit processes and testwork.

### **Disagreements with Management**

For the purpose of this letter, professional standards define a disagreement with management as a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction that could be significant to the basic financial statements or the auditor’s report. We are pleased to report that no such disagreements arose during the course of our audit of the District.

### **Management Representations**

We have requested certain representations from management that are included in the Management Representational Letter to the Auditor dated September 30, 2013.

### **Conclusion**

We appreciate the cooperation extended us by Tony Michel, Fire Chief, and Karlana Rannals, Administrative Manager, in the performance of our audit testwork.

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the District.

This report is intended solely for the information and use of the Board and management and is not intended to be and should not be used by anyone other than the specified, parties. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

**Charles Z. Fedak & Company, CPA’s – An Accountancy Corporation**  
Cypress, California  
September 30, 2013

## RESOLUTION No. 2013-15

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING SALARIES AND BENEFITS FOR MANAGEMENT PERSONNEL

**BE IT RESOLVED** that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the following salary ranges and benefits for management personnel effective January 1, 2014.

#### I. SALARIES (FLSA Exempt)

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

<i>Position</i>	<i>Range/Annual Salary</i>	
Fire Chief	\$158,419	\$192,560
Deputy Chief	\$130,229	\$158,295
Battalion Chief	\$112,927	\$137,264
Fire Marshal	\$114,619	\$139,320
Administrative Manager	\$ 90,024	\$109,425

#### II. RETIREMENT

2.01 Retirement (Safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 3% @ 50 plan for all employees hired before March 31, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:

- a. One-Year Final Compensation
- b. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.02 All employees enrolled in the CalPERS 3% @ 50 plan, the employee will contribute 100% of the employee's contribution for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.

2.03 All safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (PERS) 3% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:

- a. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military

service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.04 All employees enrolled in the PERS 3% @ 55 plan, the employee will contribute 100% of the employee's contribution for all reportable wages. The employee will contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth Level.

2.05 Employee contributions for employees entering membership on or after January 1, 2013 and subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.

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

2.07 Retirement (Non-safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 2.7% @ 55 plan for all employees hired before April 1, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:

- a. One-Year Final Compensation
- b. 1959 Survivor Benefit - Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.09 All employees enrolled in the PERS 2.7% @ 55 plan, the employee will contribute 100% of the employee's contribution for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.

2.10 All non-safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (CalPERS) 2.5% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:

- b. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.11 All employees enrolled in the PERS 2.5% @ 55 plan, the employee will contribute 100% of the employee's contribution toward the employee contribution for all reportable wages. The employee will also contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth level.

2.12 Employee contributions for employees entering membership on or after January 1, 2013 and subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.

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

### **III. CLOTHING ALLOWANCE**

3.01	<i>Position</i>	<i>Annual Allowance</i>
	Administrative Manager	\$150

*Upon termination of any personnel in the above listed positions, the allowance shall then become \$0.*

### **IV. SICK LEAVE**

#### **4.01 Shift Employees**

4.01.1 Accrual: Shift employees shall accrue sick leave at the rate of 12 hours per month. Sick leave shall be accumulated with no maximum accrual.

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

1. All unused sick leave hours may be reported to CalPERS for additional service credit. Conversion of a shift employee's sick leave bank to equivalent sick days as required by PERS will be computed by dividing the total number of unused sick leave hours by eight (8); or
2. The employee may choose to convert unused sick leave hours to an employee's RHSA at a ratio of 3:1. A minimum of 960 sick leave hours is required to be eligible for this option. The RHSA contribution shall be calculated at the straight time rate and shall not exceed the value of 40 shifts; or
3. A combination of both options, if the remaining unused sick leave hours not used for additional service credit, exceeds 960 hours.

#### **4.02 Non-shift employees**

4.02.1 Accrual: Non-shift employees shall accrue sick leave at the rate of 8 hours per month. Sick leave shall be accumulated with no maximum accrual.

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

- a. All unused sick leave hours may be reported to CalPERS for additional service credit.
  1. Conversion of a non-shift employee's sick leave bank to equivalent sick days as required by PERS will be computed by dividing the total number of unused sick leave hours by eight (8); or
  2. The employee may choose to convert unused sick leave hours to an employee's RHSA at a ratio of 3:1. A minimum of 685 hours is required to be eligible for this option. The RHSA contribution shall be calculated at the straight time rate and shall not exceed the value of 685 hours ; or

3. A combination of both options, if the remaining unused sick leave hours not used for additional service credit, exceeds 685 hours.

#### 4.03 *Management Employees*

4.03.1 The accrual rate shall apply to the employee's permanent work schedule and not be changed for temporary or short-term assignments.

4.03.2 When an employee changes from one work schedule to another work schedule as a permanent assignment, accumulated leave shall be adjusted in accordance to the ratio of one work schedule to the other. Example: factor from 56-hour workweek to 40-hour workweek is .714, and factor from 40-hour workweek to 56-hour workweek is 1.4.

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

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

### **V. INSURANCE**

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

5.02 If the premiums for medical and dental insurance exceed \$1,000 per month, the employee and District agree to share the cost difference 50/50. The District shall establish a capped rate equal to the cost of Health Net HMO (family rate) and HMO dental (family rate) of \$1,000, plus the shared cost difference 50/50 that exceeds \$1,000.

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

5.04 Eligible full-time employees may elect to opt out of only the medical insurance, if proof of coverage can be provided to the District. If no medical options are selected, the District shall place a capped rate of \$1,000 per month (\$12,000 annually) in the employees medical reimbursement account. Unused premiums shall be transferred to the employees HRSA per the provisions in 6.01.

5.05 Employees, upon retirement, at no additional cost to active employees or to the District shall be allowed to remain on the group medical plan. The retiree will be required to have the same plan as active employees. The retiree will be responsible for payment of entire premium and a two percent (2%) administrative cost. The employee understands that the premium for a retired employee may be higher than that of an active employee. At age 65, the retiree may have additional options available.

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

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

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

## **VI. HEALTH RETIREMENT SAVINGS ACCOUNT**

6.01 Employees shall be required to participate in a District administered Retirement Health Savings Account (RHSA). The following terms apply:

- a. Effective July 1, 2006 a monetary contribution will be made by the District in the amount of \$100 per employee per month.
- b. The value of any unused medical reimbursement shall be transferred at the end of each calendar and fiscal year to the employee's RHSA (contributed twice a year).
- c. If the shift employee has an excess of 480 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (134.4 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.
- d. If the non-shift employee has an excess of 343 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (96 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.

## **VII. MANAGEMENT SUPPLEMENTAL BENEFIT PLAN**

7.01 The Management Supplemental Benefit Plan provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1, and paid once per calendar year. Managers covered by this resolution may choose one of the following options:

- a. Direct Payment – Cash: this option is considered additional income and is subject to federal and state withholding taxes.
- b. Direct Payment – Deferred Compensation 457 Plan: this option is considered additional income and is subject to the maximum deferral allowed by the IRS.
- c. Medical Reimbursement: this option is considered a non-taxable benefit, which may be used for additional medical/dental expenses. Please note that unused monies in this account are not eligible for transfer to the District's Health Retirement Savings Account.

- d. Combination of Option a, b, or c: this option may not exceed the maximum benefit.

## **VIII. HOLIDAYS**

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

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

08.02 All Chief Officers shall receive holiday payment equal to one-half month's salary, payable at the end of November. Rotating schedules to assure availability during holidays will be required.

## **IX. USE OF DISTRICT VEHICLES**

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

- a. Fire Chief
- b. Deputy Chief
- c. Fire Marshal
- d. Battalion Chief – Administrative/Training

09.02 Battalion Chief – Shift: while on duty, shift Battalion Chiefs are provided an emergency vehicle to assist in the performance of their duties.

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

## **X. VACATION ACCRUAL**

10.01 Annual vacation accrual hours shall be based upon years of service in accordance with the following:

0 – 5 years	80 hours
6 – 10 years	120 hours
11 – 15 years	136 hours
16 – 20 years	160 hours
21+ years	200 hours

Note: The Fire Chief is authorized to negotiate the starting vacation accumulation different from shown above for management staff members new to the District.

**XI. EMERGENCY RESPONSE COMPENSATION**

11.01 The District will compensate employees at the straight-time hourly rate for all time worked greater than their daily rate for responses for which the District is reimbursed. The District will pay compensation upon receipt of monies from agencies requesting services. Maximum compensation will not exceed any reimbursement amount received by the District. This provision does not apply to any Battalion Chief position.

11.02 Battalion Chief Emergency Callback: *Battalion Chief Emergency Callback* is defined as a call back to work for emergency coverage exceeding three (3) hours; or when on an emergency assignment that does not extend into the next 24-hour operational period shall be paid at their straight time hourly rate.

11.03 Battalion Chief Extended Assignment: *Battalion Chief Extended Assignment* is defined as an emergency assignment that extends into the next 24-hour operational period. The employee shall be paid an hourly rate of time and one-half.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on December 11, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

James H Ashcraft  
President

ATTEST:

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Karlana Rannals  
Secretary





# Fire Code-Ordinance No 2014-01



Final

Rancho Santa Fe Fire Protection District

Effective Date January 13, 2014

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## **ORDINANCE NO. 2014 -01**

AN ORDINANCE OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT WHICH ADOPTS THE CALIFORNIA FIRE CODE, 2013 EDITION, AND 2012 INTERNATIONAL FIRE CODE WITH CERTAIN AMENDMENTS, ADDITIONS, AND DELETIONS

WHEREAS, Health & Safety Code Section 17958 mandates that the Rancho Santa Fe Fire Protection District shall adopt ordinances or regulations imposing the same requirements as are contained in the regulations adopted by the State pursuant to Health & Safety Code, Section 17922; and

WHEREAS, the State of California is mandated by Health & Safety Code Section 17922 to impose the same requirements as are contained in the 2013 California Fire Code, hereinafter referred to collectively as the Fire Code; and,

WHEREAS, the State of California is mandated by Health & Safety Code section 17922 to impose the same requirements as are contained in the 2013 California Fire Code, together with the Rancho Santa Fe Fire Protection District amendments shall be Rancho Santa Fe Fire Protection District Fire Code for the purpose of prescribing regulations in the unincorporated territory of the County of San Diego and the Rancho Santa Fe Fire Protection District; and

WHEREAS, code amendments adopted by the State of California shall take precedence over the 2012 International Fire Code language. The 2012 International Fire Code language shall be used for those code sections not adopted by the State; and

WHEREAS, local amendments adopted by the Rancho Santa Fe Fire Protection District shall take precedence over both 2013 California Fire Code and the 2012 International Fire Code; and

WHEREAS, Health & Safety Code Section 17958.5 permits the Rancho Santa Fe Fire Protection District to make such changes or modifications to the Codes as are reasonably necessary because of local conditions; and,

WHEREAS, Health & Safety Code Section 17958.7 requires that the Rancho Santa Fe Fire Protection District before making any changes or modifications pursuant to Section 17958.5 make express findings that such changes or modifications are needed due to climatic, geographic, or topographic conditions; and,

WHEREAS, the Rancho Santa Fe Fire Protection District of the Rancho Santa Fe Fire Protection District does herewith find that the Rancho Santa Fe Fire Protection District has



certain climatic, geologic, and topographical features that can have a deleterious effect on emergency services such as fire protection and emergency medical services; and,

WHEREAS, the Rancho Santa Fe Fire Protection District finds that the modifications and changes to the 2013 California Fire Code and 2012 International Fire Code are reasonably necessary because of the following local climatic, geological, and topographical conditions as identified in Attachment A.

WHEREAS, certain amendments to the 2013 California Fire Code and 2012 International Fire Code serve to mitigate to the extent possible said deleterious effects:

WHEREAS, Section 50022.1 through 50022.10, inclusive, of the Government code and Section 13869 of the Health and Safety Code, provide authority for the adoption by reference of codes, or portion of such codes:

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

That Ordinance No. 2011-01, to the extent that the latter is or was effective, of the Rancho Santa Fe Fire Protection District and all other ordinance or parts of ordinances in conflict herewith are hereby repealed.

The Board of Directors of the Rancho Santa Fe Fire Protection District does ordain as follows:

#### Section 1

That a certain document, three (3) copies of which are on file in the office of the Board of Directors of Rancho Santa Fe Fire Protection District, being marked and designated as the 2013 California Fire Code, including Appendix Chapters, Appendix Chapter 4, Appendix B, BB, H, I & K as published by the International Code Council, and the National Fire Protection Association (NFPA) Standards 13, 13-R & 13-D, 2013 Editions as amended by the 2013 California Fire Code, together with the District's amendments in this ordinance, be and is hereby adopted as the Fire Code of the Rancho Santa Fe Fire Protection District, in the State of California regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises, erection, construction, enlargement, alteration, repair, moving, removal, conversion, demolition, equipment use, and maintenance of buildings and structures, including the installation, alteration or repair of new and existing fire protection systems and their inspection and provides penalties for violation of this code, and applies to all Fire & Life Safety recommendations regarding all ministerial and discretionary planning applications, including

that providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the Rancho Santa Fe Fire Protection District are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

## Section 2

That the following sections are hereby revised:

Division II Administration Chapter 1 -Section 101.5 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 101.5 Rancho Santa Fe Fire Protection District Validity:** The Board of Directors of the Rancho Santa Fe Fire Protection District hereby declares that should any section, paragraph, sentence or word of this ordinance or of the code hereby adopted be declared for any reason to be invalid, it is the intent of the Board of Directors of the Rancho Santa Fe Fire Protection District that it would have passed all other portions of this ordinance independently of the elimination here from of any such portion as may be declared invalid.

Division II Administration Chapter 1 - Section 102.5 Repeal of Conflicting Ordinances, Resolutions or motions is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 102.5 Application of Residential Code.** Where structures are designed and constructed in accordance with the *International Residential Code*, the provisions of this code shall apply as follows:
1. Construction and designed provisions: Provisions of this code pertaining to the exterior of the structure shall apply including, but not limited to, premises identification, fire apparatus access and water supplies. Provisions of this code pertaining to shall apply to the interior of the structure when specifically required by this code including, but not limited to, Section 903.1 Where interior or exterior systems or devices are installed, and construction permits required by Section 105.7 of this code shall also apply.
  2. Administrative, operational, and maintenance provisions: all such provisions of this code shall apply.

Division II Administration Chapter 1 - Section 102.13 Repeal of Conflicting Ordinances, Resolutions or motions is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 102.13 Repeal of Conflicting Ordinances, Resolutions or Motions:** All former ordinances, resolutions or motions, or parts thereof, conflicting or inconsistent with the provisions of this Ordinance or of the Code or standards hereby adopted are hereby repealed.

Division II Administration Chapter 1- Section 104.1 General authority of responsibilities is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 104.1 General Authority and Responsibilities.** The fire code official is hereby authorized to enforce the provisions of this code and shall have the authority to render interpretations of this code, and to adopt policies, procedures, rules and regulations in order to clarify the application of its provisions. Such interpretations, policies, procedures, rules and regulations shall be in compliance with the intent and purpose of this code and shall not have the effect of waiving requirements specifically provided for in this code. The fire code official may consult with other fire professionals and experts in the interpretation and application of this code.

Division II Administration Chapter 1- Section 104.8 Modifications is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 104.8 Modifications.** Whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reasons make the strict letter of this code impracticable and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The applicant's request for a modification shall state the specific sections(s) for which a modification is requested, material facts supporting the contention of the applicant, the details of the modification or mitigating measure proposed and, if applicable, a map showing the proposed location and siting of the modification or mitigation measure. The details of action granting modifications shall be recorded and entered into the files of the department of fire prevention.

Division II Administration Chapter 1- Section 104.12 Cost Recovery is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

**(A) Section 104.12. Cost Recovery:** The purpose of this section is to establish authority to obtain reimbursement from responsible individuals for the expenses of any emergency response and/or enforcement action by the Rancho Santa Fe Fire Protection District to protect the public from fire or hazardous substances and situations.

**(A) Section 104.12.1 Reimbursement.**

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

Division II Administration Chapter 1 - Section 105.3.9 Expense Recovery is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

**(A) Section 105.3.9 Expense Recovery:** The purpose of this section is to establish authority to obtain reimbursement from responsible individuals for the expenses of any emergency response and/or enforcement action by the Rancho Santa Fe Fire Protection District to protect the public from fire or hazardous substances and situations.

Division II Administration Chapter 1 - Section 105.6.5.1 Christmas Tree Lots is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

**(A) Section 105.6.5.1 Christmas Tree Lots:** To operate a Christmas tree lot with or without flame proofing services. Permit is required per section 105.6 Required Operational Permits.

