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

February 14, 2018
1:00 pm PT
Regular Meeting

RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

NOTE: Meeting will convene at 1pm at 18040 Calle Ambiente, Rancho Santa Fe for the Pledge of Allegiance, Roll Call and Special Presentations.

Pledge of Allegiance

1. Roll Call

2. Special Presentations
   a. Badge Presentations

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

Promotion

1. Paul Lorenzo, Captain (*November 16, 2017)*
2. Correy Cooper, Captain *(January 16, 2018)*
3. Brian Salameh, Captain *(January 16, 2018)*
4. Cole Thompson, Captain *(January 16, 2018)*
5. Paul Roman, Engineer (*November 16, 2017)*
6. John Carey, Engineer (*January 16, 2018)*
7. Brian Ciuchta, Engineer (*January 16, 2018)*
8. Cory Ender, Engineer (*January 16, 2018)*
9. Jake Elkins, Engineer (*January 16, 2018)*
10. Matt Sivba, Engineer (*January 16, 2018)*

Off Probation

1. Michael Weeks *(December 1, 2017)*
2. Jacob Barkhimer *(January 3, 2018)*
3. Chasen Cantrell (*January 3, 201)*
4. Alexander Trottier *(January 3, 2018)*

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

New Hire – *Firefighter/Paramedic*

1. Justin Cloyd *(January 2, 2018)*
2. Richard LaFleur *(January 2, 2018)*
3. Robert Scott *(January 2, 2018)*
4. Haydne Shimer *(January 2, 2018)*
5. Samuel Stamy *(January 2, 2018)*

NOTE: At the conclusion of Special Presentations, there will be a short recess. The meeting will reconvene at 18027 Calle Ambiente, Rancho Santa Fe for the remainder of the business meeting.

3. Public Comment

4. Motion waiving reading in full of all Resolutions

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.

5. Consent Calendar
   a. Board of Directors Minutes
      Board of Directors minutes of January 10, 2018
      ACTION REQUESTED: Approve
   b. Receive and File
      i. Monthly/Quarterly Reports
         (1) List of Demands Check 29646 thru 29734, Electronic File Transfers (EFT), and Wire Transfer(s) for the period January 1 – 31, 2018 totaling: $ 293,676.50
         Wire Transfer(s) period January 1 – 31, 2018 $ 205,284.55
         Payroll for the period January 1 – 31, 2018 $ 765,396.96
         TOTAL DISTRIBUTION $1,264,358.01
         (2) Budget Review – July 1 – December 31, 2017
         (3) Cash Statement – December 31, 2017
         (4) Quarterly Investment Review
         (5) Activity Reports – January 2018
            i. Operations
            ii. Training
            iii. Fire Prevention
            iv. Correspondence - letters/cards were received from the following members of the public:
               - North County Fire Protection District
               - CalFire Incident Management Team 6

      ACTION REQUESTED: Information
   c. Acceptance of Donation
      Accept $9,179.50 donation from Rancho Santa Fe Fire District Foundation for the purchase of personal protective equipment for the Volunteer Division. Staff Report 18-02
      ACTION REQUESTED: Accept donation

6. Old Business
   a. None

7. Resolution(s)
   a. Resolution 2018-02
   To adopt Resolution No. 2018-02 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program
   ACTION REQUESTED: Adopt

8. New Business
   a. Financial Audit Services - FY18
   To discuss and/or approve the distribution of a "Request for Proposal" to retain the services of an independent auditor. Staff Report 18-03
   ACTION REQUESTED: Authorize distribution of RFP and/or provide direction
   b. RSF 6 Modular Building
   To discuss and/or approve the distribution of a "Request for Proposal" to retain purchase a modular building for RSF6. Staff Report 18-04
   ACTION REQUESTED: Authorize distribution of RFP and/or provide direction
   c. Waiver of Fees
   To discuss and/or approve a facility fee waiver for the 4S Ranch Foundation. Staff Report 18-05
   ACTION REQUESTED: Authorize distribution of RFP and/or provide direction
   d. Board of Directors Meeting Schedule
   To consider changing the April 11, 2018 regular board meeting to April 10, 2018, or a date of mutual convenience for the Board of Directors.
   ACTION REQUESTED: Confirm a date for the April Board of Directors board meeting

9. Oral Report
   a. Fire Chief – Michel
   b. Operations – Deputy Chief
   c. Volunteer – Division Chief
   d. Training – Battalion Chief
   e. Fire Prevention – Fire Marshal
   f. Administrative Manager
      i. Form 700 – Filing NLT April 1, 2018
   g. Board of Directors
      i. North County Dispatch JPA – Update
      ii. County Service Area – 17 – Update
      iii. Comments

10. Closed Session
    a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:
    CONFERENCE WITH REAL PROPERTY NEGOTIATORS
    Property: 16936 El Fuego
    Agency Negotiator: Tony Michel, Fire Chief
    Negotiating Parties: North County Dispatch Joint Powers Authority
    Under Negotiation: Instruction to negotiators concerning price and term

11. Adjournment

    The next regular meeting Board of Directors meeting to be March 14, 2018 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.

RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting Agenda
Wednesday, February 14, 2018, 2018 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on February 8, 2018 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on February 8, 2018

Karlena Rannals
Board Clerk

RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – January 10, 2018

These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were actually considered.

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
Battalion Chief Livingstone led the assembly in the *Pledge of Allegiance*.

1. Roll Call
   Directors Present: Ashcraft, Malin, Tanner, Stine
   Directors Absent: Hillgren
   Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Dave Livingstone, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlena Rannals, Board Clerk.

2. Public Comment
   No one requested to speak to the Board.

3. Motion waiving reading in full of all Resolutions/Ordinances
   MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

4. Consent Calendar
   MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.
   a. *Board of Directors Minutes*
      i) Board of Directors minutes of December 13, 2017
   b. Receive and File
      i) *Monthly/Quarterly Reports*
         1. List of Demands Check 29535 thru 29645, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period December 1 – 31, 2017 totaling: $ 210,722.29
            Wire Transfer(s) period December 1 – 31, 2017 $ 257,321.42
            Payroll for the period December 1 – 30, 2017 $ 595,187.63
            TOTAL DISTRIBUTION $1,063,231.34
         2. Activity Reports – December, 2017
            a) Operations
            b) Training
            c) Fire Prevention
            d) Correspondence – letters/cards were received from the following members of the public:
               1) Grateful Citizen from Ventura Fire

5. Old Business

   a. CalPERS Pension Unfunded Accrued Liability (UAL) – Accelerated Payment

   Karlena Rannals reminded the Board that they authorized at the December 2017 meeting an additional payment to CalPERS to each plan with a UAL. She informed them that a combined payment of $438,294 was sent to CalPERS for an additional payment to five of the six District's plans. The payment delivered to CalPERS was Friday, December 22, 2017.

   In addition to the report, the Board had a lengthy discussion regarding the best method to reduce the District's UAL. Director Malin agreed to work with the staff in preparing a five-year plan, which may include accelerated payments for reducing the UAL.

6. Resolutions/Ordinances

   a. Resolution No. 2018-01

   Chief Michel summarized the staff report provided. He reported that Battalion Chief Jim Sturtevant retired from the District July 3, 2017. Prior to his retirement, Chief Sturtevant had applied for an Industrial Disability Retirement and CalPERS notified the District. Although, the District has accepted the worker's compensation claim filed by Chief Sturtevant, a subsequent qualified medical evaluator determined that Chief Sturtevant had been able to perform the full range of duties without modification up until the date of his retirement. He reported that it is appropriate for the District to notify CalPERS that there is no finding of disability, which can be done with the adoption of Resolution No. 2018-01. Staff responded to questions from the Board.

   MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2018-01 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District (Government Code section 21156) on the following roll call vote:

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

7. New Business

   a. *None*

8. Oral Report

   a. Fire Chief – Michel

      i) District Activities

         1. Orientation Academy: five firefighter/paramedics joined the District on January 2, 2018 are currently in the second of their three-week academy. The February meeting will include a "badge ceremony" for all of the recent promotions.
         2. Battalion Chief Recruitment: he distributed on December 26, 2017 an internal recruitment for the Battalion Chief vacancy. Applications will be accepted up to February 28, 2018. Should there be enough qualified applicants, a test is planned for March 2018.

3. Harmony Grove Village: he spoke with a representative of this development and at buildout, there will be 736 new structures, which to date, 254 sales are complete. The developer anticipates another 247 homes sold in 2018.
4. Lusardi Del Cielo: he informed the board that he is aware of a new development in the Cielo area, and he anticipates the annexation of this proposed development. The annexation is approximately 300 acres and 37 homes, and will be considered at a future meeting.

b. Operations – Deputy Chief
Chief Cox summarized the previous month's activity and year's statistics, noting an overall increase in calls of 9.2%. He reported that the District deployed four units to the Lilac Fire and at the same time had one unit at the Thomas Fire. He and Chief Michel express their appreciation to all personnel who responded to the call for staffing, in particular during the holidays.

c. Elfin Forest Volunteer Division – Division Chief
VRRC Twohy reported on the new position and noted that to date, 12 individuals had completed applications to supplement the current volunteer staff, and 11 of the 12 are in background. A new volunteer five-week academy will begin in February. He also express his sincere and heartfelt appreciation to the Board and Chiefs in their support to the Volunteer Division in support of the death of Corey Iverson. The former Elfin Forest Volunteer Fire Department had a large presence (in both equipment and personnel) at the service. The remodel of the station is complete and will be ready to serve career staff and volunteers on January 23, 2018.

d. Training – Battalion Chief
Chief McQuead reported that because of the numerous days of "red flag" warnings in December, some of the planned training was removed from the calendar. He also reported on a planned S212 (chain saw safety) class will be conducted at the Arroyo Property.

e. Fire Prevention – Fire Marshal
FM Donner reported that the Sheriff arrested a 14-year old juvenile for arson. The San Dieguito Planning Commission will have the Harmony Grove South project on their March 2018 meeting. February 14 district personnel will participate in the "Love your Heart" day. In addition, to help with the increased workload, she will be retaining the services of another retired annuitant starting January 22, 2018.

f. Administrative Manager
She also reminded the board that the meeting will start at the RSF4 for the first part of the meeting because of the badge ceremony.

g. Board of Directors
   i) North County Dispatch JPA – Update: Ashcraft – no report. The next meeting is February 22, 2018.
   ii) County Service Area – 17 – Update: Hillgren – no report.
   iii) Comments
      1. None

