



RANCHO SANTA FE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING AGENDA

Rancho Santa Fe FPD
Board/Community Room – 16936 El Fuego
Rancho Santa Fe, California 92067

April 13, 2011
Regular Session 1:00 pm

RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

Pledge of Allegiance

1. Roll Call

2. Special Presentation

- a. Introduction
 - Introduce Firefighter/Paramedic
 - i) Cameron Stinson

3. Public Comment

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

4. Consent Calendar

- a. Board of Directors Minutes
 - i) Board of Directors minutes of March 2, 2011
- ACTION REQUESTED: **Approve**

b. Receive and File

i) Monthly/Quarterly Reports – ACTION REQUESTED: [Information](#)

(1) List of Demands

| | |
|--|----------------------|
| Check 22004 thru 22105 for the period March 1 – 31, 2011 totaling: | \$2,066,259.91 |
| Payroll for the period March 1 – 31, 2011 | <u>\$ 430,755.52</u> |
| TOTAL DISTRIBUTION | \$2,497,015.43 |

(2) Activity Reports – March 2011

- Fire Prevention (February & March 2011)
- Operations (February & March 2011)
- Training
- Fairbanks Ranch Station Replacement – Construction Change Orders

(3) District Articles – (February & March 2011)

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

- Ziemniak

5. Old Business

- a. None

6. New Business

a. Ad Hoc Committee Appointment - Audit

To discuss the auditor's required communication to the Board of Directors and appoint two board members to serve on the District's FY11 Audit Ad hoc Committee.

ACTION REQUESTED: [Appoint ad hoc committee](#)

b. Budget Authorization

To discuss and/or approve purchase of replacement vehicle. [Staff Report 11-07](#)

ACTION REQUESTED: [Approve](#)

c. EMS Coordinator, CSA 17

To discuss the future of the EMS Coordinator position funded by CSA-17. [Staff Report 11-08](#)

ACTION REQUESTED: [Direction and/or authorize adding EMS Coordinator position](#)

7. Oral Report

a. Fire Chief – Michel

- i) Fairbanks Ranch Replacement Fire Station – Update
- ii) Cielo Administration Building – Update
- iii) Sharing of Resources with City of Encinitas
- iv) District Activities
 - (1) Burn Institute Dinner
 - (2) Appreciation Dinner

b. Operations – Chief Ward

c. Training – Battalion Chief Davidson

d. Fire Prevention - Fire Marshal Hunter

e. Administrative Manager – Rannals

f. Board of Directors

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

8. Closed Session

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one (1) case*
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8
CONFERENCE WITH NEGOTIATORS FOR THE FOLLOWING REAL PROPERTY:
16936 ½ El Fuego, Rancho Santa Fe
Negotiating Parties: Board of Directors; Tony Michel, Fire Chief
Under Negotiation: Price
- c. With respect to every item of business to be discussed in closed session pursuant to Section 54957:
PUBLIC EMPLOYMENT
Title: Fire Chief

9. Adjournment

RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting – Agenda
Wednesday, April 13, 2011 1:00 pm PST

CERTIFICATION OF POSTING

I certify that on April 8, 2011 a copy of the foregoing agenda was posted near the regular 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 8, 2011

Karlana Rannals

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – March 2, 2011**

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

Pledge of Allegiance

Battalion Chief Jim Sturtevant led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Cliff Hunter, Fire Marshal; Darrin Ward, Division Chief; Bret Davidson, Battalion Chief; Jim Sturtevant, Battalion Chief; Chris Galindo, Administrative Captain; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the Board.

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

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

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Board of Directors minutes of February 9, 2011

b. Receive and File

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT to receive and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 21915 thru 22003 for the period February 1 – 28, 2011 totaling: \$ 465,572.59

Payroll for the period February 1 – 28, 2011 \$ 436,807.03

TOTAL DISTRIBUTION \$ 902,379.62

(2) Budget Review – July 1 - December 31, 2010

(3) Activity Reports – February 2011

▪ Training

(4) Correspondence

▪ Firtel

▪ Lewis

▪ Kellogg

5. Old Business

a. Fairbanks Ranch Station Replacement – Construction Change Orders

i) Eye Wash Station

Captain Galindo summarized the staff report provided. He reported that the District recently became aware that District facilities were not in compliance with OSHA approved eyewash stations in work areas that have a potential for the eyes of an employee to come into contact with a corrosive or toxic substance. After evaluating all facilities, it was discovered that the requirement for an eyewash station was not included in the specifications for the construction of the new Fairbanks Ranch Fire Station. A change order is necessary and the change order submitted is for \$1,637.56. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the change order request 920020 in the amount of \$1,637.56 for the installation of a pre-plumbed eyewash station.

ii) Underground Facilities

Captain Galindo summarized the staff report provided. He reported that Ledcor submitted change requests to cover costs associated with the additional work associated with the reconfigured underground facilities from the OMWD and SFID water services on El Apajo to the public right-of way.

He reported that change order request 920009 was approved by the fire chief because it was determined to be time sensitive to the construction. He requested the board ratify the change order request (\$2,534) authorized by the fire chief. He also reported change order request 920021 involved much of the work necessary for the revised installation and alignment changes of the El Apajo roadway underground facilities. The added cost is \$55,433.47. He recommended the Board approve the request. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT to ratify and/or approve the following change order requests for the Fairbanks Ranch Fire Station Project:

- 1) Ratify Change Order Request No. 920009 for \$2,534.00 previously approved by the Fire Chief; and
- 2) Approve Change Order Request No. 920021 for \$55,433.47 for the revised installation and alignment changes of the El Apajo roadway underground facilities.

6. New Business

a. Letter of Intent between Rancho Santa Fe Fire Protection District and Rancho Santa Fe Association

Chief Michel reported that through extensive negotiations with the appointed subcommittee (Ashcraft and Tanner) the Fire District and the Association have agreed to basic terms of an agreement to lease space at 16936 El Fuego. He reported that the District's legal counsel will draft, if requested, the formal lease agreement, which will be approved by the Board of Directors upon completion.

The Board, by consensus, agreed to move forward with the development of a formal lease and requested that legal counsel begin the preparation of the lease agreement.

7. Resolution/Ordinance

a. Resolution No. 2011-02

Ms. Rannals informed the Board that the District must update its resolution annually to participate in the Fire Mitigation Fee Fund program administered by the County of San Diego. She reported that the fee set by the County of San Diego Board of Supervisors is expected to remain the same for next fiscal year, 46 cents per square foot for new construction.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, and ADOPTED Resolution No. 2011-02 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program* on the following roll call vote:

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

8. Oral Reports

a. Fire Chief – Michel

He reported on the following topics:

- Fairbanks Ranch Replacement Fire Station
 - Update – Captain Galindo distributed an updated construction report. He informed the Board that because of rain delays, the project is behind schedule by 24 days.

Chief Michel reported that he received a “cease and desist” order from the County because the project did not have adequate emergency signaling; therefore, the road and signal work has come to a complete halt. He met with representatives from the Department of Public Works on March 2 regarding the traffic signal. He reported that the District may need to reinstate the flashing amber light in lieu of a signal light, which is an option discussed. He hopes to have this issue resolved soon.

- Cielo Administration Building - Update: Chief Michel provided an update on the progress of the tenant improvements, which is progressing rapidly. He reported that the project manager has given a revised completion date of March 16.
- Sharing Resources with City of Encinitas: he reported that he has had discussions at the request of Fire Chief Muir (City of Encinitas) about the possibility of operating a joint fire station in the Olivenhain area. He informed the board that there are areas in the fire district that does have long response times. He did a preliminary review of the “drive time” analysis to the areas of the fire district that have long response times. He informed the Board, that this could be a possibility in the future but he needs more data to better evaluate the information, review the pros and cons, and consider all options that could better serve the properties in the southwest part of the district.