Division II Administration Chapter 1- Section 105.6.19.1 Green waste Recycling, Mulching, Composting Operations And Storage is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 105.6.19.1 Greenwaste Recycling, Mulching, Composting Operations and Storage.** Permit is required per section 2801.2 of Chapter 28

Division II Administration Chapter 1- Section 105.8 New materials, processes or occupancies which require permits is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 105.8 New Materials,** processes or occupancies, which require permits. The fire code official may determine, after allowing affected persons an opportunity to be heard, that a material, process or occupancy, not listed in this code shall require a permit, in addition to those now enumerated in this code. In that case, the fire code official shall prepare a list of any additional material, process or occupancy that shall require a permit and post the list in a conspicuous place in the offices of the fire authority having jurisdiction. Any interested person may obtain a copy of the list.

Division II Administration Chapter 1 - Section 108 Appeals is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 108.1 Appeals Procedure for the Rancho Santa Fe Fire Protection District Fire Code:** This section establishes appeal procedures from a fire code official's order, decision or determination. See Section 108.4.3 Appeals regarding fire code requirements other than building permits and discretionary permits shall comply with 2013 California Fire Code Section 108 –Board of Appeals

- (A) **Section 108.4.1 Appeals of Decisions Regarding Building Permits:** A project applicant or the County may appeal a fire code official's determination granting, denying or imposing conditions on an application for a building permit by filing an appeal in writing with the Regional Fire Appeals Board (Appeals Board) within 30 days of the County fire code official's determination. The Appeals Board shall make factual findings and issue a written recommendation to the County Building Official on whether the fire code official's determination should be upheld, modified or overturned. A copy of the recommendation shall be provided to the applicant. The County Building Official shall act on the Appeals Board's recommendation and issue a written decision to the parties within 15 days of receipt of the Appeals Board's recommendation. The Building Official's decision shall be final.

(A) **Section 108.4.2 Appeals of Decisions Regarding Discretionary Permits:** The County, the fire agency or the project applicant may seek review of the fire code official's determination by the Appeals Board by filing a request for review with the Appeals Board within 30 days of the fire code official's determination. When reviewing a fire code official's determination pursuant to this subsection, the Appeals Board shall act in an advisory capacity. The Appeals Board shall review the fire code official's determination and make a recommendation to uphold, overrule or modify the fire code official's determination. The Appeals Board shall render its recommendation to the County decision maker or decision-making body for consideration with the application for the discretionary permit.

(A) **Section 108.4.3 Appeals of Decisions for a Matter Other Than a Building Permit or Discretionary Permit:** Any affected party may appeal a determination made by the fire code official regarding a matter for which a building permit or discretionary permit is not required by filing an appeal in writing with the fire protection district's Board of Directors within 30 days of the fire code official's final determination. The Board of Directors shall review the fire code official's determination and make a recommendation to uphold, overrule or modify the fire code official's determination. The Board of Director's determination shall be final.

(A) **Section 108.5 Regional Fire Appeals Board:** This section establishes a Regional Fire Appeals Board consisting of five members. The Appeals Board shall consist of the following:

(a) The Appeals Board members shall consist of the following:

- Two representatives from the San Diego County Fire Districts Association.
- Two chief officers from CAL FIRE.
- One fire marshal from the unincorporated area of the County.

(b) The Appeals Board shall not include a representative from the agency whose fire code official made the determination that is being appealed. An alternate for the regular member(s) of the Appeals Board shall be designated to serve in this situation.

(c) Three members shall constitute a quorum for the transaction of business, and three affirmative votes shall be necessary to render a recommendation.

(d) If the Appeals Board recommends a modification to this code for an individual case, a copy of the recommendation and findings along with a map showing the proposed modification and mitigating measures shall be forwarded to the Unit Chief of CAL FIRE, San Diego/Imperial Unit.

Division II Administration Chapter 1 – Section 109.4. Violation Penalties is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(R) **Section 109.4 Violation penalties** Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under the provisions of this code, shall be guilty of an infraction or misdemeanor, punishable by a fine of not exceed \$1,000 dollars or by imprisonment not exceeding six (6) months, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Division II Administration Chapter 1 - Section 111.4 Failure to Comply is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(R) **Section 111.4 Failure to Comply** – Any person, who shall continue any work having been served with a stop work order, except such work as that the person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than \$250.00 dollars or more than \$1,000 dollars.

**Chapter 2 Definitions** - Section 202 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

Accessory Structure A building or structure used to shelter or support any material, equipment, chattel, or occupancy other than a habitable building. (A) (See Structure)

All-weather Surface is considered as paving, concrete, or as approved by a civil Engineer.

ASTM refers to the American Society for Testing and Materials

Blaster A person who has been approved by the Sheriff to conduct blasting operations and who has been placed on the list of approved blasters. The listing shall be valid for one year unless revoked by the Sheriff.

Blasting Agent A material or mixture consisting of a fuel and oxidizer intended for blasting. The finished product as mixed and packaged for use or shipment shall not be detonated by means of a No. 8 test blasting cap when unconfined.

Blasting Operation The uses of an explosive device or explosive material to destroy, modify, obliterate or remove any obstruction of any kind.

Blasting Permit A permit issued by the Issuing Officer pursuant to section 105.6.14. The permit shall apply to a specific site and shall be valid for a period not to exceed one year.

Blast Site The geographically defined area, as shown on a project map or plot plan, where a blaster is authorized by a blasting permit issued under this section to conduct a blasting operation.

Combustible Vegetation is material that in its natural state will readily ignite, burn and transmit fire from the vegetative growth to any structure, this includes ground fuels which are any native or landscape vegetation not considered a tree and generally in contact with the ground.

County when used in this code refers to the County of San Diego

Discretionary Project “Discretionary Project” means a project, which requires the exercise of judgment or deliberation when the public agency or body decides to approve or disapprove a particular activity, as distinguished from situations where the public agency or body merely has to determine whether there has been conformity with applicable statutes, ordinances, or regulations.

Explosive Permit A permit to possess or use explosives, issued by the Issuing Officer, pursuant to California Health and Safety Code sections 12000 et seq. and Chapter 56 of this code. An explosives permit shall be valid for a period not to exceed one year, as provided in the permit conditions.

Fire Authority Having Jurisdiction (FAHJ) is the designated entity providing enforcement of fire regulations as they relate to planning, construction, and development. This entity may also provide fire suppression and other emergency services.

Fire Code Official The fire chief or a duly authorized representative charged with the administration and enforcement of this code.

Fire Chief The fire chief is one of the following:

- (a) The person appointed by the Board of Supervisors to serve as fire chief in the unincorporated areas not within a fire protection district.
- (b) The chief officer of a fire protection district.
- (c) The Sheriff when enforcing section Chapter 5601 of the County Fire Code within the unincorporated areas of the County.



Fire Department is any regularly organized fire department, fire protection district, a legally formed volunteer fire department recorded with the County of San Diego, or Fire Company regularly charged with the responsibility of providing fire protection to the jurisdiction.

Fire Hazard is anything that increases or could create an increase of the hazard or menace of fire to a greater degree than customarily recognized as normal by persons in the public service regularly engaged in preventing, suppressing or extinguishing fire or anything or act which could obstruct, delay, hinder or interfere with the operations of the fire department or egress of occupants in the event of fire.

Fire Protection District Any fire protection district created under State law and any water district providing fire protection services.

Fuel Modification Zone is a strip of land where combustible vegetation has been thinned, modified or both and partially or totally replaced with approved drought tolerant, fire resistant, and/or irrigated plants to provide an acceptable level of risk from vegetation fires. Fuel modification reduces radiant and convective heat, thereby reducing the amount of heat exposure on the roadway or structure and providing fire suppression forces a safer area in which to take action.

Hazardous Fire Area is any geographic area mapped by the State or local jurisdiction as a high or very high fire hazard area, or as set forth by the FAHJ that contains the type and condition of vegetation, topography, weather, and structure density to potentially increase the possibility of vegetation conflagration fires shall be considered a hazardous fire area.

Heavy Timber Construction as described in the California Building Code.

Ignition-Resistant Material is any product which, when tested in accordance with ASTM E84 for a period of 30 minutes, shall have a flame spread of not over 25 and show no evidence of progressive combustion. In addition, the flame front shall not progress more than 10½ feet (3200 mm) beyond the centerline of the burner at any time during the test. (CBC)

Materials shall pass the accelerated weathering test and be identified as Exterior type, in accordance with ASTM D 2898 and ASTM D 3201. All materials shall bear identification showing the fire performance rating thereof. That identification shall be issued by ICC--ES or a testing facility recognized by the State Fire Marshal having a service for inspection of materials at the factory. Fire-Retardant-Treated Wood or noncombustible materials as defined in section 202 shall satisfy the intent of this section.

The enforcing agency may use other definitions of ignition-resistant material that reflect wildfire exposure to building materials and/or their materials performance in resisting ignition.

Major Blasting A blasting operation that does not meet the criteria for minor blasting.

Mid-Rise Building a building four stories or more in height, 75 feet or less in height and not defined as a high-rise building by section 202 of the California Building Code. Measurements shall be made from the underside of the roof or floor above the topmost space that may be occupied to the lowest fire apparatus access road level.

Inspector For the purposes of section Chapter 5601, an inspector is a person on the Sheriff's approved of inspectors authorized to conduct inspections, before and after a blast. To be on the Sheriff's approved list, an inspector shall have a blasting license issued by Cal/OSHA.

Minor Blasting A blasting operation that meets all of the following criteria: quantity of rock to be blasted does not exceed 100 cubic yards per shot, bore hole diameter does not exceed 2 inches, hole depth does not exceed 12 feet, maximum charge weight does not exceed 8 pounds of explosives per delay and the initiation of each charge will be separated by at least 8 milliseconds. The maximum charge weight shall not exceed the Scaled Distance as shown below:

Distance from Blast Site (In Feet)	Scale- Distance Factor
0 - 300.....	Mandatory Seismic Monitoring
301 - 5,000.....	55
5,000+.....	65

NFPA refers to the National Fire Protection Association

Non-Combustible Roof Covering one of the following must meet the Class "A" roof covering as noted above:

- Cement shingles or sheets
- Exposed concrete slab roof
- Ferrous or copper shingles or sheets
- Slate shingles
- Clay or concrete roofing tile
- Approved roof covering of noncombustible material

Off-site Roadway a road, street, public highway, or private road used for fire apparatus access from a publicly maintained road to the boundary of the subject property.

On-site Roadway a road, street, public highway, private road, or driveway used for fire apparatus access within the boundaries of the subject property or land division.

Planning Authority Having Jurisdiction (PAHJ) the identified authority regulating and enforcing planning and/or construction standards.

Response Time is the elapsed time from the fire department's receipt of the first alarm to when the first fire unit arrives at the scene.

Roof Covering roofs shall comply with the Building Code and have a minimum Class A roof covering. For roof coverings where the profile allows a space between the roof covering and roof decking, the space at the eave ends shall be fire stopped to preclude entry of flames or embers.

EXCEPTION: On qualified historical buildings, wood roof covering may be repaired or reconstructed as allowed by the State Historical Building Code.

Sheriff An elected official who is in charge of enforcing local and state laws in the County of San Diego

Structure means a residence and attached garage, building or related facility that is designed primarily for human use or habitation or buildings designed specifically to house farm animals. Decking, fences, and similar facilities are not considered structures for the purposes of establishing the limits of the fuel modification zone. Freestanding open sided shade covers; sheds, gazebos, and similar accessory structures less than 250 square feet and 30 feet or more from the main building are not considered structures for the purposes of this appendix. (See Accessory Structure)

Vegetation Conflagration is an uncontrolled fire spreading through vegetative fuels, and exposing and consuming structures in the advancing path of fire.

Travel Time the estimated time it would take for a responding agency to travel from the fire station to the furthest structure in a proposed development project, determined by measuring the safest, most direct, appropriate and reliable route with consideration given to safe operating speeds for heavy fire apparatus.

Wildland-Urban Interface Code a code regulating and governing the mitigation of hazard to life and property from the intrusion of fire from wildland exposures, fire from adjacent structures and prevention of structure fires from spreading to wildland fuels as adopted by the local FAHJ.

**Chapter 3 General Requirements** Section 304 Combustible waste material is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 304.1.4 Outdoor carnivals and fairs.** Outdoor carnivals and fairs shall only be conducted on grounds free of combustible vegetation or trimmed to the satisfaction of the FAHJ.

**Chapter 3 General Requirements - Section 305.5 Ignition Sources** is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 305.5 Rockets, model aircraft and similar devices.** Rockets, model airplanes, gliders, balloons, sky lantern, floating luminary or similar devices powered with an engine, propellant, open flame or other feature liable to start or cause a fire shall not be projected into or across hazardous fire areas without prior approval of the fire code official.

**Chapter 3 General Requirements - Section 307.5** is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 307.5 Attendance:** Open Burning, bonfires, recreational fires and the use of portable outdoor fireplaces shall be constantly attended by an adult until the fire is extinguished. A minimum of one portable fire extinguisher complying with section 906 with a minimum 4-A rating or other approved on-site fire-extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.

**Chapter 3 General Requirements Mid-Rise Buildings - Section 319** Mid-Rise Buildings is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 319.1 Mid-Rise Buildings General:** All newly constructed mid-rise buildings or any mid-rise building which undergoes a complete renovation that requires the

complete vacancy of the building to complete the renovation shall comply with this section.

Exceptions:

1. Buildings used exclusively as an open parking garage.
2. Buildings where all floors above the fourth floor level are used exclusively as an open parking garage.
3. Buildings such as a power plant, lookout tower, steeple, grain house, and other similar structures with non-continuous human occupancy.

(A) **Section 319.1.1 Automatic fire sprinkler systems and standpipes:** Mid-rise buildings shall be protected throughout by an automatic fire sprinkler system designed and installed in conformance with the latest edition of NFPA 13 and in accordance with the following:

A shut-off valve and a water flow alarm shall be provided for each floor. Each shut-off valve and water flow alarm shall be electronically supervised.

Mid-rise buildings shall be provided with a class I standpipe system that is interconnected with the automatic fire sprinkler system. The system shall consist of 2½-inch hose valves located in each stair enclosure on every floor level. Two hose outlets shall be located on the roof outside of each stair enclosure, which penetrates the roof. The standpipe system shall be designed, installed and tested in accordance with the latest edition of NFPA 14. Standard for the Installation of Standpipes and Hose Systems, current Edition

Fire department standpipe connections and valves serving the floor shall be within the vestibule and located in a manner so as not to obstruct egress when hose lines are connected and charged.

(A) **Section 319.1.2 Smoke detection:** Smoke detectors shall be provided in accordance with this section. Smoke detectors shall be connected to an automatic fire alarm system installed in accordance with the latest edition of NFPA 72. The actuation of any device required by this section shall operate the emergency voice alarm signaling system and shall place into operation all equipment necessary to prevent the circulation of smoke through air return and exhaust ductwork. Smoke detectors shall be located as follows:

In every mechanical equipment, electrical, transformer, telephone equipment, unmanned computer equipment, elevator machinery or similar room and in all

elevator lobbies. Elevator lobby detectors shall be connected to an alarm verification zone or be listed as a releasing device.

In the main return air and exhaust air plenum of each air conditioning system. Such device shall be located in a serviceable area downstream of the last duct inlet.

At each connection to a vertical duct or riser serving two or more stories from a return air duct or plenum of an air conditioning system. In Group R, Division 1 and 2 occupancies, an approved smoke detector is allowed to be used in each return air riser carrying not more than 5,000 cubic feet per minute and not serving more than 10 air inlet openings.

For Group R, Division 1 and 2 occupancies, in all corridors serving as a means of egress for an occupant load of 10 or more.

(A) **Section 319.1.3 Fire Alarm System:** An approved and listed, automatic and manual, fully addressable and electronically-supervised fire alarm system shall be provided in conformance with this code and the California Building Code.

