



**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

January 10, 2018  
1:00 pm PT  
Regular Meeting

**RULES FOR ADDRESSING BOARD OF DIRECTORS**

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

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

**Pledge of Allegiance**

1. Roll Call
2. Public Comment
3. Motion waiving reading in full of all Resolutions

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

4. Consent Calendar
  - a. Board of Directors Minutes
    - i. Board of Directors minutes of December 13, 2017  
ACTION REQUESTED: **Approve**
  - b. Receive and File
    - i. Monthly/Quarterly Reports
      - (1) List of Demands Check 29535 thru 29645, Electronic File Transfers (EFT), and Wire Transfer(s) for the period December 1 – 31, 2017 totaling: \$ 210,722.29
      - Wire Transfer(s) period December 1 – 31, 2017 \$ 257,321.42
      - Payroll for the period December 1 – 31, 2017 \$ 595,187.63
      - TOTAL DISTRIBUTION \$1,063,231.34

(2) Activity Reports – December 2017

- i. Operations
- ii. Training
- iii. Fire Prevention
- iv. Correspondence - letters/cards were received from the following members of the public:
  - Grateful Citizen from Ventura Fire

ACTION REQUESTED: [Information](#)

5. Old Business

a. CalPERS Pension Unfunded Accrued Liability – Accelerated Payment

To provide an update for an FY18 accelerated payment to CalPERS

ACTION REQUESTED: [Information](#)

6. Resolution(s)

a. Resolution 2018-01

To discuss and/or adopt Resolution No. 2018-01 entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District (Government Code section 21156). [Staff Report 18-01](#)

ACTION REQUESTED: [Adopt](#)

7. New Business

a. None

8. Oral Report

a. Fire Chief – Michel

i. District Activities

(1) 5 New hires in the District's Orientation Academy

(2) Battalion Chief Recruitment- Internal

b. Operations – Deputy Chief

c. Volunteer – Division Chief

d. Training – Battalion Chief

e. Fire Prevention – Fire Marshal

f. Administrative Manager

g. Board of Directors

i. North County Dispatch JPA – Update

ii. County Service Area – 17 – Update

iii. Comments

9. Adjournment

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



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Board of Directors Regular Meeting Agenda**  
**Wednesday, January 10, 2018 1:00 pm PT**

**CERTIFICATION OF POSTING**

I certify that on January 5, 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 January 5, 2018

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Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes –December 13, 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 1:00 pm.

*Pledge of Allegiance*

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

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Chris Galindo, Battalion Chief; Marlene Donner, Fire Marshal; and Karlana Rannals, Board Clerk.

2. Public Comment

No one requested to speak to the Board.

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

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, 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 November 8, 2017

b. Receive and File

i) *Monthly/Quarterly Reports*

- 1. List of Demands Check 29432 thru 29534, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period November 1 – 30, 2017 totaling: \$ 259,969.35  
Wire Transfer(s) period November 1 – 30, 2017 \$ 200,790.03  
Payroll for the period November 1 – 30, 2017 \$ 852,986/17  
TOTAL DISTRIBUTION \$1,313,745.55
- 2. Budget Review – July 1 – September 30, 2017
- 3. Cash Statement – September 30, 2017
- 4. Activity Reports – November, 2017
  - 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. Potential Forced Abatement

Chief Michel reported that at the last meeting the potential forced abatement discussed, the agenda noted an incorrect parcel number. The actual parcel number that was discussed at the November 2017 Board of Directors meeting was APN 268-230-23-00. This topic is necessary to ensure that the correct APN is documented for the minutes. He did note that since the last meeting, the resident had completed some of the work necessary on their property to improve the abatement.

6. Resolutions/Ordinances

a. Resolution No. 2017-14

Chief Michel informed the Board that this resolution is the result of direction given to him in prior closed sessions to amend the Memorandum of Understanding (MOU) language regarding wage increases in calendar year 2018 and 2019.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2017-14 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting an Amendment No. 1 to the Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349, and authorize the President to execute Amendment No. 1 on the following roll call vote:

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

b. Resolution No. 2017-15

Chief Michel informed the Board that this resolution ratifies the salary adjustment of 2% for all classifications listed in the RSFFPA – Local 4349 MOU.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2017-15 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing a Salary Increase for Classifications Listed In The Memorandum Of Understanding Between Rancho Santa Fe Fire Protection District And The Rancho Santa Fe Professional Firefighters Association – Local 4349 on the following roll call vote:

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

c. Resolution No. 2017-16

Chief Michel informed the Board that this resolution is the result of direction given to him in prior closed sessions to amend the Memorandum of Understanding (MOU) language regarding wage increases in calendar year 2018 and 2019.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2017-16 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting an Amendment No. 1 to the Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Fire Protection District Employees Association, and authorize the President to execute Amendment No. 1 on the following roll call vote:

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

d. Resolution No. 2017-17

Chief Michel informed the Board that this resolution ratifies the salary adjustment of 2% for all classifications listed in the RSFFPDEA MOU.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2017-17 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing a Salary Increase for Classifications Listed In The Memorandum Of Understanding Between Rancho Santa Fe Fire Protection District And The Rancho Santa Fe Fire Protection District Employees Association on the following roll call vote:

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

e. Resolution No. 2017-18

Chief Michel informed the Board that this resolution is the result of direction given to him in prior closed sessions to amend only the top end of the salary range for all management personnel starting calendar year 2018.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2017-18 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing a Salary Increase for Classifications Listed In The Memorandum Of Understanding Between Rancho Santa Fe Fire Protection District And The Rancho Santa Fe Fire Protection District Employees Association on the following roll call vote:

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

f. Resolution No. 2017-19

Chief Michel reported that this resolution adopting a pay schedule is necessary because of the revised compensation schedule from the recently negotiated MOU's, which will be posted to the District's website per CalPERS regulations.

MOTION BY DIRECTOR MALIN BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2017-19 *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 a roll call vote:

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

g. Resolution No. 2017-20

Chief Michel reported that this resolution is required by CalPERS to employ a retired annuitant to fill the vacant position of Battalion Chief resulting from the retirement in December for Battalion Chief Chris Galindo. BC Galindo has agreed to return to the District filling the administrative/training Battalion Chief position until the replacement is hired. The District will distribute the recruitment announcement prior to the January 2, 2018 employment date. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN BY DIRECTOR HILLGREN, and APPROVED Resolution No. 2017-20 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Appointing Interim Battalion Chief and Approving an Employment Agreement for retired Annuitant Chris F. Galindo on a roll call vote:

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

7. New Business

a. *Independent Auditor's Report FY 2016/2017*

Director Malin reported that the finance ad hoc committee (Directors' Malin and Tanner, Chief Michel and Karlana Rannals) met with Paul Kaymark CPA to review the draft audit report for FY17.

He reminded his board colleagues of the financial statements requirement (GASB 68), which reports the full pension liability. Although the board has taken action to make accelerated payments to reduce the District's pension obligation, it has increased because of the poor investment performance of CalPERS.

Director Malin informed the Board that the ad hoc committee was satisfied with the discussion in the meeting; the District received a clean report from the auditors and recommended that the Board accept the report as distributed. The ad hoc committee responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY 2016/2017 independent audit prepared by The Punn Group as distributed.

*b. Budget Authorization*

Chief McQuead summarized the staff report. He reported that two of the three training tower burn room's, which are used primarily for "Class A" training fires, are no longer in a safe useable condition. The district used budgeted funds from FY16/17 and FY17/18 for a total of \$36,198.00 towards materials and labor to repair damaged materials in the two (2) burn rooms. The continuous use of simulated fires in the burn rooms for training has contributed to the heat damage and degradation of the burn rooms underlying structural components and insulation that could not been seen until the contractor began the originally budgeted and planned repairs. The proposal submitted by Fire Facilities, Inc. for the additional amount of \$27,674.00, will provide the necessary repairs that are required to place the two lower burn rooms in a safe and serviceable condition and will allow "Class A" training fires to resume for training.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the expense of \$46,201, which includes the cost for the additional repairs to the Class A burn rooms in the training tower. In addition, the Board of Directors authorized the Fire Chief to execute an agreement with *Fire Facilities*, the selected vendor to perform the repairs.

