



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

May 11, 2011
Regular Session 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. Special Presentation

- a. Recognition – Lee Haskin, Engineer for his work in vehicle maintenance and repair

3. Public Comment

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

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

5. Consent Calendar

- a. Board of Directors Minutes
 - i) Board of Directors minutes of April 13, 2011ACTION REQUESTED: **Approve**

b. Receive and File

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

(1) List of Demands

| | |
|--|----------------------|
| Check 22106 thru 22213 for the period April 1 – 30, 2011 totaling: | \$ 853,990.41 |
| Payroll for the period April 1 – 30, 2011 | <u>\$ 447,662.71</u> |
| TOTAL DISTRIBUTION | \$1,301,653.12 |

(2) Statement of Cash Assets – March 31, 2011

(3) Budget Review – July 1, 2010 – March 31, 2011

(4) Activity Reports – April 2011

- Fire Prevention
- Operations
- Training
- Fairbanks Ranch Station Replacement – Construction Change Orders

(5) District Articles

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

- Chinese Bible Church of San Diego
- Carlson
- Call for Nominations – LAFCO
- Carol Streeter

6. Old Business

a. None

7. New Business

a. Article XIII B California Constitution Appropriation Limit

To discuss and/or approve the change in population for the Rancho Santa Fe Fire Protection District appropriations limit. [Staff Report 11-09](#)

ACTION REQUESTED: [Select method to calculate appropriations limit](#)

b. Hazard Abatement Sole Source Contractor

To discuss and/or approve authorizing the Fire Chief or his designee to enter into this service agreement for a sole source contractor for forced abatement of hazardous vegetation and rubbish within the Rancho Santa Fe Fire Protection District for parcels in violation of Fire District's Ordinance 04-02.

[Staff Report 11-10](#)

ACTION REQUESTED: [Approve](#)

8. Resolution/Ordinance

a. Resolution No. 2011-03

To discuss and/or approve a resolution entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for Fiscal Year 2011/2012*

ACTION REQUESTED: [Adopt](#)

b. Resolution No. 2011-04

To discuss and/or adopt a resolution of the Board of Directors entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2011/2012 Appropriations of Tax Proceeds*

ACTION REQUESTED: [Adopt](#)

9. Oral Report

- a. Fire Chief – Michel
 - i) Fairbanks Ranch Replacement Fire Station – Update
 - ii) Cielo Administration Building – Update
 - iii) Sharing of Resources with City of Encinitas
 - iv) District Activities
 - (1) Burn Institute Dinner
 - (2) Appreciation Dinner
- b. Operations – Chief Ward
- c. Training – Battalion Chief Davidson
- d. Fire Prevention - Fire Marshal Hunter
- e. Administrative Manager – Rannals
 - i) Tax Refunds – FY11
- f. Board of Directors
 - i) North County Dispatch JPA – Update
 - ii) County Service Area – 17 – Update
 - iii) Comments

10. Closed Session

- a. Potential Litigation (1) Case – Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) case*
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8
CONFERENCE WITH NEGOTIATORS FOR THE FOLLOWING REAL PROPERTY:
16936 ½ El Fuego, Rancho Santa Fe
Negotiating Parties: Board of Directors; Tony Michel, Fire Chief
Under Negotiation: Price
- c. With respect to every item of business to be discussed in closed session pursuant to Section 54957:
PUBLIC EMPLOYMENT
Title: Fire Chief

11. Adjournment

RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting – Agenda
Wednesday, May 11, 2011 1:00 pm PST

CERTIFICATION OF POSTING

I certify that on May 6, 2011 a copy of the foregoing agenda was posted near the regular 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 May 6, 2011

Karlana Rannals

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – April 13, 2011**

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 Tanner led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Malin, Tanner

Directors Absent: Hickerson, Hillgren

Staff Present: Tony Michel, Fire Chief; Darrin Ward, Deputy Chief; Dismas Abelman, Deputy Chief; Jim Sturtevant, Battalion Chief; Chris Galindo, Administrative Captain; and Karlana Rannals, Board Clerk

President Ashcraft announced that Closed Session will be held time certain at 2pm to meet with legal counsel.

2. Special Presentations

a. Introduce Firefighter/Paramedic

Chief Michel introduced Cameron Stinson, Firefighter/Paramedic as the newest employee hired to the District. He provided a brief background to Mr. Stinson's experience, the hiring process, and the 12-month probationary period. President Ashcraft welcomed the Mr. Stinson to the District on behalf of the Board of Directors.

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 3 AYES; 0 NOES; 2 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

- i) MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to approve the Board of Directors minutes of March 2, 2011.

b. *Receive and File*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

| | |
|--|----------------------|
| Check 22004 thru 22105 for the period March 1 – 31, 2011 totaling: | \$2,066,259.91 |
| Payroll for the period March 1 – 31, 2011 | <u>\$ 430,755.52</u> |
| TOTAL DISTRIBUTION | \$2,497,015.43 |

(2) Activity Reports – March 2011

- Fire Prevention (February/March)
- Operations (February/March)
- Training
- Fairbanks Ranch Station Replacement – Construction Change Orders

(3) District Articles– (February/March)

(4) Correspondence

- Ziemniak

5. Old Business

- a. None

6. New Business

- a. Ad Hoc Committee Appointment - Audit

Ms. Rannals reported that the annual audit has been scheduled for FY11. Each year board members are requested to participate in a preliminary and final meeting with the auditors. She requested the president appoint board members to serve on this ad hoc committee. President Ashcraft appointed Directors Malin and Tanner to serve as members of the ad hoc committee.

- b. Budget Authorization

Chief Michel summarized the staff report included with the agenda material. He informed the Board that he recommended replacing the 2000 GMC van this budget year. The District did not replace the command vehicle listed in the capital budget resulting from the cooperative efforts agreement. The van will be sold at County auction.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to authorize the purchase of a replacement vehicle, and authorize the sale of the GMC van at county auction.

- c. EMS Coordinator, CSA-17

Chief Michel summarized the staff report included. He noted that with the last contract renewal the CSA required the position of EMS Coordinator. The contract requires the expenditure of up to \$119,000 for this position. The position has been in place for approximately three years. The individual is compensated by San Diego Medical Services and supervised by Chief Ward. Over the past three years, numerous issues have arisen, and for the most part have been worked out; however, one of the main concerns has been the ability for this position to speak on behalf of the four agencies, which comprises the CSA. The request to add the position to the Fire District list of authorized personnel will only be funded by CSA-17 funds, and only as long as they are available. He distributed a salary comparison of the District's cost compared to costs paid by SDMS. He acknowledged that there could be some future liability on the District's part as it relates to pension benefits, but the District is not able to calculate those future benefits because of several factors, that include length of employment, investment returns, change in defined benefits, etc. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to add the EMS Coordinator position to the list of authorized District positions, and further authorize the Fire Chief to negotiate an agreement to fill the position.

8. Closed Session

Pursuant to section 54956.9 and 54956.8 the Board met in closed session from 2:05 to 2:35 to discuss the following:

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) case*
All members listed and Stephen J. Fitch, Esq. legal counsel attended the closed session.
- b. CONFERENCE WITH NEGOTIATORS FOR THE FOLLOWING REAL PROPERTY:
16936 ½ El Fuego, Rancho Santa Fe
Negotiating Parties: Board of Directors; Tony Michel, Fire Chief
Under Negotiation: Price

Upon reconvening, President Ashcraft reported that direction was provided to legal counsel for item 8. a., and there was no need to discuss item 8.b. He also announced that the board would reconvene to closed session at the conclusion of all open session agenda items.

7. Oral Report

- a. Fire Chief – Michel
 - i) Fairbanks Ranch Replacement Fire Station – Update: Captain Galindo distributed an update on project. He reported that the project continues to be behind schedule. He noted that framing is close to completion. The retaining wall is complete. The major endeavor is the traffic signal, which the County of San Diego has deemed inadequate. Time is a factor as the road improvements must be completed to move forward with the project. If a mutually agreeable plan is not made, then the District may go back to the original “flashing signals.” The anticipated completion date is September 2011.
 - ii) Cielo Administration Building – Update
Chief Michel reported that as of this date, April 13, escrow has not closed for the Calle Ambiente location. He has been working with legal counsel to resolve the issues delaying the close of escrow. He reported that a third amendment to the sale agreement was authorized, which was a “no cost, only operating expenses” lease. This gave staff the authority to legally occupy the building. Chief Michel also commended the administrative staff for all of the hard work and extra hours committed to accomplish the move. He anticipates that the May 2011 board meeting will move to the Calle Ambiente location.
 - iii) Sharing of Resources with City of Encinitas: he updated the Board on the discussions with Chief Muir (City of Encinitas) on joint habitation of a fire station. He has agreed to look at the response plan criteria to obtain data regarding the long response time to the northwest portion of the Fire District. He will update the Board as he obtains more information.
 - iv) District Activities
 - (1) Burn Institute Dinner – scheduled for April 28. All board members are welcome to attend.
 - (2) Appreciation Dinner – scheduled for May 6 at The Inn at Rancho Santa Fe
 - (3) Cooperative Efforts Governance Meeting – scheduled for April 19 at Encinitas City Hall
 - (4) Wildland Training – scheduled for May and invited board members to observe the training. All are welcome.

- b. Operations – Chief Ward
 - i) Reported total incidents (February – 194 and March 206). He summarized the following significant calls:
 - (1) RSF Lakes – Structure fire (garage) – damage to the home approximately \$1 million. There was significant fire and smoke damage to the structure
 - (2) San Dieguito Road – dryer fire
- c. Training – Battalion Chief Davidson
 - i) Chief Ward summarized the following training activity for all personnel:
 - (1) Continuing Education for Trauma
 - (2) Mandatory sexual harassment supervisor training
- d. Fire Prevention - Fire Marshal Hunter
 - i) Chief Michel report that the Fire Marshal was in South Carolina observing a test center for Wildland fires. The District has hired a temporary employee (two days per week) for weed abatement inspections.
- e. Administrative Manager – Rannals
 - i) No report
- f. Board of Directors
 - i) North County Dispatch JPA – Update
 - (1) No report – next meeting scheduled May 25, 2011
 - ii) County Service Area – 17 – Update
 - (1) No report – next meeting scheduled May 3, 2011
 - iii) Comments
 - (1) Ashcraft: requested a future agenda item to discuss any emergency plans if there were ever a significant incident at the San Onofre Nuclear Generating Station.

Ten-minute recess

8. Closed Session

The Board of Directors reconvened to closed session from 3:59 – 5:45 pm pursuant to section 54957 to discuss the following:

PUBLIC EMPLOYMENT

Title: Fire Chief

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

Upon reconvening, President Ashcraft reported that the board members discussed the topic listed and no action was taken by the Board.

9. Adjournment

Meeting adjourned at 5:46 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

| Check # | Amount | Vendor | Purpose |
|---------|-------------|---|--|
| 22106 | \$707.30 | Accme Janitorial Service Inc | Monthly Service Contract |
| 22107 | \$189.69 | AT&T | Telephone |
| 22108 | \$1,329.95 | AT&T Calnet 2 | Telephone |
| 22110 | \$49,230.79 | bkm Officeworks | Admin Bldg (Rancho Cielo) - Furnishings |
| 22111 | \$1,038.00 | Brandow, Nick | School Education/Training - Reimbursement |
| 22112 | \$117.00 | C.A.P.F. | Disability/Life Insurance |
| 22113 | \$182.00 | Carranza, Kyle | CSA-17 - Supplies - Reimbursement |
| 22114 | \$13,350.00 | CDW Government Inc. | Program Upgrade/Software Enhancement/Admin Building (Rancho Cielo) |
| 22115 | \$2,279.00 | County of SD/RCS | 800 MHz Network Admin Fees |
| 22116 | \$1,224.00 | Dept of Forestry & Fire Protec | Suppression - Regional |
| 22117 | \$1,503.93 | Direct Energy Business - Dallas | Elec/Gas/Propane |
| 22118 | \$3,291.23 | Fitch Law Firm Inc | Legal Services |
| 22119 | \$230.00 | Geocon Inc | FBR #3 Replacement |
| 22120 | \$7,782.06 | Innovative Audio Inc | Admin Bldg (Rancho Cielo) - Furnishings |
| 22121 | \$50.00 | Mertz, William C. | School Education/Training - Reimbursement |
| 22123 | \$19,779.88 | Motorola Inc. | Radio Equipment Replacement |
| 22124 | \$7,370.00 | MTGL Inc | FBR #3 Replacement |
| 22125 | \$149.36 | NCB Sales & Service of Restaurant Equip | Equipment - Minor |
| 22126 | \$1,557.71 | North County EVS Inc | Apparatus Repair |
| 22127 | \$761.79 | Olivenhain Municipal Water District | FBR #3 Replacement |
| 22128 | \$192.35 | Parkhouse Tire, Inc. | Tires & Tubes |
| 22129 | \$852.45 | Rannals, Karlena | Medical Reimbursement/Meetings/Meal Expenses |
| 22130 | \$482.04 | Santa Fe Irrigation District | Water |
| 22131 | \$53.00 | Terminix International | Monthly Service Contract |
| 22132 | \$7.99 | The Screening Pros | Background Investigation - Employment |
| 22133 | \$8,640.20 | The SoCo Group Inc | Gasoline & Diesel Fuel |
| 22134 | \$44.00 | U P S | Shipping Service |
| 22135 | \$16,332.43 | U S Bank Corporate Payment System | Cal-Card./IMPAC program |
| 22136 | \$185.00 | U S Postal Service | Bulk Rate/Business Reply Permit |
| 22137 | \$1,513.15 | ULINE | Admin Bldg (Rancho Cielo) - Furnishings |
| 22138 | \$1,498.63 | Verizon Wireless | MDT Broadband + ATN Line |
| 22139 | \$760.64 | Waste Management Inc | Trash Disposal |

| Check # | Amount | Vendor | Purpose |
|---------|-------------|--------------------------------------|--|
| 22140 | \$452.05 | Willis, Erwin L. | Computer Equipment/Parts - Reimbursement |
| 22141 | \$5,100.00 | WinTech Computer Services | Consulting Services |
| 22142 | \$21,224.03 | All Star Fire Equipment, Inc. | Safety Clothing, Equipment/Breathing Apparatus |
| 22143 | \$490.03 | Allstar Fresh Water Systems Inc | Building - Maintenance/Repair |
| 22144 | \$300.24 | Appliance Repair Bookkeeping | Building - Repair |
| 22145 | \$48.03 | AT&T | Telephone |
| 22146 | \$1,116.56 | AT&T Calnet 2 | Telephone |
| 22147 | \$4,812.69 | AT&T Datacomm Inc | Admin Bldg (Cielo) - Phone line Server |
| 22148 | \$202.94 | Blend | Outside Printing & Binding |
| 22149 | \$200.00 | California EMS Authority | CSA-17 - Supplies |
| 22150 | \$838.41 | Competitive Lighting Maintenance Inc | Station Maintenance/Repair |
| 22151 | \$90.00 | County of SD/RCS | Radio (Mobile Repair) |
| 22152 | \$73.44 | Cox, Fred W. | Mileage Reimbursement |
| 22153 | \$403.75 | Custom Design Software Inc | Computer Programming |
| 22154 | \$36.66 | Daniels Tire Service Inc | Apparatus Repair |
| 22155 | \$163.54 | Dell Marketing | Computer Equipment/Parts |
| 22156 | \$2,807.00 | Design Space Modular Buildings Inc | FBR #3 Replacement |
| 22157 | \$86.99 | Directv | FBR #3 Replacement |
| 22158 | \$89.80 | Eagle Graphics Inc | Admin Building (Rancho Cielo) |
| 22159 | \$1,644.84 | Engineered Mechanical Services Inc | Building - Repair |
| 22160 | \$990.00 | Fairbanks Ranch Com. Serv. Dis | Sewer |
| 22161 | \$44.06 | FedEx | Shipping Service |
| 22162 | \$938.75 | Fire ETC Inc | Fire Hose, Nozzles & Supply/Safety Clothing |
| 22163 | \$1,916.93 | Galls Retail | Uniform - Safety Personnel |
| 22164 | \$46.99 | Gateway Marketing Concepts | Safety Equipment |
| 22165 | \$2,243.35 | Golden Telecom Inc | Admin Bldg (Cielo) - Phone System |
| 22166 | \$3,183.92 | Guardian Life Insurance Co | Dental Insurance |
| 22167 | \$63,320.23 | Health Net | Medical Insurance |
| 22168 | \$674.35 | Home Depot, Inc | Station Maintenance |
| 22169 | \$1,054.76 | HSBC Business Solutions | Janitorial Supplies |
| 22170 | \$17.09 | Hunter, Clifford F | Prevention Meal/Lodging/Travel Exp - Reimbursement |
| 22171 | \$195.00 | IAAP- CA Division | Admin-Local Conf/Seminars |

