



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

April 10, 2013
Regular Meeting 1:00 pm

RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

Pledge of Allegiance

1. Roll Call
2. Public Comment
3. 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 March 12, 2013

ACTION REQUESTED: **Approve**

b. Receive and File

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

(1) List of Demands

Check 23780 thru 23876 for the period March 1 – 31, 2013 totaling: \$ 436,056.16

Payroll for the period March 1 - 31, 2013 \$ 422,186.59

TOTAL DISTRIBUTION \$ 858,242.75

(2) Activity Reports – March 2013

- Operations
- Training
- Fire Prevention

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

- (3) District Articles
- (4) Correspondence - letters/cards were received from the following members of the public:
 - None

5. Old Business

a. Agreement for Cooperative Management Services

To discuss notice received to dissolve management services provided by Rancho Santa Fe Fire Protection District, City of Encinitas and City of Solana Beach.

ACTION REQUESTED: **Information and/or Direction**

6. New Business

a. Ad Hoc Committee Appointment – Audit

To discuss the auditor's required communication to the Board of Directors and appoint two board members to serve on the District's FY13 Audit Ad hoc Committee.

ACTION REQUESTED: **Appoint ad hoc committee**

b. Call for Nominations to the Local Agency Formation Advisory Committee

To discuss possible candidates as a regular special district member to LAFCO.

ACTION REQUESTED: **Nominate candidate**

c. Renewal Hazard Abatement Sole Source Contractor Service Agreement

To discuss and/or approve the option of a one year extension with California Tree Service, Inc.

[Staff Report 13-06](#)

ACTION REQUESTED: **Approve**

d. Budget Authorization

To discuss and/or approve the repair to the districts' training tower. [Staff Report 13-07](#)

ACTION REQUESTED: **Select vendor for repair, approve funds and authorize the fire chief to execute agreement.**

7. Resolution/Ordinance

a. Ordinance 2013-01

To conduct a second reading for Ordinance No. 2013-01 *entitled* An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2009-01. [Staff Report 13-08](#)

ACTION REQUESTED: **Board and public comments, and to schedule a public hearing and a date for final adoption**

8. Oral Report

a. Fire Chief – Michel

i) District Activities

(1) California Special Districts Association – Legislative Days Conference, May 14-15, 2013

(2) RSF Rotary Club Meeting @ RSF3

(3) Appreciation Dinner

b. Operations – Deputy Chief

c. Training – Battalion Chief

d. Fire Prevention – Fire Marshal/Deputy Fire Marshal

e. Administrative Manager

i) Amortization Periods and Smoothing Methods for CalPERS

f. Board of Directors

i) North County Dispatch JPA – Update

ii) County Service Area – 17 – Update

iii) Comments

AGENDA
RSFFPD Board of Directors
April 10, 2013
Page 3 of 4

9. Adjournment



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

CERTIFICATION OF POSTING

I certify that on April 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 April 4, 2013

A handwritten signature in black ink, appearing to read "Karlana Rannals".

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – March 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

Director Hillgren led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren, Malin, Tanner (*arrived at 1:10 pm*)

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Darrin Ward, Deputy Chief; Bret Davidson, Battalion Chief; Jim Sturtevant, Battalion Chief; Chris Galindo Battalion Chief/Fire Marshal; Renee Hill, Deputy Fire Marshal; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the board.

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

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions/ordinances.

4. Consent Calendar

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the Board of Directors minutes of February 13, 2013.

b. Receive and File

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 23702 thru 23779 the period February 1 – 28, 2013 totaling:	\$ 284,214.97
Payroll for the period February 1 – 28, 2013	<u>\$ 473,682.07</u>
TOTAL DISTRIBUTION	\$ 757,898.04

(2) Activity Reports – February 2013

- Operations
- Training
- Fire Prevention

(3) District Articles

(4) Correspondence

- Girl Scout Troup 2063

5. Old Business

- a. None

6. New Business

a. Budget Authorization

Chief Michel summarized the staff report provided. He requested that the board authorize funds for additional professional services to be performed by CityGate Associates. These services are needed should the fire district decide to submit a proposal for ambulance services to the County of San Diego. The cost estimate is not to exceed \$34,281. Staff responded to questions from the board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to authorize the expenditure not to exceed \$34,281 for additional professional services needed from Citygate Associates, LLC.

b. Budget Authorization

Chief Cox summarized the staff report provided. He summarized the RFP and review process of all bids received. He reported that the district received three bids: Spartan ERV, KME, and Rosenbauer. After a thorough review of all bids, Spartan ERV was determined to be the lowest, most responsive bid. He recommended, pending legal review of the final contract, to authorize the Fire Chief to enter into a formal contract with Spartan ERV for the purchase of one (1) Type I fire apparatus at a total cost not to exceed \$584,702. It will take between 210 – 270 days to construct the apparatus. He also noted that the monies for the replacement Type 1 fire apparatus list in the District's FY13 capital expenditure plan and will actually be remitted in the FY14 year. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to enter into a formal agreement with Spartan ERV for the purchase of a Type 1 fire apparatus for an amount not to exceed \$584,702. In addition, they authorized the Fire Chief to execute the contract, pending legal review.

c. April/May 2013 Meeting Date(s)

Board members requested the discussion to consider rescheduling the April/May meeting date(s) due to other commitments. After discussion and review of the calendar, it was agreed to reschedule the following regular meeting(s) due to scheduling conflicts:

Regular Meeting Date – 2013	Rescheduled Meeting Date – 2013
April 10	No change
May 8	May 15

Note: all meeting times begin at 1pm.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HICKERSON and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move and calendar the May meeting as agreed.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

March 12, 2013

Page 3 of 5

7. Resolution/Ordinance

a. Resolution No. 2013-05

Ms. Rannals informed the Board that the District must update its resolution annually to participate in the Fire Mitigation Fee Fund program administered by the County of San Diego. She reported that the fee set by the County of San Diego Board of Supervisors is expected to increase the next fiscal year, from .46 to .47 per square foot for new construction.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2013-05 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program* on the following roll call vote:

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

b. Resolution No. 2013-06

Ms. Rannals informed the Board that the resolution presented updates the authorized district personnel to transfer monies to and from the State investment fund.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2013-06 entitled a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Investment of Monies in the Local Agency Investment Fund on a roll call vote:

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

c. Ordinance 2013-01

Chief Galindo summarized the staff report and all supplemental ordinance attachments that demonstrated the methods used in calculating the proposed fees. The review of calculations took into consideration compensation adjustments, the restructure of the fire prevention positions and the move to the administration building. Chief Galindo informed the board that the last review District fees occurred in 2008. He reminded the board that the District is not able to add a CPI component to the ordinance; therefore, the District must adopt a revised ordinance each time the fees increase. Staff responded to questions from the board.

President Ashcraft requested that the Board Clerk schedule the second reading of the ordinance adoption process for April 10, 2013.

8. Oral Reports

a. *Fire Chief – Michel*

- i) Call for Nominations to the Local Agency Formation Special Districts Advisory Committee Vacancy: the notice was included with the meeting material. If a board member is interested in submitting their name, to inform the board clerk.
- ii) District Activities
 - (1) RSF Rotary Club @ RSF3: he reminded that the meeting is planned for Tuesday, April 23, 2013. Please RSVP to Chief Michel.
 - (2) Fireman's Fund Grant – March 13, 2013: the district is the recipient of a \$6,250 grant to purchase SCBA cylinders. The check presentation is scheduled for March 13, 2013 at RSF3.
 - (3) Fire Districts Annual Conference – April 4-6, 2013 (Napa, CA): distributed brochure for the conference. If any board member is interested in attending, please RSVP to him or the board clerk.
- iii) District Facilities: he informed the board that a result of the recent rains, there was flooding at RSF1, which affected the Board/Community room, captain's office and a portion of the offices outside the Board/Community room. A claim was filed with the insurance company, and they are assisting with repairs and restoration. All community meetings planned for this location are cancelled until the repairs are complete.

b. *Operations – Deputy Chief Ward*

Chief Ward reported on the following topics:

- Call activity:
 - 225 calls last month
 - Fire loss approximately \$50,000 – vehicle fire
- Active Shooter – Encinitas
 - He expressed his appreciation for the assistance at this incident. The on-duty battalion chief also summarized the incident and the lessons learned.

c. *Training – Battalion Chief Davidson* Chief Davidson summarized the monthly training activity, which included:

- High rise drills, including night drills
- Attendance and participation at the Firehouse World Conference and Expo
- Hose lays
- Hose testing
- Ladder testing

d. *Fire Prevention*

i) *Deputy Fire Marshal (Renee Hill)*

An announcement has been posted for a Forestry summer intern. They continue to work on the two large projects in The Lakes and the tenant improvement for The Inn at Rancho Santa Fe.

ii) *Fire Marshal (Chris Galindo)*

He has met with Arnold King from RSF Association to discuss the strategy to remove the dead and dying trees. The District wants to continue to collaborate with the Association.

e. *Administrative Manager - Rannals*

- i) Form 700 – Conflict of Interest Statement – all forms have been filed on behalf of the Board of Directors with the Clerk of the Board of Supervisors.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

March 12, 2013

Page 5 of 5

f. *Board of Directors*

- i) North County Dispatch JPA – Update – Director Ashcraft: meeting held February 28, 2013. He updated the board on the status of the cooperative efforts between NCDJPA and Heartland Communications.
- ii) County Service Area 17 – Update – Director Hickerson: no report. The next meeting is scheduled for May 7, 2013
- iii) Cooperative Efforts – Governance Ad hoc Subcommittee – Update: the leadership has not met to date; however, they are striving for a regularly scheduled meeting on the 4th Thursday of each month.
- iv) Comments:
 - (1) None

Ten-minute recess

9. Closed Session

Pursuant to Section 54957, the Board of Directors met in closed session from 2:45 – 4:04 pm to discuss the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: El Fuego and Calle Ambiente Fire Stations
Agency Negotiator: Fire Chief
Negotiating Parties: Verizon
Under Negotiation: Instruction to negotiator concerning price and term
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: a portion of parcels 265-493-11-00 and 265-451-55-00
Agency negotiator: Fire Chief
Negotiating parties: Pacifica Real Estate Services

Upon reconvening, President Ashcraft reported that the matters listed were discussed and the Board of Directors took no action.

