



**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

March 14, 2018
1:00 pm PT
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

Board of Directors minutes of February 24, 2018

ACTION REQUESTED: **Approve**

b. Receive and File

i. Monthly/Quarterly Reports

| | |
|--|----------------------|
| (1) List of Demands Check 29735 thru 29844, Electronic File Transfers (EFT), and Wire Transfer(s) for the period February 1 – 28, 2018 totaling: | \$ 276,321.85 |
| Wire Transfer(s) period February 1 – 28, 2018 | \$ 209,846.80 |
| Payroll for the period February 1 – 28, 2018 | <u>\$ 696,036.08</u> |
| TOTAL DISTRIBUTION | \$1,182,204.73 |

(2) Activity Reports – February 2018

- i. Operations
- ii. Training
- iii. Fire Prevention

- iv. Correspondence - letters/cards were received from the following members of the public:
 - None

ACTION REQUESTED: [Information](#)

4. Old Business

- a. None

5. New Business

- a. Budget Authorization

To discuss and/or approve the purchase of a replacement vehicle. [Staff Report 18-06](#)

ACTION REQUESTED: [Authorize purchase](#)

- b. Administrative Policy A100.11 – Ticket and Passes Distribution Policy – ratification

To discuss and/or ratify the District policy to identify a procedure for accepting, distributing and the reporting of tickets or passes given or received by a District employee. [Staff Report 18-07](#)

ACTION REQUESTED: [Ratify administrative policy](#)

6. Oral Report

- a. Fire Chief – Michel

- b. Operations – Deputy Chief

- c. Volunteer – Division Chief

- d. Training – Battalion Chief

- e. Fire Prevention – Fire Marshal

- f. Administrative Manager

- i. Form 700 – Filing NLT April 1, 2018

- ii. RFP Financial Audit Services – Update

- iii. Recognition Dinner – April 21, 2018

- g. Board of Directors

- i. North County Dispatch JPA – Update

- ii. County Service Area – 17 – Update

- iii. Comments

7. Adjournment

The next special (in lieu of regular) meeting Board of Directors meeting to be April 18, 2018 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 Special (*in lieu of regular*)
Meeting Agenda
Wednesday, February 14, 2018, 2018 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on March 8, 2018 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 March 8, 2018

Karlana Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – February 14, 2018

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 1:00 pm. *Meeting convened at 18040 Calle Ambiente, Rancho Santa Fe for the Pledge of Allegiance, Roll Call, and Special Presentations*

Pledge of Allegiance

Chief Michel led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner - *Director Hillgren participated via teleconference and joined at 1:35pm.*

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Dave McQuead, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlana Rannals, Board Clerk.

2. Special Presentations

a. Badge Presentations

Chief Michel welcomed all in attendance. Chief Cox discussed the requirements and commitment needed to succeed in the profession and in the District. Chief Michel presented the following district personnel a Fire District badge:

Promotion

1. Paul Lorenzo, Captain (*November 16, 2017*)
2. Correy Cooper, Captain (*January 16, 2018*)
3. Brian Salameh, Captain (*January 16, 2018*)
4. Cole Thompson, Captain (*January 16, 2018*) – (*unable to attend*)
5. Paul Roman, Engineer (*November 16, 2017*)
6. John Carey, Engineer (*January 16, 2018*)
7. Brian Ciuchta, Engineer (*January 16, 2018*)
8. Cory Ender, Engineer (*January 16, 2018*)
9. Jake Elkins, Engineer (*January 16, 2018*)
10. Matt Sivba, Engineer (*January 16, 2018*)

Off Probation

1. Michael Weeks (*December 1, 2017*)
2. Jacob Barkhimer (*January 3, 2018*)
3. Chasen Cantrell (*January 3, 2018*)
4. Alexander Trottier (*January 3, 2018*)

Chief Cox introduced and welcomed the following employees to the District:

New Hire – *Firefighter/Paramedic*

1. Justin Cloyd (*January 2, 2018*)
2. Richard LaFleur (*January 2, 2018*)
3. Robert Scott (*January 2, 2018*)
4. Haydne Shimer (*January 2, 2018*)
5. Samuel Stamy (*January 2, 2018*)

President Ashcraft on behalf of the Board of Directors offered congratulations to all and wished continued success in their new role.

President Ashcraft recessed the meeting from 1:16-1:35 pm to resume the remainder of the business meeting at 18040 Calle Ambiente.

3. Public Comment

No one requested to speak to the Board.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances. *The vote was conducted via roll call.*

5. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted. *The vote was conducted via roll call.*

a. *Board of Directors Minutes*

- i) Board of Directors minutes of January 10, 2018

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 29646 thru 29734, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period January 1 – 31, 2018 totaling: \$ 293,676.50
Wire Transfer(s) period January 1 – 31, 2018 \$ 205,284.55
Payroll for the period January 1 – 31, 2018 \$ 765,396.96
TOTAL DISTRIBUTION \$1,264,358.01
2. Budget Review – July 1 – December 31, 2017
3. Cash Statement – December 31, 2017
4. Quarterly Investment Review
5. Activity Reports – January, 2018
 - a) Operations
 - b) Training
 - c) Fire Prevention

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

- 1) North County Fire Protection District
- 2) CalFire Incident Management Team 6

c. Acceptance of Donation

The staff report summarized staff request to accept the \$9,179.50 donation from the Rancho Santa Fe Fire District Foundation for the purchase of personal protective equipment for the Volunteer Division.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the donation of \$9,179.50. *The vote was conducted via roll call.*

6. Old Business

a. None

7. Resolutions/Ordinances

a. Resolution No. 2018-02

Chief Michel informed the Board that the District must update its resolution annually to participate in the Fire Mitigation Fee Fund program administered by the County of San Diego.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2018-02 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program on the following roll call vote:

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

8. New Business

a. Financial Audit Services – FY18

Administrative Manager Rannals summarized the staff report provided. The previous auditor Paul Kaymark has left the Punn Group. Since, the District has completed the three-year contract with The Punn Group, and the last Request for Proposal (RFP) was distributed in 2005; staff believes it will be in the best interest of the District to distribute an RFP since staff will have to develop a relationship with a new auditor. She also asked that should the Board concur with the option of distributing an RFP, staff requests whether or not the Finance Committee desires to be involved in the process and/or recommendation. A draft RFP was included for concurrence, noting that legal counsel had reviewed the document. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED the distribution of the RFP to retain the services of an independent auditor on the following roll call vote:

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

In addition, the board concluded that the Finance Committee would participate in the final interview(s) on the short list of proposers.

b. RSF6 Modular Building

Chief Cox summarized the staff report provided. RSF6 is in need of various improvements, the modular design concept is expected to save an estimated twenty to thirty percent in construction costs, and the construction period is reduced by about one third. Staff estimates a rough project budget:

| | |
|---|------------------|
| Modular Building (purchase and site set): | \$625,000 |
| Septic System: | \$ 80,000 |
| Site Improvements (asphalt work): | <u>\$ 40,000</u> |
| Estimated Project cost | \$745,000 |

The estimated remaining balance of \$70,318 will be held as contingency. At the completion of construction, and after final project costs are reconciled, staff would like any remaining balance applied towards a solar photovoltaic and battery energy storage system for RSF6.

Funding for the project has been primarily secured through the Rancho Santa Fe Fire District Foundation. Funds currently available are \$611,212. However, there is an additional \$102,053 available if matching funds are provided. This would require the expenditure of \$102,053 of District funds for total fund balance of \$815,318. Based upon the estimated timeline, the \$102,053 would be spent in the FY19 budget.

The Request for Proposal has been reviewed by District's legal counsel and has a "No Obligation to Proceed" clause in the event that unforeseen construction costs exceed the funding available. After the solicitation of Staff responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and APPROVED the distribution Request for Proposal (RFP) 2018-01, which consists of a new 2,500 sq. ft. modular building at Fire Station 6 (RSF6) for office space and crew living quarters, installation of a new septic system, and other site improvements; and committing the additional 102,053 from the FY19 Budget on the following roll call vote:

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

c. Waiver of Fees

Chief Michel summarized the staff report provided. The District's current Ordinance 2016-01 Schedule for Fees, outlines the District's fees for services and use of our facilities. Additionally, both Ordinance 2016-01 and Resolution 2016-10 allows the Board of Directors or Fire Chief to waive fees under specific conditions. One of the specific conditions is if the waiver of fees would be in the best interest of the District and provides for greater health and safety of persons and property within the District.

