



**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

June 19, 2019
1:00 pm PT
Regular Meeting

Director Hillgren will participate via teleconference
3102 Arrowhead Rd, Teton Village, WY 83025

June 19, 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. Special Presentation
 - a. Recognition will be given to Colton Israels for his quick actions and assistance in saving the life of a citizen during a swift water incident on February 14, 2019.
 - b. Recognition will be given to Erwin L. Willis receiving the *Bell of Distinction* award for his distinguished career and service to the District and community - **Time certain – 4pm**
3. Motion waiving reading in full of all Resolutions/Ordinances
4. 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.

5. Consent Calendar
 - a. Board of Directors Minutes
Board of Directors minutes of May 15, 2018
ACTION REQUESTED: **Approve**

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.

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, 2018 totaling:	\$ 150,241.10
Wire Transfer(s) period May 1 – 31, 2018	\$ 226,216.32
Payroll for the period May 1 – 31, 2018	\$ <u>711,215.13</u>
TOTAL DISTRIBUTION	\$1,087,672.55

(2) Activity Reports – May 2019

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

ACTION REQUESTED: **Information**

c. Acceptance of Grant

To accept a grant \$15,000 from the Rancho Santa Fe Fire District Foundation for the purchase of wildland boots. [Staff Report 19-13](#)

ACTION REQUESTED: **Accept grant for the purchase of wildland boots**

d. Policy Consent

- i. Administrative Policy A100.06 – Gratuities and Donations
To discuss and/or ratify the District policy updating the procedure for accepting gratuities or donations [Staff Report 19-14](#)
- ii. Administrative Policy A100.11 – Records Retention Schedule
To discuss and/or ratify the District policy for the retention and destruction of all district records and files. [Staff Report 19-15](#)

ACTION REQUESTED: **Ratify administrative policies**

6. Old Business

- a. None

7. Public Hearing

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

ACTION REQUESTED: **A call for public comment (oral or written)**

8. New Business

- a. Successor Memorandum of Understanding with Rancho Santa Fe Miscellaneous Employees
To discuss and appoint ad hoc committee to participate in the meet and confer process for successor MOU with the Rancho Santa Fe Miscellaneous Employees

ACTION REQUESTED: **Appoint agency negotiators**

- b. Preliminary Budget FY20

To discuss and/or approve the preliminary budget for the next fiscal year, and schedule a public hearing for final adoption

ACTION REQUESTED: **Approve and set public hearing**

9. Resolutions/Ordinance

- a. Resolution No. 2019-09

To discuss and/or adopt a resolution *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

ACTION REQUESTED: **Adopt**

b. Resolution No. 2019-10

To discuss and/or adopt a resolution *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. [Staff Report 19-16](#)

ACTION REQUESTED: **Adopt**

10. Oral Report

a. Fire Chief

- i. RSF5 Construction Update and Groundbreaking
- ii. Waiver of District Fee

b. Operations – Deputy Chief

c. Volunteer – Volunteer Recruitment/Retention Coordinator

d. Training – Battalion Chief

e. Fire Prevention – Fire Marshal

f. Administrative/Human Resource Manager

- i. CalPERS Conference – October 28-30, 2019, Oakland Marriott City Center

g. Administrative Manager

h. Board of Directors

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

11. Adjournment

The next regular Board of Directors meeting to be July 17, 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, June 19, 2019
1:00 pm PT

CERTIFICATION OF POSTING

I certify that on June 13, 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 June 13, 2019



Karlana Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – May 15, 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.

President Ashcraft requested a moment of silence in honor of James Pine, Deputy Fire Marshal from the County Fire Authority who passed away unexpectedly.

Pledge of Allegiance

Volunteer Recruitment-Retention Coordinator Twohy led the assembly in the Pledge of Allegiance.

1. Roll Call

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

Directors Absent: None

Staff Present: Fred Cox, Fire Chief; Dave McQuead, Deputy Chief; Bret Davidson, Battalion Chief; Bruce Sherwood, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; Kim DeAvila, Administrative/HR Manager; and Karlana Rannals, Board Clerk.

2. Special Presentation

President Ashcraft informed the assembly that the presentation planned will be deferred to the June meeting.

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

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances. *The vote was conducted via roll call.*

4. Public Comment

Mr. Barry Willis informed the board that he was recently elected to the LAFCO Board of Directors and sworn in on May 13th. He stated that he believes in local control, and his goal is to get to know each board and wants to know if there are problems or concerns that he can assist with.

5. Consent Calendar

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 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 April 10, 2019

b. Receive and File

i. *Monthly/Quarterly Reports*

1. List of Demands Check 31304 thru 31401, Electronic File Transfers (EFT) and Wire Transfer(s) for the period April 1 – 30, 2019 totaling: \$ 220,558.32
 Wire Transfer(s) for the period April 1 – 30, 2019 \$ 372,558.32
 Payroll for the period April 1 – 30, 2019 \$ 565,281.91
 TOTAL DISTRIBUTION \$1,158,369.46
2. Budget Review – July 1, 2018 – March 31, 2019
3. Cash Statement – March 31, 2019
4. Quarterly Investment Review
5. Activity Reports – April 2019
 - a. Operations
 - b. Training
 - c. Fire Prevention
 - d. Correspondence – letters/cards were received from the following members of the public:
 - i. LAFCO

c. *Acceptance of Donation*

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to acknowledge receipt of a \$500 donation to Rancho Santa Fe Professional Firefighters Association in gratitude for a response to an emergency call. *The vote was conducted via roll call.*

6. Old Business

- a. None

7. New Business

a. *Article XIII B California Constitution Appropriation Limit*

Ms. Rannals summarized the staff report provided. She recommended that the Board of Directors select the following formula to calculate the District’s new appropriation limit for the 2018/2019 fiscal year: Change in California per capital personal income (3.85%) for the Cost of Living Factor, and Change in population within San Diego County average (.52%).

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and APPROVED to accept staff’s recommendation for calculation of the District’s appropriations limit on the following roll call vote:

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

b. Independent Audit FY19

Ms. Rannals reported that the District’s previous auditor Paul Kaymark, CPA has returned to the auditing field with a new firm. Since the auditor works for the Board of Directors, she wanted to bring the information for their consideration. She reminded the Board that an RFQ was conducted last year, the firm selected the Pun Group signs each year’s engagement letters on an annual basis.

The board members at the conclusion of their discussion agreed that since the RFQ was just completed one year ago, and there were no issues with the audit team, they would stay with the Pun Group for the FY19 audit.

MOTION BY MALIN, SECOND BY DIRECTOR TANNER, and APPROVED the selection of the Pun Group for FY19 audit and authorize the Administrative Manager to execute the engagement letter on the following roll call vote:

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

8. Public Hearing

a. *Ordinance No. 2019-02*

President Ashcraft opened the public hearing. The Board Clerk informed the members that no one had submitted any correspondence in favor or protest to the ordinance. There were no requests to speak. President Ashcraft closed the public hearing.

9. Resolution/Ordinance

a. *Ordinance No. 2019-02*

Chief Cox summarized the staff report provided. He informed the Board that the biggest change to this proposed ordinance from the last meeting is the more restrictive option for mulch, recommending a three (3) zone model. He also informed the board members that this ordinance will improve upon Fire District’s the goal of increased community safety by protecting lives and property from the threat of wildfire. He recommended that the Board proceed with the adoption process and the effective date, if adopted is June 15, 2019. Staff responded to questions from the Board.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and ADOPTED Ordinance No. 2019-02 *entitled* an Ordinance of the Rancho Santa Fe Fire Protection District for Vegetation Management, and Declaring Certain Vegetation, and Certain Waste Matter a Public Nuisance, and Providing for the Removal Thereof, and repealing Ordinance 2015-01 on a roll call vote:

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

b. *Resolution No. 2019-04*

Ms. Rannals summarized the staff report noting the recommendation that the Board of Directors review, approve, and adopt Resolution No. 2019-04 authorizing an industrial disability retirement for retired Engineer Paramedic Joseph D. Moscato.

As a contracting agency with CalPERS, CalPERS requires that the determination, whether a safety employee is/was incapacitated from performing the duties of his/her position be made by the governing body of the employing agency. The District engaged the services of an independent medical evaluator and the physician deemed that Engineer Paramedic Moscato (a safety employee) is substantially incapacitated for the performance of his duties. District personnel forwarded all information to legal counsel for review also concluding that there is competent medical and factual evidence that supports a finding that Joseph D. Moscato is substantially incapacitated from the performance of his usual and customary duties as an Engineer/Paramedic for a permanent duration and the cause of incapacitation is industrial. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED the resolution *entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Government Code section 21156 on a roll call vote:*

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

b. *Resolution No. 2019-05*

Ms. Rannals informed the Board that this resolution required by the State of California reflects the Board's action of selecting the formula to calculate the District's appropriations limit.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2019-05 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2019/2020 Appropriations of Tax Proceeds* on the following roll call vote:

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

c. *Resolution No. 2019-06*

Ms. Rannals informed the Board that this resolution required by the County of San Diego must be renewed annually. If adopted, the special tax will continue at \$10.00 per benefit unit for FY20.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 2019-06 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for fiscal year 2019/2020* on the following roll call vote:

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

d. *Resolution No. 2019-07*

Ms. Rannals informed the Board that this resolution required by the County of San Diego must be renewed annually to continue the collection of the voter approved special assessment in the tax rate areas within the Elfin Forest/Harmony Grove reorganization. This assessment has a built-in cost of living increase that is 3.37% for FY20. If adopted, the special assessment will be \$162.12 per benefit unit for FY20.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2019-07 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Levies Establishing the Benefit Charges for fiscal year 2019/2020* on the following roll call vote:

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

e. *Resolution No. 2019-08*

Chief Cox reported that this resolution is to update only one section regarding management compensation reducing time in a staff assignment from 75% to 65%. No other changes were made.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and ADOPTED Resolution No. 2019-08 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel* on the following roll call vote:

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

10. Oral Report

a. *Fire Chief*

1. District Activities

- Fuel Abatement: staff continues to work with the Escondido Creek Conservancy and working with CalFire. The San Dieguito Conservancy has been requested to work on removing invasive species. Also, the roadway work has been completed on Via Ambiente.
- RSF1 Tenant Improvements: The RSF Association and North Com are in agreement to move forward with the Tenant Improvements. Staff will move cautiously by starting with site plan approval before proceeding with detailed architectural drawings. He reported that the improvements are estimated to cost \$100,000. He also has had discussions with RSF School District and they are interested in working out a parking arrangement.
- RSF5 Update: In anticipation of the start of grading for the new station, Erickson Hall has mobilized and has moved on site. Per our grading conditions, (72) hours before the

commencement of grading, a certified biologist must conduct a bird survey to ensure avoidance of impacts to nesting avian species, such as raptors, coastal California gnatcatcher, and other migratory birds.

Protected birds were observed in the area, most notably the California gnatcatcher and rufous crowned sparrow. The project is currently on hold. Staff is looking at all options to restart the project as soon as possible with the worst-case being Sept 1. A later start date may cause rebidding of the project which will likely result in higher costs. Staff will look at cost mitigation strategies moving forward.

b. *Operations – Deputy Chief*

Chief McQuead distributed a handout with photos of significant incidents; and he distributed and discussed the seasonal weather outlook.

c. *Volunteer – Volunteer Recruitment & Retention Coordinator*

VRRS Twohy reported that the volunteers donated 2,016 hours the previous month.

d. *Training – Battalion Chief*

Chief Sherwood reported that all scheduled training, approximately 2,300 hours was completed. Highlighted training activities included the new hire academy and a zone-wide active shooter. Fire school will be conducted the first week of June at Camp Pendleton.

e. *Fire Prevention – Fire Marshal*

FM Donner reviewed the previous month's statistics noting 307,000 square feet of new construction, and that there are several projects that are moving forward.

f. *Administrative/Human Resource Manager*

Ms. DeAvila reported on the following:

1. Captain Troy Elliott retired effective May 11, 2019. This vacancy will result in promotions and a new hire
2. Continues to work with staff on reviewing policy and procedures.

g. *Administrative Manager*

Ms. Rannals – no report

h. *Board of Directors*

1. North County Dispatch JPA – Update: Director Ashcraft – no report. The next meeting is planned for May 22, 2019 in Vista
2. County Service Area 17 Update; No report; however, Director Stine highlighted the meeting that took place on May 7. The topics included:
 - i. Flu season has ended
 - ii. A business consultant was hired
 - iii. The benefit fee will increase by 3%
 - iv. The measles is the next threat
 - v. Next meeting is August 6, 2019

i. *Comments*

1. Malin – he asked if the recent news article regarding district elections vs. at large elections could affect RSFFPD. Chief Cox responded that research is being conducted now to make that determination.
2. Stine – informed the board that the Rancho Santa Fe Fire District Foundation will host their inaugural event on May 18, 2019 from 4-8 pm. This is a great opportunity to raise awareness and money for the Foundation.

Adjournment

Meeting adjourned at 2:45 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

31402	\$275.00	A to Z Plumbing Inc	Building RSF4
31403	\$115.00	Aair Purification Systems	Building RSF4
31404	\$600.00	Accme Janitorial Service Inc	Building ADMIN
31405	\$2,837.49	Advanced Communication Systems Inc	Radio Programming
31406	\$3,000.00	Arnold A Lewin	Consulting Services
31407	\$331.24	AT&T Calnet 2/3	Telephone RSF, Admin
31408	\$323.46	Blend	Outside Printing & Binding
31410	\$2,898.09	CDW Government Inc.	Computer/Printer Replacement
31412	\$54.33	Complete Office of California Inc	Office Supplies
31413	\$3,163.80	County of SD/RCS	CAP Code Paging Service-800 MHz
31414	\$274.36	Cox Communications	Telephone/Cable RSF
31415	\$99.99	CrewSense, LLC	Scheduling (Crewsense) Maintenance
31416	\$547.25	Discount Tire	Apparatus: Tires & Tubes
31417	\$110.82	Dish	Cable RSF6
31418	\$413.36	EDCO Waste & Recycling Inc	Trash RSF
31419	\$5,662.40	Engineered Mechanical Services Inc	Building ADMIN
31420	\$800.00	Fairbanks Ranch Com. Serv. Dis	Sewer RSF3
31421	\$849.68	Fire ETC Inc	Safety: Boots
31422	\$159.94	Flyers Energy, LLC	Fuel: Gasoline & Diesel
31423	\$610.00	Graphic, Inc.	Awards/Proclamations
31424	\$17.87	Griffin Hardware Co.	Station Maintenance - RSF2
31425	\$119.00	Guzman, Joshua	Suppression - Local Conf/Seminars
31426	\$202.39	Konica Minolta Business Inc	Copier Maintenance Contract
31427	\$14,611.15	North County EVS Inc	Repair & Scheduled- ID
31428	\$2,225.12	Olivenhain Municipal Water District	Water RSF
31429	\$1,276.23	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
31430	\$3,000.00	Reserve Account	Postage
31431	\$190.08	Rincon Del Diablo Municipal Water Di	Water RSF5
31432	\$313.53	San Diego Union-Tribune, LLC	Advertising
31433	\$950.18	SDG&E	Elec/Gas/Propane RSF6
31434	\$3,741.20	SoCo Group Inc	Fuel: Gasoline & Diesel
31435	\$66.00	Terminix International	Building RSF2
31436	\$1,645.92	ThyssenKrupp Elevator Inc	Elevator Service, NCDJPA Rebill
31437	\$544.99	Time Warner Cable	Telephone ADMIN

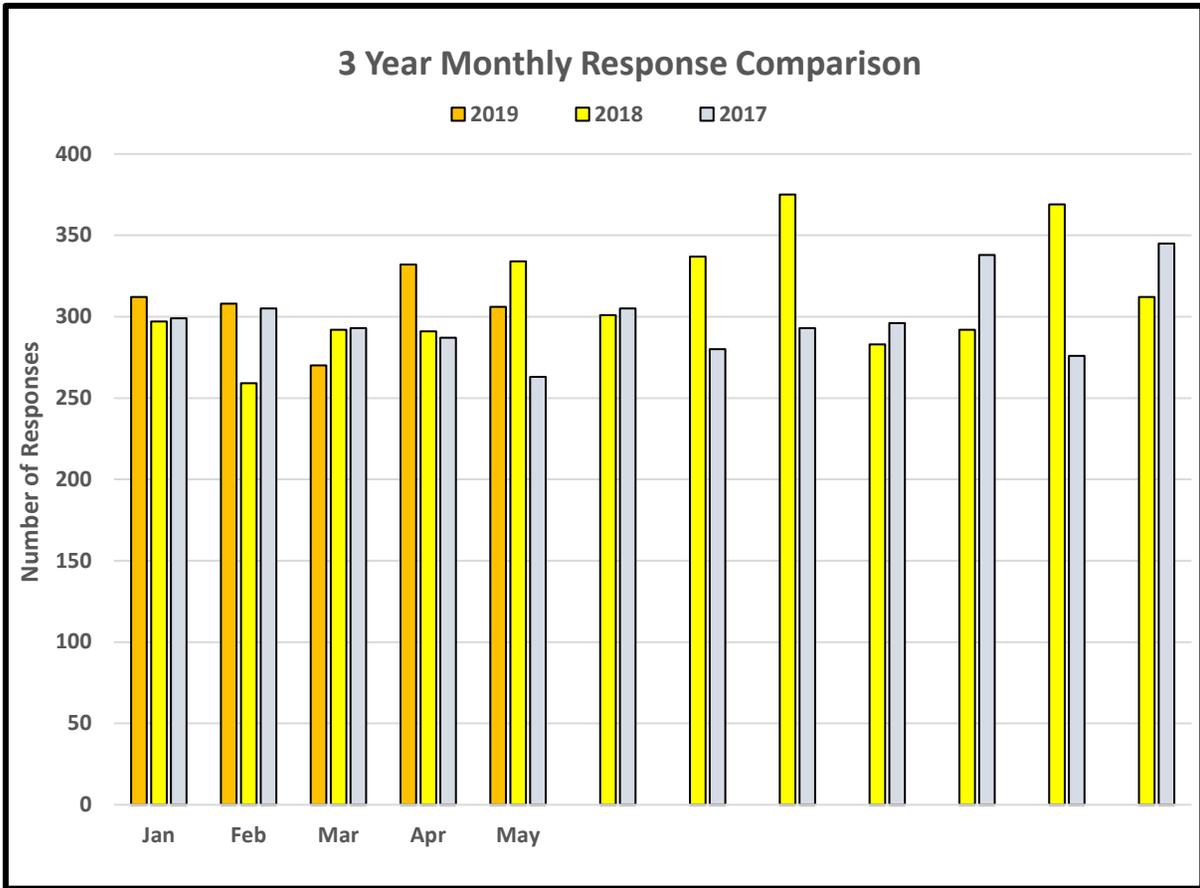
31438	\$32.90	U P S	Shipping Service
31439	\$12,138.97	U S Bank Corporate Payment System	Cal-Card./IMPAC program
31440	\$1,871.02	United Site Services	Sewer RSF
31441	\$1,581.20	Verizon Wireless	CSA-17 Contract, MDT Broadband + ATN Line
31442	\$2,476.61	Waste Management Inc	Trash RSF, Rebills
31443	\$33.98	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
31444	\$660.78	About Service Inc	Repair - ID 1281
31445	\$3,397.24	Advanced Communication Systems Inc	Radio Equipment Replacement
31446	\$132.35	Airgas Inc	Safety: Breathing Air
31447	\$100.00	AT&T	Telephone RSF6
31448	\$1,926.20	AT&T Calnet 2/3	Telephone RSF
31450	\$8,300.00	Engineered Mechanical Services Inc	Building RSF2
31451	\$6,760.00	Erwin Willis DBA WinTech Computer Se	Consulting Services
31452	\$118.67	Fire ETC Inc	Safety Clothing (Protective)
31453	\$2,250.00	Fitch Law Firm Inc	Legal Services
31454	\$152.00	Golden Telecom Inc	Telephone Repair
31455	\$76.47	Griffin Hardware Co.	Station Maintenance - RSF2
31456	\$1,304.73	Home Depot, Inc	Station Maint, Fuel: Propane (Cooking)
31457	\$634.11	L+L Printers Carlsbad	Radio Equipment Minor
31458	\$2,289.69	Mallory Safety & Supply LLC	Firefighting Foam
31459	\$228.38	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
31461	\$200.00	Schieber, Michael	CSA-17 Contract
31462	\$778.00	Schmid, Brian	Medical Reimbursement
31463	\$210.00	SDCFCA	Meetings/Meal Expenses
31464	\$5,580.83	SDG&E	Elec/Gas/Propane RSF
31465	\$2,216.41	SoCo Group Inc	Fuel: Gasoline & Diesel
31466	\$166.05	Steven Enterprises, Inc	Repair Machines & Office Equipment
31467	\$31.37	Time Warner Cable	Cable RSF4
31468	\$600.00	TinyFrog Technologies Inc.	Website Redesign
31469	\$494.24	TPx	Telephone ADMIN
31470	\$16.45	U P S	Shipping Service
31471	\$6,519.62	Uniforms Plus	Uniforms: Safety Personnel
31472	\$717.03	Aair Purification Systems	Building RSF6
31473	\$447.06	AT&T	Cable/Telephone RSF5