| Check # | Amount | Vendor | Purpose |
|---------|--------------|-------------------------------------|---|
| 22172 | \$46.50 | Jauregui & Culver Inc | Refuel Facility Repair |
| 22173 | \$39.00 | Jobs Available Inc. | Advertising |
| 22174 | \$716.45 | Konica Minolta Business Inc | Copier Maintenance Contract |
| 22176 | \$847.05 | L N Curtis & Sons Inc | Apparatus Tool/Equipment Replacement |
| 22177 | \$499.00 | Larry Bradford & Associates | FBR #3 Replacement |
| 22178 | \$39,538.65 | Ledcor Construction C/O CB&T Escrow | FBR #3 Replacement |
| 22179 | \$371,430.00 | Ledcor Construction Inc | FBR #3 Replacement |
| 22180 | \$200.00 | McVey, Craig A | CSA-17 - Supplies - Reimbursement |
| 22181 | \$813.57 | Metro Fire & Safety Inc | Public Education Material |
| 22182 | \$163.05 | Napa Auto Parts Inc | Apparatus Parts & Supplies |
| 22183 | \$250.00 | New Earth Enterprises Inc | Landscaping Maintenance Service |
| 22184 | \$8,423.63 | Ninyo and Moore Inc | Soil Contamination - Fuel Tank Removal |
| 22185 | \$13,764.13 | North County EVS Inc | Apparatus/Vehicle Scheduled Maintenance/Repair |
| 22186 | \$450.00 | On-Call Computer Services | Consulting Services |
| 22187 | \$1,811.95 | Parkhouse Tire, Inc. | Tires & Tubes |
| 22188 | \$109,806.63 | PERS | PERS (Employer Paid) |
| 22189 | \$2,357.73 | Physio-Control Inc. | Defibrillator Maintenance |
| 22190 | \$291.00 | Pitney Bowes Inc | Equipment Rental |
| 22191 | \$495.00 | Power Plus! | FBR #3 Replacement |
| 22192 | \$600.00 | Rancho Santa Fe Rotary | Meetings/Meal Expenses/Association Dues |
| 22193 | \$78.29 | Rannals, Karlana | Admin Bldg (Rancho Cielo) - Furnishings/Meetings/Meals Expenses |
| 22194 | \$926.31 | Rose Business Solutions Inc | Consulting Services |
| 22195 | \$2,000.00 | RSF Community Services Distric | Sewer |
| 22196 | \$25.00 | RSFPFA | Firefighters Assn. |
| 22197 | \$5,242.02 | San Diego Gas & Electric | Elec/Gas/Propane |
| 22198 | \$700.00 | Santa Fe Irrigation District | Vehicle Site Rental |
| 22200 | \$4,478.00 | Shapouri Engineering Company Inc | FBR #3 Replacement |
| 22201 | \$172.00 | Slattery, Brian Y | CSA-17 - Supplies - Reimbursement |
| 22202 | \$10,512.50 | Spooner's Woodworks Inc | Admin Bldg (Rancho Cielo) - Furnishings |
| 22203 | \$251.34 | Staples Advantage | Office Supplies |
| 22204 | \$65.00 | State Fire Training | Certification |
| 22207 | \$562.87 | The Lincoln National Life Ins Co | Disability/Life Insurance |

| Check # | Amount | Vendor | Purpose |
|------------------|-------------------------------------|-------------------------|---|
| 22208 | \$3,693.06 | The SoCo Group Inc | Gasoline & Diesel Fuel |
| 22209 | \$47.57 | U P S | Shipping Service |
| 22210 | \$2,720.46 | ULINE | Admin Bldg (Rancho Cielo) - Furnishings |
| 22211 | \$27.30 | Uniform Specialists Inc | Uniform - Safety Personnel |
| 22212 | \$425.45 | Uniforms Plus | Uniform - Safety Personnel/Prevention |
| 22213 | \$180.50 | Willis, Erwin L. | Equipment - Minor - Reimbursement |
| Various | \$11,847.40 | Various | Medical Reimbursement |
| Sub-total | <u>\$853,990.41</u> | | |
| 4/15/2011 | \$223,694.42 | Rancho Santa Fe Fire PD | Payroll |
| 4/29/2011 | \$2,434.80 | Rancho Santa Fe Fire PD | Payroll |
| 4/30/2011 | \$221,533.49 | Rancho Santa Fe Fire PD | Payroll |
| Sub-total | <u>\$447,662.71</u> | | |
| TOTAL | <u><u>\$1,301,653.12</u></u> | | |

Rancho Santa Fe Fire Protection District

FY 11

| | PERIODS | | | | | |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | June 30, 2010 | Jul 31, 2010 | Sept 30, 2010 | Dec 31, 2010 | Mar 31, 2011 | 31-Mar-10 |
| Assets | | | | | | |
| Current Assets | | | | | | |
| Cash | \$ 11,119,482 | \$ 10,183,091 | \$ 8,160,380 | \$ 9,419,749 | \$ 7,096,580 | \$ 8,861,395 |
| GF Accounts Receivable | \$ 248,330 | \$ 289,126 | \$ 175,155 | \$ 68,909 | \$ 209,167 | \$ 123,214 |
| ALS (Paramedic) | \$ 75,056 | \$ 75,161 | \$ 75,161 | \$ 75,314 | \$ 75,438 | \$ 49,508 |
| MDC Reserve | \$ 72,262 | \$ 96,262 | \$ 96,473 | \$ 96,672 | \$ 96,672 | \$ 71,727 |
| PASIS (Workers Compensation) | \$ 559,528 | \$ 559,528 | \$ 584,644 | \$ 584,644 | \$ 584,644 | \$ 572,979 |
| PREPAID (Cap Assets) | \$ 9,986 | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL ASSETS | \$ 12,084,643 | \$ 11,203,168 | \$ 9,091,813 | \$ 10,245,286 | \$ 8,062,500 | \$ 9,678,823 |
| Liabilities | | | | | | |
| Current Liabilities | | | | | | |
| Accounts Payable | \$ 102,119 | \$ 14,291 | \$ - | \$ 193,708 | \$ 2,179 | \$ 2,425 |
| Accrued Expenses | \$ 219,568 | \$ 219,568 | \$ 300,601 | \$ 211,049 | \$ 312,731 | \$ 293,103 |
| Other Payables | \$ 41,184 | \$ 75,161 | \$ 75,161 | \$ 75,161 | \$ 75,161 | \$ - |
| TOTAL LIABILITIES | \$ 362,871 | \$ 309,021 | \$ 375,763 | \$ 479,919 | \$ 390,071 | \$ 295,528 |
| Long Term Liabilities | | | | | | |
| Contract Compensation | \$ 567,622 | \$ 567,622 | \$ 467,402 | \$ 469,107 | \$ 458,375 | \$ 548,818 |
| IBNR Liability (Workers Compensation) | \$ 123,805 | \$ 123,805 | \$ 123,805 | \$ 123,805 | \$ 123,805 | \$ 111,199 |
| Soil Contamination | \$ 6,106 | \$ 6,106 | \$ 6,106 | \$ 6,106 | \$ 6,106 | \$ 6,106 |
| TOTAL LONG TERM LIABILITIES | \$ 697,533 | \$ 697,533 | \$ 597,313 | \$ 599,017 | \$ 588,286 | \$ 666,123 |
| Fund Balance | | | | | | |
| Restricted Reserves | | | | | | |
| MDC Funds | \$ 147,423 | \$ 96,262 | \$ 96,473 | \$ 96,672 | \$ 96,672 | \$ 113,982 |
| PASIS (Workers Compensation) | \$ 435,723 | \$ 435,723 | \$ 435,723 | \$ 435,723 | \$ 435,723 | \$ 436,779 |
| General Fund Reserves | | | | | | |
| CalPERS | \$ 500,000 | \$ 500,000 | \$ 500,000 | \$ 1,700,000 | \$ 1,700,000 | \$ 500,000 |
| Capital Replacement | \$ 4,048,918 | \$ 4,048,918 | \$ 4,048,918 | \$ 4,568,379 | \$ 4,568,379 | \$ 4,048,918 |
| Operating | \$ 4,250,000 | \$ 3,477,273 | \$ 1,931,818 | \$ 3,305,556 | \$ 472,222 | \$ 386,364 |
| Fund Balance Overage/(Deficit) | \$ 1,642,175 | \$ 1,638,438 | \$ 1,105,805 | \$ (939,979) | \$ (188,853) | \$ 3,231,129 |
| TOTAL FUND BALANCE | \$ 11,024,239 | \$ 10,196,614 | \$ 8,118,737 | \$ 9,166,350 | \$ 7,084,144 | \$ 8,717,172 |
| TOTAL LIABILITIES & FUND BALANCE | \$ 12,084,643 | \$ 11,203,168 | \$ 9,091,813 | \$ 10,245,286 | \$ 8,062,500 | \$ 9,678,823 |
| Restricted Cash | | | | | | |
| Fire Mitigation | \$ 4,424,006 | \$ 4,548,747 | \$ 4,530,430 | \$ 4,671,898 | \$ 4,772,118 | \$ 4,803,657 |
| FMF Accounts Payable | \$ (18,317) | \$ (18,317) | \$ - | \$ - | \$ - | \$ - |
| FMF Accounts Receivable | \$ 124,741 | \$ - | \$ 141,468 | \$ 100,220 | \$ 109,195 | \$ 106,647 |
| FMF Deposit In Transit | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL RESTRICTED CASH | \$ 4,530,430 | \$ 4,530,430 | \$ 4,671,898 | \$ 4,772,118 | \$ 4,881,312 | \$ 4,910,304 |
| Combined Fund Total | \$ 16,615,073 | \$ 15,733,598 | \$ 13,763,710 | \$ 15,017,404 | \$ 12,943,813 | \$ 14,589,127 |

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2010**

July 1, 2010 thru March 31, 2011
FY11

| | BUDGET EXPENDITURES FY11 | ESTIMATED EXPENDITURES FY11 | % OF BUDGET |
|-------------------------------------|---|--|------------------------|
| PERSONNEL COSTS | | | |
| Salaries/Wages - Staff | \$4,711,168 | \$3,364,187 | 71.4% |
| Holiday Pay | \$157,615 | \$150,071 | 95.2% |
| Overtime | \$1,029,798 | \$637,063 | 61.9% |
| Health Insurance + HRSA | \$1,099,675 | \$847,246 | 77.0% |
| Life Insurance/Long Term Disability | \$8,743 | \$6,830 | 78.1% |
| Paramedic Incentive Pay | \$19,200 | \$9,600 | 50.0% |
| Retirement | \$1,400,844 | \$893,020 | 63.7% |
| Social Security Tax | \$7,016 | \$4,658 | 66.4% |
| Unemployment Insurance | \$14,577 | \$14,371 | 98.6% |
| Medicare Tax | \$76,875 | \$52,977 | 68.9% |
| Workers' Compensation/Wellness | \$169,000 | \$71,217 | 42.1% |
| Labor (Temporary) | \$35,200 | \$21,704 | 61.7% |
| PERSONNEL (Subtotal) | \$8,729,711 | \$6,072,944 | 69.6% |

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2010
July 1, 2010 thru March 31, 2011

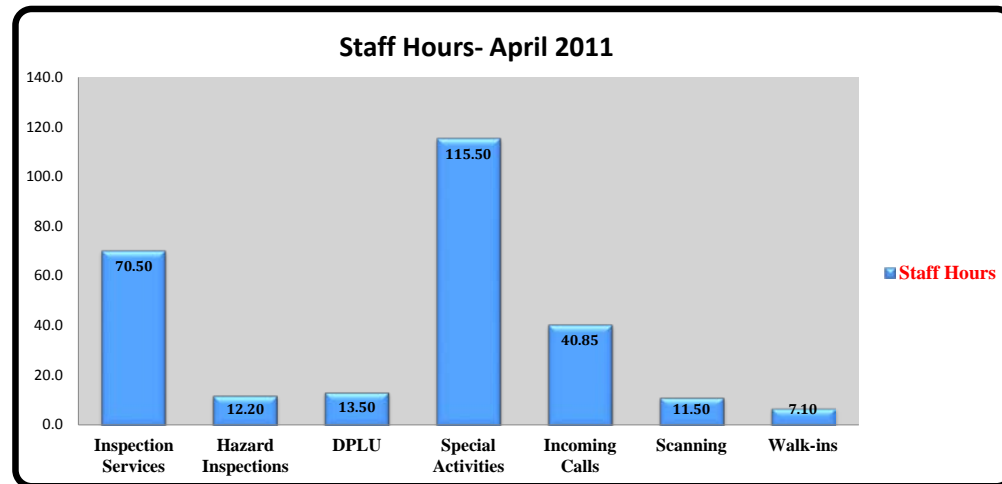
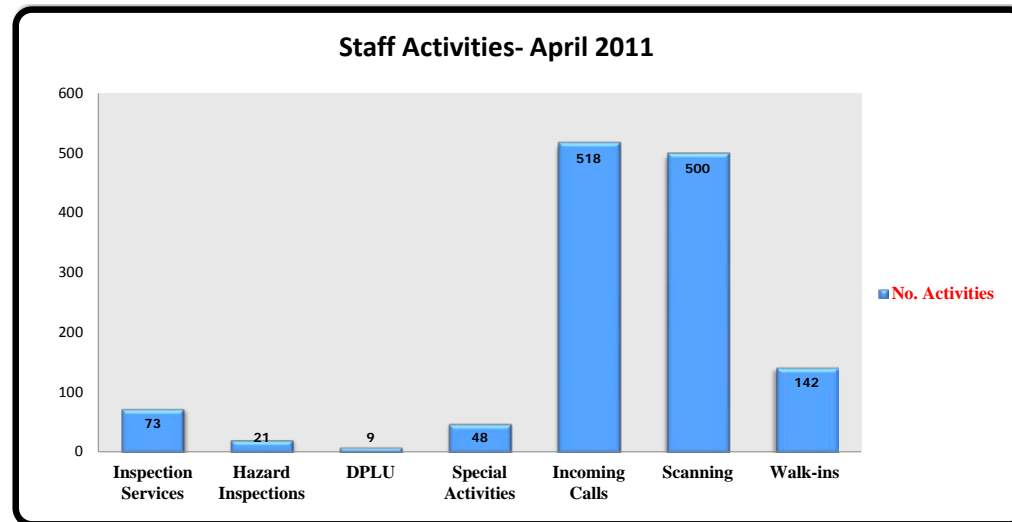
| | BUDGET EXPENDITURES FY11 | ESTIMATED EXPENDITURES FY11 | % OF BUDGET |
|--------------------------------------|---|--|------------------------|
| CONTRACTURAL | | | |
| Administrative Fees | \$161,160 | \$40,477 | 25.1% |
| Advertising | \$2,278 | \$636 | 27.9% |
| Apparatus | \$5,000 | \$0 | 0.0% |
| Association Dues | \$7,656 | \$7,298 | 95.3% |
| Building/Facility Lease | \$5,600 | \$0 | 0.0% |
| Dispatching | \$117,938 | \$117,938 | 100.0% |
| Equipment Rental | \$1,509 | \$582 | 38.6% |
| Equipment Repair | \$17,350 | \$3,579 | 20.6% |
| Insurance | \$68,298 | \$65,580 | 96.0% |
| Laundry Service | \$0 | \$0 | 0.0% |
| Legal Services | \$30,000 | \$18,908 | 63.0% |
| Local Meeting/M meal Expense | \$7,084 | \$4,348 | 61.4% |
| Mileage Reimbursement | \$854 | \$333 | 39.0% |
| Other Contractual Services | \$41,445 | \$35,025 | 84.5% |
| Other Professional Services | \$137,596 | \$97,214 | 70.7% |
| Permits | \$6,135 | \$1,478 | 24.1% |
| Service Agreements | \$45,959 | \$27,644 | 60.1% |
| Soil Contamination Cleanup | \$15,000 | \$33,726 | 224.8% |
| Subscriptions | \$2,130 | \$1,450 | 68.1% |
| Training | \$68,443 | \$38,805 | 56.7% |
| Utilities | | | |
| Electricity | \$86,699 | \$55,931 | 64.5% |
| Sewer | \$9,880 | \$9,246 | 93.6% |
| Telephone | \$47,806 | \$26,449 | 55.3% |
| Trash | \$8,614 | \$6,336 | 73.6% |
| Water | \$16,461 | \$9,379 | 57.0% |
| Vehicle Maintenance (Scheduled) | \$56,400 | \$29,485 | 52.3% |
| Vehicle Repair | <u>\$66,500</u> | <u>\$36,826</u> | 55.4% |
| CONTRACTURAL COSTS (Subtotal) | \$1,033,795 | \$668,673 | 64.7% |

