



RANCHO SANTA FE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING AGENDA

Rancho Santa Fe FPD
Board/Community Room – 16936 El Fuego
Rancho Santa Fe, California 92067

January 12, 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

Special Presentations

- a. Recognition – Mike Scott, Urban Forester for his work on *San Diego County Wide Multi-Jurisdictional Hazard Mitigation Plan* and *The Fire District – Multi-Hazard Mitigation Plan*
- b. Recognition – Mark Richards, Captain for his work in training
- c. Badge Presentations

Presentation of Fire District Badges by Fire Chief Michel will be presented to:

- Nick Brandow, Engineer
- Kyle Carranza, Firefighter/Paramedic
- Grant Smith, Firefighter/Paramedic

2. Roll Call

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. Consent Calendar

a. Board of Directors Minutes

- i) Board of Directors minutes of December 8, 2010

ACTION REQUESTED: **Approve**

b. Receive and File

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

(1) List of Demands

Check 21723 thru 21829 for the period December 1 – 31, 2010 totaling: \$ 364,013.15

Payroll for the period December 1 – 31, 2010 \$ 510,341.70

TOTAL DISTRIBUTION \$ 874,354.85

(2) Activity Reports – December 2010

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

(3) District Articles –December 2010

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

- Rassieur

c. Sale of Surplus Equipment

To discuss and/or authorize the sale of surplus equipment **Staff Report 11-01**

ACTION REQUESTED: **Authorize sale of equipment**

5. Old Business

- a. None

6. New Business

- a. None

7. Oral Report

a. Fire Chief – Michel

- i) Fairbanks Ranch Replacement Fire Station – Update
- ii) Cielo Administration Building – Update
- iii) Labor Negotiations – Staff Assignment
- iv) District Activities

b. Operations – Chief Ward

c. Training – Battalion Chief Davidson

d. Fire Prevention - Fire Marshal Hunter

- i) Annual Report - Car Seat Installation
- ii) Review – Fire District Website

e. Administrative Manager – Rannals

f. Board of Directors

- i) North County Dispatch JPA – Update
- ii) County Service Area – 17 – Update
- iii) Comments

8. Closed Session

- a. 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

9. Adjournment

RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting – Agenda
Wednesday, January 12, 2011 1:00 pm PST

CERTIFICATION OF POSTING

I certify that on January 6, 2010 a copy of the foregoing agenda 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 January 6, 2011

Karlana Rannals

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – December 8, 2010**

SPECIAL AGENDA (10:00 AM – 12:00 PM)

Ethics Training (Workshop)

Pursuant to the requirements of AB 1234, the following local officials and staff (those who receive compensation for their service or are eligible to have their expenses reimbursed) attended the Ethics Training workshop presented by Stephen J. Fitch, Fitch Law Firm, APC:

Rancho Santa Fe Fire Protection District

Director:

James H. Ashcraft
Thomas Hickerson
Nancy C. Hillgren
Randall Malin
John C. Tanner

Staff:

Tony Michel, Fire Chief
Cliff Hunter, Fire Marshal
Karlana Rannals, Administrative Manager
Fred Cox, Battalion Chief
Michael Gibbs, Battalion Chief

North County Dispatch Joint Powers Authority

Director:

James H. Ashcraft

Staff:

None

City of Encinitas

Council Member:

None

Staff:

Scott Henry, Division Chief
Darrin Ward, Division Chief

City of Solana Beach

Council Member:

None

Staff:

Dismas Abelman, Division Chief

REGULAR AGENDA

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

Pledge of Allegiance

Fire Marshal Hunter led the assembly in the *Pledge of Allegiance*.

1. Oath of Allegiance – New Elected Board Members

Thomas Hickerson and John C. Tanner were sworn-in as members of the Rancho Santa Fe Fire Protection District for terms prescribed by law. Karlana Rannals, Notary Public, administered the *Oath of Allegiance*.

2. Election of Officers

Pursuant to Fire District Law 1987, Section 13853, the District Board shall elect a president, vice-president and a Secretary/Clerk.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and CARRIED 5-0 to nominate and elect the following officer:

President James Ashcraft

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 5-0 to nominate and elect the following officer:

Vice President Thomas Hickerson

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 5-0 to nominate and appoint the following:

Secretary Karlena Rannals

3. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Cliff Hunter, Fire Marshal; Bret Davidson, Battalion Chief; Mike Gibbs, Battalion Chief; and Karlena Rannals, Board Clerk

4. Public Comment

No one requested to speak to the Board.

5. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in closed session from 1:05 – 2:45 pm for discussions on the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.9:

Conference with Legal Counsel – Anticipated Litigation – 1 case

NOTE: All members of the Board and Chief Michel, Fire Marshal Hunter and Board Clerk Rannals attended the Closed Session.

- b. With respect to every item of business to be discussed in closed session pursuant to Government Code 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

NOTE: All members of the Board and Chief Michel, Fire Marshal Hunter and Board Clerk Rannals attended the Closed Session.

Upon reconvening, President Ashcraft reported that the Board received updates for the subject matters listed and that direction was provided to staff. The Board of Directors took no action.

Ten-minute recess

6. Consent Calendar

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Board of Directors minutes of November 10, 2010

b. Receive and File

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 21162 thru 21722 for the period November 1 – 30, 2010 totaling:	\$ 573,816.74
Payroll for the period November 1 – 30, 2010	<u>\$ 602,899.18</u>
TOTAL DISTRIBUTION	\$ 1,176,715.92

(2) Activity Reports – November 2010

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

(3) District Articles – November 2010

(4) Correspondence

- Caltagirone
- Stewart

7. Old Business

a. None

8. New Business

a. Fairbanks Ranch Fire Station Donation of Services

Captain Galindo summarized the staff report provided. He explained that the owner of Hume & Company wanted to apply a termite preventative treatment to all wood surfaces located within the new fire station. The company has established a community donation program offering free labor and materials to fire agencies within San Diego County. The owner only requested a letter from the District thanking the company for the pretreatment donation.

