



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

September 26, 2018
1:00 pm PT
Special (*in lieu or 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. Motion waiving reading in full of all Resolutions/Ordinances
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 August 8, 2018

ACTION REQUESTED: **Approve**

b. Receive and File

i. Monthly/Quarterly Reports

- | | |
|--|----------------------|
| (1) List of Demands Check 30451 thru 30576, Electronic File Transfers (EFT), and Wire Transfer(s) for the period August 1 – 31, 2018 totaling: | \$ 158,632.46 |
| (2) ACH/Wire Transfer(s) period August 1 – 31, 2018 | \$ 239,139.16 |
| Payroll for the period August 1 – 31, 2018 | \$ <u>852,208.81</u> |
| TOTAL DISTRIBUTION | \$1,249,980.43 |
| (3) Combined Balance Sheet (Unaudited) – June 30, 2018 | |
| (4) General Fund Profit & Loss (Unaudited) – June 30, 2018 | |

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.

(5) Fire Mitigation Fund Profit & Loss (Unaudited) – June 30, 2018

(6) Activity Reports – July 2018

- i. Operations
- ii. Training
- iii. Fire Prevention
- iv. Correspondence - letters/cards were received from the following members of the public:
ACTION REQUESTED: [Information](#)

5. Public Hearing

a. Final Budget Fiscal Year 2018/2019

To call for any taxpayer to appear and be heard regarding the increase, decrease or omission of any budget item, or for the inclusion of additional items prior to adoption by the Board of Directors

ACTION REQUESTED: [Public input](#)

6. Resolution/Ordinance

a. Resolution No. 2018-11

To discuss and/or adopt Resolution No. 2018-11 – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Committed and/or Constrained Fund Balances for FY18

ACTION REQUESTED: [Adopt](#)

b. Resolution No. 2018-12

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing Salaries and Benefits for Management Personnel

ACTION REQUESTED: [Adopt](#)

c. Resolution No. 2018-13

To discuss and/or adopt resolution 2018-13 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Amending the Fair Political Practices Commission's Standard Conflict of Interest Code and Candidate Disclosure Statement and Repealing Resolution No. 2016-13. [Staff Report 18-21](#)

ACTION REQUESTED: [Adopt](#)

d. Resolution No. 2018-14

To discuss and/or adopt resolution 2018-13 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5

7. Old Business

a. RFP – RSF6 Septic System Replacement

To discuss the response received from (RFP 02-2018) and reject all bids for Septic Replace Service.

[Staff Report 18-22](#)

ACTION REQUESTED: [Reject all bids and direct staff to review and modify the project specifications if applicable](#)

8. New Business

a. Budget Authorization

To discuss and/or approve authorize staff to proceed with a vehicle replacement purchase. [Staff Report 18-23](#)

ACTION REQUESTED: [Authorize purchase and Fire Chief \(or designee\) to execute all contracts](#)

b. Bell Of Distinction - Nomination

To discuss and/or approve the Bell of Distinction nominee. [Staff Report 18-24](#)

ACTION REQUESTED: [Approve](#)

c. Final Budget FY 2018/19

To discuss and/or approve Final Budget for FY19

ACTION REQUESTED: **Approve**

9. Oral Report

- a. Fire Chief – Michel
- b. Operations – Deputy Chief
- c. Volunteer – Volunteer Recruitment/Retention Coordinator
- d. Training – Battalion Chief
- e. Fire Prevention – Fire Marshal
- f. Administrative Manager
 - i. Auditor Confirmation – Board of Directors
- g. Board of Directors
 - i. North County Dispatch JPA – Update
 - ii. County Service Area – 17 – Update
 - iii. Comments

10. Adjournment

The next regular meeting Board of Directors meeting to be October 10, 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, September 26, 2018
1:00 pm PT

CERTIFICATION OF POSTING

I certify that on September 21, 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 September 21, 2018

A handwritten signature in black ink, appearing to read "Karlana Rannals", written over a horizontal line.

Karlana Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT

Regular Board of Directors Meeting Minutes – August 8, 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.

Pledge of Allegiance

Chief Michel 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; Dave Livingston, Battalion Chief; Brian Slattery, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; and Karlana Rannals, Board Clerk.

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

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

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 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 July 11, 2018

ii) Board of Directors minutes of July 17, 2018

b. *Receive and File*

i) Monthly/Quarterly Reports

1. List of Demands Check 29943 thru 30063, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period July 1 – 31, 2018 totaling: \$ 478,998.03
Wire Transfer(s) period July 1 – 31, 2018 \$ 595,107.47
Payroll for the period July 1 – 31, 2018 \$ 739,958.33
TOTAL DISTRIBUTION \$1,814,063.83
2. Cash Statement (Unaudited) – June 30, 2018
3. Quarterly Investment Review
4. Activity Reports – July, 2018
 - a) Operations

- b) Training
- c) Fire Prevention
- d) Correspondence – letters/cards were received from the following members of the public:
 - 1) None

5. Closed Session

- a. Pursuant to section 54957, the board met in closed session from 1:04 – 1:30 to discuss the following:
Public Employment
Title: Fire Chief
All board members listed and Chief Tony Michel attended the closed session.

Upon reconvening, President Ashcraft announced that on July 17, an ad hoc committee was appointed to explore the options of an internal or external recruitment for Fire Chief. The committee provided the recommendation of an internal recruitment. He announced that based on the Board's discussion, it was approved to appoint Deputy Chief Fred Cox to the position of Fire Chief, effective December 1, subject to the successful negotiation of an employment contract.