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2010
July 1, 2010 thru March 31, 2011

| | BUDGET EXPENDITURES FY11 | ESTIMATED EXPENDITURES FY11 | % OF BUDGET |
|---|---|--|------------------------|
| MATERIALS & SUPPLY | | | |
| Apparatus | \$28,936 | \$11,166 | 38.6% |
| Audio Visual | \$1,250 | \$0 | 0.0% |
| Books | \$3,700 | \$819 | 22.1% |
| Cellular | \$1,250 | \$357 | 28.6% |
| Computer | \$55,420 | \$22,677 | 40.9% |
| Electrical Supplies | \$417 | \$321 | 76.9% |
| Fire Hose, Nozzles & Supply | \$5,000 | \$109 | 2.2% |
| Firefighting Foam | \$3,500 | \$0 | 0.0% |
| Food for Major Emergencies | \$1,000 | \$93 | 9.3% |
| Fuel | \$62,479 | \$43,118 | 69.0% |
| Furnishings/Equipment | \$5,000 | \$0 | 0.0% |
| Grants | \$11,000 | \$0 | 0.0% |
| Hydrant Maintenance | \$500 | \$0 | 0.0% |
| Janitorial | \$12,000 | \$6,533 | 54.4% |
| Knox Replacement | \$0 | \$0 | 0.0% |
| Landscape | \$0 | \$0 | 0.0% |
| Lumber/Screws/Nails | \$0 | \$17 | 0.0% |
| Maps | \$750 | \$0 | 0.0% |
| Medical Supplies | \$30,000 | \$13,665 | 45.5% |
| Miscellaneous | \$2,254 | \$50 | 2.2% |
| Office - General | \$40,794 | \$22,205 | 54.4% |
| Paint | \$0 | \$0 | 0.0% |
| Program Supplies - CERT | \$2,000 | \$594 | 29.7% |
| Public Education | \$6,500 | \$2,421 | 37.2% |
| Radio | \$23,900 | \$1,636 | 6.8% |
| Rock, Sand, Gravel | \$500 | \$0 | 0.0% |
| Safety | \$278,094 | \$10,618 | 3.8% |
| Special Events & Awards | \$8,500 | \$11,260 | 132.5% |
| Station Maintenance | \$22,500 | \$11,968 | 53.2% |
| Station Supplies/Replacements | \$3,750 | \$2,623 | 69.9% |
| Street Signs & Markers | \$750 | \$0 | 0.0% |
| Tools | \$1,000 | \$0 | 0.0% |
| Training (Expendable Supplies) | \$9,000 | \$2,466 | 27.4% |
| Uniforms | \$26,000 | \$16,374 | 63.0% |
| MATERIAL & SUPPLY (Subtotal) | \$647,744 | \$181,087 | 28.0% |
| OPERATING COST SUMMARY | | | |
| Personnel | \$8,729,711 | \$6,072,944 | 69.6% |
| Contractural | \$1,033,795 | \$668,673 | 64.7% |
| Material & Supply | \$647,744 | \$181,087 | 28.0% |
| Depreciation | \$663,540 | \$497,656 | 75.0% |
| TOTAL COSTS | <u>\$11,074,790</u> | <u>\$7,420,360</u> | 67.0% |
| BEFORE CAPITAL OUTLAY | | | |

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2010
 July 1, 2010 thru March 31, 2011

| | BUDGET EXPENDITURES FY11 | ESTIMATED EXPENDITURES FY11 | % OF BUDGET |
|-------------------------------------|---|--|------------------------|
| CAPITAL and PLANNED PROJECTS | | | |
| RSF3 - FBR Station | \$3,981,583 | \$1,907,090 | 47.9% |
| Admin Building Purchase | \$2,388,147 | \$1,711,158 | 71.7% |
| Microwave Wireless Network | \$153,000 | \$0 | 0.0% |
| Command Replacement Vehicles | \$150,000 | \$0 | 0.0% |
| Total Capital & Projects | <u>\$6,672,730</u> | <u>\$3,618,248</u> | 54.2% |

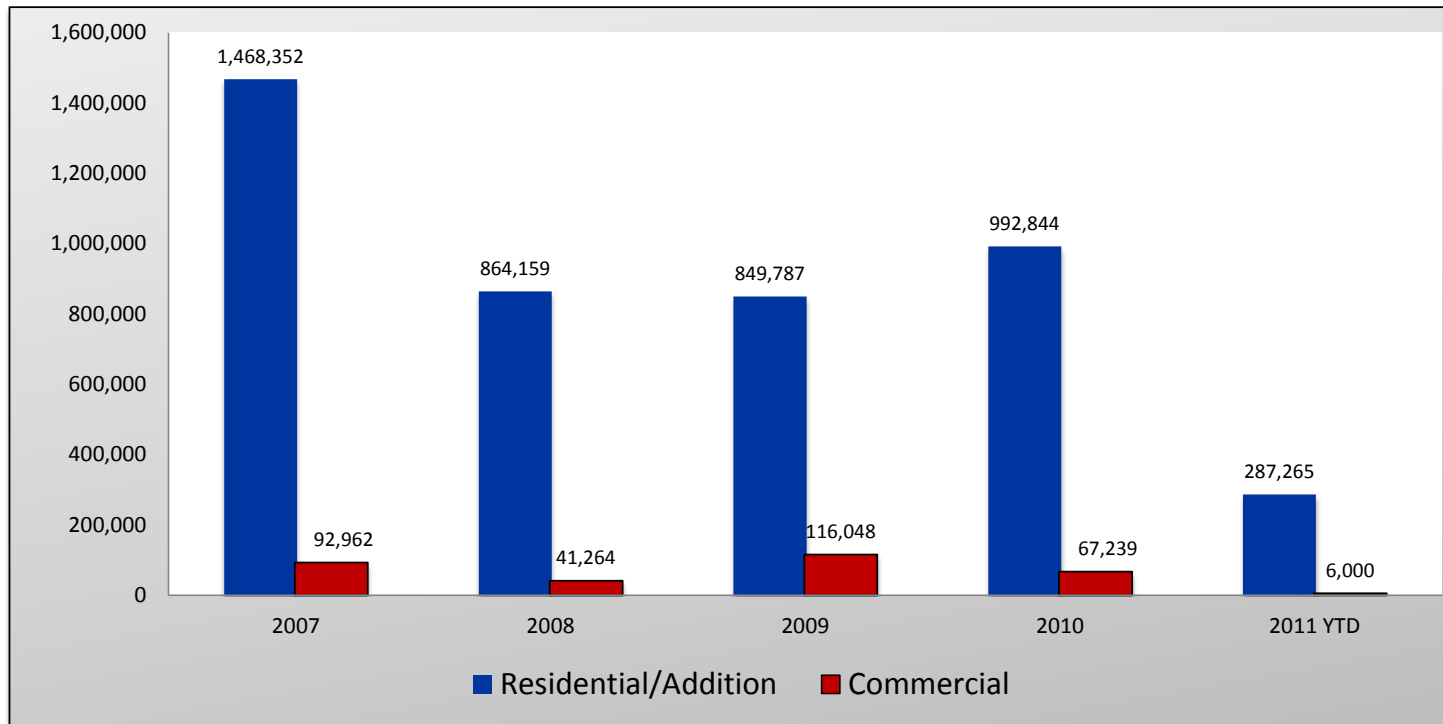


Comparison 2010/2011 Total Monthly Hours/Activities

| 2010 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------------|-----|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Activities | | | 2243 | 2303 | 2111 | 2042 | 3156 | 4747 | 2326 | 2105 | 1719 | 4434 |
| Hours | | | 683.8 | 536.8 | 596.0 | 519.7 | 671.5 | 612.4 | 489.5 | 647.7 | 527.5 | 524.7 |

| 2011 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------------|-------|-------|-------|-------|-----|-----|-----|-----|-----|-----|-----|-----|
| Activities | 2557 | 2623 | 2131 | 1311 | | | | | | | | |
| Hours | 413.7 | 388.8 | 414.9 | 271.2 | | | | | | | | |

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



| Year | Res/Add | Comm | Total |
|----------|-----------|---------|-----------|
| 2007 | 1,468,352 | 92,962 | 1,561,314 |
| 2008 | 864,159 | 41,264 | 905,423 |
| 2009 | 849,787 | 116,048 | 965,835 |
| 2010 | 992,844 | 67,239 | 1,060,083 |
| 2011 YTD | 287,265 | 6,000 | 293,265 |

Comparison 2010/2011 Total Square Footage

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|---------|---------|--------|---------|---------|--------|---------|--------|---------|--------|--------|--------|
| 2010 | 64,770 | 128,133 | 30,284 | 126,570 | 120,627 | 40,310 | 132,067 | 84,314 | 202,035 | 33,455 | 23,407 | 74,111 |
| 2011 | 105,548 | 5,329 | 96,869 | 85,519 | | | | | | | | |

PLAN REVIEW

| RESIDENTIAL PLAN REVIEWS | Number of Structures | Sq Footage |
|-------------------------------|----------------------|------------------|
| Fire Marshal | 17 | 64,966 |
| Fire Inspectors | 2 | 12,275 |
| TOTAL | 19 | 77,241 |
| | | |
| RESIDENTIAL ADDITIONS | Original Sq Footage | Added Sq Footage |
| Fire Marshal | 37,175 | 7,054 |
| Fire Inspectors | 5,790 | 1,224 |
| Urban Forester | 0 | 0 |
| TOTAL | 42,965 | 8,278 |
| | | |
| COMMERCIAL PLAN REVIEWS | Number of Structures | Sq Footage |
| Fire Marshal | 0 | 0 |
| Urban Forester | 0 | 0 |
| Fire Inspectors | 0 | 0 |
| TOTAL | 0 | 0 |
| | | |
| TOTAL NEW CONSTRUCTION | | Sq Footage |
| Based on permitted Sq footage | Total Added | 85,519 |
| | | |
| FIRE SPRINKLER REVIEWS | Commercial | Residential |
| Fire Inspectors | 1 | 4 |
| TOTAL | 1 | 4 |
| | | |
| TENANT IMPROVEMENTS | Number of Structures | Sq Footage |
| Fire Inspectors | 1 | 3,000 |
| TOTAL | 1 | 3,000 |
| | | |
| LANDSCAPE REVIEWS | Number of Reviews | Staff Hours |
| Urban Forester | 24 | 21.5 |
| TOTAL | 24 | 21.5 |

SERVICES PROVIDED- FIRE PREVENTION

| DPLU -All Staff | Number | Staff Hours |
|---------------------------------------|------------------------------|--------------------|
| Project Availability Forms | 2 | 2.0 |
| Administrative Review | 5 | 5.0 |
| Approval Letters | 1 | 0.5 |
| CWPP | 1 | 6.0 |
| TOTAL | 9 | 13.5 |
| | | |
| INSPECTION SERVICES- All Staff | Number of Inspections | Staff Hours |
| Undergrounds | 3 | 2.0 |
| Hydros (Fire Sprinklers) | 26 | 26.0 |
| Finals (Structures) | 19 | 19.5 |
| Landscape | 4 | 3.0 |
| Tents/Canopy | 9 | 9.0 |
| Burn Permits | 2 | 2.0 |
| Knox/Strobe | 3 | 3.0 |
| Fuels/Mod Zone | 1 | 1.0 |
| Code Enforcement | 4 | 4.0 |
| Engine Company Follow Up | 2 | 1.0 |
| TOTAL | 73 | 70.5 |
| | | |
| HAZARD INSPECTIONS - All Staff | Number of Inspections | Staff Hours |
| Weed Abatement Inspection | 5 | 4.0 |
| Weed Abatement Reinspection | 12 | 5.2 |
| 1st Notice | 1 | 0.5 |
| Postings | 2 | 1.5 |
| Homeowner Meeting | 1 | 1.0 |
| TOTAL | 21 | 12.2 |
| | | |
| GRADING -All Staff | Number of Inspections | Staff Hours |
| Plan Review | 5 | 8.0 |
| TOTAL | 5 | 8.0 |

ADMINISTRATIVE SERVICES- FIRE PREVENTION

| SPECIAL ACTIVITIES/EDUCATION-All Staff | Number | Staff Hours |
|---|---------------|--------------------|
| GIS Mapping | 3 | 3.0 |
| Fire Protection Review | 1 | 2.5 |
| CalFire Crew Projects | 1 | 6.0 |
| Mutli-Hazard Mitigation | 2 | 2.5 |
| Training Classes | 4 | 7.0 |
| Confrences | 3 | 27.0 |
| Meetings | 30 | 44.5 |
| Other | 1 | 19.0 |
| Supervison | 3 | 4.0 |
| TOTAL | 48 | 115.5 |
| | | |
| FIRE PREVENTION -All Staff | Number | Staff Hours |
| Incoming Phone Calls | 518 | 40.9 |
| Consultations | 10 | 9.0 |
| Plan Review | 57 | 59.5 |
| Scanning | 500 | 11.5 |
| General Office | 36 | 52.0 |
| TOTAL | 1,121 | 172.9 |