*c. Surplus of Equipment*

Chief Michel reported that since the Division Chief Positions will be eliminated due to the reorganization at RSF6, the staff vehicle 0383 assigned to this position is no longer necessary. This staff vehicle is now 14 years old with 139,840 miles, and is no longer viable as a fleet vehicle due to age, mileage, and mechanical problems. The Kelly Blue Book trade in value is \$1,400. Staff recommends that vehicle # 0383 is deemed surplus and be sold to Fire Etc. for store credit based on their offer of \$1,500.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation and authorize the disposal of staff vehicle 0383 and the vehicle is sold to Fire Etc., in exchange of store credit based on their offer of \$1,500.

*Ten-minute recess*

*d. CalPERS Unfunded Accrued Liability*

Ms. Rannals reported that since the implementation of GASB 68, the District is required to acknowledge any pension unfunded accrued liability. The challenge in managing the UAL is that between the Board of Directors policy to fund 100% of the District's capital accumulated depreciation and the cash for the UAL, there is not enough in cash assets to do both. She reported that the District could save a significant amount of money in interest payments if staff can budget for accelerated UAL payments, should the budget allow. She distributed information to demonstrate the effectiveness of making additional payments to reduce the District's UAL for all pension plans. The recommendation is to budget for the 20-year payment schedule on an informal basis. This offers the District the greatest flexibility in reducing the UAL for all plans.

In addition, Chief Michel reported that since it is unlikely that the District will be replacing all equipment and facilities at the same time, the funding policy for accumulated depreciation could be reduced from the current board direction of 100% to 70% to soften the impact on the financial statements.



Staff recommended the following action:

1. Budget and prepay in July each year UAL payments for all pension plans based on the 20 year schedule provided by CalPERS; and
2. Adjust the Board policy of funding the accumulated depreciation from 100% to the minimum of 70% for FY18. This reserve will be evaluated each fiscal year, with the goal of increasing back to 100%.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize an additional payment in FY18, up to \$500,000 for all pension plans with a UAL. Staff was requested to report at the next regular meeting the final amount transferred to CalPERS.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to modify the board policy of funding the accumulated depreciation from 100% to a minimum of unspecified reserves to 70% for FY18.

8. Oral Report

a. Fire Chief – Michel

i) District Activities

1. Fire activity/staffing: resulting from the recent fires, the expressed his appreciation to all staff that showed up for the extra staffing. The District deployed five engines, and all stations fully staffed. The OES engine was still assigned to the Thomas fire.
2. Fire weather: predicted to continue thru January 2018. The fire spread and behavior has been extreme. Staff plans to apply lessons learned to the Fire District.

b. Operations – Deputy Chief

Chief Cox summarized the previous month's activity, noting district personnel responded to 270 calls in November. He provided a detailed update on the Thomas and Lilac fires. He also reported that the fuel moisture continues to remain low. A new hire academy will begin January 2, 2018 with four possibly five new hires.

c. Elfin Forest Volunteer Division – Division Chief

No report.

d. Training – Battalion Chief

Chief McQuead that the new hire academy will begin at the New Year to accommodate the promotions, retired chief from resulting from the SAFER Grant. He has retained the services of Mike Bryant retired chief officer from Los Angeles City to conduct promotional and advancement training for district personnel.

e. Fire Prevention – Fire Marshal

FM Donner reported that retired chief Mike Calhoun will join the prevention staff as extra help starting January 2018. Harmony Grove continues to be busy with inspections and they are work with Scripps Clinic on a tenant improvement.

*Director Tanner departed the meeting at 4:00 pm.*

f. Administrative Manager

No report.

g. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – reported on the meeting held November 30, 2017. The Board discussed the CalPERS UAL and how to address accelerated payments.
- ii) County Service Area – 17 – Update: Hillgren – no report.
- iii) Comments
  - 1. Malin – discussed an article on the environmental policy
  - 2. Stine – he thought the latest pancake breakfast at RSF2 was the best yet. In addition, he is suggesting a sign for the training facility.
  - 3. Hillgren – expressed her appreciation to Sandra Reyes for putting together the directory with all employees’ names and photos.

*Ten-minute recess*

9. Closed Session

- a. Pursuant to section 54957, the board met in closed session from 4:20 – 4:28 pm to discuss the following:  
Public Employee Performance Evaluation  
Title: Fire Chief  
*All board members listed except Director Tanner attended the closed session.*

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed a salary adjustment for the Fire Chief.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize an increase to the salary of the Fire Chief by 2%.

10. Adjournment

Meeting adjourned at 4:32 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President

Check No.	Amount	Vendor	Purpose
29535	\$975.59	About Service Inc	Scheduled - ID 1781
29536	\$887.52	Accountemps	Temporary Labor
29537	\$263.51	Advanced Communication Systems Inc	Radio (Mobile Repair)
29538	\$83.20	American Battery Corporation	Apparatus: Parts & Supplies
29539	\$55.90	AT&T	Telephone RSF3, 2, 1
29540	\$120.42	AT&T	Telephone RSF2
29541	\$17,720.00	Berriochoa Construction, Inc.	Building Training Facility
29542	\$1,620.00	Biglione Construction Management, In	RSF5 Station Design/Build
29543	\$1,112.59	Blend	Outside Printing & Binding
29544	\$1,298.50	C.A.P.F.	Disability Ins Short & Long
29545	\$42.42	County of San Diego Vector Control P	Taxes & Assessments
29546	\$79.99	Cox Communications	Telephone RSF3
29547	\$420.00	Dependable Alarm Systems Inc	Alarm System Monitoring RSF2
29548	\$1,787.16	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
29549	\$100.81	Dish	Cable RSF6
29550	\$2,227.00	Engineered Mechanical Services Inc	Building RSF4, 1
29551	\$248.98	Golden Telecom Inc	Telephone Repair
29552	\$4,846.50	Liebert Cassidy Whitmore	Legal Services
29553	\$403.06	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
29554	\$24,712.19	North County EVS Inc	Repair/Scheduled
29555	\$6,000.00	Pacific Sun Development	EF Station Upgrade
29556	\$282.46	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
29557	\$3,536.17	SoCo Group Inc	Fuel: Gasoline & Diesel
29558	\$304.00	Terminix International	RSF Building
29559	\$14.85	U P S	Shipping Service
29560	\$744.18	Uniforms Plus	Uniforms: Safety Personnel
29561	\$1,912.88	Verizon Wireless	MDT Broadband + ATN Line, Cellular
29577	\$13.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
29578	\$146.00	A to Z Plumbing Inc	Building RSF1
29579	\$21.00	AAA Live Scan	Background Investigation
29580	\$354.00	Accme Janitorial Service Inc	Building ADMIN
29581	\$721.11	Accountemps	Temporary Labor
29582	\$111.65	Airgas Inc	Safety: Breathing Air

29583	\$1,782.98 AT&T Calnet 2/3	Telephone
29585	\$216.50 Complete Office of California Inc	Office Supplies
29586	\$86.95 Corporate Clothiers Inc	Uniform: Administration
29587	\$383.35 Fire ETC Inc	Safety Clothing (Protective)
29588	\$15.00 Fitch Law Firm Inc	Legal Services
29589	\$94.41 Murphy, Gloria J	Training Equipment/Supplies Volunteer Di
29591	\$761.13 Home Depot, Inc	Station Maintenance
29592	\$21.55 Kamps Propane, Inc.	Equipment Rental
29593	\$133.39 Konica Minolta Business Inc	Copier Maintenance Contract
29594	\$35.00 Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
29595	\$1,755.34 Olivenhain Municipal Water District	Water RSF
29596	\$215.33 Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
29597	\$730.00 Power Plus!	Elec/Gas/Propane RSF5
29598	\$187.23 Rincon Del Diablo Municipal Water Di	Water RSF
29599	\$590.65 Santa Fe Irrigation District	Water RSF
29600	\$150.00 SDCFA - FPO Section	FP - Local Conference/Seminars
29601	\$8,735.63 SDG&E	Elec/Gas/Propane RSF
29602	\$4,251.33 SoCo Group Inc	Fuel: Gasoline & Diesel
29603	\$224.00 State of CA Dept of Justice	Background Investigation
29604	\$132.00 Terminix International	Building RSF
29605	\$1,671.67 ThyssenKrupp Elevator Inc	Elevator Service
29606	\$107.48 Time Warner Cable	Cable RSF4
29607	\$440.83 TPx	Telephone ADMIN
29608	\$14.85 U P S	Shipping Service
29609	\$248.54 Verizon Wireless	Cellular - Telephone
29610	\$641.14 Waste Management Inc	Trash RSF2
29562	\$480.74 Accountemps	Temporary Labor
29563	\$1,525.00 APCD	Permit: County/City
29564	\$3,310.05 County of SD/RCS	CAP Code Paging Service-Monthly Service
29565	\$200.78 Cox Communications	Telephone RSF
29566	\$329.83 EDCO Waste & Recycling Inc	Trash RSF
29567	\$3,995.00 Engineered Mechanical Services Inc	Building RSF1
29568	\$2,161.42 Mallory Safety & Supply LLC	Firefighting Foam
29569	\$611.30 SDG&E	Elec/Gas/Propane RSF6