10. Adjournment

Meeting adjourned at 4:06 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

Rancho Santa Fe Fire Protection District

List of Demands
March 2013

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
23780	\$9.99	4S Ranch Gasoline & Carwash LP	Car Wash
23781	\$225.00	A to Z Plumbing Inc	Building RSF1
23782	\$110.00	Aair Purification Systems	Building RSF2
23783	\$354.00	Accme Janitorial Service Inc	Building ADMIN
23784	\$151.36	AT&T	Telephone RSF2 & RSF3
23785	\$1,306.78	AT&T Calnet 2	Telephone RSF2/RSF3/RSF4
23786	\$195.00	C.A.P.F.	Disability/Life Insurance
23787	\$17,737.00	City of Solana Beach	Salary - Cooperative Efforts (DM-SB-ENC)
23788	\$1,669.01	COR Security Inc	Omnilock Supplies
23789	\$2,428.50	County of SD/RCS	CAP Code Paging Service/ 800 MHz Network Admin Fees
23790	\$163.38	Cutters Edge Inc	Apparatus Tool/Equipment Replacement
23791	\$196.09	Form-Craft Business Systems, Inc.	Office Supplies
23793	\$307.80	MES California	Apparatus Tool/Equipment Replacement
23794	\$830.79	Olivenhain Municipal Water District	Water RSF1/RSF2/RSF3
23795	\$2,208.90	Parkhouse Tire, Inc.	Tires & Tubes
23796	\$2,880.00	PERS	PERS (Employer Paid)
23797	\$16.83	Staples Advantage	Office Supplies
23798	\$127.86	Sturtevant, James F.	Building RSF2/RSF4 Maintenance Reimbursement
23799	\$7,110.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees - Admin Blding
23800	\$402.75	TelePacific Communications	Telephone ADMIN
23801	\$114.00	Terminix International	Building RSF2
23802	\$5,554.08	The SoCo Group Inc	Gasoline & Diesel Fuel
23803	\$509.85	ThyssenKrupp Elevator Inc	Elevator Service
23804	\$12.00	U P S	Shipping Service
23805	\$8,090.53	U S Bank Corporate Payment System	Cal-Card./IMPAC program
23806	\$200.00	U S Postal Service	Bulk Rate/Business Reply Permit
23807	\$1,601.48	Verizon Wireless	Telephone - Cellular
23808	\$941.32	Waste Management Inc	Trash Disposal RSF1/2/3/4
23809	\$370.00	A to Z Plumbing Inc	Building RSF1
23810	\$250.00	AFSS Conference	Admin - Overnight Conf/Seminars
23811	\$277.44	AT&T Calnet 2	Telephone ADMIN/NCDJPA Rebill/RSF1/RSF3/SDMSE Rebill
23812	\$819.00	C.A.P.F.	Disability/Life Insurance
23813	\$81,856.00	City of Encinitas - Fire	Salary - Cooperative Efforts (DM-SB-ENC)

Prepared by Alicea Caccavo

1 of 4

Rancho Santa Fe Fire Protection District

List of Demands
March 2013

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
23814	\$48.10	Cnty Of San Diego	Permits - County/City
23815	\$45.87	Complete Office of California Inc	Office Supplies
23816	\$428.22	Daniels Tire Service Inc	Scheduled - ID 0881
23817	\$41.51	FedEx	Shipping Service
23818	\$146.32	Fire ETC Inc	Apparatus Parts & Supplies
23819	\$1,305.76	Fitch Law Firm Inc	Legal Services
23820	\$912.17	Home Depot, Inc	Fleet Equipment Maintenance/Repair/Car Wash/Apparatus-Misc/Station Maintenance RSF1, 2, 3, 4, Admin/Landscape Maint Supply/Safety Equip/Hydrant Maint
23821	\$4,022.50	Motorola Solutions Inc	2013 Ford Escape SE Mobile 700/800 Accessory
23822	\$34.50	Napa Auto Parts Inc	Apparatus Parts & Supplies
23823	\$80.00	NCB Sales & Service of Restaurant Equi	Equipment - Minor
23824	\$4,287.11	North County EVS Inc	Repair - ID 0311, ID 0262, ID 0811, ID 9611/ Scheduled ID 0811, ID 9611
23825	\$19.50	Olson's Hand Car Wash Inc	Car Wash
23826	\$129,997.03	PERS	PERS (Employer Paid)
23828	\$488.03	Rose Business Solutions Inc	Consulting Services
23829	\$1,400.29	San Diego Gas & Electric	Elec/Gas/Propane RSF1/ RSF 3
23830	\$700.00	Santa Fe Irrigation District	NCDJPA
23832	\$1,290.27	The SoCo Group Inc	Gasoline & Diesel Fuel
23833	\$12.00	U P S	Shipping Service
23834	\$5,500.00	WinTech Computer Services	Consulting Services
23835	\$886.87	A to Z Plumbing Inc	Building RSF1
23836	\$136.91	AT&T	Telephone RSF1, 2,3
23837	\$310.63	AT&T Calnet 2	SDMSE Rebill/ Telephone RSF4/ Tele Admin/ NCDJPA Rebill
23838	\$217.00	Carranza, Kyle	CSA-17 - Supplies Reimbursement
23839	\$1,158.44	CDW Government Inc.	Computer Equipment/Parts, License/Software
23840	\$3,200.00	Corelogic Information Solutions Inc	Computer - License/Software
23841	\$467.45	Daniels Tire Service Inc	Scheduled - ID 0982
23842	\$1,708.34	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
23843	\$120.00	Michel, Tony J	Telephone ADMIN Reimbursement
23844	\$200.00	Mosby, Dale	School Education/Training Reimbursement
23845	\$30,283.50	North County Dispatch JPA	Dispatching
23846	\$2,205.24	North County EVS Inc	Scheduled - ID 9611
23847	\$4,704.00	Palomar College	In-Service Training Program

Rancho Santa Fe Fire Protection District

List of Demands
March 2013

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
23848	\$5,276.24	San Diego Gas & Electric	Elec/Gas/Propane Admin/ RSF1, 2, 4
23849	\$250.00	Sherwood, Bruce E	CSA-17 - Supplies Reimbursement
23850	\$64.83	Staples Advantage	Office Supplies
23851	\$40.00	State Fire Training	Certification
23852	\$2,792.23	The SoCo Group Inc	Gasoline & Diesel Fuel
23853	\$12.00	U P S	Shipping Service
23854	\$195.52	Uniforms Plus	Uniform - Safety Personnel
23855	\$210.46	Workplace Services Inc	Admin Bldg (Rancho Cielo) - Furnishings
23856	\$9.99	4S Ranch Gasoline & Carwash LP	Car Wash
23857	\$1,306.78	AT&T Calnet 2	Telephone RSF2, 3, 4
23858	\$916.50	C.A.P.F.	Disability/Life Insurance
23859	\$3,073.86	CDW Government Inc.	Computer Equipment/Parts
23860	\$162.08	Complete Office of California Inc	Office Supplies
23861	\$54.99	Cox Communications	Telephone RSF3
23863	\$3,048.66	Guardian Life Insurance Co	Medical Insurance
23864	\$58,296.59	Health Net	Medical Insurance
23865	\$11,829.24	Kaiser Permanente	Medical Insurance
23866	\$167.78	LPS Computer Service Group Inc	Repair Machines & Office Equipment Admin
23867	\$28.50	Metro Fire & Safety Inc	Extinguishers
23870	\$721.25	Ninyo and Moore Inc	Soil Contamination - Fuel Tank Removal
23871	\$3,001.31	North County EVS Inc	Generator Repair RSF1, 3, 4
23872	\$958.93	Parkhouse Tire, Inc.	Tires & Tubes
23873	\$260.00	Terminix International	Building ADMIN, RSF1, 3, 4, NCDJPA Rebill
23874	\$537.45	The Lincoln National Life Ins Co	Disability/Life Insurance
23875	\$2,913.74	The SoCo Group Inc	Gasoline & Diesel Fuel
23876	\$12.00	U P S	Shipping Service
Various	\$4,530.93	Various	Medical Reimbursements
<hr/>			
<i>Sub-total:</i>	<i>\$436,056.16</i>		

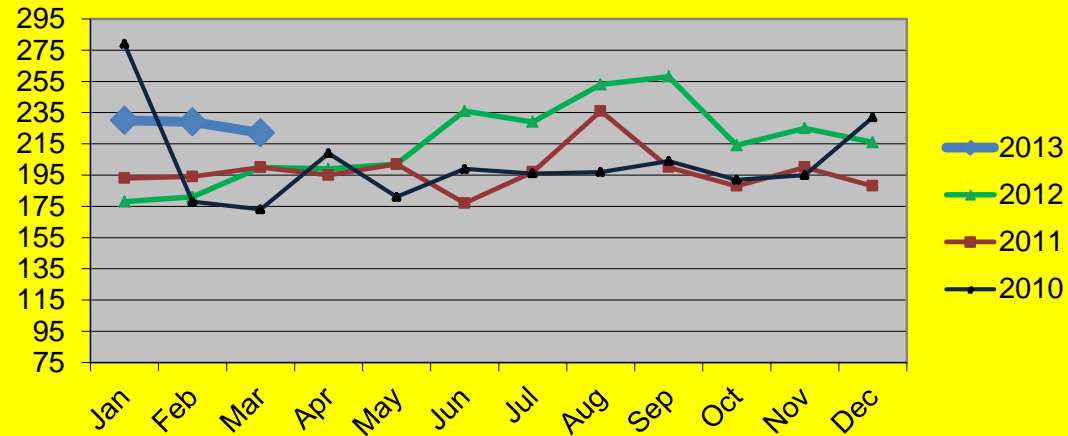
Rancho Santa Fe Fire Protection District

List of Demands
March 2013

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
15-Mar-13	\$185,794.51	RSFFPD	Payroll
30-Mar-13	\$5,376.85	RSFFPD	Payroll
31-Mar-13	\$231,015.23	RSFFPD	Payroll
<i>Sub-total:</i>		<i>\$422,186.59</i>	
Total:		\$858,242.75	

March 2013 Operations Report
Rancho Santa Fe Fire Protection District
Incident Response Report

Four Year Monthly Response Comparison



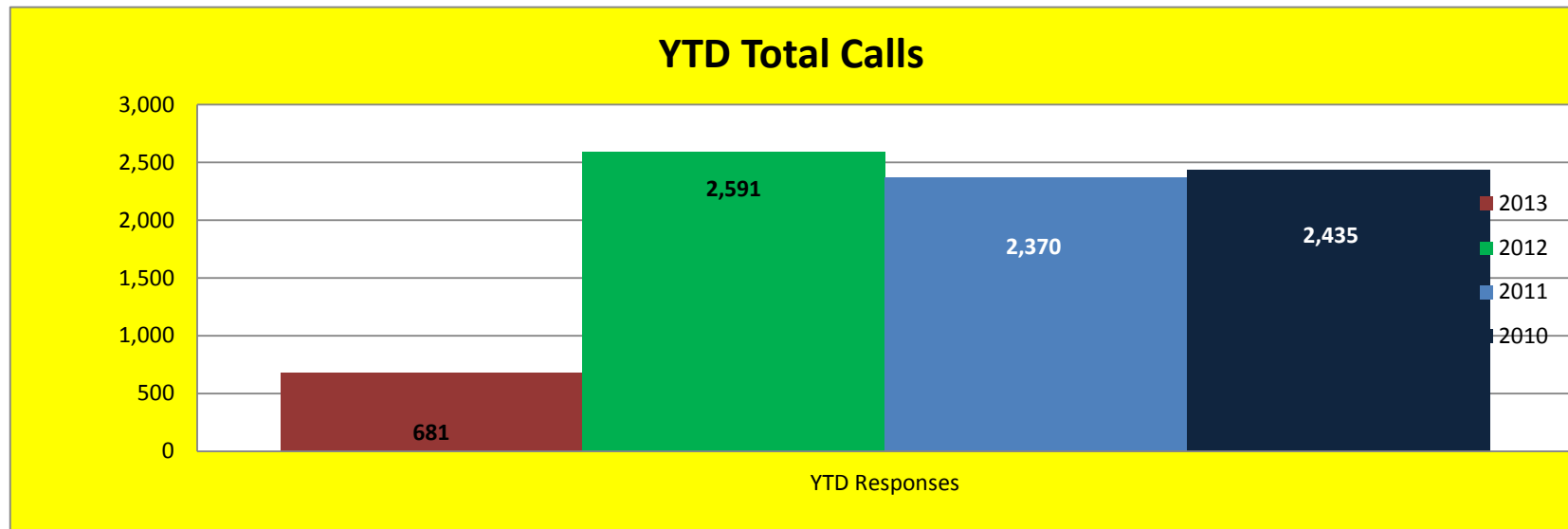
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	230	229	222										681
YTD	230	459	681										22%

