



**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

April 13, 2016  
Regular Meeting  
1:00 pm PT

**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/Ordinances

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

4 Consent Calendar

a) Board of Directors Minutes

- i) Board of Directors minutes of March 9, 2016
- ii) Board of Directors minutes of March 31, 2016

ACTION REQUESTED: **Approve**

b) Receive and File

- i) Monthly/Quarterly Reports – ACTION REQUESTED: **Information**

- (1) List of Demands Check 27174 thru 27289 for the period March 1 – 31, 2016 totaling:

\$ 431,161.80

Payroll for the period March 1 – 31, 2016

\$ 559,896.58

TOTAL DISTRIBUTION

\$ 991,058.38

- (2) Activity Reports – March 2016

- (a) Operations
- (b) Training
- (c) Fire Prevention

*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.*

- (d) Correspondence - letters/cards were received from the following members of the public:
  - (i) None

5 Special Presentation

a) Swift Water Rescue – Escondido Creek

A presentation will be given by Bret Davidson, Battalion Chief about the swift water rescue incident on January 31, 2016

ACTION REQUESTED: [Information](#)

6 Old Business

a) LAFCO Application – Update

To discuss the status of application for proposed “Rancho Santa Fe Fire Protection District Reorganization”: Dissolution of County Service Area No. 107 (Elfin Forest/Harmony Grove) and annexation to Rancho Santa Fe Fire Protection District

ACTION REQUESTED: [Information](#)

7 Resolutions

a) Resolution No. 2016-03

To discuss and/or adopt a resolution entitled *Electing to be Subject to the Public Employees’ Medical and Hospital Care Act at Unequal Amount for Employees and Annuitants*

ACTION REQUESTED: **Adopt**

b) Ordinance No. 2016-01

To introduce Ordinance No. 2016-01 *entitled* an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2013-01. [Staff Report 16-07](#)

ACTION REQUESTED: **Board and public comments and to schedule the public hearing and final adoption**

8 New Business

a) LAFCO 2015-2016 RUN-OFF Special Districts Election

To discuss and/or authorize the President to cast the ballot on behalf of the Fire District to elect an alternate special district member on the Local Agency Formation Commission (LAFCO)

ACTION REQUESTED: **Authorize President to cast ballot**

b) Budget Authorization

To discuss and/or approve the budget authorization to replace landscape at RSF2 to drought tolerant and fire resistive plants and water efficient irrigation. [Staff Report 16-08](#)

ACTION REQUESTED: **Authorize expenditure**

9 Oral Report

a) Fire Chief – Michel

i) District Activities

(1) FDAC Conference – April 6-8, 2016

(2) RSF Science Day

b) Operations – Deputy Chief

c) Training – Battalion Chief

d) Fire Prevention – Fire Marshal

e) Administrative Manager

i) Board of Directors meeting May 18, 2016

ii) Employee Recognition Dinner – April 16, 2016

f) Board of Directors

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

10 Adjournment

The next regular Board of Directors meeting to be May 18, 2016 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, April 13, 2016 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on April 7, 2016 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 April 7, 2016

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Karlena Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – March 9, 2016**

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

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

*Pledge of Allegiance*

Chief Frank Twohy, Elfin Forest Volunteer Fire Department, Inc. led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Chris Galindo, Battalion Chief; Dave McQuead, Battalion; Jim Sturtevant, Battalion Chief; Renee Hill, Fire Marshal and Karlana Rannals, Board Clerk.

2. Public Comment

No one requested to speak to the Board.

3. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, 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 February 10, 2016

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 27099 thru 27174 for the period February 1 – 29, 2016 totaling:

\$ 335,939.77

Payroll for the period February 1 – 29, 2016

\$ 605,295.63

TOTAL DISTRIBUTION

\$ 941,235.40

2. Activity Reports – February 2016

a. Operations

b. Training

c. Fire Prevention

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

1) None

4. Old Business

a. *LAFCO Application – Update*

Chief Michel reported that he distributed an email on Monday, March 7 to all personnel within the organization that the District's application to reorganize with CSA-107 was unanimously approved. He

summarized the next step in the process which is the LAFCO Commission must hold a meeting specific for any protests, which is scheduled for April 11. He reminded the Board that if less than 25% of the property owner of the affected area protest the application, at the conclusion of the period, the decision by the Commission is deemed ratified.

He also summarized various meetings held with County of San Diego staff and the Elfin Forest Fire Department Chief Officers to discuss the transition and implementation plan. Staff responded to questions from the board.

b. *Strategic Plan – Update*

Chief Michel introduced Jim Boylan, Consultant, JB Pathfinders who summarized the strategic planning process. Chief Michel also introduced representatives from the Core Planning Team, Conor Lenehan, *Fire Prevention Specialist/Forester* and Cole Thompson, *Firefighter/Paramedic* who led the review and discussion of the strategic plan to the Board. The representatives reviewed the Mission, Vision and Values along with each of the nine goals, strategies and objectives. The Core Planning Team members in attendance responded to questions from the Board.

Chief Michel noted that the plan presented is a “living document” and will guide the organization over the next few years. He conveyed his personal gratitude for each member’s time and commitment to the process.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the 2016 Strategic Plan as presented.

5. New Business

a. Apparatus Replacement Plan

Chief Galindo provided the board a PowerPoint presentation on the timetable and cost estimate for future capital replacement of apparatus and staff vehicles. The information provided established a plan to purchase one new fire engine (specific type to be determined) over the next three years. He noted that an analysis is made each year based on the mileage, engine hours and maintenance to ensure the maximum service life of each vehicle. Staff responded to questions from the board. This presentation was given as informational and no action taken by the Board of Directors.

b. Safer Grant

Chief Cox discussed a FEMA grant opportunity called Staffing for Adequate Fire and Emergency Response (SAFER) grant. He reported that the SAFER Grant was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. Should the District apply for a SAFER Grant, the staff recommendation would be to convert the three recently hired limited term firefighter/paramedics to full time positions. The grant application seeks \$148,542 each year, for a period of

two years. He noted that if the District is successful in the grant application, the Board of Directors could not layoff those positions for two years. He reminded the board that the District would not be adding additional personnel, only converting employees from limited term to a full contract. Staff responded to questions from the board. At the conclusion of the discussion, the Board gave direction to staff to move forward with the grant application.

6. Oral Report

a. Fire Chief – Michel

i) District Activities:

- Boot Drive benefiting the Burn Institute – District personnel participated in the Boot Drive on Wednesday, March 2. The fundraising result within the District is \$25,000. He believes that our District was the top fundraiser in the County.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity, noting district personnel responded to 234 calls the previous month, noting 21 calls for the new fire station, RSF5. There were no significant calls to report. He also distributed the monthly seasonal weather outlook.

c. Training – Battalion Chief

Chief McQuead summarized the training activity for February for topics that included mobile home and high-rise fires; vehicle fires within parking structures; and mandatory EMS training.

d. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month that included approximately 26,000 square feet of new construction. She provided an update on the new mobile app for engine company inspections.

e. Administrative Manager

Ms. Rannals thanked the board/staff for completing the filing of the annual Form 700 form by April 1.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – he reported on the meeting held February 25, 2016. The significant discussion topic was the decision to move all employees for health insurance to contract with CalPERS Health Benefits Division.
- ii) County Service Area – 17 – Update: Hillgren – no report; however, there have been discussions to schedule a special meeting to discuss the LAFCO application and the EMS Coordinator position.
- iii) Comments
  - Stine – he volunteered to work with Julie Taber to document historical items of information and photos digitally.

7. Closed Session

Pursuant to section 54957, the board met in closed session from 4:10 – 5:35 pm to discuss the following:

a. Public Employee Performance Evaluation

Title: Fire Chief

*All board members listed Chief Michel attended the closed session, and Karlana Rannals attended a portion of the session.*

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the subject and took no action.

8. Adjournment

Meeting adjourned at 5:37 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President





**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Special Board of Directors Meeting**  
**Minutes – March 31, 2016**

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

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 10:02 am.

*Pledge of Allegiance*

Deputy Chief Fred Cox led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine (*arrived at 10:25*), Tanner

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Renee Hill, Fire Marshal and Karlana Rannals, Board Clerk.

2. Public Comment

No one requested to speak to the Board.

3. New Business

a. District Medical Insurance Plans

Chief Michel gave an overview of the need for the special meeting to discuss the upcoming renewal of health insurance contracts and get direction from the Board of Directors. He introduced Karlana Rannals, Administrative Manager to present the staff report and findings.

Ms. Rannals summarized the staff report provided. She reported that effective January 1, 2016, the Affordable Care Act definition of “small” group employer (for purposes of insurance market size) increased from 50 to 100 employees.

One significant impact of this change is that the ACA’s small group rating limitations (e.g., age-banded rates) applies to employers with 51-100 employees. In the small group market, carriers can set rates based only on age, family size, and geography. The District health plans will change to a small group effective at renewal (July 1).

In anticipation of the reclassification, staff requested from its insurance broker “HUB International” the proposed rates for the new fiscal year. Due to the carriers’ schedule to release rates, they were only able to obtain rates for June 1 renewals, not July 1. The major change to our rates for the next fiscal year was that the composite rate was no longer being offered to the District. In an effort to retain a “composite” rate, staff researched other group plans to join. The only two viable options available are Fire District’s Association of California Employment Benefits Authority (FDAC-EBA) and CalPERS Health Benefits Program.

She reviewed the pros and cons of each group program, highlighting the benefit, administrative, and cost differences. The primary difference between FDAC-EBA and CalPERS Health Benefits is that CalPERS has more plan options and minimum premium contributions that is required for all retired annuitants/survivors.

If the District selects CalPERS as its medical plan provider, all employees with at least five years of service credit in the CalPERS pension system would be vested in a minimal lifetime medical benefit if they retire from the District. The CalPERS group option does create a post-employment financial liability. CalPERS does offer two paths of premium contributions, equal or unequal, for active employees and retirees of the District. Under the retiree medical plan option available to the District as a new CalPERS benefits member, the District's retiree medical contribution for existing eligible retirees will be \$1 per month for the first year. This amount increases each year for approximately 20 years to an estimated \$226 (3% growth). From that point forward, the District would be required to pay the statutory premium contribution for each eligible employee and retiree. She distributed a chart showing the estimated cost per year while achieving the equalized contribution. She did report that should the Board decide to move forward with contracting with CalPERS, this is not a "lifetime" decision. The Board of Directors can approve a "termination resolution" to cease providing health care benefits thru CalPERS to employees and retirees. Should this occur, there is no financial obligation to continue any minimum contribution to retirees/survivors.

She summarized the discussion that over the past several years it has become increasingly difficult for the District to provide quality health care coverage for the employees. It has been necessary to increase employee out of pocket costs in exchange for reduced cost of medical insurance premiums. She stated that regardless of what decision the Board of Directors determines this year; all employees will experience a change in plan design. If the District chooses a "do nothing" approach, the current plans change because of the carrier's reclassification from large group to small group employer. Staff responded to questions from the Board.

At the conclusion of the discussion and because of the impacts imposed by the ACA, the Board of Directors requested staff pursue contracting for health insurance coverage thru the CalPERS Health Benefits program starting July 1, 2016.

#### 4. Closed Session

Pursuant to section 54957, the board met in closed session from 10:03 – 10:45 am to discuss the following:

a. Public Employee Performance Evaluation

Title: Fire Chief

*All board members listed Chief Michel attended the closed session.*

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the subject and took no action.

5. Adjournment

Meeting adjourned at 11:59 am.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President

Check #	Amount	Vendor	Purpose
27175	\$354.00	Accme Janitorial Service Inc	Building - Service
27176	\$320.95	AT&T	Telephone
27177	\$1,380.54	AT&T Calnet 2/3	Telephone
27178	\$217.00	Bennett, Luke D.	CSA-17 Contract
27179	\$203.63	Blend	Outside Printing & Binding
27180	\$1,298.50	C.A.P.F.	Disability Ins Short & Long
27181	\$19,893.00	CDW Government Inc.	Computer - License/Software
27183	\$286.18	Complete Office of California	Office Supplies
27184	\$127.98	Cox Communications	Telephone
27185	\$1,385.02	Daniels Tire Service Inc	Scheduled Service/Maintenants
27186	\$2,872.08	Direct Energy Business - Dalla	Elec/Gas/Propane
27187	\$17,400.00	E7 Systems LLC	Consulting Services - Prevention
27188	\$195.00	Ed Reamer's Refrigeration	Building - Service/Repair
27189	\$550.42	Entenmann-Rovin Co Inc.	Uniform - Safety Personnel
27190	\$903.96	Fire ETC Inc	Safety Clothing (Protective)
27192	\$28,902.66	Kearny Pearson Ford	2016 Ford Explorer-1681
27193	\$533.25	L N Curtis & Sons Inc	Safety Equipment
27194	\$57.00	Liebert Cassidy Whitmore	Legal Services
27195	\$333.04	Lincoln National Life Ins Co	Disability/Life Insurance
27196	\$125.59	McQuead, David C	Equipment/Supplies/Meetings/Meal Expenses - Training Reimbursement
27198	\$1,539.01	MES California	Safety Equipment
27200	\$44.05	Pitney Bowes Inc	Office Supplies
27201	\$70.00	RSF Mail Delivery Solutions, I	Mail Delivery Service
27202	\$265.56	San Diego Gas & Electric	Elec/Gas/Propane
27203	\$3,106.49	SoCo Group Inc	Gasoline & Diesel Fuel
27204	\$23,789.30	Sound Image Inc	HGV-Infrastructure
27205	\$63.21	Spartan Motors USA Inc	Apparatus Parts & Supplies
27206	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
27207	\$298.00	Terminix International	Building Service Agreement
27208	\$562.28	ThyssenKrupp Elevator Inc	Elevator Service
27209	\$29.00	U P S	Shipping Service
27210	\$6,404.51	U S Bank Corporate Payment Sys	Cal-Card./IMPAC program
27211	\$1,680.63	Uniforms Plus	Uniform - Safety Personnel

