



## 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

July 10, 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. Special Presentation

##### a. Badge Presentations

- i) Presentation of Fire District Badges by Fire Chief Michel will be presented to:
  - John Carey, Firefighter/Paramedic
  - Nathan Sanford, Firefighter/Paramedic
  - Michael Gibbs, Deputy Chief

#### 4. 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.

#### 5. Consent Calendar

##### a. Board of Directors Minutes

- i) Board of Directors minutes of June 12, 2013

ACTION REQUESTED: **Approve**

b. Receive and File

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

(1) List of Demands Check 24058 thru 24149 for the period June 1 – 30, 2013 totaling:

	\$ 416,246.64
Payroll for the period June 1 – 30, 2013	<u>\$ 548,328.82</u>
TOTAL DISTRIBUTION	\$ 964,575.46

(2) Activity Reports – June 2013

- Operations
- Training
- Fire Prevention

(3) District Articles

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

- Bob Wilson

**6. Old Business**

a. None

**7. New Business**

a. RSF Battalion Chief Response to Elfin Forest Volunteer Fire Department (CSA-107)

To discuss and/or approve entering into an agreement that provides primary emergency response battalion chief coverage for Elfin Forest Volunteer Fire Department. [Staff Report 13-12](#)

ACTION REQUESTED: [Approve](#)

b. Acceptance of Donation

Pursuant to Health & Safety Code 13898, the Board of Directors will consider the acceptance of gifts. [Staff Report 13-13](#)

ACTION REQUESTED: [Accept](#)

c. August 2013 Meeting Date

To discuss and/or reschedule the August 15, 2013 Board of Directors meeting date

ACTION REQUESTED: [Reschedule](#)

**8. Resolution/Ordinance**

a. Resolution No. 2013-10

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

ACTION REQUESTED: [Adopt](#)

**9. Oral Report**

a. Fire Chief – Michel

i) San Dieguito Ambulance Service Request for Proposal (RFP)

b. Operations – Deputy Chief

i) Granite Mountain Intermountain Hotshot Crew

c. Training – Battalion Chief

d. Fire Prevention – Deputy Fire Marshal

e. Administrative Manager

i) Audit Notification Letter

f. Board of Directors

i) North County Dispatch JPA – Update

ii) County Service Area – 17 – Update

iii) Comments

## **10. Closed Session**

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

### **CONFERENCE WITH LABOR NEGOTIATORS**

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

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

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Fire Chief; Battalion Chief (5); and Administrative Manager

Under Negotiation: Successor Memorandum of Understanding and Compensation

## **11. Adjournment**



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, July 10, 2013 1:00 pm PT**

**CERTIFICATION OF POSTING**

I certify that on July 5, 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 July 5, 2013

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Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – June 12, 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*

Deputy Chief Ward led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Darrin Ward, Deputy Chief; Dismas Abelman, Deputy Chief; Bret Davidson, Battalion Chief; Fred Cox, Battalion Chief; Renee Hill, Deputy Fire Marshal; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the board.

3. Special Presentation

a. Badge Presentations

Chief Michel welcomed all in attendance. Chief Michel and Chief Davidson summarized the District's promotional testing process and the roles and responsibility that they will assume. Chiefs' Michel and Davidson congratulated the individuals on their promotion. A Fire District badge was presented to the following members of the District:

- i) Ray Ligtenberg, Captain
- ii) Trever Krueger, Engineer

President Ashcraft on behalf of the Board of Directors congratulated the employees and wished them continued success in their new roles.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 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 MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Board of Directors minutes of May 15, 2013.

b. Receive and File

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 23957 thru 24057 the period May 1 – 31, 2013 totaling:	\$ 420,561.63
Payroll for the period May 1 – 31, 2013	<u>\$ 431,946.42</u>
TOTAL DISTRIBUTION	\$ 852,508.05

(2) Activity Reports – May 2013

- Operations
- Training
- Fire Prevention

(3) District Articles

(4) Correspondence

- Ventura County Fire Protection District
- Douglas Family

5. Old Business

- a. None

6. New Business

a. Fixed Charge Special Assessment for Weed Abatement

Deputy Fire Marshal Hill summarized the staff report provided. She reported that this year, the majority of property owners who received notices willingly complied within the time allowed. This year, the district has two parcels that were non-compliant property owner(s) and to date have not reimbursed the district for the forced abatement fees.

The district's recourse to recover funds is to place a special assessment on the property tax bill. She requested that the board approve and authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2013 that include the following parcels:

Parcel No. 267-410-09; and  
Parcel No. 265-380-25.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2013.

b. Preliminary Budget FY14

Chief Michel presented a PowerPoint presentation on the Preliminary Budget for FY14. He summarized the changes proposed within each category. He requested an overall Operating Budget of \$11,285 (in thousands) and noted that staff projects the general fund revenue at \$11,553 (in thousands). He summarized the expenditure changes between the proposed budget and FY13.

He also presented the Capital expenditures proposed, which is primarily funded through the general fund. He noted that there aren't any new planned expenditures for the fire mitigation fund. Capital expenditures (equipment, facility, and vehicles) are estimated to be \$985 (in thousands). The capital expenditures planned are a replacement engine (which was ordered in FY13) and two (2) staff vehicles. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, to approve the Preliminary Budget for FY14 as presented on the following vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 11, 2013, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

## 7. Oral Reports

### a. *Fire Chief – Michel*

- i) San Dieguito Ambulance Service Request for Proposal (RFP): he reported that the County of San Diego has distributed the RFP. The final date to submit a response is August 6, 2013. He anticipates information to the board at the next regular meeting, or a special meeting for direction.
- ii) Deputy Chief Testing: three candidates participated in the two-day testing process. He anticipates a selection and a promotion to become effective July 1, 2013.
- iii) Fire District Golf Tournament: Director Hillgren's family traveled abroad last summer and found an antique fire hose nozzle. Mr. Hillgren with the assistance of District employee's created a perpetual trophy for the winner. The employees hope to restart the tournament in the fall of 2013 or spring of 2014.