29570	\$925.00 Sherwood, Bruce E	Education/Training Reimbursement
29571	\$544.99 Time Warner Cable	Cable - Admin
29572	\$14.85 U P S	Shipping Service
29573	\$14,185.03 U S Bank Corporate Payment System	Cal-Card./IMPAC program
29574	\$1,608.60 United Site Services	Sewer RSF5
29575	\$2,334.88 Waste Management Inc	Trash RSF3
29576	\$6,560.00 WinTech Computer Services	Consulting Services
29611	\$138.00 A to Z Plumbing Inc	Building RSF2
29612	\$157.50 Aair Purification Systems	Building RSF3
29613	\$721.11 Accountemps	Temporary Labor
29614	\$245.65 AT&T	Telephone RSF5
29615	\$1,555.22 Bay City Electric Works Inc	Generator RSF1- Maintenance & Service
29617	\$296.00 Canfield, Sean	Education/Training Reimbursement
29618	\$4,740.00 Cielo Village Partners LP	Cielo HOA Fees
29619	\$12,040.60 COR Security Inc	Omnilock Supplies/Repair
29620	\$236.00 Door Service & Repair Inc	Building RSF4
29621	\$2,331.00 Garrett Electric Inc	Building RSF2
29622	\$253.50 Kamps Propane, Inc.	Elec/Gas/Propane RSF6
29623	\$780.06 Lincoln National Life Ins Co	Life Insurance/EAP
29623	\$780.06 Lincoln National Life Ins Co	Life Insurance/EAP
29624	\$132.95 Orion Broadband	Telephone RSF1
29625	\$25,000.00 Rancho Santa Fe Fire Protection Dist	Interfund Transfer
29626	\$70.00 RSF Mail Delivery Solutions	Mail Delivery Service
29627	\$700.00 Santa Fe Irrigation District	NCDJPA Rebill
29628	\$1,519.72 SoCo Group Inc	Fuel: Gasoline & Diesel
29629	\$116.00 Turnout Maintenance Company LLC	Safety Clothing (Protective)
29630	\$14.85 U P S	Shipping Service
29631	\$13.99 4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
29632	\$961.48 Accountemps	Temporary Labor
29633	\$1,500.00 Arnold A Lewin	Consulting Services
29634	\$115.55 AT&T	Telephone RSF
29635	\$1,333.00 California Health & Safety Inc	Breathing Apparatus - Supplies and Parts
29636	\$1,220.00 California's Own Native Landscape De	Landscaping Maintenance Service
29637	\$255.26 Cox Communications	Telephone RSF

## Rancho Santa Fe Fire Protection District

## List of Demands - Dec 2017

29638	\$1,583.32	Direct Energy Business - Dallas
29639	\$216.63	Entenmann-Rovin Co Inc.
29640	\$3,946.40	Guardian Life Insurance Co
29641	\$345.50	Liebert Cassidy Whitmore
29642	\$257.75	Palomar Sign Company
29643	\$2,067.07	SoCo Group Inc
29644	\$203.50	Turnout Maintenance Company LLC
29645	\$19.96	U P S
EFT000000000368	\$132.98	McQuead, David C
EFT000000000370	\$587.13	Rannals, Karlana
Misc.	\$8,553.17	
<b>Subtotal</b>	<b>\$210,722.29</b>	

ACH Transfer	\$191,494.62	CalPERS
ACH Transfer	\$65,826.80	CalPERS
<b>Subtotal</b>	<b>\$257,321.42</b>	

15-Dec-17	249,980.13	RSFFPD
30-Dec-17	5,336.27	RSFFPD
31-Dec-17	339,871.23	RSFFPD
<b>Subtotal</b>	<b>\$595,187.63</b>	

<b>Total</b>	<b>\$1,063,231.34</b>
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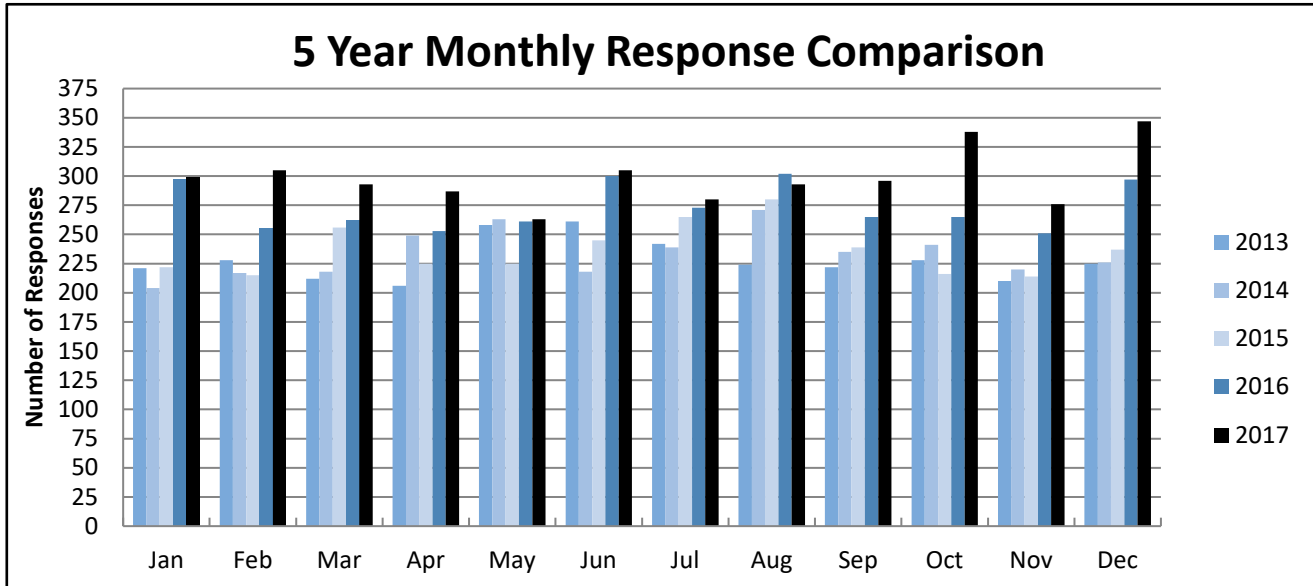
Elec/Gas/Propane RSF1  
 Uniforms: Safety Personnel  
 Medical Insurance  
 Legal Services  
 Apparatus: Miscellaneous  
 Fuel: Gasoline & Diesel  
 Safety Clothing (Protective)  
 Shipping Service  
 Meetings/Meal Expenses - Training  
 Meetings/Meal Expenses, Online Services  
 Medical Reimbursements