Check #	Amount	Vendor	Purpose
27212	\$96.11	United Imaging	Office Supplies
27213	\$847.36	United States Latex Prod. Inc	CSA-17 Contract
27214	\$1,726.89	Verizon Wireless	Telephone - Cellular
27215	\$1,573.04	Waste Management Inc	Trash
27216	\$583.16	Willis, Erwin L.	Printer Replacement
27217	\$5,775.00	WinTech Computer Services	Consulting Services
27218	\$44.00	Worley, Tanner	Gasoline & Diesel Fuel Reimbursement
27219	\$27.98	4S Ranch Gasoline & Carwash LP	Car Wash
27220	\$317.65	Appliance Repair Bookkeeping	Building - Service/Repair
27221	\$335.35	AT&T Calnet 2/3	Telephone
27222	\$595.00	CDW Government Inc.	Equipment - Minor
27223	\$122.50	EDCO Waste & Recycling Inc	Trash
27224	\$2,069.40	Fitch Law Firm Inc	Legal Services
27225	\$110.00	Fitness Warehouse USA & SD Fit	Fitness Equipment Repair
27226	\$160.00	Government Finance Officers As	Association Dues
27227	\$31,813.84	L N Curtis & Sons Inc	Hydrant Maintenance/Hydraulic Rescue Tool
27228	\$2,089.32	North County Dispatch JPA	Miscellaneous Reimbursable
27229	\$1,039.43	Olivenhain Municipal Water Dis	Water RSF4
27230	\$166.12	Rincon Del Diablo Municipal Wa	Water
27231	\$2,316.25	Scott Davis Consulting	Programming - Computer & Software FP/PR
27232	\$65.00	State Fire Training	Certification
27233	\$32.00	State of CA Dept of Justice	Background Investigation
27234	\$226.22	Sturtevant, James F.	HGV-Equipment
27235	\$385.48	TelePacific Communications	Telephone ADMIN
27237	\$250.00	Thompson, Cole T.	Education/Training Reimbursement
27238	\$435.00	Time Warner Cable	Cable Service
27239	\$26.58	U P S	Shipping Service
27240	\$225.00	U S Postal Service - Postmaste	Bulk Rate/Business Reply Permit
27241	\$634.50	Uniforms Plus	Uniform - Safety Personnel
27242	\$355.88	Willis, Erwin L.	Computer Equipment/Parts
27243	\$225.00	Worley, Tanner	Education/Training Reimbursement
27244	\$13.99	4S Ranch Gasoline & Carwash LP	Car Wash
27245	\$747.51	All Star Fire Equipment, Inc.	Safety Clothing (Protective)

Check #	Amount	Vendor	Purpose
27246	\$377.85	AT&T Calnet 2/3	Telephone
27247	\$226.63	Dell Marketing	Computer Equipment/Parts
27248	\$1,259.05	Fire ETC Inc	Safety Clothing (Protective)/equipment
27249	\$88.68	Griffin Hardware Co.	Miscellaneous
27250	\$450.00	Hernandez, Michael	Education/Training Reimbursement
27251	\$559.41	Home Depot, Inc	Station Maintenance/Apparatus-Miscellaneous
27252	\$2,404.08	Knox Company Inc	Knox Replacement (Parts/Supplies)
27253	\$955.80	L N Curtis & Sons Inc	Safety Equipment
27254	\$117.09	MES California	Safety Equipment
27255	\$289.13	Metro Fire & Safety Inc	Extinguishers - Service & Purchase
27256	\$167.02	Napa Auto Parts Inc	Apparatus Parts & Supplies
27257	\$390.80	Pacific Sun Develpment	Station Maintenance
27258	\$8,875.58	San Diego Gas & Electric	Elec/Gas/Propane
27259	\$700.00	Santa Fe Irrigation District	Parking - NCDJPA Rebill
27260	\$1,109.80	SoCo Group Inc	Gasoline & Diesel Fuel
27262	\$87.16	Time Warner Cable	Cable Service
27263	\$14.50	U P S	Shipping Service
27264	\$226.00	A to Z Plumbing Inc	Building - Service/Repair
27265	\$295.08	Aair Purification Systems	Building - Service/Repair
27266	\$463.28	Allstar Water Systems Inc	Building 1 Service/Repair
27267	\$210.00	Armanino LLP	Consulting Services
27268	\$375.48	AT&T	Telephone
27269	\$154.00	Business Owner's Ins Agency	Commercial - Liability - Auto Coverage
27270	\$128,760.30	CalPERS	PERS (Employer Paid)
27271	\$779.00	Controlled Entrances, Inc.	Building - Service/Repair
27272	\$129.98	Cox Communications	Telephone
27273	\$754.20	Fire ETC Inc	Safety Clothing (Protective)
27274	\$1,810.00	Garrett Electric Inc	Building
27275	\$3,695.31	Guardian Life Insurance Co	Medical Insurance
27276	\$52,751.94	Health Net	Medical Insurance
27277	\$20,461.77	Kaiser Permanente	Medical Insurance
27278	\$971.64	Lincoln National Life Ins Co	Disability/Life Insurance
27279	\$1,130.00	Mertz, William C.	Education/Training Reimbursement

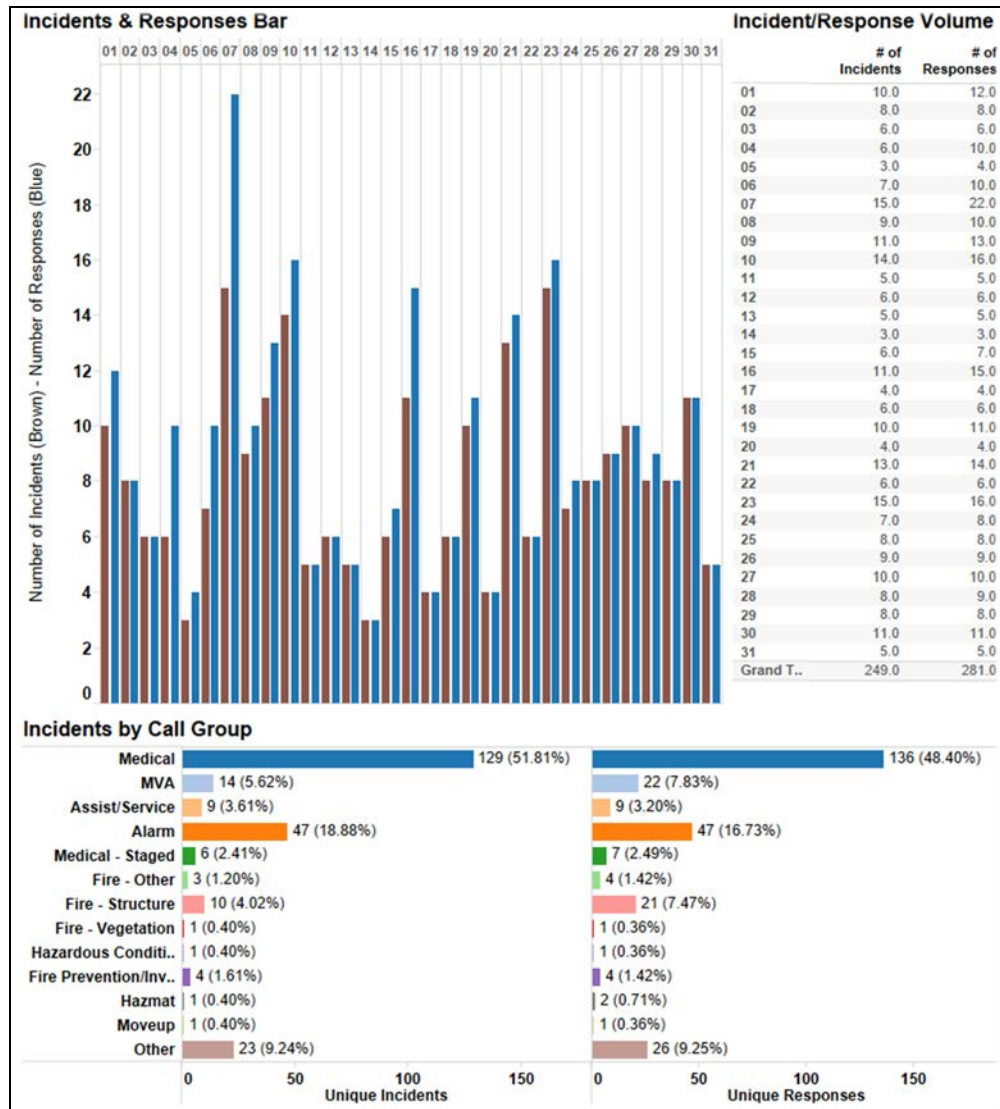
# RANCHO SANTA FE FIRE PROTECTION DISTRICT

List of Demand ~ March 2016

Check #	Amount	Vendor	Purpose
27280	\$1,462.96	Palomar Sign Company	Apparatus Parts & Supplies
27281	\$70.00	RSF Mail Delivery Solutions, I	Mail Delivery Service
27283	\$841.20	SimplexGrinnell LP	Station Maintenance/Repair
27284	\$2,292.96	SoCo Group Inc	Gasoline & Diesel Fuel
27285	\$517.34	Suburban Propane	Training - Equipment/Supplies
27286	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
27287	\$235.00	Terminix International	Building Service Agreement/NCDJPA Rebill
27288	\$14.50	U P S	Shipping Service
27289	\$3,965.03	Uniforms Plus	Boots/Uniform - Safety Personnel
EFT000000000195	\$429.92	Rannals, Karlana	Admin - Overnight Conf/Seminars Reimbursement
EFT000000000199	\$840.27	Rannals, Karlana	Awards/Proclamations/Trash Reimbursement
EFT000000000206	\$375.00	Livingstone, David W.	Suppression - Local Conf/Seminars Reimbursement
Various	\$13,714.66	Miscellaneous	Medical Reimbursements
<i>Sub-total</i>	<u>\$431,161.80</u>		
15-Mar-16	\$267,063.01	RSFFPD	Payroll
31-Mar-16	\$292,833.57	RSFFPD	Payroll
<i>Sub-total</i>	<u>\$559,896.58</u>		
<b>Total</b>	<b>\$991,058.38</b>		

## March Incident Count

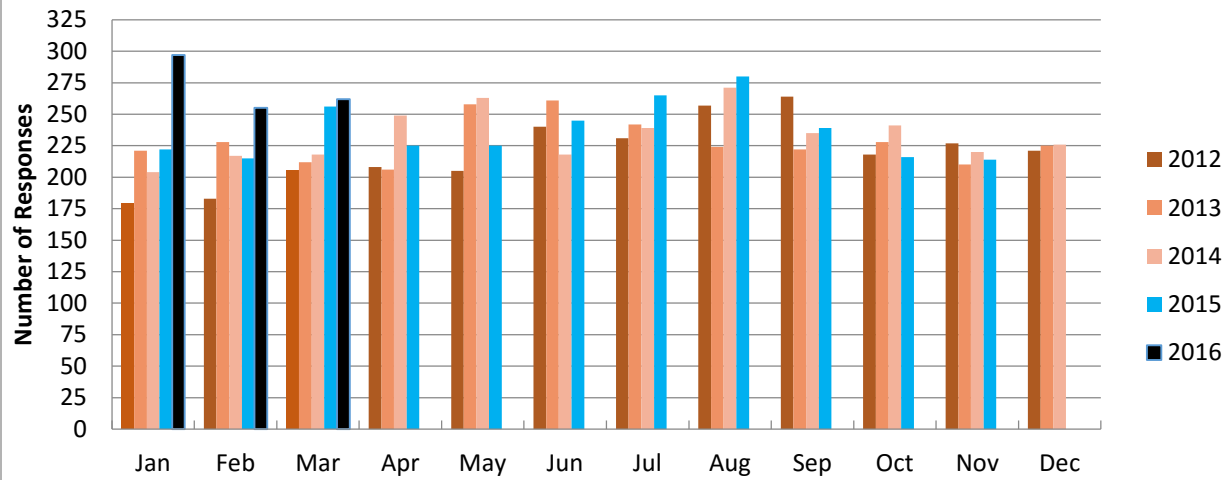
### Stations 1 - 4



Incident Count By Station	
Station Selected: RSF 5	
Date Range: From 3/1/2016 To 3/31/2016	
EMS/Rescue	6
Hazardous Condition	1
Service Call	2
Good Intent	3
False Call	1
<b>Total Incident Count:</b>	<b>13</b>

