



RANCHO SANTA FE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING AGENDA

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

November 9, 2011
Regular Meeting – 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. 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 October 12, 2011
- ii) Board of Directors minutes of October 31, 2011

ACTION REQUESTED: **Approve**

b. Receive and File

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

(1) List of Demands

Check 21250 thru 22322 for the period October 1 – 31, 2011 totaling: \$ 262,881.23

Payroll for the period October 1 – 31, 2011 \$ 444,912.20

TOTAL DISTRIBUTION \$ 707,793.43

(2) Financial Reports – Quarter ending September 30, 2011

- Budget Review
- Combined Summary Statement Cash Assets-Liabilities

- (3) Activity Reports – October 2011
 - Fire Prevention
 - Operations
 - Training
 - Fairbanks Ranch Station Replacement
 - Construction Change Orders
- (4) District Articles
- (5) Correspondence - letters/cards were received from the following members of the public:
 - Hunter
- c. Sale of Surplus Equipment – Staff Report 11-22
ACTION REQUESTED: **Approve**
- d. Fairbanks Ranch Fire Station Replacement Project – Drywall Subcontractor Substitution Request – Staff Report 11-23
ACTION REQUESTED: **Approve**

4. Oral Report

- a. Fire Chief – Michel
 - i) Fairbanks Ranch Replacement Fire Station – Update
 - ii) Cooperative Efforts – Update
 - iii) District Activities
 - (1) Fireman’s Fund/G.S. Levine Insurance Ice Cream Social – October 13, 2011
 - (2) Pancake Breakfast – October 16, 2011
 - (3) CPR Class for board members and admin employees
- b. Operations – Deputy Chief Ward
- c. Training – Battalion Chief Davidson
- d. Fire Prevention - Fire Marshal
- e. Administrative Manager – Rannals
- f. Board of Directors
 - i) North County Dispatch JPA – Update
 - ii) County Service Area – 17 – Update
 - iii) Comments

5. Old Business

- a. None

6. New Business

- a. Forced Abated Property – Update – [Staff Report 11-24](#)
To provide an update and information regarding the costs and number of properties that are subject to forced abatements due to hazards in the current fiscal year.
ACTION REQUESTED: **Informational**
- b. Revised Architectural Services Contract – [Staff Report 11-25](#)
To discuss and/or approve an extension of the architectural services contract with Jeff Katz Architecture in the amount of \$28,000.00
ACTION REQUESTED: **Approve**

7. Closed Session

- a. 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

- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957:

PUBLIC EMPLOYMENT

Title: Fire Chief

8. Adjournment

RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting – Agenda
Wednesday, November 9, 2011 1:00 pm PST

CERTIFICATION OF POSTING

I certify that on November 6, 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 November 6, 2011

Karlana Rannals

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR MEETING BOARD OF DIRECTORS
MINUTES – October 12, 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

Captain Chris Galindo led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren, Malin

Directors Absent: Tanner

Staff Present: Tony Michel, Fire Chief; Dismas Abelman, Deputy Chief; Darrin Ward, Deputy Chief; Fred Cox, 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. Consent Calendar

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

i) MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the following:

(1) Board of Directors minutes of September 21, 2011

b. Receive and File

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to and file:

i) Monthly/Quarterly Reports

(1) List of Demands

Check 21656 thru 22249 for the period September 1– 30, 2011 totaling:	\$ 299,269.57
Payroll for the period September 1– 30, 2011	<u>\$ 481,146.49</u>
TOTAL DISTRIBUTION	\$ 780,416.06

(2) Activity Reports – September 2011

- Fire Prevention
- Operations
- Training
- Fairbanks Ranch Station Replacement – Construction Change Orders
 - Construction Change Orders
 - Subcontractor Substitution Request – reported the District’s decision in favor of Ledcor’s request to substitute Sass Electric in place of the listed subcontractor, Fitzpatrick Associates, Inc. for Section 16000 – Electrical.

(3) District Articles

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

- Thurman

c. Sale of Surplus Equipment

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the following:

Vehicle VIN: 1GKDM19W7YB527721 (2000 GM Safari Van) be sold at auction. The sale to take place on February 4, 2012 in Ramona, California by TNT auctioneers to the highest bidder.

4. Oral Report

a. *Fire Chief – Michel*

- i) Fairbanks Ranch Replacement Fire Station – Update: Captain Galindo distributed an update on project. He reported that there hasn't been substantial progress on the project. The District has received two additional "Public Work's Stop Notice." These matters have been referred to legal counsel for assistance. To date the district has spent \$3.4 million; no additional change orders have been approved; and the project is 73% complete. The contractor has given a revised completion date of November 29, 2011.
- ii) Cooperative Efforts – Update: Michel – he reported that he attended a leadership meeting with the City Manager for Solana Beach and the Encinitas Fire Chief to discuss the next phase of the cooperative efforts. Chief Muir informed the leadership group that he may retire if he is appointed the vacant position on the Encinitas City Council.
- iii) ISO Rating – Follow-up: Chief Michel distributed a "Public Protection Classification Summary Report" prepared by Insurance Services Office, Inc (ISO). He summarized how the ISO conducts their evaluation interpreted the classification numbers. He reported that the District remained a Classification 4; however, he reviewed the areas that the District improved on. Staff responded to questions from the Board.
- iv) GIS Response Criteria: Chief Michel distributed *Drive Time Analysis Composite Map* for the Fire District. The District's goal by station location is to achieve a less than seven minute response time 90% of the time. The map is for information only.
- v) District Activities
 - (1) Fireman's Fund/G.S. Levine Insurance Ice Cream Social: he reminded the Board of the event scheduled for October 13, 2011 at the Fairbanks Ranch Country Club
 - (2) Pancake Breakfast: he reminded the Board of the annual breakfast to be held October 16 at RSF1 (El Fuego).

b. *Operations – Chief Ward*

- i) Chief Ward summarized the following significant calls that District personnel responded to:
 - (1) Brush Fire: on the border of 4S Ranch and San Diego City.
 - (2) Brush Fire: fire in Julian. A brush engine and water tender was sent on a strike team to assist.

c. *Training – Battalion Chief Davidson*

- i) Chief Davidson summarized the following training activity for all personnel:
 - (1) Swift water rescue @LEGOLAND

He also reported that he has been actively participating in the recruitment for a Firefighter/Paramedic and Fire Marshal positions. There were 24 applicants for the Fire Marshal position, in which 10 were invited to participate in the assessment center.

d. *Fire Prevention - Fire Marshal*

- i) Fire Prevention Specialist Renee Hill joined the meeting to summarize the staff activity:
 - (1) New construction: 28,000 square feet for previous month, with 75 inspection services provided
 - (2) Weed abatement: staff conducted 240 inspections and nine properties were outsourced to forced abatements.
 - (3) Del Dios Gorge: work will begin to eradicate all invasive species. A partial road closure on Del Dios Highway will occur.

e. *Administrative Manager – Rannals*

- i) She thanked the board members for their participation and support for the retirement celebration held September 28, 2011 for Fire Marshall Cliff Hunter.

f. *Board of Directors*

- i) North County Dispatch JPA – Update: no report
- ii) County Service Area – 17 – Update: no report
- iii) Comments
None

5. Old Business

- a. None

6. New Business

a. Special Meeting

Chief Michel informed the board of a need to schedule a special meeting regarding the Fairbanks Ranch replacement fire station. By consensus, the Board agreed to schedule a special meeting for October 31, 2011 at 10:00 am.

b. Demonstration of Breathing Apparatus

Chief Sturtevant began the demonstration with a recap of the grant and selection process for the Assistance to Firefighter’s Grant (AFG). The District received in excess of \$200, 000 for the purchase and replacement of breathing apparatus. Firefighter/Paramedic Luke Bennett demonstrated how the equipment was used and new features were highlighted on the equipment that is enhancements from the previous equipment. Chief Sturtevant commended Captain Mosby and FF/PM Bennett for the outstanding job in the selection of the equipment.