- Cooperative Efforts: the leadership team met on Monday, March 1st. The discussion included looking at a phased approach for filling positions at the management level, the governance structure and the possibility of forming a Management JPA. The next scheduled meeting is set for April 19th.
- District Activities
 - Possible dates were provided to Rotary to schedule the annual appreciation dinner.

b. Operations –Chief Ward

Chief Ward reported on the following topics:

- Call activity:
 - There were no significant calls to report within the District
 - Congratulated Chief Davidson for the expertise and assistance he provided on the cliff rescue over a waterfall in Julian

c. Training – Battalion Chief Davidson

Chief Davidson summarized the monthly training activity, which included:

- New hire academy
- Hose lays
- EMS – CE’s

d. Fire Prevention – Fire Marshal Hunter

- Forestry Intern: applications are being accepted for the temporary position. Closing date to apply is March 31.
- Weed Abatement: in preparation to mail the annual weed abatement letters to property owners.

e. Administration – Administrative Manager Rannals

- No report

f. Board of Directors

- North County Dispatch JPA – Update – Director Ashcraft: Director Hillgren attended the meeting held February 24. She reported on three items of interest. 1) Discussed the cooperative agreement with Heartland Communications and the overall direction of merging operations into one location. 2) The board agreed to commit \$53,000 per year over a three-year period to fund the Capital Improvement Plan. 3) A preliminary budget was discussed and agreed by consensus to move forward. The budget is scheduled for approval on May 26, 2011.
- County Service Area 17 – Update – Director Hickerson: no report.
- Comments:
 - None

Ten-minute recess

The following was disclosed prior to convening to closed session:

Director’s Ashcraft, Hillgren, and Tanner are residents within the Covenant and members of the Rancho Santa Fe Association

9. Closed Session

Pursuant to the following Government Code Section, the Board of Directors convened in closed session from 3:30 – 4:42 pm for discussions on the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8
CONFERENCE WITH NEGOTIATORS FOR THE FOLLOWING REAL PROPERTY:

16936 ½ El Fuego, Rancho Santa Fe

Negotiating Parties: Board of Directors; Tony Michel, Fire Chief

Under Negotiation: Price

- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6
CONFERENCE WITH LABOR NEGOTIATORS

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

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

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Unrepresented Employees: Fire Chief; Fire Marshal; Battalion Chief (3); Administrative Manager

Under Negotiation: A successor Memorandum of Understanding/Compensation Resolution

NOTE: All members of the Board, Chief Michel and Ms. Rannals attended the Closed Session.

Upon reconvening, President Ashcraft reported that the Board received an update for the subject matters listed and that direction was provided to staff. The Board of Directors took no action.

10. Adjournment

Meeting adjourned at 4:43 pm.

Karlana Rannals
Secretary

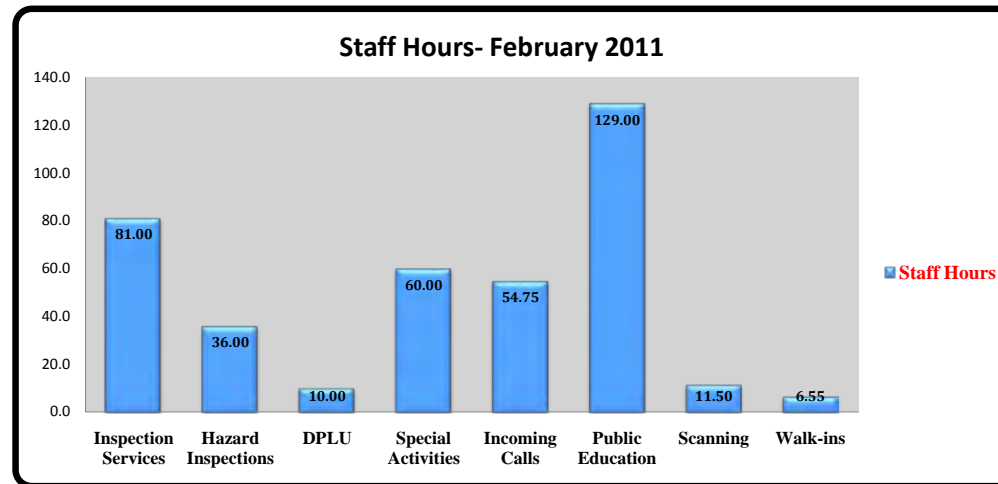
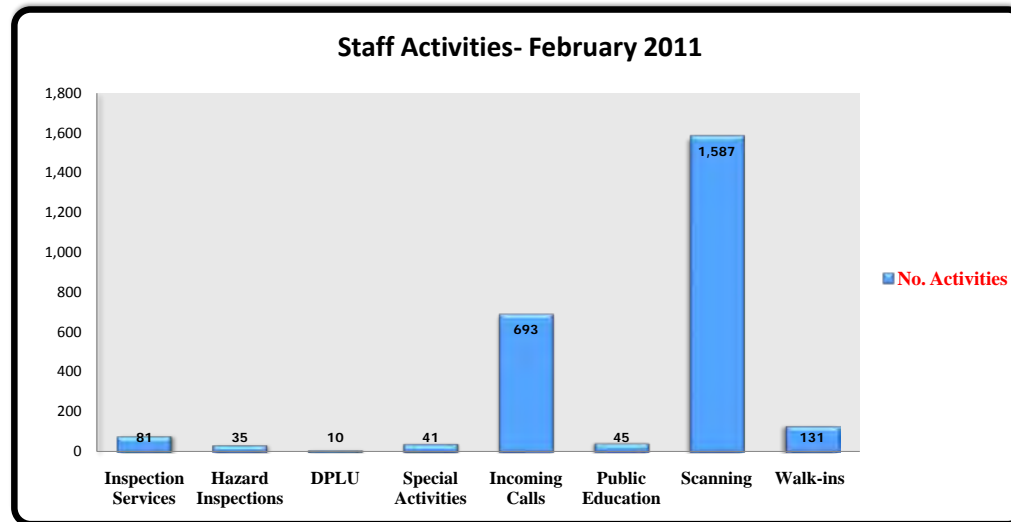
James H Ashcraft
President

| Check # | Amount | Vendor | Purpose |
|---------|----------------|---|---|
| 22004 | \$42.00 | AAA Live Scan | Background Investigation - Employment |
| 22005 | \$629.20 | Accme Janitorial Service Inc | Monthly Cleaning |
| 22007 | \$181.43 | AT&T Calnet 2 | Telephone |
| 22009 | \$117.00 | C.A.P.F. | Disability/Life Insurance |
| 22010 | \$412.46 | COR Security Inc | Building - Repair/Service |
| 22011 | \$1,476.48 | Direct Energy Business - Dallas | Elec/Gas/Propane |
| 22012 | \$946.65 | FailSafe Testing | Ladder Testing |
| 22013 | \$893.70 | Fire ETC Inc | Training Miscl Equipment/Supplies/Safety Clothing |
| 22014 | \$3,585.00 | Geocon Inc | FBR #3 Replacement |
| 22015 | \$160.00 | Government Finance Officers Association | Association Dues |
| 22016 | \$268.34 | HSBC Business Solutions | Janitorial Supplies |
| 22017 | \$3,644.14 | Jeff Katz Architecture | FBR #3 Replacement |
| 22018 | \$9,938.00 | Ledcor Construction C/O CB&T Escrow | FBR #3 Replacement |
| 22019 | \$97,020.00 | Ledcor Construction Inc | FBR #3 Replacement |
| 22020 | \$12,654.67 | North County EVS Inc | Apparatus Scheduled/Maintenance |
| 22021 | \$107,980.58 | PERS | PERS (Employer Paid) |
| 22022 | \$495.00 | Power Plus! | FBR #3 Replacement |
| 22023 | \$53.00 | Terminix International | Monthly Service Contract |
| 22024 | \$33.96 | The Screening Pros | Background Investigation - Employment |
| 22025 | \$40.54 | Transamerican Mailing & Fulfillment Inc | Weed Abatement |
| 22026 | \$53.03 | U P S | Shipping Service |
| 22027 | \$6,327.08 | U S Bank Corporate Payment System | Cal-Card./IMPAC program |
| 22028 | \$373.42 | Uniforms Plus | Uniform - Safety Personnel |
| 22029 | \$1,512.46 | Verizon Wireless | MDT Broadband + ATN Line/Cellular |
| 22030 | \$5,100.00 | WinTech Computer Services | Consulting Services |
| 22031 | \$1,300,000.00 | First American Title Insurance Co | Admin Building (Rancho Cielo) |
| 22032 | \$3.40 | ABC Mowers & Supply | Apparatus Tool/Equipment Replacement |
| 22033 | \$87.39 | Ace Uniforms & Accessories Inc | Uniform - Safety Personnel |
| 22034 | \$250.00 | AFSS Conference | Admin - Overnight Conf/Seminars |
| 22035 | \$400.00 | Arnold's Furniture Refinishing | Admin Bldg (Rancho Cielo) - Furnishings |
| 22036 | \$1,297.82 | AT&T Calnet 2 | Telephone |
| 22038 | \$720.69 | Brodings Battery Warehouse Inc | Battery's - Apparatus |

