



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

November 8, 2017
1:00 pm PT
Regular Meeting

RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

Pledge of Allegiance

1. Roll Call
2. Public Comment
3. Motion waiving reading in full of all Resolutions
4. Consent Calendar
 - a. Board of Directors Minutes
Board of Directors minutes of September 27, 2017
ACTION REQUESTED: **Approve**
 - b. Receive and File
 - i) Monthly/Quarterly Reports
 - (1) List of Demands Check 29233 thru 29346, Electronic File Transfers (EFT), and Wire Transfer(s) for the period September 1 – 30, 2017 totaling: \$ 142,415.34
Wire Transfer(s) period September 1 – 30, 2017 \$ 211,100.49
Payroll for the period September 1 – 30, 2017 \$ 584,845.74
TOTAL DISTRIBUTION \$ 938,361.57
 - (2) List of Demands Check 29347 thru 29430, Electronic File Transfers (EFT), and Wire Transfer(s) for the period October 1 – 31, 2017 totaling: \$ 210,833.66
Wire Transfer(s) period October 1 – 31, 2017 \$ 204,613.75
Payroll for the period October 1 – 31, 2017 \$ 883,941.00
TOTAL DISTRIBUTION \$1,299,388.41
 - (3) Investment Review
 - (4) Activity Reports – September – October 2017
 - (a) Operations
 - (b) Training
 - (c) Fire Prevention

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

- (i) Levin
- (ii) RedZone Disaster Intelligence LLC

(5) Travel Reports

- (a) James H. Ashcraft – CalPERS Conference – October 23-25, 2017
- (b) Tucker Stine – CalPERS Conference – October 23-25, 2017

ACTION REQUESTED: [Information](#)

c. Acceptance of Donation

To accept a donation from *Barbara R. Levin* in recognition of district personnel their assistance with her husband. [Staff Report 17-16](#)

ACTION REQUESTED: [Acknowledge donation and forward monetary donation to the Rancho Santa Fe Professional Firefighters Association](#)

5. Old Business

- a. None

6. Resolution(s)

- a. Resolution 2017-13

To discuss and/or approve resolution for Volunteer Recruitment Retention Coordinator

ACTION REQUESTED: [Adopt](#)

7. New Business

- a. Potential Forced Abatement

To discuss a potential forced abatement for APN 268-230-23-00

ACTION REQUESTED: [Information and/or direction](#)

- b. RSF5 Design/Build Contract

To discuss and or approve contract for the *design phase* for the design/build construction of RSF5

ACTION REQUESTED: [Select contractor for design phase to construct RSF5 and approve contract](#)

- c. Board of Directors Meeting Calendar

To discuss and confirm the CY17 meeting schedule. [Staff Report 17-17](#)

ACTION REQUESTED: [Confirm dates and/or modify board meeting schedule, if necessary](#)

8. Oral Report

- a. Fire Chief – Michel

- i. District Activities

- 1. CalPERS Conference – October 23-25, 2017
 - 2. Tribute to Elfin Forest/Harmony Grove Fire Department – November 4, 2017
 - 3. Pancake Breakfast – November 5, 2017

- b. Operations – Deputy Chief

- c. Volunteer – Division Chief

- d. Training – Battalion Chief

- e. Fire Prevention – Fire Marshal

- f. Administrative Manager

- g. Board of Directors

- i. North County Dispatch JPA – Update

- ii. County Service Area – 17 – Update

- iii. Comments

9. Closed Session

a. CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff

Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Fire Chief, Deputy Chief, Battalion Chief, Fire Marshal, and Administrative Manager

Under Negotiation: Memorandum of Understanding Amendment and Compensation

With respect to every item of business to be discussed in closed session pursuant to Section 54957.6

b. Employee Performance Evaluation

Title: Fire Chief

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

10. Adjournment

The next regular meeting Board of Directors meeting to be December 13, 2017 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, November 8, 2017 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on November 2, 2017 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 24 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on November 2, 2017

Karlana Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Special (in lieu of regular) Board of Directors Meeting
Minutes – September 27, 2017

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

Closed Session (Time Certain – 11:30 am)

Pursuant to section 54957, the board met in closed session from 11:40 am – 12:57 pm to discuss the following:

- a. Public Employee Performance Evaluation

Title: Fire Chief

All board members listed at roll call and the Fire Chief attended the closed session.

Regular Session

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:03 pm.

Pledge of Allegiance

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

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Frank Twohy, Division Chief; Dave McQuead, Battalion Chief; Marlene Donner, Fire Marshal; and Karlana Rannals, Board Clerk.

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

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

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

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

- a. *Board of Directors Minutes*

- i) Board of Directors minutes of August 09, 2017

- ii) Board of Directors minutes of September 7, 2017

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 29076 thru 20232, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period September 1 – 30, 2017 totaling: \$ 262,680.74
Payroll for the period September 1 – 30, 2017 \$ 705,514.95
ACH Transfer(s) period September 1 – 30, 2017 \$ 222,984.49
TOTAL DISTRIBUTION \$1,191,180.18
2. Quarterly Investment Summary – June 30, 2017
3. Summary Balance Sheet – June 30, 2017 vs. June 30, 2016
4. Activity Reports –September 2017
 - a) Operations
 - b) Training
 - c) Fire Prevention
 - d) Correspondence – letters/cards were received from the following members of the public:
 - 1) NorCal Interagency Emergency Management Team
 - 2) Yosemite Mariposa County

5. Public Hearing

a. *Final Budget Fiscal Year 2017/2018*

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any written correspondence regarding the final budget.

6. Announcement of Closed Session

President Ashcraft reported that the Board of Directors met to discuss the performance of the Fire Chief. There was no action was taken, although he requested that this item be continued at the next meeting of the Board of Directors as additional information from the Fire Chief was requested.

7. Old Business

a. *Article XIII B California Constitution Appropriation Limit*

Ms. Rannals summarized the staff report provided. She reminded the board members that at the May board meeting, they accepted staff's recommendation to request the State Department of Finance recalculate the population change specific to Rancho Santa Fe Fire Protection District as a result of the reorganization with CSA-107. The Department of Finance completed the District's request for a cost of \$1,000. The staff recommendation is that the Board of Directors select the following formula to calculate the District's new appropriation limit for the 2017/2018 fiscal year:

- 1) Change in California per capital personal income (3.69%) for the Cost of Living Factor, and
- 2) Change in population provided by the California Department of Finance for Rancho Santa Fe Fire Protection District (5.08%).

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept staff's recommendation for calculation of the District's appropriations limit.

8. Resolutions/Ordinances

a. Resolution No. 2017-12

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. 2017-12 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2017/2018 Appropriations of Tax Proceeds* on the following roll call vote:

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

9. New Business

a. *Hazard Abatement – Force Abatement Contractor*

Fire Marshal Donner summarized the staff report provided. She reported that the contract for the sole source contractor has expired. She reviewed the bid submission process and of the four bids received, and all were determined to be responsive. She reported that after reviewing all schedules of fees received, "R.E. Badger and Son, Inc." was determined the lowest and most responsive bid. It was recommended that the Fire Chief or his designee be authorized to execute a service agreement with, *R.E. Badger and Son, Inc.* as the force abatement contractor for forced abatement of hazardous vegetation and rubbish within the for parcels in violation of District's Ordinance 2015-01. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the Fire Chief or his designee to enter into a service agreement with "*R.E. Badger and Son, Inc.*" for forced abatement of hazardous vegetation, and rubbish with the Rancho Santa Fe Fire Protection District for parcels in violation of the Fire District's Ordinance 2015-01.

b. *Final Budget FY18*

Karlana Rannals, Administrative Manager reviewed and summarized the differences between the preliminary budget presented in June and the final budget presented at this meeting. She reported that the primary differences were

- Revenue (\$15,077,900,000): 1) tax revenue is approximately 1.6% higher over FY17 resulting from the increase in assessed valuation. She noted that all tax rate areas, resulting from the reorganization with CSA-107, was confirmed being transferred to the Rancho Santa Fe Fire Protection District. 2) Increase in grant reimbursement, noting the two SAFER grants awarded to the District; and 3) decrease in the one-time funds provided from the County of San Diego covering the potential tax and construction of RSF5.
- Operating Expenditures (\$12,336,000)
 - Personnel – the increase (2.3%) is the net result of negotiated increases to salary, and the addition of four SAFER funded positions and increases to health, retirement, and workers'

- compensation insurance costs.
- Other Expenditures – increases are primarily due to increased costs for services, planned maintenance to the training facility, utilities, and vehicle maintenance.
- Capital (\$950,294) – she reported that the replacement Type I fire engine approved in FY16 has been ordered and the expected delivery and payment is December 2017. In addition, a replacement staff vehicle is planned during the fiscal year. If everything is purchased and delivered during the FY18 year, the District will be able to transfer approximately \$778K from Fire Mitigation Funds to the District's General Fund.

She responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2017/2018 Budget as presented.

10. Oral Report

a. Fire Chief – Michel

i) District Activities

He reported that he has been very busy since the last meeting. He discussed the following with the board on the following:

- Ambulance Plan – the County of San Diego is designing a plan improve the ambulance service to the underserved areas of the County. By staff attending meetings, they learned that the Harmony Grove area was to be combined with Valley Center creating a Unified Service Area (USA). District staff has objected to this proposed plan because 1) this potentially can increase response times, and 2) there are other options available. He attended the County's EMCC committee meeting, in which the matter has been tabled for now, but he plans to monitor this matter closely.
- North Zone Strategic Plan – he informed the board that his is leading the Fire Prevention Section looking for opportunities and creating goals and objectives on a regional basis in fire prevention efforts.
- RSF5 Design/Build – he has started discussions on costs of construction with the preferred vendor for design/build construction of RSF5. Thru concessions on both sides, he believes that the costs will be closer to 6 million. His plan is to have a contract ready for review and approval at the next Board of Directors meeting.
- RSF Leadership – he met with the leaders of Santa Fe Irrigation District, Rancho Santa Fe Association, and Rancho Santa Fe School District. The purpose of the meeting is to establish dialogue on projects that each agency is facing and maintain open lines of communication. The first meeting was very productive.

b. Operations – Deputy Chief

Chief McQuead reported on behalf of Chief Cox and summarized the previous month's activity, noting district personnel responded to 291 calls. He reported that the fuel moisture is approximately 40%, and he provided a report on significant calls that occurred in the previous month.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

September 27, 2017

Page 5 of 5

- c. Elfin Forest Volunteer Division – Division Chief
Chief Twohy reported that we have hired a person for professional services to provide a conceptual design and site plan for the remodel of RSF6. They are moving forward with the cabling project to improve the computer network, and they are moving forward to improve the septic system.
- d. Training – Battalion Chief
Chief McQuead reported that personnel participated in a new hire academy, completed and Engineer's exam, and a leadership development training for all personnel. He is also preparing for the Captain's test and the new hire testing for the SAFER Grant funded employees.
- e. Fire Prevention – Fire Marshal
FM Donner reported 57,000 square feet of new construction, and that prevention staff has been busy with inspections. The two weed abatement inspectors has sent 515 notices this season, with a good response in compliance. She also discussed reviewing maps of proposed new development within the fire district. Julie Taber is preparing for Fire Prevention month, and has several schools scheduled for presentations. Chief Michel complimented the Fire Prevention staff for their participation in numerous public education opportunities.
- f. Administrative Manager
Ms. Rannals reported the following:
 - 1. Summary Balance Sheet – she reviewed the comparative balance sheet with the board members and responded to their questions.
 - 2. Board of Directors meeting October 11, 2017 – she will not attend, as she will be at an accounting conference with the Accounting Specialist.
- g. Board of Directors
 - i) North County Dispatch JPA – Update: Ashcraft – no report.
 - ii) County Service Area – 17 – Update: Hillgren – no report.
 - iii) Comments
 - 1. Ashcraft – distributed an article entitled *The Graying of America*.

