



## 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

December 12, 2018  
1:00 pm PT  
Regular Meeting

### *SPECIAL AGENDA (10:00 am – 12:00 pm)*

**ETHICS TRAINING (Workshop)** – The Fire District will conduct the mandatory two (2) hours ethics training for the Board of Directors and senior management staff. Stephen J. Fitch, Fitch & Associates, will conduct the training. No action will be taken and members of the public are welcome to attend.

### **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.

### **REGULAR AGENDA (1:00 pm)**

Pledge of Allegiance

1. Oath of Allegiance – New Elected Board Members  
Administration of the *Oath of Allegiance* to Board Members-Elect Tucker Stine and John Tanner. A Notary Public will administer the Oath of Allegiance.
2. Election of Officers  
*Pursuant to the Fire Protection District Law 1987, Section 13853, effective January 1, 1988, the district board shall elect a president, vice-president and a secretary or clerk.*
3. Roll Call
4. Motion waiving reading in full of all Resolutions/Ordinances
5. 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.

6. Consent Calendar

a. Board of Directors Minutes

- Board of Directors minutes of November 14, 2018

ACTION REQUESTED: **Approve**

b. Receive and File

- Monthly/Quarterly Reports

(1) List of Demands Check 30784 thru 30883, Electronic File Transfers (EFT), and Wire Transfer(s) for the period November 1 – 30, 2018 totaling:	\$ 389,804.39
(2) Wire Transfer(s) period November 1 – 30, 2018	\$ 220,966.53
(3) Payroll for the period November 1 – 30, 2018	\$ 840,628.46
TOTAL DISTRIBUTION	\$1,451,399.38

(4) Activity Reports – November 2018

(a) Operations

(b) Training

(c) Fire Prevention

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

(i) None

ACTION REQUESTED: **Information**

7. Old Business

a. None

8. Resolution/Ordinance

a. Resolution 2018-20

To discuss and/or adopt resolution 2018-20 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Time and Place of Regular Meetings, Holiday, and Emergencies

ACTION REQUESTED: **Adopt**

b. Resolution 2018-21

To discuss and/or adopt resolution 2018-21 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Ratifying the Employment Agreement between the Rancho Santa Fe Fire Protection District and Fire Chief Fred Cox

ACTION REQUESTED: **Adopt**

9. New Business

a. Call for Nominations – San Diego Local Agency Formation Commission

To discuss and/or solicit a nominee as a special district member to serve on the San Diego County Local Agency Formation Commission. [See attachment](#)

ACTION REQUESTED: **Select a board member to nominate for a regular or alternate position, if interested**

b. Appoint Representative and Alternate to Public Agency Self Insurance System (PASIS) Board of Directors

To discuss and/or select representative(s) to PASIS Board of Directors for workers' compensation. [Staff Report 18-29](#)

ACTION REQUESTED: **Appoint representatives**

c. Board of Directors Meeting Calendar

To discuss and confirm the CY19 meeting schedule. [Staff Report 18-30](#)

ACTION REQUESTED: **Confirm dates and/or modify board meeting schedule, if necessary**

d. District Representation and Ad Hoc Committee Assignments

To appoint representatives to standing and ad hoc committees representing the Fire District. [Staff Report 18-31](#)

ACTION REQUESTED: **Assign and appoint District representatives and committee assignments**

10. Oral Report

- a. Fire Chief – Cox
  - District Activities
- b. Operations – Deputy Chief
- c. Volunteer – Division Chief
- d. Training – Battalion Chief
- e. Fire Prevention – Fire Marshal
- f. Administrative Manager
- g. Administrative/Human Resource Manager
- h. Board of Directors
  - North County Dispatch JPA – Update
  - County Service Area – 17 – Update
  - Comments

11. Special Presentation (Time Certain – 3:30 pm)

- a. Badge Presentation  
Presentation of Fire District Badge by Rancho Santa Fe Fire Protection District Board of Directors will be presented to:
  - i) Fred W. Cox – Fire Chief

12. Adjournment

The next regular meeting Board of Directors meeting to be January 16, 2019 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, December 12, 2018 1:00 pm PT

*SPECIAL AGENDA (10:00 am – 12:00 pm)*

**ETHICS TRAINING (Workshop)** – The Fire District will conduct the mandatory two (2) hours ethics training for the Board of Directors and senior management staff. Stephen J. Fitch, Fitch & Associates, will conduct the training. No action will be taken and members of the public are welcome to attend.

## CERTIFICATION OF POSTING

I certify that on December 6, 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 December 6, 2018

A handwritten signature in black ink, appearing to read "Karlana Rannals", written over a horizontal line.

Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – November 14, 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*

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

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner

*(Note: Director Hillgren participated via teleconference from 755 Golf Club Way, #A6, Sedona, AZ)*

Directors Absent: Stine

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Dave Livingstone, Battalion Chief; Brian Slattery, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment Retention Coordinator; Kim DeAvila, Admin/Human Resource Manager and Karlana Rannals, Board Clerk.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances. *The vote was conducted via roll call.*

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted. *The vote was conducted via roll call.*

a. *Board of Directors Minutes*

i) Board of Directors minutes of October 10, 2018

b. *Receive and File*

i) *Monthly/Quarterly Reports*

1. List of Demands Check 30673 thru 30783, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period October 1 – 31, 2018 totaling:

Payroll for the period October 1 – 31, 2018	\$ 236,326.01
ACH Transfer(s) period October 1 – 31, 2018	\$ 218,533.78
	<u>\$ 599,893.92</u>
TOTAL DISTRIBUTION	\$1,054,753.71
2. Activity Reports – October 2018
  - a) Operations
  - b) Training
  - c) Fire Prevention
  - d) Correspondence – letters/cards were received from the following members of the public:
    - 1) None

5. Old Business

a. RFP – RSF6 Septic System Replacement

Chief Cox summarized the staff report. He reminded the board members that at their September meeting the Board of Directors rejected the single bid received and to re-advertise the bid. Staff revised the RFP and re-advertised receiving two bids. After reviewing the sewage treatment capacity with the lowest bidder, the contractor recommended to upgrade the treatment unit to allow for future site expansion. The additional cost of \$28,000, which was still approximately \$70,000 below the next bidder. He reported that the District will apply for grant funding from Rancho Santa Fe Foundation, and the remaining cost will be funded between the District's General and Fire Mitigation Funds. Staff recommended awarding RFP #003-2018 to Septic Solutions for a cost of \$128,000, along with reengineering fees of \$1,800, miscellaneous fees of \$4,000, and authorize the Fire Chief to execute necessary contract(s). Staff responded to questions from the Board with VRRRC Twohy providing additional background on the project.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and APPROVED the staff recommendation to award RFP #003-2018 to Septic Solutions for a cost of \$128,000, along with reengineering fees of \$1,800, miscellaneous fees of \$4,000, and authorize the Fire Chief to execute necessary contract(s) on the following roll call vote:

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

6. Resolution/Ordinance

a. Resolution No. 2018-17

Ms. Rannals reported that this resolution is required for each financial institution to update signatures on the bank accounts to become effective December 3, 2018.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2018-17 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Authorizing Signers on District Bank Accounts on a roll call vote:

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

b. Resolution No. 2018-18

Chief Michel informed the Board that this resolution adds the additional position of Finance Manager. The salary set is the same as the Administrative/Human Resource Manager. No other changes were made to the salary resolution.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2018-18 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Establishing Salaries and

Benefits for Management Personnel on the following roll call vote:

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

c. Resolution No. 2018-19

Chief Michel informed the Board that this resolution required by CalPERS adds the Finance Manager position to the pay schedule.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2018-19 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 on the following roll call vote:

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

7. New Business

a. Purchase of Type I Engine

Chief's Cox and Livingstone summarized the staff report provided. Staff requests authorization to proceed with the purchase of the engine through the Houston/Galveston Area Council (HGAC) since construction of the engine is estimated to take 12 to 18 months. Chief Cox informed the board that the proposed purchase is forecasted to be included in the FY20 budget. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2018-19 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 on the following roll call vote:

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

b. Tenant Improvement Construction

Chief Cox summarized the staff report provided. He reported that with the addition of staff positions and seasonal fire prevention personnel there is a lack of office space. Staff proposes in tenant improvement to provide additional office space within the current floorplan. The cost estimates were solicited from three local construction companies and the cost to construct is not to exceed \$18,000. He noted that staff has already secured the necessary building permits from the County of San Diego.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED the staff recommendation to proceed with the tenant improvements to the administrative office building at a cost not to exceed \$18,000 and authorize the Fire Chief to execute said contract with the lowest most responsive bidder on

the following roll call vote:

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

c. Long Range Financial Plan

Director Malin reviewed with the Board the assumptions used to develop the updated long-range plan. He reminded the board members that the District should have enough cash on hand to get through to the first major tax distribution scheduled for December 15 to cover operation costs. He distributed two assumption showing wage growth at 2% and 3%, with associated assumptions for expenses. He focused a portion of his presentation on the District's unfunded accrued liability (UAL), profiling the past additional payments made to reduce the net pension obligation. At the conclusion of his presentation, he informed the Board that the District's cash position over the next five years must be watched and managed. The expected UAL by FY25 will exceed 1.2 million and will significantly impact the operating budget and position of the District. Director Malin responded to questions from the Board.