9. Adjournment
Meeting adjourned at 2:42 pm.

_____ _____

Karlena Rannals
Secretary

James H Ashcraft
President

Check No.	Amount	Vendor	Purpose
29646	$477.00	A to Z Plumbing Inc	RSF Building
29647	$961.48	Accountemps	Temporary Labor
29648	$49.27	AT&T	Telephone RSF1
29649	$242.50	Bennett, Luke D.	CSA-17 Contract
29650	$1,274.00	C.A.P.F.	Disability Ins Short & Long
29651	$3,292.00	County of SD/RCS	CAP Code Paging Service-Monthly Service
29652	$100.81	Dish	Cable RSF6
29653	$217.80	Entenmann-Rovin Co Inc.	Uniforms: Safety Personnel
29654	$1,136.25	MES California	Calibration/Maint Spec Equip-Gas Monitor
29655	$15,907.00	Greogry L. Kaczur	EF Station Upgrade
29656	$730.00	Power Plus!	Elec/Gas/Propane RSF5
29657	$325.00	Rancho Santa Fe Rotary	Association Dues
29658	$724.20	Scott Davis	Admin - Meal/Lodging/Travel
29659	$304.00	Terminix International	RSF Building
29660	$35.88	U P S	Shipping Service
29661	$1,877.65	Verizon Wireless	Cellular - Telephone
29662	$6,560.00	WinTech Computer Services	Consulting Services
29663	$750.00	Accme Janitorial Service Inc	Building ADMIN
29664	$776.58	Accountemps	Temporary Labor
29665	$127.03	Airgas Inc	Safety: Breathing Air
29666	$2,059.80	AT&T Calnet 2/3	RSF Telephone
29667	$1,645.31	California Health & Safety Inc	Breathing Apparatus - Supplies and Parts
29668	$975.61	Callback Staffing Solutions	Scheduling (Crewsense) Maintenance
29669	$266.40	Complete Office of California Inc	Office Supplies
29670	$200.78	Cox Communications	Telephone RSF2,3
29671	$82.00	Dependable Alarm Systems Inc	Alarm System Monitoring RSF4
29672	$177.00	Door Service & Repair Inc	Building RSF4
29673	$329.83	EDCO Waste & Recycling Inc	Trash RSF5,6
29674	$162,060.60	Erickson-Hall Const Co Inc	RSF5 Station Design/Build
29675	$420.00	Fitch Law Firm Inc	Legal Services
29676	$100.00	Focus Psychological Service	Critical Incident Debrief
29677	$469.13	General Data Co	Repair Machines & Office Equipment
29678	$615.10	Home Depot, Inc	Station Maintenance
29679	$294.68	Jauregui & Culver Inc	Refuel Facility Repair
29680	$66.19	L N Curtis & Sons Inc	Safety Equipment
29681	$396.00	Lincoln National Life Ins Co	Life Insurance/EAP
29684	$2,035.94	Olivenhain Municipal Water District	Water RSF
29685	$187.23	Rincon Del Diablo Municipal Water Di	Water RSF5
29686	$535.73	San Diego Fitness Repair (Fitness Wa	Fitness Equipment Repair
29687	$3,825.00	Scott Davis	Programming - Computer & Software FP/PR
29688	$240.00	SDCFCA	Meetings/Meal Expenses
29689	$914.68	SDG&E	Elec/Gas/Propane RSF
29690	$2,445.36	SoCo Group Inc	Fuel: Gasoline & Diesel
29691	$40.00	State Fire Training	Permit: Certification
29692	$8,355.00	Streamline Automation Systems LLC	Computer - License/Software
29693	$441.27	Telepacific Communications	Telephone ADMIN
29694	$66.00	Terminix International	Building RSF2
29695	$560.52	Time Warner Cable	Telephone, Cable
29696	$15.45	U P S	Shipping Service
29697	$9,752.24	U S Bank Corporate Payment System	Cal-Card./IMPAC program
29698	$4,269.91	Uniforms Plus	Uniforms: Safety Personnel
29699	$1,975.95	United Site Services	Sewer RSF5,6
29700	$2,928.41	Waste Management Inc	Trash RSF
29701	$2,200.00	Yonoh Kim	Commercial - Liability - Auto Coverage

29702	$63.00	AAA Live Scan	Background Investigation
29703	$961.48	Accountemps	Temporary Labor
29704	$2,269.74	Advanced Communication Systems Inc	Radio (Mobile Repair)
29705	$167.37	AT&T Calnet 2/3	Telephone RSF
29706	$352.18	Complete Office of California Inc	Office Supplies
29707	$597.24	Konica Minolta Business Inc	Copier Maintenance Contract
29708	$132.95	Orion Broadband	Telephone RSF1
29709	$269.46	Pitney Bowes Inc	Equipment Rental
29710	$70.00	RSF Mail Delivery Solutions	Mail Delivery Service
29711	$312.00	Salameh, Brian	Education/Training Reimbursement
29712	$700.00	Santa Fe Irrigation District	NCDJPA Rebill
29713	$9,749.00	SDG&E	Elec/Gas/Propane RSF
29714	$1,421.64	SoCo Group Inc	Fuel: Gasoline & Diesel
29715	$66.00	Terminix International	Building RSF6
29716	$91.95	Time Warner Cable	Cable - Admin
29717	$25.98	U P S	Shipping Service
29718	$704.00	Vortex Industries, Inc.	Building RSF2
29719	$126.00	AAA Live Scan	Background Investigation
29720	$961.76	Accountemps	Temporary Labor
29721	$245.98	AT&T	Telephone/Cable RSF5
29723	$18.49	Complete Office of California Inc	Office Supplies
29724	$255.26	Cox Communications	Telephone/Cable RSF
29725	$2,202.75	Entenmann-Rovin Co Inc.	Uniforms: Safety Personnel
29726	$4,078.31	Guardian Life Insurance Co	Medical Insurance
29727	$740.05	Lincoln National Life Ins Co	Life Insurance/EAP
29728	$800.00	Mertz, William C.	In-Service Training Program-Regional FF
29730	$857.90	SoCo Group Inc	Fuel: Gasoline & Diesel
29732	$15.45	U P S	Shipping Service
29733	$255.96	Verizon Wireless	Cellular - Telephone
29734	$296.00	Young, Scott	Education/Training Reimbursement
EFT000000000372	$356.71	Havens, Burgen	Education/Training Reimbursement
EFT000000000377	$295.97	Reyes, Sandra N.	Education/Training Reimbursement
EFT000000000378	$360.34	Sivba, Matt	Education/Training Reimbursement
EFT000000000380	$1,061.35	Rannals, Karlena	Admin - Overnight Conf/Seminars, Supplies
EFT000000000381	$587.25	Benz, Curtis	Education/Training Reimbursement
EFT000000000382	$925.00	RSFPFA	Training Equipment/Supplies Volunteer Di
Misc	$14,466.41		Medical Reimbursements
Subtotal	$293,676.50		
ACH Transfer	$139,465.23	CalPERS	DEC 2017 Retirement
ACH Transfer	$65,819.32	CalPERS	FEB 2018 Health
Subtotal	$205,284.55		
1/15/2018	$498,116.86	RSFFPD	Payroll
1/31/2018	$267,280.10	RSFFPD	Payroll
Subtotal	$765,396.96		
Total	**$1,264,358.01**		

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2018
July 1 through December 31, 2017
FY18

PERSONNEL COSTS		**BUDGET EXPENDITURES FY18**		**ESTIMATED EXPENDITURES FY18**	**% OF BUDGET**
Salaries/Wages - Staff	$	7,178,559	$	3,431,116	48%
Overtime	$	1,522,241	$	1,099,903	72%
Holiday Pay	$	224,653	$	191,037	85%
Labor (Temporary)	$	75,892	$	28,345	37%
Retirement	$	1,511,657	$	981,663	65%
CalPERS UAL - Accelerated Payment	$	-	$	438,456	0%
Health Insurance + HRSA	$	1,416,766	$	604,153	43%
Life Insurance/Long Term Disability	$	37,181	$	13,464	36%
Social Security Tax	$	7,621	$	2,822	37%
Medicare Tax	$	128,514	$	66,594	52%
Unemployment Insurance	$	17,325	$	564	3%
Workers' Compensation/Wellness	$	215,545	$	166,361	77%
PERSONNEL (Subtotal)	**$**	**12,335,954**	**$**	**7,024,478**	**57%**

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2018
July 1 through December 31, 2017

CONTRACTURAL		BUDGET EXPENDITURES FY18		ESTIMATED EXPENDITURES FY18	% OF BUDGET
Administrative Fees	$	222,356	$	41,899	19%
Advertising	$	1,500	$	-	0%
Apparatus	$	-	$	-	0%
Association Dues	$	12,645	$	9,822	78%
Building/Facility Lease	$	31,838	$	14,220	45%
Dispatching	$	166,867	$	58,830	35%
Equipment Rental	$	1,500	$	22	1%
Equipment Repair	$	38,346	$	6,709	17%
Insurance	$	101,581	$	98,437	97%
Laundry Service	$	350	$	-	0%
Legal Services	$	31,571	$	17,230	55%
Local Meeting/Meal Expense	$	8,808	$	3,783	43%
Mileage Reimbursement	$	700	$	-	0%
Other Contractual Services	$	184,868	$	74,219	40%
Other Professional Services	$	196,884	$	118,289	60%
Permits	$	11,183	$	5,658	51%
Service Agreements	$	66,028	$	21,744	33%
Soil Contamination Cleanup	$	-	$	-	0%
Subscriptions	$	2,130	$	441	21%
Training	$	119,000	$	32,025	27%
Utility-Cable/Internet	$	8,906	$	2,874	32%
Utility-Electricity	$	166,760	$	73,421	44%
Utility-Sewer	$	44,801	$	12,065	27%
Utility-Telephone	$	89,575	$	33,986	38%
Utility-Trash	$	19,684	$	12,154	62%
Utility-Water	$	31,360	$	8,912	28%
Vehicle Maintenance (Scheduled)	$	89,400	$	23,207	26%
Vehicle Repair	$	122,050	$	60,550	50%
Contractual Services (Subtotal)	**$**	**1,770,691**	**$**	**730,496**	**41%**

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2018
July 1 through December 31, 2017

