



**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

May 9, 2018
1:00 pm PT
Regular Meeting

Director Hillgren will participate via teleconference
755 Golf Club Way, #A16, Sedona, AZ 86336

May 9, 2018
1:00 pm MT No DST

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. Motion waiving reading in full of all Resolutions/Ordinances
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 April 18, 2018

ACTION REQUESTED: **Approve**

b. Receive and File

i. Monthly/Quarterly Reports

(1) List of Demands Check 29943 thru 30063, Electronic File Transfers (EFT), and Wire Transfer(s) for the period April 1 – 30, 2018 totaling:	\$ 208,782.81
Wire Transfer(s) period April 1 – 30, 2018	\$ 212,254.40
Payroll for the period April 1 – 30, 2018	\$ <u>615,317.05</u>
TOTAL DISTRIBUTION	\$1,036,354.26

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

- (2) Budget Review – July 1, 2017 – March 31, 2018
- (3) Cash Statement – March 31, 2018
- (4) Quarterly Investment Review
- (5) Activity Reports – April 2018
 - i. Operations
 - ii. Training
 - iii. Fire Prevention
 - iv. Correspondence - letters/cards were received from the following members of the public:
Madeleine Pickens

ACTION REQUESTED: [Information](#)

c. Replacement Vehicle – Purchase Modification

To approve the replacement vehicle (Ford F150) authorized by the Board of Directors on March 6, 2018, with a Chevrolet 1500 WT for \$37,746.25. [Staff Report 18-10](#)

5. Special Presentation

a. Safety Committee

The Rancho Santa Fe Fire Protection District Safety Committee will provide a presentation on what the District is doing towards cancer prevention.

6. Old Business

a. None

7. New Business

a. Article XIIB California Constitution Appropriation Limit

To discuss and/or approve the change in population for the Rancho Santa Fe Fire Protection District appropriations limit [Staff Report 18-11](#)

ACTION REQUESTED: [Select a method to calculate appropriations limit](#)

b. Budget Authorization

To discuss and/or approve the purchase and installation of Plymovent Vehicle Exhaust Removal System. [Staff Report 18-12](#)

ACTION REQUESTED: [Approve purchase and authorize the Fire Chief to execute the contract](#)

c. Surplus of Equipment

To discuss and/or authorize the disposal of vehicle ID 0011 (Type I Engine) via sale to Fire Etc. for store credit. [Staff Report 18-13](#)

ACTION REQUESTED: [Authorize surplus and sale of vehicles](#)

d. Surplus of Equipment

To discuss and/or authorize the disposal of vehicle 8961 (Type III Engine) via sale to Fire Etc. for store credit. [Staff Report 18-14](#)

ACTION REQUESTED: [Authorize surplus and sale of vehicles](#)

8. Resolutions/Ordinance

a. Resolution No. 2018-04

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for Fiscal Year 2018/2019

ACTION REQUESTED: [Adopt](#)

b. Resolution No. 2018-05

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Levies for Special Taxes to be collected on the Tax Roll for Fiscal Year 2018/2019

ACTION REQUESTED: [Adopt](#)

c. Resolution No. 2018-06

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2018/2019 Appropriations of Tax Proceeds

ACTION REQUESTED: **Adopt**

9. Oral Report

- a. Fire Chief – Michel
- b. Operations – Deputy Chief
- c. Volunteer – Volunteer Recruitment/Retention Coordinator
- 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

10. Closed Session

With respect to every item of business to be discussed in closed session pursuant to Section 54957:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Fire Chief

11. Adjournment

The next special meeting (*in lieu of regular*), meeting Board of Directors meeting to be June 20, 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, May 9, 2018
1:00 pm PT

CERTIFICATION OF POSTING

I certify that on May 3, 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 May 3, 2018



Karlana Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT

Special (in lieu of regular) Board of Directors Meeting Minutes – April 18, 2018

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

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

Pledge of Allegiance

Fire Marshal Donner 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 Livingstone, 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 MALIN, 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 March 14, 2018

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 29845 thru 29942, Electronic Fire Transfers (EFT), and ACH 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

a) Operations

b) Training

c) Fire Prevention

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

1) None

3. Acceptance of Donation

The Board of Directors unanimously accepted a \$4,000 donation from the Rancho Santa Fe Fire District Foundation to purchase a chemical detox unit.

4. Acceptance of Donation

The Board of Directors unanimously accepted a Tree Art Sculpture located at the entry of the Fire Wise Garden at RSF6.

4. Old Business

- a. None

5. New Business

- a. LAFCO – San Diego County Consolidated Redevelopment Oversight Board

Chief Michel summarized LAFCO's request to appoint a special districts representative to the San Diego County Consolidated Redevelopment Oversight Board (ROB). This is a successor agency to the County Oversight Board when Redevelopment Agencies were eliminated by the State. The ROB will include a primary and alternate representing special districts. He 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 recommendation of Edmund Sprague by the LAFCO Special District's Advisory Committee as the special district representative, and authorize the President to cast a ballot on behalf of the District.

- b. Financial Auditor

Director Malin reported on behalf of the ad hoc Finance Committee, which included Director Tanner, Chief Michel, and Administrative Manager Rannals, on the Request for Proposal (RFP) process, the responses received and interviews conducted. He reported that staff received five responses (all responses were available to the board and public for review, if needed) and staff recommended three firms for an interview. All firms interviewed were determined qualified; however, consideration was given to the firms that have previous fire district experience. Staff noted that the quotes for financial audit services were within \$1,000 or less of one another. The consensus of the Finance Committee was to recommend *The Pun Group* with a cost of \$12,500 each year for three years. He noted the advantage of remaining with the same firm was a minimum learning curve, although new personnel would be assigned to our account and their experience with the Fire District. The Committee responded to questions from the Board.

MOTION BY DIRETOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to retain the services of The Pun Group as the District's financial auditor for the FY18 year, with two one year options at a cost of \$12,500 each year; and authorize the Administrative Manager to execute the engagement letter.

6. Oral Report

- a. Fire Chief – Michel

- i) Waiver of Administrative Fees – Qian: He reported to the Board that he recently authorized the reimbursement of a \$500 administrative charge for a forced abatement. A property owner claimed

through their attorney that the forced abatement had not been conducted properly. After a thorough review of the District's process, consult with the District's legal counsel, the District did follow proper procedures with the forced abatement and had no other obligation to the homeowner. However, the District offered to refund in good faith the \$500. The property owner agreed to accept the refund.

- ii) FDAC Conference – April 11-13, 2018 in Monterey, CA: he reported that he and Deputy Chief Cox attended the conference. He reviewed some of the conference highlights and the higher-level discussions in policies and procedures. He specifically discussed a presentation he attended on cancer awareness, and what agencies should be doing to be proactive. Many of the suggestions discussed the District is already doing. He plans a presentation from the Safety Committee to discuss what we have and continue to do in support of the firefighter's wellness. In addition, he plans to submit a budget authorization at the May meeting for a needed Plymovent system for RSF6.
 - iii) Military in Training – district personnel participated in an event thru Palomar College at the San Marcos Training Center promoting the fire service as a profession to service members leaving the military. It was a positive experience for all who attended.
 - iv) Battalion Chief Training – he offered the Battalion Chief Training to Brian Slattery, which he has accepted. His promotion date will be effective in the next few weeks.
- b. Operations – Deputy Chief
Chief Cox summarized the previous month's activity noting 292 calls, and he reported on one significant incident that occurred on Circa del Este. In addition, a new EMS Coordinator Zachariah Smith was hired for CSA-17.
- c. Volunteer – Volunteer Recruitment Retention Coordinator
VRRRC Twohy report that the program continues to move forward. The hours committed to the District by the volunteers from February 5 to April 16 totaled 3,926 hours. He extended his appreciation to the Captains for their willingness and commitment to add a volunteer to their shift for training and skills.
- d. Training – Battalion Chief
There was no report provided.
- e. Fire Prevention – Fire Marshal
FM Donner reported on the previous month's activity that included the reconstruction of Helen Woodward Animal Center has started; staff participated at the March 31 spring event at 4S Ranch that included educating the public with "Hands Only CPR" and promoting Alert San Diego. In addition, she reviewed several planned developments have started construction and the plan review/inspection activity.
- f. Administrative Manager
Ms. Rannals reported on the following topics:
- i. CalPERS Conference – October 22-24, 2018 in Indian Wells, CA: she informed the board that early bird registration will begin in June and polled the board members of their interest in attending. Directors Malin and Ashcraft expressed their interest in attending the training.
 - ii. Recognition Dinner – April 21, 2018: she reminded the board members of the upcoming event. Directors Ashcraft, Malin and Stine planned to attend.
- g. Board of Directors
- i) North County Dispatch JPA – Update: Ashcraft – the next meeting is planned for May 2018. He did attend on behalf of the Board the Dispatcher Appreciation lunch on April 10.
 - ii) County Service Area – 17 – Update: Hillgren – no report. The next meeting is scheduled for May 1.
 - iii) Comments

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

April 18, 2018

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1. Stine – he acknowledged the new signage at the Rancho Santa Fe Fire Protection District Training Facility
2. Ashcraft – he expressed his appreciation to the Rancho Santa Fe Fire District Foundation for the grant and art that was recently donated.