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 3/1/2013 To 3/31/2013

Incident Type(s) Selected: All

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time hh:mm:ss	Total Loss	Total Value
Fire	6	6	00:05:34	\$900.00	\$900.00
EMS/Rescue	115	110	00:05:20	\$0.00	\$0.00
Hazardous Condition	5	4	00:06:44	\$0.00	\$0.00
Service Call	33	2	00:07:30	\$0.00	\$0.00
Good Intent	45	1	00:03:22	\$0.00	\$0.00
False Call	18	16	00:06:20	\$0.00	\$0.00
Blank or Invalid	24	0		\$0.00	\$0.00
Totals	246	139		\$900.00	\$900.00

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

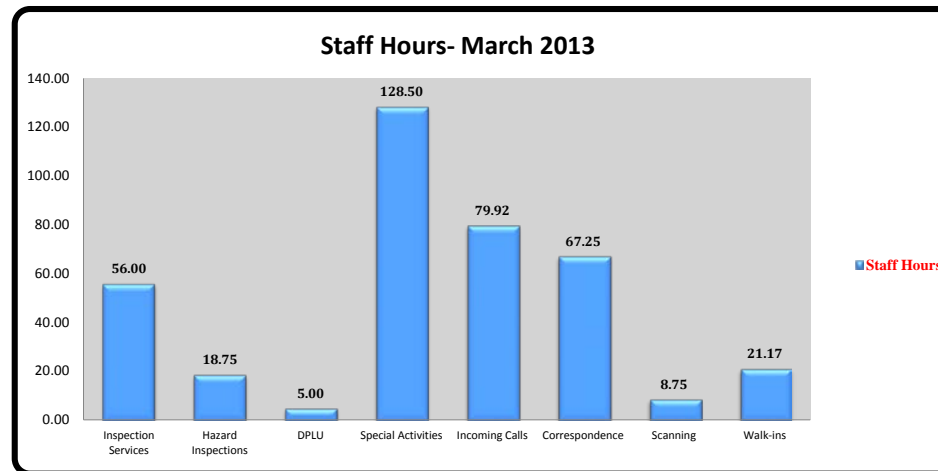
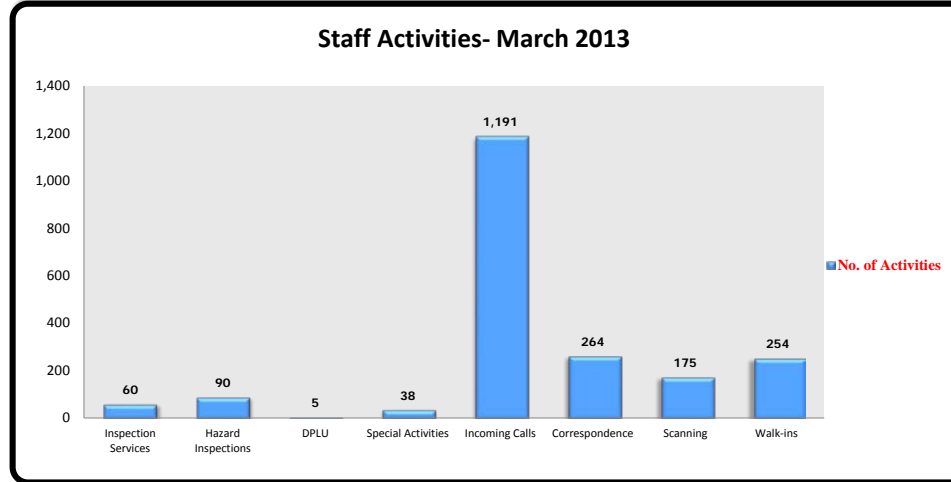
Not Completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No Arrival and Invalid Dates/Times.

March 2013

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Feb 24	25	26	27	28	Mar 1	2
2/24 - 3/1						ENC Foam Drill (ENC S 7:00am 4:30pm 2611 P 8:00am 5:30pm Firefigh 8:30am 10:00am Captai 9:30am 10:30am ENC T	A Shift 8:00am 9:00am Little League Opening Day - 2612 (4S Ranch Community Park Mo
3/3 - 8	3 B Shift 9:00am 12:00pm Command and Contr 1:00pm 6:00pm Birthd 1:30pm 3:30pm Mitchel	4 7:00am 4:30pm OES 336 AM (RSF 4) 8:00am 5:00pm SOL Probationary Intros, 4:00pm 5:00pm ENC T-	5 7:00am 4:30pm 2662 P 8:00am 12:00pm RSF D 10:00am 11:00am ENC 1:30pm 3:30pm Probati 3:00pm 4:30pm Truck	6 City of Del Mar Weekly 8:30am 10:30am 2311 - 9:00am 4:00pm SOL Pr 9:30am 10:30am ENC T 6:30pm 7:30pm Home	7 Solana Beach: Reminda 11:00am 12:00pm Incident Review (EN 1:30pm 3:00pm Probati 3:30pm 4:30pm ENC T2	8 C Shift 9:00am 4:00pm SOL Probationary Ventila 9:00am 3:00pm Auto X: 1:30pm 3:00pm Statio	9 A Shift 9:00am 11:00am ENC 2314 / Pub Ed Event 11:00am 12:30pm 2611 - Little League Openi
3/10 - 15	10 C Shift	11 A Shift 1:00pm 2:00pm ENC T-2375/Station Tour (Station #5) - Activity Calendar	12 6:30am 10:00am Burn Institute Boot Drive - 10:00am 12:00pm DMR 1:00pm 2:00pm ENC T- 1:30pm 3:30pm Probati	13 9:30am 11:30am Blue Card Introduction (S 10:00am 11:00am ENC 1:00pm 2:00pm ENC 23 3:00pm 4:00pm Check	14 8:00am 8:30am EMS (Enc 5 / RSF 1) 1:00pm 2:00pm Pizza Party (Monterey Ridge Elementary) -	15 8:00am 8:30am EMS (Enc 5 / RSF 1) 8:00am 8:30am ENC2314/"Jog-A-Th on" (Flora Vista Elem	16 B Shift 8:30am 11:00am Proby stuff (Solana Beach) 9:00am 12:00pm Com 9:00am 4:00pm Cancel
3/17 - 22	17 C Shift	18 B Shift 7:00am 4:30pm 2632 PM (RSF 2) 8:00am 8:30am Drivers 9:00am 3:00pm Vehicle	19 8:00am 8:30am Drivers Training (Freeway (C 9:00am 10:30am Joint P 9:30am 10:30am ENC 2 10:30am 11:30am ENC	20 City of Del Mar Weekly 7:00am 4:30pm 2614 A 8:00am 8:30am Drivers 8:00am 8:30am Drivers 1:30pm 4:00pm Ender	21 12:00pm 4:30pm VCF E7713 Annual Pump 1:30pm 4:30pm Probationary Trainin 1:30pm 3:30pm Sand ta	22 Cory Ender Six Month E 8:30am 10:30am Pre Plan Flower Hill (Flo 1:15pm 2:15pm ENC T-2375/Station Tour	23 C Shift 9:30am 11:00am OCS V6 Radio Test (ENC, 1:30pm 4:30pm Probationary SCBA P
3/24 - 29	24 A Shift 9:30am 11:00am Green 1 Radio Test (RSF, S 10:00am 12:00pm High Angle Rescue Trainin	25 9:00am 4:00pm New apparatus Rig Switch 10:00am 12:00pm Inspection Winston 1:30pm 5:30pm Proby	26 7:00am 7:30am 2531 AM (DMR 1) 8:00am 8:30am Drivers Training (Freeway (C 9:30am 12:00pm GIS	27 City of Del Mar Weekly 7:00am 4:30pm 2531 A 7:00am 4:30pm EFF E2 8:00am 8:30am Drivers 8:45am 11:45am Captai	28 Probationary Training - 7:00am 4:30pm 2511 PM (DMR 1) 8:00am 8:30am Drivers Training (Freeway (C	29 B Shift 9:00am 12:00pm Com 9:30am 10:30am ENC T 1:15pm 2:45pm Del Rio 2:30pm 4:00pm Probati	30 C Shift 9:00am 3:00pm E2312 9:00am 12:00pm Engin 9:00am 11:00am E261 9:30am 11:00am XSD
3/31 - 4/5	31 B Shift	Apr 1	2	3	4	5	6

Fire Prevention Monthly Staff Report March 2013



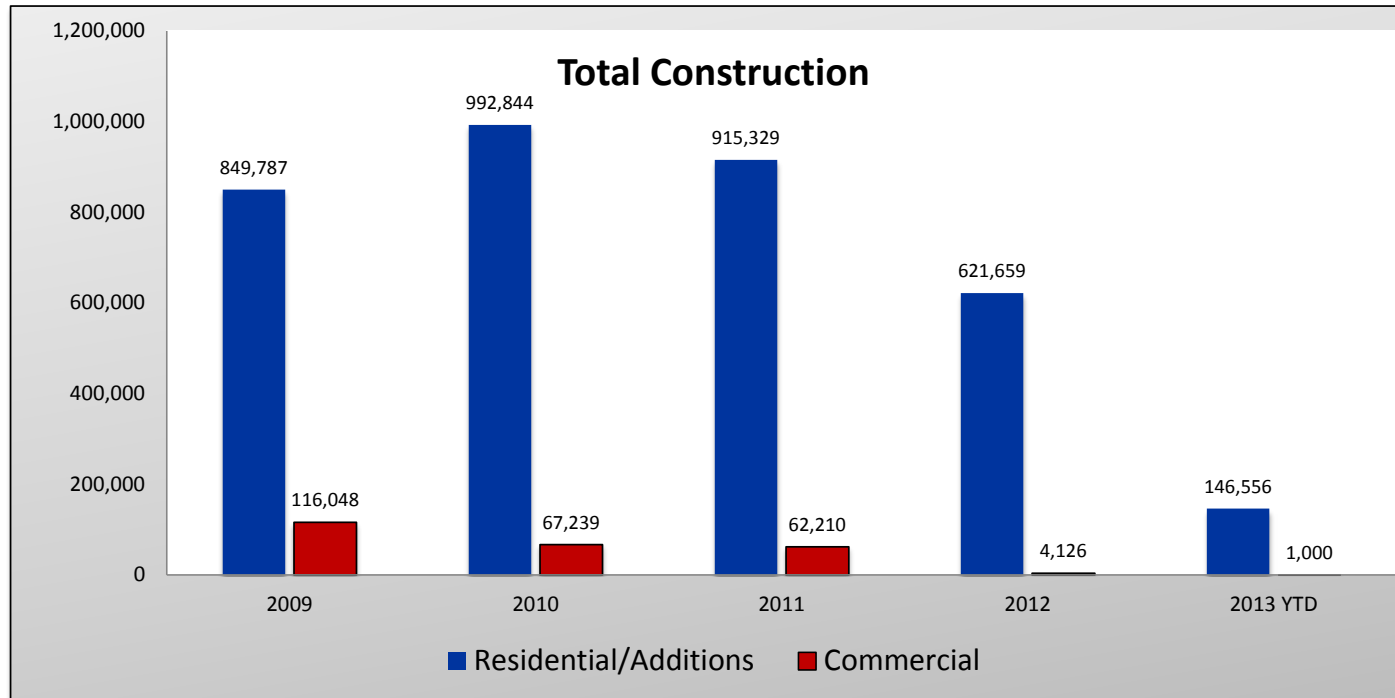
Comparison 2012/2013 Total Monthly Hours/Activities

