



**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 12, 2017
1:00 pm PT
Regular Meeting

Director Stine will participate via teleconference
600 B Street, Suite 300, San Diego, CA 92101

July 12, 2017
1:00 pm PT

RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

Pledge of Allegiance

1. Roll Call

2. Special Recognition

a. Captain Curtis J. Fisher, Retired

Recognition will be given to Captain Fisher (11/14/1936 – 06/25/2017)

b. Burn Institute

Recognition will be given to the District as the top fund raiser, and presented the Chief's Trophy as the top fund for the annual Boot Drive supporting The Burn Institute

3. Public Comment

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

4. Consent Calendar

a. Board of Directors Minutes

- Board of Directors minutes of June 12, 2017

ACTION REQUESTED: **Approve**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact the Secretary at 858-756-5971. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

b. Receive and File

• Monthly/Quarterly Reports

(1) List of Demands Check 28860 thru 28986, Electronic File Transfers (EFT), and ACH Transfer(s) for the period June 1 – 30, 2017 totaling:	\$ 202,558.33
Payroll for the period June 1 – 30, 2017	\$ 600,564.48
ACH Transfer(s) period June 1 – 30, 2017	\$ <u>283,448.33</u>
TOTAL DISTRIBUTION	\$1,086,571.14

(2) Activity Reports – June 2017

(a) Operations

(b) Training

(c) Fire Prevention

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

(i) None

ACTION REQUESTED: **Information**

5. Old Business

a. None

6. New Business

a. CalPERS Unfunded Accrued Liability (UAL)

To discuss and/or approve the reestablishment of a CalPERS UAL reserve fund in an amount to be determined for FY18.

ACTION REQUESTED: **Direction and/or approval**

7. Oral Report

a. Fire Chief – Michel

- Badge Ceremony – August 9, 2012
- IAFC 2017
- Vacation Schedule

b. Operations – Deputy Chief

c. Volunteer – Division Chief

d. Training – Battalion Chief

e. Fire Prevention – Fire Marshal

f. Administrative Manager

- Department of Finance population change estimate

g. Board of Directors

- North County Dispatch JPA – Update
- County Service Area – 17 – Update
- Comments

8. Adjournment

The next regular meeting Board of Directors meeting to be August 9, 2017 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.




RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting
Agenda
Wednesday, July 12, 2017 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on July 7, 2017 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 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 7, 2017



Karlena Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Special (in lieu of regular) Board of Directors Meeting
Minutes – June 13, 2017

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

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

Pledge of Allegiance

Administrative Manager Karlana Rannals led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Frank Twohy, Division Chief; Chris Galindo, Battalion Chief; Dave McQuead, Battalion Chief; Marlene Donner, Fire Marshal; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the Board.

3. Consent Calendar

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

a. *Board of Directors Minutes*

i) Board of Directors minutes of May 10, 2017

b. *Receive and File*

i) *Monthly/Quarterly Reports*

(1) List of Demands Check 28740 thru 28859, Electronic File Transfers (EFT), and Wire Transfer(s) for the period May 1 – 31, 2017 totaling:	\$ 787,438.54
Payroll for the period May 1 – 31, 2017	\$ 594,812.56
Wire Transfer(s) May 1 – 31, 2017	<u>\$ 201,702.24</u>
TOTAL DISTRIBUTION	\$1,583,953.34

(2) Activity Reports – May 2017

a. Operations

b. Training

c. Fire Prevention

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

- None

4. Old Business

a. None

5. New Business

a. *Fixed Charge Special Assessment for Weed Abatement*

Fire Marshal Donner summarized the staff report provided. She reported that this year, the majority of property owners who received notices willingly complied within the time allowed. This year, the district has two parcels that were a non-compliant property owner, and to date have not reimbursed the district for the forced abatement fees.

The district's recourse to recover funds is to place a special assessment on the property tax bill, which includes a \$500 administrative fee. She requested that the board approve and authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2017 that include the following parcels for nonpayment of forced abatement costs:

Parcel No. 303-050-34-00 and Parcel No. 265-191-28-00.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER to approve and deliver special assessment for nonpayment of forced abatement costs to the County of San Diego: authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2017. The motion was approved unanimously on the following roll call vote:

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

b. *Preliminary Budget FY18*

Karlana Rannals gave a PowerPoint presentation on the Preliminary Budget for FY18. She informed the Board that the new budget year is expected to be the "new normal" for the District since the District will have completed one full fiscal year cycle that includes the revenue and expenditures from the reorganization of Elfin Forest/Harmony Grove.

She reports that preliminary revenue projection \$15,044 (in thousands) increased (5.2%). The revenue anticipated is primarily from the San Diego County Tax Assessor's FY17 estimated receivables (\$13,426); the remainder is comprised of CSA-107 tax shortfall, developer reimbursement, fees, and lease revenue.

She reports that the overall Operating Budget of \$15,217 (in thousands) decreased (-0.6%). She summarized the expenditure changes between the proposed budget and FY17 budget that include:

- Personnel Cost – 12,030 (-2.4%) – the overall decrease increase is the direct result that at this time there are no additional payments planned to CalPERS to reduce the unfunded accrued liability. However, the preliminary budget does include negotiated salary adjustments and the additional of part time personnel to operate from the Elfin Forest Volunteer Fire Station.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

June 13, 2017

Page 3 of 4

- Contractual Services (+5.6%) - the overall increase are the results of the increases to
 - Dispatching costs
 - Utility costs
 - Vehicle maintenance and repairs
- Material & Supplies (+7.3%) – the overall increase are the results of the increases to
 - Apparatus
 - Fuel
 - Station maintenance and supplies

She also provided an overview of the District’s cash position that increased in excess of \$3.5 million. She explained that this is primarily because of the Elfin Forest/Harmony Grove reorganization in which the County paid \$2.5 million in tax shortfall, \$4.5 million to construct a new fire station, and \$762K in CSA-107 reserves. Staff responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, to approve the Preliminary Budget for FY18 as presented on the following roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, 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 27, 2017, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