6. Resolution/Ordinance

- a. Resolution No. 2018-10

Chief Michel informed the Board that with the retirement of Karlana Rannals as Administrative Manager, in order for her to train the two successors (Admin/HR Manager and Finance Manager), the CalPERS requirement of a 180-day separation in service must be waived by the District's Board of Directors at a public meeting. He reported that the Admin/HR Manager recruitment closed August 1 and the District received 18 applications. He hopes to have the Finance Manager announcement distributed within the next 30-days. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2018-10 entitled *a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District for Exception to the 180-day Wait Period GC section 7522.56 & 21224* on the following roll call vote:

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

7. Old Business

- a. None

8. New Business

- a. RFP – RSF6 Septic System Replacement

Chief Michel summarized the staff report provided. He reported that when the RFP was distributed for the bunkhouse, the district did not receive any bids. The feedback that staff received was that the project was

too broad. Staff decided to pull the septic system from the project since the permit will expire in November. Before anything can be done in a remodel or reconstruction, this part of the project must be completed. He responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the distribution of the RSF6 Septic System Replacement (RFP 02-2018).

9. Oral Report

a. Fire Chief – Michel

- i) Fire Season – the previous month activity was busy. The entire Operational Area is at draw down. District staff has been working a lot of hours, and at one point, the District had approximately 14 people deployed at one time. Personnel at the various fires have been reporting severe fire behavior.

b. Operations – Deputy Chief

In Chief Cox's absence, Chief Slattery summarized the previous month's activity noting 337 calls, and he highlighted the significant response showing where District personnel was deployed to in July.

c. Volunteer – Volunteer Recruitment Retention Coordinator

VRRRC Twohy reported that four volunteers started their academy the previous month. In addition, volunteer hours totaled 510 hours the previous month.

d. Training – Battalion Chief

Chief Slattery noted that personnel participated in continuing education classes and helped in the new hire testing and academy.

e. Fire Prevention – Fire Marshal

FM Donner reported on the previous month's activity that included plan review totaling 344,679 square feet of new construction, 115 inspections and 124 plan reviews. Staff continues to work on updating the Fee Schedule Ordinance.

f. Administrative Manager

Ms. Rannals reported that the nomination period ends on August 10, and to date three candidates have applied for two open positions on the board.

Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – participated in a special meeting to hire a new Administrator. Also, the Board of Directors changed their meeting times from 5:00 pm start time to 11:00 am.
- ii) County Service Area – 17 – Update: Hillgren – no report
- iii) Comments
 - 1. None

10. Adjournment

Meeting adjourned at 2:15 pm.

Rancho Santa Fe Fire Protection District

List of Demands - Aug 2018

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
30451	\$432.09	Aair Purification Systems	Building RSF2
30452	\$600.00	Accme Janitorial Service Inc	Building ADMIN
30453	\$560.99	Blend	Outside Printing & Binding
30454	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
30455	\$105.81	Dish	Cable RSF6
30456	\$943.00	Garrett Electric Inc	Building RSF, ADMIN
30457	\$152.00	Golden Telecom Inc	Telephone Repair
30458	\$203.62	Johnson Equipment Co	Repair - ID 1611
30459	\$3,026.09	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
30460	\$1,341.49	Philips Electronics North American C	CSA-17 Contract
30461	\$225.00	Server Supply.com, Inc	Computer Equipment/Parts
30462	\$1,755.17	SoCo Group Inc	Fuel: Gasoline & Diesel
30463	\$66.00	Terminix International	Building RSF2
30464	\$544.99	Time Warner Cable	Telephone ADMIN
30465	\$17.16	U P S	Shipping Service
30466	\$18,378.60	U S Bank Corporate Payment System	Cal-Card./IMPAC program
30467	\$1,613.36	Uniforms Plus	Safety: Boots, Uniforms: Safety Personnel
30468	\$288.21	Verizon Wireless	MDT Broadband + ATN Line, CSA-17 Contract
30469	\$2,270.94	Waste Management Inc	Trash RSF, RSF Assn - Patrol, NCDJPA Rebill
30470	\$13.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
30471	\$21.00	AAA Live Scan	Background Investigation
30472	\$340.19	AT&T Calnet 2/3	Telephone RSF, ADMIN
30473	\$1,396.50	C.A.P.F.	Disability Ins Short & Long
30475	\$1,277.13	Cielo Village Partners LP	Cielo HOA Fees
30476	\$325.00	Ciuchta, Brian	Education/Training Reimbursement
30477	\$44.64	Complete Office of California Inc	Office Supplies
30478	\$131.50	Dependable Alarm Systems Inc	Alarm System Monitoring RSF2
30480	\$329.83	EDCO Waste & Recycling Inc	Trash RSF
30481	\$2,220.00	Fitch Law Firm Inc	Legal Services
30482	\$200.69	Flyers Energy, LLC	Fuel: Gasoline & Diesel
30483	\$21.53	Griffin Hardware Co.	Station Maintenance - RSF2
30484	\$269.85	Konica Minolta Business Inc	Copier Maintenance Contract
30485	\$2,770.15	Liebert Cassidy Whitmore	Legal Services
30486	\$43.23	Life-Assist Inc	CSA-17 Contract
30487	\$2,289.69	Mallory Safety & Supply LLC	Firefighting Foam
30489	\$198.10	MES California	Safety Equipment
30490	\$168.50	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
30491	\$622.46	Michel, Tony J	Telephone ADMIN
30492	\$2,144.16	Olivenhain Municipal Water District	Water RSF, Water Training Facility