### b. *Operations – Deputy Chief Ward*

- i) Chief Ward reported on the following topics:
  - (1) Call activity:
    - 251 calls last month, approximately 20% increase to date over last year.
    - No fire loss the previous month
  - (2) Weather outlook continues to be dry. The June fuel moisture is equivalent to what occurs in August.
  - (3) Crews have responded with strike teams to various incidents in southern California.

### c. *Training – Battalion Chief Davidson*

- i) Chief Davidson summarized the monthly training activity, which included:
  - (1) Wildland – R2-130
  - (2) Sexual Harassment
  - (3) Radio
  - (4) HazMat
  - (5) Probationary testing
  - (6) Wellness physicals
  - (7) Defibrillator monitor trial study

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

June 12, 2013

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- d. *Fire Prevention - Deputy Fire Marshal (Renee Hill)*
  - i) Increase in new construction square footage
  - ii) Provided tours of the shelter-in-place communities to representatives from Fireman's Fund
  - iii) Brian del Rosario was hired as the summer forestry intern starting June 18, 2013
- e. *Administrative Manager - Rannals*
  - i) No report
- f. *Board of Directors*
  - i) North County Dispatch JPA – Update – Director Ashcraft: he summarized meeting held May 23, 2013. Heartland is no longer the backup for NCDJPA. They have a smaller staff and no longer have the appropriate staffing to provide the backup is necessary.
  - ii) County Service Area 17 – Update – Director Hickerson: no report.
  - iii) Comments:
    - (1) Malin – would like to start the negotiation process much sooner this year. August is the target date.

8. Adjournment

Meeting adjourned at 2:26 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>
24058	\$354.00	Accme Janitorial Service Inc	Building ADMIN
24059	\$1,307.06	AT&T Calnet 2	Telephone ADMIN; RSF2; RSF3
24061	\$897.00	C.A.P.F.	Disability/Life Insurance
24062	\$2,795.00	California Tree Service Inc	Station Maintenance - RSF-1; Miscellaneous Reimbursable
24063	\$438.67	Corporate Clothiers Inc	Uniform - Safety Personnel & Administrative
24064	\$309.00	County of SD APCD	Permits - County/City
24065	\$2,481.50	County of SD/RCS	800 MHz Network Admin Fees; CAP Code Paging Service
24066	\$434.98	Cox, Fred W.	Mileage Reimbursement
24067	\$440.46	Daniels Tire Service Inc	Tires & Tubes
24069	\$637.21	MES California	Safety Clothing
24071	\$207.00	San Diego Medical Services	Space Rent - SDMSE
24072	\$1,238.08	Santa Fe Irrigation District	NCDJPA; Water RSF1
24073	\$1,593.75	Scott A. Davis	Computer Programming
24074	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
24075	\$687.49	Teleque on Fire	Building RSF1
24076	\$57.00	Terminix International	Building RSF2
24077	\$5,206.31	The SoCo Group Inc	Gasoline & Diesel Fuel
24078	\$19.53	U P S	Shipping Service
24079	\$9,488.42	U S Bank Corporate Payment System	Cal-Card./IMPAC program
24080	\$450.34	Uniforms Plus	Uniform - Administrative
24081	\$1,568.40	Verizon Wireless	Telephone - Cellular; MDT Broadband + ATN Line
24082	\$989.72	Waste Management Inc	Trash Disposal RSF1; RSF2;RSF3;RSF4; NCDJPA; RSF Assn-Patrol
24083	\$5,500.00	WinTech Computer Services	Consulting Services
24084	\$1,500.00	Arnold A Lewin	Consulting Services
24085	\$615.89	AT&T Calnet 2	Telephone ADMIN; RSF1; RSF2; RSF3; RSF4; Admin; NCDJPA
24086	\$59.00	Business Owner's Ins Agency	Commercial - Liability - Auto Coverage
24087	\$163.58	Complete Office of California Inc	Office Supplies
24088	\$1,644.78	Daniels Tire Service Inc	Repair - ID 0383; Scheduled - ID 1282
24090	\$217.00	Ender, Cory M.	CSA-17 - Supplies Reimbursment
24091	\$1,415.72	Engineered Mechanical Services Inc	Building RSF2
24092	\$219.72	Enternmann-Rovin Co Inc.	Uniform - Safety Personnel
24093	\$300.00	Fitch Law Firm Inc	Legal Services
24094	\$2,827.19	Kronos - Telestaff	TeleStaff Maintenance

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
24095	\$604.17	Los Angeles Freightliner	Repair - ID 0811
24096	\$57.16	Napa Auto Parts Inc	Apparatus Tools/Equipment Repair
24097	\$536.05	North County EVS Inc	Repair - ID 0262
24098	\$1,539.96	Olivenhain Municipal Water District	Water RSF2; RSF3; RSF4
24099	\$127,224.22	PERS	PERS (Employer Paid)
24100	\$196.99	Rancho Santa Fe Association	Meetings/M meal Expenses
24101	\$87.50	Rose Business Solutions Inc	Consulting Services
24102	\$1,391.35	San Diego Gas & Electric	Elec/Gas/Propane FBR3
24103	\$126.00	Smith, Grant	School Education/Training Reimbursement
24104	\$133.64	The San Diego Union-Tribune, LLC	Advertising
24105	\$2,055.49	The SoCo Group Inc	Gasoline & Diesel Fuel
24106	\$12.00	U P S	Shipping Service
24107	\$224.00	U S Postal Service	Post Office Box Rental
24108	\$141.72	Aair Purification Systems	Station Maintenance - RSF-4
24109	\$270.00	Bennett, Luke D.	School Education/Training Reimbursement
24110	\$4,678.84	CDW Government Inc.	Computer Equipment/Parts
24111	\$1,374.93	Chapin, Nicholas	School Education/Training Reimbursement
24112	\$451.92	Dept of Forestry & Fire Protec	Station Maintenance - RSF 2; RSF4
24113	\$2,490.00	Electronic Door Controls	Building RSF2
24114	\$43.76	FedEx	Shipping Service
24115	\$500.00	Gray & Sons Fleet Inspect	Smog Testing
24116	\$8,897.25	North County EVS Inc	Repair - ID 0311; 0262; 0261; Scheduled - ID 0581(FLAG Trailer); Generator Maintenance RSF2
24117	\$6,237.27	San Diego Gas & Electric	Elec/Gas/Propane RSF1; RSF2; RSF 4; ADMIN
24118	\$436.66	TelePacific Communications	Telephone ADMIN
24119	\$49.00	Terminix International	Building RSF3
24120	\$4,328.47	The SoCo Group Inc	Gasoline & Diesel Fuel
24121	\$12.00	U P S	Shipping Service
24122	\$27.96	4S Ranch Gasoline & Carwash LP	Car Wash
24123	\$110.00	A to Z Plumbing Inc	Building RSF1
24124	\$147.78	AT&T	Telephone RSF1;RSF2;RSF3
24125	\$200.00	California EMS Authority	CSA-17 - Supplies
24126	\$91.40	Complete Office of California Inc	Office Supplies