Ten-minute recess

7. Closed Session

Pursuant to sections 54957.6 the Board met in closed session from 3:25 to 5:15 to discuss the following:

- i) 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

All board members listed and Chief Michel, Battalion Chief Cox and Karlana Rannals attended the closed session

Upon reconvening, President Ashcraft reported all matters listed were discussed and there was no action taken.

8. Adjournment

Meeting adjourned at 5:18 pm.

Karlena Rannals
Secretary

James H Ashcraft
President



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING
MINUTES – October 31, 2011**

President Ashcraft called to order the special meeting of the Rancho Santa Fe Fire Protection District Board of Directors at 10:00 am.

Pledge of Allegiance

Battalion Chief Gibbs led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren, Malin, Tanner (*departed @ 11:15 am*)

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Battalion Chief Brett Davidson; Battalion Chief Mike Gibbs; Administrative Captain Chris Galindo; and Karlana Rannals, Board Clerk.

By Invitation: Stephen J. Fitch, Esq., Legal Counsel

2. Public Comment

No one requested to speak to the Board.

3. Closed Session

Pursuant to section 54956.8, the Board met in closed session from 10:04 to 11:50 to discuss the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.95:

1. LIABILITY CLAIM

Claimant: Rexel, Inc.

Agency claimed against: Rancho Santa Fe Fire Protection District

All members listed attend the closed session.

- b. 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*

All members listed attend the closed session.

- c. With respect to every item of business to be discussed in closed session pursuant to Section 54957:

PUBLIC EMPLOYMENT

Title: Fire Chief

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

Upon reconvening, President Ashcraft reported the following:

- i) Item 3.a. and 3.b.: topics were discussed with staff and legal counsel. There was no action taken by the Board.

- ii) Item 3.c.: topic was discussed with Chief Michel. Direction was given to the Fire Chief and that there was no action taken by the Board.

4. New Business

- a. Liability Claim – Rexel, Inc.

Mr. Fitch reviewed the legal requirements of the government code and responded to questions from the board. It was recommended that the board reject the claim.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to reject the claim.

5. Adjournment

Meeting adjourned at 11:55 am.

Karlana Rannals
Secretary

James H Ashcraft
President

check #	Amount	Vendor	Purpose
22250	\$181.18	AT&T Calnet 2	Telephone
22252	\$3,342.00	Charles Z Fedak & Company	Accounting-Audit Services
22253	\$7,110.00	Cielo Village LLC	Cielo HOA Fees
22254	\$1,349.40	Complete Office of California Inc	Office Supplies
22255	\$65.99	Cox, Fred W.	Mileage Reimbursement
22256	\$19.24	Cutters Edge Inc	Apparatus Tools/Equipment Repair
22257	\$2,807.00	Design Space Modular Buildings Inc	FBR #3 Replacement
22258	\$678.30	EDD	Unemployment Insurance
22259	\$226.19	Enternmann-Rovin Co Inc.	Uniform - Prevention
22260	\$599.09	Fire ETC Inc	Safety Clothing
22261	\$2,409.00	Garrett Electric Inc	Station Maintenance
22262	\$60.00	Hunter, Clifford F	On Line Services Reimbursement
22263	\$245.00	Jobs Available Inc.	Advertising
22264	\$5,428.50	KTU+A	GIS Services
22265	\$1,614.27	Michel, Tony J	Telephone Cell/Medical Reimbursement
22266	\$184.09	Murphy Mary	CSA-17 Murphy
22267	\$7,414.75	Ninyo and Moore Inc	Soil Contamination - Fuel Tank Removal
22268	\$495.00	Power Plus!	FBR #3 Replacement
22269	\$300.00	Rancho Santa Fe Rotary	Meetings/Meal Expenses/Association Dues
22270	\$414.75	Rannals, Karlana	Meetings/Meal Exp/Office Supplies/Medical Reimbursement
22271	\$25.00	RSFPFA	Firefighters Assn.
22272	\$53.00	Terminix International	Building - Monthly Service
22273	\$12.00	U P S	Shipping Service
22274	\$5,350.15	U S Bank Corporate Payment System	Cal-Card./IMPAC program
22275	\$780.89	Waste Management Inc	Trash Disposal
22276	\$5,500.00	WinTech Computer Services	Consulting Services
22277	\$21.00	AAA Live Scan	Background Investigation - Employment
22278	\$1,410.00	Abele, James and/or Christine	Miscellaneous Reimbursable - Weed Abatement
22279	\$354.00	Accme Janitorial Service Inc	Building - Monthly Service
22280	\$953.31	AT&T Calnet 2	Telephone
22281	\$244.59	Balignasay, Connie P.	Mileage/Medical Reimbursement
22282	\$493.97	CDW Government Inc.	Equipment - Minor

22250	\$181.18	AT&T Calnet 2	Telephone
22252	\$3,342.00	Charles Z Fedak & Company	Accounting-Audit Services
22283	\$367.00	Cnty of SD APCD	Permits - County/City
22284	\$84.34	Compressed Air Specialties Inc	Breathing Apparatus
22285	\$464.31	Daniels Tire Service Inc	Vehicle Scheduled Maintenance
22286	\$10,292.71	Dell Marketing	Computer/Printer Replacement
22287	\$86.99	Directv	FBR #3 Replacement
22288	\$1,688.50	Engineered Mechanical Services Inc	Building - Monthly Service & Repair
22289	\$29.48	FedEx	Shipping Service
22290	\$2,432.88	Fitch Law Firm Inc	Legal Services
22291	\$3,165.23	Guardian Life Insurance Co	Dental Insurance
22292	\$66,660.73	Health Net	Medical Insurance
22293	\$488.81	HSBC Business Solutions	Janitorial Supplies
22294	\$123.00	IAAP	Association Dues
22295	\$16,051.85	Jeff Katz Architecture	FBR #3 Replacement
22296	\$882.65	Konica Minolta Business Inc	Copier Maintenance Contract
22297	\$19,633.00	Ledcor Construction C/O CB&T Escrow	FBR #3 Replacement
22298	\$15,931.35	Ledcor Construction Inc	FBR #3 Replacement
22301	\$41.97	Napa Auto Parts Inc	Apparatus Parts & Supplies
22302	\$32,255.50	North County Dispatch JPA	Dispatching
22303	\$3,583.35	North County EVS Inc	Apparatus Repair/Maintenance
22303	\$3,583.35	North County EVS Inc	Apparatus Tool/Equipment Replacement/Repair/Scheduled Maint.
22304	\$9,658.21	Olivenhain Municipal Water District	Water
22305	\$1,439.73	Parkhouse Tire, Inc.	Tires & Tubes
22306	\$1,134.00	PDSI Inc	TeleStaff Maintenance
22307	\$2,646.00	Physio-Control Inc.	CSA-17 - Supplies
22308	\$291.00	Pitney Bowes Inc	Equipment Rental
22309	\$142.23	Premier Signs Inc	Apparatus Parts & Supplies
22310	\$50.00	RSFPFA	Firefighters Assn.
22311	\$6,525.51	San Diego Gas & Electric	Electricity
22312	\$488.64	Santa Fe Irrigation District	Water
22313	\$2,527.00	Shapouri & Associates	FBR #3 Replacement
22314	\$3,106.65	Silverado Avionics Inc	2011 Explorer SUV 1181