6. Oral Report

a. Fire Chief – Michel

- i) Battalion Chief Jim Sturtevant Retirement: his retirement date is set for July 3, 2017 and his last shift is July 2; and Dave Livingstone was promoted to the rank of Battalion Chief.
- ii) Fire Season Outlook: he had an opportunity to attend the Wildland Forum at Barona. He reported that Predictive Services expects the season to be busy. The grass crop is keeping the State busy.
- iii) CalFire Defensible Space Inspections: CalFire has informed District officials that they will be conducting inspection for all State Responsibility Area (SRA) properties. Their plan is to begin in the Harmony Grove/Elfin Forest area. He explained his concerns over two different standards, which may confuse residents in their compliance with the Fire District standards, which is more restrictive than the State.

b. Operations – Deputy Chief

Chief Cox summarized the previous month’s activity, noting district personnel responded to 262 incidents. He reviewed the district’s fuel moistures, noting that level are approximately 60%.

c. Elfin Forest Volunteer Division – Division Chief

Chief Twohy reported that the repurpose and renaming of the Foundation is complete. The new name is *Rancho Santa Fe Fire District Foundation* and the Foundation is seeking to expand the representation of board members throughout the fire protection district. The Foundation has retained the services of a bookkeeper and accountant. He also reported that he received a call for Tanner Worley on behalf of the Rancho Santa Fe Professional Firefighters Association (RSFPFA), informing him that RSFPFA had raised money to assist a former District employee and Volunteer who is in treatment for brain cancer.

d. Training – Battalion Chief

Chief McQuead summarized his report and showed a video produced by District personnel on hose lays.

e. Fire Prevention – Fire Marshal

Fire Marshal Donner reported that the staff has continued to be very busy with inspections. The District interviewed applicants for Forestry Intern position. Weed abatement is in full swing with 157 notices sent to date.

f. Administrative Manager

Ms. Rannals discussed the following with the board members:

- i) CalPERS Education Forum 2017: the Forum is scheduled for October 23-25 in Rancho Mirage. She confirmed that Direction Stine will attend and Director Ashcraft is a tentative.
- ii) She also suggested that the Board of Directors review at the September 27 meeting the need for the October meeting since it is scheduled two weeks after the approval of the Final Budget in September. The board members agreed to add the topic to the September agenda.

g. Board of Directors

- i) North County Dispatch JPA Update – Ashcraft: the meeting held May 25, 2017 included discussion for monies to fund a space needs analysis. He brought this to the Board’s attention since NCDJPA is getting serious about looking at other locations, which would increase the cost per call.
- ii) County Service Area – 17 Update – Hillgren: no report, the next meeting is August 3.
- iii) Comments
 - (1) Malin: relayed a compliment that he received from a neighbor about Rancho Santa Fe personnel.
 - (2) Stine: the redesigned website is up. He believed that Julie Taber did a great job, and it was a good representation of the District’s brand.
 - (3) Tanner: he asked a question about bee swarms and the District’s response. Staff informed him that the District does have a policy (or protocol) on bees and suppression.
 - (4) Hillgren: June 14 is the golf tournament and they will be hosting the site for a post-game potluck at their home. All personnel were welcome to attend.

7. Adjournment

Meeting adjourned at 3:00 pm.

Rancho Santa Fe Fire Protection District

List of Demands ~ June 2017

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
28860	\$ 42.00	AAA Live Scan	Background Investigation
28861	\$ 82.64	About Service Inc.	Scheduled - ID 1482
28862	\$ 392.36	AT&T Calnet 2/3	Telephone RSF6
28863	\$ 3,797.42	California Health & Safety	SCBA Maint & Repair/ Flow Test/ Hydro Te
28864	\$ 1,175.03	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
28866	\$ 2,248.20	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
28867	\$ 2,375.00	RSF Community Services District	Sewer RSF1, 4 Patrol, NCDJPA Rebill
28868	\$ 1,381.71	SoCo Group Inc.	Fuel: Gasoline & Diesel
28869	\$ 156.27	Solarplacard Inc.	Safety Equipment
28870	\$ 24.63	U P S	Shipping Service
28871	\$ 1,793.47	Verizon Wireless	MDT Broadband + ATN Line, CSA-17, Cell
28872	\$ 131.25	Aair Purification Systems	Building RSF4
28873	\$ 183.26	Advanced Communication Systems Inc.	Radio Programming
28874	\$ 336.15	AT&T Calnet 2/3	Telephone RSF1, 3 Admin
28875	\$ 549.42	Cal OES, FIRESCOPE	Books - Training
28876	\$ 3,227.92	County of SD/RCS	CAP Code Paging Service, 800MHZ
28877	\$ 200.78	Cox Communications	Telephone RSF2, 3
28878	\$ 100.81	Dish	Cable RSF6
28879	\$ 125.55	EDCO Waste & Recycling Inc.	Trash RSF5
28880	\$ 211.00	Engineered Mechanical Services Inc.	Building RSF3
28881	\$ 81.32	Galindo, Chris	Mileage Reimbursement
28882	\$ 378.42	Johnson Equipment Co	Scheduled - ID 0261
28883	\$ 3,903.30	Kronos - Telestaff	TeleStaff Maintenance
28884	\$ 65.65	Metro Fire & Safety Inc.	Safety: Extinguishers (Service & Purchas
28885	\$ 1,503.11	Motorola Solutions Inc.	Radio Equipment Replacement
28886	\$ 1,164.69	Olivenhain Municipal Water District	Water RSF2,3,4,6
28887	\$ 368.08	Palomar Sign Company	Apparatus: Miscellaneous
28888	\$ 1,002.27	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
28889	\$ 176.54	Rincon Del Diablo Municipal Water Di	Water RSF5
28890	\$ 616.93	Santa Fe Irrigation District	Water RSF1, NCDJPA Rebill
28891	\$ 250.00	Sherwood, Bruce E	Education/Training Reimbursement
28892	\$ 2,323.20	SoCo Group Inc.	Fuel: Gasoline & Diesel
28893	\$ 116.00	Terminix International	Building RSF