Rancho Santa Fe Fire Protection District

List of Demands - Aug 2018

30493	\$21.55	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
30495	\$187.37	Rincon Del Diablo Municipal Water Di	Water RSF5
30496	\$607.63	Santa Fe Irrigation District	Water RSF1, NCDJPA Rebill
30497	\$5,343.66	SDG&E	Elec/Gas/Propane RSF
30498	\$2,338.78	SoCo Group Inc	Fuel: Gasoline & Diesel
30499	\$66.00	Terminix International	Building RSF6
30500	\$1,966.59	ThyssenKrupp Elevator Inc	Elevator Service, NCDJPA Rebill
30501	\$110.33	Time Warner Cable	Cable RSF4, ADMIN
30502	\$439.10	TPx	Telephone ADMIN
30503	\$15.45	U P S	Shipping Service
30504	\$3,794.00	U.S. HealthWorks	Workers' Compensation/Wellness, SAFER VRR-Entry Level Physicals
30505	\$151.50	Uniform Specialists Inc	Uniforms: Safety Personnel, Administration
30506	\$51.35	Vista Paint Corp.	Hydrant Maintenance
30507	\$856.85	Waste Management Inc	Trash RSF2
30508	\$6,560.00	WinTech Computer Services	Consulting Services
30509	\$3,236.00	County of SD/RCS	CAP Code Paging Service-Monthly Service, 800 MHz Network Admin Fees
30510	\$590.00	A to Z Plumbing Inc	Building RSF
30511	\$127.03	Airgas Inc	Safety: Breathing Air
30512	\$1,944.47	AT&T Calnet 2/3	Telephone RSF, ADMIN
30513	\$105.00	B & B Appliance Service Dept	Station Maintenance - RSF3
30514	\$99.99	Callback Staffing Solutions	Scheduling (Crewsense) Maintenance
30515	\$180.00	COR Security Inc	Omnilock Supplies/Repair
30516	\$266.66	CoreLogic Information Solutions Inc	Computer - License/Software
30517	\$211.00	Engineered Mechanical Services Inc	Building ADMIN
30518	\$128.02	Form-Craft Business Systems, Inc.	Office Supplies
30519	\$45.33	Griffin Hardware Co.	Station Maintenance - RSF2
30520	\$521.12	Home Depot, Inc	Fuel: Propane (Cooking), Station Maintenance, Safety Equipment, Hydrant Maintenance
30521	\$132.95	Orion Broadband	Telephone RSF1
30522	\$269.46	Pitney Bowes Inc	Equipment Rental
30523	\$75.00	S2Technology, Inc.	Consulting Services
30524	\$15.00	SDCFCA - Admin Section	Admin - Local Conf/Seminars
30525	\$11,151.38	SDG&E	Elec/Gas/Propane RSF, Admin
30526	\$32.00	State of CA Dept of Justice	Background Investigation
30527	\$15.45	U P S	Shipping Service
30528	\$2,820.00	Vanguard Fire Protection Inc	Station Maintenance - RSF
30529	\$1,900.73	Verizon Wireless	Cellular - Telephone
30530	\$27.98	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
30531	\$475.00	A to Z Plumbing Inc	Building RSF1, 2
30532	\$488.73	Advanced Communication Systems Inc	Radio (Mobile Repair)
30533	\$245.46	AT&T	Telephone RSF, Cable RSF

Rancho Santa Fe Fire Protection District

List of Demands - Aug 2018

30534	\$479.06	California Health & Safety Inc	Breathing Apparatus - Supplies and Parts
30535	\$176.92	Cooper, Correy	Fire Response Expenses
30536	\$263.08	Cox Communications	Telephone RSF, Cable
30537	\$241.38	Entenmann-Rovin Co Inc.	Uniforms: Safety Personnel
30538	\$251.25	Flyers Energy, LLC	Fuel: Gasoline & Diesel
30539	\$10.33	Griffin Hardware Co.	Station Maintenance - RSF2
30540	\$4,273.60	Guardian Life Insurance Co	Medical Insurance, Med/Dental - Retiree-Former Employees
30541	\$3,250.00	Integrity Data	Computer - License/Software
30542	\$4,535.53	Knox Company Inc	Knox Replacement (Parts/Supplies)
30543	\$1,152.12	Lincoln National Life Ins Co	Life Insurance/EAP
30544	\$294.00	MES California	Breathing Apparatus - Supplies and Parts
30545	\$70.00	RSF Mail Delivery Solutions	Mail Delivery Service
30546	\$19.80	Savmart Pharmaceutical Service	CSA-17 Contract
30547	\$3,344.57	SoCo Group Inc	Fuel: Gasoline & Diesel
30548	\$15.45	U P S	Shipping Service
30549	\$102.71	Vista Paint Corp.	Hydrant Maintenance
30550	\$101.29	Willis, Erwin L.	Computer Equipment/Parts
30551	\$27.98	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
30552	\$2,657.97	Aair Purification Systems	Building RSF3
30553	\$169.06	AT&T	Telephone RSF
30554	\$319.80	B & B Appliance Service Dept	Station Maintenance - RSF3
30555	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
30556	\$692.00	Cloyd, Justin	Suppression - Local Conf/Seminars
30557	\$134.52	Complete Office of California Inc	Office Supplies
30558	\$3,722.83	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
30559	\$105.81	Dish	Cable RSF6
30560	\$814.77	Engineered Mechanical Services Inc	Building RSF1
30561	\$216.00	Liebert Cassidy Whitmore	Legal Services
30563	\$416.99	MES California	Breathing Apparatus - Supplies and Parts
30564	\$51.66	Napa Auto Parts Inc	Apparatus: Parts & Supplies
30565	\$15,985.25	North County EVS Inc	Scheduled - ID & Repairs, Apparatus: OES-0336
30566	\$1,213.27	SDCPA / 911 Responder	CSA-17 Contract
30567	\$1,406.06	SoCo Group Inc	Fuel: Gasoline & Diesel
30568	\$65.00	State Fire Training	Permit: Certification
30569	\$65.00	State Fire Training	Permit: Certification
30570	\$40.00	State Fire Training	Permit: Certification
30571	\$40.00	State Fire Training	Permit: Certification
30572	\$40.00	State Fire Training	Permit: Certification
30573	\$310.00	Terminix International	Building RSF, ADMIN
30574	\$15.45	U P S	Shipping Service