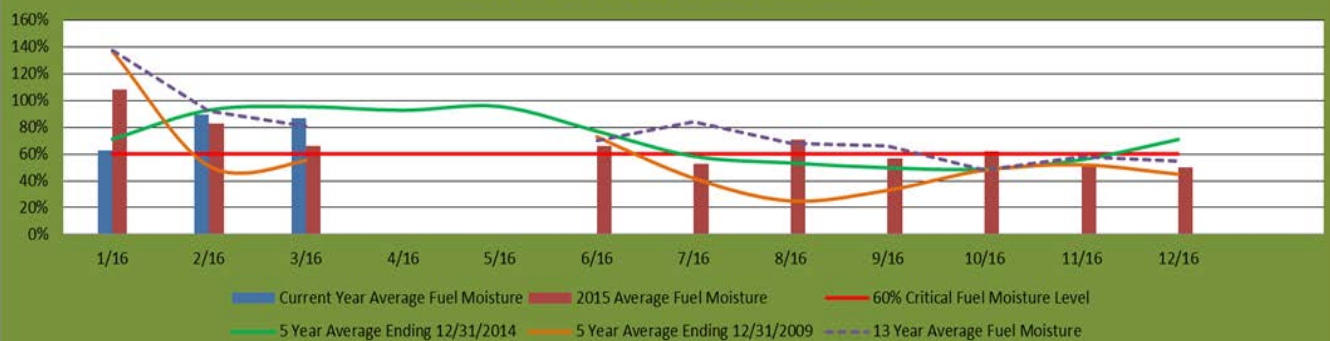


### 5 Year Monthly Response Comparison

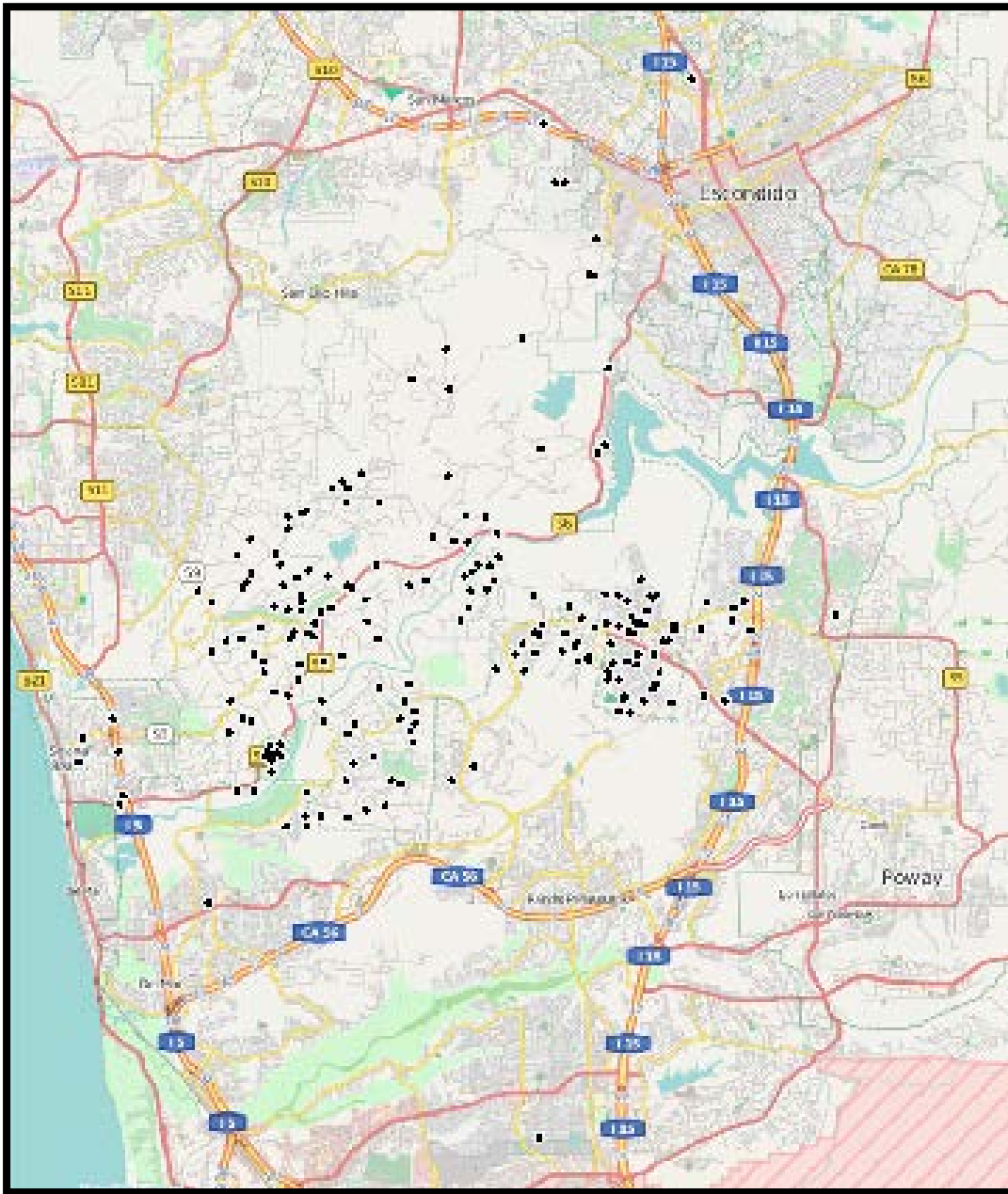


2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297	255	262										814
YTD	297	552	814										17.4%
2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	222	215	256	225	225	245	265	280	239	216	214	237	2,839
YTD	222	437	693	918	1,143	1,388	1,653	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	3.8%
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	179	183	205	208	205	240	231	257	264	218	227	221	2,638
YTD	179	362	567	775	980	1,220	1,451	1,708	1,972	2,190	2,417	2,638	11.0%

### 2016 District Live Fuel Moistures

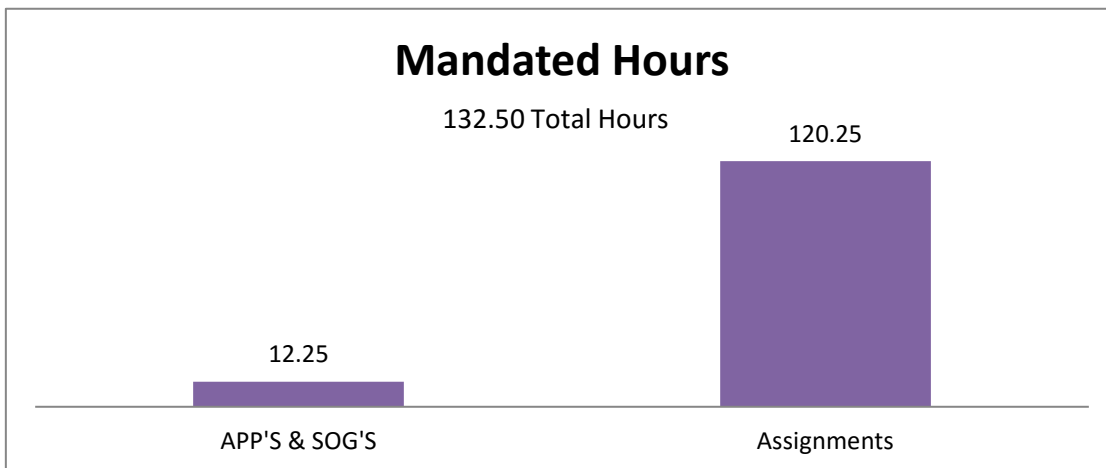
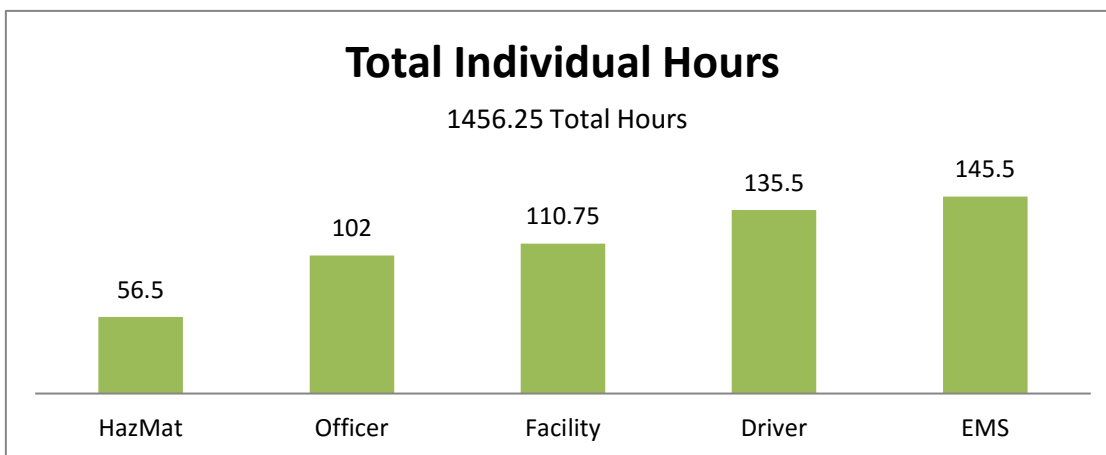
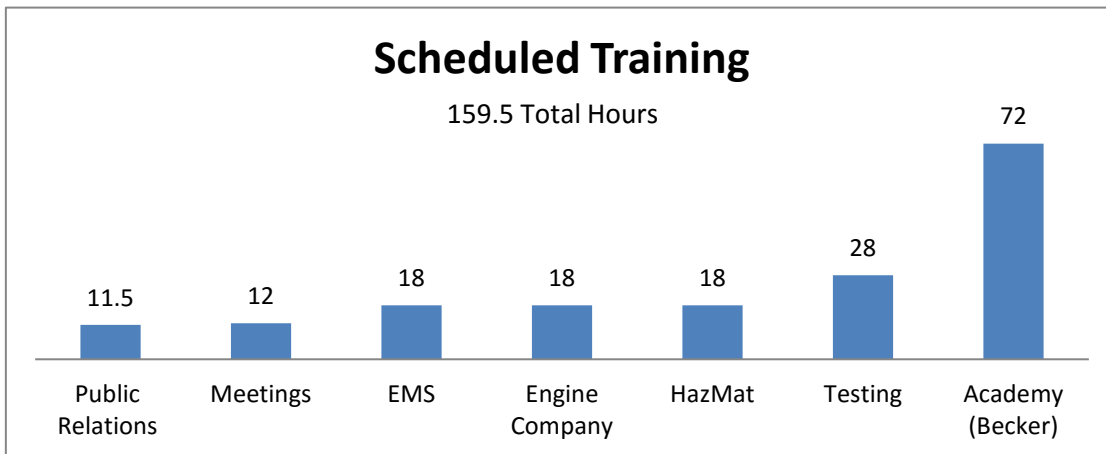


## March Incident Distribution



# Training Division

## March 2016



Extra
<ol style="list-style-type: none"> <li>1. Annual boot drive - San Diego Burn Institute</li> <li>2. Four(4) days of Live Fire training for the Palomar College Fire Academy</li> <li>3. Engineer Testing (Carey, Salameh, Sanford, Sepich, Thompson)</li> </ol>

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

### Mandated Hours

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

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**March 2016**

**PLAN REVIEW**

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	2	10,996
Fire Inspector/Forester	0	0
<b>TOTAL</b>	<b>2</b>	<b>10,996</b>
RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Fire Marshal	0	0
Fire Inspector	5,080	556
Fire Inspector/Forester	15,571	928
<b>TOTAL</b>	<b>20,651</b>	<b>1,484</b>
COMMERCIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>
TOTAL NEW CONSTRUCTION		Sq Footage
<b>Based on permitted Sq footage</b>	<b>Total Added</b>	<b>12,480</b>
FIRE SPRINKLER REVIEWS	Commercial	Residential
Fire Marshal	0	0
Fire Inspector	1	4
Fire Inspector/Forester	2	3
<b>TOTAL</b>	<b>3</b>	<b>7</b>
TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	5	0
<b>TOTAL</b>	<b>5</b>	<b>0</b>
LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Fire Marshal	0	0.00
Fire Inspector	0	0.00
Fire Inspector/Forester	21	11.75
<b>TOTAL</b>	<b>21</b>	<b>11.75</b>

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**March 2016**

**SERVICES PROVIDED- FIRE PREVENTION**

<b>DPLU -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
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	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>
<b>INSPECTION SERVICES- All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Undergrounds	1	0.50
Hydros (Fire Sprinklers)	9	8.00
Finals (Structures)	21	33.00
Landscape	7	3.50
Reinspections	0	0.00
Tents/Canopy	1	0.50
Burn Permits	1	0.50
Department of Social Service Licensing	2	0.00
Knox/Strobe	0	0.00
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
<b>TOTAL</b>	<b>42</b>	<b>46.00</b>
<b>HAZARD INSPECTIONS - All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Weed Abatement Inspection	0	0.00
Weed Abatement Reinspection	16	2.00
1st Notice	0	0.00
2nd Notice	0	0.00
Final Notice	0	0.00
Forced Abatement	0	0.00
Annual Mailers	1	4.00
Homeowner Meeting	0	0.00
WUI	0	0.00
<b>TOTAL</b>	<b>17</b>	<b>6.00</b>
<b>GRADING -All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Plan Review	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**March 2016**

