



**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

April 18, 2018
1:00 pm PT
Special (*in lieu of 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.

Pledge of Allegiance

1. Roll Call
2. 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.

3. Consent Calendar

a. Board of Directors Minutes

Board of Directors minutes of March 14, 2018

ACTION REQUESTED: **Approve**

b. Receive and File

i. Monthly/Quarterly Reports

(1) List of Demands Check 29845 thru 29942, Electronic File Transfers (EFT), and Wire Transfer(s) for the period March 1 – 31, 2018 totaling:	\$ 792,868.75
Wire Transfer(s) period March 1 – 31, 2018	\$ 212,831.77
Payroll for the period March 1 – 31, 2018	\$ <u>588,201.97</u>
TOTAL DISTRIBUTION	\$1,593,904.49

(2) Activity Reports – March 2018

- i. Operations
- ii. Training

- iii. Fire Prevention
- iv. Correspondence - letters/cards were received from the following members of the public:
 - None

ACTION REQUESTED: [Information](#)

c. Acceptance of Donation

To accept a donation from the Rancho Santa Fe Fire District Foundation to purchase a chemical detox unit. [Staff Report 18-08](#)

ACTION REQUESTED: [Accept donation and authorize purchase](#)

d. Acceptance of Donation

To accept a donated Tree Art Sculpture at the entry of the Fire Wise Garden located at RSF6. [Staff Report 18-09](#)

ACTION REQUESTED: [Accept donation](#)

4. Old Business

- a. None

5. New Business

a. LAFCO – San Diego County Consolidated Redevelopment Oversight Board

To discuss and/or authorize the President to cast the ballot on behalf of the Fire District to elect a Special Districts Regular and Alternate Member for the Redevelopment Oversight Board

ACTION REQUESTED: [Authorize President to cast ballot](#)

b. Financial Auditor

To discuss and/or approve the selection of a Financial Auditor as recommended by the Finance Committee.

[Oral report](#)

ACTION REQUESTED: [Select Financial Auditor and authorize the Administrative Manager to execute engagement letter](#)

6. Oral Report

a. Fire Chief – Michel

- i. Waiver of Administrative Fees – Qian
- ii. FDAC Conference – April 11 – 13, 2018 in Monterey, CA

b. Operations – Deputy Chief

c. Volunteer – Division Chief

d. Training – Battalion Chief

e. Fire Prevention – Fire Marshal

f. Administrative Manager

- i. CalPERS Conference – October 22-24, 2018 in Indian Wells, CA
- ii. Recognition Dinner – April 21, 2018

g. Board of Directors

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

7. Adjournment

The next regular meeting Board of Directors meeting to be May 9, 2018 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular
Meeting Agenda
Wednesday, April 18, 2018, 2018
1:00 pm PT

CERTIFICATION OF POSTING

I certify that on April 13, 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 April 13, 2018

Karlana Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – March 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 1:05 pm.

Pledge of Allegiance

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

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Dave Livingston, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlana Rannals, Board Clerk.

2. Public Comment

No one requested to speak to the Board.

3. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

i) Board of Directors minutes of February 14, 2018

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 29735 thru 29844, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period February 1 – 28, 2018 totaling:

\$ 276,321.85
\$ 209,846.80
<u>\$ 696,036.08</u>
TOTAL DISTRIBUTION
\$1,182,204.73
2. Activity Reports – February, 2018
 - a) Operations
 - b) Training
 - c) Fire Prevention
 - d) Correspondence – letters/cards were received from the following members of the public:
 - 1) None

4. Old Business

a. None

5. New Business

a. Budget Authorization

Chief Livingstone summarized the staff report provided for a replacement vehicle. The current F150 has approximately 123,000 and is 15 years old. This vehicle, used daily for hydrant maintenance and numerous support details throughout the District, is scheduled for replacement in the FY18 Capital Replacement plan. Staff has secured a bid through the State of California contract for \$28,335.43. The additional \$10,000 is necessary for radios and an emergency lighting package. Staff requested the board authorize the purchase.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN the purchase of a replacement vehicle for a cost of \$38,335.43.

b. Administrative Policy A100.11 – Ticket and Passes Distribution Policy

Chief Michel summarized the staff report provided. This policy identifies a procedure for accepting, distributing, and the reporting of tickets or passes given or received by a District employee. Legal counsel prepared this policy, which will be posted to the District’s website after board ratification. Staff responded to questions from the Board. In addition, Chief Michel reported that he would be requesting ratification of additional policies in the next few months.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ratify the approval and distribution of Administrative Policy A100.11 – Ticket and Passes Distribution.