Rancho Santa Fe Fire Protection District

List of Demands - May 2019

31474	\$550.00	Cantrell, Chase	CSA-17 Contract, Education/Training Reimbursement
31475	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
31476	\$205.00	COR Security Inc	Building RSF3
31477	\$274.37	Cox Communications	Cable, Telephone RSF
31479	\$8,000.00	Elite Command Training LLC	Suppression - Local Conf/Seminars
31480	\$2,138.84	Fire ETC Inc	Safety Clothing (Protective), Boots
31481	\$439.10	Flyers Energy, LLC	Fuel: Gasoline & Diesel
31482	\$128.70	Form-Craft Business Systems, Inc.	Office Supplies
31483	\$48.45	Griffin Hardware Co.	Station Maintenance - RSF2
31484	\$4,348.60	Liebert Cassidy Whitmore	Legal Services
31485	\$200.00	McVey, Craig A	CSA-17 Contract
31486	\$525.00	Plant-Tek	Landscaping Maintenance Service
31487	\$70.00	RSF Mail Delivery Solutions	Mail Delivery Service
31488	\$4,299.15	SDG&E	Elec/Gas/Propane RSF1, 2
31489	\$3,213.07	SoCo Group Inc	Fuel: Gasoline & Diesel
31490	\$69.00	Terminix International	Building RSF6
31491	\$102.02	Time Warner Cable	Cable - Admin
31492	\$16.45	U P S	Shipping Service
31493	\$182.11	Uniforms Plus	Uniforms: Prevention
31494	\$911.00	Vortex Industries, Inc.	Building RSF1
EFT000000000502	\$300.00	Sanford, Nathan	Education/Training Reimbursement
EFT000000000503	\$544.95	Cooper, Correy	Education/Training Reimbursement
MISC	\$4,833.06	Various	Medical Reimbursement
Subtotal	\$150,241.10		
ACH Transfer	\$152,502.25	CalPERS	Apr 2019 Ret
ACH Transfer	\$73,658.01	CalPERS	June 2019 Health
ACH Transfer	\$56.06	CalPERS	FY19 Misc #2
Subtotal	\$226,216.32		
5/15/2019	355,051.48	RSFFPD	Payroll
5/30/2019	356,163.65	RSFFPD	Payroll
Subtotal	\$711,215.13		
Total	\$1,087,672.55		

May 2019 Incident Count Stations 1 - 6



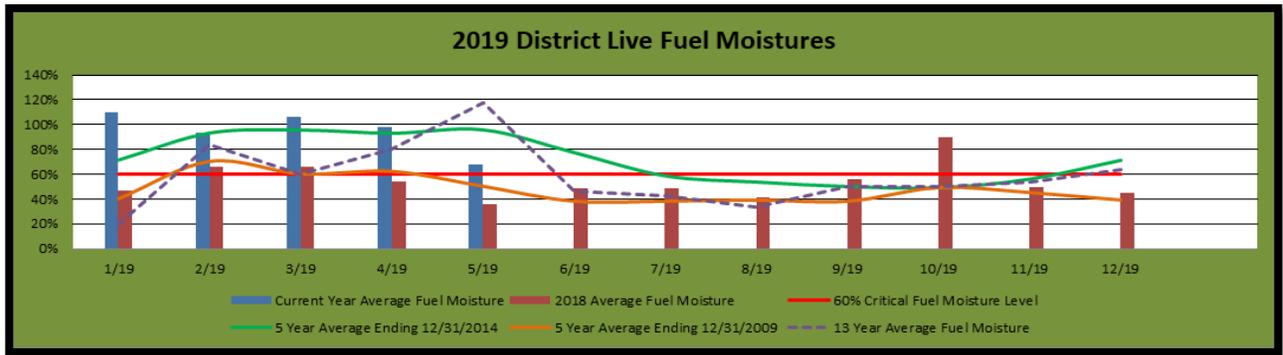
Year	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
		2019	Responses	312	308	270	332	306	0	0	0	0	0	0
	YTD	312	620	890	1222	1528	0	0	0	0	0	0	0	7.29%
2018	Responses	297	259	292	291	334	301	337	375	283	292	369	312	3,742
	YTD	297	556	848	1139	1473	1774	2111	2486	2769	3061	3430	3742	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%

May 2019 Incident Count

Stations 1 - 6

Incident Response Summary by Station		
Station	Month	YTD
RSF1	80	419
RSF2	102	477
RSF3	53	269
RSF4	31	156
RSF5	23	117
RSF6	17	90
Total Count:	306	1528

Incident Type Summary		
Type	Month	YTD
Fire	3	35
Rupture/Explosion	0	0
EMS/Rescue	168	768
Harzardous Conditions	3	13
Service Call	64	183
Good Intent Calls	34	372
False Calls	30	134
Other	4	23
Total Incident Count:	306	1528

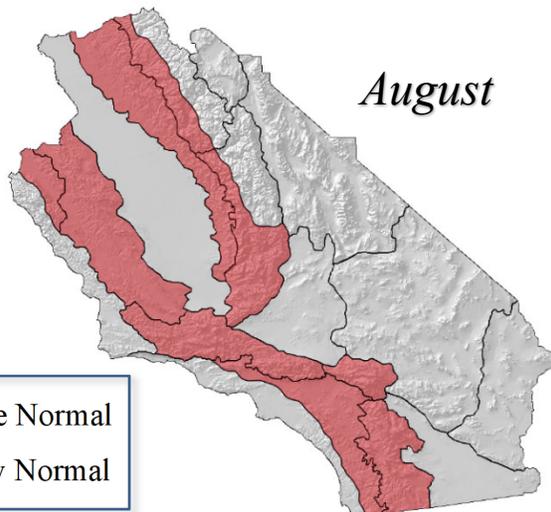
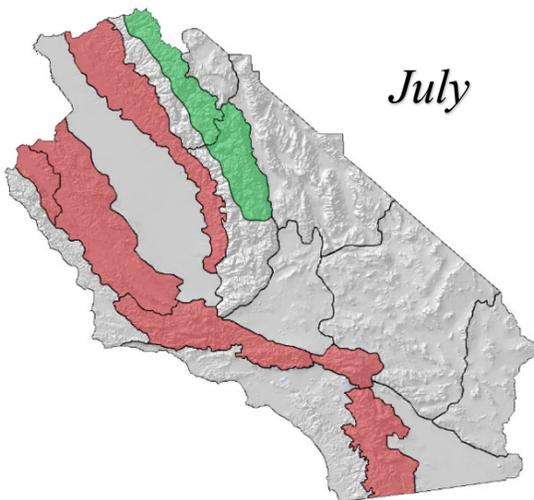
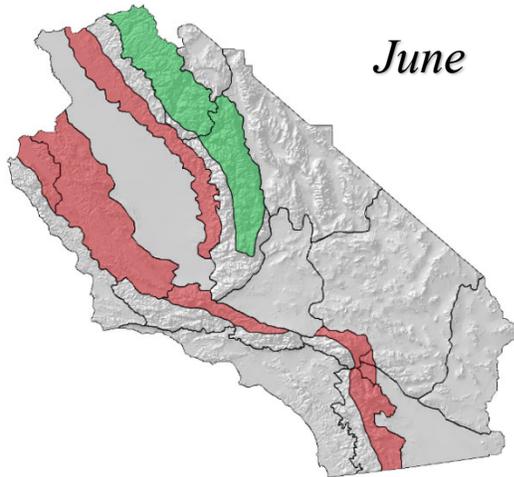


SIGNIFICANT INCIDENT(S)/OVERHEAD ASSIGNMENT(S)				
DATE	INCIDENT/LOCATION	TYPE	UNIT/STRIKE TEAM	MISC.
6/10/2019	Jordan Fire - Inyo, CA	Wildland	Line Paramedic	Currently Deployed
6/11/2019	Avenida Cuatro Vientos	Wildland	RSF, Cal Fire, SDFD, ENC	2.5 acres/ spark ignited

ISSUED: JUNE 1, 2019

VALID FOR: JUNE – SEPTEMBER 2019

Expected Large Fire Potential



 Above Normal
 Below Normal

SUMMARY:

- Temperatures slightly above normal, mainly across inland areas.
- Near to slightly 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.
- Greatest large fire potential may be in the Sierra Foothills and inland areas of Monterey and San Luis Obispo Counties the next 4 months.

WEATHER DISCUSSION:

May was yet another anomalously cool and wet month as several cutoff storm systems moved past the state. During what is normally a dry month that precipitates a spike in grass fire activity, the upper air pattern produced [temperatures which averaged 6-8 degrees below average](#) the past 30 days. Los Angeles as well as many long-time stations recorded one of their coolest May's on record. The streak of cool weather was further underscored during the Memorial Day weekend when many stations recorded highs 15-20 degrees below average.

Wetting rains continued to arrive with the heaviest precipitation occurring along the Sierra Front. Mammoth Mountain recorded their snowiest May on record. Other stations in the Sierras kept pace with recording their 4th most snowpack for this time of year – 137% of normal on May 28th (**Figure 2, next page**) Lower elevations experienced 4-6" of rainfall during the 3rd week of the month. Even Southern California saw stations record 200-400% of normal precipitation the past 30 days (**Figure 1, next page**).

The strangely wet and cool weather has been produced, in part, by a strong ridge over the Central Pacific which has kept the jet stream aligned in a favorable position to bring storms close to the area. The [Madden Julian Oscillation may have also allowed the jet to be stronger than usual](#), causing the storms which did arrive to be more potent than typical late-spring storms.

SOUTHERN AND CENTRAL CA

MONTHLY/SEASONAL OUTLOOK – OSCC, RIVERSIDE

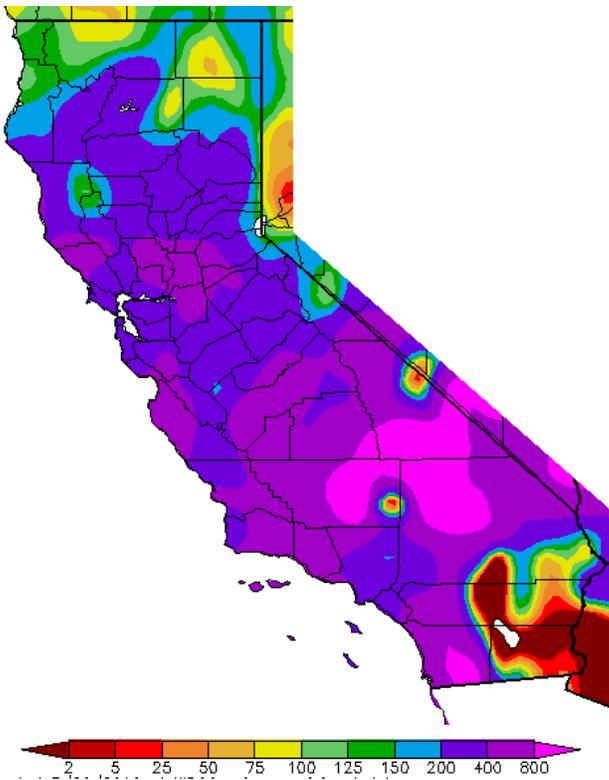


VALID FOR: JUNE – SEPT. 2019

Since May marks the 4th or 5th cooler and wetter than normal months in a row, the question turns to whether this favorable pattern will continue into the summer. Most long term guidance (**Figure 3, bottom right**) as well as long range predictions from the [Climate Prediction Center](#) indicate much of the West will be wetter than usual. This wet scenario may mean that this year's monsoon season will be wetter than usual for much of the CONUS, but the axis of heaviest rainfall may be well east of the district. The models have also been trending the wetter weather further away from California the past few months. This along with the possibility of sustained southwesterly flow aloft will likely result in a fewer than normal number of thunderstorm days this year. If that does come to fruition, a dry summer following a wet winter (and vice versa) would follow the pattern than has occurred several times during the past decade.

Warmer than normal temperatures this summer may push energy release components quite high during the daylight hours, especially if there are a lot of clear, cloud-free days. But it may be a tradeoff as if there are fewer than normal storms, there may be fewer starts generated by lightning, especially in the Sierras.

Figure 1: % of Normal Precipitation since May 1st, 2019



[Nearly all ensemble members](#) as well as the [official outlooks from CPC](#) forecast warmer than usual conditions during the July – September timeframe. Inland area may end being warmer than normal this summer, indeed, but unless the onshore pattern being driven [by well below normal sea surface temperatures](#) dissipates, areas near the coast may see readings closer to normal much of the summer.

Figure 2: Northern Sierra Precip: 6 Station Index

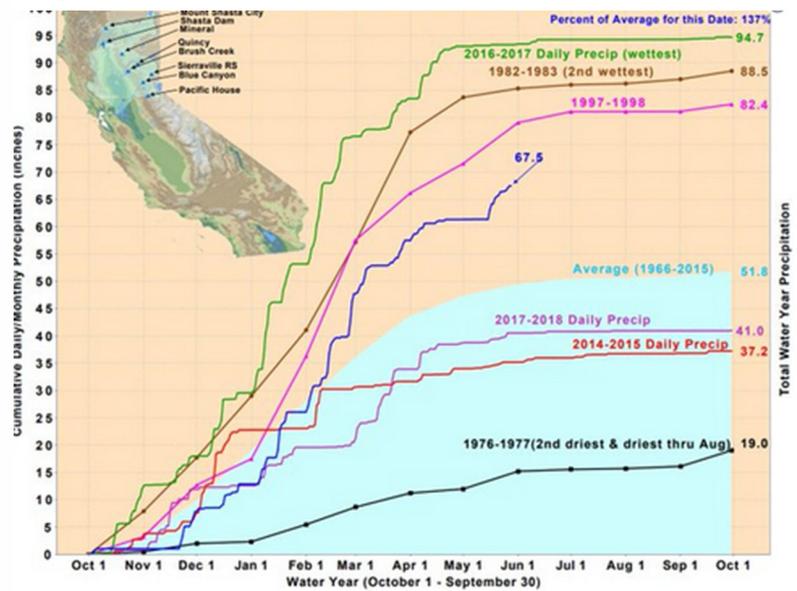
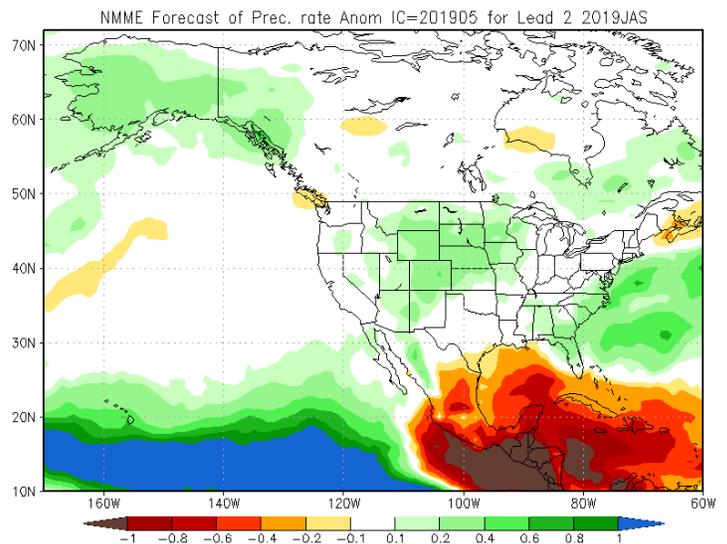


Figure 3: NMME Precipitation Anomalies, July - Sept.