The 4SRanch-Del Sur Community Foundation (Foundation) has requested the use of our Training Grounds for a two-hour period on May 20, 2018 to celebrate their 10-year anniversary. The Foundation desires to use the training grounds for a small foundation gathering with refreshments and soft drinks. The Foundation has been instrumental in providing financial support to the District in developing a much-needed Residential Fire Sprinkler Maintenance video, not only to the 4S Ranch area, but also for the entire District.

During this two-hour event, the District will participate in providing Community outreach in the areas of fire prevention, district branding, and public education in the form of a fire prevention booth and fire crew demonstrations.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED the waiver of fees for the use of the Training Grounds on May 20, 2018 on the following roll call vote:

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

d. Board of Directors Meeting Schedule

Chief Michel requested consideration to move the April regular meeting date. If approved, this will allow Chiefs' Michel and Cox to attend the Fire Districts conference, which starts April 11. After review of each board members calendar, the agreed to modify the meeting date.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED to change the regular Board of Directors April meeting date from April 11 to April 18, 2018 on the following roll call vote:

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

9. Oral Report

a. Fire Chief – Michel

- i) The chief discussed the change to the staffing model at RSF 6. The new staffing model now has a fulltime captain, engineer with at least one volunteer daily.

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

February 14, 2018

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- b. Operations – Deputy Chief
Chief Cox summarized the previous month's activity.
- c. Elfin Forest Volunteer Division – Volunteer Recruitment Retention Coordinator
VRRRC Twohy reported on the new position and noted that to date, 11 individuals are in the Volunteer Academy.
- d. Training – Battalion Chief
Chief Cox reported that the previous month's activity focused on the hire academy and preparing for the Battalion Chief testing.
- e. Fire Prevention – Fire Marshal
FM Donner reported on the previous month's activity.
- f. Administrative Manager
She reminded the board members to complete their Form 700 by April 2, 2018.
- g. Board of Directors
 - i) North County Dispatch JPA – Update: Ashcraft – no report. The next meeting is February 22, 2018.
 - ii) County Service Area – 17 – Update: Hillgren – no report.
 - iii) Comments
 - 1. None

10. Closed Session

Pursuant to section 54956.8, the board met in closed session from 3:15 – 3:35 pm to discuss the following:

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 16936 El Fuego
Agency Negotiator: Tony Michel, Fire Chief
Negotiating Parties: Rancho Santa Fe Association
Under Negotiation: Instruction to negotiators, concerning price and term
All board members listed and Chief Michel attended the closed session

Upon reconvening to open session, President Ashcraft reported that the Board of Directors that Chief Michel updated the board on the subject negotiations. There was no action taken in closed session.

11. Adjournment

Meeting adjourned at 3:38 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

| Check No. | Amount | Vendor | Purpose |
|-----------|-------------|--------------------------------------|--|
| 29735 | \$314.27 | A-OK Power Equipment | Fleet Equip Maintenance/Repair-Port Gen/ |
| 29736 | \$971.10 | Accountemps | Temporary Labor |
| 29737 | \$191.55 | AT&T | Telephone RSF |
| 29738 | \$1,372.00 | C.A.P.F. | Disability Ins Short & Long |
| 29739 | \$1,220.00 | California's Own Native Landscape De | Landscaping Maintenance Service |
| 29740 | \$200.00 | Callback Staffing Solutions | Scheduling (Crewsense) Maintenance |
| 29742 | \$11,599.19 | CDW Government Inc. | Computer - License/Software |
| 29743 | \$1,224.05 | Complete Office of California Inc | Office Supplies |
| 29744 | \$1,556.67 | Direct Energy Business-Dallas | Elec/Gas/Propane RSF1 |
| 29745 | \$105.81 | Dish | Cable RSF6 |
| 29746 | \$6,362.08 | Fire ETC Inc | Safety Clothing (Protective) |
| 29747 | \$535.18 | General Data Co | Repair Machines & Office Equipment |
| 29748 | \$76.16 | Knox Company Inc | Knox Replacement (Parts/Supplies) |
| 29749 | \$333.04 | L N Curtis & Sons Inc | Fleet Equip Maintenance/Repair-Port Gen/ |
| 29750 | \$132.00 | LaFleur, Richard | CSA-17 Contract |
| 29752 | \$730.00 | Power Plus! | Elec/Gas/Propane RSF5 |
| 29753 | \$1,585.52 | SoCo Group Inc | Fuel: Gasoline & Diesel |
| 29754 | \$304.00 | Terminix International | Building RSF |
| 29755 | \$15.45 | U P S | Shipping Service |
| 29756 | \$2,430.40 | Uniforms Plus | Uniforms: Prevention/Safety Personnel |
| 29757 | \$989.59 | United States Latex Prod. Inc | CSA-17 Contract |
| 29758 | \$2,093.87 | Verizon Wireless | Cellular - Telephone |
| 29759 | \$1,658.04 | Vortex Industries, Inc. | Building RSF2 |
| 29761 | \$13.99 | 4S Ranch Gasoline & Carwash LP | Apparatus: Car Wash |
| 29762 | \$600.00 | Accme Janitorial Service Inc | Building ADMIN |
| 29763 | \$971.10 | Accountemps | Temporary Labor |
| 29764 | \$2,397.98 | American Medical Response Inc | CSA-17 Contract |
| 29765 | \$318.09 | AT&T Calnet 2/3 | Telephone ADMIN/RSF |
| 29766 | \$1,301.15 | California Health & Safety Inc | Breathing Apparatus - Supplies and Parts |
| 29767 | \$99.99 | Callback Staffing Solutions | Scheduling (Crewsense) Maintenance |
| 29768 | \$92.12 | Complete Office of California Inc | Office Supplies |
| 29769 | \$3,207.50 | County of SD/RCS | 800 MHz Network Admin Fees/CAP Code Svc |
| 29770 | \$200.78 | Cox Communications | Telephone RSF |

| | | | |
|-------|-------------|--------------------------------------|---|
| 29771 | \$329.83 | EDCO Waste & Recycling Inc | Trash RSF |
| 29772 | \$602.58 | Encinitas Ford Inc. | Repair - ID 1281 |
| 29773 | \$730.46 | Enerspect Medical Solutions LLC | CSA-17 Contract |
| 29774 | \$35.00 | Ferrellgas Inc | Elec/Gas/Propane RSF5 |
| 29775 | \$553.75 | Fire ETC Inc | Safety Clothing (Protective) |
| 29776 | \$1,050.00 | Jauregui & Culver Inc | Refuel Facility Repair |
| 29777 | \$5,655.00 | Nazland | Station Maintenance - RSF3 |
| 29778 | \$13,154.73 | North County EVS Inc | Repair/Scheduled/Smog - Various Units |
| 29779 | \$1,761.84 | Olivenhain Municipal Water District | Water RSF |
| 29780 | \$187.23 | Rincon Del Diablo Municipal Water Di | Water RSF5 |
| 29781 | \$120.00 | San Diego Chapter CSDA | Meetings/Meal Expenses |
| 29782 | \$551.23 | Santa Fe Irrigation District | Water RSF/NCDJPA Rebill |
| 29783 | \$730.04 | SDG&E | Elec/Gas/Propane RSF6 |
| 29784 | \$3,210.30 | SoCo Group Inc | Fuel: Gasoline & Diesel |
| 29785 | \$132.00 | Terminix International | Building RSF |
| 29786 | \$544.99 | Time Warner Cable | Telephone ADMIN |
| 29787 | \$15.45 | U P S | Shipping Service |
| 29788 | \$8,291.23 | U S Bank Corporate Payment System | Cal-Card./IMPAC program |
| 29789 | \$1,360.00 | U.S. HealthWorks | Medical Services: Volunteers |
| 29790 | \$1,263.90 | United Site Services | Sewer RSF5 |
| 29791 | \$2,194.15 | Waste Management Inc | Trash RSF Assn - Patrol & NCDJPA Rebill |
| 29792 | \$6,560.00 | WinTech Computer Services | Consulting Services |
| 29793 | \$3,904.58 | About Service Inc | Scheduled - Various Units |
| 29794 | \$933.75 | Accountemps | Temporary Labor |
| 29795 | \$127.03 | Airgas Inc | Safety: Breathing Air |
| 29796 | \$71.18 | Allstar Water Systems Inc | Building RSF6 |
| 29797 | \$251.20 | AT&T | Telephone/Cable RSF |
| 29798 | \$1,877.46 | AT&T Calnet 2/3 | Telephone ADMIN/RSF |
| 29799 | \$670.00 | Bay City Electric Works Inc | Generator Repair RSF2 |
| 29800 | \$222.40 | Complete Office of California Inc | Office Supplies |
| 29801 | \$1,751.70 | FailSafe Testing | Ladder Testing |
| 29802 | \$400.40 | Fire ETC Inc | Safety Clothing (Protective) |
| 29803 | \$1,335.00 | Fitch Law Firm Inc | Legal Services |
| 29804 | \$210.11 | Golden Telecom Inc | Repair Machines & Office Equipment |