Captain Galindo reminded the Board that pursuant to the Health & Safety Code, the Board of Directors must consider the acceptance of the donated item, valued at \$9,288.00. Staff responded to questions from the Board.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR TANNER and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the pretreatment donation valued at \$9,288.00 from Hume & Company and request the Fire Chief send a letter thanking the company for their generous donation.

b. District Representation and Ad Hoc Committee Assignments

Ms. Rannals summarized the staff report provided. The board members reviewed their committee assignment and agreed to serve in the following assignments:

Board of Directors

North County Dispatch JPA (Primary) – Jim Ashcraft

North County Dispatch JPA (Alternate) – Nancy Hillgren

Advisory Board

County Service Area (CSA) – 17 (Primary) – Tom Hickerson

County Service Area (CSA) – 17 (Alternate) – John Tanner

Ad Hoc Committee

Finance Committee – Randy Malin, John Tanner

Staff Assigned: Tony Michel, Karlana Rannals

Negotiations – Randy Malin, Jim Ashcraft

Staff Assigned: Karlana Rannals (NOTE: Chief Michel will inform the Board at the next meeting who will be assigned as the second staff member)

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint the board members to the agreed committees representing the Fire District.

c. Board of Directors Meeting Calendar

Ms. Rannals reviewed staff report included. She included routine matters that are considered by the Board with specific deadlines to assist should it be necessary to reschedule a meeting. After review of the calendar, it was agreed to reschedule the following regular meetings due to scheduling conflicts:

Regular Meeting Date – 2011	Rescheduled Meeting Date – 2011
March 9	March 2
June 8	June 15
September 14	September 21

Note: all meeting times begin at 1pm.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move and calendar the March, June and September meetings as agreed.

9. Oral Reports

a. Fire Chief – Michel

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station
 - Update – Captain Galindo distributed an updated construction report. He informed the Board that the District received a building permit on November 23, 2010. He also provided an updated schedule on for the completion of the shoring wall and foundation, noting that the schedule is weather permitting.

- Geocon – Chief Michel distributed a report showing the number of amendments to the Geocon contract (contractor used for soil remediation at the site). He noted that many of the addendums to the contract is for the additional time and materials associated with the grading and soldier pile beam installation phase. To date the District has spent approximately \$75,000 of the \$110,000 estimated.
- Cielo Administration Building - Update: Chief Michel informed the Board that the tenant improvements have begun and that the framing and rough electrical is almost complete. The current owner is moving quickly on the project.
- Cooperative Efforts: Chief Michel requested self-introductions of the three deputy chiefs attending the meeting. Each chief provided their background and reviewed their functional responsibilities at the District. The Chiefs are:
 - Deputy Chief Scott Henry (Encinitas): Administrative
 - Deputy Chief Darrin Ward (Encinitas): Operations
 - Deputy Chief Dismas Abelman (Solana Beach): Support Services

The Board of Directors welcomed the chiefs, expressed their enthusiasm for the progress of the cooperative efforts, and looked forward to working with them.

- District Activities
 - He attended the County consolidation meeting with Director Tanner. This was an introductory meeting as the County wants to collaborate with other fire agencies. The County agreed to send a survey to all fire chiefs in the County for their interests and priorities in cooperative efforts.
 - Holiday Party – scheduled for December 18

b. Operations –Chief Michel

Chief Ward reported on the following topics:

- Call activity:
 - 195 calls last month
 - No significant losses
 - Weather prediction for the period (December – February) is below normal temperatures with a normal amount of rainfall anticipated

c. Training – Battalion Chief Davidson

Chief Davidson summarized the monthly training activity, which included:

- Live fire training
 - Hose lays
 - EMS
- Six personnel attended training conference in Fresno
- Firefighter/Paramedics Carranza and Smith successfully completed probation
- District will hire one Firefighter/Paramedic as a result of Engineer Pieper's retirement (scheduled for December 30, 2010)

d. Fire Prevention – Fire Marshal Hunter

- Fire Prevention Week – Public Relations Specialist Taber distributed a final report. She noted that District personnel completed 35 presentations and was able to teach at all schools in the District, with one exception. The curriculum provided by the Burn Institute was received well by all participants. She also requested the board members participate as judges in the District’s annual coloring contest.
- Forced Abatements –17 forced abatements year to date.
- Multi-jurisdictional Hazard Mitigation Plan: adopted by the County of San Diego and the State of California. This approval allows the District to apply for grant funding.

e. Administration – Administrative Manager Rannals

- No report

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: meeting held December 2, 2010. The JPA is working cooperatively with Heartland Fire Communications and has started to blend policies where appropriate.
- County Service Area 17 – Update – Director Hickerson: no report.
- Comments:
 - None

10. Adjournment

Meeting adjourned at 4:25 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

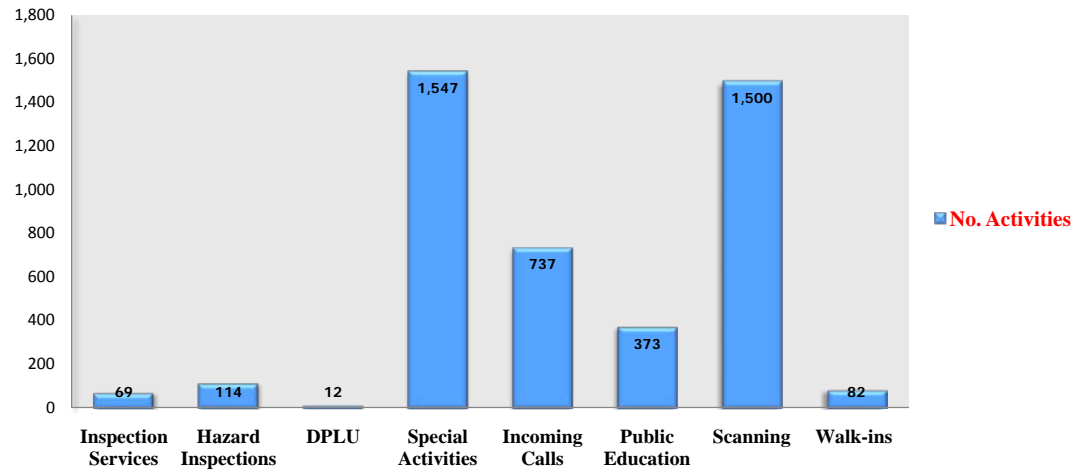
Check #	Amount	Vendor	Purpose
21723	\$629.20	Accme Janitorial Service Inc	Building - Monthly Cleaning
21724	\$258.55	AT&T	Telephone
21725	\$445.38	AT&T Calnet 2	Telephone
21726	\$612.22	Blend	Outside Printing & Binding
21728	\$117.00	C.A.P.F.	Disability/Life Insurance
21729	\$310.00	CDW Government Inc.	Program Upgrade/Software Enhancement
21730	\$50.00	CFCATO - Southern Section	Association Dues
21731	\$4,456.00	CSDA	Association Dues
21732	\$1,170.29	Direct Energy Business - Dallas	Elec/Gas/Propane
21733	\$293.46	Galls Retail	Uniform - Safety Personnel
21734	\$3,629.92	Golden Telecom Inc	Admin Bldg (Cielo) - Phone System
21735	\$696.74	HSBC Business Solutions	Janitorial Supplies
21736	\$151.00	Lorenzo, Paul	School Education/Training
21737	\$960.00	Lynx Technologies Inc	Mapping Services (ERM)
21738	\$75.00	McQuead, David C	School Education/Training
21739	\$11.95	MyBackgroundcheck.com	Background Investigation - Employment
21740	\$239.00	New Earth Enterprises Inc	Landscaping Maintenance Service
21741	\$9,211.50	Ninyo and Moore Inc	Soil Contamination - Fuel Tank Removal
21742	\$765.44	North County EVS Inc	Apparatus Repair
21743	\$251.46	North County Times	Advertising
21744	\$151,732.56	PERS	PERS (Employer Paid)
21745	\$230.00	Progressive Business Publications	Subscriptions
21747	\$850.00	Rancho Environmental Services Inc	FBR #3 Replacement
21748	\$226.41	Rannals, Karlana	Mileage Reimbursement/Special Events
21749	\$3,618.45	Rose Business Solutions Inc	Computer - License/Software
21750	\$90.00	SDCFCA	Meetings/Meal Expenses
21751	\$249.80	Staples Advantage	Office Supplies
21752	\$216.50	Terminix International	Building - Monthly Service Contract
21753	\$4,622.01	The Inn at Rancho Santa Fe Inc	Special Events
21754	\$6,140.30	The SoCo Group Inc	Gasoline & Diesel Fuel
21755	\$61.88	U P S	Shipping Service

