



**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

July 17, 2019
1:00 pm PT
Regular Meeting

Director Hillgren will participate via teleconference
306 Kootenai Court, Sun Valley, ID 83353

July 17, 2019
2:00 pm MT

RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

Pledge of Allegiance

1. Roll Call
2. Public Comment

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

3. Consent Calendar

a. Board of Directors Minutes

Board of Directors minutes of June 19, 2019

ACTION REQUESTED: **Approve**

b. Receive and File

i. Monthly/Quarterly Reports

(1) List of Demands Check 31495 thru 31616, Electronic File Transfers (EFT), and Wire Transfer(s) for the period June 1 – 30, 2019 totaling:	\$ 216,895.15
Wire Transfer(s) period June 1 – 30, 2019	\$ 309,145.86
Payroll for the period June 1 – 30, 2019	<u>\$ 643,246.17</u>
TOTAL DISTRIBUTION	\$1,169,287.15

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) Activity Reports – June 2019

- i. Operations
- ii. Training
- iii. Fire Prevention
- iv. Correspondence - letters/cards were received from the following members of the public:
 - RSF Reserve Brandon Harrison, U.S. Coast Guard

ACTION REQUESTED: [Information](#)

4. Old Business

- a. None

5. New Business

a. Consultant for Financial Oversight

To discuss and/or provide direction for establishing a consultant agreement to provide financial oversight of the District's funds and accounting processes.

ACTION REQUESTED: [Direction](#)

b. Administrative Citation Process

To discuss and/or provide direction for establishing an *Administrative Citation Process* to assist District personnel with compliance of local ordinances. [Staff Report No. 19-17](#)

ACTION REQUESTED: [Direction](#)

6. Oral Report

a. Fire Chief

- i. RSF5 Construction Update and Groundbreaking
- ii. Eucalyptus Forest Health

b. Operations – Deputy Chief

c. Volunteer – Volunteer Recruitment/Retention Coordinator

d. Training – Battalion Chief

e. Fire Prevention – Fire Marshal

f. Administrative/Human Resource Manager

g. Administrative Manager

h. Board of Directors

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

7. Adjournment

The next regular Board of Directors meeting to be August 21, 2019 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular
Meeting Agenda
Wednesday, July 17, 2019
1:00 pm PT

CERTIFICATION OF POSTING

I certify that on July 11, 2019 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 July 11, 2019



Karlana Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – June 19, 2019

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

REGULAR AGENDA

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

Pledge of Allegiance

Director Malin led the assembly in the Pledge of Allegiance.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner. *Director Hillgren participated via teleconference*

Directors Absent: Stine

Staff Present: Fred Cox, Fire Chief; Dave McQuead, Deputy Chief; Marlene Donner, Fire Marshal; Kim DeAvila, Administrative/HR Manager; and Karlana Rannals, Board Clerk.

2. Special Presentation

a. Chief McQuead summarized a call that Colton Israels, Fire Services Assistant, was near a swift water rescue in February 2019. A victim was holding onto a tree after their car was swept down Escondido Creek in significant flooding. His quick action called dispatch requesting an emergency response and assisted on-duty personnel in locating where the person was clinging to a tree. He was presented a plaque in appreciation for quick actions.

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

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

4. Public Comment

No one requested to speak to the Board.

5. Consent Calendar

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

a. *Board of Directors Minutes*

i. Board of Directors minutes of May 15, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

1. List of Demands Check 31402 thru 31494, Electronic File Transfers (EFT) and Wire Transfer(s) for the period May 1 – 31, 2019 totaling: \$ 150,241.10

Wire Transfer(s) for the period May 1 – 31, 2019	\$ 226,216.32
Payroll for the period May 1 – 31, 2019	<u>\$ 711,215.13</u>
TOTAL DISTRIBUTION	\$1,087,672.55

2. Activity Reports – May 2019

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

c. Acceptance of Grant

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept a grant of \$15,000 from the Rancho Santa Fe Fire District Foundation for the purchase of wildland boots. *The vote was conducted via roll call.*

d. Policy Consent

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to ratify the following administrative policies: *The vote was conducted via roll call.*

- i. Administrative Policy A100.06 – Gratuities and Donations
- ii. Administrative Policy A100.11 – Record Retention Schedule

6. Old Business

- a. None

7. Public Hearing

- a. *Fire Mitigation Fee Program: Resolutions Adopting Multi-Year Facilities and Equipment Plan for Rancho Santa Fe Fire Protection District*

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any comments regarding the fire mitigation fee program.

8. New Business

- a. *Successor Memorandum of Understanding with Rancho Santa Fe Miscellaneous Employees*

Chief Cox informed the board that the District is in receipt of a letter from the respective bargaining unit cited requesting to meet and confer for a successor MOU, which expires December 31, 2019. He requested that an ad hoc committee be created to negotiate a successor contract.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to appoint Directors' Ashcraft and Malin as the agency negotiator for a successor MOU.

- b. *Preliminary Budget FY20*

Karlana Rannals gave a PowerPoint presentation on the Preliminary Budget for FY20. She reports that preliminary revenue projection \$18,050 (in thousands) increased (3.4%). The revenue anticipated is primarily

from the San Diego County Tax Assessor’s FY20 estimated receivables (\$14,420); the remainder is comprised of CSA-107 tax shortfall, developer reimbursement, FEMA/OES reimbursement, fees, and lease revenue.

She reports that the overall Operating Budget of \$13,733 (in thousands) increased (.1%). She summarized the expenditure changes between the proposed budget and FY20 estimated expenditures that include:

- Personnel Cost – 13,733 (3.2%) – the overall decrease increase is the direct result that at this time of additional payments to CalPERS to reduce the unfunded accrued liability and a full year’s expense for SAFER grant personnel. In addition, the preliminary budget does not include any salary adjustments.
- Contractual Services (+14.8%) - the overall increase are the results of the increases to
 - Commercial Insurance
 - Other Contractual and Professional Services
 - Utility costs
 - Training
 - Vehicle maintenance and repairs
- Material & Supplies (+93.7%) – the overall increase are the results of the increases to
 - Fuel
 - Medical Supplies, which includes the purchase of Defibrillator’s in excess of \$500k
 - Safety Equipment

She also provided an overview of the District’s cash position and she responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, to approve the Preliminary Budget for FY20 as presented on the following roll call vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 25, 2019, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

Ten-minute recess

9. Resolution/Ordinance

a. *Resolution No. 2019-09*

Chief Cox reported that the resolution presented is a part of the summary report prepared each year for the County of San Diego for the Fire Mitigation Fee program. As previously reported, he has requested additional funding for the construction of RSF5 due to the increased costs.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and ADOPTED Ordinance No. 2019-09 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting the Fire Mitigation Fee Fund Multi-Year Plan* on the following roll call vote:

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

b. *Resolution No. 2019-10*

Ms. DeAvila summarized the staff report and reported that the resolution presented is to allow for non-safety employees of the District to contribute thru a payroll tax into State Disability Insurance Program. She also noted that elected officials and retired annuitants would be exempt from this program. This is no cost to the employer. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and ADOPTED Ordinance No. 2019-10 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Provide State Disability Insurance ("SDI") for Eligible Employees* on the following roll call vote:

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

10. Oral Report

a. *Fire Chief*

1. District Activities

- RSF5 Construction Update and Groundbreaking: he distributed photos of the progress of the construction and that the plans are complete and the pad certified. He is still waiting for the building permit.
- Waiver of District Fee: He reported that he waived a \$500 administrative fee on a forced abatement. The property owner had passed away and staff was working with a family member who did not receive the notices in time.