8. Oral Report

a. Fire Chief – Michel

i) District Activities

He discussed the following with the board:

- he introduced Kim DeAvila, the successful candidate for the Admin/Human Resource Manager. Kim provided a brief synopsis of her experience and talked of her enthusiasm in accepting this position.
- He also conveyed his appreciation for the opportunity to work and lead the Fire District. He will miss the people, but looks forward to the new chapter of retirement.

b. Operations – Deputy Chief

Chief Cox summarized the previous month's activity, noting district personnel responded to 292 calls and noted one two-acre grass fire that was caused by mowing weeds. Fuel moistures have improved. He also provided statistics on the personnel deployed to the Woolsey and Hill fires. Director Hillgren requested a simple map showing the potential "highways of fire" within the Fire District.

c. Elfin Forest Volunteer Division – Division Chief

Chief Cox reported that they will start accepting applications for the volunteer program for the new volunteer academy in December/January. In addition, volunteers contributed 1,326 volunteer hours to the District.

d. Training – Battalion Chief

Chief Slattery reported that he, along with VRRRC Twohy are in the vetting process to add the 10-12 volunteers in the program. Personnel also participated in numerous public education events for Fire Prevention month.

e. Fire Prevention – Fire Marshal

FM Donner summarized the previous months statistics that included numerous tenant improvements, 80 new construction inspections and 94 plan reviews.

f. Administrative Manager



- Ms. Rannals congratulated the two incumbents (Stine and Tanner) on their reelection to the Board of Directors. They will be sworn at the next meeting, and the officers and committee assignments will be selected.
- She also inquired as to the availability of the ad hoc committee for Finance to review the draft audit for FY18. She will contact the Directors when a date is set with the audit firm.

g. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – no report. The next meeting is planned for November 28<sup>th</sup> 2018.
- ii) County Service Area – 17 – Update: Direct Hillgren reported on the meeting held November 7, 2018 that included:
  1. Flu season started November 1<sup>st</sup>
  2. The budget process timeline was revised to address the advisory board's concern
  3. The Return of Spontaneous Circulation (ROSC) rate for CSA-17 is 38%, which is higher than the national average rate
  4. The CSA has applied for regional grants for the procurement of body armor
  5. County of San Diego Board of Supervisors declared November 7, 2018 "Tony Michel Day"
- iii) Comments
  1. Hillgren – Congratulations to Tony Michel for his service to the District
  2. Tanner – discussed lists necessary in the event evacuations are needed, and he appreciated the election results
  3. Ashcraft – congratulated Tony Michel on his upcoming retirement and presented him with his 35-year service award.

9. Closed Session

Pursuant to section 54957.6, the board met in closed session from 3:47 – 4:32 to discuss the following:

a. Conference with Labor Negotiators

Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff

Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Deputy Chief, Battalion Chief, Fire Marshal, Administrative Manager, Administrative/Human Resource Manager, Finance Manager

Under Negotiation: Memorandum of Understanding Amendment and Compensation

*All board members listed and Tony Michel, Fire Chief and Fred Cox, Deputy Chief attended this session*

b. Conference with Labor Negotiators

Agency Negotiators: Board of Directors

Employee organization: Unrepresented Employee – Position: Fire Chief

*All board members listed and Fred Cox, Deputy Chief attended this session*

Upon reconvening, President Ashcraft report that Item 9. a. direction was given to the agency negotiator, and Item 9. b. a draft employment contract was reviewed for Fred Cox as Fire Chief effective December 1, which will be approved at the December Board meeting.

10. Adjournment

Meeting adjourned at 4:35 pm.

---

Karlana Rannals  
Secretary

---

James H Ashcraft  
President

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
30784	\$735.00	A to Z Plumbing Inc	Building RSF1
30785	\$46,988.08	Aair Purification Systems	Diesel Exhaust System
30786	\$600.00	Accme Janitorial Service Inc	Building ADMIN
30787	\$518.70	American Medical Response Inc	CSA-17 Contract
30788	\$305.67	AT&T	Telephone RSF1
30789	\$346.84	AT&T Calnet 2/3	Telephone RSF, ADMIN
30790	\$778.86	Bay City Electric Works Inc	Generator Repair RSF
30791	\$1,396.50	C.A.P.F.	Disability Ins Short & Long
30792	\$99.99	Callback Staffing Solutions	Scheduling (Crewsense) Maintenance
30794	\$1,399.41	CDW Government Inc.	Computer Equipment/Parts
30795	\$217.56	Complete Office of California Inc	Office Supplies
30796	\$607.50	Cooper, Correy	Education/Training Reimbursement
			800 MHz Network Admin Fees, CAP Code Paging Service-Monthly
30797	\$3,236.00	County of SD/RCS	Service
30798	\$368.51	EDCO Waste & Recycling Inc	Trash RSF
30799	\$69.69	Encinitas Ford Inc.	Repair - ID 1181
30800	\$232.08	Entenmann-Rovin Co Inc.	Uniforms: Safety Personnel
30801	\$35,506.97	Erickson-Hall Const Co Inc	RSF5 Station Design/Build
30802	\$1,605.00	Fitch Law Firm Inc	Legal Services
30803	\$230.61	Flyers Energy, LLC	Fuel: Gasoline & Diesel
30804	\$300.00	Fritchle, Nathan	Education/Training Reimbursement
30805	\$933.00	Garrett Electric Inc	Building RSF1
30806	\$68.78	L N Curtis & Sons Inc	Safety Equipment
30807	\$463.74	Michel, Tony J	Admin - Meal/Lodging/Travel
30808	\$28,349.74	North County EVS Inc	Repairs & Scheduled Services
30809	\$2,843.96	Olivenhain Municipal Water District	Water RSF, Water Training Facility
30810	\$3,000.00	Palomar College	EmploymentTesting (Consortium Palomar C
30811	\$25,000.00	Rancho Santa Fe Fire Protection Dist	Interfund Transfer
30812	\$198.73	Rincon Del Diablo Municipal Water Di	Water RSF5
30813	\$260.85	San Diego Fitness Repair (Fitness Wa	Fitness Equipment Repair
30814	\$87.63	Savmart Pharmaceutical Service	CSA-17 Contract
30816	\$3,442.50	Scott Davis	Programming - Computer & Software FP/PR
30817	\$774.95	SDG&E	Elec/Gas/Propane RSF6
30818	\$2,267.13	SoCo Group Inc	Fuel: Gasoline & Diesel