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
24127	\$54.99	Cox Communications	Telephone RSF3
24128	\$10,286.70	Dell Marketing	Computer/Printer Replacement
24129	\$1,723.50	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
24130	\$165.00	Galindo, Chris	Prevention - Overnight Conf/Seminars Reimbursement
24131	\$628.53	Home Depot, Inc	Apparatus Equipment; Apparatus - Miscellaneous; Battery's - Apparatus; Station Maintenance - RSF 2/RSF3/RSF4; Supplies; Hydrant Maintenance
24132	\$532.80	Liebert Cassidy Whitmore	Legal Services
24133	\$1,546.27	Michel, Tony J	Telephone ADMIN Reimbursement
24135	\$175.00	RSFPFA	RSF Prof FF Assoc
24137	\$160.00	Terminix International	Building RSF1; RSF4; ADMIN; NCDJPA
24138	\$12.00	U P S	Shipping Service
24139	\$602.52	Verizon Wireless	Telephone - Cellular
24140	\$86.39	Willis, Erwin L.	Computer Equipment/Parts Reimbursement
24141	\$173.75	bkm Officeworks	Office Supplies
24143	\$672.09	Employment Development Dept	Unemployment Insurance
24144	\$19,926.54	Lennar Homes	Developer Personnel Reimbursement
24145	\$3,000.00	North County Dispatch JPA	Computer - License/Software Zoll
24146	\$137,573.66	PERS	PERS (Employer Paid)
24147	\$2,784.20	The SoCo Group Inc	Gasoline & Diesel Fuel
24148	\$1,771.27	Uniforms Plus	Uniform - Safety Personnel; Prevention
24149	\$532.22	Verizon Wireless	Telephone - Cellular
EFT006	\$707.25	Rannals, Karlana	Mileage Reimbursement; On Line Services; Telephone - Cellular Reimbursement
Various	\$20,020.67	Various	Medical Reimbursements
<b>subtotal</b>	<b>\$416,246.64</b>		

15-Jun-13	272,429.56	RSFFPD	Payroll
29-Jun-13	49.21	RSFFPD	Payroll
30-Jun-13	269,193.65	RSFFPD	Payroll
30-Jun-13	6,656.40	RSFFPD	Payroll
<b>subtotal</b>	<b>548,328.82</b>		

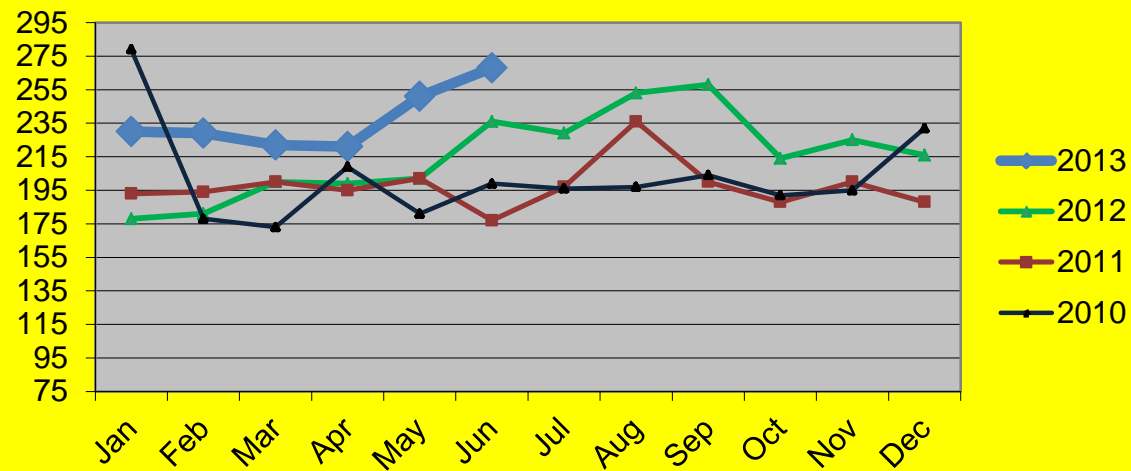
<b>Total</b>	<b>964,575.46</b>
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# June 2013 Operations Report