| | | | |
|-------|-------------|--------------------------------------|---|
| 29805 | \$970.02 | Home Depot, Inc | Radio Batteries & Station Maintenance RSF |
| 29806 | \$254.00 | IAFC Membership Department | Association Dues |
| 29807 | \$96.25 | Konica Minolta Business Inc | Copier Maintenance Contract |
| 29808 | \$244.00 | Liebert Cassidy Whitmore | Legal Services |
| 29809 | \$13,518.31 | MES California | Fire Hose, Nozzles & Supply |
| 29810 | \$775.80 | Motorola Solutions Inc | Radio Equipment Replacement |
| 29811 | \$42,021.25 | NCDJPA | Dispatching |
| 29812 | \$83.38 | Olivenhain Municipal Water District | Water RSF2 |
| 29813 | \$1,653.56 | Parkhouse Tire, Inc. | Apparatus: Tires & Tubes |
| 29814 | \$700.00 | Santa Fe Irrigation District | NCDJPA Rebill |
| 29815 | \$9,887.38 | SDG&E | Elec/Gas/Propane RSF3 |
| 29816 | \$730.00 | Sherwood, Bruce E | Education/Training Reimbursement |
| 29817 | \$3,911.23 | SoCo Group Inc | Fuel: Gasoline & Diesel |
| 29818 | \$352.00 | State of CA Dept of Justice | Background Investigation |
| 29819 | \$436.78 | Telepacific Communications | Telephone ADMIN |
| 29820 | \$1,914.28 | ThyssenKrupp Elevator Inc | Elevator Service & NCDJPA Rebill |
| 29821 | \$108.90 | Time Warner Cable | Cable RSF4/Admin |
| 29822 | \$15.45 | U P S | Shipping Service |
| 29823 | \$2,322.00 | U.S. HealthWorks | Medical Services: Volunteers |
| 29824 | \$1,871.02 | United Site Services | Sewer RSF |
| 29825 | \$2,986.30 | Vortex Industries, Inc. | Building RSF1 |
| 29826 | \$105.00 | Aair Purification Systems | Building RSF2 |
| 29827 | \$709.65 | Accountemps | Temporary Labor |
| 29828 | \$4,740.00 | Cielo Village Partners LP | Cielo HOA Fees |
| 29829 | \$1,000.00 | Eagle Paving Company | Station Maintenance - RSF1 |
| 29830 | \$1,581.60 | Fire ETC Inc | Safety Equipment/Clothing |
| 29831 | \$431.00 | Fire Smart Promotions | Public Education Material |
| 29832 | \$4,110.79 | Guardian Life Insurance Co | Medical Insurance |
| 29833 | \$2,800.00 | Kwang W. Chang Architect P.C. | RSF6 Bunkhouse - Design/Build |
| 29834 | \$105.00 | LaFleur, Richard | CSA-17 Contract |
| 29835 | \$242.50 | Lorenzo, Paul | CSA-17 Contract |
| 29837 | \$7,456.45 | Motorola Solutions Inc | Radio Equipment Replacement |
| 29838 | \$45,000.00 | Rancho Santa Fe Fire Protection Dist | Interfund Transfer |
| 29839 | \$70.00 | RSF Mail Delivery Solutions | Mail Delivery Service |

Rancho Santa Fe Fire Protection District

| | | |
|-----------------|---------------------|-----------------------|
| 29841 | \$2,716.82 | SoCo Group Inc |
| 29842 | \$250.00 | Sound Image Inc |
| 29843 | \$31.66 | U P S |
| 29844 | \$4,080.00 | U.S. HealthWorks |
| EFT000000000386 | \$587.68 | Livingstone, David W. |
| MISC | \$9,460.60 | |
| Subtotal | \$276,321.85 | |

| | | |
|-----------------|---------------------|---------|
| ACH Transfer | \$63,653.31 | CalPERS |
| ACH Transfer | \$146,193.49 | CalPERS |
| Subtotal | \$209,846.80 | |

| | | |
|-----------------|---------------------|--------|
| 2/15/2018 | \$346,946.25 | RSFFPD |
| 2/28/2018 | \$349,089.83 | RSFFPD |
| Subtotal | \$696,036.08 | |

| | | |
|--------------|------------------------------|--|
| Total | <u>\$1,182,204.73</u> | |
|--------------|------------------------------|--|

List of Demands - Feb 2018

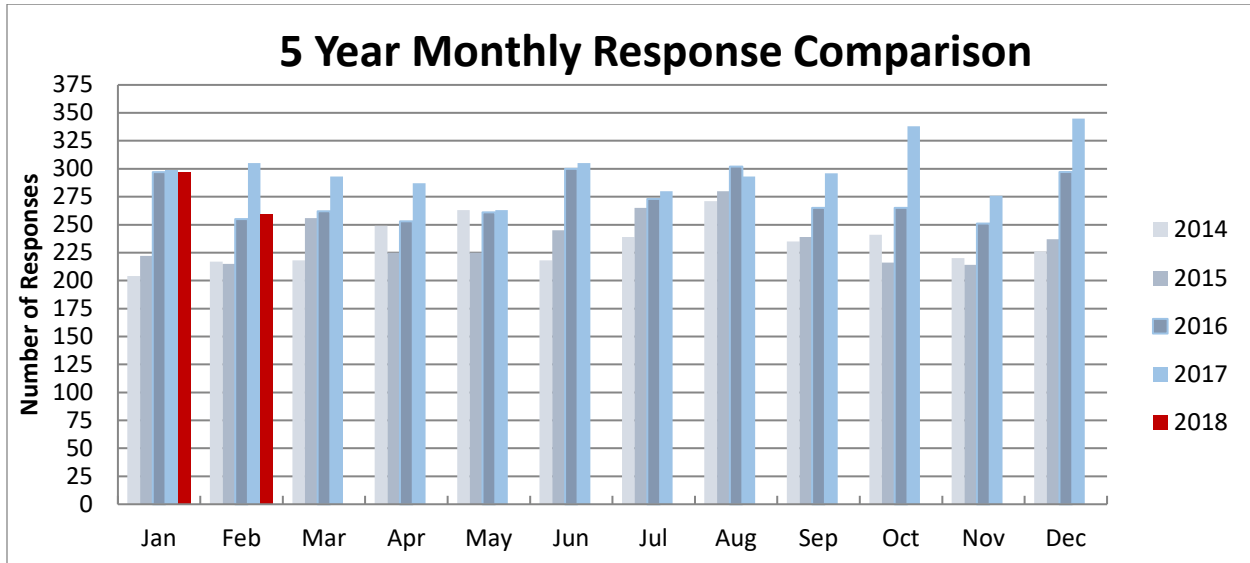
Fuel: Gasoline & Diesel
 Station Maintenance - RSF5
 Shipping Service
 SAFER VRRRC-Entry Level Physicals
 Education/Training Reimbursement
 Medical Reimbursements