Check No.	Amount	Vendor	Purpose
30819	\$66.00	Terminix International	Building RSF6
30820	\$375.00	Thompson, Cole T.	Education/Training Reimbursement
30821	\$1,645.92	ThyssenKrupp Elevator Inc	Elevator Service, NCDJPA Rebill
30822	\$544.99	Time Warner Cable	Cable - Admin
30823	\$15.45	U P S	Shipping Service
30824	\$7,913.03	U S Bank Corporate Payment System	Cal-Card./IMPAC program
30825	\$1,708.03	Uniforms Plus	Uniforms: Safety Personnel, Admin, Prevention
30826	\$2,348.21	Waste Management Inc	Trash RSF, RSF Assn - Patrol,NCDJPA Rebill
30827	\$6,560.00	WinTech Computer Services	Consulting Services
30828	\$785.45	Advanced Communication Systems Inc	Radio (Mobile Repair)
30829	\$136.13	Airgas Inc	Safety: Breathing Air
30830	\$2,003.10	AT&T Calnet 2/3	Telephone RSF, ADMIN
30831	\$1,368.08	Complete Office of California Inc	Office Supplies
30832	\$266.66	CoreLogic Information Solutions Inc	Computer - License/Software
30833	\$13,010.69	Dell Marketing	Computer/Printer Replacement
30834	\$208.00	Dept of Forestry & Fire Protection	Permit: Certification
30835	\$304.00	Engineered Mechanical Services Inc	Building ADMIN
30836	\$4,381.06	Guardian Life Insurance Co	Medical Insurance, Med/Dental - Retiree-Former Employees
			Radio Batteries & Station Maintenance - RSF, ADMIN, Landscape
30837	\$611.59	Home Depot, Inc	Maintenance Supply Hydrant Maint
30838	\$245.11	Konica Minolta Business Inc	Copier Maintenance Contract
30839	\$17,064.16	MES California	Fire Hose, Nozzles & Supply
30840	\$450.00	Michael Svoboda Corporation	Miscellaneous
30841	\$198.00	PharmaLink	CSA-17 Contract
30842	\$53.86	Pitney Bowes Inc	Office Supplies
30843	\$730.00	Power Plus!	Elec/Gas/Propane RSF5
30844	\$10,543.84	SDG&E	Elec/Gas/Propane RSF, Admin
30845	\$4,816.06	SoCo Group Inc	Fuel: Gasoline & Diesel
30846	\$1,750.00	Southwest Traffic Signal Svc Co Inc.	Building RSF3
30847	\$110.31	Time Warner Cable	Cable - RSF, Admin
30848	\$494.18	TPx	Telephone ADMIN
30849	\$15.45	U P S	Shipping Service
30850	\$1,863.33	Uniforms Plus	Safety: Boots, Uniforms: Safety Personnel
30851	\$856.85	Waste Management Inc	Trash RSF2

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
30852	\$64.63	Willis, Erwin L.	Computer Equipment/Parts
30853	\$1,715.79	4imprint, Inc.	Uniforms: Safety Personnel
30854	\$13.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
30855	\$455.10	AT&T	Cable RSF, Telephone RSF
30856	\$172.69	AT&T	Telephone RSF
30858	\$64,568.05	CDCE Incorporated	MDC (Mobile Data computer Units)
30859	\$4,278.12	CDW Government Inc.	New Lap Tops/Computers, Computer - License/Software
30861	\$55.51	County of San Diego Vector Control P	Taxes & Assessments
30862	\$263.06	Cox Communications	Telephone RSF, Cable RSF
30863	\$100.01	Dell Marketing	Computer Equipment/Parts
30864	\$420.00	Dependable Alarm Systems Inc	Alarm System Monitoring RSF2
30865	\$304.00	Engineered Mechanical Services Inc	Building ADMIN
30866	\$74.09	Flyers Energy, LLC	Fuel: Gasoline & Diesel
30867	\$724.00	Garrett Electric Inc	Building RSF
30868	\$54.37	Griffin Hardware Co.	Station Maintenance - RSF2
30869	\$860.57	Lincoln National Life Ins Co	Life Insurance/EAP
30870	\$258.10	Michel, Tony J	Telephone ADMIN
30871	\$110.90	Napa Auto Parts Inc	Apparatus: Parts & Supplies
30872	\$45,556.50	NCDJPA	Dispatching
30873	\$4,929.00	Palomar College	In-Service Training Program-Regional FF
30874	\$3,106.30	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
30875	\$70.00	RSF Mail Delivery Solutions	Mail Delivery Service
30876	\$30.00	San Diego Chapter CSDA	Meetings/Meal Expenses
30877	\$350.00	Schieber, Michael	Education/Training Reimbursement
30878	\$3,873.62	SoCo Group Inc	Fuel: Gasoline & Diesel
30879	\$32.00	State of CA Dept of Justice	Background Investigation
30880	\$30.90	U P S	Shipping Service
30881	\$141.72	Uniforms Plus	Uniforms: Safety Personnel
30882	\$1,871.02	United Site Services	Sewer RSF5,6
30883	\$2,201.90	Verizon Wireless	Cellular Phone, MDT Broadband + ATN Line, CSA-17 Contract

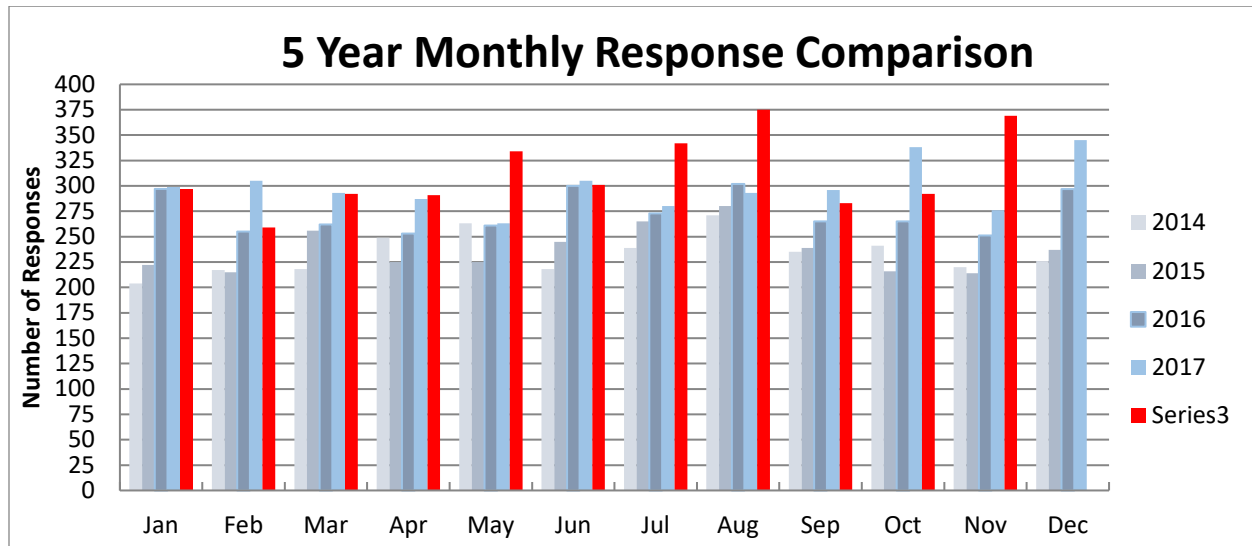
## Rancho Santa Fe Fire Protection District

## List of Demands - Nov 2018

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
EFT0000000000450	\$350.00	Brandow, Nick	Education/Training Reimbursement
EFT0000000000455	\$130.85	Rannals, Karlana	Janitorial Supplies
EFT0000000000456	\$60.21	Closs, Brandon	Office Supplies
MISC	\$5,900.87	Various	Medical Reimbursment
<b>Subtotal</b>	<b>\$389,804.39</b>		
ACH Transfer	\$152,437.04	CalPERS	Oct 2018 Ret
ACH Transfer	\$68,529.49	CalPERS	Dec 2018 Health
<b>Subtotal</b>	<b>\$220,966.53</b>		
11/14/2018	\$212,345.78	RSFFPD	Holiday & Comp
11/15/2018	\$361,828.94	RSFFPD	Payroll
11/30/2018	\$266,453.74	RSFFPD	Payroll
<b>Subtotal</b>	<b>\$840,628.46</b>		
<b>Total</b>	<b>\$1,451,399.38</b>		

## November Incident Count

### Stations 1 - 6



2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297	259	292	291	334	301	342	375	283	292	369		3,435
YTD	297	556	848	1,139	1,473	1,774	2,116	2,491	2,774	3,066	3,435		6.1%
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 11/01/2018 To 11/30/2018

Station: RSF 1	107
Station: RSF 2	117
Station: RSF 3	59
Station: RSF 4	55
Station: RSF 5	18
Station: RSF 6	13
<b>Total Incident Count:</b>	<b>369</b>