## Rancho Santa Fe Fire Protection District

### Incident Response Report

#### Four Year Monthly Response Comparison



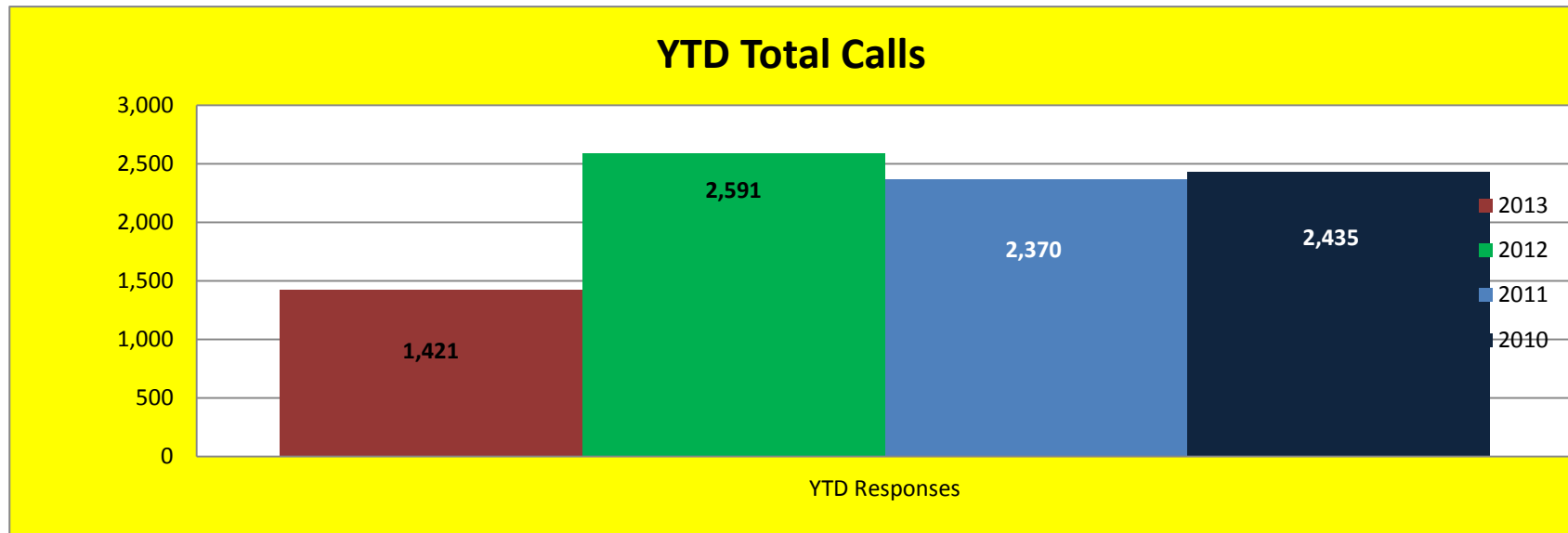
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	230	229	222	221	251	268							1,421
YTD	230	459	681	902	1,153	1,421							19%

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	178	181	200	199	202	236	229	253	258	214	225	216	2,591
YTD	178	359	559	758	960	1,196	1,425	1,678	1,936	2,150	2,375	2,591	9.32%