- Fuel Mitigation Projects:
 - Escondido Creek will be limited to roadway clearance this year. This abatement does not require CEQA approval
 - San Dieguito Creek desires to clean the creek bottom up to the Crosby development. They plan to begin the work in November.
 - SDG&E is working on abating beneath and near the power lines
- Other Activities:
 - He has been appointed to the LAFCO Advisory Committee
 - The Chinese Bible Church project in the 4S Ranch area will be discussed at the Board of Supervisors meeting on July 25. He plans to attend as he has concerns regarding the flow of traffic and requiring necessary traffic lights in front of RSF2.
 - He plans to send a letter to Supervisor Desmond about the death of the Eucalyptus trees, and seeking financial support for their removal. There is also a problem with many homeowners having their insurance cancelled.
 - Bill Smith has prepared a site plan for the RSF tenant improvements. This plan will be taken to the County for their comments.
 - He is meeting with RSF School on June 20 to discuss the use of their parking across the street from RSF1.

b. *Operations – Deputy Chief*

Chief McQuead reported that Captain Danner was deployed to the fire in Inyo County. There was a 2.5-acre brushfire in the Fairbanks Ranch area. He also attended the meeting in Elfin Forest about evacuation of large animals.

c. *Volunteer – Volunteer Recruitment & Retention Coordinator*

Not in attendance – no report.

d. *Training – Battalion Chief*

Deputy Chief McQuead reported that safety personnel participated at fire school held at Camp Pendleton. In addition, personnel are performing pre-fire planning at the Ewing Preserve, and in the Mt. Israel area.

e. *Fire Prevention – Fire Marshal*

FM Donner reviewed the previous month's statistics noting 412,000 square feet of new construction, and that there are several projects that are moving forward, including a proposed residential care facility.

f. *Administrative/Human Resource Manager*

Ms. DeAvila reported on the following:

1. She confirmed the number of board members planning to attend the CalPERS Conference October 28-30, 2019 in Oakland, CA.
2. A conditional job offer has been made for the recent vacancy
3. Engineer Craig McVey was promoted to Captain and Firefighter/Paramedic Alex Trottier was promoted to Engineer effective June 16, 2019
4. Staff has completed a vaccination audit
5. She will be attending the Society of Human Resource Managers (SHRM) Conference in Las Vegas June 24-27, 2019

g. *Administrative Manager*

Ms. Rannals – reminded the board that she will not attend the July meeting due to being out of town.

h. *Board of Directors*

i. North County Dispatch JPA – Update: Director Ashcraft – no report.

ii. County Service Area 17 Update: Director Hillgren – no report.

iii. *Comments*

Malin – he discussed pension plans.

Tanner– he made an inquiry about the status of the Julian Fire Protection District.

President Ashcraft recessed the meeting at 3:38 to the time certain presentation

2. Special Presentation (Cont.) – Time Certain 4pm

b. Fire Chief Erwin L. Willis was presented the District’s highest honor, the *Bell of Distinction* award, for his distinguished career and service to the District and community. Chief Willis served as Fire Chief from 1993-2005 and was recognized for his many achievements including establishing the District’s first strategic plan, Shelter-in-Place communities, and remained a strong advocate for fire prevention and the safety it provides for District residents and employees, to name a few. All in attendance participated in a reception congratulating Chief Willis.

11. Adjournment

Meeting adjourned at 4:15 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

31495	\$145.17	Aair Purification Systems	Building RSF1
31496	\$183.33	AT&T	Telephone RSF
31497	\$1,396.50	C.A.P.F.	Disability Ins Short & Long
31498	\$1,700.00	Chula Vista Fire Department	Suppression - Regional
31499	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
31500	\$1,005.55	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
31501	\$110.82	Dish	Cable RSF6
31502	\$226.00	Engineered Mechanical Services Inc	Building ADMIN
31503	\$6,760.00	Erwin Willis DBA WinTech Computer Se	Consulting Services
31504	\$2,855.38	Fire ETC Inc	Safety Clothing (Protective)
31505	\$4,576.59	Guardian Life Insurance Co	Medical Insurance
31506	\$867.08	Lincoln National Life Ins Co	Life Insurance/EAP
31507	\$998.07	MES California	Apparatus: Gas Monitor Supplies
31508	\$213.26	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
31509	\$21,710.35	North County EVS Inc	Scheduled/Repairs Apparatus
31510	\$730.00	Power Plus!	Elec/Gas/Propane RSF5
31511	\$4,136.00	SC Commercial LLC	Fuel: Gasoline & Diesel
31512	\$16.45	U P S	Shipping Service
31513	\$11,607.22	U S Bank Corporate Payment System	Cal-Card./IMPAC program
31514	\$247.83	Uniforms Plus	Uniforms: Safety Personnel
31515	\$1,871.02	United Site Services	Sewer RSF5,6
31516	\$624.00	Vanguard Fire Protection Inc	Station Maintenance - RSF2
31517	\$1,964.45	Verizon Wireless	CSA-17 Contract, MDT Broadband + ATN Line, Cellular - Telephone
31518	\$522.00	Vortex Industries, Inc.	Building RSF6
31519	\$205.00	A to Z Plumbing Inc	Building ADMIN
31520	\$600.00	Accme Janitorial Service Inc	Building ADMIN
31521	\$370.40	Advanced Communication Systems Inc	Radio (Mobile Repair)
31522	\$344.41	AT&T Calnet 2/3	Telephone RSF
31524	\$3,179.00	County of SD/RCS	CAP Code Paging Svc, 800 MHz Network Admin Fees
31525	\$1,186.92	Dell Marketing	Computer Equipment/Parts
31526	\$368.51	EDCO Waste & Recycling Inc	Trash RSF
31528	\$9,375.10	North County EVS Inc	Repair - ID 0611
31529	\$2,770.72	Olivenhain Municipal Water District	Water RSF, Training Facility
31530	\$190.08	Rincon Del Diablo Municipal Water Di	Water RSF5

31531	\$162.24	San Diego Union-Tribune, LLC	Advertising
31532	\$630.73	Santa Fe Irrigation District	Water RSF1
31533	\$3,102.50	Scott Davis	Programming - Computer & Software FP/PR
31534	\$90.00	SDCFCA	Meetings/Meal Expenses
31535	\$873.82	SDG&E	Elec/Gas/Propane RSF6
31536	\$383.00	Terminix International	Building RSF, ADMIN
31537	\$620.45	ThyssenKrupp Elevator Inc	Elevator Service
31538	\$16.45	U P S	Shipping Service
31539	\$268.00	U S Postal Service - Postmaster	Post Office Box Rental
31540	\$5,600.00	Vortex Industries, Inc.	Building RSF6
31541	\$2,700.50	Waste Management Inc	Trash RSF
31542	\$136.13	Airgas Inc	Safety: Breathing Air
31543	\$425.34	Allstar Water Systems Inc	Building RSF
31544	\$1,964.14	American Residential Services, LLC	Building RSF2
31545	\$1,926.98	AT&T Calnet 2/3	Telephone RSF, ADMIN
31546	\$600.00	Day Wireless Systems Inc	Building ADMIN
31547	\$1,905.00	Fitch Law Firm Inc	Legal Services
31548	\$291.70	Konica Minolta Business Inc	Copier Maintenance Contract
31549	\$110.00	L N Curtis & Sons Inc	Fleet Equip Maintenance/Repair-Port Gen/
31550	\$1,024.10	Metro Fire & Safety Inc	Safety: Extinguishers
31551	\$1,797.67	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
31552	\$2,373.66	REC Consultants, Inc	RSF5 Station Design/Build
31553	\$2,470.76	SDG&E	Elec/Gas/Propane RSF
31554	\$1,805.89	SC Commercial LLC	Fuel: Gasoline & Diesel
31555	\$119.00	Stamy, Samuel	Education/Training Reimbursement
31556	\$31.37	Time Warner Cable	Cable RSF4
31557	\$16.45	U P S	Shipping Service
31558	\$1,818.12	Uniforms Plus	Uniforms: Safety Personnel
31559	\$226.20	Weeks, Michael	Education/Training Reimbursement
31560	\$13.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
31561	\$313.00	A to Z Plumbing Inc	Building RSF1
31562	\$103.44	Allstar Water Systems Inc	Building RSF6
31563	\$307.06	AT&T	Telephone RSF
31564	\$403.51	Bay City Electric Works Inc	Generator Repair RSF3