Rancho Santa Fe Fire Protection District

List of Demands - Aug 2018

30575	\$1,871.02	United Site Services
30576	\$1,887.36	Verizon Wireless
EFT000000000432	\$383.14	Rannals, Karlana
EFT000000000434	\$650.00	Sivba, Matt
MISC	\$7,043.85	Various
	<u>\$158,632.46</u>	

ACH Transfer	\$66,847.23	CalPERS
ACH Transfer	\$170,191.93	CalPERS
ACH Transfer	\$2,100.00	CalPERS
	<u>\$239,139.16</u>	

8/15/2018	532,962.47	RSFFPD
8/14/2018	30,869.37	RSFFPD
8/30/2018	288,376.97	RSFFPD
Subtotal	<u>\$852,208.81</u>	

Total	<u><u>\$1,249,980.43</u></u>
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Sewer RSF5, 6
 Cellular - Telephone, CSA-17 Contract, MDT Broadband + ATN Line
 Meetings/Meal Expenses, Janitorial Supplies, On Line Services, Cellular - Telephone
 Suppression - Local Conf/Seminars
 Medical Reimbursment

Sept 2018 Health
 July 2018 Ret
 GASB-68 Aug 2018

Payroll
 Payroll- MGMNT
 Payroll

Combined Balance Sheet
FY18 (Unaudited)

Assets

Current Assets

	General Fund	FMF	TOTAL
Cash			
Total Cash	13,991,355.46	1,397,302.34	15,388,657.80

Short-Term Investments

Total Short-Term Investments	7,180,887.91	-	7,180,887.91
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Accounts Receivable

Total Accounts Receivable	439,941.17	372,070.44	812,011.61
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Long Term Liability

	-	-	-
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Prepaid Expenses

Total Prepaid Expense	-	-	-
Total Current Assets	21,612,184.54	1,769,372.78	23,381,557.32

Restricted Cash Assets

Total Restricted Cash Assets	721,348.16		721,348.16
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Property, Plant and Equipment

Capital Assets - Property, Plant and Equipment	29,133,292.35		29,133,292.35
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Accumulated Depreciation

Total Accumulated Depreciation	(10,282,899.23)	-	(10,282,899.23)
Capital Assets - Property, Plant and Equipment			

Deferred Outflow of Resources

Total Deferred Outflow	7,470,650.00		7,470,650.00
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Total Assets	48,654,575.82	1,769,372.78	50,423,948.60
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Liabilities and Equity

Current Liabilities

Total Accounts Payable	2,376,923.15	-	2,376,923.15
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Employee Liability Payable

	1,241,630.58	-	1,241,630.58
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Other Liabilities (Pension)

Total Other Liabilities	11,185,827.00	-	11,185,827.00
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Long Term Debt

Total Other Current Liabilities	2,297,369.00	-	2,297,369.00
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Total Current Liabilities

	17,101,749.73	-	17,101,749.73
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Equity

Reserve - Capital (Specified)

Capital Replacement Reserves			
NCDJPA (MDC)	79,949.27		
ALS Equipment Reserve	66,203.90		
HGEF CalTrust Reserve	4,555,774.12		
Environmental Initiative for Sustainability	228,769.88		
CERT (EFF/HG Reserve	7,000.69		
PASIS Reserve	151,737.07		
RCS Radio Infrastructure	-	-	
	5,089,434.93	-	

Reserve - General

Operating Reserve	5,500,000.00		
Unspecified Capital Reserve	7,198,029.46		
Undesignated	(5,629,832.86)	1,639,026.56	-
	7,068,196.60	1,639,026.56	8,707,223.16

Reserve - Capital (Specified)

Net - Capital Assets	18,850,393.12	-	
Capital Assets Net	18,850,393.12	-	18,850,393.12
Total Designated Capital Reserves			-
PY Equity	31,008,024.65	1,639,026.56	
Retained Earnings (Net Change)	-		-

Net Income/Loss (FY18 YTD)	544,801.44	\$130,346.22	675,147.66
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Total Equity	31,552,826.09	1,769,372.78	33,322,198.87
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Total Liabilities and Equity	48,654,575.82	1,769,372.78	50,423,948.60
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Total Cash Equity (includes GASB54 Committed Funds)	16,581,976.99	1,769,372.78	18,351,349.77
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Note: This report does include the updated net pension liabilities for FY18.