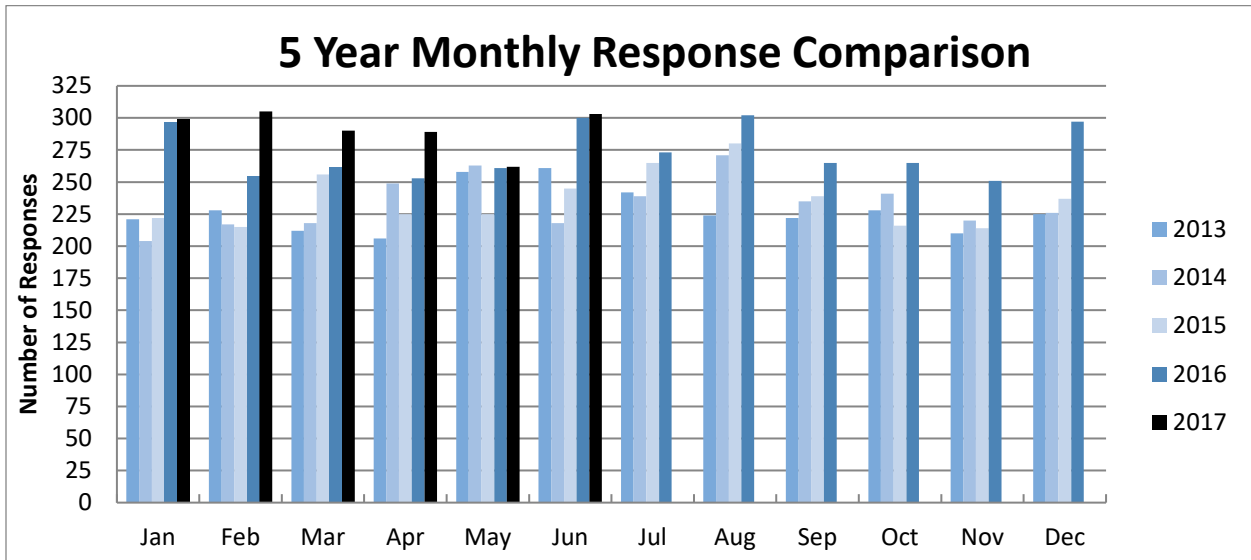
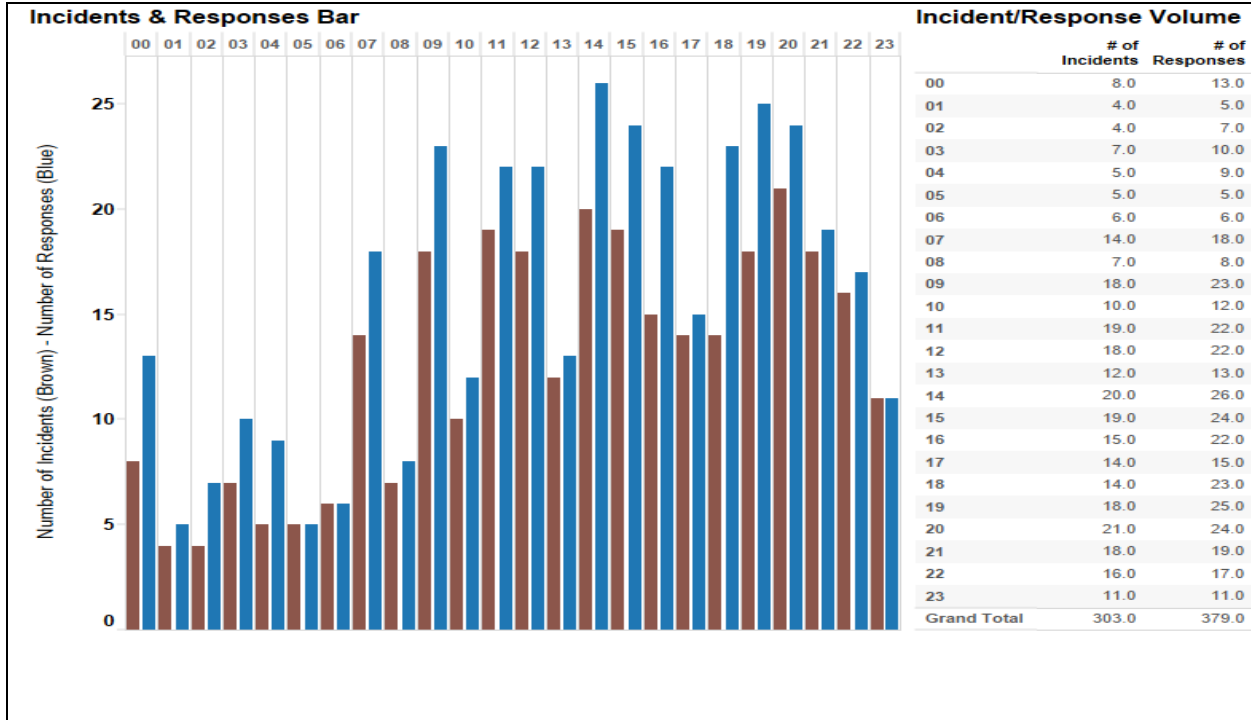
28894	\$	581.68	ThyssenKrupp Elevator Inc.	Elevator Service
28895	\$	544.99	Time Warner Cable	Telephone ADMIN
28896	\$	256.00	Turnout Maintenance Company LLC	Safety Clothing (Protective)
28897	\$	14.85	U P S	Shipping Service
28898	\$	9,448.55	U S Bank Corporate Payment System	Cal-Card./IMPAC program
28899	\$	778.91	Uniforms Plus	Uniform: Administration, Safety
28900	\$	350.00	Vanguard Fire Protection Inc.	Station Maintenance - RSF4
28901	\$	1,860.36	Waste Management Inc.	Trash RSF2,3,4 Admin, Patrol NCDJPA Rebill
28902	\$	6,350.00	WinTech Computer Services	Consulting Services
28903	\$	429.00	A to Z Plumbing Inc.	Building RSF4
28904	\$	42.00	AAA Live Scan	Background Investigation
28905	\$	327.45	Aair Purification Systems	Building RSF1
28906	\$	88.46	About Service Inc.	Scheduled - ID 1481
28907	\$	749.00	Accme Janitorial Service Inc.	Building ADMIN
28908	\$	115.50	Airgas Inc.	Safety: Breathing Air
28909	\$	671.44	AT&T Calnet 2/3	Telephone 2,4,6 Admin
28910	\$	2,467.19	Bay City Electric Works Inc.	Generator RSF1, 4- Maintenance & Service
28911	\$	459.08	Complete Office of California Inc.	Office Supplies
28912	\$	31.80	EDCO Waste & Recycling Inc.	Trash RSF6
28913	\$	1,000.46	Emergency Vehicle Group, Inc.	Engine on Order: ID1711
28914	\$	1,878.60	Fire ETC Inc.	Safety Clothing (Protective)
28915	\$	1,950.00	Fitch Law Firm Inc.	Legal Services
28916	\$	4,085.08	Garrett Electric Inc.	Building RSF1,3,6
28917	\$	200.79	Gloria J Murphy	Training Equipment/Supplies Volunteer Di
28918	\$	1,068.42	Home Depot, Inc.	Fuel: Propane, Maintenance
28919	\$	219.50	Jordan, Marshall W.	CSA-17 Contract
28920	\$	419.35	Konica Minolta Business Inc.	Copier - Replacement
28921	\$	745.19	L N Curtis & Sons Inc.	Fleet Equip Maintenance/Repair-Port Gen/
28922	\$	20,376.43	Life-Assist Inc.	EKG Upgrade - Defibrillator Monitors
28923	\$	132.95	Orion Broadband	Telephone RSF1
28924	\$	700.00	Santa Fe Irrigation District	NCDJPA Rebill
28925	\$	3,098.89	SDG&E	Elec/Gas/Propane RSF3,5,6
28926	\$	1,364.13	SoCo Group Inc.	Fuel: Gasoline & Diesel
28927	\$	126.00	Terminix International	Building RSF6