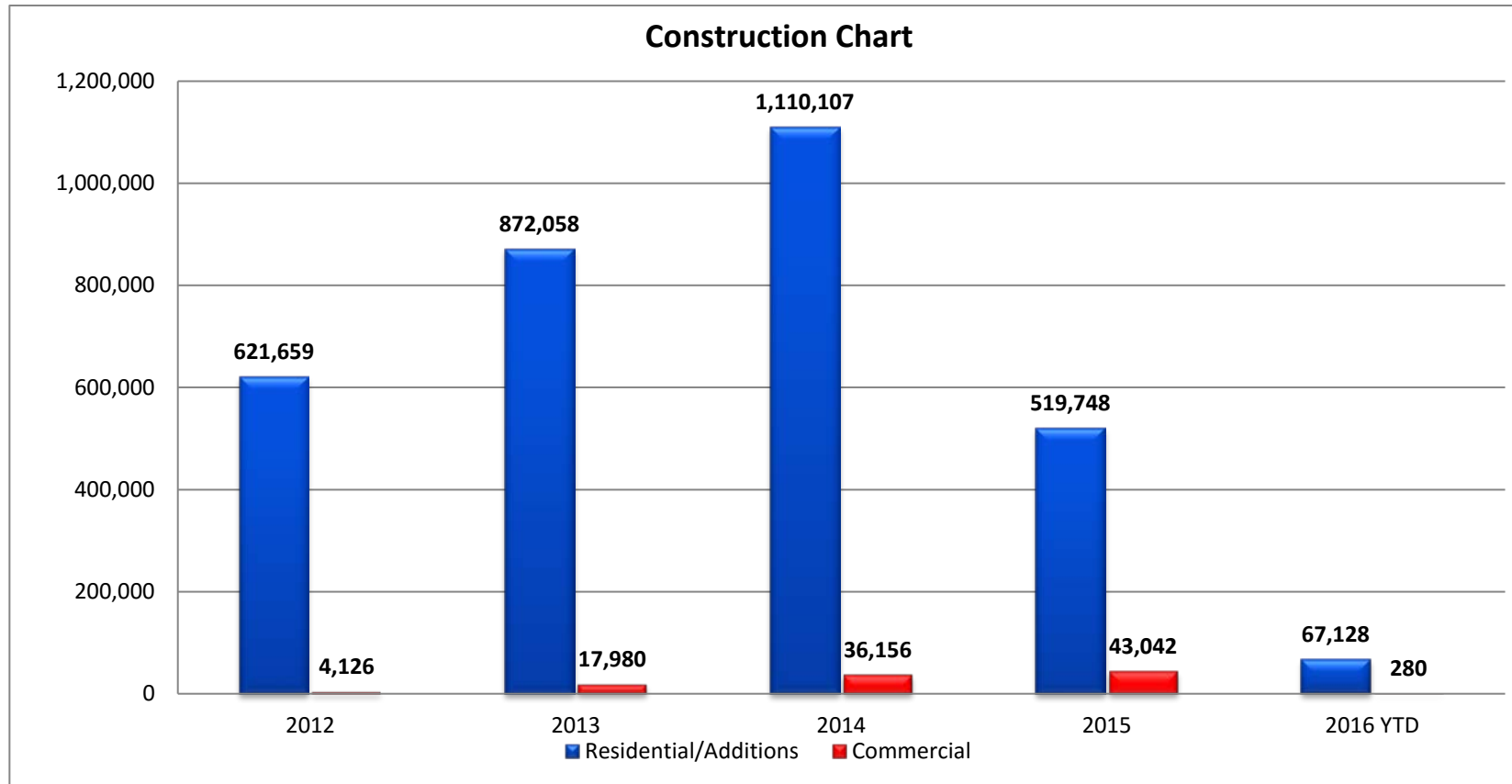
**ADMINISTRATIVE SERVICES- FIRE PREVENTION**

<b>SPECIAL ACTIVITIES/EDUCATION-All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	2	3.00
Conferences	6	40.00
Meetings	18	22.00
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
<b>TOTAL</b>	<b>26</b>	<b>65.00</b>
<b>FIRE PREVENTION -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Incoming Phone Calls	179	44.75
Correspondence	109	27.25
Consultations	53	53.00
Plan Review	61	61.00
Scanning	50	12.50
General Office	80	80.00
<b>TOTAL</b>	<b>532</b>	<b>278.50</b>

**ADMINISTRATIVE SERVICES- OFFICE SUPPORT**

<b>OFFICE COORDINATOR-PREVENTION</b>	<b>Number</b>	<b>Staff Hours</b>
Phone Calls (All Administrative Staff) Internal & External	555	27.75
Correspondence	189	47.25
Walk in/Counter (All Administrative Staff)	221	18.42
Knox Application Request	3	0.75
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	61	15.25
Special Projects	10	10.00
Scanning Documents/Electronic Files	85	21.25
Meetings: Admin/Prevention/Admin Shift	10	5.00
Post Office Runs	1	0.50
Deposit runs and preparations	30	15.00
<b>TOTAL</b>	<b>1,167</b>	<b>161.33</b>

**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**March 2016**



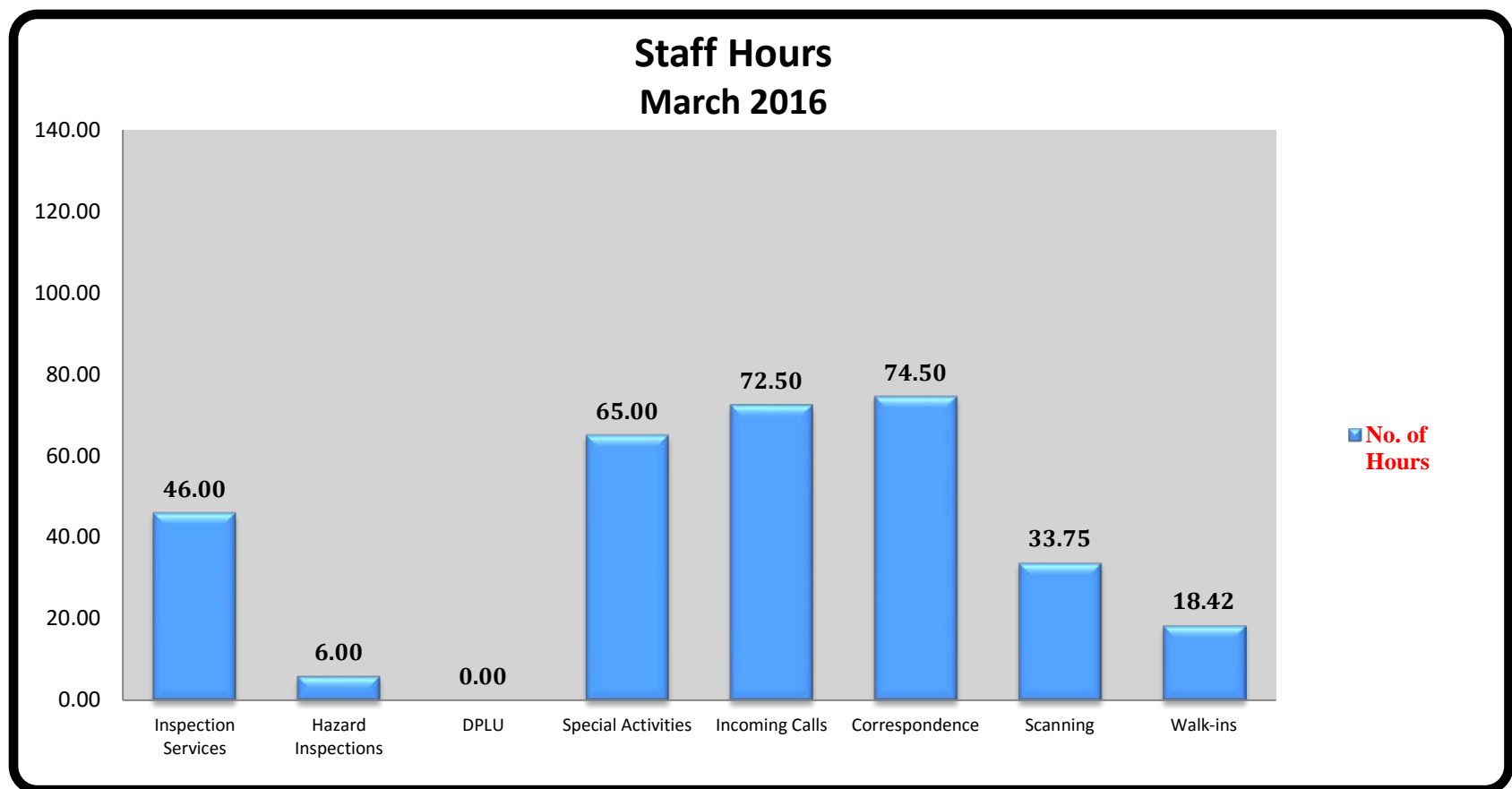
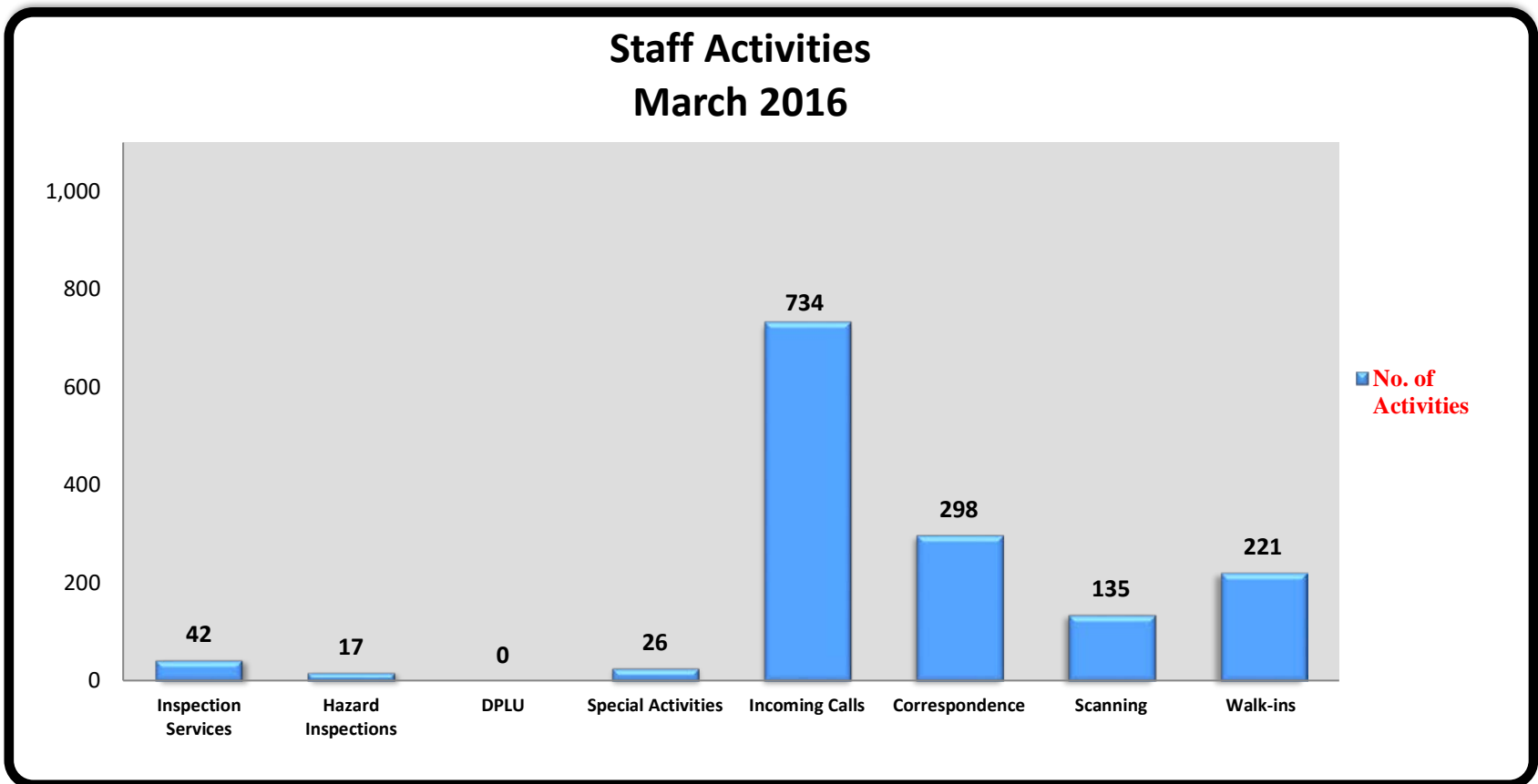
Year	Res/Add	Comm	Total
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2015 YTD	126,460	1,290	127,750
2016 YTD	67,128	280	67,408

**Comparison 2015/2016 Total Square Footage**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	75,647	30,699	21,404	21,404	51,601	46,651	89,960	20,996	20,996	70,781	47,216	35,865
2016	28,971	25,957	12,480									



**Rancho Santa Fe Fire Protection District**  
**Fire Prevention Bureau Monthly Activity Summary**  
**March 2016**



**Comparison 2015/2016 Total Monthly Hours/Activities**

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1761	1490	2001	1985	1771	2474	2561	2189	2104	2145	1811	1727
Hours	423.45	301.18	411.9	416.92	323.8	486.28	444.52	422.95	387.67	414	402.48	356.05

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1517	1448	1473									
Hours	291.25	342.92	316.17									

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**  
**March 2016**

<b>WEBSITE/INTERNET</b>		<b>Staff Hours</b>
<b>Update existing info &amp; documents:</b> <i>Updated home page, news, photos, etc</i>		<b>4.0</b>
		4.0
		0.0
<b>Compile &amp; write new information:</b> <i>New Website Development</i>		<b>8.0</b>
		8.0
<b>Social Media</b> <i>Facebook "Fans" - 756</i>  <i>Twitter "Followers" - 2133</i>		<b>5.0</b>
		3.0
		2.0
<b>TOTAL</b>		<b>17.0</b>
<b>PUBLICATIONS</b>		<b>Staff Hours</b>
<b>Design/write brochures, flyers, etc:</b> <i>Evacuation Brochures</i> <i>Desirable Plants Revamp</i>		<b>7.0</b>
		1.0
		6.0
<b>TOTAL</b>		<b>7.0</b>

**Rancho Santa Fe Fire Protection District**  
**Public Education Coordinator Monthly Activity Summary**  
**March 2016**