7. Adjournment

Meeting adjourned at 2:10 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
29943	\$140.00	A to Z Plumbing Inc	Building RSF5
29944	\$1,323.55	Aair Purification Systems	Building RSF
29945	\$1,876.84	Accountemps	Temporary Labor
29946	\$2,788.80	Across the Street Productions	Permit: Certification
29947	\$103.44	Allstar Water Systems Inc	Building RSF6
29948	\$2,785.53	American Medical Response Inc	CSA-17 Contract
29949	\$231.40	AT&T	Telephone & Cable RSF
29950	\$173.23	AT&T	Telephone RSF
29951	\$2,769.02	Bay City Electric Works Inc	Generator Repair RSF
29952	\$695.00	Byron Epp, Inc.	Station Maintenance - RSF3
29954	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
29955	\$192.84	Complete Office of California Inc	Office Supplies
29956	\$2,032.50	COR Security Inc	Building RSF1
29957	\$263.08	Cox Communications	Telephone & Cable RSF
29958	\$1,673.49	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
29959	\$105.81	Dish	Cable RSF6
29960	\$619.27	Ferrellgas Inc	Elec/Gas/Propane RSF5
29961	\$835.06	Fire ETC Inc	Safety Equipment
29962	\$184.99	Flyers Energy, LLC	Fuel: Gasoline & Diesel
29963	\$36.47	Griffin Hardware Co.	Station Maintenance - RSF
29964	\$78.18	Guardian Life Insurance Co	Medical Insurance
29965	\$803.09	Home Depot, Inc	Radio Batteries, Propane, Station Maint, Tools, PubEd Material
29966	\$183.00	Liebert Cassidy Whitmore	Legal Services
29967	\$969.07	Lincoln National Life Ins Co	Life Insurance/EAP
29968	\$375.00	Lorenzo, Paul	Education/Training Reimbursement
29969	\$3,374.00	MGM Plastics, Inc.	Unit 1811 Equipment
29970	\$967.13	Michel, Tony J	Admin - Meal/Lodging/Travel
29971	\$40.00	Palomar College	In-Service Training Program-Regional FF
29972	\$2,266.15	Palomar Sign Company	Station Maintenance - RSF2
29973	\$325.00	Plant-Tek	Landscaping RSF6
29974	\$730.00	Power Plus!	Elec/Gas/Propane RSF5
29975	\$70.00	RSF Mail Delivery Solutions	Mail Delivery Service
29977	\$85.28	SDG&E	Elec/Gas/Propane RSF
29978	\$195.00	Skyriders Window Cleaning Inc	Building ADMIN
29979	\$3,756.64	SoCo Group Inc	Fuel: Gasoline & Diesel

29981	\$500.00	Tao Qian	Administrative Processing Fees
29982	\$304.00	Terminix International	Building RSF, ADMIN
29983	\$30.90	U P S	Shipping Service
29984	\$30,013.93	U S Bank Corporate Payment System	Cal-Card./IMPAC program
29985	\$7,477.44	Uniforms Plus	Uniforms: Volunteers, Safety Personnel, Prevention
29986	\$1,869.44	Verizon Wireless	Cellular - Telephone
29987	\$210.00	A to Z Plumbing Inc	Building RSF3
29988	\$120.09	Aair Purification Systems	Building RSF2
29989	\$750.00	Accme Janitorial Service Inc	Building ADMIN
29990	\$376.00	Business Owner's Ins Agency	Commercial - Liability - Auto Coverage
29991	\$1,372.00	C.A.P.F.	Disability Ins Short & Long
29992	\$1,028.13	Callback Staffing Solutions	Scheduling (Crewsense) Maintenance
29993	\$5,640.00	CDW Government Inc.	Computer - License/Software
29994	\$49.52	Complete Office of California Inc	Office Supplies
29995	\$3,229.56	County of SD/RCS	CAP Code Paging Monthly Service, 800 MHz Network Admin Fees
29996	\$200.78	Cox Communications	Telephone RSF
29997	\$5,067.00	Eagle Paving Company	Station Maintenance - RSF
29998	\$329.83	EDCO Waste & Recycling Inc	Trash RSF
29999	\$301.70	Fire ETC Inc	Safety Clothing (Protective)
30000	\$70.85	Flyers Energy, LLC	Fuel: Gasoline & Diesel
30001	\$170.00	Garrett Electric Inc	Building RSF2
30002	\$7,200.00	Geogry L. Kaczur	EF Station Upgrade
30003	\$2.56	Griffin Hardware Co.	Station Maintenance - RSF2
30004	\$6,327.05	L N Curtis & Sons Inc	Unit 1811 Equipment
30005	\$345.00	Rancho Santa Fe Rotary	Association Dues
30006	\$195.42	Rincon Del Diablo Municipal Water Di	Water RSF5
30007	\$2,458.24	SoCo Group Inc	Fuel: Gasoline & Diesel
30008	\$375.00	Sound Image Inc	Radio (Base) Repair
30009	\$132.00	Terminix International	Building RSF
30010	\$544.99	Time Warner Cable	Telephone ADMIN
30011	\$15.45	U P S	Shipping Service
30012	\$1,871.02	United Site Services	Sewer RSF
30013	\$2,382.93	Waste Management Inc	Trash RSF, RSF Assn Patrol & NCDJPA Rebill
30014	\$6,560.00	WinTech Computer Services	Consulting Services
30015	\$837.71	About Service Inc	Scheduled - ID 0384
30016	\$1,064.48	Accountemps	Temporary Labor

30017	\$380.20	Advanced Communication Systems Inc	Radio (Mobile Repair)
30018	\$1,969.41	AT&T Calnet 2/3	Telephone RSF & ADMIN
30019	\$291.42	Bay City Electric Works Inc	Generator Repair RSF4
30020	\$142.82	Complete Office of California Inc	Office Supplies
30021	\$1,380.00	Fitch Law Firm Inc	Legal Services
30022	\$595.92	Konica Minolta Business Inc	Copier Maintenance Contract
30024	\$1,919.64	Olivenhain Municipal Water District	Water RSF
30025	\$269.46	Pitney Bowes Inc	Equipment Rental
30026	\$1,303.01	Santa Fe Irrigation District	NCDJPA Rebill, Water RSF1
30027	\$3,174.75	SDG&E	Elec/Gas/Propane RSF
30028	\$1,918.12	SoCo Group Inc	Fuel: Gasoline & Diesel
30029	\$1,362.90	Suburban Propane	Training Equipment/Supplies: Expendable
30030	\$108.90	Time Warner Cable	Cable RSF4 & Admin
30031	\$439.15	TPx	Telephone ADMIN
30032	\$15.45	U P S	Shipping Service
30033	\$1,240.00	Waste Management Inc	Trash RSF2
30034	\$209.22	Aair Purification Systems	Building RSF3
30035	\$933.75	Accountemps	Temporary Labor
30036	\$127.03	Airgas Inc	Safety: Breathing Air
30037	\$250.56	AT&T	Telephone & Cable RSF5
30038	\$168.64	AT&T Calnet 2/3	Telephone RSF & ADMIN
30041	\$70.23	Complete Office of California Inc	Office Supplies
30042	\$183.09	Cox Communications	Telephone & Cable RSF
30043	\$582.40	EDCO Waste & Recycling Inc	Trash RSF6
30044	\$168.26	Flyers Energy, LLC	Fuel: Gasoline & Diesel
30045	\$8.60	Griffin Hardware Co.	Station Maintenance - RSF2
30046	\$4,148.28	Guardian Life Insurance Co	Med/Dental - Retiree-Former Employees
30047	\$1,321.45	Home Depot, Inc	Apparatus: Tool/Equipment Replacement, Radio Batteries, Station Maint,
30048	\$150.00	IAAP	Safety Equip, Hydrant Maint
30049	\$15,919.93	Johnson Equipment Co	Association Dues
30050	\$822.16	Lincoln National Life Ins Co	Unit 1811 Equipment
30051	\$411.84	Lincoln National Life Ins Co	Life Insurance/EAP
30052	\$116.35	Napa Auto Parts Inc	Life Insurance/EAP
30053	\$14,471.21	North County EVS Inc	Apparatus: Parts & Supplies
30054	\$132.95	Orion Broadband	Repair & Scheduled
			Telephone RSF1