22250	\$181.18	AT&T Calnet 2	Telephone
22252	\$3,342.00	Charles Z Fedak & Company	Accounting-Audit Services
22315	\$32.00	State of CA Dept of Justice	Background Investigation - Employment
22316	\$579.68	The Lincoln National Life Ins Co	Disability/Life Insurance
22317	\$3,022.31	The SoCo Group Inc	Gasoline & Diesel Fuel
22318	\$24.00	U P S	Shipping Service
22319	\$325.44	Unibind Inc	Office Supplies
22320	\$1,178.28	Waste Management Inc	Station Maintenance
22321	\$433.21	Western State Design Inc	Building - Sprinkler testing/Repair
22322	\$37.30	Willis, Erwin L.	Microwave Wireless System Reimbursement
	\$1,251.38	Various	Medical Reimb
Sub-total	\$262,881.23		
10/15/2011	\$262,597.97	Rancho Santa Fe FPD	Payroll
10/30/2011	\$4,058.00	Rancho Santa Fe FPD	Payroll
10/31/2011	\$178,256.23	Rancho Santa Fe FPD	Payroll
Sub-total	\$444,912.20		
TOTAL	\$707,793.43		

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2010
 July 1, 2011 through September 30, 2011
 FY12

	BUDGET EXPENDITURES FY12	ESTIMATED EXPENDITURES FY12	% OF BUDGET
PERSONNEL COSTS			
Salaries/Wages - Staff	\$4,617,771	\$1,137,720	24.6%
Management Services (Coop Eff)	\$233,871	\$0	0.0%
Holiday Pay	\$150,961	\$0	0.0%
Overtime	\$982,005	\$180,063	18.3%
Health Insurance + HRSA	\$1,111,625	\$261,159	23.5%
Life Insurance/Long Term Disability	\$8,829	\$2,399	27.2%
Paramedic Incentive Pay	\$21,600	\$9,600	44.4%
Retirement	\$1,634,792	\$258,551	15.8%
Social Security Tax	\$3,658	\$1,161	31.7%
Unemployment Insurance	\$16,222	\$0	0.0%
Medicare Tax	\$75,682	\$18,156	24.0%
Workers' Compensation/Wellness	\$180,015	\$52,488	29.2%
Labor (Temporary)	<u>\$35,200</u>	<u>\$16,093</u>	45.7%
PERSONNEL (Subtotal)	\$9,072,232	\$1,937,391	21.4%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2010
 July 1, 2011 through September 30, 2011

	BUDGET EXPENDITURES FY12	ESTIMATED EXPENDITURES FY12	% OF BUDGET
CONTRACTURAL			
Administrative Fees	\$200,080	\$13,133	6.6%
Advertising	\$2,278	\$1,818	79.8%
Apparatus	\$5,000	\$0	0.0%
Association Dues	\$7,656	\$0	0.0%
Building/Facility Lease	\$28,440	\$0	0.0%
Dispatching	\$129,732	\$52,831	40.7%
Equipment Rental	\$1,509	\$0	0.0%
Equipment Repair	\$17,350	\$1,513	8.7%
Insurance	\$70,673	\$65,580	92.8%
Laundry Service	\$0	\$0	0.0%
Legal Services	\$38,400	\$3,836	10.0%
Local Meeting/Meal Expense	\$7,084	\$1,964	27.7%
Mileage Reimbursement	\$854	\$0	0.0%
Other Contractual Services	\$58,865	\$14,718	25.0%
Other Professional Services	\$128,456	\$22,007	17.1%
Permits	\$6,135	\$920	15.0%
Service Agreements	\$41,403	\$7,643	18.5%
Soil Contamination Cleanup	\$15,000	\$0	0.0%
Subscriptions	\$2,130	\$306	14.4%
Training	\$64,155	\$11,829	18.4%
Utilities			
Electricity	\$105,329	\$26,150	24.8%
Sewer	\$17,748	\$0	0.0%
Telephone	\$56,142	\$11,875	21.2%
Trash	\$10,911	\$1,715	15.7%
Water	\$17,088	\$3,374	19.7%
Vehicle Maintenance (Scheduled)	\$56,400	\$6,843	12.1%
Vehicle Repair	\$66,500	\$14,821	22.3%
CONTRACTURAL COSTS (Subtotal)	\$1,155,318	\$262,876	22.8%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2010
 July 1, 2011 through September 30, 2011

	BUDGET EXPENDITURES FY12	ESTIMATED EXPENDITURES FY12	% OF BUDGET
MATERIALS & SUPPLY			
Apparatus	\$26,336	\$1,590	6.0%
Audio Visual	\$1,250	\$0	0.0%
Books	\$3,700	\$0	0.0%
Cellular	\$1,250	\$993	79.4%
Computer	\$67,520	\$0	0.0%
Electrical Supplies	\$417	\$0	0.0%
Fire Hose, Nozzles & Supply	\$5,000	\$0	0.0%
Firefighting Foam	\$3,500	\$0	0.0%
Food for Major Emergencies	\$1,000	\$0	0.0%
Fuel	\$69,571	\$29,472	42.4%
Furnishings/Equipment	\$15,400	\$0	0.0%
Grants	\$7,500	\$0	0.0%
Hydrant Maintenance	\$500	\$311	62.3%
Janitorial	\$12,000	\$1,877	15.6%
Knox Replacement	\$0	\$0	0.0%
Landscape	\$0	\$0	0.0%
Lumber/Screws/Nails	\$0	\$0	0.0%
Maps	\$750	\$0	0.0%
Medical Supplies	\$46,740	\$0	0.0%
Miscellaneous	\$2,254	\$0	0.0%
Office - General	\$38,346	\$8,706	22.7%
Paint	\$0	\$0	0.0%
Program Supplies - CERT	\$2,000	\$0	0.0%
Public Education	\$6,500	\$422	6.5%
Radio	\$23,050	\$0	0.0%
Rock, Sand, Gravel	\$500	\$0	0.0%
Safety	\$30,111	\$2,627	8.7%
Special Events & Awards	\$4,500	\$0	0.0%
Station Maintenance	\$26,000	\$1,714	6.6%
Station Supplies/Replacements	\$3,750	\$57	1.5%
Street Signs & Markers	\$750	\$0	0.0%
Tools	\$1,000	\$0	0.0%
Training (Expendable Supplies)	\$9,000	\$95	1.1%
Uniforms	\$26,000	\$1,663	6.4%
MATERIAL & SUPPLY (Subtotal)	\$436,195	\$49,528	11.4%
OPERATING COST SUMMARY			
Personnel	\$9,072,232	\$1,937,391	21.4%
Contractural	\$1,155,318	\$262,876	22.8%
Material & Supply	\$436,195	\$49,528	11.4%
Depreciation	\$755,191	\$188,798	25.0%
TOTAL COSTS	<u>\$11,418,936</u>	<u>\$2,438,593</u>	21.4%
BEFORE CAPITAL OUTLAY			

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2010
 July 1, 2011 through September 30, 2011