Nov 2017 Retirement  
 Jan 2018 Health

Payroll  
 Payroll - Special  
 Payroll

## December 2017 Incident Count

### Stations 1 - 6

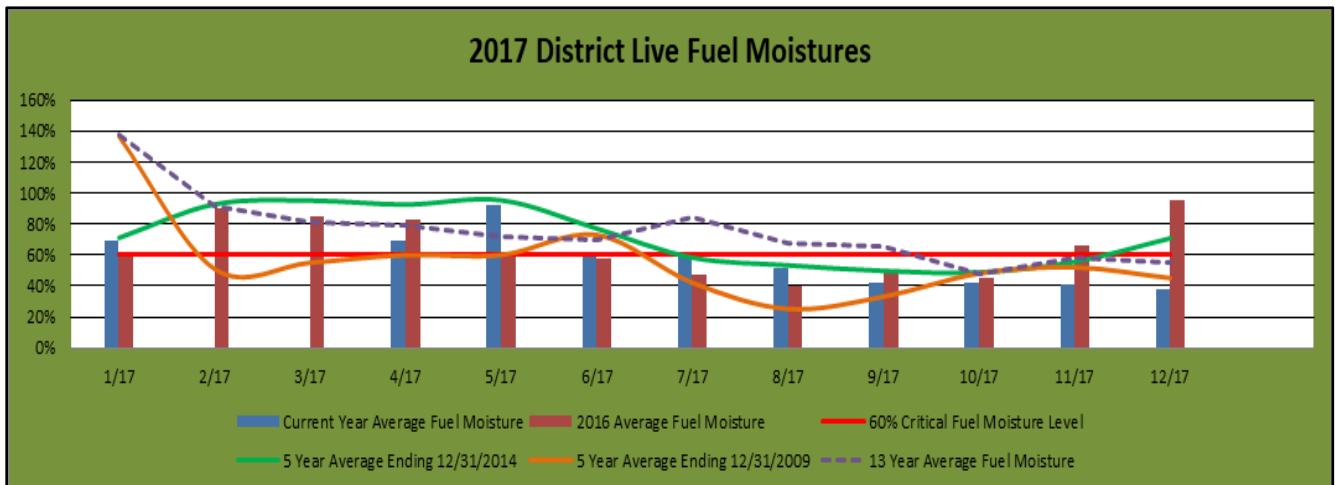


2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	299	305	293	287	263	305	280	293	296	338	276	345	3,580
YTD	299	604	897	1,184	1,447	1,752	2,032	2,325	2,621	2,959	3,235	3,580	9.2%
2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297	255	262	253	261	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%
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	221	228	212	206	258	261	242	224	222	228	210	225	2,737
YTD	221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	

Note: 2013-2016 data is from Fire Stats

INCIDENT RESPONSE SUMMARY BY STATION	
Date Range: From 12/1/2017 To 12/31/2017	
Station: RSF 1	81
Station: RSF 2	133
Station: RSF 3	46
Station: RSF 4	46
Station: RSF 5	32
Station: RSF 6	7
<b>Total Incident Count:</b>	<b>345</b>

INCIDENT SUMMARY BY INCIDENT TYPE	
Date Range: From 12/1/2017 To 12/31/2017	
Incident Type	Incident Count
Fire	12
EMS/Rescue	170
Hazardous Condition	3
Service Call	33
Good Intent	94
False Call	26
Other	7
<b>Totals</b>	<b>345</b>



### SIGNIFICANT INCIDENTS/OVERHEAD ASSIGNMENTS

DATE	INCIDENT/ LOCATION	TYPE	UNIT/PERSON	MISC.
12/5 – 12/19	THOMAS FIRE/VENTURA COUNTY	WILDLAND	OES 336	STRIKE TEAM TO VENTURA COUNTY
12/7 – 12/12	LILAC FIRE/SAN DIEGO COUNTY	WILDLAND	E264, B265, WT264, E263R	LILAC FIRE - MUTUAL AID

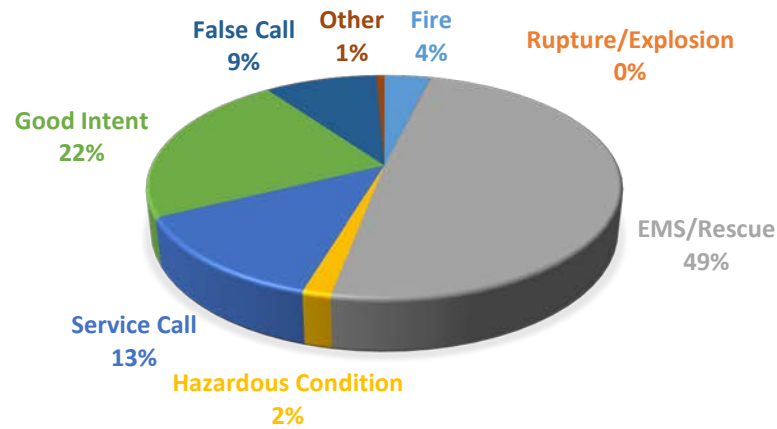


## 2017 YEAR END STATISTICS

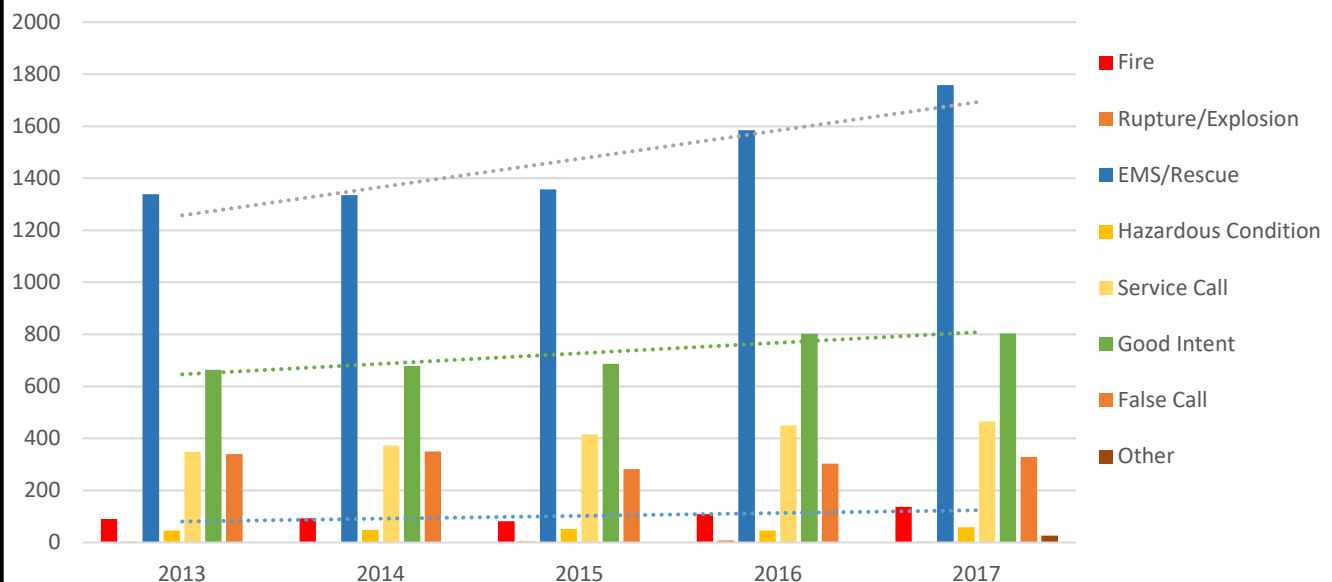
## 5 YEAR INCIDENT COUNT BY TYPE

INCIDENT TYPE	2013	2014	2015	2016	2017	5 Year % Change
Fire	91	93	82	109	137	51 %
Rupture/Explosion	3	2	4	8	3	0 %
EMS/Rescue	1,339	1,335	1,357	1,585	1,758	31 %
Hazardous Condition	46	48	52	46	59	28 %
Service Call	349	372	415	450	466	34 %
Good Intent	664	678	687	803	804	21 %
False Call	340	350	282	303	329	-3%
Other	2	1	2	1	24	1100%
Totals	2,834	2,879	2,881	3,305	3,580	26%