11. Adjournment

Meeting adjourned at 3:00 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
29233	\$2,528.00	CDW Government Inc.	Computer Equipment/Parts
29234	\$242.50	Ciuchta, Brian	CSA-17 Contract
29235	\$3,506.20	County of SD/RCS	CAP Code Paging Service-Monthly Service
29235	\$3,506.20	County of SD/RCS	800 MHz Network Admin Fees
29236	\$200.78	Cox Communications	Telephone RSF3, 2
29238	\$900.00	Jauregui & Culver Inc	Refuel Facility Repair
29239	\$903.21	Johnson Equipment Co	Repair - ID 1281
29241	\$549.46	Palomar Sign Company	Apparatus: Miscellaneous
29242	\$99.00	PharmaLink	CSA-17 Contract
29243	\$198.62	Rincon Del Diablo Municipal Water Di	Water RSF5
29244	\$2,261.38	SoCo Group Inc	Fuel: Gasoline & Diesel
29245	\$27.38	U P S	Shipping Service
29246	\$11,622.42	U S Bank Corporate Payment System	Cal-Card./IMPAC program
29247	\$1,866.68	Waste Management Inc	Trash RSF1, 2, 3, 4 NCDJPA Rebill
29248	\$236.00	Western State Design Inc	Station Maintenance - RSF3
29249	\$64.64	Willis, Erwin L.	Computer Equipment/Parts
29250	\$6,350.00	WinTech Computer Services	Consulting Services
29251	\$354.00	Accme Janitorial Service Inc	Building ADMIN
29252	\$115.50	Airgas Inc	Safety: Breathing Air
29253	\$480.23	Allstar Water Systems Inc	Building RSF2
29254	\$2,106.32	AT&T Calnet 2/3	Telephone RSF
29255	\$375.00	Box Cbad	Suppression - Local Conf/Seminars
29256	\$155.91	Complete Office of California Inc	Office Supplies
29257	\$687.81	COR Security Inc	Omnilock Supplies/Repair
29258	\$360.00	Donner, Marlene	Medical Reimbursement
29259	\$184.15	EDCO Waste & Recycling Inc	Trash RSF5
29260	\$667.65	FailSafe Testing	Ladder Testing
29261	\$540.00	Fitch Law Firm Inc	Legal Services
29262	\$990.00	Garrett Electric Inc	Building RSF3
29263	\$87.99	Gloria J Murphy	Training Equipment/Supplies Volunteer Di
29264	\$53.86	Griffin Hardware Co.	Station Maintenance - RSF2
29265	\$911.11	Home Depot, Inc	Fleet Equip Maintenance/Repair-Port Gen/
29266	\$180.94	Konica Minolta Business Inc	Copier Maintenance Contract

29267	\$150.00	Kratz Truck & Tire - Mobile	Apparatus: Miscellaneous
29268	\$430.00	Kronos - Telestaff	TeleStaff Maintenance
29269	\$139.98	Napa Auto Parts Inc	Apparatus: Parts & Supplies
29270	\$1,485.77	Olivenhain Municipal Water District	Water RSF3, 2, 4, 6
29271	\$132.95	Orion Broadband	Telephone RSF1
29272	\$1,236.71	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
29273	\$4,800.00	Pun Group	Accounting-Audit Services
29274	\$75.00	Rancho Santa Fe Rotary	Association Dues
29275	\$700.00	Santa Fe Irrigation District	NCDJPA Rebill
29276	\$10,592.62	SDG&E	Elec/Gas/Propane RSF
29277	\$195.00	Skyriders Window Cleaning Inc	Building ADMIN
29278	\$4,357.11	SoCo Group Inc	Fuel: Gasoline & Diesel
29279	\$32.00	State of CA Dept of Justice	Background Investigation
29280	\$66.00	Terminix International	Building RSF6
29281	\$581.67	ThyssenKrupp Elevator Inc	Elevator Service
29282	\$649.63	Time Warner Cable	Cable - Admin
29283	\$438.00	TPx	Telephone ADMIN
29284	\$8.50	Turbo Car Wash	Apparatus: Car Wash
29285	\$214.50	Turnout Maintenance Company LLC	Safety Clothing (Protective)
29286	\$14.85	U P S	Shipping Service
29287	\$288.00	U.S. HealthWorks	Medical Services: Volunteers
29288	\$927.82	Uniforms Plus	Uniform: Administration
29289	\$1,608.60	United Site Services	Sewer RSF5
29290	\$242.81	Verizon Wireless	Telephone - Cellular
29292	\$340.00	Western State Design Inc	Station Maintenance - RSF1
29293	\$680.00	A to Z Plumbing Inc	Building RSF1
29294	\$176.90	Aair Purification Systems	Building RSF1
29295	\$171.44	About Service Inc	Scheduled - ID 1282
29296	\$8,202.66	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
29297	\$245.31	AT&T	Cable RSF5
29298	\$2,000.00	Biglione Construction Management, In	RSF5 Station Design/Build
29300	\$59.21	Complete Office of California Inc	Office Supplies
29301	\$175.28	Cox Communications	Telephone RSF2
29302	\$2,788.82	Engineered Mechanical Services Inc	Building RSF1

29303	\$126.92	Form-Craft Business Systems, Inc.	Office Supplies
29304	\$3,698.57	Guardian Life Insurance Co	Medical Insurance
29305	\$1,300.35	Jauregui & Culver Inc	Refuel Facility Repair
29306	\$455.00	K & K Coatings	Station Maintenance - RSF1
29307	\$200.00	Krueger, Trever	CSA-17 Contract
29308	\$210.00	Liebert Cassidy Whitmore	Legal Services
29309	\$673.32	Lincoln National Life Ins Co	Life Insurance/EAP
29310	\$333.35	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
29312	\$3,306.80	Motorola Solutions Inc	Radio Equipment Replacement
29313	\$730.00	Power Plus!	Elec/Gas/Propane RSF5
29314	\$70.00	RSF Mail Delivery Solutions	Mail Delivery Service
29315	\$2,467.18	SDG&E	Elec/Gas/Propane RSF2
29316	\$846.35	SoCo Group Inc	Fuel: Gasoline & Diesel
29317	\$50.00	Terminix International	Building RSF5
29318	\$768.00	TinyFrog Technologies Inc.	Website Hosting
29319	\$14.85	U P S	Shipping Service
29320	\$1,316.41	Uniforms Plus	Uniforms: Safety Personnel
29322	\$28.15	Willis, Erwin L.	Computer Equipment/Parts
29323	\$163.09	AT&T	Telephone RSF2
29324	\$821.20	AT&T Calnet 2/3	Telephone RSF1
29325	\$1,500.00	Bartel Associates, LLC	Accounting-Audit Services
29326	\$1,323.00	C.A.P.F.	Disability Ins Short & Long
29327	\$557.78	CDW Government Inc.	Computer Equipment/Parts
29329	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
29330	\$74.99	Cox Communications	Telephone RSF3
29331	\$2,138.76	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
29332	\$100.81	Dish	Cable RSF6
29333	\$251.10	EDCO Waste & Recycling Inc	Trash RSF6
29334	\$1,451.00	Engineered Mechanical Services Inc	Building RSF
29335	\$4,500.00	FireStats	GIS Services/Response Criteria Services
29336	\$5,824.00	Palomar Community College	In-Service Training Program-Regional FF
29337	\$210.00	SDCFCA - FPO Section	FP - Local Conference/Seminars
29338	\$2,826.84	SoCo Group Inc	Fuel: Gasoline & Diesel
29340	\$250.00	Terminix International	Building RSF

29341	\$687.00	ThyssenKrupp Elevator Inc
29342	\$14.85	U P S
29343	\$222.00	U.S. HealthWorks
29344	\$836.90	Uniforms Plus
29345	\$1,900.82	Verizon Wireless
29346	\$242.50	Wood, Tim
EFT000000000346	\$48.48	Rannals, Karlena
Misc	\$9,984.89	
Subtotal	\$ 142,415.34	
ACH Transfer	\$ 152,066.52	CalPERS
ACH Transfer	\$ 59,033.97	CalPERS
Subtotal	\$ 211,100.49	
9/15/2017	\$ 333,293.91	RSFFPD
9/30/2017	\$ 251,551.83	RSFFPD
Subtotal	\$ 584,845.74	
Total	\$ 938,361.57	

Elevator Service
Shipping Service
Medical Services: Volunteers
Uniforms: Safety Personnel
Telephone - Cellular
CSA-17 Contract
Meetings/Meal Expenses

Retirement Sep 2017
Health Oct 2017

Payroll
Payroll

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
29347	\$587.00	A to Z Plumbing Inc	Building RSF1
29348	\$2,699.54	Accountemps	Temporary Labor
29349	\$851.23	Alert-all Corporation	Public Education Material
29350	\$1,594.31	BW Printworks	Office Supplies
29351	\$1,853.03	California Health & Safety	SCBA Maint & Repair/ Flow Test/ Hydro Te
29352	\$4,904.94	CDW Government Inc.	Equipment - Minor
29353	\$437.70	Complete Office of California Inc	Office Supplies
29354	\$3,178.00	County of SD/RCS	800 MHz Network Admin Fees
29355	\$200.78	Cox Communications	Telephone RSF2, 3
29356	\$2,111.26	Discount Tire	Apparatus: Tires & Tubes
29357	\$6.00	Donner, Marlene	Apparatus: Car Wash
29358	\$152.35	EDCO Waste & Recycling Inc	Trash RSF5
29359	\$3,959.57	JG Communications	Computer: Cabling
29360	\$125.00	K & K Coatings	Station Maintenance - RSF2
29361	\$4,810.00	Mike Kraus	Suppression - Local Conf/Seminars
29362	\$22,886.59	Motorola Solutions Inc	Radio Equipment Replacement
29363	\$140.00	NCB-North County Beverage Inc	Repair Machines & Office Equipment
29364	\$642.78	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
29365	\$4,125.00	R.E. Badger & Son, Inc.	Weed Abatement
29366	\$176.54	Rincon Del Diablo Municipal Water Di	Water RSF5
29367	\$449.48	San Dieguito Trophy Inc	Awards/Proclamations
29368	\$720.87	SDG&E	Elec/Gas/Propane RSF6
29369	\$2,316.12	SoCo Group Inc	Fuel: Gasoline & Diesel
29370	\$66.00	Terminix International	Building RSF2
29371	\$242.50	Thompson, Cole T.	CSA-17 Contract
29372	\$544.99	Time Warner Cable	Telephone ADMIN
29373	\$14.85	U P S	Shipping Service
29374	\$19,528.48	U S Bank Corporate Payment System	Cal-Card./IMPAC program
29375	\$641.30	Uniforms Plus	Uniforms: Safety Personnel
29376	\$989.59	United States Latex Prod. Inc	CSA-17 Contract
29377	\$1,913.90	Waste Management Inc	Trash RSF
29378	\$6,350.00	WinTech Computer Services	Consulting Services
29379	\$242.50	Worley, Tanner	CSA-17 Contract