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



VALID FOR: JUNE – SEPTEMBER 2019

Figure 4: 100 Hour Fuel Moisture Central Coast Interior

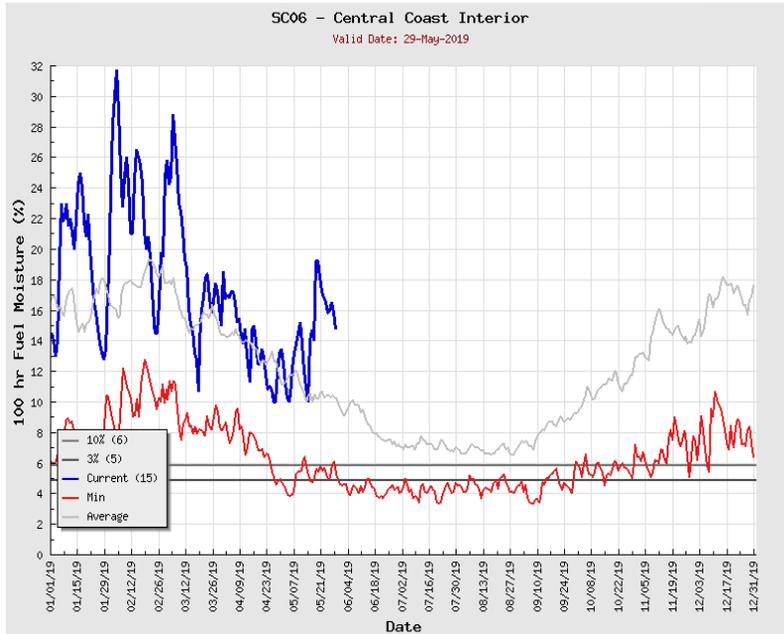
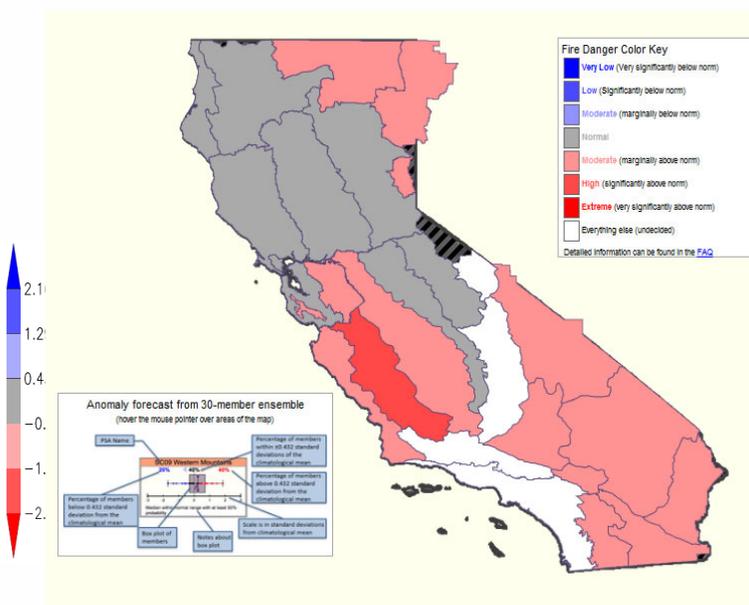


Figure 5: Forecast 100 Hour Fuel Moisture SD, June



FUELS AND DROUGHT OUTLOOK

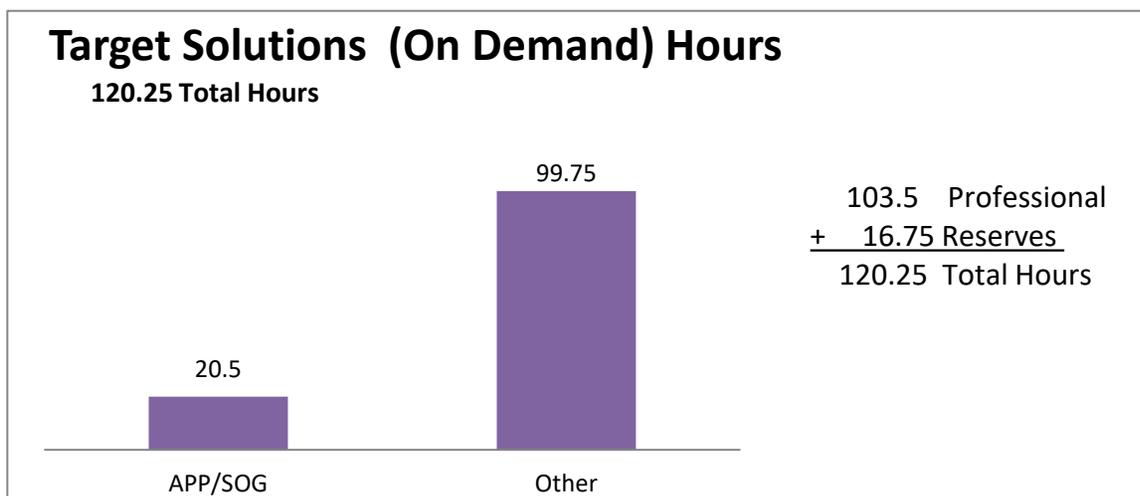
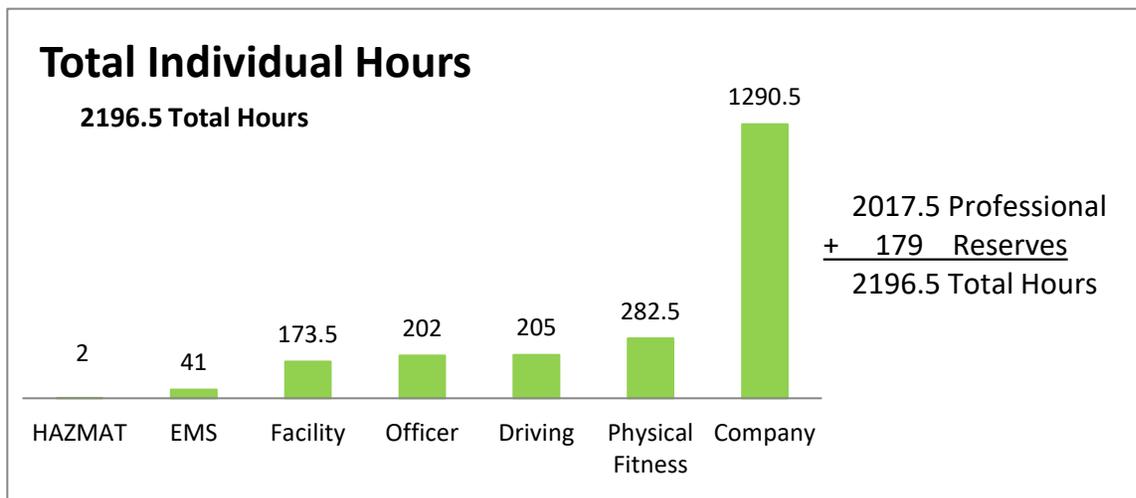
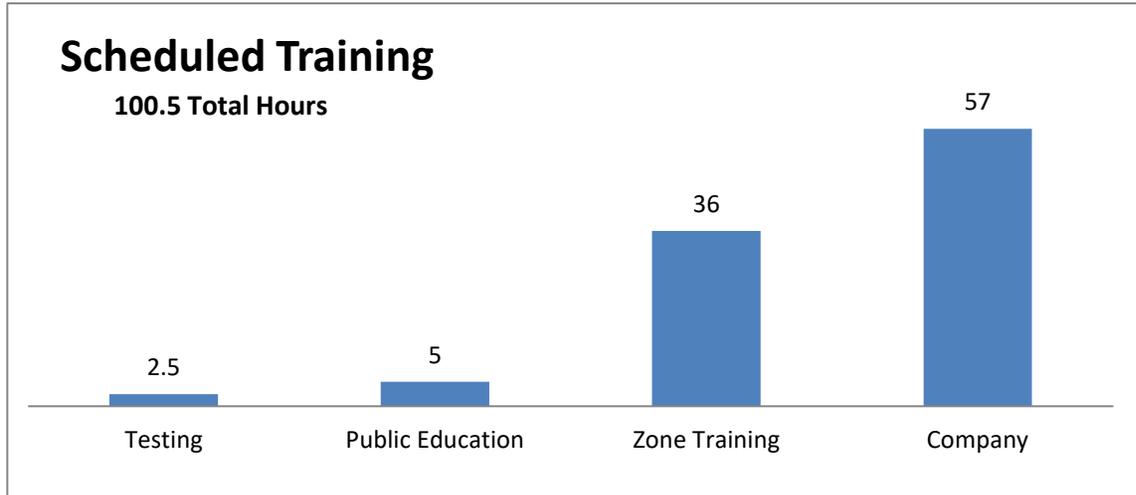
The wet weather has briefly interrupted the drying cycle over many areas. Dead fuel moisture is far above average over all areas outside the desert (**figure 4, left**). It will be many weeks before live fuel moisture drops toward critical levels.

Although the rain has boosted fuel moisture in the short term, enough seasonally warm weather occurred in April to allow seasonal grasses to cure over most areas outside the Sierras. There have been a few large incidents in areas with a high fuel loading of cured grasses such as the Belmont fire in San Luis Obispo County which grew to 900 acres. Once warmer weather sets in, there should still be a substantial increase in fires across similar types of vegetation. These grass fires will probably be short term events with most of them being handled by local resources.

The greater threat from large fires will occur in the summer when dead fuel moisture drops low enough in the heavier vegetation to allow for ignition. The heavy grass crop interspersed with the high amount of bug-killed timber will allow fires which begin in the grasses to transition to the ladder fuels by the middle of July. An expected lack of convection will exacerbate this situation, especially in the lower elevations of the Sierras - including the Sierra Foothills.

Given the likelihood of warmer than normal weather and a lack of monsoonal moisture, *we expect large fire potential to climb to above normal levels again this year. This threat will begin in the interior foothills before spreading into some of the adjacent valleys during the latter portion of summer.* Conversely, the highest elevations of the Sierras may not see much fire activity due to the lingering effects of a heavy snowpack season. [Nationally, large fire potential is near to below normal](#) over much of the Rockies and Southwest (unlike recent years) which may keep out of region demand uncommonly low.

Training Division May 2019

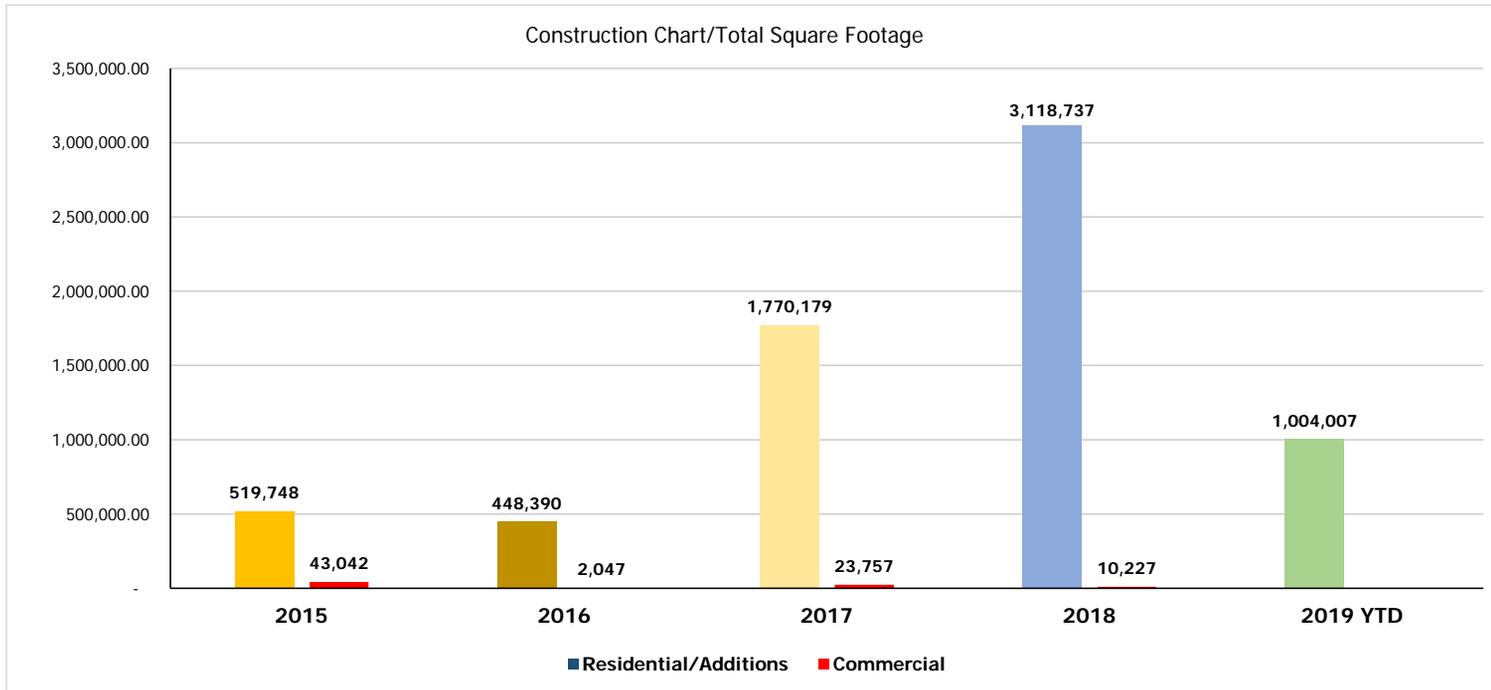


See next page for description

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
 May 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	243,167	10,209	253,376
2018 YTD	402,594	600	403,194
2019 YTD	1,004,007	-	1,004,007

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	227,289							

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

PLAN REVIEWS				
Plan Type	No. of Reviews	Resubmittals	No. of Structures	Approved New SQFT (Mit Fees)
New Residential	26	5	130	203,695
Additions/Remodels	11	5	10	9,671
New Commercial	2	-	1	-
Commercial T.I.	4	-	1	-
Tents/Special Events	-	-	-	-
Rack Storage	-	-	-	-
Preliminary	10	2	40	13,923
Fire Suppression Systems	14	-	-	-
Alarms	1	-	-	-
Landscaping	16	3	-	-
Grading/Mylars/Improvement Plans	3	-	-	-
Underground	1	-	-	-
Hood System	-	-	-	-
Tanks	-	-	-	-
Cell Sites	-	-	-	-
DSS/CCL	-	-	-	-
DPLU	1	-	12	-
Solar Panels	1	-	-	-
High Piled Storage	-	-	-	-
High Hazard/Communications/Other	2	-	1	-
Spray Booth	-	-	-	-
TOTAL	92	15	195	227,289
TOTAL PLAN REVIEWS:	107			

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

REPORTS	
Report Type	No. of Reviews
Fire Protection Plans	-
Technical Reports	-
TOTAL	-

INSPECTIONS	
Inspection Type	No. of Inspections
Alarms	4
Fire Supression Systems	35
Building Construction	33
Landscaping	7
Tent/Special Event	5
Gates/Knox	1
Site Visit	2
Technical Report/FPP	-
Underground	3
Annual Inspection	3
Other	-
TOTAL	94

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

SPECIAL PROJECTS	
Project Type	No. of Projects
Grants	-
GIS	2
Forms (Updates/New)	-
Project Research	-
Computer Programming/I.T.	1
Emergency Response Support	-
Annual Mailer (Weed Abatement)	-
Board Report Formating/ Design	-
Conference Call w/ Steve Fitch	-
Weed Abatement Ordinance	1
TOTAL	4

MEETINGS	
Meeting Type	No. of Meetings
H.O.A	2
On-Site Project Meetings	21
In-Office Project Meetings	14
Weed Abatement	28
County	1
Code Development	5
Support/I.T. Development	1
San Diego County FPO's	4
Community Stakeholder Meetings	5
Other	30
TOTAL	111

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

TRAINING/EDUCATION	
Class Name	Dates
2016 CFC/CBC Fire Pumps	5/1/2019
2016 CFC/CBC/CMC Commercial Cooking Operations	5/2/2019
Fire Sprinkler Spacing	5/16/2019
Intro to the Incident Command System (ICS-100)	5/22/2019
TOTAL	4

PREVENTION / PUB ED	
Activity	Number
Phone Calls	487
Emails	1,541
TOTAL	2,028

WEED ABATEMENT	
Activity	No. of Inspections
Weed Abatement Inspection	62
Weed Abatement Reinspection	117
1st Notice	60
2nd Notice	23
Final Notice	9
Posting	-
Forced Abatement	-
TOTAL	271

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

ADMINISTRATIVE SERVICES/OFFICE SUPPORT	
Activity	No. Completed
Phone Calls	1,168
Correspondence	1,199
Walk in/Counter	492
Knox Application Request	5
Burn Permits	1
Plan Accepted/Routed	107
Special Projects	5
Scanning Documents/Electronic Files	500
Meetings: Admin/Prevention/Admin Shift	15
Post Office Runs	-
Deposit Runs/Preparations	25
TOTAL	3,517

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

SOCIAL MEDIA				
Social Media	Followers	Posts	Likes/Comments	Reach
Facebook	1,383	6	438	2,296
Instagram	1,236	4	290	2,751
Twitter	3,676	5	99	4,470
TOTAL	6,295	15	827	9,517

COMMUNITY OUTREACH	
Event	Participants
FPW Pizza Party	24
Station Tour	40
RSF Fire Foundation Gala	50
Hands-only CPR	12
RSF Insurance Wildfire Presentation	50
TOTAL	176

CAR SEATS	
Car Seats Installed	6
TOTAL:	6

EDUCATIONAL MATERIALS	
Name	Topic
Hands-only CPR	2
Fuel Modification	1
Map	
TOTAL:	2

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

MEETINGS	
Meeting Type	No. of Meetings
H.O.A	
Staff	1
Board	
Shift	
Captain's	
CSA 17	1
PIO's	
Fire Safe Council Meeting	
SO CAL Pub Ed	1
Community Stakeholder Meetings	1
TOTAL	4

TRAINING/EDUCATION	
Class Name	Dates
Active Shooter Drill	May 8 & 10, 2019
TOTAL	1

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

CLERICAL	
Activity	Number
Phone Calls	63
Correspondence	286
TOTAL	349

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

STAFF REPORT

19-13

TO: BOARD OF DIRECTORS
FRED COX, FIRE CHIEF

FROM: DAVE MCQUEAD, DEPUTY CHIEF

SUBJECT: ACCEPTANCE OF GRANT

DATE: JUNE 13, 2019



CURRENT SITUATION

The Rancho Santa Fe Fire Protection District (RSFFPD) filed a grant application on May 20, 2019 with the Rancho Santa Fe Fire District Foundation seeking \$15,000.00 to help co-fund the purchase of 70 pairs of the Danner “Wildland Tactical Firefighter” boot for both career and volunteer firefighters. This wildland hiking boot meets or exceeds NFPA 1977 Standards on Protective Clothing and Equipment for Wildland Firefighting. The requested grant amount of \$15,000 was approved by the Rancho Santa Fe Fire District Foundation. The District wants to complete the purchase of the boots and outfitting of personnel by July 31, 2019.

Description	Qty.	Cost Per Unit	RSF Fire District Foundation	FY19/20 Budget	Total Project
Danner Wildland Tactical Firefighter Boot	70	\$350.00	\$15,000.00	\$ 9,500.00	\$24,500.00

RECOMMENDATION

Accept the grant in the amount of \$15,000.00 from the Rancho Santa Fe Fire District Foundation for the purchase of wildland boots.

Danner "Wildland Tactical Firefighter" Boot



STAFF REPORT

19-14

TO: BOARD OF DIRECTORS
FRED COX, FIRE CHIEF

FROM: DAVE MCQUEAD, DEPUTY CHIEF

SUBJECT: FIRE DISTRICT POLICIES AND PROCEDURES

DATE: JUNE 13, 2019



RECOMMENDATION

Ratify the Administration Policy listed below that was prepared by Staff and approved by the District's legal counsel, Stephen J. Fitch, Esq.

BACKGROUND

1. Administration Policy and Procedure **A100.06 Gratuities** was ratified by the Board of Directors 10/8/2014.

STAFF ANALYSIS

Staff and District Counsel has recommended the District adopt this updated policy and request the policy is ratified with a new date by the Board of Directors.

1. **A100.06 Gratuities and Donations** was reviewed and revised by Staff and the District's legal counsel to reflect the following additions to the policy.
 - Added "Donations" to the Policy Title.
 - Clear procedures for Gratuities and Donations directed to the District or Local 4349 Firefighters Association.
 - The addition of The Rancho Santa Fe Fire District Foundation a 501(c)3
 - The Board of Director Approval process for monetary donations in any amount \$500 and over.
 - The addition of Anti-Bribery and Corruption Criteria.



Rancho Santa Fe Fire Protection District

ADMINISTRATIVE POLICY AND PROCEDURES

GRATUITIES AND DONATIONS

Section: **A100.06**

Date Implemented: **03/1997**

Date Revised: **06/2019**

Page: **1 of 3**

FIRE CHIEF: _____

I. **PURPOSE:**

A. To establish a procedure for accepting gratuities or donations.

II. **RESPONSIBILITY:**

A. It shall be the responsibility of all District personnel to adhere to this guideline.

B. It shall be the responsibility of the Operations Chief or designee to distribute and/or forward the gratuity as specified in this guideline.

III. **DEFINITIONS:**

A. For the purpose of this policy, “**Gratuity**”, “**Donation**” or “**Gift**” herein referred to as “**Gratuities**” is defined as any tangible item given voluntarily or beyond obligation. Gratuities are broken down into the following categories:

1. **Perishable:** all baked or unsealed food items.
2. **Non-Perishable:** any item that can be shelved until appropriately distributed.
3. **Designated:** a gratuity given for a specific purpose.
4. **Money:** credit card, cash, check.

IV. **SCOPE:**

A. This policy shall apply to all personnel within the District.

B. Nothing in this policy is intended to alter or modify State Law of gifts or gratuities for positions in the district that are required to report to the State.