MATERIALS & SUPPLY		**BUDGET EXPENDITURES FY18**		**ESTIMATED EXPENDITURES FY18**	**% OF BUDGET**
Apparatus	$	39,879	$	15,930	40%
Apparatus - Computers	$	1,614	$	-	0%
Audio Visual	$	350	$	1,291	369%
Books	$	3,932	$	174	4%
Cellular	$	2,000	$	654	33%
Computer	$	80,730	$	27,027	33%
Electrical Supplies	$	200	$	-	0%
Fire Hose, Nozzles & Supply	$	12,000	$	-	0%
Firefighting Foam	$	2,500	$	3,635	0%
Food for Major Emergencies	$	2,000	$	22	0%
Fuel	$	64,833	$	34,811	54%
Furnishings/Equipment	$	16,432	$	2,945	18%
Grants	$	-	$	-	0%
Hydrant Maintenance	$	2,000	$	273	0%
Janitorial	$	10,201	$	4,197	0%
Knox Replacement	$	5,000	$	-	0%
Landscape	$	2,000	$	-	0%
Lumber/Screws/Nails	$	200	$	37	0%
Maps	$	750	$	104	0%
Medical Supplies	$	49,594	$	20,447	41%
Miscellaneous	$	2,250	$	9,186	408%
Office - General	$	35,761	$	12,953	36%
Paint	$	100	$	17	17%
Program - Supplies (CERT)	$	2,500	$	-	0%
Public Education	$	18,500	$	2,700	15%
Radio	$	64,645	$	31,342	48%
Rock, Sand, Gravel	$	1,000	$	-	0%
Safety	$	90,947	$	26,129	29%
Special Events & Awards	$	8,000	$	1,466	18%
Station Maintenance	$	61,143	$	20,934	34%
Station Supplies/Replacements	$	6,850	$	2,590	38%
Street Signs & Markers	$	750	$	-	0%
Tools	$	944	$	256	27%
Training (Expendable Supplies)	$	7,677	$	4,987	65%
Uniforms	$	48,200	$	10,986	23%
Material & Supplies (Subtotal)	**$**	**645,481**	**$**	**235,093**	**36%**

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2018
July 1 through December 31, 2017

OPERATING COST SUMMARY		**BUDGET EXPENDITURES FY18**		**ESTIMATED EXPENDITURES FY18**	**% OF BUDGET**
Personnel	$	12,335,954	$	7,024,478	57%
Contractual	$	1,770,691	$	730,496	41%
Material & Supply	$	645,481	$	235,093	36%
Prior Year Expense	$	-			
Depreciation	$	802,658	$	401,329.10	50%
TOTAL COSTS	**$**	**15,554,784**	**$**	**8,391,396**	**54%**

CAPITAL and PLANNED PROJECTS-Cash Expenses		**Additional Cash**			**% OF BUDGET**
RSF5 Station Design/Build	$	-	$	3,620	
2016 Engine Equip #1611	$	-	$	3,894	
Unit 1711 Equipment	$	-	$	856	
Total Capital and Planned Projects	**$**	**-**	**$**	**8,370**	0%

Statement of Cash Assets

Rancho Santa Fe Fire Protection District
FY18

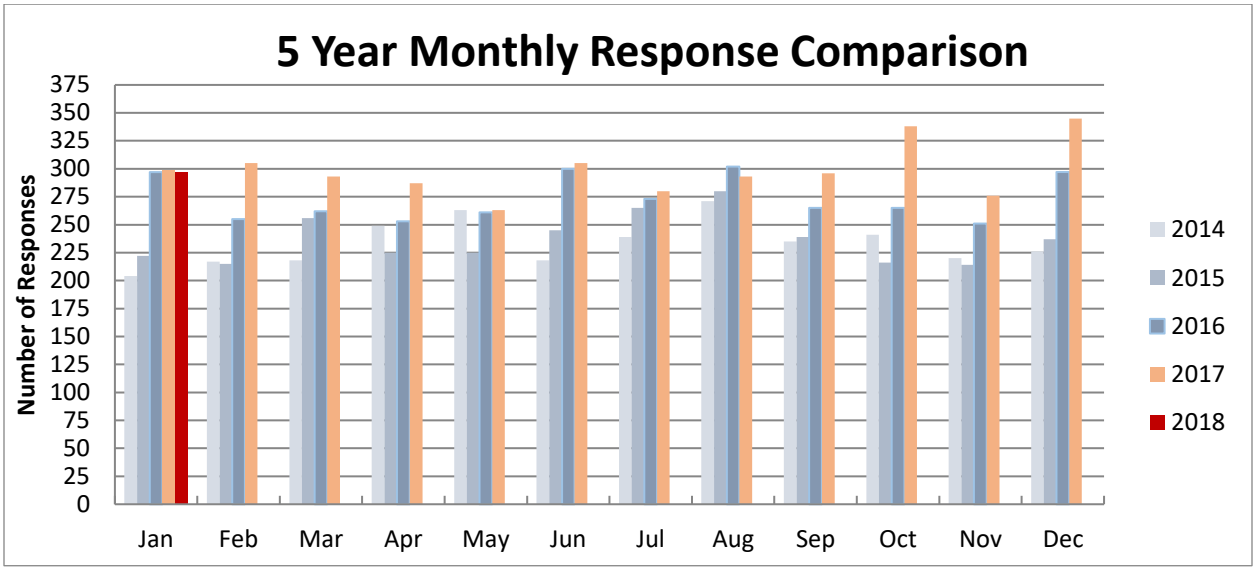
	30-Jun-17	30-Sep-17	31-Dec-17
Assets			
Current Cash & Investments	15,856,506	12,692,038	13,730,346
Accounts Receivable	730,760	377,219	278,639
Current Assets Total	16,587,266	13,069,258	14,008,986
Fixed & Restricted Assets (Excluded)			
Intangible Assets (DIR - Pension Excluded)	-	-	
Reserved Funds with Restrictions	5,229,108	5,262,519	5,262,815
Accumulated Depreciation (Excluded)	-	-	
Current Cash Assets Total	21,816,374	18,331,776	19,271,801
Liabilities			
Current & Accrued Liabilities			
Current Liabilities	2,473,842	1,881,106	1,881,106
Accrued Liability Payable	1,143,390	1,179,232	981,612
Other Liabilities			
Net Pension Liabilities (GASB 68)	10,865,029	10,865,029	10,865,029
Total Current Liabilities	14,482,261	13,925,367	13,727,747
Long-Term Debt			
ESTIMATED Cash Available	7,334,113	4,406,409	5,544,054
Additional Information - Reserve Allocation			
Reserve - Specified			
MDC Equipment Reserves (NCDJPA)	78,749	78,749	79,274
ALS Equipment Reserve	44,338	44,353	44,628
HGEF Caltrust Reserve	4,544,405	4,556,288	4,551,077
Environmental Initiative for Sustainability	228,770	228,770	228,770
PASIS Reserve	328,386	344,991	349,697
Total Reserve - Specified	5,224,648	5,253,150	5,253,446
Reserve - Unspecified			
General Reserve	5,500,000	2,500,000	4,500,000
Unspecified Capital Reserves	9,533,803	9,734,468	6,954,593
Undesignated Reserves	-	-	
Total Reserve - Unspecified	20,258,452	17,487,618	16,708,039
Cash Reserves (Deficit) Subtotal	(12,924,339)	(13,081,209)	(11,163,986)
Profit & Loss Net - FY18	-	(3,125,938)	(2,118,637)
Cash Reserves (Deficit) - Total	(12,924,339)	(16,207,146)	(13,282,623)
Net Pension Liability *- added back in*	10,865,029	10,865,029	10,865,029
Cash Reserves (Deficit)	(2,059,310)	(5,342,117)	(2,417,594)

Rancho Santa Fe Fire Protection District
Investment Portfolio - Listing

	County of San Diego			Local Agency Investment Fund			Bank of America			CalTrust Investment		
Date	Average Daily Cash Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Share Value	Qtrly Earnings
FY16												
9/30/2015	9,116,014	0.1207499	11,007.58	2,507,708	0.3200	2,019.12	68,654.93	0.000200	3.47			
12/31/2015	7,972,012	0.1723940	13,743.27	2,509,727	0.3700	2,322.84	68,654.40	0.000200	3.47			
3/31/2016	10,342,559	0.1391914	14,395.95	2,512,050	0.4600	2,899.70	68,661.81	0.000200	3.41			
6/30/2016	11,809,274	0.1433726	16,931.26	2,514,950	0.5500	3,421.54	68,665.23	0.000200	3.42			
	Annual Rate	0.5757079	$ 56,078.06	Annual Rate	0.4250	$ 10,663.20	Annual Rate	0.000200	$ 13.77	Avg Share Value	0.000000	$ -
FY17												
9/30/2016	9,720,648.93	0.2181028	21,201.01	2,518,371.32	0.6000	3,826.52	68,668.68	0.000200	3.45	4,531,619.73	10.100000	124.73
12/31/2016	10,718,806.24	0.2148859	23,033.20	2,522,197.84	0.6800	4,296.15	68,672.13	0.000200	3.42	4,512,312.82	10.090000	12,123.83
3/31/2017	11,627,772.17	0.2929174	34,059.77	2,526,493.99	0.7800	4,833.54	68,675.52	0.000200	3.39	4,557,077.20	10.090000	13,333.64
6/30/2017	13,078,710.09	0.2982185	40,097.61	2,531,327.53	0.9200	5,829.30	68,678.95	0.000200	3.43	4,566,555.96	10.090000	14,268.88
	Annual Rate	1.0241246	$ 118,391.59	Annual Rate	0.7450	$ 18,785.51	Annual Rate	0.000200	$ 13.69	Avg Share Value	10.092500	$ 39,851.08
FY18												
9/30/2017	11,283,998.32	0.3140160	35,433.56	2,537,156.83	1.0700	6,866.96	68,682.42	0.0002	3.47	4,556,287.68	10.0300	16,430.89
12/31/2017	9,782,917.36	0.3508629	34,324.63	2,544,023.79	1.2000	7,723.56	68,685.89	0.0002	3.47	4,551,076.71	9.9800	17,526.03
3/31/2018												
6/30/2018												
	Annual Rate	0.6648789	$ 69,758.19	Annual Rate	1.1350	$ 14,590.52	Annual Rate	0.000200	$ 6.94	Avg Share Value	10.0050	$ 33,956.92