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									
Hours	241.40	230.15	385.33									

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
March 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	121,752	1,494	123,246
2013 YTD	146,556	1,000	147,556

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									

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

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	7	28,154
	Urban Forester	0	0
	TOTAL	7	28,154
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	9,173	1,007
	Urban Forester	0	0
	TOTAL	9,173	1,007
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	1	1,000
	Urban Forester	0	0
	Fire Inspectors	0	0
	TOTAL	1	1,000
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	30,161
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	4	4
	Fire Inspectors	0	1
	Urban Forester	0	0
	TOTAL	4	5
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	1	1,000
	Fire Inspectors	9	33,871
	Urban Forester	0	0
	TOTAL	10	34,871
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Urban Forester	52	20.45
	Fire Marshal	0	0.00
	Fire Inspectors	0	0.00
	TOTAL	52	20.45

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

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	1	1.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	3	3.00
Habit Plans	0	0.00
Approval Letters	1	1.00
CWPP/FPP	0	0.00
TOTAL	5	5.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	20	17.50
Finals (Structures)	27	30.00
Landscape	7	3.50
Reinspections	0	0.00
Tents/Canopy	0	0.00
Burn Permits	0	0.00
Department of Social Service Licensing	3	3.00
Knox/Strobe	0	0.00
Code Enforcement	0	0.00
Engine Company Follow Up	2	1.00
Misc.	1	1.00
TOTAL	60	56.00
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	56	4.50
Weed Abatement Reinspection	13	3.00
1st Notice	7	1.00
2nd Notice	3	0.50
Final Notice	1	0.25
Forced Abatement	1	2.00
Postings	0	0.00
Annual Mailers	1	1.00
Homeowner Meeting	8	6.50
WUI	0	0.00
TOTAL	90	18.75
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	2	2.00
TOTAL	2	2.00

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

ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	1	3.00
Training Classes	1	3.00
Conferences	4	48.00
Meetings	29	69.50
Other	3	5.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	38	128.50
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	1,191	79.92
Correspondence	264	67.25
Consultations	27	27.00
Plan Review	86	63.20
Scanning	175	8.75
General Office	14	31.00
TOTAL	1,757	277.12

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	1,013	50.65
Correspondence	100	25.00
Walk in/Counter (All Administrative Staff)	254	21.17
Knox Application Request	5	0.42
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	86	14.33
Scheduling Inspections, Managing Calendars	100	8.33
Special Projects	10	40.00
Scanning Documents/Electronic Files	175	8.75
Meetings: Admin/Prevention/Admin Shift	10	8.00
Post Office	18	9.00
Deposit runs and preparations	8	4.00
TOTAL	1,781	190

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

WEBSITE/INTERNET		Staff Hours
Update existing info & documents:		4.0
<i>Updated home page, news, etc</i>		4.0
New design progress:		2.0
<i>Page final touches</i>		2.0
		0.0
Compile & write new information:		3.0
<i>Events, business opportunities, station bid</i>		3.0
		0.0
Social Media		3.0
<i>Facebook "Fans" - 234</i>		2.0
<i>Twitter "Follower" - 723</i>		1.0
TOTAL		12.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc:		3.0
<i>Gold Book Ad</i>		1.0
<i>Tree list</i>		1.0
<i>Fire Sprinkler Presentation</i>		1.0
Fire Wire (quarterly):		0.0
<i>None this month</i>		
TOTAL		3.0
MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		3.0
Press Releases:		7.0
<i>Fire Sprinkler Presentation</i>		2.0
<i>Whispering Palms Fire</i>		3.0
<i>Grant Presentation</i>		2.0
Other Articles/Stories/Interviews:		1.0
TOTAL		11.0
EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		16.0
<i>FPW Pizza parties -2</i>		4.0
<i>Station Tour - 2</i>		2.0
Adult Programs:		10.0
		10.0
TOTAL		26.0

Julie Taber

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

EVENTS		Staff Hours
External/Community Events:		3.0
<i>Little League Opening Days</i>		1.0
<i>4S Easter Event/Pancake Breakfast</i>		2.0
Internal Events:		1.0
<i>Badge Ceremony</i>		1.0
TOTAL		4.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings:		4.0
<i>Staff meetings</i>		4.0
TOTAL		4.0
CLERICAL		Staff Hours
Prevention-related:		44.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		38.0
<i>Phone Calls - 32</i>		6.0
Non-prevention/non-minute related:		18.0
TOTAL		62.0
TOTAL HOURS		122.0



9335 Hazard Way • Suite 200 • San Diego, CA 92123
Phone (858) 614-7755 • Fax (858) 614-7766

San Diego Local Agency Formation Commission

Website: www.sdlafco.org

Chairman

Andrew L. Vanderlaan
Public Member

March 22, 2013

Vice Chairman

John Ingalls
Santa Fe
Irrigation District

TO: Independent Special District in San Diego County

FROM: Executive Officer
Administrative Assistant

Members

Bill Horn
County Board of
Supervisors

Dianne Jacob
County Board of
Supervisors

Bud Pocklington
South Bay
Irrigation District

Mark Lewis
Mayor
City of El Cajon

Lorie Zapf
Councilmember
City of San Diego

Jim Janney
Mayor
City of Imperial Beach

SUBJECT: Call for Nominations for LAFCO Independent Special District Member

Nominations are being solicited for a regular independent special district commission position on the Local Agency Formation Commission (LAFCO). **The deadline for receipt of all commission nominations is May 3, 2013.**

LAFCO commissioners serve four-year terms. The term of the incumbent LAFCO regular district member, John Ingalls, will expire in May 2013; however, he can continue to serve until conclusion of the election/installation proceedings. Mr. Ingalls is currently the Vice Chairman of LAFCO and has indicated that he will seek reelection to the regular LAFCO special district position. The new term of the regular district member position will expire in May 2017. LAFCO regular and alternate district members must be independent special district officers who reside within San Diego County, but may not be members of the legislative body of a city or county.

Alternate Members

Greg Cox
County Board of
Supervisors

Sherri Lightner
Councilmember
City of San Diego

Sam Abed
Mayor
City of Escondido

Jo MacKenzie
Vista Irrigation District

Harry Mathis
Public Member

After LAFCO nominations are received by May 3rd, it is anticipated that a candidate's forum will be held on August 16, 2013, in conjunction with the California Special Districts Association Quarterly Dinner.

All districts are encouraged to submit nominations. **Please use the attached nomination/resume form (Attachment 1). This form may also be downloaded at the link below. Only the one-page nomination/resume form will be distributed with the official voting ballot.** The nomination form should be signed by, or with authority of, the district presiding officer. Facsimile (FAX) copies of nominations are permitted, if necessary, to meet the submission deadline, but an original form must be furnished as soon as possible thereafter. Again, **the deadline for receipt of nominations is May 3, 2013.** Please send nominations to:

Executive Officer

Michael D. Ott

Executive Officer
San Diego LAFCO
9335 Hazard Way, Suite 200
San Diego, CA 92123

Counsel

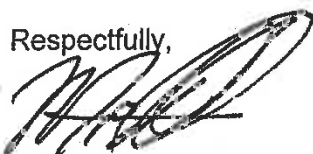
Thomas Bosworth

All nominations received by the deadline will be reviewed by a nominating committee. The nominating committee's report and copies of all nomination forms submitted will be included with the ballots and voting instructions. These materials will be mailed on **August 23, 2013**. ***Please note that if no other candidate besides Mr. Ingalls is nominated, the mail ballot election will not be held and Mr. Ingalls will be installed with a new four-year term expiring in May 2017.***

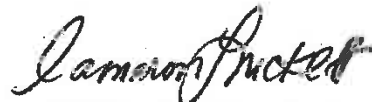
As required by the Rules, please acknowledge receipt of this letter calling for nominations by completion and return of the form attached (Attachment 2).

Please contact Tamaron Luckett at (858) 614-7755, if you have any questions regarding this letter.

Respectfully,



MICHAEL D. OTT
Executive Officer



TAMARON LUCKETT
Administrative Assistant

MDO:TL/trl

Attachments (2)

No. 2: Nomination/Resume Form (<http://www.sdlafoo.org/WhatsNew/2013ComNomination.doc>)

No. 3: Acknowledgement of Receipt Form

DATE RECEIVED
BY LAFCO:

2013 LAFCO INDEPENDENT SPECIAL DISTRICT MEMBER
NOMINATION / RESUME

(Office Use)

NOMINATED BY:	
District Name:	
District Phone:	
NAME OF NOMINEE:	
Name:	
Address:	
Phone:	
NOMINATED FOR:	
	LAFCO REGULAR ()
DISTRICT EXPERIENCE:	
LAFCO EXPERIENCE:	
ADDITIONAL INFORMATION:	
Authorized Signature: _____	

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2013ComNomination.doc>

ATTACHMENT 1

San Diego LAFCO

9335 Hazard Way, Suite 200

San Diego, CA 92123

STAFF REPORT

NO. 13-06

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF
FROM: CHRIS GALINDO, FIRE MARSHAL
SUBJECT: RENEWAL – HAZARD ABATEMENT
SOLE SOURCE CONTRACTOR SERVICE AGREEMENT
DATE: APRIL 5, 2013



RECOMMENDATION

Staff recommends that the Board authorize the Fire Chief (or his designee) to extend the service agreement with *California Tree Service, Inc.* one final year as the Fire District's sole source forced abatement contractor for hazardous vegetation and rubbish.