Check #	Amount	Vendor	Purpose
21756	\$11,283.28	U S Bank Corporate Payment System	Cal-Card./IMPAC program
21757	\$1,526.81	Verizon Wireless	Telephone - Cell/MDT Broadband + ATN Line
21758	\$697.03	Waste Management Inc	Trash Disposal
21759	\$719.06	Waxie Sanitary Supply	Janitorial Supplies
21760	\$5,100.00	WinTech Computer Services	Consulting Services
21761	\$133.00	A to Z Plumbing Inc	Building - Service/Repair
21762	\$209.47	Appliance Repair Bookkeeping	Building - Repair
21763	\$422.68	AT&T Calnet 2	Telephone
21764	\$90.57	Brodings Battery Warehouse Inc	Battery's
21765	\$1,200.00	Charles Z Fedak & Company	Accounting-Audit Services
21766	\$1,383.81	Complete Office of California Inc	Office Supplies
21767	\$2,411.50	County of SD/RCS	800 MHz Network Admin Fees
21768	\$360.00	Dependable Alarm Systems Inc	Alarm System Monitoring
21769	\$2,807.00	Design Space Modular Buildings Inc	FBR #3 Replacement
21770	\$1,068.16	Engineered Mechanical Services Inc	Station Maintenance
21771	\$743.75	ESRI Inc	Computer - License/Software
21772	\$1,110.00	Fitch Law Firm Inc	Legal Services
21773	\$105.00	Fitness Warehouse USA & SD Fitness Repair	Fitness Equipment Maintenance
21774	\$981.39	Galls Retail	Uniform - Safety Personnel
21775	\$15,764.00	Geocon Inc	FBR #3 Replacement
21776	\$3,157.24	Guardian Life Insurance Co	Dental Insurance
21777	\$65,018.59	Health Net	Medical Insurance
21778	\$285.90	HSBC Business Solutions	Janitorial Supplies
21779	\$21.42	Hunter, Clifford F	Prevention Meal/Lodging/Travel Exp
21780	\$168.45	Metro Fire & Safety Inc	Extinguishers
21782	\$4.88	Napa Auto Parts Inc	Apparatus Parts & Supplies
21783	\$4,909.69	North County EVS Inc	Apparatus/Fleet Equipment Maintenance/Repair
21784	\$974.17	Olivenhain Municipal Water District	FBR #3 Replacement
21785	\$32.50	Olson's Hand Car Wash Inc	Car Wash
21786	\$360.00	On-Call Computer Services	Consulting Services
21787	\$495.00	Power Plus!	FBR #3 Replacement

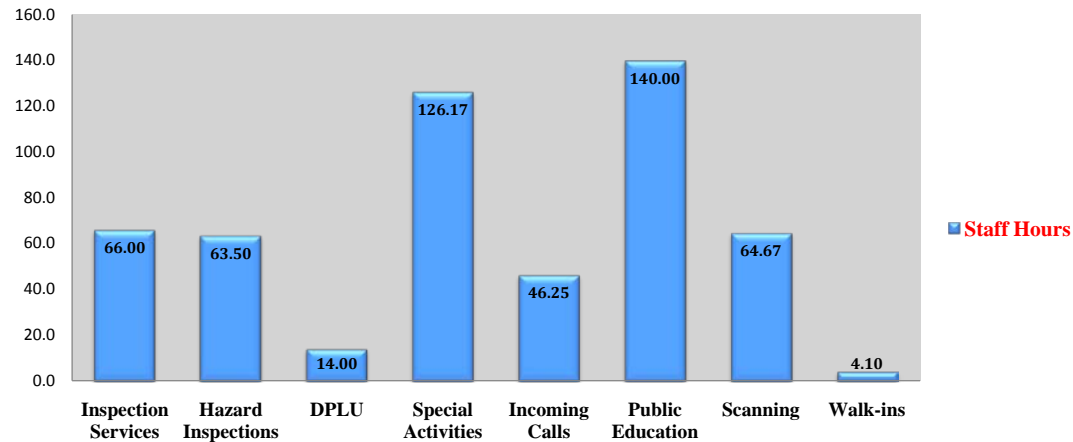
Check #	Amount	Vendor	Purpose
21788	\$18.49	R J Safety Supply Co Inc	Gas Monitor Supplies
21789	\$4,121.42	San Diego Gas & Electric	Elec/Gas/Propane
21790	\$1,160.18	Santa Fe Irrigation District	Water
21791	\$31.00	SD Cnty Vector Control Program	Taxes & Assessments
21792	\$6,462.00	Shapouri Engineering Company Inc	FBR #3 Replacement
21796	\$3,116.95	The SoCo Group Inc	Gasoline & Diesel Fuel
21797	\$44.00	U P S	Shipping Service
21798	\$131.00	A to Z Plumbing Inc	Station Maintenance
21799	\$1,175.43	AT&T Calnet 2	Telephone
21801	\$66.00	Cox, Fred W.	Mileage Reimbursement
21802	\$63.99	Directv	FBR #3 Replacement
21803	\$4.87	Dixieline Lumber Co Inc	Station Maintenance
21804	\$900.00	Dubin Medical Inc	CSA-17 - Supplies
21805	\$1,438.71	Engineered Mechanical Services Inc	Station Maintenance
21806	\$22.05	Fire ETC Inc	Safety Equipment
21807	\$356.25	Galls Retail	Uniform - Safety Personnel/Administrative
21808	\$1,236.82	Home Depot, Inc	Station Maintenance
21809	\$6,543.00	Jeff Katz Architecture	FBR #3 Replacement
21810	\$119.17	Metro Fire & Safety Inc	Extinguishers
21811	\$171.64	Michel, Tony J	Parking/Toll Fee/Station Maintenance Reimbursement
21812	\$565.00	MTGL Inc	FBR #3 Replacement
21813	\$227.05	MyBackgroundcheck.com	Background Investigation - Employment
21814	\$239.00	New Earth Enterprises Inc	Landscaping Maintenance Service
21815	\$3,190.72	North County EVS Inc	Apparatus Repair
21817	\$495.00	Power Plus!	FBR #3 Replacement
21819	\$509.52	RSFPFA	Office Supplies
21820	\$1,569.36	San Diego Gas & Electric	Elec/Gas/Propane
21821	\$140.00	Santa Ana College	School Education/Training
21823	\$32.61	Sturtevant, James F.	Station Replacement - Reimbursement
21824	\$562.87	The Lincoln National Life Ins Co	Disability/Life Insurance
21825	\$2,612.02	The SoCo Group Inc	Gasoline & Diesel Fuel