## 2017 INCIDENT BY INCIDENT TYPE

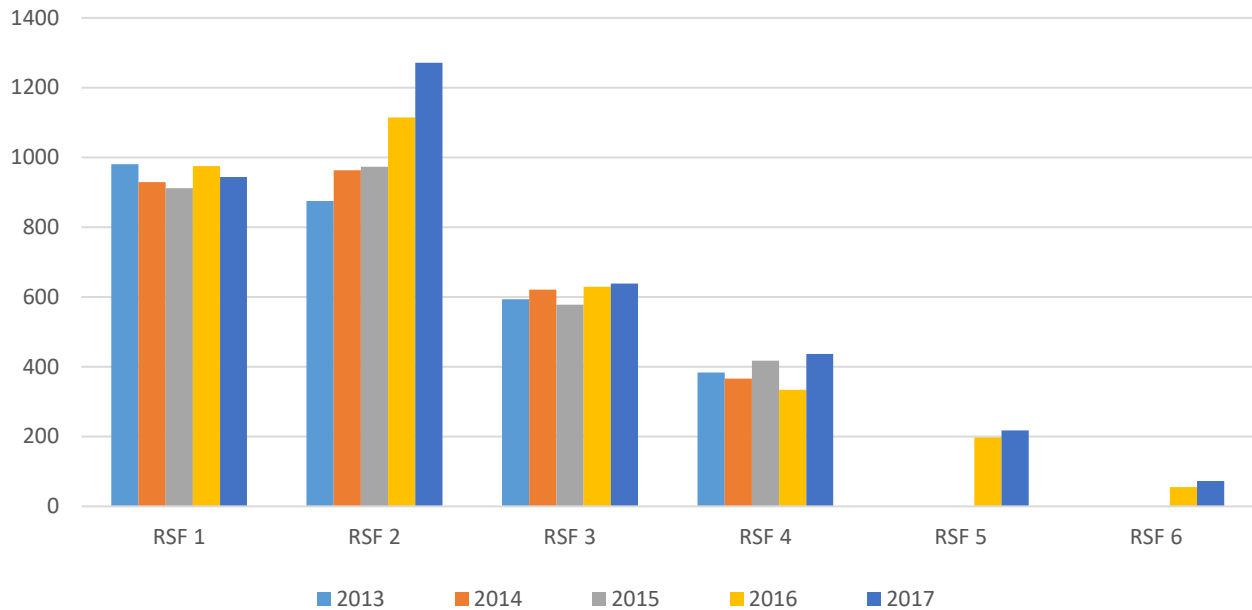


## 5 YEAR INCIDENT BY INCIDENT TYPE



**5 YEAR INCIDENT COUNT BY STATION**

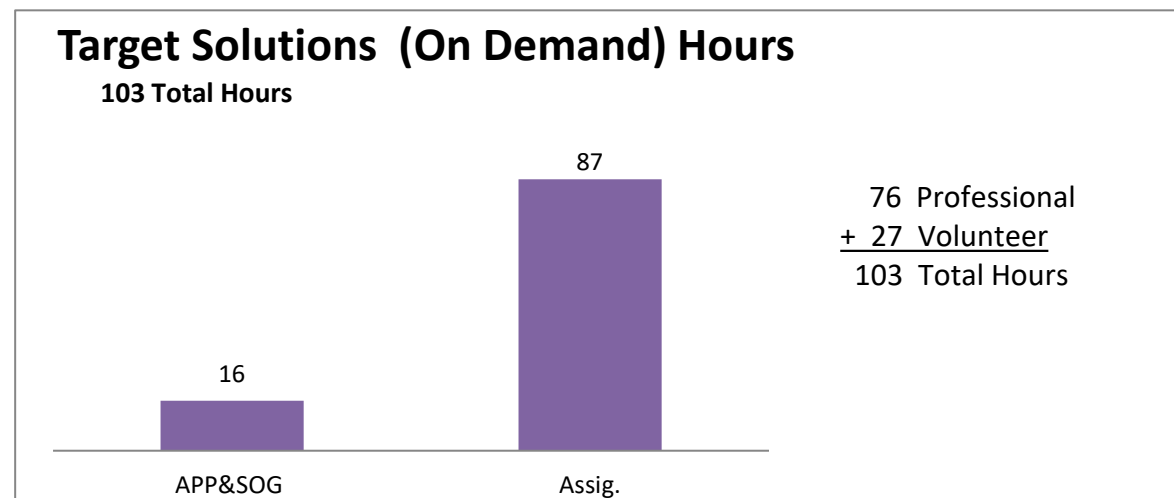
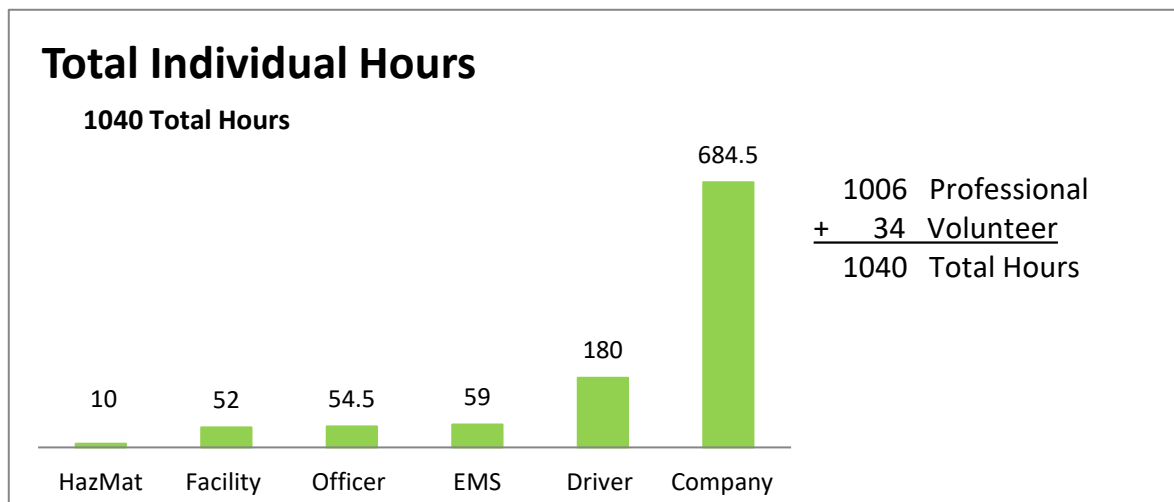
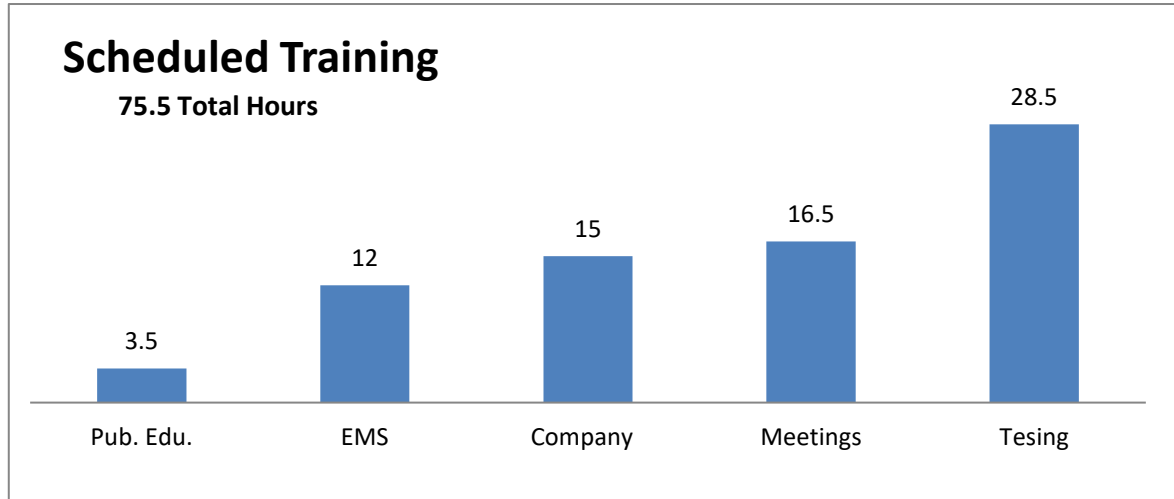
STATION	2013	2014	2015	2016	2017
RSF 1	981	929	912	975	<b>944</b>
RSF 2	875	963	973	1,115	<b>1,271</b>
RSF 3	594	621	578	629	<b>639</b>
RSF 4	384	366	418	334	<b>437</b>
RSF 5	NA	NA	NA	197	<b>217</b>
RSF 6	NA	NA	NA	55	<b>72</b>
<b>Totals</b>	<b>2,834</b>	<b>2,879</b>	<b>2,881</b>	<b>3,305</b>	<b>3,580</b>