P&L - June 30, 2018 (unaudited)**REVENUE**

For 7/1/2017 to 6/30/2018

YTD BAL

Tax Revenue

Gross Tax Revenue 13,501,779.35

Sale of Assets

Asset Revenue -

Total Asset Revenue -

Other Revenue

Total Other Revenue 2,736,103.35

Total Gross Revenue \$ 16,237,882.70

OPERATING EXPENSE

Total Salaries 8,979,191.06

Total Employee Benefits 4,463,516.50

Total Contractual Services 1,654,457.34

Total Material & Supplies 540,220.29

Total Other Expenses 49,148.99

Total Depreciation 783,976.79

INTERFUND TRANSFER (885,165.00)

Total Operating Expense \$ 15,585,345.97

Net Change (FY18) \$ 652,536.73

Other Expenses + Capital 107,735.29

Total Other Expenses & Capital 107,735.29

Net Income \$ 544,801.44

Total Reserves (PY) \$ -

Total Net Assets \$ 544,801.44

\$ 544,801.44

\$ -

kr 9/12/18

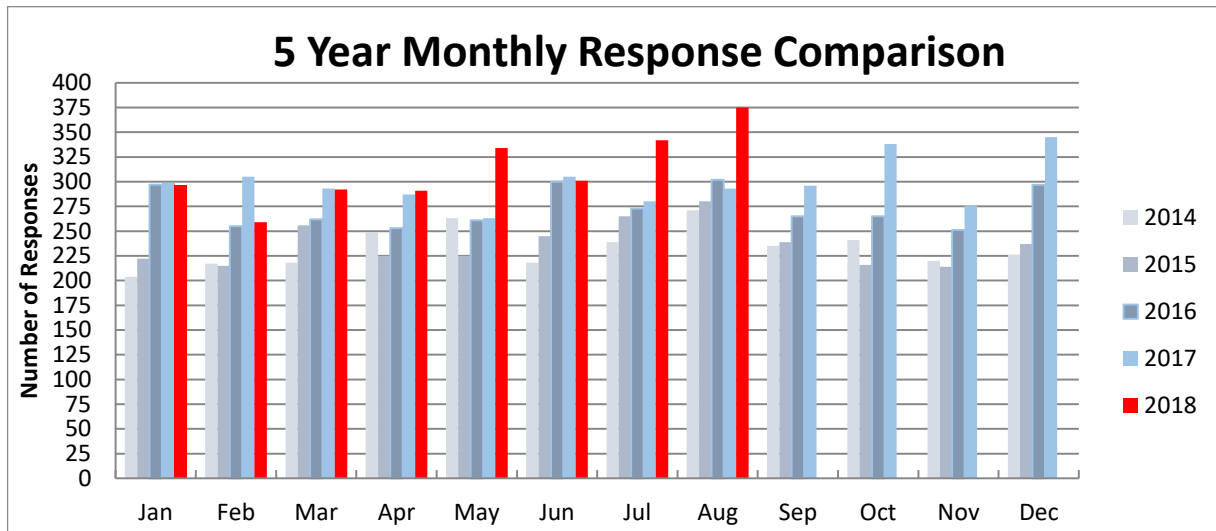
\$ -

RSF Fire Mitigation Fund
Profit & Loss - for 7/1/2017 to 6/30/2018

		YTD
Revenue		
Mitigation Fee (EFF/HG)	\$389,366.30	
Mitigation Fee	\$598,113.84	
Total Revenue		<u>\$987,480.14</u>
Other Revenue		
Interest Income - County	\$28,031.08	
Total Other Revenue		<u>\$28,031.08</u>
 TOTAL REVENUE		 \$1,015,511.22
Operating Expense		
Material & Supply Expense		
Contractual Expense		
Other Expense		
Interfund Transfer	\$885,165.00	
TOTAL EXPENSE		<u>\$885,165.00</u>
Capital	\$ -	<u>\$ -</u>
Total Capital		<u>\$ -</u>
 Net Income		 <u>\$130,346.22</u>
Total Designated Capital Reserves (Prior Year)		\$1,639,026.56
Total Net Assets		<u><u>\$1,769,372.78</u></u>

August Incident Count

Stations 1 - 6



2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297	259	292	291	334	301	342	375					2491
YTD	297	556	848	1139	1473	1774	2116	2491					7.1%
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 08/01/2018 To 08/31/2018	
Station: RSF 1	106
Station: RSF 2	129
Station: RSF 3	46
Station: RSF 4	38
Station: RSF 5	25
Station: RSF 6	21
Total Incident Count:	375