January Incident Count

Stations 1 - 6



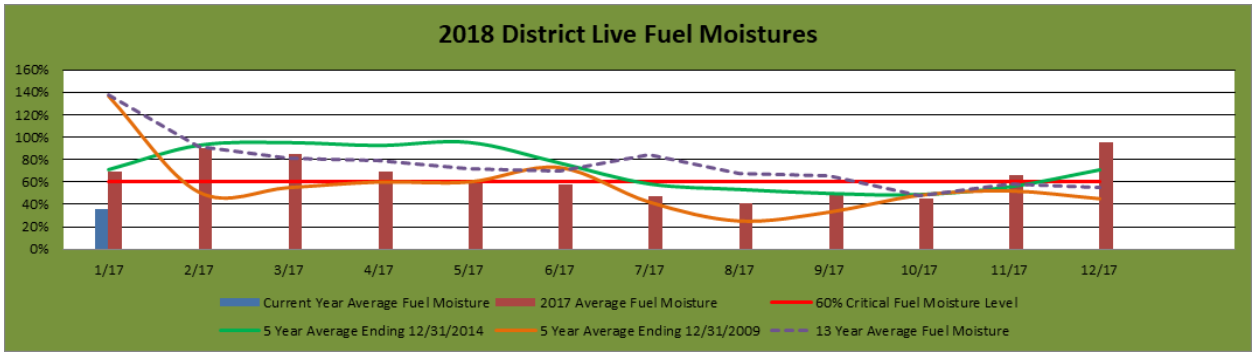
2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297												297
YTD	297												
2017	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**YTD Responses**
Responses	299	305	293	287	263	305	280	293	296	338	276	345	3,580
YTD	299	604	897	1,184	1,447	1,752	2,032	2,325	2,621	2,959	3,235		8.2%
2016	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**YTD Responses**
Responses	297	255	262	253	261	300	273	302	265	265	251	297	3,281
YTD	297	552	814	1,067	1,328	1,628	1,901	2,203	2,468	2,733	2,984	3,281	15.6%
2015	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**YTD Responses**
Responses	222	215	256	225	225	245	265	280	239	216	214	237	2,839
YTD	222	437	693	918	1,143	1,388	1,653	1,933	2,172	2,388	2,602	2,839	1.3%
2014	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**YTD Responses**
Responses	204	217	218	249	263	218	239	271	235	241	220	226	2,801
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%

Incident Response Summary by Station

Date Range: From 01/01/2018 To 01/31/2018

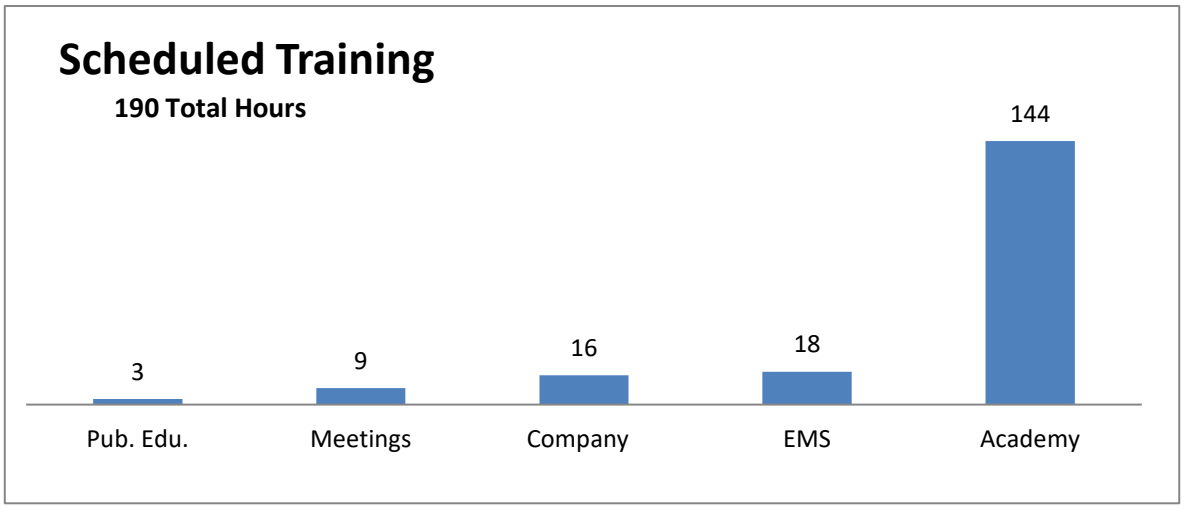
Station: RSF 1	79
Station: RSF 2	111
Station: RSF 3	36
Station: RSF 4	43
Station: RSF 5	17
Station: RSF 6	11
Total Incident Count:	**297**

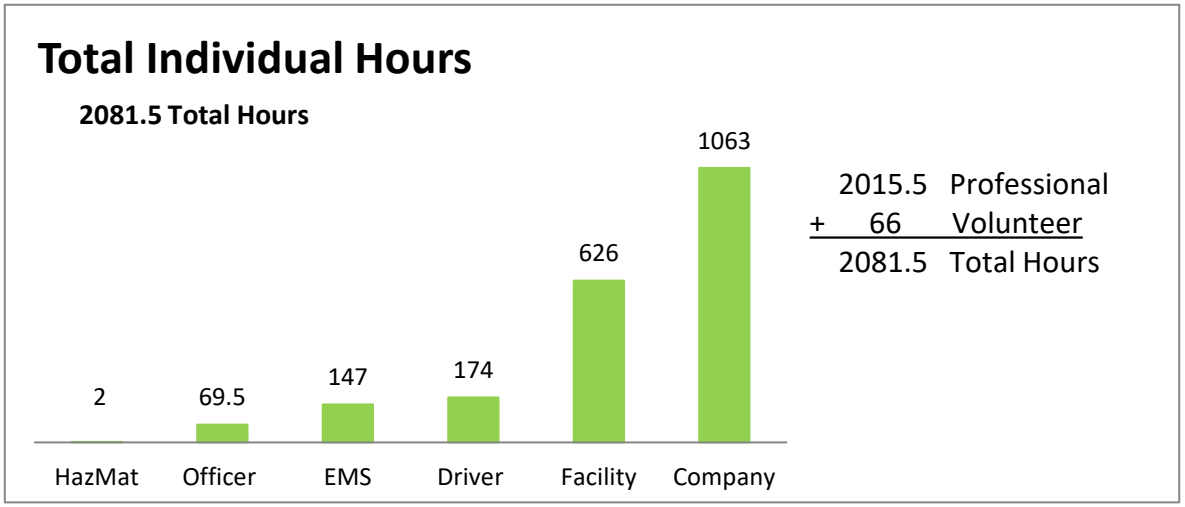
Incident Summary by Incident Type Date Range: From 01/1/2018 To 01/31/2018	
Incident Type	**Incident Count**
Fire	10
EMS/Rescue	145
Hazardous Condition	3
Service Call	29
Good Intent	74
False Call	27
Other	9
Total	**297**

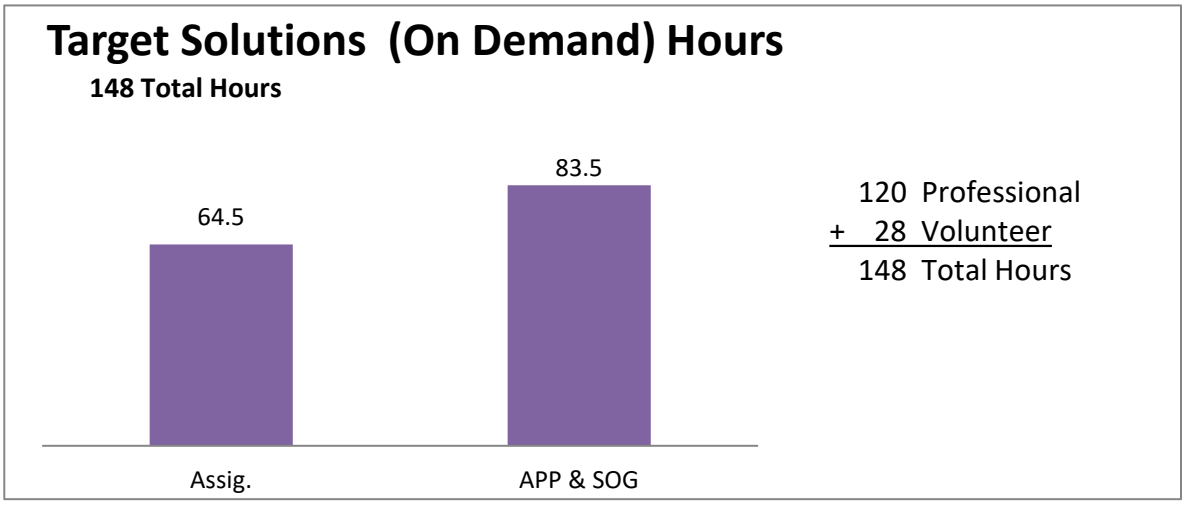


Significant Incidents/Overhead Assignments				
DATE	**INCIDENT/ LOCATION**	**TYPE**	**UNIT/PERSON**	**MISC.**
No major incidents during the month of January.				

Training Division
January 2018







See next page for description

Training Division - Descriptions

Scheduled Training

Training hours are planned annually. This is to maintain a well organized year and to help the firefighters be successful with the hours required by Federal, State, Local.