<b>MEDIA RELATIONS</b>		Staff Hours
<b>On-scene Public Information Officer:</b>		<b>0.0</b>
		0.0
<b>Press Releases:</b>		<b>3.0</b>
<i>El Camino del Norte Traffic Collision</i>		2.0
<i>Boot Drive</i>		1.0
<b>Other Articles/Stories/Interviews:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>3.0</b>

<b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>		Staff Hours
<b>Children's Programs</b>		<b>7.0</b>
<i>FPW Pizza Parties - 3</i>		5.0
<i>Station Tours - 2</i>		2.0
<b>Adult Programs:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>7.0</b>

**Rancho Santa Fe Fire Protection District**  
**Public Education Coordinator Monthly Activity Summary**  
**March 2016**

<b>EVENTS</b>		Staff Hours
<b>External/Community Events:</b>		<b>8.0</b>
<i>Boot Drive</i>		2.0
<i>4S Ranch Easter Egg Hunt</i>		6.0
<b>Internal Events:</b>		<b>2.0</b>
<i>9/11 Memorial Painting Presenation</i>		2.0
		0.0
<b>TOTAL</b>		<b>10.0</b>
<b>CONTINUING EDUCATION</b>		Staff Hours
<b>Training Classes:</b>		<b>10.5</b>
<i>Windows Training</i>		0.5
<i>Online Car Seat Tech Training for CEUs</i>		6.0
<i>Car Seat Event and check for recertification</i>		4.0
<b>Conferences:</b>		<b>0.0</b>
<b>Meetings:</b>		<b>6.5</b>
<i>Staff meetings</i>		3.0
<i>CSA 17 Pub Ed</i>		1.0
<i>Rancho Days Meeting</i>		1.5
<i>Outreach with Water District</i>		1.0
<b>TOTAL</b>		<b>17.0</b>
<b>CLERICAL</b>		Staff Hours
<b>Prevention-related:</b>		<b>42.0</b>
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		39.0
<i>Phone Calls</i>		3.0
<b>Non-prevention/non-minute related:</b>		<b>15.0</b>
<b>TOTAL</b>		<b>57.0</b>
<b>TOTAL HOURS</b>		<b>118.0</b>

**RESOLUTION NO. 2016-03**  
**ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**  
**AT UNEQUAL AMOUNTS FOR EMPLOYEES AND ANNUITANTS**

- WHEREAS, (1) A contracting agency meeting the eligibility requirements set forth in Government Code Section 22920, may obtain health benefit plan(s), as defined under Government Code Section 22777, by submitting a resolution to the Board of Administration of the California Public Employees' Retirement System (the "Board"), and upon approval of such resolution by the Board, become subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) **Rancho Santa Fe Fire Protection District** is a contracting agency eligible to be subject to the Act under Government Code Section 22920; and
- WHEREAS, (3) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (4) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and
- WHEREAS, (5) Government Code Section 22892(c) provides that, notwithstanding Section 22892(b), a contracting agency may establish a lesser monthly employer contribution for annuitants than for employees, provided that the monthly employer contribution for annuitants is annually increased to equal an amount not less than the number of years the contracting agency has been subject to this subdivision multiplied by 5 percent of the current monthly employer contribution for employees, until such time as the amounts are equal; and
- WHEREAS, (6) **Rancho Santa Fe Fire Protection District** desires to obtain for its employees and annuitants the benefit of the Act and to accept the liabilities and obligations of an employer under the Act; now, therefore, be it
- RESOLVED, (a) **Rancho Santa Fe Fire Protection District** elects to be subject to the provisions of the Act; and be it further
- RESOLVED, (b) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Medical Group	Monthly Employer Contribution
000 PERS All Employees	PEMHCA Minimum
700 Non-PERS Board of Directors	PEMHCA Minimum

Plus administrative fees and Contingency Reserve Fund assessments; and be it further

- RESOLVED, (c) That the employer contribution for each annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Medical Group	Monthly Employer Contribution
000 PERS All Employees	\$1.00
700 Non-PERS Board of Directors	\$1.00

Plus administrative fees and Contingency Reserve Fund assessments; and be it further

- RESOLVED, (d) That the employer contribution for each annuitant shall be increased annually by five percent of the monthly contribution for employees, multiplied by the number of years the contracting agency has been subject to the Act, until such time as the contributions are equal;

And that the contributions for employees and annuitants shall be in addition to those amounts contributed by the Public Agency for administrative fees and to the Contingency Reserve Fund; and be it further

- RESOLVED, (e) **Rancho Santa Fe Fire Protection District** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

- RESOLVED, (f) That the participation of the employees and annuitants of **Rancho Santa Fe Fire Protection District** shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **Rancho Santa Fe Fire Protection District** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

- RESOLVED, (g) That the executive body appoint and direct, and it does hereby appoint and direct, Karlana Rannals, Administrative Manager/Board Clerk to file with the Board a verified copy of this resolution, and to perform on behalf of **Rancho Santa Fe Fire Protection District** all functions required of it under the Act; and be it further

- RESOLVED, (h) That coverage under the Act be effective on July 1, 2016.

Adopted at a regular meeting of the Rancho Santa Fe Fire Protection District at Rancho Santa Fe, CA, this 13th day of April, 2016.

Signed: \_\_\_\_\_  
James H. Ashcraft, President, Board of Directors

Attest: \_\_\_\_\_  
Karlana Rannals, Board Clerk

## **INSTRUCTIONS**

This resolution form is the approved form designated by the California Public Employees' Retirement System (CalPERS). It should be used by a contracting agency for the purpose of electing to be subject to Public Employees' Medical and Hospital Care Act (PEMHCA) and to fix the monthly employer health contribution for employees and annuitants in accordance with Government Code Section 22892.

If the resolution is filed **on or before the tenth day of any month, it will be effective on the first of the following month** (date stamped as received by CalPERS; See address below).

WHEREAS, (2) should be completed with full name of the contracting agency.

WHEREAS, (6) should be completed with full name of the contracting agency.

RESOLVED, (a) should be completed with full name of the contracting agency.

RESOLVED, (b) should be completed to specify the amount of the employer contribution toward the cost of enrollment for active employees. The amount specified must be an amount equal to or greater than that prescribed by Section 22892(b).

Commencing January 1, 2009, the employer contribution shall be adjusted annually by the Board to reflect any change in the medical component of the Consumer Price Index, and shall be rounded to the nearest dollar.

RESOLVED, (c) should be completed to specify the amount of the employer contribution toward the cost of enrollment for annuitants. The amount specified must be at least \$1.00. This contribution will increase annually as prescribed by Section 22892(c).

RESOLVED, (d) should be completed to specify the percentage factor of the annual increase to the employer contribution for annuitant, but cannot be less than 5%. The employer contribution for annuitants will be calculated as the employer contribution for active employees multiplied by this percentage factor, multiplied by years of employer's participation in PEMHCA, to be effective with the January coverage each year.

RESOLVED, (e) should be completed with full name of the contracting agency.

RESOLVED, (f) should be completed with full name of the contracting agency.

RESOLVED, (g) requests the position title of the individual who handles the PEMHCA resolution for the contracting agency.

RESOLVED, (g) should be completed with full name of the contracting agency.

RESOLVED, (h) should be completed with the date the coverage is to become effective.

**Because resolutions serve as a legally binding document, we require the original resolution, certified copy with original signatures, or a copy of the resolution with the agency's raised seal.**

**For resolution processing, deliver to the following:**

### **Overnight Mail Service**

### **Regular Mail**

NEW – ALL BY GROUP, UNEQUAL, 1 FIXED (REV. 5/2015)

California Public Employees' Retirement System  
Health Contracts Unit, EAMD  
400 Q Street  
Sacramento, CA 95811

California Public Employees' Retirement System  
Health Contracts Unit, EAMD  
PO BOX 942714  
Sacramento, CA 94229-2714

The certification shown following the resolution is to be completed by those individuals authorized to sign for the contracting agency in legal actions and is to include the name of the executive body; i.e. Board of Directors, Board of Trustees, etc., the location and the date of signing.



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# STAFF REPORT

NO. FY16-07

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**TO:** BOARD OF DIRECTORS  
TONY MICHEL, FIRE CHIEF  
**FROM:** RENEE HILL, FIRE MARSHAL  
**SUBJECT:** FEE SCHEDULE UPDATE  
**DATE:** APRIL 8, 2016

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## RECOMMENDATION

Staff recommends the Board of Directors schedule a public hearing for Ordinance 2016-01 that authorizes changes to the District's current fee schedule.

## BACKGROUND

On May 15, 2013, the Board of Directors approved and adopted Ordinance No. 2013-01, which updated the Fire District's fee schedule in order to achieve cost recovery and to balance the delivery of Fire Prevention services and other District fees which were relevant at that time. The fees are based upon actual costs incurred by the Fire District and are authorized pursuant to the *California Health and Safety Code, Sections 13916 and 13919*; and are public noticed pursuant to *Section 66014 of the California Government Code* for cost recovery for services rendered. These fees apply to services that include:

- 1) Total compensation costs of the employee(s) responsible for providing a particular service
- 2) Total personnel hours utilized for conducting a plan review and/or file review
- 3) Database information entry
- 4) Personnel travel to and from a site
- 5) Site Inspection(s)
- 6) Written response and/or correspondence.

Additionally, overhead costs such as; utilities, phone, FAX, cell phone service, vehicle operation and replacement, liability and vehicle insurance are also factored into the fee structure (Attachment "C").

## CURRENT SITUATION

The District's current fee schedule does not reflect today's actual costs for our service delivery as well as annual personnel adjustments and utility costs. The new fee schedule will capture 100% cost recovery at current costs. Pursuant to all applicable codes, any increase or decrease in fees require an update to the District's fee ordinance.

**Attachments:**

**Attachment A Administrative Policy and Procedure A100.13, Fire Prevention Services and Fees**

This policy describes the procedure for the establishment, collection, and management of fire prevention services and fees.

**Attachment B Administrative Policy and Procedure, Fire Prevention Services Fees and Calculation Methods**

This policy and procedure worksheet illustrates the basis upon which hourly time commitments are determined for services provided in the fire prevention services and fee schedule.

**Attachment C Schedule of Fire Prevention Services and Fees**

This schedule details tasks, fee descriptions, average review and inspection time, and actual fee amounts. Additional supporting documents include:

- *Current Fire Prevention staff salary and total compensation schedule*
- *Administrative cost(s) breakdown*
- *Updated glossary of terms*

**Attachment D Adopting Ordinance 2016-01**

This is the ordinance which establishes updated fee for services and repeals Ordinance 2013-01.



# Rancho Santa Fe Fire Protection District

## ADMINISTRATIVE POLICY AND PROCEDURES

### ATTACHMENT "A"

#### ***FIRE PREVENTION SERVICES FEES AND CALCULATION METHODS***

FIRE CHIEF: \_\_\_\_\_

Section: **A100.13**

Date Implemented: **02-14-04**

Date Revised: **04-05-16**

Page: **1 of 9**

- I. **PURPOSE:** To illustrate the basis upon which hourly time commitments are determined for services provided in the fire prevention services and fees schedule.
- II. **POLICY:** The total hourly basis for fire prevention services are determined by calculating total personnel time commitment for processing a particular service request plus associated support costs. Personnel costs are determined by calculating the total personnel time plan review, file review, database entry, inspection, billing, written response, and travel to and from the site. Total associated support costs were determined by establishing the proportionate costs to the District for administering the Fire Prevention Bureau (Admin Fees) and proportionate use of related equipment (vehicles, computers), expendable supplies and ancillary services (phone, computer, consultant, utilities, insurance), as determined on an hourly basis.
- III. **PROCEDURE:** The basis for the District's deposit fee structure for the fire prevention fee schedule is based upon the following time figures, which represent the actual average time spent on the services listed below and associated support costs. 15 minutes (.25) have been added to all plan review activities to account for database information entry and 30 minutes (15 minutes each way) (.50) for each inspection activity to account for file review.

#### **a. Hourly Support Costs**

SERVICE	HOURLY AVERAGE	NOTES
Utilities/Supplies	\$24.00	Cost per month per hour
Phone/Fax/Cell	\$2.00	Cell phone (1 phone), fax, per hour usage.
Vehicles	\$2.60 Operation	Includes, equipment, service, fuel for one vehicle on an hourly basis. (.555 cents per mile) & depreciation expense
District Administration/ Overhead	\$16.75	2/3 Staff time hourly basis. Includes, bookkeeping, computers, office supplies, etc.
Liability & Vehicle Insurance	\$3.00	For one vehicle
COMBINED HOURLY ADMIN. FEE TOTAL	\$50.85/hr. Rounded to \$51.00/hr.	Total overhead & admin. Costs.