V. **PROCEDURE:**

A. Gratuities or donations are never to be solicited.

B. No District personnel as an individual shall accept or retain a gratuity or donation for him or herself. (SEE Item G)

- C. Any kind of money donation should be discouraged. District personnel who receive any kind of money donation intended for the District, Local 4349 or the RSF Fire Foundation should do the following:
1. Notify the donor that neither the District nor Local 4349 Professional Firefighters Association are 501c.3 organizations and therefore cannot issue a “Tax Write-off” for any money donations.
 2. The Donor may contact the Rancho Santa Fe Fire Foundation (501c.3) to directly make the donation. The donor can express their intent/ purpose of the donation and receive a “Tax Write-off”. www.rsffirefoundation.org
 3. If the Donor is persistent to donate money directly to the District or Local 4349 Professional Firefighters Association, notify the donor again that no “Tax Write-off” will be issued by the District or L4349. Verify what the donor’s intent/ purpose or wish is for the money donation.
 - a. Send any money donation and any documentation to the Operations Chief.
 4. The Operations Chief will document and forward the donated money and any documentation to the Administration Manager.
 5. Any money given directly to the District or Local 4349 Professional Firefighters Association in the amount of \$500.00 or greater must be included on the Board of Directors meeting agenda.
 6. The Board of Directors will formally recognize and accept the donated money at the scheduled Board of Directors meeting (**Health and Safety Code 13898**). The Board of Directors will direct the Operations Chief to distribute or apply the accepted money to meet the donor’s wishes.
- D. Non-perishable gratuities (excluding money) such as lunch or dinner gift certificates, coffee shop gift cards, grocery gift cards, etc. can either be awarded at the Fire Chief discretion to the specific Station, Station Crew or Battalion Shift basis for the purpose intended by the donor or the gratuity can be made available for all District personnel to win utilizing a random drawing.
- E. Perishable gratuities with a specific designation shall be consumed by the designated individual or shift whenever possible, (some perishables may not last until the designated shift returns to duty). Non-designated perishable gratuities (i.e. Christmas candy, etc.) shall be divided among District personnel as deemed by the Fire Chief.
- F. Any type of non-designated tickets for special events (i.e. sporting events, concerts, etc.) shall be made available to all District personnel. An email from the Operations Chief will notify all District personnel of the opportunity to win the donated tickets. A random drawing will be utilized to disperse the tickets.

G. Anti-Bribery/Corruption Criteria

1. No Gratuity, Donation or Gift shall be accepted in the following situations:
 - a. It is made with the intention of influencing the District or its employees in order to obtain or retain business, to gain a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favors or benefits;
 - b. It is given in the name of an individual and not in the name of the District, Local 4349 Firefighters Association or the RSF Fire Foundation.
 - c. It is of an inappropriate type and value and given at an inappropriate time.
 - d. It is given secretly and not openly.

2. It is not acceptable for any employee of the District to:
 - a. Receive, demand, suggest or accept a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given or in exchange for favors or benefits;
 - b. Receive, demand, suggest or accept a payment, gift or hospitality to a to 'facilitate' or expedite a routine procedure of the District;
 - c. Receive, demand, suggest or accept a gift or hospitality from anyone; or
 - d. Threaten or retaliate against another employee who has refused to commit a bribery offense or who has raised concerns.
 - e. You must notify the Fire Chief immediately if you or another employee was offered a bribe, was asked to make one, suspect that this may happen in the future, or believe that you or another employee are a victim of another form of unlawful activity.

STAFF REPORT

19-15

TO: BOARD OF DIRECTORS
FRED COX, FIRE CHIEF

FROM: DAVE MCQUEAD, DEPUTY CHIEF

SUBJECT: FIRE DISTRICT POLICIES AND PROCEDURES

DATE: JUNE 13, 2019



RECOMMENDATION

Ratify the Administration Policy listed below that was prepared by Staff and approved by the District's legal counsel, Stephen J. Fitch, Esq.

BACKGROUND

1. Administration Policy and Procedure **A100.14 - Records Retention Schedule** - NEW

STAFF ANALYSIS

Staff and District Counsel has recommended the District adopt the following policy and have the policy ratified by the Board.

1. **A100.14 - Records Retention Schedule**



Rancho Santa Fe Fire Protection District

ADMINISTRATIVE POLICY AND PROCEDURES

RECORDS RETENTION SCHEDULE

Section: **A100.14**

Date Implemented: **06/2019**

Date Revised:

Page: **1 of 19**

FIRE CHIEF: _____

I. PURPOSE:

- A. To define District policy covering the retention and destruction of all District records and files. To establish a records retention management program that identifies the process that is efficient and economical for the creation, utilization, maintenance, retention, preservation, and disposal of District records, based on federal and state statutes governing public records.

II. RESPONSIBILITY:

- A. It shall be the responsibility of every employee to ensure that all records, forms and correspondence are accurately completed, properly routed and retained as per this policy. The Fire Chief or his designee shall appoint and assign a Custodian of Records, who will be responsible for all District records used in the course of normal business that are released to any agency, public or private entity or individual by policy or law. The Custodian of Records shall assure all District records are stored and retained in a manner prescribed by this policy, meet all legal requirements for all records, files and documents per the following Federal and State statutes:

1. HSC Health and Safety Code
2. CCP Code of Civil Procedure
3. CCR Code of California Regulations
4. CFR Code of Federal Regulations
5. EC Election Code
6. GC California Government Code
7. USC United States Code
8. SOS Secretary of State

III. DEFINITIONS:

- A. **Public Record** - Any writing containing information relating to the conduct of the District's business prepared, owned, used, or retained by the District regardless of physical form or characteristics.
- B. **Active Record** - Records kept in the office and referred to on a regular basis.
- C. **Archives** - A repository for housing permanent/historical records (whether in paper, microfilm, or digital) which should be protected or preserved.
- D. **Disposition/Retention Period** - The length of time a record is kept, which may be permanent.

- E. **Electronic Mail** – Email is a method of exchanging messages ("[mail](#)") between people using electronic devices.
- F. **Historical Record** - The retention of records that have enduring value because they reflect significant historical events or document the history and development of the District.
- G. **Inactive Record** - Any public record transferred to records storage until disposition is reached.
- H. **Non-Record** - Materials that are not retained in the normal course of business, such as records that contain no information of significant or lasting value such as transmittal letters, acknowledgements, and drafts, rough notes, and calculations created and used in the preparation or analysis of other documents.
- I. **Records Management** - The systematic control of the creation, processing, use, protection, storage, and final disposition of all public records pursuant to federal, state, and local laws and regulations.
- J. **Records Retention Schedule** - The document identifying the length of time a record is maintained, including disposition.
- K. **Transitory Records** - Records whose value is comparatively short-lived and should be discarded when they have fulfilled their purpose for which they were created. Examples: 1) copies of reproduced/printed material of general information; 2) originals/copies of documents kept solely for tickler, suspense, or follow-up; 3) preliminary work materials used for preparation of reports, studies, etc.; 4) duplicates/extra copies of records; and 6) appointment logs/calendars.
- L. **Vital Record** - Records contain information essential for the resumption of operation after a disaster or the reestablishment of the legal and financial status of the organization.
- M. **Writing** - Any handwriting, typewriting, printing, photo-stating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.
- N. **Department/Division Head** – those that are responsible for records, files, whether electronic or hard. Departments; Finance (FIN), Fire Prevention (FP), Human Resource (HR), Operations (OPS), Training (TRN), Internal Technical (IT), Fleet Maintenance (FLT), Administration (ADM) and Facilities (FAC).

IV. PROCEDURE:**A. CREATING RECORDS/FILES**

1. Department/Division heads are advised to begin new files with an eye to the future disposition of the file being created. For example, by knowing that the information/materials contained within a new file will be retained for a specific number of years, it would be prudent to create the file on a calendar year or perhaps fiscal year basis (**ATTACHMENT 3**). Planning avoids separating files later when it comes time for storage and/or destruction.
2. Review the District's retention schedule beforehand can avoid the necessity and time-consuming activity of separating permanent information/documents from short-term materials prior to time of destruction.
3. Ensure consistency in labeling and identifying records, files and documents within a department/division, particularly when creating new ones.

B. CONVERTING HARD COPY TO ELECTRONIC ARCHIVING

1. Government Code Section 34090.5 authorizes the conversion of hard copy materials and records onto other electronic mediums (i.e., burning CDs or DVDs or other format reasonably accepted within the industry, as may be determined by the Custodian of Records as long as the following conditions are met:
 - a. The record, file, or document is photographed, micro-photographed, reproduced by electronically recorded video images, recorded in electronic data processing system, recorded on optical disk, or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document;
 - b. The device or method used to reproduce the record, paper, or document reproduces the original in all details and does not permit additions, deletions, or changes to the original document images;
 - c. The reproductions are made accessible for public reference as the original records were; and
 - d. A true copy of archival quality of the film, optical disk, or any other medium reproductions shall be kept in a safe and separate place for security purposes.
2. The Department/Division head must submit a "Conversion of Hard Copy to Electronic Record" (**ATTACHMENT 2**) to the Custodian of Records.
3. If the above conditions are met, subject to system verification by the Custodian of Records and/or Administration Manager, the Department/Division head having custody of the records may convert the hard copy to a permissible electronic format and destroy the hard copy.

C. ELECTRONIC APPLICATION

1. In accordance with the Secretary of State’s guidelines on “trustworthy electronic document or records preservation”, documents can be scanned and electronically stored in JPEG, JBIG, JPEG 2000, TIFF, or PDF-A image format. Scanned and Electronically stored images are to be retained in a document/library

D. EXEMPT RECORDS

1. The District shall justify withholding any record by demonstrating that the record, file or document in question is exempt under express provisions of this policy, or that on the facts of the particular case the public interest is best served by not making the record public.

E. COPIES OF RECORDS

1. Any person may receive a copy of any identifiable public record or copy thereof. Upon filing a document request, an exact copy shall be provided unless impracticable to do so. Computer data shall be provided in a form determined by the District.

F. SEGREGABLE RECORDS

1. Any reasonable segregable portion of the records shall be provided to any person requesting such record after the deletion of the portions that are exempt from law. Segregable information would include juvenile information, medical information, etc. 32 CFR 806.19 - Reasonably segregable portions.

G. ARCHIVING OF BOXED RECORDS:

1. When removing records, files or documents from the work area or active record status, they are to be archived by placing the content in an approved, labeled cardboard file box, citing contents and destruction date. The records will then be placed in a pre-designated archive storage location at fire administration. It is the responsibility of each section manager to assure the records are properly packaged and documented prior to storage.
2. Labeling of storage file boxes is as follows:
 - Department/Division
 - Box number
 - Destruction dates;
 - Detail description of contents can be hand written on the box or on an 8 ½ x 11 white sheet of paper secured on the outside of the box.
 - Place the box on the storage shelf with information facing out.

H. DISPOSITION OF PUBLIC RECORDS

1. Authorization for Destruction of Records: Records are to be destroyed in accordance with the Records Retention Schedule set forth as the approved schedule for the District in compliance with Government Code Section 34090 et seq. - 34090.7 along with other applicable state and federal statutes that govern the retention and destruction of records. Once such records have met the disposition/retention period and according to the process set forth therein, such records are to be destroyed.
2. The Board of Directors, by adopting the Records Retention Schedule, authorizes Department/Division heads to destroy duplicate records greater than two years old if the records are no longer required in accordance with the adopted retention schedule.
3. Annually, each Department/Division head is responsible for reviewing all records within their custody. Records that have reached the end of their disposition/retention period are to be destroyed. Electronic versions of those records must also be deleted at the same time. Each Department/ Division is to notify the Custodian of Records those records to be destroyed.
4. The Custodian of Records shall identify and confirm those records have met their destruction date. These records shall be inventoried as to number of file boxes and contents to be shredded. A listing of the contents of each file box scheduled to be destroyed shall be sent to the Administrative Manager and placed on the next regular Board of Directors meeting agenda for resolution.
5. All original records to be destroyed must be listed. All requests for the destruction of original records must be approved by the responsible Department/Division head, Custodian of Records, Administration Manager and the Board of Directors prior to destruction. A Request for Records Destruction/Certificate of Destruction (**ATTACHMENT 1**) and listing of documents to be destroyed, and copy of the appropriate page(s) from the records retention schedule shall be filed with the Administration Manager
6. Note: Once authority to destroy records has been received, all forms of that record must be destroyed (or deleted): paper, microfilm/fiche, electronic format, etc.
7. This section does not authorize the destruction of the following original records:
 - a. Records affecting the title to real property or liens thereon;
 - b. Records required to be kept by statute;
 - c. Records less than two years old; or
 - d. Minutes, ordinances, or resolutions of the Board of Directors

8. The District has identified that shredding and recycling the paper produced from the destruction of these records is the most appropriate method of disposal. Accordingly, although the specific method used for destruction shall be at the discretion of the Department/Division head, it shall reflect a method of destruction that recycles any paper products and avoids the use of sanitary landfill sites.

9. The Administration Manager or designee shall contact and arrange for a contract shredding company to destroy the number of approved boxes on site. A receipt must be obtained and turned over to the Administration Manager. The receipt and inventory of shredded records shall be retained in a file kept for perpetuity by the Custodian of Records.

ATTACHMENT 1 – Records Destruction

MEMORANDUM



DATE: XX/XX/XX

TO: Administration Manager

FROM: Custodian of Records

SUBJECT: REQUEST FOR RECORDS DESTRUCTION

On XX/XX/XX, the Board of Directors adopted Resolution No. XXXX establishing a Records Retention Policy and Schedule. In accordance with that policy and schedule, certain records have been identified as eligible for destruction. A listing of those records and relevant sections from the records retention schedule are attached.

Provide general information about the request: (Example: 15 boxes of records exceeding the retention requirements and, as such, are being prepared for destruction. The method of destruction will be via recycling.)

Please sign below indicating your approval for the destruction of the attached listing of records.

Department/Division Head

Custodian of Records

CERTIFICATE OF DESTRUCTION

I, (employee name), do hereby certify that the records listed on the attached were properly disposed of on (date).

Administration Manager

Original: Administration Manager

Copy: Department/Division

Attachment:

- Records Destruction List

ATTACHMENT 1 (cont.) - Records Destruction List

RECORD FOR DESTRUCTION FINANCE STORAGE ROOM
TO BE DESTROYED XX/XX/XX

DEPT/DIV	CREATION YEAR	DESTROY YEAR	CATEGORY/DESCRIPTION

ATTACHMENT 2 – Conversion to Electronic Records

MEMORANDUM



DATE: XX/XX/XX

TO: Administration Manager

FROM: Custodian of Records

SUBJECT: CONVERSION OF HARD COPY TO ELECTRONIC RECORDS

In accordance with the District’s Records Retention Policy, certain records have been identified as being eligible for conversion from hard copy to electronic copy and will be maintained with a trusted system as described in the Secretary of State Guidelines for Trustworthy Electronic Document or Records Preservation Standards. [Secretary of State Guidelines for Trustworthy Electronic Document or Records Preservation Standards](#)

Record Titles to be eligible for electronic retention:

Example:

- Payroll
- Payroll Charges
- Payroll Reports
- Time Sheets

Please sign below indicating that the record titles are appropriate for electronic retention and the retention system meets the requirements of the records retention policy.

Department/Division Head

Custodian of Records

Administration Manager

Original: Administration Manager
Copy: Department/Division

ATTACHMENT 3 – Addition to Retention Schedule

MEMORANDUM



DATE: XX/XX/XX

TO: Administration Manager

FROM: Custodian of Records

SUBJECT: ADDITION TO RECORDS RETENTION SCHEDULE

In accordance with federal, state, and local regulations the following records titles should be incorporated into the District’s Records Retention Schedule.

Category of Record	Description	Legal Authority	Retention Period

Please sign below indicating your approval for the addition of the above listed records titles.

Department/Division Head

Custodian of Records

Administration Manager

Original: Administration Manager

Copy: Department/Division

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Category of Record	Description	Legal Authority	Retention Period	Dept.
Accident/Illness Reports (OSHA) Workers Compensation Case Files	Employee medical records. Employee exposure records regarding exposure to toxic substances or harmful physical agents. Does NOT include: records of health insurance claims maintained separate from employer's records; first aid records of one time treatments for minor injuries; Does NOT include: records of employees who worked less than one year if records given to the employee upon termination.	GC 6254(c) 8 CCR 3204(d)(1) 8 CCR 10102 8 CCR 10755 8 CCR 10758 8 CCR 15400.2 29 CFR 1910.1020(d)(1)(i) GC 12946 GC 34090(d)	Length of employment + 30 years	HR
Accidents/Damage to District Property		GC 34090(d) CCP 337.15	10 years	OPS
Accounting – Fixed Assets	Annual Reports of the District's Fixed Assets; inventories	GC 34090(d)	Permanent	FIN
Accounting – General Ledger	General Ledger Year End – reports/balance sheets that show revenue, expenditures, assets and liabilities	GC 34090(d) CCP 337	Permanent	FIN
Accounting – Journal Entries	Monthly Journal and Back-up Files	GC 34090(d)	Audit + 7 years	FIN
Accounting – Permanent Books of Accounts	Records showing items of gross income, receipts and disbursement (including inventories per IRS regulations).	GC 34090(d) 26 CFR 1.6001-1(c) and (e)	Permanent	FIN
Accounts Payable	Copies of invoices and back-up information, including petty cash records	GC 34090(d) CCP 337 26 CFR 1.6001-1(e)2	Audit + 7 years	FIN
Accounts Receivable	Receipts of deposited checks, money transfers, checks received, monies owed to the District, etc.	GC 34090(d) CCP 337 26 CFR 1.6001-1(e)2	Audit + 7 years	FIN
Against Medical Advise	Completed AMA's	GC 34090(d)	Current + 10 years	EMS
Agreements/Contracts	Original contracts and agreements, including property leases, license agreements, service agreements and equipment maintenance contracts, etc. Original contracts/agreements regarding development of property, design specs, surveying, planning, supervision, testing or observation of construction or improvement to real property.	GC 34090(d) CCP 337 CCP 337.2 CCP 343 CCP 337.15	Termination + 4 years Termination + 10 years	ADM
Agreements/Contracts with San Diego County		GC 34090(d) CCP 337 et seq. CCP 343	Permanent	ADM

