



**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

August 9, 2017
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

- Marlene Donner (*March 16, 2017*)
- David Livingstone, Battalion Chief (*May 16, 2017*)
- Joe Carter, Captain (*June 1, 2017*)
- Brian Salameh, Engineer (*June 1, 2017*)

New Hire – *Firefighter/Paramedic*

- Daniel Sprague (*August 1, 2017*)

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

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

4. Consent Calendar

a. Board of Directors Minutes

- Board of Directors minutes of July 12, 2017

ACTION REQUESTED: **Approve**

b. Receive and File

- Monthly/Quarterly Reports

(1) List of Demands Check 28987 thru 29075, Electronic File Transfers (EFT), and ACH Transfer(s) for the period July 1 – 31, 2017 totaling:	\$ 2460,093.47
Payroll for the period July 1 – 31, 2017	\$ 399,722.28
ACH Transfer(s) period July 1 – 31, 2017	\$ <u>813,837.91</u>
TOTAL DISTRIBUTION	\$1,673,653.66

(2) Activity Reports – July 2017

(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**

5. Old Business

a. SAFER Grant Application

To discuss and/or accept or reject SAFER Grant Award to improve staffing at RSF6. [Staff Report 17-12](#)

ACTION REQUESTED: **Accept or Reject Grant**

6. New Business

a. None

7. Oral Report

a. Fire Chief – Michel

- IAFC 2017

b. Operations – Deputy Chief

c. Volunteer – Division Chief

d. Training – Battalion Chief

e. Fire Prevention – Fire Marshal

f. Administrative Manager

g. Board of Directors

- North County Dispatch JPA – Update
- County Service Area – 17 – Update
- Comments

8. Adjournment

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




RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
Agenda
Wednesday, August 09, 2017 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on August 4, 2017 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on August 4, 2017



Karlena Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – July 12, 2017

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 1:05 pm.

Pledge of Allegiance

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

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner

Directors Absent: Stine

Staff Present: Tony Michel, Fire Chief; Frank Twohy, Division Chief; Bret Davidson, Battalion Chief; Dave McQuead, Battalion Chief; and Karlana Rannals, Board Clerk

Ms. Rannals informed the board members in attendance that although the Agenda informed the public that Director Stine would participate via teleconference; he notified her that he was unable to conference in.

2. Special Recognition

a. *Captain Curtis J. Fisher, Retired*

Chief Michel informed the Board of Directors on the passing of Captain Fisher. Captain Fisher retired from the District in 1995 after 29 years of service with the District and 40-year fire service career. He requested a moment of silence in recognition of his service to the District.

b. *Burn Institute*

Tiffany Wong, Burn Institute, presented a trophy to the Rancho Santa Fe Fire Protection District as the top fund-raising agency in north San Diego County for the Annual Boot Drive, totaling in excess of \$20,000. Battalion Chief Davidson accepted on behalf of the Rancho Santa Fe Professional Firefighters, Local 4349. In addition, she presented a trophy to Fire Chief Tony Michel as the winner of the countywide "01 Challenge" raising \$2,029.

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, 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 June 12, 2017

b. *Receive and File*

i) *Monthly/Quarterly Reports*

(1) List of Demands Check 28860 thru 28986, Electronic File Transfers (EFT), and Wire Transfer(s) for the period June 1 – 30, 2017 totaling:	\$ 202,558.33
Payroll for the period June 1 – 30, 2017	\$ 600,564.48
Wire Transfer(s) June 1 – 30, 2017	<u>\$ 283,448.33</u>
TOTAL DISTRIBUTION	\$1,086,571.14

(2) Activity Reports – June 2017

- a. Operations
- b. Training
- c. Fire Prevention
- d. Correspondence – letters/cards were received from the following members of the public:
 - None

5. Old Business

- a. None

6. New Business

a. *CalPERS Unfunded Accrued Liability (UAL)*

Chief Michel and Administrative Manager Rannals led the discussion on the request of Director Malin to reestablish a reserve fund for additional CalPERS payments. Ms. Rannals distributed a summarized statement of cash assets and liabilities. She reported that based upon the current capital reserve policy, which is 100%, there is not enough cash to fund both the capital reserve policy and additional UAL payments to reduce the net pension obligation. At the conclusion of the discussion, the Board of Directors agreed to refer to the Finance Committee for further discussion, with a policy recommendation for the Board's consideration.

7. Oral Report

a. *Fire Chief – Michel*

- i) Badge Ceremony – August 9, 2017: he reminded the board of the badge ceremony and that lunch will be provided prior to the Board of Directors meeting. The meeting will commence at RSF4 starting at 1pm.
- ii) IAFC 2017: he will be attending the annual conference in North Carolina from July 25-30, 2017
- iii) Vacation Schedule: he will be on vacation from July 18 thru August 2, returning August 3rd. Deputy Chief Cox will be acting fire chief in his absence.

b. *Operations – Deputy Chief*

Battalion Chief McQuead reported in Chief Cox's absence due to vacation. He reported on the following:

- Fuel moistures are now to a critical level.
- Significant incidents, that included one fatality on Del Dios Highway
- He reviewed the personnel and equipment that have been deployed on several strike team responses.

c. Elfin Forest Volunteer Division – Division Chief

Chief Twohy expressed his appreciation to the RSF5 personnel and fire prevention staff for their attendance and participation in the Elfin Forest community picnic. He provided an update on the Rancho Santa Fe Fire District Foundation and that they are looking for additional board members.

d. Training – Battalion Chief

Chief McQuead summarized his report and reported on the table top wildland incident specialized training. The content included how to run the incident as a team which included communications.

e. Fire Prevention – Fire Marshal

Chief Michel reported that Fire Marshal Donner was on a special assignment. He reported that prevention staff continues to be extremely busy with plan reviews and inspections.

f. Administrative Manager

Ms. Rannals discussed the following with the board members:

- i) Department of Finance Population Change Estimate: she reported that the contract has been signed and should be completed by the September 1 deadline.

g. Board of Directors

- i) North County Dispatch JPA Update – Ashcraft: he reported that Jeff Logan, Operations Manager is leaving the JPA and that his last day is July 17.
- ii) County Service Area – 17 Update – Hillgren: no report, the next meeting is August 1.
- iii) Comments
 - (1) Tanner: reminded the board members that he will not attend the August board meeting due to a scheduled vacation.