**5 YEAR INCIDENT SUMMARY BY STATION****2017 MUTUAL / AUTOMATIC AID RESPONSES**

MA/AA Received	274
MA/AA Given	815
MA Out of County	19

# Training Division

## January 2018



## 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**  
**December 2017**

**PLAN REVIEW**

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	50	182,594
Fire Inspector	2	10,065
Fire Inspector/Forester	10	56,023
<b>TOTAL</b>	<b>62</b>	<b>248,682</b>
RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	0	802
<b>TOTAL</b>	<b>0</b>	<b>802</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
<b>Based on permitted Sq footage</b>	<b>Total Added</b>	<b>249,484</b>
FIRE SPRINKLER REVIEWS	Commercial	Residential
Fire Marshal	13	5
Fire Inspector	0	8
Fire Inspector/Forester	0	0
<b>TOTAL</b>	<b>13</b>	<b>13</b>
TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Fire Marshal	14	3,301
Fire Inspector	0	0
Fire Inspector/Forester	2	1,363
<b>TOTAL</b>	<b>16</b>	<b>4,664</b>
LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Fire Marshal	0	0.00
Fire Inspector	9	9.00
Fire Inspector/Forester	11	5.75
<b>TOTAL</b>	<b>20</b>	<b>14.75</b>

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

**SERVICES PROVIDED- FIRE PREVENTION**

<b>DPLU -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Project Availability Forms	1	2.00
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>1</b>	<b>2.00</b>
<b>INSPECTION SERVICES- All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Undergrounds	8	10.50
Hydros (Fire Sprinklers)	15	12.50
Finals (Structures)	42	39.00
Landscape	7	4.50
Reinspections	41	5.00
Tents/Canopy	7	25.00
Burn Permits	1	2.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	3	1.50
Code Enforcement	0	0.00
Engine Company Follow Up	2	3.00
Misc.	2	2.00
<b>TOTAL</b>	<b>128</b>	<b>105.00</b>
<b>HAZARD INSPECTIONS - All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Weed Abatement Inspection	50	4.00
Weed Abatement Reinspection	150	23.35
1st Notice	24	6.00
2nd Notice	52	6.00
Final Notice	19	4.75
Forced Abatement	0	0.00
Postings	3	3.00
Annual Mailers	0	0.00
Homeowner Meeting	10	6.00
WUI	0	0.00
<b>TOTAL</b>	<b>308</b>	<b>53.10</b>
<b>GRADING -All Staff</b>	<b>Number of Reviews</b>	<b>Staff Hours</b>
Plan Review	4	5.00
<b>TOTAL</b>	<b>4</b>	<b>5.00</b>

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

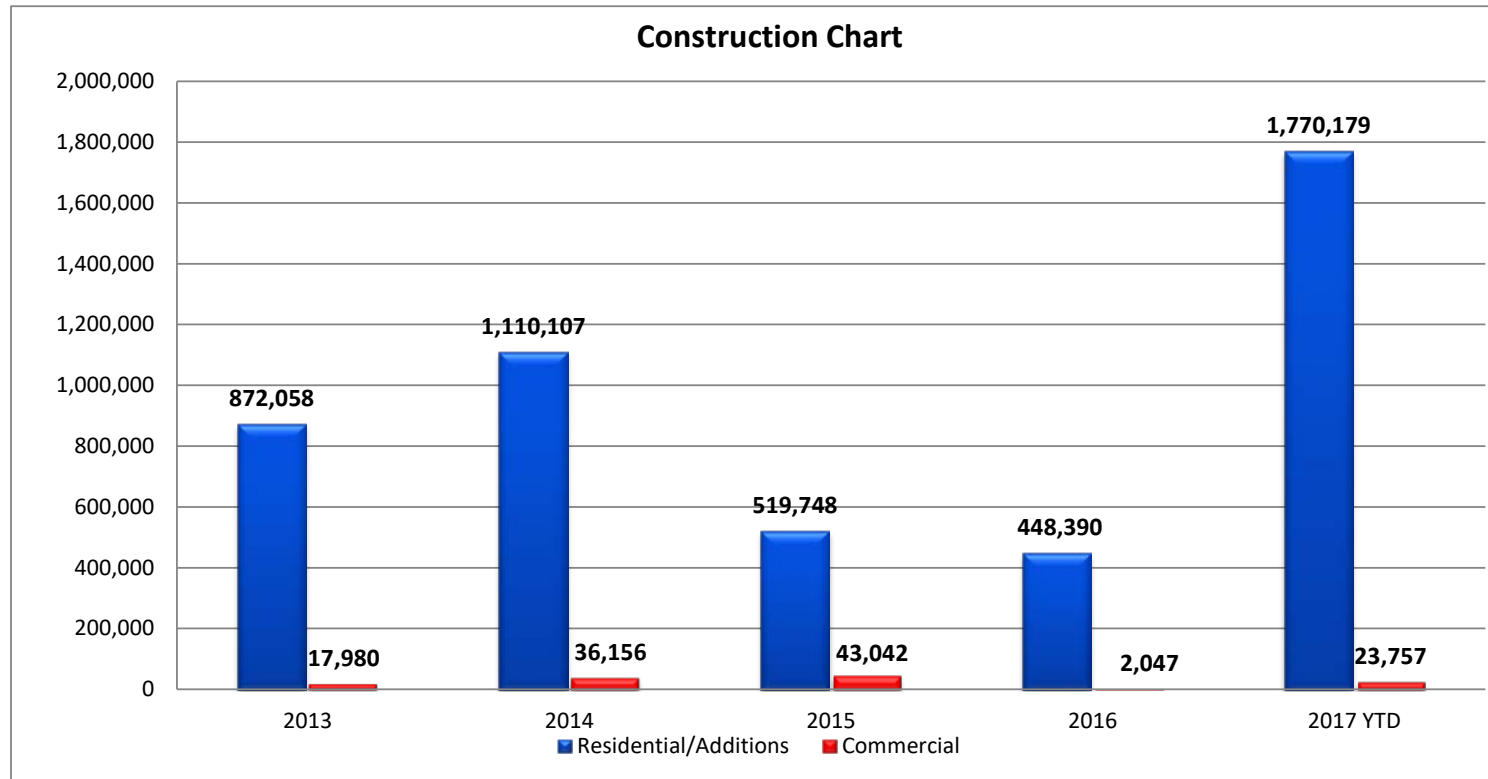
**ADMINISTRATIVE SERVICES- FIRE PREVENTION**

<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	3	6.00
Conferences	0	0.00
Meetings	60	53.0
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
<b>TOTAL</b>	<b>63</b>	<b>59.00</b>
<b>FIRE PREVENTION -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Incoming Phone Calls	309	77.25
Correspondence	494	123.50
Consultations	50	50.00
Plan Review	74	74.00
Scanning	200	50.00
General Office	85	85.00
<b>TOTAL</b>	<b>1,212</b>	<b>459.75</b>

**ADMINISTRATIVE SERVICES- OFFICE SUPPORT**

<b>OFFICE COORDINATOR-PREVENTION</b>	<b>Number</b>	<b>Staff Hours</b>
Phone Calls (All Administrative Staff) Internal & External	710	35.50
Correspondence	218	54.50
Walk in/Counter (All Administrative Staff)	287	23.92
Knox Application Request	6	1.50
Burn Permits	1	1.00
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	84	105.00
Special Projects	10	10.00
Scanning Documents/Electronic Files	450	112.50
Meetings: Admin/Prevention/Admin Shift	11	5.50
Post Office Runs	0	0.00
Deposit runs and preparations	20	10.00
<b>TOTAL</b>	<b>1,799</b>	<b>359.58</b>