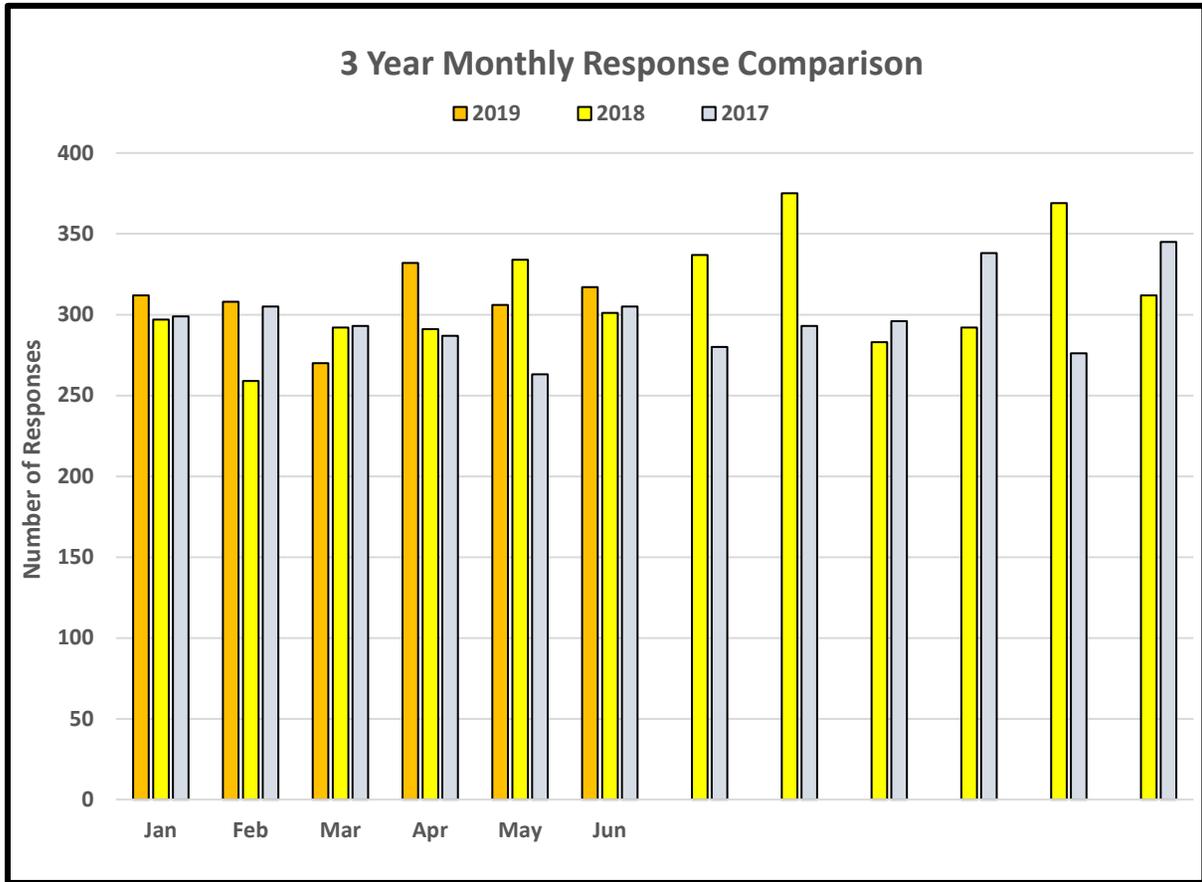
31565	\$1,340.00	Bradshaw Engineering Corporation	Station Maintenance - RSF4
31567	\$147.00	Concentra	SAFER VRRC-Entry Level Physicals
31568	\$99.99	CrewSense, LLC	Scheduling (Crewsense) Maintenance
31569	\$856.64	Entenmann-Rovin Co Inc.	Uniforms: Safety Personnel
31570	\$324.39	Flyers Energy, LLC	Fuel: Gasoline & Diesel
31571	\$225.00	Guzman, Joshua	Education/Training Reimbursement
31572	\$1,446.15	Home Depot, Inc	Station Maintenance, Training Equipment/Supplies: Expendable
31573	\$593.03	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
31575	\$133.62	Napa Auto Parts Inc	Apparatus: Parts & Supplies
31576	\$70.00	RSF Mail Delivery Solutions	Mail Delivery Service
31577	\$7,544.74	SDG&E	Elec/Gas/Propane RSF, Admin
31578	\$185.99	Shimer, Haydne	Education/Training Reimbursement
31579	\$772.88	SC Commercial LLC	Fuel: Gasoline & Diesel
31580	\$544.99	Time Warner Cable	Telephone ADMIN
31581	\$494.24	TPx	Telephone ADMIN
31582	\$16.45	U P S	Shipping Service
31583	\$131.00	AFECO Inc. dba SoCal PPE	Safety Clothing (Protective)
31584	\$103.44	Allstar Water Systems Inc	Building RSF6
31585	\$200.00	AT&T	Telephone RSF1
31586	\$167.48	AT&T	Telephone RSF
31589	\$636.10	Complete Office of California Inc	Office Supplies
31590	\$274.37	Cox Communications	Cable, Telephone RSF
31592	\$250.00	E7 Systems LLC	Consulting Services - Prevention
31593	\$211.00	Engineered Mechanical Services Inc	Building RSF4
31594	\$170.59	Golden Telecom Inc	Telephone Repair
31595	\$16.16	Griffin Hardware Co.	Station Maintenance - RSF2
31596	\$83.97	Henley Pacific LA LLC	Scheduled - ID 1682
31597	\$173.82	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
31598	\$730.00	Power Plus!	Elec/Gas/Propane RSF5
31599	\$2,489.88	SC Commercial LLC	Fuel: Gasoline & Diesel
31601	\$388.00	Terminix International	Building RSF, ADMIN
31602	\$102.02	Time Warner Cable	Cable - Admin
31603	\$16.45	U P S	Shipping Service
31604	\$1,871.02	United Site Services	Sewer RSF

Rancho Santa Fe Fire Protection District

List of Demands - June 2019

31605	\$133.73	Willis, Erwin L.	Computer Equipment/Parts
31606	\$210.00	A to Z Plumbing Inc	Building RSF4
31607	\$209.77	Allstar Water Systems Inc	Building RSF1
31608	\$345.35	Bay City Electric Works Inc	Generator Repair RSF3
31609	\$2,377.05	bkm Officeworks	Building Admin Upgrades
31610	\$3,106.54	California Health & Safety Inc	Breathing Apparatus - Supplies and Parts, Fit Testing
31611	\$469.00	County of San Diego, DEH	Permit: County/City
31612	\$1,026.39	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
31613	\$110.82	Dish	Cable RSF6
31614	\$1,823.48	SC Commercial LLC	Fuel: Gasoline & Diesel
31615	\$25,293.08	U S Bank Corporate Payment System	Cal-Card./IMPAC program
31616	\$2,080.13	Verizon Wireless	Cellular - Telephone, CSA-17 Contract, MDT Broadband + ATN Line
EFT000000000509	\$273.64	Duncan, Troy	Training Equipment/Supplies: Miscellaneo
EFT000000000510	\$225.63	Reyes, Sandra N.	Janitorial Supplies
EFT000000000511	\$607.50	Cooper, Correy	Education/Training Reimbursement
EFT000000000512	\$1,350.00	Reyes, Sandra N.	Education/Training Reimbursement
EFT000000000516	\$51.45	DeAvila, Kimberly	Mileage Reimbursement
EFT000000000517	\$150.00	RSFPFA	RSF Prof FF Assoc
MISC	\$34,182.74	Various	Medical Reimbursement
Subtotal	\$216,895.12		
ACH Transfer	\$153,618.28	CalPERS	CALPERS MAY 2019 RET
ACH Transfer	\$151,490.28	CalPERS	CALPERS JUNE 2019 RET
ACH Transfer	\$4,037.30	CalPERS	CALPERS 18-19 SURVIVOR BENEFIT
Subtotal	\$309,145.86		
6/15/2019	267,615.62	RSFFPD	Payroll
6/29/2019	29,140.32	RSFFPD	Payroll: Special Vacation Buy back
6/30/2019	346,490.23	RSFFPD	Payroll
Subtotal	\$643,246.17		
Total	\$1,169,287.15		

June 2019 Incident Count Stations 1 - 6

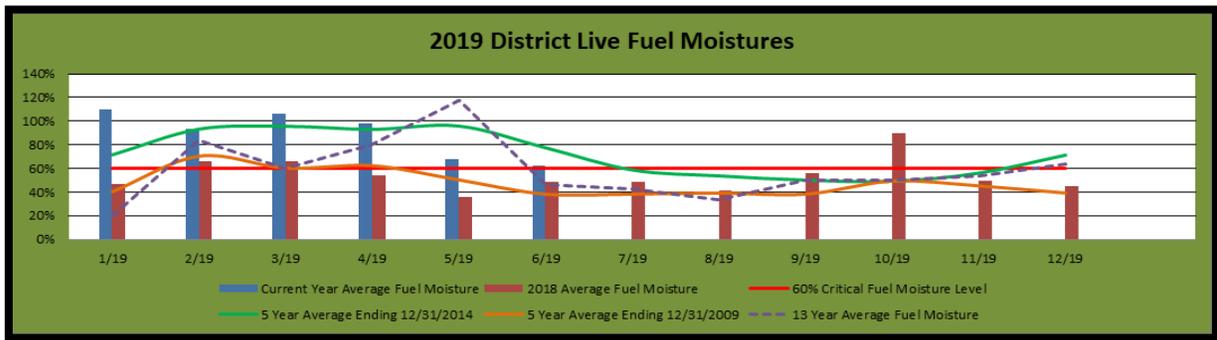


		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
2019	Responses	312	308	270	332	306	317	0	0	0	0	0	0	1,845
	YTD	312	620	890	1222	1528	1845	0	0	0	0	0	0	3.73%
2018	Responses	297	259	292	291	334	301	337	375	283	292	369	312	3,742
	YTD	297	556	848	1139	1473	1774	2111	2486	2769	3061	3430	3742	4.53%
2017	Responses	299	305	293	287	263	305	280	293	296	338	276	345	3,580
	YTD	299	604	897	1184	1447	1752	2032	2325	2621	2959	3235	3580	9.11%

