



## 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

September 7, 2017  
1:30 pm PT  
Special Meeting

### RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

### Pledge of Allegiance

1. Roll Call
2. Public Comment
3. Motion waiving reading in full of all Resolutions/Ordinances
4. Public Hearing
  - a. Fire Mitigation Fee Program: Resolution Adopting Multi-Year Facilities and Equipment Plan for Rancho Santa Fe Fire Protection District  
ACTION REQUESTED: **A call for public comment (oral or written)**
5. Old Business
  - a. Request for Proposal for Design-Build Services for RSF5  
To discuss and/or select a preferred contractor for design/build services for RSF5 and provide direction to the Fire Chief  
ACTION REQUESTED: **Information and/or direction.**
  - b. SAFER Grant Application #2  
To discuss and/or accept or reject SAFER Grant Award to add a Volunteer Recruitment and Retention Coordinator and Educational Incentive. [Staff Report 17-13](#)  
ACTION REQUESTED: **Accept or Reject Grant**
6. New Business
  - a. Resolution No. 2017-10  
To discuss and/or adopt Resolution No. 2017-10 – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan  
ACTION REQUESTED: **Adopt**

b. Resolution No. 2017-11

To discuss and/or adopt Resolution No. 2017-11 – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Committed and/or Constrained Fund Balances for FY17

ACTION REQUESTED: **Adopt**

7. Adjournment

The next special (*in lieu of regular*) meeting Board of Directors meeting to be September 27, 2017 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Board of Directors Special Meeting Agenda**  
**Thursday, September 7, 2017 1:30 pm PT**

**CERTIFICATION OF POSTING**

I certify that on September 6, 2017 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 24 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on September 6, 2017

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

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Karlana Rannals  
Board Clerk

# STAFF REPORT

17-13

TO: BOARD OF DIRECTORS  
FROM: TONY MICHEL, FIRE CHIEF  
SUBJECT: 2016 SAFER GRANT ACCEPTANCE  
DATE: SEPTEMBER 6, 2017



## RECOMMENDATION

Staff recommends acceptance of the Staffing for Adequate Fire & Emergency Response Grant #EMW-2016-FF-00069 which provides for the salary and benefits for a full-time volunteer recruitment and retention coordinator, costs for basic firefighter training, tuition assistance for higher education, and NFPA 1582 entry-level physicals for new volunteer members for a period of four (4) years.

## BACKGROUND

In 2016/17, the Department of Homeland Security and the Federal Emergency Management Agency opened grant applications under two programs:

- Staffing for Adequate Fire & Emergency Response (SAFER)
- Assistance for Firefighters (AFG).

The Fire District submitted four (4) grants applications, two (2) under SAFER which typically provides funding for staffing, and two (2) under Assistance Firefighter Grants (AFG), which usually funds equipment requests.

On July 28, 2017, the Fire District received notice that the District was awarded SAFER Grant #EMW-2016-FH-00203, in which we will hire three (3) firefighter paramedics for RSF6. On September 1, 2017, the District received notification our SAFER Grant application # EMW-2016-FF-00069 was also approved. This grant is a four (4) year program with a total of \$622,931 in grant funding. Under this award, there is no District cost share or matching funds required.

Recruitment and Retention of Volunteer Firefighters							
Category	Sub-Category	Sub-Category Other	First 12-Months	Second 12-Months	Third 12-Months	Fourth 12-Months	Total Cost
1. Recruitment & Retention Coordinator	Salary (Employee)		\$83,200	\$84,864	\$86,561	\$88,292	\$342,917
2. Recruitment & Retention Coordinator	Fringe Benefits (Employee)		\$28,926	\$29,793	\$30,687	\$31,608	\$121,014
3. Training	Basic (Minimum) Firefighter Training		\$15,000	\$15,000	\$15,000	\$15,000	\$60,000
4. Tuition assistance for higher education	Tuition Costs		\$15,000	\$15,000	\$15,000	\$15,000	\$60,000
5. New Member Costs	NFPA 1582 Entry-Level Physical		\$9,750	\$9,750	\$9,750	\$9,750	\$39,000
Total Cost			\$151,876	\$154,407	\$156,998	\$159,650	\$622,931

## **CURRENT SITUATION**

When the Fire District reorganized with CSA 107, it took on the added responsibility of managing a volunteer fire station. While SAFER EMW-2016-FH-00203 will provide assistance by providing limited career staffing, RSF6 will require the utilization of volunteer firefighters to make up the full crew compliment of three or four firefighters on duty for many years.

The District is having a very difficult time in retaining trained volunteer firefighters due to the high demand and hiring of career firefighters at the local, state, and federal levels.