Rancho Santa Fe Fire Protection District

List of Demands - Apr 2018

30055	\$630.60	Pacific Coast Flag	Flags (State, USA)
30056	\$70.00	RSF Mail Delivery Solutions	Mail Delivery Service
30057	\$7,304.82	SDG&E	Elec/Gas/Propane Admin & RSF
30058	\$750.00	Sherwood, Bruce E	Miscellaneous Reimbursable
30059	\$3,115.41	SoCo Group Inc	Fuel: Gasoline & Diesel
30060	\$375.00	Thompson, Cole T.	Education/Training Reimbursement
30061	\$15.45	U P S	Shipping Service
30062	\$3,199.74	Uniforms Plus	Uniforms: Safety Personnel & Prevention
30063	\$494.51	Verizon Wireless	Cellular - Telephone
EFT000000000398	\$242.50	Moscato, Joseph D.	CSA-17 Contract
MISC	<u>\$11,036.80</u>		
Subtotal	\$208,782.81		
ACH Transfer	\$65,692.52	CalPERS	MAY 2018 HEALTH
ACH Transfer	<u>\$146,561.88</u>	CalPERS	MAR 2018 RET
Subtotal	\$212,254.40		
4/15/2018	\$268,485.50	RSFFPD	Payroll
4/30/2018	<u>\$346,831.55</u>	RSFFPD	Payroll
Subtotal	\$615,317.05		
Total	<u><u>\$1,036,354.26</u></u>		

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

PERSONNEL COSTS	BUDGET EXPENDITURES FY18	ESTIMATED EXPENDITURES FY18	% OF BUDGET
Salaries/Wages - Staff	7,178,559	5,270,948	73%
Overtime	1,522,241	1,389,127	91%
Holiday Pay	224,653	191,037	85%
Labor (Temporary)	75,892	90,019	119%
Retirement	1,511,657	1,174,184	78%
CalPERS UAL - Accelerated Payment	-	438,456	0%
Health Insurance + HRSA	1,416,766	1,100,765	78%
Life Insurance/Long Term Disability	37,181	20,345	55%
Social Security Tax	7,621	5,425	71%
Medicare Tax	128,514	98,064	76%
Unemployment Insurance	17,325	9,812	57%
Workers' Compensation/Wellness	215,545	299,686	139%
PERSONNEL (Subtotal)	12,335,954	10,087,868	82%

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

CONTRACTURAL	BUDGET	ESTIMATED	% OF
	EXPENDITURES	EXPENDITURES	
	FY18	FY18	BUDGET
Administrative Fees	222,356	54,499	25%
Advertising	1,500	-	0%
Apparatus	-	-	0%
Association Dues	12,645	10,741	85%
Building/Facility Lease	31,838	23,700	74%
Dispatching	166,867	142,872	86%
Equipment Rental	1,500	291	19%
Equipment Repair	38,346	16,405	43%
Insurance	101,581	100,637	99%
Laundry Service	350	-	0%
Legal Services	31,571	21,484	68%
Local Meeting/Meal Expense	8,808	4,789	54%
Mileage Reimbursement	700	25	4%
Other Contractual Services	184,868	156,383	85%
Other Professional Services	196,884	151,419	77%
Permits	11,183	8,802	79%
Service Agreements	66,028	28,032	42%
Soil Contamination Cleanup	-	-	0%
Subscriptions	2,130	711	33%
Training	119,000	43,799	37%
Utility-Cable/Internet	8,906	4,254	48%
Utility-Electricity	166,760	114,055	68%
Utility-Sewer	44,801	19,047	43%
Utility-Telephone	89,575	54,228	61%
Utility-Trash	19,684	18,355	93%
Utility-Water	31,360	16,494	53%
Vehicle Maintenance (Scheduled)	89,400	34,964	39%
Vehicle Repair	122,050	93,335	76%
Contractual Services (Subtotal)	1,770,691	1,119,320	63%

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

MATERIALS & SUPPLY	BUDGET	ESTIMATED	% OF
	EXPENDITURES	EXPENDITURES	
	FY18	FY18	BUDGET
Apparatus	39,879	20,686	52%
Apparatus - Computers	1,614	-	0%
Audio Visual	350	1,291	369%
Books	3,932	1,433	36%
Cellular	2,000	967	48%
Computer	80,730	51,878	64%
Electrical Supplies	200	-	0%
Fire Hose, Nozzles & Supply	12,000	13,518	113%
Firefighting Foam	2,500	3,635	0%
Food for Major Emergencies	2,000	173	0%
Fuel	61,912	48,241	78%
Furnishings/Equipment	16,432	7,714	47%
Grants	-	-	0%
Hydrant Maintenance	2,000	545	27%
Janitorial	10,201	7,784	76%
Knox Replacement	5,000	152	3%
Landscape	2,000	29	1%
Lumber/Screws/Nails	200	37	19%
Maps	750	104	14%
Medical Supplies	49,594	29,511	60%
Miscellaneous	2,250	9,197	409%
Office - General	35,761	19,257	54%
Paint	100	17	17%
Program - Supplies (CERT)	2,500	-	0%
Public Education	18,500	3,569	19%
Radio	64,645	39,833	62%
Rock, Sand, Gravel	1,000	-	0%
Safety	90,947	63,263	70%
Special Events & Awards	8,000	2,145	27%
Station Maintenance	61,143	56,763	93%
Station Supplies/Replacements	6,850	5,983	87%
Street Signs & Markers	750	-	0%
Tools	944	758	80%
Training (Expendable Supplies)	7,677	9,353	122%
Uniforms	48,200	29,112	60%
Material & Supplies (Subtotal)	642,561	426,948	66%

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

OPERATING COST SUMMARY	BUDGET EXPENDITURES FY18	ESTIMATED EXPENDITURES FY18	% OF BUDGET
Personnel	12,335,954	10,087,868	82%
Contractual	1,770,691	1,119,320	63%
Material & Supply	642,561	426,948	66%
Prior Year Expense	-		
Depreciation	802,658	601,994	75%
TOTAL COSTS	15,551,863	12,236,130	79%

CAPITAL and PLANNED PROJECTS-Cash Expenses	Additional Cash		% OF BUDGET
RSF5 Station Design/Build	-	168,788	
2016 Engine Equip #1611	-	3,894	
Unit 1811 Equipment	-	560,940	
Unit 1811 Equipment	-	5,620	
Total Capital and Planned Projects	-	739,242	0%

Statement of Cash Assets

Rancho Santa Fe Fire Protection District
FY2018

	30-Jun-17	30-Sep-17	31-Dec-17	31-Mar-18
Assets				
Current Cash & Investments	15,856,506	12,692,038	13,730,346	13,798,316
Accounts Receivable	\$ 730,760	\$ 377,219	\$ 278,639	\$ 207,533
Current Assets Total	<u>16,587,266</u>	<u>13,069,258</u>	<u>14,008,986</u>	<u>14,005,849</u>
Fixed & Restricted Assets (Excluded)				
Intangible Assets (DIR - Pension Excluded)				
Reserved Funds with Restrictions	5,229,108	5,262,519	5,262,815	5,295,669
Accumulated Depreciation (Excluded)	-	-		
Current Cash Assets Total	<u><u>21,816,374</u></u>	<u><u>18,331,776</u></u>	<u><u>19,271,801</u></u>	<u><u>19,301,518</u></u>
Liabilities				
Current & Accrued Liabilities				
Current Liabilities	2,473,842	1,881,106	1,881,106	1,962,641
Accrued Liability Payable	1,143,390	1,179,232	981,612	1,242,952
Other Liabilities				
Net Pension Liabilities (GASB 68)	\$ 10,865,029	\$ 10,865,029	\$ 10,865,029	\$ 10,865,029
Total Current Liabilities	<u>14,482,261</u>	<u>13,925,367</u>	<u>13,727,747</u>	<u>14,070,622</u>
Long-Term Debt				
ESTIMATED Cash Available	<u><u>7,334,113</u></u>	<u><u>4,406,409</u></u>	<u><u>5,544,054</u></u>	<u><u>5,230,896</u></u>

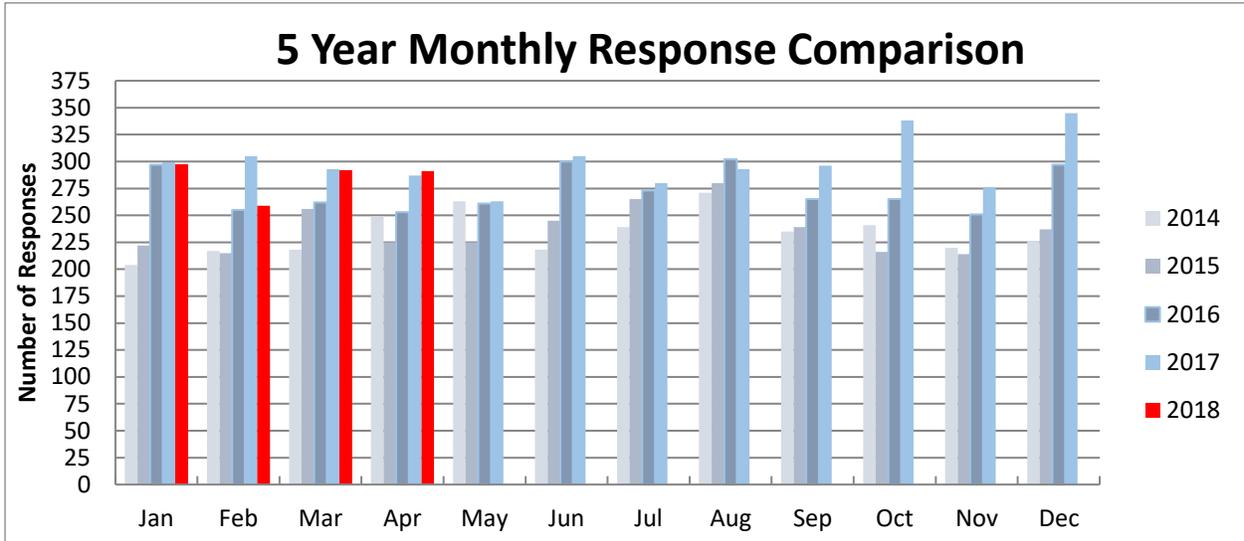
Additional Information - Reserve Allocation