| Check # | Amount | Vendor | Purpose |
|----------------|---------------|-------------------------------------|--|
| 22039 | \$2,665.00 | CDW Government Inc. | Admin Bldg (Cielo) - Phone line Server |
| 22040 | \$406.66 | Cook Paging | Pager Repair/Replacement |
| 22041 | \$479.61 | COR Security Inc | Building - Repair/Service |
| 22042 | \$150.00 | Costco Inc. | Association Dues |
| 22043 | \$2,335.79 | County of SD/RCS | 800 MHz Network Admin Fees |
| 22044 | \$75.33 | Cutters Edge Inc | Apparatus Tool/Equipment Replacement |
| 22045 | \$71.10 | Daniels Tire Service Inc | Tires & Tubes |
| 22046 | \$34,228.57 | Dell Marketing | Admin Bldg (Cielo) & Fairbanks - Phone line Server/Computers |
| 22047 | \$2,807.00 | Design Space Modular Buildings Inc | FBR #3 Replacement |
| 22048 | \$86.99 | Directv | FBR #3 Replacement |
| 22049 | \$19.44 | FedEx | Shipping Service |
| 22050 | \$2,464.28 | Fitch Law Firm Inc | Legal Services |
| 22052 | \$152.00 | Golden Telecom Inc | Telephone Repair |
| 22053 | \$3,243.74 | Guardian Life Insurance Co | Dental Insurance |
| 22054 | \$62,398.20 | Health Net | Medical Insurance |
| 22055 | \$687.71 | Home Depot, Inc | Station Maintenance |
| 22056 | \$1,036.59 | HSBC Business Solutions | Janitorial Supplies/training/apparatus supplies |
| 22057 | \$24,163.00 | Ledcor Construction C/O CB&T Escrow | FBR #3 Replacement |
| 22058 | \$225,720.00 | Ledcor Construction Inc | FBR #3 Replacement |
| 22059 | \$615.07 | Life-Assist Inc | CSA-17 - Supplies |
| 22060 | \$1,500.00 | Mike Alder | Suppression Local Conf/Seminars |
| 22061 | \$11.95 | MyBackgroundcheck.com | Background Investigation - Employment |
| 22062 | \$327.95 | North County EVS Inc | Generator Maintenance |
| 22063 | \$27,156.08 | Olivenhain Municipal Water District | Weed Abatement/Water/FBR Replacement |
| 22064 | \$150.00 | RSFPFA | Firefighters Assn. |
| 22065 | \$2,159.78 | Rush Press Inc | Weed Abatement |
| 22066 | \$3,982.15 | San Diego Gas & Electric | Elec/Gas/Propane |
| 22067 | \$700.00 | Santa Fe Irrigation District | Vehicle Site Rental |
| 22068 | \$2,345.33 | AT&T Datacomm Inc | Admin Bldg (Cielo) - Phone line Server |
| 22069 | \$143.83 | Staples Advantage | Office Supplies |
| 22070 | \$64.00 | State of CA Dept of Justice | Background Investigation - Employment |
| 22072 | \$500.00 | Terminix International | Special Service in Admin Building |
| 22073 | \$33.96 | The Screening Pros | Background Investigation - Employment |

| Check # | Amount | Vendor | Purpose |
|------------------|-----------------------|--|--|
| 22074 | \$10,267.91 | The SoCo Group Inc | Gasoline & Diesel Fuel |
| 22075 | \$51.53 | U P S | Shipping Service |
| 22076 | \$710.45 | Waste Management Inc | Trash Disposal |
| 22077 | \$999.98 | Willis, Erwin L. | Equipment - Minor |
| 22078 | \$49.12 | AT&T | Telephone |
| 22079 | \$263.48 | AT&T Calnet 2 | Telephone |
| 22080 | \$14,882.49 | AT&T Datacomm Inc | Admin Bldg (Cielo) - Phone line Server |
| 22081 | \$686.00 | Cnty of SD APCD | Permits - County/City |
| 22082 | \$103.52 | Cutters Edge Inc | Apparatus Tools/Equipment Repair |
| 22083 | \$881.62 | Dell Marketing | Admin Building (Rancho Cielo) |
| 22084 | \$13,755.33 | EDD | Unemployment Insurance |
| 22085 | \$6,271.08 | Erickson-Hall Const Co Inc | Miscellaneous Reimbursable |
| 22086 | \$346.95 | FailSafe Testing | Ladder Testing |
| 22087 | \$489.38 | Fire ETC Inc | Safety Equipment/Clothing |
| 22088 | \$1,546.14 | Galls Retail | Uniform - Safety Personnel |
| 22089 | \$276.75 | HSBC Business Solutions | Janitorial Supplies |
| 22090 | \$1,189.84 | L N Curtis & Sons Inc | Rescue Equipment |
| 22091 | \$1,190.81 | Life-Assist Inc | CSA-17 - Supplies |
| 22093 | \$250.00 | New Earth Enterprises Inc | Landscaping Maintenance Service |
| 22094 | \$17,690.70 | North County Dispatch JPA | Dispatching |
| 22095 | \$219.67 | North County EVS Inc | Repair - ID 0811 |
| 22096 | \$675.00 | On-Call Computer Services | Consulting Services |
| 22097 | \$495.00 | Power Plus! | FBR #3 Replacement |
| 22098 | \$25,000.00 | Rancho Santa Fe Fire Protection District | Interfund Transfer |
| 22099 | \$1,612.81 | San Diego Gas & Electric | Elec/Gas/Propane |
| 22100 | \$436.32 | San Diego Medical Services | CSA-17 - Supplies |
| 22102 | \$144.00 | Terminix International | Monthly Service Contract |
| 22103 | \$543.16 | The Lincoln National Life Ins Co | Disability/Life Insurance |
| 22104 | \$22.00 | U P S | Shipping Service |
| 22105 | \$87.39 | Uniform Specialists Inc | Uniform - Safety Personnel |
| Various | \$5,542.93 | Various | Medical Reimbursement |
| Sub-total | \$2,066,259.91 | | |

| Check # | Amount | Vendor | Purpose |
|------------------|-------------------------------------|--------|---------|
| 15-Mar-11 | \$242,092.99 | | |
| 16-Mar-11 | \$8,773.40 | | |
| 25-Mar-11 | \$807.07 | | |
| 31-Mar-11 | \$179,082.06 | | |
| Sub-total | <u>\$430,755.52</u> | | |
| TOTAL | <u><u>\$2,497,015.43</u></u> | | |

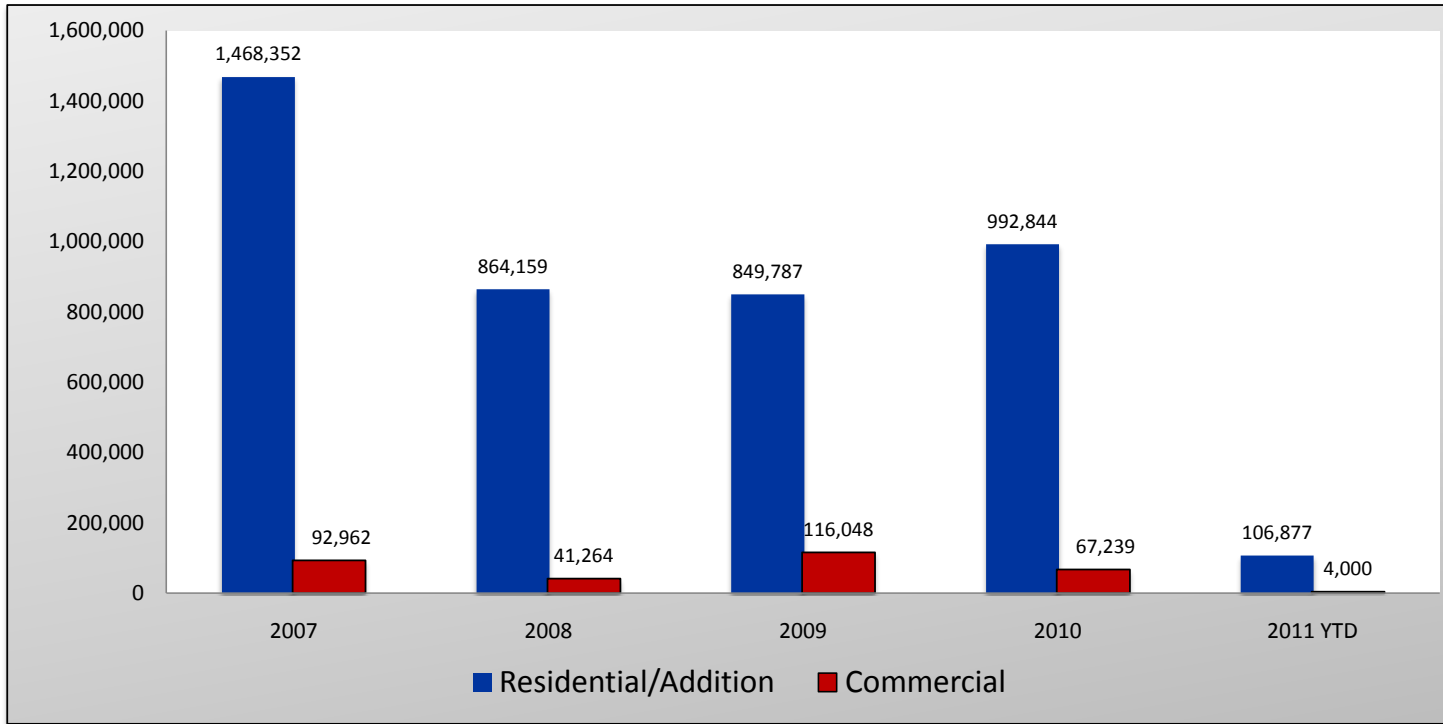


Comparison 2010/2011 Total Monthly Hours/Activities

| 2010 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-------------------|-----|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <i>Activities</i> | | | 2243 | 2303 | 2111 | 2042 | 3156 | 4747 | 2326 | 2105 | 1719 | 4434 |
| <i>Hours</i> | | | 683.8 | 536.8 | 596.0 | 519.7 | 671.5 | 612.4 | 489.5 | 647.7 | 527.5 | 524.7 |

| 2011 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-------------------|-------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| <i>Activities</i> | 2557 | 2623 | | | | | | | | | | |
| <i>Hours</i> | 413.7 | 388.8 | | | | | | | | | | |