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

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

**Rancho Santa Fe Fire Protection District  
Incident Response Report**



## **Incident Summary by Incident Type**

**Date Range: From 6/1/2013 To 6/30/2013**

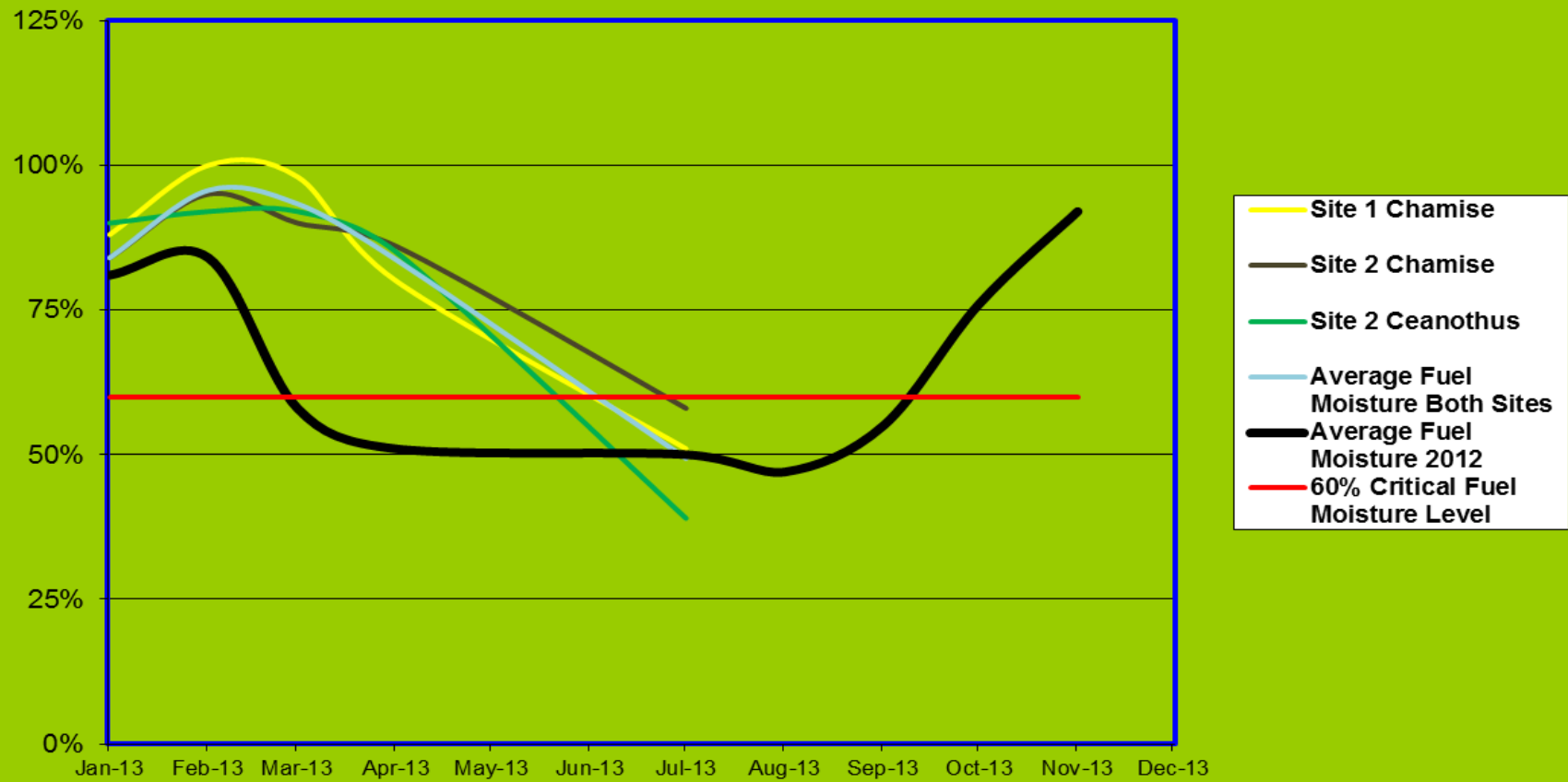
**Incident Type(s) Selected: All**

<b>Incident Type</b>	<b>Incident Count</b>	<b>Used in Ave. Resp.</b>	<b>Average Response Time hh:mm:ss</b>	<b>Total Loss</b>	<b>Total Value</b>
Fire	11	7	00:11:35	\$5,000.00	\$5,000.00
EMS/Rescue	120	113	00:05:30	\$0.00	\$0.00
Hazardous Condition	4	3	00:04:43	\$0.00	\$0.00
Service Call	35	4	00:07:50	\$0.00	\$0.00
Good Intent	64	10	00:05:00	\$0.00	\$0.00
False Call	27	24	00:05:56	\$0.00	\$0.00
Blank or Invalid	7	0		\$0.00	\$0.00
<b>Totals</b>	<b>268</b>	<b>161</b>		<b>\$5,000.00</b>	<b>\$5,000.00</b>

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

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

**Rancho Santa Fe Fire Protection District  
Living Chaparral Fuel Moistures  
2013**



# June 2013

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>May 26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Jun 1</b>
5/26 - 31							C Shift
6/2 - 7	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
	A Shift	Sexual Harrassment (E) 1:00pm 5:00pm Wellness (San Diego Sportes Medicine) - Activity Calendar	A Shift 3:00pm 4:00pm ENC 2314/Get to know Ea 5:30pm 6:30pm Security/Public Safe	Sexual Harrassment (E) 9:00am 11:00am North Com Engine Compa 1:00pm 5:00pm Wellness (San Diego	A Shift 7:00am 4:30pm EFF E2821 APT (RSF 2 T 8:00am 8:30am Inspect 1:00pm 5:00pm Wellne	Bshift 2:00pm 4:00pm North Com Engine Compa 2:30pm 3:30pm Canceled: Visit Dais	10:00am 11:00am ENC 2313/Wellness Expo 1:00pm 3:00pm Fire Expo (Del Mar Fairgr 1:00pm 2:00pm Birthd
6/9 - 14	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
	B Shift 9:00am 11:00am North Com Engine Company Orientation - E2612	9:30am 10:30am ENC T-2375/Station Tour (Station #5) - Activit 3:30pm 4:30pm Station Tour (Station 2) - Juli	B Shift 9:00am 11:00am North Com Engine Compa 12:00pm 4:30pm PFD BR2 APT (RSF 2 Test	C Shift 1:15pm 5:00pm Wellness (San Diego Sports Medicne) - Activity Calendar	A Shift 8:30am 2:00pm Sanfor 1:15pm 2:15pm ENC T- 1:30pm 4:00pm Cymer 5:30pm 6:30pm ENC 23	C Shift 1:45pm 2:45pm ENC 2314/Station Tour (Station #4) - Activity Calendar	A Shift
6/16 - 21	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
	B Shift	8:30am 11:00am Inspection (Chase Bu 10:00am 11:00am ENC T-2375/Need ladder 1:00pm 4:30pm Wellne	8:00am 8:30am EMS .. Protocol review (ENC/RSF)	8:00am 8:30am CODE X - Capt Ford (ENC Sta 5)	8:00am 8:30am CODE X 9:00am 12:00pm Mitch 10:00am 11:30am Inspe 10:00am 11:00am ENC 2:00pm 4:30pm Auto	8:00am 8:30am CODE X - Capt Ford (TBD) 9:00am 10:00am ENC T-2375/Station Tour 9:00am 10:00am Haz M	8:30am 10:30am Encinitas Map Book Training (Encinitas St 9:00am 12:00pm SCBA Fit Testing (RSF3) -
6/23 - 28	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
	9:00am 12:00pm RSF C div. SCBA Fit Testing (RSF1) - Luke Benne 10:00am 12:00pm Encinitas Map Book	8:30am 2:00pm RSF LifePak 12 Annual Se 8:30am 10:30am Encinitas Map book 9:00am 12:00pm RSF A	8:00am 8:30am Protocol update (ENC/RSF) 10:00am 11:30am Financial Ad-Hoc W	8:00am 8:30am Protocol update (EN 8:30am 9:00am Inspection (Full Swin 10:00am 12:00pm Stati	8:00am 8:30am CODE X (TBD) 1:30pm 2:00pm Erin Ortega (3rd Quarter Test) - Bret Davidson	8:00am 8:30am CODE X (TBD) 9:00am 9:30am Inspection (Monterey Ridge Ele	8:00am 8:30am CODE X (TBD) 2:00pm 3:30pm Swiftwater presentation (Solana
6/30 - 7/5	<b>30</b>	<b>Jul 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	A Shift 10:00am 10:30am Annual Fit Testing (RSF3) - Dale E. Mosby						