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

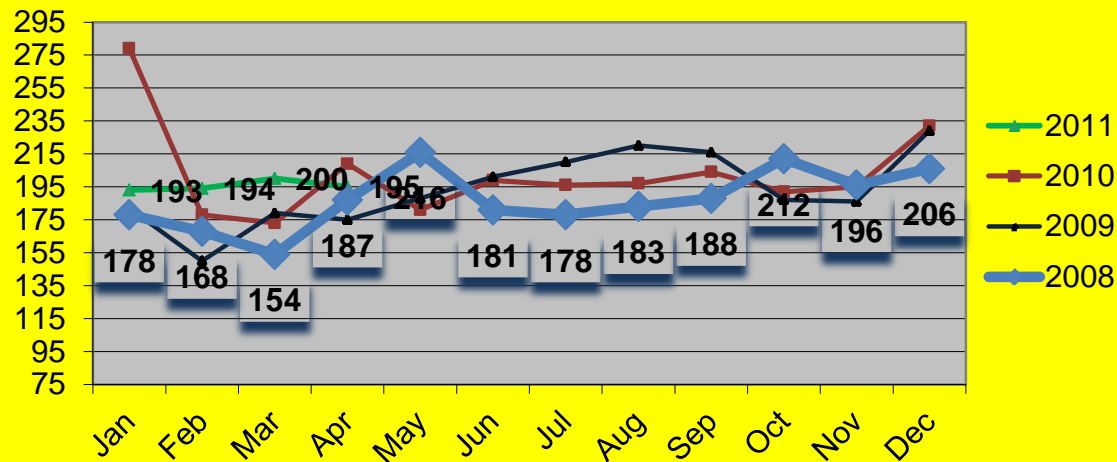
| OFFICE COORDINATOR-PREVENTION | Number | Staff Hours |
|--|---------------|--------------------|
| Phone Calls (All Administrative Staff) | 387.0 | 19.4 |
| Walk in/Counter (All Administrative Staff) | 142.0 | 7.1 |
| Knox Application Request | 4.0 | 0.3 |
| UPS Outgoing Shipments | 3.0 | 0.3 |
| Plan Accepted/Routed | 32.0 | 5.3 |
| Formatting Policies | | 0.0 |
| Special Projects: Moving scanned files,redo old forms | 20.0 | 20.0 |
| Scanning Documents | 200.0 | 10.0 |
| Meetings: Admin Meeting/Prevention,Phone System Training | 10.0 | 10.0 |
| Post Office | 22.0 | 12.0 |
| Deposits | 12.0 | 6.0 |
| Training Classes: | | 0.0 |
| TOTAL | 832.0 | 90.4 |

| WEBSITE/INTERNET | | Staff Hours |
|---|--|-------------|
| Update existing info & documents: | | 2.0 |
| <i>Updated home page with construction update, boot drive, etc.</i> | | 2.0 |
| New design progress: | | 10.0 |
| <i>Links in WUI Guidelines done, working on reformatting</i> | | 10.0 |
| <i>Created banners for all webpages</i> | | |
| Compile & write new information: | | 1.0 |
| | | 1.0 |
| Website Hits - Not available this month due to statcounter error | | |
| Social Media | | 2.0 |
| <i>Facebook "Fans" - 153, "Monthly Active Users" - 189, "Post Views" - 4511</i> | | |
| <i>Helenwoodward event</i> | | 0.5 |
| <i>Posted information about move and station tour</i> | | 0.5 |
| <i>Twitter "Follower" - 262</i> | | |
| <i>Tweeted about Helen Woodward, move, station tour, etc.</i> | | 1.0 |
| <i>bit.ly clicks (last 30 days) - 5</i> | | |
| TOTAL | | 15.0 |
| | | |
| PUBLICATIONS | | Staff Hours |
| Design/write brochures, flyers, etc: | | 9.0 |
| <i>Appreciation Dinner Invitations</i> | | 3.0 |
| <i>Burn Institute Dinner Centerpiece cards</i> | | 3.0 |
| Fire Wire (quarterly): | | 2.0 |
| <i>Solicit articles</i> | | 1.0 |
| <i>Start preparing layout</i> | | 1.0 |
| POSTPONED by one quarter | | |
| TOTAL | | 11.0 |
| | | |
| MEDIA RELATIONS | | Staff Hours |
| On-scene Public Information Officer: | | 1.5 |
| <i>Helen Woodward Animal Center Donation</i> | | 1.5 |
| Press Releases: | | 2.0 |
| <i>Helen Woodward Animal Center Donation</i> | | 1.0 |
| <i>Boot Drive</i> | | 1.0 |
| Other Articles/Stories/Interviews: | | 0.0 |
| TOTAL | | 3.5 |

| EDUCATIONAL PROGRAMS/PRESENTATIONS | | Staff Hours |
|--|--|--------------|
| Children's Programs | | 21.0 |
| <i>Birthday parties - 0</i> | | 0.0 |
| <i>Station Tour - [3 scheduled, 2 attended]</i> | | 3.0 |
| <i>Science Discovery Day</i> | | 18.0 |
| Child Safety Seat Installations: | | 13.0 |
| <i>Scheduled 16</i> | | 1.0 |
| <i>Installed 14</i> | | 12.0 |
| Adult Programs: | | 10.0 |
| <i>HOA Wildfire Presentations</i> | | 8.0 |
| <i>Wildland Drill - Prep</i> | | 2.0 |
| TOTAL | | 44.0 |
| | | |
| EVENTS | | Staff Hours |
| External Events: | | 4.0 |
| <i>Boot Drive</i> | | 2.0 |
| <i>Rotary Rummage Sale Assistance</i> | | 2.0 |
| Internal Events: | | 0.0 |
| | | |
| TOTAL | | 4.0 |
| | | |
| CONTINUING EDUCATION | | Staff Hours |
| Training Classes: | | 1.0 |
| <i>New Telephones</i> | | 1.0 |
| Conferences: | | 0.0 |
| | | |
| Meetings: | | 5.0 |
| <i>Staff meetings</i> | | 5.0 |
| TOTAL | | 6.0 |
| | | |
| CLERICAL | | Staff Hours |
| Prevention-related: | | 30.0 |
| <i>Mailbox, email inbox, phone calls, news clips, etc.</i> | | 30.0 |
| <i>Phone Calls - 41</i> | | |
| Meeting Minutes: | | 0.0 |
| | | |
| Non-prevention/non-minute related: | | 20.0 |
| TOTAL | | 50.0 |
| | | |
| TOTAL HOURS | | 133.5 |

April 2011 Operations Report

Four Year Monthly Response Comparison

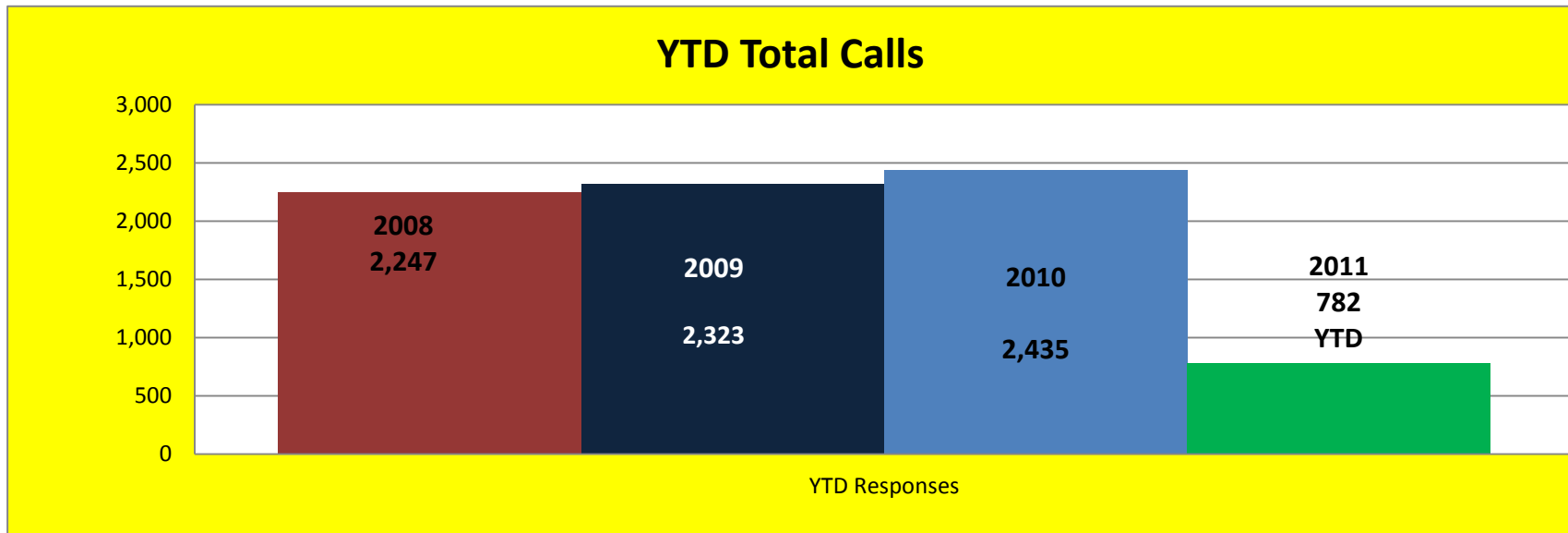


| 2011 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total Responses |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------------|
| Responses | 193 | 194 | 200 | 195 | | | | | | | | | 782 |
| YTD | 193 | 387 | 587 | 782 | | | | | | | | | -31% |

| 2010 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total 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 | 4.8% increase |

| 2009 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Responses |
|-----------|-----|-----|-----|-----|-----|-------|-------|-------|-------|-------|-------|-------|---------------|
| Responses | 182 | 150 | 179 | 175 | 188 | 201 | 210 | 220 | 216 | 187 | 186 | 229 | 2,323 |
| YTD | 182 | 332 | 511 | 686 | 874 | 1,075 | 1,285 | 1,505 | 1,721 | 1,908 | 2,094 | 2,323 | 3.4% increase |

| 2008 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Responses |
|-----------|-----|-----|-----|-----|-----|-------|-------|-------|-------|-------|-------|-------|---------------|
| Responses | 178 | 168 | 154 | 187 | 216 | 181 | 178 | 183 | 188 | 212 | 196 | 206 | 2,247 |
| YTD | 178 | 346 | 500 | 687 | 903 | 1,084 | 1,262 | 1,445 | 1,633 | 1,845 | 2,041 | 2,247 | 2.7% decrease |



Incident Summary by Incident Type

Date Range: From 4/1/2011 To 4/30/2011

Incident Type(s) Selected: All

| Incident Type | Incident Count | Used in Ave. Resp. | Average Response Time hh:mm:ss | Total Loss | Total Value |
|----------------------|-----------------------|---------------------------|---|-------------------|--------------------|
| Fire | 9 | 8 | 00:05:44 | \$0.00 | \$0.00 |
| EMS/Rescue | 91 | 88 | 00:05:31 | \$0.00 | \$0.00 |
| Hazardous Condition | 1 | 1 | 00:04:30 | \$0.00 | \$0.00 |
| Service Call | 37 | 10 | 00:07:59 | \$0.00 | \$0.00 |
| Good Intent | 33 | 6 | 00:06:49 | \$0.00 | \$0.00 |
| False Call | 24 | 23 | 00:06:08 | \$0.00 | \$0.00 |
| Blank or Invalid | 14 | 0 | | \$0.00 | \$0.00 |
| Totals | 209 | 136 | | \$0.00 | \$0.00 |

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.

April 2011

| April 2011 | | | | | | | May 2011 | | | | | | |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| 3 | 4 | 5 | 6 | 7 | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | | 29 | 30 | 29 | 30 | 31 | | | | |

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|----------------------|--|---|--|---|---|-----------|
| Mar 27 - Apr 2 | Mar 27 | 28 | 29 | 30 | 31 | Apr 1 | 2 |
| | | | | | | | |
| Apr 3 - 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | 8:00am 1:00pm Station Tour; | So Cal TOs Entrapme | 8:00am | 8:30am Instructor Me | 8:00am Science Disc | |
| Apr 10 - 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | 1:30pm | 9:00am | 9:00am 2:30pm Girl Scout To | 8:30am Probationary 9:00am CE - SOB; ENC 1:30pm CE - SOB; RSF | 9:00am CE - SOB; ENC 1:30pm CE - SOB; RSF | |
| Apr 17 - 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | 2:00pm Station Tour; | 9:00am CE - SOB; ENC 1:30pm CE - SOB; RSF | 9:00am North Zone R 1:30pm North Zone R | 9:00am North Zone R 1:30pm North Zone R | 9:00am North Zone R 11:00am Helen Wood 11:00am Station Tour; 1:30pm North Zone R | 9:00am SCBA Fit Testi 9:00am SCBA Fit Testi 11:00am Station Tour; | |
| Apr 24 - 30 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | 9:00am SCBA Fit Testi 9:00am SCBA Fit Testi | 9:00am SCBA Fit Testi 1:30pm SCBA Class ar | 9:00am Dynamic Risk Assessment; RSF Sta 1 - Teleconferance 8:30am Pump Testing 8:30am Sexual Harras 1:00pm Sexual Harras | 4:00pm 6:00pm Burn Institue | | |

Fairbanks Ranch Station Change Orders

| Date | Spec. # | Change Req. # | Change Order # | Description | Proposed Cost | Status | Approval By | Approved | Actual Cost |
|--------------|---------|---------------|----------------|--|---------------------|-----------|-------------|-------------|---------------------|
| 8/29/10 | 2660 | 920001 | 0.001 | Rev. dble. chk. valve to compact style | \$0.00 | Approved | Pavone | \$0.00 | \$0.00 |
| 7/27/10 | 2225 | 920002 | 0.001 | ASI-1, clarification only - no cost | \$0.00 | Approved | Pavone | \$0.00 | \$0.00 |
| 7/27/10 | | 920003 | 0.001 | ASI-2, grid line clarification - no cost | \$0.00 | Approved | Pavone | \$0.00 | \$0.00 |
| 7/27/10 | 16150 | 920004 | 0.001 | Add louver @ fuel enclosure, per C. Hunter | \$2,534.00 | Approved | Pavone | \$2,534.00 | \$2,534.00 |
| 7/27/10 | 9930 | 920005 | 0.001 | Corian solid color clarification - no cost | \$0.00 | Approved | Pavone | \$0.00 | \$0.00 |
| 8/6/10 | 15310 | 920006 | rej | Add FDC to detector check assembly | not submitted | Rejected | | | \$0.00 |
| 8/29/10 | | 920007 | rej | Cut/Cap neighbor sewer line at main | \$2,821.01 | Rejected | | | \$0.00 |
| 9/22/10 | 2730 | 920008 | 0.001 | Install 24" C-900 pipe beneath culvert | \$693.78 | Approved | Board | \$693.78 | \$693.78 |
| 8/10/10 | | 920009 | | Redesign of U.G. work due to unknown | \$14,696.25 | Submitted | Board | \$14,696.25 | \$14,696.25 |
| 8/13/10 | 2275 | 920010 | 0.002 | Add retaining wall area at shoring wall | \$19,636.82 | Approved | Michel | \$19,636.82 | \$19,636.82 |
| 8/13/10 | 2200 | 920011 | | Discovery of underground water line | \$3,909.22 | Approved | Michel | \$3,909.22 | \$3,909.22 |
| 9/14/10 | 2725 | 920012 | | Installation of (1) deep rock well - no cost | \$0.00 | Approved | Pavone | \$0.00 | \$0.00 |
| 9/14/10 | 2260 | 920013 | | Extend blow-off per SFID | not submitted | Hold | | | \$0.00 |
| 1/18/11 | | 920014 | 0.004 | Removal & disposal of abandoned pipe | \$3,153.36 | Approved | Michel | \$3,153.36 | \$3,153.36 |
| 1/31/11 | | 920015 | | Concrete cut off of existing headwall | \$1,305.68 | Approved | Michel | \$1,305.88 | \$1,305.88 |
| | | 920016 | | Change in elevator power requirements | credit - TBD | Hold | | | \$0.00 |
| | | 920017 | | Repair broken SDG&E conduit in Roadway | not submitted | Hold | | | \$0.00 |
| 1/18/11 | | 920018 | 0.004 | Costs for sewer repair per RSFCSD | \$4,488.16 | Approved | Michel | \$4,488.16 | \$4,488.16 |
| | | 920019 | | Revised gate post detail per RSFFPD req. | not submitted | Hold | | | \$0.00 |
| 2/7/11 | | 920020 | 0.004 | Add emergency eyewash station | \$1,637.56 | Approved | Board | \$1,637.56 | \$1,637.56 |
| 2/10/11 | | 920021 | 0.003 | Underground utility installation revisions | \$55,433.47 | Approved | Board | \$55,433.47 | \$55,433.47 |
| | | 920022 | | Terrazzo logo Asi per sub | not submitted | Hold | | | \$0.00 |
| | | 920023 | | Add AT&T pull box & street light relocation | \$2,538.59 | Approved | Michel | \$2,538.59 | \$2,538.59 |
| 3/31/11 | | 920024 | | Removal of dintel, north side of building | -\$2,545.00 | Approved | Michel | -\$2,545.00 | -\$2,545.00 |
| 3/31/11 | | 920025 | | Increase Bld. Footing 6" per plan change | \$4,901.37 | Approved | Michel | \$4,901.37 | \$4,901.37 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| Total | | 25 | | | \$115,204.27 | | | | \$112,383.46 |

Revised May 5, 2011



聖地牙哥主恩堂

CHINESE BIBLE CHURCH OF SAN DIEGO

April 15, 2011

Board of Directors, RSF Fire Protection District
Attn: Chief Cliff Hunter
P.O. Box 410
Rancho Santa Fe, CA 92067

Dear Members of the Board:

My name is Albert Lam, Senior Pastor of Chinese Bible Church of San Diego. On behalf of our entire congregation, please allow me to update you on the status of our proposal to build a new church campus in 4S Ranch/Santa Fe Valley Community, and invite you to participate in a conversation about our plan.