Check #	Amount	Vendor	Purpose
21826	\$910.00	The Treekeeper Inc	Weed Abatement
21827	\$22.00	U P S	Shipping Service
21828	\$10.93	Uniform Specialists Inc	Uniform - Safety Personnel
21829	\$328.26	Western State Design Inc	Building - Service/Repair
Various	\$9,499.47	Various	Medical Reimbursement
Sub-total	<u>\$364,013.15</u>		
15-Dec-10	\$254,033.84		
15-Dec-10	\$9,533.76		
30-Dec-10	\$2,434.80		
31-Dec-10	\$244,339.30		
Sub-total	<u>\$510,341.70</u>		
Grand Total	<u><u>\$874,354.85</u></u>		

Staff Activities- December 2010



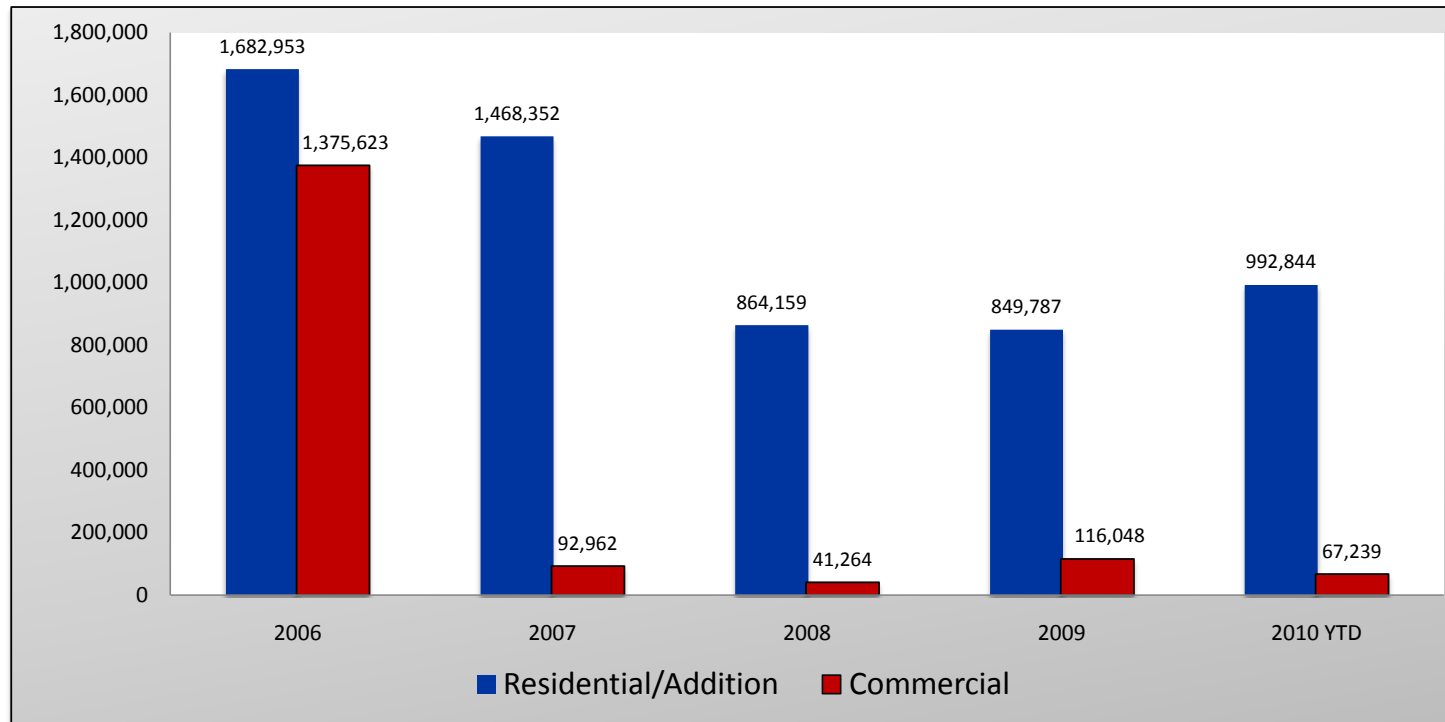
Staff Hours- December 2010



2010 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

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



Year	Res/Add	Comm	Total
2006	1,682,953	1,375,623	3,058,576
2007	1,468,352	92,962	1,561,314
2008	864,159	41,264	905,423
2009	849,787	116,048	965,835
2010 YTD	992,844	67,239	1,060,083

Comparison 2009/2010 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2009	68,294	65,561	47,061	62,307	171,971	53,878	148,534	68,269	117,324	7,950	42,794	111,892
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

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		
	Number of Structures	Sq Footage
Fire Marshal	16	71,081
Fire Inspectors	0	0
Urban Forester	1	375
TOTAL	17	71,456
RESIDENTIAL ADDITIONS		
	Original Sq Footage	Added Sq Footage
Fire Marshal	16,365	1,855
Fire Inspectors	0	0
Urban Forester	1	375
TOTAL	16,365	1,855
COMMERCIAL PLAN REVIEWS		
	Number of Structures	Sq Footage
Fire Marshal	1	800
Urban Forester	0	0
Fire Inspectors	0	0
TOTAL	1	800
TOTAL NEW CONSTRUCTION		
Based on permitted Sq footage	Total Added	Sq Footage
		74,111
FIRE SPRINKLER REVIEWS		
	Commercial	Residential
Fire Marshal	0	0
Fire Inspectors	10	12
Urban Forester	0	0
TOTAL	10	12
TENANT IMPROVEMENTS		
	Number of Structures	Sq Footage
Fire Marshal	3	2,250
Fire Inspectors	0	0
Urban Forester	0	0
TOTAL	3	2,250
LANDSCAPE REVIEWS		
	Number of Reviews	Staff Hours
Urban Forester	19	16.5
Fire Marshal	0	0.0
Fire Inspectors	0	0.0
TOTAL	19	16.5