8. Adjournment

Meeting adjourned at 2:24 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

Rancho Santa Fe Fire Protection District

List of Demands ~ July 2017

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
28987	\$ 374.00	APCD	Permit: County/City
28988	\$ 1,323.00	C.A.P.F.	Disability Ins Short & Long
28989	\$ 675.00	CFCA	Association Dues
28990	\$ 2,370.00	Cielo Village Partners LP	Cielo HOA Fees
28991	\$ 104,847.00	City of San Marcos	Workers' Compensation/Wellness
28992	\$ 1,094.00	County of San Diego, DEH	Permit: County/City
28993	\$ 150.00	CSDA	Association Dues
28994	\$ 550.00	Fire Dist. Association of CA	Association Dues
28995	\$ 3,652.35	Guardian Life Insurance Co	Medical Insurance
28996	\$ 673.64	Lincoln National Life Ins Co	Life Insurance/EAP
28996	\$ 673.64	Lincoln National Life Ins Co	Life Insurance/EAP
28997	\$ 30,000.00	Rancho Santa Fe Fire Protection Dist	Interfund Transfer
28998	\$ 70.00	RSF Mail Delivery Solutions	Mail Delivery Service
28999	\$ 90.00	SDCFCA - Admin Section	Association Dues
29000	\$ 3,156.00	TIP of San Diego County	T.I.P. Program
29001	\$ 354.00	Accme Janitorial Service Inc	Building ADMIN
29002	\$ 575.11	Advanced Communication Systems Inc	Radio (Mobile Repair)
29003	\$ 1,500.00	Arnold A Lewin	Consulting Services
29004	\$ 336.65	AT&T Calnet 2/3	Telephone RSF
29005	\$ 1,947.68	Bay City Electric Works Inc	Generator RSF - Maintenance & Service
29006	\$ 392.79	California Health & Safety	SCBA Maint & Repair/ Flow Test/ Hydro Te
29007	\$ 1,220.00	California's Own Native Landscape De	Landscaping Maintenance Service RSF6
29008	\$ 639.25	CDW Government Inc.	Computer Equipment/Parts
29009	\$ 3,553.96	County of SD/RCS	CAP Code Paging Service-Monthly Service
29010	\$ 200.78	Cox Communications	Telephone RSF2, 3
29011	\$ 4,395.50	Debra L. Reilly	Human Resource Services
29012	\$ 414.98	EDCO Waste & Recycling Inc	Trash RSF5, 6
29013	\$ 900.00	Fairbanks Ranch Com. Serv. Dis	Sewer RSF3
29014	\$ 1,140.00	Fitch Law Firm Inc	Legal Services
29015	\$ 2,416.49	Geiger	Fire Prevention Dept - Material/Supplies
29016	\$ 23.66	Griffin Hardware Co.	Miscellaneous
29017	\$ 758.85	Home Depot, Inc	Apparatus: Miscellaneous, Station Maintenance
29018	\$ 844.49	Konica Minolta Business Inc	Copier Maintenance Contract

Rancho Santa Fe Fire Protection District

List of Demands ~ July 2017

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
29019	\$ 215.00	Kronos - Telestaff	TeleStaff Maintenance
29020	\$ 416.60	Life-Assist Inc	CSA-17 Contract
29021	\$ 301.69	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
29022	\$ 10.74	Napa Auto Parts Inc	Apparatus: Parts & Supplies
29023	\$ 31,579.34	North County EVS Inc	Apparatus:Equipment
29024	\$ 1,401.30	Olivenhain Municipal Water District	Water RSF4, 6, 2, 3
29025	\$ 2,458.13	Palomar Sign Company	Apparatus: Miscellaneous
29026	\$ 176.54	Rincon Del Diablo Municipal Water Di	Water RSF5
29027	\$ 672.37	SDG&E	Elec/Gas/Propane RSF6
29028	\$ 143.14	Server Supply.com, Inc	Computer Equipment/Parts
29029	\$ 2,511.59	SoCo Group Inc	Fuel: Gasoline & Diesel
29030	\$ 32.00	State of CA Dept of Justice	Background Investigation
29031	\$ 132.00	Terminix International	Building RSF
29032	\$ 29.70	U P S	Shipping Service
29033	\$ 23,211.01	U S Bank Corporate Payment System	Cal-Card./IMPAC program
29034	\$ 123.00	U.S. HealthWorks	Medical Services: Volunteers
29035	\$ 213.07	Uniforms Plus	Uniforms: Safety Personnel
29036	\$ 250.04	Verizon Wireless	Telephone - Cellular
29037	\$ 2,471.70	Vortex Industries, Inc.	Building RSF1, 6
29038	\$ 1,458.04	Waste Management Inc	Trash RSF
29039	\$ 6,350.00	WinTech Computer Services	Consulting Services
29040	\$ 510.00	APCD	Permit: County/City
29041	\$ 7,657.88	Auditor and Controller	LAFCO
29042	\$ 98,437.00	Business Owner's Ins Agency	Commercial - Liability - Auto Coverage
29043	\$ 188.80	Complete Office of California Inc	Office Supplies
29044	\$ 634.17	Entenmann-Rovin Co Inc.	Uniforms: Safety Personnel
29047	\$ 6,000.00	Pun Group	Accounting-Audit Services
29048	\$ 325.00	Rancho Santa Fe Rotary	Association Dues
29049	\$ 1,622.30	SoCo Group Inc	Fuel: Gasoline & Diesel
29050	\$ 644.12	Time Warner Cable	Telephone, Cable
29051	\$ 440.26	U.S. TelePacific Corp.	Telephone ADMIN
29052	\$ 394.58	Waste Management Inc	Trash RSF2
29053	\$ 111.65	Airgas Inc	Safety: Breathing Air