BACKGROUND

In March 2005, the Board of Directors approved the concept for a sole source contractor for forced abatement of hazardous vegetation and rubbish within the Fire District. This contract enables the District to contract with a sole source contractor to force abate hazards when owners fail to bring their properties into compliance with adopted District ordinances 2004-02 and the California Health and Safety Code.

In May 2011, the Board approved and awarded the District's third sole source contract to *California Tree Service, Inc.* This contract included an agreement period of "one-year" and the option of (2), "one-year" extensions.

In May 2012, the Board awarded a "one-year" extension of the sole source contract with California Tree Service, Inc. There is now (1) final "one-year" extension remaining in the current contract.

CURRENT SITUATION

Staff believes that *California Tree Service, Inc.* has been an effective and responsive contractor this past year and continues to meet the District's forced abatement requirements in a timely and professional manner. The current contract with California Tree Service, Inc. is set to expire April 15, 2013.

Attachments:

1. Sole Source Contractor Service Agreement with California Tree Service
(dated May 24, 2011)



Rancho Santa Fe Fire Protection District

P.O. Box 410 • 18027 Calle Ambiente • Rancho Santa Fe • California 92067-0410
Tel. (858) 756-5971 • Fax (858) 756-4799

Board of Directors
James Ashcraft, President
Thomas Hickerson
Nancy Hulgren
Randall Malin
John C. Tanner

Fire Chief
Tony J. Michel

Received
4-14-11

SERVICE AGREEMENT

PROJECT: Sole source contractor for the forced abatement of hazardous vegetation and rubbish within the Rancho Santa Fe Fire Protection District for parcels in violation of District Ordinance 04-02.

THIS AGREEMENT is made and entered into this 24 day of May, 2011, by and between the RANCHO SANTA FE FIRE PROTECTION DISTRICT, hereinafter designated as "DISTRICT" and California Tree Service, Inc., hereinafter designated as "CONTRACTOR."

RECITALS

- A. DISTRICT desires to obtain a sole source contractor, at the lowest cost to the public, for the removal of vegetation, litter and rubbish from non-complaint properties located within the boundaries of the DISTRICT.
- B. CONTRACTOR has submitted a proposal to provide vegetation, litter and rubbish management services for the DISTRICT in accordance with the terms set forth in this agreement.
- C. DISTRICT desires to contract with CONTRACTOR as an independent contractor and CONTRACTOR desires to provide services to DISTRICT as an independent contractor.
- D. CONTRACTOR has demonstrated its competence and qualifications necessary for the satisfactory performance of the services designated herein by virtue of its experience, education, training and expertise.

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1.0 SCOPE OF WORK The project is more particularly described as:

- 1.1.1 Implementation of a sole source contractor for the abatement of vegetation, litter and combustible rubbish on parcels located within the boundaries of the DISTRICT when owners fail to bring their property in compliance with adopted DISTRICT ordinances.
- 1.1.2 CONTRACTOR understands that this contract will be awarded for a one (1) year period; with a possible two (2) year extension, to be evaluated annually; of time commencing on the date of execution to the qualified contractor submitting the required documentation and the lowest overall bid on the Schedule of Fees.
- 1.1.3 The CONTRACTOR shall cooperate fully with the DISTRICT during any forced abatement upon any parcel.
- 1.1.4 The CONTRACTOR shall not proceed with any forced abatement until a "Work Order Authorization" is signed and issued by the DISTRICT.

1.1.5 The CONTRACTOR shall perform billing and collection functions associated with forced abatements, unless other prior arrangements have been made with the DISTRICT.

1.1.6 The CONTRACTOR shall maintain good public relations with all citizens, groups and organizations associated with any abatement.

1.2. SERVICES PROVIDED BY THE DISTRICT The DISTRICT shall provide the following services:

1.2.1 Overall quality assurance of the program by providing written and oral standards and guidelines, reviewing correspondence and documentation, and reviewing citizen comments and complaints.

1.2.2 The District will investigate all vegetation hazard complaints, conduct inspections, and send "First", "Second" and "Final" violation notifications as required. The notice(s) shall state the abatement instructions, the date of expected compliance, consequences of ignoring the notice, and include instructions to follow once the work is completed.

1.2.3 If parcel owners have not abated the hazard by the time specified in the Final Notice, the parcel will be posted with a "Notice to Abate Hazard" in a conspicuous location(s) on the property.

1.2.4 If parcel owners have not abated the hazard within ten (10) days from the time of the posting, the parcel will be a candidate for "forced abatement". Full documentation of the process used to reach forced abatement, including but not limited to, the specific First, Second and Final Notices, certified mail receipt(s), and photographs of the condition of the parcel. Such documentation will be forwarded with a "Work Order Authorization" to the Fire Marshal. Upon review by the Fire Marshal or a DISTRICT authorized representative and it is determined that forced abatement is required; the "Work Order Authorization" shall be signed and submitted to the CONTRACTOR for abatement. **No abatement work shall be performed by the CONTRACTOR until such authorization has been signed by an authorized representative of the DISTRICT.**

1.2.5 Consultation on issues related to the concerns of the DISTRICT and assistance with enforcement of DISTRICT ordinances and/or standards will be provided when necessary.

1.3.0 SERVICES PROVIDED BY THE CONTRACTOR The services to be provided by the CONTRACTOR shall consist of, but not be limited to the following:

1.3.1 Cooperate fully with the DISTRICT in performing services in accordance with this agreement with established codes and standards.

1.3.2 Furnish all labor, material, equipment, and tools for the forced abatement of litter, weeds, and rubbish from parcels within DISTRICT.

1.3.3 The CONTRACTOR shall maintain all proper documentation of the job. The documentation shall include work authorizations, the date the work was performed, charges accrued by the parcel owner for said work, and photographs of the parcel taken before and after the abatement.

1.3.4 An authorized representative of the CONTRACTOR shall meet with the DISTRICT, upon request, to discuss the progress of the project or any other issues or concerns which may arise during the term of this agreement.

1.3.5 The CONTRACTOR shall bill parcel owners that were subjected to forced abatement at not more than the following amounts:

SCHEDULE OF FEES

- | | | | |
|----|--|---|-----------------|
| 1. | <u>Tractor Mowing</u> | | |
| | A. Equipment move-on fee | | \$ <u>50</u> ✓ |
| | B. Hourly rate | | \$ <u>65</u> ✓ |
| 2. | <u>Hand Labor</u> | | |
| | A. General labor, hourly rate (per person) | | \$ <u>50</u> ✓ |
| | B. Hand labor, hourly rate, (per person) includes use of string trimmers, chainsaws and or other small equipment | | \$ <u>50</u> ✓ |
| 3. | <u>Debris Removal</u> | | |
| | A. Hauling (per cubic yard of material) | | \$ <u>10</u> ✓ |
| | B. Dump fees | | \$ <u>195</u> ✓ |
| | C. Chipping (left at site, spread to no more than 6" depth) | | \$ <u>200</u> ✓ |
| 4. | <u>Administrative Fee</u> | | |
| | A. Per parcel | | \$ <u>100</u> ✓ |
| 5. | <u>Tree Work</u> (per hr, per person) | | |
| | A. Roadway clearance (trimming to 13'6" high) | | \$ <u>50</u> ✓ |
| | B. Tree removal – free falling | | \$ <u>50</u> ✓ |
| | C. Tree removal – controlled fall | | \$ <u>50</u> ✓ |
| | D. Tree removal – w/use of boom truck | | \$ <u>50</u> ✓ |
| | E. Tree removal – w/use of crane or other heavy equipment | → | \$ <u>50</u> ✓ |
| | F. Tree trimming – canopy (dead wood removal) free fall | | \$ <u>50</u> ✓ |
| | G. Tree trimming – canopy (dead wood removal) controlled fall | | \$ <u>50</u> ✓ |
| | H. Firewood, stacked left at site | | \$ <u>50</u> ✓ |
| | I. Firewood, removed from site | | \$ <u>50</u> ✓ |
| | I. Stump grinding | | \$ <u>50</u> ✓ |

5-4-11

The CONTRACTOR shall not change the maximum amount of such fees without prior written consent of the District.

1.3.6 Special circumstances or hazard abatements not covered in the schedule of fees may be subject to an open bid process outside of this contract. Open bid process will consist of obtaining three bids from contractors selected from the DISTRICT'S abatement contractors list.

2.0 TIMING REQUIREMENTS Time is of the essence in the performance of work under this agreement and the following timing requirements shall be strictly adhered to unless otherwise modified in writing and agreed to by the CONTRACTOR and the DISTRICT. Failure by the CONTRACTOR to strictly adhere to these timing requirements may result in termination of this agreement by the DISTRICT.

2.1.0 When the CONTRACTOR receives a signed Work Authorization Order, the CONTRACTOR must start work on the forced abatement within ten (10) days of receiving the work order unless otherwise agreed upon by the DISTRICT.

3.0 CRITERIA AND STANDARDS All work performed under this agreement shall be in accordance with all applicable DISTRICT, County, State, and Federal laws, codes, ordinances, and standards. See Attachment: *Standard for Vegetation Clearance and Hazard Reduction*. In the performance of its services, the CONTRACTOR shall use the degree of care and skill ordinarily exercised by other contractors, under similar conditions. Safety precautions shall be used in all operations including, but not limited to, spark arrestors on all internal combustion engines, a two and one-half gallon pressurized water fire extinguisher, and round point shovel on all tractors, safety shields on mowers and motorized trimmers, and proper clothing, footwear, gloves, and eye protection for laborers when required. Crew supervisors and equipment operators must be qualified, experienced, and able to communicate in the English language, or have a qualified interpreter present. Equipment, tools and vehicles used by the CONTRACTOR shall be in good mechanical condition and are subject to inspection and approval by the DISTRICT prior to acceptance. Operations may be suspended at any time should it be determined that proper safety precautions are not being taken. Precautions shall be taken so that nuisance noise, dust, and waste are not created during abatement.

4.0 COMPENSATION The CONTRACTOR shall be paid by property owners requiring forced abatement in accordance with the rates established in section 1.3.5 of this agreement. Only after the procedures specified in this agreement have been completed, shall the CONTRACTOR submit for payment to the property owner.

4.1.1 The CONTRACTOR will notify the DISTRICT upon completion of any DISTRICT authorized forced abatement. The DISTRICT will inspect the completed abatement to ensure compliance with all applicable DISTRICT codes and standards. Upon approval of the completed work, the CONTRACTOR shall bill the owner of the property as shown on the County of San Diego Tax rolls. All billings shall be done via certified mail.

4.1.2 The Contractor must re-bill the property owner every fifteen days (15) days, until payment is received. If no payment is received within thirty (30) days, and all other methods of collection have been exhausted, the CONTRACTOR may submit to the DISTRICT for payment.

4.2.1 NONPAYMENT BY PROPERTY OWNER The DISTRICT shall not be responsible for payment of fees to the CONTRACTOR for forced abatement except as provided in section 4.2.2 for work performed under this agreement, unless additional arrangements are made at future date.

4.2.2 Should CONTRACTOR be unable to collect an amount charged for abatement after attempt by CONTRACTOR and/or CONTRACTOR'S collection agency, CONTRACTOR after thirty (30) days, may submit invoice to the DISTRICT for payment.