**FIRE PREVENTION SERVICES FEES AND  
CALCULATION  
ATTACHMENT “B”**

Section: **A100.13**

Date Implemented: 02-14-04

Date Revised: 04-05-16

Page: 2 of 9

**b. Personnel Cost on Hourly Basis and Total Employee Compensation**

Fees defined as follows:

Average time spent on service (First Number)  $.75 + .25 = 1.0$

Database entry into computer system (Second Number)  $.75 + .25 + .50 = 1.50$

Travel time to and from job site – not all inspection (Third Number)  $.75 + .25 + .75 = 1.75$

Total time to complete entire inspection (forth number)  $.75 + .25 + .50 = 1.50$

Reference Number	SERVICE	HOURLY AVERAGE	NOTES
<b>DEVELOPMENT PLAN REVIEW</b>			
1.1	Project Availability Form for Minor Subdivision, Minor Use Permit (new service letter) (5 parcels or less)	$.75 + .25 = 1.0$	Includes review and written response, database entry.
1.2	Project Availability Form for Major Subdivision (new service letter) ( 6 parcels or more)	$1.0 + .25 = 1.25$	Includes review and written response, database entry
1.3	TPM or Minor Subdivision Service Letter Renewal (5 parcels or less)(FM)	$.5 + .25 = .75$	Includes written response, database entry
1.4	TM or Major Subdivision Service Letter Renewal	$.5 + .25 = .75$	Includes written response, database entry
1.5	Final Map/Mylar Review (signing all mylar's)	$.25 + .25 = .50$	Includes standard review and database entry
1.6	Release of Map Covenants or letters for release of other projects i.e. coastal commission, planning department, fire flow etc.	$.50 + .25 + .75 = 1.50$	Includes site inspection and written response, data base entry or letters for release of other projects i.e. coastal commission, planning department, fire flow etc.
1.7	Cellular Sites	$.25 + .50 + .75 = 1.50$	Includes site inspection and written response and data-base entry
1.8	Major Use Permit (P/ or MUP) or Site Plan (P or STP)	$1.0 + .25 = 1.25$	Includes written response and database entry
1.9	Fuel Modification Plan/EIR /Neg. Dec	$1.50 + .25 = 1.75$	Includes written response, database entry
1.10	Review of fire protection plan Base Fee	6.0 + per hour	Includes review, written response, database entry, scanning documents

**FIRE PREVENTION SERVICES FEES AND  
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Section: **A100.13**

Date Implemented: 02-14-04

Date Revised: 04-05-16

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Reference Number	SERVICE	HOURLY AVERAGE	NOTES
1.11	Solar Panels. Ground or Roof Mounted for Residential or Commercial	$.25 + .25 = .50$	Includes review of plans
1.12	Administrative (AD), Variance (VAR), Vacation Review (VAC), or Zoning (ZAP)	$.25 + .75 = 1.00$	Includes Review of access, water supply and fire code compliance for zoning (ZAP), variance (VAR) and vacation (VAC) requests
1.13	Improvement Plans	$1 + .25 = 1.25$	Includes written response, database entry
1.14	Fire Hydrant Underground Plan (Residential or Commercial)	$.25 + .25 + .75 = 1.25$	Includes travel, site inspection and written response and database entry
1.15	Conceptual Site Landscaping Plan/Consultation	$1.0 + .25 = 1.25$	Includes written response and database entry
1.16	Conceptual Site Plan/Consultation	$.75 + .25 = 1.00$	Includes written response and database entry
1.17	Code Appeals	$2.25 + .75 = 3.00$	Includes review, research, written response, database entry
<b>NEW CONSTRUCTION</b>			
2.1	Grading Plan	$.50 + .25 + .75 = 1.50$	Includes plan review, site inspection and database entry
2.2	New residential construction (Up to 7,999 square foot)	$2.0 + .25 + .75 = 3.00$	Includes plan review, site, rough & final inspections and database entry
2.3	New residential construction (8,000 – 11,999 square foot)	$2.75 + .25 + .75 = 3.75$	Includes plan review, site, rough & final inspections, database entry
2.4	New residential construction (12,000 square foot and up)	$3.0 + .25 + .75 = 4.00$	Includes plan review, site, rough & final inspections, database entry
2.5	Residential addition or remodel <del>(Over 2,000 square feet) (FM)</del>	$.50 + .25 + .75 = 1.50$	Includes plan review, site, rough & final inspections, database entry

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Reference Number	SERVICE	HOURLY AVERAGE	NOTES
2.6	Residential Landscape Plans	$1.00 + .50 + .75 = 2.25$	Includes plan review, site, final inspections, database entry
2.7	Small Landscape plan reviews	$.50 + .25 = .75$	Review small landscape
2.8	Plan Change or Third and Subsequent Plan Submittals	$.25 + .25 = .50$	Includes second review of plan, database entry
2.9	Residential Building Plans Production Units (Models)	$1.5 + .25 + .75 = 2.50$	Includes plan review, site, rough & final inspections, database entry
2.10	Residential Building Plans (Production Units) each additional unit	$.75 + .25 + .75 = 1.75$	Includes additional plan review, site, rough & final inspections, database entry
2.11	Commercial Tenant Improvement	$1.00 + .50 + .75 = 2.25$	Includes plan review, site, rough & final inspections, database entry
2.12	Barns, Outbuildings, Detached Garages or Detached Outdoor Living Areas	$.50 + .25 + .75 = 1.50$	Includes plan review, site, rough & final inspections, database entry
2.13	Commercial/Industrial and Multi-Family Building Plans	$2.25 + 1.50 + .75 = 4.50$	Includes plan review for new commercial construction and site, rough, field inspection and database entry
<del>2.13</del>	<del>Commercial/Industrial and Multi-Family Plan Re-submittal (FM)</del>	<del><math>.5 + .25 = .75</math></del>	<del>Includes second review of plan, database entry</del>
2.14	Commercial/Industrial and Multi-Family Landscape Plans	$3.0 + .50 + .75 = 4.25$	Review of plans for fire safe planting for new construction and 1 field inspection each (site & final)

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Reference Number	SERVICE	HOURLY AVERAGE	NOTES
FIRE PROTECTION SYSTEMS AND INSTALLATIONS			
3.1	Residential fire sprinkler system, 13D or 13R	$.50 + 1.0 + .75 = 2.25$	Includes plan review, rough & final inspections, database entry
3.2	Residential fire sprinkler plans-PRD, each additional unit	$.25 + .25 + .75 = 1.25$	Includes additional plan review, rough & final inspections, database entry
<del>3.3</del>	<del>Residential fire sprinkler plan re-submittal (after the third review) (DFM)</del>	<del><math>.25 + .25 = .50</math></del>	<del>Includes second review of plan, database entry</del>
3.3	Commercial fire sprinkler system	$.75 + 1.0 + .75 = 2.50$	Includes plan review, rough & final inspections, database entry
3.4	Small commercial fire sprinkler systems	$.50 + .25 + .75 = 1.50$	Includes plan review, rough & final inspections, database entry
3.5	Small residential fire sprinkler systems	$.25 + .25 + .75 = 1.25$	Includes plan review, rough & final inspections, database entry
3.6	Underground Sprinkler System Plans (Commercial)	$.25 + .75 + .75 = 1.75$	Includes plan review, rough & final inspections, database entry
<del>3.6</del>	<del>Commercial sprinkler plan re-submittal (after the third review) (DFM)</del>	<del><math>.25 + .25 = .50</math></del>	<del>Includes second review of plan, database entry</del>
3.7	Commercial sprinkler tenant improvement	$.50 + .50 + .75 = 1.75$	Includes plan review, rough & final inspections, database entry
3.8	Special Fire Protection Installations--Hood & duct system, remote extinguishing systems	$1.0 + .50 + .75 = 2.25$	Hood & duct, remote extinguishing systems, includes inspection and database entry
3.9	Special Hazard Installations-High Piled Storage, Underground/Aboveground Storage Tanks, spray booths, industrial ovens, refrigeration systems, etc. (DFM)	$2.0 + 1.0 + .75 = 3.75$	Includes plan review, rough & final inspections, database entry

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Reference Number	SERVICE	HOURLY AVERAGE	NOTES
3.10	Fire Alarm System	$1 + .50 + .75 = 2.25$	Includes plan review, rough & final inspections, database entry
<b>MISCELLANEOUS FEES</b>			
4.1	Stamp Approval Transfer	$.25 + .50 = .75$	Transfer stamp approval from one plan to another (maximum 2 sets)
4.2	Knox Key Installation	$.25 + .50 + .75 = 1.00$	Includes plan review, site inspection, database entry
4.3	Temporary membrane structures, tents and canopies	$.75 + .25 + .75 = 2.75$	Includes site, and final approval database entry
4.4	Special Events (not including membrane structures, tents or canopies)	$.50 + .25 + .75 = 1.50$	Includes site, plan review, database entry
4.5	Pyrotechnics Display	$2.0 + .25 + .75 = 3.00$	Includes application review, database entry, pre-site
4.6	Business License Inspection (SDSO, CCLB permit)	$.75 + .25 + .75 = 1.75$	Includes site, database entry and re-inspection
4.7	Non-compliance re-inspection	$.50 + .75 + .75 = 2.00$	Conduct inspection of existing property which remains non-compliant with codes (3rd and subsequent inspections)
4.8	Non-compliance weed abatement re-inspection	$1.0 + .25 + .75 = 2.00$	Two site inspection and database entry
4.9	Forced weed abatement administrative fee (Expense of Abatement Report and Hearing)	Expense of abatement \$500	Includes above 4.5, plus work order, description of work, hearing, contractor meetings, inspections, billing and report.
4.10	Urgent Plan Check - Overtime Plan Review/Inspection new residential construction (Up to 7,999 square foot)	$4.12 + .37 + .75 = 5.24$	Includes base plan check time plus ½ time plus travel time and database entry



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Reference Number	SERVICE	HOURLY AVERAGE	NOTES
4.10 (cont.)	Urgent Plan Check New residential construction (8,000 -11,999 square foot) (DFM)	5.25 + .37 + .75 = 6.37	Includes base plan check time plus ½ time plus travel time and database entry
	Urgent Plan Check New residential construction (12,000 square foot and up) (DFM)	6.75 + .37 + .75 = 7.87	Includes base plan check time plus ½ time plus travel time and database entry
	Urgent Plan Check Commercial/Industrial and Multi-Family Building Plans (DFM)	6.37 + .37 + .75 = 7.49	Includes base plan check time plus ½ time plus travel time and database entry
4.11	Reproduction of Fire District Documents	\$5.00 for the first 5 pages, \$.70 for each additional page thereafter	Staff time, plus paper, copier, toner, electricity etc.
4.12	Reproduction of Fire District Documents on CD	Per CD	Cost of CD
4.13	Copies of Large Plans (C,D & E Size)	\$25 \$55 \$85	17x22 Ansi C 22x34 Ansi D 34x44 Ansi E
4.14	Color Copy Photos	\$1.00 \$1.50	4x6 = \$1.00 8½x11=\$1.50
4.15	Documents sent electronically, or accessed via the web site (www.rsf-fire.org)	No Fee	No Fee
4.16	Annexation Fees - each acre or portion thereof:	\$1,000	\$1,000
	Annexation Fees - Each Dwelling Parcel:	\$500	\$500
	Annexation Fees - Each Commercial/Industrial Parcel:	\$1,000	\$1,000
4.17	Meeting Facilities -Category 1- for use of District-owned meeting facilities by	\$50.00	\$50.00

***FIRE PREVENTION SERVICES FEES AND  
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Reference Number	SERVICE	HOURLY AVERAGE	NOTES
	members of the general public as noted.		
4.18	Meeting Facilities - Category 2 -for use of District-owned meeting facilities by members of the general public as noted.	\$250.00	\$250.00
4.19	Return Check Fee	\$25.00	Addition handling fee for retuned check plus the amount of the check
4.20	Reimbursement for other bank charges	Actual Cost	Actual Cost
4.21	Other services not listed services not otherwise specified herein	Actual cost	Actual cost
4.22	Inspection Cancellation fee (FM)	Per failure	Failure to cancel field inspection within 24 hours of set appointment
4.23	Inspection Cancellation fee (FPS)	Per failure	Failure to cancel field inspection within 24 hours of set appointment
4.24	Inspection Cancellation fee (F)	Per failure	Failure to cancel field inspection within 24 hours of set appointment
4.25	Fee recovery for special services	\$200.00	Per hour per apparatus
<b>TRAINING FACILITY FEES</b> <b>(for use by outside agencies)</b>			
5.1	Training Tower with grounds	\$400/per day	\$200/half day No Burn Room Use

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Reference Number	SERVICE	HOURLY AVERAGE	NOTES
5.2	Propane	Actual	Propane consumed during training
5.3	Burn Room	\$200/per hour	Per hour, plus tower fee. Includes three personnel to run the burn room and fuel cost
5.4	Multiple burn rooms	\$50.00/hour	Additional personnel may require at a rate of \$50 per hour per employee
5.5	Training Grounds	\$200 per day	Per day fee, no tower
5.6	Ventilation Prop	\$150 per day	Outsides agency required to replace and repair all materials used on prop
5.7	Confined space Prop	\$150 per day	Per day fee
5.8	Drafting/Test Pit	\$50 per apparatus	Per fire apparatus
5.9	Clean – up	\$150 per hour	If not done by using agency
5.10	Water use	Actual Cost	