June 2019 Incident Count Stations 1 - 6

Incident Response Summary by Station		
Station	Month	YTD
RSF1	93	512
RSF2	98	575
RSF3	63	332
RSF4	27	183
RSF5	21	138
RSF6	15	105
Total Count:	317	1845

Incident Type Summary		
Type	Month	YTD
Fire	6	41
EMS/Rescue	163	931
Good Intent Calls	62	434
Rupture/Explosion	0	0
Harzardous Conditions	3	16
Service Call	51	234
False Calls	26	160
Other	6	29
Total Incident Count:	317	1845

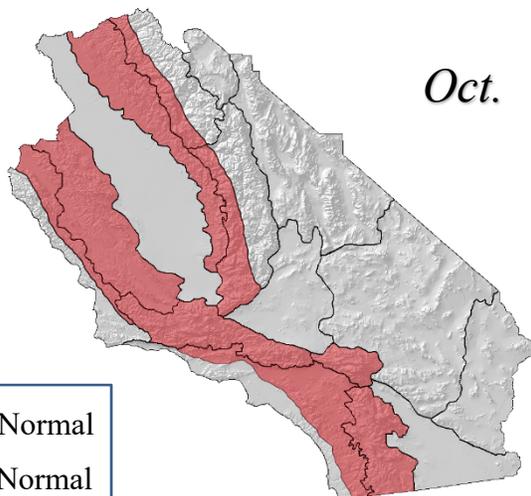
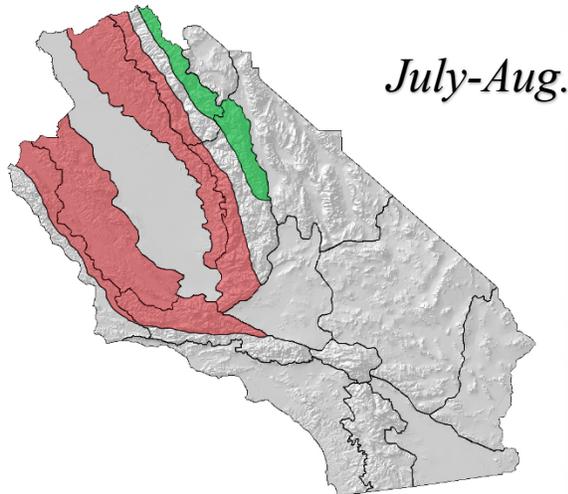


SIGNIFICANT INCIDENT(S)/OVERHEAD ASSIGNMENT(S)				
DATE	INCIDENT/LOCATION	TYPE	UNIT/STRIKE TEAM	MISC.
6/10/2019	Jordan Fire - Inyo, CA	Wildland	Line Paramedic	Currently Deployed
6/11/2019	Avenida Cuatro Vientos	Wildland	RSF, Cal Fire, SDFD, ENC	2.5 acres/ spark ignited
6/14/2019	Rancho Drive	Vehicle Fire	Engine 264 and WT266	

ISSUED: JULY 1, 2019

VALID FOR: JULY – OCTOBER 2019

Expected Large Fire Potential



 Above Normal
 Below Normal

SUMMARY:

- Temperatures slightly above normal, mainly across inland areas.
- Below normal number of summer thunderstorms outside the deserts.
- Large fire potential trending above normal this summer in the foothills and inland valleys due to tree mortality.
- Above normal large fire potential spreading into Southern California this fall due to heavy fine fuel loading.

WEATHER DISCUSSION:

The past month was cooler and wetter than normal for the southern section of the district as onshore flow continued to dominate the weather pattern. Several unseasonably deep troughs produced some spotty showers and wet thunderstorms, bringing measurable precipitation to the Sierras as well as other mountainous areas. Southern California also experienced some light rain which is quite unusual for June. Due to the pervasive stratus coverage, Southern California temperatures responded accordingly with monthly departure from average readings anywhere from 4-6 degrees below average.

However, areas of Central and Northern California west of the Sierras experienced wildly different weather conditions during the past 30 days. Northerly winds kept marine layer coverage at bay along the central coast while some downsloping effects allowed the San Joaquin Valley to see frequent 100-degree temperatures. Monthly temperature averages for June were substantially above normal from areas extending north of Santa Barbara and Kern County (**Figure 1, next page**).

SOUTHERN AND CENTRAL CA

MONTHLY/SEASONAL OUTLOOK – OSCC, RIVERSIDE

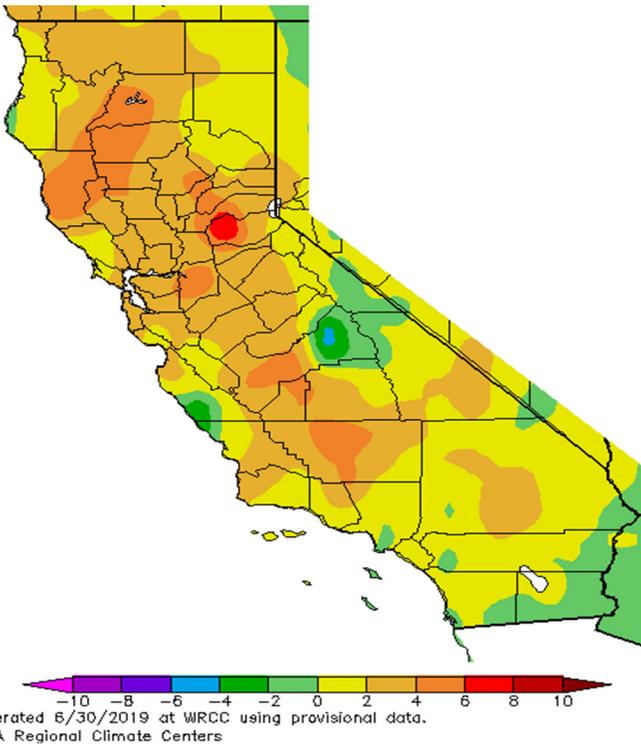


VALID FOR: JULY – OCT. 2019

Cooler than average sea surface temperatures may have been partially responsible for frequent troughs off the coast as well as stronger than normal jet energy across the Pacific. There are signs this trough-heavy pattern may change to more of a blocking pattern if the Pacific North American Pattern (PNA) index goes to a positive value as forecast by the models used by the Climate Prediction Center. This along with a weakening jet may keep a strong ridge aligned over the Eastern Pacific.

The result of ridging off the coast would be a change to a warmer and drier weather pattern for the Southern CA with far less marine layer coverage. Central CA may see the heat of late June continue into July.

Figure 1: Avg. Temperature Departure from Normal, June



In fact, much of the continental U.S. is forecast to see above normal temperatures this summer. Between the expected above normal temperatures of the Eastern and Western U.S., a patch of near normal temperatures is forecast this summer into fall over the Midwest (Fig. 2, right). This might be where the main axis of monsoonal moisture may lie much of the summer...far east of the Geographic Area. Given long range models consistency with regard to precipitation distribution over the CONUS, we are expecting below normal summertime monsoon-generated thunderstorm activity this year (Fig. 3, bottom).

A lack of moisture over northern Mexico so far this summer may also lead to a summer monsoon which is delayed. Areas of the far eastern desert may see closer to normal precipitation amounts this year, but most forested areas - including the Sierras - should have fewer than normal storms this summer.

Figure 2: NMME Temperature Outlook, Aug. - Oct.