29380	\$27.98 4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
29381	\$384.00 A to Z Plumbing Inc	Building RSF1
29382	\$55.65 A-OK Power Equipment	Fleet Equip Maintenance/Repair-Port Gen/
29383	\$347.33 Aair Purification Systems	Building RSF3
29383	\$347.33 Aair Purification Systems	Building RSF4
29384	\$682.24 About Service Inc	Scheduled Apparatus Repair
29385	\$442.50 Accme Janitorial Service Inc	Building ADMIN
29386	\$665.64 Accountemps	Temporary Labor
29387	\$111.65 Airgas Inc	Safety: Breathing Air
29388	\$3,994.04 Armanino LLP	Consulting Services
29389	\$245.65 AT&T	Telephone RSF5
29390	\$1,694.99 AT&T Calnet 2/3	Telephone RSF
29392	\$60.21 Complete Office of California Inc	Office Supplies
29393	\$41,734.86 Debra L. Reilly	Human Resource Services
29395	\$31.80 EDCO Waste & Recycling Inc	Trash RSF6
29396	\$12,571.47 Enerspect Medical Solutions LLC	CSA-17 Contract
29397	\$422.98 Ferrellgas Inc	Elec/Gas/Propane RSF5
29398	\$1,612.55 Fire ETC Inc	Safety: Equipment & Boots
29399	\$2,160.00 Fitch Law Firm Inc	Legal Services
29400	\$168.39 Gloria J Murphy	Training Equipment/Supplies Volunteer Di
29401	\$71.08 Griffin Hardware Co.	Miscellaneous
29402	\$3,661.08 Guardian Life Insurance Co	Medical Insurance
29403	\$349.51 Home Depot, Inc	Radio Batteries-Motorolla, Dble AA for C, Station Maintenance
29404	\$587.82 Konica Minolta Business Inc	Copier Maintenance Contract
29405	\$752.50 Kronos - Telestaff	Computer - License/Software
29406	\$2,091.77 L N Curtis & Sons Inc	Safety Equipment
29407	\$149.97 Leading Locksmith Co	Building ADMIN
29408	\$396.00 Lincoln National Life Ins Co	Life Insurance/EAP
29409	\$681.84 Michel, Tony J	Admin - Meal/Lodging/Travel
29410	\$5,558.07 Olivenhain Municipal Water District	Sewer/water RSF
29411	\$132.95 Orion Broadband	Telephone RSF1
29412	\$269.46 Pitney Bowes Inc	Equipment Rental
29413	\$730.00 Power Plus!	Elec/Gas/Propane RSF5
29414	\$1,030.00 R.E. Badger & Son, Inc.	Building RSF2

29415	\$325.00	Rancho Santa Fe Rotary	Association Dues
29416	\$70.00	RSF Mail Delivery Solutions	Mail Delivery Service
29417	\$1,378.25	Santa Fe Irrigation District	Water
29418	\$150.00	SDCFCA - FPO Section	Association Dues
29419	\$11,676.67	SDG&E	Elec/Gas/Propane RSF
29420	\$2,797.17	SoCo Group Inc	Fuel: Gasoline & Diesel
29420	\$2,797.17	SoCo Group Inc	Fuel: Gasoline & Diesel
29420	\$2,797.17	SoCo Group Inc	Fuel: Gasoline & Diesel
29421	\$23.60	Solarplacard Inc	Safety Equipment
29422	\$32.00	State of CA Dept of Justice	Background Investigation
29423	\$66.00	Terminix International	Building RSF6
29424	\$107.48	Time Warner Cable	Cable RSF4
29424	\$107.48	Time Warner Cable	Cable - Admin
29425	\$441.58	TPx	Telephone ADMIN
29426	\$44.69	U P S	Shipping Service
29426	\$44.69	U P S	Shipping Service
29427	\$598.00	U.S. HealthWorks	Medical Services: Volunteers
29427	\$598.00	U.S. HealthWorks	Medical Services: Volunteers
29428	\$2,055.40	Uniforms Plus	Uniforms: Safety Personnel
29428	\$2,055.40	Uniforms Plus	Uniforms: Safety Personnel
29428	\$2,055.40	Uniforms Plus	Uniforms: Safety Personnel
29428	\$2,055.40	Uniforms Plus	Uniforms: Safety Personnel
29429	\$1,608.60	United Site Services	Sewer RSF5
29430	\$249.56	Verizon Wireless	Cellular: Phones - New/Replacement
EFT000000000355	\$533.62	Havens, Burgen	Admin - Meal/Lodging/Travel
Misc	\$2,479.82		Medical Reimbursements
Subtotal	\$210,833.66		
ACH Transfer	\$59,369.02	CalPERS	Nov 2017 Health
ACH Transfer	\$143,144.73	CalPERS	Sep 2017 Retirement
ACH Transfer	\$2,100.00	CalPERS	GASB-68 FY18
Subtotal	\$204,613.75		

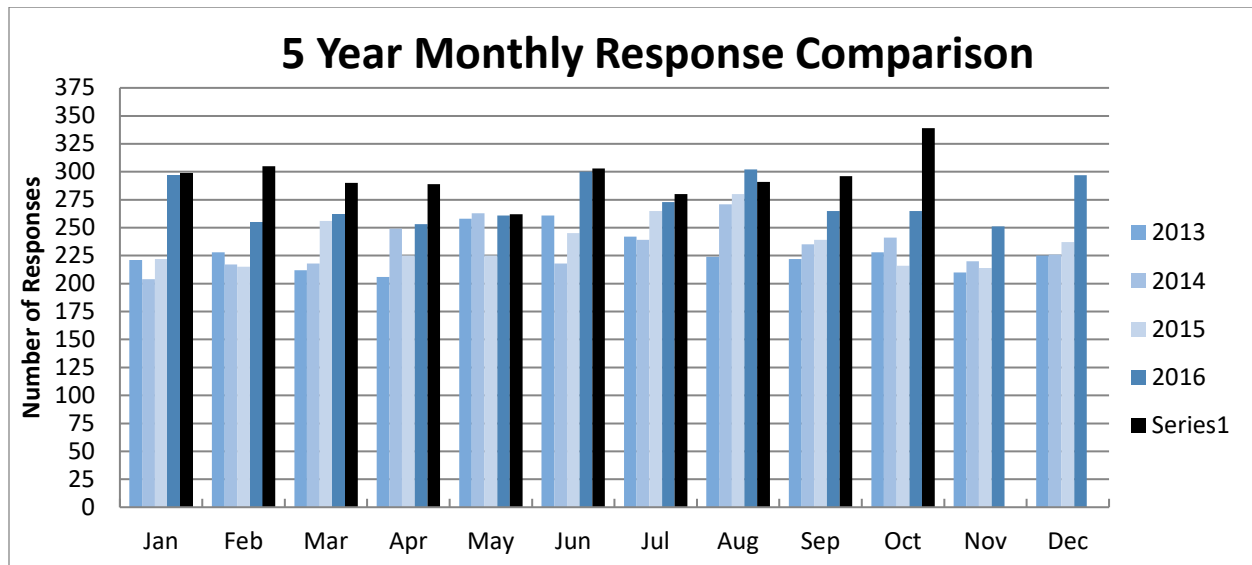
10/15/2017	\$450,804.44	RSFFPD	Payroll
10/26/2017	\$7,424.05	RSFFPD	Payroll
10/31/2017	\$425,712.51	RSFFPD	Payroll
Subtotal	\$883,941.00		
Total	<u>\$1,299,388.41</u>		

Rancho Santa Fe Fire Protection District
Investment Portfolio - Listing

Date	County of San Diego			Local Agency Investment Fund			Bank of America			CalTrust Investment		
	Average Daily Cash Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Share Value	Qtrly Earnings
FY16												
9/30/2015	9,116,014	0.1207499	11,007.58	2,507,708	0.3200	2,019.12	68,654.93	0.000200	3.47			
12/31/2015	7,972,012	0.1723940	13,743.27	2,509,727	0.3700	2,322.84	68,654.40	0.000200	3.47			
3/31/2016	10,342,559	0.1391914	14,395.95	2,512,050	0.4600	2,899.70	68,661.81	0.000200	3.41			
6/30/2016	11,809,274	0.1433726	16,931.26	2,514,950	0.5500	3,421.54	68,665.23	0.000200	3.42			
	Annual Rate	0.5757079	\$ 56,078.06	Annual Rate	0.4250	\$ 10,663.20	Annual Rate	0.000200	\$ 13.77	Avg Share Value	0.000000	\$ -
FY17												
9/30/2016	9,720,648.93	0.2181028	21,201.01	2,518,371.32	0.6000	3,826.52	68,668.68	0.000200	3.45	4,531,619.73	10.100000	124.73
12/31/2016	10,718,806.24	0.2148859	23,033.20	2,522,197.84	0.6800	4,296.15	68,672.13	0.000200	3.42	4,512,312.82	10.090000	12,123.83
3/31/2017	11,627,772.17	0.2929174	34,059.77	2,526,493.99	0.7800	4,833.54	68,675.52	0.000200	3.39	4,557,077.20	10.090000	13,333.64
6/30/2017	13,078,710.09	0.2982185	40,097.61	2,531,527.53	0.9200	5,829.30	68,678.95	0.000200	3.43	4,566,555.96	10.090000	14,268.88
	Annual Rate	1.0241246	\$ 118,391.59	Annual Rate	0.7450	\$ 18,785.51	Annual Rate	0.000200	\$ 13.69	Avg Share Value	10.092500	\$ 39,851.08
FY18												
9/30/2017	11,283,998.32	0.3140160	35,433.56	2,537,156.83	1.0700	6,866.96	68,682.42	0.000200	3.47	4,556,287.68	10.030000	16,430.89
12/31/2017												
3/31/2018												
6/30/2018												
	Annual Rate	0.314016	\$ 35,433.56	Annual Rate	1.0700	\$ 6,866.96	Annual Rate	0.000200	\$ 3.47	Avg Share Value	10.0300	\$ 16,430.89

September/October Incident Count

Stations 1 - 6



2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	299	305	290	289	262	303	280	291	296	339			2,954
YTD	299	604	894	1,183	1,445	1,748	2,028	2,319	2,615	2,954			8.0%
2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297	255	262	253	261	300	273	302	265	265	251	297	3,281
YTD	297	552	814	1,067	1,328	1,628	1,901	2,203	2,468	2,733	2,984	3,281	15.6%
2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	222	215	256	225	225	245	265	280	239	216	214	237	2,839
YTD	222	437	693	918	1,143	1,388	1,653	1,933	2,172	2,388	2,602	2,839	1.3%
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217	218	249	263	218	239	271	235	241	220	226	2,801
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	221	228	212	206	258	261	242	224	222	228	210	225	2,737
YTD	221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	

Incident Response Summary by Station

Date Range: From 9/1/2017 To 9/30/2017

Station: RSF1	68
Station: RSF2	90
Station: RSF3	70
Station: RSF4	43
Station: RSF5	19
Station: RSF6	6
Total Incident Count:	296

Incident Response Summary by Station

Date Range: From 10/1/2017 To 10/31/2017

Station: RSF1	73
Station: RSF2	127
Station: RSF3	57
Station: RSF4	44
Station: RSF5	29
Station: RSF6	9
Total Incident Count:	339

Incident Summary by Incident Type

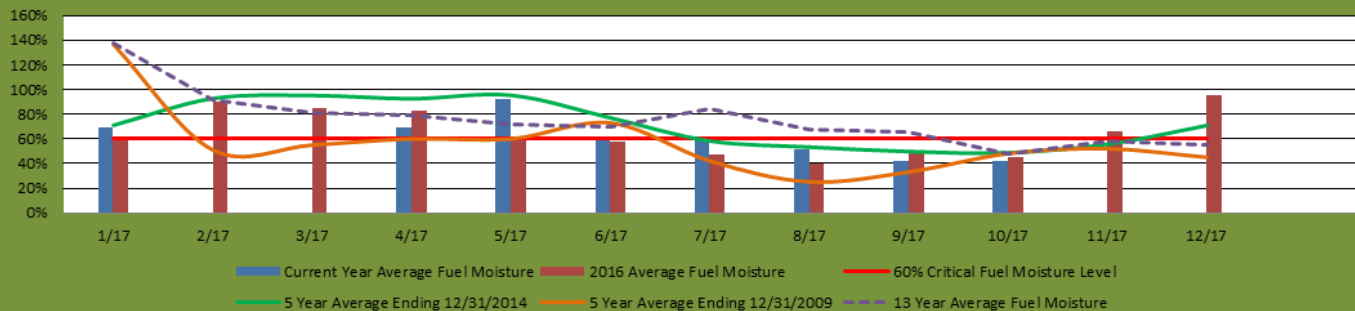
Date Range: From 9/1/2017 To 9/30/2017

Incident Type	Incident Count
Fire	11
EMS/Rescue	153
Hazardous Condition	7
Service Call	34
Good Intent	73
False Call	17
Other	0
Blank or Invalid	1
Totals	296