28928	\$	99.13	Time Warner Cable	Cable RSF4, Admin
28929	\$	14.85	U P S	Shipping Service
28930	\$	236.00	U S Postal Service - Postmaster	Post Office Box Rental
28931	\$	438.95	U.S. TelePacific Corp.	Telephone ADMIN
28932	\$	1,608.60	United Site Services	Sewer RSF5
28933	\$	248.36	Verizon Wireless	Telephone - Cellular
28934	\$	27.98	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
28935	\$	244.46	AT&T	Telephone RSF5
28935	\$	244.46	AT&T	Cable RSF5
28936	\$	1,060.00	Coast and Discount Carpet Cleaning	Building RSF1
28937	\$	266.66	CoreLogic Information Solutions Inc.	Computer - License/Software
28938	\$	805.00	Day Wireless Systems Inc.	Radio Programming
28940	\$	1,239.13	L N Curtis & Sons Inc.	CSA-17 Contract
28941	\$	1,659.69	Life-Assist Inc.	CSA-17 Contract
28942	\$	493.38	Metro Fire & Safety Inc.	Safety: Extinguishers (Service & Purchas
28943	\$	4,160.23	Motorola Solutions Inc.	Radio Equipment Replacement
28944	\$	595.00	Scott Davis Consulting	Programming - Computer & Software FP/PR
28945	\$	45.00	SDCFCA - Admin Section	Admin - Local Conf/Seminars
28946	\$	7,348.31	SDG&E	Elec/Gas/Propane RSF1,2,4 Admin
28947	\$	1,771.04	SoCo Group Inc.	Fuel: Gasoline & Diesel
28948	\$	160.00	State of CA Dept. of Justice	Background Investigation
28949	\$	41.61	U P S	Shipping Service
28951	\$	3,575.15	Alert-all Corporation	Public Education Material
28952	\$	110.25	Armanino LLP	Consulting Services
28953	\$	181.77	AT&T	Telephone RSF1,2,3
28954	\$	265.00	City of Vista	Suppression - Local Conf/Seminars
28955	\$	130.00	Clegg	Consulting Services
28956	\$	108.68	Complete Office of California Inc.	Office Supplies
28957	\$	250.27	Cox Communications	Telephone, Cable RSF2, 3
28958	\$	1,000.00	Dept. of Finance, Admin Services	Consulting Services
28959	\$	1,150.37	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
28960	\$	100.81	Dish	Cable RSF6
28961	\$	211.00	Engineered Mechanical Services Inc.	Building RSF1
28962	\$	2,608.82	Fire Service Specifications & Supply	Apparatus:Tools/Equipment Repair

28963	\$ 1,179.87	Fire Smart Promotions	Public Education Material
28964	\$ 91.31	Fritchle, Nathan	Suppression - Local Conf/Seminars
28965	\$ 730.34	Jakob Elkins	Education/Training Reimbursement
28966	\$ 10,782.84	Johnson Equipment Co	2016 Engine Equip #1611
28967	\$ 762.50	Liebert Cassidy Whitmore	Legal Services
28968	\$ 10,641.01	Life-Assist Inc.	CSA-17 Contract
28969	\$ 227.49	Metro Fire & Safety Inc.	Safety: Extinguishers (Service & Purchas
28970	\$ 416.07	Pacific Coast Flag	Flags (State, USA)
28971	\$ 1,000.00	Pitney Bowes Inc.	Postage
28972	\$ 730.00	Power Plus!	Elec/Gas/Propane RSF5
28973	\$ 524.74	Printer Repair Depot	Repair Machines & Office Equipment
28974	\$ 232.60	San Diego Union-Tribune, LLC	Advertising
28975	\$ 1,987.73	SoCo Group Inc.	Fuel: Gasoline & Diesel
28976	\$ 40.00	State Fire Training	Permit: Certification
28978	\$ 293.00	Terminix International	Building RSF1,3,4,5, Admin
28979	\$ 572.50	ThyssenKrupp Elevator Inc.	Elevator Service
28980	\$ 69.45	Turbo Car Wash	Apparatus: Car Wash
28981	\$ 14.85	U P S	Shipping Service
28982	\$ 944.52	United States Latex Prod. Inc.	CSA-17 Contract
28983	\$ 13,739.21	USDA Forest Service	FEMA/OES/CDF Personnel Reimbursement
28984	\$ 2,260.14	Verizon Wireless	MDT Broadband + ATN Line, CSA-17, Cell
28985	\$ 1,035.51	Vortex Industries, Inc.	Building RSF6
28986	\$ 131.83	Willis, Erwin L.	Computer Equipment/Parts
EFT000000000319	\$ 655.00	Rannals, Karlena	Meetings/Meal Expenses
EFT000000000322	\$ 220.00	Sivba, Matt	Education/Training Reimbursement
EFT000000000324	\$ 100.00	RSFPFA	RSF Prof FF Assoc
EFT000000000325	\$ 1,078.98	Rannals, Karlena	Admin - Overnight Conf/Seminars
Misc.	\$ 26,180.45	Various	Medical Reimbursement
Subtotal	\$ 202,558.33		
ACH Transfer	\$ 142,743.35	CalPERS	Retirement May 2017
ACH Transfer	\$ 140,704.98	CalPERS	Retirement June 2017
Subtotal	\$ 283,448.33		