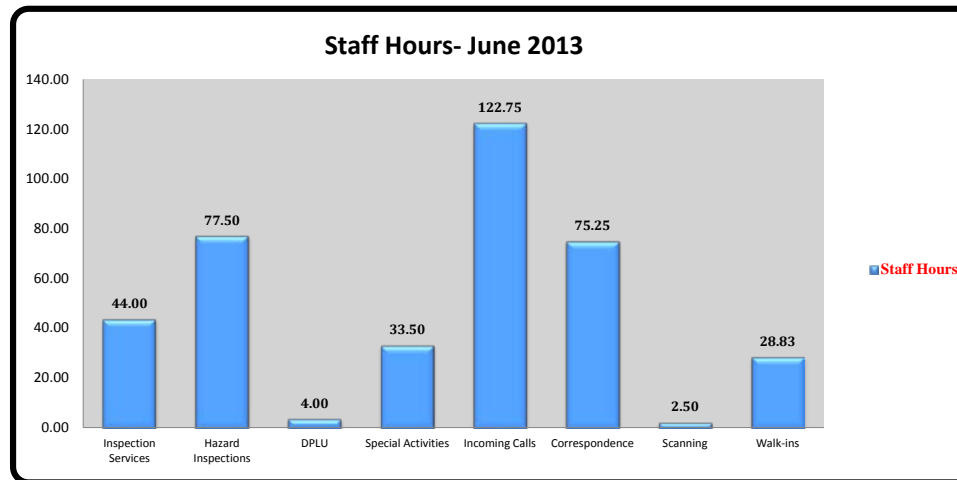
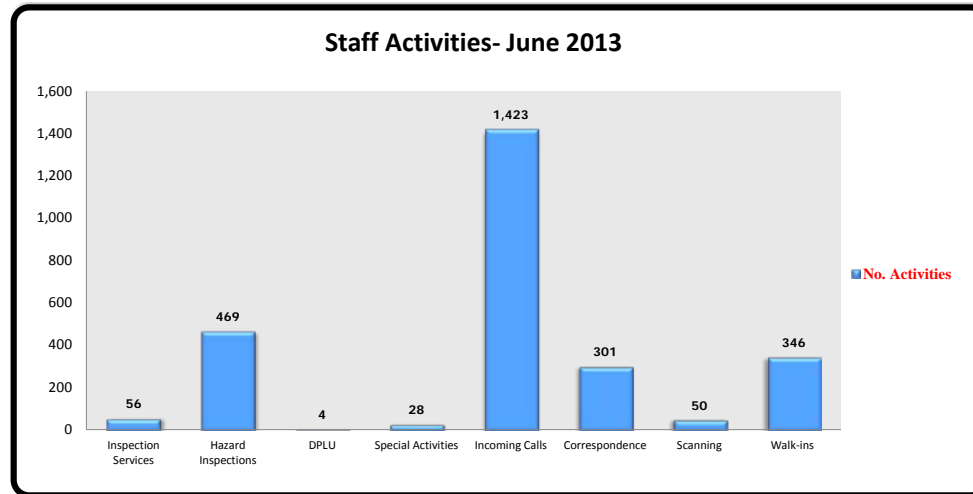


# July 2013

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 30 - Jul 6	<b>Jun 30</b>	<b>Jul 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		B Shift 10:00am 11:00am Map Test- 1st Quarter (Solana Beach) - Activity	Philips EKG Monitor Rd 9:00am 11:00am Wildland drill with S 1:30pm 3:00pm Environmental Emer 1:30pm 2:30pm ENC 23	Philips EKG Monitor Rd	C Shift 1:30pm 3:00pm Heat Related Emergencies Presentation - Mitchell (SOL) - Activity	B Shift 2:00pm 3:30pm Trench Rescue presentation (Solana Beach) - Activity	C Shift 10:00am 3:00pm 2411 or T2471 Show and Tell / Lunch Provided (San Dieguito Regional Pa
Jul 7 - 13	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
	A Shift	8:00am 8:30am ENC - SCBA Class and Fit Test (ENC Sta 5)	8:00am 8:30am ENC - SCBA Class and Fit Test (ENC Sta 5)	8:00am 8:30am ENC - SCBA Class and Fit Test (ENC Sta 5)	Philips EKG Monitor Rd	B Shift 9:00am 12:00pm Hoselays- E2411 (RSF#2) - Activity	A Shift
Jul 14 - 20	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	B Shift 1:30pm 3:00pm Confined Space presentation (Solana Beach) - Activity	C Shift	B Shift 1:30pm 3:30pm Salvage covers (Solana Beach) - Activity	8:00am 8:30am EMS (ENC/RSF)	A Shift 8:00am 8:30am EMS (ENC/RSF) 6:00pm 6:30pm 2311 To Cruise Night (F St. )	C Shift 10:00am 11:00am ENC2313/Fire Safety Presentation (YMCA- 12:00pm 4:30pm EFF WT2851 APT (RSF 2	A Shift A Shift
Jul 21 - 27	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	C Shift	A Shift	B Shift 8:00am 8:30am EMS (ENC/RSF)	8:00am 8:30am Simulations (Strategies and Tacti 8:45am 11:45am Captains Meeting (Rancho Santa Fe Sta	8:00am 8:30am Simulations (Strategies and Tactics (CBD)	C Shift 8:00am 8:30am Simulations (Strategies and Tactics (CBD)	B Shift
Jul 28 - Aug 3	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Aug 1</b>	<b>2</b>	<b>3</b>
	C Shift	8:00am 8:30am Simulations ( Strategies and Tactics) (CBD)	8:00am 8:30am Simulations ( Strategies and Tactics) (CBD)	8:00am 8:30am Simulations ( Strategies and Tactics) (CBD)			