Incident Summary by Incident Type

Date Range: From 10/1/2017 To 10/31/2017

Incident Type	Incident Count
Fire	21
EMS/Rescue	153
Hazardous Condition	4
Service Call	32
Good Intent	89
False Call	31
Other	0
Blank or Invalid	9
Totals	339

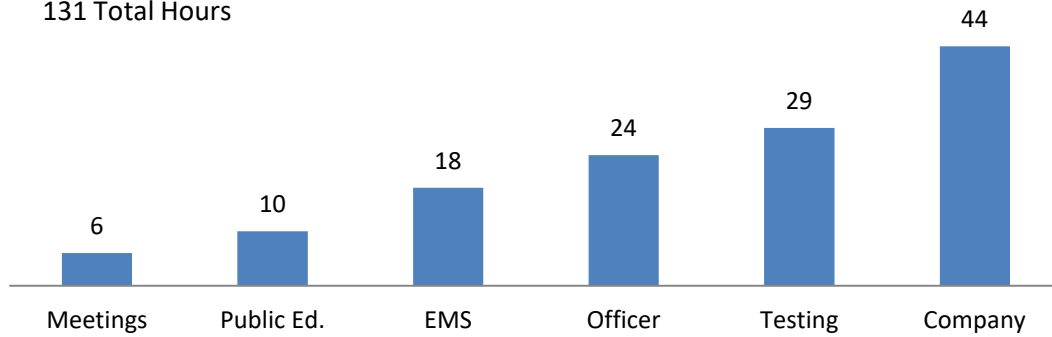
2017 District Live Fuel Moistures**Significant Incidents/Overhead Assignments**

DATE	Incident/ Location	TYPE	UNIT/PERSON	MISC
08/30 – 09/17	Tulare Ranger Unit – Pier Fire	Wildland	B261	Mutual Aid to Tulare County
09/02 -09/08	LA County – LaTuna fire	Wildland	E263	Mutual Aid To LA County
09/02	Riverside County – Palmer Fire	Wildland	OES 336	Mutual Aid to Riverside County
09/04 – 09/25	Shasta/Trinity	Wildland	OH2692	Mutual Aid to Trinity County
09/05	Lazy River Rd	Structure	E263, T131, E264, E262, B261, M264	Structure Fire/sprinkler controlled
09/05	Cancha De Golf	Structure	E261, E238, E237, T235 B261, M494, P2650	Structure Fire/sprinkler controlled
09/26	Orange County- Canyon Fire	Wildland	WT264	Mutual Aid to Orange County
09/29	Orange County- Canyon Fire	Wildland	OES 336	Mutual Aid to Orange County
10/07	San Diego – Rice Canyon	Wildland	WT264	Mutual Aid to San Diego
10/09	San Diego – Bandy Canyon	Wildland	BR262	Mutual Aid to San Diego
10/09 -10/20	Orange – Canyon II /Napa – Southern LNU Complex	Wildland	B261, E264	Mutual aid to Orange and Napa County
10/15	Harmony Grove	Wildland	B142, E106, WT264, WT266, BR265, BR147, BR143, B261R, C2603	(2) suspicious fires in HG & EFF
10/21	County of San Diego – Church 2	Wildland	B261	Mutual Aid to San Diego County
10/22 -	October move up – RSF 2	Wildland	BR261	October Pre-Deploy Strike Team
10/28	San Diego	Structure	E262	Auto Aid to S.D. (2) fatalities

Training Division September 2017

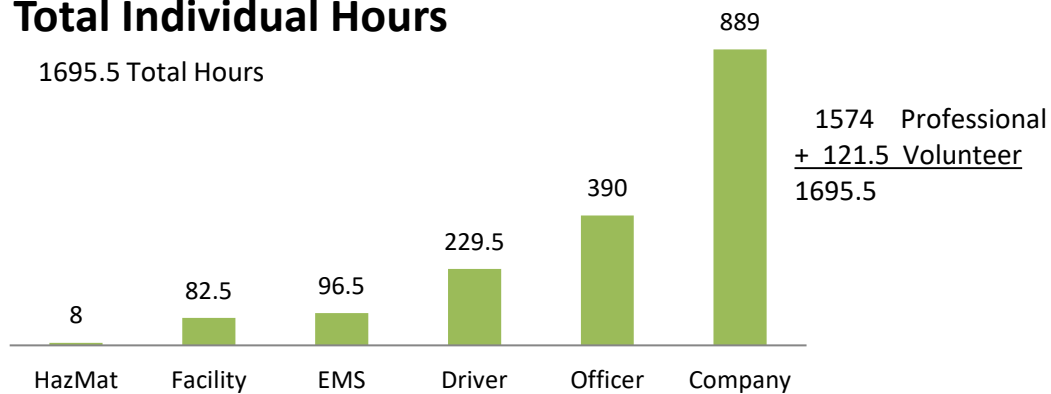
Scheduled Training

131 Total Hours



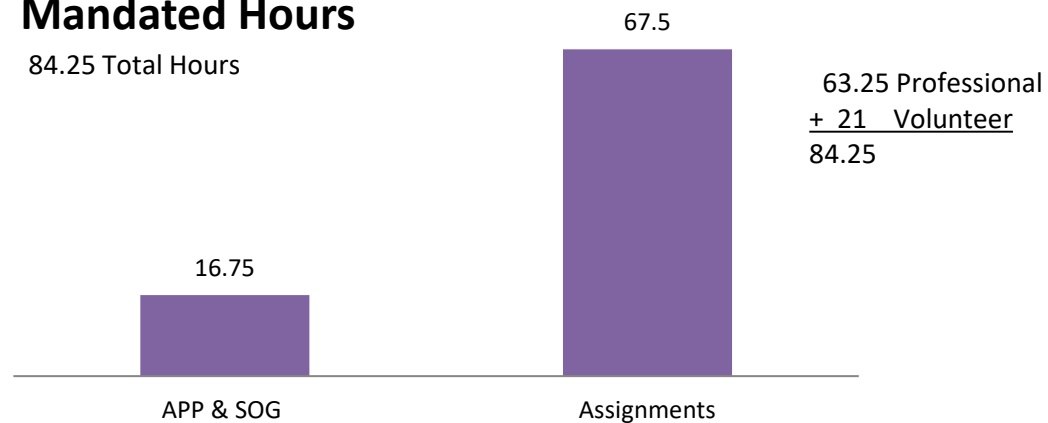
Total Individual Hours

1695.5 Total Hours



Mandated Hours

84.25 Total Hours



See next page for description.

Training Division - Descriptions

Scheduled Training

Training hours are planned annually. This is to maintain a well organized year and to help the firefighters be successful with the hours required by Federal, State, Local.

Total Individual Hours - 6 Subjects

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

Mandated Hours

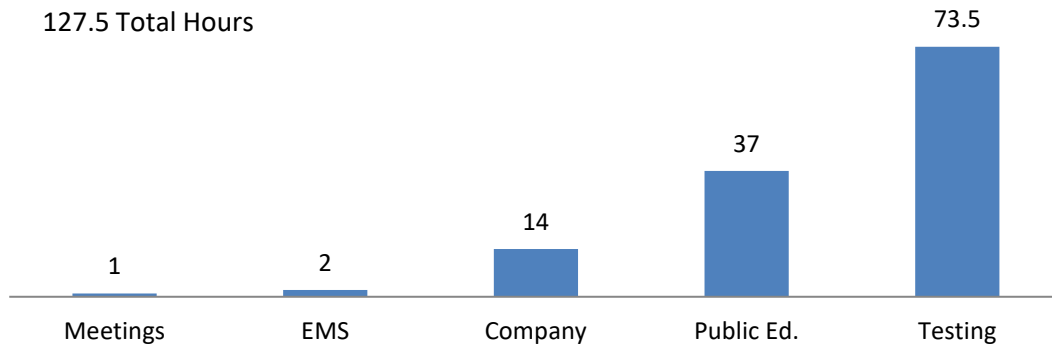
Hours completed through an assignment on an online database (Target Solutions). Mandated assignments are required by either Federal, State, Local.

Training Division

October 2017

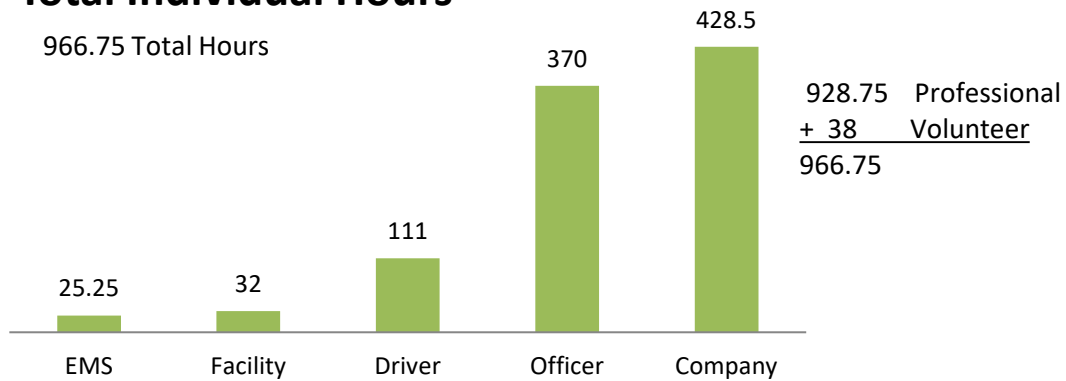
Scheduled Training

127.5 Total Hours



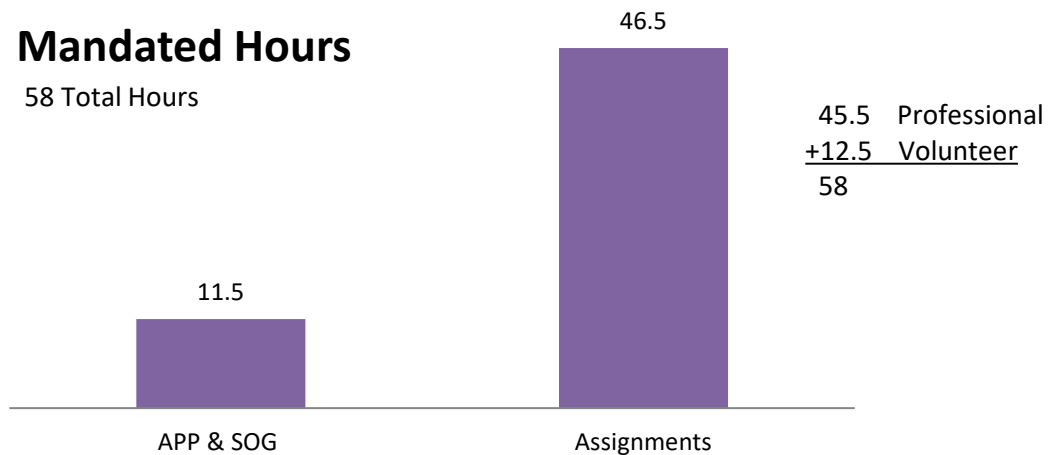
Total Individual Hours

966.75 Total Hours



Mandated Hours

58 Total Hours



See next page for description.

Training Division - Descriptions

Scheduled Training

Training hours are planned annually. This is to maintain a well organized year and to help the firefighters be successful with the hours required by Federal, State, Local.