4.2.3 DISTRICT shall pay CONTRACTOR within thirty (30) days of receiving an invoice. In order to process an invoice, CONTRACTOR shall provide all records required by the DISTRICT to include work order authorization, copies of invoices to property owner, any correspondence, and certified mail receipts.

4.2.4 DISTRICT agrees to institute procedures to impose an assessment after review of CONTRACTOR'S records; DISTRICT shall be reimbursed upon payment from the tax collectors office.

4.2.5 If at any time the CONTRACTOR receives payment from a property owner after the DISTRICT pays the CONTRACTOR for forced abatement services, the CONTRACTOR shall immediately notify the DISTRICT within two (2) working days and refund any payment made by the DISTRICT within five (5) working days.

5.0 INDEPENDENT CONTRACTOR The CONTRACTOR'S relationship to the DISTRICT shall be that of an independent contractor. The CONTRACTOR shall have no authority, express or implied, to act on behalf of the DISTRICT as an agent, or to bind the DISTRICT to any obligation whatsoever, unless specifically authorized by this agreement or subsequent written agreements by the DISTRICT. The CONTRACTOR shall be solely responsible for the liability and performance of any of its employees, agents or subcontractors under this agreement.

6.0 BUSINESS LICENSE Prior to the commencement of any work under this agreement, the CONTRACTOR shall obtain and present a copy of a current business license.

7.0 WORKERS' COMPENSATION Pursuant to Labor Code section 1861, the CONTRACTOR hereby certifies that the CONTRACTOR is aware of the provisions of section 3700 of the Labor Code, which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that code, and the CONTRACTOR will comply with such provisions, and provide certification of such compliance prior to commencement of any work. The certification shall be in accordance with subsections 8.9 through 8.9.1 of this agreement.

8.0 INSURANCE REQUIREMENTS

8.1.0 The CONTRACTOR shall, throughout the duration of this agreement, maintain comprehensive general liability and property damage insurance, or commercial general liability insurance covering all operations of the CONTRACTOR, its agents and employees, performed in connection with this agreement, including, but not limited to, premises and automobile.

8.2.0 The contractor shall maintain the following minimum limits:

General Liability

Combined single limit per occurrence	\$1,000,000
General aggregate	\$2,000,000

Automobile Liability

Combined single limit per occurrence	\$1,000,000
--------------------------------------	-------------

8.3.0 All insurance companies affording coverage to the CONTRACTOR shall include the DISTRICT as "additional named insured" under their insurance policy, for all work performed in accordance with this agreement.

8.4.0 All insurance companies affording coverage to the CONTRACTOR shall be insurance organizations admitted by the Insurance Commissioner of the State Department of Insurance to transact business of insurance in the State of California.

8.5.0 All insurance companies affording coverage shall provide a thirty (30) day written notice to the DISTRICT should the policy be canceled before the expiration date. For the purpose of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.

8.6.0 The CONTRACTOR shall provide evidence of compliance with the insurance requirements listed above by providing a Certificate of Insurance and an original endorsement to the policy, in a form satisfactory to the DISTRICT'S legal counsel, concurrently with the submittal of this agreement.

8.7.0 The CONTRACTOR shall provide a substitute Certificate of Insurance and an endorsement no later than thirty (30) days prior to the policy expiration date. Failure by the CONTRACTOR to provide such a substitution and extend the policy expiration date shall be considered a default by the

CONTRACTOR and may subject the CONTRACTOR to suspension or termination of work under this agreement.

8.8.0 Maintenance of insurance by the CONTRACTOR as specified in this agreement shall in no way be interpreted as relieving the CONTRACTOR of any responsibility and the CONTRACTOR may carry, at its own expense, such additional insurance as it deems necessary.

8.9.0 The CONTRACTOR shall obtain and maintain WORKERS COMPENSATION insurance complying with all applicable state and federal statutes.

8.9.1 Statutory Limits: WORKERS COMPENSATION policies do not have limits but are "STATUTORY". Therefore important items required on the certificate are 1) the policy number, 2) the effective and expiration dates, and 3) the certificate holders.

9.0 CONTRACTOR'S INDEMNIFICATION OF THE DISTRICT The CONTRACTOR shall defend and hold harmless the DISTRICT and its officers, agents and employees against all claims for damages to persons or property arising out of the conduct of the CONTRACTOR or its employees, agents, subcontractors or others in connection with the execution of work covered by this agreement, except only for those claims arising from the sole negligence or sole willful misconduct of the DISTRICT, its officers, agents or employees. The CONTRACTOR'S indemnification shall include any and all costs, expenses, attorneys' fees and liability incurred by the DISTRICT, its officers, agents or employees in defending against such claims, whether the same proceed to judgment or not. Further, the CONTRACTOR at its own expense shall, upon written request by the DISTRICT, defend any such suit or action brought against the DISTRICT, its officers, agents or employees. The CONTRACTOR'S indemnification of the DISTRICT shall not be limited by any prior or subsequent declaration by the CONTRACTOR.

10.0 OWNERSHIP OF DOCUMENTS AND INFORMATION A copy of all documents, correspondence and data prepared, provided and/or collected as a part of work covered by this agreement shall be the property of the DISTRICT and shall be provided upon request. Further, a computer generated copy of all information accumulated under the auspices of this agreement shall be supplied to the DISTRICT on a computer disc when requested. The CONTRACTOR may retain copies of all such materials for the purpose of documenting their participation in this agreement.

11.0 TERMINATION OF AGREEMENT Either party may terminate this agreement upon written notice. Contract shall become null and void 60 days after delivery of said notice.

12.0 ASSIGNMENT AND DELEGATION This agreement and any portion thereof shall not be assigned or transferred, nor shall any of the CONTRACTOR'S duties be delegated without the express written agreement of the DISTRICT. This does not apply to CONTRACTOR'S assignment of receivables for financing purposes. Any attempt to assign or delegate any provision of this agreement without the express written consent of the DISTRICT shall be void and of no force and effect. The DISTRICT may delegate authority in connection with this agreement, for the purposes directing the CONTRACTOR'S performance, to any member of the DISTRICT.

13.0 INTERPRETATION OF THE AGREEMENT The interpretation, validity and enforcement of this agreement shall be governed by and construed under the laws of the State of California. This agreement does not limit any other rights or remedies available to the DISTRICT. The CONTRACTOR shall be responsible for complying with all Local, State, and Federal laws, whether or not said laws are expressly stated or referred to herein. Should any provision herein be found or deemed to be invalid, this agreement shall be construed as not containing such provision and all other provisions which are otherwise lawful shall remain in full force and effect, and to this end the provisions of this agreement are

severable. The Fire Marshal, under the authority of the DISTRICT and the Fire Chief, shall be the DISTRICT'S authorized representative in the interpretation and enforcement of all provisions of this agreement.

14.0 AGREEMENT MODIFICATION This agreement may not be modified orally or in any manner other than by an agreement in writing, signed by the parties hereto.

15.0 DISPUTE RESOLUTION No suit shall be brought on this agreement unless all statutory claims filing requirements have been met.

16.0 NOTICES All notices, demands, requests, consents or other communications which this agreement contemplates or authorizes, or requires or permits either party to give to the other, shall be in writing and shall be in writing and shall be personally delivered or mailed to the respective party as follows :

TO DISTRICT:

TO CONTRACTOR:

**Rancho Santa Fe Fire Protection District
P.O. Box 410
Rancho Santa Fe, CA 92067
(858) 756-5971
(858) 756-4799 (fax)**

16.1.0 Either party may change its address by notice to the other party as provided herein. Communications shall be deemed to have been given and received on the first to occur of (I) actual receipt at the offices of the party to whom the communication is sent, as designated above, or (II) three (3) working days following the deposit in the United States mail of registered or certified mail, postage prepaid, return receipt requested, addressed to the offices of the party to whom the communication is to be sent, as designated above.

17.0 AGREEMENT PERIOD The term of this agreement shall be from the date of execution to April 15, 2012. Unless otherwise extended or terminated as provided herein, this agreement will be sent out to bid an annual basis. Under emergency circumstances, this contract may be extended by two (2) years, in one year increments, by mutual agreement of both parties.

18.0 ATTACHMENTS This agreement utilizes the following DISTRICT Ordinances, Standards and documents. Attachments are for CONTRACTORS reference ONLY.

- **Fire District Ordinance 04-02**
- **1st Violation Notice**
- **2nd Violation Notice**
- **Final Violation Notice**
- **Notice to Abate Hazard Signage**
- **Local Newspaper Advertisement**
- **13'6" Roadway Clearance Diagram**
- **Standard for Vegetation Clearance and Hazard Reduction**


19.0 SIGNATURES The individuals executing this agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this agreement on behalf of the respective legal entities of the CONTRACTOR and the DISTRICT.

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Services Agreement to be executed by setting hereunto their signatures this _____ day of _____, 2011.


Contractor Signature

George Jovanic
Print Name

5-24-11
Date


Tony J. Michel, Fire Chief

5/24/2011
Date

33-0590043
Federal Employee ID Number

STAFF REPORT

NO. 13-07

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: BUDGET AUTHORIZATION
DATE: APRIL 4, 2013



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

Description	FY13 Budget	Funding Request	Funding Source	Action Requested
Repair and replace damaged material in the Class A burn room in the training tower	\$5,000	\$41,984	\$5,000 - GF \$36,984 - Undesignated Reserves	Authorize repair
JUSTIFICATION for Funding Request: See summary below.				

BACKGROUND

In September 2004, the training tower was dedicated and placed into service at the District's Training Facility located at Fire Station 2. All fire district (suppression) personnel, including cooperative efforts agencies, use this tower heavily for fire and rescue related training activities. The training tower contains two "burn" rooms which are used for the purpose of conducting simulated live fire training utilizing both "Class A" (*ordinary combustibles*) and "Class B" (*flammable gas*) generated fires.

CURRENT SITUATION

In 2012, it was determined that one of the training tower burn rooms which is used primarily for "Class A" training fires was no longer in a useable condition. The excessive use of simulated fires in this burn room has contributed to the heat damage and degradation of the room's metal wall panels and insulation. The proposal submitted by Fire Facilities, Inc., will provide necessary repairs that are required to place this burn room in a safe and serviceable condition and will allow "Class A" training fires to resume.

The specialized nature of the training tower's construction limits the District's ability to seek companies that are qualified to perform repairs on these types of training towers. Staff has contacted other fire agencies who have training towers with similar construction and they were able to provide the District with three companies who are capable of repairing this type of facility:

- Kidde Fire Systems
- Fire Facilities, Inc.
- Fire Blast Training Systems

Kidde Fire Systems declined to provide a proposal because the District's training tower is not one of their fire training systems. The proposal that was submitted by Fire Blast Training Systems was substantially higher than lowest bidder was. Fire Facilities, Inc. submitted the lowest, most responsive proposal; and is one of the companies that contributed to the original construction of the training tower.

Fire Facilities has performed over 330 installations in the U.S. They will also provide a 15 year limited warranty for their work.