6/15/2017	\$ 347,135.70	RSFFPD	Payroll
6/30/2017	\$ 253,428.78	RSFFPD	Payroll
<i>Subtotal</i>	\$ 600,564.48		
Total	\$ 1,086,571.14		

June Incident Count Stations 1 - 6



2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	299	305	290	289	262	303							1,445
YTD	299	604	894	1,183	1,445	1,748							6.9%
2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297	255	262	253	261	300	273	302	265	265	251	297	3,281
YTD	297	552	814	1,067	1,328	1,628	1,901	2,203	2,468	2,733	2,984	3,281	15.6%
2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	222	215	256	225	225	245	265	280	239	216	214	237	2,839
YTD	222	437	693	918	1,143	1,388	1,653	1,933	2,172	2,388	2,602	2,839	1.3%
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217	218	249	263	218	239	271	235	241	220	226	2,801
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	221	228	212	206	258	261	242	224	222	228	210	225	2,737
YTD	221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	

Incident Response Summary by Station

Date Range: From 6/1/2017 To 6/30/2017

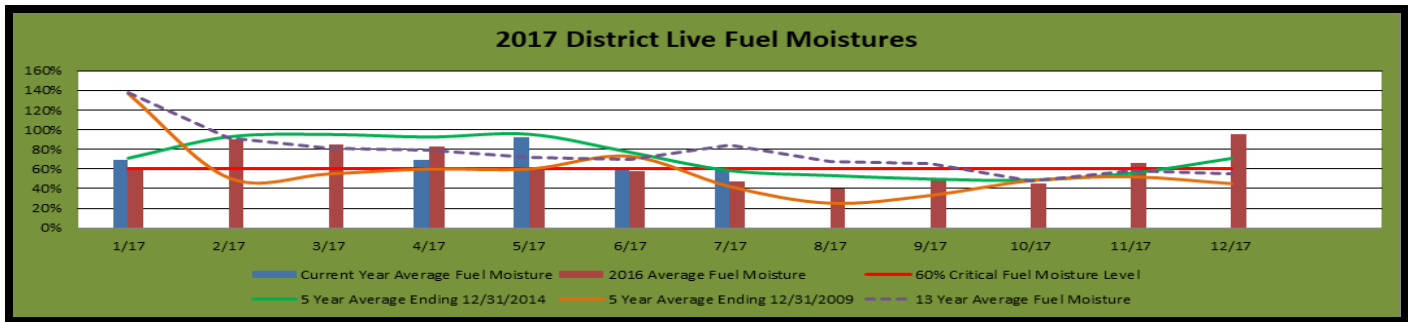
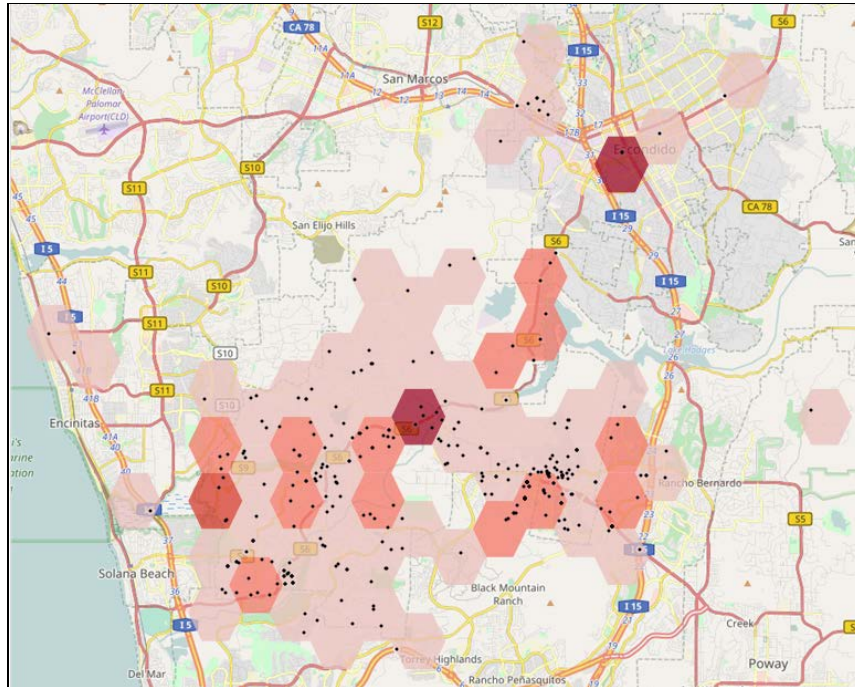
Station: RSF1	82
Station: RSF2	112
Station: RSF3	50
Station: RSF4	39
Station: RSF5	17
Station: RSF6	4
Total Incident Count:	305