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Agreements/Contracts with State of California		GC 34090(d) CCP 337 et seq. CCP 343	Permanent	ADM
Agreements/Contracts with U.S. Government		GC 34090(d) CCP 337 et seq. CCP 343	Permanent	ADM
Agreements/Contracts with Franchises	Verizon	GC 34090(d) CCP 337 et seq. CCP 343	Permanent	ADM
Agreements/Contracts/MOU	Memorandums of Understanding	GC 34090(d) CCP 337 et seq. CCP 343	Permanent	ADM
Annexations/ Reorganization – LAFCO	Notices, Resolutions, Certificates of completion.	GC 34090(d)	Permanent	ADM
Assessment	Original Documentation	GC 34090(d)	Permanent	FIN
Audit Financial Statements	Financial Service internal external reports.	GC 34090(d) CCP 337 CCP 343	Permanent	FIN
Audit – Grants		GC 34090(d)	Permanent	FIN
Audit Preparation Records	Including Financial statement preparation files and schedules	GC 34090(d)	3 years	FIN
Back Flow Testing Reports	Back Flow testing at each Facility	GC 34090(d) 17 CCR § 7605	5 years	FAC
Bank Statements and Reconciliations	Bank statements, receipts, certificates of deposit, etc.	GC 34090(d) 26 CFR 1.6001-1(e)2	Audit + 7 years	FIN
Bids, RFP, RFQ – Successful	Successful	GC 34090 CCP 337 CCP 337.1	Close + 4 years	ADM
Bids, RFP, RFQ – Unsuccessful	Unsuccessful	GC 34090(d)	2 years	ADM
Budget – Capital Improvement	Annual and mid-year adjustment Capital Improvement	GC 34090(d)	10 years	FIN
Budget – Internal Request	Internal	GC 34090(d)	3 years	FIN
Budget – Preparation Files	Includes Back-up information	GC 34090(d)	2 years	FIN
Budget – Operating	Annual Operating Budget	GC 34090(d)	Current + 4 years	FIN
Budget – Revenue Estimates	SD County Assess Value Projections, calculations and budget reports	GC 34090(d)	Audit + 7 years	FIN
Cal-PERS Reports	Pensions and retirements	GC 34090(d) 29 CFR 1627.3(b)(2)	Permanent	HR
California Reporting System (CERS)		GC 34090(d)	Current until superseded	OPS
Claims Against the District	Claims filed against the District for damages to person or property	GC 34090 CCP 337 et	Settled + 7 years	ADM
Claims on behalf of the District	Claims collection for a third party insurance company for District property damage.	GC 34090(d) CCP 337 et seq.	Settled + 5 years	ADM
Checks (District Issued)	Cancelled or voided checks; copies of checks; electronic versions of checks. Payroll or Accounts Payable.	GC 34090(d) CCP 337 26 CFR 1.6001-1(e)2	Audit + 7 years	FIN
Checks Returned	Returned Checks Notifications from bank on the returned NSF checks	GC 34090(d)	Audit + 7 years	FIN

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Citizen Complaints, General – miscellaneous	Citizen Complaints/ inquires memos or letters.	GC 34090(d)	Settled + 2 years – in office until settled; two years after settled.	ADM
Citizen Ride-Along Program	A100.03 Appendix A and Appendix B - completed	GC 34090(d)	2 years	ADM
Compliments, General	Memos/letters complimenting District employees.	GC 34090(d)	2 years	ADM
Compensation Surveys		GC 24090(d)	5 years	OPS
Comprehensive Annual Financial Reports (CAFR)		GC 34090(d) CCP 337	Permanent	FIN
Correspondence (District)	General correspondence, including letters and emails; various files, not related to specific cases and not otherwise specifically covered by the retention schedule.	GC 34090(d)	2 years	IT
Correspondence (District)	Specific correspondence, including letters and emails; various files which are related to specific cases (i.e. Workers Comp, must be retained in accordance to the Category of Record and Retention Period.	GC 34090(d)	Must Verify with Category of Record	IT
Credit Cards (District)	Credit card bills or statements and related receipts.	26 CFR 1.6001-1(e)2 GC 34090(d)	Audit + 7 years	FIN
Daily Work Logs/ Reports/ Work Orders		GC 34090(d)	2 years	ADM
DMV Driver's Record Reports DMV Pull-Notice System	Not a public record	GC 34090(d) GC 6254(c) VC 1808.1(c)	Until superseded New report every 12 months	OPS
DMV Physicals	DL546, MCSA-5975 (MER), MCSA-5876(MEC)	GC 34090(d)	4 years until superseded	HR
District Administrative Policies and Procedures		GC 34090	Current until superseded	OPS
District Standard Operating Guild-lines		GC 34090	Current until superseded	OPS
District building plans, deeds and title papers		GC 34090	Permanent	ADM
District Memorandums		GC 34090(d)	Permanent	OPS
District Mapping		GC 34090(d)	Permanent	FP
District Strategic Plan		GC 34090(d)	Current until superseded	OPS
District purchase orders and purchase requisitions	Contract agreements, public service agreements, orders for equipment and supplies, maintenance service agreements – A100.05	GC 34090(d)	Audit + 7 years	ADM
Documentation Destruction List	Destruction List and Authorization for research/ evidential value.	GC 34090(d)	Permanent	ADM
EEOC Records	Records, reports showing compliance with federal equal employment requirements (EEO-4 reports, etc.)	29 CFR 1602.30	3 years	HR
Emergency Incidents Reports	WATER, RMS, NFIRS	GC 34090(d)	30 years	OPS
Employee Assistance Program		GC 34090(d)	7 years	HR

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Employee Benefits	Benefit plans Health Insurance programs Health Insurance policies (medical and dental, deferred compensation, etc.	GC 34090(d) 29 USC 1027 28 CCR 1300.85.1 11 CCR 560 29 CFR 1627.3(b)(2)	Life of plan/policy + 6 years	HR
Employee Orientation	Information and material for orientation of New Employees	GC 34090(d)	2 years	HR
Employee Personnel Files	Personnel Files – Not a public record	GC 34090(d) GC 12946 GC 6254(c)	SEE BELOW	HR
Employee, Non-safety	Records of release authorizations, certifications, reassignments, commendations, disciplinary actions, terminations, fingerprints, ID cards.	29 CFR 1627.3 29 1602.31 8 CCR 3204(d) (1) et seq. 29 CFR 1910.1020(d)(1)(i) LC 1174 GC 12946 GC 34090(d) USC 1113	Length of employment and/or death + 3 years	HR
Employee, Safety	Records of release authorizations, certifications, reassignments, commendations, disciplinary actions, terminations, oaths of office fingerprints, ID cards.	29 CFR 1627.3 29 1602.31 8 CCR 3204(d) (1) et seq. 29 CFR 1910.1020(d)(1)(i) LC 1174 GC 12946 GC 34090(d) USC 1113	Length of Employment and/or death + 10 years	HR
Employee Training File		GC 34090(d) FC 104.6	Permanent	TRN
Employee Agreements - At Will employees - Temporary employees	Original Resolution agreements	GC 34090(d) CCP 337 CCP 343	Length of Employment + 4 years	ADM
Employer Provided Health Insurance Offer and Coverage	1095-C Form	GC 34090(d) 6 CFR 31.6001-1(e)(2)	5 years	HR
Employment Applications – Not Hired	Applications submitted for existing or anticipated job opening, including any records pertaining to failure or refusal to hire applicant	GC 34090(d) GC 12946 29 CFR 1627.3	3 years	HR
Employment Eligibility Verification (I-9 Forms)	Federal Immigration and Nationality Act.	GC 34090(d) GC 12946 29 CFR 1602 et seq. 29 USC 1113 LC 1174 INA 274A(b)(3) INS Rule 274a.1(b)(2)	Termination or death + 3 years	HR
Environmental Permits	APCD Generator Permit, APCD Fuel Permit, Unified Program Facility Permit, Storm Water BMP's	GC 34090(d) 40 CFR 70.6	5 years	FAC
Equipment Maintenance	Service and Maintenance	GC 34090(d) FC 360.17	Equipment life + 3 years	FLT

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Facility Use Permits	Complete application to use the Training Room and/or Training Facility	GC 34090(d)	2 years	OPS
Family and Medical Leave Act	Records of leave taken	29 CFR 825.500 GC 12946	3 years (Federal) 2 years (State)	HR
Federal Tax Records	Forms 1096, 1099	GC 34090(d) IRS Reg. 31.6001-1(e)(2) R&T 19530	Current + 7 years	FIN
Fee Schedules	District Fee Schedules	GC 34090(d) HSC 13800 et seq.	Current Until superseded	FP
Financial Audits		GC 34090(d)	Permanent	FIN
Financial Assistance	Disaster incidents, OES Mutual Aid Reimbursement, Emergency Shelters	GC 34090(d) 44 CFR Part 13(c) 13.42	Reimbursement + 3 years per OES/FEMA	FIN
Fire Inspections with Violations		GC 34090(d) CFC 104.6-104.6.4	Permanent	FP
Fire Inspections – No Violations		GC 34090(d) CFC 104.6-104.6.4	Permanent	FP
Fire Investigations, Fire reports		GC 34090(d) HSC 13800 et seq.	20 years from date of event	FP
Fire Prevention - Hydrants	Hydrant documentation	GC 34090(d)	Permanent	FP
Fire Prevention – Insurance Reports		GC 34090(d)	Permanent	FP
Fire Prevention – Plan Review		GC 34090(d) HSC 13800 et seq.	Permanent	FP
Fire Prevention – Fire Safety Programs	Public Education	GC 34090(d) HSC 13800 et seq.	Completed = 2 years	FP
Fire Prevention – Weed Abatement		GC 34090(d) HSC 13800 et seq.	5 years	FP
Fire Prevention – Use Permits	Bonfires, Blasting, Special events	GC 34090(d) CFC 104.6-104.6.4 HSC 13800 et seq.	5 years	FP
Fire Prevention – Technical reports		GC 34090(d)	Permanent	FP
Fire Prevention – Fire Protection Plan		GC 34090(d) HSC 13800 et seq.	Permanent	FP
Fit Testing (respiratory policy)	SCBA, P100 or N100 Fit testing.	GC 34090(d)	Permanent	OPS
Fire Station Construction	Submittals, As-builds, etc.	GC 34090(a)	Permanent	ADM
First Responders Claim Form	First Responders Claim Form – Completed	GC 34090(d)	2 years	TRN
Generator (fixed /Stationary)	Operations and Log Books	GC 34090(d) AQMD Rule 1470	3 years	FLT
Generator (portable emergency generator)	Operations and Log Books	GC 34090(d) AQMD Rule 1470	5 years	FLT
Governing Board of Director meeting agendas		GC 34090(e)	Permanent	ADM
Governing Board of Director meeting minutes		GC 34090(e)	Permanent	ADM
Governing Board of Director resolutions and ordinances		GC 34090(e)	Permanent	ADM
Governing Board of Director By-laws		GC 34090(e)	Permanent	ADM
Grants – Successful	Federal, State or Local	GC 34090(d) 7 CFR 3016.42	Closed + 5 years	ADM

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		21 CFR 1403.36 & 1403.42 24 CFR 85.42, 91.105(h) 92.505 & 570.502(b) 28 CFR 66.42 29 CFR 97.42 40 CFR 31.42 44 CFR 13.42 45 CFR 92.42		
Grants - Unsuccessful	Federal, State or Local	GC 34090(d)	2 years	ADM
Historical Records of the Fire District.	Photographs, videos, aerial photos, artifacts, Station log books, articles	GC 34090(d)	Permanent	ADM
Infection Control Policy	Reviewed annually	GC 34090(d)	Current Until superseded	OPS
Injury and Illness Prevention Policy	Reviewed annually	GC 34090(d)	Current Until superseded	OPS
Insurance Policies	District Liability, property and Disability	GC 34090(d)	Permanent	ADM
Insurance Policies	District named Additional Insured	GC 34090(d) CCP 337 CCP 337.1(a) CCP 337.15 CCP 343	Current +10 years	ADM
Insurance Services Office	Community District ISO Rating	GC 34090(d)	Permanent	OPS
Job Descriptions (District)	Job descriptions which describe duties and functions of each job listed	GC 34090(d)	Current Until superseded	HR
Labor Discipline Policy /Procedures	Subpoenas and correspondence regarding legal procedures, disciplinary action and policies and notes regarding the Skelly Procedure	GC 34090(d) GC 12946 et seq. 29 CFR 1602 2 CCR 11013(c) USC 1113 LC 1174	Current + 3 years to cover possible discrimination claims.	HR
Labor Discrimination Complaints	File by employee; correspondence and all back-up information	GC 34090(d) GC 12946 29 CFR 1602 2 CCR 11013(c)	Settled + 5 years	HR
Labor Grievances	Notes, memos, letters regarding disciplinary actions; employee complaint/investigations; grievance procedure	GC 34090(d) GC 12946 29 CFR 1602	Settled + 3 years	HR
Labor Memorandum of Understanding	Correspondence of all employee bargaining units including copies of MOU's	GC 34090(d)	Permanent	ADM
Labor Negotiations	Working papers, notes, agendas, minutes and memos regarding employee groups	GC 34090(d)	7 years	ADM
Legal Advertising	Includes public notices and legal publications	GC 34090(d)	4 years	ADM
Liability Waivers	Hold Harmless Agreements	GC 34090(d) CCP 337 CCP 343	4 years	ADM
Litigation – No Legal Action	General information, investigation request and cases that do not result in legal action	GC 34090 (b)(d) GC 911.2 GC 945 PC 832.5	Close + 5 years	ADM

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Litigation – Civil Case	Civil case – lawsuits on behalf of the District and defense of cases against the District	CCP 337 et seq. GC 34090 (b)(d) GC 911.2 GC 945 CCP 337 et seq.	Close + 5 years	ADM
Material Safety Data Sheets (MSDS)	Known chemicals used on District property	8 CCR 3204(d)(1)(A) et seq.,(B)(2) and (3)	30 years	FAC
Mitigation Fee Documentation		GC 34090(d)	Current + 7 years	FP
Narcotics Annual Compliance Review	San Diego County EMS/ Drug Enforcement Agency (DEA) Annual Compliance Review.	GC34090(d)	Current + 3 years	EMS
Narcotics Logs (original)	Original Signatures	GC 34090(d)	Current + 3 years	EMS
Narcotics Logs (yellow copy)	Carbon Copy on site of each station	GC 34090(d)	Current + 3 years	EMS
Network Backup Tapes monthly		GC 34090.7	2 years	IT
OES Mutual Aid	OES Mutual Aid incident reimbursement	GC 34090(d) 44 CFR Part 13(c) 13.42	Reimbursement + 7 years	FIN
Organization Charts	District or committee organizational charts	GC 34090(d)	Current Until superseded	OPS
OSHA Logs, Log 300, 300A		GC 34090 LC 6429c 8 CCR 3203(b)(1) 8 CCR 14300.33 29 CFR 1904.33 OMB 1220-0029	5 years	HR
Payroll – Deferred Compensation Accounting	Quarterly Reports	GC 34090(d)	Permanent	FIN
Payroll – Employee wage records	Name, address, sex occupation, wage records, hourly rate, payment dates, periods, deductions, overtime, work schedule, etc.	GC 34090(c) CFR 516.2 22 CCR 1085.2	Length of Employment + 4 years	HR
Payroll – State and Federal Tax	Quarterly Payroll Tax Reports	GC 34090(d) IRS Reg. 31.6001-1(e)(2) R&T 19530 29 CFR 516.5-516.6 29 USC436	7 years	FIN
Payroll Registers	Including W-2 Registers	GC 34090(d)	Permanent	FIN
Payroll – Time Cards	Including Employee Time Sheets	GC 34090(d) IRS Reg. 31.6001-1(e)(2) R&T 19530 29 CFR 516.5-516.6 LC 1174(d)	7 years	FIN
Payroll – Vacation and Sick	Reports of Employee leave balance	GC 34090(d)	7 years	FIN
Payroll – W-2 Forms	Includes Register Worksheets, preliminary back up, working documents, tax records, list of W-2 employee information.	GC 34090(d) IRS Reg. 31.6001-1(e)(2) R&T 19530	7 years	FIN

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		29 CFR 516.5-516.6 29 USC436		
Position Recruitment Records	General Information, advertising, brochures, applications interview notes, resumes, examination materials, eligibility list, certifications	GC 34090(d) GC12946 29 CFR 1602 et seq. 29 CFR 1627.3(b)(i) 2 CCR 11013(c) 2 CCR 7287.0	3 years	HR
Press Releases	News worthy events	GC 34090	2 years	ADM
Public Records Request		GC 34090(d)	2 years	ADM
Retention Schedule		GC 34090(d)	Current until superseded	ADM
Respiratory Policy	Reviewed Annually	GC 34090(d)	Current until superseded	OPS
Safety and Accidents Investigations	Internal Investigations by the Safety Committee – Accident Review Board	GC 34090(d)	5 years	OPS
Salary/compensation surveys	Studies or surveys of other agencies regarding wages, salaries, and other compensation or benefits	GC 34090(d)	Current + 2 years	HR
Signature Cards/ Authorization	Bank signature cards	GC 34090(d)	Close + 3 years	ADM
Staff Meetings –	Notices, preliminary drafts, notes, memorandums	GC 34090(d) et. Seq.	Destroy when no longer required or relevant.	ADM
Statements of Economic Interest Form 700		GC 81009(e),(g)	7 years	ADM
Station Quarterly Safety Inspection forms	Completed Station Quarterly Safety Inspection forms	GC 34090(d)	Current + 2 years	FAC
Station Log books	Historical value	GC 34090(d)	Permanent	OPS
Subpoenas Records		GC 34090(d)	Date requested + 5 years	ADM
Surplus Property Disposition	Surplus property requests, auction list, reports, bill of sale	GC 34090(d)	Disposition + 3 years	ADM
Workers' Compensation Case Files	Claims, accident reports, medical bills, medical reports, legal documents, rehabilitation documents, disability documents and payments, letters, etc.	GC 34090(d) GC 12946 8 CCR 3204(d) (1) et seq. 8 CCR 10102, 10755, 10758, 15400.2 29 CFR 1910.1020(d)(1)(i)	Close + 30 years	HR
Work/Vacation Schedules		GC 34090(d)	Destroy when no longer required or relevant.	ADM
Vehicle/ Apparatus Maintenance	Service, Maintenance, inventory, pump testing, CARB opacity test, weight slips – S300.10	GC 34090(d)	Vehicle/Apparatus life + 3 years	FLT
Vehicle/ Apparatus Logs	Pre-trips, Routines, Daily Vehicle Inspections, Daily Vehicle logs	GC 340909(d) 13 CCR 1234(e)	Current + 1 year	FLT

RECORDS RETENTION SCHEDULE

Section: **A100.14**
Date Implemented: 06/2019
Date Revised:
Page: **19 of 19**



PRELIMINARY FINANCIAL PLAN FY20

Rancho Santa Fe Fire Protection District

PO Box 410 | Rancho Santa Fe | CA | 92067



Mission

To serve the public through the protection of life, environment and property from fire and other emergencies through prevention, preparedness, education, and response.

RANCHO SANTA FE FIRE PROTECTION DISTRICT Preliminary Operating and Capital Budget – FY20

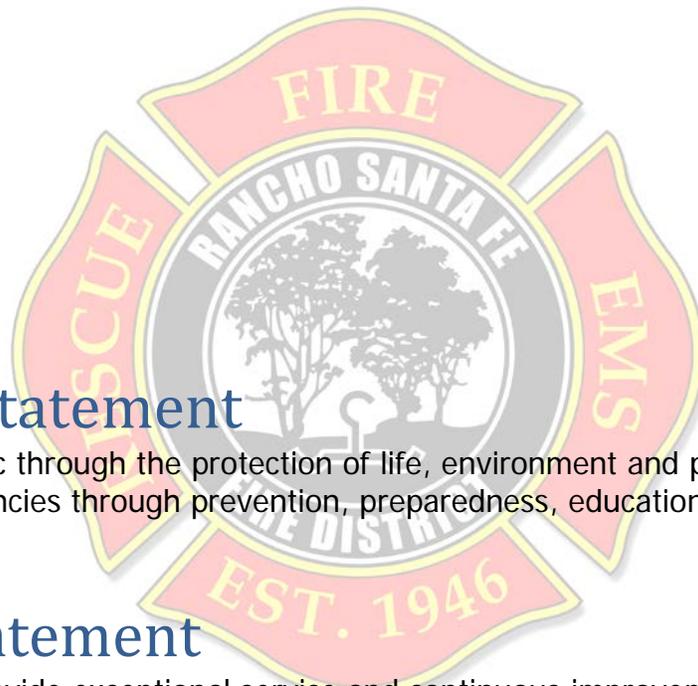
About Us

Board of Directors

James H. Ashcraft
President
John C. Tanner
Vice President
Nancy C. Hillgren
Director – At Large
Randall Malin
Director – At Large
Tucker Stine
Director – At Large

Management Staff

Fred W. Cox
Fire Chief
David McQuead
Deputy Chief
Karlena Rannals
Administrative Manager
Marlene Donner
Fire Marshal
Admin/Human Resource Manager
Kimberly DeAvila
Bret Davidson
David Livingstone
Brian Slattery
Bruce Sherwood
Battalion Chief



Mission Statement

To serve the public through the protection of life, environment and property from fire and other emergencies through prevention, preparedness, education, and response.