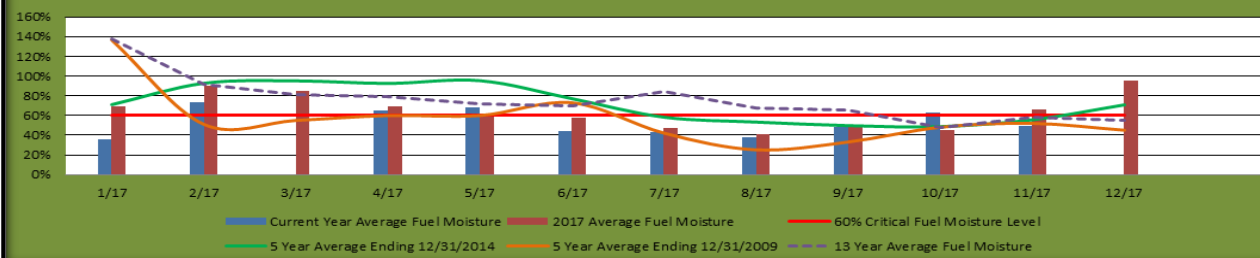
**Incident Summary by Incident Type**

Date Range: From 11/1/2018 To 11/30/2018

Incident Type	Incident Count
Fire	12
EMS/Rescue	176
Hazardous Condition	8
Service Call	34
Good Intent	92
False Call	38
Other	9
<b>Total</b>	<b>369</b>

**SIGNIFICANT INCIDENTS/OVERHEAD ASSIGNMENTS**

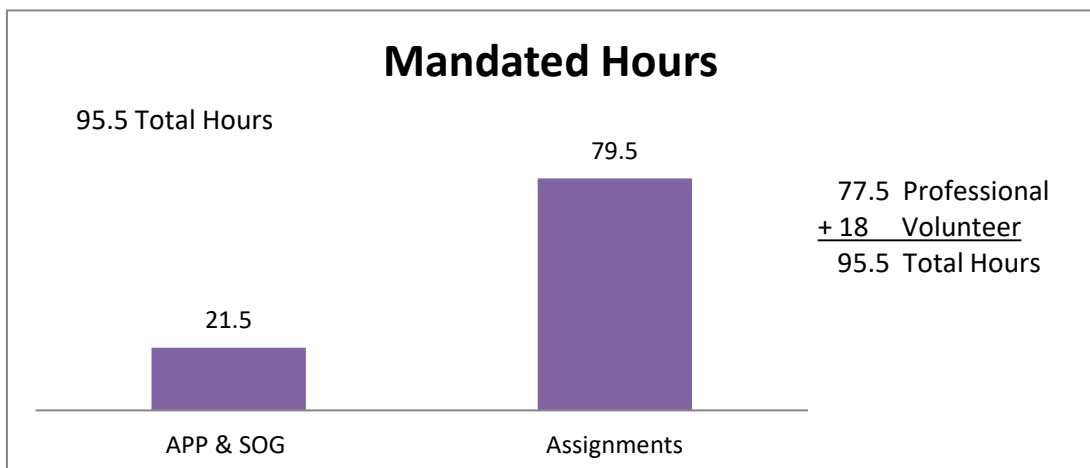
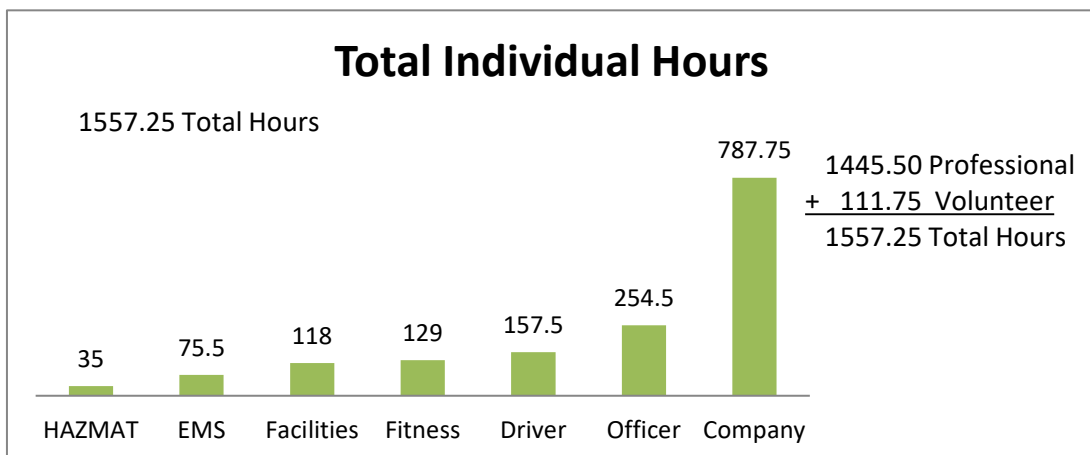
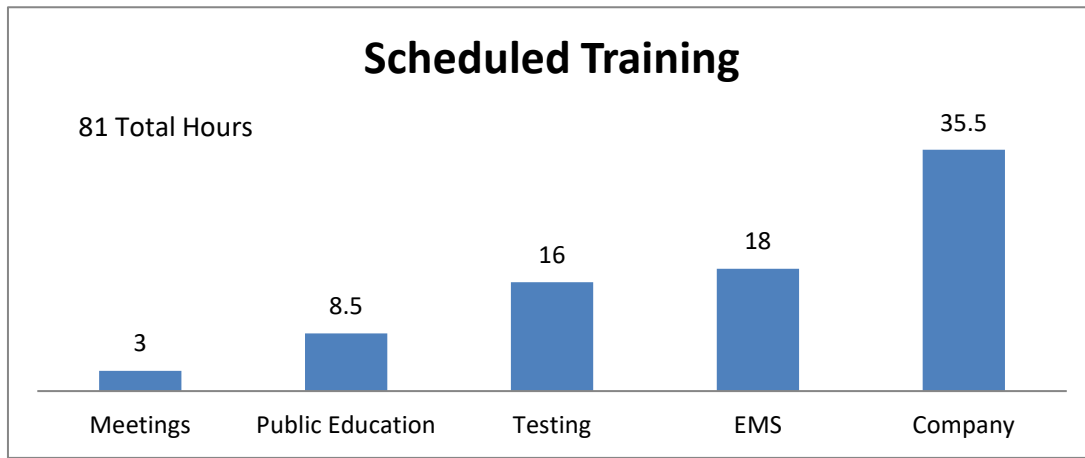
DATE	INCIDENT/ LOCATION	TYPE	UNIT/STRIKE TEAM	MISC.
11/8/18	Pre-Deployed Strike Team NZ	Brush Engine	BR261/ 6413C	Capt. Cooper, Eng. Roman and FF/PM Guzman (4 days)
11/9/18	Hill Fire/Woolsey Fire	OES Engine	OES 336/ 6840A	Capt. Jordan, Eng. Worley and FF/PM Barkhimer (7 days)

**2018 District Live Fuel Moistures**



# Training Division

## November 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
<b>Company</b>	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.
<b>Driver</b>	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.
<b>Facility</b>	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
<b>HazMat</b>	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.
<b>Officer</b>	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.
<b>EMS</b>	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**  
**November 2018**

**PLAN REVIEW**

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	17	105,948
	Fire Inspector	0	0
	Fire Inspector/Forester	4	17,182
<b>TOTAL</b>		<b>21</b>	<b>123,130</b>
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	7,019	4,101
	Fire Inspector	12,542	1,225
	Fire Inspector/Forester	0	685
<b>TOTAL</b>		<b>19,561</b>	<b>6,011</b>
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspector	0	0
	Fire Inspector/Forester	0	0
<b>TOTAL</b>		<b>0</b>	<b>0</b>
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	129,141
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	1	0
	Fire Inspector	0	2
	Fire Inspector/Forester	1	1
<b>TOTAL</b>		<b>2</b>	<b>3</b>
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	31	21,198
	Fire Inspector	0	0
	Fire Inspector/Forester	0	0
<b>TOTAL</b>		<b>31</b>	<b>21,198</b>
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Fire Marshal	0	0.00
	Fire Inspector	17	17.00
	Fire Inspector/Forester	4	1.25
<b>TOTAL</b>		<b>21</b>	<b>18.25</b>