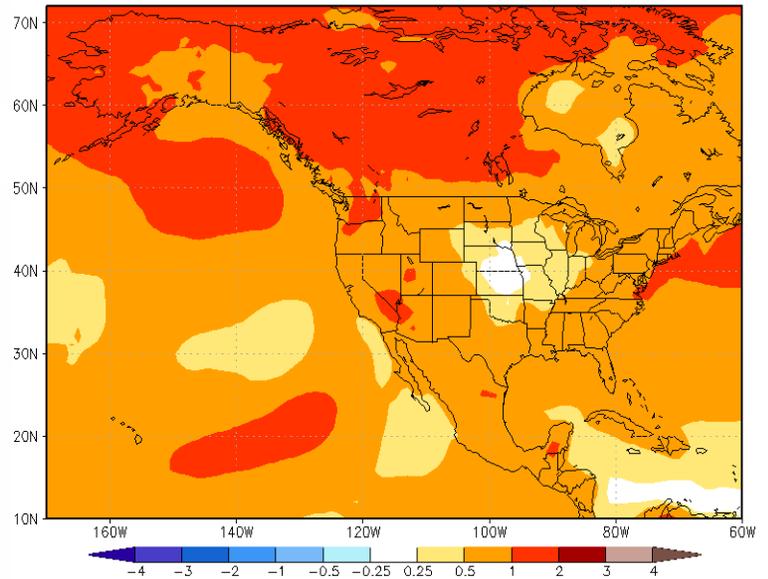
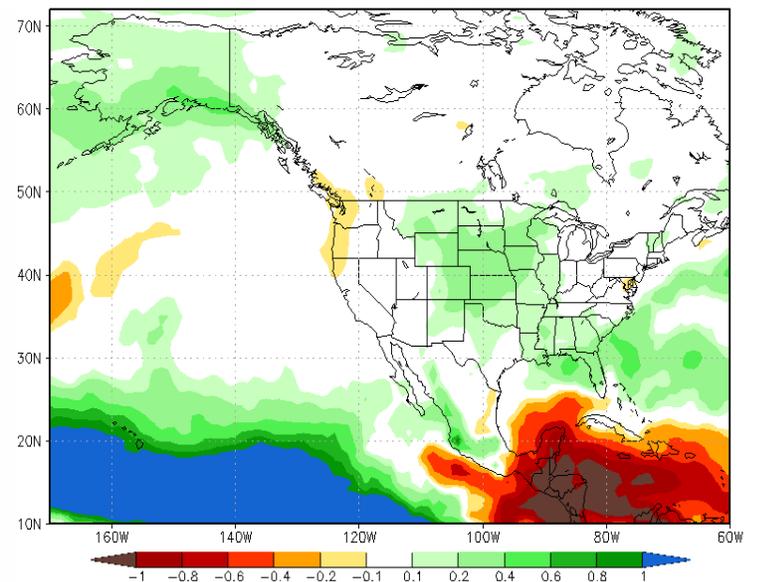


Figure 3: NMME Precipitation Anomalies, Aug. - Oct.

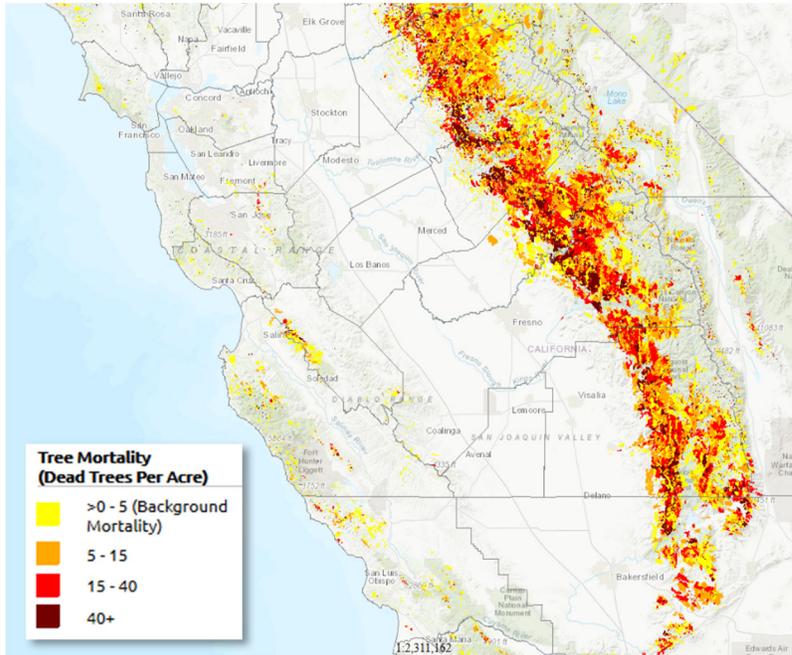


SOUTHERN AND CENTRAL CA MONTHLY/SEASONAL OUTLOOK – OSCC, RIVERSIDE



VALID FOR: JULY – OCTOBER 2019

Figure 4: Tree Mortality, Sierras

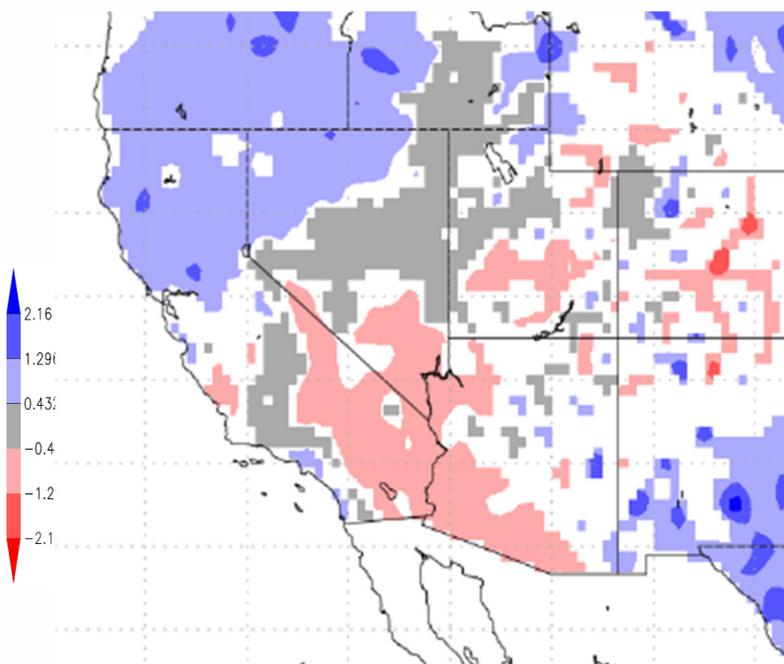


FUELS AND DROUGHT OUTLOOK

Much of this calendar year, conditions have remained rather cool and wet which has led to a slow start to fire activity both locally and nationally. But from a fuels perspective, conditions are still favorable for a busy summer fire season once again. Tree mortality and its subsequent influence on fuels in the Sierra Foothills will continue to be the principal area susceptible to large fires (Fig. 4, left). The tall and dense grass crop generated by the wet winter may lead to new starts propagating rapidly from the ground fuels into the taller ladder fuels. These large diameter, heavy fuels are co-mingled with a high amount of dead fuels, especially from Tuolumne County southward. Should a new fire develop in these areas during hot or windy periods, containment may prove challenging.

An expected lack of summer thunderstorms in the Sierras may lessen the chance of a lightning-started fire, but fires that are human caused (the majority of fires across the Geographic Area) may find trees, shrubs and grass with below normal fuel moisture in both live and dead fuels. Sunnier and hotter weather may result in fewer starts, but the fires that do develop have a greater chance of becoming large in a low-monsoon scenario.

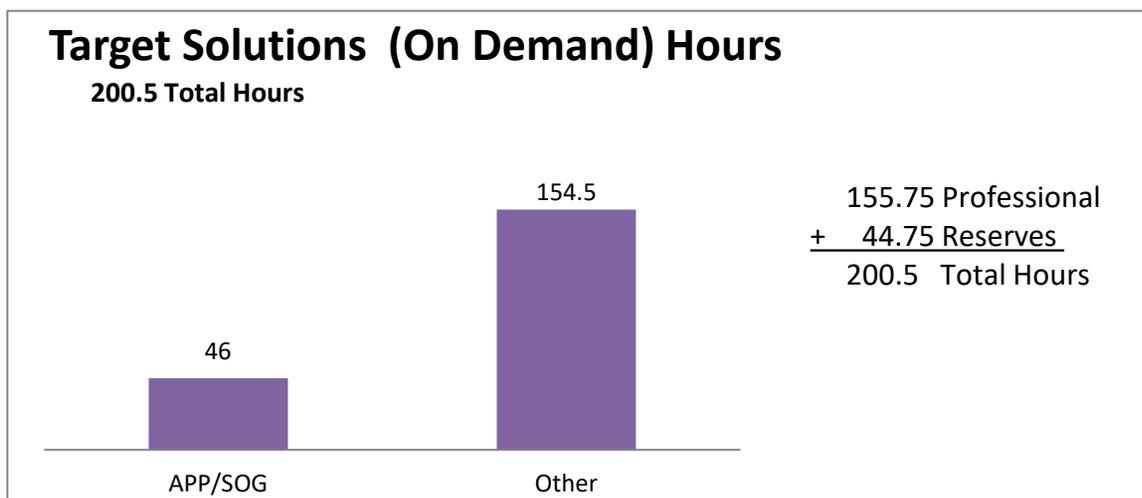
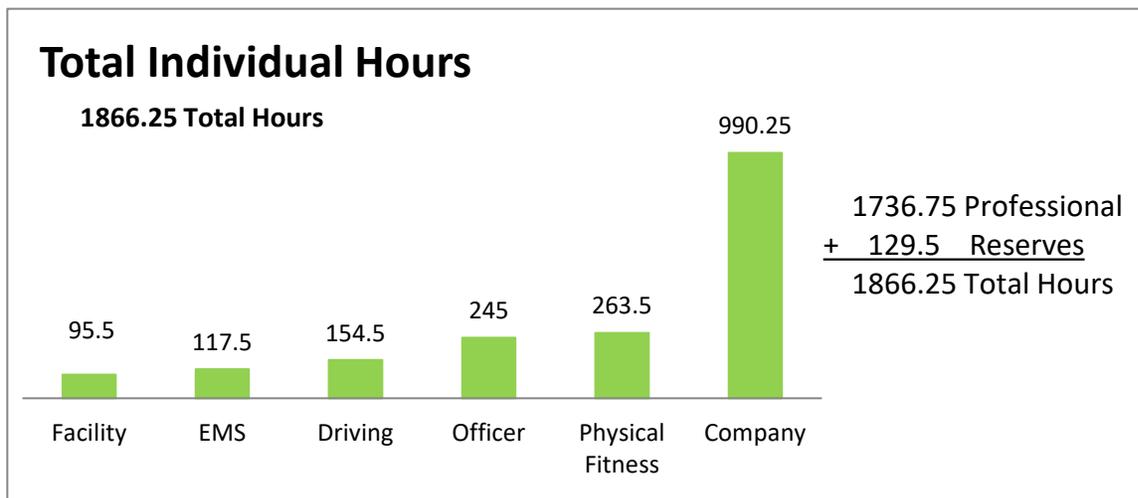
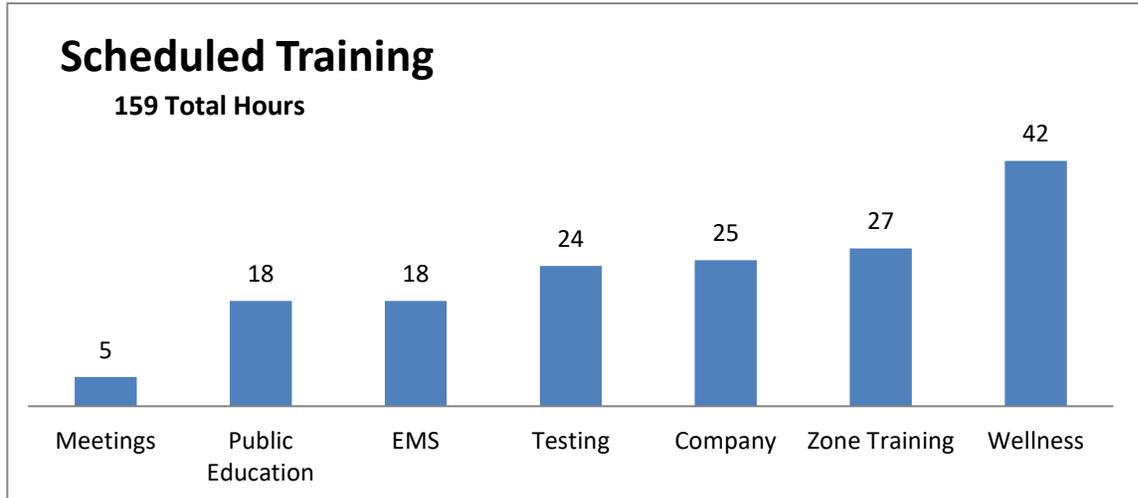
Figure 5: Forecast ERC's, September



The rest of the Geographic Area should see large fire potential increase to above normal from north to south as the summer progresses into fall. Live fuel moisture in chaparral and other native shrubs of Southern California may remain near to slightly above normal through the summer, but by fall, these fuels should be dry enough to support large fire growth. Like fuels further north, there are widespread dead fuels present due to the long-term effects caused by the 5-year drought. These fuels will likely be the driver of large fire activity in the summer and early fall months. By the middle of fall, large fire activity may spike across Southern California once offshore wind events become increasingly likely.

Large fires will likely be driven by fuels due to the poor vegetative health of many fuel beds. Once the dead fuels assume a below normal level of fuel moisture (possibly as soon as late July), there will be an above normal chance of seeing large fires. This increased large fire threat will likely not be alleviated until meaningful rainfall returns in November or December.

Training Division June 2019

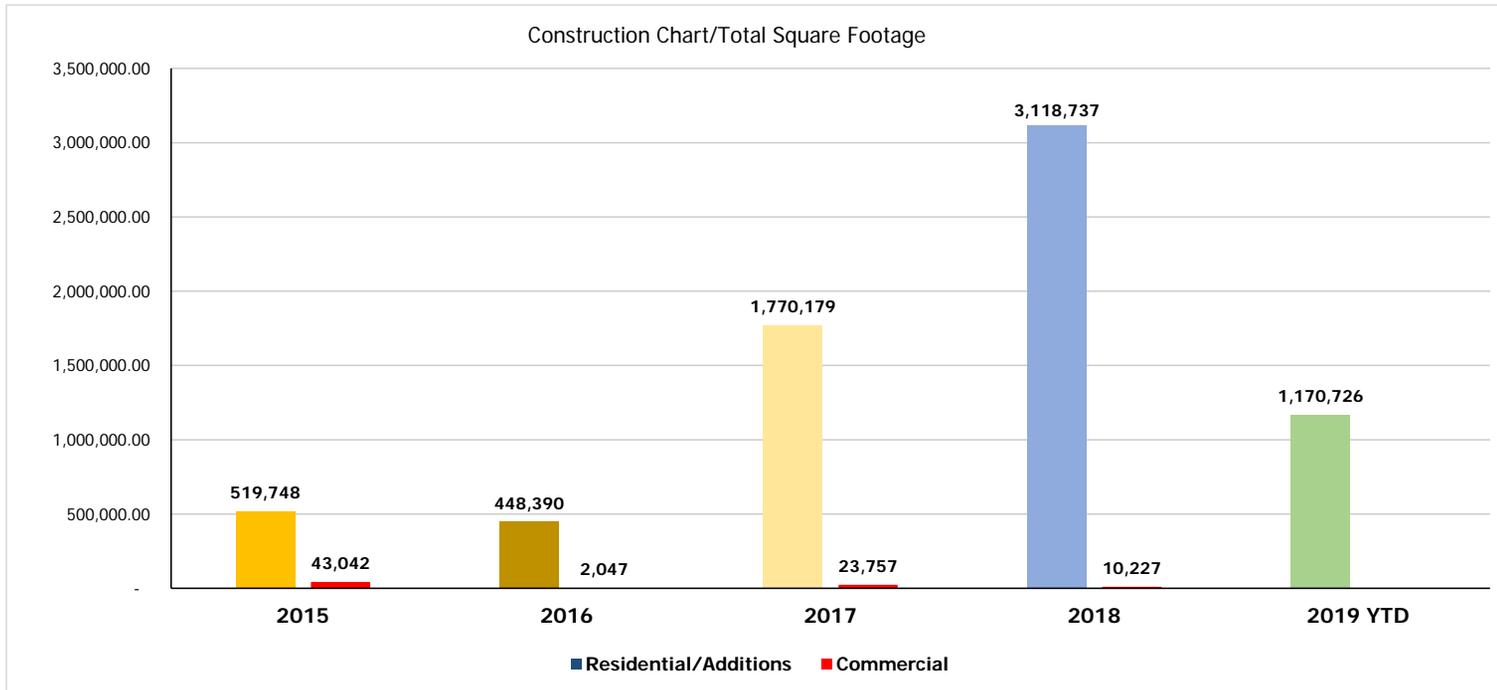


See next page for description

Training Division - Descriptions

Scheduled Training		
<p>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.</p>		
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		
<p>Hours completed through an assignment on an online database (Target Solutions). Mandated assignments are required by either Federal, State, Local.</p>		

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
 June 2019



Year	Res/Add	Comm	Total
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2017	1,770,179	23,757	1,793,936
2018	3,118,737	10,227	3,128,964
2017 YTD	455,317	19,022	474,339
2018 YTD	1,764,148	600	1,764,748
2019 YTD	1,170,726	-	1,170,726

Comparison 2018/2019 Total New Square Footage Only

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	186,961	62,170	46,643	37,448	69,972	1,361,554	344,679	50,736	212,489	181,371	129,141	445,800
2019	226,965	152,727	230,511	180,438	213,366	166,719						

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
 June 2019

PLAN REVIEWS				
Plan Type	No. of Reviews	Resubmittals	No. of Structures	Approved New SQFT (Mit Fees)
New Residential	26	7	33	165,511
Additions/Remodels	4	2	2	1,208
New Commercial	-	-	-	-
Commercial T.I.	6	1	-	-
Tents/Special Events	-	-	-	-
Rack Storage	-	-	-	-
Preliminary	9	2	-	-
Fire Suppression Systems	18	-	6	-
Alarms	1	-	-	-
Landscaping	18	-	-	-
Grading/Mylars/Improvement Plans	4	2	2	-
Underground	1	-	-	-
Hood System	-	-	-	-
Tanks	-	-	-	-
Cell Sites	-	-	-	-
DSS/CCL	-	-	-	-
DPLU	-	-	-	-
Solar Panels	-	-	-	-
High Piled Storage	-	-	-	-
High Hazard/Communications/Other	1	-	-	-
Spray Booth	-	-	-	-
TOTAL	88	14	43	166,719
TOTAL PLAN REVIEWS:	102			

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
June 2019

INSPECTIONS	
Inspection Type	No. of Inspections
Alarms	4
Fire Supression Systems	70
Building Construction	27
Landscaping	6
Tent/Special Event	4
Gates/Knox	-
Site Visit	2
Technical Report/FPP	-
Underground	6
Annual Inspection	3
Other	1
TOTAL	126

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

June 2019

SPECIAL PROJECTS	
Project Type	No. of Projects
Grants	-
GIS	1
Forms (Updates/New)	-
Project Research	-
Computer Programming/I.T.	1
Emergency Response Support	-
Annual Mailer (Weed Abatement)	-
Board Report Formating/ Design	1
Other	2
Other	1
TOTAL	6

MEETINGS	
Meeting Type	No. of Meetings
H.O.A	2
On-Site Project Meetings	8
In-Office Project Meetings	3
Weed Abatement	12
County	1
Code Development	2
Support/I.T. Development	-
San Diego County FPO's	4
Community Stakeholder Meetings	6
Other	30
TOTAL	68

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
 June 2019

TRAINING/EDUCATION	
Class Name	Dates
San Diego County Sprinkler Day	6/13/2019
Enhancing Safety & Maintaining Access	6/19/2019
TOTAL	2

PREVENTION / PUB ED	
Activity	Number
Phone Calls	571
Emails	2,464
TOTAL	3,035

WEED ABATEMENT	
Activity	No. of Inspections
Weed Abatement Inspection	868
Weed Abatement Reinspection	170
1st Notice	668
2nd Notice	410
Final Notice	133
Posting	4
Forced Abatement	2
TOTAL	2,255

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
 June 2019

ADMINISTRATIVE SERVICES/OFFICE SUPPORT	
Activity	No. Completed
Phone Calls	831
Correspondence	1,083
Walk in/Counter	375
Knox Application Request	5
Burn Permits	2
Plan Accepted/Routed	102
Special Projects	5
Scanning Documents/Electronic Files	500
Meetings: Admin/Prevention/Admin Shift	12
Post Office Runs	-
Deposit Runs/Preparations	25
TOTAL	2,940

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
 June 2019

SOCIAL MEDIA				
Social Media	Followers	Posts	Likes/Comments	Reach
Facebook	1,564	12	1,389	7,717
Instagram	1,278	6	533	4,620
Twitter	3,758	13	495	36,296
TOTAL	6,600	31	2,417	48,633

COMMUNITY OUTREACH	
Event	Participants
Spiritualist Camp Opening	25-50
Station Tour	20
Cardiac Survivor Luncheon	100
Elfin Forest Horse Property Meeting	25
Elfin Forest Large Animal Evac Meeting	75
Fairbanks Ranch HOA	12
Elfin Forest 4th of July Parade and Picnic	200
TOTAL	432

CAR SEATS	
Car Seats Installed	-
TOTAL:	-

EDUCATIONAL MATERIALS	
Name	Number
Fuel Modification	1
Print Materials for Events	8
TOTAL:	2

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
 June 2019

MEETINGS	
Meeting Type	No. of Meetings
H.O.A	1
Staff	1
Board	-
Shift	1
CSA 17	1
PIO's	1
Fire Safe Council Meeting	-
SO CAL Pub Ed	1
Community Stakeholder Meetings	2
TOTAL	8

TRAINING/EDUCATION	
Class Name	Dates
211 Tour	6/26/2019
TOTAL	1

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
 June 2019

CLERICAL	
Activity	Number
Phone Calls	57
Correspondence	275
TOTAL	332

PUBLIC MEDIA INERACTION	
Activity	Number
Press Releases	1
Community Event Interviews	-
On-scene PIO	1
Interviews (Other)	-
TOTAL:	2



October 01, 2018

Dear Station 6 and the rest of the RSF-Fire Family,

Greetings from Cuba! I am writing this letter to personally thank you for the time I had spent at Rancho Santa Fe Fire Protection District. I sincerely enjoyed and appreciate the 10 months I spent as a Reserve Firefighter with RSF-F more than I anticipated.

Rancho Santa Fe Fire Protection District is a professional and world-class organization and I was honored to serve with you. I cannot thank the Chiefs, Captains, Engineers, FF/PM, and the rest of the reserve firefighters, who mentored, assisted and shaped me into an even more confident and determined individual and inspired me to continue my journey in the fire service upon my return. For those who do not know me or that I did not have the honor of working alongside, I was called to Active Duty in support of Operation Freedom's Sentinel (formally known as Operation Enduring Freedom) last Summer in Guantanamo Bay, Cuba. I will return to the states in spring of this year. During my time away, I have had many opportunities to reflect on my life experiences and opportunities and the gratitude I have for my family, true friends, the freedoms our great nation offers people of all kinds and the heroes that keep our country free and safe.

In the box you will find a flag. A flag that, to me, symbolizes the freedom, dignity, and true meaning of being an American. A flag that unites this nation and the principles it stands for, "One nation under God, indivisible, with liberty and justice for all." A flag that reminds us of the lives that have been lost in its defense, who will never be forgotten. It is a symbol that we may fall but, we will ALWAYS get up again.

This specific flag I have included was flown by United States Coast Guard, Port Security Unit 311 on a 32' Transportable Port Security Boat (TPSB) while on patrol off the shore of Joint Task Force Base Guantanamo Bay specifically in your honor. I requested this flag be flown on September 11, 2018, a day that changed the United States of America in many different ways, some for better and some for worse. That day and the months to follow were chaos and fear but as a child of only 8 years old at the time, there was a specific group of people that brought me hope and that I looked up to as heroes. Our first responders and firefighters. Thousands of them shed blood, sweat and tears to recover the victims of that devastating attack. 343 gave their lives.

I flew this American Flag to honor those men and women but to also honor you all at Rancho Santa Fe. You may not hear gratitude from local citizens except when tragedy hits and I want to let you all know that you are admired, you are appreciated and you are brave. You help make America the great country that it is. So from the bottom of my heart I say THANK YOU!

I am truly proud to have served alongside everyone at Rancho Santa Fe Fire Protection District for the 10 months I did and I sincerely hope to serve alongside of you again in the future.
God Bless!

Very Respectfully,

Brandon Harrison; Petty Officer Third Class

U.S. Coast Guard PSU 311

A handwritten signature in blue ink, appearing to read "B. Harrison".



MARITIME SECURITY DETACHMENT

Joint Task Force, Guantanamo
Guantanamo Bay, Cuba

This is to certify on behalf of Petty Officer Brandon M. Harrison PSU-311, that the accompanying Flag of the United States of America is presented to the:

Rancho Santa Fe Fire Protection District

On 11 September 2018, at 1735Q, this flag was proudly flown on U.S. Coast Guard Patrol Boat 32127 for 9 minutes and 11 seconds in Guantanamo Bay, Cuba Latitude 19°54.83'N, Longitude 075°10.21'W; while on an Anti-Terrorism/Force Protection Patrol within the Naval Defensive Sea Area, in support of Operation Enduring Freedom.

It is a tribute to the men and women who have given their lives in defense of our country and to those who continue to fight in the Global War on Terrorism.


BMCM W. R. Edson
Command Master Chief
US Coast Guard, PSU 311


CDR L. M. Grassley
Commanding Officer
US Coast Guard, PSU 311





Rancho Santa Fe Fire Protection District

P.O. Box 410 • 18027 Calle Ambiente • Rancho Santa Fe • California 92067-0410
Tel. (858) 756-5971 • Fax (858) 756-4799

Board of Directors
James Ashcraft, President
John Tanner
Nancy Hillgren
Randall Malin
Tucker Stine

Fire Chief
Fred Cox

July 4, 2019

Brandon Harrison

Thank you for the flag and the letter that accompanied it. I had the fortunate and unfortunate honor to open the flag box today, July 4, 2019. The flag box was sitting on the locker for the past few months and all the captains were aware that it was a flag; however, all captains were thinking that it was a replacement for the station, for when the station flag was going to be retired to a new one. I felt today, would be a good day to replace our station flag.

Today, July 4, 2019, I broke the seal and opened the box. To my surprise it was from you. A great honor was bestowed to me and the crew. Reading your letter brought tears to my eyes. Thank you for this honor, thank you for the acknowledgement of you time here at RSF Station 6. Knowing that you are protecting our homeland and serving our great country, is a huge sacrifice. I have great respect for people that serve our country, I have two daughters in the Air Force as well, and I know the sacrifice that your family is encountering as well. I am so sorry it was not opened when it was received here at station 6. And writing you sooner, letting you know we have received it.

I have plans for the letter, picture and flag. Here at station 6, I will place it in a shadow box to be displayed with honor and distinction in the day room. The description of where and why the flag was flown September 11, 2018 is also a great honor, this made me cry. I don't know if you are aware, but I personally responded to New York City September 16, 2001 after that attack, with San Diego USAR Task Force 8. September 11, 2001 has change and touch all U.S. citizens' lives forever. We as first responders, did what we could do, and now 18 years later, a new and great generation has taken up the fight and has protected us from the evil that is out there. I have nothing but gratitude to the men and women that now protect us. So I, my family, friends and countrymen can sleep a little more soundly at night.

If you are so inclined, please resume your career within the Fire Service when you become reserve status again. The Fire Service needs Men and Women like you, that understands the Sense of Duty and Sacrifice, which is required to be a First Responder.

Sincerely,

Captain W. Chris Mertz
Rancho Santa Fe Fire Protection District
Station 6

STAFF REPORT

NO. 19-17

TO: BOARD OF DIRECTORS
FROM: FRED COX, FIRE CHIEF
SUBJECT: ADMINISTRATIVE CITATION PROCESS
DATE: JULY 10, 2019



BACKGROUND:

Staff wishes to discuss the option of establishing an Administrative Citation process as a means of enforcement when other remedies available to the District are unsuccessful in gaining compliance to a Fire District Ordinance or Code. The analysis below is a brief overview of the Administrative Citation process. At this point, staff is only seeking direction to proceed or not to proceed in the formulation of such a process.

ANALYSIS / DISCUSSION:

Administrative citations are authorized under Government Code Sections 53069.4 and Health and Safety Code Sections 13861(h) and (i), 13870 and 13871. Administrative citations can be an effective way for the District to achieve cooperation and encourage violators to more quickly come into compliance. An administrative citation is a civil citation and is not punishable by jail and does not appear on a criminal record.

Administrative citations may be used in lieu of, or in addition to all other legal remedies, criminal or civil, which the District may pursue to address continuing code violations that have not been mitigated by a property owner. The issuance of citations would generally be reserved for those cases of non-compliance when all reasonable accommodations have been made by the District and timeframes have been given following a notice of violation.

Administrative citation fine amounts are set forth in the Government Code and would be adopted by Ordinance in the District's Fee Schedule. The issuance of 2nd and 3rd occurrence citations would only apply in instances of continued non-compliance. The maximum fine for violations of local building and safety codes is punishable by the following:

1. A fine not exceeding one hundred thirty dollars (\$130) for a first violation.
2. A fine not exceeding seven hundred dollars (\$700) for a second violation of the same ordinance within one year of the first violation.
3.
 - A. A fine not exceeding one thousand three hundred dollars (\$1,300) for each additional violation of the same ordinance within one year of the first violation.
 - B. A fine not exceeding two thousand five hundred dollars (\$2,500) for each additional violation of the same ordinance within two years of the first violation if the property is a commercial property that has an existing building at the time of the violation and the violation is due to failure by the owner to remove visible refuse or failure to prohibit unauthorized use of the property.

STAFF REPORT 19-17

Additional amounts such as administrative costs, fully burdened hourly rate of staff, interest, late payment charges, cost of compliance re-inspections, attorney fees and collection costs may be in addition to the fine. A notable exception to the tiered fine schedule referenced above would be in the case of a fireworks violation, which would be subject to a fine of \$1,000 per occurrence for each offense, and could be applied cumulatively.

A third party citation processing agency would be used to bill and collect fines.

Among other provisions, the ordinance may allow for dismissal of a citation if:

1. The Fire Marshal determines that there was no violation as charged, or if such dismissal is in the interest of justice;
2. Suspension of fine imposition in instances where a violator has filed for permits necessary to achieve compliance and such permits are pending government agency approval;
3. A hearing request process to contest a citation.

A person who receives an Administrative Citation may contest the citation on the basis that there was no violation of the code, or that he or she is not the responsible person. To contest the citation, the person shall submit a request for a hearing to the District's Board Clerk within 30 days following the date of the Administrative Citation.

The Fire Chief of the District shall designate the Hearing Officer for the Administrative Citation hearing. The Hearing Officer shall be an impartial person, including, but not limited to:

1. A Fire Department employee from a neighboring agency, or
2. A person that the District utilizes for impartial Hearing Officer Services.
3. A person selected randomly from a panel of local attorneys who have been admitted to practice before the courts of this state for at least 5 years willing to volunteer as a Hearing Officer.

Should the person seeking the hearing reject the Hearing Officer selected by the District, then the Hearing Officer shall be hired from an organization which provides such Hearing Officer services and the cost, therefore, shall be shared equally by the District and the person.

No hearing shall be held unless the fine has been deposited in advance or an advance deposit hardship waiver has been issued. At the hearing, the party contesting the citation shall be given the opportunity to testify and to present evidence concerning the citation.

After considering the testimony and evidence presented at the hearing, the hearing officer shall issue a written decision to uphold, dismiss or modify the administrative citation. The hearing officer shall state the reasons for the decision and shall send a copy of the decision to the person requesting the hearing and to the enforcement officer. The decision of the hearing officer is final, and may not be appealed.

A person aggrieved by the Hearing Officer's decision on an Administrative Citation may obtain review of the decision by filing a petition for review with the Superior Court in San Diego County within 20 days after service of the final decision in accordance with the timelines and provisions set for in California Government Code Section 53069.4.



Erickson-Hall Construction

RSF Harmony Grove FS5

Weekly Construction Progress Update, Week Ending June 16, 2019

- ▶ Survey building pad.
- ▶ Excavate and Fill-in Bio Basin.
- ▶ Compaction of building pad.
- ▶ Rough grade.

Next Week's Activities

- ▶ Fine grade at building pad.
- ▶ Certification of building pad.
- ▶ Final soil compaction.

Progress Photo's



Fill-in of Bioswale



Rough Grade Staking



Compaction of Building Pad



Rough Grade Site



Erickson-Hall Construction

RSF Harmony Grove FS5

Weekly Construction Progress Update, Week Ending June 30, 2019

- ▶ Survey of building pad.
- ▶ Certification of building pad.
- ▶ USA mark out.

Next Week's Activities

- ▶ Submission of submittals from subcontractors.
- ▶ Submission to City for building permit.

Progress Photo's



Mark Out of Utilities



Survey of Building Pad



Survey of Building Pad



USA Mark Out