6. Oral Report

a. Fire Chief – Michel

- i) Zone Strategic Plan – He chaired the strategic plan committee and was liaison to the Fire Prevention Officers section in setting their goals and objectives. He was pleased to report that the North Zone strategic plan document has been finalized that will be a good roadmap for all North Zone agencies for the next few years.
- ii) Harmony Grove Village South – he has been meeting with County staff regarding evacuation plans for new development in the area. The Development has also requested a fire availability letter.
- iii) CSA-17 Annexation – he has been meeting with LAFCO and County representatives on the annexation application.
- iv) Harmony Grove Village Fire Station – he has met with the developer so that all remaining utility infrastructure will be brought to the property.
- v) Battalion Chief Test – the application period ended on February 28. He received two applications and one applicant has withdrawn their name. He plans to proceed with the test with the one applicant.

b. Operations – Deputy Chief

Chief Cox summarized the previous month’s activity noting a decline in the call volume. The fuel moisture remains low. A vegetation fire occurred on Del Dios Highway that was cause by a car.

c. Elfin Forest Volunteer Division – Volunteer Recruitment Retention Coordinator

VRRRC Twohy reported that ten (10) volunteers completed their 80-hour academy. The remodeling of RSF6 is about ¾ complete. The RSF Fire District Foundation approved a \$4,000 grant for the purchase of

a Detox unit. Chief Michel noted that the acceptance of the grant would most likely be an item on the Consent Calendar next month.

d. Training – Battalion Chief

Chief Cox reported that the previous month’s activity included almost 2,000 hours of training. Many of the hours were attributed to the Volunteer Fire Academy. Conor Lenehan helped to facilitate an S212 on the Arroyo property that cleared nearly 300 trees from the property.

e. Fire Prevention – Fire Marshal

FM Donner reported on the previous month’s activity that included completion of the plans for Helen Woodward property; Love your Heart day; 80-plan review and 98 inspections; and the distribution of 371 weed abatement notices.

f. Administrative Manager

Ms. Rannals reported on the following topics:

- i. Form 700 - she reminded the board members to complete their Form 700 by April 2, 2018;
- ii. RFP Financial Audit Services – Update: approximately ten (10) RFP’s were mailed and she has been receiving calls. She anticipates that the District will receive responses;
- iii. Recognition Dinner – April 21, 2018: reminded the members of the upcoming dinner and confirming their attendance.

g. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – the meeting was held February 22, 2018 and Lesli Wilson, Administrator announced her retirement, planned for fall 2018. In addition, the dispatch employees joined the Teamsters for exclusive bargaining of wages and working conditions.
- ii) County Service Area – 17 – Update: Hillgren – no report.
- iii) Comments
 - 1. None

7. Adjournment

Meeting adjourned at 1:55 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
29845	\$13.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
29846	\$405.00	A to Z Plumbing Inc	Building RSF
29847	\$600.00	Accme Janitorial Service Inc	Building ADMIN
29848	\$933.75	Accountemps	Temporary Labor
29849	\$16,178.66	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
29850	\$101.26	AT&T	Telephone RSF
29851	\$59.05	AT&T	Telephone RSF2
29852	\$2,295.24	Bay City Electric Works Inc	Generator RSF - Maintenance & Service
29853	\$1,298.50	C.A.P.F.	Disability Ins Short & Long
29854	\$2,235.68	California Health & Safety Inc	Breathing Apparatus - Supplies and Parts
29855	\$475.00	Chapin, Nicholas	Education/Training Reimbursement
29856	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
29857	\$267.00	City of Encinitas - Fire	CSA-17 Contract
29858	\$228.00	Ciuchta, Brian	Education/Training Reimbursement
29859	\$332.95	Complete Office of California Inc	Office Supplies
29860	\$456.04	Cox Communications	Telephone/Cable RSF
29861	\$70.71	Cox, Fred W.	Meetings/Meal Expenses
29862	\$148.47	Daniels Tire Service Inc	Apparatus: Tires & Tubes
29863	\$1,311.47	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
29864	\$105.81	Dish	Cable RSF6
29865	\$162.25	EDCO Waste & Recycling Inc	Trash RSF5
29866	\$560,939.99	Emergency Vehicle Group, Inc.	Engine on Order: ID1811
29867	\$18,435.70	Fire Facilities, Inc.	Building Training Facility
29868	\$356.51	Form-Craft Business Systems, Inc.	Office Supplies
29869	\$2,996.00	Garrett Electric Inc	Building RSF
29870	\$160.00	Government Finance Officers Associat	Association Dues
29871	\$91.50	Liebert Cassidy Whitmore	Legal Services
29872	\$831.49	Lincoln National Life Ins Co	Life Insurance/EAP
29873	\$25.00	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
29874	\$886.91	North County EVS Inc	Repair - ID 0311
29875	\$5,936.00	Palomar Community College	EmploymentTesting (Consortium Palomar C
29876	\$1,762.42	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
29877	\$730.00	Power Plus!	Elec/Gas/Propane RSF5