Rancho Santa Fe Fire Protection District

List of Demands ~ July 2017

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
000029054A	\$ 244.39	AT&T	Telephone RSF
29055	\$ 1,457.01	AT&T Calnet 2/3	Telephone RSF
29056	\$ 266.66	CoreLogic Information Solutions Inc	Computer - License/Software
29057	\$ 18,526.92	Fire Facilities, Inc.	Building Training Facility
29058	\$ 1,776.56	Ingersoll-Rand Co Air Solutions Inc	Generator Repair RSF3
29059	\$ 1,477.03	L N Curtis & Sons Inc	Fleet Equip Maintenance/Repair-Port Gen/
29060	\$ 40,395.85	North County EVS Inc	Apparatus: Miscellaneous
29061	\$ 997.55	Palomar Sign Company	Apparatus: Miscellaneous
29062	\$ 269.46	Pitney Bowes Inc	Equipment Rental
29063	\$ 894.24	SDCPA / 911 Responder	CSA-17 Contract
29064	\$ 2,798.24	SDG&E	Elec/Gas/Propane RSF3
29065	\$ 1,608.60	United Site Services	Sewer RSF5
29066	\$ 162.19	AT&T Calnet 2/3	Telephone RSF
29067	\$ 196.65	Gloria J Murphy	Training Equipment/Supplies Volunteer Di
29068	\$ 3,607.35	Guardian Life Insurance Co	Medical Insurance
29069	\$ 275.00	K & K Coatings	Station Maintenance - RSF3
29070	\$ 376.20	Lincoln National Life Ins Co	Life Insurance/EAP
29071	\$ 1,473.70	Mallory Safety & Supply LLC	Firefighting Foam
29072	\$ 132.95	Orion Broadband	Telephone RSF1
29073	\$ 1,314.01	SoCo Group Inc	Fuel: Gasoline & Diesel
29074	\$ 80.00	State Fire Training	Permit: Certification
29075	\$ 14.85	U P S	Shipping Service
EFT000000000330	\$ 1,097.36	Rannals, Karlena	Admin - Overnight Conf/Seminars
EFT000000000335	\$ 50.00	RSFPFA	RSF Prof FF Assoc
EFT000000000336	\$ 219.50	Brandow, Nick	CSA-17 Contract
Misc	\$ 17,945.62	Various	Medical Reimbursment
Subtotal	\$ 460,093.47		
ACH Transfer	\$ 58,474.69	CalPERS	Health July 2017
ACH Transfer	\$ 60,190.59	CalPERS	Health August 2017
ACH Transfer	\$ 281,057.00	CalPERS	UAL Lump Sum Premium FY18
Subtotal	\$ 399,722.28		

Rancho Santa Fe Fire Protection District

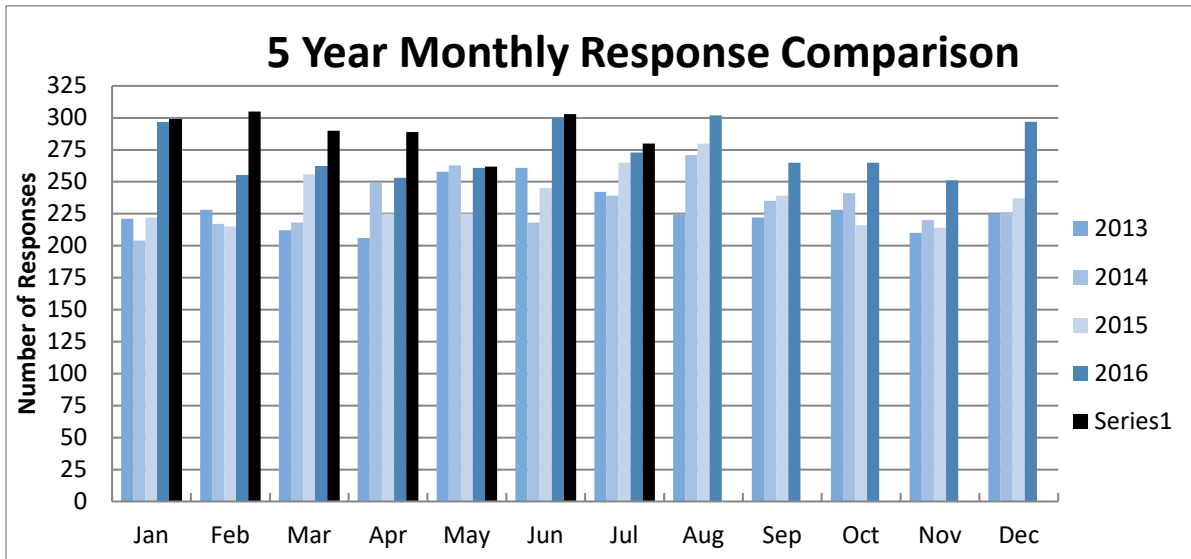
List of Demands ~ July 2017

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
7/14/2017	\$ 42,311.63	RSFFPD	Payroll
7/15/2017	\$ 325,787.09	RSFFPD	Payroll
7/30/2017	\$ 63,732.38	RSFFPD	Payroll
7/31/2017	\$ 382,006.81	RSFFPD	Payroll
Subtotal	\$ 813,837.91		
Total	\$ 1,673,653.66		

July Incident Count Stations 1 – 6

CAD upgrade on Aug 1 may have prevented complete RMS data transfer. The September Operations report will reconcile if warranted.

Fire Stats Data Analysis is also currently unavailable.