## **ANALYSIS / DISCUSSION**

The SAFER grant award presents an exceptional opportunity for the District to dramatically improve and stabilize our current volunteer program. The temporary full-time appointment of a Volunteer Recruitment and Retention Coordinator would reduce the impact on current staff and maximize opportunities by developing, leading, and implementing comprehensive and effective program that will attract and retain qualified volunteers to the District.

The training and educational assistance will improve retention of current volunteer firefighters and will be a means to attract high quality fire service orientated candidates. Another advantage of the training and education funds is the potential to assist financially disadvantaged candidates through fire academy or paramedic school.

Finally, the funding provided under new member costs will provide for sixteen to eighteen National Fire Protection Association (NFPA) 1582 entry-level physicals per year. This is the typical number of physicals given for new members annually. This will be a huge improvement over the Department of Transportation (DOT) MCSA 5876 physical the District currently provides. A Department of Transportation physical concentrates on ensuring an employee is physically capable of operating a commercial vehicle; whereas an NPFA physical exam focuses on the ability perform fire service tasks based on job analysis and includes a twelve lead cardiac screen.

The District, by accepting this grant, should not anticipate any significant expenditures of District funds.

## RESOLUTION No. 2017-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING THE FIRE MITIGATION FEE FUND MULTI-YEAR PLAN

**WHEREAS**, the Rancho Santa Fe Fire Protection District participates in the San Diego County Fire Mitigation Program; and

**WHEREAS**, the County of San Diego is empowered to collect mitigation fees from applicants for new development for the purpose of the expansion of fire protection and firefighting facilities and equipment; and

**WHEREAS**, the Rancho Santa Fe Fire Protection District must annually adopt a Fire Mitigation Fee Fund Multi-Year Plan at a noticed public hearing.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- (1) The Fire Mitigation Fee Fund Multi-Year Plan is to be incorporated as a part of the Rancho Santa Fe Fire Protection District Final Budget for fiscal year 2017/18.
- (2) A noticed public meeting for adoption of the Fire Mitigation Fee Fund Multi-Year Facilities and Equipment Plan was conducted September 7, 2017.
- (3) A copy of the Fire Mitigation Fee Fund Multi-Year Facilities and Equipment Plan is included as a part of this resolution.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on September 7, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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JAMES H ASHCRAFT  
President

ATTEST:

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Karlena Rannals  
Secretary

## **FIRE MITIGATION FEE MULTI-YEAR FACILITIES AND EQUIPMENT PLAN**

### **FISCAL YEAR 2017/2018**

**Capital Expenditures – Equipment Assets**

No Proposed Expenditures

**Capital Expenditures – Facility**

Microwave Metropolitan Area Wireless Network (75%)

[Mitigation Fee Committee APPROVED \(FY10/11\) – Project Withdrawn FY17](#)

Fueling Station – Harmony Grove Village (HGV) Fire Station (85%) \$ 63,750.00

[Mitigation Fee Committee APPROVED FY16/17](#)

Emergency Station Generator – HGV Fire Station (85%) \$102,000.00

[Mitigation Fee Committee APPROVED FY16/17](#)

**Capital Expenditures – Vehicle & Apparatus Replacement**

Type I Engine for Harmony Grove Fire Station (85%) \$612,250.00

[Mitigation Fee Committee APPROVED FY16/17](#)

### **FISCAL YEAR 2018/2019**

**Capital Expenditures – Equipment Assets**

No Proposed Expenditures

**Capital Expenditures – Facility**

RSF5 Fire Station Construction \$1,445,000.00

[Pending Approval](#)

RSF6 Additional Living Quarters \$ 542,500.00

[Pending Approval](#)

**Capital Expenditures – Vehicle & Apparatus Replacement**

No proposed expenditures

### **FISCAL YEAR 2019/2020**

**Capital Expenditures – Equipment Assets**

No Proposed Expenditures

**Capital Expenditures – Facility**

No Proposed Expenditures

**Capital Expenditures – Vehicle & Apparatus Replacement**

No proposed expenditures

### **FISCAL YEAR 2021/2022**

**Capital Expenditures – Equipment Assets**

No Proposed Expenditures

**Capital Expenditures – Facility**

No Proposed Expenditures

**Capital Expenditures – Vehicle & Apparatus Replacement**

No proposed expenditures

**FIRE MITIGATION FEE  
MULTI-YEAR FACILITIES AND EQUIPMENT PLAN**

**FISCAL YEAR 2022/2023**

**Capital Expenditures – Equipment Assets**

No Proposed Expenditures

**Capital Expenditures – Facility**

No Proposed Expenditures

**Capital Expenditures – Vehicle & Apparatus Replacement**

No proposed expenditures

Approved: September 7, 2017

Motion by: Director

Seconded by: Director

Roll Call Results:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Karlana Rannals  
Secretary