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



| Year | Res/Add | Comm | Total |
|----------|-----------|---------|-----------|
| 2007 | 1,468,352 | 92,962 | 1,561,314 |
| 2008 | 864,159 | 41,264 | 905,423 |
| 2009 | 849,787 | 116,048 | 965,835 |
| 2010 | 992,844 | 67,239 | 1,060,083 |
| 2011 YTD | 106,877 | 4,000 | 110,877 |

Comparison 2010/2011 Total Square Footage

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|---------|---------|--------|---------|---------|--------|---------|--------|---------|--------|--------|--------|
| 2010 | 64,770 | 128,133 | 30,284 | 126,570 | 120,627 | 40,310 | 132,067 | 84,314 | 202,035 | 33,455 | 23,407 | 74,111 |
| 2011 | 105,548 | 5,329 | | | | | | | | | | |

PLAN REVIEW

| RESIDENTIAL PLAN REVIEWS | | Number of Structures | Sq Footage |
|--------------------------------------|-----------------|----------------------|------------------|
| | Fire Marshal | 0 | 0 |
| | Fire Inspectors | 0 | 0 |
| | Urban Forester | 0 | 0 |
| | TOTAL | 0 | 0 |
| RESIDENTIAL ADDITIONS | | Original Sq Footage | Added Sq Footage |
| | Fire Marshal | 29,523 | 5,329 |
| | Fire Inspectors | 1,124 | 0 |
| | TOTAL | 30,647 | 5,329 |
| COMMERCIAL PLAN REVIEWS | | Number of Structures | Sq Footage |
| | Fire Marshal | 0 | 0 |
| | Urban Forester | 0 | 0 |
| | Fire Inspectors | 0 | 0 |
| | TOTAL | 0 | 0 |
| TOTAL NEW CONSTRUCTION | | Sq Footage | |
| Based on permitted Sq footage | | Total Added | 5,329 |
| FIRE SPRINKLER REVIEWS | | Commercial | Residential |
| | Fire Inspectors | 3 | 49 |
| | TOTAL | 3 | 49 |
| TENANT IMPROVEMENTS | | Number of Structures | Sq Footage |
| | Fire Marshal | 2 | 2,700 |
| | Fire Inspectors | 1 | 0 |
| | TOTAL | 3 | 2,700 |
| LANDSCAPE REVIEWS | | Number of Reviews | Staff Hours |
| | Urban Forester | 11 | 9.5 |
| | TOTAL | 11 | 9.5 |

SERVICES PROVIDED- FIRE PREVENTION

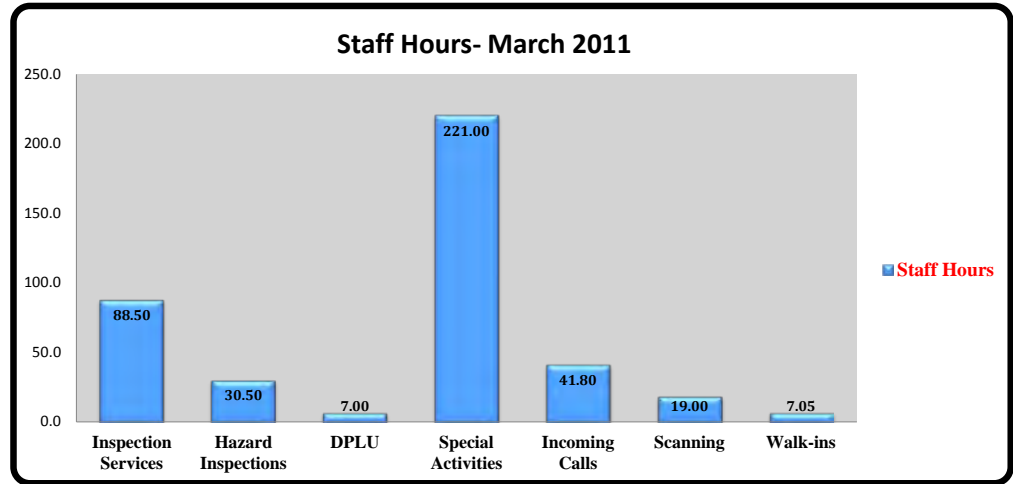
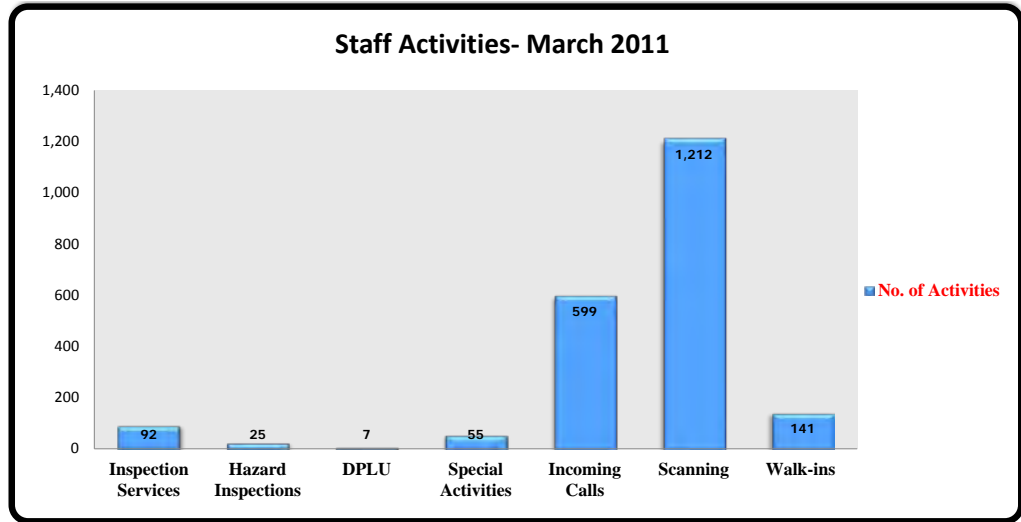
| DPLU -All Staff | Number | Staff Hours |
|---------------------------------------|------------------------------|--------------------|
| Project Availability Forms | 3 | 3.0 |
| Administrative Review | 4 | 4.0 |
| Approval Letters | 2 | 2.0 |
| CWPP | 1 | 1.0 |
| TOTAL | 10 | 10.0 |
| INSPECTION SERVICES- All Staff | | |
| | Number of Inspections | Staff Hours |
| Undergrounds | 5 | 5.0 |
| Hydros (Fire Sprinklers) | 12 | 12.0 |
| Finals (Structures) | 33 | 33.0 |
| Landscape | 3 | 3.5 |
| Reinspections | 5 | 5.0 |
| Tents/Canopy | 2 | 2.0 |
| Knox/Strobe | 7 | 7.0 |
| Fuels/Mod Zone | 1 | 1.5 |
| Code Enforcement | 6 | 5.0 |
| Engine Company Follow Up | 7 | 7.0 |
| TOTAL | 81 | 81.0 |
| HAZARD INSPECTIONS - All Staff | | |
| | Number of Inspections | Staff Hours |
| Weed Abatement Reinspection | 28 | 15.5 |
| Final Notice | 2 | 1.5 |
| Forced Abatement | 2 | 2.0 |
| Annual Mailers | 1 | 15.0 |
| Homeowner Meeting | 2 | 2.0 |
| TOTAL | 35 | 36.0 |
| GRADING -All Staff | | |
| | Number of Inspections | Staff Hours |
| Plan Review | 5 | 5.0 |
| TOTAL | 5 | 5.0 |

ADMINISTRATIVE SERVICES- FIRE PREVENTION

| SPECIAL ACTIVITIES/EDUCATION-All Staff | Number | Staff Hours |
|---|---------------|--------------------|
| GIS Mapping | 1 | 4.0 |
| Emergency Response/Support | 1 | 1.0 |
| Meetings | 36 | 40.0 |
| Supervision | 3 | 5.0 |
| TOTAL | 41 | 60.0 |
| FIRE PREVENTION -All Staff | | |
| FIRE PREVENTION -All Staff | Number | Staff Hours |
| Incoming Phone Calls | 693 | 54.8 |
| Consultations | 3 | 3.0 |
| Plan Review | 22 | 20.5 |
| Scanning | 1,587 | 11.5 |
| General Office | 25 | 25.0 |
| TOTAL | 2,330 | 114.8 |
| PUBLIC EDUCATION - PRC | | |
| PUBLIC EDUCATION - PRC | Number | Staff Hours |
| Update existing info & documents | 0 | 3.0 |
| Compile & write new information | 0 | 12.0 |
| Website Hits | 1,720.0 | |
| Social Media (Facebook,Twitter) | 371.0 | 2.0 |
| Design/Write Brochures , Flyers, etc. | 1.0 | 2.0 |
| Fire Wire (Quarterly) | 0 | 0.0 |
| On-Scene Public Information Officer | 0.0 | 0.0 |
| Press Releases | 1.0 | 2.0 |
| Other Articles/Stories/Interviews | 0 | 0.0 |
| Childrens Programs | 6 | 4.0 |
| Child Safety Seat Installations | 25 | 20.0 |
| Adult Programs | 0 | 8.0 |
| Events | 4 | 8.0 |
| Non-Prevention | 0 | 20.0 |
| Prevention Related-Clerical | 0 | 40.0 |
| Meetings | 8 | 8.0 |
| TOTAL | 45 | 129.0 |