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**November 2018**

<b>SERVICES PROVIDED- FIRE PREVENTION</b>		
<b>DPLU -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>
<b>INSPECTION SERVICES- All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Undergrounds	2	1.00
Hydros (Fire Sprinklers)	35	22.00
Finals (Structures)	37	38.50
Landscape	9	7.00
Reinspections	15	0.00
Tents/Canopy	4	11.50
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	3	1.50
Code Enforcement	3	1.50
Engine Company Follow Up	0	0.00
Misc.	0	0.00
<b>TOTAL</b>	<b>108</b>	<b>83.00</b>
<b>HAZARD INSPECTIONS - All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Weed Abatement Inspection	119	9.52
Weed Abatement Reinspection	195	29.74
1st Notice	32	8.00
2nd Notice	77	16.25
Final Notice	44	15.30
Forced Abatement	3	6.00
Postings	6	6.00
Annual Mailers	0	0.00
Homeowner Meeting	15	10.00
WUI	0	0.00
<b>TOTAL</b>	<b>491</b>	<b>100.81</b>
<b>GRADING -All Staff</b>	<b>Number of Reviews</b>	<b>Staff Hours</b>
Plan Review	3	5.00
<b>TOTAL</b>	<b>3</b>	<b>5.00</b>

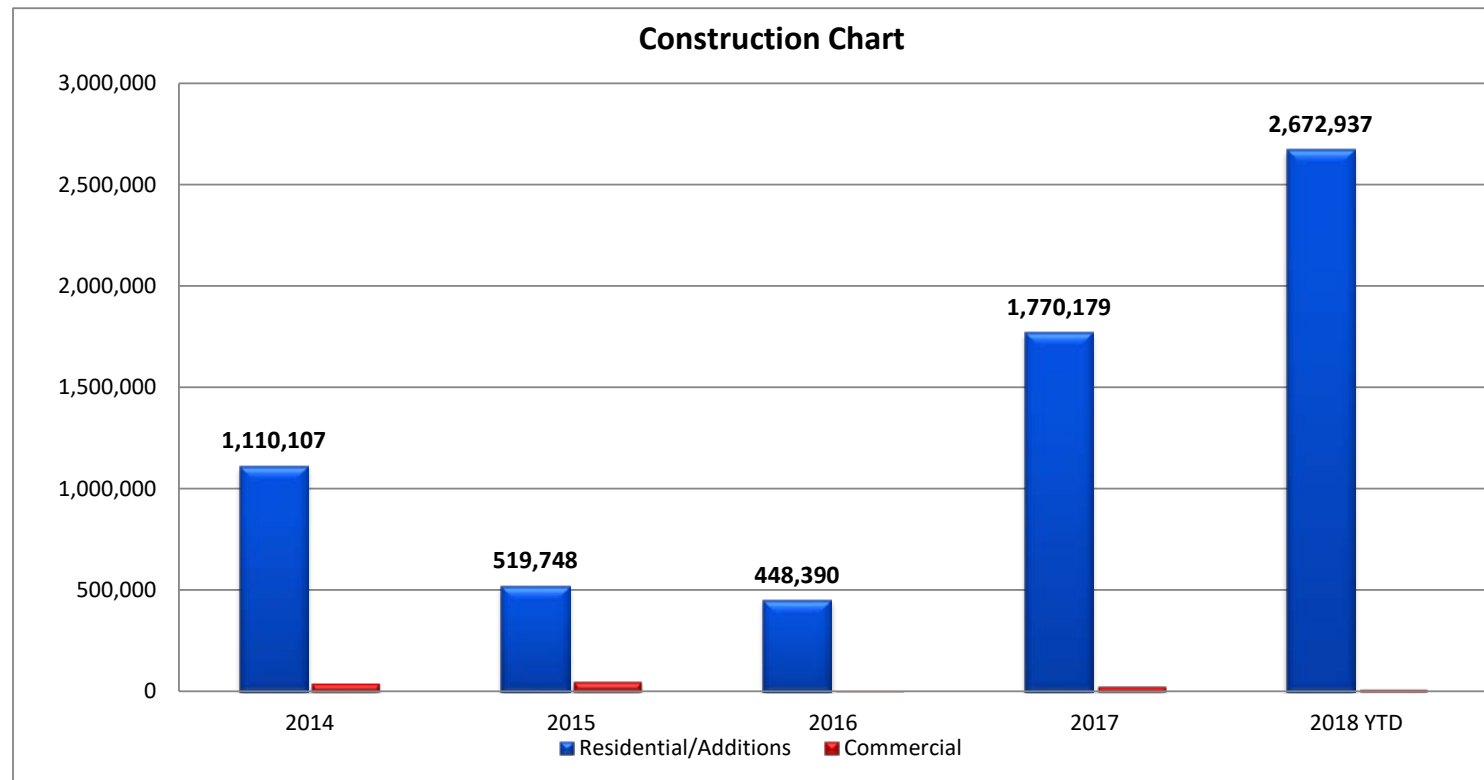
**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**November 2018**

<b>ADMINISTRATIVE SERVICES- FIRE PREVENTION</b>		
<b>SPECIAL ACTIVITIES/EDUCATION-All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	6	35.00
Conferences	0	24.00
Meetings	27	43.0
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
<b>TOTAL</b>	<b>33</b>	<b>102.00</b>

<b>FIRE PREVENTION -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Incoming Phone Calls	307	75.75
Correspondence	363	90.75
Consultations	37	37.00
Plan Review	70	63.00
Scanning	200	50.00
General Office	80	80.00
<b>TOTAL</b>	<b>1,057</b>	<b>396.50</b>

<b>ADMINISTRATIVE SERVICES- OFFICE SUPPORT</b>		
<b>OFFICE COORDINATOR-PREVENTION</b>	<b>Number</b>	<b>Staff Hours</b>
Phone Calls (All Administrative Staff) Internal & External	602	30.10
Correspondence	345	86.25
Walk in/Counter (All Administrative Staff)	281	23.42
Knox Application Request	3	0.75
Burn Permits	1	1.00
UPS Outgoing Shipments	3	0.25
Plan Accepted/Routed	70	63.00
Special Projects	5	5.00
Scanning Documents/Electronic Files	500	125.00
Meetings: Admin/Prevention/Admin Shift	10	5.00
Post Office Runs	0	0.00
Deposit runs and preparations	25	12.50
<b>TOTAL</b>	<b>1,845</b>	<b>352.27</b>