Vision Statement

Our vision is to provide exceptional service and continuous improvement in our organization through innovation, forward-looking leadership, and genuine concern for the welfare of others.

We are dedicated to our mission, unwavering in our core values and continually strive to be a model of excellence.

We are role models in the community and leaders in our profession.

We maintain community partnerships, hire and train exceptional people, and provide professional, well-organized, cost effective services.

We are advocates for our member's health, safety, and welfare.

We foster a culture of trust, involvement, and personal accountability.

Rancho Santa Fe Fire Protection District

Preliminary Budget – FY20

June 2019



The Fire District’s proposed FY20 Operating and Capital Replacement Budget is submitted to the Board of Directors for its review and consideration. The annual budget serves as a foundation and is an important tool available to the District to set priorities that align with the strategic plan for the Rancho Santa Fe Fire Protection District over the next year and beyond. This budget represents a conservative based financial plan for the new fiscal year, proposing the necessary revenue and expenditures, while continuing to provide the highest level of emergency response, fire prevention, and administrative services.

Overview

In evaluating the FY20 budget, you will notice that the projected total operating revenue has increased overall by 2.2% compared to FY19 estimated revenue (Figure 1).

Revenue	FY19 Budget	FY19 Est.	FY20 Budget	BGT vs. Est. - %	BGT vs. Est. - \$
Taxes & Assessments	13,761	14,111	14,420	2.2%	309
EFF-HG	447	553	553	0.0%	-
Developer Reibursement	141	216	254	17.6%	38
All Other	<u>2,066</u>	<u>2,568</u>	<u>2,823</u>	<u>9.9%</u>	<u>255</u>
Total Revenue	16,415	17,448	18,050	3.5%	602

Figure 1

The projected FY20 operating expenditures, compared to the FY19 estimate has a slight increase .1%. (Figure 2).

Expenditures	FY19 Budget	FY19 Est.	FY20 Budget	BGT vs. Est. - %	BGT vs. Est. - \$
Salaries & Benefits	12,398	12,945	12,658	-2.2%	(287)
CalPERS UAL-Expected Payment	463	281	618	120.1%	337
CalPERS UAL-Additional Payment	962	962	457	-52.5%	(505)
Service, Supplies, PY	2,464	2,271	3,086	35.9%	815
Other Cash Expenses/Project		329	0	-100.0%	(329)
Depreciation	<u>767</u>	<u>777</u>	<u>772</u>	<u>-0.6%</u>	<u>(5)</u>
Total Operating Expense	17,053	17,566	17,591	0.1%	25
Operating Surplus (Deficit)	(638)	(118)	458		
Capital Expenses	<u>894</u>	<u>122</u>	<u>2,458</u>	<u>1914.8%</u>	<u>2,336</u>
Total Expense (inc. Capital)	17,946	17,688	20,050	13.4%	2,361

Figure 2

Property tax (including the special taxes and assessments) represents the largest revenue category at approximately 80% of the General Fund’s total revenue, or approximately \$14.4 million. As a category, the tax revenue is projected to increase overall approximately 2.5% in FY20. These numbers most likely will change once the District receives the annual Assessed Valuation report in July.

The next largest revenue source are the reimbursements received for firefighting deployments and the SAFER personnel grants. As a reminder, during FY18, the Fire District was awarded two grants for personnel staffing through FEMA. They include:

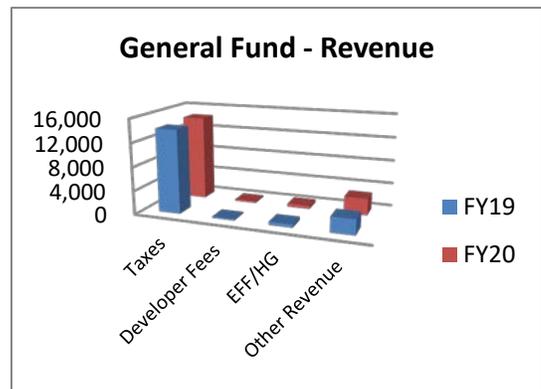
Mission: To serve the public through the protection of life, environment and property from fire and other emergencies through prevention, preparedness, education, and response.

1. Staffing for Adequate Fire & Emergency Response (SAFER) Grant that provides for the salary and benefits for a full-time Volunteer Recruitment and Retention Coordinator, and includes costs for basic firefighter training, tuition assistance for higher education, and NFPA 1582 entry-level physicals for new volunteer members for a period of four (4) years. This grant reimburses 100% of the expenditures and started November 2017; and
2. Staffing for Adequate Fire & Emergency Response (SAFER) Grant for the hiring of firefighters. This three-year cost shared program has allowed the District to hire three additional firefighters and it covers the “usual annual costs” of a first year firefighter over the course of the grant performance period. This grant reimburses the District 75% year 1; 75% year 2; and 35% year 3, and the grant period started January 2018.

We project all general fund revenues at \$18,050,000. This is an estimated increase of 3.4% (\$602K) over FY19 estimate. These revenues over the FY20 operating expenses provide a projected operational surplus of \$458K. The following summary of revenue changes is between FY20 **Budget** and the *FY19 Estimate*:

Revenue – \$18,050,000

- **Taxes & Assessments** – the 1% AB8 revenue and benefit fees Increased 2.2% (\$309,473). The District’s assessed valuation is estimated to increase 3.0%; therefore, secured property tax revenue was increased by a similar percentage for all tax rate areas within the District.
- **County of San Diego/CSA-107, One-time funds** – \$312K: the County of San Diego provided the district in FY17 a one-time lump sum of \$2.5 million for any potential tax short falls resulting in the reorganization. This amortized \$2.5 million shortfall is planned over eight (8) year period, and this is year four (4).
- **HGV CFD** – The second year revenue from the Harmony Grove Village “Joint Community Facilities District” (JCFD) for FY19 was estimated \$134,337. However, the district received \$240,218 which has grown significantly because of the new construction. The District expects an equivalent amount in FY20.
- **Lease** – Increased 2.9% (\$11K) the lease revenue for the District increased by either contract or CPI adjustments.
- **Firefighting Reimbursement** – Decreased (12.4) % or \$88,700: This District’s emergency call back has increased significantly over the past few years, which affects the overtime budget. This year, the preliminary budget includes an average of firefighting reimbursement received from the State of California over a three-year period.
- **Plan Reviews** – Increased 12.8% (\$6,010): the Fire Prevention staff has been extremely busy in plan review and inspections. While an increase is expected, it should be noted that the FY19 revenue nearly doubled (87%) over what was expected for FY19.



In addition to these general funds, the District collected in FY19 \$516K in restricted Fire Mitigation Fees (FMF), including interest. The total FMF expected for FY20 is \$594K. Overall, the District projects an increase in revenue of 3.5% or \$601,518.

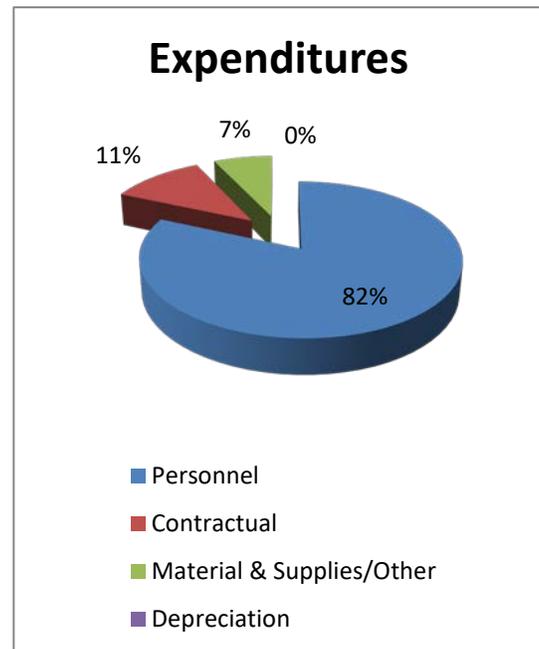
Operating Expenditures

The following is a summary of expenditure changes between the *FY19 Est. Expenditures* and the proposed *FY20 Preliminary Budget*:

Personnel - \$13,733,132

Overall personnel costs decreased 3.2% or \$458K under FY19 expenditures. However, cost increases are planned for medical/dental/life insurance benefits. The primary changes are:

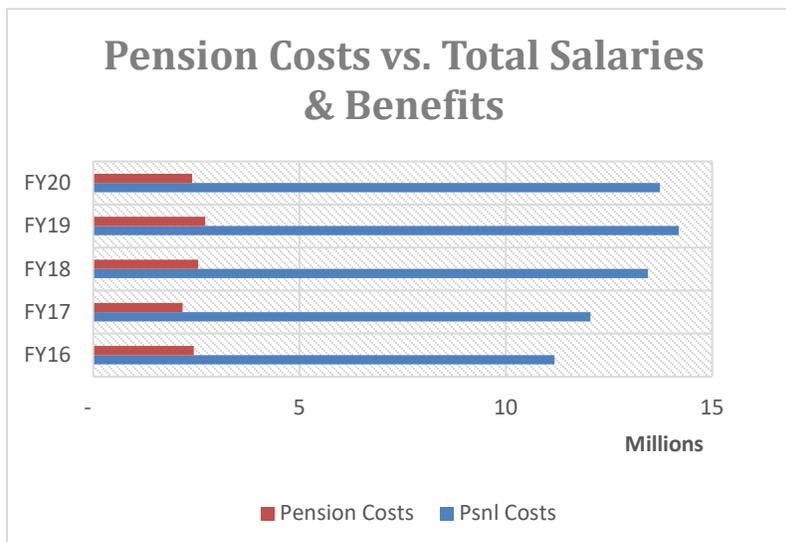
- **Salary** – personnel staffing remains the same and the preliminary budget does not include any projected wage increase for any employee bargaining group.
- **Overtime** – The (10.31%) decrease or (\$175,138) is directly related to a combination in the reduction in costs for firefighting deployments, and an increase in the average number of hours used for sick leave.
- **Retirement** – FY20 estimated total for PERS expenditures is \$1.938 million, which includes the annual UAL expected payment of \$618,483. The District’s employer contribution rates has continued to rise for all six plans. FY20 employer rates shall be:



YEAR	Safety 3% @ 50	Safety 3% @ 55	Safety 2.7% @ 57	Misc. 2.7% @ 55	Misc. 2.5% @ 55	Misc. 2.0% @ 62
FY19	20.556%	17.614%	12.141%	12.212%	10.022%	6.842%
FY20	21.927%	18.928%	13.034%	13.182%	10.823%	6.985%
Employee Contribution	9.00%	9.00%	12.00%	8.00%	8.00%	6.25%

The overall, pension costs increased 10.62% or \$186,737.

- **CalPERS Unfunded Accrued Liability (UAL) Additional Payment – \$457,025**



The Board of Directors has an ongoing commitment to continue accelerated pension funding through the annual operating budget. The expense for FY19 is \$961,651, and proposed for FY20 \$457,025. In the past five years (including FY20), the Board of Directors has authorized an additional \$7.986 million in accelerated payments (for all plans) to CalPERS. The payment proposed is comprised of the difference in the 30-year vs. 20-year or 15 –year payment

schedule. The Board and Management will continue to monitor and reevaluate the additional payment after the distribution of the actuarial report, expected in August 2019.

- **Workers' Compensation/Wellness** – this expense has increased significantly within the last five year (FY16).

FY	16	17	18	19 (Est.)	20 (Est.)
Annual Cost	222,994	301,858	446,838	542,801	410,386

The District is a member of the Public Agency Self Insurance System (PASIS) and is self-insured for work related injuries. Injury claims have increased over the past five years. In addition, the costs for the Wellness program have also increased. Approximately \$85,000 of the FY20 costs is attributed directly to the wellness program.

Contractual Services – \$1,907,498

The FY20 Contractual Services category increased 14.7% or \$245,886 over FY19 expenses. The majority of the increase is due to the normal inflation costs expected, noting the following:

- Dispatching ↑ 6.6% (\$11,866) – this is due to the increase in number of calls, and an increase in the cost per call.
- Other Professional/Contractual Services ↑ 11.5% (\$38,271) – this is primarily due to software programming/development for payroll and fire prevention. District staff will request funds from the Fire Mitigation Fund (85%) for the Fire Prevention portion.
- Training ↑ 104.3% (\$71,486) – training and education costs are on the rise noting the need for specialized training. However, a portion of the increase, approximately \$40,000 in grant revenue, is expected to offset specialized training.
- Utilities ↑ 6.9% (\$24,552) – utility costs are overall on the rise.

Material & Supply – \$1,178,699

The FY20 Material and Supply category increased 93.6% or \$570,121 over FY19 expenditures. The largest proposed increase is in Medical Supplies increasing the expense by \$479,958. This is directly related to the purchase of defibrillators, AED's and mechanical CPR devices, which is approximately \$400,000. The cost of these units will be offset in revenue from County Service Area 17.

Depreciation – \$772,078

The FY20 Depreciation category decreased by (.6%) or \$4,432 over the FY19 expense. The primary reason is due to equipment and apparatus achieving full depreciation.

Capital & Other Cash Expenditures - \$2,458,333

The District's Capital Replacement expenditures (Equipment, Facility, and Fleet) total \$2,458,333. We anticipate paying for the purchase and replacement of two staff vehicles, equipment and software supporting Fire Prevention activities, and construction payments for RSF5.

The following is a list of capital or cash expenditures planned:

Expense/Project	Funding Source GF	Funding Source FMF
Printer/Plotter – <i>Pending approval</i>	\$16,154	\$30,000
Fire Prevention Software – <i>Project Costs in Other Professional Services (\$7,059). Pending approval</i>		\$40,000
New Staff Vehicle – Fire Prevention <i>Pending approval</i>	\$10,588	\$60,000
RSF1 Air Conditioner Replacement	\$160,000	
RSF1 Tenant Improvements	\$100,000	
RSF5 Design/Build (<i>FMF Approved FY18</i>)	200,478	\$1,082,562
Replacement Engine (<i>ordered 2018</i>)	\$675,000	
Replacement Staff Vehicle	\$83,551	
Total	\$1,245,771	\$1,212,562

Fund Summary

The District’s estimated cash assets for June 30, 2019 are \$25.679 million; and June 30, 2020 is projected to be about \$25.206 million. Additionally, during FY20, the District anticipates investing in excess of \$1.2 million in capital expenses that include additional costs for RSF5 Design/Build, tenant improvements and the payment of a new Type I Engine. Also, at fiscal year end, we anticipate the completion of RSF5 spending the cash of \$4.6 million in construction costs that is currently invested in the CalTrust Investment. This cash expense is in addition to the projects listed above.

Budget Summary

The District FY20 Revenue has a moderate increase; the FY20 planned expenditures are higher than the FY19 expenses; and the proposed preliminary budget aligns with the strategic plan. The FY20 Preliminary Budget presents a structurally balanced and financially prudent roadmap for next fiscal year. This budget will enable the District to continue to maintain high quality fire and emergency response services, while continuing to place a priority on the health and safety of the public and district personnel. District personnel is also committed to good financial stewardship through efficient operational and budget management process, including cutting costs whenever possible to do so.

FY20

OPERATING EXPENDITURES

GENERAL FUND

Summary Revenues, Expenditures - Operating Budget FY20

<i>(In Thousands)</i>	Est. (6/30)	Proposed	Change -Est.. vs. Proposed	
REVENUES	GF - 19	GF - 20	\$\$	%
Total Revenues	17,448	18,050	602	3.5%
 EXPENDITURES				
Total Operating Expenditures	17,566	17,591	24	0.1%
 Operating Surplus (Deficit)				
	(118)	458	576	-488.1%

Summary Revenues, Expenditures - Operating Budget FY20

<i>(In Thousands)</i>	Est. (6/30)	Proposed	Change -Est.. vs. Proposed	
REVENUES	GF - 19	GF - 20	\$\$	%
Total Revenues	17,448	18,050	602	3.5%
EXPENDITURES				
Personnel	14,191	13,733	(458)	-3.2%
Contractual Services	1,662	1,907	246	14.7%
Materials & Supplies	609	1,179	570	93.6%
Other Expenditures (Projects/Equipment/Prior Year)	329	0	(329)	-100.0%
Depreciation	<u>777</u>	<u>772</u>	(4)	<u>-0.6%</u>
Total Operating Expenditures	17,566	17,591	24	0.1%
Operating Surplus (Deficit)	(118)	458	577	-488.1%

Summary - Operating Revenues

FY20

<i>(In Thousands)</i>	Est. (6/30)	Proposed	Change -Est.. vs. Proposed	
REVENUES	GF - 19	GF - 20	\$\$	%
Taxes & Assessments	12,649	12,942	293	2.3%
Tax Refunds - Adjustment	(81)	(84)	(2)	2.9%
Benefit Fee	<u>1,543</u>	<u>1,562</u>	<u>19</u>	<u>1.3%</u>
Subtotal	14,111	14,420	309	2.2%
Developer Reimbursement/Revenue				
Rancho Cielo	<u>216</u>	<u>254</u>	<u>37</u>	<u>17.2%</u>
Subtotal	216	254	37	17.6%
Other Revenue				
EFF/HG (County)	553	553	0	0.0%
Plan Checks	282	318	36	12.8%
Administrative Fees	0	1	1	100.0%
Interest	479	450	(29)	-6.1%
Lease	381	391	11	2.6%
Instructor/Training	14	14	0	0.0%
Grant	604	432	(171)	-28.5%
FF/EMS Reimbursement	716	627	(89)	-12.4%
Other	<u>93</u>	<u>589</u>	<u>496</u>	<u>112.1%</u>
Subtotal	3,121	3,375	255	8.1%
Total Operating Revenues	<u>17,448</u>	<u>18,050</u>	<u>602</u>	3.5%