## RESOLUTION NO. 2017-11

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING COMMITTED AND/OR CONSTRAINED FUND BALANCES FOR FY17

**WHEREAS**, in March 2009, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 54; and

**WHEREAS**, the provisions of GASB 54 requires the establishment of a hierarchy of fund balance classifications; and

**WHEREAS**, the “restricted” classification have constraints imposed by laws or regulations of other government; and

**WHEREAS**, the “committed” classification requires formal action by the highest level of decision making authority; and

**WHEREAS**, the “assigned” classification can be constrained by the Board’s “intent” to be used for specific purposes, but are neither restricted nor committed.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Rancho Santa Fe Fire Protection District, that ending FY17 the following funds are committed and/or constrained for use as allocated:

Restricted	
Fire Mitigation Fund	\$1,644,768.78
Committed	
Public Agency Self Insurance System	\$567,108.24
Assigned	
Advance life support equipment	\$44,496.58
Mobile data computer equipment	\$78,749.19
Compensated absences	\$473,117.60
CalTrust Investment (HG Fire Station)	\$4,544,405.15
<b>TOTAL</b>	<b>\$7,352,645.54</b>

**BE IT FURTHER RESOLVED** that the remaining fund balances is considered unassigned effective June 30, 2017 as listed on Exhibit A. These fund balances may be reallocated by the governing body, or official to whom the governing body has delegated authority to assign amounts for specific purposes.

**PASSED AND ADOPTED** at a special meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on September 7, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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JAMES H ASHCRAFT

President

ATTEST:

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Karlana Rannals

Secretary

Combined Balance Sheet  
FY17 (Unaudited)

**Assets**

Current Assets

Cash	General Fund	FMF	TOTAL
Total Cash	13,310,340.58	1,453,727.57	14,764,068.15
Short-Term Investments			
Total Short-Term Investments	7,136,940.00	-	7,136,940.00
Accounts Receivable			
Total Accounts Receivable	618,247.49	200,221.21	818,468.70
Long Term Liability	-	-	-
Prepaid Expenses			
Total Prepaid Expense	-	-	-
Total Current Assets	21,065,528.07	1,653,948.78	22,719,476.85

Restricted Cash Assets

Total Restricted Cash Assets	689,877.16		689,877.16
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Property, Plant and Equipment

Capital Assets - Property, Plant and Equipment	28,215,596.30		28,215,596.30
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Accumulated Depreciation

Total Accumulated Depreciation	(9,533,803.44)	-	(9,533,803.44)
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Capital Assets - Property, Plant and Equipment

Deferred Outflow of Resources

Total Deferred Outflow	4,576,758.00		4,576,758.00
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Total Assets	45,013,956.09	1,653,948.78	46,667,904.87
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**Liabilities and Equity**

Current Liabilities

Total Accounts Payable	2,473,841.72	9,180.00	2,483,021.72
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Employee Liability Payable

	1,143,390.27	-	1,143,390.27
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Other Liabilities (Pension)

Total Other Liabilities	8,883,393.00	-	8,883,393.00
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Long Term Debt

Total Other Current Liabilities	2,427,223.00	-	2,427,223.00
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Total Current Liabilities	14,927,847.99	9,180.00	14,937,027.99
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Equity

Reserve - Capital (Specified)

Capital Replacement Reserves

NCDJPA (MDC)	78,749.19		
ALS Equipment Reserve	44,496.58		
HGEF CalTrust Reserve	4,544,405.15		
PASIS Reserve	328,492.80		
Environmental Initiative for Sustainability	228,769.88		
RCS Radio Infrastructure	-	-	-

	5,224,913.60	-	
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Reserve - General

Operating Reserve	5,500,000.00		
Unspecified Capital Reserve	9,409,377.53		
Undesignated	(12,745,794.11)	1,653,948.78	-

	2,163,583.42	1,653,948.78	3,817,532.20
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Reserve - Capital (Specified)

Net - Capital Assets	18,681,792.86	-	
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Capital Assets Net	18,681,792.86	-	18,681,792.86
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Total Designated Capital Reserves			-
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Reserve - General

CalPERS Reserve	-		
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Operating Reserve	-	-	-
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PY Equity	26,070,289.88		
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Retained Earnings (Net Change)	-		-
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Net Income/Loss (FY17 YTD)	4,019,827.76	\$367,912.10	4,387,739.86
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Total Equity	30,090,117.64	1,644,768.78	31,730,876.88
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Total Liabilities and Equity	45,017,965.63	1,653,948.78	46,667,904.87
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Total Cash Equity (includes GASB54 Committed Funds)	16,245,677.52	1,644,768.78	17,890,446.30
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Note: This report does not include the updated net pension liabilities for FY17.