Total Individual Hours - 6 Subjects

Subject	Definition	Examples
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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
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Officer	Per ISO standards employees considered a "Officer" will be required to complete 12 hours of Officer Training annually. You can use this same form to record Officer Training hours for Non Officers and it will be counted towards Company Training.	Dispatch, General Education, Meetings, Orientation, Exam, Management Principles, Personnel, Promotional, Public Relations, Etc.
EMS	EMS is not tracked or required by Insurance service Organization for Rating. EMS Continuing Education is tracked for recertification of Paramedics (48/2yrs) and EMT (24/2yrs). Through Emergency Service Medical Administration (EMSA).	Continuing Education and SIMS

Mandated Hours

Hours completed through an assignment on an online database (Target Solutions). Mandated assignments are required by either Federal, State, Local.

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

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	7	20,638
	Fire Inspector	4	10,484
	Fire Inspector/Forester	3	9,634
TOTAL		14	40,756
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	5,928	942
	Fire Inspector	964	1,074
	Fire Inspector/Forester	0	762
TOTAL		6,892	2,778
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspector	0	0
	Fire Inspector/Forester	0	0
TOTAL		0	0
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	43,534
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	0	6
	Fire Inspector	0	8
	Fire Inspector/Forester	0	0
TOTAL		0	14
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	5	0
	Fire Inspector	0	0
	Fire Inspector/Forester	0	0
TOTAL		5	0
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Fire Marshal	0	0.00
	Fire Inspector	0	0.00
	Fire Inspector/Forester	22	10.25
TOTAL		22	10.25

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

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	3	3.00
TOTAL	3	3.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	3	2.00
Hydros (Fire Sprinklers)	33	25.25
Finals (Structures)	38	44.00
Landscape	11	5.50
Reinspections	14	0.50
Tents/Canopy	5	9.00
Burn Permits	3	2.00
Department of Social Service Licensing	1	1.00
Knox/Strobe	0	0.00
Code Enforcement	0	0.00
Engine Company Follow Up	1	2.00
Misc.	0	0.00
TOTAL	109	91.25
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	120	9.88
Weed Abatement Reinspection	211	27.50
1st Notice	82	20.50
2nd Notice	53	12.00
Final Notice	22	5.50
Forced Abatement	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	19	11.00
WUI	0	0.00
TOTAL	507	86.38
GRADING -All Staff	Number of Reviews	Staff Hours
Plan Review	4	5.00
TOTAL	4	5.00

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

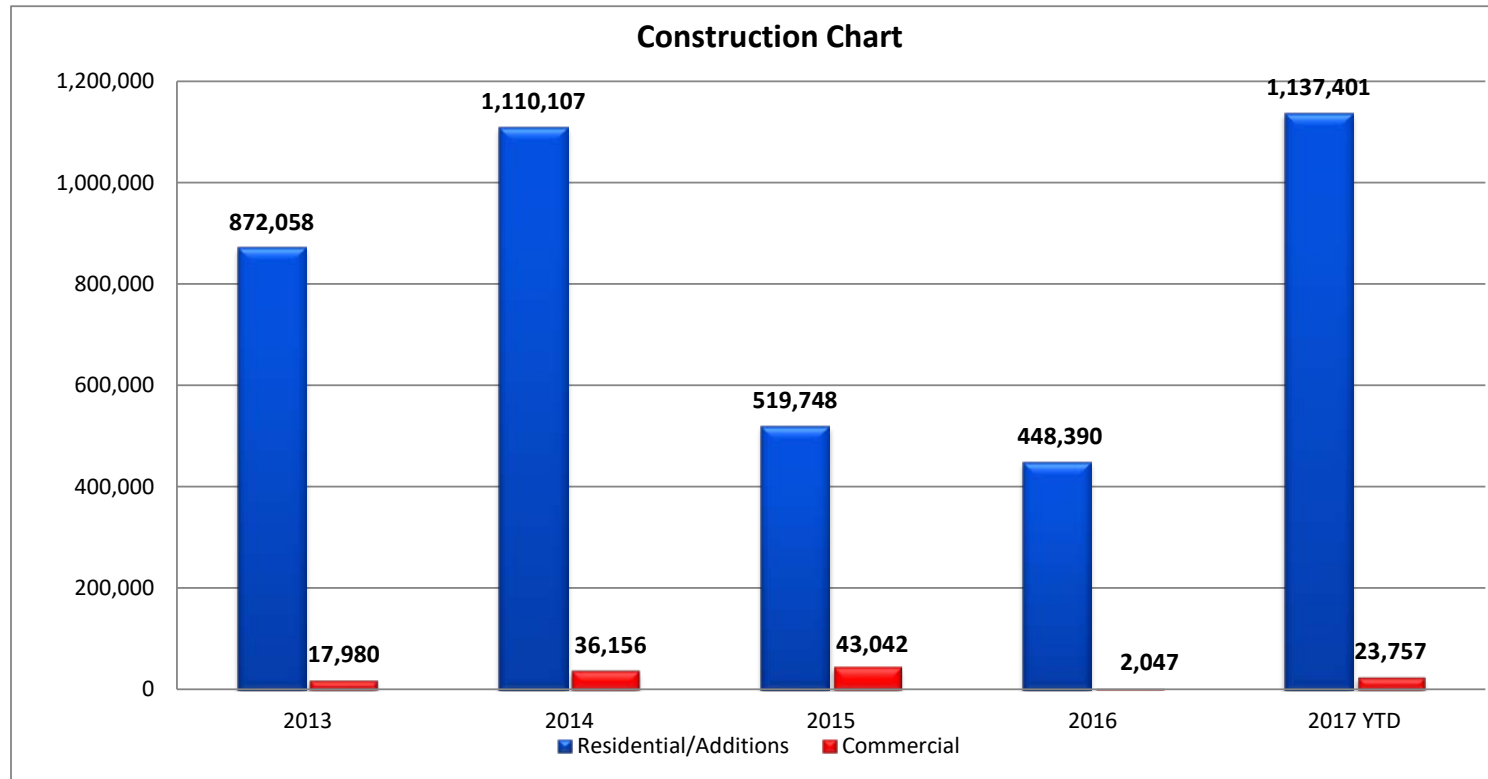
ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	17	188.00
Conferences	0	0.00
Meetings	29	15.0
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	1	2.00
TOTAL	47	205.00
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	366	91.50
Correspondence	372	93.00
Consultations	53	53.00
Plan Review	74	74.00
Scanning	200	50.00
General Office	180	180.00
TOTAL	1,245	541.50

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	724	36.20
Correspondence	408	102.00
Walk in/Counter (All Administrative Staff)	351	29.25
Knox Application Request	5	1.25
Burn Permits	3	1.00
UPS Outgoing Shipments	5	0.42
Plan Accepted/Routed	76	52.00
Special Projects	10	10.00
Scanning Documents/Electronic Files	450	112.50
Meetings: Admin/Prevention/Admin Shift	10	5.00
Post Office Runs	3	1.50
Deposit runs and preparations	25	12.50
TOTAL	2,070	363.62

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

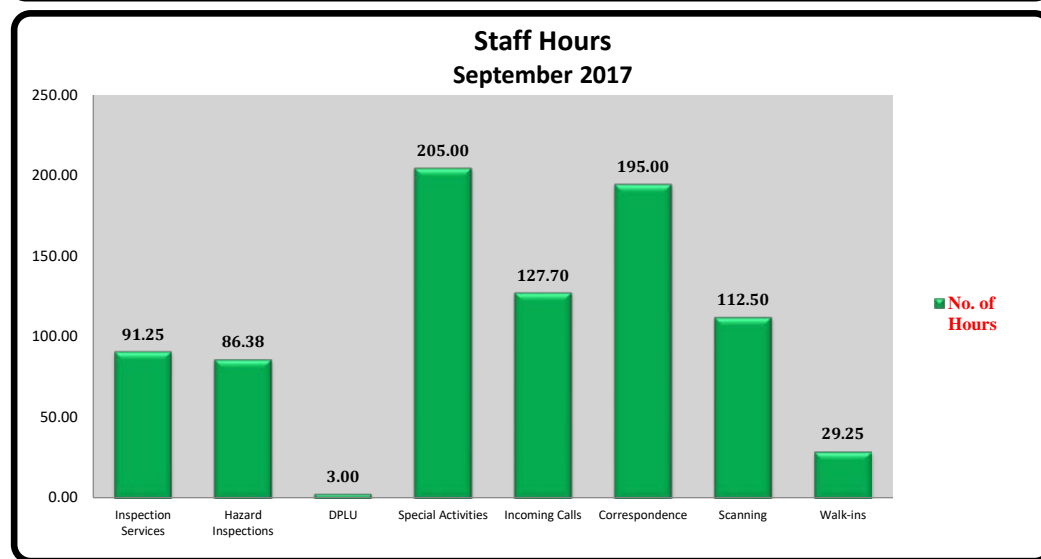
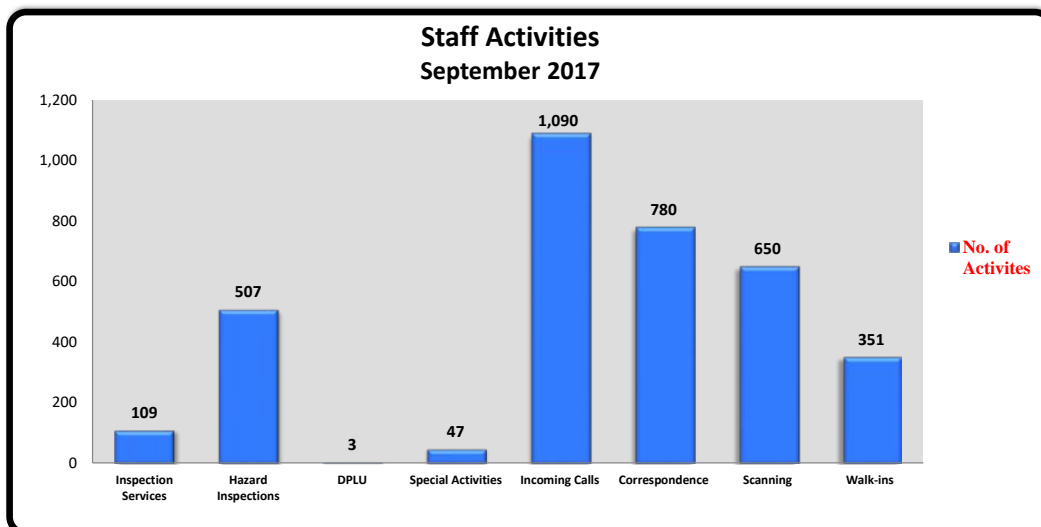


Year	Res/Add	Comm	Total
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2016 YTD	339,785	2,047	341,832
2017 YTD	1,137,401	23,757	1,161,158

Comparison 2016/2017 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	28,971	25,957	12,480	19,850	15,989	47,693	28,456	91,542	70,894	25,511	54,531	28,563
2017	48,435	40,807	23,518	61,889	78,701	220,963	585,112	58,173	43,534			

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



Comparison 2016/2017 Total Monthly Hours/Activities

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1517	1448	1473	1778	1841	3031	3081	3442	3462	3107	2491	1602
Hours	291.25	342.92	316.17	373.08	385.52	504.02	614.88	629.98	637.08	572.3	522.18	392.63

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

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

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

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, photos, etc</i>		4.0
		4.0
Compile & write new information:		0.0
		2.0
Social Media <i>Facebook "Fans" - 927</i> <i>Instagram "Followers" - 221</i> <i>Twitter "Followers" - 2,774</i>		12.0
		4.0
		4.0
		4.0
TOTAL		16.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc: <i>Car Seat Form</i>		1.0
		1.0
TOTAL		1.0

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

MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		0.0
Press Releases:		2.0
<i>Morgan Run Sprinkler Activation</i>		2.0
Other Articles/Stories/Interviews:		2.0
<i>Elfin Forest Thank you</i>		2.0
TOTAL		4.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		36.0
<i>Hands-only CPR, Horizon Prep</i>		8.0
<i>Hands-only CPR, Oak Valley MS</i>		8.0
<i>Fire Prevention Month Prep</i>		20.0
Adult Programs:		2.0
<i>Fire Prevention Presentation, The Bridges</i>		2.0
TOTAL		38.0