Because of concerns raised by members of the community and the desire on the part of our congregation to resolve some misconceptions which exist about our plans, we have instructed our development team to put our project application on hold temporarily.

This delay is intended to be much more than just a gesture of our goodwill. We want to use this time to more properly introduce ourselves, explain more about our mission and church body, provide information about our proposal, and listen to the concerns raised by some residents. Most importantly, we want to use this time to work constructively with you and your neighbors to consider changes and incorporate new ideas which will both protect the 4S Ranch/Santa Fe Valley community and help our congregation to achieve its vision.

4S Ranch and Santa Fe Valley are very special communities. This is why we chose this location, and why it is understandable that residents would have concerns about impacts that any new development proposal might bring. Please know that we too want to protect the community and ensure that 4S Ranch and Santa Fe Valley remain a special place to live.

To initiate this dialogue right away, we will be contacting representatives of various home owners associations and other community groups next week to request an opportunity to meet and work together constructively to identify, and hopefully resolve, any issues of concern.

We have also scheduled two public open houses / workshops:

- Wednesday, May 18, 2011, 6:30pm – 8:00pm at the 4S Ranch Library, 10433 Reserve Drive, San Diego, CA 92127, and,
- Sunday, May 22, 2011, 2:00-4:00 pm at our main Church Campus, 12335 World Trade Drive, Ste. 2, San Diego, CA 92128.

These meetings will be terrific opportunities to ask questions and talk directly with technical experts and church leaders about your concerns and ideas for improving the plan. Some of the 67 families in 4S Ranch who currently attend our church will also be present to answer any questions you have.

Like you, the membership of the San Diego Chinese Bible Church is committed to enhancing 4S Ranch and Santa Fe Valley and ensuring that the special quality of life that has attracted all of us to this community is protected. I look forward to meeting you and other community leaders personally during one of the upcoming public meetings. but in the meantime, please feel free to contact Vickie Olson, our community relations representative, Vickie Olson, at 760-522-8782 with any questions or to schedule a meeting.

Sincerely,

Albert Lam
Senior Pastor, San Diego Chinese Bible Church

Greg, Lee, Grant, John & Cole,

Our heartfelt and
sincere thanks for coming
to our aid Monday Am!

Your calming & reassuring
presence was invaluable.

Our children mean the world
to us. Gregory has had his
struggles.... thus lots of
emotions surfaced Monday
morning.

With thanks & admiration,

Sharon, Bryce Carlson
Ryan & Mary too ♡

...With
Sincere
Appreciation



THANK YOU FOR HELPING
Be44er. Love
Gregory





Chairman

April 18, 2011

Carl Hilliard
Councilmember
City of Del Mar

Vice Chairwoman

Dianne Jacob
County Board of
Supervisors

Members

Bill Horn
County Board of
Supervisors

Bud Pocklington
South Bay
Irrigation District

Mark Lewis
Mayor
City of El Cajon

John Ingalls
Santa Fe
Irrigation District

Andrew L. Vanderlaan
Public Member

Lorie Zapf
Councilmember
City of San Diego

Alternate Members

Greg Cox
County Board of
Supervisors

Sherri Lightner
Councilmember
City of San Diego

Jim Janney
Mayor
City of Imperial Beach

Jo MacKenzie
Vista Irrigation District

Harry Mathis
Public Member

Executive Officer

Michael D. Ott

Counsel

Thomas Bosworth

TO: Independent Special Districts in San Diego County

FROM: Executive Officer
Administrative Assistant

SUBJECT: Call for Nominations to the Local Agency Formation
Commission and the Special Districts Advisory Committee

Nominations are being solicited for one alternate district member position on the Local Agency Formation Commission (LAFCO), and nine positions on LAFCO's Special Districts Advisory Committee. **The deadline for receipt of all nominations is June 3, 2011.**

LAFCO commissioners serve four-year terms. The term of the incumbent LAFCO alternate district member, Jo MacKenzie, will expire in May 2011; however, she can continue to serve until conclusion of the election/installation proceedings. Ms. MacKenzie has indicated that she will seek reelection to the alternate LAFCO position. The new term of the alternate district member position will expire in May 2015. LAFCO regular and alternate district members must be special district officers who reside within San Diego County, but may not be members of the legislative body of a city or county.

The advisory committee consists of 16 members elected to four-year terms. The terms for eight of the positions will expire in 2011 and there is one vacant position with a term that expires in 2012. The terms of the eight committee members elected in 2011 to fill four-year terms will expire in October 2016. The ninth position will serve the remainder of a term that expires in October 2012. It is not known at this time whether incumbent advisory committee members whose terms expire in 2011 will seek reelection. Please note the following nomination restrictions: (1) members of LAFCO's advisory committee may be either a district officer or staff member, but may not be a member on LAFCO; (2) the number of candidates and members of the advisory committee representing the same agency shall be limited to one. A list of incumbents is attached **(Attachment 1)**.

After LAFCO and Special Districts Advisory Committee nominations are received by June 3, 2011, it is anticipated that a candidate's forum will be

held in August 2011, in conjunction with the California Special Districts Association (CSDA) Quarterly Dinner.

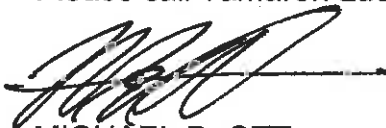
All districts are encouraged to submit nominations. **Please use the attached nomination/resume form (Attachment 2), and be sure that the form specifies whether the nomination is for the LAFCO alternate district member or a Special Districts Advisory Committee member. Only the one-page nomination/resume 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 June 3, 2011.** Please send nominations to:

Executive Officer
Local Agency Formation Commission
1600 Pacific Highway, Room 452
San Diego, CA 92101

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 26, 2011.**

As required by the Rules, please acknowledge receipt of this letter calling for nominations by completion and return of the form attached (Attachment 3).

Please call Tamaron Luckett if you have any questions regarding this letter.



MICHAEL D. OTT
Executive Officer



TAMARON LUCKETT
Administrative Assistant

MDO:trl

Attachments (3)

- No. 1: List of Incumbents
- No. 2: Nominations/Resume Form
- No. 3: Acknowledgement of Receipt Form

**2011 LAFCO & SPECIAL DISTRICTS ADVISORY COMMITTEE
CALL FOR NOMINATIONS
LIST OF INCUMBENTS**

| <u>Incumbent Alternate LAFCO Special District Member</u> | <u>Term Expires</u> |
|---|----------------------------|
| Jo MacKenzie Vista Irrigation District | May 2, 2011 * |

* *The term of the alternate member expires on May 2, 2011, but the incumbent may continue to serve until conclusion of the election proceedings.*

| <u>Incumbent Special District Advisory Committee Members</u> | <u>Term Expires</u> |
|---|----------------------------|
| Gary Croucher (Otay Water District) | October 21, 2011 |
| Judy Hanson (Leucadia CWD) | October 21, 2011 |
| Larry Jackman (San Miguel Consolidated Fire Protection District) | October 21, 2011 |
| John Pastore (Rancho Santa Fe CSD) | October 21, 2011 |
| Tom Pocklington (Bonita-Sunnyside FPD) | October 21, 2011 |
| Jim Poltl (Vallecitos Water District) | October 21, 2011 |
| Teresa Thomas (South Bay Irrigation District) | October 21, 2011 |
| Kimberly Thorner (Olivenhain Municipal Water District) | October 21, 2011 |
| Gary Arant (Valley Center MWD) | October 19, 2012 |
| Ron Fuller (Alpine FPD) | October 19, 2012 |
| Douglas Humphrey (Resource Conservation District of Greater SD) | October 19, 2012 |
| Margaret Morgan (Vista Fire Protection District) | October 19, 2012 |
| Augie Scalzitti (Padre Dam Municipal Water District) | October 19, 2012 |
| Dennis Shepard (North County Cemetery District) | October 19, 2012 |
| Diana Towne (Rincon del Diablo MWD) | October 19, 2012 |
| Vacant | October 19, 2012 |

**2011 LAFCO & SPECIAL DISTRICTS
NOMINATION/RESUME**

Date Received by LAFCO _____

NOMINATED BY: _____
District _____

NAME OF NOMINEE: _____
Address: _____
Phone: _____

NOMINATED FOR: LAFCO ALTERNATE () ADVISORY COMMITTEE ()

DISTRICT EXPERIENCE:

LAFCO EXPERIENCE:

ADDITIONAL INFORMATION:

(Authorized Signature)

Attachment 2

**2011 LAFCO & SPECIAL DISTRICTS MAILED-BALLOT ELECTION
ACKNOWLEDGMENT OF RECEIPT FORM**

(Name of District)

has received notification of LAFCO's intention to conduct the 2011 LAFCO & Special Districts election by mailed ballot.

(Authorized Signature)

(Print Name)

Date: _____

Return this form to:

Executive Officer
Local Agency Formation Commission
1600 Pacific Hwy, Room 452
San Diego CA 92101

Attachment 3

May 2, 2011

Hello Timmer,

Thank you for the great dinner for the Burn Institute. And thank you for serving us, for being there always. I feel so safe and secure just having you around the corner. You fellows are the Best!

Fondly

Carl Stutter

STAFF REPORT

NO. 11-09

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: GANN LIMIT COMPLIANCE

DATE: MAY 6, 2011



Pursuant to Government Code §7901, special districts may annually choose one of the following by a recorded vote of the governing body:

1. Cost of Living:
 - a. the change in California per capita personal income; or
 - b. the percentage change in the jurisdiction's assessed valuation, which is attributable to nonresidential new construction.
2. Population:
 - a. the change in population within the county;
 - b. the change in population within the unincorporated area of the county;
 - c. the use of specific formula calculations or estimates, permitted for mixed incorporated/unincorporated areas of special districts and/or special districts serving more than one county; or

Each year special districts should perform necessary calculations to determine if year-end proceeds of taxes subject to the limit have exceeded the limit. Preliminary calculations have been made for all revenue received to determine whether this district complies with the appropriations limits established for the current fiscal year. Preliminary calculations show that the district will comply with the appropriation limit.

The following recommendation is submitted for your consideration and/or action:

1. To select the change in California per capital personal income (2.51%) for the Cost of Living Factor and the change in population within San Diego County (.72%). (A copy of the State of California Department of Finance Price & Population Data for Local Jurisdictions and SANDAG is not available; however will be provided as soon as possible).
2. The Board may choose to submit population documentation to State Department of Finance Demographic Research Unit for certification by June 1, 2011. Note: there may be a charge by the State for this option. If this option is selected, the District can modify the Gann Limit after supporting documentation is received from the Department of Finance.



May 2011

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2011, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2011-2012. Enclosure I provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2011-2012 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county's and incorporated area's summed population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228 for further information regarding the appropriation limit. You can access the Code from the following website: "<http://www.leginfo.ca.gov/calaw.html>" check box: "Revenue and Taxation Code" and enter 2228 for the search term to learn more about the various population change factors available to special districts to calculate their appropriations limit. Article XIII B, Section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Consult the following website: "http://www.leginfo.ca.gov/const/article_13B" for additional information. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No State agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. The Federal 2010 Census population counts for cities and counties have been certified to the State Controller's Office. Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2011.**

Please Note: The population estimates provided in this report incorporate 2010 Census numbers as benchmarks. Therefore, the population estimates for 2010 and 2011 published in this report for your jurisdiction may be noticeably different from the previous year estimates.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost-of-living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2011-2012 appropriation limit is:

Per Capita Personal Income

| Fiscal Year (FY) | Percentage change over prior year |
|---------------------|--------------------------------------|
| 2011-2012 | 2.51 |

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2011-2012 appropriation limit.

2011-2012:

Per Capita Cost of Living Change = 2.51 percent
Population Change = 0.77 percent

Per Capita Cost of Living converted to a ratio: $\frac{2.51 + 100}{100} = 1.0251$

Population converted to a ratio: $\frac{0.77 + 100}{100} = 1.0077$

Calculation of factor for FY 2011-2012: $1.0251 \times 1.0077 = 1.0330$

Enclosure II
Annual Percent Change in Population Minus Exclusions
January 1, 2010 to January 1, 2011 and Total Population, January 1, 2011

| County City | <u>Percent Change</u> | <u>--- Population Minus Exclusions ---</u> | | <u>Total Population</u> |
|------------------------|------------------------------|---|---------------|------------------------------------|
| | 2010-2011 | 1-1-10 | 1-1-11 | 1-1-2011 |
| San Diego | | | | |
| Carlsbad | 1.07 | 105,432 | 106,555 | 106,555 |
| Chula Vista | 0.90 | 244,003 | 246,208 | 246,496 |
| Coronado | 0.39 | 16,779 | 16,845 | 23,011 |
| Del Mar | 0.46 | 4,168 | 4,187 | 4,187 |
| El Cajon | 0.43 | 99,684 | 100,116 | 100,116 |
| Encinitas | 0.47 | 59,628 | 59,910 | 59,910 |
| Escondido | 0.74 | 144,125 | 145,196 | 145,196 |
| Imperial Beach | 0.35 | 26,367 | 26,459 | 26,459 |
| La Mesa | 1.50 | 57,184 | 58,041 | 58,041 |
| Lemon Grove | 0.43 | 25,370 | 25,478 | 25,478 |
| National City | 0.40 | 57,172 | 57,399 | 58,785 |
| Oceanside | 0.56 | 167,241 | 168,173 | 168,173 |
| Poway | 0.53 | 47,903 | 48,155 | 48,155 |
| San Diego | 0.77 | 1,290,389 | 1,300,280 | 1,311,882 |
| San Marcos | 0.99 | 83,900 | 84,734 | 84,734 |
| Santee | 1.36 | 53,456 | 54,183 | 54,183 |
| Solana Beach | 0.38 | 12,896 | 12,945 | 12,945 |
| Vista | 0.44 | 94,020 | 94,431 | 94,431 |
| Unincorporated | 0.54 | 435,448 | 437,794 | 490,139 |
| County Total | 0.72 | 3,025,165 | 3,047,089 | 3,118,876 |

(*) Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Enclosure IIa
Annual Percent Change in Population Minus Exclusions (*)
January 1, 2010 to January 1, 2011

| County | <u>Percent Change</u> 2010-11 | <u>--- Population Minus Exclusions ---</u> 1-1-10 1-1-11 |
|---------------------|--|---|
| Placer | | |
| Incorporated | 1.81 | 239,276 243,598 |
| County Total | 1.51 | 347,133 352,380 |
| Plumas | | |
| Incorporated | -0.38 | 2,109 2,101 |
| County Total | -0.10 | 20,045 20,025 |
| Riverside | | |
| Incorporated | 1.77 | 1,665,558 1,695,115 |
| County Total | 1.81 | 2,167,417 2,206,633 |
| Sacramento | | |
| Incorporated | 0.84 | 856,383 863,577 |
| County Total | 0.83 | 1,409,912 1,421,638 |
| San Benito | | |
| Incorporated | 0.68 | 36,788 37,037 |
| County Total | 0.63 | 55,272 55,619 |
| San Bernardino | | |
| Incorporated | 1.08 | 1,712,066 1,730,552 |
| County Total | 1.05 | 1,994,308 2,015,251 |
| San Diego | | |
| Incorporated | 0.76 | 2,589,717 2,609,295 |
| County Total | 0.72 | 3,025,165 3,047,089 |
| San Francisco | | |
| Incorporated | 0.97 | 804,893 812,722 |
| County Total | 0.97 | 804,893 812,722 |
| San Joaquin | | |
| Incorporated | 1.04 | 542,343 547,973 |
| County Total | 0.97 | 679,952 686,520 |
| San Luis Obispo | | |
| Incorporated | 0.81 | 150,314 151,537 |
| County Total | 0.83 | 261,790 263,966 |