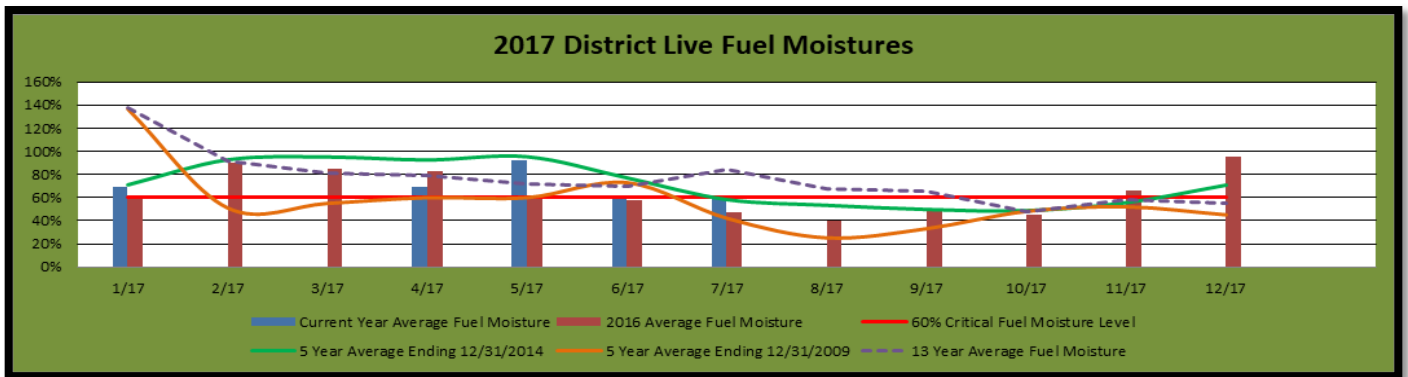


Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
299	305	290	289	262	303	280						2028
299	604	894	1,183	1,445	1,748	2,028						6.6%
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
297	255	262	253	261	300	273	302	265	265	251	297	3,281
297	552	814	1,067	1,328	1,628	1,901	2,203	2,468	2,733	2,984	3,281	15.6%
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
222	215	256	225	225	245	265	280	239	216	214	237	2,839
222	437	693	918	1,143	1,388	1,653	1,933	2,172	2,388	2,602	2,839	1.3%
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
204	217	218	249	263	218	239	271	235	241	220	226	2,801
204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
221	228	212	206	258	261	242	224	222	228	210	225	2,737
221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	

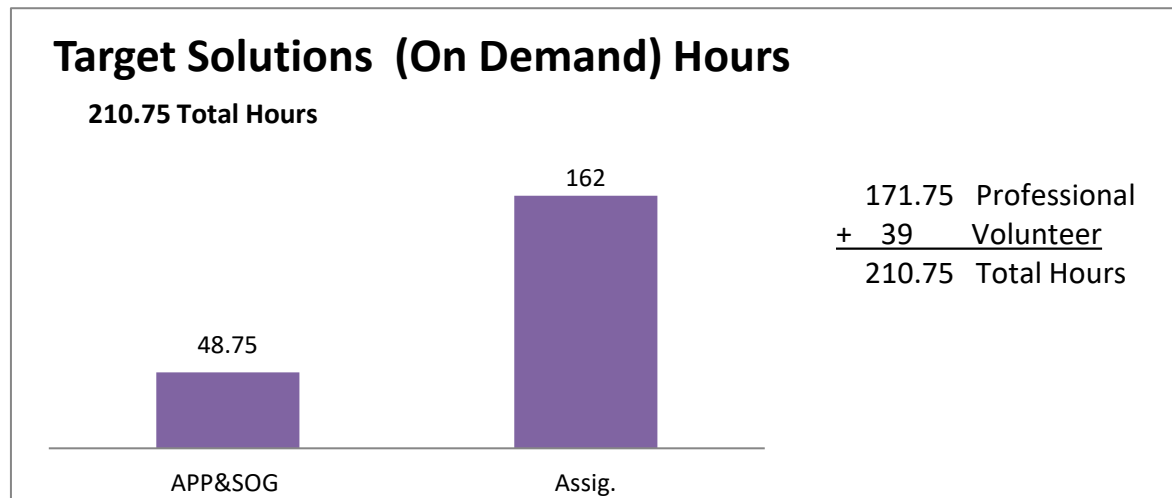
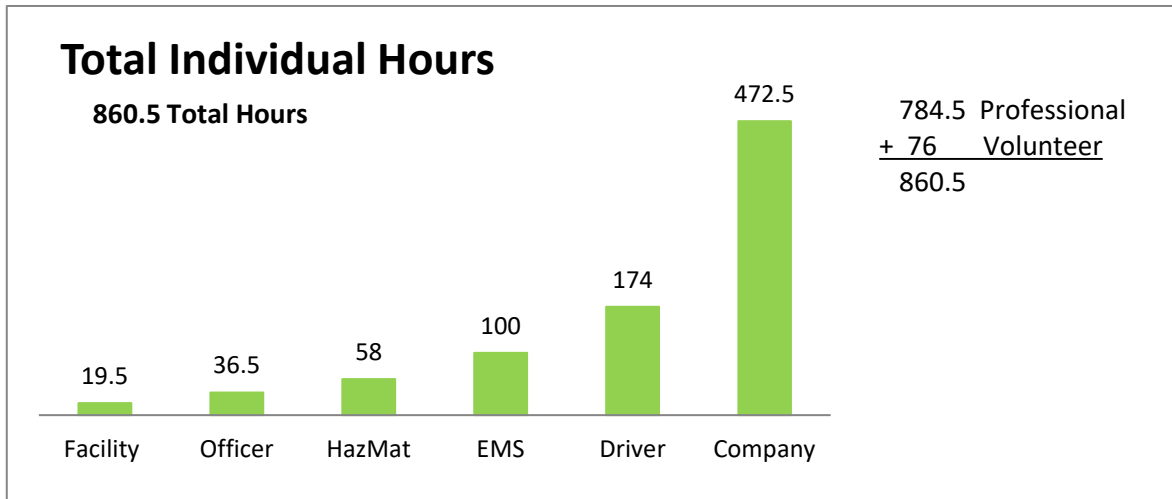
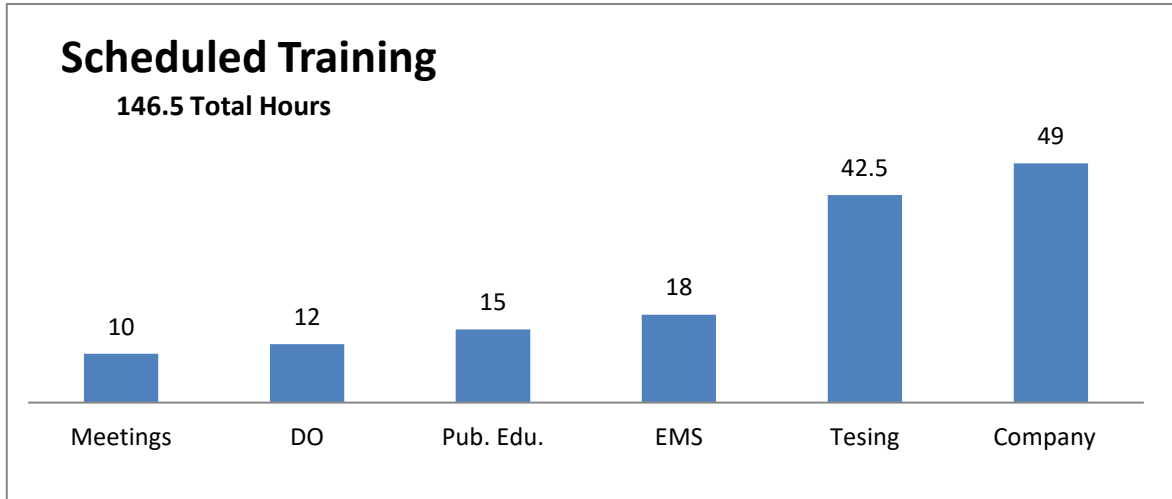
Incident Summary by Incident Type	
Date Range: From 7/1/2017 To 7/31/2017	
Incident Type	Incident Count
Fire	14
Explosion/Rupture	1
EMS/Rescue	143
Hazardous Condition	3
Service Call	35
Good Intent	47
False Call	36
Other	0
Blank or Invalid	1
Totals	280