Mar 2018 Health
 Jan 2018 Retirement

Payroll
 Payroll

February Incident Count

Stations 1 - 6



| 2018 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Responses |
|-----------|-----|-----|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------------|
| Responses | 297 | 259 | | | | | | | | | | | 556 |
| YTD | 297 | 556 | | | | | | | | | | | -7.9 |
| 2017 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Responses |
| Responses | 299 | 305 | 293 | 287 | 263 | 305 | 280 | 293 | 296 | 338 | 276 | 345 | 3,580 |
| YTD | 299 | 604 | 897 | 1,184 | 1,447 | 1,752 | 2,032 | 2,325 | 2,621 | 2,959 | 3,235 | | 8.2% |
| 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% |

Incident Response Summary by Station

Date Range: From 02/01/2018 To 02/28/2018

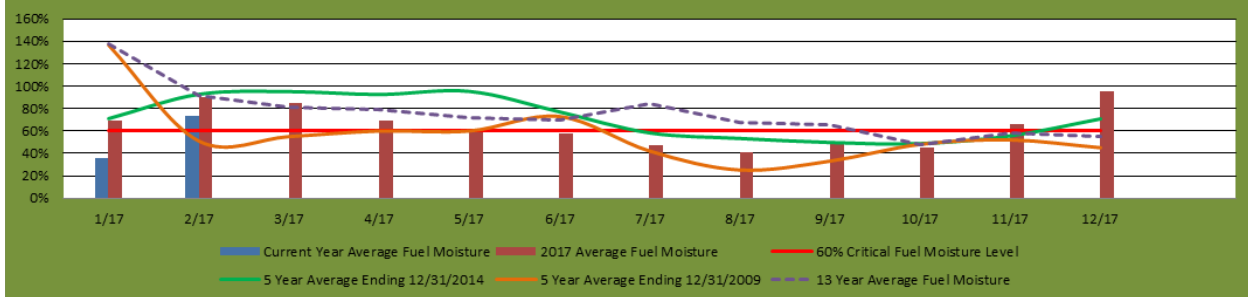
| | |
|------------------------------|------------|
| Station: RSF 1 | 75 |
| Station: RSF 2 | 90 |
| Station: RSF 3 | 41 |
| Station: RSF 4 | 27 |
| Station: RSF 5 | 16 |
| Station: RSF 6 | 10 |
| Total Incident Count: | 259 |

Incident Summary by Incident Type

Date Range: From 02/1/2018 To 02/28/2018

| Incident Type | Incident Count |
|---------------------|----------------|
| Fire | 5 |
| EMS/Rescue | 146 |
| Hazardous Condition | 2 |
| Service Call | 26 |
| Good Intent | 55 |
| False Call | 19 |
| Other | 6 |
| Total | 259 |

2018 District Live Fuel Moistures



Significant Incidents/Overhead Assignments

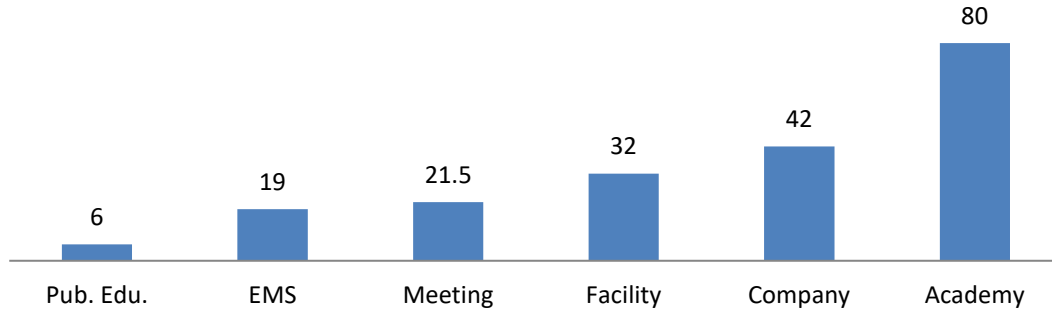
| DATE | INCIDENT/ LOCATION | TYPE | UNIT/PERSON | MISC. |
|------|---------------------------|-----------------|---|---|
| 2/28 | Del Dios Hwy x Hodges Dam | Vegetation Fire | B261, BR261, E263, E264, BR265, E266, WT215, E141, E141, P2650, P2651 | Three spot fires along Del Dios Hwy. Approx. 1/2 acre total |

Training Division

February 2018

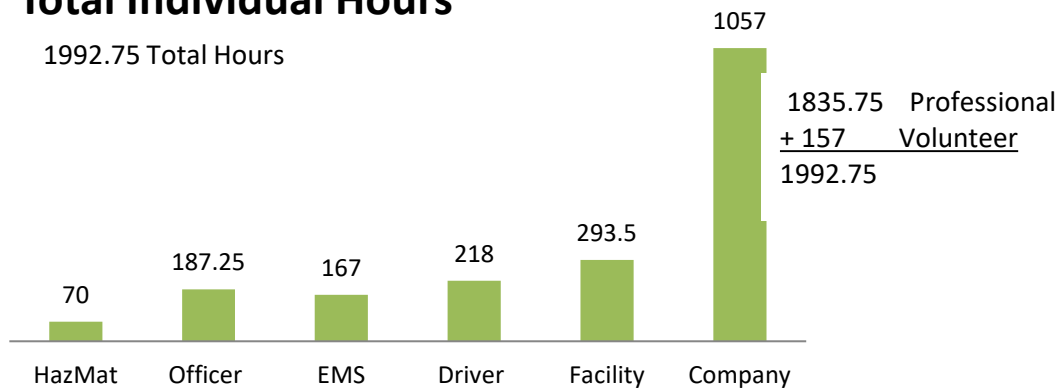
Scheduled Training

200.5 Total Hours



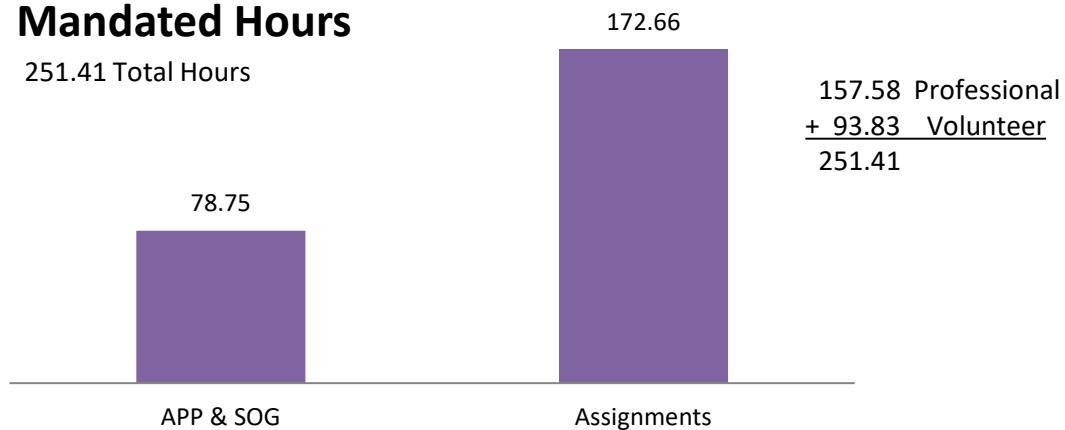
Total Individual Hours

1992.75 Total Hours



Mandated Hours

251.41 Total Hours



See next page for description.

Training Division - Descriptions

Scheduled Training

Training hours are planned annually. This is to maintain a well organized year and to help the firefighters be successful with the hours required by Federal, State, Local.