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	6	6.0
Use Permits	1	3.0
Zaps	0	0.0
Administrative Review	3	3.0
Habit Plans	0	0.0
Approval Letters	2	2.0
CWPP	0	0.0
TOTAL	12	14.0

INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	2	1.0
Hydros (Fire Sprinklers)	15	15.0
Finals (Structures)	28	27.5
Landscape	1	1.0
Reinspections	7	7.0
Tents/Canopy	3	3.0
Burn Permits	2	1.5
Department of Social Service Licensing	0	0.0
Knox/Strobe	2	2.0
Fuels/Mod Zone	2	1.5
Code Enforcement	2	2.0
Engine Company Follow Up	3	1.0
Misc. (Pump Station Testing, Dryer Fire Incident)	2	3.5
TOTAL	69	66.0

HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	1	1.0
Weed Abatement Reinspection	91	32.5
1st Notice	1	1.0
2nd Notice	3	1.0
Final Notice	16	6.0
Forced Abatement	1	21.0
Postings	0	0.0
Annual Mailers	0	0.0
Homeowner Meeting	1	1.0
WUI	0	0.0
TOTAL	114	63.5

GRADING -All Staff	Number of Inspections	Staff Hours
Site Inspection	4	4.0
TOTAL	4	4.0

ADMINISTRATIVE SERVICES- FIRE PREVENTION

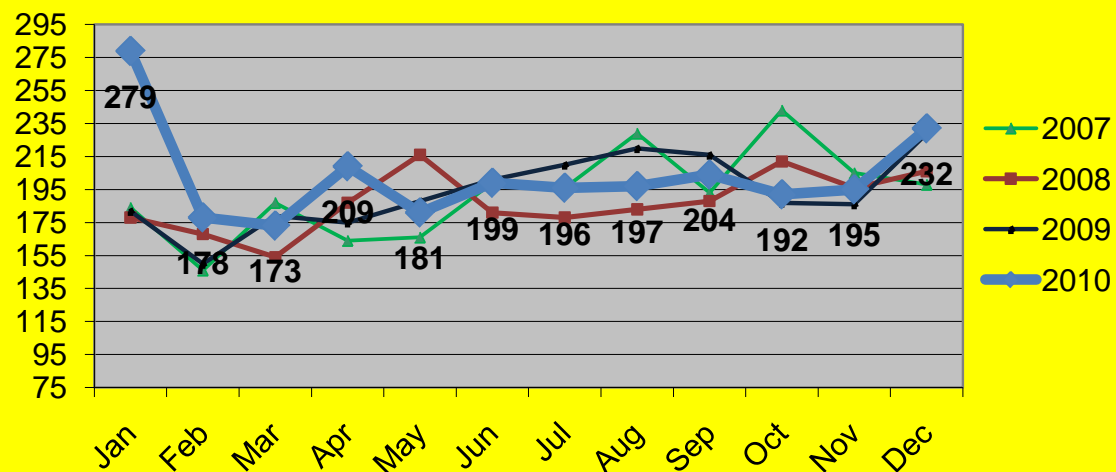
SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	1	1.5
Fire Protection Review	0	0.0
CalFire Crew Projects	0	0.0
Mutli-Hazard Mitigation	1	1.0
Hazmat	0	0.0
Emergency Response/Support (Dryer Incident)	1	1.0
Training Classes	2	2.0
Confrences	0	0.0
Meetings	40	38.0
Scanning	1,500	64.7
Other (Mike, Packing for Move)	1	16.0
Supervision	1	2.0
TOTAL	1,547	126.2
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	737	46.3
Consultations	3	3.0
Plan Review	67	88.5
General Office	20	20.0
TOTAL	827	157.8
PUBLIC EDUCATION - PRC	Number	Staff Hours
<i>Website/Internet:</i>		
Update existing info & documents	0	17.0
Compile & write new information	0	50.0
Website Hits	0.0	
Social Media (Facebook,Twitter)	351.0	2.0
Design/Write Brochures , Flyers, etc.	0.0	0.0
Fire Wire (Quarterly)	0	3.0
<i>Media Relations:</i>		
On-Scene Public Information Officer	0.0	0.0
Press Releases	0.0	2.0
Other Articles/Stories/Interviews	0	3.0
Childrens Programs	0	3.0
Child Safety Seat Installations	22	22.0
<i>Events:</i>	0	3.0
Prevention Related	0	35.0
Meeting Minutes	0	0.0
TOTAL	373	140.0