29878	\$4,288.07	SoCo Group Inc	Fuel: Gasoline & Diesel
29879	\$90.00	State Fire Training	Permit: Certification
29880	\$304.00	Terminix International	Building RSF/ADMIN
29881	\$175.50	Turnout Maintenance Company LLC	Safety Clothing (Protective)
29882	\$15.45	U P S	Shipping Service
29883	\$225.00	U S Postal Service - Postmaster	Permit: Postage Bulk//Business Reply
29884	\$94.00	U.S. HealthWorks	Medical Services: Volunteers
29885	\$1,914.75	Verizon Wireless	Cellular - Telephone/Parts/Supplies
29886	\$896.40	Accountemps	Temporary Labor
29887	\$337.24	AT&T Calnet 2/3	Telephone RSF1
29888	\$330.19	California Health & Safety Inc	Breathing Apparatus - Supplies and Parts
29890	\$707.01	Compressed Air Specialties Inc	BA Compressor Maintenance
29891	\$3,207.50	County of SD/RCS	CAP Code Paging Service/800 MHz Network Admin Fees
29893	\$167.58	EDCO Waste & Recycling Inc	Trash RSF6
29894	\$4,006.02	Engineered Mechanical Services Inc	Building RSF/ADMIN
29895	\$1,156.24	Felila Moreno DBA Warrior Legacy Pri	Uniforms: Safety Personnel
29896	\$434.15	Fire ETC Inc	Safety Clothing (Protective)
29897	\$1,980.00	Fitch Law Firm Inc	Legal Services
29898	\$127.62	Form-Craft Business Systems, Inc.	Office Supplies
29899	\$255.77	Konica Minolta Business Inc	Copier Maintenance Contract
29900	\$402.94	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
29901	\$12.92	Napa Auto Parts Inc	Apparatus: Parts & Supplies
29902	\$2,375.41	Olivenhain Municipal Water District	Water RSF/Training Facility
29903	\$1,700.00	Pun Group	Accounting-Audit Services
29904	\$187.37	Rincon Del Diablo Municipal Water Di	Water RSF5
29905	\$700.00	Santa Fe Irrigation District	NCDJPA Rebill
29906	\$1,296.25	Scott Davis	Programming - Computer & Software FP/PR
29907	\$753.86	SDG&E	Elec/Gas/Propane RSF6
29908	\$1,730.77	SoCo Group Inc	Fuel: Gasoline & Diesel
29909	\$132.00	Terminix International	Building RSF
29910	\$600.75	ThyssenKrupp Elevator Inc	Elevator Service
29911	\$544.99	Time Warner Cable	Telephone ADMIN
29912	\$15.45	U P S	Shipping Service
29913	\$26,156.38	U S Bank Corporate Payment System	Cal-Card./IMPAC program

29914	\$274.83	Uniforms Plus	Uniforms: Safety Personnel
29915	\$1,871.02	United Site Services	Sewer RSF
29916	\$265.03	Verizon Wireless	Cellular - Telephone
29917	\$2,190.12	Waste Management Inc	Trash RSF/NCDJPA Rebill
29918	\$6,560.00	WinTech Computer Services	Consulting Services
29919	\$140.00	A to Z Plumbing Inc	Building RSF5
29920	\$111.47	Aair Purification Systems	Building RSF2
29921	\$933.75	Accountemps	Temporary Labor
29922	\$116.14	Airgas Inc	Safety: Breathing Air
29923	\$22,939.49	Arrow Pipeline Repair Inc DBA Pacifi	Station Maintenance - RSF2
29924	\$1,886.90	AT&T Calnet 2/3	Telephone RSF/ADMIN
29925	\$10,500.00	Berriochoa Construction, Inc.	Building Training Facility
29926	\$99.99	Callback Staffing Solutions	Scheduling (Crewsense) Maintenance
29927	\$40.15	Complete Office of California Inc	Office Supplies
29928	\$180.00	Costco Inc.	Association Dues
29929	\$210.60	Fire ETC Inc	Safety Equipment
29930	\$8,965.00	Geogry L. Kaczur	EF Station Upgrade
29931	\$97.95	Griffin Hardware Co.	Station Maintenance - RSF
29932	\$4,185.77	Guardian Life Insurance Co	Medical Insurance/Dental - Retiree-Former Employees
29933	\$76.16	Knox Company Inc	Knox Replacement (Parts/Supplies)
29934	\$235.92	Napa Auto Parts Inc	Apparatus: Parts & Supplies
29935	\$25,726.66	North County EVS Inc	Fleet Schedule/Repairs
29936	\$265.90	Orion Broadband	Telephone RSF
29937	\$10,397.83	SDG&E	Elec/Gas/Propane RSF/ADMIN
29938	\$2,415.99	SoCo Group Inc	Fuel: Gasoline & Diesel
29939	\$845.32	Sound Image Inc	Building RSF6 - Upgrades
29940	\$108.90	Time Warner Cable	Cable RSF/ADMIN
29941	\$436.91	TPx	Telephone ADMIN
29942	\$26.00	U P S	Shipping Service
EFT000000000390	\$124.00	Sivba, Matt	Education/Training Reimbursement
EFT000000000393	\$225.80	Rannals, Karlana	Awards/Proclamations
MISC	\$9,893.22		
Subtotal	\$792,868.75		

ACH Transfer	\$147,157.87	CalPERS
ACH Transfer	<u>\$65,673.90</u>	CalPERS
Subtotal	\$212,831.77	