Incident Response Summary by Station	
Date Range: From 7/1/2017 To 7/31/2017	
Station: RSF 1	62
Station: RSF 2	118
Station: RSF 3	46
Station: RSF 4	33
Station: RSF 5	16
Station: RSF 6	4
Total Incident Count:	280

Significant Incidents/Overhead Assignments				
DATE	Incident/ Location	TYPE	UNIT/PERSON	MISC
7/15/17	Whittier Fire	Wildland	Eng. Thompson (FEMP)	Cal Fire Incident Santa Barbara Cnty.
7/18/17	Detwiler Fire	Wildland	Engine OES 336 (Brandow, Fritchle, Canfield Carey) (ST6840A)	Cal Fire Incident Mariposa Cnty.
7/18/17	Detwiler Fire	Wildland	Strike Team Leaders BC Galindo and BC Livingstone (ST6840A)	Cal Fire Incident Mariposa Cnty.
7/19/17	Detwiler Fire	Wildland	Captain Sherwood (FOBS)	Cal Fire Incident Mariposa Cnty.
7/22/17	Lost Fire	Wildland	BR2662 (Slattery, Martinez and Sivba) (ST6410C)	Cal Fire Incident Mariposa Cnty.



Training Division July 2017



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
July 2017

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		124	567,919
Fire Inspector		0	0
Fire Inspector/Forester		3	7,227
TOTAL		127	575,146
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
Fire Marshal		0	4,704
Fire Inspector		8,117	862
Fire Inspector/Forester		0	0
TOTAL		8,117	5,566
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		1	4,400
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		1	4,400
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	585,112
FIRE SPRINKLER REVIEWS		Commercial	Residential
Fire Marshal		0	6
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		0	6
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
Fire Marshal		7	12,466
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		7	12,466
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
Fire Marshal		0	0.00
Fire Inspector		4	4.00
Fire Inspector/Forester		18	7.50
TOTAL		22	11.50

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
July 2017

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	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	0	0.00

INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	5	3.50
Hydros (Fire Sprinklers)	14	12.50
Finals (Structures)	46	35.00
Landscape	7	3.50
Reinspections	0	0.00
Tents/Canopy	4	2.00
Burn Permits	3	1.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	0	0.00
Code Enforcement	0	0.00
Engine Company Follow Up	2	2.00
Misc.	0	0.00
TOTAL	81	59.50

HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	175	14.00
Weed Abatement Reinspection	237	25.45
1st Notice	208	52.00
2nd Notice	86	37.50
Final Notice	19	4.75
Forced Abatement	0	0.00
Annual Mailers	1	4.00
Homeowner Meeting	37	24.50
WUI	0	0.00
TOTAL	767	164.20