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

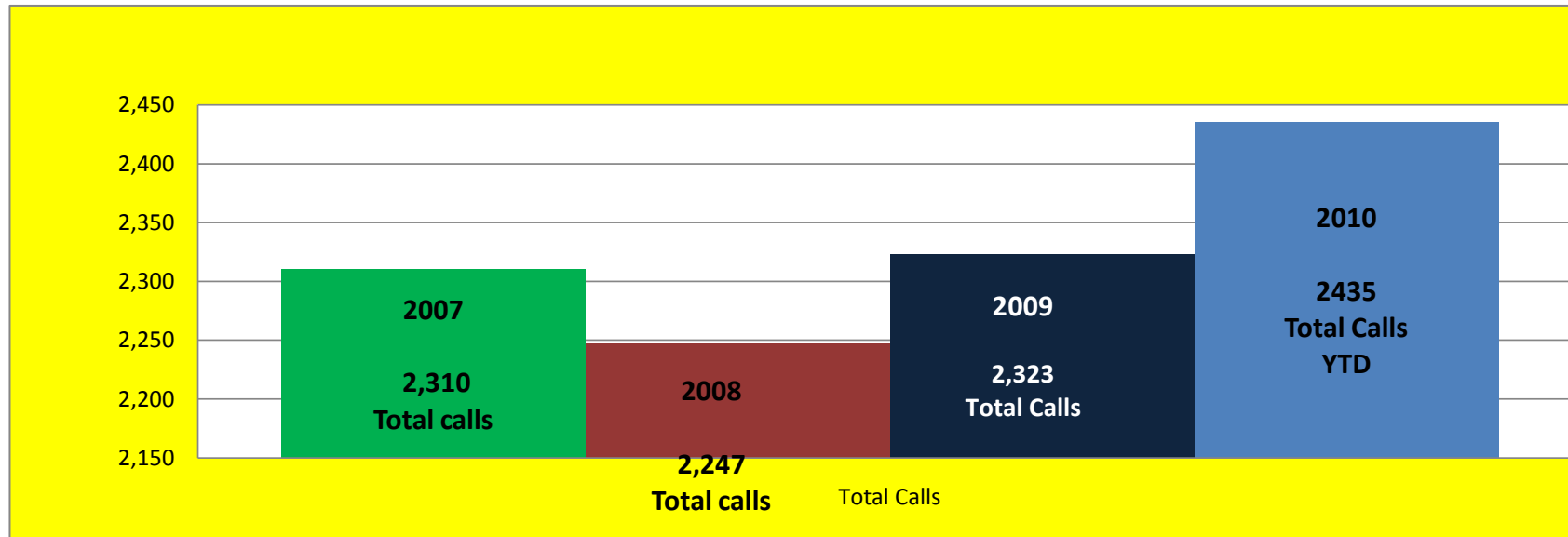
OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff)	575.0	28.8
Walk in/Counter (All Administrative Staff)	82.0	4.1
Knox Application Request	6.0	0.5
UPS Outgoing Shipments	2.0	0.2
Plan Accepted/Routed	36.0	6.0
Formatting Policies	2.0	2.0
Special Projects: (Packing, Coordinating Boxes, Chelsie)	5.0	3.0
Scanning Documents	500.0	41.7
Meetings: Admin Meeting/Prevention (1 shift meeting)	9.0	9.0
Post Office	23.0	14.0
Deposits	10.0	5.0
Training Classes:		
TOTAL	1250.0	114.2

December 2010 Operations Report

Four Year Monthly Response Comparison



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
2007	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Responses
Responses	184	146	187	164	166	199	196	229	193	243	205	198	2,310
YTD	184	330	517	681	847	1,046	1,242	1,471	1,664	1,907	2,112	2,310	21% increase



Incident Summary by Incident Type

Date Range: From 12/01/2010 To 12/31/2010

Incident Type(s) Selected: All

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time hh:mm:ss	Total Loss	Total Value
Fire	11	10	00:06:59	\$60.00	\$60.00
EMS/Rescue	113	112	00:05:57	\$0.00	\$0.00
Hazardous Condition	10	8	00:06:34	\$0.00	\$0.00
Service Call	28	8	00:09:22	\$0.00	\$0.00
Good Intent	47	6	00:07:19	\$0.00	\$0.00
False Call	23	21	00:07:26	\$0.00	\$0.00
Blank or Invalid	1	0		\$0.00	\$0.00
Totals	233	165		\$60.00	\$60.00

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.

December 2010

December 2010							January 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	8	9	10	11	9	10	11	12	13	14	8
19	20	21	15	16	17	18	16	17	18	19	20	21	15
26	27	28	22	23	24	25	23	24	25	26	27	28	22
			29	30	31		30	31					29

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 28 - Dec 4	Nov 28	29	30	Dec 1	2	3	4
				4:30pm 6:30pm Live Fire Night Drill E2613 (RSF-2 Trainin 7:00pm 9:00pm Live Fire Night Drill E2614 (RSF-2 Trainin		9:00am 12:00pm Low Angle Rescue E2611 (RSF-2 Training Roo 1:30pm 4:30pm Low Angle Rescue E2612 (RSF-2 Training Roo	
Dec 5 - 11	5	6	7	8	9	10	11
		9:00am 12:00pm Low Angle Rescue E2611 (RSF-2 Training Roo 1:30pm 4:30pm Low Angle Rescue E2612 (RSF-2 Training Roo	10:30am 12:00pm Admin Shift Meeting (Sta 1) - Training-Ca 1:30pm 4:00pm Shift Meeting (RSF-4 Training Room) - Tra		Entry Level Testing (RSF Sta 2) - Bret Davidson	9:00am 12:00pm Hose Lays E2613 (RSF2) - Training-Calendar 1:30pm 4:30pm Hose Lays E2614 (RSF2) -	
Dec 12 - 18	12	13	14	15	16	17	18
	9:00am 10:30am PPE Policy Update (RSF #1) - Michael J. Gibbs	9:00am 12:00pm Hose Lays E2613 (RSF2) - 9:00am 12:00pm Thermogel training (1 1:30pm 4:30pm Hose Lays E2614 (RSF2) -	9:00am 12:00pm CE's E2612 (ENC 5) - Training-Calendar 9:00am 12:00pm Thermogel training (Sta 2 Tower)	8:30am 4:30pm Shift Supervisor Interview 9:00am 12:00pm Low Angle Rescue E2613 1:30pm 4:30pm Low An 1:30pm 4:00pm Active	9:00am 12:00pm Low Angle Rescue E2613 (RSF-2 Training Roo 1:30pm 4:30pm Low Angle Rescue E2614 (RSF-2 Training Roo	Canceled: CERT Train the Trainer (Sta 4 Classroom) - F 9:00am 12:00pm Low Angle Rescue E2613 (RSF-2 Training Roo 1:30pm 4:30pm Low Angle Rescue E2614	Christmas Party (Sta 1)
Dec 19 - 25	19	20	21	22	23	24	25
	Canceled: CERT Train the	9:00am 12:00pm Hose Lays E2613 (RSF2) - Training-Calendar 1:30pm 4:30pm Hose Lays E2614 (RSF2) - Training-Calendar	9:00am 12:00pm TELECONFERENCE CE (RSF 1) - Training-Calendar	9:00am 12:00pm Shift Meeting (RSF-4 Training Room) - Training-Calendar			
Dec 26 - Jan 1	26	27	28	29	30	31	Jan 1, 11
			9:00am 12:00pm working with the sheriff (RSF 1) - Training-Calendar		- Training-Calendar		

Fairbanks Ranch Station Change Orders

[illegible]

No Activity Since 9/14/10



Thank You



Your kindness is greatly appreciated

Mrs H. Rassieur

\$100.- donation to RSF Firefighters Assn
Iris Rassieur

STAFF REPORT

NO. 11-01

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: SALE OF SURPLUS EQUIPMENT
DATE: JANUARY 6, 2011



Item 1 - 2003 Ford Expedition

BACKGROUND

The FY11, vehicle replacement plan identified the purchase of a new command SUV for the training officer. Since the District has agreed to expand the cooperative efforts agreement and share the Operation's Chief, one less vehicle is necessary in the District's fleet.