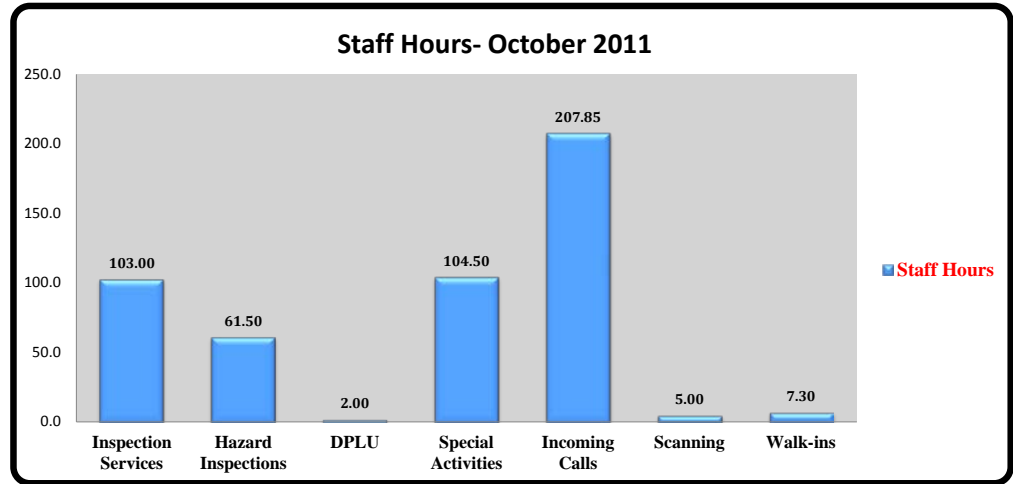
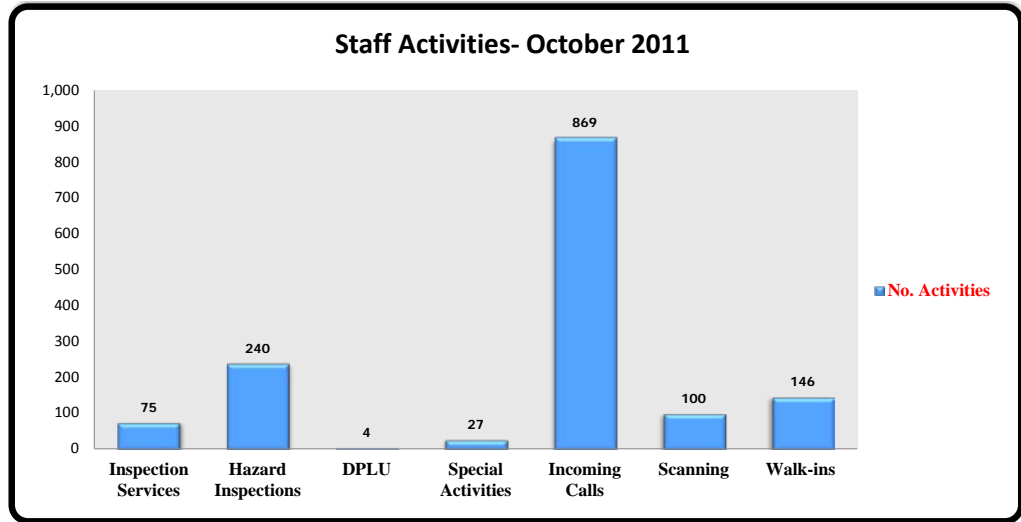
	BUDGET EXPENDITURES FY12	ESTIMATED EXPENDITURES FY12	% OF BUDGET
CAPITAL and PLANNED PROJECTS			
RSF3 - FBR Station	\$562,500	\$90,791	16.1%
Microwave Wireless Network	\$38,250	\$7,984	20.9%
Command/Staff Replacement Vehicles	\$195,000	\$6,827	3.5%
Total Capital & Projects	<u>\$795,750</u>	<u>\$105,602</u>	13.3%

Rancho Santa Fe Fire Protection District

FY 12

PERIODS

Assets	June 30, 2011	30-Sep-11	30-Sep-10
Current Assets			
Cash	\$ 11,993,546	\$ 9,340,340	\$ 8,160,380
GF Accounts Receivable	\$ 108,797	\$ 203,539	\$ 175,155
ALS (Paramedic)	\$ 75,558	\$ 97,504	\$ 75,161
MDC Reserve	\$ 97,028	\$ 97,028	\$ 96,473
PASIS (Workers Compensation)	\$ 556,681	\$ 581,681	\$ 584,644
PREPAID (Cap Assets)	\$ -	\$ -	\$ -
TOTAL ASSETS	\$ 12,831,609	\$ 10,320,093	\$ 9,091,813
Liabilities			
Current Liabilities			
Accounts Payable	\$ 423,188	\$ (2)	\$ -
Accrued Expenses	\$ 241,141	\$ 355,643	\$ 300,601
Other Payables	\$ 173,642	\$ 97,504	\$ 75,161
TOTAL LIABILITIES	\$ 837,971	\$ 453,145	\$ 375,762
Long Term Liabilities			
Contract Compensation	\$ 493,436	\$ 467,121	\$ 467,402
IBNR Liability (Workers Compensation)	\$ 162,497	\$ 162,497	\$ 123,805
Soil Contamination	\$ 6,106	\$ 6,106	\$ 6,106
TOTAL LONG TERM LIABILITIES	\$ 662,040	\$ 635,725	\$ 597,313
Fund Balance			
Restricted Reserves			
ALS / MDC Funds	\$ 97,028	\$ 97,028	\$ 96,473
PASIS (Workers Compensation)	\$ 394,183	\$ 394,183	\$ 435,723
General Fund Reserves			
CalPERS	\$ 1,700,000	\$ 1,700,000	\$ 500,000
Capital Replacement	\$ 4,568,379	\$ 4,568,379	\$ 4,048,918
Operating	\$ 4,250,000	\$ 1,931,818	\$ 1,931,818
Fund Balance Overage/(Deficit)	\$ 322,008	\$ 539,814	\$ 1,105,805
TOTAL FUND BALANCE	\$ 11,331,599	\$ 9,231,223	\$ 8,118,737
TOTAL LIABILITIES & FUND BALANCE	\$ 12,831,609	\$ 10,320,093	\$ 9,091,813
Restricted Cash			
Fire Mitigation	\$ 1,618,125	\$ 1,203,685	\$ 4,530,430
FMF Accounts Payable	\$ -	\$ -	\$ -
FMF Accounts Receivable	\$ 199,468	\$ 83,341	\$ 141,468
FMF Deposit In Transit	\$ -	\$ -	\$ -
	\$ 1,817,593	\$ 1,287,026	\$ 4,683,131
Combined Fund Total	\$ 14,649,202	\$ 11,607,118	\$ 13,774,943