GRADING -All Staff	Number of Reviews	Staff Hours
Plan Review	7	7.00
TOTAL	7	7.00

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
July 2017

ADMINISTRATIVE SERVICES- FIRE PREVENTION

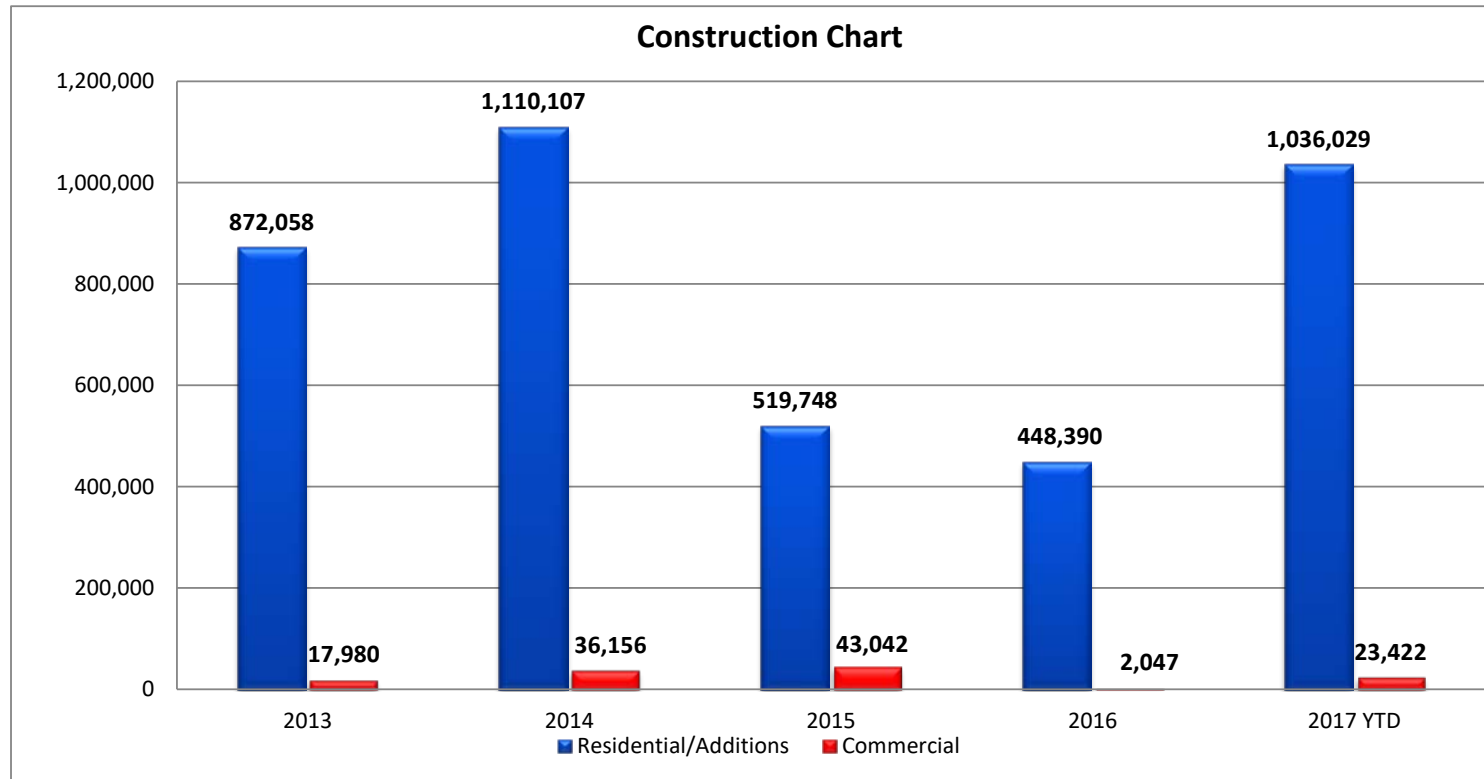
SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	6	44.00
Conferences	0	0.00
Meetings	34	35.0
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	40	79.00

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	421	105.25
Correspondence	216	54.00
Consultations	53	53.00
Plan Review	42	42.00
Scanning	200	50.00
General Office	93	93.00
TOTAL	1,025	397.25

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	686	34.30
Correspondence	249	62.25
Walk in/Counter (All Administrative Staff)	330	27.50
Knox Application Request	5	1.25
Burn Permits	3	1.00
UPS Outgoing Shipments	3	0.25
Plan Accepted/Routed	46	39.00
Special Projects	5	5.00
Scanning Documents/Electronic Files	310	77.50
Meetings: Admin/Prevention/Admin Shift	6	3.00
Post Office Runs	3	1.50
Deposit runs and preparations	22	11.00
TOTAL	1,668	263.55

**Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
July 2017**

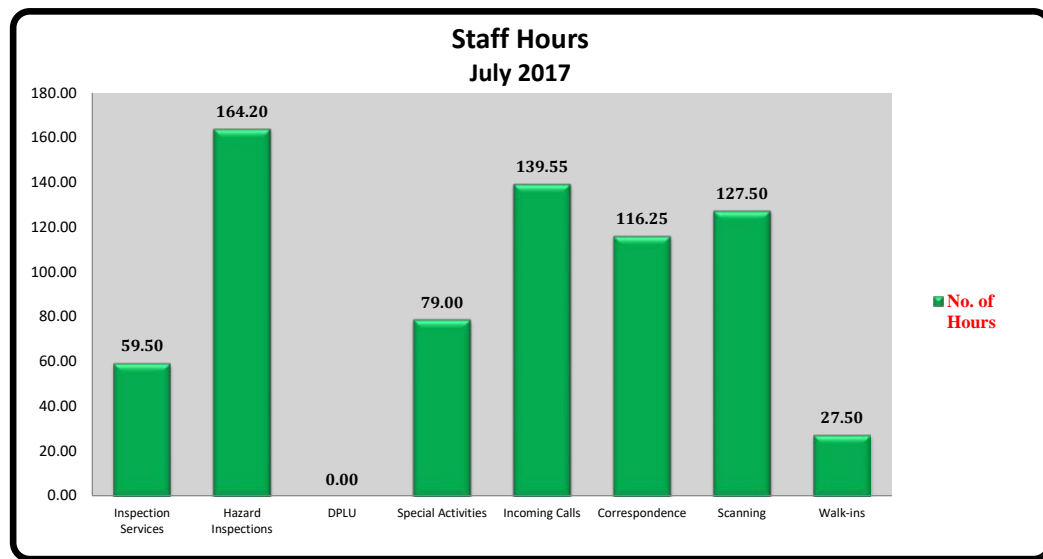
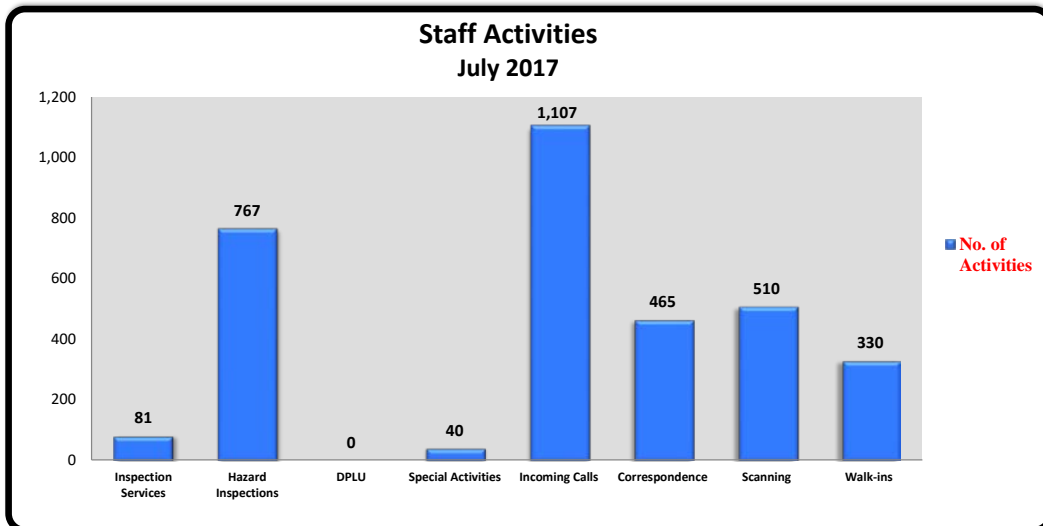


Year	Res/Add	Comm	Total
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2016 YTD	177,349	2,047	179,396
2017 YTD	1,036,029	23,422	1,059,451

Comparison 2016/2017 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	28,971	25,957	12,480	19,850	15,989	47,693	28,456	91,542	70,894	25,511	54,531	28,563
2017	48,435	40,807	23,518	61,889	78,701	220,963	585,112					

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
July 2017



Comparison 2016/2017 Total Monthly Hours/Activities

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1517	1448	1473	1778	1841	3031	3081	3442	3462	3107	2491	1602
Hours	291.25	342.92	316.17	373.08	385.52	504.02	614.88	629.98	637.08	572.3	522.18	392.63

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	2187	2019	2614	2384	3137	3617	3300					
Hours	482.62	494.10	578.82	567.50	676.43	745.76	713.5					

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
July 2017

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, photos, etc</i>	4.0	
	4.0	
Compile & write new information:	0.0	
Social Media	9.0	
<i>Facebook "Fans" - 916</i>	3.0	
<i>Instagram "Followers" - 136</i>	3.0	
<i>Twitter "Followers" - 2,742</i>	3.0	
TOTAL		13.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc:	5.0	
<i>Evacuation Brochures</i>	2.0	
<i>Memorial invitation</i>	3.0	
TOTAL		5.0

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
July 2017

MEDIA RELATIONS	Staff Hours
On-scene Public Information Officer:	2.0
<i>Volunteer Training</i>	2.0
Press Releases:	1.0
<i>Fireworks</i>	1.0
Other Articles/Stories/Interviews:	0.0
TOTAL	3.0

EDUCATIONAL PROGRAMS/PRESENTATIONS	Staff Hours
Children's Programs	0.0
Adult Programs:	11.0
<i>Fire Prevention Presentation - Fairbanks Board</i>	4.0
<i>Fire Prevention Presentation - Cielo</i>	4.0
<i>Fire Prevention Presentation - Crosby</i>	3.0
TOTAL	11.0

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
July 2017

EVENTS		Staff Hours
External/Community Events:		6.0
<i>Elfin Forest 4th of July Parade and Picnic</i>		6.0
Internal Events:		0.0
TOTAL		6.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		1.5
<i>Word Press Training with Admin</i>		1.5
Conferences:		0.0
Meetings:		4.0
<i>Staff meetings</i>		2.0
<i>Shift Meetings</i>		1.0
<i>CSA17 Meeting</i>		1.0
<i>So Cal Pub Ed</i>		0.0
TOTAL		5.5
CLERICAL		Staff Hours
Prevention-related:		42.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		36.0
<i>Phone Calls</i>		6.0
Non-prevention/non-minute related:		25.0
TOTAL		67.0
TOTAL HOURS		110.5

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: 2016 SAFER GRANT ACCEPTANCE
DATE: AUGUST 4, 2017

**RECOMMENDATION**

Staff recommends the acceptance of the 2016 Staffing for Adequate Fire & Emergency Response (SAFER) grant and implementation of “Option 2” for RSF Fire Station 6 (RSF6). Acceptance of the SAFER grant provides for a cost-effective approach to provide consistent 7/24 ALS first responder service to the RSF6 response area, reduces the staff work load from trying to maintain a 40 person volunteer roster, and provides a three year financial bridge until funding from growth can sustain the much needed service model.

BACKGROUND

On January 9, 2017, the Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA) opened grant applications under the SAFER program. SAFER grants were established to provide direct funding to career and volunteer fire agencies to help them increase or maintain the number of trained "front line" firefighters. SAFER 2016 had two grant activities available:

- Hiring of Firefighters
- Recruitment and Retention of Volunteer Firefighters

The Board of Directors at the January 2017 meeting supported the District submitting grant applications under both programs.