Total Individual Hours - 6 Subjects

| Subject | Definition | Examples |
|-----------------|---|--|
| 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

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

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2018

PLAN REVIEW

| RESIDENTIAL PLAN REVIEWS | Number of Structures | Sq Footage |
|--------------------------------------|----------------------|------------------|
| Fire Marshal | 10 | 14,437 |
| Fire Inspector | 4 | 22,992 |
| Fire Inspector/Forester | 3 | 13,037 |
| TOTAL | 17 | 50,466 |
| RESIDENTIAL ADDITIONS | Original Sq Footage | Added Sq Footage |
| Fire Marshal | 8,640 | 1,149 |
| Fire Inspector | 13,200 | 3,238 |
| Fire Inspector/Forester | 0 | 7,317 |
| TOTAL | 21,840 | 11,704 |
| COMMERCIAL PLAN REVIEWS | Number of Structures | Sq Footage |
| Fire Marshal | 0 | 0 |
| Fire Inspector | 0 | 0 |
| Fire Inspector/Forester | 0 | 0 |
| TOTAL | 0 | 0 |
| TOTAL NEW CONSTRUCTION | | Sq Footage |
| Based on permitted Sq footage | Total Added | 62,170 |
| FIRE SPRINKLER REVIEWS | Commercial | Residential |
| Fire Marshal | 0 | 5 |
| Fire Inspector | 0 | 7 |
| Fire Inspector/Forester | 0 | 1 |
| TOTAL | 0 | 13 |
| TENANT IMPROVEMENTS | Number of Structures | Sq Footage |
| Fire Marshal | 10 | 9,146 |
| Fire Inspector | 0 | 0 |
| Fire Inspector/Forester | 0 | 0 |
| TOTAL | 10 | 9,146 |
| LANDSCAPE REVIEWS | Number of Reviews | Staff Hours |
| Fire Marshal | 0 | 0.00 |
| Fire Inspector | 8 | 8.00 |
| Fire Inspector/Forester | 7 | 3.25 |
| TOTAL | 15 | 11.25 |

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2018

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 | 11 | 7.00 |
| Hydros (Fire Sprinklers) | 15 | 10.00 |
| Finals (Structures) | 33 | 34.50 |
| Landscape | 7 | 5.00 |
| Reinspections | 16 | 3.00 |
| Tents/Canopy | 1 | 10.50 |
| Burn Permits | 5 | 5.00 |
| Department of Social Service Licensing | 1 | 0.50 |
| Knox/Strobe | 5 | 2.25 |
| Code Enforcement | 4 | 3.50 |
| Engine Company Follow Up | 0 | 0.00 |
| Misc. | 0 | 0.00 |
| TOTAL | 98 | 81.25 |
| | | |
| HAZARD INSPECTIONS - All Staff | Number of Inspections | Staff Hours |
| Weed Abatement Inspection | 108 | 8.64 |
| Weed Abatement Reinspection | 143 | 21.45 |
| 1st Notice | 38 | 9.50 |
| 2nd Notice | 42 | 9.50 |
| Final Notice | 21 | 5.25 |
| Forced Abatement | 2 | 2.00 |
| Postings | 6 | 3.00 |
| Annual Mailers | 1 | 1.50 |
| Homeowner Meeting | 10 | 5.00 |
| WUI | 0 | 0.00 |
| TOTAL | 371 | 65.84 |
| | | |
| GRADING -All Staff | Number of Reviews | Staff Hours |
| Plan Review | 12 | 16.00 |
| TOTAL | 12 | 16.00 |

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2018

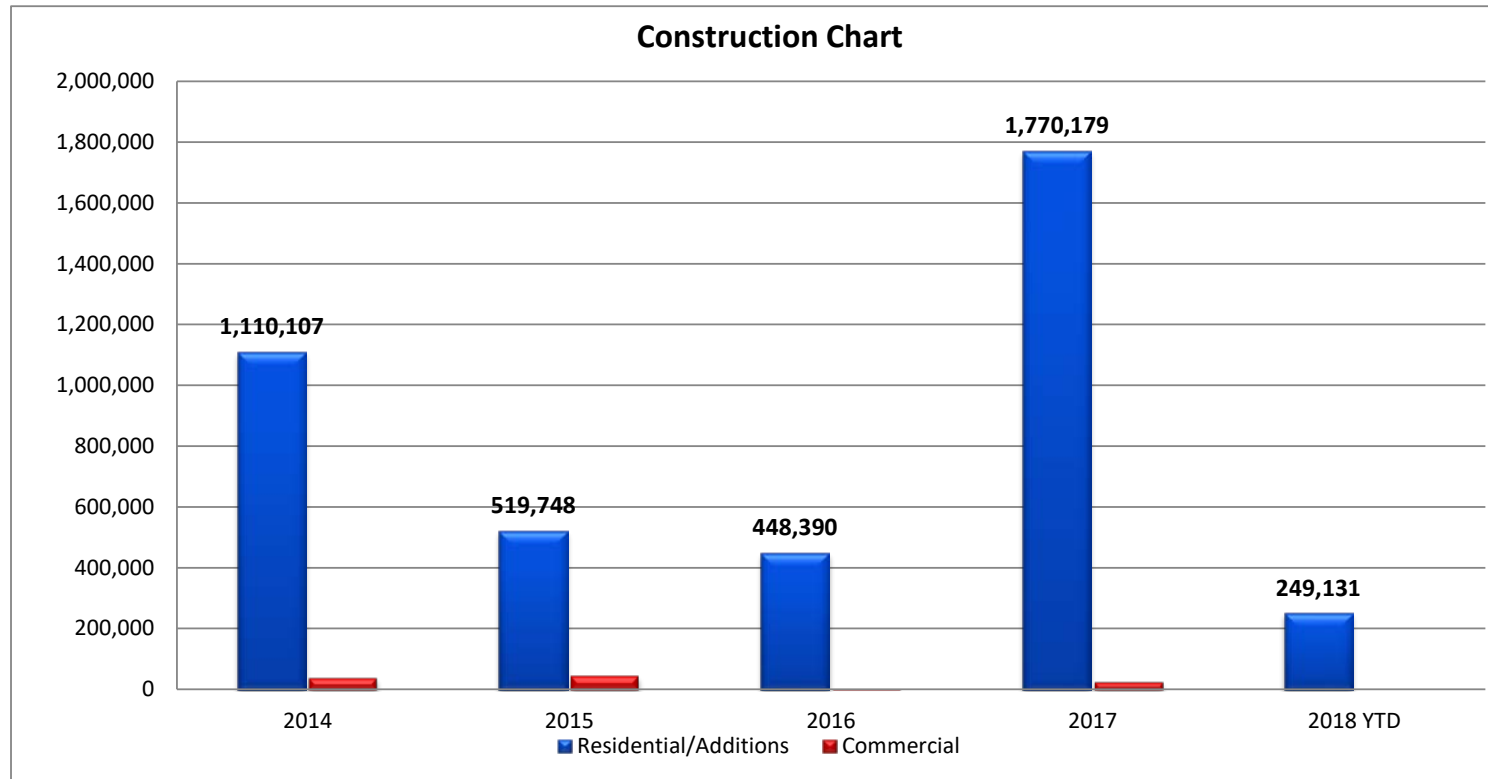
ADMINISTRATIVE SERVICES- FIRE PREVENTION

| 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 | 14 | 94.50 |
| Conferences | 0 | 0.00 |
| Meetings | 36 | 38.5 |
| Other | 0 | 0.00 |
| Supervision | 0 | 0.00 |
| Fuels Reduction | 0 | 0.00 |
| TOTAL | 50 | 133.00 |
| | | |
| FIRE PREVENTION -All Staff | Number | Staff Hours |
| Incoming Phone Calls | 290 | 72.50 |
| Correspondence | 294 | 73.50 |
| Consultations | 46 | 46.00 |
| Plan Review | 80 | 80.00 |
| Scanning | 200 | 50.00 |
| General Office | 72 | 72.00 |
| TOTAL | 982 | 394.00 |

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

| OFFICE COORDINATOR-PREVENTION | Number | Staff Hours |
|--|---------------|--------------------|
| Phone Calls (All Administrative Staff) Internal & External | 579 | 28.95 |
| Correspondence | 317 | 79.25 |
| Walk in/Counter (All Administrative Staff) | 322 | 26.83 |
| Knox Application Request | 3 | 0.75 |
| Burn Permits | 3 | 1.00 |
| UPS Outgoing Shipments | 2 | 0.17 |
| Plan Accepted/Routed | 88 | 123.00 |
| Special Projects | 10 | 10.00 |
| Scanning Documents/Electronic Files | 450 | 112.50 |
| Meetings: Admin/Prevention/Admin Shift | 9 | 4.50 |
| Post Office Runs | 0 | 0.00 |
| Deposit runs and preparations | 20 | 10.00 |
| TOTAL | 1,803 | 396.95 |