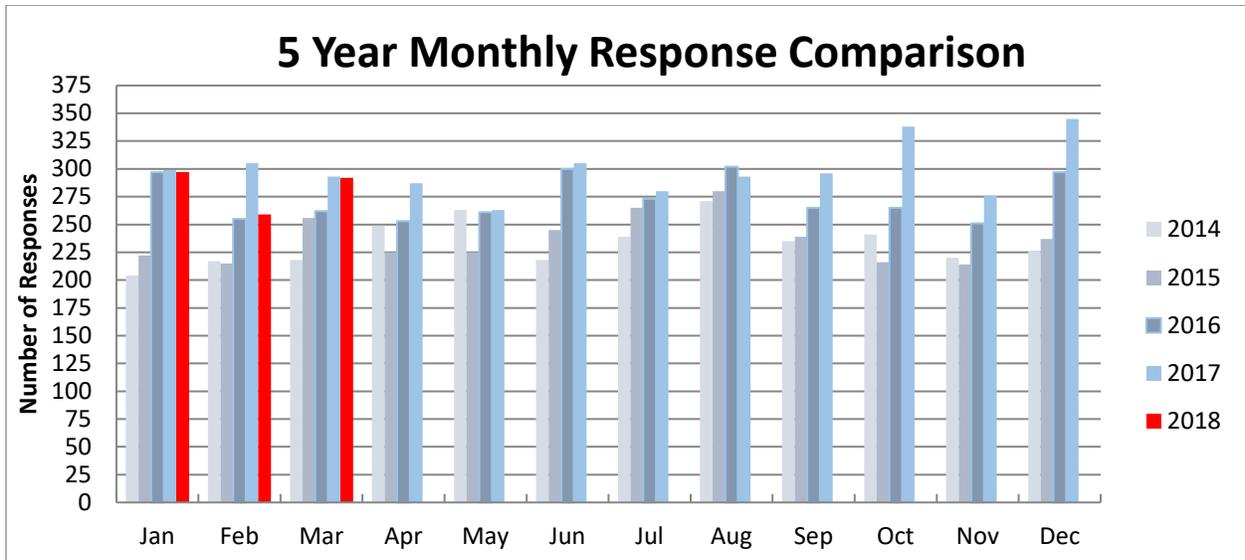
3/15/2018	\$263,982.81	RSFFPD
3/31/2018	<u>\$324,219.16</u>	RSFFPD
Subtotal	\$588,201.97	

Total	<u><u>\$1,593,902.49</u></u>	
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FEB 2018 Retirement
 APR 2018 Health

Payroll
 Payroll

March Incident Count Stations 1 - 6



Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
2018													
Responses	297	259	292										848
YTD	297	556	848										-5.4
2017													
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													
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													
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													
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 03/01/2018 To 03/31/2018	
Station: RSF 1	82
Station: RSF 2	101
Station: RSF 3	38
Station: RSF 4	30
Station: RSF 5	19
Station: RSF 6	22
Total Incident Count:	292

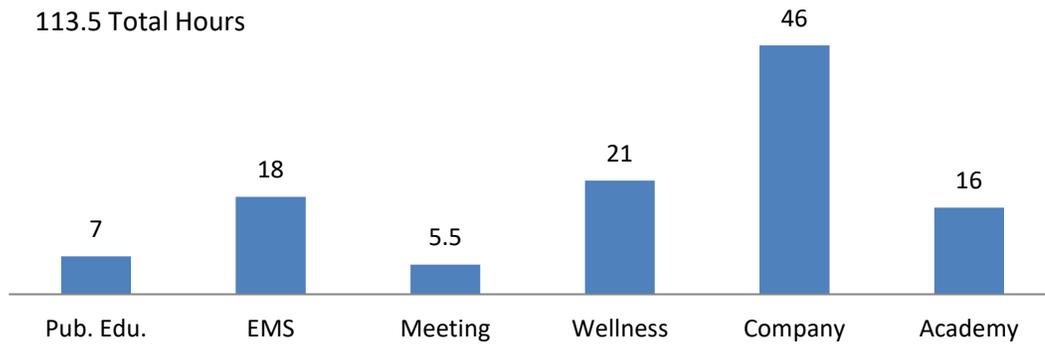
Incident Summary by Incident Type	
Date Range: From 03/1/2018 To 03/31/2018	
Incident Type	Incident Count
Fire	8
EMS/Rescue	170
Hazardous Condition	3
Service Call	20
Good Intent	61
False Call	28
Other	2
Total	292

FUEL MOISTURES NOT AVAILABLE AT THIS DATE

Significant Incidents/Overhead Assignments				
DATE	INCIDENT/ LOCATION	TYPE	UNIT/PERSON	MISC.
03/09	Suerte Del Este	Vehicle Accident	B261, E266, E264, 261	Vehicle over the side (3) injuries.