(*) Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Gann Limit Calculation Method

| GANN LIMIT RECALCULATIONS (Proposition 111) | | | |
|---|--------|---------------------|-------------|
| | | | Data by DOF |
| FY 05/06 | | | |
| | | Per Capita Change = | 5.26% |
| | | Population = | 1.27% |
| | | Factor | |
| 16,186 | 12.09% | Population (LAFCO) | |
| | | Recalculated Factor | |
| FY 06/07 | | | |
| | | Per Capita Change = | 3.96% |
| | | Population = | 0.94% |
| 1.0000 | | Factor | |
| 21,884 | 35.20% | Population (LAFCO) | |
| | | Recalculated Factor | |
| FY 07/08 | | | |
| | | Per Capita Change = | 4.42% |
| | | Population = | 2.00% |
| | | Factor | |
| 21,041 | -3.85% | Population (LAFCO) | |
| | | Factor | |
| FY 08/09 | | | |
| | | Per Capita Change = | 4.29% |
| | | Population = | 1.43% |
| | | Factor | |
| 26,859 | 27.65% | Population (LAFCO) | |
| | | Factor | |
| FY 09/10 | | | |
| | | Per Capita Change = | 0.62% |
| 29,668 | | Population = | 1.32% |
| | | Factor | |
| | 10.46% | Population (LAFCO) | |
| | | Factor | |

REVISED CALCULATION Dept of Finance

| Revised FY Factor | Recalculated Gann Limit | Over (Under) Limit |
|----------------------|----------------------------|-----------------------|
| 1.0526 | | |
| <u>1.2223</u> | | |
| 1.2866 | \$10,510,134 | (\$3,045,322) |
| | | |
| | | |
| | | |
| 1.0396 | | |
| <u>1.1471</u> | | |
| 1.1925 | \$12,533,599 | (\$4,162,040) |
| | | |
| | | |
| | | |
| 1.0442 | | |
| <u>1.1411</u> | | |
| 1.1915 | \$14,934,242 | (\$5,432,542) |
| | | |
| | | |
| | | |
| 1.0429 | | |
| <u>1.0760</u> | | |
| 1.1222 | \$16,758,615 | (\$6,902,766) |
| | | |
| | | |
| | | |
| 1.0062 | | |
| <u>1.0132</u> | | |
| 1.0195 | \$17,085,104 | (\$7,420,586) |
| | | |
| | | |

STAFF REPORT

NO. 11-10

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: CLIFFORD HUNTER, FIRE MARSHAL

SUBJECT: HAZARD ABATEMENT – SOLE SOURCE CONTRACTOR

DATE: MAY 11, 2011



RECOMMENDATION

After reviewing the eight schedules of fees received, *“California Tree Service, Inc.”* was determined the lowest and most responsive bid. I recommend that the Fire Chief or his/her designee be authorized to execute a service agreement with *California Tree Service, Inc.* as the sole source contractor for forced abatement of hazardous vegetation and rubbish within the Rancho Santa Fe Fire Protection District for parcels in violation of Fire District’s Ordinance 04-02.

CURRENT SITUATION

It is time to renew the service agreement. Eleven companies were interested in our sole source contractor for forced abatement bidding process. We mailed eleven bid packages to the interested companies and received eight bids. The 30-day bid period closed on April 15, 2011. I have attached the *Schedule of Fees* for your review that includes the list of interested tree service companies. The total base cost for services ranged from \$655 to \$3,620. After a review of the eight bids, it was determined that only four bids were complete and the lowest total base cost to our bid request for services was *“California Tree Services, Inc.”* at \$1,095.00. (See Attachment “B” for additional information)

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. In September 2007, the Board authorized the second sole source contract with The *“Treekeeper, Inc.”* who was awarded the contract as the sole source provider.

The program includes a service agreement, the scope of work, which would be for one-year with an option of a two-year extension, a schedule of fees, timing requirements, compensation, business/contractor license, workers compensation, and insurance requirements. It also included attachments of the district’s ordinances, notice process, vertical clearance requirements, and the standard for vegetation clearances and hazard reduction. (See attachment “A” for complete Bid package.)

Vegetation management and hazard removal includes clearing of brush, dead trees, palm tree trimming and mowing grasses on vacant properties, around structures, and along roadways. This program includes abatement of hazards when owners fail to bring their properties into compliance with adopted ordinance(s).

| *Weed Abatement Bid Packets | So. Cal Tree Care Fees | Badger & Son Fees | California Tree Service, Inc. Fees | Pro Trees Fees | The Tree Keeper Fees | Sutton Tree Service Fees | Lumber Jack Services Fees | Rancho Enviromental Serv. Fees |
|--|------------------------|------------------------|---|------------------------------|----------------------|--------------------------|---------------------------|--------------------------------|
| Items | | | | | | | | |
| <i>Tractor Mowing:</i> | | | | | | | | |
| A. Equipment move-on fee | \$200.00 | \$75.00 | \$50.00 | \$80.00 | \$55.00 | \$75.00 | \$300.00 | \$200.00 |
| B. Hourly rate | \$250.00 | \$85.00 | \$65.00 | \$70.00 | \$88.00 | \$80.00 | \$38.00 | \$200.00 |
| <i>Hand Labor</i> | | | | | | | | |
| A. General Labor, hourly rate (per person) | \$18.00 | \$25.00 | \$50.00 | \$15.00 | \$50.00 | \$48.95 | \$16.00 | \$200 for a 3 man crew |
| B. Hand Labor, hourly rate (per person) includes use of string trimmers,chainsaws and or other small equipment | \$21.00 | \$35.00 | \$50.00 | \$23.00 | \$50.00 | \$48.95 | \$25.00 | \$200 for a 3 man crew |
| <i>Debris Removal</i> | | | | | | | | |
| A. Hauling (per cubic yard of material) | \$20.00 | \$15.00 | \$10.00 | Left blank on form | \$73.00 | \$65.00 | \$75.00 | \$200 +dump fee |
| B. Dumping | \$25 per ton | \$75 per load | \$195 green waste only \$200 a day Plus 2 labors | \$20 per yard | \$110 per ton | Reimb of Cost | \$65-120 ton | \$200 +dump fee |
| C. Chipping (left at site, spread to no more that 6" depth) | \$18 per hour | \$35 per hour | \$400=\$75 hr | \$40 per yard | \$73.00 hour | \$65.00 | \$25 Cubic Yard | \$220 per hour |
| <i>Administrative Fee</i> | | | | | | | | |
| Per Parcel | \$15 per hour | \$0.00 | \$100.00 | \$30.00 | \$11.00 | \$100.00 | \$300.00 | \$200 (no chrg on apprvd wk) |
| <i>Tree Work (per hour, per person)</i> | | | | | | | | |
| A. Roadway clearance (trimming to 13'6" high) | \$20.00 | \$25.00 | \$50.00 | \$16.00 | \$72.00 | \$65.00 | \$28.00 | \$200.00 per 3 man crew |
| B. Tree removal- free falling | \$25.00 | \$35.00 | \$50.00 | \$18.00 | \$66.00 | \$65.00 | \$38.00 | \$200.00 |
| C. Tree removal- controlled fall | \$32.00 | \$40.00 | \$50.00 | \$21.00 | \$66.00 | \$65.00 | \$48.00 | \$200.00 |
| D. Tree removal- w/ use of boom truck | \$35.00 | n/a | \$50.00 | \$100.00 | \$72.00 | \$70.00 | \$140.00 | \$200.00 |
| E. Tree removal - w/use of crane or other heavy equip. | \$645/ Yes | n/a | \$50.00 | \$220.00 | \$165.00 | \$150.00 | \$225.00 | \$200.00 |
| F. Tree trimming- canopy (dead wood removal) free fall | \$32.00 | \$55.00 | \$50.00 | \$28.00 | \$72.00 | \$70.00 | \$48.00 | \$200.00 |
| G. Tree trimming- canopy (dead wood removal) contolled fall | \$32.00 | \$60.00 | \$50.00 | \$28.00 | \$72.00 | \$70.00 | \$48.00 | \$200.00 |
| H. Firewood , stacked left at site | \$18.50 | \$25.00 | \$50.00 | \$15.00 | \$39.00 | \$50.00 | \$16.00 | \$200.00 |
| I. Firewood, removed from site | \$20.00 | \$35.00 | \$50.00 | \$16.00 | \$50.00 | \$50.00 | \$28.00 | \$200.00 |
| J. Stump grinding | \$25.00 | \$35.00 | \$50.00 | \$32.00 | \$83.00 | \$80.00 | \$75.00 | \$200.00 |
| Total Base Cost | \$1,451.50 | \$655.00 | \$1,095.00 | \$772.00 | \$1,267.00 | \$1,217.90 | \$1,593.00 | \$3,620.00 |
| <i>Insurance Liability</i> | | | | | | | | |
| General single limit per occurrence | \$1,000,000.00 | Not Provided | \$1,000,000.00 | \$1,000,000.00 | \$1,000,000.00 | \$1,000,000.00 | \$1,000,000.00 | \$1,000,000.00 |
| General aggregate | \$2,000,000.00 | Not Provided | \$2,000,000.00 | \$2,000,000.00 | \$2,000,000.00 | \$2,000,000.00 | \$1,000,000.00 | \$2,000,000.00 |
| <i>Automobile Liability</i> | | | | | | | | |
| Combined single limit per occurrence | \$1,000,000.00 | Not Provided | \$1,000,000.00 | Not provided | \$1,000,000.00 | \$1,000,000.00 | \$1,000,000.00 | \$1,000,000.00 |
| <i>Contractor License #</i> | | | | | | | | |
| Classification | 860690 C61/D49 C27 | 30926 Pest control? | 696749 C27 C61/D49 | Not provided Not Provided | 724910 C61/D49 | 591236 C61/D49 | 708903 B/D49 | 681461 C61/D49 |
| Exp. Date | 6/30/2011 | 12/31/2012 | 10/31/2012 | Not Provided | 5/31/2012 | 3/31/2012 | 6/1/2011 | 12/31/2011 |
| Sign Agreement | Yes | NO | Yes | yes | Yes | No | No | Yes |
| Contractors License defined | | | | | | | | |
| C61 - Limited Speciality / C27 Landscpaing / D49 Tree Service | | | | | | | | |



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 Hillgren
Randall Malin
John C. Tanner

Fire Chief
Tony J. Michel

ATTACHMENT “A”

PUBLIC NOTICE

The Rancho Santa Fe Fire Protection District is seeking qualified contractors to respond to the open bid process as a sole source contractor for forced vegetation management/hazard removal. Vegetation management/hazard removal includes clearing of brush, dead trees, and mowing of grasses on vacant properties and around structures and along roadways. The program includes abatement of hazards when owners fail to bring their properties into compliance with adopted ordinance(s).

Sealed bids must be received no later than April 15, 2011 at 5pm to the Rancho Santa Fe Fire Protection District Administration at P.O. Box 410 (mailing address) or 18027 Calle Ambiente (street address for UPS/FedEx only), Rancho Santa Fe, CA 92067. For further information contact Fire Marshal Clifford Hunter at (858) 756-5971.



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 Hillgren
Randall Malin
John C. Tanner

Fire Chief
Tony J. Michel

Contractors Directions for Completion of Sealed Bid for Vegetation Management Contract

The attached Service Agreement is the package containing a complete description of the contract. Fill out the **Schedule of Fees** page completely to provide for an accurate bid process. Return the completely filled out agreement with the following attachments to Clifford Hunter, Fire Marshal, Rancho Santa Fe Fire Protection District, P.O. Box 410/18027 Calle Ambiente (no mail), Rancho Santa Fe, CA 92067.

Please enclose copies of:

- Business License (**Section 6.0**)
- Proof of Insurance:
- Workers Compensation (**Section 7.0**)
- General Liability (**Section 8.0**)
- Automobile (**Section 8.0**)

Sealed bids must be received no later than April 15, 2011 at 5pm. For any additional questions contact Fire Marshal Clifford Hunter at (858) 756-5971.

The District reserves the right to reject any and all bids

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 _____ day of _____, **2011**, by and between the RANCHO SANTA FE FIRE PROTECTION DISTRICT, hereinafter designated as “DISTRICT” and _____, 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 forward 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. **Tractor Mowing**
 - A. Equipment move-on fee \$ _____
 - B. Hourly rate \$ _____

2. **Hand Labor**
 - A. General labor, hourly rate (per person) \$ _____
 - B. Hand labor, hourly rate, (per person) includes use of string trimmers, chainsaws and or other small equipment \$ _____

3. **Debris Removal**
 - A. Hauling (per cubic yard of material) \$ _____
 - B. Dump fees \$ _____
 - C. Chipping (left at site, spread to no more than 6" depth) \$ _____

4. **Administrative Fee**
 - A. Per parcel \$ _____

5. **Tree Work** (per hr, per person)
 - A. Roadway clearance (trimming to 13'6" high) \$ _____
 - B. Tree removal – free falling \$ _____
 - C. Tree removal – controlled fall \$ _____
 - D. Tree removal – w/use of boom truck \$ _____
 - E. Tree removal – w/use of crane or other heavy equipment \$ _____
 - F. Tree trimming – canopy (dead wood removal) free fall \$ _____
 - G. Tree trimming – canopy (dead wood removal) controlled fall \$ _____
 - H. Firewood, stacked left at site \$ _____
 - I. Firewood, removed from site \$ _____
 - I. Stump grinding \$ _____

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-days (30), 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-days (30), 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-day (30) 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 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 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

Print Name

Date

Clifford F. Hunter
Fire Marshal

Print Name

Date

Tony J. Michel
Fire Chief

Print Name

Date



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 Hillgren
Randall Malin
John C. Tanner

Fire Chief

Tony J. Michel

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
- Newspaper Advertisement
- 13'6" Roadway Clearance Diagram
- Palm Tree Policy
- Standard for Vegetation Clearance and Hazard Reduction

ORDINANCE No. 2004-02

AN ORDINANCE OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT FOR VEGETATION MANAGEMENT, AND DECLARING CERTAIN VEGETATION, AND CERTAIN WASTE MATTER A PUBLIC NUISANCE, AND PROVIDING FOR THE REMOVAL THEREOF

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

WHEREAS, the Board of Directors of the Rancho Santa Fe Fire Protection District does herewith find that the District has certain climatic, geologic, and topographical features that can have a deleterious effect on emergency services such as fire protection and emergency medical services, and,

WHEREAS, the Board of Directors finds that the modifications and changes to the Uniform Codes are reasonably necessary because of the following local climatic, geological, and topographical conditions:

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

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

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

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

3. The Rancho Santa Fe Fire Protection District is bisected by San Diego County Highway S6. This highway is heavily traveled by transportation vehicles carrying known toxic, flammable, explosive and hazardous materials.

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

4. The seasonal climatic conditions during the late summer and fall create numerous serious difficulties regarding the control of and protection against fires in the Rancho Santa Fe Fire Protection District. The hot, dry weather typical of this area in summer and fall coupled with strong Santa Ana Winds frequently results in wildfires that threaten or could threaten the Rancho Santa Fe Fire Protection District. Natural vegetation occurring in our region is among the most highly flammable in the world.

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

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

6. The Rancho Santa Fe Fire Protection District and Southern California are semi-arid regions and experience water shortages from time to time. Those shortages can have a severely adverse effect on water availability for fire fighting.

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

WHEREAS, Section 50022.1 through 50022.10, inclusive, of the Government Code and Section 13869 of the Health and Safety Code, provide authority for the adoption by reference of

codes, or portion of such codes:

WHEREAS, the health and safety of the Rancho Santa Fe Fire Protection District and the residents thereof require the adoption of the following Ordinance.

WHEREAS, the formation of this Ordinance is as directed by the Health and Safety Code of the State of California, Division 12, Part 5, Abatement of Hazardous Weeds and Rubbish Sections 14875 and 14876, and Part 6, Abatement of Hazardous Weeds and Rubbish, Alternative Procedures Section 14930 through 14931.