RECOMMENDATION

Because of the District's familiarity with this contractor's construction practices, staff recommends that Fire Facilities be selected to perform the repairs on the training tower.

Staff requests that the Board of Directors approves \$41,984.00 for the training tower repairs and authorize the Fire Chief to negotiate and execute an agreement with the contractor.

STAFF REPORT

NO. 13-08

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: CHRIS GALINDO, ADMINISTRATIVE BATTALION CHIEF

SUBJECT: ORDINANCE NO. 13-01 – SECOND READING UPDATING THE
FIRE DISTRICT FEE ORDINANCE

DATE: APRIL 4, 2013



RECOMMENDATION

Staff recommends the Board of Directors schedule the public hearing and final approval of the ordinance adoption process.

BACKGROUND

At the Board of Directors regular meeting of March 12, 2013, staff presented the Board a staff report (Attachment 1) which was the introductory reading of the District's revised Fee for Services ordinance ("Fee Schedule"). The revised fee schedule draft included adjustments of various fees based on actual costs incurred by the District as well as minor text revisions.

During the meeting, the Board requested staff to revise the fee description text pertaining to *small commercial fire sprinkler system plan reviews* (Ref. 3.4.1) and *small residential fire sprinkler system plan reviews* (3.4.2) to clarify the correlation between "field" inspections and "sprinkler head" installations.

CURRENT SITUATION

Staff has revised the *small commercial fire sprinkler system* and *small residential fire sprinkler plan review* fee descriptions as requested (Attachment "B", Page 3). Staff has also rewritten the fee description text pertaining to "conceptual consultations for single occupancy landscape and site plan reviews" (Ref. No.'s 1.14 and 1.15) with additional text to clarify that these fees are based on a one time review (Attachment "B", Page 1).

Attachments:

Attachment A Staff Report No. 13-05 (dated March 7, 2013)

Attachment B Revised Schedule of Fire Prevention Services and Fees

STAFF REPORT

NO. 13-05

TO: BOARD OF DIRECTORS, TONY MICHEL, FIRE CHIEF
FROM: CHRIS GALINDO, ADMINISTRATIVE BATTALION CHIEF
SUBJECT: FEE SCHEDULE UPDATE
DATE: MARCH 7, 2013



RECOMMENDATION

Staff recommends the Board of Directors proceed with the ordinance adoption schedule authorizing changes to the current Fire District fee schedule and repeal Ordinance 2009-01 Fee for Services.

BACKGROUND

On January 26 2009, the Board of Directors approved and adopted Ordinance No. 2009-01 that updated the Fire Districts fee schedule in order to achieve 100% cost recovery and to balance the delivery of Fire Prevention services and other District fees that were relevant at that time. The fees are based upon actual costs incurred by the Fire District and are authorized pursuant to the *California Health and Safety Code, Sections 13916 and 13919*; and are public noticed to *Section 66014 of the Government Code* for cost recovery for services rendered. These fees apply to services which include:

- 1) Total compensation costs of the employee(s) responsible for providing a particular service
- 2) Total personnel hours utilized for conducting a plan review and/or file review
- 3) Database information entry
- 4) Personnel travel to and from a site
- 5) Site Inspection(s)
- 6) Written response and/or correspondence.

Additionally, overhead costs such as; utilities, phone, FAX, cell phone service, vehicle operation and replacement, liability and vehicle insurance are also factored into the fee structure (Attachment "C").

CURRENT SITUATION

The last cost of services analysis and fee schedule review was conducted nearly four years ago prior to the Fire District's purchase of the new Cielo Administration offices. The transition of the District Administration to its new office building necessitates a review of the entire fee schedule, which reflects higher costs associated with the operation of the new building as well as recent compensation adjustments for personnel.

Staff has reviewed all District services contained in the current *2009 Fee for Services* schedule and recommends an increase in 51 existing fees, a decrease in 3 existing fees, and the establishment of 6 new fees to recover the District's costs based on the following justifications:

Fee Increases (51)

- An increase in five (5) service fees for the actual average time personnel spent conducting these services (Attachment B). Staff evaluated the time requirements for *Ref. No.'s 1.14; 2.2; 2.3; 2.5 and 2.6.1* and believes that the existing time allotted for completing these services are insufficient and requires an increase of .5 to 1.0 hours in order to achieve full cost recovery.
- An increase in twenty-seven (27) service fees for actual travel time to and from a site (Attachment B). The current *2009 Fee for Services* schedule only allots 15 minutes (or .25 hr.) for travel to and from a site. Staff believes that the actual travel time is insufficient and must be increased to compensate for the District's relocation to its new administrative office building. The new increase will reflect an actual travel time of 30 minutes to (.25 hrs.) and from (.25 hrs.) a site.
- An increase in twenty-three (23) service fees are recommended as a result of the hourly "total compensation" adjustment for those staff positions providing a particular service (Attachment C).

Fee Decreases (3)

- A decrease in three (3) *Urgent Plan Check* (*Ref. No. 4.8*) service fees is recommended due to the reassignment of these services from the Fire Marshal to the Deputy Fire Marshal (Attachment B). Redistribution of these service fees resulted in reduced hourly personnel costs.

New Fees (6)

- *Code Appeals* (*Ref. No. 1.16*) will establish a process for recovering costs associated with an applicant's request to appeal a Fire District Ordinance. The average time spent on this service is three hours (3.0) and will sufficiently recover costs associated with Fire Preventions staff's response to an appeal. This service fee is consistent with similar fees imposed by other fire districts.
- *Small Commercial Fire Sprinkler System* (*Ref. No. 3.4.1*) establishes a fee for plan review, site inspection and travel time for those projects requiring the installation of four or less sprinkler heads.
- *Small Residential Fire Sprinkler System* (*Ref. No. 3.4.2*) establishes a fee for plan review, site inspection and travel time for those projects requiring the installation of four or less sprinkler heads.
- *Special Events Fee* (*Ref. No. 4.3.1*) establishes a service fee for events that are not currently identified in the 2009 fee schedule. This fee will recover costs for plan review, site inspection and travel time.
- *Pyrotechnics Displays* (*Ref. No. 4.3.2*) establishes a service fee for pyrotechnic and fireworks displays. This fee will recover costs for application review, pre-site inspection and travel time.
- *Reproduction of Fire District Documents on C.D.* (*Ref. No. 4.10*) establishes a service fee for reproducing any Fire District document on C.D. The current fee schedule only references fees associated with photocopying.

The District's current fee schedule has not kept pace with today's actual costs for our service delivery as well as annual adjustments based on overhead, utilities and employee costs. The new fee schedule will capture the cost recovery at current costs. Pursuant to all applicable codes, any increases in fees require an update to the District's fee ordinance.

Attachments:

Attachment A Administrative Policy and Procedure A100.3, Fire Prevention Services and Fees

This policy describes the procedure for the establishment, collection, and management of fire prevention services and fees.

Attachment B Administrative Policy and Procedure, Fire Prevention Services Fees and Calculation Methods

This policy and procedure worksheet illustrates the basis upon which hourly time commitments are determined for services provided in the fire prevention services and fee schedule.

Attachment C Schedule of Fire Prevention Services and Fees

This schedule details tasks, fee descriptions, average review and inspection time, and actual fee amounts. Additional supporting documents include:

- *Current Fire Prevention staff salary and total compensation schedule*
- *Administrative cost(s) breakdown*
- *2012 vs. 2013 Fee Comparison*
- *Updated glossary of terms*

Attachment D Adopting Ordinance 2013-01

This ordinance establishes updated fees for services and repeals Ordinance 2009-01.

**Rancho Santa Fe Fire Protection District
Schedule of Fire Prevention Services and Fees
Effective July 1, 2013**

ATTACHMENT "B"

PLAN REVIEW, CONSTRUCTION and SERVICE FEES					
Reference Number	DEVELOPMENT PLAN REVIEW (includes plan review & written response if applicable)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
1.1	Project Availability Form for Minor Subdivision or Minor Use Permit (new service letter) (5 parcels or less)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions or Minor use permit	1.00	\$152
1.2	Project Availability Form for Major Subdivision (new service letter) (6 parcels or more)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions	1.25	\$190
1.3	TPM or Minor Subdivision Service Letter Renewal (5 parcels or less) FM	FM	Review of access, water supply, clearance & fire code requirements for subdivisions	0.75	\$114
1.4	TM or Major Subdivision Service Letter Renewal (6 parcels or more)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions	0.75	\$114
1.5	Final Map/Mylar Review (Signing all Maylars)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions. Includes standard condition letter	0.50	\$76
1.6	Release of Map Covenants or letters for release of other projects i.e. coastal commission, planning department, fire flow etc.	FM	Site inspection and written confirmation of installation of covenanted improvements.	0.50	\$76
1.7	Cellular Sites	FM	Review of access, water supply and fire code compliance	1.25	\$190
1.8	Major Use Permit (P or MUP) or Site Plan (S or STP)	FM	Review of plan for access, water supply, clearance and fire code requirements for a MUP or STP	1.25	\$190
1.9	Fuel Modification Plans or Environmental Review-Mitigated Negative Declaration	FS/F	Review & comment of project's fire impacts & proposed mitigation	1.75	\$189
1.9.1	Review of Fire Protection Plan	FM	Review and comment letter, Scan fire protection plan into computer system. 6 hours base fee plus additional cost if necessary	6.00	\$912
1.10	L Grading Plan (Department of Public Works) FM	FM	Review of access, building setback, and water supply requirements	0.75	\$114
1.11	Administrative (AD), Variance (VAR), Vacation Review (VAC), or Zoning (ZAP)	FM	Review of access, water supply and fire code compliance for zoning (ZAP), variance (VAR) and vacation (VAC) requests	1.00	\$152
1.12	Improvement Plans Planned Residential Development (PRD)	FM	Review of roadway, turnaround, building setback, access, and water supply requirements	1.25	\$190
1.13	Remote Water Meter and water line extension	FM	Includes site inspection and written response	1.00	\$152
1.14	Site Plan Review Landscape (single occupancy) conceptual/consultation	FS/F	Conceptual review of site plan for access, landscape, vegetation clearance and fire code requirements for a single occupancy. <i>Fee is based on 1 review only</i>	1.25	\$135
1.15	Site Plan Review (single occupancy) conceptual/consultation	FM	Conceptual review of site plan for access, water supply, clearance and fire code requirements for a single occupancy. <i>Fee is based on 1 review only</i>	1.00	\$152
1.16	Code Appeal	FM	Review of an appeal for an application of a fire code for matters other than a building permit or discretionary permit. This fee is non-fundable	3.00	\$456

**Rancho Santa Fe Fire Protection District
Schedule of Fire Prevention Services and Fees
Effective July 1, 2013**

ATTACHMENT "B"