(A) **Section 319.1.4 Emergency Voice Alarm Signaling System:** The operation of any automatic fire detector or water flow device shall automatically sound an alert tone followed by a pre-recorded voice instruction giving appropriate information and direction on a general or selective basis to the following terminal areas:

1. Elevators
2. Elevator lobbies
3. Corridors
4. Exit stairways
5. Rooms and tenant spaces
6. Dwelling units
7. Hotel guest rooms
8. Areas designated as safe refuge within the building

(A) **Section 319.1.5 Fire Command Center:** A fire command center for fire department operations shall be provided. The location and accessibility of the central control station room shall be approved by the fire department. The room shall be separated from the remainder of the building by not less than by not less than a 1-hour fire barrier. The room shall be a minimum of 96 square feet with a minimum dimension of 8 feet. It shall contain the following as a minimum:

1. Voice alarm and public address panels

2. Fire department communications panel
3. Fire alarm enunciator panel
4. Elevator enunciator panel (when building exceeds 55 feet in height)
5. Status indicators and controls for air-handling systems (stairwell pressurization)
6. Controls for unlocking stairwell doors
7. Fire pump status indicators (if required)
8. Complete building plans set
9. Elevator control switches for switching of emergency power
10. Work table

(A) **Section 319.1.6 Annunciation Identification:** Control panels in the central control station shall be permanently identified as to their function. Water flow, automatic fire detection and manually-activated fire alarms, supervisory and trouble signals shall be monitored by an approved UL-listed central monitoring station and annunciated in the central control station by means of an audible and visual indicator. For the purposes of annunciation, zoning shall be in accordance with the following:

1. When the system serves more than one building, each building shall be considered a separate zone.
2. Each floor in a building shall be considered a separate zone.
3. When one or more risers serve the same floor, each riser shall be considered a separate zone.

(A) **Section 319.1.7 Elevators and Elevator Lobbies:** shall comply with Chapter 30 of the California Building Code. At least one elevator cab shall be assigned for fire department use, which shall serve all floors of the building. This cab shall be provided with dimensions adequate to accommodate an ambulance-type stretcher in accordance with section 3002.4 of the California Building Code.

(A) **Section 319.1.8 Fire Department Communication System:** an approved two-way fire department communication system designed and installed in accordance with the latest edition of NFPA 72 shall be provided for fire department use per section 907.2.12.3.

(A) **Section 319.1.9 Means of Egress:** In addition to the requirements of Chapter 10, egress components of mid-rise buildings shall comply with sections 319.1.8.1 through 319.1.8.5.

- (A) **Section 319.1.9.1 Extent of Enclosure:** Stairway enclosures shall be continuous and shall fully enclose all portions of the stairway. Exit enclosure shall exit directly to the exterior of the building or include an exit passageway on the ground floor leading to the exterior of the building. Each exit enclosure shall extend completely through the roof and be provided with a door that leads onto the roof.
- (A) **Section 319.1.9.2 Pressurized Enclosures and Stairways:** All required stairways and enclosures in a mid-rise building shall be pressurized as specified in section 909. Pressurized stairways shall be designed to exhaust smoke manually when needed.
- (A) **Section 319.1.9.3 Vestibules:** Pressurized stairway enclosures serving a mid-rise building shall be provided with a pressurized entrance vestibule on each floor that complies with section 909.
- (A) **Section 319.1.9.4 Pressure Differences:** The minimum pressure difference within a vestibule shall be in accordance with Section 909 of the fire code.
- (A) **Section 319.1.9.5 Locking of Stairway Doors:** All stairway doors that are locked to prohibit access from the interior of the stairway shall have the capability of being unlocked simultaneously, without unlatching, upon a signal from the fire control room. Upon failure of normal electrical service or activation of any fire alarm, the locking mechanism shall automatically retract to the unlocked position.
- A telephone or other two-way communication system connected to an approved emergency service, which operates continuously, shall be provided at not less than every third floor in each required exit stairway vestibule.

Approved signage shall be provided in each stairwell vestibule stating doors are locked, on each floor in which entry may be made and on each floor in which a telephone is located. Hardware for locking a stairway vestibule doors shall be State Fire Marshal listed and approved by the fire code official by permit before installation. Stairway doors located between the vestibules and the stairway shaft shall not be locked.

**Chapter 3 General Requirements** - Section 320 Storage of Firewood is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:



- (A) **Section 320.1 - General Storage of Firewood.** Firewood shall not be stored in unenclosed spaces beneath buildings or structures, or on decks or under eaves, canopies or other projections or overhangs. When required by the code official, storage of firewood material stored in the defensible space shall be located a minimum of 30 feet (9 144 mm) from structures and separated from the crown of trees by a minimum of 15 feet (4 572 mm), measured horizontally. Firewood and combustible materials not for consumption on the premises shall be stored so as to not pose a hazard.

**Chapter 5 Fire Service Features** - Section 501.3.1 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 501.3.1 Fire apparatus access modifications.** Plans for the modification of fire apparatus access road shall be submitted to the fire code official for review and approval prior to construction or modification of any fire apparatus road.

**Chapter 5 Fire Service Features** - Section 502 Definitions is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 502 Definitions**

- (A) Dead-End Road a road that has only one point of vehicular ingress/egress, including cul-de-sacs and looped roads.
- (A) Fire Apparatus Access Road a road that provides fire apparatus access from a fire station to a facility, building or portion thereof. This is a general term that includes, but is not limited to a fire lane, public street, private street, driveway, and parking lot lane and access roadway.

**Chapter 5 Fire Service Features** - Section 503 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 503.1 Fire Apparatus Access Roads**, including private residential driveways, shall be required for every building hereafter constructed when any portion of an exterior wall of the first story is located more than 150 feet from the closest point of fire department vehicle access. Fire apparatus access roads, including private residential driveways more than 150 feet in length, shall be provided and maintained in compliance with this section and the most recent edition and any amendments thereto, of public and private road standards as adopted by the County of San Diego (San Diego County Standards for Private Roads and Public Roads, San Diego County Department of Public Works). The fire code official may modify the requirements of this section if the modification provides equivalent access.

(R) **Section 503.1.1 Buildings and Facilities:** Approved fire apparatus access roads shall be provided for every facility, building or portion of building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

Exceptions: The fire code official may increase the 150 foot minimum where:

1. Fire apparatus access roads cannot be installed because of topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.
2. There are no more than two Group R-3 or Group U occupancies.

(R) **Section 503.1.2 Additional Access:** The fire code official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

(R) **Section 503.1.2.1 Dead-end roads:** The maximum length of a dead-end road, including all dead-end roads accessed from that dead-end road shall not exceed the following cumulative lengths, regardless of the number of parcels served:

Zoning for Parcel Serviced by Dead End Road(s)	Cumulative Length of Dead End Road(s)
Parcels zoned for less than 1 acre	800 feet
Parcels zoned for 1 acre to 4.99 acres	1,320 feet
Parcels zoned for 5 acres to 19.99 acres	2,640 feet
Parcels zoned for 20 acres or larger	5,280 feet

All lengths shall be measured from the edge of the roadway surface at the intersection where the road begins to the end of the road surface at its farthest point. Where a dead-end road crosses areas of differing zoned parcel sizes, requiring different length limits, the shortest allowable length shall apply. Where parcels are zoned 5 acres or larger, turnarounds shall be provided at a maximum of 1320 foot intervals. Each dead-end road shall have an approved turnaround constructed at its terminus.

The fire code official may allow a dead-end road to exceed the maximum allowable length pursuant to section 104.8 provided the fire code official makes expressed findings in writing.

(A) **Section 503.1.4 High-piled Storage:** Fire department vehicle access to buildings used for high-piled combustible storage shall comply with the applicable provisions of Chapter 32.

(R) **Section 503.2 Specifications:** Fire apparatus access roads shall be installed and arranged in compliance with sections 503.2.1 through 503.8.

(R) **Section 503.2.1 Dimensions:**

(a) Fire apparatus access roads shall have an unobstructed improved width of not less than 24 feet, except for single-family residential driveways serving no more than two single-family dwellings, which shall have a minimum of 16 feet of unobstructed improved width. Any of the following, which have separated lanes of one-way traffic: gated entrances with card readers, guard stations or center medians, are allowed, provided that each lane is not less than 14 feet wide.

(b) All fire apparatus access roads shall have an unobstructed vertical clearance of not less than 13 feet 6 inches. Vertical clearances or road widths shall be increased when, in the opinion of the fire code official, vertical clearances or road widths are not adequate to provide fire apparatus access.

Exception: Upon approval of the fire code official, vertical clearances or road width may be reduced as long as the reduction does not impair access by fire apparatus. In cases, where the vertical clearance has been reduced, approved signs shall be installed and maintained indicating the amount of vertical clearance.

(A) **Section 503.2.1.1 Road Phasing Policy-** For Single Family Dwellings on Existing Legal Parcels. The fire access roadway requirement for widening existing improved fire apparatus roadway shall be per TABLE 503.2.1.1A – PHASING POLICY - Fire Apparatus Access and will extend from the property out to the nearest public road.

TABLE 503.2.1.1A - PHASING POLICY

**Fire Apparatus Access – Single Family Dwellings**

Number of Parcels	Unobstructed Road width	Roadways Over 600 foot Long	Extend to Nearest Public Road
1-2	16-foot, paved	Turnouts every 400-feet	Yes
3-8	20-foot, paved	Turn-outs every 400-feet	Yes
9 or more	24-foot, paved	Not required	Yes

Auxiliary structures (non-habitable) and residential additions/remodels less than 500 square feet. The access roadway will not be required to be improved if the access roadway has already been improved to a minimum width of 20 feet. If the roadway is not 20 feet, then the roadway shall be widened per “TABLE 503.2.1.1A – PHASING POLICY – “Fire Apparatus Access,” but not greater than 20 feet. The preceding addition/remodel exception is limited to one permit (addition or remodel) per three-year period from the date of the last permit approval.

Exception: Upon approval of the fire code official, vertical clearances or road width may be reduced as long as the reduction does not impair access by fire apparatus. In cases, where the vertical clearance has been reduced approved signs shall be installed and maintained indicating the amount of vertical clearance.

(R) **Section 503.2.2 Authority to Increase Minimums:** The fire code official shall have the authority to require an increase in the minimum access road widths where the fire code official determines the minimum are inadequate for fire or rescue operations.

(R) **Section 503.2.3 Surface:** Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus not less than 75,000 lbs., unless authorized by the FAHJ and shall be provided with an approved paved surface so as to provide all-weather driving capabilities.

(R) **Section 503.2.4 Turning Radius:** the turning radius of a fire apparatus access road shall comply with the County public and private road standards approved by the Board of Supervisors. The turning radius for a private residential driveway shall be a

minimum of 28 feet, as measured on the inside edge of the improvement width or as approved by the fire code official.

- (R) **Section 503.2.5 Dead ends.** All dead-end fire access roads in excess of 150 feet in length shall be provided with approved provisions for turning around emergency apparatus. A cul-de-sac shall be provided in residential areas where the access roadway serves more than two structures. The minimum unobstructed paved radius width for a cul-de-sac in a residential area shall be 36 feet. The fire code official shall establish a policy identifying acceptable turnarounds for various project types.
- (R) **Section 503.2.6 Bridges and Elevated Surfaces:** Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits and vertical clearance limitations shall be posted at both entrances to bridges when required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces, which are not designed for such use, approved barriers, approved signs or both, shall be installed and maintained when required by the fire code official.
- (A) **Section 503.2.6.1 Bridges with One Traffic Lane:** When approved by the fire code official, private bridges providing access to not more than two residential dwellings may be allowed with one, 12 - foot wide travel lane; however, it shall provide for unobstructed visibility from one end to the other and turnouts shall be provided at both ends.
- (A) **Section 503.2.7 Grade:** The gradient for a fire apparatus access roadway shall not exceed 20.0%. Grades exceeding 15.0% shall not be allowed without mitigation measures. The fire code official may require additional mitigation measures where he deems appropriate. The angle of departure and angle of approach of a fire access roadway shall not exceed 7 degrees (12 percent) or as approved by the fire code official. The standard cross-slope shall be 2 percent; minimum cross-slope shall be 1 percent; maximum cross-slope shall be 5 percent
- (A) **Section 503.2.8 Roadway Turnouts:** When required shall be a minimum of 10 feet wide and 30 feet long and with a minimum 25 foot taper on each end.

- (A) **Section 503.3 Marking:** Where required by the fire code official, approved signs or other approved notices shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. Signs or notices shall be maintained in a clean and legible condition at all times and is replaced or repaired when necessary to provide adequate visibility. All new public roads, all private roads within major subdivisions and all private road easements serving four or more parcels shall be named. Road name signs shall comply with County of San Diego Department of Public Works Design Standard #DS-13.
- (A) **Section 503.3.1 Fire Lane Designation:** Where the fire code official determines that it is necessary to ensure adequate fire access, the fire code official may designate existing roadways as fire access roadways as provided by Vehicle Code section 22500.1 (public) or 22658(a) (private).
- (R) **Section 503.4 Obstruction of Fire Apparatus Access Roads:** Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum road widths and clearances established in section 503.2.1 shall be maintained at all times.
- (R) **Section 503.4.1 Traffic Calming Devices:** Roadway design features (speed bumps, speed humps, speed control dips, etc.) which may interfere with emergency apparatus responses shall not be installed on fire access roadways, unless they meet design criteria and are approved by the fire code official.
- (R) **Section 503.5 Required Gates or Barricades:** The fire code official is authorized to require the installation and maintenance of gates or other approved barricades across fire apparatus access roads, trails or other access ways, not including public streets, alleys or highways. Electric gate openers, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of American Society for Testing and Materials (ASTM) F2200.
- (R) **Section 503.5.1 Secured Gates and Barricades:** When required, gates and barricades shall be secured as approved by the fire code official. Roads, trails and other access ways that have been closed and obstructed in the manner prescribed by section 503.5 shall not be trespassed on or used unless authorized by the owner and the fire code official.

Exception: The restriction on use shall not apply to public officers acting within the scope of duty.

- (R) **Section 503.5.2 School Fences and Gates:** School grounds may be fenced and gates therein may be equipped with locks, provided that safe dispersal areas based on three square feet per occupant are located between the school and the fence. Such required safe dispersal areas shall not be located less than 50 feet from school buildings.

Every public and private school shall conform to Education Code section 32020, which states:

The governing board of every public school district and the governing authority of every private school, which maintains any building used for the instruction or housing of school pupils on land entirely enclosed (except for building walls) by fences or walls, shall, through the cooperation of local law enforcement and fire protection agencies having jurisdiction of the area, provide for the erection of gates in these fences or walls. The gates shall be of sufficient size to permit the entrance of ambulances, police equipment and fire-fighting apparatus used by law enforcement and fire protection agencies. There shall be no less than one access gate and there shall be as many of these gates as needed to ensure access to all major buildings and ground areas. If these gates are equipped with locks, the locking devices shall be designed to permit ready entrance by the use of chain or bolt-cutting devices.

- (R) **Section 503.6 Security Gates:** No person shall install a security gate or security device across a fire access roadway without the fire code official's approval. All gates providing access from a road to a driveway shall be located a minimum of 30 feet from the nearest edge of the roadway and the driveway width shall be 36 feet wide at the entrance on roadways of 24 feet or less of the traffic lane(s) serving the gate. An automatic gate across a fire access roadway or driveway shall be equipped with an approved emergency key-operated switch overriding all command functions and opening the gate. A gate accessing more than four residences or residential lots or a gate accessing hazardous institutional, educational or assembly occupancy group structure, shall also be equipped with an approved emergency traffic control-activating strobe light sensor or other device approved by the fire code official, which will activate the gate on the approach of emergency apparatus with a battery back-up or manual mechanical disconnect in case of power failure. An automatic gate shall meet fire department policies deemed necessary by the fire code official

for rapid, reliable access. An automatic gate serving more than one dwelling or residential lot in existence at the time of adoption of this chapter is required to install an approved emergency key-operated switch or other mechanism approved by the fire code official, at an approved location, which overrides all command functions and opens the gate. A property owner shall comply with this requirement within 90 days of receiving written notice to comply. Where this section requires an approved key-operated switch, it may be dual-keyed or equipped with dual switches provided to facilitate access by law enforcement personnel. Electric gate openers, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

**Chapter 5 Fire Service Features** - Section 505 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 505.1 Address Numbers:** Approved numbers and/or addresses shall be placed on all new and existing buildings and at appropriate additional locations as to be plainly visible and legible from the street or roadway fronting the property from either direction of approach. Said numbers shall contrast with their background, and shall meet the following minimum standards as to size: 4" high with a 1/2 " stroke for residential buildings, 6" high with a 1/2" stroke for commercial and multi-residential buildings, 12" high with a 1" stroke for industrial buildings. Additional numbers shall be required where deemed necessary by the fire code official, such as rear access doors, building corners, and entrances to commercial centers. The fire code official may establish different minimum sizes for numbers for various categories of projects.
- (A) **Section 505.3 Easement Address Signs:** All easements, which are not named differently from the roadway, from which they originate, shall have an address sign installed and maintained, listing all street numbers occurring on that easement, located where the easement intersects the named roadway. Minimum size of numbers on that sign shall be 4 inches in height with a minimum stroke of 3/8", and shall contrast with the background.
- (A) **Section 505.4 Map Directories:** A lighted directory map, meeting current fire department standards, shall be installed at each driveway entrance to multiple unit residential projects and mobile home parks, where the numbers of units in such projects exceed 15.