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

Ordinance Number 02-01, of the Rancho Santa Fe Fire Protection District is hereby repealed.

Section I Abatement and Management of Certain Vegetation, and Certain Waste Matter

1 DEFINITIONS.

The following words and phrases shall have the meanings respectively as described in this ordinance:

(a) " VEGETATION" is material that in its natural state will readily ignite, i. e., burn and transmit fire from native or landscape plants to any structure or other vegetation. Vegetation includes dry grass, brush, weeds, litter or other flammable vegetation that creates a fire hazard.

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

(c) "DEAD, DYING OR DISEASED TREES" include pest or pathogen infested trees, abandoned or neglected groves or other trees, which are in a dying condition or no longer living.

(d) "GREEN WASTE" includes, but is not limited to, organic material such as yard trimmings, plant waste, untreated wood wastes, paper products, natural fiber products, mulch and compost.

(e) "IMPROVEMENT" means any building or structure, permanent or temporary, erected for the support, shelter, or enclosure of persons, animals, chattels, or property of any kind located in the unincorporated area of the County of San Diego and shall include agricultural crops. For purposes of this term, "improvement" shall not include fences, similar barriers enclosing, or separating areas of land.

(f) "MULCH" is any chipped wood product or other combustible ground cover used in landscaping and must be not be placed within 12 inches of any stucco walls or other combustible portions of a structure.

(g) "NOXIOUS WEED" shall mean any species of plant that is, or is liable to be, troublesome, aggressive, intrusive, detrimental, or destructive to agriculture, silviculture, or important native species, and difficult to control or eradicate, as defined in Section 5004 of the California Food and Agricultural Code.

(h) "PARCEL" means any contiguous quantity of land in the possession of, owned by, or recorded as the property of, the same person or entity, and which is located in the unincorporated area of the County of San Diego.

(i) "RESPONSIBLE PARTY" includes, but is not limited to, any person, firm, partnership or corporation owning, renting, leasing, or otherwise controlling any parcel located in the unincorporated area of the County of San Diego.

(j) "RUBBISH" is waste material including, but not limited to, garbage, waste paper, and debris from construction or demolition.

2 Certain Vegetation, And Other Items Declared a Public Nuisance

"Weeds," as used in this part, means all weeds growing upon streets, sidewalks or private property within the Rancho Santa Fe Fire Protection District and includes any of the following, and are hereby declared a public nuisance:

(a) Plants or vegetation, which bare seeds of a downy or wingy nature, which create a fire or health hazard

(b) Sagebrush, chaparral, and any other brush or vegetation which attain such large growth as to become, when dry, a fire menace upon premises and/or to adjacent property.

(c) Plants or vegetation, which is otherwise noxious weed or dangerous.

(d) Poison oak and poison ivy when the conditions of growth are such as to constitute a menace to the public health.

(e) Dry grass, stubble and weeds, which endangers the public safety by creating a fire hazard in any portion of the Rancho Santa Fe Fire Protection District, shall be mowed to a height of 4 to 6 inches.

(f) Cultivated and useful grasses and pasture will not be declared a public nuisance. However, if the Fire Chief or his authorized representatives determine it necessary to protect adjacent improved property from fire exposure, an adequate firebreak may be required.

(g) Any accumulation of dry grasses or other flammable vegetation within thirty (10) feet of any aboveground flammable liquid or combustible gas vessel.

(h) Trees, if determined to increase the fire hazard, due to mortality, insect infestation, disease, or lack of maintenance. Mature trees must be trimmed so that limbs are a minimum of 6 feet above the ground.

(i) Dead and/or dying groves and/or forests.

3 Waste Matter Declared a Public Nuisance

Waste matter as hereinafter defined, which by reason of its location and character would materially hamper or interfere with the prevention or the suppression of fire upon the premises or adjacent premises, or the abatement of a nuisance as defined by Sec. 12510, Health and Safety Code, is hereby declared a public nuisance.

4 Waste Material Defined

“Waste material” is defined for the purpose of this article as unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view, and which consists (without limitation or exclusion by enumeration) of such matter and material as rubble, asphalt, and other combustible material, dead vegetation stock piled. Any chipping that is done on site should be spread not to exceed 6 inches in height and be maintained at least 12 inches away from any structure.

5 Clearance of brush or vegetative growth from structures

General. Persons owning, leasing, controlling, operating or maintaining buildings or structures in, upon or adjoining hazardous fire areas, and persons owning, leasing or controlling land adjacent to such buildings or structures, shall at all times:

(a) Maintain an effective fuel modification zone by thinning, clearing away, or modifying away combustible vegetation and other flammable materials from areas within one hundred (100) feet from such buildings or the fuel modification zone may be re-planted with either approved irrigated, fire-resistant planting material or approved non-irrigated, drought-tolerant, fire-resistant plant material, or thinned to reduce the hazard. Re-planting of the fuel modification zone may be required for erosion control.

EXCEPTION (1):

With the approval of the Fire District, the width of the fuel modification zone may be modified based on the hazard and topography.

EXCEPTION (2): On some larger properties, partial clearing may be acceptable, depending on circumstance. Those properties approved for partial clearing, shall maintain 100 feet of defensible space to any structure, neighboring or on site. The entire lot does not need to be cleared but there must be a minimum of 50 feet of clearance around the perimeter of the property , and 20 feet clearance along existing roads and driveways and 30 feet along new roads and driveways

(b) Remove the portion of trees, which extend within ten (10) feet of the outlet of a

chimney.

(c) Maintain existing trees free of deadwood, and trim/prune at a minimum of ten (10) feet away from combustible construction, roofs, and wood siding of any type.

(d) Maintain the roof of a structure free of leaves, needles or other combustible vegetative growth.

(e) All newly planted or planted from this date forward fire-resistive tree species shall be planted and maintained at a minimum of ten (10) feet from the tree's drip line to any combustible structure.

(f) All newly planted or planted from this date forward non fire-resistive tree species shall be planted and maintained at a minimum of thirty-feet (30) from the tree's drip line to any combustible structure.

6 Clearance of brush or vegetative growth from roadways

(a) **Clearance at Existing Off-Site Roadways.** The Fire Chief and/or his/her designee is authorized to cause the area within twenty (20) feet on each side of the improved width portions of highways and private streets roads which are improved, designed, or ordinarily used for vehicular traffic to be cleared of flammable vegetation and other combustible growth shall comply with the requirements of a fuel modification zone. The Fire Chief and/or his/her designee are authorized to enter upon private property to insure the fuel modification zone requirements are met.

EXCEPTION:

Single specimens of trees, ornamental shrubbery or cultivated ground cover such as green grass, ivy, succulents or similar plants used as ground covers, provided, that they do not form a means of readily transmitting fire.

(b) **Clearance for New Off-Site Roadways when constructed and New On-Site Roadways.** The area thirty-feet (30) on each side of the improved width of highways, private road, street and driveways shall comply with requirements of a fuel modification zone (See Section I – Definitions).

EXCEPTION:

1. Upon approval by the Fire District, the roadway fuel modification zones may be reduced provided it does not impair access.

2. Single specimens of trees, ornamental shrubbery or cultivated ground cover such as green grass, ivy, succulents or similar plants used as ground covers, provided that they do not form a means of readily transmitting fire.

(c) All roadways shall have a minimum of thirteen (13) feet six (6) inches vertical clearance free of vegetation.

7 Notice to Abate Hazard

If it is determined that a public nuisance or fire hazard as herein defined exists on any lot or premise, or upon any sidewalk, parking lot, parking area or adjacent to such lot or premise, the Fire Chief and/or his/her designee will cause a notice to be issued to abate such nuisances.

Such notice will be headed: "**NOTICE TO ABATE HAZARD**" which shall, in legible characters, direct the abatement of the nuisance or fire hazard and refer to this article and section for particulars. *Notice to Abate Hazard* served by means other than posting as provided by this article will contain a description of the property in general terms reasonably sufficient to identify the location of the nuisance.

8 Service of Notice to Abate Hazard

The notice required by Division 12, Part 5 of the Health and Safety Code may be served in any of the following manners:

- (a) By personal service on the owner, occupant or person in charge or control of the property.
- (b) By regular first class postage prepaid mail addressed to the owner or person in charge and control of the property, at the address shown on the last available assessment roll, or as otherwise known.
- (c) By posting at a conspicuous place on the land or abutting public right-of-way in accordance with Section 4 of this Ordinance, and insertion of an advertisement at least once a week for a period of two weeks in a newspaper of general circulation in the Rancho Santa Fe Fire Protection District. A said newspaper advertisement will be a general notice that property in the Rancho Santa Fe Fire Protection District has been posted in accordance with this article and contains a general statement of the effect of such posting. The date of such newspaper advertisements will not be considered in computing the appeal periods provided by this article.

9 Appeal, Right of, to Board of Directors

Within ten (10) days from the date of posting, mailing or personal service of the required notice, the owner or person occupying or controlling such lots or premise affected may appeal to the Rancho Santa Fe Fire Protection District Board of Directors. Such appeal will be in writing and will be filed with the Board Secretary. At the regular or adjourned meeting of the Board of Directors, not less than five (5) days nor more than thirty-days (30) thereafter, it will proceed to hear and pass upon such appeal, and the decision of the Board of Directors thereupon will be final and conclusive.

10 Time Limit for Removal of Nuisance

It will be the duty of the owner, the agent of the owner, or the person in possession of any lot or premise in the Rancho Santa Fe Fire Protection District to abate the nuisance or fire hazard as stated within ten (10) days from the date of notification as provided herein, or in case of an appeal to the Board of Directors, within ten (10) days from the determination thereof, unless the same is sustained.

11 Abatement of Nuisance by Fire Chief

If the owner fails or neglects to abate the nuisance as herein defined, within the time specified in the article, the Fire Chief and/or his/her designee of the Fire Department, may cause such nuisances or fire hazard to be abated. Private contractors may do the abatement work. A report of the proceedings and an accurate account of the cost of abating the nuisance or fire hazard on each separate property will be filed in the Fire Prevention Office.

12 Expense of Abatement Report and Hearing

The Accounting Department of the Rancho Santa Fe Fire Protection District will keep an account for the costs of abatement plus an administrative fee for each parcel abated as defined in the Fees for Service ordinance. A written itemized Abatement Report showing the cost of removal and abatement of hazards shall be prepared for the Board's approval. At least three (3) days prior to the date of the hearing a copy of the report will be posted in a public place at the offices of the Rancho Santa Fe Fire Protection District, showing the date and time of the hearing. A copy of the report and notice of hearing date will be sent to the last known owner of the parcel as listed in the County Assessor's Office.

At the specified date and time, the Board will receive the report. In considering the report, the Board of Directors will hear it and any objections of the property owners liable to be assessed for the work of abatement. After receiving the report and hearing the objections, if any, the Board may make such modifications in the report, as it deems necessary, after which, by Board action, the report shall be confirmed. After the report has been confirmed, the District will seek cost recovery from the property owner prior to implementing the provisions of Section 10 within this Ordinance.

13 Government Code Provisions Adopted and Collection of Assessments

The provisions of Section 39580 through 39586, inclusive, of the Government Code of the State of California are incorporated by reference and made a part of this Ordinance. The County Auditor shall enter each assessment in the County Tax Roll opposite the parcel of land. The amount of the assessment shall be collected at the time and in the manner of ordinary municipal taxes. If delinquent, the amount is subject to the same penalties and procedure of foreclosure and sale as is provided for ordinary municipal taxes.

14 Violation

The owner, occupant, or agent of any lot or premise within the Rancho Santa Fe Fire Protection District who will permit or allow the existence of a public nuisance as defined in this Ordinance, upon any lot or premise owned, occupied, or controlled by him or her, or who shall violate any of the provisions of this Ordinance, shall be guilty of a misdemeanor and upon conviction thereof be subject to a fine of not more than Five Hundred Dollars (\$500.00), or to imprisonment for a period not exceeding six-months (6), or both.

15 Date of Effect

The Secretary to the Board of Directors will certify to the adoption of this Ordinance and cause the same to be published in the manner required by law. This Ordinance will take effect immediately after its final passage at a public hearing as required by law.

First, read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District (RSF) of the County of San Diego, California, held on June 17, 2004. A second reading occurred at a regular meeting held July 14, 2004. A public hearing was held August 11, 2004 and said Ordinance was adopted and ordered published in the manner required by law at their regular meeting on the 11th day of August 2004 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

James Ashcraft
President

Attest:

Karlana Rannals
Secretary



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 Hillgren
Randall Malin
John C. Tanner

Fire Chief
Tony J. Michel

NOTICE TO ABATE HAZARD

NOTE: THIS IS NOT A PERMIT TO GRADE YOUR PROPERTY

Date:

Dear:

Parcel: A.P.N.

San Diego County Property records show you as owner of the parcel listed above. A recent survey determined that fire hazard(s) exist on your property as defined in Rancho Santa Fe Fire Protection District's *Ordinance 2004-02* for vegetation management. The fire district's vegetation management program has proven effective in mitigating the spread of vegetation fires and has played a part in keeping the destruction from these fires to a minimum. By this notice, we are requiring owners within the fire district to ensure their property meets these fire safety requirements at all times; doing so will reduce the loss of life and property from vegetation fire. *Please note: Some properties may require hazard abatement more than one time each year.*

LOCATION OF HAZARD:

INSTRUCTION FOR ABATEMENT:

(Visit www.rsffire.org to view *Ordinance 2004-02* in its entirety).

THIS IS CONSIDERED NOTICE to abate the aforementioned fire hazard(s) on your property in accordance with district *Ordinance 2004-02*. **Hazard abatement must be accomplished within 15 days of this notice.** Properties that have not been cleared or do not comply with the requirements of *Ordinance 2004-02* within 15 days will be subject to the district's *Forced Abatement Process*. Property owners are strongly urged to arrange for the clearing of their own parcels, as the above requirements are strictly enforced. If your property is forcibly abated, the cost will be much higher than if you choose to abate the property yourself or commercially.

If you do not own this property, have already cleared this property, feel you have received this notice in error, or wish to schedule an on-site meeting, please contact Mike Scott as soon as possible at (858) 756-6006. Additionally, should you disagree with the determination that a hazard exist, you may request an administrative review with the Fire Marshal.

Sincerely,

Mike Scott, Urban Forester

WARNING – ENVIRONMENTALLY PROTECTED PLANTS OR ANIMAL SPECIES

Clearing of vegetation as required by this letter that contains threatened or endangered species is subject to the Memorandum of Understanding (MOU) with the U.S. Fish and Wildlife Service (USFWS) and California Department of Fish and Game (CDFG). Deliberate take or clearing or removal beyond that specifically allowed by this notice and the MOU is not authorized and may be in violation of the State and Federal Endangered Species Act. Please contact the fire district with questions about compliance with the MOU and this notice. You should also contact USFWS at (760) 431-9440 or CDFG (858) 467-4201 if you have been notified that you have a threatened or endangered species on your property.



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 Hillgren
Randall Malin
John C. Tanner

Fire Chief

Tony J. Michel

NOTICE TO ABATE HAZARD-SECOND NOTICE

NOTE: THIS IS NOT A PERMIT TO GRADE YOUR PROPERTY

Date:

Dear:

Parcel:

San Diego County Property records show you as owner of the parcel listed above. A recent survey determined that fire hazard(s) exist on your property as defined in Rancho Santa Fe Fire Protection District's *Ordinance 2004-02* for vegetation management. The fire district's vegetation management program has proven effective in mitigating the spread of vegetation fires and has played a part in keeping the destruction from these fires to a minimum. By this notice, we are requiring owners within the fire district to ensure their property meets these fire safety requirements at all times; doing so will reduce the loss of life and property from vegetation fire. *Please note: Some properties may require hazard abatement more than one time each year.*

LOCATION OF HAZARD:

INSTRUCTION FOR ABATEMENT:

•

(Visit www.rsf-fire.org to view *Ordinance 2004-02* in its entirety).