Reference Number	NEW CONSTRUCTION (Includes plan review & inspection)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
2.1	Grading Plan (Building)	FM	Review of access requirements pertaining to grading and 1 inspection	1.25	\$190
2.2	New residential construction (Up to 7,999 square foot)	FM	Review of plans for fire & building code compliance for new residential construction and 3 field inspections each (site, rough & final)	2.75	\$418
2.3	New residential construction (8,000 -11,999 square foot)	FM	Review of plans for fire & building code compliance for new residential construction and 3 field inspections each (site, rough & final)	3.50	\$532
2.4	New residential construction (12,000 square foot and up)	FM	Review of plans for fire & building code compliance for new residential construction and 3 field inspections each (site, rough & final)	3.75	\$570
2.5	Residential addition or remodel (Over 2,000 Square feet)	FM	Review of plans for fire & building code compliance for new construction and 1 field inspection each (site, rough & final)	1.75	\$266
2.6	Residential Landscape Plans	FS/F	Review of plans for fire safe planting for new residential construction and 1 field inspection each (site, rough & final) Includes two reviews additional charge after two reviews.	3.50	\$378
2.6.1	Small Landscape plan reviews	FS/F	Review of small landscape modification or changes for fire safe planting. District maintains discretion to approve changes and plan modifications based on project size and plant quantity.	0.75	\$81
2.7	Residential plan re-submittal-new, remodel or addition under 2,000 square feet (After the third time)	FM	Third residential plan submittal and all subsequent re-submittals/ minor plan change	0.50	\$76
2.8	Residential Building Plans Production Units (Models)	FM	Review of site plan for fire & building code compliance for new construction and 1 field inspection each (rough & final) site	2.25	\$342
2.9	Residential Building Plans (Production Units), each additional unit	FM	Review of additional unit, site plan for fire & building code compliance for new construction and 1 field inspection each (rough & final)	1.50	\$228
2.10	Room addition or tenant improvement	FM	Review of plans for fire & building code compliance for new construction room addition and 1 field inspection each (site, rough & final)	1.25	\$190
2.11	Barns and Outbuildings (over 1,000 square feet)	FM	Includes plan review, site, rough & final inspections, data base entry	1.25	\$190
2.12	Commercial/Industrial and Multi-Family Building Plans	FM	Review of plans for fire & building code compliance for new commercial construction and 1 field inspection each (site & final)	4.25	\$646
2.13	Commercial/Industrial and Multi-Family Plan Re-submittal (After the second time)	FM	Second commercial plan submittal and all subsequent re-submittals	0.75	\$114
2.14	Commercial/Industrial and Multi-family Landscape Plans	FS/F	Review of plans for fire safe planting for new construction and 1 field inspection each (site & final)	4.50	\$486

**Rancho Santa Fe Fire Protection District
Schedule of Fire Prevention Services and Fees
Effective July 1, 2013**

ATTACHMENT "B"

Reference Number	FIRE PROTECTION SYSTEMS and INSTALLATIONS	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
3.1	Residential fire sprinkler system, 13D- or 13-R	DFM	Plan review of residential fire sprinkler system 13-D one or two family dwelling and 1 field inspection each (rough & final)	2.00	\$234
3.2	Residential fire sprinkler plans-PRD, each additional unit	DFM	Plan review of residential fire sprinkler system 13-D one or two family dwelling and 1 field inspection each (rough & final)	1.75	\$205
3.3	Residential fire sprinkler plan re-submittal (After the third time)	DFM	Second residential plan submittal and all subsequent re-submittals	0.50	\$59
3.4	Commercial fire sprinkler system	DFM	Plan approval of commercial fire sprinkler system and 1 field inspection. Plan review conducted by independent engineer at an additional cost	2.25	\$263
3.4.1	Small commercial fire sprinkler system	DFM	Plan approval of small commercial fire sprinkler system (with the addition of 4 or less sprinkler heads) and 1 field inspection.. Approval is contingent on field inspection for adequate water pressure.	1.00	\$117
3.4.2	Small residential fire sprinkler system	DFM	Plan approval of small residential fire sprinkler system (with the addition of 4 or less sprinkler heads) and 1 field inspection.. Approval is contingent on field inspection for adequate water pressure.	1.00	\$117
3.5	Underground Sprinkler System Plans	DFM	Plan approval of underground supply to sprinkler system and 1 field inspection. Plan review conducted by independent engineer at an additional cost	2.25	\$263
3.6	Commercial sprinkler plan re-submittal (After the third time)	DFM	Second residential plan submittal and all subsequent re-submittals/stamp transfer	0.50	\$59
3.7	Commercial sprinkler tenant improvement	DFM	Plan review of new commercial sprinkler system and 1 field inspection each (rough & final)	1.50	\$176
3.8	Special Fire Protection Installations--Hood & duct system, remote extinguishing systems	DFM	Plan approval and 1 inspection of new special extinguishing system. Plan review conducted by independent engineer at an additional cost.	2.00	\$234
3.9	Special Hazard Installations--High Piled Storage, Underground/Aboveground Storage Tanks, spray booths, industrial ovens, refrigeration systems, etc.	DFM	Plan approval and 1 inspection of high piled storage, underground/aboveground tanks, spray booths, industrial ovens, refrigeration systems, etc. Plan review conducted by an independent engineer at an additional cost.	3.50	\$410
3.10.	Fire Alarm System	DFM	Plan approval and 1 inspection of a fire alarm system. Plan review conducted by an independent engineer at an additional cost.	2.00	\$234

**Rancho Santa Fe Fire Protection District
Schedule of Fire Prevention Services and Fees
Effective July 1, 2013**

ATTACHMENT "B"

Reference Number	MISCELLANEOUS FEES (includes review and/or inspection as indicated)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
4.1	Stamp Approval Transfer	FM	Reviewing plans and transferring necessary stamps	0.25	\$38
4.2	Knox Key Installation	FS/F	Site inspection of installation of and proper operation of knox key device.	1.25	\$135
4.3	Temporary Membrane Structures, Tents and Canopies	FS/F	Permit and Inspection fee, includes permit, plan review, travel to and from and data entry	2.00	\$216
4.3.1	Special Events (Not including membrane structures, tents and canopies)	FS/F	Site plan review, site inspection, travel to and from and data entry	1.25	\$135
4.3.2	Pyrotechnics Display	DFM	Application review, pre-site inspection, travel to and from and data entry	1.75	\$205
4.4	Business License Inspection (SDSO, CCLB, or other outside agency)	FS/F	Conduct inspection of existing property which requires annual inspection by AHJ	1.50	\$162
4.5	Non-compliance re-inspection	FS/F	Conduct inspection of existing property which remains non-compliant with codes (3rd and subsequent inspections)	1.75	\$189
4.6	Non-compliance weed abatement re-inspection	FS/F	Conduct legal noticing and re-inspections of a property which remains non-compliant after expiration of final notice to abate hazard	1.75	\$189
4.7	Forced weed abatement administrative fee (Expense of abatement Report and Hearing) (Ordinance 02-01)	FS/F	Includes above, plus work order, description of work, contractor meetings, expense of abatement, inspections, billing, and report.	Expense of abatement	\$500
4.8	Urgent Plan Check - Overtime Plan Review/Inspection	DFM	New residential construction Up to 7,999 square foot) Includes base plan check time plus ½ time plus travel time and data base entry	5.24	\$613
		DFM	New residential construction (8,000-11,999 square foot and up) Includes base plan check time plus ½ time plus travel time and data base entry	6.37	\$745
		DFM	New residential construction (12,000 square foot and up) Includes base plan check time plus ½ time plus travel time and data base entry	7.87	\$921
		DFM	Commercial/Industrial and Multi-Family Building Plans Includes base plan check time plus ½ time plus travel time and data base entry	7.49	\$876
4.9	Reproduction of Fire District Documents	N/A	\$5.00 for the first 5 pages, \$.70 for each additional page thereafter		\$5
4.10	Reproduction of Fire District Documents on CD	N/A	No Charge for the first copy; \$5.00 for the first 5 pages, \$.70 for each additional page when additional copies are ordered.		\$9
4.10.1	Copies of Large Plans (C,D & E Size)	N/A	Copies - Building, site plan, Landscaping, Fire Sprinklers and Grading.	17x22Ansi C 22x34 Ansi D 34x44 Ansi E	\$25 \$55 \$85
4.10.2	Color Copies Photos	N/A	Size is 4" x 6" Size is 8 1/2" x 11" per page or per photo	4x6 = \$1.00 8 1/2x11 = \$1.50	TBD
4.11	Documents sent electronically, or accessed via the web site (www.rsf-fire.org)	N/A	No Charge		\$0
4.12	Annexation Fees	N/A	each acre or portion thereof:		\$1,000
			Each Dwelling Parcel:		\$500
			Each Commercial/Industrial Parcel:		\$1,000

**Rancho Santa Fe Fire Protection District
Schedule of Fire Prevention Services and Fees
Effective July 1, 2013**

ATTACHMENT "B"

Reference Number	MISCELLANEOUS FEES (includes review and/or inspection as indicated)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
4.13	Meeting Facilities - for use of District-owned meeting facilities by members of the general public as noted.	N/A	Category 1- not for profit non commercial community services groups which have members who reside in the District (Tax Exempt (501.C.3) - set-up/cleaning fee		\$50
4.14	Meeting Facilities - for use of District-owned meeting facilities by members of the general public as noted.	N/A	Category 2- all other organizations - set-up/cleaning fee		\$250
4.15	Returned Check Fee	N/A	Additional handling fee for returned check plus the amount of the check		\$25
4.16	Postage/supplies Cost	N/A	Actual cost	Actual	Actual
4.17	Other services not listed	N/A	Services not otherwise specified herein	Actual	Actual
4.18	Inspection Cancellation fee (Fire Marshal)	FM	Failure to cancel field inspection within 24 hours of set appointment	per failure	\$152.00
4.18.1	Inspection Cancellation fee (Dep. Fire Marshal)	DFM	Failure to cancel field inspection within 24 hours of set appointment	per failure	\$117.00
4.18.2	Inspection Cancellation fee (FPS II / Forester)	FS/F	Failure to cancel field inspection within 24 hours of set appointment	per failure	\$108.00
4.19	Fee recovery for special services	N/A	Apparatus charge	Per hour	\$200.00
Reference Number	TRAINING FACILITY FEES - for use by outside agencies		Fee Description		Total Fee or Cost
5.1	Training Tower w/ grounds	N/A	No Burn Room (per day)		\$400/day
		N/A	(per half day)		\$200/half day
5.2	Burn room	N/A	Per Hour, plus tower fee. Includes three personnel to run the burn room and fuel costs		\$200/hour
5.3	Multiple burn rooms	N/A	Additional personnel may be required at a rate of \$50 per hour, per employee		\$50/hour
5.4	Training Grounds	N/A	Per day fee. No Tower		\$200/day
5.5	Ventilation Prop	N/A	Per day fee. Outside agency required to replace and repair all materials use on the prop		\$150/day
5.6	Confined Space prop	N/A	Per day fee		\$150/day
5.7	Drafting/Testing Pit	N/A	Per Fire Apparatus		\$50/apparatus
5.8	Clean up	N/A	If not done by using agency		\$150/hour
5.9	Water Use	N/A	Actual cost		Actual