Reserve - Specified				
MDC Equipment Reserves (NCDJPA)	78,749	78,749	79,274	79,274
ALS Equipment Reserve	44,219	44,353	44,628	44,802
HGEF Caltrust Reserve	4,539,615	4,556,288	4,551,077	4,543,366
Environmental Initiative for Sustainability	228,770	228,770	228,770	228,770
PASIS Reserve	\$ 328,386	\$ 344,991	\$ 349,697	\$ 265,039
Total Reserve - Specified (Restricted)	5,219,739	5,253,150	5,253,446	5,161,251
Reserve - Unspecified				
General Operating Reserve	5,500,000	2,500,000	4,500,000	500,000
Unspecified Capital Reserves (70% funded @ 12/31)	9,533,803	9,734,468	6,954,593	7,095,058
Undesignated Reserves	-	-	-	-
Total Reserve - Unspecified	15,033,803	12,234,468	11,454,593	7,595,058
Total Reserves (All Accounts)	20,253,542	17,487,618	16,708,039	12,756,309
Reserves (Deficit) Subtotal	(12,919,429)	(7,828,059)	(5,910,539)	(2,364,162)
Profit & Loss Net - FY18	<u>0</u>	<u>(3,125,938)</u>	<u>(2,118,637)</u>	<u>(2,705,353)</u>
Cash Reserves (Deficit) - Total	(12,919,429)	(10,953,997)	(8,029,176)	(5,069,515)
Net Pension Liability - added back in	<u>10,865,029</u>	<u>10,865,029</u>	<u>10,865,029</u>	<u>10,865,029</u>
Cash Reserves (Deficit) - Estimate	(2,054,400)	(88,968)	2,835,853	5,795,514

Rancho Santa Fe Fire Protection District
Investment Portfolio - Listing

Date	County of San Diego			Local Agency Investment Fund			Bank of America			CalTrust Investment		
	Average Daily Cash Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Share Value	Qtrly Earnings
FY16												
9/30/2015	9,116,014	0.1207499	11,007.58	2,507,708	0.3200	2,019.12	68,654.93	0.000200	3.47			
12/31/2015	7,972,012	0.1723940	13,743.27	2,509,727	0.3700	2,322.84	68,654.40	0.000200	3.47			
3/31/2016	10,342,559	0.1391914	14,395.95	2,512,050	0.4600	2,899.70	68,661.81	0.000200	3.41			
6/30/2016	11,809,274	0.1433726	16,931.26	2,514,950	0.5500	3,421.54	68,665.23	0.000200	3.42			
	Annual Rate	0.5757079	\$ 56,078.06	Annual Rate	0.4250	\$ 10,663.20	Annual Rate	0.000200	\$ 13.77	Avg Share Value	0.0000	\$ -
FY17												
9/30/2016	9,720,648.93	0.2181028	21,201.01	2,518,371.32	0.6000	3,826.52	68,668.68	0.000200	3.45	4,531,619.73	10.1000	124.73
12/31/2016	10,718,806.24	0.2148859	23,033.20	2,522,197.84	0.6800	4,296.15	68,672.13	0.000200	3.42	4,512,312.82	10.0900	12,123.83
3/31/2017	11,627,772.17	0.2929174	34,059.77	2,526,493.99	0.7800	4,833.54	68,675.52	0.000200	3.39	4,557,077.20	10.0900	13,333.64
6/30/2017	13,078,710.09	0.2982185	40,097.61	2,531,327.53	0.9200	5,829.30	68,678.95	0.000200	3.43	4,566,555.96	10.0900	14,268.88
	Annual Rate	1.0241246	\$ 118,391.59	Annual Rate	0.7450	\$ 18,785.51	Annual Rate	0.000200	\$ 13.69	Avg Share Value	10.0925	\$ 39,851.08
FY18												
9/30/2017	11,283,998.32	0.3140160	35,433.56	2,537,156.83	1.0700	6,866.96	68,682.42	0.000200	3.47	4,556,287.68	10.0300	16,430.89
12/31/2017	9,782,917.36	0.3508629	34,324.63	2,544,023.79	1.2000	7,723.56	68,685.89	0.000200	3.47	4,551,076.71	9.9800	17,526.03
3/31/2018	11,988,098.75	0.3893358	46,673.95	2,551,747.35	1.5100	9,494.04	68,689.28	0.000200	3.39	4,543,365.65	9.9200	19,663.36
6/30/2018												
	Annual Rate	1.0542147	\$ 116,432.14	Annual Rate	1.2600	\$ 24,084.56	Annual Rate	0.000200	\$ 10.33	Avg Share Value	9.9767	\$ 53,620.28

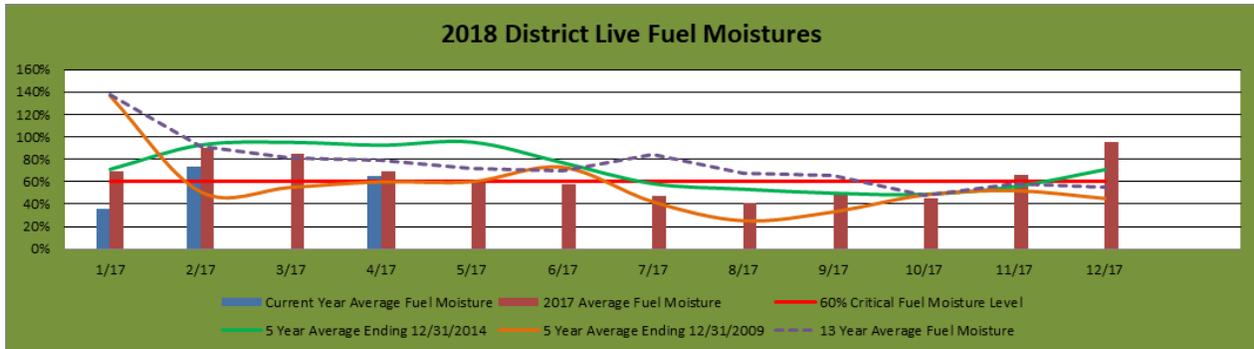
April Incident Count Stations 1 - 6



2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297	259	292	291									1139
YTD	297	556	848	1139									-3.8
2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	299	305	293	287	263	305	280	293	296	338	276	345	3,580
YTD	299	604	897	1,184	1,447	1,752	2,032	2,325	2,621	2,959	3,235		8.2%
2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297	255	262	253	261	300	273	302	265	265	251	297	3,281
YTD	297	552	814	1,067	1,328	1,628	1,901	2,203	2,468	2,733	2,984	3,281	15.6%
2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	222	215	256	225	225	245	265	280	239	216	214	237	2,839
YTD	222	437	693	918	1,143	1,388	1,653	1,933	2,172	2,388	2,602	2,839	1.3%
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217	218	249	263	218	239	271	235	241	220	226	2,801
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%