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2018

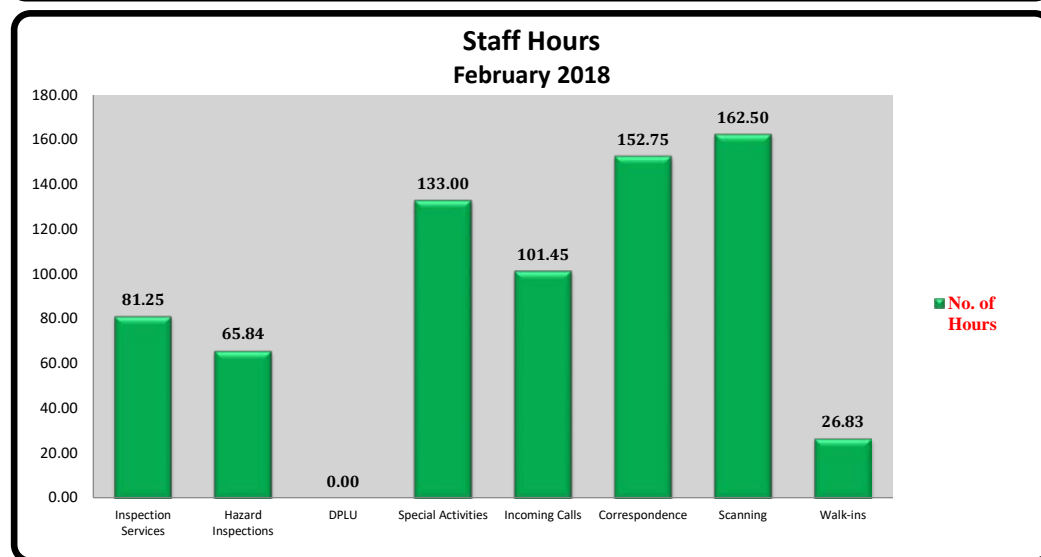
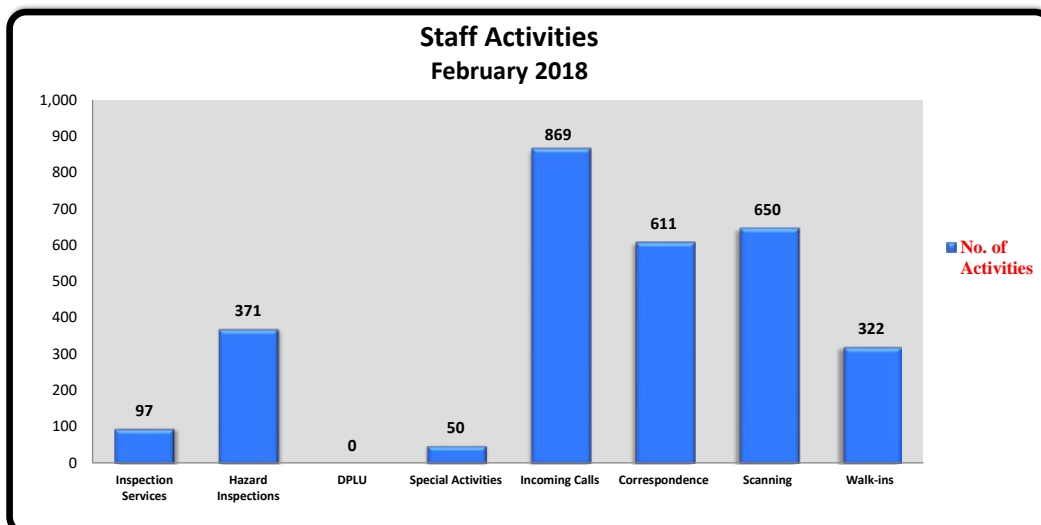


| Year | Res/Add | Comm | Total |
|----------|-----------|--------|-----------|
| 2014 | 1,110,107 | 36,156 | 1,146,263 |
| 2015 | 519,748 | 43,042 | 562,790 |
| 2016 | 448,390 | 2,047 | 450,437 |
| 2017 | 1,770,179 | 23,757 | 1,793,936 |
| 2017 YTD | 89,268 | 0 | 89,268 |
| 2018 YTD | 249,131 | 0 | 249,131 |

Comparison 2017/2018 Total Square Footage

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|---------|--------|--------|--------|--------|---------|---------|--------|--------|--------|---------|---------|
| 2017 | 48,435 | 40,807 | 23,518 | 61,889 | 78,701 | 220,963 | 585,112 | 58,173 | 43,534 | 69,405 | 313,889 | 249,484 |
| 2018 | 186,961 | 62,170 | | | | | | | | | | |

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2018



Comparison 2016/2017 Total Monthly Hours/Activities

| 2017 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------------|--------|--------|--------|--------|--------|--------|-------|--------|--------|--------|--------|--------|
| Activities | 2187 | 2019 | 2614 | 2384 | 3137 | 3617 | 3300 | 3938 | 3537 | 3897 | 3462 | 3169 |
| Hours | 482.62 | 494.10 | 578.82 | 567.50 | 676.43 | 745.76 | 713.5 | 844.47 | 850.08 | 795.81 | 781.95 | 696.27 |

| 2018 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------------|--------|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Activities | 2714 | 2970 | | | | | | | | | | |
| Hours | 600.70 | 723.62 | | | | | | | | | | |

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
February 2018

| WEBSITE/INTERNET | | Staff Hours |
|---|--|-------------|
| Update existing info & documents: <i>Updated home page, news, photos, etc</i> | | 2.0 |
| | | 2.0 |
| | | |
| Compile & write new information: | | 0.0 |
| | | 4.0 |
| | | |
| Social Media <i>Facebook "Fans" - 1,159</i> <i>Instagram "Followers" - 868</i> <i>Twitter "Followers" - 3,279</i> | | 15.0 |
| | | 5.0 |
| | | 5.0 |
| | | 5.0 |
| | | |
| TOTAL | | 17.0 |
| | | |
| PUBLICATIONS | | Staff Hours |
| Design/write brochures, flyers, etc: <i>AlertSanDiego</i> | | 7.0 |
| | | 7.0 |
| | | |
| TOTAL | | 7.0 |

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
February 2018

| MEDIA RELATIONS | | Staff Hours |
|---|--|--------------------|
| On-scene Public Information Officer: | | 1.0 |
| <i>Dove Canyon Camino San Bernardo TC</i> | | 1.0 |
| Press Releases: | | 4.0 |
| <i>SAFE Grant Funding</i> | | 1.0 |
| <i>Dove Canyon Camino San Bernardo TC</i> | | 1.0 |
| <i>Del Dios Spot Fires</i> | | 2.0 |
| Other Articles/Stories/Interviews: | | 1.0 |
| <i>HGV KNSD (Interest only)</i> | | 1.0 |
| TOTAL | | 6.0 |

| EDUCATIONAL PROGRAMS/PRESENTATIONS | | Staff Hours |
|---|--|--------------------|
| Children's Programs | | 3.0 |
| <i>Birthday Parties</i> | | 0.0 |
| <i>Station Tours</i> | | 3.0 |
| Adult Programs: | | 16.0 |
| <i>Love Your Heart Day</i> | | 8.0 |
| <i>First Aid Elfin Forest CERT</i> | | 5.0 |
| <i>HGV HOA Evacuation</i> | | 3.0 |
| TOTAL | | 19.0 |

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
February 2018

| EVENTS | | Staff Hours |
|--|--|--------------------|
| External/Community Events: | | 1.0 |
| <i>RSF Association Planning Meeting</i> | | 1.0 |
| Internal Events: | | 1.0 |
| <i>Badge Ceremony</i> | | 1.0 |
| TOTAL | | 2.0 |
| CONTINUING EDUCATION | | Staff Hours |
| Training Classes: | | 8.0 |
| <i>Car Seat Event for Recertification/CEUs</i> | | 8.0 |
| Conferences: | | 0.0 |
| Meetings: | | 18.0 |
| <i>Staff meetings</i> | | 4.0 |
| <i>Shift Meetings</i> | | 3.0 |
| <i>CSA17 Meeting</i> | | 0.0 |
| <i>RSF Fire Foundation Website</i> | | 1.0 |
| <i>AlertSanDiego</i> | | 2.0 |
| <i>So Cal Pub Ed</i> | | 8.0 |
| TOTAL | | 26.0 |
| CLERICAL | | Staff Hours |
| Prevention-related: | | 43.0 |
| <i>Mailbox, email inbox, phone calls, news clips, etc.</i> | | 41.0 |
| <i>Phone Calls</i> | | 2.0 |
| Non-prevention/non-minute related: | | 29.0 |
| TOTAL | | 72.0 |
| TOTAL HOURS | | 149.0 |

STAFF REPORT

NO. 18-06

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: DAVID LIVINGSTONE, BATALION CHIEF

SUBJECT: BUDGET AUTHORIZATION: VEHICLE REPLACEMENT – PURCHASE

DATE: MARCH 8, 2018



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

| Description | FY18 Budget | Funding Request | Funding Source | Action Requested |
|--|-------------|-----------------|---------------------|--------------------|
| 1. F150 XLT | \$35,000 | \$28,335.43 | 100% Fleet Reserves | Authorize Purchase |
| 2. Radios and Emergency Lighting Package | | \$10,000.00 | | |
| JUSTIFICATION for Funding Request: See summary below | | | | |

BACKGROUND

The current Fire Service Assistant vehicle is scheduled for replacement in the FY 17/18 Capital Replacement plan. This vehicle will replace the current F150, which has approximately 123,000 miles and it is 15 years old. The Fire Service Assistant currently uses this vehicle daily for hydrant maintenance, and various support details throughout the District.