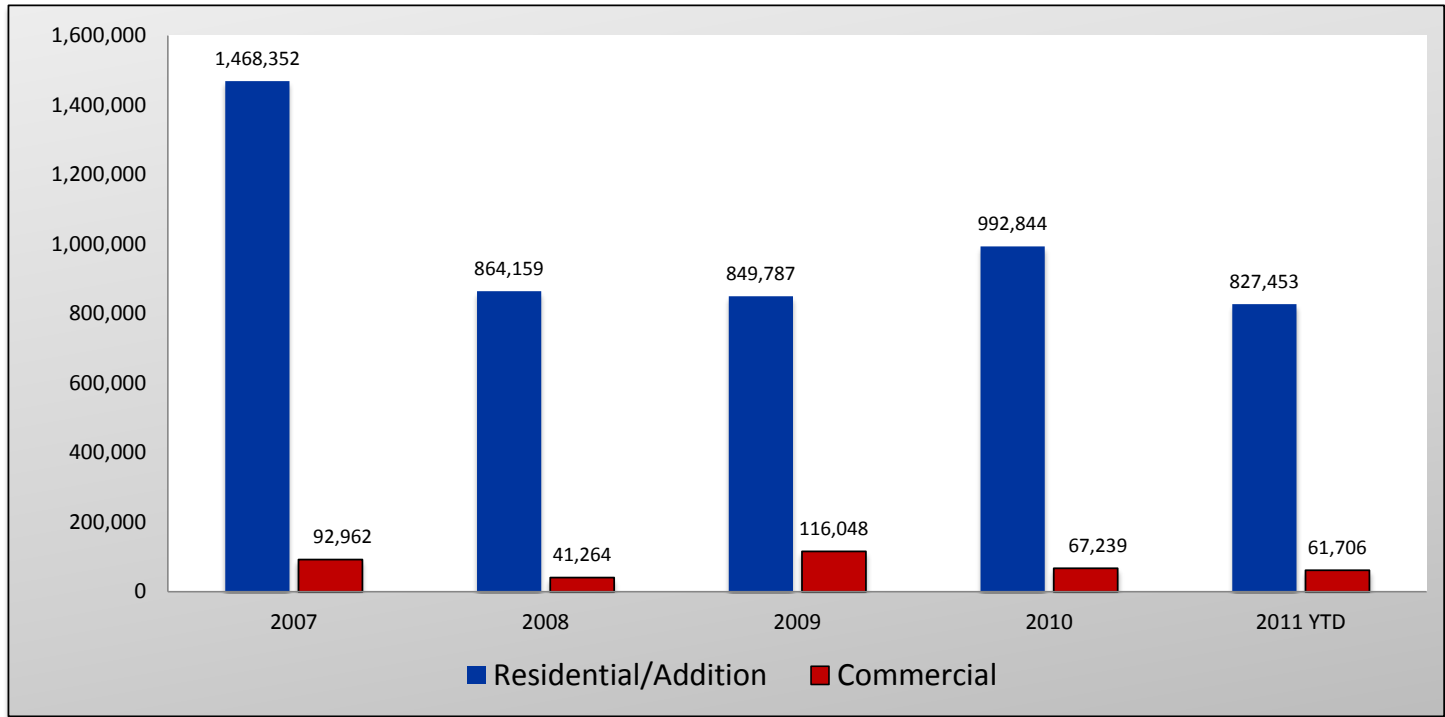


Comparison 2010/2011 Total Monthly Hours/Activities

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	2264	1858	1461	1377		
<i>Hours</i>	413.7	388.8	414.9	271.2	287.8	442.6	448.1	529.0	491.2	349.8		

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	827,453	61,706	889,159

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	58,873	25,142	28,020	102,102		

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	17	56,615
	Urban Forester	2	5,888
	TOTAL	19	62,503
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	1,074	373
	Urban Forester	2	5,888
	TOTAL	1,074	373
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Urban Forester	0	0
	Fire Inspectors	1	39,226
	TOTAL	1	39,226
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	102,102
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	0	0
	Fire Inspectors	6	8
	Urban Forester	0	0
	TOTAL	6	8
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	2	3,669
	Urban Forester	0	0
	TOTAL	2	3,669
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Urban Forester	30	28.0
	Fire Marshal	0	0.0
	Fire Inspectors	0	0.0
	TOTAL	30	28.0

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	2	0.0
Use Permits	0	0.0
Zaps	0	0.0
Administrative Review	1	1.0
Habit Plans	0	0.0
Approval Letters	4	5.0
CWPP	0	0.0
TOTAL	7	6.0
INSPECTION SERVICES- All Staff		
	Number of Inspections	Staff Hours
Undergrounds	3	2.5
Hydros (Fire Sprinklers)	21	21.0
Finals (Structures)	24	24.0
Landscape	9	8.0
Reinspections	4	4.0
Tents/Canopy	4	3.5
Burn Permits	1	1.0
Department of Social Service Licensing	1	1.0
Knox/Strobe	3	1.0
Fuels/Mod Zone	1	1.0
Code Enforcement	1	0.5
Engine Company Follow Up	0	0.0
Misc.	0	0.0
TOTAL	72	67.5
HAZARD INSPECTIONS - All Staff		
	Number of Inspections	Staff Hours
Weed Abatement Inspection	0	0.0
Weed Abatement Reinspection	81	27.5
1st Notice	0	0.0
2nd Notice	5	1.0
Final Notice	10	3.0
Forced Abatement	7	4.5
Postings	1	1.0
Annual Mailers	0	0.0
Homeowner Meeting	20	24.0
WUI	0	0.0
TOTAL	124	61.0
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	1.0
Fire Protection Review	0	0.0
CalFire Crew Projects	0	0.0
Mutli-Hazard Mitigation	2	10.0
Hazmat	0	0.0
Emergency Response/Support	0	0.0
Training Classes	0	0.0
Confrences	0	0.0
Meetings	18	22
Other	0	8.0
Supervision	0	0.0
TOTAL	21	40.5

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	848	159.6
Consultations	20	16.5
Plan Review	61	59.0
Scanning	100	5.0
General Office	15	15.0
TOTAL	1,044	255.1

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff)	671.0	33.6
Walk in/Counter (All Administrative Staff)	205.0	10.3
Knox Application Request	7.0	0.6
UPS Outgoing Shipments	2.0	0.2
Plan Accepted/Routed	47.0	7.8
Formatting Policies	0.0	0.0
Special Projects:	10.0	40.0
Scanning Documents	100.0	5.0
Meetings: Admin/Prevention/Admin Shift	8.0	8.0
Post Office	19.0	11.5
Deposits	10.0	5.0
Training Classes:	0.0	0.0
TOTAL	1,079	121.9

WEBSITE/INTERNET		Staff Hours
Update existing info & documents:		5.0
<i>Updated home page with CERT, Preparedness, etc.</i>		5.0
New design progress:		2.0
<i>Page final touches</i>		2.0
Compile & write new information:		6.0
<i>Pancake Breakfast, Fire Prevention Week</i>		6.0
Website Hits - Not available this month due to statcounter error		
Social Media		3.0
<i>Facebook "Fans" - 179, "Monthly Active Users" - 140, "Post Views" - 2,650</i>		2.0
<i>Twitter "Follower" - 371</i>		1.0
TOTAL		16.0

PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc:		8.0
<i>Graphic for Chief Gibbs</i>		3.0
<i>New Candle Banners (on hold)</i>		5.0
Fire Wire (quarterly):		0.0
TOTAL		8.0