CURRENT SITUATION

On July 28, 2017, the District was notified that its grant application under the “Hiring of Firefighters” was accepted.

Under SAFER grant, the hiring of additional firefighters is a proportioned cost share based on the “usual annual costs” of a first year firefighter over the course of the grant performance period. These costs include base salary and the standard benefits package (exclusive of overtime). At the time of application, this cost was projected at \$79,468 base salary, and \$42,649 benefits for a total of \$122,117 per firefighter position. Three (3) firefighter positions were applied for a total grant application of \$1,099,053.

Proportioned SAFER grant cost share for the three (3) year program is:

- Year 1 - 75 percent federal / 25 percent local jurisdiction of annual costs incurred.
- Year 2 - 75 percent federal / 25 percent local jurisdiction of annual costs incurred.
- Year 3 - 35 percent federal / 65 percent local jurisdiction of annual costs incurred.

With the reorganization of CSA 107 and the RSFFPD, the District accepted the responsibility of two (2) additional fire stations; (1) a fully staffed career station located in Harmony Grove Village (RSF5), and (2) a volunteer station in Elfin Forest (RSF6).

RSF6’s current authorized staffing is to have up to 40 volunteer firefighters to provide service to the community of Elfin Forest. The District is having a difficult time in retaining trained volunteer firefighters due to the high demand and hiring of career firefighters at the local, state, and federal levels. In January 2017, to help ensure that a qualified driver/operator (DO) was available, the Board authorized six (6) part-time positions at minimum wage (PTT DO). Currently the District is only able to fill four (4) of those contract PTT DO positions. To help offset the staffing shortage, part-time temporary FF/EMTs (120 days max part-time employment) were authorized to help daytime staffing, but can PTT FF/EMT’s can only operate class C vehicles, not fire apparatus, due to licensing requirements. The current operating budget for RSF6 personnel is \$260, 584.

Currently the volunteer roster for RSF6 is thirteen (13) members exclusive of PTT DO and PTT FF/EMT’s. Of those thirteen volunteer firefighters, only seven (7) members have completed probation, and currently there are no resident volunteers on the roster. Since Jan 1, 2017, the District has processed twenty-one (21) volunteer firefighter applications. This is indicative of a retention issue rather than a recruitment issue.

ANALYSIS / DISCUSSION

The SAFER grant award presents a funding opportunity for the District to provide partial full-time staffing at RSF6 for a period of three (3) years. However, there are additional budgetary costs that will be incurred by the District. Several staffing options exist:

OPTION 1

AUGMENT CURRENT STAFFING MODEL A RSF6

- Hire the three (3) SAFER FFPM positions (new positions) to help augment the staffing at RSF6 (adding 3 new FTE positions).

This is an option; however, this option does not solve the inadequate supervision, training, apparatus certification and licensing requirements, as well as the recruitment and retainment of a large volunteer staff (40 members). The current RSF 6 volunteer structure could be left in place and locate the SAFER funded position at RSF6.

Option 1: Additional District Financial Obligation:

Year 1	Year 2	Year 3	Year 4
\$ 90,456	\$115,784	\$287,614	\$443,250

OPTION 2

NEW STAFFING MODEL AT RSF6 TO IMPROVE SUPERVISION, TRAINING AND EMERGENCY RESPONSE

(adding 3 new FTE positions)

- Hire the three (3) SAFER FFPM (new) positions; place them at one of the other fire stations within the District as the third person on the engine. Use the displaced FFPMs into new staffing model for RSF6
- Move the fourth person at RSF4 and allocate the position to the new staffing model at RSF6
- Eliminate two (2) RSF6 Division Chief Positions.
- Promote three Captains for supervision and training at RSF6
- Promote three Engineers for enhanced crew safety
- Continue funding four (4) of the shared PTT DO positions at minimum wage. Note: this equates to two (2) FTE staffing positions, which were present at the time of grant award. These must be maintained as a condition of the grant during the performance period

Option 2 also provides a substantial service level increase to the community of Elfin Forest, Harmony Grove, and Rancho Cielo. This would include:

- A full-time Captain, full-time Engineer, and volunteer firefighter on duty daily at RSF6
- The ability to provide Advanced Life Support (ALS) to an area where Basic Life Support (BLS) is currently available.
- Increased continuity and availability of District fire and medical delivery services
- The availability of career staff to assist in the development of our volunteer members for future employment with the District
- Staff would also propose to decrease its volunteer roster from 40 to 15 volunteer firefighters; as well, reduce the individual volunteer time commitment from three 24 hr. shifts and three training sessions per month, to just three 24 hr. shifts per month.

Option 2: Additional District Financial Obligation:

Year 1	Year 2	Year 3	Year 4
\$ 65,072	\$100,097	\$282,877	\$373,614

OPTION 3

The last option is to reject the reject the grant and remain status quo for RSF6.

SUMMARY

The acceptance of the SAFER grant, will not only enhance the volunteer staffing at RSF6 with one career firefighter paramedic on duty 7/24 to assist with the daily volunteer staffing; it also can be an opportunity for the District to improve the 7/24 supervision, training and ALS emergency response to an area that is currently a BLS volunteer system. In addition, the three SAFER positions and the redistribution and promotion of personnel within the current Board approved positions; the district can have an ALS emergency response model at RSF6 that will be easily managed for years to come.

The recommended option includes in the proposed staffing at RSF6 a career Captain and Engineer on duty 7/24. A volunteer will be scheduled each day to make it a three-person engine company. Since the reorganization, a three-person Engine Company at RSF6 has been very difficult to maintain. Because of volunteer retention issues, routinely, RSF6 has only been staffed with one or two volunteers with limited 7/24 crew supervision. Over the three-year program, the cost share estimates are \$669,374 federal reimbursement and \$416,098 District cost.

In accepting the SAFER grant, it will improve service to the Elfin Forest community, the district, and it truly can be the start of a recruitment and retention tool for the District in the future.