THIS IS CONSIDERED NOTICE to abate the aforementioned fire hazard(s) on your property in accordance with district *Ordinance 2004-02*. Hazard abatement must be accomplished within 10 days of this notice. Properties that have not been cleared or do not comply with the requirements of *Ordinance 2004-02* within 10 days will be subject to the district's *Forced Abatement Process*. Property owners are strongly urged to arrange for the clearing of their own parcels, as the above requirements are strictly enforced. If your property is forcibly abated, the cost will be much higher than if you choose to abate the property yourself or commercially.

If you do not own this property, have already cleared this property, feel you have received this notice in error, or wish to schedule an on-site meeting, please contact Mike Scott as soon as possible at (858) 756-6006. Additionally, should you disagree with the determination that a hazard exist, you may request an administrative review with the Fire Marshal.

Sincerely,

Mike Scott, Urban Forester

WARNING – ENVIRONMENTALLY PROTECTED PLANTS OR ANIMAL SPECIES

Clearing of vegetation as required by this letter that contains threatened or endangered species is subject to the Memorandum of Understanding (MOU) with the U.S. Fish and Wildlife Service (USFWS) and California Department of Fish and Game (CDFG). Deliberate take or clearing or removal beyond that specifically allowed by this notice and the MOU is not authorized and may be in violation of the State and Federal Endangered Species Act. Please contact the fire district with questions about compliance with the MOU and this notice. You should also contact USFWS at (760) 431-9440 or CDFG (858) 467-4201 if you have been notified that you have a threatened or endangered species on your property.



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 Hillgren
Randall Malin
John C. Tanner

Fire Chief
Tony J. Michel

NOTICE TO ABATE HAZARD – **FINAL NOTICE**

NOTE: THIS IS NOT A NOTICE TO GRADE YOUR PROPERTY

Date:

Dear:

Parcel: A.P.N.

San Diego County Property records show you as owner of the parcel number listed above. A recent survey determined that fire hazard(s) exist on your property as defined in Rancho Santa Fe Fire Protection District's *Ordinance 2004-02* for vegetation management.

LOCATION OF HAZARD: , *Rancho Santa Fe, CA 92067*

INSTRUCTION FOR ABATEMENT:

(Visit www.rsffire.org to view Ordinance 2004-02 in its entirety).

THIS IS CONSIDERED **FINAL NOTICE** to abate the aforementioned fire hazard(s) on your property. **Hazard abatement must be accomplished within 10 days of this notice.** Properties that have not been cleared or do not comply with the requirements within **10 days** will be subject to the district's *Forced Abatement Process*. Property owners are strongly urged to arrange for the clearing of their own parcels, as the above requirements are strictly enforced.

Should you choose not to abate the above hazard, or make an appeal, the Fire Marshal is authorized to hire a contractor to abate the hazard. The cost of abatement and a \$500.00 administrative fee for each parcel will be assessed to your property. If payment is not received from you, these charges will be placed on the parcel by the County Auditor and collected at the time and in the manner of ordinary property taxes.

If you do not own this property, have already cleared this property, feel you have received this notice in error, or wish to schedule an on-site meeting, please contact Mike Scott as soon as possible at (858) 756-6006. Should you disagree with the determination that a hazard exists, you may request an administrative review with the Fire Marshal.

Sincerely,

Mike Scott, Urban Forester

WARNING – ENVIRONMENTALLY PROTECTED PLANTS OR ANIMAL SPECIES

Clearing of vegetation as required by this letter that contains threatened or endangered species is subject to the Memorandum of Understanding (MOU) with the U.S. Fish and Wildlife Service (USFWS) and California Department of Fish and Game (CDFG). Deliberate take or clearing or removal beyond that specifically allowed by this notice and the MOU is not authorized and may be in violation of the State and Federal Endangered Species Act. Please contact the fire district with questions about compliance with the MOU and this notice. You should also contact USFWS at (760) 431-9440 or CDFG (858) 467-4201 if you have been notified that you have a threatened or endangered species on your property.

NOTICE TO DESTROY WEEDS OR HAZARDS

Notice is given that any weeds, grasses, dead shrubs, or dead trees upon the lot or parcel of land in the Rancho Santa Fe Fire Protection District as described by Assessors Parcel Number _____, and in the street, sidewalk, and in the parkway, adjacent thereto are a public nuisance in that they are a fire hazard or in all probability will become a fire hazard; and that any rubbish, rubble, discarded asphalt, concrete, or other waste material thereon that might interfere with the abatement of the aforementioned public nuisance are also a public nuisance.

Said public nuisances are required to be abated within 10 days of the posted date. If not abated on or before this date, the Rancho Santa Fe Fire Protection district will authorize abatement and the costs thereof will be assessed against the land and collected through tax billing. A lien will also be placed on the parcel. An administrative fee, per current fee ordinance, per parcel cleared, shall be added to abatement costs.

This notice is given pursuant to the provisions of Ordinance 04-02. Any questions can be forwarded to Mike Scott-Urban Forester at (858) 756-6006,

Dated and posted _____.

By: Cliff Hunter- Fire Marshal
Rancho Santa Fe Fire Protection District
858-756-5971

Public Notice:

DATE,

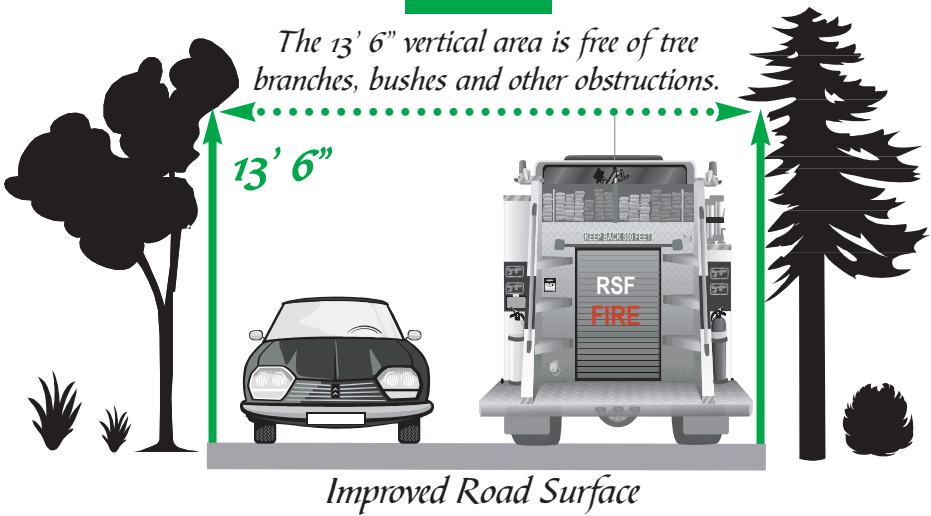
The Rancho Santa Fe Fire Protection District has posted a "Notice to Destroy Weeds or Hazards" sign on the following parcel: 266-350-10 located at 4728 El Aspecto for the following reasons; 1). 7 dead Pine trees on the property which need to be removed. 2). 2 huge piles of brush and debris on the lot to the right of the property. This is a violation of the District Ordinance 2004-02. If the hazard is not abated within 10 days, the Rancho Santa Fe Fire District will authorize abatement and the costs thereof will be assessed against the land and collected through tax billing. An administrative fee will also be added to the costs. Any questions regarding this matter can be forwarded to Mike Scott, Urban Forester at (858) 756-6006.

Vertical Clearance

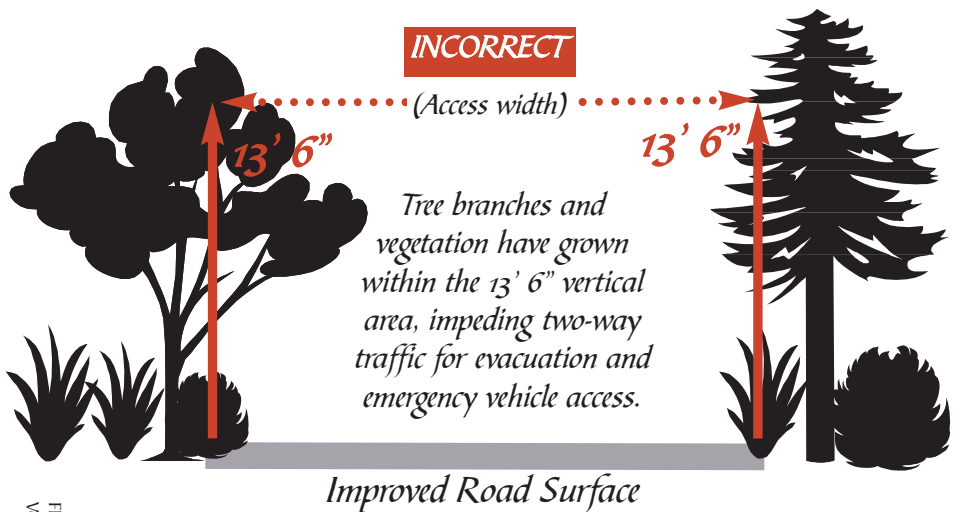
To provide safer wildfire evacuation routes for residents, and adequate access routes for fire engines, all roadways must be free of obstructions.

Start at the edge of the improved roadway/driveway surface and measure 13-feet, 6-inches straight up from the ground; this area must remain free of obstructions like overhanging tree branches, vegetation, signs, gates, etc.

CORRECT



INCORRECT



Palm Tree Requirements (Local Policy). Palm Trees that have fibrous tissue (Photograph 1) or leaf bases (Photograph 2) on the trunk shall be planted and maintained 30 feet from the tree's drip line to any combustible structure. Some examples of tree species with fibrous tissue are *Chamaerops humilis* (Mediterranean Fan Palm), *Phoenix canariensis* (Canary Island Date Palm), *P. dactylifera* (Date Palm), *P. reclinata* (Senegal Date Palm), *P. roebelenii* (Pygmy Date Palm), and *Trachycarpus fortunei* (Windmill Palm). The *Washingtonia robusta* (Mexican Fan Palm) is an example of a palm tree with leaf bases. All dead palm fronds including older leaves that persist on the tree, forming a "skirt" of brown thatch (Photograph 3) shall be removed annually; this requirement applies to palms within 100 feet of any structure or within 30 feet of a driveway or roadway.

Exception: Palms that can be "skinned" or cleaned of the fibrous tissue or leaf bases may be planted 10 feet from the tree's drip line to any portion of a combustible structure. These trees shall be maintained annually.



Photograph 1. Palm with fibrous tissue on the trunk.



Photograph 2. Leaf bases on Mexican Fan Palm trunk.



Photograph 3. Mexican Fan Palm with palm fronds hanging down.



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 www.rsf-fire.org

WORK ORDER AUTHORIZATION

Authorization #:

Property Owner:

Billing Address:

APN #:

Job Location:

Work to be performed:

Estimated date of completion: _____

Cost of completion: \$ _____

WINNING BID WILL REQUIRE AN ATTACHED ESTIMATE

Contractor Name:

Address:

Phone:

Contractor License #:

Signature: _____ **Date:** _____

Contracting Agency

Authorized By: (print) _____ **Date:** _____

Signature: _____ **Date:** _____

Rancho Santa Fe FPD

Note: The awarded contractor will have 30 days after completion of the job *and* approval of the Fire Marshal (or his assignee), to make attempts to bill the property owner. Documentation of those attempts is needed. After 30 days the Rancho Santa Fe FPD will authorize a Purchase Order for reimbursement of your estimate.



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 Hillgren
Randall Malin
John C. Tanner

Fire Chief
Tony J. Michel

Standard for Vegetation Clearance and Hazard Reduction

Note: This is not a notice to grade your property.

Definition:

Hazard reduction (sometimes called vegetation management or weed abatement) is the reduction or removal of brush, vegetative overgrowth and other waste determined to be a fire hazard or public nuisance.

1. Properties are to be maintained in compliance with these requirements (as defined in RSFFPD Ordinance 04-02) **year around**.
2. Trash, rubbish, debris and other combustible materials that create a fire hazard must be removed from the property and properly disposed of.
3. Roadways, driveways and access roads shall be clear of combustible vegetation to at least the width of the roadway plus 30-feet on each side, and to a height of thirteen and one-half (13½) feet vertically from the streets edge.
4. For properties that abut structures: A minimum 100-feet of clearance of native and/or combustible vegetation must be maintained at the property lines abutting the structures. All distances shall be measured in a horizontal plane.
5. Improved properties consisting of one (1) acre or less shall be maintained in their entirety under the aforementioned hazard reduction requirements. Weeds shall be cut to at least 6”.
6. Sloped properties (10% or greater) consisting of more than one (1) acre shall have a minimum clearance from structures of 100-feet up slope or down slope. All distances shall be measured in a horizontal plane.

Acceptable Methods for Clearing and Removal

Note: This is not a grading permit

1. Clearing may be done using methods like mowing and trimming that leave the plant root structure intact to stabilize the soil. Discing, which exposes bare mineral soil, may be used if deemed necessary by the Rancho Santa Fe Fire Protection District.
2. Clearance of properties shall be accomplished by methods that will not disturb native soil or rootstock. **Grading shall not be used to clear properties without a valid County of San Diego Department of Planning and Land Use grading permit.**
3. Selective clearing (thinning) of native chaparral may be approved by the Rancho Santa Fe Fire Protection District. Cuttings may be mulched and left on top of the soil to a maximum depth of six-inches (6”), or may be hauled to an approved County landfill site.
4. Mature trees must be trimmed to six-feet (6’) above nearest vegetation undergrowth or as approved by the Rancho Santa Fe Fire Protection District, and must be cut back at least ten-feet (10’) from chimneys. All bark, leaves and other debris must be removed from the ground and roof.

RESOLUTION No. 2011-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT SETTING BENEFIT CHARGES FOR FISCAL YEAR 2011/2012

BE IT RESOLVED, that pursuant to the Rancho Santa Fe Fire Protection District Board of Directors meeting held May 11, 2011 this board has determined that charges for providing fire protection services by the Rancho Santa Fe Fire Protection District for fiscal year 2011/2012 shall appear as a separate item on tax bills and collected at the same time and in the same manner as ordinary county ad valorem taxes and caused to be prepared and filed, written reports describing real property receiving fire protection services.

The amount of charges for each parcel for fiscal year 2011/2012 have been computed in conformity with the procedure set forth in, and charges described by applicable ordinances and resolution of the fire protection district.

THEREFORE, it is hereby determined and ordered as follows:

1. That each and every charge set forth in said report is adopted;
2. That said reports are hereby confirmed;
3. That said reports as confirmed by this board be filed with the Auditor & Controller of the County of San Diego;
4. The cost for fiscal year 2011/2012 shall be \$10.00 per benefit unit.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on May 11, 2011 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

JAMES H ASHCRAFT
President

ATTEST

Karlana Rannals
Secretary

RESOLUTION NO. 2011-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT DETERMINING THE 2011/2012 APPROPRIATIONS OF TAX PROCEEDS

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, which added Article XIII B of the Constitution to the California Constitution; and

WHEREAS, the provisions of that Article establish maximum appropriation limitations commonly called *Gann limits* for public agencies including fire districts; and

WHEREAS, the District must establish a Gann limit for the 2011/2012 fiscal year in accordance with the provision of with Article XIII B and applicable statutory law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rancho Santa Fe Fire Protection District, that the calculated maximum limit applicable to the 2011/2012 appropriations of tax proceeds is \$17,453,302 in accordance with Article XIII B of the Constitution of the State of California.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on May 11, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

RANCHO SANTA FE FIRE PROTECTION DISTRICT ARTICLE XIII B
APPROPRIATION OF PROCEEDS OF TAX LIMITATION
DETERMINATION 2011/2012

Determination of Permitted Growth Rate in Appropriations 2011/2012

Per Department of Finance:

| | | | |
|---|---|-------------------------|---------------------|
| Per Capita Personal Income | = | 2.51%, Converted Factor | 1.0251 |
| Population Change | = | .072%, Converted Factor | <u>1.0072</u> |
| Combined Factor | = | | 1.0325 |
| 2010/11 Appropriation Limit | | | \$16,940,240 |
| 2011/12 Appropriation Limit Adjustment Factor | | | .0325 |
| 2011/12 Appropriation Limit | | | <u>\$17,453,302</u> |