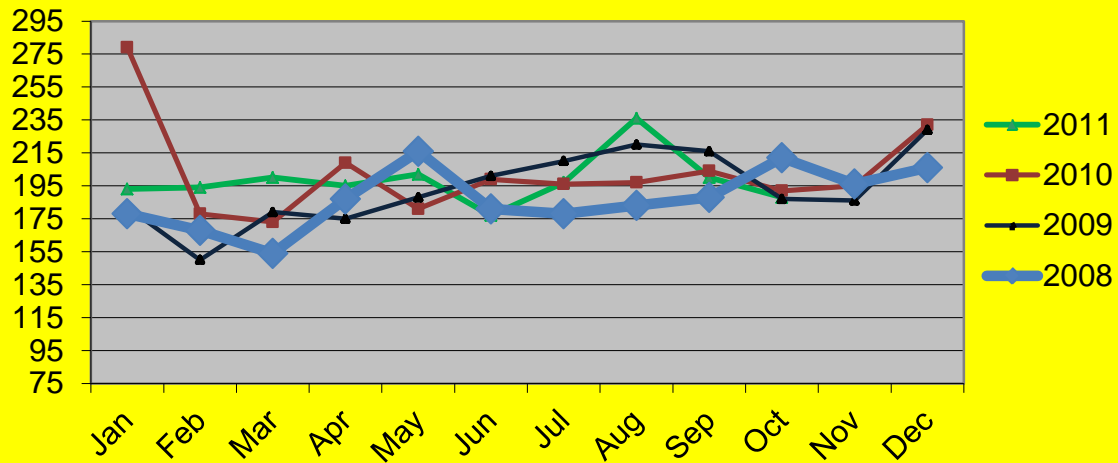
MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		1.0
<i>Chief interview at Station 3 site</i>		1.0
Press Releases:		4.0
<i>District Update</i>		3.0
<i>Pancake Breakfast</i>		1.0
Other Articles/Stories/Interviews:		0.0
TOTAL		5.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		39.0
<i>Birthday parties - 0</i>		0.0
<i>Station Tour - 1</i>		1.0
<i>Fire Prevention Month Presentations</i>		38.0
Child Safety Seat Installations:		15.0
<i>Scheduled 16</i>		2.0
<i>Installed 13</i>		13.0
Adult Programs:		0.0
TOTAL		54.0

EVENTS		Staff Hours
External/Community Events:		6.0
<i>Pancake Breakfast</i>		5.0
<i>Halloween Parade</i>		1.0
Internal Events:		0.0
TOTAL		6.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings:		6.0
<i>Staff meetings</i>		3.0
<i>Shift Meeting</i>		3.0
TOTAL		6.0
CLERICAL		Staff Hours
Prevention-related:		38.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		
<i>Phone Calls - 45</i>		
Meeting Minutes:		3.0
<i>Captain's meeting</i>		3.0
Non-prevention/non-minute related:		19.0
TOTAL		60.0
TOTAL HOURS		155.0

October 2011 Operations Report

Four Year Monthly Response Comparison

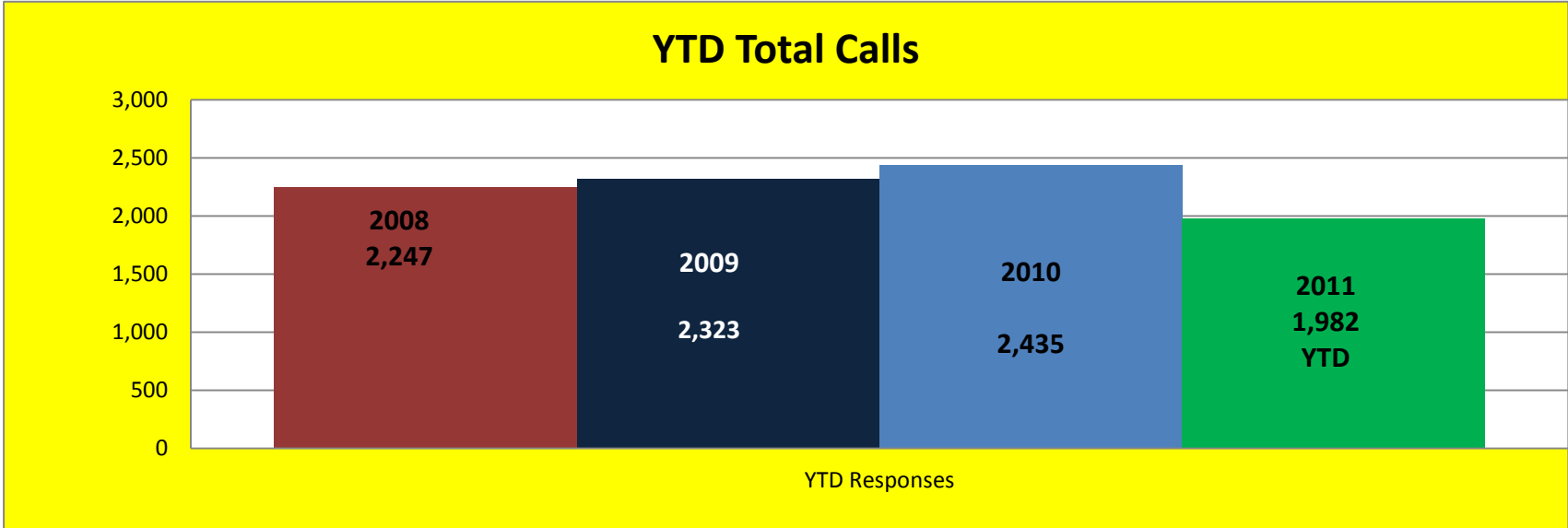


2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	193	194	200	195	202	177	197	236	200	188			1,982
YTD	193	387	587	782	984	1,161	1,358	1,594	1,794	1,982			-1.29%

2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD 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 10/1/2011 To 10/31/2011

Incident Type(s) Selected: All

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time hh:mm:ss	Total Loss	Total Value
Fire	9	7	00:21:08	\$500.00	\$500.00
EMS/Rescue	97	92	00:05:46	\$0.00	\$0.00
Hazardous Condition	4	4	00:06:14	\$0.00	\$0.00
Service Call	32	7	00:07:29	\$0.00	\$0.00
Good Intent	33	5	00:07:23	\$0.00	\$0.00
False Call	13	11	00:07:02	\$0.00	\$0.00
Blank or Invalid	6	0		\$0.00	\$0.00
Totals	194	126		\$500.00	\$500.00

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.