- (A) **Section 505.5 Response Map Updates:** Any new development, which necessitates updating of emergency response maps by virtue of new structures, hydrants, roadways or similar features, shall be required to provide map updates in a format (PDF and/or CAD format as approved by the FAHJ) or compatible with current department mapping services, and shall be charged a reasonable fee for updating all response maps.

**Chapter 5 Fire Service Features** - Section 506 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 506.1 Key Boxes:** Where access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life saving or firefighting purposes, the Fire code official is authorized to require a key box to be installed in an accessible location. The key box shall be a type approved by the fire code official and shall contain keys to gain necessary access as required by the fire code official.

- (A) **Section 506.1.3 Emergency Key Access:** All central station-monitored fire detection systems and fire sprinkler systems shall have an approved emergency key access box on site in an approved location. The owner or occupant shall provide and maintain current keys for the structure(s) for fire department placement in the box, and shall notify the fire department in writing when the building is re-keyed.

**Chapter 5 Fire Service Features** - Section 507 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 507.2 Type of water supply.** Water supply may consist of reservoirs, pressure tanks, elevated tanks, water mains or other fixed systems, as approved by the fire code official, capable of providing the required fire flow in a reliable manner. In setting the requirements for fire flow, the fire code official shall follow section 507.3 or Appendix B of the County Fire Code, or the standard published by the Insurance Services Office, "Guide for Determination of Required Fire Flow".

- (A) **Section 507.2.1 Private fire service mains.** Private fire service mains and appurtenances shall be installed in accordance with NFPA 24.

- (A) **Section 507.2.2 Water Tanks Table 507.2.2A** - Water storage tanks, when permitted by the Fire code official, shall comply with Table No. 507.2.2A and installed in accordance with (NFPA) 22

WATER STORAGE TANKS Table No. 507 .2.2A

Building Square Feet	Gallons Per Minute Water Flow	Capacity Gallons	Duration Minutes
Up to 1,500	250	5,000	20
Over 1,500	250	10,000	40
When exposure distance is one hundred feet (100') or less from adjacent property, or where additional hazards or higher fire flow exists, the required water storage may be modified by the fire code official.			

- (R) 1. Tank bottom elevation shall be equal to or higher than the fire department connection on the premises. Regardless of domestic use, all tanks shall be equipped with a device that will ensure that the tank contains the designated amount of water for fire flow duration as determined by the fire department. Tank size may be increased to serve multiple structures on a single parcel.
- (R) 2. Supply outlet shall be at least four inches in diameter from the base of the tank to the point of outlet at the fire department connection. The fire department connection shall be provided with an approved means of controlling water flow. The fire department connection shall be at least one four-inch National Standard Thread (male), reduce to one 2 ½-inch National Standard Thread (Male). Additional outlets may be required.
- (R) 3. Location of fire department outlet to be determined on the plot plan when submitted to the fire department. Consideration will be given to topography, elevations, and distance from structures, driveway access, prevailing winds, etc.
- (R) 4. The outlet shall be located along a fire apparatus access roadway and shall not be closer than 50 feet or further than 150 feet from the structure.
- (R) 5. All exposed tank supply pipes shall be of an alloy or other material listed for above ground use. Adequate support shall be provided.
- (R) 6. Water storage tanks shall be constructed from materials approved by the code official and installed per manufacturer recommendations.
- (R) 7. The fire code official may require any necessary information to be submitted on a plot plan for approval.
- (R) 8. Vessels previously used for products other than water shall not be permitted.
- (R) 9. The bottom of the water storage tank shall be level with or above the building pad.

(R) **Section 507.3 Fire Flow Requirements:** Fire flows shall be based on Appendix B of the 2013 California Fire Code or the standard published by the Insurance Services Office, "Guide for Determination of Required Fire Flow". Consideration should be given to increasing the gallons per minute to protect structures of extremely large square footage and for such reasons as:

1. Poor access roads
2. Grade and canyon rims
3. Hazardous brush
4. Response times greater than five minutes by a recognized fire department or fire suppression company.

In hazardous fire areas as defined in the 2013 California Fire Code as amended, the main capacity for new subdivisions shall not be less than 2,500 gallons per minute, unless otherwise approved by the fire code official.

If fire flow increases are not feasible, the fire code official may require alternative design standards such as: alternative types of construction providing a higher level of fire resistance; fuel break requirements which could include required irrigation; modified access road requirements; specified setback distances for building sites addressing canyon rim developments and hazardous brush areas; and other requirements authorized by this code and as specified by the fire code official.

(A) **Section 507.5.1 Required installations:** The location, type and number of fire hydrants connected to a water supply capable of delivering the required fire flow shall be provided on the public or private street, or on the site of the premises to be protected, or both, as required and approved by the fire code official. Fire hydrants shall be accessible to the fire department apparatus by roads meeting the requirements of Section 503. For fire safety during the construction, alteration, or demolition of a building, see Section 1412.1.

(A) **Section 507.5.1.1 Water Supplies and Fire Hydrants:** Single-family dwellings and U Occupancies: An approved water supply capable of supplying the required fire flow for fire protection shall be provided to all premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into or within the jurisdiction. When any portion of the facility or building protected is in excess of 500 feet (152 900 mm) from a water supply on a public street, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains capable of supplying the required flow shall be provided when required by the Fire code official.

EXCEPTION: Remodels and additions: Existing structures, which are remodeled or added to where the amount of new area does not exceed 1,500 square feet and the additional or remodeled area, is protected with an approved automatic fire extinguishing system.

In zones other than industrial, commercial and multi-family fire hydrants shall be installed in accordance with Table No. 507 .5.1.1A.

Section 507.5.1.1 - Table No. 507 .5.1.1A

Parcels ½ acre and larger:	Every 500 feet to the structure
Parcels less than ½ acre:	Every 350 feet to the structure

- (A) **Section 507.5.1.1.2** Fire Hydrant Spacing: In multi-family zones and in commercial and industrial zones, fire hydrants shall be installed at intersections, at the beginning radius of cul-de-sacs, and every 300 feet of fire access roadways, regardless of parcel size.

EXCEPTION: When improved methods of fire protection are provided, beyond those required by the Code, and accepted by the Fire code official, adjusted spacing of fire hydrants from those set forth above may be considered.

- (A) **Section 507.5.1.1.3** Type of Fire Hydrants: All fire hydrants shall be of bronze construction, including all internal parts except seats. Alternate materials may be used if approved by the Fire Marshal and the local water district having jurisdiction. The stems shall be designed and installed in a manner that will ensure that they will not be projected outward from the main body by internal water pressure due to disassembly. The number and size of fire hydrant outlets shall be as follows:

1. One 4-inch and one 2-½-inch NST outlet. (4", 2-½")
2. One 4-inch and two 2-½-inch NST outlets. (4", 2-½", 2-½")
3. In some instances, the Fire code official may require the fire hydrant(s) to have any other combination of 4 inch and 2-½ inch outlets.

- (A) **Section 507.5.1.1.4 Waterline Extensions:** The Fire code official may require a waterline extension for the purpose of installing a fire hydrant if the water main is 1,500 feet or less from the property line.

(A) **Section 507.5.1.3 Hydrant for Standpipe Systems.** Buildings equipped with a standpipe system installed in accordance with section 905 shall have a fire hydrant within 100 feet of the fire department connections.

Exception: The distance shall be permitted to exceed 100 feet where approved by the fire code official.

**Chapter 6 Building Services and Systems** Section 603.6.6 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 603.6.6 Spark Arresters:** All structures having a chimney, flue or stovepipe attached to a fireplace, stove, barbecue or other solid or liquid fuel burning equipment or device shall have the chimney, flue or stovepipe equipped with an approved spark arrester. An approved spark arrester is a device intended to prevent sparks from escaping into the atmosphere, constructed of welded or woven wire mesh, 12 gauge thickness or larger, with openings no greater than ½ inch, or other alternative material the FAHJ determines provides equal or better protection.

**Chapter 6 Building Services and Systems** Section 603.8.1 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(R) **Section 603.8.1 Residential Incinerators** shall be prohibited.

**Chapter 6 Building Services and Systems** Section 605.11 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 605.11.3.3.3 Smoke ventilation.** The solar photovoltaic installation shall be designed to meet the following requirements:
- a. Arrays shall be no greater than 150 feet in distance in either axis in order to create opportunities for smoke ventilation operations.
  - b. Smoke ventilation options between array sections shall be one of the following:
    - i. A pathway 8 feet or greater in width
    - ii. A 4 feet or greater in width pathway and bordering roof skylights or smoke and heat vents
    - iii. A 4 feet or greater in width pathway and bordering 4 foot by 8 foot venting cutouts every 20 feet on alternating sides of the pathway.

(R) **Section 605.11.4 Ground-mounted photovoltaic arrays.** Ground-mounted photovoltaic array installations shall meet the requirements of sections 605.11.4.1 through 605.11.4.4.

(R) **Section 605.11.4.1 Access.** Access to ground-mounted photovoltaic arrays, associated equipment structures and operations/maintenance buildings shall be per section 503.

Exception: Private residential systems where the energy generated is primarily for on-site use.

(R) **Section 605.11.4.1.1 Perimeter access roadway.** Ground-mounted photovoltaic arrays 10 acres and larger in size shall be provided with an access roadway around the perimeter of the project. The perimeter access roadway shall be installed per section 503.

(R) **Section 605.11.4.2 Fuel modification.** Combustible vegetation within the array and to a distance of 20 feet from the array and associated equipment shall be reduced to a height of no more than 6 inches. Operation/maintenance buildings shall be provided with a fuel modification zone per section 4707.2.

(R) **Section 605.11.4.3 Water supply.** Water supply for fire protection and suppression shall be provided equipment structures and operations/maintenance buildings per section 507.

Exception: Equipment shelters used solely for the equipment associated with the array when the exterior walls and roof assemblies are constructed with non-combustible materials.

(R) **Section 605.11.4.4 Identification.** Ground-mounted photovoltaic arrays with multiple equipment structures shall be provided with means of readily-identifying equipment structures. The fire code official may require a lighted directory map of the project to be installed on-site near the entrance to the facility for projects 10 or more acres in size.

**Chapter 9 Fire Sprinklers systems** is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 901.8.2 Fire hydrants and fire appliances.** Commercial fire sprinkler system control valves shall not be shut off after activation of the sprinkler system, no matter what the reason for the activation until the shut off is authorized by fire personnel. Fire detection systems activated by fire, smoke, heat or any other cause shall not be reset until authorized by fire personnel.

(A) **Section 902.1 Definitions** - Life Safety Sprinkler System: shall meet National Fire Protection Association Standards 13, 13-D and 13-R latest addition, and Rancho Santa Fe Fire Protection District installation policies as appropriate.

(R) **Section 903.2 Automatic Sprinkler Systems** - Where required: Approved automatic Fire sprinkler systems are required in all new structures. For the purpose of fire-sprinkler systems, buildings separated by less than ten (10) feet from adjacent buildings shall be considered as one building. Fire barriers, partitions and walls, regardless of rating, shall not be considered as creating separate buildings for purposes of determining fire sprinkler requirements. Mezzanines shall be included in the total square footage calculation.

(A) **Section 903.2.2.1 Automatic Fire Sprinkler System - Additions:** an automatic sprinkler system installed in accordance section 903.2 may be required to be installed throughout structures when the addition is more than 50% of the existing building or when the altered building will exceed a fire flow as calculated per section 507.3. The fire code official may require an automatic sprinkler system be installed in buildings where no water main exists to provide the required fire flow or where a special hazard exists such as: poor access roads, grade and canyon rims, hazardous brush and response times greater than 5 minutes by a fire department. When Fire Sprinklers are required under additions this shall meet the entire structure or structures shall be equipped with fire sprinklers. The Fire code official may require that other protective measures be taken based on existing conditions and/or potential hazards.

**EXCEPTION:**

(D) Exception (1) is hereby deleted and replaced with the following:

(R) (1) Group U occupancies not greater than 500 square feet, when building lies more than 20 feet from an adjacent structure or property line.

(A) (2) Accessory buildings/barns not greater than 1000 square feet, and not otherwise considered enclosed buildings/structures, which are of ignition resistant construction or as determined by the Chief to not present a significant fire hazard.

(A) (3) Agricultural buildings constructed of wood or metal frames, over which fabric or similar material is stretched, which are specifically used as green houses are exempt from the automatic sprinkler requirements unless physically connected to other structures.

(A) **Section 903.2.2.2 Automatic Fire System Remodels or Reconstructions:** an automatic sprinkler system installed in accordance section 903.2.1 may be required if the scope of work includes significant modification to the interior or roof of the building, and the cost of installation of an automatic sprinkler system does not exceed 15 percent of the construction costs of the remodel. When Fire Sprinklers are required under remodels and reconstructions this shall mean the entire structure or structures shall be equipped with fire sprinklers. The fire code official may require that other protective measures be taken based on existing conditions and/or potential hazards.

(A) **Section 903.4 Sprinkler system supervision and alarms.** All valves controlling the water supply for automatic sprinkler systems, pumps, tanks, water levels and temperatures, critical air pressures and water-flow switches on all sprinkler systems shall be electronically supervised by a listed fire alarm control unit.

Exceptions:

1. Automatic sprinkler systems with less than 100 fire sprinklers protecting one-family and two-family dwellings.
2. Limited area systems serving fewer than 20 sprinklers.
3. Automatic sprinkler systems installed in accordance with NFPA 13R where a common supply main is used to supply both domestic water and the automatic sprinkler system and a separate shutoff valve for the automatic sprinkler system is not provided.
4. Jockey pump control valves that are sealed or locked in the open position.
5. Control valves to commercial kitchen hoods, paint spray booths or dip tanks that are sealed or locked in the open position.
6. Valves controlling the fuel supply to fire pump engines that are sealed or locked in the open position.
7. Trim valves to pressure switches in dry, pre-action and deluge sprinkler systems that are sealed or locked in the open position.

**Chapter 9 Section 907.2.11.4 Power Sources (Smoke Alarms)** is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:



(A) **Section 907.2.11.4 Power Source:** In new construction and in newly classified Group R-3.1 occupancies, required smoke alarms shall receive their primary power from the building wiring when such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than those required for over current protection. Smoke alarms may be solely battery operated when installed in existing buildings; or in buildings without commercial power; or in buildings, which undergo alterations, repairs, or additions regulated by Section 907.2.11.4.1.

(A) **Section 907.2.11.4.1\_Additions, Alterations or Repairs to Group R Occupancies:** when the valuation of an addition, alteration, or repair to Group R occupancy exceeds \$1,000 and a permit is required, or when one or more sleeping rooms are added or created in existing Group R occupancies, smoke alarms shall be installed in accordance with Section 907.2.11.

**Chapter 22 Motor Fuel** – Dispensing Facilities and Repair Garages Section 2205, 2206, and 2210 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 2201.1 Scope.** Automotive motor-fuel dispensing facilities, marine motor fuel-dispensing facilities, fleet vehicle motor fuel-dispensing facilities and repair garages shall be in accordance with this chapter and the California Building Code, California Plumbing Code and the California Mechanical Code. These operations shall include both operations that are accessible to the public and private operations. Whenever this chapter imposes a requirement that applies to Class IIIA liquids that same requirement shall also apply to Class III liquids.

## **Chapter 28 Lumber Yards & Woodworking Facilities**

Chapter 28 Section 2808 Storage and Processing of Wood Chips, hogging materials, fines, compost and raw product associated with yard waste and recycling facilities is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 2808.1 General.** The storage and processing (mulching, composting) of wood chips, hogged materials, fines, compost and raw product produced from yard waste, debris and recycling facilities shall be in accordance with section 2808.

(A) **Section 2808.2 Definitions:** for the purpose of section 2808, certain words and phrases are defined and certain provisions shall be construed as set forth herein, unless it is apparent from the context that a different meaning is intended.