Incident Summary by Incident Type

Date Range: From 6/1/2017 To 6/30/2017

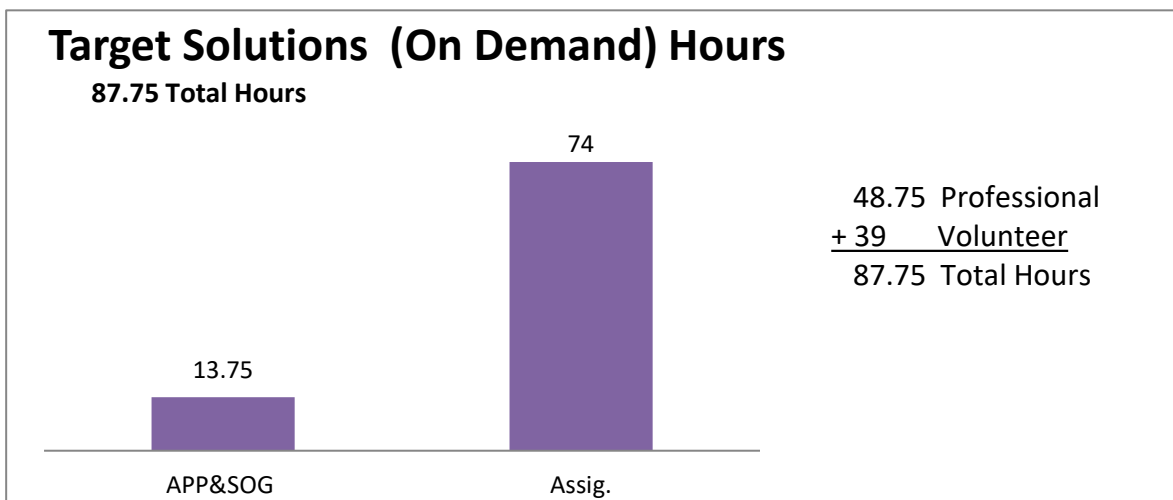
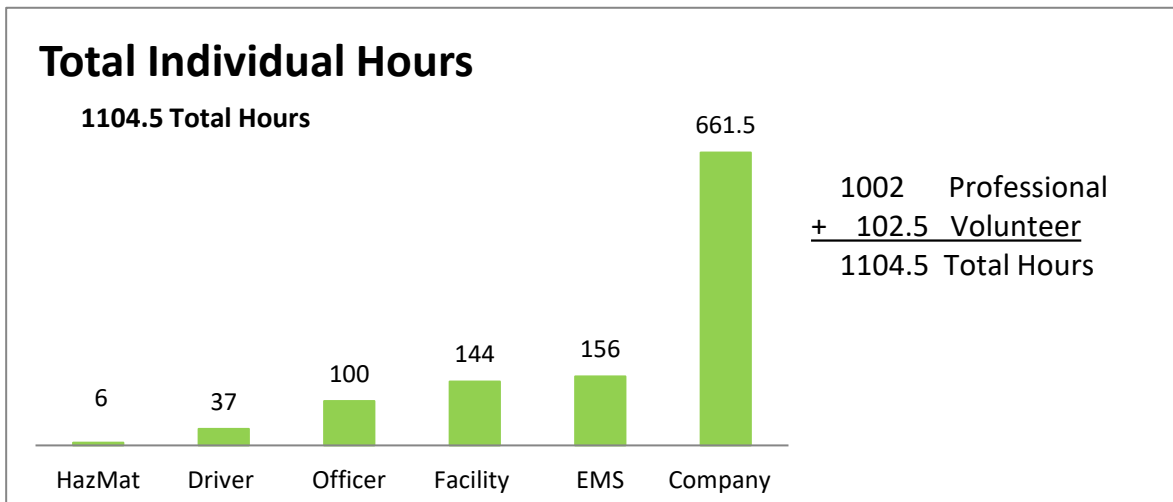
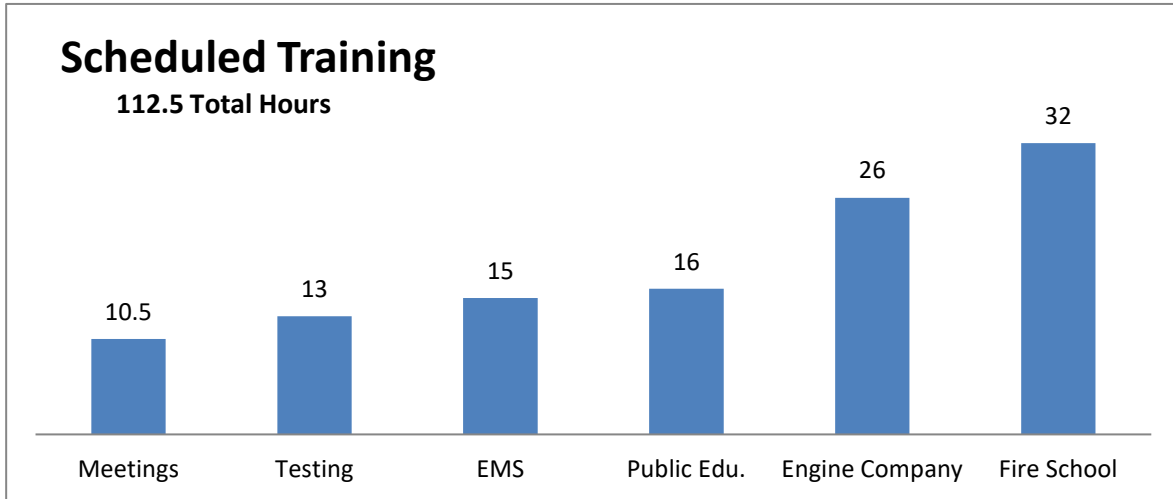
Incident Type	Incident Count
Fire	12
EMS/Rescue	164
Hazardous Condition	5
Service Call	35
Good Intent	63
False Call	21
Other	2
Blank or Invalid	3
Totals	305

JUNE INCIDENT DISTRIBUTION



Significant Incidents/Overhead Assignments				
DATE	Incident/ Location	TYPE	UNIT/PERSON	MISC
6/6/2017	Camino Del Norte 4S Ranch	Rescue	E2612, E2614 and B2604	Fatality Traffic Collision
6/13/2017	Camp Pendleton	Wildland Fire	E2611 (6415A)	Wildland Fire
6/20/2017	Holcomb Fire	Wildland Fire	B2661 and WT 2654	Wildland Fire USFS
6/25/2017	Del Dios Hwy/Rancho Del Rio	Rescue	E2614, E2611 and B2604	Fatality Traffic Collision
6/28/2017	Manzanita Fire	Wildland Fire	Fire Line Medic (FEMP) Engineer Sanford	Wildland Fire CDF
6/28/2017	Camp Pendleton	Wildland Fire	B2661 (6419C)	Wildland Fire