October 2011

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Sep 25	26	27	28	29	30	Oct 1
9/25 - 30							B Shift 11:30am 4:00pm 2375, 2364 Ladder Turck, B 12:15pm 2:30pm Special Event (San Diegui
10/2 - 7	2 A Shift 3:00pm 6:00pm CERT Picnic (Powerhouse, Del Mar)	3 B Shift 8:15am 11:15am SOL a 9:00am 10:00am ENC23 1:00pm 2:00pm ENC T2 5:00pm 9:00pm ENC/C	4 10:30am 11:30am ENC 2375 (Sta.5/Tour) - Activity Calendar	5 8:00am 8:30am Training Reports (DMR) - M 1:00pm 3:30pm RSF Patrol - Board Room R 1:30pm 3:30pm Active	6 10:00am 11:00am ENC2 312 (Glen Park) - Activity Calendar	7 9:00am 10:00am ENC23 14/Tour (Station #4 Tour) - Activity Calendar	8 10:00am 1:00pm 2375, 2365 Open House/Fire Prevention Week (ENC Station #5) - Activity Calendar
10/9 - 14	9 A Shift	10 9:00am 10:00am ENC23 14/Tour (Station #4 Tour) - Activity Calendar 7:00pm 9:00pm Failsoft / Site Trunking Exercise	11 9:00am 10:00am ENC23 14/Tour (Station #4 Tour) - Activity Calendar	12 3:00pm 4:00pm ENC23 14/Fire Safety Talk (734 Edelweiss Ln/Preschool) - Activity Calendar	13 5:00am 7:00am Failsoft / Site Trunking Exercise (North Simulcass) 1:00pm 2:00pm Fire Prevention Week (Hor		15 A Shift 8:30am 12:30pm CERT (RSF 2 Training Facility)
10/16 - 21	16 7:00am 11:00am Pancake Breakfast (RSF Station 1)	17 8:00am 5:00pm Driver Operator Exam (Station 4) 9:30am 10:30am Station Tour (Solana Beach) 10:00am 11:00am ENC2	18 9:00am 10:00am ENC23 9:00am 10:00am Fire P 9:30am 10:30am SOL Fire 10:00am 11:00am ENC2 1:00pm 3:00pm Fire Pr	19 9:00am 12:00pm Shift Meeting (RSF Station 4 Classroom) - Training-Calendar	20 9:00am 11:00am Fire Prevention Week (Matinspections/Solana - 3:00pm 4:30pm E2611	21 8:30am 11:30am Encinitas Captains Meeting 10:00am 12:00pm Canceled: Fire Prevention 1:30pm 2:30pm Fire Pr	
10/23 - 28	23 C Shift 4:00pm 4:30pm ENC 2375 (Tour/Sta.#5) - Activity Calendar	24 9:00am 10:00am Fire Prevention Week (Matinspections/Solana - 9:15am 10:15am ENC23 10:30am 11:00am Knowledge 12:30pm 2:30pm Fire P	25 7:00am 9:00am Kids News Day (SOL)	26 A Shift 2:00pm 4:00pm NCDJPA (RSF-1 Community Drill with Harmony	27 B Shift 10:00am 11:00am ENC 2314 (Tour/Sta.#4) - 12:30pm 1:30pm Fire P 7:00pm 8:00pm Cub Sc	28 A Shift 10:00am 11:00am ENC2 375/Tour (Station #5) 12:00pm 1:00pm RSF P 12:30pm 2:00pm Hallo	29 B Shift
10/30 - 11/4	30 C Shift	31 B Shift 9:00am 12:00pm CE - Infectious Diseases (RS) 10:00am 12:00pm Special Board of Directors	Nov 1	2	3	4	5

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	Rejected	Add FDC to detector check assembly	not submitted	Rejected			\$0.00
8/29/10		920007	Rejected	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	\$15,440.00	\$15,440.00
1/18/11	15400	920014	0.004	Removal & disposal of abandoned pipe	\$3,153.36	Approved	Michel	\$3,153.36	\$3,153.36
1/31/11	26000	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
	26000	920017		Repair broken SDG&E conduit in Roadway	not submitted	Hold			\$0.00
1/18/11	26000	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	26000	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	0.009	Exterior Delta ASI #13 (Extractor)	-\$398.95	Approved	Michel	-\$398.95	-\$398.95
		920028		Water proofing at laundry upstairs	\$1,800.00	Hold			
		920029	Rejected	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	81000	920034	0.009	Capt. Office door change - work complete	\$2,087.28	Approved	Michel	\$2,087.28	
6/14/11		920035	0.009	Elect. Room 205 (new) layout	\$1,815.00	Approved	Michel	\$1,815.00	
6/6/11	16000	920036	0.008	Added electrical per owners request	\$2,010.46	Approved	Michel	\$2,010.46	\$2,010.46
6/21/11	61000	920037	0.009	Add shear panel at Grid 9 (RFI #38)	\$1,785.48	Approved	Michel	\$1,785.48	
9/20/11	25000	920039	0.009	Remove/Replace concrete curb	\$12,256.00	Approved	Michel	\$12,256.00	
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
7/27/11	25200	920040	COR Pending	County Street Improvements	\$37,603.00	Pending			
8/29/11	15400	920042	0.009	ASI-21 Relocate Waster Plumbing	\$3,550.00	Approved	Michel	\$3,550.00	
8/23/11	6200	920043	COR Pending	Hose drying rack alternate product	\$2,194.00	Pending			
8/23/11	2510	920044	0.009	Grading Revisions Per ASI-16 and 7 days	\$14,367.00	Approved	Michel	\$14,367.00	
8/23/11	9250	920046	0.009	Inspection requested work	\$2,289.73	Approved	Michel	\$2,289.73	

9/23/11	920051	0.009	Credit for traffic Signal Deletion	-\$34,600.00	Approved	Michel	-\$34,600.00
Total		45		\$184,148.27			\$136,239.97

Revised November 2, 2011

0.009 This Change Order rejected by Ledcor



GREEN-INSPIRED.COM

INSPIRED BY THE GREEN
INSPIRED BY THE GREEN

© 2010 GREEN-INSPIRED.COM



10/3/2011

TO ALL BOARD MEMBERS,

THANK YOU FOR THE
SUPPORT & KIND WORDS
AT MY RETIREMENT - GARY,
LIFE IS ALL ABOUT
RELATIONSHIPS - SOME
BND, SOME GREAT -
RANCHO SANTA FE'S
ARE GREAT!
THANK YOU

FOR A GREAT CAREER
IN Rancho - Duty Done

STAFF REPORT

NO. 11-22

TO: BOARD OF DIRECTORS
FROM: TONY J MICHEL, FIRE CHIEF
SUBJECT: SALE OF SURPLUS EQUIPMENT
DATE: NOVEMBER 1, 2011



RECOMMENDATION

Staff recommends that the surplus vehicle VIN: 3B7HC12Y3IG172149 (2001 Dodge 1500 Pickup) be sold at auction. This sale will take place on February 4, 2012 in Ramona, California by TNT auctioneers to the highest bidder.

BACKGROUND

The capital replacement plan identified the 2001 Dodge 1500 Pickup be removed from service during FY12. This is the scheduled removal of a vehicle from the Rancho Santa Fe Fire Protection District fleet.

CURRENT SITUATION

The 2001 Dodge 1500 Pickup has been used as a utility vehicle by the Fire Prevention administrative staff. With the addition of the temporary administrative captain position the pickup has been used for transportation to monitor progress in the construction of fire station 3. The administrative captain has also had other duties assigned to him and has used the pickup as a means of transportation to carry out these duties. With the completion of fire station 3 and the elimination of the temporary position, the need for the pickup truck has been reduced. The District has adequate transportation for staff to perform duties after the pickup is removed from our fleet.

The District has used the San Diego County auction as a method for disposing of surplus equipment in the past. This method has been approved by District legal counsel as the most appropriate to receive compensation and limit our liability. The present sub-contractor to the County is TNT Auction, who has been contacted and is prepared to take delivery of our vehicle in anticipation of the next auction.

STAFF REPORT

NO. 11-23

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: FAIRBANKS RANCH FIRE STATION REPLACEMENT PROJECT:
DRYWALL SUBCONTRACTOR SUBSTITUTION REQUEST
DATE: NOVEMBER 2, 2011



RECOMMENDATION

Staff recommends that the Board of Directors:

1. Approve and file the Notice of Subcontractor Substitution Request to Flatwall Inc. as requested by the General Contractor (Ledcor Construction, Inc.) for the Project.
2. Accept and grant the Flatwall Inc. Subcontractor Substitution for cause in accordance with Public Contract Code 4107.