CURRENT

The plan has changed to have Chief Davidson to move from his current vehicle to Chief Michel's Operation Chief's vehicle and Chief Michel move to fire chief's vehicle used by Chief Pavone. This change will no longer require the District to purchase of one of the command vehicle in the current year's budget.

The 2003 Ford Expedition with 119,000 miles is in poor condition and is no longer needed by the District. It is considered surplus equipment.

RECOMMENDATION

Staff recommends that the surplus vehicle be sold in the County of San Diego public auction on Feb 5, 2011, in Ramona, California, by TNT Auctioneers to the highest bidder.

Item 2 - Portable Radios

BACKGROUND

Through the budget process and grants the District has annually been replacing its inventory of older and obsolete 800 MHz and VHF portable radios. Currently there is a surplus inventory of ten (10) 800MHz and six (6) VHF portable radios which no longer have a use to the District.

RECOMMENDATION

Staff recommends that these surplus radios be sold to the highest bidder in the County of San Diego online public auction by TNT Auctioneers.



RANCHO SANTA FE FIRE PROTECTION DISTRICT

2010 CAR SEAT INSTALLATIONS

Quick Statistics

Technicians:

Renee Hill
Julie Taber
Abel Martinez*
Brian Schmid*

Number of Appointments:

213

Car Seats Installed:

255

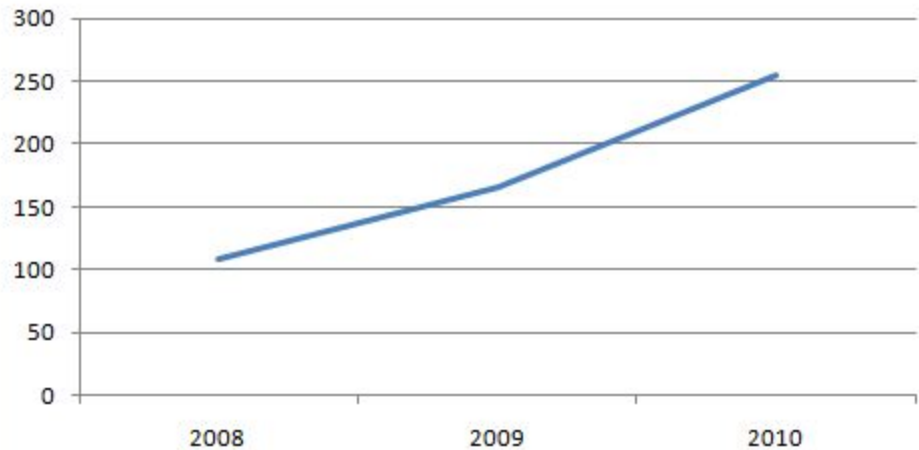
Communities Represented:

Cardiff
Carlsbad
Del Mar
El Cajon
Elfin Forest
Encinitas
La Jolla
Poway
Rancho Santa Fe
San Diego
San Marcos
Solana Beach
Vista

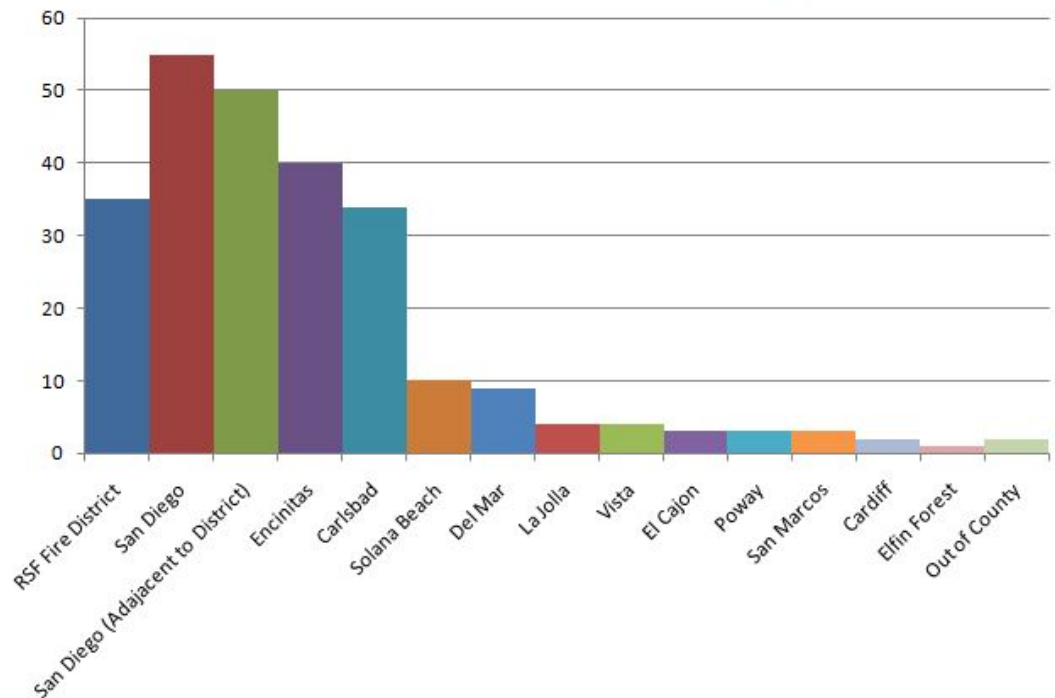
The Car Seat Installation Program continues to do well at RSFFPD. It is a service we provide free of charge. Anyone can schedule an appointment, but residents of the district are a priority.

This year we had 213 appointments, which is up from the 166 appointments we did last year. This year we also started tracking not just the number of appointments we do, but how many car seats we actually install. 2010's grand total 255 car seats.