Training Division June 2017



See next page for description

Training Division - Descriptions

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

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

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		74	200,356
Fire Inspector		0	0
Fire Inspector/Forester		3	3,391
TOTAL		77	203,747
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
Fire Marshal		0	2,183
Fire Inspector		9,965	1,734
Fire Inspector/Forester		8,731	4,486
TOTAL		18,696	8,403
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
Fire Marshal		1	8,813
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		1	8,813
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	220,963
FIRE SPRINKLER REVIEWS		Commercial	Residential
Fire Marshal		4	9
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		4	9
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
Fire Marshal		2	1,220
Fire Inspector		0	0
Fire Inspector/Forester		0	0
TOTAL		2	1,220
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
Fire Marshal		0	0.00
Fire Inspector		14	14.00
Fire Inspector/Forester		6	2.75
TOTAL		20	16.75

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

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	0	0.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	8	9.00
Hydros (Fire Sprinklers)	33	19.00
Finals (Structures)	55	60.00
Landscape	7	8.00
Reinspections	6	0.00
Tents/Canopy	4	6.00
Burn Permits	5	1.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	0	0.00
Code Enforcement	1	0.50
Engine Company Follow Up	0	0.00
Misc.	0	0.00
TOTAL	119	103.50
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	415	33.24
Weed Abatement Reinspection	198	38.20
1st Notice	98	24.50
2nd Notice	50	12.50
Final Notice	5	1.25
Forced Abatement	0	0.00
Annual Mailers	1	4.50
Homeowner Meeting	24	16.00
WUI	0	0.00
TOTAL	791	130.19
GRADING -All Staff	Number of Reviews	Staff Hours
Plan Review	5	11.00
TOTAL	5	11.00

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

ADMINISTRATIVE SERVICES- FIRE PREVENTION

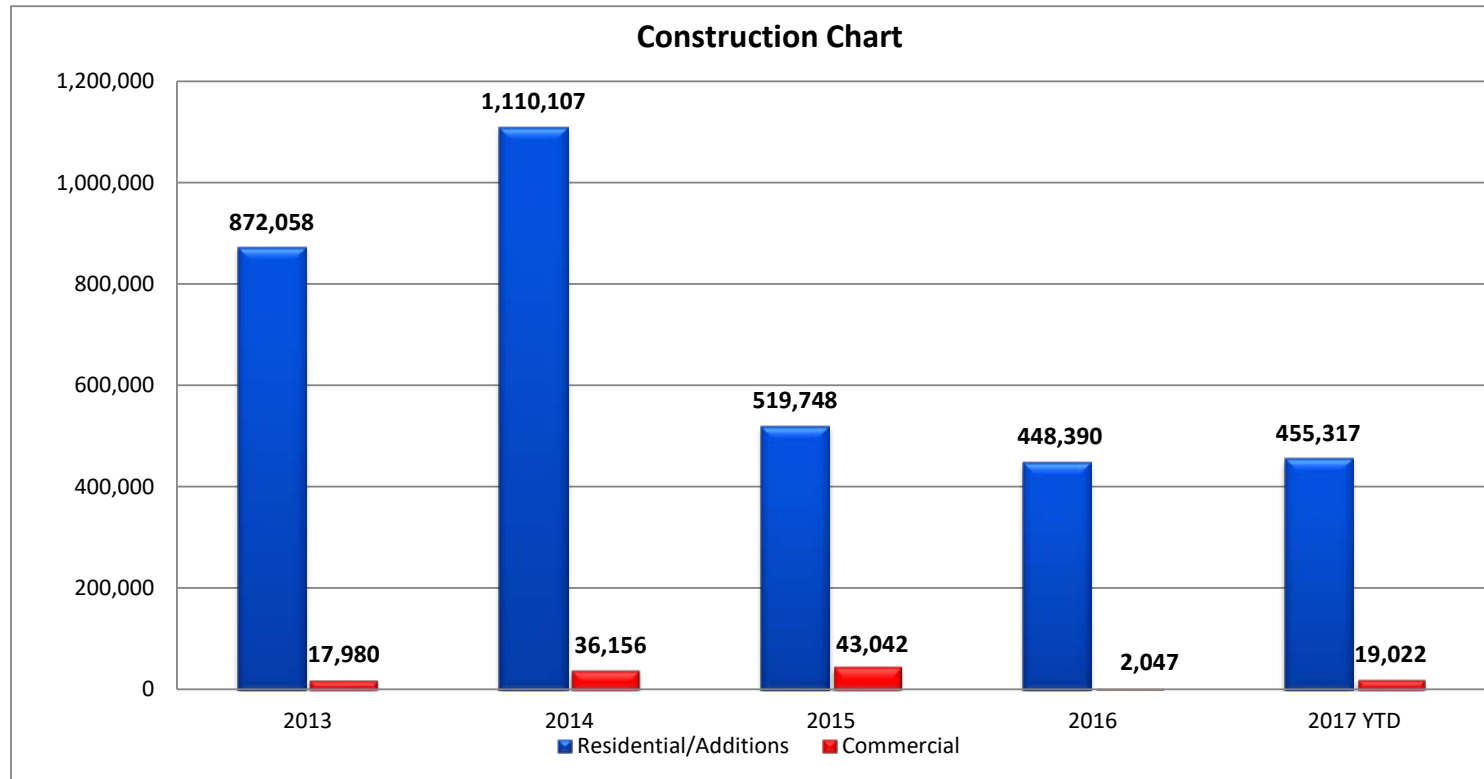
SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	4	32.00
Conferences	0	0.00
Meetings	42	44.5
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	1	2.00
TOTAL	47	78.50

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	425	106.25
Correspondence	182	45.50
Consultations	65	65.00
Plan Review	32	32.00
Scanning	200	50.00
General Office	126	126.00
TOTAL	1,030	424.75

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	853	42.65
Correspondence	335	83.75
Walk in/Counter (All Administrative Staff)	365	30.42
Knox Application Request	6	1.50
Burn Permits	5	1.00
UPS Outgoing Shipments	3	0.25
Plan Accepted/Routed	46	62.00
Special Projects	5	5.00
Scanning Documents/Electronic Files	300	75.00
Meetings: Admin/Prevention/Admin Shift	10	5.00
Post Office Runs	3	1.50
Deposit runs and preparations	25	12.50
TOTAL	1,956	320.57