BACKGROUND

On May 6, 2010, the Board of Directors awarded the Fairbanks Ranch Fire Station Replacement Project to Ledcor Construction, Inc. ("LCI") as the lowest responsible and responsive bid. The bid award also included the list of subcontractors submitted by LCI at bid opening. One of the listed subcontractors, Flatwall Inc. ("Flatwall"), was the subcontractor selected to perform the drywall work for the Project

CURRENT SITUATION

On October 10, 2011, the District received notification from our architect, Jeff Katz that Flatwall was no longer responsive and had abandoned the project. On October 17th, LCI submitted to the District a written request to release Flatwall as the listed subcontractor for Section 92500 – Drywall in accordance with *California Public Contract Code §4107, (a) 3, 7 and 9*. On October 18, 2011, the District notified Flatwall in writing of the substitution request submitted by LCI and that failure to file an objection would be considered consent.

Flatwall did not file any written objection to the substitution within five (5) working days as required by the Public Contract Code. Therefore, in accordance with Public Contract Code Section 4107, the Board may grant the substitution with cause.

LCI has submitted a request to replace Flatwall as the listed subcontractor and will be supplementing this portion of the project with their own workforce. LCI will be directly responsible for all employment and wage requirements pursuant to the contract including payments to supplies and liability insurance requirements.

Granting the substitution will allow Leducor to provide qualified manpower to complete the work and will not change the Project's scope of work or associated cost.

Attachments:

1. Leducor Subcontractor Substitution Request, dated October 17, 2011.
2. Notice of Subcontractor Substitution submitted to Flatwall Inc., dated October 17, 2011.
3. Leducor correspondence regarding supplemented workforce, dated November 3, 2011

Chris F. Galindo

From: Bill Piatnitza <Bill.Piatnitza@ledcor.com>
Sent: Monday, October 17, 2011 2:53 PM
To: Chris F. Galindo
Cc: Scott Ludwig
Subject: Flatwall De-List

Chris,

This is to request the Rancho Santa Fe Fire Protection District delist Flatwall, Inc. for their abandonment of the project and allow Ledcor to supplement their workforce to complete the remaining work on the Fairbanks Ranch Fire Station #3 project in accordance with California Public Code Section 4107, subdivision (a), (3), (7) and (9).

Bill Piatnitza
Project Director
Ledcor Construction Inc.
6405 Mira Mesa Blvd, Suite 100, San Diego, CA 92121
p 858-527-6405
www.ledcor.com

FORWARD. TOGETHER.

NOTICE OF SUBSTITUTION



Date: October 17, 2011
To: Flatwall Inc.
From: Tony Michel, Fire Chief
Subject: Notice of Substitution Request (by certified mail)
Section 92500 – Drywall for the Fairbanks Ranch Fire Station
Replacement Project

Dear Sir(s),

The General Contractor for the Project, Ledcor Construction, Inc. has submitted to the Rancho Santa Fe Fire Protection District ("District") a written substitution request for the release of your company as the listed subcontractor for Section 92500 - Drywall. Ledcor has requested substitution for the reason that Flatwall Inc. has discontinued work on the project. Furthermore, Ledcor has indicated that they intend on supplementing your workforce to complete the remaining work on the Project pursuant to the California Public Contracts Code § 4107, subdivision (a) 3, 7, and 9.

In accordance with the requirements of the Public Contracts Code Section 4107, you are hereby notified in writing of the substitution request submitted by Ledcor Construction, Inc. Flatwall Inc. has five (5) working days to submit a written objection to the substitution. Failure to object will be considered consent.

Sincerely,

Tony Michel
Fire Chief

Chris F. Galindo

From: Bill Piatnitza <Bill.Piatnitza@ledcor.com>
Sent: Thursday, November 03, 2011 10:38 AM
To: Chris F. Galindo
Cc: Rick Corder; Scott Ludwig
Subject: KT Construction

Chris,

This message is being sent per your request and is a confirmation of our discussion earlier this week.

Ledcor Construction has engaged KT Construction to perform the remaining drywall taping and finishing work that would have been performed by Flatwall. As you are aware, Flatwall abandoned the project and subsequently was de-listed from the project at the direction of the Fire District. KT Construction does not have any contractual relationship with Flatwall. KT and their suppliers are being paid directly by Ledcor. Should any payroll or supplier issues arise that are a result of KT, they will be addressed by Ledcor and KT.

Should you have any further question, please contact me directly.

Bill Piatnitza
Project Director
Ledcor Construction Inc.
6405 Mira Mesa Blvd, Suite 100, San Diego, CA 92121
p 858-527-6405
www.ledcor.com

FORWARD. TOGETHER.

STAFF REPORT

NO. 11-24

TO: TONY J MICHEL, FIRE CHIEF
FROM: MIKE SCOTT, URBAN FORESTER
SUBJECT: FORCED ABATED PROPERTY UPDATE
DATE: NOVEMBER 3, 2011



RECOMMENDATION

Informational

BACKGROUND

Prior to CY 2010, the Fire District abated an average of two properties per year at a cost of approximately \$2,000. In 2011, we began to see the economic hardship affecting some residents in the Fire District. During CY 2011, nine properties were forced abated at a cost of \$36,632.

CURRENT SITUATION

This year we have seen more properties potentially required to be abated for dead weeds, brush, or trees and dead, palm fronds. The Fire District has publically posted twenty-two (22) properties for impending forced abatement, but has only forced abated nine (9) of those properties at a total cost of \$28,075.

Within the next two weeks, the Fire District will be posting an additional seven properties. All of which may be forced abated before the end of the year.

The District's Weed Abatement Inspectors have exceeded the requirements of the California Health and Safety Code by providing adequate notification to property owners, who may face forced abatement. Additionally, these inspectors have been diligent in their attempts to notify those homeowners, who may either be absentee or non-responsive, by means of written correspondence (up to three times) and/or direct contact at the homeowner's property.

By instituting a more aggressive approach of notifying or contacting non-compliant homeowners, the District has been successful in reducing its abatement costs when compared to previous year's costs.

STAFF REPORT

NO. 11-25

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: REVISED ARCHITECTUAL SERVICES CONTRACT
FAIRBANKS FIRE STATION REPLACEMENT PROJECT
DATE: NOVEMBER 2, 2011



RECOMMENDATION

Staff recommends the Board approve the extension of the architectural services contract with Jeff Katz Architecture in the amount of \$28,000.00 for the Fairbanks Ranch Fire Station Replacement Project.

BACKGROUND

In November 2008, the Rancho Santa Fe Fire Protection District ("District") contracted with Jeff Katz Architecture ("Katz") for architectural services for the Fairbanks Ranch Fire Station Replacement Project. The scope of the services for the project included:

- Planning phase	\$ 5,500.00
- Schematic Design Phase	\$ 22,000.00
- Design development phase	\$ 62,000.00
- Construction document phase	\$178,000.00
- Bidding phase	\$ 2,500.00
- Construction administration	\$ 50,000.00

The contract amount for these services was a fixed fee of \$320,000.00. The current phase of architectural services for the Project is the *construction administration phase* and based on a twelve-month construction period from "Authorization to Proceed" through Punch list.

CURRENT SITUATION

The construction of the fire station is taking longer than originally anticipated. Some of this is due to weather conditions, however many of the delays are due to the prime contractors difficulty in managing the construction schedule as well as issues related to subcontractor work performance.

The actual duration of the *construction administration phase* is presently at 17 months which is 6 months past the contract period for this phase of work. Katz has submitted a proposal for additional architectural services for the amount of \$28,000.00 for (7) seven months (\$4,000.00 per month) and based on an anticipated project completion date of January 1, 2012. The District's legal counsel, Mr. Steve Fitch, Esq., has reviewed Katz's proposal and is recommending approval of this contract revision.