Installations Per Year

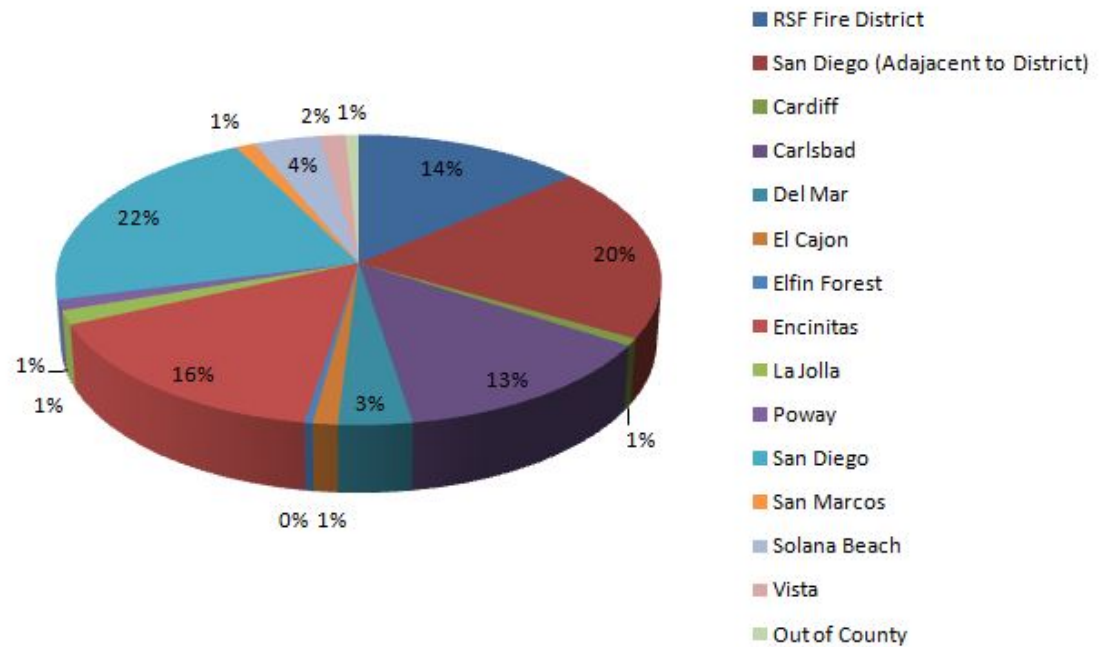


Number of Installations by City

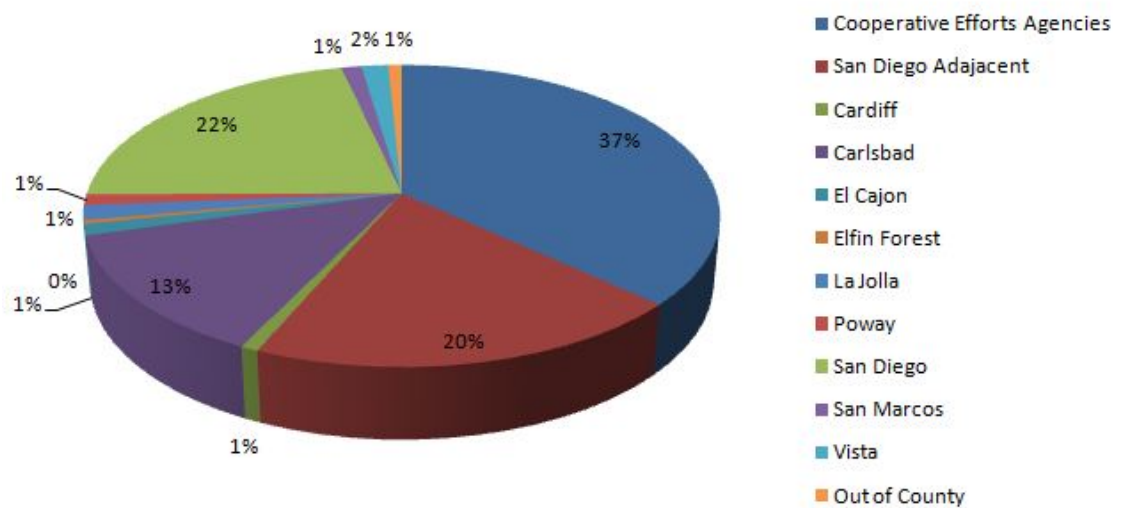


*Only installed through May

Total Installations by City



Total Installations Cooperative Management Agreement





RANCHO SANTA FE FIRE PROTECTION DISTRICT

NEW WEBSITE NAVIGATION



RANCHO SANTA FE FIRE PROTECTION DISTRICT

- ABOUT US
- EMERGENCY RESPONSE
- PREPARE & PREVENT
- PLANS & ORDINANCES
- IN THE COMMUNITY
- NEWS & EVENTS
- RESOURCES & LINKS
- FOR EMPLOYEES
- INDEX

RECYCLE YOUR CHRISTMAS TREE

Christmas has come and gone and it's time to start taking down the tree. The City of San Diego's Environmental Services Department is once again conducting its Annual Christmas Tree Recycling Program. Now through January 23, 2011, simply drop your tree off at any of the city's 16 designated drop-off locations or place your tree along the curb if you live in an area that offers curbside waste collection.

[Official Press Release and Drop-off Locations List](#)

This video shows how quickly a Christmas tree fire can spread, demonstrating the importance of removing dry trees from the home and disposing of them properly. For more information about proper disposal of your Christmas tree, visit our [Christmas Tree Safety page](#).



NOW HIRING: FIRE SERVICE ASSISTANT

The Rancho Santa Fe Fire Protection District is seeking applicants to fill the part-time Fire Service Assistant position. This is an entry level position designed for those individuals pursuing a fire service career. The successful candidate will have a flexible work schedule with a minimum of 30 hours per week and a minimum of 40 hours per week. More information including recruitment information and application packet can be found



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- ABOUT THE FIRE DISTRICT
- BOARD OF DIRECTORS
- DISTRICT PERSONNEL
- FIRE STATION LOCATIONS
- HUMAN RESOURCES
- HISTORY
- CONTACT US
- HOME

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BOARD OF DIRECTORS

- James Ashcraft, Board President
- Thomas R. Hickerson, Vice President
- Nancy Hillgren
- Randall Malin
- John C. Tanner

Next Board Meeting:

December 8, 2010
[Agenda](#)

BOARD MEMBER RESPONSIBILITY

The Board of Directors has the ability to establish policies and guidelines for the Rancho Santa Fe Fire Protection District that may exceed County and State laws.

The Board meets on the 2nd Wednesday of each month at 1:00 p.m. Meetings are held in the Board Community Room located at 16936 El Fuego (Headquarters). The members elected serve 4 year terms and elections are usually held in conjunction with County elections.

The general powers and duties of the Board of Directors include, but are not limited to: adopting fire prevention codes and ordinances, acquiring equipment, appoint necessary employees and define their qualifications and duties, mutual aid agreements, building standards, fire and panic safety, fire sprinklers, hazard correction or elimination, weed abatement, contracts for services outside District, enter joint powers agreements (such as [North County Dispatch Joint Powers Agency](#)).

To contact the Board of Directors, please call (858) 756-5971 ext. 114.

ADDITIONAL LINKS AND RESOURCES

Internet | Protected Mode: On

105%

- PLANS & ORDINANCES
- IN THE COMMUNITY
- NEWS & EVENTS
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ADDITIONAL LINKS AND RESOURCES

[Board Meeting Agendas & Minutes](#)

[Fire District Boundary Map](#) (pdf)

[LAFCO Micro Study Report](#) (pdf)

Please note this is a large file and make take a while to download.

Unsure if you're a fire district resident? [Email us](#).