Total Individual Hours - 6 Subjects

Subject	Definition	Examples
Company	Documentation of all Company Training that is not Driver, Officer, Haz-Mat, or Facility Training.	Aerial Ladder, Hose, Ladders, Physical Fitness, SCBA, Technical Rescue, Ventilation, etc.
Driver	This is for documenting Driver Training hours. Per ISO standards employees considered a "Driver" will be required to complete 12 hours of Driver Training annually. You can use this same form to record Driver Training hours for Non-Drivers and it will be counted towards Company Training.	Apparatus Inspections & Maintenance, Basic Hydraulics, Defensive Driving, Maps, Driving Heavy Vehicles, Etc.
Facility	This is live training conducted at an approved site. For the location to be approved it must have at least two acres on the property, a three story tower, and a burn facility. It is also important to note that the training must not just occur on the approved site, but the facility itself must be used. If your users are just sitting in a classroom at an approved site, this cannot count towards facility hours and the completion would need to be applied elsewhere. However, if the classroom portion was followed by utilization of the facility, the entire time could count towards Facility Training.	Company Evolutions, NFPA 1410 Driver/Operator, NFPA 1002 Fire Officer, NFPA 1021 Firefighter Skills, NFPA 1001 Hazardous Materials, NFPA 472 Live Fire, NFPA 1403 Other NFPA Fire Based Training
HazMat	This is for documenting Hazardous Materials Training hours. Per ISO standards all firefighters are required to complete 6 hours of Hazardous Materials Training annually.	DOT Guidebook Review, Decontamination Procedures, First Responder Operations, Etc.
Officer	Per ISO standards employees considered a "Officer" will be required to complete 12 hours of Officer Training annually. You can use this same form to record Officer Training hours for Non Officers and it will be counted towards Company Training.	Dispatch, General Education, Meetings, Orientation, Exam, Management Principles, Personnel, Promotional, Public Relations, Etc.
EMS	EMS is not tracked or required by Insurance service Organization for Rating. EMS Continuing Education is tracked for recertification of Paramedics (48/2yrs) and EMT (24/2yrs).Through Emergency Service Medical Administration (EMSA).	Continuing Education and SIMS

Mandated Hours

Hours completed through an assignment on an online database (Target Solutions). Mandated assignments are required by either Federal, State, Local.

Rancho Santa Fe Fire Protection District

Fire Prevention Bureau Monthly Activity Summary

January 2018

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	32	124,115
Fire Inspector	4	14,846
Fire Inspector/Forester	8	30,089
TOTAL	**44**	**169,050**

RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Fire Marshal	0	0
Fire Inspector	4,922	4,552
Fire Inspector/Forester	1,670	13,359
TOTAL	**6,592**	**17,911**

COMMERCIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	**0**	**0**

TOTAL NEW CONSTRUCTION		Sq Footage
Based on permitted Sq footage	**Total Added**	**186,961**

FIRE SPRINKLER REVIEWS	Commercial	Residential
Fire Marshal	1	4
Fire Inspector	0	9
Fire Inspector/Forester	0	2
TOTAL	**1**	**15**

TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Fire Marshal	8	3,854
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	**8**	**3,854**

LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Fire Marshal	1	2.50
Fire Inspector	14	12.00
Fire Inspector/Forester	8	5.75
TOTAL	**23**	**20.25**

Rancho Santa Fe Fire Protection District

Fire Prevention Bureau Monthly Activity Summary

January 2018

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	1	1.50
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	1	1.50

INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	3	5.00
Hydros (Fire Sprinklers)	16	11.50
Finals (Structures)	20	24.00
Landscape	7	6.00
Reinspections	5	0.00
Tents/Canopy	2	3.50
Burn Permits	7	10.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	2	1.50
Code Enforcement	2	2.00
Engine Company Follow Up	0	0.00
Misc.	1	1.50
TOTAL	65	65.00

HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	161	12.88
Weed Abatement Reinspection	149	22.35
1st Notice	36	9.25
2nd Notice	41	8.75
Final Notice	19	4.75
Forced Abatement	0	0.00
Postings	3	3.00
Annual Mailers	0	0.00
Homeowner Meeting	14	7.00
WUI	0	0.00
TOTAL	423	67.98

GRADING -All Staff	Number of Reviews	Staff Hours
Plan Review	11	15.00
TOTAL	11	15.00

Rancho Santa Fe Fire Protection District

Fire Prevention Bureau Monthly Activity Summary

January 2018

ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	7	24.00
Conferences	0	0.00
Meetings	19	23.0
Other	0	0.00
Supervison	0	0.00
Fuels Reduction	0	0.00
TOTAL	26	47.00

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	340	85.00
Correspondence	393	98.25
Consultations	56	56.00
Plan Review	97	97.00
Scanning	200	50.00
General Office	70	70.00
TOTAL	1,156	456.25

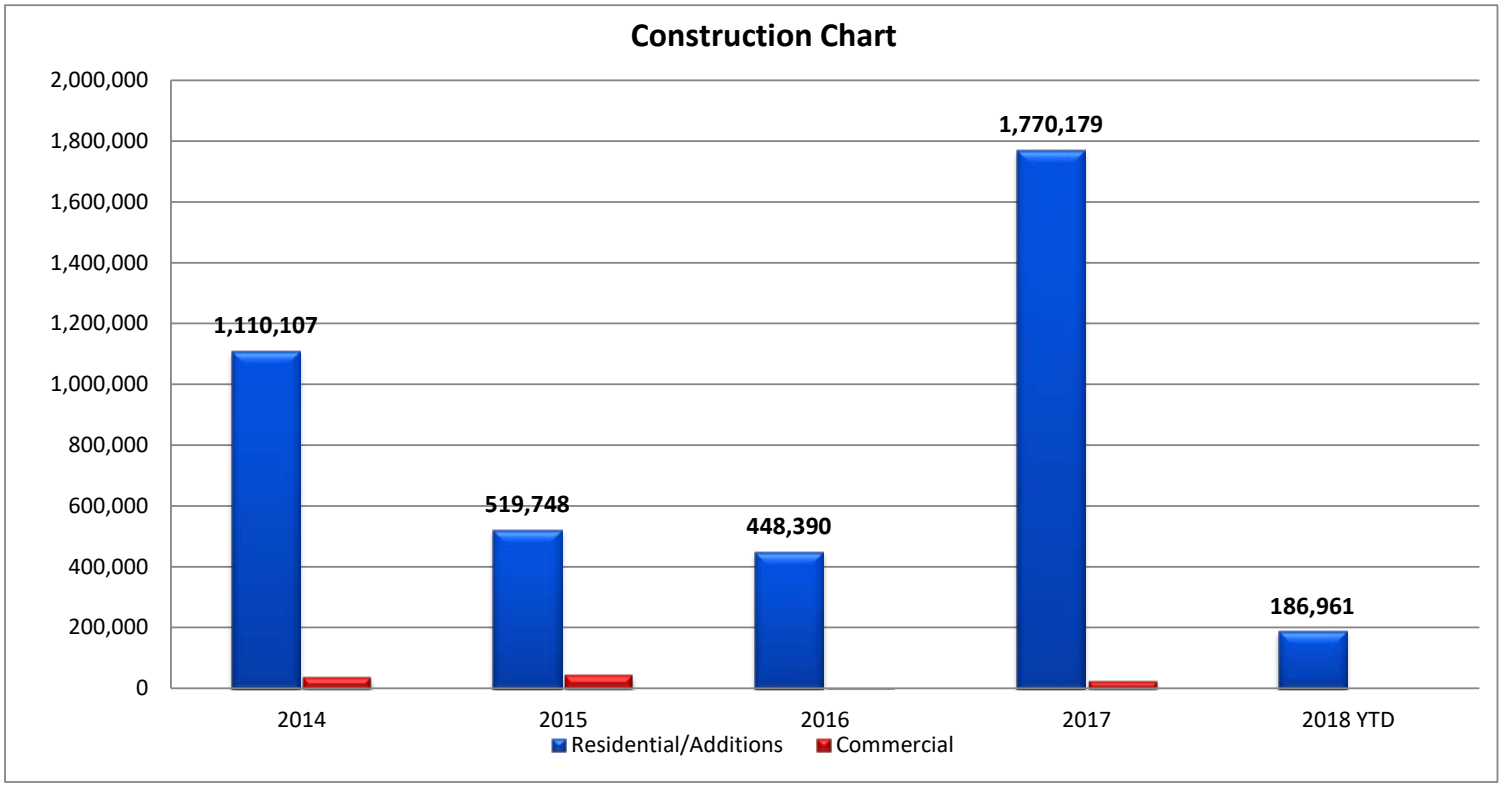
ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	356	17.80
Correspondence	304	76.00
Walk in/Counter (All Administrative Staff)	356	29.67
Knox Application Request	7	1.75
Burn Permits	2	1.00
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	111	111.00
Special Projects	10	10.00
Scanning Documents/Electronic Files	450	112.50
Meetings: Admin/Prevention/Admin Shift	12	6.00
Post Office Runs	0	0.00
Deposit runs and preparations	25	12.50
TOTAL	1,635	378.38

Rancho Santa Fe Fire Protection District

Fire Prevention Bureau Monthly Activity Summary

January 2018



Year	Res/Add	Comm	Total
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2017	1,770,179	23,757	1,793,936
2017 YTD	48,461	0	48,461
2018 YTD	186,961	0	186,961

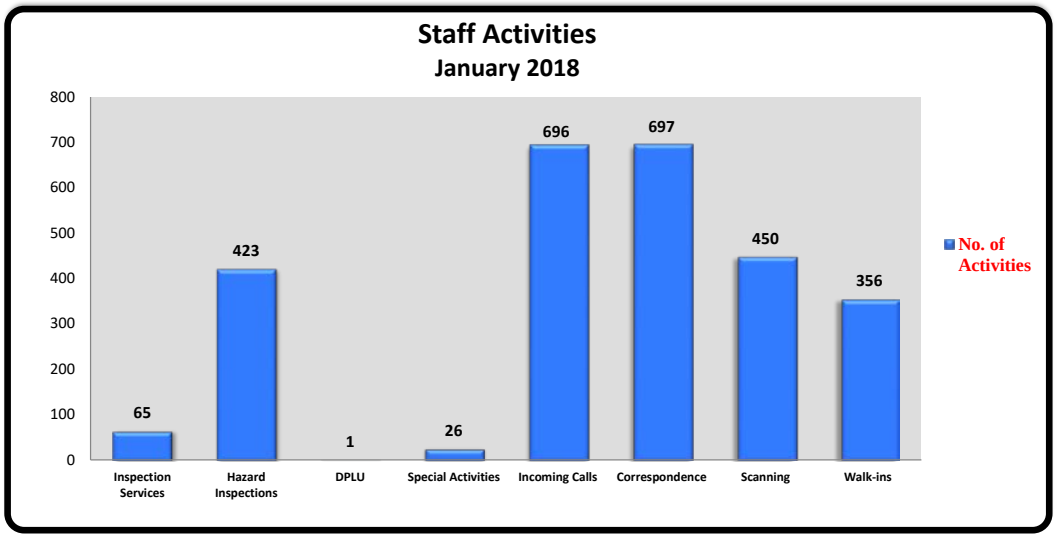
Comparison 2017/2018 Total Square Footage