## Fire Prevention Monthly Staff Report June 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

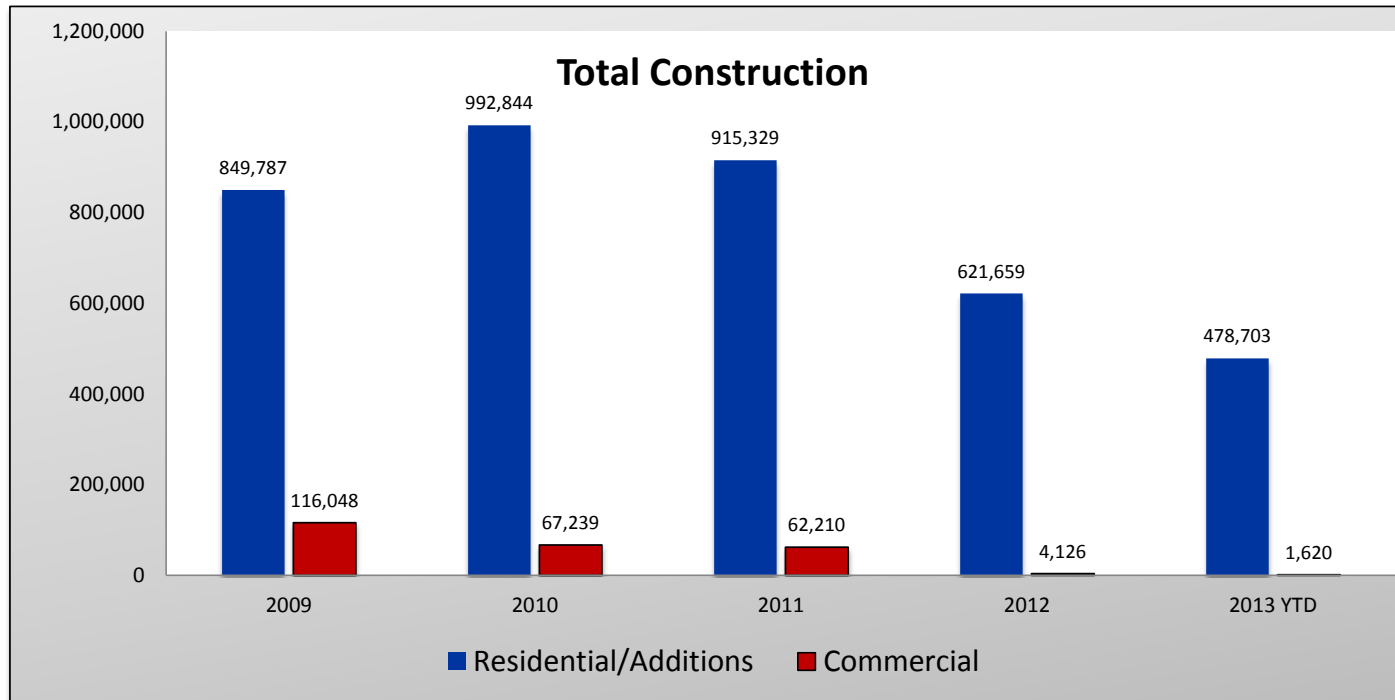
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1487	1658	2077	2150	2217	2677						
Hours	241.40	230.15	385.33	329.17	347.97	388.33						

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

June 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	382,103	4,126	386,229
2013 YTD	478,703	1,620	480,323

### 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						

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

**PLAN REVIEW**

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Deputy Fire Marshal	35	173,854
PT Fire Inspectors	0	0
Fire Inspector/Forester	0	0
<b>TOTAL</b>	<b>35</b>	<b>173,854</b>
RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Deputy Fire Marshal	11,099	1,839
PT Fire Inspectors	0	0
Fire Inspector/Forester	0	0
<b>TOTAL</b>	<b>11,099</b>	<b>1,839</b>
COMMERCIAL PLAN REVIEWS	Number of Structures	Sq Footage
Deputy Fire Marshal	0	0
PT Fire Inspectors	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>175,693</b>
FIRE SPRINKLER REVIEWS	Commercial	Residential
Deputy Fire Marshal	10	5
PT Fire Inspectors	0	0
Fire Inspector/Forester	0	3
<b>TOTAL</b>	<b>10</b>	<b>8</b>
TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Deputy Fire Marshal	2	200
PT Fire Inspectors	0	0
Fire Inspector/Forester	0	0
<b>TOTAL</b>	<b>2</b>	<b>200</b>
LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Deputy Fire Marshal	0	0.00
PT Fire Inspectors	0	0.00
Fire Inspector/Forester	40	14.00
<b>TOTAL</b>	<b>40</b>	<b>14.00</b>

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

**SERVICES PROVIDED- FIRE PREVENTION**

<b>DPLU -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Project Availability Forms	4	4.00
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>4</b>	<b>4.00</b>
<b>INSPECTION SERVICES- All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Undergrounds	3	1.50
Hydros (Fire Sprinklers)	13	9.50
Finals (Structures)	22	22.00
Landscape	12	7.00
Reinspections	2	1.00
Tents/Canopy	1	1.00
Burn Permits	0	0.00
Department of Social Service Licensing	1	1.00
Knox/Strobe	0	0.00
Code Enforcement	0	0.00
Engine Company Follow Up	2	1.00
Misc.	0	0.00
<b>TOTAL</b>	<b>56</b>	<b>44.00</b>
<b>HAZARD INSPECTIONS - All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Weed Abatement Inspection	219	19.00
Weed Abatement Reinspection	23	2.00
1st Notice	140	18.50
2nd Notice	45	12.50
Final Notice	16	6.00
Forced Abatement	0	0.00
Postings	1	1.00
Annual Mailers	0	0.00
Homeowner Meeting	25	18.50
WUI	0	0.00
<b>TOTAL</b>	<b>469</b>	<b>77.50</b>
<b>GRADING -All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Plan Review	3	3.00
<b>TOTAL</b>	<b>3</b>	<b>3.00</b>

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**June 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	1	3.00
Conferences	0	0.00
Meetings	27	30.50
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
<b>TOTAL</b>	<b>28</b>	<b>33.50</b>
<b>FIRE PREVENTION -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Incoming Phone Calls	1,423	122.75
Correspondence	301	75.25
Consultations	83	35.00
Plan Review	83	56.50
Scanning	50	2.50
General Office	5	8.00
<b>TOTAL</b>	<b>1,945</b>	<b>300.00</b>

**ADMINISTRATIVE SERVICES- OFFICE SUPPORT**

<b>OFFICE COORDINATOR-PREVENTION</b>	<b>Number</b>	<b>Staff Hours</b>
Phone Calls (All Administrative Staff) Internal & External	1,065	53.25
Correspondence	150	37.50
Walk in/Counter (All Administrative Staff)	346	28.83
Knox Application Request	5	0.42
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	83	13.83
Scheduling Inspections, Managing Calendars	75	6.25
Special Projects	5	40.00
Scanning Documents/Electronic Files	50	2.50
Meetings: Admin/Prevention/Admin Shift	8	10.00
Post Office	23	12.50
Deposit runs and preparations	8	4.00
<b>TOTAL</b>	<b>1,820</b>	<b>209</b>