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

| OFFICE COORDINATOR-PREVENTION | Number | Staff Hours |
|--|---------------|--------------------|
| Phone Calls (All Administrative Staff) | 475 | 23.8 |
| Walk in/Counter (All Administrative Staff) | 131 | 6.6 |
| Knox Application Request | 11 | 0.9 |
| UPS Outgoing Shipments | 7 | 0.6 |
| Plan Accepted/Routed | 26 | 4.3 |
| Special Projects: | 5 | 5.0 |
| Scanning Documents | 100 | 5.0 |
| Meetings: Admin Meeting/Prevention | 10 | 10.0 |
| Post Office | 15 | 10.5 |
| Deposits | 10 | 5.0 |
| TOTAL | 790 | 71.6 |

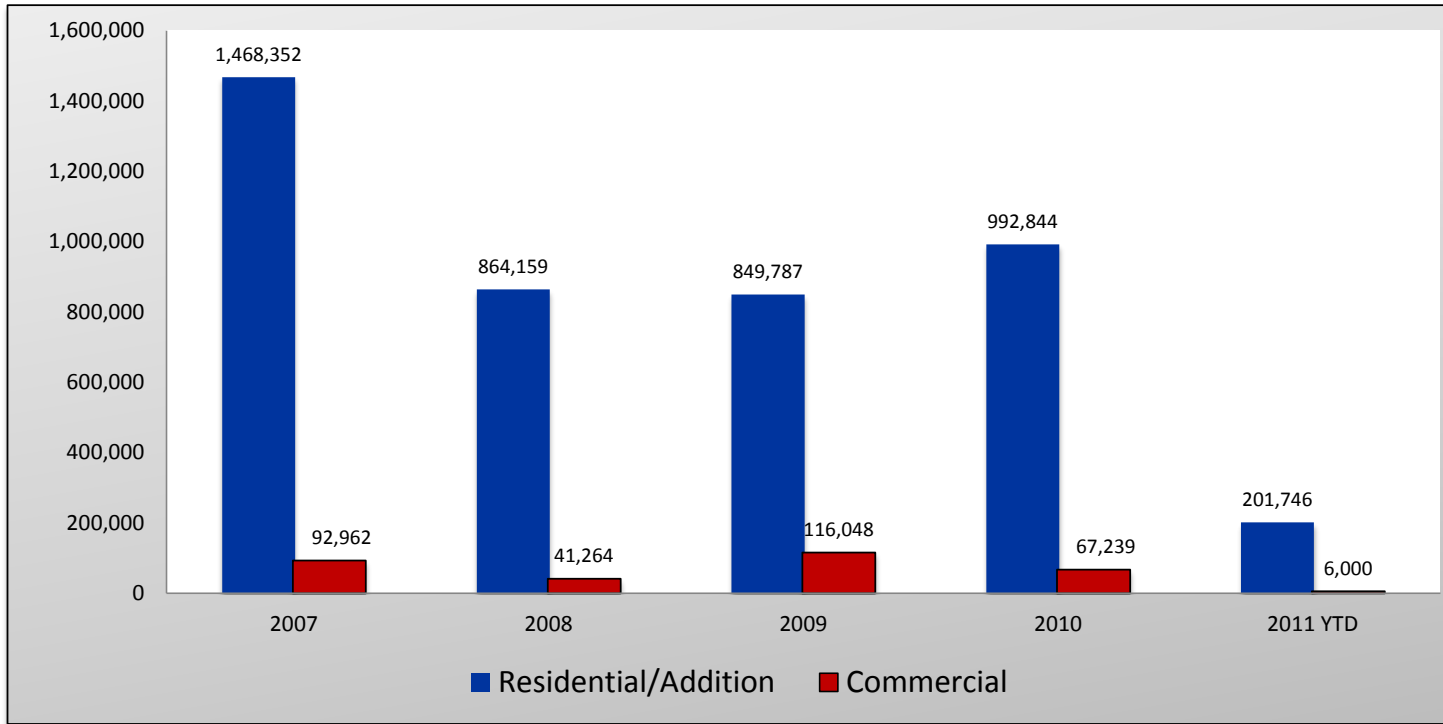


Comparison 2010/2011 Total Monthly Hours/Activities

| 2010 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-------------------|-----|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <i>Activities</i> | | | 2243 | 2303 | 2111 | 2042 | 3156 | 4747 | 2326 | 2105 | 1719 | 4434 |
| <i>Hours</i> | | | 683.8 | 536.8 | 596.0 | 519.7 | 671.5 | 612.4 | 489.5 | 647.7 | 527.5 | 524.7 |

| 2011 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-------------------|-------|-------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| <i>Activities</i> | 2557 | 2623 | 2131 | | | | | | | | | |
| <i>Hours</i> | 413.7 | 388.8 | 414.9 | | | | | | | | | |

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



| Year | Res/Add | Comm | Total |
|----------|-----------|---------|-----------|
| 2007 | 1,468,352 | 92,962 | 1,561,314 |
| 2008 | 864,159 | 41,264 | 905,423 |
| 2009 | 849,787 | 116,048 | 965,835 |
| 2010 | 992,844 | 67,239 | 1,060,083 |
| 2011 YTD | 201,746 | 6,000 | 207,746 |

Comparison 2010/2011 Total Square Footage

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|---------|---------|--------|---------|---------|--------|---------|--------|---------|--------|--------|--------|
| 2010 | 64,770 | 128,133 | 30,284 | 126,570 | 120,627 | 40,310 | 132,067 | 84,314 | 202,035 | 33,455 | 23,407 | 74,111 |
| 2011 | 105,548 | 5,329 | 96,869 | | | | | | | | | |

PLAN REVIEW

| RESIDENTIAL PLAN REVIEWS | | Number of Structures | Sq Footage |
|--------------------------------------|--|----------------------|------------------|
| Fire Marshal | | 1 | 12,636 |
| Fire Inspectors | | 23 | 78,233 |
| Urban Forester | | 0 | 0 |
| TOTAL | | 24 | 90,869 |
| RESIDENTIAL ADDITIONS | | Original Sq Footage | Added Sq Footage |
| Fire Marshal | | 3,000 | 2,478 |
| Fire Inspectors | | 23,783 | 1,522 |
| Urban Forester | | 0 | 0 |
| TOTAL | | 26,783 | 4,000 |
| COMMERCIAL PLAN REVIEWS | | Number of Structures | Sq Footage |
| Fire Marshal | | 1 | 2,000 |
| Urban Forester | | 0 | 0 |
| Fire Inspectors | | 0 | 0 |
| TOTAL | | 1 | 2,000 |
| TOTAL NEW CONSTRUCTION | | Sq Footage | |
| Based on permitted Sq footage | | Total Added | 96,869 |
| FIRE SPRINKLER REVIEWS | | Commercial | Residential |
| Fire Marshal | | 0 | 0 |
| Fire Inspectors | | 4 | 8 |
| Urban Forester | | 0 | 0 |
| TOTAL | | 4 | 8 |
| TENANT IMPROVEMENTS | | Number of Structures | Sq Footage |
| Fire Marshal | | 0 | 0 |
| Fire Inspectors | | 1 | 3,928 |
| Urban Forester | | 0 | 0 |
| TOTAL | | 1 | 3,928 |
| LANDSCAPE REVIEWS | | Number of Reviews | Staff Hours |
| Urban Forester | | 23 | 20.0 |
| Fire Marshal | | 0 | 0.0 |
| Fire Inspectors | | 0 | 0.0 |
| TOTAL | | 23 | 20.0 |

SERVICES PROVIDED- FIRE PREVENTION

| DPLU -All Staff | Number | Staff Hours |
|--|------------------------------|--------------------|
| Project Availability Forms | 2 | 2.0 |
| Use Permits | 0 | 0.0 |
| Zaps | 0 | 0.0 |
| Administrative Review | 2 | 2.0 |
| Habit Plans | 0 | 0.0 |
| Approval Letters | 3 | 3.0 |
| CWPP | 0 | 0.0 |
| TOTAL | 7 | 7.0 |
| INSPECTION SERVICES- All Staff | | |
| | Number of Inspections | Staff Hours |
| Undergrounds | 4 | 4.0 |
| Hydros (Fire Sprinklers) | 47 | 47.0 |
| Finals (Structures) | 19 | 19.5 |
| Landscape | 1 | 0.5 |
| Reinspections | 6 | 5.0 |
| Tents/Canopy | 4 | 4.0 |
| Burn Permits | 0 | 0.0 |
| Department of Social Service Licensing | 0 | 0.0 |
| Knox/Strobe | 7 | 4.0 |
| Fuels/Mod Zone | 0 | 0.0 |
| Code Enforcement | 3 | 3.5 |
| Engine Company Follow Up | 1 | 1.0 |
| Misc. | 0 | 0.0 |
| TOTAL | 92 | 88.5 |
| HAZARD INSPECTIONS - All Staff | | |
| | Number of Inspections | Staff Hours |
| Weed Abatement Inspection | 5 | 6.0 |
| Weed Abatement Reinspection | 8 | 6.5 |
| 1st Notice | 0 | 0.0 |
| 2nd Notice | 1 | 0.5 |
| Final Notice | 1 | 1.0 |
| Forced Abatement | 9 | 15.5 |
| Postings | 0 | 0.0 |
| Annual Mailers | 0 | 0.0 |
| Homeowner Meeting | 0 | 0.0 |
| WUI | 1 | 1.0 |
| TOTAL | 25 | 30.5 |
| GRADING -All Staff | | |
| | Number of Inspections | Staff Hours |
| Plan Review | 2 | 2.0 |
| TOTAL | 2 | 2.0 |

ADMINISTRATIVE SERVICES- FIRE PREVENTION

| SPECIAL ACTIVITIES/EDUCATION-All Staff | Number | Staff Hours |
|---|---------------|--------------------|
| GIS Mapping | 1 | 1.5 |
| Fire Protection Review | 0 | 0.0 |
| CalFire Crew Projects | 0 | 0.0 |
| Mutli-Hazard Mitigation | 1 | 6.5 |
| Hazmat | 0 | 0.0 |
| Emergency Response/Support | 3 | 4.0 |
| Training Classes | 3 | 46.0 |
| Confrences | 8 | 80.0 |
| Meetings | 36 | 40.0 |
| Other | 1 | 41.0 |
| Supervision | 2 | 2.0 |
| TOTAL | 55 | 221.0 |

| FIRE PREVENTION -All Staff | Number | Staff Hours |
|-----------------------------------|---------------|--------------------|
| Incoming Phone Calls | 599 | 41.8 |
| Consultations | 11 | 13.5 |
| Plan Review | 59 | 56.0 |
| Scanning | 1,212 | 19.0 |
| General Office | 40 | 40.0 |
| TOTAL | 1,921 | 170.3 |

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

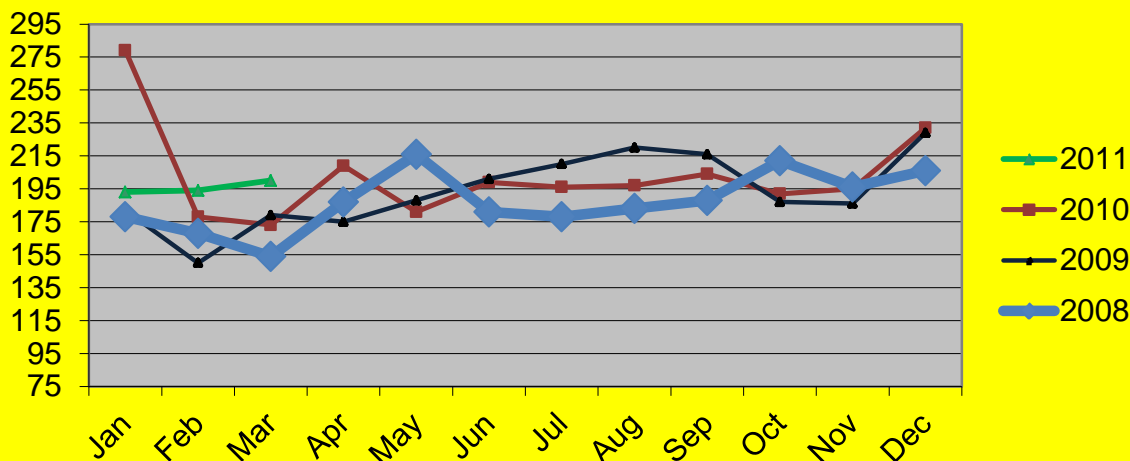
| OFFICE COORDINATOR-PREVENTION | Number | Staff Hours |
|---|---------------|--------------------|
| Phone Calls (All Administrative Staff) | 456.0 | 22.8 |
| Walk in/Counter (All Administrative Staff) | 141.0 | 7.1 |
| Knox Application Request | 6.0 | 0.5 |
| UPS Outgoing Shipments | 4.0 | 0.3 |
| Plan Accepted/Routed | 33.0 | 5.5 |
| Formatting Policies | 0.0 | 0.0 |
| Special Projects:Moving scanned files,moving, packing | 1000.0 | 20.0 |
| Scanning Documents | 100.0 | 5.0 |
| Meetings: Admin Meeting/Prevention | 13.0 | 13.0 |
| Post Office | 12.0 | 6.0 |
| Deposits | 10.0 | 5.0 |
| Training Classes: | 0.0 | 0.0 |
| TOTAL | 1775.0 | 85.2 |

| WEBSITE/INTERNET | Staff Hours |
|--|--------------------|
| Update existing info & documents: | 2.0 |
| <i>Updated home page with construction update, weed abatement information, and new office locations information.</i> | 2.0 |
| New design progress: | 10.0 |
| <i>Started adding pictures and verifying content on all pages under "Prepare and Prevent."</i> | 2.0 |
| <i>Created banners for all webpages</i> | 8.0 |
| Compile & write new information: | 2.0 |
| <i>New page for Admin building</i> | 2.0 |
| Website Hits - 1649 | |
| Social Media | 2.0 |
| <i>Facebook "Fans" - 149</i> | |
| <i> Uploaded pictures of Station 3 construction and Admin Rebuild</i> | 1.0 |
| <i> Posted information about upcoming move and station tour</i> | 0.5 |
| <i>Twitter "Follower" - 149</i> | |
| <i> Tweeted about move, pizza party, station tour, etc.</i> | 0.5 |
| <i>bit.ly clicks (last 30 days) - 26</i> | |
| TOTAL | 16.0 |
| PUBLICATIONS | |
| | Staff Hours |
| Design/write brochures, flyers, etc: | 8.2 |
| <i>Designed and distributed more "We're Moving" materials</i> | 8.0 |
| Fire Wire (quarterly): | 0.0 |
| <i>Solicit articles</i> | 0.2 |
| <i>Start preparing layout</i> | 1.0 |
| TOTAL | 8.2 |
| MEDIA RELATIONS | |
| | Staff Hours |
| On-scene Public Information Officer: | 4.0 |
| <i>House fire on RSF Lakes Road</i> | 4.0 |
| Press Releases: | 6.0 |
| <i>Weed Abatement</i> | 1.0 |
| <i>El Camino Traffic Collision</i> | 1.0 |
| <i>RSF Lakes Fire</i> | 1.0 |
| <i>Boot Drive</i> | 1.0 |
| <i>Casa Blanca Dryer Fire</i> | 1.0 |
| <i>Del Dios Traffic Collision</i> | 1.0 |
| Other Articles/Stories/Interviews: | 0.0 |
| TOTAL | 10.0 |

| EDUCATIONAL PROGRAMS/PRESENTATIONS | | Staff Hours |
|--|--|--------------------|
| Children's Programs | | 4.0 |
| <i>Birthday parties - 1</i> | | 1.0 |
| <i>Station Tour - [3 scheduled, 2 attended]</i> | | 3.0 |
| Child Safety Seat Installations: | | 5.0 |
| <i>Scheduled 6</i> | | 1.0 |
| <i>Installed 4</i> | | 4.0 |
| <i>Please note we did not schedule any during the move</i> | | |
| Adult Programs: | | 0.0 |
| TOTAL | | 9.0 |
| | | |
| EVENTS | | Staff Hours |
| External Events: | | 3.0 |
| <i>FPW Pizza Parties - 3 parties</i> | | 3.0 |
| Internal Events: | | 0.0 |
| TOTAL | | 3.0 |
| | | |
| CONTINUING EDUCATION | | Staff Hours |
| Training Classes: | | 0.0 |
| Conferences: | | 0.0 |
| Meetings: | | 10.0 |
| <i>Staff Meetings - 7</i> | | 7.0 |
| <i>Captain's Meeting - 1</i> | | 3.0 |
| TOTAL | | 10.0 |
| | | |
| CLERICAL | | Staff Hours |
| Prevention-related: | | 38.3 |
| <i>Mailbox, email inbox, phone calls, news clips, etc.</i> | | 38.0 |
| <i>Phone Calls - 42</i> | | 0.3 |
| Meeting Minutes: | | 0.0 |
| <i>Captain's Meeting</i> | | |
| Non-prevention/non-minute related: | | 18.0 |
| TOTAL | | 56.3 |
| | | |
| Please note: It was too hard to log hours spent on the move in this report. | | |
| TOTAL HOURS | | 112.5 |