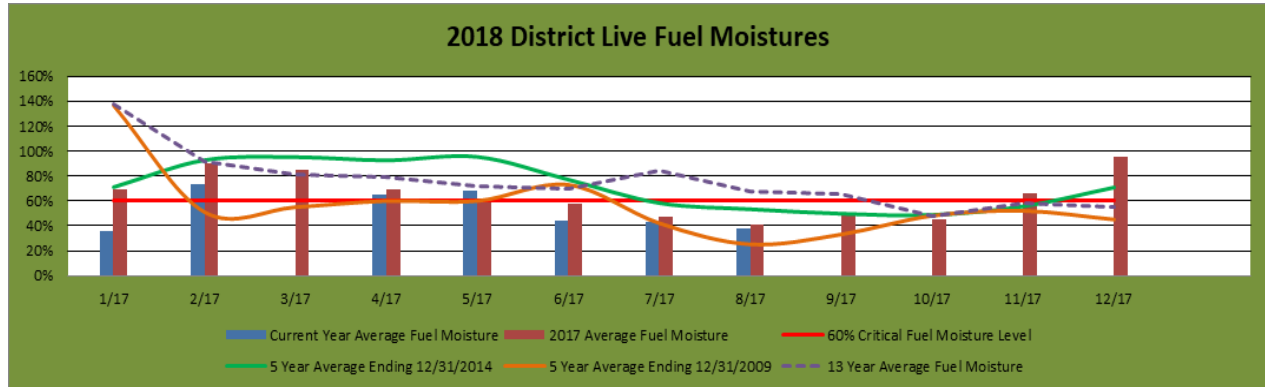
Incident Summary by Incident Type

Date Range: From 08/1/2018 To 08/31/2018

Incident Type	Incident Count
Fire	15
EMS/Rescue	154
Hazardous Condition	11
Service Call	53
Good Intent	89
False Call	41
Other	12
Total	375

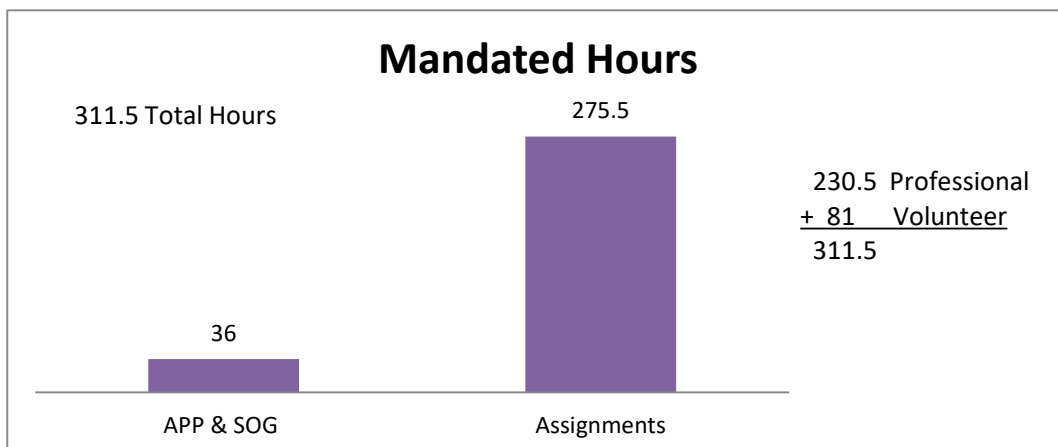
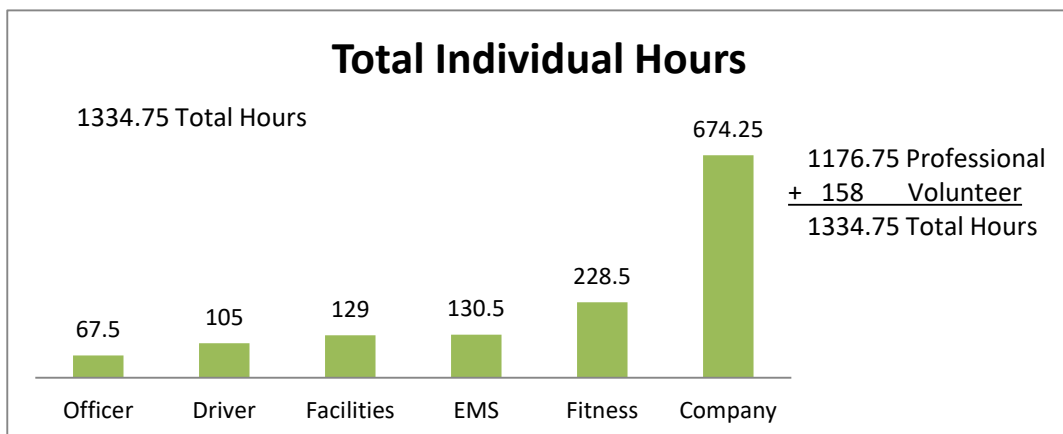
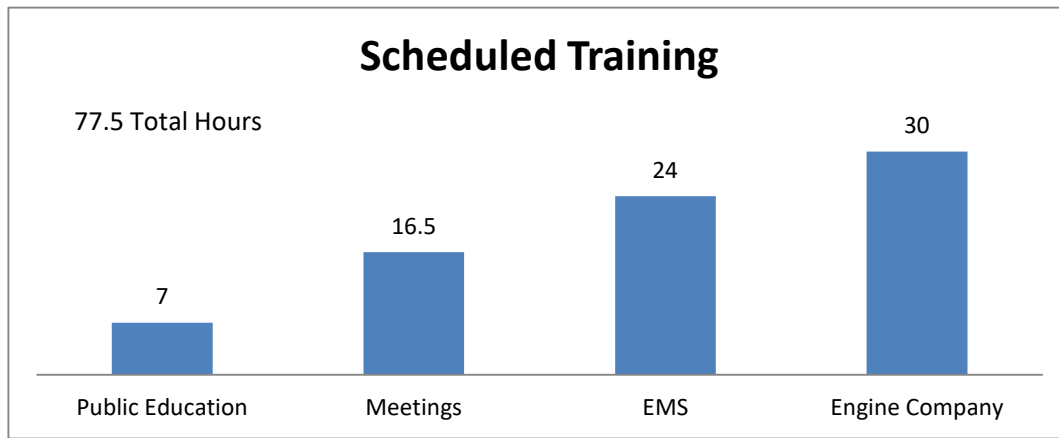
SIGNIFICANT INCIDENTS/OVERHEAD ASSIGNMENTS