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

<b>WEBSITE/INTERNET</b>		Staff Hours
<b>Update existing info &amp; documents:</b>		<b>2.0</b>
<i>Updated home page, news, etc</i>		2.0
<b>New design progress:</b>		<b>1.0</b>
<i>Page final touches</i>		1.0
		0.0
<b>Compile &amp; write new information:</b>		<b>0.0</b>
		0.0
<b>Social Media</b>		<b>3.0</b>
<i>Facebook "Fans" - 243</i>		2.0
<i>Twitter "Follower" - 790</i>		1.0
<b>TOTAL</b>		<b>6.0</b>
<b>PUBLICATIONS</b>		Staff Hours
<b>Design/write brochures, flyers, etc:</b>		<b>35.0</b>
<i>Tree list</i>		30.0
<i>FPW Revamp</i>		5.0
<b>Fire Wire (quarterly):</b>		<b>0.0</b>
<i>None this month</i>		
<b>TOTAL</b>		<b>35.0</b>
<b>MEDIA RELATIONS</b>		Staff Hours
<b>On-scene Public Information Officer:</b>		<b>0.0</b>
<b>Press Releases:</b>		<b>5.0</b>
<i>Trails</i>		5.0
<b>Other Articles/Stories/Interviews:</b>		0.0
<b>TOTAL</b>		<b>5.0</b>
<b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>		Staff Hours
<b>Children's Programs</b>		<b>13.0</b>
<i>Station Tour - 2</i>		5.0
<i>Fire Prevention Week Prep</i>		8.0
<b>Adult Programs:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>13.0</b>

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

<b>EVENTS</b>		Staff Hours
External/Community Events:		0.0
Internal Events:		
		0.0
TOTAL		0.0
<b>CONTINUING EDUCATION</b>		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings:		4.0
<i>Staff meetings</i>		4.0
TOTAL		4.0
<b>CLERICAL</b>		Staff Hours
Prevention-related:		47.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		42.0
<i>Phone Calls - 32</i>		5.0
Non-prevention/non-minute related:		20.0
TOTAL		67.0
TOTAL HOURS		130.0



Thursday -

To: The Rancho Santa Fe Fire Department

I must say I take great heart if  
ever I need your services as to your  
response time. I made a request to  
have the fire hydrant in front of my  
property painted about 10 days ago,  
I then left town for a week and upon  
my return it looked as if a new hydrant

(over)

BOB WILSON

had been installed. I trust I'm entitled to this  
service at no cost hence the enclosed check  
is merely a donation. Am not looking forward  
at using your services, however just in case —

Bob Wilson

6284 El Camino del Norte, Rancho Santa Fe

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# STAFF REPORT

NO. 13-12

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**TO:** TONY J. MICHEL, FIRE CHIEF  
**FROM:** MIKE GIBBS, DEPUTY CHIEF  
**SUBJECT:** ELFIN FOREST/HARMONY GROVE FIRE DEPARTMENT  
VOLUNTEER FIRE DEPARTMENT BATTALION CHIEF COVERAGE  
**DATE:** JULY 3, 2013

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## RECOMMENDATION

Staff recommends providing Battalion Chief (BC) duty coverage for a 1-year trial period to Elfin Forest/Harmony Grove Fire Department (EFF) for an annual rate of \$4,000, with a maximum of 30 incidents per year. Any incidents in excess of 30 would be billed at a rate of \$175 per incident.

## BACKGROUND

Currently EFF operates with two volunteer chief officers, Fire Chief Frank Twohy and Deputy Chief Mike Calhoun. Of the two, only Chief Twohy resides within the department's jurisdiction with Chief Calhoun residing in Escondido. Travel distance coupled with scheduling conflicts has at times made it difficult for them to provide a chief officer to specific incidents consistently, where one is required within their jurisdiction. When these situations arise, EFF currently has an informal agreement with Rancho Santa Fe Fire Protection District to provide a duty BC upon request.

## CURRENT SITUATION

A letter dated May 28, 2013 sent by Chief Twohy expressed interests in having the District provide the RSF duty BC on specific incidents ensuring reliable chief officer coverage for their jurisdiction. The types of incidents that they are requesting a BC response is consistent with the district's current response plans and will involve emergency responses only. Examples of response types are structure fires, wildland fires, vehicle rescues and hazardous material incidents. EFF intends to compensate the District for the use of the duty BC and have budgeted monies for a 1-year trial period.

Over the last three years, EFF incidents requiring a chief officer response averaged 21 incidents annually or 1.75 incidents per month.

2010	2011	2012	3 Year Average
28	17	19	21

## STAFF REPORT 13-12

From an operational standpoint, the District can support this request with little impact on the emergency response requirements of our duty BC. By agreeing to this request, the duty BC would respond early to potential incidents, which may affect our District. This would benefit the district by rapidly coordinating the control of the incident or in the case of a developing incident such as a wildland fire, being in a position to effectively order and place resources to bring the incident under control. To further safeguard the impact of the duty BC workload, the District intends to include an exit clause of mutual agreement for termination of such services.

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## STAFF REPORT

NO. 13-13

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**TO:** BOARD OF DIRECTORS  
**FROM:** TONY MICHEL, FIRE CHIEF  
**SUBJECT:** ACCEPTANCE OF DONATION  
**DATE:** JULY 3, 2013



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### CURRENT SITUATION

Pursuant to the Health & Safety Code 13898, the Board of Directors must consider the acceptance of donated items with a value greater the \$500. This donations listed was given in gratitude for maintenance work performed by administrative staff personnel.

Description	Qty.	Cost per Unit	Total	Location
Cash	1	\$500.00	\$500	N/A

### RECOMMENDATION

Accept the donation and direct the funds to the Administrative “coffee” fund.

## RESOLUTION No. 2013-10

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

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

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

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

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

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

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on July 10, 2013 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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James H. Ashcraft  
President

ATTEST:

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Karlana Rannals  
Secretary

EXHIBIT "A"

Tony, Michel  
Fire Chief

Signature

Karlana Rannals  
Administrative Manager

Signature

Michael Gibbs  
Deputy Chief

Signature

Bret Davidson  
Battalion Chief

Signature