- (A) Aerated Static Pile means a composting process that uses an air distribution system to either blow or draw air through the pile. Little or no pile agitation or turning is performed.
- (A) Chipping and Grinding means an activity that mechanically reduces the size of organic matter.
- (A) Composting Operations means an operation that is conducted for the purpose of producing compost. Shall be by means of one or a combination of the following processes used to produce a compost product: static pile, windrow pile, or aerated static pile.
- (A) Green Waste includes but is not limited to such organic material as yard trimmings, plant waste, manure, untreated wood wastes, paper products, and natural fiber products.
- (A) Hogged Materials means mill waste consisting mainly of hogged bark but may include a mixture of bark, chips, dust, or other by-product from trees and vegetation.
- (A) Mulching is the process by which mixed green waste is mechanically reduced in size for the purpose of making compost.
- (A) Static Pile means a composting process that is similar to the aerated static pile except that the air source may or may not be controlled.
- (A) Windrow Composting Process means the process in which compostable material is placed in elongated piles. The piles or windrows are aerated and/or mechanically turned on a periodic basis.
- (A) Wood Chips means chips of various species produced or used in chipping and grinding operations.
- (A) **Section 2808.3 Permit Required.** A permit shall be obtained from the fire department prior to engaging in the operation and storing processed of wood chips, hogged material, fines, compost and raw product in association with yard waste and similar material recycling facilities. (See Division II Chapter 1 section 105.6.19.1) The permit shall be renewed on an annual basis, or shall be limited to such period of time as designated by the Fire code official. Permits shall not be transferable and any change in use, location, occupancy, operation, or ownership shall require a new permit.

(A) **Section 2808.4 Financial Assurances for Cost Recovery.** A security bond or other approved form of financial commitment may be required by the fire code official to be posted, in an amount determined by the Fire code official, not less than \$25,000.00, nor more than \$100,000.00, depending on the size of operation. The security bond or financial commitment shall reimburse the fire department for expenses incurred in any emergency response and/or enforcement action by the fire department to protect the public from fire or hazardous substances related to the operation. The security bond/financial commitment shall be returned to the operator in a timely fashion upon satisfactory closure of the operation as determined by the Fire code official.

(A) **Section 2808.5 Operational and Emergency Plans.** The following operational and emergency action plans shall be submitted to and be approved by the Fire code official prior to initiating operation.

1. Operational Plan: At a minimum, the Operational Plan must include site layout, pile dimensions, fire access, water supply, site security. Site operations, temperature monitoring, rotation, diversion plan.
2. Emergency Plan: At minimum, the Emergency Plan must include; Operator fire response actions, fire dispersal area, emergency equipment operator callback, initiation of incoming diversion plan. All plans shall define the equipment necessary to process and handle the materials.

(A) **Section 2808.6 Notification of Fire Department.** All fires shall be reported to the fire department immediately upon discovery.

(A) **Section 2808.7 Equipment Operator Emergency Callback.** The operator shall implement and maintain a plan for rapid equipment operator response to the site. The maximum response time to the site shall be within one hour of a fire department notification. The following equipment shall be on site and staffed with skilled operators: bulldozer, loaders, and heavy-duty equipment necessary to mitigate a fire. Notification procedure shall be maintained operational 24 hours a day, seven days a week. Notification may be by pager activation or telephone answering service or other approved means.

(A) **Section 2808.8 Incoming Waste Diversion Plan.** The operator shall develop a diversion plan for incoming green waste for implementation in the event of equipment failure or other inability to process and distribute green waste. The plan shall prevent stockpiling of waste on the site and unauthorized depositing of waste

on or near the site. The operator shall initiate the diversion based on criteria in the Operational and Emergency Plan without further direction from the fire department.

- (A) **Section 2808.9 Unprocessable or Non-Green Waste Material.** All green waste that cannot be processed on-site, such as stumps and fibrous plants, shall be immediately removed from the feedstock, stored in roll-off containers or bins and be removed from the facility on a weekly basis. All plastic bags shall be removed prior to shredding material.
- (A) **Section 2808.10 Fire Access Roadway.** A fire access roadway shall be provided to the site and on-site as approved by the Fire code official. It shall have a minimum width based upon site material handling equipment and an approved driving surface as approved by the Fire code official. In no case shall the fire access roadway be less than 20 feet wide.
- (A) **Section 2808.11 Site Storage:** Sites shall be reasonably level and be solid ground or other approved all-weather surface.
- (A) **Section 2808.12 Combustible Vegetation Control:** The operator shall clear any combustible material, weeds, brush, trees or other vegetation (including mulch) that is, or could become, dry and could be capable of transmitting fire, from within fifty (50) feet of raw green waste and mulch piles. Clearance shall be to bare earth or approved pavement. Individual growing trees within that distance may remain with approval of the Fire code official.
- (A) **Section 2808.13 Pile Separation:** Piles shall be separated from adjacent piles and property lines by fire department access roadways.
- (A) **Section 2808.14 Sizes of Piles:** Pile height, width, and length shall be limited to criteria approved by the Fire code official, based in part on the site material handling equipment. In no case shall the piles exceed 12 feet in height, 100 feet in width and 200 feet in length.
- (A) **Section 2808.15 Static Pile Protection:** Interior pile temperatures shall be monitored and recorded on a regular basis per the Operational Plan. Internal pile temperatures must be taken at 2/3 the pile height, 12 to 24 inches from the surface with a probe-type thermometer. Readings shall be made at not greater than 50-foot intervals along the length of the pile.

Temperatures above 158 degrees F are known to adversely affect microbial decomposition and are considered excessive. Infrared thermometers may be used

to monitor for hot spots at the surface, but are not a substitute for internal probe measurement and documentation.

Once windrows exceed 170 degrees F, the windrows must be reduced in size, be rotated, and be monitored daily until temperatures drop below 158 degrees F. All green waste stockpiles shall be re-mixed as necessary to alleviate any fire due to spontaneous combustion or temperatures above 170 degrees.

Windrows shall be visually inspected on a regular basis. Once fires have been detected in any windrows at a site, this visual inspection shall be a minimum daily requirement. Daily inspections shall continue until the threats of fire no longer exist, and the Fire code official approves suspension.

All temperature and pile-handling records shall be kept on file at the site and be made available for inspection by fire department personnel. Data shall include date, time, temperature, specific location, and person conducting measurement.

(A) **Section 2808.16 Firefighting water supplies and storage.** Firefighting water supplies shall conform to sections 2808.16.1 or 2808.16.2. Firefighting Water Supplies and Storage

(A) **Section 2808.16.1 Public Water Supply:** the operator shall provide and maintain approved fire hydrants and waterline mains as required by the Fire code official. Water lines may be approved aboveground lines supplied from a reliable water supply with adequate protection against impact and fire flow reaction. Hydrant spacing shall be at 400-foot intervals along primary fire access roadways. Fire flow at the hydrant(s) shall be least 1000 gallons per minute at 20 psi. Duration of the required fire flow shall be as determined by the Fire code official.

(A) **Section 2808.16.2 Private Water Supply:** above-groundwater storage tanks may be installed when authorized by the Fire code official where public water supply is not adequate to meet fire flow requirements. Volume and duration of the required fire flow shall be as determined by the Fire code official.

(A) **Section 2808.17 Material Handling Equipment:** equipment used on all piles should be of a type that minimizes compaction. All vehicles operating on or around the piles shall have a Class A fire extinguisher of a minimum 2-A rating, in addition to the Class B rating appropriate for the vehicles. Approved material-handling equipment shall be available during firefighting operations for moving wood chips, hogged material, compost, and raw product produced from yard waste and wood fines.

- (A) **Section 2808.18 General Safety Rules for Site Equipment Maintenance:** welding or cutting torch operations shall be conducted a minimum of 30 feet from combustible materials. A fire watch shall be provided to detect fire, and to operate fire-extinguishing equipment throughout the welding or cutting operation and thirty-minutes (30) thereafter. Refueling and on-site maintenance shall meet California Fire Code Chapter 22 & 34 - Flammable and Combustible Liquids, and all other applicable fire code requirements.
- (A) **Section 2808.19 Site Security:** pile storage areas shall be surrounded with approved fencing. Fences shall be a minimum of 6 feet in height.
- (A) **Section 2808.20 Smoking and Open Burning Prohibited:** The operator shall prohibit smoking and open flame on the operational site, including smoking within vehicles. Approved signs shall be clearly and prominently posted and shall be enforced by the site operators. No open burning will be allowed on site.

#### **Chapter 32 High Piled Combustible Storage**

Chapter 3206.2 General Fire Protection and Life Safety Features is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (D) **Section 3206.2 Exception J** of Table 3206.2 of the California Fire Code is deleted.

#### **Chapter 33 Fire Safety Construction and Demolition**

Chapter 3318 Fire Safety During Construction and Demolition is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 3318.1 Fuel Modification Zone During Construction:** any person doing construction of any kind, which requires a permit under this code or the County Building Code shall install a fuel modification zone prior to allowing any combustible material to arrive on the site and shall maintain the zone during the duration of the project.

**Chapter 49 Requirements for the Wildland-Urban Interface Areas** is hereby added (A) or Revised (R) or deleted (D) to the Building/Fire Code portion of the California Buildings Standards Code to read as follows:

- (A) **Section 4902.1 Definitions** is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) Building Official means the Director of Planning and Development Services or any person appointed or hired by the Director to administer or enforce the County's planning and construction standards. The building official duties shall include plan checking, inspections and code enforcement.
- (A) Combustible Vegetation means material that in its natural state will readily ignite burn and transmit fire from native or landscape plants to any structure or other vegetation. Combustible vegetation includes dry grass, brush, weeds, litter or other flammable vegetation that creates a fire hazard.
- (A) Defensible Space is an area either natural or man-made, where material capable of allowing a fire to spread unchecked has been treated, cleared or modified to slow the rate and intensity of an advancing wildfire and to create an area for fire suppression operations to occur.
- (A) Fire Protection Plan (FPP) is a document prepared for a specific project or development proposed for the wildland-urban interface fire area that describes ways to minimize and mitigate potential loss from wildfire exposure, with the purpose of reducing impact on the community's fire protection delivery system.
- (R) Fire Hazard Severity Zones are geographical areas designated pursuant to California Public Resources Code sections 4201 through 4204 and classified as Very High, High and Moderate in State Responsibility Areas or as Local Agency Very High Fire Hazard Severity Zones designated pursuant to California Government Code sections 51175 through 51189.

The California Code of Regulations, Section 1280 entitles maps of these geographical areas as "Maps of the Fire Hazard Severity Zones in the State Responsibility Area of California."

- (A) Fuel Break is an area, strategically located for fighting anticipated fires, where the native vegetation has been permanently modified or replaced so that fires burning into it can be more easily controlled. Fuel breaks divide fire-prone areas into smaller areas for easier fire control and provide access for firefighting.
- (A) Local Agency Very High Fire Hazard Severity Zone means an area designated by a local agency upon the recommendation of the Cal Fire Director pursuant to Government Code sections 51177(c), 51178 and 51189 that is not a State Responsibility Area and where a local agency, city, county, city and county, or district is responsible for fire protection.
- (A) Open Space Easement means any right or interest in perpetuity or for a term for years in open-space land, as that term is defined in Government Code sections 51065(a), acquired by the County, a city or a nonprofit organization where the instrument granting the right or interest imposes restriction on use of the land, to

preserve the land for public use or enjoyment of the natural or scenic character of the land.

- (A) Open Space Preserve means open-space land, as that term is defined in Government Code section 65560(b), for the preservation of natural resources, managed production of resources, outdoor recreation, public health and safety, buffer for a military installation or the protection of cultural resources.
- (A) Slope is the variation of terrain from the horizontal; the number of feet, rise or fall per 100 feet, measured horizontally, expressed as a percentage.
- (A) State Responsibility Area means lands that are classified by the Board of Forestry pursuant to Public Resources Code section 4125 where the financial responsibility of preventing and suppressing forest fires is primarily the responsibility of the State.
- (A) Tree Crown means the primary and secondary branches growing out from the main stem, together with twigs and foliage.
- (A) Wildfire is any uncontrolled fire spreading through vegetative fuels that threaten to destroy life, property, or resources as defined in Public Resources Code sections 4103 and 4104.
- (A) Wildfire Exposure is one or a combination of radiant heat, convective heat, direct flame contact and burning embers being projected by vegetation fire to a structure and its immediate environment.
- (A) Wildland-Urban Interface Fire Area is a geographical area identified by the state as a "Fire Hazard Severity Zone" in accordance with the Public Resources Code sections 4201 through 4204 and Government Code sections 51175 through 51189, or other areas designated by the enforcing agency to be at a significant risk from wildfires.

**Chapter 49 Wildland-Urban Interface Area Designation** - Section 4902.2 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 4902.2 Declaration:** The legislative body shall declare the Wildland Interface Areas within the jurisdiction. The Wildland Urban Interface Areas shall be based on the findings of fact. The Wildland Urban Interface Area boundary shall be any geographic area mapped or otherwise identified by the State or local jurisdiction as a High Hazard, or Very High Fire Severity Zone, or as set forth by the Rancho Santa Fe Fire Protection District. (See Attachment B for map) When the type and condition of vegetation, topography, weather, and structure density, which potentially increases the probability of vegetation conflagration, exists, such area shall be considered a Very High Fire Severity Zone.



**Chapter 49 Fire Protection Plan** - Section 4903 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 4903.1 When required:** The Department of Planning and Land Use or the Fire Authority Having Jurisdiction may require an applicant for a parcel map, subdivision map, specific plan or major use permit for any property located in a wildland-urban interface fire area to submit a Fire Protection Plan (FPP) as part of the approval process.

(A) **Section 4903.2 Content:** The FPP shall consider location, topography, geology, aspect, combustible vegetation (fuel types), climatic conditions and fire history. The plan shall address the following in terms of compliance with applicable codes and regulations including but not limited to: water supply, vehicular and emergency apparatus access, travel time to nearest serving fire station, structural ignitability, structure set back, ignition-resistive building features, fire protection systems and equipment, impacts to existing emergency services, defensible space and vegetation management.

The FPP shall be prepared as prescribed in the County of San Diego Land Use and Environment Group “Guidelines for Determining Significance and Report Format and Content Requirements for Wildland Fire and Fire Protection” document.

**Chapter 49 Wildfire Protection Building Construction** - Section 4905.4 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 4905.4 Wildland Urban Interface Special Building Construction Regulations** are located in the 2013 California Building Code and amendments for the County of San Diego for the following construction features:

1. Standards of Quality
  - a) SFM Standard 12-7A-1 Exterior Wall Siding and Sheathing
  - b) SFM Standard 12-7A-2 Exterior Windows
  - c) SFM Standard 12-7A-3 Horizontal Projections
  - d) SFM Standard 12-7A-4 Decking
  - e) SFM Standard 12-7A-5 Ignition-resistant Materials
2. Roofing Covering & Valleys - Class “A” Very High Fire Hazard Areas
  - a) Roof gutters – Prevent debris accumulation
  - b) Replacement – more than 50% or more 2,500 square feet roof area
3. Skylights – One pane tempered Glass
4. Attic Ventilations – prevent intrusion of flame and embers into the attic

5. Eave or cornice vents –not allowed in exterior overhang areas
  - a) Eave protection –shall be protected by ignition resistant materials
6. Exterior Walls- shall be noncombustible, ignition-resistant materials
  - a) Exterior wall covering – shall extend from the top the foundation and terminate at roof
  - b) Repair/Replacement of exterior wall –less than 30 feet from property line
  - c) Exterior wall Vents - prevent intrusion of flame and embers into the structure
7. Exterior glazing and window walls –one pane tempered on dual pane windows
8. Exterior door assemblies –approved noncombustible construction or 20 minute rated
9. Decking and other appendages – structural supports and framing members shall be non-combustible
  - a) Decking surface – non-combustible, fire treated wood, one-hour fire-resistant
  - b) Testing of alternative decking materials
  - c) Deck remodel or repair -50% or 1,000 square feet
10. Under-floor and appendages and floor projections – maintain same ignition-resistant integrity of exterior walls.
  - a) Unenclosed under-floor protection – under-floor areas enclosed to the grade
11. Insulation – Paper-faced insulation prohibited in attics or ventilated spaces
12. Fences and other structures less than five from a building – non-combustible

**Chapter 49 Defensible Space** - Section 4907 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 4907.1 Structure Setbacks from Property Lines:** The building official shall establish the minimum setbacks for locating a structure on a lot in a wildland-urban interface fire area. The setbacks may be greater than the minimum setbacks provided in the County Zoning Ordinance, when necessary to protect a structure from an unreasonable hazard from a wildfire.

(A) **Section 4907.1.1 General Fire Setbacks:** Buildings and structures shall be setback a minimum of 30 feet from property lines and open space easements unless the County Zoning Ordinance requires a greater minimum. When the property line abuts a roadway the setback shall be measured from the centerline of the roadway.

Exception: When both the building official and the FAHJ determine that the hazard from a wildland fire is not significant or when the terrain, parcel size or other constraints on the parcel make the required setback infeasible, the building official may allow the setback to be less than 30 feet from the property line when allowed by the Zoning Ordinance.

(A) **Section 4907.1.2 Fire Setbacks Adjacent Protected Areas:** Buildings and structures shall be setback a minimum of 100 feet from any property line adjacent a national forest, state park, open space preserve or other protected biological resources. This setback may be reduced when additional mitigation measures are employed that are satisfactory to both the FAHJ and the building official.