CURRENT SITUATION

The 15-year-old F150 has started to require major service and repairs to keep it in reliable operating condition.

RECOMMENDATION

Staff seeks authorization to purchase (1) replacement utility pickup truck with Radio and Emergency Lighting Package, This vehicle will be purchased through state contract 1-16-23-20F F.O.B Sacramento Line 11 Rank3, and will include the following:

| | |
|---|--------------------|
| ➤ Total vehicle cost including tax and fees | \$28,335.43 |
| ➤ Mobile Radios, Emergency Lighting Package | <u>\$10,000.00</u> |
| Total Cost: | \$38,335.43 |

Attachment: Quotation for Vehicle Purchase – Elk Grove Ford

Elk Grove Ford

Dwane Galatti | 916-429-4702 | dwanefleet@hotmail.com

Rancho Santa Fe F.P.D.

Prepared For: David Livingstone

858-756-6004

[Fleet] 2018 Ford F-150 (X1C) XLT 2WD SuperCab 6.5' Box

STATE CONTRACT 1-16-23-20F F.O.B. SACRAMENTO LINE 11 RANK 3

* 21,941.00
3,605.80 upgrade to XLT

\$25,546.80
1,979.28 Sales Tax @ 7.75%
8.75 Title Fee
800.00 Delivery

\$28,335.43

ELK GROVE FORD

9645 Auto Center Drive
Elk Grove, CA 95757

Elk Grove Ford

Dwane Galatti | 916-429-4702 | dwanefleet@hotmail.com

[Fleet] 2018 Ford F-150 (X1C) XLT 2WD SuperCab 6.5' Box

Standard Equipment

Mechanical

Engine: 3.3L V6 PDFI -inc: auto start-stop technology and flex-fuel capability (STD)

Transmission: Electronic 6-Speed Automatic -inc: selectable drive modes: normal/tow-haul/sport (STD)

3.55 Axle Ratio (STD)

Transmission w/SelectShift Sequential Shift Control

Rear-Wheel Drive

70-Amp/Hr 610CCA Maintenance-Free Battery w/Run Down Protection

200 Amp Alternator

Towing w/Harness and Trailer Sway Control

1840# Maximum Payload

GVWR: 6,300 lbs Payload Package

Gas-Pressurized Shock Absorbers

Front Anti-Roll Bar

Electric Power-Assist Speed-Sensing Steering

23 Gal. Fuel Tank

Single Stainless Steel Exhaust

Double Wishbone Front Suspension w/Coil Springs

Leaf Rear Suspension w/Leaf Springs

4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake

Exterior

Wheels: 17" Silver Painted Aluminum (STD)

Tires: P245/70R17 BSW A/S (STD)

Regular Box Style

Steel Spare Wheel

Full-Size Spare Tire Stored Underbody w/Crankdown

Clearcoat Paint

Chrome Front Bumper w/Body-Colored Rub Strip/Fascia Accent

Chrome Rear Step Bumper

Black Side Windows Trim and Black Front Windshield Trim

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Data Version: 4702. Data Updated: Jan 16, 2018 10:21:00 PM PST.

Elk Grove Ford

Dwane Galatti | 916-429-4702 | dwanefleet@hotmail.com

[Fleet] 2018 Ford F-150 (X1C) XLT 2WD SuperCab 6.5' Box

Exterior

Black Door Handles
Black Power Side Mirrors w/Convex Spotter and Manual Folding
Fixed Rear Window
Variable Intermittent Wipers
Deep Tinted Glass
Aluminum Panels
Chrome Grille
Tailgate Rear Cargo Access
Reverse Opening Rear Doors
Tailgate/Rear Door Lock Included w/Power Door Locks
Fully Automatic Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
Front Fog Lamps
Perimeter/Approach Lights

Entertainment

Radio w/Clock
Radio: AM/FM Stereo/Single-CD Player -inc: 6 speakers
Fixed Antenna
SYNC -inc: enhanced voice recognition communication and entertainment system, 911 assist, 4.2" LCD display in center stack, Applink and 1 smart charging USB port
2 LCD Monitors In The Front

Interior

Cloth 40/20/40 Front Seat -inc: 4-way adjustable driver/passenger headrests, manual driver/passenger lumbar and armrest w/storage
4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp and Trip Odometer
Power Rear Windows

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Elk Grove Ford

Dwane Galatti | 916-429-4702 | dwanefleet@hotmail.com

[Fleet] 2018 Ford F-150 (X1C) XLT 2WD SuperCab 6.5' Box

Interior

Front Cupholder

Rear Cupholder

Keypad

Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button

Cruise Control w/Steering Wheel Controls

Manual Air Conditioning

HVAC -inc: Underseat Ducts

Glove Box

Full Cloth Headliner

Urethane Gear Shift Knob

Interior Trim -inc: Metal-Look Instrument Panel Insert, Cabback Insulator and Chrome Interior Accents

Day-Night Rearview Mirror

Driver And Passenger Visor Vanity Mirrors

3 12V DC Power Outlets

Fade-To-Off Interior Lighting

Front Map Lights

Full Carpet Floor Covering -inc: Carpet Front And Rear Floor Mats

Pickup Cargo Box Lights

Instrument Panel Bin, Dashboard Storage, Driver / Passenger And Rear Door Bins and 1st Row Underseat Storage

Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down

Delayed Accessory Power

Power Door Locks w/Autolock Feature

Outside Temp Gauge

Analog Display

2 Seatback Storage Pockets

Manual Adjustable Rear Head Restraints

Securilock Anti-Theft Ignition (pats) Engine Immobilizer

Perimeter Alarm

Safety-Mechanical

Electronic Stability Control (ESC) And Roll Stability Control (RSC)

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Data Version: 4702. Data Updated: Jan 16, 2018 10:21:00 PM PST.

Elk Grove Ford

Dwane Galatti | 916-429-4702 | dwanefleet@hotmail.com

[Fleet] 2018 Ford F-150 (X1C) XLT 2WD SuperCab 6.5' Box

Safety-Mechanical

ABS And Driveline Traction Control

Safety-Exterior

Side Impact Beams

Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags

Tire Specific Low Tire Pressure Warning

Dual Stage Driver And Passenger Front Airbags

Airbag Occupancy Sensor

Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute

Safety Canopy System Curtain 1st And 2nd Row Airbags

Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners

Dynamic Hitch Assist Back-Up Camera

Selected Model and Options

MODEL

| CODE | MODEL |
|------|---|
| X1C | 2018 Ford F-150 XLT 2WD SuperCab 6.5' Box |

COLORS

| CODE | DESCRIPTION |
|------|--------------|
| YZ | Oxford White |

PAINT SCHEME

| CODE | DESCRIPTION |
|------|----------------------------|
| — | Monotone Paint Application |

TIRES

| CODE | DESCRIPTION |
|------|---------------------------------|
| — | Tires: P245/70R17 BSW A/S (STD) |

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Elk Grove Ford

Dwane Galatti | 916-429-4702 | dwanefleet@hotmail.com

[Fleet] 2018 Ford F-150 (X1C) XLT 2WD SuperCab 6.5' Box

OPTION PACKAGE

| CODE | DESCRIPTION |
|------|---------------------------|
| 300A | Equipment Group 300A Base |