Summary Expenditures - Operating Budget Est. 6/30 to Proposed Budget

		FY20		
<i>(In Thousands)</i>	Est. (6/30)	Proposed	Change -Est. vs. Proposed	
	GF - 19	GF - 20	\$\$	%
EXPENDITURES				
Personnel				
Payroll				
Salary	7,350	7,377	27	0.4%
Holiday Pay	222	251	29	13.1%
Overtime	<u>1,698</u>	<u>1,523</u>	(175)	-10.3%
Subtotal	9,270	9,151	(119)	-1.3%
Benefits				
Health Insurance + HRSA	1,484	1,579	95	6.4%
Life/LTD Insurance	28	43	14	53.6%
Medicare/Social Security	141	139	(3)	-1.4%
Retirement (Normal Cost)	1,471	1,320	(151)	-10.3%
CalPERS UAL-Expected	281	618	337	119.9%
CalPERS UAL-Additional	962	457	(505)	-52.5%
Unemployment	11	16	5	45.5%
Workers Compensation	543	410	(132)	-24.5%
Other	<u>0</u>	<u>0</u>	<u>0</u>	
Subtotal	<u>4,921</u>	<u>4,582</u>	(339)	-6.9%
TOTAL	14,191	13,733	(458)	-3.2%
Contractual Services				
Administration Fees	230	236	6	2.6%
Building/Facility Lease	29	31	1	6.9%
Dispatching	183	195	12	6.6%
Equipment Rental & Repairs	19	34	15	78.9%
Insurance	106	116	11	9.4%
Legal	45	50	4	11.1%
Meetings, Meals, Mileage	8	8	1	0.0%
Other Contractual/Professional Services	330	368	38	11.5%
Service Agreements	48	54	6	12.5%
Soil Contamination	0	0	0	0.0%
Training	69	141	71	104.3%
Utilities	364	389	25	6.9%
Vehicle Maintenance & Repairs	201	253	52	25.9%
All Other	<u>29</u>	<u>33</u>	<u>5</u>	<u>13.8%</u>
TOTAL	1,662	1,907	246	14.7%
Materials & Supplies				
Apparatus	30	43	12	43.3%
Apparatus - Computers	70	0	(70)	-100.0%
Computer	44	67	23	52.3%
Fuel	83	91	8	9.6%
Grants	0	0	0	0.0%
Office	26	46	20	76.9%
Safety	76	97	21	27.6%
Uniforms	28	46	18	64.3%
Programs/Public Education	6	19	13	216.7%
Hose, Nozzles, Foam	15	15	0	0.0%
Radio	28	24	(4)	-14.3%
Station Maintenance/Supplies/Janitorial	38	57	20	50.0%
All Other	<u>165</u>	<u>675</u>	<u>510</u>	<u>309.1%</u>
TOTAL	609	1,179	570	93.6%
Depreciation				
	<u>777</u>	<u>772</u>	(4)	-0.6%
Other Expenditures (Projects/Equipment/Prior Year)				
	<u>329</u>	<u>0</u>	(329)	-100.0%
TOTAL Operating Expenditures	<u>17,566</u>	<u>17,591</u>	<u>25</u>	<u>0.1%</u>
Other Cash Expenses (inc. Capital)	<u>122</u>	<u>2,458</u>	<u>2,336</u>	<u>1914.8%</u>
	<u>17,688</u>	<u>20,050</u>	<u>2,361</u>	<u>13.4%</u>

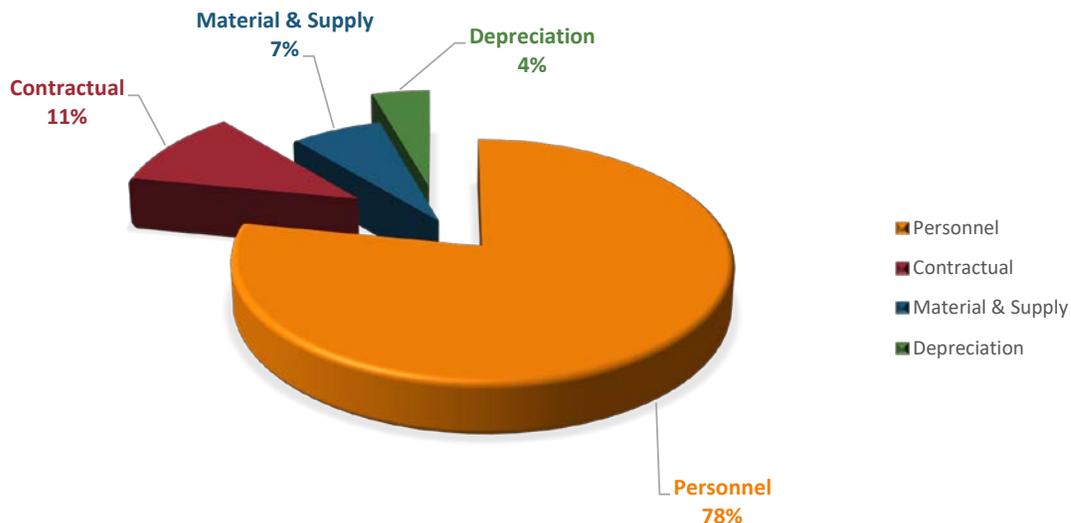
EXPENDITURE SUMMARY

	BUDGET FY19	Est. (6/30)	BUDGET FY20	Est. vs Bgt % Change
Personnel <i>including all UAL Payments</i>	13,821,804	14,190,911	13,733,132	-3.2%
Contractual	1,812,240	1,661,612	1,907,498	14.8%
Material & Supply	651,682	608,578	1,178,699	93.7%
Prior Year Expense/Equipment	-	3,260	-	-100.0%
Depreciation	766,670	776,509	772,078	-0.6%
<i>Other Expenses</i>				
Board Approved Exp	-	-	-	
Other Capital Expenses <i>(not depreciated)</i>	-	15,408	-	-100.0%
Subtotal	17,052,396	17,256,279	17,591,407	1.9%
EF Station Upgrade/Sewer <i>(Board Approved)</i>	-	133,623	-	-100.0%
	17,052,396	17,389,902	17,591,407	
Other Cash Expenses <i>(RSF5 Construction in Progress)</i>	-	176,444	1,543,040	774.5%
Other Cash Expenses <i>(Capital)</i>	950,790	122,136	915,293	649.4%
TOTAL CASH COSTS <i>(Including Capital Outlay)</i>	18,003,186	17,688,482	20,049,739	13.3%

Capital Funding

Equipment - GF	39,949	46,988	16,154
Equipment - FMF	165,750	-	70,000
Facility - GF	-	159,687	460,478
Facility - FMF	-	147,695	1,082,562
Fleet - GF	132,841	93,241	769,139
Fleet - FMF	612,250	-	60,000
	950,790	447,611	2,458,333
Total GF	172,790	299,915	1,245,771
Total FMF	778,000	147,695	1,212,562
	950,790	447,611	2,458,333

FY20 OPERATING BUDGET - EXPENDITURES



FISCAL YEARS - FY19; FY20

	FY19	FY19 (Est.)	PROPOSED FY 20	BGT vs. Est. %	BGT vs. Est. \$
Revenue					
Taxes & Assessments	12,287,900	12,649,060	12,941,600	2.3%	292,540
Tax Refunds - Adjustment	(73,100)	(81,117)	(83,600)	3.1%	(2,483)
Benefit Fee	1,546,390	1,542,784	1,562,200	1.3%	19,416
Administrative Fees	500	0	500	100.0%	500
Assets					
Sale of Assets	0	2,400	0	-100.0%	(2,400)
CSA-17 (ALS Equipment & Supplies)	67,307	35,296	547,300	1450.6%	512,004
Developer Reimbursement/Revenue					
Dev. Reim. Rev - Rancho Cielo Station	139,090	216,353	253,500	17.2%	37,147
EFF-HG (County)	312,500	312,500	312,500	0.0%	0
EFF-HGV-CFD	138,367	240,218	240,300	0.0%	82
EMS First Responder	17,191	13,876	15,500	11.7%	1,624
Firefighting Reimbursement (FEMA/OES)	675,005	715,900	627,200	-12.4%	(88,700)
Fuel Tank Reimbursement	0	0	0		
Grant Revenue	438,900	603,615	432,400	-28.4%	(171,215)
Hydrant Maintenance	6,980	15,010	0	-100.0%	(15,010)
Instructor/Training Revenue	26,740	14,000	14,000	0.0%	0
Interest Income	164,461	479,038	450,200	-6.0%	(28,838)
Lease Revenue					
AMR (formerly Rural Metro)	91,260	91,259	94,400	3.4%	3,141
Cellular Site Rental (RSF6)	66,539	67,264	68,900	2.4%	1,636
NCDJPA	41,795	41,789	43,200	3.4%	1,411
RSF Association	97,735	98,425	100,700	2.3%	2,275
Verizon	80,903	81,792	83,400	2.0%	1,608
Verizon (Generator)	741	766	800	4.5%	34
Miscellaneous	31,949	25,463	26,400	3.7%	937
Plan Reviews	255,638	282,390	318,400	12.8%	36,010
Subtotal	16,414,790	17,448,082	18,049,600	3.4%	601,518
Expenditures - (GF)					
- Personnel	12,860,153	13,229,260	13,276,200	0.4%	46,940
- CalPERS UAL - Additional Payment	961,651	961,651	457,100	-52.5%	(504,551)
- Contractual Costs; Material & Supplies; PY Expenses	2,463,923	2,288,859	3,086,200	34.8%	797,341
- FMF Cost Recovery					
- Other Expenditures					
- Project Expenditures	-	310,067	-	-100.0%	(310,067)
Subtotal	16,285,727	16,789,837	16,819,400	0.2%	29,563
- Depreciation Expense	772,078	776,509	772,100	-0.6%	(4,409)
Total Operating Expenditures	17,057,804	17,566,346	17,591,500	0.1%	25,154
Operating Surplus (Deficit)	(637,606)	(118,264)	457,500	-486.8%	575,764
- Other Expenditures - Capital	2,458,333	122,136	2,458,400	1912.8%	2,336,264
Total Expenditures (minus depreciation)	18,744,060	17,688,482	19,277,700	9.0%	1,589,218
Net Surplus (Deficit)	(2,329,270)	(240,400)	(1,228,900)	411.2%	(988,500)
- Other financing sources (transfers in/out)	778,000	147,695	1,212,600	721.0%	1,064,905
Cash Surplus (Deficit)	(1,551,270)	(92,704)	(16,300)	-82.4%	76,404
Designated Capital Revenue					
Annexation Fees					
Fire Mitigation Fee Interest	16,819	41,043	41,100	0.1%	57
Fire Mitigation Fees* Includes EF/HG	315,026	474,563	552,500	16.4%	77,937
Subtotal	331,845	515,606	593,500	15.1%	77,894
Designated Capital Revenue Expenditures					
FMF Expenditures	-	-	-		
Transfer in/out	(778,000)	(147,695)	(1,212,600)	721.0%	(1,064,905)
Total Expenditures - (FMF)	(778,000)	(147,695)	(1,212,600)	721.0%	(1,064,905)
Cash Surplus (Deficit)	(446,155)	367,911	(619,200)	-268.3%	(987,111)
Prior Year Adjustments					
RESERVE Surplus (Deficit) - All Funds	(1,997,425)	275,207	(635,400)	-330.9%	(910,607)

Estimated Cash Net Assets FY19 vs. FY20 (not including Net Pension Obligation)

General Fund					
	FUND	FUND			
	TOTAL	FY19	TOTAL	FY20	%
Cash - Beginning (June 30, 2018)		16,615		19,398	
June 30 Receivables		441			
June 30 Restricted Cash & Cash Equivalents		5,277			
June 30 Prepay		0			
June 30 Transfer in (out)		0		0	
		22,334		19,398	-13.1%
June 30 Liabilities		(3,619)		0	
BEGINNING - NET CASH ASSETS		<u>18,715</u>		<u>19,398</u>	3.6%
PROJECTED REVENUE					
Taxes & Assessments	14,111		14,420		
Interest	479		450		
Developer Reimbursement	216		254		
Lease Revenue	381		391		
Other Revenue	1,427		1,662		
EFF/HG (County)	553		553		
Fees	282		319		
Fire Mitigation Fees			0		
Total Projected Revenue	17,448		18,050		
PROJECTED EXPENDITURES					
Personnel Costs	13,229		13,276		
CalPERS UAL	962		457		
Maintenance & Operating Costs	2,271		3,086		
Capital/Project Expenditures	329		0		
Depreciation Expense	777		772		
Total Operating Expenditures	17,568		17,591		
Operating Surplus - \$	(118)		459		
Operating Cash Surplus (Deficit) inc. depreciation	659		1,231		
Additional Cash Payments					
Equipment - Facility - Vehicles	122		2,458		
Total Projected Cash Expenditures	16,913		19,277		
Excess Revenue over Cash Expenditures	535		(1,227)		
Transfers in(out)	148		1,213		
Net Change in Fund Balance		683		(15)	-102.2%
Less Long Term Liabilities		0		0	
CASH ASSETS - 6/30		<u>19,398</u>		<u>19,383</u>	-0.1%
Fire Mitigation Fund					
Cash - Beginning		1,397		2,137	
June 30 Receivables		372		0	
June 30 Restricted Cash & Cash Equivalents		0		0	
June 30 Prepay		0		0	
June 30 Transfer in (out)		0		0	
		1,769		2,137	
June 30 Liabilities		0		0	
BEGINNING - NET CASH ASSETS		<u>1,769</u>		<u>2,137</u>	20.8%
PROJECTED REVENUE					
Interest		41		41	
Fire Mitigation Fees		475		553	
Total Projected Revenue		516		594	15.1%
PROJECTED EXPENDITURES					
Total Operating Expenditures					
Excess Revenue over Expenditure		516		594	
Transfers in(out)		(148)		(1,213)	
Net Change in Fund Balance		368		(619)	
CASH ASSETS - 6/30		2,137		1,518	-29.0%
LIABILITIES & FUND EQUITY					
Restricted Reserves					
Fire Mitigation		2,137		1,518	
TOTAL LIABILITIES & FUND BALANCE		<u>2,137</u>		<u>1,518</u>	-29.0%
ENDING - NET CASH ASSETS (Deficit)-ALL FUNDS		<u>21,535</u>		<u>20,901</u>	-2.9%

FY20

CAPITAL
EXPENDITURES

GENERAL FUND
&
FIRE MITIGATION
FUND

GENERAL FUND

FACILITY REPLACEMENT - IMPROVEMENT

Project #	Description	Funding %	BUDGET			Five Year Capital Plan				
			FY18	FY19	Est. (6/30)	FY20	FY21	FY22	FY23	FY24
20-01	RSF1 Air Conditioner Replacement	100%			-	160,000				
20-02	RSF1 Tenant Improvements	100%				100,000				
21-01	Training Tower Improvements <i>(Pending Committee Approval)</i>	15%					26,471			
19-02	RSF6 Bunkhouse (Design/Build/Sewer)	100%			133,623					
19-01	EFF Additional Living Quarters <i>Committee Approved (FY18) - Est \$542,500</i>	30%	11,562	232,500	-					
18-01	RSF Fire Station - Design/Build <i>Committee Approved (FY18) - Est \$2,500,000</i>	15%	900		26,064	200,478	185,442			
SUBTOTAL			68,703	232,500	159,687	460,478	211,913	-	-	-

FIRE MITIGATION FUND

FACILITY REPLACEMENT/IMPROVEMENT

Project #	Description	Funding %	FY18	FY19	Est. (6/30)	FY20	FY21	FY22	FY23	FY24
19-01	EFF Additional Living Quarters <i>Committee Approved (FY18) - Est \$542,500</i>	70%	26,978	542,500	-					
21-01	Training Tower Improvements <i>(Pending Committee Approval)</i>	85%					150,000			
18-01	RSF Fire Station - Design/Build <i>Committee Approved (FY18) - Est \$2,500,000</i>	85%	5,100	-	147,695	1,082,562	622,473	-	-	-
SUBTOTAL			32,078	542,500	147,695	1,082,562	772,473	-	-	-

TOTAL			100,781	775,000	307,382	1,543,040	984,386	-	-	-
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GENERAL FUND				Five Year Capital Plan						
ID/Vehicle Type	Year	Funding %	Exp Est.	FY19	Est. (6/30)	FY20	FY21	FY22	FY23	FY24
Reserve Vehicles										
0211 - Engine - Type I	2002									
0311 - Engine - Type I	2003									
0383 - Command	2003									
9611 - Engine - Type I	1996									
VEHICLE REPLACEMENT RESERVES										
0261 - Water Tender	2002	100%	265,886						265,886	
0262 - Brush - Type III	2002	100%	500,587				500,587			
0281 - Staff	2002	100%	27,096							
0312 - Engine - Type I	2003	100%	618,011				680,636			
0384 - Staff	2003	100%	35,000	35,000						
0461 - Brush - Type III	2004	0%								
0481 - Utility - Type 6	2004	0%								
0561 - Brush - Type III	2005	100%	431,495						431,495	
0611 - Engine - Type I	2006	0%	637,500							
0811 - Engine - Type I	2008	100%	676,715					676,715		
0882 - CERT Trailer	2004	0%								
0891 - Ambulance	2008	0%								
0981 - Staff	2009	100%	38,795					38,795		
1151 - Water Tender EFF	2011	0%	337,500							
1181 - Staff	2011	100%	35,601						35,601	
1281 - Staff Ford F150	2012	100%	83,551	83,551		83,551				
1282 - Command Explorer	2012	100%	60,667				60,667			
1283 - ATV Trailer	2012	0%	-							
1381 - Staff - Escape	2013	100%	42,077				42,077			
1411 - Engine - Type I	2013	100%	745,451							
1481 - Staff - Explorer	2014	100%	54,150					54,150		
1482 - Staff - Explorer	2014	100%	57,468							
1581 - Command	2015	100%	59,147						59,147	
1611 - Engine Type I	2016	100%	695,825							
1681 - Staff Ford Explorer	2016	100%	43,407						43,407	
1682 - Command F150	2016	100%	79,524							79,524
1781 - Staff Explorer	2017	100%	41,668						41,668	
1811 - Engine - Type I	2017	15%	-		15,408					
1981 - Staff Silverado	2019	100%			36,366					
1982 - Staff F250	2019	100%			41,467					
9611 - Engine Type I	1996	100%				675,000				
New Vehicle - Fire Prevention (Pending Approval)		15%				10,588				
New Vehicle - Operations (Pending Approval)		15%					12,353			
Type 6 Fire Engine (Pending Approval)		15%					61,765			
TOTALS			5,567,121	118,551	93,241	769,139	1,358,084	769,660	877,204	79,524

* Prior year approved - anticipated delivery Dec 2017

FIRE MITIGATION FUND										
ID/Vehicle Type	Year	Funding %	Exp Est.	FY19	Est. (6/30)	FY20	FY21	FY22	FY23	FY24
New Vehicle - Fire Prevention (Pending Approval)		85%				60,000				
New Vehicle - Operations (Pending Approval)		85%					70,000			
Type 6 Fire Engine (Pending Approval)		85%					350,000			
1811 - Engine - Type I	2017	85%	-	559,964	-	-	-	-	-	-
TOTALS			-	559,964	-	60,000	420,000			
TOTAL			5,567,121	678,515	93,241	829,139	1,778,084	769,660	877,204	79,524

Fully depreciated

FY20
PERSONNEL
ORGANIZATION
CHART
EQUIPMENT
FACILITY
FLEET

Personnel Listing

Position Title	2018-19 Positions	Change (+/-)	2019-20 Positions
Administration			
Fire Chief	1		1
Deputy Chief	1		1
Administrative/Human Resource Manager	1		1
Finance Manager	1		1
Battalion Chief - Training	1		1
Accounting Specialist	1		1
Accounting Technician	1		1
Office Support Coordinator	1		1
Fire Service Assistant	1		1
Temporary Staffing ^{*1}	1		1
Total Administration	10		10
Fire Prevention			
Fire Marshal	1		1
Deputy Fire Marshal ^{*2}	1		1
Fire Prevention Specialist/Forester	1		1
Fire Prevention Specialist	1	1	2
Fire Prevention Specialist-Temporary	1	-1	0
Public Education Coordinator	1		1
Office Support Coordinator	1		1
Temporary Staffing ^{*1}	3		3
Total Fire Prevention	10		10
Emergency Services			
Battalion Chief - Shift	3		3
Captain	18		18
Engineer	1		1
Engineer/Paramedic	17		17
Firefighter Paramedic	15		15
Total Emergency Services	54		54
Volunteer Division			
Volunteer Recruitment & Retention Coordinator	1		1
Driver Operator ^{*3}	6		6
Volunteer Firefighters ^{*4}	25		25
Total Volunteer	32		32
Grand Total	106		106

**1 - Retired Annuitant*

**2 - Position not currently funded*

**3 - Part time, only 2 positions filled*

**4 - Not to exceed*

Board of Directors

Board Clerk

Fire Chief

Fire Prevention Bureau

Code Development	Fire Investigation
Code Compliance	Public Information
Inspections	Hazard Abatement
Community Preparedness	Plan Review
Public Education / Relations	Planning

Emergency Operations

Emergency Scene Management	Safety Program	Fleet Maintenance
Pre Incident Planning	Training	Fuel Station(s) / Monitoring
Incident Documentation	Planning	Facilities / Maintenance
Hazardous Materials	Emergency Preparedness	Maps / GIS / Hydrants
Emergency Medical	Communications	Engine Company Programs
Technical Rescue	Performance Evaluations	Mutual Aid / Zone Coordination

Administration

- Office Management
- Fiscal Oversight
- Budget
- Payroll
- Human Resources
- Accts receivable /payable
- Information Management

IT Tech

Operations Deputy Chief

Admin/Human Resources Manager

Admin/Finance Manager

Fire Marshal

Public Education Coordinator

Battalion Chief Training

Battalion Chief (3)

Elfin Forest Station 6

Volunteer Recruitment and Retention Coor.