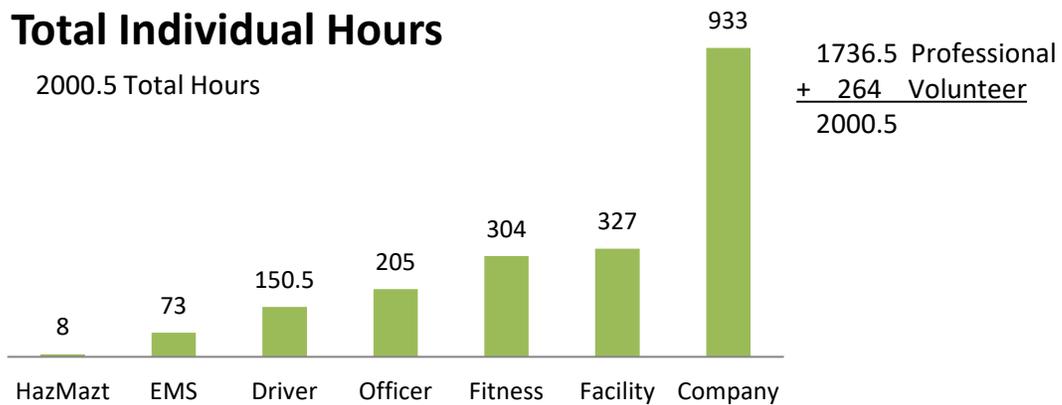
Scheduled Training

113.5 Total Hours



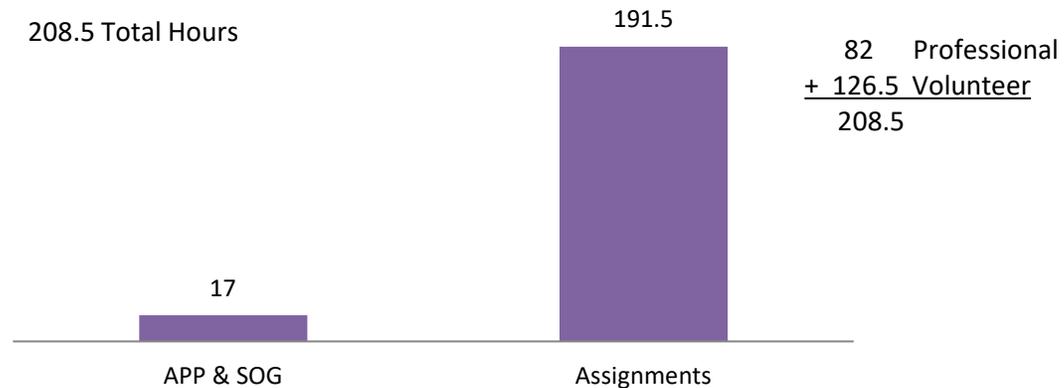
Total Individual Hours

2000.5 Total Hours



Mandated Hours

208.5 Total Hours



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.

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		
	Number of Structures	Sq Footage
Fire Marshal	63	11,551
Fire Inspector	7	25,641
Fire Inspector/Forester	5	7,121
TOTAL	75	44,313
RESIDENTIAL ADDITIONS		
	Original Sq Footage	Added Sq Footage
Fire Marshal	8,640	1,149
Fire Inspector	0	581
Fire Inspector/Forester	0	0
TOTAL	8,640	1,730
COMMERCIAL PLAN REVIEWS		
	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	1	600
TOTAL	1	600
TOTAL NEW CONSTRUCTION		
	Sq Footage	
Based on permitted Sq footage	Total Added	46,643
FIRE SPRINKLER REVIEWS		
	Commercial	Residential
Fire Marshal	6	1
Fire Inspector	0	0
Fire Inspector/Forester	0	1
TOTAL	6	2
TENANT IMPROVEMENTS		
	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	0	0
LANDSCAPE REVIEWS		
	Number of Reviews	Staff Hours
Fire Marshal	0	0.00
Fire Inspector	10	9.00
Fire Inspector/Forester	12	5.25
TOTAL	22	14.25

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	3	6.00
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	2	1.50
TOTAL	5	7.50

INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	20	15.00
Finals (Structures)	18	23.00
Landscape	6	3.00
Reinspections	13	4.00
Tents/Canopy	1	2.50
Burn Permits	6	7.00
Department of Social Service Licensing	3	2.25
Knox/Strobe	5	4.00
Code Enforcement	2	2.00
Engine Company Follow Up	1	2.00
Misc.	0	0.00
TOTAL	75	64.75

HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	262	21.00
Weed Abatement Reinspection	134	20.40
1st Notice	60	15.00
2nd Notice	8	14.50
Final Notice	5	1.25
Forced Abatement	0	0.00
Postings	1	1.00
Annual Mailers	0	0.00
Homeowner Meeting	18	9.00
WUI	0	0.00
TOTAL	488	82.15

GRADING -All Staff	Number of Reviews	Staff Hours
Plan Review	7	8.00
TOTAL	7	8.00

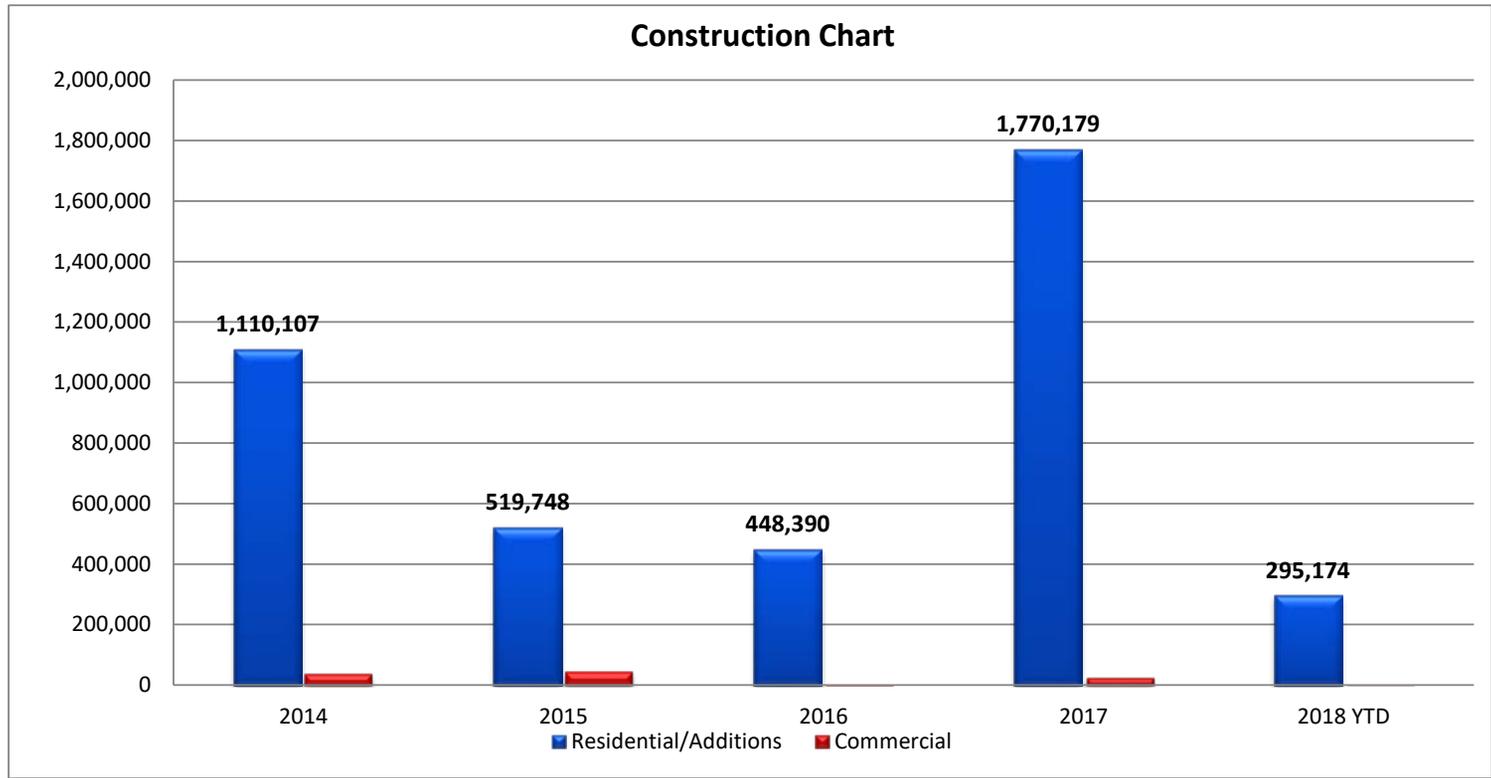
ADMINISTRATIVE SERVICES- FIRE PREVENTION

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	15	90.00
Conferences	0	0.00
Meetings	27	50.0
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	42	140.00

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	376	94.00
Correspondence	347	86.75
Consultations	39	39.00
Plan Review	68	68.00
Scanning	200	50.00
General Office	60	60.00
TOTAL	1,090	397.75

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

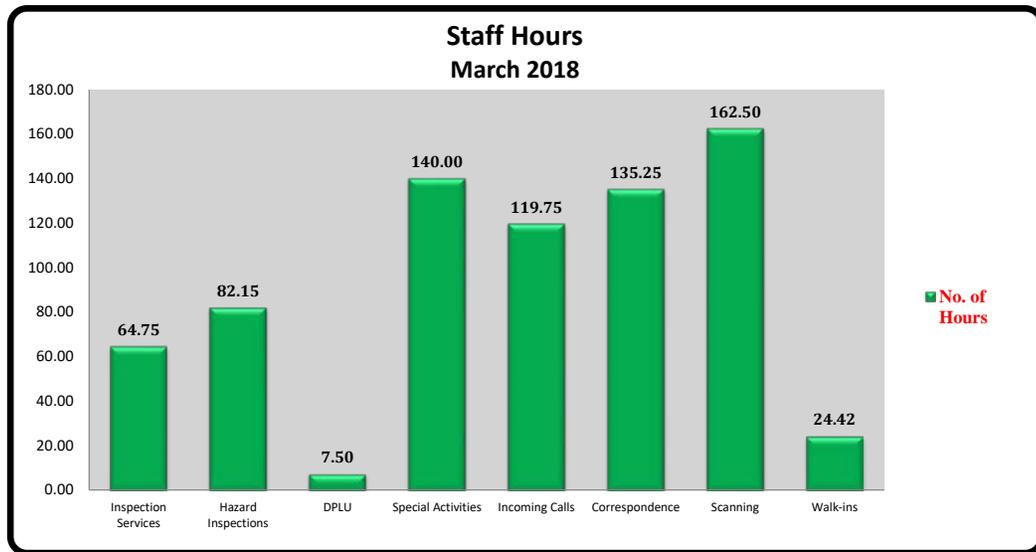
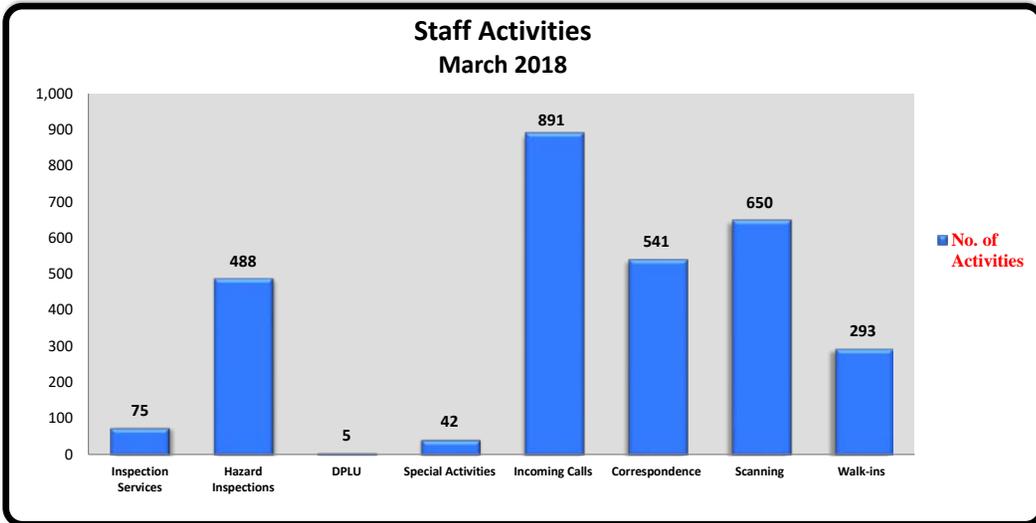
OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	515	25.75
Correspondence	194	48.50
Walk in/Counter (All Administrative Staff)	293	24.42
Knox Application Request	3	0.75
Burn Permits	3	1.00
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	83	95.00
Special Projects	10	10.00
Scanning Documents/Electronic Files	450	112.50
Meetings: Admin/Prevention/Admin Shift	10	5.00
Post Office Runs	0	0.00
Deposit runs and preparations	22	11.00
TOTAL	1,585	334.08



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	89,268	0	89,268
2018 YTD	295,174	600	295,774

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									



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									
Hours	600.70	723.62	736.32									

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

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, photos, etc</i>		2.0
		2.0
Compile & write new information:		0.0
		4.0
Social Media <i>Facebook "Fans" - 1,195</i> <i>Instagram "Followers" - 956</i> <i>Twitter "Followers" - 3,292</i>		15.0
		5.0
		5.0
		5.0
TOTAL		17.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc: <i>AlertSanDiego</i>		8.0
		8.0
TOTAL		8.0

MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		0.0
Press Releases:		3.0
<i>Suerte Del Este TC</i>		3.0
Other Articles/Stories/Interviews:		1.0
<i>HGV KNSD (Interest only)</i>		1.0
TOTAL		4.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		6.0
<i>Birthday Parties</i>		0.0
<i>Station Tours</i>		2.0
<i>FPW Pizza Parties</i>		4.0
Adult Programs:		0.0
TOTAL		6.0

EVENTS		Staff Hours
External/Community Events:		11.0
<i>RSF Association Planning Meeting</i>		1.0
<i>Encinitas Car Seat Event</i>		3.0
<i>4S Ranch Egg Hunt</i>		4.0
<i>Boot Drive</i>		3.0
Internal Events:		1.0
<i>Badge Ceremony</i>		1.0
TOTAL		12.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		4.0
<i>Online Car Seat CEUs for recertification</i>		4.0
Conferences:		4.0
<i>Firehouse World</i>		4.0
Meetings:		6.0
<i>Staff meetings</i>		4.0
<i>Shift Meetings</i>		0.0
<i>CSA17 Meeting</i>		1.0
<i>Del Sur Foundation Gala Meeting</i>		1.0
TOTAL		14.0
CLERICAL		Staff Hours
Prevention-related:		45.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		42.0
<i>Phone Calls</i>		3.0
Non-prevention/non-minute related:		30.0
TOTAL		75.0
TOTAL HOURS		136.0

STAFF REPORT

NO. 18-08

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: ACCEPTANCE OF DONATION
DATE: APRIL 13, 2018



CURRENT SITUATION

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

Description	Qty.	Cost per Unit	Total	Location
Cash	1	N/A	\$4,000	N/A

RECOMMENDATION

Accept the grant to purchase a Chemical Detox Unit.

STAFF REPORT

NO. 18-09

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: ACCEPTANCE OF DONATION
DATE: APRIL 13, 2018



RECOMMENDATION

The Board of Directors accept the donated Tree Art Sculpture that creates a new entry for the Fire Wise Garden at RSF6 (Elfin Forest).

STAFF ANALYSIS

Because of the merger between the Rancho Santa Fe Fire Protection District (RSFFPD) and CSA-107, the Elfin Forest/Harmony Grove Fire Department (EFHGFD) was dissolved. The communities of Elfin Forest and Harmony Grove wanted to honor and pay tribute to the many EFHGFD volunteers that protected and served the community so well.

The Elfin Forest Community Foundation (EFFCF) planned and hosted an EFHGFD Tribute event this last summer. One of the items the EFFCF raised money for this tribute was a Tree Art Sculpture created and fabricated by Jennifer Coburn for \$15,000. Along with the tree art, the community raised additional money for ten bronze plaques and the restoration of the Fire Wise Garden.

The EFHGFD Tribute donation was never brought to the Board for acceptance until now.

Chair

Jo MacKenzie, Director
Vista Irrigation District

BALLOT FORM

Vice Chair

Ed Sprague, Director
Olivenhain Municipal Water

March 19, 2018

Members

Catherine Blakespear, Mayor
City of Encinitas

TO: Independent Special Districts of San Diego County

Bill Horn, Supervisor
County of San Diego

FROM: Tameron R. Lockett, Executive Assistant 
San Diego Local Agency Formation Commission

Dianne Jacob, Supervisor
County of San Diego

SUBJECT: San Diego County Consolidated Redevelopment Oversight
Board Call for Ballots – Certified Mail

Andrew Vanderlaan
Public Member

This notice serves as a call for ballots pursuant to California Government Code 56332(f) with respect to electing two special district representatives – one regular and one alternate – among eligible nominees to serve on the San Diego County Consolidated Redevelopment Oversight Board. All independent special districts in San Diego County are eligible to cast one vote through their presiding officers or their alternates as designed by the governing bodies.