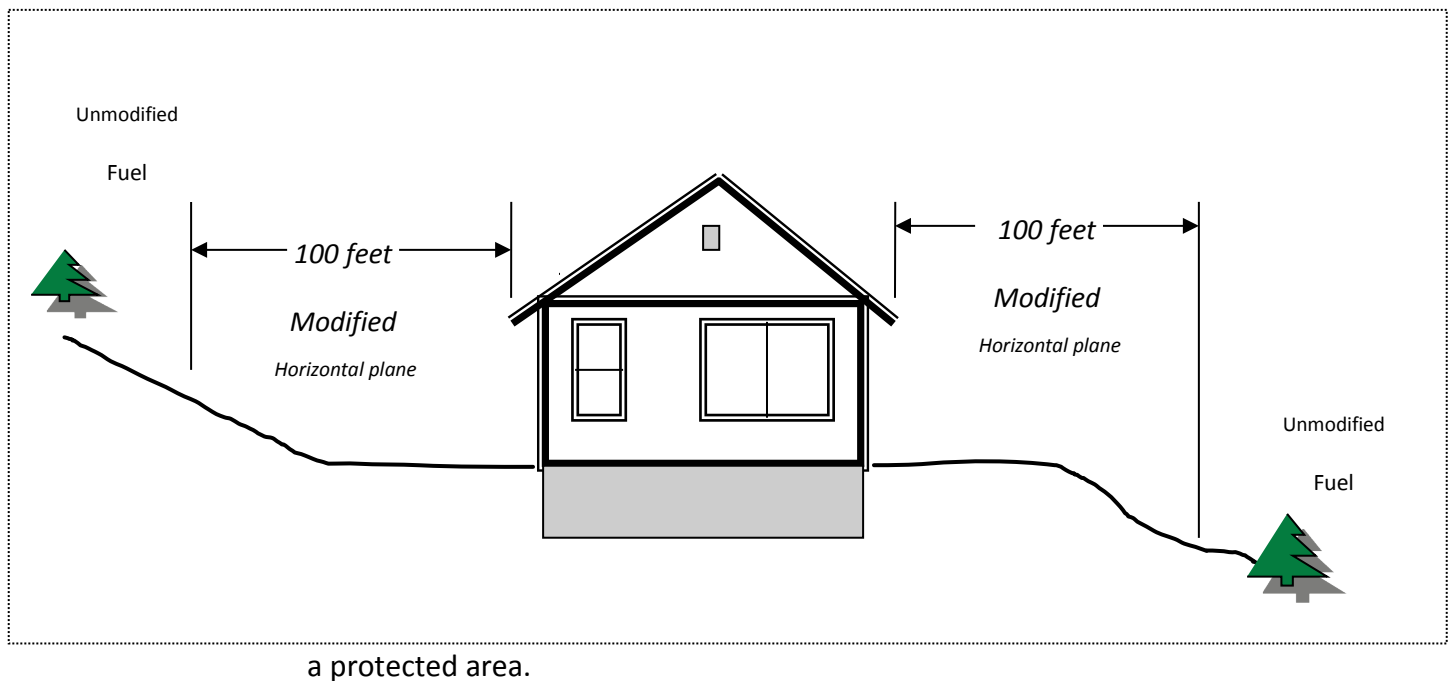
(A) **Section 4907.1.3 Structure Set Back from Top of Slope:** a single story structure shall be setback a minimum 15 feet (4,572 mm) horizontally from top of slope to the farthest projection from a roof. A single story structure shall be less than 12 feet above grade. A two- story structure shall be setback a minimum of 30 feet (9,144 mm) measured horizontally from top of slope to the farthest projection from a roof. Structures greater than two stories may require greater setback, which is based upon a 2-to1 slope.

(A) **Section 4907.2 Fuel Modification:** A fuel modification zone shall be required around every building that is designed primarily for human habitation or use or a building designed specifically to house farm animals. Decks, sheds, gazebos, freestanding open-sided shade covers and similar accessory structures less than 250 square feet and 30 feet or more from a dwelling, and fences more than five feet from a dwelling, are not considered structures for the establishment of a fuel modification zone. A fuel modification zone shall comply with the following:

(a) When a building or structure in a hazardous fire area is located 100 feet or more from the property line the person owning or occupying the building or structure shall maintain a fuel modification zone within 100 feet of the building or structure. The area within 50 feet of a building or structure shall be cleared of vegetation that is not fire resistant and re-planted with fire-resistant plants. In the area between 50 to 100 feet from a building all dead and dying vegetation shall be removed. Native vegetation may remain in this area provided that the vegetation is modified so that combustible vegetation does not occupy more than 50% of the square footage of this area. Weeds and annual grasses to be mowed to a height of 4" to 6". Any chipping that is done on site should be spread not to exceed 6" in height. Trees may remain in both areas provided that

the horizontal distance between crowns of adjacent trees and crowns of trees and structures is not less than 10 feet. See Figure 4907.2.

- (b) When a building or structure in a hazardous fire area is setback less than 100 feet from the property line, the person owning or occupying the building or structure shall meet the requirements in subsection (a) above, to the extent possible, in the area between the building or structure and the property line.
- (c) The building official and the FAHJ may provide lists of prohibited and recommended plants.
- (d) The fuel modification zone shall be located entirely on the subject property unless approved by the FAHJ. This required fuel modification zone may be reduced as allowed in subsection (b) above or increased as required by a fire protection plan.
- (e) When the subject property contains an area designated to protect biological or other sensitive habitat or resource, no building or other structure requiring a fuel modification zone shall be located so as to extend the fuel modification zone into



**FIGURE 4907.2 MEASUREMENTS OF FUEL MODIFICATION DISTANCE**

- (A) **Section 4907.2.1 Fuel Modification of Combustible Vegetation from Sides of Roadways.** The FAHJ may require a property owner to modify combustible vegetation in the area within 20 feet from each side of the driveway or a public or private road adjacent to their property to establish a fuel modification zone. The FAHJ has the right to enter private property to insure the fuel modification zone

requirements are met. Exception: The FAJH may reduce the width of the fuel modification zone if it will not impair access

Exception: The FAJH may reduce the width of the fuel modification zone if it will not impair access.

(A) **Section 4907.2.2 Community Fuel Modification:** The FAHJ may require a developer, as a condition of issuing a certificate of occupancy, to establish one or more fuel modification zones to protect a new community by reducing the fuel loads adjacent to a community and structures within it. The developer shall assign the land on which any fuel modification zone is established under this section to the association or other common owner group that succeeds the developer as the person responsible for common areas within the community.

(A) **Section 4907.2.2.1 Land Ownership:** Once a fuel modification zone has been established under section 4907.2.2 the land on which the zone is located shall be under the control of an association or other common ownership established in perpetuity, for the benefit of the community to be protected.

(A) **Section 4907.3 Maintenance of Defensible Space:** Any person owning, leasing, controlling, operating or maintaining a building or structure required to establish a fuel modification zone pursuant to section 4907.2 shall maintain the defensible space. The FAHJ may enter the property to determine if the person responsible is complying with this section. The FAHJ may issue an order to the person responsible for maintaining the defensible space directing the person to modify or remove non-fire resistant vegetation from defensible space areas, remove leaves, needles and other dead vegetative material from the roof of a building or structure, maintain trees as required by section 4907.3.1 or to take other action the FAHJ determines is necessary to comply with the intent of sections 4903 et seq.

(A) **Section 4907.3.1 Trees:** Crowns of trees located within defensible space shall maintain a minimum horizontal clearance of 10 feet for fire resistant trees and 30 feet for non-fire resistive trees. Mature trees shall be pruned to remove limbs 1/3 the height or 6 feet, whichever is less, above the ground surface adjacent to the trees. Dead wood and litter shall be regularly removed from trees. Ornamental trees shall be limited to groupings of 2-3 trees with canopies for each grouping separated horizontally as described in Table 4907.3.1

TABLE 4907.3.1

## DISTANCE BETWEEN TREE CANOPIES

Percent of Slope	Required Distances Between Edge of Mature Tree Canopies (1)
0 to 20	10 feet
21 to 40	20 feet
41 plus	30 feet

1. Determined from canopy dimensions as described in Sunset Western Garden Book (Current Edition)

(A) **Section 4907.3.2 Orchards, Groves or Vineyards:** all orchards, groves, and vineyards shall be kept in a healthy state and maintained as described below. A 10-foot firebreak shall be cleared between the perimeter, orchard trees or row of grape vines and native vegetation or ornamental landscaping. Orchards shall be kept cleaned of dead and or downed trees. Orchards and vineyards shall be free of combustible debris, dead branches and dead foliage. All dead grasses between rows of trees or vines shall be mowed or disked to bare soil.

(A) **Section 4907.4 Modified Area:** Non-fire-resistive vegetation or growth shall be kept clear of buildings or structures, in accordance with Section 4907.2, in such a manner as to provide a clear area for fire suppression operations.

(A) **Section 4907.4.1 Responsibility:** Persons owning, leasing, controlling, operating or maintaining buildings or structures are responsible for maintenance of defensible spaces. Maintenance of the defensible space shall be annually or as determined by the FAHJ and may include but not limited to the modification or removal of non-fire resistive vegetation and keeping leaves, needles and other dead vegetative material regularly removed from roofs of buildings and structures

(A) **Section 4907.5 Landscape Requirements:** Objective Provisions of this section are intended to modify fuel load in areas adjacent to structures to create defensible space.

(A) **Section 4907.5.1 Landscape Submittals:** Landscape Plans are required for all residential custom homes, production tract homes, multi-family residential, and commercial buildings. Landscape plans shall be submitted and approved by the Fire District prior to the framing inspection. Landscape plan submittals shall include, at a minimum, a readable scale, the delineation of 100-foot fuel modification zone, the existing vegetation, and all irrigated areas, a plant legend with both botanical and common names and identify all plant material symbols.

(A) **Section 4907.5.2 Landscaping Requirements:** plant materials used shall be approved by the Fire District for plant palette. Landscape plans shall be in accordance with the following criteria.

1. (A) All non-fire resistive trees, including conifers, palms, pepper trees, and eucalyptus, species, shall be planted and maintained so that the tree's drip line at maturity is a minimum 30 feet from any combustible structure. All fire resistive tree species shall be planted and maintained at a minimum of 10 feet from the tree's drip line to any combustible structure.
2. (A) For streetscape plantings, all non-fire resistive trees shall be planted so that the center of the tree trunk is 10 feet from edge of curb. Fire resistive trees can be planted 10 feet from edge of curb to center of tree trunk. Care should be given to the tree's form selected so that the tree canopy will not encroach into the roadway, nor produce a closed canopy effect.
3. (A) Limit planting of large unbroken masses especially trees and large shrubs. Groups should be two to three trees maximum, with mature foliage of any group separated horizontally by at least 10 feet, if planted on less than 20 percent slope, and 20 feet, if planted on greater than 20 percent slope.
4. (A) If shrubs are located underneath a tree's drip line, the lowest branch should be at least three times as high as the understory shrubs or 10 feet, whichever is greater.
5. (A) Existing trees can be pruned 10 feet away from roof, eave, or exterior siding, depending on the tree's physical or flammable characteristics and the building construction features.
6. (A) All tree branches and palm fronds shall be removed within 10 feet of a fireplace chimney or outdoor barbecue.

(A) **Section 4907.5.3 Landscape Installation:** all landscaping shall be installed prior to the final inspection for issuance of certificate of occupancy.

(A) **Section 4907.5.4 Eucalyptus Forests and Oak Woodlands:** all forests and woodlands shall be kept in a healthy state and maintained as described below. The forest or woodlands shall be free of all dead, dying, or diseased trees (excluding tree stumps no higher than six inches above the ground). Dead, dying, or diseased trees shall include insect infested trees, no longer living, in the last stages of growth or infected by a pathogen of any type. If combustible vegetation is located underneath a tree's drip line, the lowest branch shall be at least three times as high as the understory brush or grasses, or ten feet, whichever is greater. This will reduce the build-up of "ladder" fuels. Firewood shall be neatly stacked and shall have a minimum of 30 feet of clearance (no vegetation) around the entire firewood storage area. Debris and trimmings produced by the removal process shall be removed from the site, or if left, shall be converted into mulch by a chipping machine and evenly dispersed to maximum depth of six inches.

**Chapter 49 Construction methods for exterior wildfire exposure** - Section 49 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(R) **Section 4905.2 Construction Methods for Exterior Wildfire Exposure:** the construction methods for exterior wildfire exposure in a wildland-urban interface fire area shall be as provided in Chapter 7A of the County Building Code or section R327 of the County Residential Code. (See Section 4905.4 for Special regulation regarding the Wildland-Urban-Interface Fire Areas)

**Chapter 56 Explosives and Fireworks Applicability** - Section 56 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 5601.2 Applicability.** This section shall apply to the manufacture, possession, storage, sale, transportation and use of explosives and blasting agents and to any blasting operation in the unincorporated area of the County. The Sheriff shall be the Issuing Officer for any permit under this section, but may delegate the responsibility to any fire chief in the unincorporated area to issue a permit in the geographical area of the chief's jurisdiction. The issuing officer shall determine whether a blast is a major blast or a minor blast under this section. A minor blast is subject to all conditions of this section except the inspection requirements.



(A) **Section 5601.2.1 Definitions.** The following terms are defined in section 202:

BLASTER.  
BLASTING AGENT.  
BLASTING OPERATION.  
BLASTING PERMIT.  
BLAST SITE.  
EXPLOSIVES PERMIT.  
INSPECTOR.  
MAJOR BLASTING.  
MINOR BLASTING.

(A) **Section 5601.2.2. Application.** Application for a permit required by this section shall be in the form required by the Issuing Officer.

(A) **Section 5601.2.3 Permit requirements.** No person shall conduct blasting in the unincorporated area of the County without an explosives permit issued under this chapter. A person applying for an explosives permit shall, in addition to demonstrating compliance with fire safety requirements, shall also comply with all County requirements for any building permits, grading permits, use permits, encroachment permits and all other entitlements to use property, including zoning requirements and any determination under the Zoning Ordinance of nonconforming status. The applicant shall be responsible for providing proof of all necessary approvals when requested by the Issuing Officer.

(A) **Section 5601.2.4 Permit conditions.** The Issuing Officer may impose conditions and procedures as are deemed reasonably necessary to protect the public health and safety based upon the facts and circumstances of a particular blasting operation. The permit conditions shall be in writing. Failure to comply with any permit condition is grounds for revocation of the permit. A blaster may request the Issuing Officer release the blaster from any permit condition if circumstances have changed that make the condition no longer applicable. In addition to complying with the County blasting regulations, a blaster shall also comply with blasting regulations of neighboring jurisdictions, for any blasting operations outside of the unincorporated area of the County conducted in conjunction with a project within the unincorporated areas of the County.

(A) **Section 5601.2.5 Insurance and indemnification required.** As an additional condition for obtain an explosives permit the applicant shall submit: (1) a certificate of insurance evidencing that the blaster has obtained a general liability insurance policy which includes coverage for explosion, collapse and underground property damage from an insurer satisfactory to the Issuing Officer, that is in effect for the period covered by the permit, written on an "occurrence" basis, in an amount of not less than \$500,000 per each occurrence, naming the County as an additional insured

and providing that the policy will not be canceled or terminated without 30 days prior written notice to the County and (2) an agreement signed by the blaster agreeing to defend, indemnify and hold the County and its agents, officers and employees harmless from any claims or actions arising from the issuance of the permit or any blasting activity conducted under the permit.

(A) **Section 5601.2.6 Blasting hours.** Blasting shall only be allowed Monday through Saturday, between the hours of 7:00 a.m. and 6:00 p.m. or ½ hour before sunset, whichever occurs first, unless special circumstances warrant another time or day and the Issuing Officer grants approval of the change in time or day.