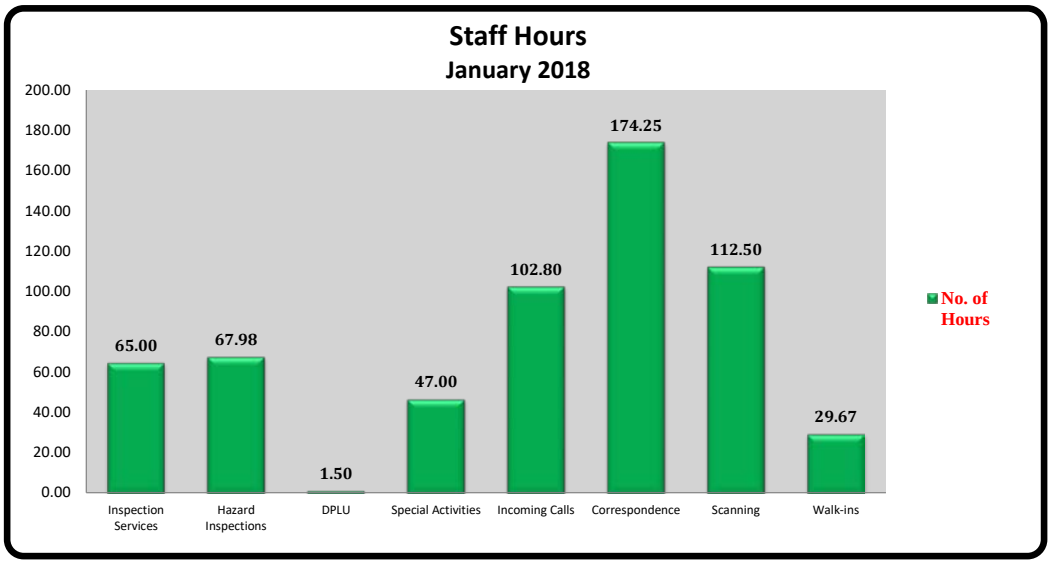
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	48,435	40,807	23,518	61,889	78,701	220,963	585,112	58,173	43,534	69,405	313,889	249,484
2018	186,961											

Rancho Santa Fe Fire Protection District

Fire Prevention Bureau Monthly Activity Summary

January 2018





Comparison 2016/2017 Total Monthly Hours/Activities

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	2187	2019	2614	2384	3137	3617	3300	3938	3537	3897	3462	3169
Hours	482.62	494.10	578.82	567.50	676.43	745.76	713.5	844.47	850.08	795.81	781.95	696.27

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	2714											
Hours	600.70											

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

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
January 2018

WEBSITE/INTERNET	Staff Hours
Update existing info & documents:	**3.0**
Updated home page, news, photos, etc	3.0
Compile & write new information:	**0.0**
	3.0
Social Media	**15.0**
Facebook "Fans" - 1,138	5.0
Instagram "Followers" - 784	5.0
Twitter "Followers" - 3,274	5.0
TOTAL	**18.0**

PUBLICATIONS	Staff Hours
Design/write brochures, flyers, etc:	**0.0**
TOTAL	**0.0**

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
January 2018

MEDIA RELATIONS	Staff Hours
On-scene Public Information Officer:	**0.0**
	0.0
Press Releases:	**1.0**
SAFE Grant Funding	1.0
Other Articles/Stories/Interviews:	**0.0**
TOTAL	**1.0**

EDUCATIONAL PROGRAMS/PRESENTATIONS	Staff Hours
Children's Programs	**13.0**
Birthday Parties	1.0
Station Tours	3.0
Fire Prevention Month Contest Judging	9.0
Adult Programs:	**0.0**
TOTAL	**13.0**

Rancho Santa Fe Fire Protection District

Public Education Coordinator Monthly Activity Summary

January 2018

EVENTS	Staff Hours
External/Community Events:	**1.0**
4S Ranch Del Sur Foundation Meeting	1.0
Internal Events:	**0.0**
TOTAL	**1.0**

CONTINUING EDUCATION	Staff Hours
Training Classes:	**40.0**
AFBEA Conference	40.0
Conferences:	**0.0**
Meetings:	**4.0**
Staff meetings	4.0
Shift Meetings	0.0
CSA17 Meeting	0.0
TOTAL	**44.0**

CLERICAL	Staff Hours
Prevention-related:	**45.0**
Mailbox, email inbox, phone calls, news clips, etc.	42.0
Phone Calls	3.0
Non-prevention/non-minute related:	**26.0**
TOTAL	**71.0**
TOTAL HOURS	**148.0**

NORTH COUNTY FIRE PROTECTION DISTRICT

www.ncfireprotectiondistrict.org

330 S. Main Avenue • Fallbrook, California 92028-2938 • Phone: (760) 723-2005 • Fax: (760) 723-2072

BOARD OF DIRECTORS

RUTH HARRIS
BOB HOFFMAN
KENNETH E. MUNSON
FRED LUEVANO
KATHLEEN THUNER

STEPHEN ABBOTT - Fire Chief/CEO
SABBOTT@ncfire.org
ROBERT H. JAMES - Counsel
LOREN A. STEPHEN-PORTER - Board Secretary
lstephen@ncfire.org

December 14, 2017

Tony Michel, Fire Chief
Rancho Santa Fe Fire Protection District
16936 El Fuego.
Rancho Santa Fe, CA 92067

Tony;

On behalf of the North County Fire Protection District, I would like to take this opportunity to thank you and all of your personnel for their monumental assistance during the Lilac Fire. The efforts taken by your personnel during initial attack can best be described as heroic, and I'm deeply moved by the degree of support your agency was willing to offer our community during this most harrowing event. I am proud that we can be a part of such a progressive, cohesive zone and the degree to which everyone contributed. Had we not had the level of preparation and cooperation I fear the outcome would have been much worse. Best wishes to all of your personnel during this holiday season, and I pray that all will remain safe.

Most sincerely;

Stephen Abbott, MPA, CFO, EFO
CEO/Fire Chief, North County Fire Protection District

CAL FIRE INCIDENT MANAGEMENT TEAM 6

Established 1994

December 23, 2017

Fire Chief Tony Michael
Rancho Santa Fe Fire Protection District
PO Box 410
Rancho Santa Fe CA, 92067-0410

Fire Chief Tony Michael,

On behalf of The California Department of Forestry and Fire Protection (CAL FIRE), and Incident Management Team 6, I would like to thank you and your organization's partnership and support throughout the Cory Iverson Memorial Service. Your organization's cooperation and professionalism during these difficult times was instrumental in providing the necessary needs to the Cory Iverson family. Thank you. Please convey our gratitude and appreciation to your entire involved field staff for their performance and combined efforts, we truly appreciate the partnership.

Sincerely,

Brian Estes
Incident Commander
CAL FIRE Incident Commander IMT 6

STAFF REPORT

NO. 18-02

TO: BOARD OF DIRECTORS

FROM: TONY MICHEL, FIRE CHIEF

SUBJECT: ACCEPTANCE OF DONATION

DATE: FEBRUARY 8, 2018

CURRENT SITUATION

Pursuant to the Health & Safety Code 13898, the Board of Directors must consider the acceptance of donated items with a value greater the $500. This donation listed is a grant from the Rancho Santa Fe Fire District Foundation in support of the Elfin Forest/Harmony Grove Fire Department reorganization in purchasing safety equipment.

Description	Qty.	Cost per Unit	Total	Location
Cash	1	N/A	$9,179.50	N/A

RECOMMENDATION

Accept the grant to purchase personal protective equipment for the Volunteer Division.

RESOLUTION No. 2018-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT TO PARTICIPATE IN THE SAN DIEGO COUNTY FIRE MITIGATION FEE PROGRAM

WHEREAS, the Rancho Santa Fe Fire Protection District is anticipating that new development will occur within the district which will cause the need for the expansion of existing fire protection facilities; and

WHEREAS, the Rancho Santa Fe Fire Protection District is currently participating in the San Diego County's Fire Mitigation Program; and

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

WHEREAS, the County of San Diego has established fee ceilings for types of construction by Chapter 3 of Division 10 of Title 8 (commencing with § 810.301) of the San Diego County Code; and

WHEREAS, the County of San Diego has amended Chapter 3, Division 10 of Title 8 of the San Diego County Code of Regulatory Ordinances relating to fire mitigation fees; and

WHEREAS, the Rancho Santa Fe Fire Protection District intend hereby to comply with said amendments to continue to participate in the fire mitigation fee program.

IT IS HEREBY FOUND THAT:

(1) The Rancho Santa Fe Fire Protection District does not have existing facilities which could be used to provide an adequate level of service to new development within the district's boundaries; and

(2) The Rancho Santa Fe Fire Protection District does not have sufficient funds available to construct additional facilities from fund balances, capital facility funds, property tax sources, or any other appropriate sources; and

(3) The lack of fire protection facilities and equipment to serve new development would create a situation perilous to the public health and safety if fire mitigation fees are not levied within the district; and

(4) The annexation fees and plan check fees charged by the Rancho Santa Fe Fire Protection District do not include a payment toward the costs of capital facility and equipment expansion as a component of the fee.

NOW, THEREFORE, BE IT RESOLVED THAT:

(1) The Rancho Santa Fe Fire Protection District requests the County to collect 100% of the ceiling amount of the fire mitigation fee on the district's behalf from applicants for building permits. This percentage of the ceiling fee is equal to or less than the capital facility expansion needs caused by new development.

(2) The fee amounts do not exceed the ceiling for fire mitigation fees established by the San Diego County Board of Supervisors.

(3) Mitigation fees paid under this program will be used to expand the availability of capital facilities and equipment to serve new development.

(4) The district shall place all funds received by the County under this program, and all interest subsequently accrued by the district on these funds, in a separate budget accounting category to be known as the "San Diego County Fire Mitigation Fee."

(5) The district shall expend funds from said "San Diego County Fire Mitigation Fee" budget accounting category only for the purposes of providing capital facilities and equipment to serve new development.

(6) The district shall submit a Fire Mitigation Fee Annual Report, not later than August 29 of each year, to the Director of the Office of Disaster Preparedness specifying the amount of funds collected and the expenditures by category. In addition, the report shall specify the actions the district plans to take to alleviate the facility and equipment needs caused by new development in a Multi-Year Facilities and Equipment Plan adopted at a noticed public hearing. The district shall make available, upon request by the Director, a copy of its annual audit report.