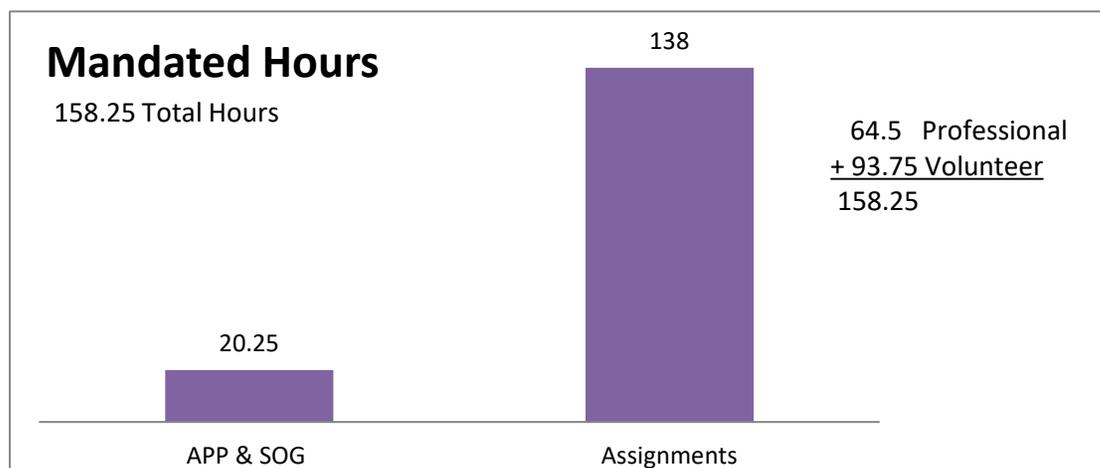
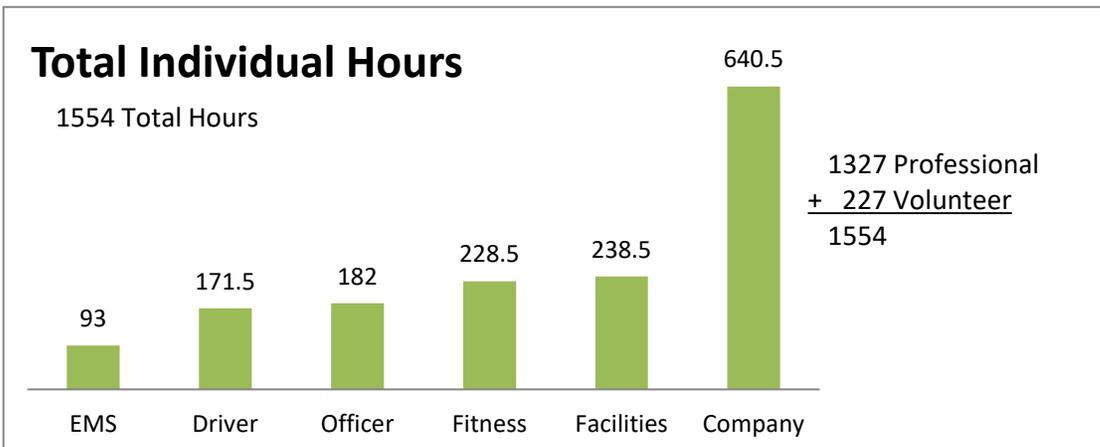
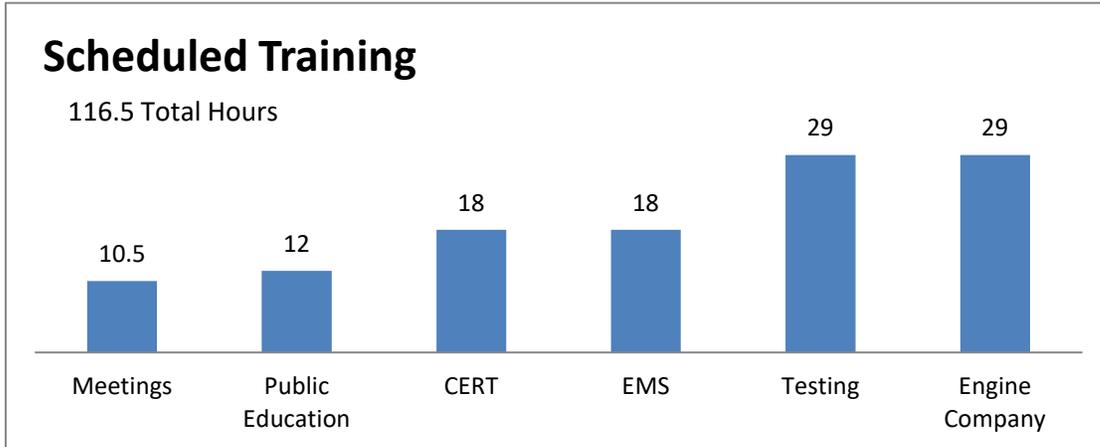
Incident Response Summary by Station	
Date Range: From 04/01/2018 To 04/30/2018	
Station: RSF 1	76
Station: RSF 2	101
Station: RSF 3	43
Station: RSF 4	34
Station: RSF 5	27
Station: RSF 6	10
Total Incident Count:	291

Incident Summary by Incident Type	
Date Range: From 04/1/2018 To 04/30/2018	
Incident Type	Incident Count
Fire	7
EMS/Rescue	140
Hazardous Condition	7
Service Call	36
Good Intent	69
False Call	27
Other	5
Total	291



Significant Incidents/Overhead Assignments				
DATE	INCIDENT/ LOCATION	TYPE	UNIT/PERSON	MISC.
NO SIGNIFICANT EVENTS				

Training Division April 2018



See next page for description.

Training Division - Descriptions

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

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

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		2	10,148
Fire Inspector		7	20,944
Fire Inspector/Forester		1	600
TOTAL		10	31,692
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
Fire Marshal		4,365	5,622
Fire Inspector		6,536	134
Fire Inspector/Forester		0	0
TOTAL		10,901	5,756
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		0	0
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		0	0
TOTAL NEW CONSTRUCTION		Sq Footage	
Based on permitted Sq footage		Total Added	37,448
FIRE SPRINKLER REVIEWS		Commercial	Residential
Fire Marshal		0	2
Fire Inspector		0	4
Fire Inspector/Forester		0	3
TOTAL		0	9
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
Fire Marshal		9	17,341
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		9	17,341
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
Fire Marshal		0	0.00
Fire Inspector		10	8.50
Fire Inspector/Forester		14	8.75
TOTAL		24	17.25

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

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	2	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
TOTAL	2	2.00

INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	5	5.00
Hydros (Fire Sprinklers)	37	31.00
Finals (Structures)	25	34.00
Landscape	11	6.00
Reinspections	15	12.50
Tents/Canopy	3	6.50
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	4	2.50
Code Enforcement	4	10.00
Engine Company Follow Up	11	15.00
Misc.	0	0.00
TOTAL	115	122.50

HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	130	10.40
Weed Abatement Reinspection	160	24.00
1st Notice	40	10.00
2nd Notice	10	10.00
Final Notice	5	1.25
Forced Abatement	1	0.50
Postings	1	1.00
Annual Mailers	1	6.00
Homeowner Meeting	9	5.50
WUI	0	0.00
TOTAL	357	68.65

GRADING -All Staff	Number of Reviews	Staff Hours
Plan Review	5	5.50
TOTAL	5	5.50

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

ADMINISTRATIVE SERVICES- FIRE PREVENTION

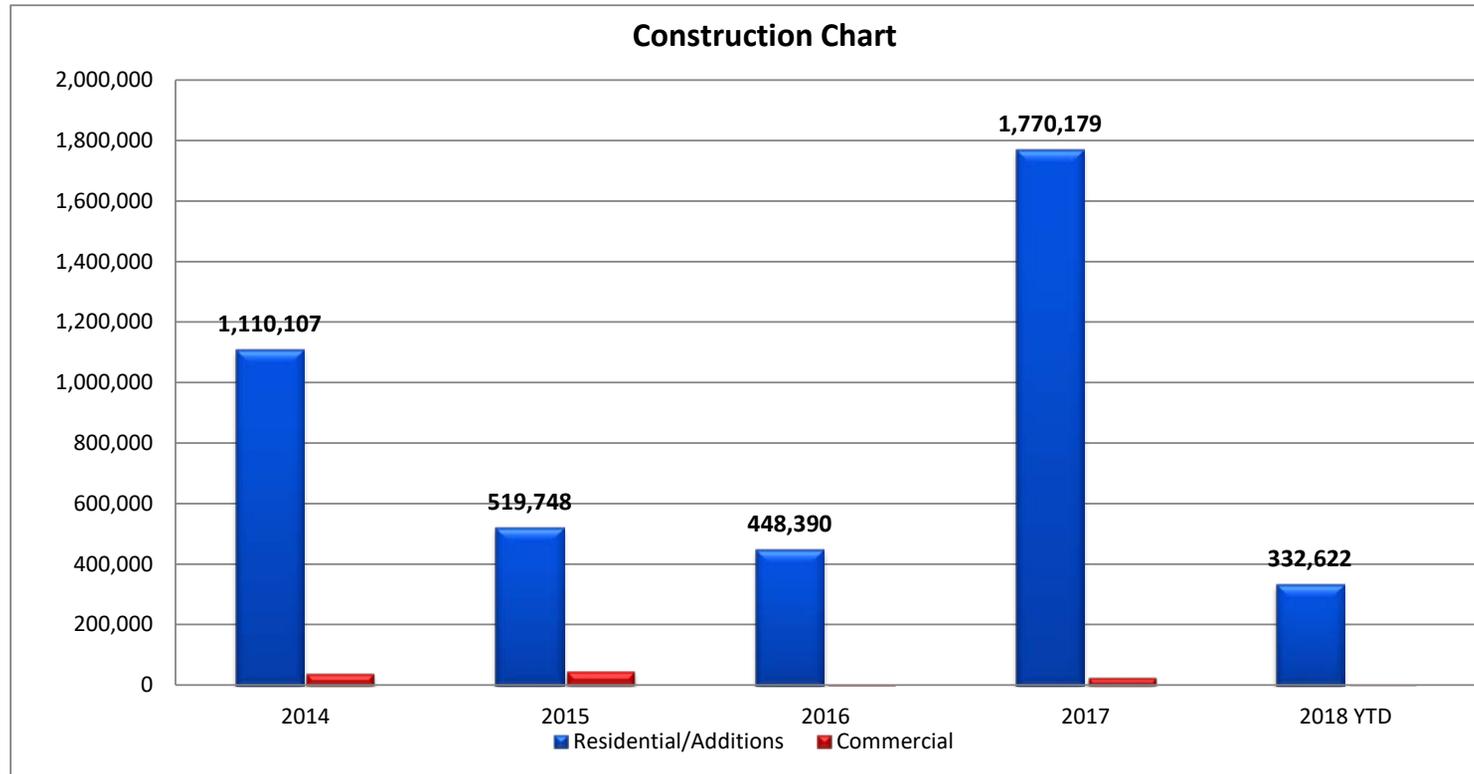
SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	5	28.00
Conferences	0	0.00
Meetings	35	28.5
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	40	56.50