(A) **Section 5601.2.7 Additional operational requirements.** The owner of any property in the unincorporated area of the County on which any blasting is intended to occur, shall give, or cause to be given, a one-time notice in writing, for any proposed blasting to the local fire agency and dispatch center and to all residences, including mobile homes, and businesses within 600 feet of any potential major blast location or 300 feet from any potential minor blast location. The notice shall be given not less than 24 hours, but not more than one week, before a blasting operation and shall be in a form approved by the Issuing Officer. The minimum 24-hour notice requirement may be reduced to a lesser period but not less than one hour if the Issuing Officer determines that special circumstances warrant the reduction in time. Adequate precautions shall be taken to reasonably safeguard persons and property before, during and after blasting operations. These precautions shall include:

1. The blaster shall retain an inspector to inspect all structures, including mobile homes, within 300 feet of the blast site before blasting operations, unless inspection is waived by the owner and/or occupant. The inspector shall obtain permission of the owner and/or occupant before conducting the inspection. The inspection shall be only for the purpose of determining the existence of any visible or reasonably recognizable preexisting defects or damages in any structure. Waiver of inspection shall be in writing signed by the owner and/or occupant. Refusal to allow inspection shall also constitute a waiver. The inspector shall notify the owner and/or occupant of the consequences of refusing an inspection shall include a refusal in the summary report filed with the Issuing Officer. The blaster shall request an inspector conduct post-blast inspections upon receipt of a written complaint of property damage if the complaint is made within 60 days of completion of blasting operations. If the blaster has knowledge of alleged property damage independent of the written complaint, the blaster shall also retain an inspector to conduct a post-blast inspection.
2. An inspector shall complete and sign pre-blast inspection reports identifying all findings and inspection waivers. The blaster shall retain the inspection reports for three years from the date of the blasting and upon a

complaint of alleged damage the blaster shall immediately file a copy of the report with the Issuing Officer and provide a copy to the complainant. If there is a change in the blasting contractor after blasting has commenced on a project, a re-inspection shall be conducted in accordance with the preceding paragraph before the new blasting contractor undertakes any additional blasting.

3. The blaster shall retain an inspector to conduct a post blast inspection of any structure for which a written complaint alleging blast damage has been received. A written report of the inspection shall be immediately filed with the Issuing Officer and provided to any person who made a complaint for damages.
  4. The blaster shall allow any representative of the Issuing Officer to inspect the blast site and blast materials or explosives at any reasonable time.
  5. If the blaster wants a representative of the Issuing Officer to witness a blasting operation the blaster shall make a request with the Issuing Officer at least 12 hours before the blast. The blaster shall confirm the request for a witness with the Issuing Officer at least one hour before the blast. The blaster shall be responsible for any cost incurred by the Issuing Officer in having a representative witness the blast.
  6. The blaster shall notify the Issuing Officer on the day of a scheduled blasting operation not less than one hour before blasting.
  7. All major blasting operations shall be monitored by an approved seismograph located at the nearest structure within 600 feet of the blasting operation. All daily seismograph reports shall be maintained by the blaster for three years from the blasting.
- (A) **Section 5601.2.8 Seizure of illegal items.** The Sheriff may seize at the owner's expense, all explosives, ammunition or blasting agents, which are illegally manufactured, sold, offered or exposed for sale, delivered, stored, possessed or transported in violation of this chapter.
- (A) **Section 5601.2.9 Violations for false or misleading information.** It shall be unlawful and a violation of this chapter for any person to provide false or misleading information or documentation to the County or any of its officers or employees or to any fire department, fire protection district, fire company or legally formed volunteer fire department, or its officers or employees in the unincorporated area of the County, having jurisdiction over any aspect of the explosives or blasting permit process or blasting operations.

- (A) **Section 5601.2.10 Fees.** A person applying to the Sheriff to be approved as a blaster or inspector, as defined in this section, shall pay an application fee to the Sheriff. A person applying for an explosives permit under this section shall pay the fee established by the Sheriff with the application. The amount of any fee required by this chapter shall be determined by the Sheriff on the basis of the full costs involved in processing an application.
- (A) **Section 5608.1 General.** Outdoor fireworks displays, use of pyrotechnics before a proximate audience and pyrotechnic special effects in motion picture, television, theatrical and group entertainment productions shall comply with California Code of Regulations, Title 19, Chapter 6 and County Code sections 32.101 et seq. The FAHJ Sheriff shall be the Issuing Officer for a permit for a fireworks display.
- (A) **Section 5608.1.1 Scope.** The possession, manufacture, sale, storage, use and display of fireworks are prohibited in the unincorporated area of the County except as provided in County Code sections 32.101 et seq.

**Chapter 57 Flammable and Combustible Liquids** - Section 57 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (D) **Section 5705.2.4 Class I, II and III Liquids Exception:** 4 is deleted.
- (R) **Section 5706.2.5.2.1 Limitations on Tanks for Gravity Discharge:** Gravity dispensing of Class I or II liquids or Class III liquids that are heated up to or above their flash points is prohibited. Dispensing devices for flammable and combustible liquids shall be of an approved type. Approved pumps taking suction from the top of the tank shall be used. Flammable or combustible liquids shall not be dispensed by a device that operates through pressure within a storage tank. Air or oxygen shall not be used to pressurize an aboveground tank.
- (A) **Section 5706.2.8.2 Tank Vehicle as a Substitute for Permanent Tank Prohibited:** The use of a tank vehicle in a stationary manner as a substitute for an approved above-ground or below-ground fuel tank is prohibited.

**Chapter 61 Liquefied Petroleum Gases** - Section 6107.5 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 6107.5 Securing Tanks to Ground (LPG)** – Tanks shall be secured to prevent the tank from rolling or moving when required by the FAHJ.

**Chapter 80 Referenced Standards NFPA 13D** is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows: The following referenced standard of the California Fire Code is revised to read:

(R) Section 5.1.1.1 Spare sprinkler heads. Spare fire sprinkler heads (one of each type or as approved by the FAHJ) wrench, operation and maintenance instructions shall be provided in the vicinity of the riser.

(R) Section 7.1.5 Pressure-regulating valve. When available system water pressure exceeds 150 psi, a listed/approved pressure-regulating valve shall be installed at the system riser. Such valves shall be adjusted to restrict the outlet pressure to a maximum of 150 psig at any flow or no flow.

Exception: At the discretion of the FAHJ the contractor may install a listed/approved pressure relief valve, piped to the system main drain, set to relieve the pressure at 150 psig, provided the available supply pressure does not exceed 150 psig.

When such valves are installed submittal documents must include manufacturer information sheets along with charts showing the dimensions (size) and flow characteristics inlet and outlet pressures at various flows for the type of valve being installed, and the valve shall be included in the design calculations.

(R) Section 7.2.5 Inspector Test. Each sprinkler system shall have a ½" or larger test connection with a threaded keyless valve. The valve shall be remote to the riser, located on the building exterior about five 5 feet above final grade and shall be remote from the riser. It shall be labeled with a permanent plate with minimum ¼" lettering, contrasting with background, and stating: "INSPECTOR TEST". (Pre-assembled riser assemblies with a built-in Drain/Test valve shall not be accepted for inspector test valve unless approved by the FAHJ.)

Exception: Automatic fire sprinkler systems for manufactured homes installed at the factory may have the inspectors test valve located at the location as designed at the factory.

(A) Section 7.3.3 Pressure gauge. A listed 300 psi pressure gauge shall be permanently installed at the riser.

(R) Section 7.6 Alarms. A water flow switch shall be provided and located on the sprinkler riser above the check valve and main drain and shall actuate an audible fire alarm

signal bell. The water flow switch shall be a retarding type with a delay between 30-45 seconds before activation of the signal bell. Alarm bell shall have a minimum diameter of 8 inches and be mounted on the exterior in the vicinity of the master bedroom. The alarm bell shall be clearly audible in all bedrooms with intervening doors closed.

- (A) Section 8.2.5.4.5 Heads Cored in Beams. Heads cored in beams are allowed in beams not greater than 8" in depth. Beams greater than 8" in depth shall result in heads being placed in the pockets or bays formed by the beams.
- (R) Section 8.3.2. Sprinklers are not required in bathrooms where the area does not exceed 55 sq. ft. unless there is door exiting directly to the outside, and the walls and ceilings including behind fixtures, are of noncombustible or limited combustible materials providing a fifteen-minute thermal barrier.
- (R) Section 8.3.3 Sprinklers shall not be required in clothes closets, linen closets, and pantries that meet all of the following conditions:
  - (1) The area of the space does not exceed 24 ft<sup>2</sup> (2.2 m<sup>2</sup>).
  - (2) The shortest dimension does not exceed 3 ft (0.9 m).
  - (3) The walls and ceilings are surfaced with noncombustible or limited-combustible materials as defined in NFPA 220.
  - (4) The closet does not contain any type of electrical items such as light fixtures, electrical outlets or low voltage equipment.
- (R) Section 8.3.4. Sprinklers shall be installed in garages, carports and similar structures unless they meet the exception in 903.2.2.1. Covered patios, decks, balconies or similar projection that extend 10 feet or more from the structure will require adequate fire sprinkler coverage.
- (A) Section 8.3.10 Sprinklers shall be installed in saunas and wine rooms.
- (R) Section 8.5.1.1. Where the fuel-fired equipment is above all of the occupied areas of the dwelling unit, at least one quick-response intermediate temperature sprinkler shall be installed above the equipment.
- (A) Section 10.2.4.1 3-Head Calculation. When the slope of the ceiling is greater than the listing of an available sprinkler head, the system shall be designed to provide the hydraulic demand of 3 sprinkler heads.

(A) Section 10.2.5 Pressure Cushion. The system shall be designed 10% below available water source pressure during peak usage.

(R) Section 11.2.1.1 Hydrostatic Tests. Where a fire department connection is not provided, the system shall be hydrostatically tested at 200 psi. Manufactured or mobile homes shall be tested at 100 psi or as specified on the manufacture's nameplate.

(A) Section 12.3.3 Systems out of service. When sprinkler systems are shut-off or otherwise inoperative for periods greater than 48 hours for repair of service, the FAHJ must be notified immediately.

Appendix "B" Fire-Flow Requirements for Buildings is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **B103.3 Areas Without Water Supply Systems** – For information regarding water supplies for firefighting purposes in rural areas and suburban areas in which adequate and reliable water supplies do not exist, the Fire code official is authorized to utilize provisions in Appendix B of this code, NFPA 1142 or the standard published by the Insurance Services Office document entitled "Guide for Determination of Required Fire Flow."
- (D) **B106 Reference Standards** Delete reference to ICC IWUIC-06 and NFPA 1142-01 to the Fire Code portion of the California Building Standards Code.

### Section 3

The geographic limits referred to in certain sections of the 2013 California Fire Code are established as follows:

(R) Section 5704.2.9.6.1. The geographic limit in which the storage of Class I and Class II liquids in above-ground tanks outside of buildings is prohibited is hereby established as the jurisdictional limits of the Rancho Santa Fe Fire Protection District.

Exceptions:

1. In areas zoned for mixed, general or high impact industrial uses.
2. Crankcase draining may be stored in specially constructed above-ground storage tanks, approved by the fire code official, with a maximum capacity of 550 gallons. These tanks may be located within a building when the fire code official deems appropriate and the container meets U.L. Standard 2085. Containers

shall be installed and used in accordance with their listing and provisions shall be made for leak and spill containment. In no case shall storage be allowed on residential or institutional property.

3. With the fire code official's approval, Class I and II liquids may be stored above ground outside of buildings in specially designed, approved and listed containers, which have features incorporated into their design, which mitigate concerns for exposure to heat, ignition sources and mechanical damage. Containers shall be installed and used in accordance with their listing, and provisions shall be made for leak and spill containment. The fire code official may disapprove the installation of these containers when in his or her opinion their use presents a risk to life or property.

(R) Section 5706.2.4.4. The geographic limit in which the storage of Class I and Class II liquids in above-ground tanks is prohibited is hereby established as the jurisdictional limits of the Rancho Santa Fe Fire Protection District.

Exceptions:

1. In areas zoned for other than residential uses, when approved by the FAHJ.
2. Crankcase draining may be stored in specially constructed above-ground storage tanks, approved by the fire code official, with a maximum capacity of 550 gallons. These tanks may be located within a building when the fire code official deems appropriate and the container meets U.L. Standard 2085. Containers shall be installed and used in accordance with their listing, and provisions shall be made for leak and spill containment. In no case shall storage be allowed in residential or institutional property.
3. With the fire code official's approval, Class I and II liquids may be stored above ground in specially designed, approved and listed containers, which meet U.L. Standard 2085. Containers shall be installed and used in accordance with their listing, and provisions shall be made for leak and spill containment. The fire code official may disapprove the installation of such containers when in his opinion their use presents a risk to life or property.

(R) Section 5806.2. The geographic limits in which the storage of flammable cryogenic fluids in stationary containers is prohibited is hereby established as the jurisdictional limits of the Rancho Santa Fe Fire Protection District, except for areas zoned for mixed, general or high impact industrial uses.

(R) Section 6104.2. The geographic limits in which the bulk storage of liquefied petroleum gas is prohibited for the protection of heavily populated and congested



areas is hereby established as the jurisdictional limits of the Rancho Santa Fe Fire Protection District, except for areas zoned for mixed, general or high impact industrial uses.

Exception: Bulk tanks with a maximum aggregate capacity of 30,000 gallons water capacity for above-ground storage of underground distribution to residential areas, where the storage and distribution meets Fire Code requirements as determined by the FAHJ.

#### **Section 4 – Repealing**

That Ordinance 2011-01, an Ordinance Of The Rancho Santa Fe Fire Protection District, which Adopts The California Fire Code, 2010 Edition, with Certain Amendments, the 2009 International Fire Code, and National Fire Protection Association Standards 13, 2010 Edition, 13-D, 2010 Edition, and 13-R, 2010 Edition and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

That Ordinance 2011-01, an Ordinance of the Rancho Santa Fe Fire Protection District, which Adopts the International Wildland–Urban Interface Code, 2006 Edition with certain Amendments has been included into the 2013 California Fire Code Chapter 49, Requirements for Wildland-Urban Interface Areas with certain Amendments and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

#### **Section 5 – Validity Unconstitutional**

That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional.

#### **Section 6 – Liability**

That nothing in this ordinance or in the Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 4 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

### **Section 7 – Published**

That the Clerk of the Board of Directors is hereby ordered and directed to cause this ordinance to be published. First read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego, California, held on the 9th day of October 2013. A second reading occurred at a regular meeting on November 13, 2013. A public hearing was held December 11, 2013 and finally adopted and ordered published in the manner required by law at the hearing and meeting on the December 11, 2013 by the following roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner

NOES: None

ABSENT: None

ABSTAIN: None

Upon passage, the Secretary of the Board shall transmit a copy of this Ordinance to the California Building Standards Commission pursuant to Health and Safety Code section 17958.7.

### **Section 8 – Effective**

That this ordinance and the rules, regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force and effect 30 days from and after the date of its final passage and adoption.

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James Ashcraft  
President

ATTEST

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KARLENA RANNALS  
Secretary

## FINDINGS

### FOR REVISION OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT AMENDMENTS TO THE 2013 CALIFORNIA FIRE CODE OF THE CALIFORNIA CODE OF REGULATIONS TITLE 24, PART 9

As required by Health and Safety Code section 17958 the Rancho Santa Fe Fire Protection District does herewith make express findings that amendments to the 2013 California Fire Code are necessary for the protection of the public health, safety, and welfare due certain climatic, topographic, or geological features existing in the County of San Diego.

The following matrix lists the Rancho Santa Fe Fire Protection District amendments and the corresponding express findings. Minor editorial changes or typographical corrections to the Fire Code are not shown in these findings. The full texts of the proposed Rancho Santa Fe Fire Protection District amendments are shown in Rancho Santa Fe Fire Protection District Fire Code.

#### **Additional Findings for Chapter 49**

##### Requirements for Wildland-Urban Interface Fire Areas

As required by Health and Safety Code section 17958 the Rancho Santa Fe Board of Directors does herewith make express findings that amendments to the California Building Standards Code are necessary for the protection of the public health, safety and welfare due certain climatic, topographic or geological features existing in the County of San Diego.

##### Definitions

Climate The average course or condition of the weather at a particular place over a period of many years, as exhibited in absolute extremes, means and frequencies of given departures from these means (i.e., of temperature, wind velocity, precipitation and other weather elements).

Topography The configuration of landmass surface, including its relief (elevation) and the position of its natural and man-made features that affect the ability to cross or transit a terrain.

Geography A science that deals with the earth and its life, especially the description of land, sea, air, and the distribution of plant and animal life including man and his

industries with reference to the mutual relations of these diverse elements. Webster's Third New California Dictionary

### Climatic Considerations

There are two types of climates: macro and micro. A macro climate affects an entire region and gives the area a general environmental context. A micro climate is a specific variation that could be related to the other two factors, topography and geography. A micro climate may cover a relatively small area or be able to encompass an entire community, as opposed to another community in the same county.

Climatic consideration should be given to the extremes, means, and anomalies of the following weather elements:

1. Temperatures
2. Relative humidifies
3. Precipitation and flooding conditions
4. Wind speed and duration of periods of high velocity
5. Wind direction
6. Fog and other atmospheric conditions.