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

EVENTS		Staff Hours
External/Community Events:		0.0
Internal Events:		0.0
TOTAL		0.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		12.0
<i>Leadership Training with Mike Kraus</i>		12.0
Conferences:		0.0
Meetings:		11.0
<i>Staff meetings</i>		2.0
<i>Shift Meetings</i>		
<i>CSA17 Meeting</i>		1.0
<i>So Cal Pub Ed</i>		8.0
TOTAL		23.0
CLERICAL		Staff Hours
Prevention-related:		42.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		36.0
<i>Phone Calls</i>		6.0
Non-prevention/non-minute related:		21.0
TOTAL		63.0
TOTAL HOURS		145.0

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

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	4	22,358
	Fire Inspector	2	0
	Fire Inspector/Forester	13	42,437
TOTAL		19	64,795
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	30,139	4,610
	Fire Inspector	0	0
	Fire Inspector/Forester	0	0
TOTAL		30,139	4,610
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspector	0	0
	Fire Inspector/Forester	0	0
TOTAL		0	0
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	69,405
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	0	3
	Fire Inspector	0	3
	Fire Inspector/Forester	0	0
TOTAL		0	6
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	8	39,580
	Fire Inspector	0	0
	Fire Inspector/Forester	0	0
TOTAL		8	39,580
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Fire Marshal	0	0.00
	Fire Inspector	0	0.00
	Fire Inspector/Forester	20	9.25
TOTAL		20	9.25

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

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	1	1.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	1	1.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	2	2.50
Hydros (Fire Sprinklers)	33	23.00
Finals (Structures)	44	49.00
Landscape	11	6.50
Reinspections	13	0.00
Tents/Canopy	8	12.50
Burn Permits	0	2.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	1	1.50
Code Enforcement	1	1.00
Engine Company Follow Up	1	0.00
Misc.	0	0.00
TOTAL	114	98.00
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	143	12.38
Weed Abatement Reinspection	198	26.50
1st Notice	93	23.25
2nd Notice	65	15.00
Final Notice	19	4.75
Forced Abatement	0	0.00
Postings	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	27	19.00
WUI	0	0.00
TOTAL	545	100.88
GRADING -All Staff	Number of Reviews	Staff Hours
Plan Review	8	13.00
TOTAL	8	13.00

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

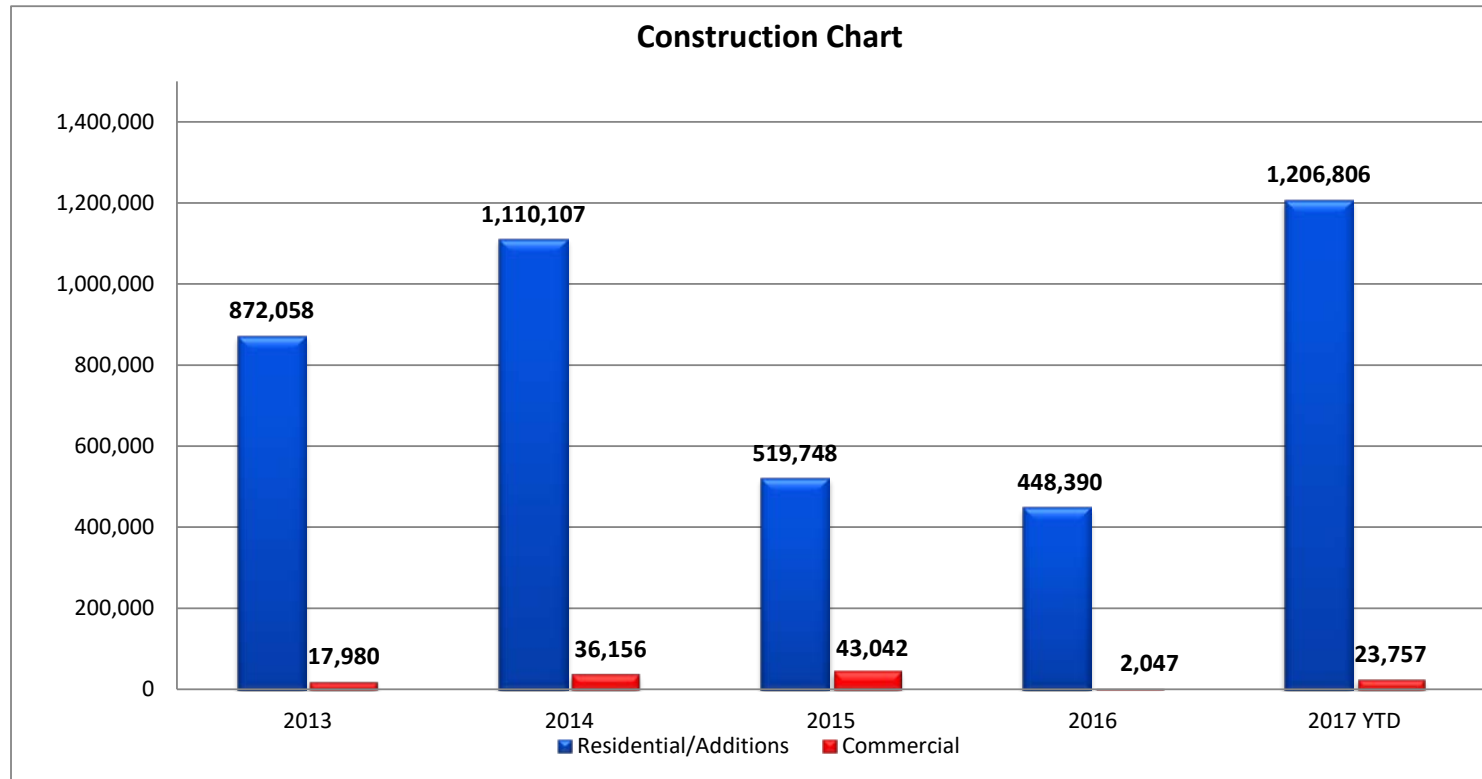
ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	0	0.00
Conferences	0	0.00
Meetings	25	30.5
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	25	30.50
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	377	94.25
Correspondence	620	155.00
Consultations	57	57.00
Plan Review	89	89.00
Scanning	200	50.00
General Office	125	125.00
TOTAL	1,468	570.25

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	862	43.10
Correspondence	312	78.00
Walk in/Counter (All Administrative Staff)	391	32.58
Knox Application Request	5	1.25
Burn Permits	0	1.00
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	91	82.00
Special Projects	10	10.00
Scanning Documents/Electronic Files	450	112.50
Meetings: Admin/Prevention/Admin Shift	10	5.00
Post Office Runs	3	1.50
Deposit runs and preparations	25	12.50
TOTAL	2,161	379.60

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

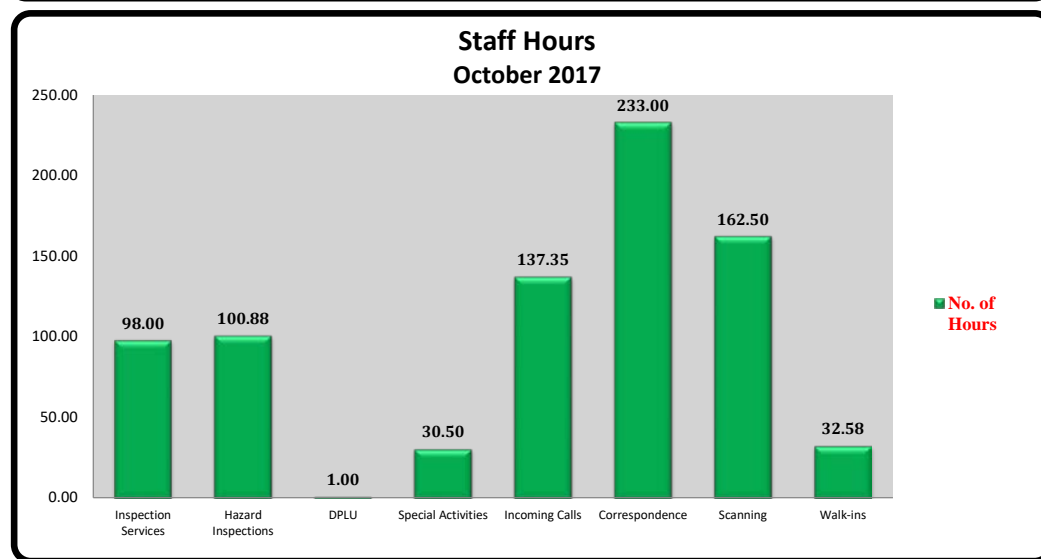
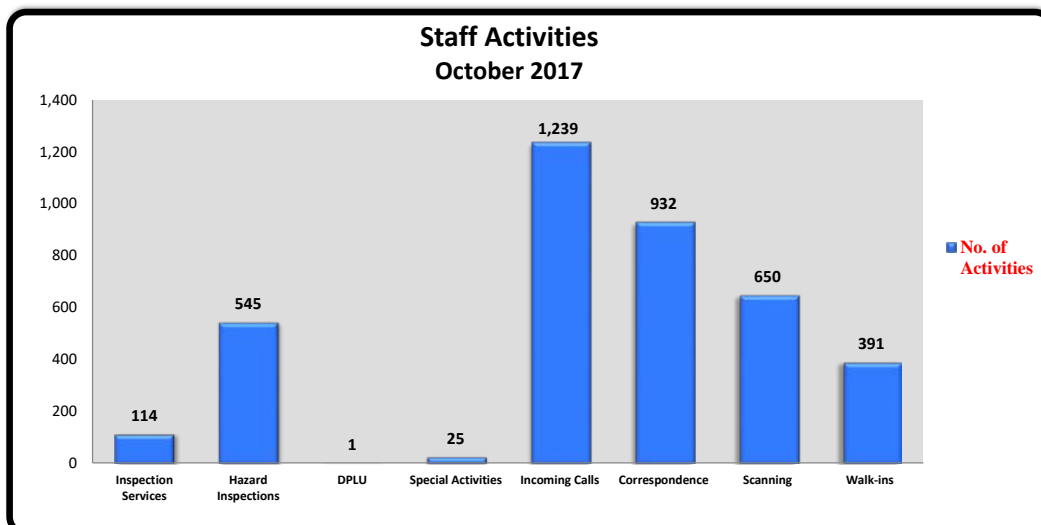


Year	Res/Add	Comm	Total
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2016 YTD	339,785	2,047	341,832
2017 YTD	1,206,806	23,757	1,230,563

Comparison 2016/2017 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	28,971	25,957	12,480	19,850	15,989	47,693	28,456	91,542	70,894	25,511	54,531	28,563
2017	48,435	40,807	23,518	61,889	78,701	220,963	585,112	58,173	43,534	69,405		

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



Comparison 2016/2017 Total Monthly Hours/Activities

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1517	1448	1473	1778	1841	3031	3081	3442	3462	3107	2491	1602
Hours	291.25	342.92	316.17	373.08	385.52	504.02	614.88	629.98	637.08	572.3	522.18	392.63

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

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

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

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, photos, etc</i>		3.0
		3.0
Compile & write new information:		0.0
		2.0
Social Media <i>Facebook "Fans" - 944</i> <i>Instagram "Followers" - 244</i> <i>Twitter "Followers" - 2,860</i>		8.0
		4.0
		2.0
		2.0
TOTAL		11.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc: <i>Evacuation for Lakes</i>		1.0
		1.0
TOTAL		1.0

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

MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		0.0
Press Releases:		3.0
<i>Evacuation Preparation</i>		2.0
<i>Pancake Breakfast</i>		1.0
Other Articles/Stories/Interviews:		0.0
TOTAL		3.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		42.0
<i>Fire Prevention Month</i>		40.0
<i>Station Tour</i>		2.0
Adult Programs:		6.0
<i>Fire Prevention Presentation, HGV</i>		2.0
<i>Fire Prevention Presentation, The Lakes/4S</i>		2.0
<i>Elfin Forest Block Captain Meeting</i>		2.0
TOTAL		48.0

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

EVENTS		Staff Hours
External/Community Events:		4.0
<i>Roger Rowe School Halloween Contest and Parade</i>		2.0
<i>DNHS Homecoming Parade</i>		1.0
<i>Stage at Horizon Prep Football Game</i>		1.0
Internal Events:		15.0
<i>Pancake Breakfast Prep</i>		15.0
TOTAL		19.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings:		3.0
<i>Staff meetings</i>		2.0
<i>Shift Meetings</i>		
<i>CSA17 Meeting</i>		1.0
TOTAL		3.0
CLERICAL		Staff Hours
Prevention-related:		42.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		36.0
<i>Phone Calls</i>		6.0
Non-prevention/non-minute related:		28.0
TOTAL		70.0
TOTAL HOURS		155.0

\$500 check enclosed

Thank you to the crews who
assisted my husband when
he fell.