Volunteer Coordinator

Captains (3)
Engineers (3)
Vol (20)

Office Support Coord (Admin/ Training)

Accounting Specialist

Office Support Coord (FP)

Fire Prevention Specialist

Rancho Station 1

4-S Station 2

Fairbanks Station 3

Cielo Station 4

Harmony Grove Station 5

Fire Prevention Specialist II/
Forester

Captains (3)
Engineers (3)
FFPM (3)

Accounting Technician-Staff Assistant

FY20 Equipment - DEPRECIATION EXPENSE ACCUMULATED RESERVES

Description	Cost	Date in Service	Year in Service	Depreciation Schedule - Years	Depreciation Annual Expense	Jun 2019 Accumulated Reserves	6/30/2020		Jun 2020 Accumulated Reserves
							Depreciation Expense	Depreciation Expense	
Turnout Washer	52,595.00	6/30/2005	2005	5		52,595.00	15.01		52,595.00
Hydraulic Rescue Tool	22,400.00	6/30/2005	2005	15		22,400.00	15.01		22,400.00
File Server #1	16,279.35	7/13/2005	2005	3		16,279.35	14.98		16,279.35
Hydraulic Rescue Tool #2	18,360.89	1/1/2008	2008	15	1,224.06	14,076.68	12.50	1,224.06	15,300.74
Thermal Imaging Camera #1	11,201.25	5/1/2009	2009	5		11,201.25	11.17		11,201.25
Thermal Imaging Camera #2	11,201.25	5/1/2009	2009	5		11,201.25	11.17		11,201.25
Copier	19,921.64	11/1/2009	2009	5		19,921.64	10.67		19,921.64
Phone System - Admin	24,495.83	3/31/2011	2011	5		24,495.83	9.26		24,495.83
Office Furnishings - Admin (Rancho Cielo)	101,728.23	3/31/2011	2011	10	10,172.82	83,918.82	9.26	10,172.82	94,091.65
File Server - Fairbanks	11,721.16	3/31/2011	2011	7		11,721.16	9.26		11,721.16
File Server - Admin	41,143.18	3/31/2011	2011	7		41,143.18	9.26		41,143.18
Board Room Dias Furnishings - Admin	21,025.00	4/16/2011	2011	10	2,102.50	17,257.78	9.21	2,102.50	19,360.28
Printer-Scanner-Plotter	18,104.21	2/1/2014	2014	7	2,586.32	15,086.84	6.41	2,586.32	17,673.16
Generator (Towable)	25,206.06	4/1/2014	2014	10	2,520.61	11,342.73	6.25	2,520.61	13,863.33
File Server #2	10,950.58	7/1/2014	2014	3		10,950.58	6.00		10,950.58
Phone System - Admin	23,060.12	12/1/2014	2014	10	2,306.01	10,569.22	5.58	2,306.01	12,875.23
Thermal Imaging Camera #3	10,119.00	2/1/2015	2015	5	2,023.80	8,938.45	5.41	1,180.55	10,119.00
Hydraulic Rescue Tool #3	32,246.00	6/30/2015	2015	15	2,149.73	8,598.93	5.01	2,149.73	10,748.67
Hydraulic Rescue Tool #4	31,696.92	4/1/2016	2016	15	2,113.13	6,860.43	4.25	2,113.13	8,973.56
File Server #3	10,658.33	3/1/2017	2017	3	3,552.78	8,283.32	3.33	3,552.78	11,836.10
Copier	12,517.04	5/1/2017	2017	5	2,503.41	5,426.44	3.17	2,503.41	7,929.85
File Server #4	11,272.00	1/1/2017	2017	3	3,757.33	9,367.60	3.50	3,757.33	13,124.93
Laerdal Megacode Kelly	12,193.33	7/1/2017	2017	3	4,064.44	8,128.89	3.00	4,064.44	12,193.33
EKG Defibrillator Monitors	20,376.43	7/1/2017	2017	5	4,075.29	8,150.57	3.00	4,075.29	12,225.86
EKG Defibrillator Monitor	10,698.79	11/1/2017	2017	5	2,139.76	4,279.52	2.66	2,139.76	6,419.27
Diesel Exhaust System	46,988.08	11/1/2018	2018	10	4,698.81	3,102.50	1.66	4,698.81	7,801.31
	-								
	<u>628,159.67</u>					<u>51,990.79</u>	<u>445,297.96</u>	<u>51,147.54</u>	<u>496,445.50</u>
								Accumulated Depreciation - 2019	445,297.98
								Ann Dep - 2020	<u>51,147.54</u>
								Acc Dep - 2020	496,445.52
								Adjustment	-
								REVISED Acc Dep - 2020	<u>496,445.53</u>

FY20 Fleet - Depreciation Expense Accumulated Reserves

Asset No	Description	Year	Location	Actual Cost	Date in Service	Depreciation Schedule	Annual Depreciation	June 2019		June 2020 Accumulated Depreciation	
								Accumulated Depreciation	6/30/2020		
0261	Water Tender	2002	RSF4	204,528.00	1-Jul-02	15		204,528.00	18.00	-	204,528.00
0262	Brush - Type III	2002	RSF5	278,104.00	1-Jul-02	15		278,104.00	18.00	-	278,104.00
0281	Staff	2002	Fire Prevention	20,843.00	1-Jul-02	5		20,843.00	18.00		20,843.00
0312	Engine - Type I	2003	RSF5	412,007.00	30-Jun-04	10		412,007.00	16.00		412,007.00
0461	Brush - Type III	2004	RSF6	325,000.00	13-Jul-16		Donated Asset from Elfin Forest/Harmony Grove Volunteer Fire Dept Inc.				-
0481	Utility - Type 6	2004	RSF6	75,000.00	13-Jul-16		Donated Asset from Elfin Forest/Harmony Grove Volunteer Fire Dept Inc.				-
0561	Brush - Type III	2005	RSF1	287,663.00	30-Jun-05	15	19,177.53	278,074.24	15.00	9,588.76	287,663.00
0611	Engine - Type I	2006	RSF6	425,000.00	13-Jul-16		Donated Asset from Elfin Forest/Harmony Grove Volunteer Fire Dept Inc.				-
0811	Engine - Type I	2008	RSF1	483,367.58	1-Apr-08	10		483,367.58	12.25	-	483,367.58
0882	CERT Trailer	2004	RSF6	-	13-Jul-16		Donated Asset from Elfin Forest/Harmony Grove Volunteer Fire Dept Inc.				-
0891	Ambulance	2008	RSF6	190,000.00	13-Jul-16		Donated Asset from Elfin Forest/Harmony Grove Volunteer Fire Dept Inc.				-
0981	Staff	2009	RSF4	29,842.38	1-Mar-09	5		29,842.38	11.34		29,842.38
1151	Water Tender	2011	RSF6	225,000.00	13-Jul-16		Donated Asset from Elfin Forest/Harmony Grove Volunteer Fire Dept Inc.				-
1181	Staff - Explorer	2011	Pub Education Coord.	27,385.48	1-Jun-11	5		27,385.48	9.09	-	27,385.48
1281	Command - Exp	2012	Battalion Chief	64,270.30	1-Jul-12	5		64,270.30	8.00	-	64,270.30
1282	Staff - Ford F150	2012	Deputy Chief	50,555.58	1-May-12	5		50,555.58	8.17	-	50,555.58
1283	ATV Trailer	2012	RSF6	1,875.00	13-Jul-16		Donated Asset from Elfin Forest/Harmony Grove Volunteer Fire Dept Inc.				-
1381	Staff - Escape	2013	Fire Prevention	35,064.29	1-Jun-13	6	5,844.05	35,064.29	7.08	-	35,064.29
1411	Pumper	2014	RSF2	573,423.77	3-Jul-14	12	47,785.31	238,926.57	6.00	47,785.31	286,711.89
1481	Staff - Explorer	2014	Fire Prevention	41,654.16	7-Apr-14	6	6,942.36	36,447.39	6.24	5,206.77	41,654.16
1482	Staff - Explorer	2014	Fire Prevention	44,206.53	7-Apr-14	6	7,367.76	38,680.71	6.24	5,525.82	44,206.53
1581	Staff - Expedition	2015	Fire Chief	45,497.68	1-May-15	6	7,582.95	31,587.53	5.17	7,582.95	39,170.48
1611	Engine - Type I	2016	RSF4	535,249.86	1-Jun-17	12	44,604.16	96,296.09	3.08	44,604.16	140,900.25
1681	Staff - Explorer	2016	Fire Prevention	33,390.06	1-Mar-16	6	5,565.01	18,539.87	4.33	5,565.01	24,104.88
1682	Command - F150	2016	Fire Prevention	61,172.13	1-Jan-17	6	10,195.36	30,446.40	3.50	10,195.36	40,641.76
1781	Staff - Explorer	2017	Fire Prevention	32,052.54	1-Nov-16	6	5,342.09	17,738.67	3.66	5,342.09	23,080.76
1811	Engine - Type I	2017	RSF3	560,939.99	15-May-18	12	46,745.00	52,636.15	2.13	46,745.00	99,381.15
1981	Staff-Silverado 1500	2019	FSA	36,365.90	1-Jan-19	6	6,060.98	2,988.98	1.50	6,060.98	9,049.96
1982	Command - F250	2019	TBD	39,059.28	1-Apr-19	6	6,509.88	1,704.11	1.25	6,509.88	8,213.99
RESERVE											
0211	Engine - Type I	2002	Reserve - RSF2	430,996.00	1-Jul-02			430,996.50	18.00		430,996.50
0311	Engine - Type I	2004	Reserve - RSF3	412,007.00	30-Jun-04			412,007.00	16.00		412,007.00
0781	Command	2007	Reserve - Battalion Chief	64,814.02	31-Dec-06			64,814.02	11.50		64,814.02
9611	Engine - Type I	1996	Reserve - RSF3	475,000.00	30-Jun-96			475,000.00	24.01		475,000.00
				<u>5,279,459.53</u>			<u>219,722.43</u>	<u>3,832,851.84</u>		<u>200,712.08</u>	<u>4,033,563.93</u>
										Accumulated Depreciation - 2019	3,832,851.84
										Ann Dep - 2020	200,712.08
										Acc Dep - 2020	4,033,563.93
										Adjustment	-
										REVISED Acc Dep - 2020	4,033,563.93

FY20 Station Location - DEPRECIATION EXPENSE ACCUMULATED RESERVES

Station Locations	Cost	Year in Service	Depreciation Schedule - Years	Depreciation Annual Expense	Jun 2019 Accumulated Reserves	6/30/2020	Depreciation Expense	Jun 2020 Accumulated Reserves
<i>RSF1</i>								
16936-1/2 El Fuego (Admin)	1,294,645.00	6/30/1992	40	32,366.13	873,886.02	28	32,366.13	906,252.15
Admin Bldg	112,623.07	4/30/2007	26	4,331.66	62,087.04	13.18	4,331.66	66,418.70
16936 El Fuego (Stn)	2,922,332.00	6/30/1999	40	73,058.30	1,461,166.80	21	73,058.30	1,534,225.10
Pavers	44,176.00	10/1/2008	30	1,472.53	15,829.73	11.75	1,472.53	17,302.27
<i>RSF2</i>								
16930 Four Gee Road	3,180,000.00	6/30/2003	40	79,500.00	1,272,000.00	17	79,500.00	1,351,500.00
16930 Four Gee Road - Training Tower	1,563,252.00	6/30/2004	40	39,081.30	586,219.50	16	39,081.30	625,300.80
Training Facility Concrete	27,000.00	6/30/2006	38	710.53	10,657.91	14	710.53	11,368.43
16930 Four Gee Road - Storage Facility	190,225.36	6/30/2007	40	4,755.63	57,067.61	13	4,755.63	61,823.24
<i>RSF3</i>								
6424 El Apajo (Completed 03/26/2012)	4,854,088.00	4/1/2012	40	121,352.20	849,465.40	8.25	121,352.20	970,817.60
<i>RSF4</i>								
18040 Calle Ambiente	3,180,000.00	6/30/2005	40	79,500.00	1,099,750.00	15	79,500.00	1,179,250.00
<i>RSF5</i>								
2604 Overlook Point	362,475.81	7/22/2016	10	36,247.58	106,557.96	3.94	36,247.58	142,805.54
<i>RSF6</i>								
20223 Elfin Forest Road	-	7/22/2016	-	-	-	-	-	-
Septic System	133,622.71	3/1/2019	25	5,344.91	1,771.87	1.33	5,344.91	7,116.78
<i>RSF-Admin</i>								
Admin Bldg (Rancho Cielo)	1,699,885.47	4/18/2011	40	42,497.14	348,592.95	9.21	42,497.14	391,090.09
	<u>19,564,325.42</u>			<u>520,217.90</u>	<u>6,745,052.79</u>		<u>520,217.90</u>	<u>7,265,270.69</u>
							Accumulated Depreciation - 2019	6,745,052.79
							Ann Dep - 2020	520,217.90
							Acc Dep - 2020	7,265,270.69
							Adjustment	-
							REVISED Acc Dep - 2020	<u>7,265,270.69</u>

RESOLUTION No. 2019-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING THE FIRE MITIGATION FEE FUND MULTI-YEAR PLAN

WHEREAS, the Rancho Santa Fe Fire Protection District participates in the San Diego County Fire Mitigation Program; and

WHEREAS, the County of San Diego is empowered to collect mitigation fees from applicants for new development for the purpose of the expansion of fire protection and firefighting facilities and equipment; and

WHEREAS, the Rancho Santa Fe Fire Protection District must annually adopt a Fire Mitigation Fee Fund Multi-Year Plan at a noticed public hearing.

NOW, THEREFORE, BE IT RESOLVED THAT:

- (1) The Fire Mitigation Fee Fund Multi-Year Plan is to be incorporated as a part of the Rancho Santa Fe Fire Protection District Final Budget for fiscal year 2019/20.
- (2) On June 19, 2019, a noticed public meeting for adoption of the Fire Mitigation Fee Fund Multi-Year Facilities and Equipment Plan was held.
- (3) A copy of the Fire Mitigation Fee Fund Multi-Year Facilities and Equipment Plan is included as a part of this resolution.

PASSED AND ADOPTED at a special meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on June 19, 2019 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

FIRE MITIGATION FEE MULTI-YEAR FACILITIES AND EQUIPMENT PLAN

Capital Expenditures						
	Description	Support	Committee Approved/ Pending	FY	% of Funding	Est. \$\$
Fiscal Year 2019/2020						
Equipment	Printer/Plotter/Scanner	Fire Prevention	Pending		65%	30,000
	Software Programming	Fire Prevention	Pending		85%	40,000
Facility	RSF5 Fire Station Construction		Approved	17/18	85%	1,445,000
	Additional Funding		Pending			1,800,000
	RSF5 Fire Station Construction					
	Additional Funding (increase)					
Vehicle	New Vehicle - Fire Prevention	Fire Prevention	Pending		85%	60,000
Fiscal Year 2020/2021						
Equipment	No Proposed Expenditures					
Facility	Training Tower Improvements	Safety & Training	Pending		85%	150,000
Vehicles	New Utility Vehicle	Operations	Pending		85%	70,000
	Type 6 Fire Engine	Operations	Pending		85%	350,000
Fiscal Year 2021/2022						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	No Proposed Expenditures					
Fiscal Year 2022/2023						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	No Proposed Expenditures					
Fiscal Year 2023/2024						
Equipment	No Proposed Expenditures					
Facility	No Proposed Expenditures					
Vehicles	No Proposed Expenditures					

Approved: (Date)

Motion by: Director (Name)

Seconded by: Director (Name)

Roll Call Results:

AYES:
NOES:
ABSENT:
ABSTAIN:

**FIRE MITIGATION FEE
MULTI-YEAR FACILITIES AND EQUIPMENT PLAN**

ATTEST:

Karlana Rannals
Secretary

STAFF REPORT**2019-16**

TO: BOARD OF DIRECTORS
FROM: KIM DE AVILA, HUMAN RESOURCES MANAGER
SUBJECT: RESOLUTION ADOPTION: STATE DISABILITY INSURANCE
DATE: JUNE 13, 2019

**RECOMMENDATION:**

Staff recommends the Board of Directors approve and authorize staff to implement State Disability Insurance (SDI) for the Administrative and Prevention Staff of the District.

BACKGROUND:

The Rancho Santa Fe Fire Protection District does not currently offer State Disability Insurance or a Short Term Disability Plan to the Administrative and Prevention staff. The Rancho Santa Fe Employee Association has requested the District provide them the opportunity to contribute to State Disability Insurance. By doing so, and in the event an employee(s) becomes “disabled” by a physician’s order, the employee(s) will be eligible to collect two-thirds of their wages during their medical leave.

SDI is paid by the employee only, not the employer. The tax is collected from employee’s wages each pay period and filed with the Employment Development Department (EDD). Allowing employees to contribute to SDI, this will alleviate employee(s) from either exhausting their paid leave or receiving no pay in the event medical leave is necessary.

If the resolution is approved, the District will apply for an account number on behalf of the District. The applicable employees will begin contributing on the July 15, 2019 paycheck date.

Legal counsel has reviewed and approved the content of the proposed resolution.

RESOLUTION No. 2019-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT TO PROVIDE STATE DISABILITY INSURANCE (“SDI”) FOR ELIGIBLE EMPLOYEES

WHEREAS, public agency employers may elect coverage for employees who are in an appropriate bargaining unit represented by a labor association. The election must be the result of a negotiated agreement and may apply to similarly situated unrepresented employees; and

WHEREAS, following adoption of this resolution, the District shall submit an application to the State of California Employment Development Department (EDD) for Elective Coverage under the California State Disability (SDI) program pursuant to California Unemployment Code Section 710.5 on behalf of eligible non-safety employees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Rancho Santa Fe Fire Protection District (RSFFPD), a public agency in the County of San Diego, California, as follows:

- 1) That the SDI deduction will take place beginning on the July 15, 2019 pay date for the RSFFPD Employees Association or as soon thereafter upon the effective date established by the State of California;
- 2) All SDI deductions will be submitted to EDD per the requirements as set forth.
- 3) Non-safety management and non-safety part time/seasonal will be considered one in the same with the RSFFPD Employee Association for the purpose of participation in the SDI program.
- 4) Safety personnel will not participate in the SDI program (Rancho Santa Fe Professional Firefighters Association-Local 4349).
- 5) Any employee receiving a retirement allowance from California Public Employees’ Retirement System (CalPERS) shall not participate in the SDI program.
- 6) Elected officials are exempt from participating in the SDI program.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on June 19, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

[Signatures next page]

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary