



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA**

Rancho Santa Fe FPD  
Board Room – 18027 Calle Ambiente  
Rancho Santa Fe, California 92067

July 19, 2011  
**SPECIAL MEETING 9:30 AM**  
(in lieu of regular meeting)

**RULES FOR ADDRESSING BOARD OF DIRECTORS**

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

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

**Pledge of Allegiance**

**1. Roll Call**

**2. Public Comment**

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

**3. Consent Calendar**

a. Board of Directors Minutes

i) Board of Directors minutes of June 15, 2011

ACTION REQUESTED: **Approve**

b. Receive and File

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

(1) List of Demands

Check 21317 thru 21435 for the period June 1 – 30, 2011 totaling: \$ 968,724.45

Payroll for the period June 1 – 30, 2011 \$ 440,635.35

TOTAL DISTRIBUTION \$1,409,359.80

- (2) Activity Reports – June 2011
  - Fire Prevention
  - Operations
  - Training
  - Fairbanks Ranch Station Replacement – Construction Change Orders
- (3) District Articles
- (4) Correspondence - letters/cards were received from the following members of the public:
  - None

#### 4. Oral Report

- a. Fire Chief – Michel
  - i) Fairbanks Ranch Replacement Fire Station – Update
  - ii) Sharing of Resources with City of Encinitas
  - iii) District Activities
    - (1) Spaghetti Dinner – June 18, 2011
- b. Operations – Deputy Chief Ward
- c. Training – Battalion Chief Davidson
- d. Fire Prevention - Fire Marshal Hunter
  - i) Future Development [Staff Report 11-14](#)
- e. Administrative Manager – Rannals
  - i) FY12 Assessed Valuation
  - ii) CalPERS Conference – October 24-26, 2011
- f. Board of Directors
  - i) North County Dispatch JPA – Update
  - ii) County Service Area – 17 – Update
  - iii) Comments

#### 5. Closed Session – Time Certain 10:00 am

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957:
  - 1. LIABILITY CLAIM
    - Claimant: Cheryl D. Lieder/USAA
    - Agency claimed against: Rancho Santa Fe Fire Protection District
- 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

#### 6. Old Business

- a. None

## **7. New Business**

a. Liability Claim – Cheryl D. Lieder/USAA

To discuss and take action pursuant to government code section 913 to a liability claim filed by Cheryl D. Lieder.

ACTION REQUESTED: **Accept or Reject**

b. Change Order No. 5 – Geotechnical Services

To discuss and/or approve the change order requested by Geotechnical Services. [Staff Report 11-15](#)

ACTION REQUESTED: **Approve**

## **8. Adjournment**



RANCHO SANTA FE FIRE PROTECTION DISTRICT  
Board of Directors Regular Meeting – Agenda  
Wednesday, July 19, 2011 9:30 am PST

CERTIFICATION OF POSTING

I certify that on July 15, 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 July 15, 2011

*Karlana Rannals*

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Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – June 15, 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*

Fire Marshal Hunter led the assembly in the *Pledge of Allegiance*.

**1. Roll Call**

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Dismas Abelman, Deputy Chief; Cliff Hunter, Fire Marshal; Jim Sturtevant, Battalion Chief; Bret Davidson, 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 HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions/ordinances.

**4. Consent Calendar**

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

a. Board of Directors Minutes

i) MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the following:

(1) Board of Directors minutes of May 11, 2011

(2) Board of Directors minutes of May 31, 2011

b. Receive and File

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 22106 thru 22213 for the period May 1 – 31, 2011 totaling: \$ 816,659.34

Payroll for the period May 1 – 31, 2011 \$ 411,940.90

TOTAL DISTRIBUTION \$1,228,600.24

(2) Activity Reports – May 2011

- Fire Prevention
- Operations
- Training
- Fairbanks Ranch Station Replacement – Construction Change Orders

(3) District Articles

- (4) Correspondence - letters/cards were received from the following members of the public:
- Vista Irrigation District
  - Mexicali Fire Department

**5. Old Business**

- a. None

**6. New Business**

- a. Board of Directors Meeting Schedule

Ms. Rannals requested to confirm the meeting dates for July, August and September Board of Directors meetings. At the conclusion of the board discussion, it was determined that the July meeting needed to be rescheduled due to scheduling conflicts.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to reschedule the regular meeting of July 13, 2011 at 1pm, to July 19 at 9:30 am.

- b. Fixed Charge Special Assessment for Weed Abatement

Fire Marshal Hunter summarized the staff report included with the agenda material. He reported overall, the District has achieved overall compliance and that only eight parcels have not complied. He noted that every effort has been made to contact the property owner to obtain reimbursement for the forced abatements. He informed that a final attempt to seek reimbursement will be made prior to any special assessment. However, the board action requested is necessary to place a special assessment on the property tax bill.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation to approve the following list for nonpayment of forced abatement fee, and authorize the Administrative Staff to deliver the list to the County of San Diego on or before the County's deadline of August 10, 2011:

Parcel No. 266-360-22; 267-090-23; 265-510-20; 264-110-30; 265-072-12; 303-013-52; 302-163-26; 303-10-44; and 303-100-51

- c. Reserve policy – GASB54 Compliance

Ms. Rannals summarized the staff report provided. The proposed policy is intended to improve the usefulness of information provided to financial report users about fund balance/s by providing clearer, more structured fund balance classifications, and by clarifying the definitions of existing governmental fund types. The proposed policy language was provided by the District's audit firm Charles Z. Fedak, CPA.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation and approve Rancho Santa Fe Fire Protection District Policy 3036 as presented.

d. Preliminary Budget FY12

Chief Michel presented a PowerPoint presentation on the Preliminary Budget for FY12. He summarized the changes proposed within each category. He requested an overall Operating Budget of \$11,426 (in thousands) and noted that staff projects the general fund revenue at \$11,703 (in thousands). He summarized the expenditure changes between the proposed budget and FY11.

He also presented the Capital expenditures proposed, which are funded through the general and fire mitigation fee funds. Capital expenditures (equipment, facility, and vehicles) are estimated at \$2,928 (in thousands). The majority of the capital expenditures are to complete the construction of the Fairbanks Ranch replacement fire station. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, to approve the Preliminary Budget for FY12 as presented on the following vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 21 2011, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

**7. Resolution/Ordinance**

a. Resolution No. 2011-05

Chief Michel summarized the staff report provided. This resolution only covers the compensation and benefits of the EMS Coordinator position, which is an “at-will”, non-safety, exempt- position. Although this position will be employed by the Rancho Santa Fe Fire Protection District, the EMS Coordinator will work on behalf of the entire County Service Area 17 (CSA-17) and report to all of the CSA-17 member agencies. The compensation for the position is based on the contract between the County of San Diego (County) and the successful bidder for the right to provide transport services for CSA-17. The total compensation for the EMS Coordinator position shall not exceed the amount set forth in the County contract. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, to approve on the following roll call vote, Resolution 2011-05 as presented:

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

**8. Oral Report**

a. Fire Chief – Michel

- i) Fairbanks Ranch Replacement Fire Station – Update: Captain Galindo distributed an update on project. He reported that the project continues to be behind schedule; however, no additional days were added to the delay.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

June 15, 2011

Page 4 of 5

- ii) Sharing of Resources with City of Encinitas: he reported that beginning July 1<sup>st</sup>, new city managers will be in place at the City of Encinitas and City of Del Mar. A new date will be set for a governance meeting. The leadership team is pursuing the different options of sharing resource. They are currently seeking concurrence through the various labor groups.
- iii) District Activities
  - (1) Appreciation Dinner – held May 6 at The Inn at Rancho Santa Fe. The evening was well attended and went well.
  - (2) Spaghetti Dinner – scheduled for June 18 at 4S Ranch Fire Station.
  - (3) Fire Expo – scheduled for June 18 at San Diego County Fair. All board members were invited to attend.
  - (4) District was a co-recipient of the Regional Golden Watchdog award, shared with the cities of Encinitas, Del Mar and Solana Beach for the cooperative efforts. This award was presented by the San Diego County Taxpayers Association.
- iv) Lease Agreement – the district has a signed lease agreement with the Rancho Santa Fe Association for the vacated space at the former administration building.
- b. Operations – Chief Davidson
  - i) He reported a total of 212 incidents from the previous month and the fire loss was estimated at \$3,500. The fire officials are anticipating a significant fire season. Also, local resources were deployed to New Mexico.
- c. Training – Battalion Chief Davidson
  - i) Chief Davidson summarized the following training activity for all personnel:
    - (1) Wildland drill – approximately 1,000 firefighters participated in the three day drill.
    - (2) Classes were held for domestic violence and sexual harassment
    - (3) Reported on upcoming training for social media. A suggestion was made to have a presentation on this topic at a future board meeting.
- d. Fire Prevention - Fire Marshal Hunter
  - i) Reported 254,000 square feet of new construction. Weed abatement personnel have been aggressive in their inspections and getting good results in compliance. The intern for the “shelter in place” communities begins June 22<sup>nd</sup>. District has hired a temporary employee (two days per week) for weed abatement inspections.
- e. Administrative Manager – Rannals
  - i) No report
- f. Board of Directors
  - i) North County Dispatch JPA – Update
    - (1) Meeting held May 25, 2011. The FY12 budget was approved. In addition, there were discussions from closed session regarding the upcoming labor negotiations and direction was provided to the chiefs and staff.
  - ii) County Service Area – 17 – Update
    - (1) No report
  - iii) Comments
    - (1) Ashcraft: has been watching the redistricting process for State Assembly. He suggests a letter is written and encouraged participation at the public hearing scheduled for Monday June 20 to not split the fire district in two areas.
    - (2) Malin: discussed a news article on the pension system.
    - (3) Hillgren: appreciated the opportunity to observe the wildland drill. She learned a lot and encouraged all board members to attend, if they have not done so already.



**8. Adjournment**

Meeting adjourned at 4:10 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President

| <b>Checks</b> | <b>Amount</b> | <b>Vendor</b>                       | <b>Purpose</b>  |
|---------------|---------------|-------------------------------------|---|
| 21317         | \$5,968.58    | All Star Fire Equipment, Inc.       | Breathing Apparatus                                       |
| 21318         | \$750.00      | Arnold A Lewin                      | Consulting Services                                       |
| 21319         | \$181.18      | AT&T Calnet 2                       | Telephone   |
| 21320         | \$25.00       | Carranza, Kyle                      | Class B License Reimbursement                             |
| 21321         | \$2,279.00    | County of SD/RCS                    | 800 MHz Network Admin Fees                                |
| 21322         | \$303.42      | HSBC Business Solutions             | Janitorial Supplies                                       |
| 21324         | \$2,041.44    | North County EVS Inc                | Apparatus Repair/Maintenance                              |
| 21325         | \$107,314.09  | PERS                                | PERS (Employer Paid)                                      |
| 21326         | \$534.65      | Rannals, Karlena                    | Meetings/Meal Expenses/Medical/Awards/Proclamations Reimb |
| 21327         | \$53.00       | Terminix International              | Building - Monthly Service Contract                       |
| 21328         | \$2,729.14    | The SoCo Group Inc                  | Gasoline & Diesel Fuel                                    |
| 21329         | \$12.00       | U P S                               | Shipping Service  |
| 21330         | \$13,065.86   | U S Bank Corporate Payment System   | Cal-Card./IMPAC program                                   |
| 21331         | \$532.18      | Verizon Wireless                    | MDT Broadband + ATN Line                                  |
| 21332         | \$756.17      | Waste Management Inc                | Trash Disposal  |
| 21333         | \$354.00      | Accme Janitorial Service Inc        | Building - Monthly Cleaning Service                       |
| 21334         | \$133.00      | Appliance Repair Bookkeeping        | Building Service/Repair                                   |
| 21335         | \$166.85      | AT&T Calnet 2                       | Telephone   |
| 21337         | \$2,807.00    | Design Space Modular Buildings Inc  | FBR #3 Replacement  |
| 21338         | \$1,929.56    | Fitch Law Firm Inc                  | Legal Services  |
| 21339         | \$2,000.00    | Marsa Construction                  | Station Maintenance                                       |
| 21340         | \$18.96       | Napa Auto Parts Inc                 | Apparatus Parts & Supplies                                |
| 21341         | \$965.97      | Olivenhain Municipal Water District | Water   |
| 21342         | \$781.92      | Physio-Control Inc.                 | CSA-17 - Supplies   |
| 21343         | \$13.59       | San Dieguito Trophy Inc             | Awards/Proclamations                                      |
| 21344         | \$452.34      | Santa Fe Irrigation District        | Water   |
| 21345         | \$330.00      | SDCTOA                              | School Education/Training                                 |
| 21346         | \$929.79      | TelePacific Communications          | Telephone   |
| 21347         | \$53.00       | Terminix International              | Building - Monthly Service Contract                       |
| 21348         | \$2,447.67    | The SoCo Group Inc                  | Gasoline & Diesel Fuel                                    |
| 21349         | \$33.21       | U P S                               | Shipping Service  |
| 21350         | \$110.00      | U S Postal Service                  | Post Office Box Rental                                    |

| Checks | Amount      | Vendor                              | Purpose                                  |
|--------|-------------|-------------------------------------|--|
| 21351  | \$5,278.80  | WinTech Computer Services           | Consulting Services/Telephone Admin      |
| 21352  | \$750.00    | Arnold A Lewin                      | Consulting Services                      |
| 21353  | \$1,257.68  | AT&T Calnet 2                       | Telephone                                |
| 21356  | \$43,228.00 | City of Solana Beach                | Salary - Cooperative Efforts (DM-DB-ENC- |
| 21357  | \$807.00    | Cnty of San Diego DEH               | Permits - County/City                    |
| 21358  | \$3,200.00  | Corelogic Information Solutions Inc | Computer - License/Software              |
| 21359  | \$954.63    | Daniels Tire Service Inc            | Vehicle Repair/Maintenance               |
| 21360  | \$86.99     | Directv                             | FBR #3 Replacement                       |
| 21361  | \$4,125.00  | Geocon Inc                          | FBR #3 Replacement                       |
| 21362  | \$450.00    | Gray & Sons Fleet Inspect           | Smog Testing                             |
| 21364  | \$6,048.67  | Innovative Audio Inc                | Admin Bldg (Rancho Cielo) - Furnishings  |
| 21365  | \$3,599.00  | Jeff Katz Architecture              | FBR #3 Replacement                       |
| 21366  | \$4,538.24  | L N Curtis & Sons Inc               | Safety Clothing                          |
| 21367  | \$35.00     | Metro Fire & Safety Inc             | Extinguishers                            |
| 21368  | \$92.02     | North County EVS Inc                | Apparatus Repair/Maintenance             |
| 21369  | \$195.00    | Olson's Hand Car Wash Inc           | Car Wash                                 |
| 21370  | \$1,640.00  | Park Young Inc                      | Building Service/Repair                  |
| 21372  | \$4,927.09  | San Diego Gas & Electric            | Elec/Gas/Propane                         |
| 21373  | \$40.00     | State Fire Training                 | Certification                            |
| 21375  | \$20.27     | U P S                               | Shipping Service                         |
| 21376  | \$1,897.62  | Uniforms Plus                       | Miscellaneous Reimbursable               |
| 21377  | \$40.22     | Willis, Erwin L.                    | Equipment - Minor Reimbursement          |
| 21378  | \$37.50     | Aflac                               | Aflac Insurance - Optional               |
| 21379  | \$296.23    | AT&T                                | Telephone                                |
| 21380  | \$263.11    | AT&T Calnet 2                       | Telephone                                |
| 21381  | \$100.62    | bkm Officeworks                     | Admin Bldg (Rancho Cielo) - Furnishings  |
| 21382  | \$149.69    | Encinitas Ford Inc.                 | Vehicle Repair/Maintenance               |
| 21383  | \$328.81    | Fire ETC Inc                        | Safety Clothing                          |
| 21384  | \$902.67    | Home Depot, Inc                     | Station Maintenance                      |
| 21385  | \$573.01    | HSBC Business Solutions             | Janitorial Supplies                      |
| 21388  | \$4,030.00  | MTGL Inc                            | FBR #3 Replacement                       |
| 21389  | \$397.52    | New Earth Enterprises Inc           | Landscaping Maintenance Service          |

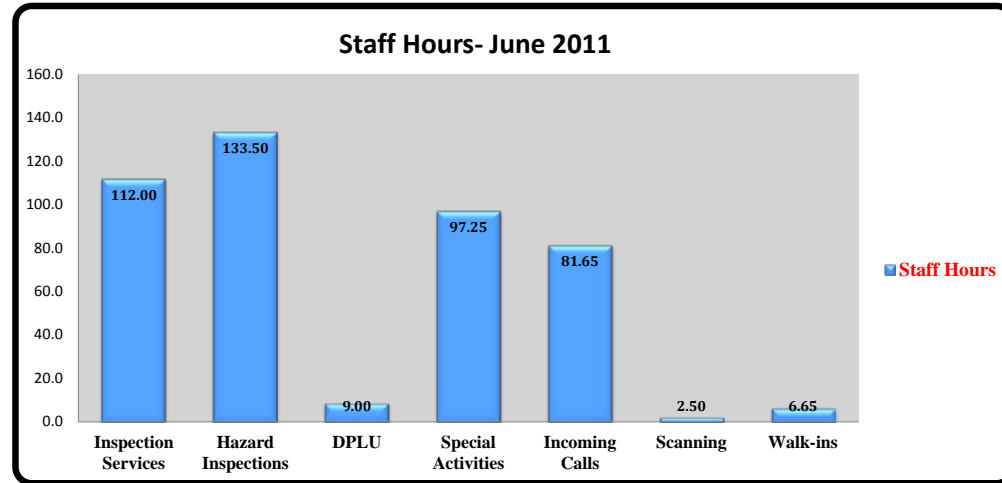
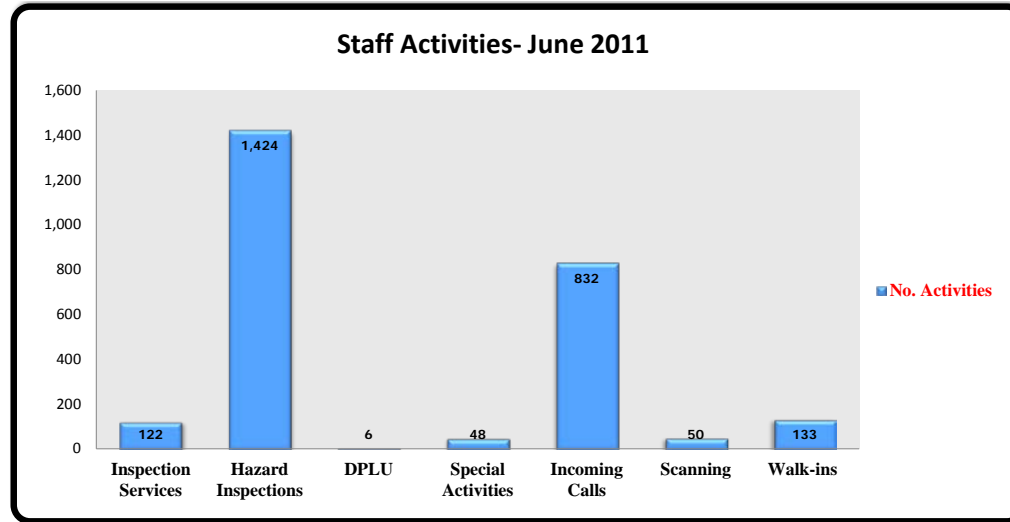
| Checks | Amount       | Vendor                                     | Purpose   |
|--------|--------------|--|---|
| 21390  | \$1,471.32   | North County EVS Inc                       | Generator Maintenance   |
| 21391  | \$491.01     | Physio-Control Inc.                        | CSA-17 - Supplies   |
| 21392  | \$195.50     | Progressive Business Publications          | Subscriptions   |
| 21393  | \$360.00     | Rannals, Karlana                           | Telephone - Cellular/On Line Services Reimbursement               |
| 21394  | \$25.00      | RSFPFA                                     | Firefighters Assn.  |
| 21395  | \$1,638.21   | San Diego Gas & Electric                   | Elec/Gas/Propane  |
| 21396  | \$9,302.00   | Shapouri Engineering Company Inc           | FBR #3 Replacement  |
| 21397  | \$462.99     | Solutions Safety Products and Services Inc | Building Service/Repair   |
| 21398  | \$271.86     | Sturtevant, James F.                       | Station Maintenance - Reimbursement                               |
| 21400  | \$3,633.41   | The SoCo Group Inc                         | Gasoline & Diesel Fuel  |
| 21401  | \$12.00      | U P S                                      | Shipping Service  |
| 21402  | \$155.70     | ULINE                                      | Fairbanks Replacement - Furnishings                               |
| 21403  | \$920.86     | Uniform Specialists Inc                    | Uniform - Safety Personnel  |
| 21404  | \$158.00     | A to Z Plumbing Inc                        | Building Service/Repair   |
| 21405  | \$222.88     | Aair Purification Systems Reinhart Corp    | BA Compressor Maintenance   |
| 21406  | \$354.00     | Accme Janitorial Service Inc               | Building - Monthly Cleaning Service                               |
| 21407  | \$2,320.00   | Air-Tex                                    | Building Service/Repair   |
| 21408  | \$181.18     | AT&T Calnet 2                              | Telephone   |
| 21411  | \$38,258.00  | City of Encinitas - Fire                   | Salary - Cooperative Efforts (DM-DB-ENC-                          |
| 21412  | \$6,762.00   | Cnty of SD Auditor & Cotr. PTS             | LAFCO   |
| 21413  | \$924.95     | Daniels Tire Service Inc                   | Vehicle Repair/Maintenance  |
| 21414  | \$1,383.25   | Direct Energy Business - Dallas            | Elec/Gas/Propane  |
| 21415  | \$621.95     | EDD  | Unemployment Insurance  |
| 21416  | \$27,385.48  | Encinitas Ford Inc.                        | 2011 Explorer SUV 1181  |
| 21417  | \$7,558.27   | Fitness Warehouse USA & SD Fitness Repair  | Fitness Equipment   |
| 21418  | \$215.77     | Galls Retail                               | Uniform - Prevention  |
| 21419  | \$3,867.00   | Geocon Inc                                 | FBR #3 Replacement  |
| 21420  | \$46,254.50  | Ledcor Construction C/O CB&T Escrow        | FBR #3 Replacement  |
| 21421  | \$416,290.50 | Ledcor Construction Inc                    | FBR #3 Replacement  |
| 21422  | \$1,885.85   | Michel, Tony J                             | Repair Machines & Office Equipment/On Line Services/Medical Reimb |
| 21423  | \$190.52     | North County EVS Inc                       | Fleet Equipment Maintenance/Repair                                |
| 21424  | \$1,380.00   | Park, Jason S                              | DOC-Dept Operations Center  |

# RANCHO SANTA FE FIRE PROTECTION DISTRICT

List of Demands - June 2011

| Checks             | Amount                | Vendor                            | Purpose                                 |
|--------------------|-----------------------|-----------------------------------|---|
| 21425              | \$243.07              | Parkhouse Tire, Inc.              | Apparatus Repair/Maintenance            |
| 21426              | \$107,822.43          | PERS                              | PERS (Employer Paid)                    |
| 21427              | \$782.61              | Staples Advantage                 | Admin Bldg (Rancho Cielo) - Furnishings |
| 21428              | \$1,087.00            | Terminix International            | Building - Monthly Service Contract     |
| 21429              | \$5,416.08            | The SoCo Group Inc                | Gasoline & Diesel Fuel                  |
| 21430              | \$38.17               | U P S                             | Shipping Service                        |
| 21431              | \$13,816.63           | U S Bank Corporate Payment System | Cal-Card./IMPAC program                 |
| 21432              | \$193.25              | ULINE                             | Admin Bldg (Rancho Cielo) - Furnishings |
| 21433              | \$402.29              | Uniforms Plus                     | Uniform - Prevention                    |
| 21434              | \$1,217.90            | Verizon Wireless                  | Telephone - Cellular                    |
| 21435              | \$4,799.46            | Workplace Services Inc            | Admin Bldg (Rancho Cielo) - Furnishings |
| Various            | \$17,388.64           | Various                           | Medical Reimbursement                   |
| <b>Subtotal</b>    | <b>\$968,724.45</b>   |                                   |   |
| 15-Jun-11          | \$255,518.62          | Rancho Santa Fe Fire PD           | Payroll                                 |
| 30-Jun-11          | \$177,812.33          | Rancho Santa Fe Fire PD           | Payroll                                 |
| 30-Jun-11          | \$7,304.40            | Rancho Santa Fe Fire PD           | Payroll                                 |
| <b>Subtotal</b>    | <b>\$440,635.35</b>   |                                   |   |
| <b>Grand Total</b> | <b>\$1,409,359.80</b> |                                   |   |

**Fire Prevention Monthly Staff Report  
June 2011**



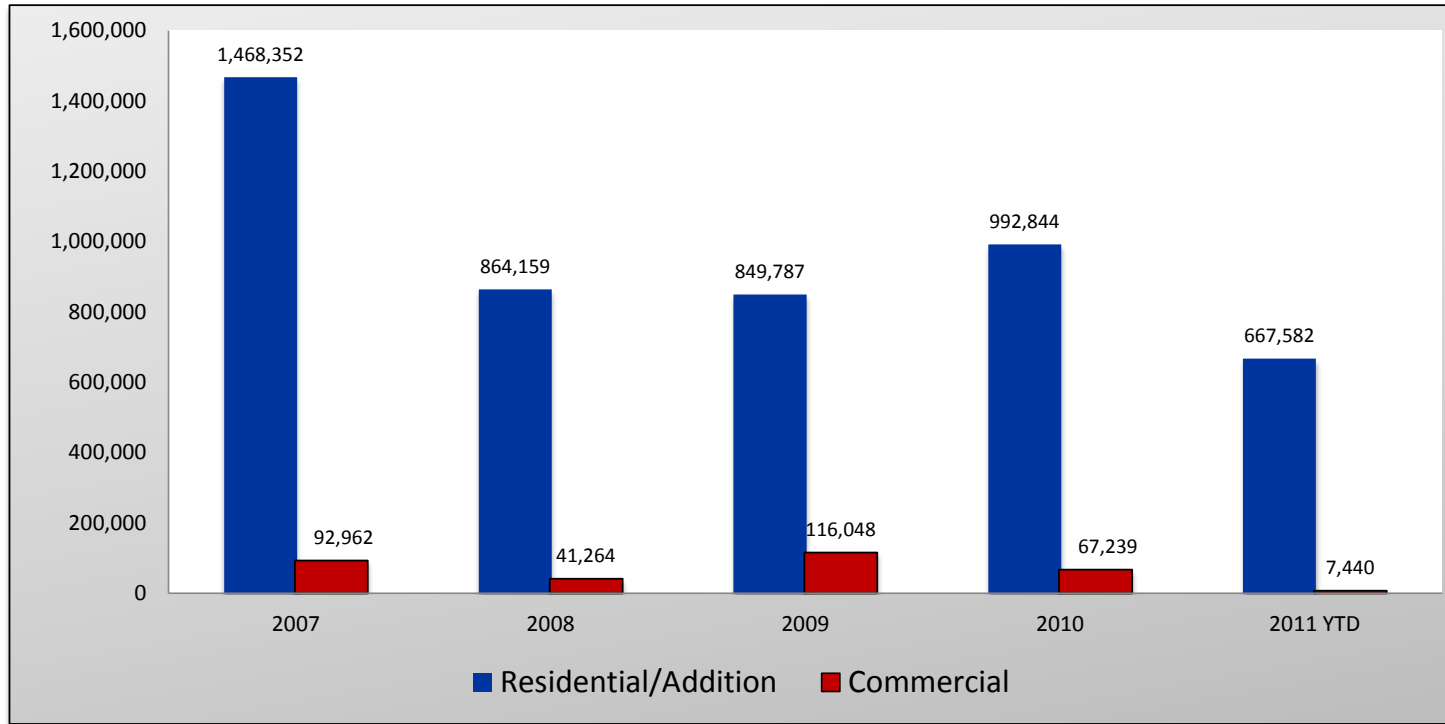
**Comparison 2010/2011 Total Monthly Hours/Activities**

| 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  | 1311  | 1437  | 2615  |     |     |     |     |     |     |
| <i>Hours</i>      | 413.7 | 388.8 | 414.9 | 271.2 | 287.8 | 442.6 |     |     |     |     |     |     |

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

**Rancho Santa Fe Fire Protection District  
Fire Prevention Bureau -Construction  
June 2011**



| 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 | 667,582   | 7,440   | 675,022   |

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 | 85,519  | 254,358 | 127,399 |         |        |         |        |        |        |

Rancho Santa Fe Fire Protection District  
 Fire Prevention Bureau Monthly Activity Summary  
 June 2011

**PLAN REVIEW**

| RESIDENTIAL PLAN REVIEWS             |                 | Number of Structures | Sq Footage       |
|--------------------------------------|-----------------|----------------------|------------------|
|                                      | Fire Inspectors | 33                   | 124,606          |
|                                      | <b>TOTAL</b>    | <b>33</b>            | <b>124,606</b>   |
| RESIDENTIAL ADDITIONS                |                 | Original Sq Footage  | Added Sq Footage |
|                                      | Fire Inspectors | 6,542                | 1,353            |
|                                      | <b>TOTAL</b>    | <b>6,542</b>         | <b>1,353</b>     |
| COMMERCIAL PLAN REVIEWS              |                 | Number of Structures | Sq Footage       |
|                                      | Fire Inspectors | 1                    | 1,440            |
|                                      | <b>TOTAL</b>    | <b>1</b>             | <b>1,440</b>     |
| TOTAL NEW CONSTRUCTION               |                 |                      | Sq Footage       |
| <b>Based on permitted Sq footage</b> |                 | <b>Total Added</b>   | <b>127,399</b>   |
| FIRE SPRINKLER REVIEWS               |                 | Commercial           | Residential      |
|                                      | Fire Marshal    | 0                    | 0                |
|                                      | Fire Inspectors | 0                    | 6                |
|                                      | Urban Forester  | 0                    | 0                |
|                                      | <b>TOTAL</b>    | <b>0</b>             | <b>6</b>         |
| TENANT IMPROVEMENTS                  |                 | Number of Structures | Sq Footage       |
|                                      | Fire Marshal    | 0                    | 0                |
|                                      | Fire Inspectors | 0                    | 0                |
|                                      | Urban Forester  | 0                    | 0                |
|                                      | <b>TOTAL</b>    | <b>0</b>             | <b>0</b>         |
| LANDSCAPE REVIEWS                    |                 | Number of Reviews    | Staff Hours      |
|                                      | Urban Forester  | 19                   | 20.0             |
|                                      | Fire Marshal    | 0                    | 0.0              |
|                                      | Fire Inspectors | 0                    | 0.0              |
|                                      | <b>TOTAL</b>    | <b>19</b>            | <b>20.0</b>      |



Rancho Santa Fe Fire Protection District  
 Fire Prevention Bureau Monthly Activity Summary  
 June 2011

**SERVICES PROVIDED- FIRE PREVENTION**

| <b>DPLU -All Staff</b>                | <b>Number</b>                | <b>Staff Hours</b> |
|---------------------------------------|------------------------------|--------------------|
| Project Availability Forms            | 2                            | 2.0                |
| Administrative Review                 | 1                            | 1.0                |
| Approval Letters                      | 2                            | 2.0                |
| CWPP                                  | 1                            | 4.0                |
| <b>TOTAL</b>                          | <b>6</b>                     | <b>9.0</b>         |
| <b>INSPECTION SERVICES- All Staff</b> |                              |                    |
|                                       | <b>Number of Inspections</b> | <b>Staff Hours</b> |
| Undergrounds                          | 3                            | 2.0                |
| Hydros (Fire Sprinklers)              | 45                           | 43.0               |
| Finals (Structures)                   | 41                           | 41.0               |
| Landscape                             | 4                            | 4.0                |
| Reinspections                         | 14                           | 7.0                |
| Burn Permits                          | 1                            | 0.5                |
| Knox/Strobe                           | 5                            | 5.0                |
| Fuels/Mod Zone                        | 6                            | 6.5                |
| Engine Company Follow Up              | 3                            | 2.0                |
| <b>TOTAL</b>                          | <b>122</b>                   | <b>112.0</b>       |
| <b>HAZARD INSPECTIONS - All Staff</b> |                              |                    |
|                                       | <b>Number of Inspections</b> | <b>Staff Hours</b> |
| Weed Abatement Inspection             | 1,131                        | 57.0               |
| Weed Abatement Reinspection           | 109                          | 21.5               |
| 1st Notice                            | 76                           | 13.3               |
| 2nd Notice                            | 61                           | 16.8               |
| Final Notice                          | 20                           | 7.0                |
| Forced Abatement                      | 9                            | 3.0                |
| Homeowner Meeting                     | 18                           | 15.0               |
| <b>TOTAL</b>                          | <b>1,424</b>                 | <b>133.5</b>       |
| <b>GRADING -All Staff</b>             |                              |                    |
|                                       | <b>Number of Inspections</b> | <b>Staff Hours</b> |
| Plan Review                           | 3                            | 3.0                |
| <b>TOTAL</b>                          | <b>3</b>                     | <b>3.0</b>         |

Rancho Santa Fe Fire Protection District  
 Fire Prevention Bureau Monthly Activity Summary  
 June 2011

**ADMINISTRATIVE SERVICES- FIRE PREVENTION**

| <b>SPECIAL ACTIVITIES/EDUCATION-All Staff</b> | <b>Number</b> | <b>Staff Hours</b> |
|---|---------------|--------------------|
| GIS Mapping                                   | 1             | 1.0                |
| CalFire Crew Projects                         | 1             | 9.0                |
| Mutli-Hazard Mitigation                       | 1             | 12.0               |
| Training Classes                              | 5             | 13.0               |
| Meetings                                      | 38            | 41.3               |
| Other   | 1             | 13.0               |
| Supervision                                   | 1             | 8.0                |
| <b>TOTAL</b>                                  | <b>48</b>     | <b>97.3</b>        |

| <b>FIRE PREVENTION -All Staff</b> | <b>Number</b> | <b>Staff Hours</b> |
|-----------------------------------|---------------|--------------------|
| Incoming Phone Calls              | 832           | 81.7               |
| Consultations                     | 23            | 17.0               |
| Plan Review                       | 39            | 40.0               |
| Scanning                          | 50            | 2.5                |
| <b>TOTAL</b>                      | <b>944</b>    | <b>141.2</b>       |

**ADMINISTRATIVE SERVICES- OFFICE SUPPORT**

| <b>OFFICE COORDINATOR-PREVENTION</b>                 | <b>Number</b> | <b>Staff Hours</b> |
|--|---------------|--------------------|
| Phone Calls (All Administrative Staff)               | 573.0         | 28.7               |
| Walk in/Counter (All Administrative Staff)           | 133.0         | 6.7                |
| Knox Application Request                             | 7.0           | 0.6                |
| UPS Outgoing Shipments                               | 5.0           | 0.4                |
| Plan Accepted/Routed                                 | 26.0          | 4.3                |
| Formatting Policies                                  | 0.0           | 0.0                |
| Special Projects:                                    | 20.0          | 30.0               |
| Scanning Documents                                   | 50.0          | 2.5                |
| Meetings: Admin Meeting/Prevention                   | 11.0          | 11.0               |
| Post Office  | 19.0          | 11.5               |
| Deposits   | 14.0          | 7.5                |
| Training Classes: RTC- Dealing with Difficult People | 1.0           | 4.0                |
| <b>TOTAL</b>   | <b>859</b>    | <b>107.1</b>       |

Rancho Santa Fe Fire District  
Public Relations Coordinator - Monthly Report  
June 2011

| <b>WEBSITE/INTERNET</b>   |  | Staff Hours |
|---|--|-------------|
| <b>Update existing info &amp; documents:</b>                                    |  | <b>4.0</b>  |
| <i>Updated home page with construction update, carbon monoxide, etc.</i>        |  | 4.0         |
| <b>New design progress:</b>   |  | <b>4.0</b>  |
| <i>News Releases updated</i>  |  | 4.0         |
| <b>Compile &amp; write new information:</b>                                     |  | <b>3.0</b>  |
| <i>Created CO page</i>  |  | 3.0         |
| <b>Website Hits - Not available this month due to statcounter error</b>         |  |             |
| <b>Social Media</b>   |  | <b>5.0</b>  |
| <i>Facebook "Fans" - 169, "Monthly Active Users" - 154, "Post Views" - 5106</i> |  |             |
| <i>    Fireworks</i>  |  | 1.0         |
| <i>    Spaghetti Dinner</i>   |  | 2.0         |
| <i>Twitter "Follower" - 305</i>   |  |             |
| <i>    Tweeted about Spaghetti Dinner, fireworks, CO, etc.</i>                  |  | 2.0         |
| <i>bit.ly clicks (last 30 days) - 6</i>   |  |             |
| <b>TOTAL</b>  |  | <b>16.0</b> |
|   |  |             |
| <b>PUBLICATIONS</b>   |  | Staff Hours |
| <b>Design/write brochures, flyers, etc:</b>                                     |  | <b>10.0</b> |
| <i>    Carbon Monoxide flyer</i>  |  | 3.0         |
| <i>    Water safety banner</i>  |  | 3.0         |
| <b>Fire Wire (quarterly):</b>   |  | <b>3.0</b>  |
| <i>    Solicit articles</i>   |  | 1.0         |
| <i>    Start preparing layout</i>   |  | 2.0         |
| <b>TOTAL</b>  |  | <b>13.0</b> |
|   |  |             |
| <b>MEDIA RELATIONS</b>  |  | Staff Hours |
| <b>On-scene Public Information Officer:</b>                                     |  | <b>3.0</b>  |
| <i>    Spaghetti dinner</i>   |  | 3.0         |
| <b>Press Releases:</b>  |  | <b>3.0</b>  |
| <i>    Spaghetti Dinner</i>   |  | 1.0         |
| <i>    Fireworks</i>  |  | 2.0         |
| <b>Other Articles/Stories/Interviews:</b>                                       |  | <b>0.0</b>  |
| <b>TOTAL</b>  |  | <b>6.0</b>  |

Rancho Santa Fe Fire District  
Public Relations Coordinator - Monthly Report  
June 2011

| <b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>                  |  | Staff Hours  |
|--|--|--------------|
| <b>Children's Programs</b>                                 |  | <b>2.0</b>   |
| <i>Birthday parties - 1</i>                                |  | 1.0          |
| <i>Station Tour - [1 scheduled, 1 attended]</i>            |  | 1.0          |
| <b>Child Safety Seat Installations:</b>                    |  | <b>18.0</b>  |
| <i>Scheduled 19</i>  |  | 1.0          |
| <i>Installed 17</i>  |  | 17.0         |
| <b>Adult Programs:</b>                                     |  | <b>4.0</b>   |
| <i>HOA Wildfire Presentations</i>                          |  | 4.0          |
| <b>TOTAL</b>   |  | <b>24.0</b>  |
| <b>EVENTS</b>  |  | Staff Hours  |
| <b>External Events:</b>                                    |  | <b>1.0</b>   |
| <i>Summer Day Camp at Crosby (did not attend)</i>          |  | 1.0          |
| <b>Internal Events:</b>                                    |  | <b>5.0</b>   |
| <i>Spaghetti dinner</i>                                    |  | 5.0          |
| <b>TOTAL</b>   |  | <b>6.0</b>   |
| <b>CONTINUING EDUCATION</b>                                |  | Staff Hours  |
| <b>Training Classes:</b>                                   |  | <b>3.0</b>   |
| <i>Social Networking</i>                                   |  | 3.0          |
| <b>Conferences:</b>  |  | <b>0.0</b>   |
| <b>Meetings:</b>   |  | <b>7.0</b>   |
| <i>Staff meetings</i>                                      |  | 7.0          |
| <i>Captain's Meeting</i>                                   |  | 0.0          |
| <b>TOTAL</b>   |  | <b>10.0</b>  |
| <b>CLERICAL</b>  |  | Staff Hours  |
| <b>Prevention-related:</b>                                 |  | <b>42.0</b>  |
| <i>Mailbox, email inbox, phone calls, news clips, etc.</i> |  | 42.0         |
| <i>Phone Calls - 57</i>                                    |  |              |
| <b>Meeting Minutes:</b>                                    |  | <b>5.0</b>   |
|  |  | 5.0          |
| <b>Non-prevention/non-minute related:</b>                  |  | <b>20.0</b>  |
| <b>TOTAL</b>   |  | <b>67.0</b>  |
| <b>TOTAL HOURS</b>   |  | <b>142.0</b> |

Rancho Santa Fe Fire District  
Forestry Assistant-Monthly Report  
June 2011

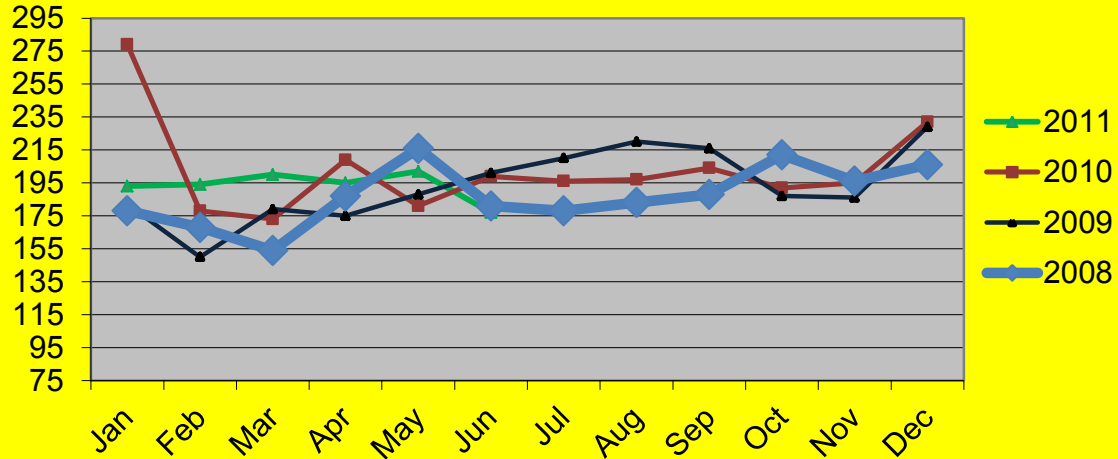
| <b>HAZARD INSPECTIONS</b> |                                    | <b>Number of Inspections</b> | <b>Staff Hours</b> |
|---------------------------|------------------------------------|------------------------------|--------------------|
|                           | <b>Weed Abatement Inspection</b>   | 548                          | 20                 |
|                           | <b>Weed Abatement Reinspection</b> | 4                            | 1.25               |
|                           | <b>1st Notice</b>                  | 25                           | 6.25               |
|                           | <b>2nd Notice</b>                  | 0                            | 0                  |
|                           | <b>Final Notice</b>                | 0                            | 0                  |
|                           | <b>Posting</b>                     | 0                            | 0                  |
|                           | <b>Forced Abatement</b>            | 0                            | 0                  |
|                           | <b>Home Owner Meeting</b>          | 0                            | 0                  |
|                           | <b>Calls</b>                       | 1                            | 15                 |
|                           |                                    |                              |                    |
| <b>TOTAL</b>              |                                    | <b>578</b>                   | <b>42.5</b>        |

| <b>CONTINUING EDUCATION</b> |                          |                         |                    |
|-----------------------------|--------------------------|-------------------------|--------------------|
|                             |                          | <b>Classes/Meetings</b> | <b>Staff Hours</b> |
|                             | <b>Training Classes:</b> |                         |                    |
|                             | <i>(Subtotal)</i>        | 1                       | 3.0                |
|                             | <i>Social Networking</i> |                         | 3.0                |
|                             | <i>Class Name</i>        |                         |                    |
|                             | <b>Meetings:</b>         |                         |                    |
|                             | <i>(Subtotal)</i>        | 3                       | 2.3                |
|                             | <i>Staff Meeting</i>     | 3                       | 2.3                |
|                             | <i>Type of Meeting</i>   |                         |                    |
|                             |                          |                         |                    |
| <b>TOTAL</b>                |                          | <b>4</b>                | <b>5.3</b>         |

| <b>Shelter-In-Place Communities (Intern)</b> | <b>Inspections</b> | <b>Homeowner Meetings</b> |
|--|--------------------|---------------------------|
| <b>Bridges</b>                               | <b>0</b>           | <b>0</b>                  |
| <b>Cielo</b>                                 | <b>0</b>           | <b>0</b>                  |
| <b>Crosby</b>                                | <b>338</b>         | <b>0</b>                  |
| <b>Lakes</b>                                 | <b>210</b>         | <b>0</b>                  |
| <b>4s Ranch</b>                              | <b>0</b>           | <b>0</b>                  |
| <b>TOTAL</b>                                 | <b>548</b>         | <b>0</b>                  |

**April 2011 Operations Report**  
**Rancho Santa Fe Fire Protection District**  
**Incident Response Report**

**Four Year Monthly Response Comparison**



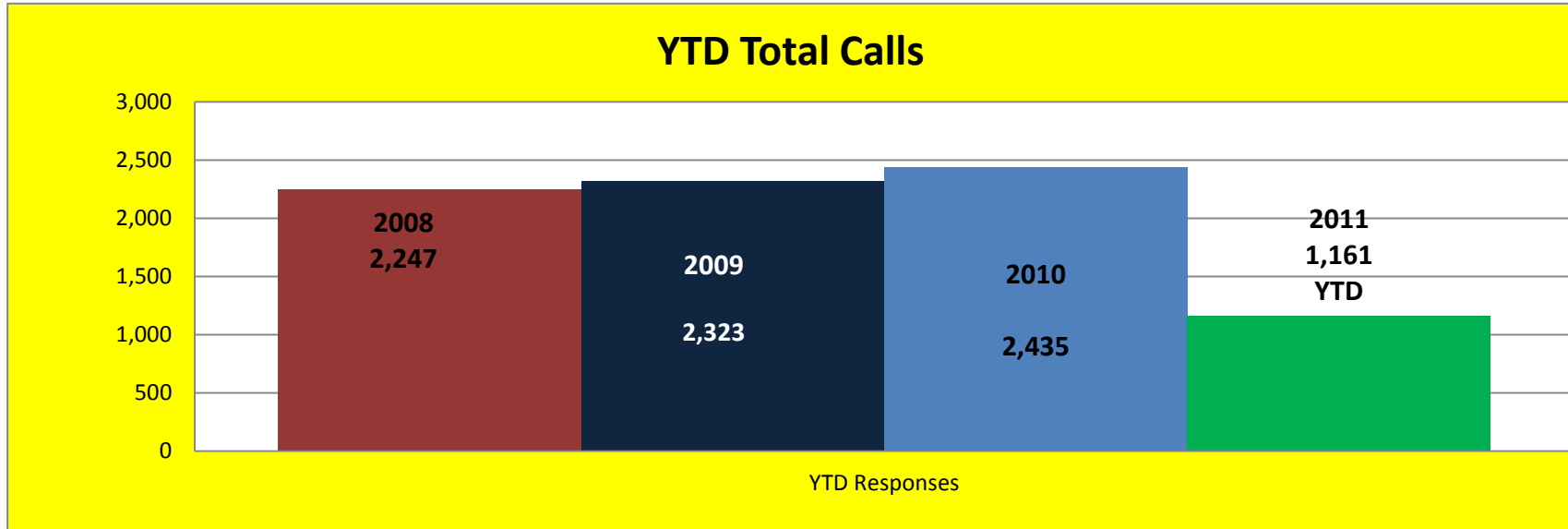
| 2011      | Jan | Feb | Mar | Apr | May | Jun   | Jul | Aug | Sep | Oct | Nov | Dec | Total Responses |
|-----------|-----|-----|-----|-----|-----|-------|-----|-----|-----|-----|-----|-----|-----------------|
| Responses | 193 | 194 | 200 | 195 | 202 | 177   |     |     |     |     |     |     | 1,161           |
| YTD       | 193 | 387 | 587 | 782 | 984 | 1,161 |     |     |     |     |     |     | -4.8%           |

| 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 |

**Rancho Santa Fe Fire Protection District  
Incident Response Report**



## **Incident Summary by Incident Type**

**Date Range: From 6/1/2011 To 6/30/2011**

**Incident Type(s) Selected: All**

| <b>Incident Type</b> | <b>Incident Count</b> | <b>Used in Ave. Resp.</b> | <b>Average Response Time<br/>hh:mm:ss</b> | <b>Total Loss</b> | <b>Total Value</b> |
|----------------------|-----------------------|---------------------------|---|-------------------|--------------------|
| Fire                 | 6                     | 3                         | 00:06:42                                  | \$0.00            | \$0.00             |
| Rupture/Explosion    | 1                     | 0                         |   | \$0.00            | \$0.00             |
| EMS/Rescue           | 83                    | 81                        | 00:05:50                                  | \$0.00            | \$0.00             |
| Hazardous Condition  | 4                     | 2                         | 00:05:12                                  | \$0.00            | \$0.00             |
| Service Call         | 26                    | 7                         | 00:05:29                                  | \$0.00            | \$0.00             |
| Good Intent          | 39                    | 5                         | 00:05:10                                  | \$0.00            | \$0.00             |
| False Call           | 18                    | 18                        | 00:06:18                                  | \$0.00            | \$0.00             |
| <b>Totals</b>        | <b>177</b>            | <b>116</b>                |   | <b>\$0.00</b>     | <b>\$0.00</b>      |

**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.



# June 2011

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

|                | Sunday  | Monday   | Tuesday   | Wednesday   | Thursday   | Friday   | Saturday   |
|----------------|---|--|---|---|--|--|--|
| May 29 - Jun 4 | <b>May 29</b>   | <b>30</b>  | <b>31</b>   | <b>Jun 1</b>  | <b>2</b>   | <b>3</b>   | <b>4</b>   |
|                |   |  |   | 9:00am 12:00pm Forcible Entry (ENC Sta 3)<br>1:30pm 4:30pm Forcible Entry (ENC Sta 3)   | 9:00am 12:00pm Forcible Entry (ENC Sta 3)<br>1:30pm 4:30pm Forcible Entry (ENC Sta 3)                                  | 9:00am 12:00pm Forcible Entry (ENC Sta 3)<br>1:30pm 4:30pm Forcible Entry (ENC Sta 3)  | 9:00am 11:00am Fair Walk Through (Del Mar Fire Station)                                |
| Jun 5 - 11     | <b>5</b>  | <b>6</b>   | <b>7</b>  | <b>8</b>  | <b>9</b>   | <b>10</b>  | <b>11</b>  |
|                | 9:00am 11:00am Fair Walk Through (Del Mar Fire Station) | 9:00am 12:00pm Forcible Entry (TBA)<br>1:30pm 4:30pm Forcible Entry (TBA)                              | B Shift<br>9:00am 12:00pm Forcible Entry (TBA)<br>1:30pm 4:30pm Forcible Entry (TBA)                                    | C Shift<br>9:00am 12:00pm Forcible Entry (TBA)<br>1:30pm 4:30pm Forcible Entry (TBA)  | B Shift<br>9:00am 12:00pm Hoselays (RSF 2)<br>1:30pm 4:30pm Hoselays (RSF 2)   | C Shift<br>7:00am 10:00am Gener<br>9:00am 12:00pm Hosel<br>9:00am 11:00am Fair W<br>10:30am 4:30pm RSF H<br>1:30pm 4:30pm Hosela | A Shift<br>8:00am 12:00pm SDFD Tower (Sta 2 - Tower)                                   |
| Jun 12 - 18    | <b>12</b>   | <b>13</b>  | <b>14</b>   | <b>15</b>   | <b>16</b>  | <b>17</b>  | <b>18</b>  |
|                | C Shift   | A Shift<br>8:30am 5:00pm Camp Penelton Fire School (See Map) - Activity Calendar                       | C Shift<br>8:30am 5:00pm Camp Penelton Fire School (See Map) - Activity<br>9:00am 12:00pm Protocol Update (Videoco      | A Shift<br>8:30am 5:00pm Camp Penelton Fire School (See Map) - Activity<br>9:00am 12:00pm Protocol Update (Videoco  | B Shift<br>8:30am 5:00pm Camp Penelton Fire School (See Map) - Activity<br>9:00am 12:00pm Protocol Update (Videoco     | A Shift<br>8:30am 5:00pm Camp Penelton Fire School (See Map) - Activity Calendar   | B Shift  |
| Jun 19 - 25    | <b>19</b>   | <b>20</b>  | <b>21</b>   | <b>22</b>   | <b>23</b>  | <b>24</b>  | <b>25</b>  |
|                | C Shift   | B Shift<br>7:00am 4:30pm 2511 Foam System Repairs (DMR 1)<br>9:00am 11:00am Lifeguard/Fire Training (P | C Shift<br>1:30pm 3:30pm Shift Meeting (RSF Sta 4) - Training-Calendar  | 9:00am Social Networking (RSF am / ENC pm) - Training-Calendar<br>B Shift<br>7:00am 8:00am 2611 AM Service (RSF 4)<br>8:30am 10:30am E2613 to ENC #5 for Pre- | C Shift<br>7:00am 4:30pm 2611 AM Service (RSF 4)   | A Shift<br>7:00am 4:30pm 2611 AM Service (RSF 4)   | C Shift<br>12:00pm 5:30pm Birthday Party (RSF-1 Board/Community Room) - Julie E. Taber |
| Jun 26 - Jul 2 | <b>26</b>   | <b>27</b>  | <b>28</b>   | <b>29</b>   | <b>30</b>  | <b>Jul 1</b>   | <b>2</b>   |
|                | A Shift   | B Shift<br>9:00am 12:00pm Shift Meeting (RSF Sta 4) - Training-Calendar                                | A Shift<br>1:30pm 3:30pm HTL/N CJ Chief's Sub-Com<br>2:00pm 4:00pm Shift Meeting (RSF Sta 4) - T<br>3:30pm 5:30pm NCDJP | B Shift<br>7:00am 5:00pm WT 2651 Pump Seal (RSF 1)  | A Shift<br>Pump Testing (RSF Sta<br>7:00am 12:00pm 2612 Rear Step (RSF 2)<br>1:00pm 4:00pm Wellness Physical - E2614 - |  |  |

## 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        | 0.006              | Discovery of underground water line          | \$3,909.22          | Back Charge | Michel      | \$3,909.22  | \$3,909.22          |
| 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        | 0.005              | Add 45 days and extended O/H as agreed       | \$15,450.00         | Approved    | Board       | \$15,540.00 | \$15,540.00         |
| 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        | 0.006              | 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 RSFCS             | \$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        | 0.008              | Add AT&T pull box                            | \$2,538.59          | Approved    | Michel      | \$2,538.59  | \$2,538.59          |
| 3/31/11      |               | 920024        | 0.006              | Removal of dintel, north side of building    | -\$2,545.00         | Approved    | Michel      | -\$2,545.00 | -\$2,545.00         |
| 3/31/11      |               | 920025        | 0.006              | Increase Bld. Footing 6" per plan change     | \$4,901.37          | Approved    | Michel      | \$4,901.37  | \$4,901.37          |
| 5/10/11      |               | 920026        |                    | Electrical feed changes at a/c               | not submitted       | Hold        |             |             | \$0.00              |
| 4/19/11      |               | 920027        | <b>COR Pending</b> | Exterior Delta ASI #13 (Extractor)           | -\$398.95           | Approved    | Michel      | -\$398.95   | -\$398.95           |
|              |               | 920028        |                    | Water proofing at laundry upstairs           | \$1,800.00          | Hold        |             |             |                     |
|              |               | 920029        | rej                | Cut & patch gas line - SDG&E revised         | rejected for rev.   | Hold        |             |             | \$0.00              |
|              |               | 920030        |                    | Not Submitted                                |                     |             |             |             | \$0.00              |
| 4/25/10      |               | 920031        | 0.008              | Delete Photo Eye at Swing Gate               | -\$765.00           | Approved    | Michel      | -\$795.00   | -\$795.00           |
|              |               | 920032        |                    | Not Submitted                                |                     |             |             |             |                     |
|              |               | 920033        |                    | Not Submitted                                |                     |             |             |             |                     |
| 5/1/11       |               | 920034        |                    | Capt. Office door change - work complete     | Pending             | Hold        |             |             |                     |
| 6/14/11      |               | 920035        | <b>COR Pending</b> | Elect. Room 205 (new) layout                 | \$1,815.00          | Approved    | Michel      | \$1,815.00  | \$1,815.00          |
| 6/6/11       |               | 920036        | 0.008              | Added electrical per owners request          | \$2,010.46          | Approved    | Michel      | \$2,010.46  | \$2,010.46          |
| 6/21/11      |               | 920037        | <b>COR Pending</b> | Add shear panel at Grid 9 (RFI #38)          | \$2,000.00          | Approved    | Michel      | \$2,000.00  | \$2,000.00          |
| 6/22/11      | Per Agreement |               | 0.007              | Add 25 rain days; Add 10 E/OHD Bld. Perm.    | \$7,500.00          | Approved    | Michel      | \$7,500.00  | \$7,500.00          |
| <b>Total</b> |               | <b>38</b>     |                    |  | <b>\$144,615.78</b> |             |             |             | <b>\$140,054.97</b> |

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# STAFF REPORT

NO. 11-14

**TO:** BOARD OF DIRECTORS  
TONY MICHEL, FIRE CHIEF

**FROM:** CLIFFORD HUNTER, FIRE MARSHAL

**SUBJECT:** FUTURE DEVELOPMENT

**DATE:** JULY 14, 2011

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## RECOMMENDATION

For information only

## CURRENT SITUATION

The Chart is a rough summary of large projects within the Fire District.

| Development            | Approved Units | Completed Units | Under Construction | To be Developed |
|------------------------|----------------|-----------------|--------------------|-----------------|
| <b>4S</b>              | <b>4,500</b>   | 4,300           | 42                 | 158             |
| Office building        | <b>1</b>       | 0               | 0                  | 1               |
| <b>Cielo</b>           | <b>532</b>     | 157             | 25                 | 350             |
| <b>Crosby</b>          | <b>420</b>     | 316             | 0                  | 0               |
| California West        | (13)           | 0               | 13                 | 0               |
| The Cottages           | (43)           | 0               | 0                  | 43              |
| Toll Brothers          | (29)           | 0               | 29                 | 0               |
| The Villas             | (19)           | 0               | 19                 | 0               |
|                        | (104)          | 0               | 0                  | 0               |
| <b>The Lakes</b>       | <b>357</b>     | 80              | 13                 | 264             |
| <b>McCrink</b>         | <b>15</b>      | 0               | 0                  | 15              |
| <b>Onyx Ridge</b>      | <b>11</b>      | 0               | 0                  | 11              |
| <b>Quantum Estates</b> | <b>7</b>       | 0               | 0                  | 7               |
| <b>Bridges</b>         | <b>241</b>     | 217             | 0                  | 24              |
| <b>Cancha de Golf</b>  | <b>54</b>      | 0               | 0                  | 54              |
| <b>Santa Fe Hills</b>  | <b>8</b>       | 0               | 0                  | 8               |
|                        |                |                 |                    |                 |
| <b>Totals</b>          | <b>6,146</b>   | <b>5,070</b>    | <b>141</b>         | <b>935</b>      |

## SUMMARY

This is only a sampling of current projects we have been working on. There may be future projects, such as the Cheese Church, that will impact the Fire Districts activity. There may be other developments/projects that I have no knowledge of at this time.