(7) The district shall make its records available to the public on request, which justify the basis for the fee amount.

(8) The district shall hold San Diego County harmless for any errors made by the County in collecting and/or transmitting these fees to the district.

(9) The district agrees to a review of revenues and expenditures collected and dispensed pursuant to this resolution each fiscal year by a committee established by the County Board of Supervisors.

(10) The district shall make findings, with respect to any portion of the fee remaining unexpended or uncommitted in its account five or more years after deposit of the fee, to identify the purpose to which the fee is to be put and to demonstrate a reasonable relationship between the fee and the purpose for which it was charged. The agency shall refund to the then current record owner or owners of the development project or

projects on a prorated basis the unexpended or uncommitted portion of the fee, and any interest accrued thereon, for which need cannot be demonstrated.

(11) By April 16 of each year following the year of original adoption of this District's resolution, the Rancho Santa Fe Fire Protection District shall submit a copy of a new resolution adopted by the Board of Directors making the required findings and setting the percentage of the fire mitigation ceiling requested by the District.

(12) All fees collected pursuant to the San Diego County Fire Mitigation Fee Ordinance shall be used by the District for providing for capital facilities and equipment.

(13) "Facilities and Equipment" means any long-term capital facilities and equipment used by the Rancho Santa Fe Fire Protection District for suppression or emergency medical services, including station construction, station expansion and fire or emergency medical apparatus.

BE IT FURTHER RESOLVED that this resolution supersedes Resolution No. 2017-04 to participate in the Fire Mitigation Fee Program adopted February 8, 2017.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on February 14, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____

JAMES H ASHCRAFT
President

ATTEST:

_____

Karlena Rannals
Secretary

STAFF REPORT NO. 18-03

TO: BOARD OF DIRECTORS

TONY J. MICHEL, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: FINANCIAL AUDIT SERVICES – FY18

DATE: FEBRUARY 8, 2018

RECOMMENDATION

Staff recommends the Board of Directors consider and provide direction for the following options:

1. Extend for an additional year an agreement with the Punn Group for audit services; or
2. Distribute a Request for Proposal (RFP) for financial auditor services

BACKGROUND

Each year the Fire District is required to retain an independent auditor to conduct an audit in accordance with State Controller's Minimum Audit Requirements for California Special Districts. Back in 2005 staff developed a Request for Proposal (RFP) for audit services and the firm Charles Z. Fedak and Company was selected. The primary auditor Paul Kaymark worked with District staff for nearly 10 years.

A new requirement posted on the California State Controller's office that was effective January 1, 2013, is that auditor rotation requirements specified in Government Code section 12410.6(b) apply to public accounting firms providing audit services to local agencies. This law indicates that commencing with FY 2013-14, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for **six consecutive fiscal years.**

In January 2015, staff informed the board that Paul Kaymark left the audit firm Charles Fedak & Associates. Staff asked the board if the desire was to solicit quotes through a new RFP process, continue the contract with Fedak & Associates, or follow Mr. Kaymark to his new firm, which had the least impact on the district's staff, and the time would reset in retaining the services of Mr. Kaymark, Punn Group because he went to a new firm. Following the discussion, the Board of Directors reached consensus that they would follow Mr. Kaymark to the new firm.

CURRENT SITUATION

In January 2018, staff was notified that Mr. Kaymark has left the Punn Group. The current contract could be extended with the current firm, The Punn Group, or an RFP could be distributed in anticipation of the financial audit services needed for FY18. A draft RFP is attached that has been reviewed by legal counsel.

Should the Board concur with the option of distributing an RFP, staff requests whether or not the Finance Committee desires to be involved in the process and/or recommendation? Staff anticipates that the earliest date that a recommendation could be made to the Board is May 2018.

RANCHO SANTA FE FIRE PROTECTION DISTRICT

Request for Proposal – Financial Auditor

Response due by TBD, 2018 at 3 p.m.
Issued TBD, 2018

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Request for Proposal

CERTIFIED PUBLIC ACCOUNTANT
TO AUDIT FINANCIAL STATEMENTS

1. PROPOSAL INFORMATION

Your firm has been invited by Rancho Santa Fe Fire Protection District (RSFFPD) to submit a written proposal for financial auditor services. **Proposals must be received by 3:00 p.m. on (DATE TO BE DETERMINED)**, and must respond in the manner specified by this *Request for Proposal.* Proposals received by facsimile will not be considered. RSFFPD reserves the right without prejudice to reject proposals or to waive irregularities in any proposal or in the proposal procedures. The proposal must be signed by an individual authorized to bind the firm, and proposals must be good for a minimum of 90 days from date of submission.

RSFFPD will not pay any costs incurred in proposal preparation, postage/delivery, presentation, demonstration or negotiation. All costs will be paid for by the proposer.

Submit three copies of your proposal to:

Karlena Rannals, Administrative Manager
Rancho Santa Fe Fire Protection District
18027 Calle Ambiente, Ste 101
PO Box 410
Rancho Santa Fe, CA 92067-0410

All questions regarding this proposal should be directed to Karlena Rannals, Administrative Manager, Rancho Santa Fe Fire Protection District, (858) 756-5971.

RSFFPD reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between RSFFPD and the firm selected.
You may be invited to make an oral presentation. The contract, if any is awarded, will be awarded to the firm whose overall proposal demonstrates the ability to best meet RSFFPD's requirements. This will not be judged solely on the price of the contract. RSFFPD reserves the right to investigate the qualifications of all firms under consideration and to confirm any part of the information furnished by a proposer, or to require other evidence of managerial, financial or technical capabilities considered necessary to fulfill the contract successfully.

The anticipated term of the initial agreement is one year, with subsequent annual renewals.

2. TIMETABLE

Tentative dates for activity relating to the proposal are given below:

A. Requests for Proposals Mailed	To Be Determined
B. Deadline for Receipt of Proposals	To Be Determined
C. Interview (if required)	To Be Determined
D. Award of Contract	To Be Determined

3. BACKGROUND

The Rancho Santa Fe Fire Protection District was organized in 1946 in and currently has the following funds and account groups:

A. Governmental Fund Types:
   1. General
   2. Special Revenue

B. Account Groups
   1. Long Term Debt
   2. Fixed Assets

Total revenue for all funds of the fire district is anticipated $14,880,000 for the fiscal year ended June 30, 2018.

RSFFPD uses Microsoft Great Plains Dynamics software for its accounting applications.

RSFFPD is required by State law to provide an annual audit of its financial statements by a Certified Public Accountant in accordance with generally accepted auditing standards. This audit must be submitted to the State Controller's office not later than January 31 after the end of the fiscal year.

The members' cash balances are on deposit with the San Diego County Treasurer, Treasurer of the State of California, and local financial institutions for payroll and accounts payable purposes.

4. SCOPE OF WORK

A financial audit and report is requested for the fiscal year ended June 30, 2018. The audit and report shall be performed in accordance with generally accepted auditing standards, as promulgated by the American Institute of Certified Public Accountants (AICPA); the *AICPA Audits of State and Local Governmental Units* audit and accounting guide; the *Government Auditing Standards*, published by the U.S. General Accounting Office including GASB requirements; and State of California Controller's Minimum Audit Requirements for California Special Districts.

The audit must be completed, and the report issued to RSFFPD prior to December 15. Prior to the issuance of the final report, the auditor is expected to meet with the District's Finance Committee, and may be requested to attend the December Board Meeting to present the report. Copies of the report must also be provided for filing with the County of San Diego and State Controller's Office.

5. REPORT REQUIREMENTS

For financial audits, the auditor shall examine the financial statements and records of the entity and shall issue an auditor's opinion on the entity's financial statements with an in relation to opinion on combining and supplementary information, if any. Such financial statements shall be prepared in conformity with generally accepted accounting principles.

The auditor shall issue a compliance report based on an audit of general purpose or basic financial statements and a report on the internal control structure; both in accordance with *Government Auditing Standards*.

The auditor shall include as a component the preparation and transmittal of the Annual Reports of Financial Transactions to the State Controller for each year.

The auditor may prepare a comprehensive management letter including the auditor's findings and recommendations relative to the internal accounting and administrative controls, compliance with laws and regulations as applicable and adherence to generally accepted accounting principles.

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware to the Board of Directors and the Fire Chief.

6. AUDIT TERM

If the selected certified public accounting firm performs satisfactorily for the June 30, 2018 audit, it is anticipated that the same firm will be engaged to perform the audit for the two succeeding years, subject to an annual evaluation.

7. CONTRACTUAL ARRANGEMENTS

A. Work papers and reports must be retained for a period of three years after the completion of the audit and made available for inspection by the Rancho Santa Fe FPD or government auditor's if requested by them.
B. Payment for the audit will be made upon receipt of the audit reports required in Section III.
C. Rancho Santa Fe FPD staff will be available to prepare schedules, trial balances, and provide documentation to assist the auditor as their schedules permit during the course of the audit.

8. AGREEMENT NOT TO DISCRIMINATE

No person shall be excluded from participation in, denied any benefits or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age (over 40), military and veteran status of any person, or any other non-merit factor unrelated to job duties and protected by law.

9. NO ASSIGNMENT

No assignment by the contractor of contract will be recognized by RSFFPD unless such assignments have had prior written approval and consent of RSFFPD. RSFFPD will specifically be contracting for the services of the individuals in the firm making the proposal, and the qualifications of those individuals will be a material inducement for the award of the contract.

10. EVALUATION OF PROPOSALS

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposal evaluated for both technical qualifications and price. The following represents the principal selection criteria which will be considered during the evaluation process:

A. Mandatory Elements
    a. The audit firm is independent and licensed to practice in California.
    b. The audit firm's professional personnel have received adequate continuing professional education within the preceding two years.
    c. The firm has no conflict of interest with regard to any other work performed by the firm for RSFFPD.
    d. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.
B. Technical Qualifications
    a. Expertise and Experience
        i. The firm's past experience and performance on comparable engagements.
        ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
        iii. In addition, special consideration will be given to the firms submitting a copy of their most recent external quality control review report and the firm that has a record of quality audit work.
        iv. Other
            1. Audit approach
            2. Adequacy of proposed staffing plan for various segments of the engagement.
            3. Ability to meet timetable set forth.
            4. Assurance on continuity of staff.

11. REQUESTED INFORMATION

Requested information is contained in Exhibit 1. This exhibit contains questions that will allow RSFFPD to evaluate your firm and the services you provide. Your proposal should respond to the questions **in the order they are requested, and be numbered in the same way**.