**Rancho Santa Fe Fire Protection District  
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**ATTACHMENT "C"**

<b>PLAN REVIEW, CONSTRUCTION and SERVICE FEES</b>					
<b>Reference Number</b>	<b>DEVELOPMENT PLAN REVIEW (includes plan review &amp; written response if applicable)</b>	<b>Duty</b>	<b>Fee Description</b>	<b>Average Review &amp; Inspection Time (in hrs.)</b>	<b>Total Fee or Cost</b>
1.1	Project Availability Form for Minor Subdivision or Minor Use Permit (new service letter) (5 parcels or less)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions or Minor use permit	1.00	\$139
1.2	Project Availability Form for Major Subdivision (new service letter) (6 parcels or more)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions	1.25	\$174
1.3	TPM or Minor Subdivision Service Letter Renewal (5 parcels or less) <del>FM</del>	FM	Review of access, water supply, clearance & fire code requirements for subdivisions	0.75	\$104
1.4	TM or Major Subdivision Service Letter Renewal (6 parcels or more)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions	0.75	\$104
1.5	Final Map/Mylar Review (Signing all Mylars)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions. Includes standard condition letter	0.50	\$70
1.6	Release of Map Covenants or letters for release of other projects i.e. coastal commission, planning department, fire flow etc.	FM	Site inspection and written confirmation of installation of covenanted improvements.	1.50	\$209
1.7	Cellular Sites	FM	Review of access, water supply and fire code compliance	1.50	\$209
1.8	Major Use Permit (P or MUP) or Site Plan (S or STP)	FM	Review of plan for access, water supply, clearance and fire code requirements for a MUP or STP	1.25	\$174
1.9	Fuel Modification Plans or Environmental Review-Mitigated Negative Declaration	FPS/F	Review & comment of project's fire impacts & proposed mitigation	1.75	\$187
1.10	Review of Fire Protection Plan	FM	Review and comment letter, Scan fire protection plan into computer system. 6 hours base fee plus additional cost if necessary	6.00	\$834
1.11	Solar Panels. Ground or Roof Mounted for Residential or Commercial	FM	Review proposed installation of solar panels	0.50	\$70
1.12	Administrative (AD), Variance (VAR), Vacation Review (VAC), or Zoning (ZAP)	FM	Review of access, water supply and fire code compliance for zoning (ZAP), variance (VAR) and vacation (VAC) requests	1.00	\$139
1.13	Improvement Plans <del>Planned Residential Development (PRD)</del> Residential or Commercial	FM	Review of roadway, turnaround, building setback, access, and water supply requirements.	1.25	\$174
1.14	Fire Hydrant Underground Plan (Residential or Commercial)	FM	Review of underground installtion of fire hydrants and hydraulic calculations. Includes 2 site inspections.	1.25	\$174
1.15	Site Plan Review Landscape (single occupancy) conceptual/consultation	FS/F	Conceptual review of site plan for access, landscape, vegetation clearance and fire code requirements for a single occupancy. <i>Fee is based on 2 reviews.</i> Refer to 2.7 for additional review fees.	1.25	\$134
1.16	Site Plan Review (single occupancy) conceptual/consultation	FM	Conceptual review of site plan for access, water supply, clearance and fire code requirements for a single occupancy. <i>Fee is based on 2 reviews.</i> Refer to 2.7 for additional review fees.	1.00	\$139
1.17	Code Appeal	FM	Review of an appeal for an application of a fire code for matters other than a building permit or discretionary permit. This fee is non-fundable	3.00	\$417

**a. Field inspections may include site, frame, and/or final inspections.**

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Reference Number	NEW CONSTRUCTION (Includes plan review & inspection)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
2.1	Grading Plan (Any kind)	FPS	Review of access requirements pertaining to grading and 1 inspection	1.50	\$153
2.2	New residential construction (Up to 7,999 square foot)	FPS	Review of plans for fire & building code compliance for new residential construction and 2 field inspections. <sup>a</sup>	3.00	\$306
2.3	New residential construction (8,000 -11,999 square foot)	FPS	Review of plans for fire & building code compliance for new residential construction and 2 field inspections. <sup>a</sup>	3.75	\$383
2.4	New residential construction (12,000 square foot and up)	FPS	Review of plans for fire & building code compliance for new residential construction and 2 field inspections. <sup>a</sup>	4.00	\$408
2.5	Residential addition or remodel ( <del>Over 2,000-Square feet</del> )	FPS	Review of plans for fire & building code compliance for new construction and 2 field inspections. <sup>a</sup>	1.50	\$153
2.6	Residential Landscape Plans	FPS/F	Review of plans for fire safe planting for new residential construction and 2 field inspections. <sup>a</sup> Additional charge after 2nd plan review. Refer to 2.7	2.25	\$241
2.7	Small Landscape plan review	FPS/F	Review of small landscape modification or changes for fire safe planting or landscaping structures such as a trellis. District maintains discretion to approve changes and plan modifications based on project size and plant	0.75	\$80
2.8	Plan Change or Third and Subsequent Plan Submittals.	FPS	Third plan submittal and all subsequent re-submittals.	0.50	\$51
2.9	Residential Building Plans- Planned Community (Model Homes)	FM	Review of site plan for fire & building code compliance for new construction and 2 field inspections. <sup>a</sup> Fee per unit	2.50	\$348
2.10	Residential Building Plans- Planned Community (Production Units), each additional unit	FM	Review of additional unit, site plan for fire & building code compliance for new construction and 2 field inspections. <sup>a</sup>	1.75	\$123
2.11	Commercial Tenant Improvement	FM	Review of plans for fire & building code compliance for new construction room addition and 2 field inspections. <sup>a</sup>	2.25	\$313
2.12	Barns, Outbuildings, Detached Garages or Detached Outdoor Living Areas	FM	Includes plan review and 2 field inspections. <sup>a</sup>	1.50	\$105
2.13	Commercial/Industrial and Multi-Family Building Plans	FM	Review of plans for fire & building code compliance for new commercial construction and 2 field inspections. <sup>a</sup>	4.50	\$626
<del>2.13</del>	<del>Commercial/Industrial and Multi-Family Plan Re-submittal</del>	<del>FM</del>	<del>Third commercial plan submittal and all subsequent re-submittals</del>	<del>0.75</del>	<del>\$114</del>
2.14	Commercial/Industrial and Multi-family Landscape Plans	FPS/F	Review of plans for fire safe planting for new construction and 1 field inspection each (site & final)	4.25	\$455

*a. Field inspections may include site, frame, and/or final inspections.*

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**ATTACHMENT "C"**

Reference Number	FIRE PROTECTION SYSTEMS and INSTALLATIONS	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
3.1	Residential fire sprinkler system, 13D- or 13-R	FPS	Plan review of residential fire sprinkler system 13-D one or two family dwelling and 1 field inspection each (rough & final)	2.25	\$230
3.2	Residential fire sprinkler plans-PRD, each additional unit	FPS	Plan review of residential fire sprinkler system 13-D one or two family dwelling and 1 field inspection each (rough & final)	1.25	\$128
<del>3.3</del>	<del>Residential fire sprinkler plan re-submittal</del>	<del>FPS</del>	<del>Third residential fire sprinkler plan submittal and all subsequent re-submittals</del>	<del>0.50</del>	<del>\$51</del>
3.3	Commercial fire sprinkler system	FPS	Plan review of new commercial fire sprinkler system and 2 field inspections. <sup>a</sup> Plan review conducted by independent engineer at an additional cost.	2.50	\$255
3.4	Small commercial fire sprinkler system	FPS	Plan review of small commercial fire sprinkler system (with the addition of 4 or less sprinkler heads) and 2 field inspections. <sup>a</sup> Approval is contingent on field inspection for adequate water pressure.	1.50	\$153
3.5	Small residential fire sprinkler system	FPS	Plan review of small residential fire sprinkler system (with the addition of 4 or less sprinkler heads) and 2 field inspections. <sup>a</sup> Approval is contingent on field inspection for adequate water pressure.	1.25	\$128
3.6	Underground Sprinkler System Plans	FPS	Plan review of underground supply to sprinkler system and 1 field inspection. Plan review conducted by independent engineer at an additional cost	1.75	\$179
<del>3.6</del>	<del>Commercial sprinkler plan re-submittal</del>	<del>FPS</del>	<del>Third commercial fire sprinkler plan submittal and all subsequent re-submittals/stamp transfer</del>	<del>0.50</del>	<del>\$51</del>
3.7	Commercial sprinkler tenant improvement	FPS	Plan review of existing commercial fire sprinkler system (addition of 5 or more sprinkler heads) and 1 field inspection each (rough & final). Plan review conducted by independent engineer at an additional cost	1.75	\$179
3.8	Special Fire Protection Installations--Hood & duct system, remote extinguishing systems	FPS	Plan review and 1 inspection of new special extinguishing system. Plan review conducted by independent engineer at an additional cost.	2.25	\$230
3.9	Special Hazard Installations--High Piled Storage, Underground/Aboveground Storage Tanks, spray booths, industrial ovens, refrigeration systems, etc.	FM	Plan review and 1 inspection of high piled storage, underground/aboveground tanks, spray booths, industrial ovens, refrigeration systems, etc. Plan review conducted by an independent engineer at an additional cost.	3.75	\$521
3.10	Fire Alarm System	FPS	Plan review approval and 1 inspection of a fire alarm system. Plan review conducted by an independent engineer at an additional cost.	2.25	\$230

*a. Field inspections may include site, frame, and/or final inspections.*

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**ATTACHMENT "C"**

Reference Number	MISCELLANEOUS FEES (includes review and/or inspection as indicated)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
4.1	Stamp Approval Transfer	FM	Reviewing plans and transferring necessary stamps	0.75	\$53
4.2	Knox Key Installation	FPS/F	Site inspection of installation of and proper operation of knox key device.	1.00	\$70
4.3	Temporary Membrane Structures, Tents and Canopies	FPS	Permit and Inspection fee, includes permit, plan review, travel to and from and data entry	2.75	\$193
4.4	Special Events (Not including membrane structures, tents and canopies)	FPS/F	Site plan review, site inspection, travel to and from and data entry	1.50	\$105
4.5	Pyrotechnics Display	FPS	Application review, pre-site inspection, travel to and from and data entry	3.00	\$306
4.6	Business License Inspection (SDSO, CCLB, or other outside agency)	FPS/F	Conduct inspection of existing property which requires annual inspection by AHJ	1.75	\$179
4.7	Non-compliance re-inspection	FPS/F	Conduct inspection of existing property which remains non-compliant with codes (3rd and subsequent inspections)	2.00	\$204
4.8	Non-compliance weed abatement re-inspection	FPS/F	Conduct legal noticing and re-inspections of a property which remains non-compliant after expiration of final notice to abate hazard	2.00	\$214
4.9	Forced weed abatement administrative fee (Expense of abatement Report and Hearing) (Ordinance 02-01 )	FPS/F	Includes above, plus work order, description of work, contractor meetings, expense of abatement, inspections, billing, and report.	Expense of abatement	\$500
4.10	Urgent Plan Check - Overtime Plan Review/Inspection		New residential construction Up to 7,999 square foot) Includes base plan check time plus ½ time plus travel time and data base entry	5.24	TBD
			New residential construction (8,000-11,999 square foot and up) Includes base plan check time plus ½ time plus travel time and data base entry	6.37	TBD
			New residential construction (12,000 square foot and up) Includes base plan check time plus ½ time plus travel time and data base entry	7.87	TBD
			Commercial/Industrial and Multi-Family Building Plans Includes base plan check time plus ½ time plus travel time and data base entry	7.49	TBD
4.11	Reproduction of Fire District Documents	N/A	\$5.00 for the first 5 pages, \$.70 for each additional page thereafter		\$5
4.12	Reproduction of Fire District Documents on CD	N/A	Per CD		\$9
4.13	Copies of Large Plans (C,D & E Size)	N/A	Copies - Building, site plan, Landscaping, Fire Sprinklers and Grading.	17x22Ansi C 22x34 Ansi D 34x44 Ansi E	\$25 \$55 \$85
4.14	Color Copies Photos	N/A	Size is 4" x 6" Size is 8 1/2" x 11" per page or per photo	4x6 =\$1.00 81/2X11 = \$1.50	TBD
4.15	Documents sent electronically, or accessed via the web site (www.rsf-fire.org)	N/A	No Charge		\$0
4.16	Annexation Fees	N/A	each acre or portion thereof:		\$1,000
			Each Dwelling Parcel:		\$500
			Each Commercial/Industrial Parcel:		\$1,000

**Rancho Santa Fe Fire Protection District  
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**ATTACHMENT "C"**

*a. Field inspections may include site, frame, and/or final inspections.*

Reference Number	MISCELLANEOUS FEES (includes review and/or inspection as indicated)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
4.17	Meeting Facilities - for use of District-owned meeting facilities by members of the general public as noted.	N/A	Category 1- not for profit non commercial community services groups which have members who reside in the District (Tax Exempt (501.C.3) - set-up/cleaning fee		\$50
4.18	Meeting Facilities - for use of District-owned meeting facilities by members of the general public as noted.	N/A	Category 2- all other organizations - set-up/cleaning fee		\$250
4.19	Returned Check Fee	N/A	Additional handling fee for returned check plus the amount of the check		\$25
4.20	Postage/supplies Cost	N/A	Actual cost	Actual	Actual
4.21	Other services not listed	N/A	Services not otherwise specified herein	Actual	Actual
4.22	Inspection Cancellation fee (Fire Marshal)	FM	Failure to cancel field inspection within 24 hours of set appointment	per failure	\$139.00
4.23	Inspection Cancellation fee (FPS)	FPS	Failure to cancel field inspection within 24 hours of set appointment	per failure	\$102.00
4.24	Inspection Cancellation fee (FPS II / Forester)	FPS/F	Failure to cancel field inspection within 24 hours of set appointment	per failure	\$107.00
4.25	Fee recovery for special services	N/A	Apparatus charge	Per hour	\$200.00
Reference Number	TRAINING FACILITY FEES - for use by outside agencies		Fee Description		Total Fee or Cost
5.1	Training Tower w/ grounds	N/A	No Burn Room (per day)		\$400/day \$200/half day
5.2	Propane	N/A	Propane consumed during training		Actual
5.3	Burn room	N/A	Per Hour, plus tower fee. Includes three personnel to run the burn room and fuel costs		\$200/hour
5.4	Multiple burn rooms	N/A	Additional personnel may be required at a rate of \$50 per hour, per employee		\$50/hour
5.5	Training Grounds	N/A	Per day fee. No Tower		\$200/day
5.6	Ventilation Prop	N/A	Per day fee. Outside agency required to replace and repair all materials use on the prop		\$150/day
5.7	Confined Space prop	N/A	Per day fee		\$150/day
5.8	Drafting/Testing Pit	N/A	Per Fire Apparatus		\$50/apparatus
5.9	Clean up	N/A	If not done by using agency		\$150/hour
5.10	Water Use	N/A	Actual cost		Actual

*a. Field inspections may include site, frame, and/or final inspections.*



## ORDINANCE No. 2016-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING FEES FOR SERVICES BY REFERENCE TO THE CALIFORNIA HEALTH AND SAFETY CODE SECTION 13916 AND SECTION 13919 AND REPEALING ORDINANCE 2013-01.

The Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego ordains as follows:

**ARTICLE I.** The Rancho Santa Fe Fire Protection District has incurred un-reimbursed discretionary development costs and is anticipating that further new discretionary development will occur within the District, which will place a greater demand on the existing staffing resources of the fire prevention bureau. Escalating demands have also been placed upon suppression personnel in conducting increasingly numerous and complex occupancy inspections.

**ARTICLE II.** The Rancho Santa Fe Fire Protection District is charged with the responsibility of enforcing applicable codes pertaining to fire and panic safety and other regulations of the State Fire Marshal pursuant to Section 13146 of the California Health & Safety Code.

**ARTICLE III.** The Rancho Santa Fe Fire Protection District incurs additional costs in lost personnel hours and expended District resources when said fire prevention services are of a recurrent nature and the result of discretionary development. The District charges fees to recover costs incurred for the provision of said services, however, said fees require periodic revision to reflect current personnel costs.

**ARTICLE IV.** The Fire Chief may impose a fee for recovery of expenses incurred as a result of activities undertaken pursuant to enforcing the fire prevention provisions of the fire code, pursuant Health and Safety Code Section 13916 and 13919 and Govt. Code Section 66014.

**ARTICLE V.** Fire district fees are based upon the actual costs incurred by the fire agency, which are based upon the total compensation of the employee(s) providing a particular service and include total personnel hours utilized for plan review, file review, database information entry, travel to and from the site, written response, and site inspection.

**ARTICLE VI.** The actual fee shall be paid by the applicant to the fire district at time of application or submittal to cover the actual costs in accordance with the aforementioned schedule for an *INSPECTION* or *PLAN REVIEW* or any *OTHER SERVICES* listed on the fee schedule.

**ARTICLE VII.** The cost for the provision of said services shall not exceed the costs reasonably borne by the District.

**ARTICLE VIII.** In the event that fees are not paid at the time of application or upon request for additional fees, the District shall not be obligated to process, approve, or take further action on renewable permits, installation, removal, activity or alteration permits, inspections, plan reviews, or other services necessitating a fee as delineated in the Fire District Fee Schedule.

**ARTICLE IX.** The Board of Directors hereby declares that should any section, paragraph, sentence or word of this ordinance or of the Fire District Fee Schedule referenced herein be declared for any reason to be invalid, it is the intent of the Board that it would have adopted all other portions of this ordinance independent of the elimination there from of any such portion as may be declared invalid.

**ARTICLE X.** The Board of Directors, the Fire Chief or his/her designee shall have the ability to waive any and all fees as adopted by a Resolution of the Board of Directors. When fees are waived, a report shall be provided at the next Board of Directors meeting.

**ARTICLE XI.** The Board of Directors of the Rancho Santa Fe Fire Protection District does hereby approve the adoption of the attached Schedule of Fire District Services and Estimated Fees therefore, (Attachment A, B & C).

**ARTICLE XII. Ordinance 2013-01 is hereby repealed.**

**ARTICLE XIII.**

The Secretary to the Board of Directors will certify to the adoption of this Ordinance and cause the same to be published in the manner required by law. This Ordinance will take effect forty-five (45) days after its final passage at a public hearing as required by law.

First Read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego, California, on the 13<sup>th</sup> day of April 2016. A public hearing and final adoption occurred on the (Date TBD) by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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James Ashcraft  
President

ATTEST

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KARLENA RANNALS  
Secretary



**Chairman**

Bill Horn  
County Board of  
Supervisors

March 25, 2016

**Vice Chairman**

Sam Abed  
Mayor  
City of Escondido

TO: Independent Special Districts of San Diego County

FROM: Executive Officer  
Administrative Assistant

**Members**

Dianne Jacob  
County Board of  
Supervisors

SUBJECT: **2015–2016 RUN-OFF Special Districts Election**

Andrew Vanderlaan  
Public Member

Lorie Zapf  
Councilmember  
City of San Diego

Lorraine Wood  
Councilmember  
City of Carlsbad

Jo MacKenzie  
Vista Irrigation District

Vacant  
Special District

**Alternate Members**

Greg Cox  
County Board of  
Supervisors

Chris Cate  
Councilmember  
City of San Diego

Racquel Vasquez  
Councilmember  
City of Lemon Grove

Ed Sprague  
Olivenhain Municipal  
Water District

Harry Mathis  
Public Member

**Executive Officer**

Michael D. Ott

**Legal Counsel**

Michael G. Colantuono

On March 4, 2016, the independent special districts were notified by letter that a run-off election would be required for the alternate special district member position on the Local Agency Formation Commission (LAFCO). A run-off election between the two top vote getters is necessary per the election rules, because none of the four candidates that participated in the recent election received a majority of the votes cast. Judy Hanson of the Leucadia Wastewater District received 15 votes; Dennis Sanford of the Rainbow Municipal Water District received 9 votes; Mark Robak of the Otay Water District received 5 votes and Joel Scalzitti of the Helix Water District received 4 votes.

An approximate ten week time period will be provided for the run-off election for the two top vote getters (Judy Hanson and Dennis Sanford), commencing on **March 25, 2016**. The run-off election will be held by mailed ballot with a **June 3, 2016** due date for the return of ballots. The top vote getter must again receive a majority of the votes cast and the installation is tentatively scheduled for the August 1, 2016 LAFCO meeting.

Special District Election Ballots and Vote Certification forms on which to record the votes are attached (**Attachment 1**). A list of the eligible independent special districts is provided for your convenience in label format (**Attachment 2**). A summary of the nominations and copies of Nomination Forms are also attached (**Attachment 3**).

**Ballots without a valid authorized signature, or ballots cast for more than the indicated number of positions will be disregarded.**

March 25, 2016

The ballots should be considered by your full district board. As stated in the previous ballot materials, State Law and the Selection Committee Rules require a district's vote to be cast by its presiding officer, or an alternate member of the *legislative body* appointed by the other members. Therefore, the certification form has been incorporated with the ballot forms to be signed by the board member who has been designated to cast your district's votes. **A ballot received without a signed certification form will not be counted.**

Write-in candidates are permitted, and spaces have been provided for that purpose. The deadline for receipt of the ballots by LAFCO is **June 3, 2016**. The Selection Committee Rules require that marked ballots be returned **by certified mail, return receipt requested**. Facsimile (FAX) ballots and certification forms will be accepted, **if necessary to meet the ballot deadline**, but originals must be submitted as soon as possible thereafter.

The Selection Committee Rules stipulate that a majority of the districts shall constitute a quorum for the conduct of committee business. There are 61 independent special districts in San Diego County; therefore, a minimum of **31** ballots must be received to certify that a legal election was conducted. The ballots will be kept on file in this office, and may be inspected, upon request.

Please contact me or Tamaron Luckett at (858) 614-7755 if you have any questions.



MICHAEL D. OTT  
Executive Officer



TAMARON R. LUCKETT  
Administrative Assistant

MDO:TRL/trl

Attachments

- (1) Special District Election Ballots and Vote Certification Run-Off Form
- (2) Independent Special District List
- (3) Independent Special District Summary of Nominations and Copies of Nomination Forms

**2015-2016 RUN-OFF SPECIAL DISTRICTS ELECTION  
BALLOT and VOTE CERTIFICATION  
FOR ALTERNATE LAFCO SPECIAL DISTRICT MEMBER**

**VOTE FOR ONLY ONE**

\* **Judy Hanson** [ ]  
(Leucadia Wastewater District)

**Dennis A. Sanford** [ ]  
(Rainbow Municipal Water District)

**Write-In**

\_\_\_\_\_ [ ]  
(Print Name)

I hereby certify that I cast the votes of the \_\_\_\_\_  
(Name of District)  
at the 2015-2016 Special Districts Selection Committee Election as:

[ ] the presiding officer, or\*\*

[ ] the duly-appointed alternate board member.\*\*

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**\*\*The ballot and vote certification form must be signed by the board member who has been designated to cast your district's votes. A ballot received without a signed certification form will not be counted.**

\* = Nominating Committee's Recommendation

**Return Ballot and Vote Certification Form to:  
San Diego LAFCO  
Tamaron Lockett  
9335 Hazard Way, Suite 200  
San Diego, CA 92123  
(858) 614-7755 (office) · (858) 614-7766 (FAX)**

## SUMMARY OF NOMINATIONS

### LAFCO Alternate Special District Member Nominees

**Judy Hanson** (Leucadia Wastewater District)

**Dennis A. Sanford** (Rainbow Municipal Water District)

OCT - 8 2015

(Office Use)

## SAN DIEGO LAFCO

## NOMINATED BY:

District Name: Leucadia Wastewater District

District Phone: (760) 753-0155

## NAME OF NOMINEE:

Name: Judy Hanson

Address: 1960 La Costa Avenue, Carlsbad, CA 92009

Phone: (760) 753-0155

## NOMINATED FOR:

Please check one box  
Refer to the List of  
Incumbents.

## LAFCO POSITION:

- ( ) Regular Special District Member (Term expires in 2017)  
 (✓) Alternate Special District Member (Term expires in 2019)

## SPECIAL DISTRICTS ADVISORY COMMITTEE POSITION:

- ( ) Special Districts Advisory Committee (Term expires in 2019)

DISTRICT  
EXPERIENCE:

Ms. Hanson has served on Leucadia Wastewater District (LWD) Board of Directors since 1983 and was re-elected in 2012. She is also a member of LWD's Human Resources, Investment & Finance, and Employee Recognition Committees.

## LAFCO EXPERIENCE:

Ms. Hanson has served on the Special Districts Advisory Committee since 1996 and has consistently attended LAFCO meetings.

ADDITIONAL  
INFORMATION:

Ms. Hanson also serves as a Board member of the California Sanitation Risk Management Authority (CSRMA). In addition, she has served on the San Diego Chapter of California Special District Association (CSDA) for approximately seven years, where she held various positions including the Chapter President.

Print name: Paul J. Bushee, General Manager

Presiding Officer Authorized Signature: 

\*In accordance with Government Code Section 56332, LAFCO Regular and Alternate Special District Commissioners must be members of the legislative body of an independent Special District who reside in San Diego County.

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2015Nomination.doc>.

ATTACHMENT 2



DATE RECEIVED  
BY LAFCO:

SEP 21 2015

2015 LOCAL AGENCY FORMATION COMMISSION  
NOMINATION / RESUME

(Office Use)

## SAN DIEGO LAFCO

## NOMINATED BY:

District Name:	Rainbow Municipal Water District
District Phone:	760-728-1178

## NAME OF NOMINEE:

Name:	Dennis A. Sanford
Address:	3707 Old Highway 395 Rainbow CA 92028
Phone:	714-299-9865

## NOMINATED FOR:

Please check one box Refer to the List of Incumbents.	<b>LAFCO POSITION:</b> ( ) Regular Special District Member (Term expires in 2017) (x) Alternate Special District Member (Term expires in 2019)
	<b>SPECIAL DISTRICTS ADVISORY COMMITTEE POSITION:</b> ( ) Special Districts Advisory Committee (Term expires in 2019)
<b>DISTRICT EXPERIENCE:</b>	Served as Director for 5 years Served as President of the Board of Directors 1 year Served as President of North County JPA 1 year Served as Director San Diego County Water Authority 2 years Served as RMWD Santa Margarita Watershed Representative 3 years
<b>LAFCO EXPERIENCE:</b>	As President and Director the RMWD Board of Directors during the FPUD/RMWD situation, I have developed a very good working knowledge of the importance of LAFCO and its functions over the past 2 years. I believe, due to my experience with various public agencies in San Diego County, I could lend valuable insight and favorably contribute to the LAFCO Commission. I have also served as the RMWD LAFCO representative for the past 3 years.
<b>ADDITIONAL INFORMATION:</b>	Served at President of Rainbow Community Planning Group 2 years Served a member of Rainbow Community Planning Group 6 years

Print name: Dennis A. Sanford

Presiding Officer Authorized Signature: 

\*In accordance with Government Code Section 56332, LAFCO Regular and Alternate Special District Commissioners must be members of the legislative body of an independent Special District who reside in San Diego County.

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2015Nomination.doc>.

ATTACHMENT 2



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# STAFF REPORT

16-08

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**TO:** BOARD OF DIRECTORS  
**FROM:** TONY MICHEL FIRE CHIEF  
**SUBJECT:** BUDGET AUTHORIZATION  
**DATE:** APRIL 6, 2016

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

Description	FY16 Budget	Funding Request	Funding Source	Action Requested
Re-landscape and improve sprinkler system	\$10,000	\$31,230.12	FY16 Budget \$10,000 Reserve – Capital (Specified) Environmental Initiative for Sustainability \$21,230.12	Authorize expenditure
<p>JUSTIFICATION for Funding Request:</p> <p>Staff request funds to convert and improve the front landscape of the 4S Ranch Fire Station to a drought tolerant, California native and fire resistive landscape. Additionally, the irrigation sprinkler system will also be changed to a water efficient system, with drip and rotor heads.</p> <p>If approved, the improved fire resistive/drought tolerant landscape can be utilized as a community education tool as an example of a fire resistive and drought tolerant landscape.</p>				