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	284	71.00
Correspondence	621	155.25
Consultations	58	58.00
Plan Review	95	93.50
Scanning	200	50.00
General Office	95	95.00
TOTAL	1,353	522.75

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	558	27.90
Correspondence	296	74.00
Walk in/Counter (All Administrative Staff)	315	26.25
Knox Application Request	4	1.00
Burn Permits	1	1.00
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	95	93.50
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	1,763	362.32

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

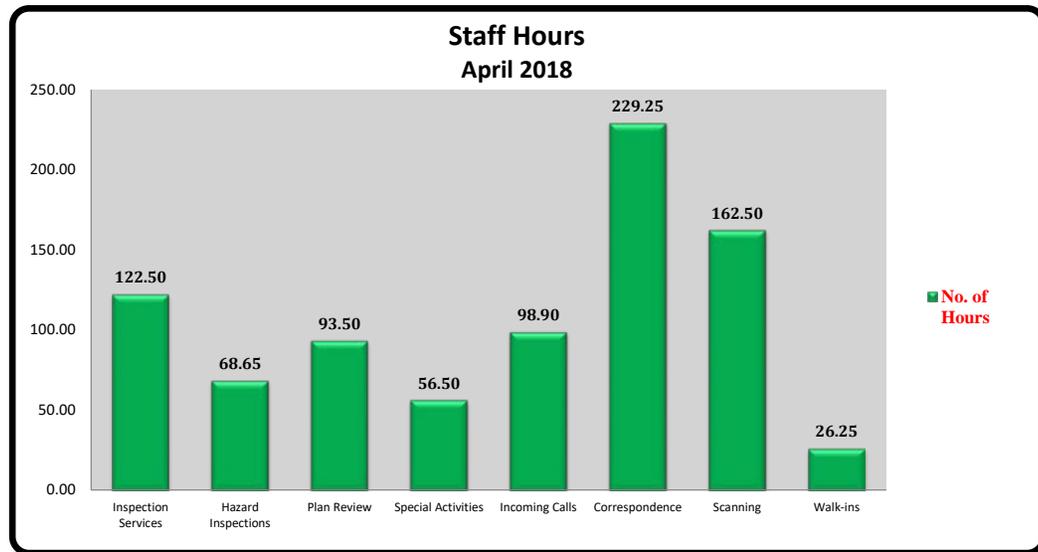
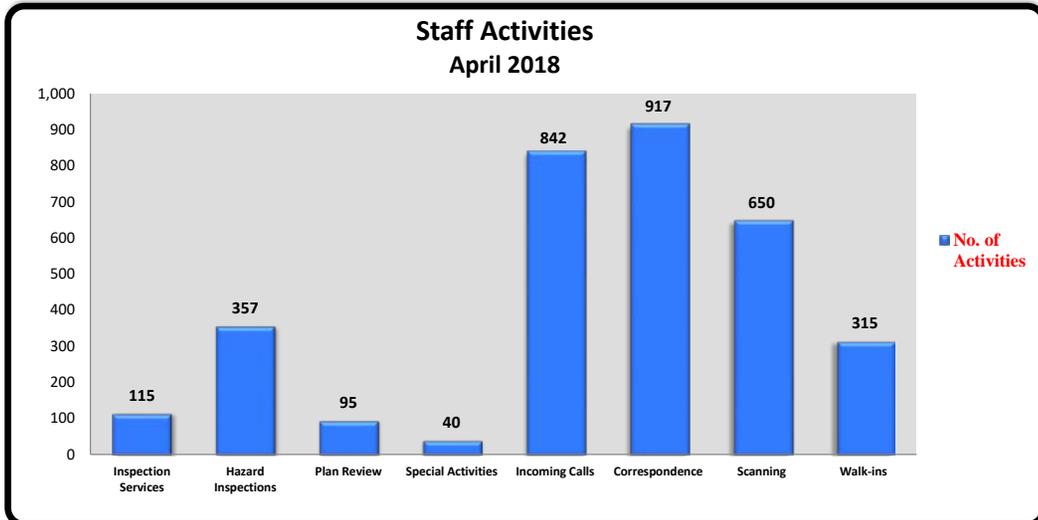


Year	Res/Add	Comm	Total
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2017	1,770,179	23,757	1,793,936
2017 YTD	174,675	0	174,675
2018 YTD	332,622	600	333,222

Comparison 2017/2018 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	48,435	40,807	23,518	61,889	78,701	220,963	585,112	58,173	43,534	69,405	313,889	249,484
2018	186,961	62,170	46,643	37,448								

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



Comparison 2016/2017 Total Monthly Hours/Activities

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

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	2714	2970	2985	3331								
Hours	600.70	723.62	736.32	858.15								

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
April 2018

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, photos, etc</i>	2.0	
	2.0	
Compile & write new information:	4.0	
Social Media	12.0	
<i>Facebook "Followers" - 1,198</i>	4.0	
<i>Instagram "Followers" - 1,006</i>	4.0	
<i>Twitter "Followers" - 3,292</i>	4.0	
TOTAL		18.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc:	12.0	
<i>AlertSanDiego</i>	6.0	
<i>Handouts for Career Fair</i>	6.0	
TOTAL		12.0

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

MEDIA RELATIONS	Staff Hours
On-scene Public Information Officer:	1.0
<i>Water Rescue TC</i>	1.0
Press Releases:	0.0
Other Articles/Stories/Interviews:	0.0
TOTAL	1.0

EDUCATIONAL PROGRAMS/PRESENTATIONS	Staff Hours
Children's Programs	21.0
<i>Science Discovery Day (Fire extinguishers and hands-only cpr)</i>	8.0
<i>Station Tours</i>	2.0
<i>FPW Pizza Parties</i>	4.0
<i>San Dieguito School District College Career Fair</i>	6.0
<i>Bring Your Child to Work Day Engine Visit</i>	1.0
Adult Programs:	0.0
TOTAL	21.0

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

EVENTS		Staff Hours
External/Community Events:		8.0
<i>Safety Fair at Boys and Girls Club</i>		6.0
<i>4S Del Sur Foundation Event Planning</i>		2.0
Internal Events:		0.0
TOTAL		8.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		16.0
<i>FEMA PIO All-Hazards</i>		16.0
Conferences:		0.0
Meetings:		5.0
<i>Staff meetings</i>		1.0
<i>Shift Meetings</i>		2.0
<i>CSA17 Meeting</i>		1.0
<i>Osuna Ranch Walk Through for Large Animal Evac Training</i>		1.0
TOTAL		21.0
CLERICAL		Staff Hours
Prevention-related:		43.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		40.0
<i>Phone Calls</i>		3.0
Non-prevention/non-minute related:		30.0
TOTAL		73.0
TOTAL HOURS		154.0

I am

WILD ★

about what you did...



www.SavingAmericasMustangs.org
www.facebook.com/MustangMonument

Photography by
Mark Terrell



Thank You!

Thank you so much RSF
out here

Fine Dept. for helping us Club!

at the Del Mar Country Club.

We truly appreciate everything you've

done for us as well as the prepared

community. Please enjoy the golf and

dinner as well as some golf on

certificates to our restaurant on

behalf of the Del Mar Country Club.

XXXX Madeline
Pickens

STAFF REPORT

NO. 18-10

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: DAVID LIVINGSTONE, BATALION CHIEF

SUBJECT: VEHICLE REPLACEMENT – PURCHASE/MODIFICATION

DATE: MAY 3, 2018



The following budget action is requested for approval and/or modification:

Description	FY18 Budget	Funding Request	Funding Source	Action Requested
1. F150 XLT	\$35,000	\$28,335.43	100% Fleet Reserves	Authorize Purchase
1. Chevrolet 1500 WT		\$27,746.25		Approve modification
2. Radios and Emergency Lighting Package		\$10,000.00		No change
JUSTIFICATION for Funding Request: See summary below				

BACKGROUND

This request is for the modification of vendor for the ½ ton pickup truck that was approved for purchase at the March 6, 2018 Board of Directors meeting. The vehicle approved is no longer available on the State of California contract. The replacement vehicle is now a Chevrolet. The previous replacement cost approved was \$38,335.43, which is approximate \$600 more than the modified request.