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**November 2018**

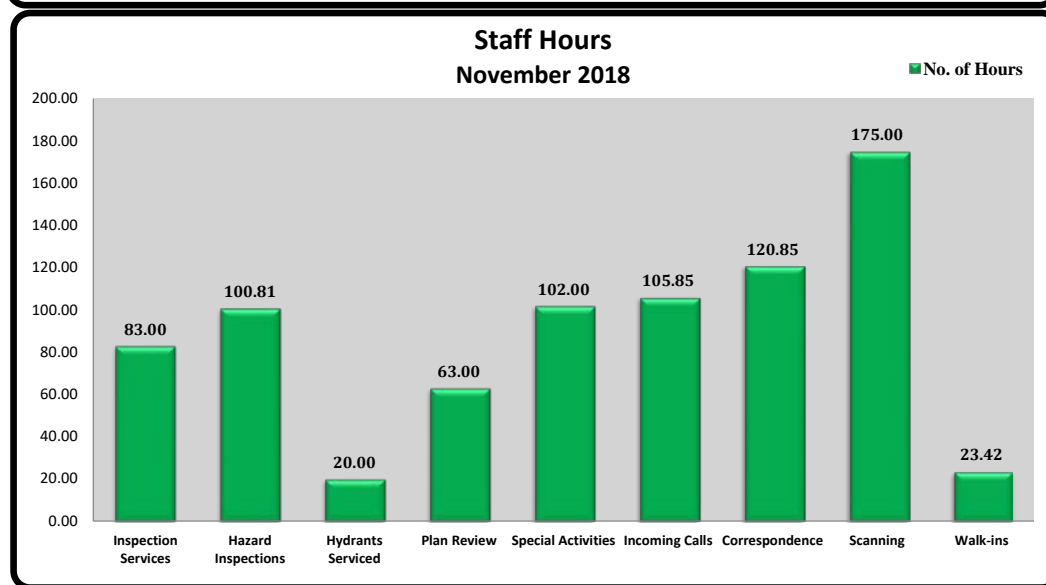
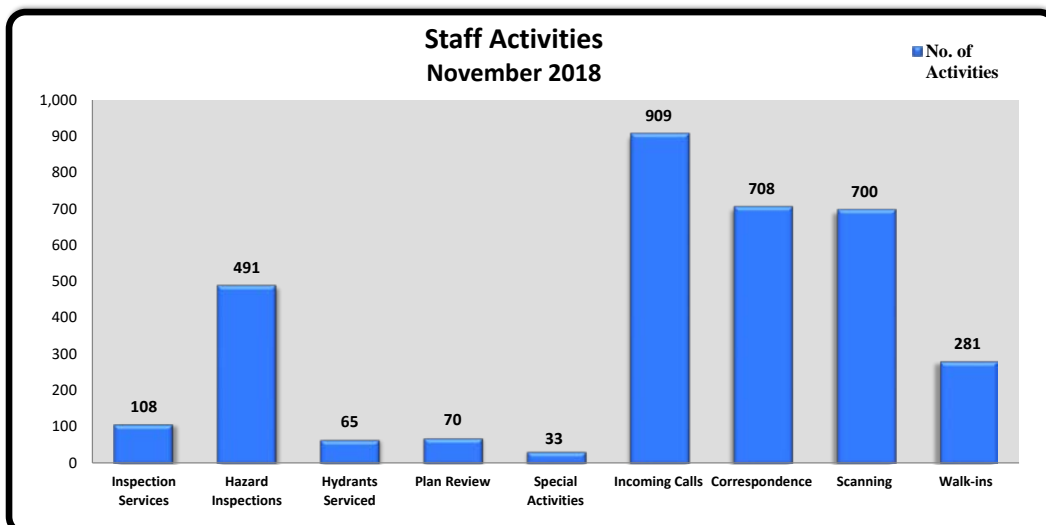


Year	Res/Add	Comm	Total
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2017	1,770,179	23,757	1,793,936
2017 YTD	1,520,695	23,757	1,544,452
2018 YTD	2,672,937	10,227	2,683,164

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	62,170	46,643	37,448	69,972	1,361,554	344,679	50,736	212,489	181,371	129,141	

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**November 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	2970	2985	3331	4091	4349	4222	5906	4210	4128	3365	
Hours	600.70	723.62	736.32	858.15	955.05	997.91	980.59	1352.6	1087.07	1075.2	793.93	

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**  
**November 2018**

<b>WEBSITE/INTERNET</b>		<b>Staff Hours</b>
<b>Update existing info &amp; documents:</b>		<b>5.0</b>
<i>Updated home page, news, photos, etc</i>		2.0
<b>Compile &amp; write new information:</b>		<b>2.0</b>
<i>iFrame with Tiny Frog and Prevention Programmer</i>		1.0
<b>Social Media</b>		<b>7.0</b>
<i>Facebook "Followers" - 1,316</i>		2.0
<i>Instagram "Followers" - 1,155</i>		2.0
<i>Twitter "Followers" - 3,577</i>		3.0
<b>TOTAL</b>		<b>14.0</b>
<b>PUBLICATIONS</b>		<b>Staff Hours</b>
<b>Design/write brochures, flyers, etc:</b>		<b>0.0</b>
<b>Prevention Videos</b>		
<b>TOTAL</b>		<b>0.0</b>



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

<b>MEDIA RELATIONS</b>	<b>Staff Hours</b>
<b>On-scene Public Information Officer:</b>	<b>0.0</b>
<b>Press Releases:</b>	<b>4.0</b>
<i>Toys for Tots</i>	1.0
<i>RSF Fire Foundation</i>	1.0
<i>Chief Michel Retires</i>	2.0
<b>Other Articles/Stories/Interviews:</b>	<b>0.0</b>
<b>TOTAL</b>	<b>4.0</b>

<b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>	<b>Staff Hours</b>
<b>Children's Programs</b>	<b>12.0</b>
<i>Hands-only CPR Horizon Prep Middle School</i>	6.0
<i>Station Tours</i>	6.0
<b>Adult Programs:</b>	<b>6.0</b>
<i>Heartsaver First Aid at Grifols</i>	6.0
<b>TOTAL</b>	<b>18.0</b>

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

<b>EVENTS</b>		<b>Staff Hours</b>
<b>External/Community Events:</b>		<b>1.0</b>
<i>Birthday Party</i>		1.0
<b>Internal Events:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>1.0</b>
<b>CONTINUING EDUCATION</b>		<b>Staff Hours</b>
<b>Training Classes:</b>		<b>4.0</b>
<i>EMS PTSD/Mental Health</i>		4.0
<b>Conferences:</b>		<b>0.0</b>
<b>Meetings:</b>		<b>2.0</b>
<i>Staff meetings</i>		2.0
<i>Shift Meetings</i>		0.0
<i>CSA17 Meeting</i>		0.0
<i>San Diego County PIOs</i>		0.0
<i>So Cal Pub Ed</i>		0.0
<b>TOTAL</b>		<b>6.0</b>
<b>CLERICAL</b>		<b>Staff Hours</b>
<b>Prevention-related:</b>		<b>38.0</b>
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		36.0
<i>Phone Calls</i>		2.0
<b>Non-prevention/non-minute related:</b>		<b>24.0</b>
<b>TOTAL</b>		<b>62.0</b>
<b>TOTAL HOURS</b>		<b>105.0</b>

## RESOLUTION No. 2018-20

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING TIME AND PLACE OF REGULAR MEETINGS, HOLIDAY, AND EMERGENCIES

WHEREAS, the legislative body of the Rancho Santa Fe Fire Protection District shall establish a time and place of regular meeting; holiday; emergencies pursuant to Section 54954 of the Government Code, State of California.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby establish the following:

- a. the legislative body shall conduct business at their regularly scheduled meeting on the third Wednesday of each month (*beginning January 16, 2019*); and
- b. meetings shall commence at 1:00 pm; and
- c. meetings shall be held at the Rancho Santa Fe Fire Protection District, Administrative Offices Rancho Cielo Board Room located at 18027 Calle Ambiente, Ste 101, Rancho Santa Fe; and
- d. if at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day of the district; and
- e. if, because of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings may be held for the duration of the emergency at such place as is designated by the presiding officer of the legislative body.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on December 12, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

James H Ashcraft  
President

ATTEST:

---

Karlana Rannals  
Secretary

## RESOLUTION No. 2018-21

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT RATIFYING THE EMPLOYMENT AGREEMENT BETWEEN THE RANCHO SANTA FE FIRE PROTECTION DISTRICT AND FIRE CHIEF FRED COX

**WHEREAS**, Fire Chief Fred W. Cox is a non-represented employee of the Rancho Santa Fe Fire Protection District; and

**WHEREAS**, Fire Chief Fred W. Cox provides a valuable service and leadership to the Rancho Santa Fe Fire Protection District; and

**WHEREAS**, the District, via its representatives has negotiated with Fire Chief Fred W. Cox regarding salary and benefits of Fire Chief Fred W. Cox and;

**WHEREAS**, the Board of Directors finds that the salary and benefits for Fire Chief Fred W. Cox, as described in the Employment Agreement attached hereto as Exhibit A, are necessary to create a competitive salary and benefit plan and effectively retain District employees.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** as follows:

1. The President of the Board of Directors is authorized to execute the Employment Agreement attached hereto as Exhibit A and bind the District to the terms thereof.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on December 12, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

JAMES H ASHCRAFT  
President

ATTEST:

---

Karlana Rannals  
Secretary

# EMPLOYMENT AGREEMENT

BETWEEN

RANCHO SANTA FE FIRE  
PROTECTION DISTRICT

AND

Frederick W. Cox



**EMPLOYMENT AGREEMENT**  
**BETWEEN RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**AND FREDERICK W. COX**

This Agreement is made and entered into between Frederick W. Cox (hereinafter referred to as "Cox") and RANCHO SANTA FE FIRE PROTECTION DISTRICT (hereinafter referred to as "District") in order to provide, in writing, the terms and conditions for the employment of Cox by the District.