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



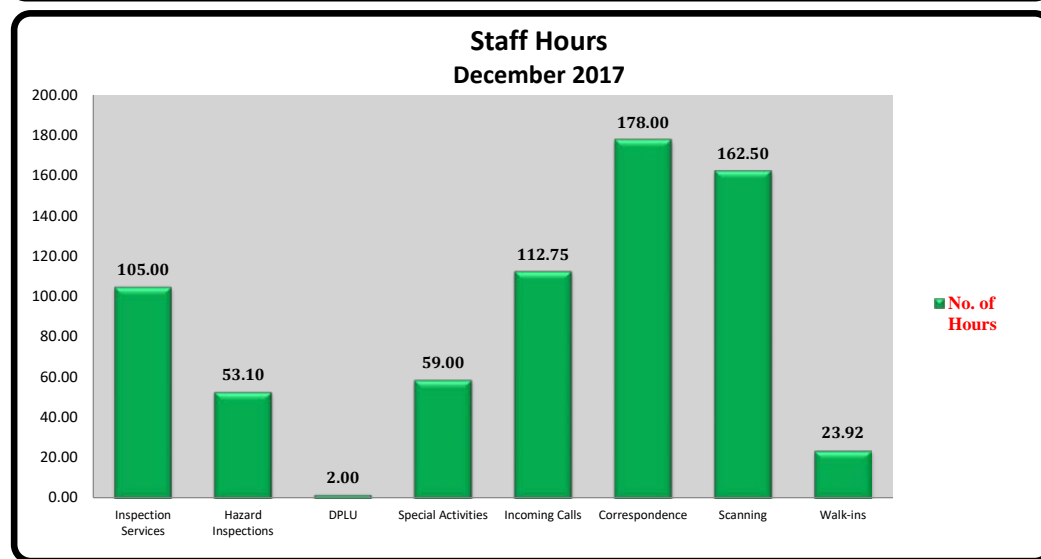
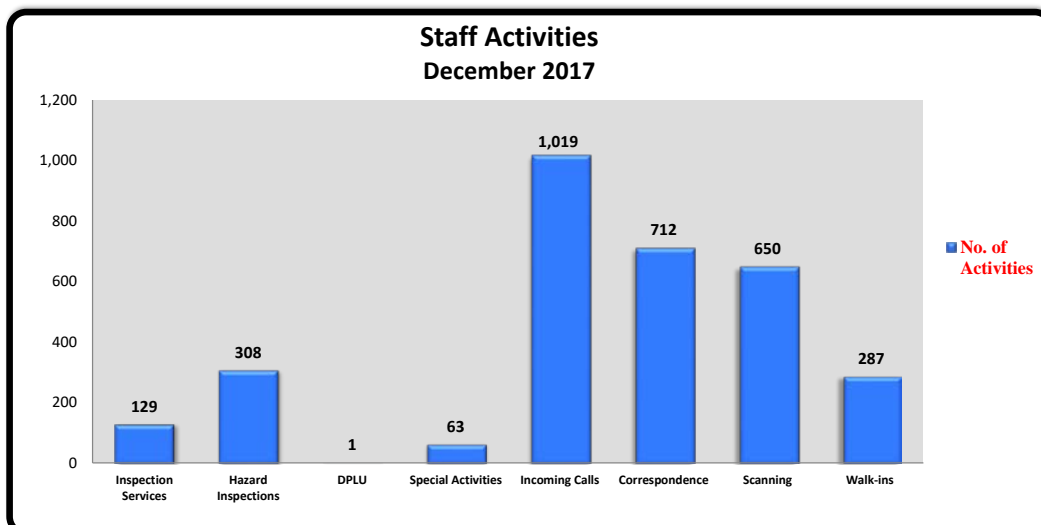
Year	Res/Add	Comm	Total
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2016 YTD	339,785	2,047	341,832
2017 YTD	1,770,179	23,757	1,793,936

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	58,173	43,534	69,405	313,889	249,484



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

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**  
**December 2017**

<b>WEBSITE/INTERNET</b>		Staff Hours
<b>Update existing info &amp; documents:</b> <i>Updated home page, news, photos, etc</i>		<b>3.0</b>
		3.0
<b>Compile &amp; write new information:</b>		<b>0.0</b>
		5.0
<b>Social Media</b> <i>Facebook "Fans" - 1,087</i>  <i>Instagram "Followers" - 578</i>  <i>Twitter "Followers" - 3,238</i>		<b>18.0</b>
		6.0
		5.0
		7.0
<b>TOTAL</b>		<b>21.0</b>
<b>PUBLICATIONS</b>		Staff Hours
<b>Design/write brochures, flyers, etc:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>0.0</b>

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

<b>MEDIA RELATIONS</b>		Staff Hours
<b>On-scene Public Information Officer:</b>		<b>0.0</b>
		0.0
<b>Press Releases:</b>		<b>5.0</b>
<i>SAFE Grant Funding</i>		3.0
<i>Toy Drive</i>		2.0
<b>Other Articles/Stories/Interviews:</b>		<b>3.0</b>
<i>RSF Association Newsletter article</i>		3.0
<b>TOTAL</b>		<b>8.0</b>

<b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>		Staff Hours
<b>Children's Programs</b>		<b>7.5</b>
<i>Area Scout Safety Meeting</i>		3.0
<i>Fire Prevention Month Clean Up</i>		3.0
<i>Station Tour</i>		1.5
<b>Adult Programs:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>7.5</b>

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

<b>EVENTS</b>		Staff Hours
<b>External/Community Events:</b>		<b>3.0</b>
<i>Pick up toys from RSF Women's Golf Club Party</i>		1.0
<i>Deliver Santa to RSF Farms Christmas Party</i>		1.0
<i>Engine to Harmony Grove Village New Year's Eve Party</i>		1.0
<b>Internal Events:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>3.0</b>
<b>CONTINUING EDUCATION</b>		Staff Hours
<b>Training Classes:</b>		<b>0.0</b>
<b>Conferences:</b>		<b>0.0</b>
<b>Meetings:</b>		<b>8.0</b>
<i>Staff meetings</i>		4.0
<i>Shift Meetings</i>		4.0
<i>CSA17 Meeting</i>		0.0
<b>TOTAL</b>		<b>8.0</b>
<b>CLERICAL</b>		Staff Hours
<b>Prevention-related:</b>		<b>45.0</b>
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		42.0
<i>Phone Calls</i>		3.0
<b>Non-prevention/non-minute related:</b>		<b>26.0</b>
<b>TOTAL</b>		<b>71.0</b>
<b>TOTAL HOURS</b>		<b>118.5</b>