January 2011 Operations Report

Four Year Monthly Response Comparison

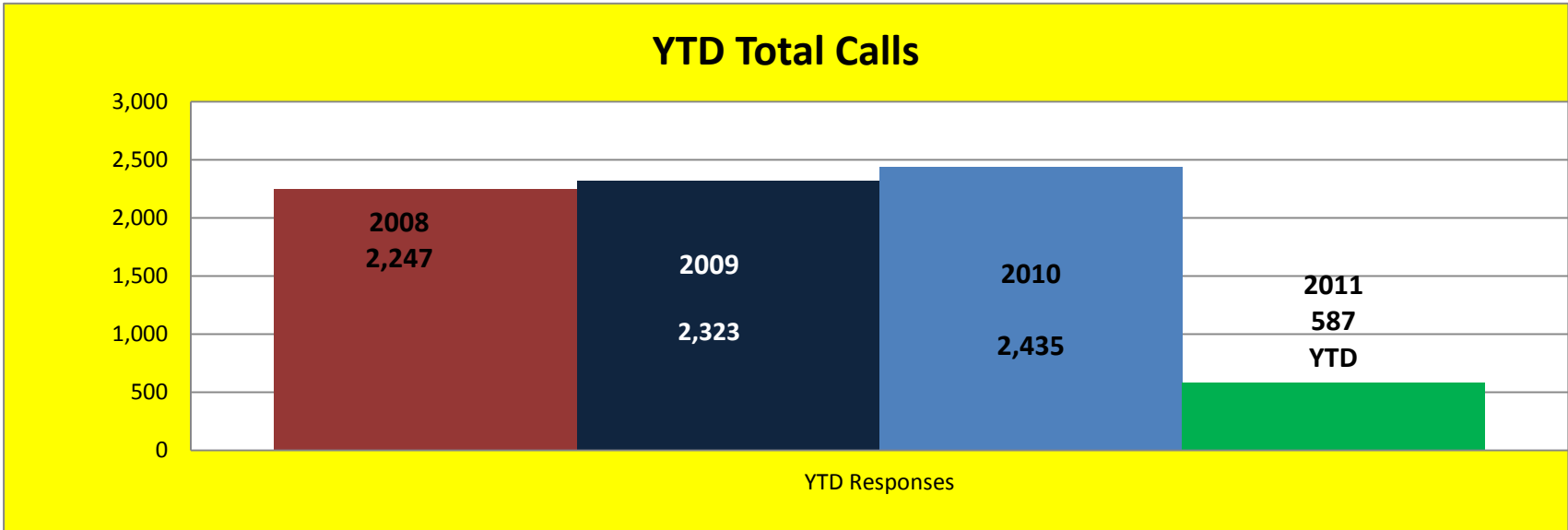


| 2011 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total Responses |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------------|
| Responses | 193 | 194 | 200 | | | | | | | | | | 587 |
| YTD | 193 | 387 | 587 | | | | | | | | | | -31% |

| 2010 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total Responses |
|-----------|-----|-----|-----|-----|-------|-------|-------|-------|-------|-------|-------|-------|-----------------|
| Responses | 279 | 178 | 173 | 209 | 181 | 199 | 196 | 197 | 204 | 192 | 195 | 232 | 2,435 |
| YTD | 279 | 457 | 630 | 839 | 1,020 | 1,219 | 1,415 | 1,612 | 1,816 | 2,008 | 2,203 | 2,435 | 4.8% increase |

| 2009 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Responses |
|-----------|-----|-----|-----|-----|-----|-------|-------|-------|-------|-------|-------|-------|---------------|
| Responses | 182 | 150 | 179 | 175 | 188 | 201 | 210 | 220 | 216 | 187 | 186 | 229 | 2,323 |
| YTD | 182 | 332 | 511 | 686 | 874 | 1,075 | 1,285 | 1,505 | 1,721 | 1,908 | 2,094 | 2,323 | 3.4% increase |

| 2008 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Responses |
|-----------|-----|-----|-----|-----|-----|-------|-------|-------|-------|-------|-------|-------|---------------|
| Responses | 178 | 168 | 154 | 187 | 216 | 181 | 178 | 183 | 188 | 212 | 196 | 206 | 2,247 |
| YTD | 178 | 346 | 500 | 687 | 903 | 1,084 | 1,262 | 1,445 | 1,633 | 1,845 | 2,041 | 2,247 | 2.7% decrease |



Incident Summary by Incident Type

Date Range: From 03/01/2011 To 03/31/2011

Incident Type(s) Selected: All

| Incident Type | Incident Count | Used in Ave. Resp. | Average Response Time hh:mm:ss | Total Loss | Total Value |
|----------------------|-----------------------|---------------------------|---|-------------------|---------------------|
| Fire | 5 | 3 | 00:11:46 | \$4,500.00 | \$551,000.00 |
| EMS/Rescue | 103 | 100 | 00:05:46 | \$0.00 | \$0.00 |
| Hazardous Condition | 11 | 10 | 00:04:49 | \$0.00 | \$0.00 |
| Service Call | 21 | 8 | 00:06:10 | \$0.00 | \$0.00 |
| Good Intent | 33 | 6 | 00:06:26 | \$0.00 | \$0.00 |
| False Call | 23 | 22 | 00:06:15 | \$0.00 | \$0.00 |
| Blank or Invalid | 4 | 0 | | \$0.00 | \$0.00 |
| Totals | 200 | 149 | | \$4,500.00 | \$551,000.00 |

Note: The incident count used in averages does not include the following:

Not Completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No Arrival and Invalid Dates/Times.

Incident Summary by Incident Type

Date Range: From 02/01/2011 To 02/28/2011

Incident Type(s) Selected: All

| Incident Type | Incident Count | Used in Ave. Resp. | Average Response Time hh:mm:ss | Total Loss | Total Value |
|----------------------|-----------------------|---------------------------|---|-------------------|--------------------|
| Fire | 4 | 2 | 00:06:42 | \$2,000.00 | \$2,000.00 |
| EMS/Rescue | 95 | 92 | 00:05:29 | \$0.00 | \$0.00 |
| Hazardous Condition | 6 | 5 | 00:05:58 | \$0.00 | \$0.00 |
| Service Call | 19 | 9 | 00:05:53 | \$0.00 | \$0.00 |
| Good Intent | 41 | 3 | 00:07:37 | \$0.00 | \$0.00 |
| False Call | 25 | 25 | 00:06:43 | \$0.00 | \$0.00 |
| Blank or Invalid | 4 | 0 | | \$0.00 | \$0.00 |
| Totals | 194 | 136 | | \$2,000.00 | \$2,000.00 |

Note: The incident count used in averages does not include the following:
Not Completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No Arrival and Invalid Dates/Times.

March 2011

| March 2011 | | | | | | | April 2011 | | | | | | |
|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|-----------------------|----------------------|---|--|--|--|-----------|
| Feb 27 - Mar 5 | Feb 27 | 28 | Mar 1 | 2 | 3 | 4 | 5 |
| | | | Copy: Oceanside Engin 8:00am Probationary | 9:00am Copy: Skills R 1:00pm Pizza Party ; I 1:30pm Copy: Skills R | 9:30am Copy: Skills R 1:30pm Copy: Skills R | 9:00am Copy: Skills R 12:00pm Canceled: Ch 1:30pm Copy: Skills R | |
| Mar 6 - 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | 12:00pm Little League | | 12:00pm Pizza Party; R 3:00pm Fire Station T | 9:00am CE - Trauma; 12:00pm Pizza Party; F 1:30pm CE - Trauma; | 9:00am Hoselays; RSF 1:30pm Hoselays; RSF 3:30pm Station Tours | 9:00am Hoselays; RSF 1:30pm Hoselays; RSF | |
| Mar 13 - 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | 9:00am Tower 2411, 2 | | 9:00am CE - Trauma; 1:30pm CE - Trauma; | 9:00am CE - Trauma; 1:30pm CE - Trauma; | 9:00am Hoselays; RSF 1:30pm Hoselays; RSF | |
| Mar 20 - 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | 7:30am Blood Draws; | 7:30am Blood Draws; | Carlsbad Engineers E: 8:30am Captains Mer | | | |
| Mar 27 - Apr 2 | 27 | 28 | 29 | 30 | 31 | Apr 1 | 2 |
| | | | 7:30am Blood Draws; | 1:00pm Station Tour; | 8:30am Sexual Harras 1:00pm Sexual Harass | | |