NOW THEREFORE, IT IS HEREBY AGREED as follows:

1. Employment.

1.1 Position. Effective December 1, 2018, District hereby employs Cox as Fire Chief, to perform the duties of such office as constituted by the Board of Directors ("Board"), and to perform such other duties as the Board shall assign from time-to-time during the term of this Agreement. The duties of Fire Chief shall include, but not be limited to, the functions of Fire Chief as set out in the Fire Protection District Law of 1997, the current edition of the Uniform Fire Code adopted by District, the District's own rules, regulations, policies, procedures and classification and as directed by the Board. Cox agrees to serve in said position pursuant to the terms and conditions set forth in this Agreement.

1.2 Full Time Employment. Cox's position, responsibility and authority as Fire Chief requires devoting full time to furnishing services under this Agreement and Cox shall fulfill, fully and adequately, all responsibilities required by this Agreement, including attendance at meetings of the Board at which the Cox's presence is required. Cox shall not engage in any outside employment without prior authorization from the Board, ***except to teach fire service related courses on Cox's own time.***

2. Compensation and Benefits.

2.1 Annual Compensation.

2.1.1 Base Pay. Cox will be a salaried, at-will employee and shall receive a base pay as identified in the approved resolution for salaries and benefits for management personnel, payable in semi-monthly installments. Cox starting base salary will be \$207,702 effective December 1, 2018. The Board of Directors may increase said base pay annually based on Cox's performance, as the Board deems appropriate, as further provided herein. This base pay may not be reduced during the term of this Agreement, except that if the Board finds it necessary to reduce salaries of all employees, Cox's base pay may be reduced by no more than the average salary reduction imposed on all other employees.

## 2.2 Fringe Benefits.

2.2.1 In General. Cox shall be entitled to receive all management fringe benefits as established from time to time, except as otherwise provided in this Agreement. These benefits shall include retirement, dental, health, life insurance, sick, management incentive pay vacation and holiday leave as set forth in the current Management Compensation Resolution.

2.2.2 Public Employees Retirement System. Cox shall be a member of the Public Employees' Retirement System under the category of "Safety Member Retirement." Cox will contribute 100% of the employee's contribution for all reportable wages.

2.2.3 Vehicle and Transportation. District shall provide Cox with a District owned and maintained vehicle for Cox's use within San Diego County. Cox may use vehicle anywhere inside or outside the District to facilitate the District's business. Cox may use District vehicle outside San Diego County if it is for District related business. Cox shall be reimbursed for the actual cost of other modes of transportation used for District business.

2.2.4 Professional Development. The District shall pay the reasonable and necessary costs for Cox's professional development, including professional conferences, seminars, meetings, participation in professional associations, professional dues, and subscriptions as are deemed appropriate and approved by the Board. The Board may pay the costs of educational courses that enhance Cox's ability to perform his duties, including tuition and books that the Board deems appropriate, reasonable, and necessary. However, the educational costs reimbursement shall be no less than would be afforded other management employees of the District under the Management Compensation Plan.

2.2.5 Cellular Phone. The District shall provide Cox with a District issued cell phone for use in accordance with District policy.

## 3. Termination

3.1 By-Notice by Cox. Cox may resign and thereby terminate this Agreement at any time upon giving 90 days written notice to the Board of Directors of the District. Upon such termination, Cox shall be entitled to receive only such accrued benefits that may be due and payable at the time, but he shall not be entitled to any severance pay or other compensation.

### 3.2 By Notice by District.

3.2.1 At the Pleasure of the Board of Directors. Because the Fire Chief serves “at the pleasure” of the District Board of Directors, the District may terminate Cox’s employment with or without cause at any time. Cox shall not be entitled to severance pay, other than as set forth in 3.2.3.

3.2.2 No Hearing. Except as may be required by State law, Cox shall have no right to a hearing or other review of the reason or cause for his termination by the District and Cox hereby expressly waives any and all such rights which may otherwise be granted by law or which may be applicable to other employees of the District.

3.2.3 Severance Pay. The Board of Directors may terminate Cox’s employment, and thereby terminate this Agreement, at any time. If the termination is without cause, Cox shall receive 180 days severance pay. Cox shall also be entitled to receive such accrued benefits that may be due and payable at the time.

3.2.4 If this Agreement is terminated by the District Board of Directors “for cause”, District shall have no further obligation to continue the employment of Cox. District shall have no obligation to provide notice to Cox prior to any “for cause” termination or to provide severance benefits to Cox after such termination. All payments of salary and benefits provided in this Agreement shall cease, however, Cox will be paid all salary and benefits accrued through the date of termination in accordance with District policy offered to other management employees terminating employment with District.

3.2.5 The term “for cause” as used in this Agreement shall mean any of the following: (a) conviction of a felony; or (b) conviction of any illegal act involving moral turpitude or personal gain; or (c) a plea of nolo contendere to any felony or illegal act involving moral turpitude or personal gain; or (d) any act constituting a knowing and intentional violation of the State’s conflict of interest code; or (e) any act by Cox which reflects negatively on the District whether he is representing the District or not; or (f) any abuse of office.

3.3 By Retirement. The employment of Cox, and this Agreement, shall automatically terminate upon the retirement of Cox. .

3.4 By Death or Disability. The employment of Cox, and this Agreement, shall automatically terminate upon the death of Cox or upon the termination of his employment because of permanent disability. As used herein, disability shall have the same meaning and shall be determined in the same manner, as provided under PERS. Neither Cox nor his heirs, administrators, or assigns shall have any right under this Agreement to salary after such death or disability, but they shall have such rights and benefits as may be provided by law and PERS.

## 4. Performance and Evaluation.



4.1 The Board and Cox shall annually define such goals and performance objectives which they determine necessary for proper operation of the District in the attainment of the Board's policy objectives and shall establish a relative priority among said goals and objectives. This shall be reduced to writing and reviewed and approved by the Board.

4.2 The Board shall annually review and evaluate Cox's performance. Said reviews and evaluations shall be conducted in accordance with specific criteria developed jointly by the Board and Cox which may be added to, or deleted from, as the Board may from time to time determine in consultation with the Fire Chief. At that time, the Board will conduct a salary review.

5. Other Terms and Conditions of Employment.

5.1 Residency Cox shall maintain residency within a thirty-minute (30) response time to the District Headquarters Station.

5.2 The Board, in consultation with Cox, may fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Fire Chief.

6. CONFLICT OF INTEREST. Cox shall not accept favors from suppliers or District residents who have business association with suppliers or District residents who are conducting business or who are about to conduct business with the District, in the form of payment, compensation, loans, financial favor, or gratuities beyond commonly accepted business practice. Cox shall not have a financial interest in the business of a supplier or influence transactions with the owner or representative of a supplier. Cox shall consider his involvement in any situation where a conflict of interest appears possible and report such involvement to the Board.

Consistent with the provisions of State law as to political activities, Cox shall not engage in any activities that create a conflict of interest with his duties as Fire Chief or the interests of the District.

7. General Provisions.

7.1 This Agreement constitutes the entire agreement between the Board and Cox.

7.2 If any provision or any portion of this Agreement is held to be unconstitutional invalid, or unenforceable, the remainder shall be deemed severable, shall not be affected, and shall remain in full force and effect.

7.3 This Agreement may be amended only in writing by mutual agreement of the Board and Cox.

- 7.4 Cox is to be considered as management under the **Fair Labor Standards Act of 1985, Title 29 United States Code.**
- 7.5 This Agreement shall be governed by and construed in accordance with the laws of the State of California.
- 7.6 Each party acknowledges that it has had the opportunity to consult an attorney of its choice to explain the terms of this Agreement and the consequences of its execution, and that any failure to consult with an attorney prior to executing this Agreement shall not be grounds for invalidating the full force and effect of the executed Agreement. This Agreement shall not be interpreted for or against either party based on their roles in drafting the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the \_\_\_\_ day of August 2018.