## Brighten Everyone's Future

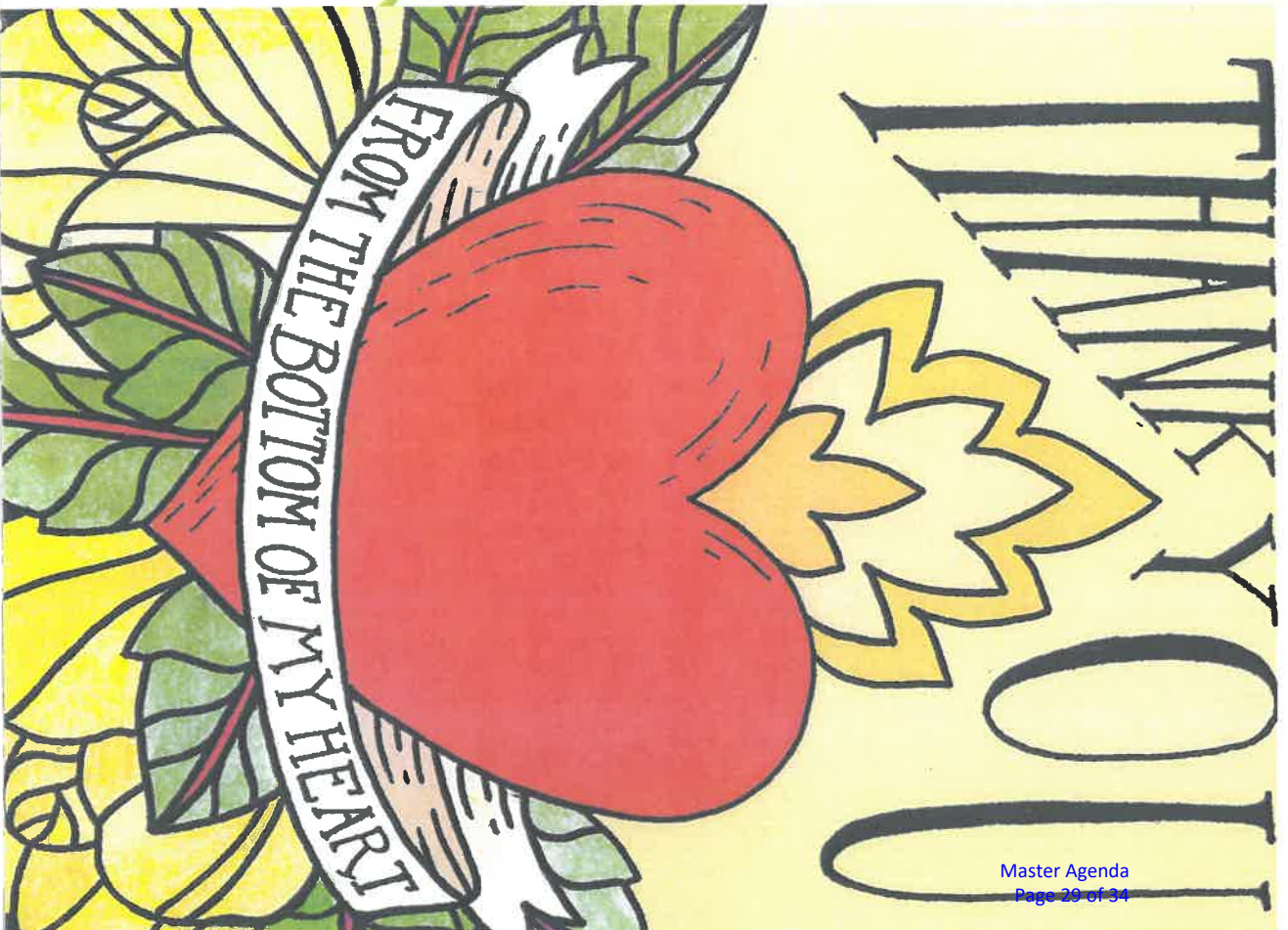
Living sustainably means realizing small choices can have a big impact. When you choose Tree-Free, you're helping us save trees and doing so much more! You're supporting a USA-made product and lowering your carbon footprint; you're keeping chlorine out of our rivers, greenhouse gases out of our atmosphere and diverting waste from our landfills.



- 100% POST CONSUMER RECYCLED PAPER
- 20% less waste than conventional printing
- Printed using 100% solar power
- Paper made with wind power
- Green-e certified
- USA made



USA 295 Canada 395





Forever Deeply  
Grateful for the  
Rancho Santa Fe Firefighters  
who came to Ventura  
December 2017  
Thank you  
M.



The fire swept through my Ventura neighborhood. As the second day was barely breaking I looked out my window and saw a yellow fire truck parked across the street. I wondered if there were hot spots in the barranca and I needed should I grab the keys & get ready to once again turn the hose on my house again. The firemen were not taking any great action and my questions subsided. I went to my car, parked on the street, - still packed and ready to go - ~~to~~ and got another <sup>my</sup> oxygen ~~that~~ tank out to bring in the house.

Sensing a related atmosphere around the truck & then, I ventured over and asked one firefighter if they knew ~~the~~ when the electricity would be back on. On the surface it was a silly question - how would the fire department know that? - But under that question was another more real question - when will the nightmare be over, when will life go back to normal.

As an old lady I could have been tossed a one word - one line answer and then ignored until I left. As a senior I have become used to that sort of treatment.

But

The firemen of Racho Santa Fe seemed to understand my unasked question & my need for reassurance. You gave me both with kindness & respect with caring & compassion.

From the bottom of my heart I thank each and every one of you for your showing up for work that day, for coming to Ventura with your willingness to risk your lives for us and for helping to make Ventura safe again.

Deeply & forever grateful,

One little old lady on Court Avenue  
M.

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# STAFF REPORT

NO. 18-01

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**TO:** BOARD OF DIRECTORS  
**FROM:** TONY MICHEL, FIRE CHIEF  
**SUBJECT:** RESOLUTION 2018-01 DETERMINATION ON INDUSTRIAL  
DISABILITY RETIREMENT APPLICATION JAMES F. STURTEVANT  
**DATE:** JANUARY 5, 2018



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## RECOMMENDATION

Staff recommend the Board of Directors review, approve, and adopt Resolution No. 2018-01 making a find of no disability for retired Battalion Chief James F. Sturtevant.

## BACKGROUND

James Sturtevant recently retired from service on July 3, 2017 as a Battalion Chief. Prior to his retirement, the District was notified by California Public Employees Retirement System (CalPERS) that Chief Sturtevant had applied for an Industrial Disability Retirement.

For purposes of the District's contract with CalPERS, the position of Battalion Chief is classified as safety. CalPERS requires that the determination, whether a safety employee is/was incapacitated from performing the duties of his/her position be made by the governing body of the employing agency.

Chief Sturtevant has a Workers' Compensation claim that was submitted March 16, 2017, and to date, he is not currently represented by legal counsel for this claim. Intercare Holdings Insurance Services, Inc. is handling the workers' compensation claim on behalf of the Rancho Santa Fe Fire Protection District.

On June 26, 2017, a qualified medical evaluator examined Chief Sturtevant on his complaints relating to his injury. The District received a copy of the "Notice Regarding Permanent Disability Benefits Denial" noting that Chief Sturtevant recovered from his injury with no permanent disability or impairment. Chief Sturtevant had been able to perform the full range of duties without modification up until the date of his retirement. Therefore, it is appropriate for the District to notify CalPERS that there is no finding of disability, which can be done with the adoption of Resolution No. 2018-01.



## RESOLUTION No. 2018-01

### Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District (Government Code section 21156)

**WHEREAS**, the Rancho Santa Fe Fire Protection District (hereinafter referred to as District) is a contracting agency of the California Public Employees' Retirement System (CalPERS):

**WHEREAS**, the California Public Employees' Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he/she is classified as a local safety member is disabled for purpose of the California Public Employees' Retirement Law and whether such disability is "industrial" within the meaning of such law:

**WHEREAS**, an application for disability/industrial disability retirement of orthopedic (neck) condition from James F. Sturtevant employed by the Agency in the position of Battalion Chief has been filed with CalPERS; and

**WHEREAS**, the District has reviewed the medical and other evidence relevant to such alleged disability.

**NOW. THEREFORE. BE IT RESOLVED:** that the Board of Directors find and determine and it does hereby find and determine that James F. Sturtevant is not incapacitated within the meaning of the California Public Employees' Retirement Law for performance of his/her duties in the position of Battalion Chief and does hereby certify under penalty of perjury that this determination was made on the basis of competent medical opinion and was not used as a substitute for the disciplinary process in accordance with Government Code section 21156(a)(2). Neither the District nor the member has filed a petition for determination under Government Code Section 21166, to be made by the Workers' Compensation Appeals Board.

**PASSED AND ADOPTED** at a special (in lieu of regular) meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on January 10, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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JAMES H ASHCRAFT  
President

ATTEST

---

Karlana Rannals  
Secretary

STATE OF CALIFORNIA  
COUNTY OF SAN DIEGO

I, KARLENA RANNALS, Secretary, Rancho Santa Fe Fire Protection District, Board of Directors hereby certify that I have compared the foregoing copy with the original resolution adopted by said board at its special meeting on September 27, 2017, which original resolution is on file in my office; and that same contains a full, true and correct transcript there from and of the whole thereof.

Witness my hand this \_\_\_\_ day of \_\_\_\_\_, 2017.

A handwritten signature in black ink, reading "Karlena Rannals". The signature is written in a cursive, flowing style.

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KARLENA RANNALS  
Secretary