Fairbanks Ranch Station Change Orders

| Date | Spec. # | Change Req. # | Change Order # | Description | Proposed Cost | Status | Approval By | Approved | Actual Cost |
|--------------|---------|---------------|----------------|--|---------------------|-------------|-------------|-------------|---------------------|
| 8/29/10 | 2660 | 920001 | 0.001 | Rev. dble. chk. valve to compact style | \$0.00 | Approved | Pavone | \$0.00 | \$0.00 |
| 7/27/10 | 2225 | 920002 | 0.001 | ASI-1, clarification only - no cost | \$0.00 | Approved | Pavone | \$0.00 | \$0.00 |
| 7/27/10 | | 920003 | 0.001 | ASI-2, grid line clarification - no cost | \$0.00 | Approved | Pavone | \$0.00 | \$0.00 |
| 7/27/10 | 16150 | 920004 | 0.001 | Add louver @ fuel enclosure, per C. Hunter | \$2,534.00 | Approved | Pavone | \$2,534.00 | \$2,534.00 |
| 7/27/10 | 9930 | 920005 | 0.001 | Corian solid color clarification - no cost | \$0.00 | Approved | Pavone | \$0.00 | \$0.00 |
| 8/6/10 | 15310 | 920006 | rej | Add FDC to detector check assembly | not submitted | Rejected | | | \$0.00 |
| 8/29/10 | | 920007 | rej | Cut/Cap neighbor sewer line at main | \$2,821.01 | Rejected | | | \$0.00 |
| 9/22/10 | 2730 | 920008 | 0.001 | Install 24' C-900 pipe beneath culvert | \$693.78 | Approved | Board | \$693.78 | \$693.78 |
| 8/10/10 | | 920009 | | Redesign of U.G. work due to unknown | \$14,696.25 | Submitted | Board | \$14,696.25 | \$14,696.25 |
| 8/13/10 | 2275 | 920010 | 0.002 | Add retaining wall area at shoring wall | \$19,636.82 | Approved | Michel | \$19,636.82 | \$19,636.82 |
| 8/13/10 | 2200 | 920011 | | Discovery of underground water line | \$3,909.22 | Back Charge | | | \$0.00 |
| 9/14/10 | 2725 | 920012 | | Installation of (1) deep rock well - no cost | \$0.00 | Approved | Pavone | \$0.00 | \$0.00 |
| 9/14/10 | 2260 | 920013 | | Extend blow-off per SFID | not submitted | Hold | | | \$0.00 |
| 1/18/11 | | 920014 | 0.004 | Removal & disposal of abandoned pipe | \$3,153.36 | Approved | Michel | \$3,153.36 | \$3,153.36 |
| 1/31/11 | | 920015 | | Concrete cut off of existing headwall | \$1,305.68 | Approved | Michel | \$1,305.88 | \$1,305.88 |
| | | 920016 | | Change in elevator power requirements | credit - TBD | Hold | | | \$0.00 |
| | | 920017 | | Repair broken SDG&E conduit in Roadway | not submitted | Hold | | | \$0.00 |
| 1/18/11 | | 920018 | 0.004 | Costs for sewer repair per RSFCSD | \$4,488.16 | Approved | Michel | \$4,488.16 | \$4,488.16 |
| | | 920019 | | Revised gate post detail per RSFFPD req. | not submitted | Hold | | | \$0.00 |
| 2/7/11 | | 920020 | 0.004 | Add emergency eyewash station | \$1,637.56 | Approved | Board | \$1,637.56 | \$1,637.56 |
| 2/10/11 | | 920021 | 0.003 | Underground utility installation revisions | \$55,433.47 | Approved | Board | \$55,433.47 | \$55,433.47 |
| | | 920022 | | Terrazzo logo Asi per sub | not submitted | Hold | | | \$0.00 |
| | | 920023 | rej | Add AT&T pull box | not submitted | Rejected | | | \$0.00 |
| 3/31/11 | | 920024 | | Removal of dintel, north side of building | -\$2,545.00 | Approved | Michel | -\$2,545.00 | -\$2,545.00 |
| 3/31/11 | | 920025 | | Increase Bld. Footing 6" per plan change | \$4,901.37 | Approved | Michel | \$4,901.37 | \$4,901.37 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| | | | | | | | | | \$0.00 |
| Total | | 25 | | | \$112,665.68 | | | | \$105,935.65 |

Revised April 7, 2011

THANK YOU

Cliff,

3-2-11

Thank you so very much for reviewing our Thornmint T.I. plans so quickly. Your quick turnaround made all the difference to the success of our project completion. I baked a loaf of pumpkin bread as a small gesture of my enormous gratitude. Sincerely,
Melanije Ziemiak
J. Heese Const.

STAFF REPORT

NO. 11-07

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: BUDGET AUTHORIZATION
DATE: APRIL 8, 2011



The following budget action is requested for approval:

| Description | FY 11 Budget | Funding Request | Funding Source | Action Requested |
|---|--|-----------------|--------------------|--------------------|
| (1) 2011 - Ford 4x2 Explorer (Fire Prevention/Public Education Vehicle) | \$65,000* | \$27,411.58 | 100% Fleet Reserve | Authorize purchase |
| (2) Opticom strobe/Radios | * Command Vehicle 0381 replacement, which was not purchased due to Co-Op Efforts | \$1,739.00 | | |

JUSTIFICATION for Funding Request:

Staff is seeking authorization to purchase one (1) replacement fire prevention vehicle with radios and white strobe (Opticom) light:

- One (1) Prevention/Pub Ed Vehicle: \$27,411.58
 - Opticom lighting, radio: \$ 1,739.00
- Total Cost: \$29,150.58**

The current fire prevention vehicle is a 2000 GMC Safari van. The District's original replacement schedule was to have the van replaced during FY08. The revised replacement date for the vehicle to be replaced was FY12. Because of the condition of the vehicle and the cost savings associated with not purchasing a command vehicle, it is staff's recommendation that the vehicle be replaced during FY11. The 2000 van will be retired from the District's fleet and sold at auction.

STAFF REPORT

NO. 11-08

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: EMS COORDINATOR, CSA 17
DATE: APRIL 8, 2011



RECOMMENDATION

It is respectfully requested that the Board of Directors consider the benefits listed below and authorize adding the CSA-17 EMS Coordinator position be an employee of the Rancho Santa Fe Fire Protection District. It is further requested that the Fire Chief be authorized to negotiate a mutually agreeable employment contract to fill the need.

BACKGROUND

In 2007 the contract between the then San Diego Medical Service Enterprise and the County of San Diego, Emergency Medical Services, provided an EMS Coordinator position that was created in the contract. The contract stated that a vehicle would be provided by SDSME and an amount of money to the position (\$119,500) to employ a coordinator that would work for the four CSA-17 fire agencies and be supervised by one of those agencies. This position could also be employed by any of the agencies involved. At the time a survey was conducted as to which of the agencies had the lowest salary to benefit ratio, in order to make the salary high enough to attract Registered Nurses and other candidates to apply for the position. It was determined that SDSME had the lowest benefit package in order to offer the highest salary at the time. The decision was made by the fire chiefs to have SDSME employ the position.

CURRENT SITUATION

The current EMS Coordinator was hired in April 2007. Since that date, there have been continuing issues that make it clear that one of the fire agencies should employ the EMS Coordinator's position, which would be more beneficial for our agencies. The following are examples of the benefits:

- The EMS Coordinator represents our agencies on patient care liability. This may at times be in conflict with the ambulance provider. Our EMS Coordinator being employed and testifying against SDSME is a conflict of interest.
- Representation at county level meetings has been a continuing struggle as many see the position as funded privately and not a public agency position. Clear representation will not be questioned if the position is employed by a fire agency. Currently the EMS Coordinator represents our agencies at the San Diego County Fire Chiefs Association - EMS Section, Pre-Hospital Audit Committee, Base Hospital Physician Committee and the County of San Diego EMS Agency and hospitals.
- Personnel and patient care issues that are confidential and regulated through HIPPA law should be handled by a fire agency employee rather than a private provider. This includes disciplinary investigations or infectious disease exposures to employees.

- Direct supervision over the position by the Deputy Chief of Operations without having to communicate the EMS needs of the fire agencies through the SDSME CSA-17 supervisor would eliminate confusion and redundancy.
- In the future if the fire agencies were to compete for a bid for service against the current provider, the EMS coordinator would be in a conflict of interest working for but bidding against their own employer.

The EMS Coordinator position has been a significant improvement to both internal and external customer service. Since the position was created, all four fire agencies EMS policies have been standardized. The EMS Coordinator has given flu shots annually for employees and their family, provided H1N1 vaccination to employees, and increased communication with the hospitals and tracking of employee infectious exposures. The EMS Coordinator has also:

- applied for grants
- organized EMS committees
- increased accountability and improved medical documentation
- tracked and improved EMS patient care with individual employees
- addressed quality assurance issues through EMS Continuing Education
- provided support to the elderly and cut down on abusive 911 users through providing alternate means of support and education.

SDMSE and/or the County of San Diego can reimburse the funding for this position. If authorized, this will allow the District the opportunity to continue providing a higher level of EMS quality assurance and improvement to the community. The current EMS Coordinator is seeking to find employment with a fire agency in north San Diego County. If approved, the goal would be to hire the current EMS Coordinator as a Fire District employee.