CURRENT SITUATION

The 15-year-old F150 has started to require major service and repairs to keep it in reliable operating condition.

RECOMMENDATION

Staff seeks authorization to purchase (1) replacement utility pickup truck with Radio and Emergency Lighting Package, This vehicle will be purchased through state contract 1-16-23-20F F.O.B Sacramento Line 6 Rank 1, and will include the following:

- Total vehicle cost including tax and fees \$27,746.25
- Mobile Radios, Emergency Lighting Package \$10,000.00
- Total Cost: \$37,746.25**

STAFF REPORT

NO. 18-11

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: GANN LIMIT COMPLIANCE

DATE: MAY 3, 2018



Pursuant to Government Code §7901, special districts may annually choose one of the following by a recorded vote of the governing body:

1. Cost of Living:
 - a. the change in California per capita personal income; or
 - b. the percentage change in the jurisdiction's assessed valuation, which is attributable to nonresidential new construction.

2. Population:
 - a. the change in population within the county;
 - b. the change in population within the unincorporated area of the county;
 - c. the use of specific formula calculations or estimates, permitted for mixed incorporated/unincorporated areas of special districts and/or special districts serving more than one county; or

Each year special districts should perform necessary calculations to determine if year-end proceeds of taxes subject to the limit have exceeded the limit. Preliminary calculations have been made for all revenue received to determine whether this district complies with the appropriations limits established for the current fiscal year. Preliminary calculations show that the district will comply with the appropriation limit.

The following recommendation is submitted for your consideration and/or action:

1. To select the change in California per capital personal income (3.67%) for the Cost of Living Factor and the change in population within San Diego County average (.86%). (A copy of the State of California Department of Finance Price & Population Data for Local Jurisdictions is attached. *The District population provided by SANDAG is not available at this time.*

2. The Board may choose to submit population documentation to State Department of Finance Demographic Research Unit for certification by June 1, 2018. Note: there may be a charge by the State for this option. If this option is selected, the District can modify the Gann Limit after supporting documentation is received from the Department of Finance.



May 2018

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2018, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2018-19. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2018-19 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2018.**

Please Note: The prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN
Director
By:

AMY M. COSTA
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2018-19 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2018-19	3.67

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2018-19 appropriation limit.

2018-19:

Per Capita Cost of Living Change = 3.67 percent
 Population Change = 0.78 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.67 + 100}{100} = 1.0367$

Population converted to a ratio: $\frac{0.78 + 100}{100} = 1.0078$

Calculation of factor for FY 2018-19: $1.0367 \times 1.0078 = 1.0448$

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2017 to January 1, 2018 and Total Population, January 1, 2018

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2017-2018	1-1-17	1-1-18	1-1-2018
San Diego				
Carlsbad	1.27	113,179	114,622	114,622
Chula Vista	0.81	265,060	267,206	267,503
Coronado	-14.14	20,003	17,174	21,683
Del Mar	0.89	4,284	4,322	4,322
El Cajon	0.27	105,276	105,557	105,557
Encinitas	0.85	62,625	63,158	63,158
Escondido	0.33	150,978	151,478	151,478
Imperial Beach	0.44	28,041	28,163	28,163
La Mesa	0.46	60,980	61,261	61,261
Lemon Grove	0.46	26,710	26,834	26,834
National City	1.61	56,404	57,311	62,257
Oceanside	0.39	176,666	177,362	177,362
Poway	0.44	49,986	50,207	50,207
San Diego	1.44	1,380,696	1,400,617	1,419,845
San Marcos	1.60	94,258	95,768	95,768
Santee	0.99	56,434	56,994	56,994
Solana Beach	0.56	13,860	13,938	13,938
Vista	0.44	102,933	103,381	103,381
Unincorporated	0.21	471,239	472,206	513,123
County Total	0.86	3,239,612	3,267,559	3,337,456

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

STAFF REPORT

18-12

TO: BOARD OF DIRECTORS
TONY MICHEL, CHIEF MICHEL

FROM: DAVE MCQUEAD, BATTALION CHIEF

SUBJECT: PLYMOVENT INSTALLATION FOR RSF STATION #6

DATE: MAY 3, 2018



The following budget action request for approval and/or modification:

Description	Budget	Funding Request	Funding Source	Action Requested
Installation of Plymovent Vehicle Exhaust Removal System @ RSF6	FY17/18 \$0.00	\$46,988.07	Undesignated Reserves	Authorize the purchase and installation of Plymovent System

RECOMMENDATION

Staff recommends the Board of Directors authorize the expense of \$46,988.07, to upgrade three of the apparatus bays at Rancho Santa Fe Fire Station 6 (RSF6) with the Plymovent Vehicle Exhaust Removal System from Air Purification Systems. This cost includes materials and labor to install the new Plymovent system and the removal of the existing inefficient AirMATION air cleaning system. In addition, the Board of Directors authorizes the Fire Chief to execute an agreement with Air Purification Systems the selected vendor to perform the repairs.

BACKGROUND

RSF6 houses two Type 1 structure fire engines (E266 and E266R), two type 3 brush engines, Chevy 2500 truck (Squad 266), an ambulance, and a Water tender (WT266); and all apparatus's are powered by diesel motors. The fire apparatus at RSF6 are considered front line vehicles and are started each day to respond to 911 calls for service, vehicle routines, training drills, and school visits/community events. The existing butler building was converted to the current fire station in 1982, and the living quarters of the fire station was not always staffed 24 hours per day. The only barrier between the apparatus bays and the living quarters is a standard fire rated door. The current diesel exhaust removal system was manufactured by AirMATION and installed in 2008 with funding from an Assistance for Firefighters Grant (AFG) from FEMA.

According to the California Department of Health Services, long term exposure to diesel exhaust particles pose the highest long-term risk of any toxic air contaminant. Diesel exhaust is known to contain the following harmful toxins: nitrogen oxides, sulfur oxides, carbon monoxide, and polycyclic aromatic hydrocarbons. Diesel exhaust is classified as a carcinogen to humans; long-term exposure leads to increased risk for lung cancer, asthma, increased risk of allergies and immune system interference. Additionally, there is evidence indicating higher risk to pregnancy and reproductive health from prolonged exposure to diesel exhaust.

CURRENT SITUATION

RSF6 is staffed daily with four fire personnel along with two volunteer coordinators during business hours. RSF1, RSF2, RSF3, and RSF4 have enclosed apparatus bays and are currently using the Plymovent Vehicle Exhaust Removal Systems. The current AirMATION exhaust removal system at RSF6 does remove some exhaust through the seven (7) separate air exchange units by filtering and then returning the air back into the apparatus bays. The AirMATION units are not as efficient when compared to the Plymovent that attaches directly to the apparatus exhaust port and evacuates contaminants outside of the structure. Currently, RSF6 has one structure engine, a squad, a water-tender, and an ambulance. The Plymovent system will allow each piece of apparatus to be directly connected to the system and eliminate any accumulation of exhaust contaminants from the apparatus bay and living quarters.

Air Purification Systems is currently an approved RSF vendor for service and repairs for the existing Plymovent systems located at the RSF fire stations previously mentioned. We recommend that we remain consistent for all stations by installing the Plymovent product.

STAFF REPORT

NO. 18-13

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: DAVID LIVINGSTONE, BATTALION CHIEF

SUBJECT: SALE OF SURPLUS PROPERTY

DATE: MAY 3, 2018



RECOMMENDATION

Staff recommends that vehicle # 0011 is deemed surplus and be sold to Fire Etc. for store credit based on their offer of \$22,000.

BACKGROUND

The vehicle, acquired in the reorganization of Elfin Forest/Harmony Grove (CSA-107), was used as a reserve engine at RSF6. With the change in staffing at RSF6 and the addition of a new type I apparatus, this vehicle is surplus and no longer needed in the fleet inventory.

CURRENT SITUATION

There is currently a Type I engine at RSF6. As our new Type I engine is put into service we will have a more modern Engine that will be put in reserve status within the fleet. This engine is now 18 years old with 46,000 miles, and is no longer viable as a fleet vehicle due to age, design, and mechanical problems.

The District no longer needs this vehicle and staff is prepared to send this vehicle to Fire Etc. for store credit.

STAFF REPORT

NO. 18-14

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: DAVID LIVINGSTONE, BATTALION CHIEF

SUBJECT: SALE OF SURPLUS PROPERTY

DATE: MAY 3, 2018



RECOMMENDATION

Staff recommends that vehicle # 8961 is deemed surplus and be sold to Fire Etc. for store credit based on their offer of \$6,000.