**CLAIM AGAINST THE RANCHO SANTA FE FIRE PROTECTION DISTRICT  
(FOR DAMAGES TO PERSONS OR PERSONAL PROPERTY)**

**Delivered By:**

\_\_\_ Mail  
\_\_\_ Over the counter

**Received By:**

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

*A claim must be filed with the Rancho Santa Fe Fire Protection District within 6 months after which the incident or event occurred. Be sure your claim is against the Rancho Santa Fe Fire Protection District, not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph and number. Completed claims must be mailed or delivered to:*

**By Mail:**

Rancho Santa Fe Fire Protection District  
P.O. Box 410  
Rancho Santa Fe, CA 92067  
Phone (858) 756-5971

**Personal Delivery:**

Rancho Santa Fe Fire Protection District  
18027 Calle Ambiente  
Rancho Santa Fe, CA 92067  
Phone (858) 756-5971

**TO THE HONORABLE BOARD OF DIRECTORS  
RANCHO SANTA FE FIRE PROTECTION DISTRICT**

The undersigned respectfully submits the following claim and information relative to damage to persons and/or personal property:

1. Name of Claimant: USAA A/S/O Cheryl Liedea  
 Address of Claimant: P.O. Box 659476, San Antonio, TX 78265-9476  
 Home Phone: ( ) \_\_\_\_\_ Work Phone: (800) 531-8722 ext. 25135  
 Birth Date: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

2. Name, telephone and post office address to which claimant desires notices to be sent, if other than above:

(SARL)  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Occurrence or event from which the claim arises:

a. Date: May 10, 2011 a. Time: 6:37 AM

c. Location, including address (if none, nearest cross street) and city:  
Deer Springs Rd, Fallbrook, CA.

d. Specify the particular occurrence, event, act or omission you claim caused the injury or damage (use additional paper if necessary)

Rancho Santa Fe Fire Vehicle, operated by Clifford Hunter, crossed the double yellow lines, and struck the Liedes (USA) vehicle.

e. State how or wherein the Rancho Santa Fe Fire Protection District or its employees were at fault. Give the name(s) of the employee(s) causing the damage or injury:

Please refer to the enclosed Police Report. Clifford Hunter caused this auto accident.

4. Give a description of the property damage or loss, as is known at the time of the claim:

\$3189.79 damage to the vehicle plus \$540 Rental Expense = \$3729.79

5. Give a description of the injury, as is known at the time of the claim:

NO INJURY

6. Name and address of any other person injured:

N/A

7. Name and address of the owner of any damaged property:

Cheryl Liedes, 43139 Teramo St, Temecula, CA 92592

8. Damages claimed:

|    |                                   |                |
|----|-----------------------------------|----------------|
| a. | Amount claimed as of this date:   | <u>3729.79</u> |
| b. | Estimated amount of future costs: | <u>0</u>       |
| c. | Total amount claimed:             | <u>3729.79</u> |

9. Basis for computation of amounts claimed (include copies of all bills, invoices, estimates, etc.):

Repair costs for 2009 Acura = \$3189.79  
\$540 Rental Expense while vehicle was being repaired

10. Any additional information that might be helpful in considering this claim:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM  
(Penal Code § 72; Insurance Code § 556.1)**

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is TRUE and CORRECT.

Signed this 5<sup>th</sup> day of June, 2011 at San Antonio, Texas

[Signature]  
Claimant's signature



9800 Fredericksburg Road  
San Antonio, Texas 78288

RANCHO SANTA FE FIRE  
P.O. BOX 410  
RANCHO SANTA FE CA 92067-0410

June 28, 2011

Reference: Request for payment

Dear Karlana Rannals,

We reimbursed our insured for damages sustained as a result of the loss referenced below. Our investigation shows that your insured is responsible. This is notification that we intend to recover the amount we paid.

|                    |                          |
|--------------------|--------------------------|
| USAA policyholder: | Cheryl D. Lieder         |
| Claim #:           | 13145765-7102-18-7643    |
| Date of loss:      | May 10, 2011             |
| Loss location:     | Fallbrook, California    |
| USAA tax ID:       | 74-0959140               |
| Your policyholder: | driver - Clifford Hunter |
| Your reference #:  | unknown                  |

We ask that you not settle the claim with our insured without protecting our recovery rights. Please see the attached Payment Summary for additional details.

If you need additional assistance, please call 1-800-531-8722, ext. 2-5135. I, or one of my co-workers, will assist you.

Sincerely,

John Walsh, CPCU  
Subrogation Department  
United Services Automobile Association

**Payment Summary**

USAA claim #: 13145765-7102-18-7643  
Your reference #: unknown

|                         |    |                 |
|-------------------------|----|-----------------|
| Vehicle damages         | \$ | 3,189.79        |
| Rental/loss of use      | \$ | 540.00          |
| Total payment requested | \$ | <u>3,729.79</u> |

- Make your certified check or money order payable to: **USAA as subrogee of Cheryl D. Lieder.**
- Provide claim# 13145765-7102-18-7643 on your check or money order.
- Send your payment to: **USAA Subrogation Dept  
P.O. Box 659476  
San Antonio, Texas 78265-9476.**

Any payment less than the full amount that we have requested will not satisfy our claim. We will not waive our legal rights to enforce collection of the remaining unpaid amount unless we provide you a written release.



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# STAFF REPORT

NO. 11-15

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**TO:** BOARD OF DIRECTORS  
**FROM:** TONY MICHEL, FIRE CHIEF  
**SUBJECT:** GEOTECHNICAL SERVICES CHANGE ORDER NO. 5  
**DATE:** JULY 15, 2011

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## RECOMMENDATION

Staff recommends the Board approve Change Order No. 5 from Geocon in the amount of \$25,173.00 for the remaining geotechnical testing and observation services for the Fairbanks Ranch Fire Station Replacement Project.

## BACKGROUND

In November 2008, the Board approved contracts for both a geotechnical analysis and engineering services for the Fairbanks Ranch fire station project. The geotechnical contract with Geocon was for the site investigation and soil testing. This contract was removed from the architectural services contract as sub consultants at the suggestion of legal counsel.

In January 2009, the Board approved the geotechnical scope of services contract with Geocon to change from the original contract to include the testing and observation services during the grading and construction phase of the Fire Station Replacement Project.

In April 2010, Geocon submitted an addendum to the original "time and material" based contract which increased the estimated cost to \$22,930. The change was \$22,930 estimated based on the construction schedule and was a time and materials contract.

In August 2010, Geocon submitted another contract addendum in the amount of \$25,530 which also included these cost increases as well as site testing and observation for the proposed soldier pile wall installation.

In November 2010, the Board approved a fourth amendment to the original contract for additional time and material costs (\$24,093) incurred during the grading and soldier pile beam installation phase. At the time, Geocon anticipated that the increase of services required to complete the site grading and final report would be approximately \$110,072.00.

**CURRENT SITUATION**

The grading of the site has been nearly complete and the installation of improvements is currently in progress. Geocon's current billing is approximately \$125,245.00 which exceeded the current contract amount of \$110,072.00 by \$15,173. The reason for the budget overrun was exceeding the estimated time for backfill around the box culvert, retaining wall backfill, subgrade preparation and particularly, the water main trench backfill.

According to Ali Sadr, Geocon's Geotechnical Engineer, the remaining work required to complete their scope of work for this project consists of testing and observation for the following:

- Utility trench backfill
- Minor grading
- Preparation of the pavement subgrade
- Preparation of the final report of testing and observations during site improvements

Mr. Sadr estimates that an additional \$10,000.00 is required complete these tasks; therefore he is recommending an increase of \$25,173.00 to cover the budget overrun and the remaining tasks.

On July 12, 2011, Geocon submitted Change Order No. 5 in the amount of \$25,173.00 which will increase the total budget for geotechnical testing and observation services to \$128,745.00.

| <b>Item</b>                       | <b>Cost</b>      | <b>Reason</b>  | <b>Dated</b>       |
|-----------------------------------|------------------|--|--------------------|
| Original Contract w/<br>amendment | \$ 15,470        | Soil and testing services  | 10/12/09           |
| Contract amendment 1              | \$22,930         | Geotechnical Services for the station<br>replacement project                                 | 1/7/09             |
| Contract amendment 2              | \$18,449         | Time and material cost increases   | 4/8/10             |
| Contract amendment 3              | \$25,530         | Additional costs associated with site testing<br>of soldier pile wall                        | 8/6/10             |
| Contract amendment 4              | \$24,093         | Additional costs incurred during grading and<br>soldier beam install.                        | 11/23/10           |
| Contract amendment 5              | 25,173           | Budget overrun and tasks required to complete<br>geotechnical services (\$15,173 + \$10,000) | 7/12/11            |
| Grading & Final Report            | \$3,600          | County required  | Upon<br>completion |
| <b>Revised Contract Amt.</b>      | <b>\$135,245</b> |  |                    |