### Topographic Considerations

Topographic considerations should be given to the presence of the following topographical elements:

1. Elevation and ranges of elevation
2. Location of ridges, drainages and escarpments
3. Percent of grade (slope)
4. Location of roads, bridges and railroads
5. Other topographical features, such as aspect exposure

This information becomes an important part of creating an analysis of urban-wildland areas because topography and slope are key elements (along with fuel type) that create the need for specific ignition-resistance requirements in this code.

### Geographic Considerations

Geography should be evaluated to determine the relationship between man-made improvements (creating an exposure) and factors such as the following:

1. Fuel types, concentration in a mosaic and distribution of fuel types
2. Earthquake fault zone

3. Hazardous material routes
4. Artificial boundaries created by jurisdictional boundaries
5. Vulnerability of infrastructure to damage by climate and topographical concerns

Fuel types are the final component of the findings that suggest the need for identifying urban-wildland areas in a jurisdiction.

### **MATRIX OF FINDINGS**

#### 2013 California Fire Code Amendments

Chapters or Sections	Page Number	Finding Number(s)
Division II Appendix Chapter 1 Administration		
Section 101.5 Validity	10	All
Section 102.13 Repeal Conflicting Ordinance	11	All
Section 104.12. Cost Recovery	12	All
Section 104.12.1 Reimbursement	12	All
Section 105.3.9 Expense Recovery	12	All
Chapter 2 Definitions	15-20	All
Chapter 3 General Requirements		
Section 307.5 General Precautions Against fire	16	4,5,7,8&9
Section 319 Mid-Rise Buildings	20-24	1-10
Section 320 General Storage of Firewood	24	9
Chapter 5 Fire Service Features- Section 502 Definitions	25	1,2,3,5,6, & 8
Section 503.1 General – Fire Apparatus Access Road	25	5,6,7,8,&9
Section 503.1.1 Buildings and Facilities	26	5,6,7,8,&9
Section 503.1.2 Additional Access	26	5,6,7,8, 9
Section 503.1.2.1 Dead-end roads	26	5,8,&9

Chapters or Sections	Page Number	Finding Number(s)
Section 503.1.4 High-piled storage	27	4
Section 503.2 Specifications for apparatus roads	27	1,5,6,7,8,9
Section 503.2.1 Dimensions	27	1,5,6,8,&10
Section 503.2.1.1 Road Phasing Policy	27	1,5,6,7,8,&9
Section 503.2.2 Authority to increase minimums	28	5,6,7,8,&9
Section 503.2.3 Surface	28	5,6,7,8,&9
Section 503.2.4 Turning Radius	28	5,8, & 9
Section 503.2.5 Dead Ends	28	5,8, & 9
Section 503.2.6 Bridges and elevated surfaces	29	5,6,7,8, &9
Section 503.6.1 Bridges with one traffic lane	29	5,6,7,8,&9
Section 503.2.7 Grade	29	6,7
Section 503.2.8 Roadway Turnouts	29	5,6,7,8,&9
Section 503.3. Marking of Fire Apparatus Access Roads	29	2,5,8, & 9
Section 503.3.1 Fire lane designation	30	5,6,7,8,&9
Section 503.4 Obstruction of fire apparatus access roads	30	5,6,7,8,&9
Section 503.4.1 Roadway Design Features	30	1,5,6,7,8,&10
Section 503.5 Required gates or barricades	30	5,6,7,8,&9
Section 503.5.1 Secured gates and barricades	30	5,6,7,8,&9
Section 503.5.2 School fences and gates	30	5,6,7,8,&9
Section 503.6. Security Gates	31	6,7,&8
Section 505.1 Address Numbers	32	7

Chapters or Sections	Page Number	Finding Number(s)
Section 505.3 Easement Address Signs	32	7
Section 505.4 Map Directories	32	3,5,7,&9
Section 505.5 Response Map Updates	32	All
Section 506.1 Key Boxes	33	All
Section 506.2.1 Emergency Key Access	33	All
Section 507.2.2 Water Storage Tanks	33	4,5
Section 507.3 Fire Flow requirements	34	1,3,4,5,9,10
Section 507.5.1 Required Installation	35	All
Section 507.5.1.1 Water Supplies and Fire Hydrants	35	All
Section 507.5.1.1.2 Fire Hydrant Spacing	36	All
Section 507.5.1.1.3 Type of Fire Hydrants	36	All
Section 507.5.1.2 Water Line Extensions	36	4,5,9
Section 507.5.1.3 Hydrant for Standpipe Systems	36	All
Chapter 6 Building Services and Systems		
Section 603.8.1 Residential Incinerators	37	All
Section 605.11 SOLAR PHOTOVOLTAIC POWER SYSTEMS	37	3,10,& 12
Chapter 9 Fire Protection Systems		4,8,&9
Section 902.1 Life Safety Sprinkler System	38	4,5,
Section 903.2 Where Required	39	All
Section 903.2.1 Additions	39	All
Section 903.2.1.2 Remodels or Reconstruction	39	All

Chapters or Sections	Page Number	Finding Number(s)
Section 903.4 Sprinkler system monitoring and alarms	40	4
Section 907.2.11.4 Power Sources (Smoke Detectors)	40	9
Section 907.2.11.5 Additions, Alterations (Smoke Detectors)	41	9
Chapter 28 Lumber Yards & Wood Working Facilities		
Section 2808.1 General	41	All
Section 2808.2 Definitions	41	All
Section 2808.3 Permit Required	42	All
Section 2808.4 Financial Assurances for Cost Recovery	42	All
Section 2808.5 Operational & Emergency Plans	43	All
Section 2808.6 Notification of Fire Department	43	All
Section 2808.7 Equipment Operator Emergency Callback	43	All
Chapter 22 Motor Fuel – Dispensing Facilities and Repair Garages	41	
Sections 2205,2206,2210 Class IIIA to Class III	41	All
Chapter 33 Fire Safety Construction & Demolition	46	
Section 3318.1 Fuel Modification During Construction	46	4,5,7,8, & 9
Chapter 49 Requirements for the Wildland-Urban Interface Areas	46	
Section 4902.1 Definitions	46	All
Section 4902.2 Declaration of VHSZ	48	12,13
Section 4903 Fire Protection When Required	48	12,13
Section 4905.4-A 1-12 Wildfire Protection Building Construction	49	Reference to CBC



Chapters or Sections	Page Number	Finding Number(s)
Section 4907 Defensible Space		All
4907.1 Structure setback from property line	50	All
Section 4907.1.1 General fire setbacks Section	50	All
Section 4907.1.2 Fire Setbacks adjacent protected areas	51	All
Section 4907.1.3 Structure setback from top of slope	51	All
Section 4907.2 Fuel Modification	51	All
Section 4907.2.1 Fuel Modification from sides of roadways	52	All
Section 4907.2.2 Community fuel modification	53	All
Section 4907.2.2.1 Land ownership	53	All
Section 4907.3 Maintenance of defensible space	53	All
Section 4907.3.1 Trees	53	All
Section 4907.3.2 Orchards, groves or vineyards	54	All
Section 4907.4 Modified Area	54	All
Section 4907.4.1 Responsibility	54	All
Section 4907.5 Landscaping Requirements	54	All
Section 4907.5.1 Landscape Submittals	55	All
Section 4907.5.2 Landscaping Requirements	55	All
Section 4907.5.3 Landscape Installation	55	All
Section 4907.5.4 Eucalyptus forest and oak woodlands	56	All
Section 4905.2 Construction methods for exterior wildfire exposure	56	All
Chapter 56 Explosives & Fireworks Applicability	56	

Chapters or Sections	Page Number	Finding Number(s)
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Section 5601.2.1 Definitions	57	All
Section 5601.2.2 Application	57	All
Section 5601.2.3 Permit Requirements	57	All
Section 5601.2.4 Permit Conditions	57	All
Section 5601.2.5 Insurance & Indemnification Required	57	All
Section 5601.2.6 Blasting Hours	58	1,2,3,5,6,7,8,9, 11 & 12
Section 5601.2.7 Additional Operational Requirements	58	All
Section 5601.2.8 Seizure of Illegal Items	59	All
Section 5601.2.9 Violations for False or Misleading Information	59	1,2,3,5,6,7,8,9, 11 & 12
Section 5601.2.10 Fees	60	All
Section 5608.1 General	60	All
Section 5608.1.1 Scope	60	All
Chapter 57 Flammable & Combustible Liquids	60	All
Section 5705.2.4 Class I, II, III Liquids Exception	60	All
Section 5706.2.5.2.1 Limitations on Tanks for Gravity Discharge	60	3,5,6,7,&8
Section 5706.2.8.2 Tank Vehicle as a Substitute for Permanent Tank Prohibited	60	2,3
Chapter 60 Liquefied Petroleum Gases	60	
Section 6107.5 Securing Tanks to the Ground (LPG)	60	All
Chapter 80 Referenced Standards NFPA 13D	61-63	All

Chapters or Sections	Page Number	Finding Number(s)
Section 3		
Section 5704.2.9.6.1 Class I and Class II Flammable Liquids	64	All
Section 5706.2.4.4. Class I and II Storage in Residential	64	All
Section 5806.2. Flammable Cryogenic Fluids	64	All
Section 6104.2 LPG Storage Limits	65	All
Appendix "B" B103.3 Fire –Flow Requirements for Buildings	63	All
Appendix "B" Delete B106 Referenced standards	63	Deleted
Delete Appendix "H" Hazardous Materials Management Plans (No Amendments to appendix		Deleted

## Findings for the Fire Code

### Finding 1

The Rancho Santa Fe Fire Protection District is situated on the slopes of and at the base of the Coastal Mountains, with drainage from the eastern portion of the district, including the San Dieguito River and Escondido Creek, which when flooded, could result in conditions rendering fire departments vehicular traffic access unduly burdensome or impossible.

Further, the flood conditions described above carries the potential for overcoming the ability of the fire department to aid or assist in fire control, evacuations, rescues and the emergency tasks demands inherent in such situations. The potential for the aforementioned flooding conditions to result in limiting fire department emergency vehicular traffic, with resulting overtaxing fire department personnel, may further cause a substantial or total lack of protection against fire for the buildings and structures located within the jurisdiction.

### Finding 2

The Rancho Santa Fe Fire Protection District is situated near several known major faults, each capable of generating earthquakes of significant magnitude. These include the Rose Canyon Fault, the Coronado Banks, and the Silver Strand Faults, located generally west of the District and the Elsinore Fault, the Agua Caliente Fault, located east of the District. These faults are subject to becoming active at any time; the Rancho Santa Fe Fire Protection District is particularly vulnerable to devastation should such an earthquake occur.

The potential effects of earthquake activity include isolating the Rancho Santa Fe Fire Protection District from the surrounding area and restricting or eliminating internal circulation due to the potential for collapsing of highway overpasses and underpasses, along with other bridges in the district, or an earth slide, and the potential for vertical movement rendering surface travel unduly burdensome or impossible.

### Finding 3

San Diego County Highway S6 bisects the Rancho Santa Fe Fire Protection District. Transportation vehicles carrying known toxic, flammable, explosive, and hazardous materials heavily travel this highway.

The potential for release or threatened release of a hazardous material along this route and others within the district is likely given the volume transported daily. Incidents of this nature will normally require all available emergency response personnel to prevent injury and loss of life and to prevent, as far as practicable, property loss. Emergency personnel responding to such aforementioned incidents may be unduly impeded and delayed in accomplishing an emergency response as a result of this situation. With the potential result of undue and unnecessary risk to the protection of life and public safety and, in particular, endangering residents and occupants in buildings or structures without the protection of automatic fire sprinklers.

#### Finding 4

The Rancho Santa Fe Fire Protection District and Southern California are semi-arid regions and experience water shortages from time to time. Those shortages can have a severely adverse effect on water availability for firefighting. Fires starting in sprinkled buildings are typically controlled by one or two sprinkler heads, flowing as little as 13 gallons per minute.

Hose streams used by engine companies on well-established structure fires operate at about 250 gallons per minute each, and the estimated water need for a typical residential fire is 1,250 to 1,500 gallons per minute, according to the Insurance Service Office and the California Fire Code.

Under circumstances such as, lack of water infrastructure, earthquakes, multiple fires and wildland fires within a community, the limited water demands needs of residential fire sprinklers would control and extinguish many fires before they spread from building to wildland. In such a disaster, water demands needed for conflagration firefighting probably would not be available.

#### Finding 5

The topography of the Rancho Santa Fe Fire Protection District presents problems in delivery of emergency services, including fire protection. Hilly terrain has narrowed, winding roads with little circulation, much of these hills are covered with natural vegetation preventing rapid access and orderly evacuation. Much of these hills are covered with highly non-fire-resistive natural vegetation. In addition to access and evacuation problems, the terrain makes delivery of water extremely difficult. Some hill areas are served by water pump systems subject to failure in fire, high winds, earthquake, and other power failure situations. This would only allow domestic gravity feed water from tanks and not enough water for firefighting.

#### Finding 6

Due to the topography in much of the Rancho Santa Fe Fire Protection District, it is very important that roadways be named and identified in order to facilitate emergency response.

#### Finding 7

Due to the topography in much of the Rancho Santa Fe Fire Protection District, steep, narrow and winding roads and areas of heavy brush are common. These features make it difficult for emergency response personnel to easily, and quickly find the location of the site that requires assistance. It is therefore essential that street numbers and signs be easily readable to ensure the quickest response times for a given location.

#### Finding 8

Due to the topography in much of the Rancho Santa Fe Fire Protection District, roadway condition, gates, angle of approach or departure, steeply sloping roadways and grades are common. In addition, combining potentially severe rainstorms and ground water retention of many areas of the District where there is expansive soil. This produces a condition wherein the moisture content of the soil is sufficient that roadways become damaged due to soil expansion and shrinkage. All weather, paved surfaces capable of supporting the imposed loads of fire apparatus are necessary to ensure access of emergency response personnel. These roadways, gates, approach angles, steep slopes, and grades can also make it

difficult for fire apparatus and other emergency vehicles to access a site. It is therefore essential that these roadway accesses be provided with proper all weather, paved surfaces, angle of approach, grades and gate access.

#### Finding 9

Areas in the Rancho Santa Fe Fire Protection District can have special fire prevention needs not fully covered by the provisions of the Fire Code itself. This is due to the unique topographic features, demographics, infrastructure, and local economics of the Fire District

#### Finding 10

Due to the steeply sloping topography in the Rancho Santa Fe Fire Protection District, the potential exists that new and future development will result in taller buildings on smaller parcels. Defining mid-rise buildings as four stories or more in height and less than from 75 feet in height modifies the application of special provisions for these buildings to all occupancies. Because of the need to mitigate the potential danger of mid-rise buildings this change is necessary. In addition, the limitations of available fire-fighting equipment, limited availability of human resources in local fire departments, and the necessity to climb vertically up flights of stairs greatly impacting the response time to reach an incident scene, it necessary to define the height of mid-rise buildings. The reduced height and built in protection will mitigate extended fire department response time and keep incidents manageable.

#### Finding 11

The topography of the Rancho Santa Fe Fire Protection District presents problems in delivery of emergency services, including fire protection. Hilly terrain has narrow, winding roads with little circulation, preventing rapid access and orderly evacuation. Much of these hills are covered with highly non-fire resistive natural vegetation. In addition to access and evacuation problems, the terrain makes delivery of water extremely difficult. Some hill areas are served by water tank and pump systems are subject to failure in fire, high winds, earthquake and other power failure situations.

The aforementioned problems are set forth in the 2013 California Building Code and amendments.

#### Finding 12

The seasonal climatic conditions during the late summer and fall create numerous serious difficulties regarding the control of and protection against fires in the Rancho Santa Fe Fire Protection District. The hot, dry weather typical of this area in summer and fall, coupled with Santa Anna winds and low humidity frequently results in wildfires that threaten or could threaten the Rancho Santa Fe Fire Protection District.

Although some code requirements, such as fire-resistive roof classification, have a direct bearing on building survival in a wildland fire situation, others, such as residential fire sprinklers, may also have a positive effect. In dry climate on low humidity days, many materials are much more easily ignited. More fires are likely to occur and any fire, once started, can expand extremely rapidly. Residential fire sprinklers can arrest a fire starting within a structure before the fire is able to spread to adjacent brush and structures.

A seasonal wind also have the potential for interfering with emergency vehicle access, delaying or making impossible fire responses, because of toppling of extensive plantings of dense chaparral, eucalyptus and confers trees. The trees are subject to uprooting in strong winds due to relatively small root bases compared to the tree itself. The aforementioned problems support the imposition of fire-protection requirements greater than those set forth in the Building Code or Fire Code.

ATTACHMENT "B"