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

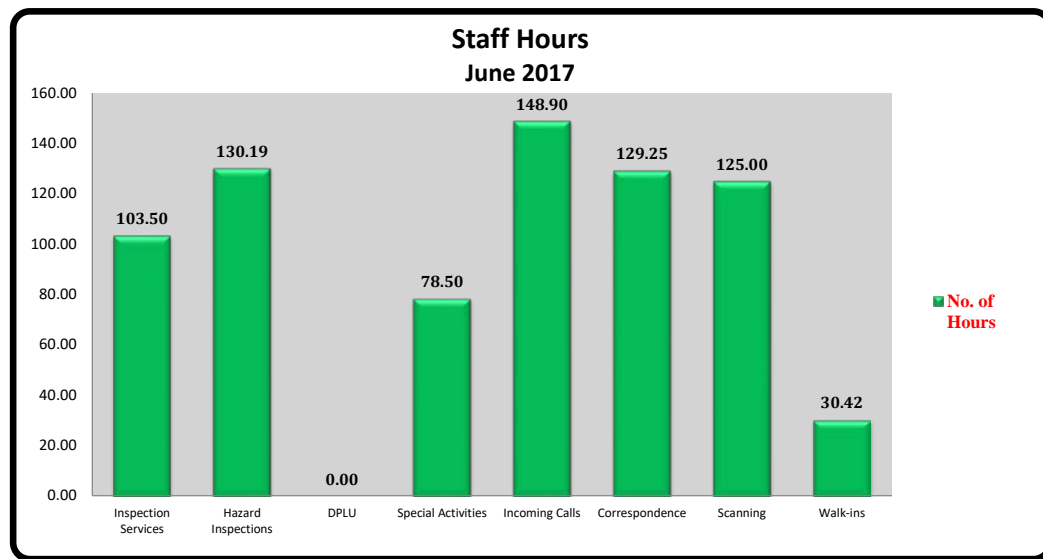
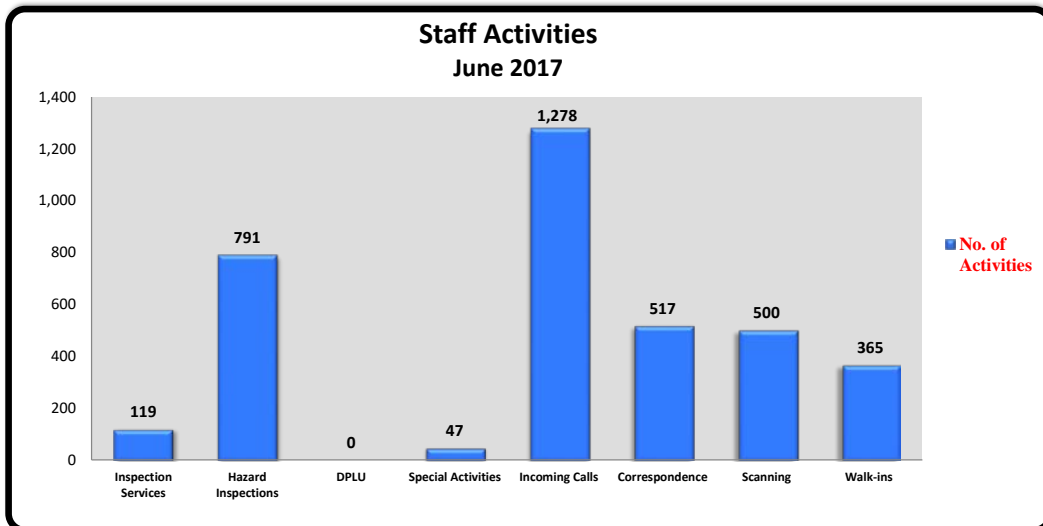


Year	Res/Add	Comm	Total
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2016 YTD	148,893	2,047	150,940
2017 YTD	455,317	19,022	474,339

Comparison 2016/2017 Total Square Footage

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

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



Comparison 2016/2017 Total Monthly Hours/Activities

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

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

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

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

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, photos, etc</i>	8.0	
	8.0	
Compile & write new information:	4.0	
Social Media	6.0	
<i>Facebook "Fans" - 910</i>	2.0	
<i>Instagram "Followers" - 108</i>	2.0	
<i>Twitter "Followers" - 2,702</i>	2.0	
TOTAL		18.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc:	5.0	
<i>Plant and Landscape Brochures Printed</i>	1.0	
<i>Special Events Handout</i>	4.0	
TOTAL		5.0

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

MEDIA RELATIONS	Staff Hours
On-scene Public Information Officer:	0.0
Press Releases:	8.0
<i>Vegetation Management</i>	3.0
<i>Elfin Forest Newsletter Article</i>	1.0
<i>Fireworks</i>	2.0
<i>CSA-17 CPR Release</i>	2.0
Other Articles/Stories/Interviews:	0.0
TOTAL	8.0

EDUCATIONAL PROGRAMS/PRESENTATIONS	Staff Hours
Children's Programs	2.0
<i>Station Tours</i>	1.0
<i>World's Largest Swim Lesson - Noonan</i>	1.0
Adult Programs:	6.0
<i>Heartsaver CPR - Elfin Forest CERT</i>	4.0
<i>Fire Prevention Presentation - Del Dios</i>	2.0
TOTAL	8.0

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

EVENTS		Staff Hours
External/Community Events:		6.0
<i>Elfin Forest 4th of July Parade and Picnic</i>		6.0
Internal Events:		0.0
TOTAL		6.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		1.5
<i>Word Press Training with Admin</i>		1.5
Conferences:		0.0
Meetings:		11.0
<i>Staff meetings</i>		2.0
<i>Shift Meetings</i>		1.0
<i>CSA17 Meeting</i>		0.0
<i>So Cal Pub Ed</i>		8.0
TOTAL		12.5
CLERICAL		Staff Hours
Prevention-related:		48.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		42.0
<i>Phone Calls</i>		6.0
Non-prevention/non-minute related:		25.0
TOTAL		73.0
TOTAL HOURS		130.5