12. INSURANCE AND INDEMNITY

The Party selected shall be required to carry the minimum types of insurance and the minimum amounts set forth in Exhibit 1.

Any Contract executed pursuant to this RFP will require the selected auditor to defend (by counsel reasonably satisfactory to RSFFPD), indemnify and hold harmless RSFFPD, its officers, its Board of Director and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the auditor's performance of the contract, if such injury, loss, or damage, or any portion thereof, is caused by, or claims to be caused by, the negligent act, omission, or other fault of the auditor or any subcontractor of the auditor, or any officer, employee, or agent of the auditor or any subcontractor, or any person for whom the auditor is responsible.

When the law establishes a professional standard of care for auditor's services, to the fullest extent permitted by law, auditor shall indemnify, protect, defend, and hold harmless RSFFPD and any and all of its officers, directors, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error, or omission of auditor, its officers, agents, employees, or sub-consultants (or any agency or individual that auditor t shall bear the legal liability thereof) in the performance of professional services under the contract pursuant to this RSF.

EXHIBIT 1

REQUESTED INFORMATION

This section contains questions that will allow RSFFPD to evaluate your firm and the services you provide. Your proposal should respond to the questions **in the order they are requested, and be numbered in the same way.**

1. General Information

The following questions relate to general information about your firm:

   A. Provide the address and telephone number of your home office and any other office locations.
   B. How long have you been in business?
   C. How many financial audits were performed by your firm during 2015, 2016, and 2017?
   D. How many financial audits were performed by your firm for public agencies during 2015, 2016, 2017?
   E. How many financial audits were performed by your firm for joint powers authorities during 2015, 2016, and 2017?
   F. Describe the recent local office auditing experience similar to the type of audit requested.
   G. Provide a client listing for references, including client name, address, and contact person and telephone number. Include all clients who are a joint powers authority.
   H. Is there any pending litigation against your firm? If so, please provide details.

2. Organization and Personnel

   A. Provide an organization chart for your Company. Also provide an organization chart for the location where this account will be handled.
   B. Provide resumes of partners, audit managers, field supervisors and other staff who would be assigned to work on our account. Resumes should include the length of time employed by your firm.

3. Proposer's Approach to the Examination

   A. Submit a general audit work plan to accomplish the scope defined in these guidelines. The audit work plan should demonstrate the proposer's understanding of the audit requirements and the audit tests and procedures to be applied in completing the audit plan. The plan should detail the expected number of audit hours by staff level. The planned use of specialists should also be specified.
   B. Detail how the reporting deadline requirements of the audit will be met.

4. Insurance

   Minimum insurance requirements are given below. Please provide insurance carrier and limits for each line of insurance, and confirm that required evidence of insurance will be provided:

A. Commercial General Liability insurance with minimum limits of $2,000,000 per occurrence. Provide Certificate of Insurance and Additional Insured Endorsement.
B. Automobile Liability insurance with minimum limits of $1,000,000 per accident. Provide Certificate of Insurance.
C. Workers' Compensation with statutory limits, as required by the Labor Code of the State of California, and Employer's Liability with minimum limits of $1,000,000 per occurrence. Provide Certificate of Insurance.
D. Professional Liability/Errors and Omissions insurance with minimum limits of $2,000,000 per occurrence. Provide Certificate of Insurance.

5. Affirmations

Provide a positive statement to confirm that each of the following mandatory criteria is satisfied:

A. An affirmation that the proposer is properly licensed for practice as a certified public accountant in the State of California.
B. An affirmation that the proposer meets the independence requirements of the American Institute of Certified Public Accountants and the *Government Auditing Standards*, 2003 revision, published by the U.S. General Accounting Office.
C. An affirmation that the firm meets the continuing education and external quality control review requirements contained in the *Government Auditing Standards*, 2003 revision, published by the U.S. General Accounting Office.
D. An affirmation that work papers and reports must be retained for a period of three years after the completion of the audit and made available for inspection by RSFFPD, the Districts, or government auditors if requested.

6. Documentation/Information

The following documents/information should be included in your proposal package:

A. Sample audit report
B. Proposed Contract for Services

7. Fees

Provide the following:

A. Billing rates for assigned staff
B. Estimated number of billable hours for each assigned staff
C. Other billable expenses
D. A "Not–to-Exceed" fee for 2018, 2019, and 2020 inclusive of travel, per diem and all other out of pocket expenses.

STAFF REPORT

NO. 18-04

TO: BOARD OF DIRECTORS

TONY MICHEL, FIRE CHIEF

FROM: FRED COX, DEPUTY CHIEF

SUBJECT: SOLICITATION OF BIDS FOR MODULAR BUILDING

DATE: FEBRUARY 8, 2018

RECOMMENDATION:
Staff recommends advertising and soliciting bids for Request for Proposal (RFP) 2018-01. This RFP consists of a new 2,500 sq. ft. modular building at Fire Station 6 (RSF6) for office space and crew living quarters, installation of a new septic system, and other site improvements.

BACKGROUND:
Prior to the Rancho Santa Fe Fire Protection District and County Service Area 107 reorganization, the Elfin Forest/Harmony Grove Fire Department was actively working towards constructing a two-story modular type building for administrative offices and crew living quarters for the on duty personnel. With the pending reorganization in 2017, the project was placed on hold.

After evaluating the past project, staff modified the scope of work from a two story administrative/fire crew quarters, to a single story fire crew quarters with office space. A new Request for Proposal along with site plan, conceptual floor plan, and building elevations were developed. The Elfin Forest/Harmony Grove Volunteer Fire Department worked on a permit for a new septic system and secured approval for the layout from the County of San Diego, which is valid until November 2018.

CURRENT SITUATION:
With the reorganization complete, the need to continue with this modular building project is a necessity. RSF6 currently has only one bathroom, and that bathroom is not ADA compliant. The current living conditions have limited housing for a male/female staffing environment. Additionally, the current septic system at RSF6 is old, and will not support all the necessary sewer needs for the current fire station, not to mention the added square footage of the additional living quarters.

Funding for the project has been mostly secured through the Rancho Santa Fe Fire District Foundation. Funds currently available are $611,212. However, there is an additional $102,053 available if matching funds are provided. This would require the expenditure of $102,053 of District funds for total fund balance of $815,318. Based upon the estimated timeline, the $102,053 would be spent in the FY19 budget.

ANALYSIS / DISCUSSION:
RSF6 is in need of various improvements as identified above. The modular design concept is expected to save an estimated twenty to thirty percent in construction costs and the construction time frame is reduced by about one third.

With today's construction market, costs will not be known until the District completes the solicitation of bids. Staff estimates a very rough project budget of:

Modular Building (purchase and site set):	$625,000
Septic System:	$ 80,000
Site Improvements (asphalt work):	$ 40,000
Estimated Project cost	$745,000

The estimated remaining balance of $70,318 will be held as contingency. At the completion of construction and after final project costs are reconciled, staff would like any remaining balance applied towards a solar photovoltaic and battery energy storage system for RSF6.

The Request for Proposal has been reviewed by District's legal counsel and has a "No Obligation to Proceed" clause in the event that unforeseen construction costs exceed the funding available.

After the solicitation of bids, this project will again be reviewed by legal counsel, and calendared for the Board of Directions final approval at a future meeting.

STAFF REPORT

NO. 18-05

TO: BOARD OF DIRECTORS

FROM: TONY MICHEL, FIRE CHIEF

SUBJECT: USE OF FACILITY AND WAIVER OF FEE

DATE: FEBRUARY 8, 2018

RECOMMENDATION

Staff recommends the Board of Directors allow the 4SRanch-Del Sur Community Foundation the limited one time use of the Training Facility Grounds, and waive the $200 fee for the use of training grounds.

BACKGROUND

The District's current Ordinance 2016-01 Schedule for Fees, outlines the District's fees for services and use of our facilities. Additionally, both Ordinance 2016-01 and Resolution 2016-10 allows the Board of Directors or Fire Chief to waive fees under specific conditions. One of the specific conditions is if the waiver of fees would be in the best interest of the District and provides for greater health and safety of persons and property within the District.

The fee for the use of the Training Grounds is set in Ordinance 2016-01 at $200 a day.

CURRENT SITUATION

The 4SRanch-Del Sur Community Foundation (Foundation) has requested the use of our Training Grounds for a two-hour period on May 20, 2018 to celebrate their 10-year anniversary. The Foundation desires to use the training grounds for a small foundation gathering with refreshments and soft drinks. The Foundation has been instrumental in providing financial support to the District in developing a much-needed Residential Fire Sprinkler Maintenance video, not only to the 4S Ranch area, but also for the entire District.

During this two-hour event, the District will participate in providing Community outreach in the areas of fire prevention, district branding, and public education in the form of a fire prevention booth and fire crew demonstrations.

ATTACHMENTS

- Letter from The 4/S Ranch-Del Sur Community Foundation

The 4SRanch~Del Sur Community Foundation
A proud affiliate of The San Diego Foundation

January 18, 2018

Dear Fire Chief Tony,

I wanted to thank you and your Firefighting Team for taking time out of your schedule to meet with me to consider allowing us to use Fire Station 2 as the venue for our Grant Celebration Finale. As you know, the 4S-Del Sur Foundation is an affiliate of the San Diego Foundation, and has been celebrating this 10 year milestone all year long.

We would like to have our Grants Celebration at Fire Station 2 on Sunday, May 20th from 2pm - 4pm. Our plan is to set up a stage with DJ, have food trucks for refreshments and would provide soft drinks and waters. There will not be any alcoholic beverages allowed at the event. Our expected attendance is up to 100 people. We will of course accept a hold harmless agreement. The 4S-Del Sur Foundation is insured under an umbrella policy with the San Diego Foundation and can inquire about an additional rider if needed. We will cover the cost of any outside permits required by the County.

During the venue, we will be granting approximately $40,000 to local non-profit organizations in the community. We are also excited to announce that Carlo Cecchetto, a resident of our community and the local CBS News 8 Anchor, will be our Master of Ceremonies for the event.

If you have any further questions, please don't hesitate to call or email me at (858) 204- 2282 or dmarath516@gmail.com. Thank you again for your kind consideration.

Sincerely,

Deanne Hormovitis
Board Chairman, The 4SRanch~Del Sur Foundation