Bill Wells, Mayor
City of El Cajon

Lorie Zapf, Councilmember
City of San Diego

Alternate Members

Lorie Bragg, Councilmember
City of Imperial Beach

The Special Districts Advisory Committee has formed a Nominating Committee to review all five nominees' qualifications and to make recommendation therein. LAFCO will separately transmit the recommendations of the Nominating Committee to all independent special districts by Tuesday, April 3, 2018.

Chris Cate, Councilmember
City of San Diego

Greg Cox, Supervisor
County of San Diego

Judy Hanson, Director
Leucadia Wastewater District

Ballots must be returned to San Diego LAFCO no later than **Monday, April 30, 2018**. Should LAFCO receive a quorum of **30** ballots by the Monday, April 30th deadline the nominee with the most votes will be appointed as the regular representative on the Consolidated Redevelopment Oversight Board. The nominee with the second most votes will be the alternate. (Attachment A)

Harry Mathis
Public Member

Executive Officer

Keene Simonds

Counsel

Michael G. Colantuono

Should LAFCO not receive a quorum of **30** ballots by the Monday, April 30th deadline an automatic 60 day extension is triggered under State law to Friday, June 29, 2018. Should a quorum of **30** still not be achieved by this extended deadline the Governor is authorized under State law to make the appointment starting July 1st.

State law specifies only the presiding officer or their alternates as designated by the governing board must take action on the ballot. Accordingly, if time constraints prevent the item getting placed on an agenda for full board discussion and action, the presiding officer or alternate should complete and return the ballot to LAFCO in order to make the election deadline. **A ballot received without a signature will not be counted.** The ballot can be emailed to Tamaron.luckett@sdcounty.ca.gov.

Should you have any questions, please contact me at (858) 614-7755. Thank you.

Attachment:
Ballot Form

2018 SPECIAL DISTRICTS REGULAR AND ALTERNATE MEMBER
ELECTION BALLOT and VOTE CERTIFICATION
FOR THE REDEVELOPMENT OVERSIGHT BOARD

VOTE FOR ONLY ONE NOMINEE

- Hal Martin (Vallecitos Water District) []
- Julie Nygaard (Tri-City Healthcare District) []
- Bill Pommering (Padre Dam Municipal Water District) []
- Patrick Sanchez (Vista Irrigation District) []
- Edmund K. Sprague (Olivenhain Municipal Water District) []

I hereby certify that I cast the votes of the _____
(Name of District)

for the Consolidated Redevelopment Oversight Board Election as:

- [] the presiding officer, or
- [] the duly-appointed alternate board member.

(Signature)

(Print name)

(Title)

(Date)

Return Ballot and Vote Certification Form to:
San Diego LAFCO
Tameron Luckett
9335 Hazard Way, Suite 200
San Diego, CA 92123
(858) 614-7755 (office) · (858) 614-7766 (FAX)
Email: tameron.luckett@sdcounty.ca.gov

Chairwoman

Jo MacKenzie, Director
Vista Irrigation District

March 26, 2018

Vice Chairman

Ed Sprague, Director
Olivenhain Municipal
Water District

TO: Independent Special Districts in San Diego County

FROM: Tamaron Lockett, Executive Assistant
Special District Advisory Committee, Nominating Committee

Members

Catherine Blakespear, Mayor
City of Encinitas

SUBJECT: Nominating Committee Report and Recommendations | San Diego County Consolidated Redevelopment Oversight Board Appointments

Bill Horn, Supervisor
County of San Diego

Dianne Jacob, Supervisor
County of San Diego

Special districts appointments to the San Diego County Consolidated Redevelopment Oversight Board (RDA) nominations were previously solicited for: one regular and one alternate with terms expiring in July 2022. LAFCO received five nominations for the RDA Board. The nominees received are as follows:

Bill Wells, Mayor
City of El Cajon

Andrew Vanderlaan
Public Member

- Hal Martin – Vallectios Water District
- Julie Nygaard – Tri-City Healthcare District
- Bill Pommering – Padre Dam Municipal Water District
- Patrick Sanchez – Vista Irrigation District
- Edmund K. Sprague – Olivenhain Municipal Water District

Lorie Zapf, Councilmember
City of San Diego

Alternate Members

Lorie Bragg, Mayor Pro Tem
City of Imperial Beach

As required by the Selection Committee Rules, a Nominating Committee was appointed to review the nominations and prepare a list of recommended candidates. The Nominating Committee met on March 26, 2018; William Haynor (Whispering Palms Community Services District), Erin Lump (Rincon del Diablo Municipal Water District), and Mark Robak (Otoy Water District). In evaluating the nominations, the Committee considered special district experience, interest, and knowledge of logical issues as part of the RDA Board. The Nominating Committee's recommendation for each category follows:

Chris Cate, Councilmember
City of San Diego

Greg Cox, Supervisor
County of San Diego

Judy Hanson, Director
Leucadia Wastewater District

Harry Mathis
Public Member

- The Nominating Committee recommended **Edmund K. Sprague** (Olivenhain Municipal Water District) as the regular member.
- The Nominating Committee recommended **Hal Martin** (Vallectios Water District) as the alternate member.

Executive Officer

Keene Simonds

Counsel

Michael G. Colantuono

Should you have any questions, please contact me at (858) 614-7755.



Tamaron Lockett
Executive Assistant

cc: Special District Advisory Committee