BACKGROUND

The vehicle, acquired in the reorganization of Elfin Forrest/Harmony Grove (CSA-107) was used as a reserve brush engine at RSF6. With the change in staffing at RSF6 and the movement of apparatus, this vehicle is surplus and no longer needed in the fleet inventory.

CURRENT SITUATION

The district currently owns three (3) Type III apparatus stationed throughout the district. With the three Type III engines located at stations and cross-staffed with personnel, we can cover the district with various types of apparatus. This engine is 29 years old with 94,000 miles, and is no longer viable as a fleet vehicle due to age, design, and mechanical problems.

The District no longer needs this vehicle and staff is prepared to send this vehicle to Fire Etc. for store credit.

RESOLUTION No. 2018-04

A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for Fiscal Year 2018/2019

BE IT RESOLVED, that pursuant to the Rancho Santa Fe Fire Protection District Board of Directors meeting held May 9, 2018 this board has determined that charges for providing fire protection services by the Rancho Santa Fe Fire Protection District for fiscal year 2018/2019 shall appear as a separate item on tax bills and collected at the same time and in the same manner as ordinary county ad valorem taxes and caused to be prepared and filed, written reports describing real property receiving fire protection services.

The amount of charges for each parcel for fiscal year 2018/2019 have been computed in conformity with the procedure set forth in, and charges described by applicable ordinances and resolution of the fire protection district.

THEREFORE, it is hereby determined and ordered as follows:

1. That each and every charge set forth in said report is adopted;
2. That said reports are hereby confirmed;
3. That said reports as confirmed by this board be filed with the Auditor & Controller of the County of San Diego;
4. The cost for fiscal year 2018/2019 shall be \$10.00 per benefit unit.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on May 9, 2018 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

JAMES H ASHCRAFT
President

ATTEST

Karlana Rannals
Secretary

RESOLUTION No. 2018-05

A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Levies for Special Taxes to be Collected on the Tax Roll for Fiscal Year 2018/2019

WHEREAS, pursuant to Section 53978 of the Government Code, the Board has determined that a special tax for providing structural fire protection by Rancho Santa Fe Fire Protection District serving the Elfin Forest/Harmony Grove areas shall appear as separate items on the tax bill and shall be collected at the same time and in the same manner as ordinary County ad valorem property taxes are collected; and

WHEREAS, the amount of charges for each parcel for fiscal year 2018/2019 have been computed in conformity with the procedure set forth in, and charges described by applicable ordinances, resolution and agreement of the fire protection district.

THEREFORE, BE IT RESOLVED and is hereby determined and ordered as follows:

1. That each and every charge set forth in said report is adopted;
2. That said reports are hereby confirmed;
3. That said reports as confirmed by this board be filed with the Auditor & Controller of the County of San Diego;
4. That said assessment shall appear as a separate item on tax bills entitled *RSF Elfin Forest/Harmony Grove Fire Protection Assessment*
5. The cost for fiscal year 2018/2019 shall be \$156.83 per benefit unit, a 3.01% increase;
6. This assessment applies to all applicable parcels in the following tax rate areas:

71001	71056	71057	71058	73224
74008	74023	74044	74046	74118
74130	74173	74226	74227	74228
74232	74233	74999	76031	76032
76033	76168	76209		

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on May 9, 2018 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

JAMES H ASHCRAFT
President

ATTEST

Karlana Rannals
Secretary

RESOLUTION NO. 2018-06

A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2018/2019 Appropriations of Tax Proceeds

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, which added Article XIII B of the Constitution to the California Constitution; and

WHEREAS, the provisions of that Article establish maximum appropriation limitations commonly called *Gann limits* for public agencies including fire districts; and

WHEREAS, the District must establish a Gann limit for the 2018/2019 fiscal year in accordance with the provision of with Article XIII B and applicable statutory law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rancho Santa Fe Fire Protection District, that the calculated maximum limit applicable to the 2018/2019 appropriations of tax proceeds is \$26,496,631 in accordance with Article XIII B of the Constitution of the State of California.

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 May 9, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

RANCHO SANTA FE FIRE PROTECTION DISTRICT ARTICLE XIII B
 APPROPRIATION OF PROCEEDS OF TAX LIMITATION
 DETERMINATION 2018/2019

Determination of Permitted Growth Rate in Appropriations 2018/2019, recalculated with Department of Finance Special District Population Estimate for Rancho Santa Fe Fire Protection District

Per Department of Finance:

Per Capita Personal Income = (3.67%), Converted Factor	1.0367
Population Change = 0.86%, Converted	<u>1.0086</u>
Combined Factor =	1.0456
2017/18 Appropriation Limit (Revised)	\$25,340,699
2018/19 Appropriation Limit Adjustment Factor	1.0456
2018/19 Appropriation Limit	<u>\$26,496,631</u>

GANN CALCULATION HISTORY

FY	Population Data (LAFCO)	Cost of Living Change	Cost of Living Ratio (C+100)/100	Population Change	Population Change Ratio (E+100)/100	Factor d x f	Gann Limit	Tax Proceeds	Over (Under) Limit
							1,905,122		
FY88		3.47	1.0347	4.21	1.0421	1.0783	2,054,219		
FY89		4.66	1.0466	3.93	1.0393	1.0877	2,234,438		
FY90		5.19	1.0519	3.15	1.0315	1.0850	2,424,443		
FY91	9,137	4.21	1.0421	5.83	1.0583	1.1029	2,673,808		
FY92	9,137	4.14	1.0414	3.33	1.0333	1.0761	2,877,227		
FY93	9,137	-0.64	0.9936	3.25	1.0325	1.0259	2,951,725	2,429,715	(522,010)
FY94	9,137	2.72	1.0272	2.52	1.0252	1.0531	3,108,418	2,567,734	(540,684)
FY95	9,137	0.71	1.0071	1.42	1.0142	1.0214	3,174,941	2,219,836	(955,105)
FY96	9,137	4.72	1.0472	1.55	1.0155	1.0634	3,376,332	2,397,328	(979,004)
FY97	10,941	4.67	1.0467	19.74	1.1974	1.2533	4,231,620	2,524,441	(1,707,179)
FY98	10,941	4.67	1.0467	1.46	1.0146	1.0620	4,493,904	2,745,541	(1,748,363)
FY99	10,941	4.15	1.0415	2.63	1.0263	1.0689	4,803,495	3,054,021	(1,749,474)
FY00	10,941	4.53	1.0453	2.17	1.0217	1.0680	5,130,051	3,532,699	(1,597,352)
FY01	10,941	4.91	1.0491	2.33	1.0233	1.0735	5,507,302	4,026,469	(1,480,833)
FY02	10,941	7.82	1.0782	3.49	1.0349	1.1158	6,145,208	4,621,457	(1,523,751)
FY03	10,941	-1.27	0.9873	2.78	1.0278	1.0147	6,235,831	5,192,948	(1,042,883)
FY04	11,911	2.31	1.0231	2.24	1.0224	1.0460	6,522,788	5,867,676	(655,112)
FY05	14,440	3.28	1.0328	21.26	1.2126	1.2524	8,168,966	6,726,049	(1,442,917)
FY06	16,186	5.26	1.0526	22.23	1.2223	1.2866	10,510,134	7,587,597	(2,922,537)
FY07	21,884	3.96	1.0396	14.71	1.1471	1.1925	12,533,599	8,491,770	(4,041,829)
FY08	21,041	4.42	1.0442	14.11	1.1411	1.1915	14,934,242	9,501,700	(5,432,542)
FY09	26,859	4.29	1.0429	7.60	1.0760	1.1222	16,758,615	9,855,850	(6,902,765)
FY10	29,668	0.62	1.0062	1.32	1.0132	1.0195	17,085,104	9,664,518	(7,420,586)
FY11	27,751	-2.54	0.9746	1.52	1.0152	0.9894	16,904,239	9,299,241	(7,604,998)
FY12	28,262	2.51	1.0251	0.68	1.0068	1.0321	17,446,370	9,307,896	(8,138,474)
FY13	29,131	3.77	1.0377	2.47	1.0247	1.0633	18,551,269	9,394,638	(9,156,631)
FY14	31,198	5.12	1.0512	4.79	1.0479	1.1016	20,435,197	9,690,766	(10,744,431)
FY15	31,412	-0.23	0.9977	1.8	1.018	1.0157	20,755,183	10,273,101	(10,482,082)
FY16	32,066	3.82	1.0382	1.69	1.0169	1.0557	21,912,193	10,763,457	(11,148,736)
FY17	32,373	5.37	1.0537	0.73	1.0073	1.0614	23,257,426	11,158,977	(12,098,449)
FY18	34,031	3.69	1.0369	5.08	1.0508	1.0896	25,340,699	12,011,777	(13,328,922)
FY19	34,031	3.67	1.0367	0.86	1.0086	1.0456	26,496,631	12,372,130	(14,124,501)