ADDITIONAL EQUIPMENT

| CODE | DESCRIPTION |
|------|--|
| 422 | California Emissions System -inc: Required code for California Emissions States registration, Optional code for Cross Border State dealers (Arizona, District of Columbia, Idaho, New Hampshire, Nevada, Ohio, Virginia and West Virginia) |
| 93N | Dealer Order For California States Registration -inc: Federal Emissions state dealers ordering a California Emissions system (422) are also required to use order code 93N to attest that the vehicle is to be registered in a California Emissions state, Note: It is a violation of federal law for a Federal Emissions state dealer to sell a vehicle w/a California Emissions system for registration in a Federal Emissions state, unless the vehicle also meets EPA standards (i.e, 50-state emissions) NOT AVAILABLE for stock orders. |

TRANSMISSION

| CODE | DESCRIPTION |
|------|--|
| 446 | Transmission: Electronic 6-Speed Automatic -inc: selectable drive modes: normal/tow-haul/sport (STD) |

WHEELS

| CODE | DESCRIPTION |
|------|--|
| 64F | Wheels: 17" Silver Painted Aluminum (STD) |

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Elk Grove Ford

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[Fleet] 2018 Ford F-150 (X1C) XLT 2WD SuperCab 6.5' Box

ENGINE

| CODE | DESCRIPTION |
|------|--|
| 99B | Engine: 3.3L V6 PDFI -inc: auto start-stop technology and flex-fuel capability (STD) |

SEAT TYPE

| CODE | DESCRIPTION |
|------|--|
| MG | Medium Earth Gray, Cloth 40/20/40 Front Seat -inc: 4-way adjustable driver/passenger headrests w/300A-inc: manual driver/passenger lumbar and armrest with storage w/301A-inc: power driver/manual passenger lumbar and armrest with storage w/302A-inc: power driver/passenger lumbar and armrest with storage |

AXLE RATIO

| CODE | DESCRIPTION |
|------|-----------------------|
| X19 | 3.55 Axle Ratio (STD) |

PRIMARY PAINT

| CODE | DESCRIPTION |
|------|--------------|
| YZ | Oxford White |

Options Total

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STAFF REPORT

NO. 18-07

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: FIRE DISTRICT POLICIES AND PROCEDURES
DATE: MARCH 8, 2018



RECOMMENDATION

Ratify the policy listed below that was prepared by the District's legal counsel, Stephen J. Fitch, Esq.

STAFF ANALYSIS

The Board gave the Fire Chief direction to have District Counsel review District's policies and procedures and make recommendation which specific policies and procedures get be ratified by the Board.

District Counsel has recommended the District adopt the following policy and have the policy ratified by the Board.

- 1) A100.11 – Tickets and Passes Distribution Policy



Rancho Santa Fe Fire Protection District

ADMINISTRATIVE POLICY AND PROCEDURES

TICKETS AND PASSES DISTRIBUTION POLICY

Section: **A100.11**

Date Implemented: **03/07/18**

Date Revised: **03/07/18**

Page: **1 of 4**

FIRE CHIEF: _____

I. PURPOSE

- A. To identify a procedure for accepting, distributing, and the reporting of tickets or passes given or received by a District employee (s).

II. RESPONSIBILITY

A. ADMINISTRATION OF POLICY

1. The Fire Chief shall be responsible for administering this Policy.
2. It shall be the responsibility of all personnel to understand and adhere to this policy.

III. DEFINITIONS

- A. Unless otherwise expressly provided below words and terms used in this policy shall have the same meaning as that ascribed to such words and terms in the California Political Reform Act of 1974 (Government Code Sections 81000, et seq., as the same may from time to time be amended) and the Fair Political Practices Commission ("FPPC") Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as the same may from time to time be amended):
1. "District Official" means every Director, officer, employee or consultant of the Rancho Santa Fe Fire Protection District, as defined in Government Code Section 82048 and FPPC Regulation 18701. Such term shall include, without limitation, other appointed officials or employees required to file an annual Statement of Economic Interests (FPPC Form 700).
 2. "District" shall mean and refer to the Rancho Santa Fe Fire Protection District.
 3. "Gift" shall mean anything that is received by a District Official that the District Official did not provide consideration of equal or greater value for or that represents a rebate or discount that is not provided in the regular course of business to members of the public without regard to official status.
 4. "Immediate family" means the spouse and dependent children.
 5. "Third party" shall mean the source of any ticket or pass, other than the District.

6. "Ticket" or "pass" shall mean any ticket, pass, etc. that provides admission to a facility, event, show, or performance for entertainment, amusement, recreation or other similar purpose.

IV. PROCEDURES

A. GENERAL PROVISIONS

1. The use of complimentary tickets is a privilege extended by the District and not the right of any person to which the privilege may from time to time be extended.
2. Tickets distributed to a District Official pursuant to this policy shall not be transferred to any other person, except to members of such District Official's immediate family solely for their personal use.
3. No person who receives a ticket pursuant to this policy shall sell or receive reimbursement for the value of such ticket.

B. TICKETS AND PASSES DISTRIBUTION POLICY

1. All tickets and passes offered or provided to the District by a third party or purchased or otherwise obtained directly by the District shall be subject to the following provisions:
 - a. The District shall not accept from any third party any ticket or pass that is specifically earmarked for use by a particular District Official whether by name or position, unless:
 - i. The ticket or pass is offered or provided to the District as a result of an official District event that the District controls.
 - ii. The ticket or pass is purchased by the District from the third party for full market value.
 - b. The Fire Chief or his or her designee shall document in writing the receipt of all tickets and passes provided to the District by a third party.
 - c. Tickets and passes shall only be provided to District officials by the Fire Chief or his or her designee for a legitimate public purpose of the District, as set forth in this Policy.
 - d. The Fire Chief or his or her designee shall decide, consistent with this Policy, which District Officials should be provided with a ticket or pass.
 - e. Within 30 days of distributing any ticket or pass pursuant to this Policy, the Fire Chief or his or her designee, shall complete and cause to be posted an

FPPC Form 802 on the District's website. The posting on the website and a hard- copy shall both be retained for a period of 7 years.

C. LEGITIMATE PUBLIC PURPOSES

1. Any ticket or pass provided to a District Official by the District shall not constitute a gift if provided and used by the District Official for any of the following purposes:
 - a. Performance of a ceremonial role or function representing the District at the event, for which the District Official may receive enough tickets for the District Official and each member of his or her immediate family.
 - b. The District Official is provided tickets or passes which were provided by the Third Party to all safety employees regardless of rank and distributed accordingly.
 - c. The job duties of the District Official require his or her attendance at the event, for which the District Official may receive enough tickets for the District Official and each member of his or her immediate family.
 - d. Intergovernmental relations purposes, including but not limited to attendance at an event with or by elected or appointed public officials from other jurisdictions, their staff members and their guests.
 - e. Attracting or rewarding volunteer public service.
 - f. Supporting and/or showing appreciation for programs or services rendered by non-profit organizations benefiting Rancho Santa Fe residents or the fire service.
 - g. Encouraging or rewarding significant academic, athletic, or public service achievements by Rancho Santa Fe students, residents or businesses.
 - h. Attracting and retaining highly qualified employees in District service, for which such employee may receive no more than four (4) tickets per event.
 - i. As special recognition or reward for meritorious service by a District employee, for which such employee may receive no more than four (4) tickets per event.
 - j. For use in connection with a District employee competition or drawing, for which there shall be made available no more than (4) tickets per event.
 - k. Recognition of contributions made to the District by former District Board Member or District managers, for which such former District Board Member or manager may receive no more than (4) tickets per event.

D. EXEMPTIONS

1. The following tickets and passes shall be exempt from the provisions of this Policy:
 - a. A ticket or pass received by a District Official directly from a third party that the District Official uses to perform a ceremonial role or function on behalf of the District.
 - b. A ticket or pass received by a District Official from the District where both the District Official and the District treat and report the value of the ticket or pass as income consistent with applicable state and federal income tax laws and the ticket is reported as income pursuant to the provisions of this Policy.

E. POSTING AND DISCLOSURE REQUIREMENTS

1. This Policy shall be prominently posted on the District's website.