Bulwer Lewin



RedZone Disaster Intelligence LLC
10650 Treena Street, Suite 303
San Diego, CA 92131
www.redzone.co

September 22, 2017

Fred Cox, Deputy Chief
Rancho Santa Fe Fire Protection District
18027 Calle Ambiente, P.O. Box 410
Rancho Santa Fe, California, 92067

Dear Chief Cox,

RedZone would like to extend a big thanks to you and Fire Prevention Specialist Brandon Closs.

On Thursday September 7, 2017, RedZone received a request from the Chubb Group of Insurance Companies, one of our clients. Several Insurance Underwriters were looking to visit a "Shelter in Place" community. Their goal is to better educate their Policy Holders and Executive Staff to what a "Shelter in Place" community looks like, to learn about structure defense planning, and to understand the safety measures that have been built into the community.

Chubb Senior Vice President Kelly Rauch came to us with this request. With yours and Brandon's assistance and willingness to lead the tour, Kelly was able to provide a high quality field trip to a "Shelter in Place" community for the group of Underwriters on Wednesday September 12, 2017. During the tour, Brandon spent over an hour with the group and was able to answer their many questions so they could better understand the concept of what a "Shelter in Place" community exhibits.

Again, thank you very much for helping to make this a successful educational experience for the group of Underwriters and with such short notice.

Sincerely,

A handwritten signature in black ink, appearing to read "Clark W. Woodward".

Clark W. Woodward, CEO
RedZone Disaster Intelligence, LLC

By, Douglas J. Lannon, Senior Fire Liaison

A handwritten signature in black ink, appearing to read "Douglas J. Lannon".

Initials: DJL

Travel Expense Report - Board of Directors Report

Name James H. Ashcraft

Position Director

Period 10/23-25, 2017

Per Mile

Reimbursement

Board Meeting 11/8/2017

Submitted by James H. Ashcraft

Reviewed by Board of Directors

Total Paid \$999.10

Date	Description of Expense	Airfare	Lodging	Ground Transportation (Gas, Rental Car, Taxi)	Meals & Tips	Conferences and Seminars	Miles (Personal Car Only)	Mileage Reimbursement	Miscellaneous	Currency Exchange Rate	Expense Currency	U.S. \$
6/20/2017	CalPERS Conference - Registration					\$350.00		\$0.00		1	USD	\$350.00
10/22/2017	Dinner - Westin - Pinzinini				\$35.77			\$0.00		1	USD	\$35.77
10/23/2017	Dinner - Westin - Seasons Grill				\$14.24			\$0.00		1	USD	\$14.24
10/24/2017	Dinner - Yard House				\$21.50			\$0.00		1	USD	\$21.50
10/25/2017	Westin		\$577.59					\$0.00		1	USD	\$577.59
				Transportation via District Vehicle				\$0.00		1	USD	\$0.00
								\$0.00		1	USD	\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
Total Mileage Reimbursement:								\$0.00	Total Paid:			\$999.10

Conference - CalPERS (Westin - Rancho Mirage)

From: CalPERS Educational Forum
To: [Karlana Rannals](#)
Subject: Registration Confirmed - CalPERS Educational Forum 2017
Date: Tuesday, June 20, 2017 3:45:03 PM

Dear Karlana:

Please save this email for future reference.

Event: CalPERS Educational Forum 2017

Number in Party: 1

Time: 7:30 AM

Date: Monday, October 23, 2017

Location: Westin Mission Hills

Address: 71333 Dinah Shore Drive, Rancho Mirage, California 92270, USA

Dress:

Group Confirmation Number: XZNV6CYCV2F

Primary Registrant (James Ashcraft)

Confirmation Number: Z5NC99HPJ3W

James Ashcraft

Order Date	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
20-Jun-2017 3:35 PM PT	Online Charge	Event Registration	Admission Item	\$350.00	\$350.00	\$0.00
				Amt Ordered	Amt Paid	Amt Due
Total				\$350.00	\$350.00	\$0.00

To view or modify the online registration for anyone in your group, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

If you no longer want to receive emails from CalPERS Educational Forum, [Opt-Out](#)



The Westin Mission Hills

Seasons Grill
71777 Dinah Shore Drive
Rancho Mirage, CA 92270
(760) 328-5955

910080232 J.Valdes

CHK 23813 TBL 29/1 GST 2
10/23/2017 8:01 PM

1 Sesame Seared Salmon Salad 20.00
2 Westin Burger @ 14.00 28.00
1 Seasonal Soup 6.00
1 20 % Discount -10.80
welcome
20.00 %
18% Large Party Service
Charge 9.72
18.00 %

Subtotal \$43.20
Gratuities \$9.72
Sales Tax \$4.10
Total Due \$57.02

GRATUITY: _____

TOTAL: _____

ROOM # _____

PRINT NAME _____

SIGNATURE _____

Thank you for staying with us!!!

Ashcraft - \$14.24

The Westin Mission Hills
Pinzimini

71333 Dinah Shore Drive
Rancho Mirage, CA 92270
(760) 328-5955

910080054 Elizabeth G

2

CHK 48283 TBL 320/1 GST 3
MICHEL
10/22/2017 7:17 PM

1 Caesar Salad 14.00
1 Caesar Salad 14.00
1 Skuna Bay Salmon 32.00
1 Field Greens 10.00
1 Skuna Bay Salmon 32.00
1 Prime Rib 29.00
1 10% Discount -13.10
10.00 %

Subtotal \$117.90
Sales Tax \$9.14
Total Due \$127.04

GRATUITY: _____

TOTAL: _____

ROOM # _____

PRINT NAME _____

SIGNATURE _____

Thank you for staying with us!!!

XXXXXXXXXXXX6206

VISA 044036

Auth 127.04

Ashcraft - \$35.77

Yard House
71800 Highway 111, Space B-101
Rancho Mirage, CA 92270

Check # :115542-8304

Table 35

LeiLani

19:49:29 10/24/2017

Gst 6

Guest No.1	
1 Fried Chicken Breast NO Mash Spinach	17.35 6
Guest No.2	
1 Porcini Crusted Halibut	27.45
Guest No.3	
1 Enchilada Stack	17.95
Guest No.4	
1 Ahi Crunchy	16.25
Guest No.5	
1 Fried Chicken Strips ENT	10.45
Guest No.6	
1 Soda Water	
1 Chicken Cobb Salad	14.95 +

ID # 6438 34430 6494

* We make many of our decisions based *
* on your feedback and would like to *
* invite you to share your thoughts *
* about your visit. By completing the *
* online survey within the next *
* 7 days, you could win a \$1,000 *
* grand prize or 1 of 100 \$50 prizes. *
* Winners are drawn monthly!! *
* *
* To complete the survey and enter *
* the sweepstakes, go to *

Ashcraft - \$21.50

The Westin Mission Hills Resort
 71-333 Dinah Shore Dr
 Rancho Mirage, CA 92270
 United States
 Tel: 760-328-5955 Fax: 760-770-2199



Karlena Rannals
 CALIFORNIA PUBLIC EMPLOYEE RET
 313 CALLE FIESTA
 SAN CLEMENTE, CA, 92672-2114
 United States
 CJ16AB - CALPERS

Page Number	:	1	Invoice Nbr	:	337778
Guest Number	:	1747182			
Folio ID	:	A			
Arrive Date	:	22-OCT-17	17:56		
Depart Date	:	25-OCT-17	11:51		
No. Of Guest	:	1			
Room Number	:				
Club Account	:	SPG - B0718			

Tax ID :

Westin Mission Hills OCT-25-2017 12:00 STEPRAM1

Date	Time	Reference	Description	Charges (USD)	Credits (USD)
22-OCT-17	02:57	RT620	Room Charge	170.00	
22-OCT-17	02:57	RT620	Occupancy Tax	17.00	
22-OCT-17	02:57	RT620	CA Tourism Assessment	0.43	
22-OCT-17	02:57	RT620	TBID Assessment	5.10	
23-OCT-17	03:07	RT620	Room Charge	170.00	
23-OCT-17	03:07	RT620	Occupancy Tax	17.00	
23-OCT-17	03:07	RT620	CA Tourism Assessment	0.43	
23-OCT-17	03:07	RT620	TBID Assessment	5.10	
24-OCT-17	02:55	RT620	Room Charge	170.00	
24-OCT-17	02:55	RT620	Occupancy Tax	17.00	
24-OCT-17	02:55	RT620	CA Tourism Assessment	0.43	
24-OCT-17	02:55	RT620	TBID Assessment	5.10	
25-OCT-17	11:51	VI	Visa-0395		-577.59
** Total				577.59	-577.59
*** Balance				-0.00	

REST EASY - Nothing recharges mind and body like sound sleep. Experience superior rest at home with the Westin Heavenly(R) Bed, a revitalizing retreat for the sleep of your dreams. Learn more at westin.com/store

Continued on the next page

The Westin Mission Hills Resort
71-333 Dinah Shore Dr
Rancho Mirage, CA 92270
United States
Tel: 760-328-5955 Fax: 760-770-2199



Karlana Rannals
CALIFORNIA PUBLIC EMPLOYEE RET
313 CALLE FIESTA
SAN CLEMENTE, CA, 92672-2114
United States
CJ16AB - CALPERS

Page Number	:	2	Invoice Nbr	:	337778
Guest Number	:	1747182			
Folio ID	:	A			
Arrive Date	:	22-OCT-17	17:56		
Depart Date	:	25-OCT-17	11:51		
No. Of Guest	:	1			
Room Number	:	620			
Club Account	:	SPG - B0718			

If everything looks accurate just leave your keys inside your room and either text your room# and last name to (760) 678-5787 or dial *27 on your guest phone

For Guest Billing Questions please visit www.westinmissionhills.com and go to Hotel Information section.

Travel Expense Report - Board of Directors Report

From: CalPERS Educational Forum
To: [Karlana Rannals](#)
Subject: Registration Confirmed - CalPERS Educational Forum 2017
Date: Tuesday, June 20, 2017 3:40:02 PM

Dear Karlana:

Please save this email for future reference.