\_\_\_\_\_  
Frederick W. Cox

RANCHO SANTA FE FIRE PROTECTION DISTRICT

By: \_\_\_\_\_  
James H. Ashcraft, President  
Board of Directors

## Chair

Jo MacKenzie, Director  
Vista Irrigation District

## Vice Chair

Ed Sprague, Director  
Olivenhain Municipal Water

## Members

Catherine Blakespear, Mayor  
City of Encinitas

Bill Horn, Supervisor  
County of San Diego

Dianne Jacob, Supervisor  
County of San Diego

Andrew Vanderlaan  
Public Member

Bill Wells, Mayor  
City of El Cajon

Lorie Zapf, Councilmember  
City of San Diego

## Alternate Members

Lorie Bragg, Councilmember  
City of Imperial Beach

Chris Cate, Councilmember  
City of San Diego

Greg Cox, Supervisor  
County of San Diego

Judy Hanson, Director  
Leucadia Wastewater District

Harry Mathis  
Public Member

## Executive Officer

Keene Simonds

## Counsel

Michael G. Colantuono

November 28, 2018

**TO:** Independent Special Districts in San Diego County

**FROM:** Tamaron Luckett, Executive Assistant   
San Diego Local Agency Formation Commission

**SUBJECT:** Call for Nominations | San Diego Local Agency Formation Commission

This notice serves as a call to nominations pursuant to Government Code Section 56332(1) to solicit two special district members – (a) one regular and (b) one alternate – to serve on the San Diego Local Agency Formation Commission (LAFCO).

San Diego LAFCO Commissioners serve four-year terms. The term of the incumbents – regular district member (Ed Sprague)<sup>1</sup> and alternate district member (Judy Hanson)<sup>2</sup> – expires May 2019.

- The new term of the regular district member expires May 2023.
- The new term of the alternate district member expires May 2023.
- Candidates eligible for election must be members of the legislative body of an independent special district who reside within San Diego County, but may not be members of the legislative body of a city or county.

State law specifies only the presiding officer or their alternate as designated by the governing board must sign the nomination form. Attached is nomination form for the LAFCO regular and alternate special district member (**Attachment A**). Nominations and a limited **two-page** resume indicating the candidate's District and LAFCO experience must be returned to San Diego LAFCO **no later than Monday, January 7, 2019**. Nominations and resumes can be emailed to [tamaron.luckett@sdcounty.ca.gov](mailto:tamaron.luckett@sdcounty.ca.gov), if necessary to meet the submission deadline, but the original form must be submitted.

<sup>1</sup> The term of the regular member position expires on May 6, 2019, but will be extended to 2023 if approved by a majority of special districts.

<sup>2</sup> The term of the alternate member position expires on May 6, 2019, but will be extended to 2023 if approved by a majority of special districts.

**San Diego LAFCO**

November 28, 2018

Call for Nominations | LAFCO Commission and Special Districts Advisory Committee

Please send nominations and resumes to:

*Tamaron Luckett, Executive Assistant  
San Diego Local Agency Formation Commission  
9335 Hazard Way, Suite 200  
San Diego, California 92123*

After nominations and resumes are received it is anticipated a candidates' forum will be held in conjunction with the California Special Districts Association Quarterly Dinner with confirmation being provided under separate/future cover. All nominations and resumes received will be reviewed by a nominating committee. The nominating committee's report and copies of all nomination forms and resumes submitted will be included with the ballots and voting instructions. These materials will be mailed on **Wednesday, February 20, 2019**.

Should you have any questions, please contact Executive Assistant Tamaron Luckett at (858) 614.7755.

Attachments:

- 1) Nomination form – LAFCO regular and alternate special district member
- 2) Acknowledgement receipt form

## ATTACHMENT A

### NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVES LAFCO REGULAR AND ALTERNATE FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION

The \_\_\_\_\_ is pleased to nominate \_\_\_\_\_ as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular or alternate special district member.

**Please check one box.**  
**Refer to the List of Incumbents.**

- ☐ **Regular Special District Member** (Term expires 2023)  
☐ **Alternate Special District Member** (Term expires 2023)

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Title)

#### PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

---

# STAFF REPORT

NO. 18-29

---

**TO:** BOARD OF DIRECTORS  
**FROM:** KARLENA RANNALS, ADMINISTRATIVE MANAGER  
**SUBJECT:** PASIS REPRESENTATIVES; APPOINTMENT  
**DATE:** DECEMBER 6, 2018

---



## RECOMMENDATION

Appoint Kimberly DeAvila, Administrative/Human Resource Manager as the representative, and Fred Cox, Fire Chief as the alternate to the Public Agency Self Insurance System (PASIS) Board of Directors.

## BACKGROUND

The Rancho Santa Fe Fire Protection District has been a member of the Public Agency Self Insurance System (PASIS) a joint powers authority for workers compensation since 1990. The PASIS Board of Directors has a representative and alternate from each member agency. Pursuant to the PASIS Bylaws, the Board of Directors must identify a representative and alternate.

---

# STAFF REPORT

NO. 18-30

---

**TO:** BOARD OF DIRECTORS  
**FROM:** KARLENA RANNALS, ADMINISTRATIVE MANAGER  
**SUBJECT:** CY 2019 BOARD MEETING SCHEDULE  
**DATE:** DECEMBER 6, 2018

---



## RECOMMENDATION

Review schedule and approve any changes to the meeting schedule that may be necessary.

## BACKGROUND

The Board of Directors will consider adopting Resolution No. 2018-20 establishing the third Wednesday of each month as the regular meeting date to conduct business of the District. On occasion, it is necessary to adjust the date to accommodate holidays and scheduling conflicts.

## CURRENT SITUATION

The following table list the meeting dates for 2019, if approved; and I have included the annual (or routine) agenda topics that the Board must act upon:

Meeting Dates – 2019	Annual Agenda Topic(s)
January 16	Accept: FY18 Financial Statements (if complete); final audit reports must be provided to the State Controller's office not later than 1/31 Harassment Training ( <i>every two years – 2019</i> )
February 20	Adopt: Resolution to Participate in Fire Mitigation Fee Program ( <i>must be adopted by April 15</i> )
March 20	
April 17	
May 15	Select criteria to determine annual appropriations limit; Adopt resolution: Appropriations Limit Adopt resolution: Setting Benefit Charges
June 19	Adopt: Preliminary Budget ( <i>must be adopted by June 30</i> ) Accept List of forced abatements to be placed on property tax bills, if any Public Hearing: FMF Multi Year Plan Adopt resolution: Fire Mitigation Fee 5 Year Capital Plan
July 17	
August 21	Public Hearing: Final Budget & Fire Mitigation Fee 5 Year Capital Plan Adopt: Fire Mitigation Fee 5 Year Capital Plan
September 18	Adopt: Final Budget ( <i>must be adopted by September 30</i> )
October 16	
November 20	
December 18	Accept: FY19 Financial Statements (if complete); final audit reports must be provided to the State Controller's office not later than 1/31/2020  Ethics Training ( <i>every two years – 2020</i> ) Oath of Office ( <i>every election year – 2020</i> ) Election of Officers ( <i>every election year – 2020</i> )

---

# STAFF REPORT

NO. 18-31

---

**TO:** BOARD OF DIRECTORS  
**FROM:** KARLENA RANNALS, ADMINISTRATIVE MANAGER  
**SUBJECT:** DISTRICT REPRESENTATIVE; APPOINTMENTS  
**DATE:** DECEMBER 6, 2018

---



## RECOMMENDATION

Review Board and committee assignments, select and appoint board and staff members as appropriate.

## BACKGROUND

After each general election, the District must select its officers (President, Vice president, and Secretary/Clerk). At the same meeting, the Board of Directors typically reviews their committee assignments.

## CURRENT SITUATION

The following Board members are assigned currently to the following boards or committees:

Board of Directors

North County Dispatch JPA – Jim Ashcraft (primary); Nancy C. Hillgren (alternate)

Advisory Board

County Service Area (CSA) – 17 – Nancy C. Hillgren (primary); Tucker Stine (alternate)

Ad Hoc Committee

Finance/Audit – Randy Malin, John Tanner

Staff Assigned: Karlena Rannals

Negotiations – Jim Ashcraft, Randy Malin

Staff Assigned: Fred Cox, Karlena Rannals