Event: CalPERS Educational Forum 2017

Number in Party: 1

Time: 7:30 AM

Date: Monday, October 23, 2017

Location: Westin Mission Hills

Address: 71333 Dinah Shore Drive, Rancho Mirage, California 92270, USA

Dress:

Group Confirmation Number: XTNK7BCMK9W

Primary Registrant (Tucker Stine)

Confirmation Number: GSNJS8YY5VQ

Tucker Stine

Order Date	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
20-Jun-2017 3:30 PM PT	Online Charge	Event Registration	Admission Item	\$350.00	\$350.00	\$0.00
				Amt Ordered	Amt Paid	Amt Due
Total				\$350.00	\$350.00	\$0.00

To view or modify the online registration for anyone in your group, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

If you no longer want to receive emails from CalPERS Educational Forum, [Opt-Out](#)



Yard House
71800 Highway 111, Space B-101
Rancho Mirage, CA 92270

Check # :115542-8304

Table 35

LeiLani

19:49:29 10/24/2017

Gst 6

Guest No.1		
1 Fried Chicken Breast	17.35	e
NO Mash Spinach		
Guest No.2		
1 Porcini Crusted Halibut	27.45	
Guest No.3		
1 Enchilada Stack	17.95	
Guest No.4		
1 Ahi Crunchy	16.25	
Guest No.5		
1 Fried Chicken Strips ENT	10.45	
Guest No.6		
1 Soda Water		
1 Chicken Cobb Salad	14.95	+

ID # 6438 34430 6494

* We make many of our decisions based *
* on your feedback and would like to *
* invite you to share your thoughts *
* about your visit. By completing the *
* online survey within the next *
* 7 days, you could win a \$1,000 *
* grand prize or 1 of 100 \$50 prizes. *
* Winners are drawn monthly!! *
* *
* To complete the survey and enter *
* the sweepstakes, go to *

Sine: \$18.52

The Westin Mission Hills Resort
 71-333 Dinah Shore Dr
 Rancho Mirage, CA 92270
 United States
 Tel: 760-328-5955 Fax: 760-770-2199



Karlana Rannals
 CALIFORNIA PUBLIC EMPLOYEE RET
 16908 SILVER PINE RD
 SAN DIEGO, CA, 92127-2823
 United States
 CJ16AB - CALPERS

Page Number	:	1	Invoice Nbr	:	337779
Guest Number	:	1747188			
Folio ID	:	A			
Arrive Date	:	22-OCT-17	12:47		
Depart Date	:	25-OCT-17	12:03		
No. Of Guest	:	1			
Room Number	:	1407			
Club Account	:	SPG - B1150			

Tax ID :

Westin Mission Hills OCT-25-2017 12:10 RICASEQ

Date	Time	Reference	Description	Charges (USD)	Credits (USD)
22-OCT-17	14:55	63419	Pool Service	49.02	
22-OCT-17	02:57	RT1407	Room Charge	170.00	
22-OCT-17	02:57	RT1407	Occupancy Tax	17.00	
22-OCT-17	02:57	RT1407	CA Tourism Assessment	0.43	
22-OCT-17	02:57	RT1407	TBID Assessment	5.10	
23-OCT-17	03:07	RT1407	Room Charge	170.00	
23-OCT-17	03:07	RT1407	Occupancy Tax	17.00	
23-OCT-17	03:07	RT1407	CA Tourism Assessment	0.43	
23-OCT-17	03:07	RT1407	TBID Assessment	5.10	
24-OCT-17	02:55	RT1407	Room Charge	170.00	
24-OCT-17	02:55	RT1407	Occupancy Tax	17.00	
24-OCT-17	02:55	RT1407	CA Tourism Assessment	0.43	
24-OCT-17	02:55	RT1407	TBID Assessment	5.10	
25-OCT-17	09:50	VI	Visa-4698		-626.61

Approve EMV Receipt for AX - 1004: Signature Captured
 TC:5D8089D8E9A6FCAD TVR:0000008000 AID:A000000025010801
 Application Label:AMERICAN EXPRESS

Approve EMV Receipt for VI - 4698: no CVM
 TC:62F7DDED6BF59F5F TVR:0080008000 AID:A000000003101001
 Application Label:VISA CREDIT

** Total	626.61	-626.61
----------	--------	---------

Continued on the next page

Stine lunch 10/22/2017 - \$24.51. Stine reimbursed District for spouse lunch

The Westin Mission Hills Resort
71-333 Dinah Shore Dr
Rancho Mirage, CA 92270
United States
Tel: 760-328-5955 Fax: 760-770-2199



Karlana Rannals
CALIFORNIA PUBLIC EMPLOYEE RET
16908 SILVER PINE RD
SAN DIEGO, CA, 92127-2823
United States
CJ16AB - CALPERS

Page Number	:	2	Invoice Nbr	:	337779
Guest Number	:	1747188			
Folio ID	:	A			
Arrive Date	:	22-OCT-17	12:47		
Depart Date	:	25-OCT-17	12:03		
No. Of Guest	:	1			
Room Number	:	1407			
Club Account	:	SPG - B1150			

*** Balance 0.00

I agreed to pay all room & incidental charges.

A handwritten signature in black ink, appearing to be "Karlana Rannals", written inside a rectangular box.

PACK LIGHT, STAY FIT - With the Westin Gear Lending program, New Balance(TM) workout gear is conveniently delivered to your room so you can keep moving. Experience it during your next stay. Learn more at westin.com/newbalance

If everything looks accurate just leave your keys inside your room and either text your room# and last name to (760) 678-5787 or dial *27 on your guest phone

For Guest Billing Questions please visit www.westinmissionhills.com and go to Hotel Information section.

STAFF REPORT

NO. 17-16

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: ACCEPTANCE OF DONATION
DATE: NOVEMBER 2, 2017



CURRENT SITUATION

Pursuant to the Health & Safety Code 13898, the Board of Directors must consider the acceptance of donated items with a value greater the \$500. This donation listed is a gift from the *Barbara Levin* in recognition of District personnel who assisted her husband when he fell.

Description	Qty.	Cost per Unit	Total	Location
Cash	1	N/A	\$500.00	N/A

RECOMMENDATION

Acknowledge the donation and forward check to the Rancho Santa Fe Professional Firefighters Association.

RESOLUTION No. 2017-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING REIMBURSEMENT, SALARY AND BENEFITS FOR PERSONNEL AS VOLUNTEER RECRUITMENT AND RETENTION COORDINATOR

WHEREAS the Board of Directors at their meeting held September 7, 2017 accepted the Staffing for Adequate Fire & Emergency Response (SAFER) Grant which provides for the salary and benefits for a limited term full-time volunteer recruitment and retention coordinator for a period of four (4) years; and

WHEREAS the District has recruited for person(s) with specialized skills to perform the work needed, and

WHEREAS the District must employ person(s) in the SAFER position no later than November 28, 2017; and

WHEREAS the Board of Directors must establish compensation and benefits for the Volunteer Recruitment Retention Coordinator position.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the following compensation and benefits for the Volunteer Recruitment Retention Coordinator (VRRRC) position effective November 27, 2017 for the limited duration of four years of the SAFER Grant funding.

I. SALARY

1.01 The following compensation range for the positions identified is as follows:

<i>Position</i>	<i>Hourly</i>	<i>Annual Compensation</i> <i>FTE Equivalent</i>
Volunteer Recruitment & Retention Coordinator	\$40.00	\$83,200

1.02 The VRRRC is an “at-will,” non-safety, non-exempt position. This position, employed by the Rancho Santa Fe Fire Protection District, will work under the direction of the Training Battalion Chief supporting the District’s Elfin Forest Volunteer Division.

II. RETIREMENT

2.01 All non-safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (CalPERS) 2.5% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:

1959 Survivor Benefit - Fourth Level

Note: *Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement*

service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.02 All employees enrolled in the PERS 2.5% @ 55 plan, will contribute 100% of the employee's contribution for all reportable wages. The employee will also contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.

2.03 Employee contributions for employees entering membership on or after January 1, 2013 and subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.

III. SICK LEAVE

3.01 Accrual: VRRRC employee shall accrue sick leave monthly, 4.0 hours per month at the rate of 48 hours per year.

3.02 Sick leave shall be available for personal illness or injury, emergency medical or dental appointments and for reasonable travel time to and from health care facilities. Sick leave shall also be available to an employee for caring for a member of his/her immediate family who is ill or injured, emergency medical or dental appointments, and for reasonable travel time to and from health care facilities.

3.03 Definition of Immediate Family - Immediate family shall include, husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, grandparent, grandchild, or any legal dependent residing in same household.

IV. INSURANCE

4.01 The District shall contract with a provider(s) for medical and dental benefits for the purpose of providing employees and their eligible dependents with insurance benefits. The District agrees to contribute 80% of the average CalPERS HMO medical plans and 100% of an HMO dental plan(s) offered (at the family rate), per month toward medical and dental insurance. This calculated dollar amount shall be inclusive of any mandatory contributions that may be required by the provider. However, if the monthly premiums for medical and dental insurance exceed 80% of the average HMO medical/dental plans offered per month, the affected employee will be responsible for the difference.

4.02 Life: The District shall provide a \$25,000 life insurance policy for the employee, and \$1,000 life insurance policy for employee's dependents. The policy shall include accidental death and dismemberment coverage.

4.03 Long-Term Disability: The District shall provide a Long-Term Disability plan.

4.04 In the event the Board of Directors modifies the insurance benefit (increase or decrease) in any other labor contract, this insurance benefit shall be adjusted per said resolution or contract for all positions identified in this Resolution.

V. HOLIDAYS

5.01 For the purpose of this section, the legal "holiday" shall mean and include the following days:

- a. New Year's Day (January 1)
- b. Martin Luther King Day (third Monday in January)
- c. President's Day (third Monday in February)
- d. Memorial Day (fourth Monday in May)
- e. Independence Day (July 4)
- f. Labor Day (first Monday in September)
- g. Veteran's Day (November 11)
- h. Thanksgiving Day (fourth Thursday in November)
- i. Day after Thanksgiving Day
- j. Christmas Day (December 25)

VI. VACATION ACCRUAL

6.01 Vacation hours shall be accrued monthly, 6.67 hours per month, or 80 hours annually.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on November 8, 2017 by the following vote:

AYES:

NOES:

NONE:

ABSTAIN:

James H Ashcraft
President

ATTEST:

Karlana Rannals
Secretary

NOTICE TO THE BOARD AND PUBLIC

a. RSF5 Design/Build Contract

To discuss and or approve contract for the *design phase* for the design/build construction of RSF5

ACTION REQUESTED: **Select contractor for design phase to construct RSF5 and approve contract**

Due to the proprietary nature of the AIA documents, the District is unable to combine the contract and exhibits with the master document. Anyone interested in receiving a copy of the supporting documents may contact the board clerk rannals@rsf-fire.org and request the contract separately.

STAFF REPORT

NO. 17-17

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: CY2018 BOARD MEETING SCHEDULE
DATE: NOVEMBER 2, 2017



RECOMMENDATION

Review schedule and approve any changes to the meeting schedule that may be necessary.

BACKGROUND

The Board of Directors adopted Resolution No. 2005-014 establishing the second Wednesday of each month as the regular meeting date to conduct business of the District. On occasion, it is necessary to adjust the date to accommodate holidays and scheduling conflicts.

CURRENT SITUATION

The following table list the meeting dates for 2018 and I have included the annual (or routine) agenda topics that the Board must act:

Meeting Dates – 2018	Annual Agenda Topic(s)
January 10	Accept: FY Financial Statements (if complete)
February 14	Adopt: Resolution to Participate in Fire Mitigation Fee Program (<i>must be adopted by April 15</i>)
March 14	
April 11	
May 09	Select criteria to determine annual appropriations limit; Adopt resolution: Appropriations Limit Adopt resolution: Setting Benefit Charges
June 13	Adopt: Preliminary Budget (<i>must be adopted by June 30</i>) Accept List of forced abatements to be placed on property tax bills, if any
July 11	
August 8	Public Hearing: Final Budget & Fire Mitigation Fee 5 Year Capital Plan Adopt: Fire Mitigation Fee 5 Year Capital Plan
September 12	Adopt: Final Budget (<i>must be adopted by September 30</i>);
October 10	
November 14	
December 12	Ethics Training (<i>every two years – 2018</i>) Oath of Office (<i>every election year – 2018</i>) Election of Officers (<i>every election year – 2018</i>)