DATE	INCIDENT/ LOCATION	TYPE	UNIT/PERSON	MISC.
8/01	Mendocino Complex	Wildland	Overhead	Fire Line Medic
8/06	Carr Fire - Shasta County	Wildland	B261	Strike Team Leader Assignment
8/07	Carr Fire - Shasta County	Wildland	Overhead	Field Observer Assignment
8/09	Aid to San Marcos - Kauana Loa Drive	Vehicle Fire	E265	Vehicle Fire w/1144
8/09	Aid to San Diego - State Route 78/San Pasqual Valley	Wildland	BR265, B261	Strike Team Assignment
8/13	Aid to San Diego - San Pasqual Road	Wildland	BR262	Strike Team Assignment
8/13	Aid to San Diego - San Pasqual Road	Wildland	B261	Strike Team Leader Assignment
8/18	Harmony Grove - Wilgren Drive	Heavy Equipment Fire	B261, BR261, E265, E266	Bulldozer - Suspicious fire
8/20	Aid to San Diego - Katherine Claire Dr.	Structure Fire	E262, B261, E263, w/SND units	Structure Fire - Room and Contents
8/20	Del Mar County Club - Emerald Lane	Structure Fire	E261, B261, E262, E263, E265, B267, C2602, P2650, E237, T237, E238, M494, B233, P2652, E237, SDE46, SDE47, LA120, B105	2 Alarm Fire - Attic No injuries
8/26	4-S Ranch - Camino Del Norte	Wildland	E262	50' x 50' large spot fire
8/30	Fairbanks Ranch - Via Lago Azul	Structure Fire	E261, B261, M261 E262, M262, E263, E264, M264, B267, P2650, P2652, P2654, P2655, C2601, C2602, B233, E234, E237, T235, T237, E238, M494, SME46, SME47, LA120, B105	2 Alarm Fire – Attic (3) firefighters w/minor injuries treated and transported to local hospitals.



MOISUTE CONTENT (%)	STAGE OF VEGETATIVE DEVELOPMENT
300%	Fresh foliage, annuals developing early in the growing cycle.
200%	Maturing foliage, still developing, with full turgor.
100%	Mature foliage, new growth complete and comparable to older perennial foliage.
60%	Critical fuel moisture levels conducive for rapid fire spread.
50%	Entering dormancy, coloration starting, some leaves may have dropped from stem.
30%	Completely cured, treat as dead fuel.

Training Division August 2018



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
August 2018

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	5	10,035
	Fire Inspector	4	20,813
	Fire Inspector/Forester	4	17,688
TOTAL		13	48,536
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	0	0
	Fire Inspector	3,340	2,200
	Fire Inspector/Forester	0	0
TOTAL		3,340	2,200
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	50,736
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	5	6
	Fire Inspector	0	4
	Fire Inspector/Forester	6	0
TOTAL		11	10
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	10	2,437
	Fire Inspector	0	0
	Fire Inspector/Forester	0	0
TOTAL		10	2,437
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Fire Marshal	0	0.00
	Fire Inspector	11	11.00
	Fire Inspector/Forester	17	12.00
TOTAL		28	23.00

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
August 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	1	1.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	1	1.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	2	1.00
Hydros (Fire Sprinklers)	43	31.50
Finals (Structures)	56	64.50
Landscape	11	6.00
Reinspections	23	3.50
Tents/Canopy	8	14.50
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	4	3.00
Code Enforcement	1	0.50
Engine Company Follow Up	0	0.00
Misc.	7	7.25
TOTAL	155	131.75
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	902	79.82
Weed Abatement Reinspection	572	68.75
1st Notice	231	52.25
2nd Notice	104	51.00
Final Notice	26	6.80
Forced Abatement	0	0.00
Postings	3	3.00
Annual Mailers	0	0.00
Homeowner Meeting	43	38.00
WUI	0	0.00
TOTAL	1,881	299.62
GRADING -All Staff	Number of Reviews	Staff Hours
Plan Review	6	7.50
TOTAL	6	7.50

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

ADMINISTRATIVE SERVICES- FIRE PREVENTION

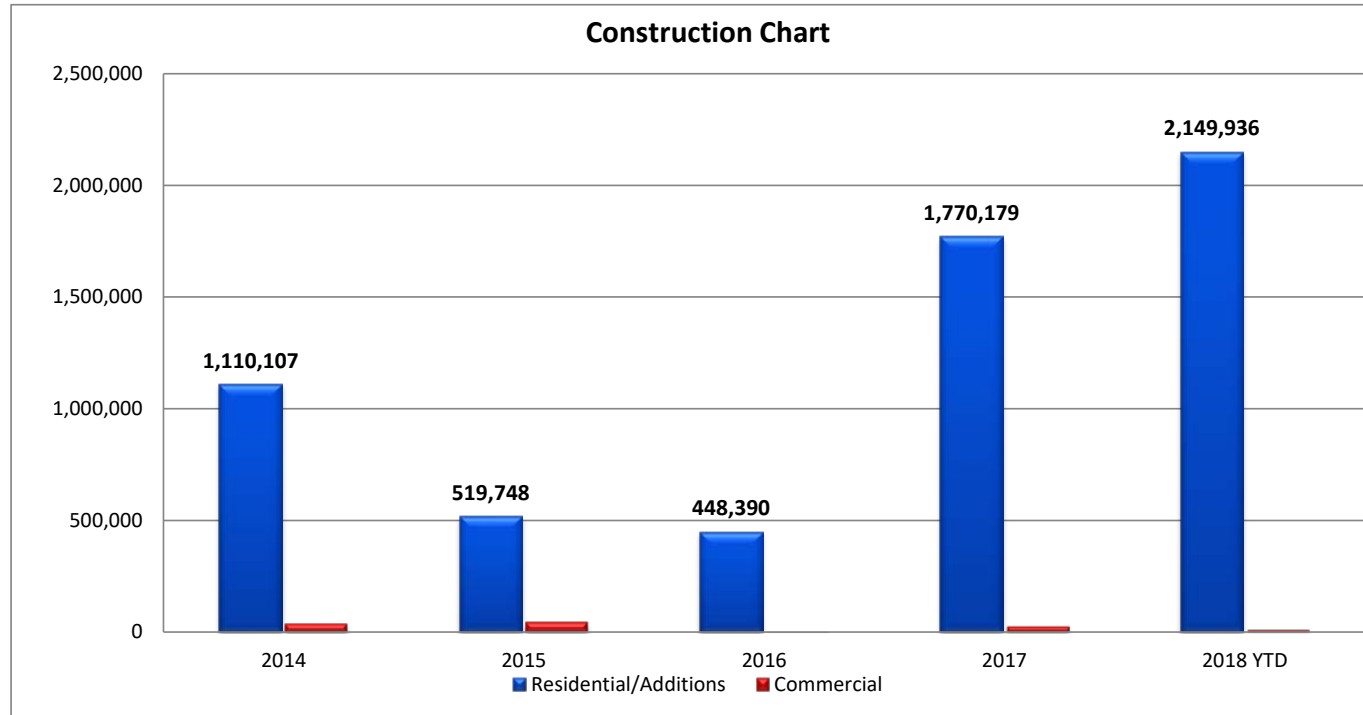
SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	2	10.00
Emergency Response/Support	4	14.50
Training Classes	5	40.00
Conferences	0	0.00
Meetings	65	85.5
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	76	150.00

FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	597	151.00
Correspondence	596	149.00
Consultations	51	51.00
Plan Review	126	126.00
Scanning	200	50.00
General Office	355	355.00
TOTAL	1,925	882.00

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	845	42.25
Correspondence	438	109.50
Walk in/Counter (All Administrative Staff)	402	33.50
Knox Application Request	6	1.50
Burn Permits	2	1.00
UPS Outgoing Shipments	3	0.25
Plan Accepted/Routed	126	126.00
Special Projects	5	5.00
Scanning Documents/Electronic Files	500	125.00
Meetings: Admin/Prevention/Admin Shift	10	5.00
Post Office Runs	0	0.00
Deposit runs and preparations	25	12.50
TOTAL	2,362	461.50

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

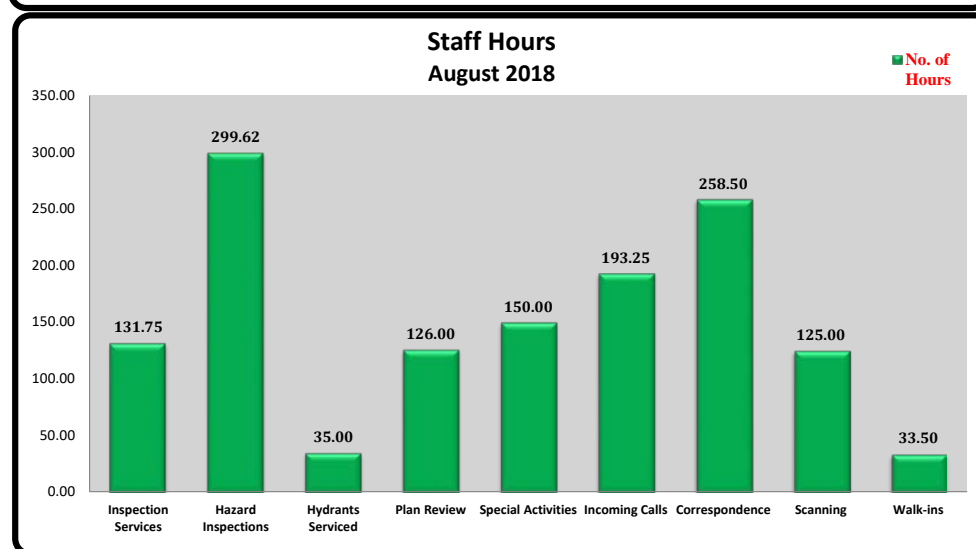
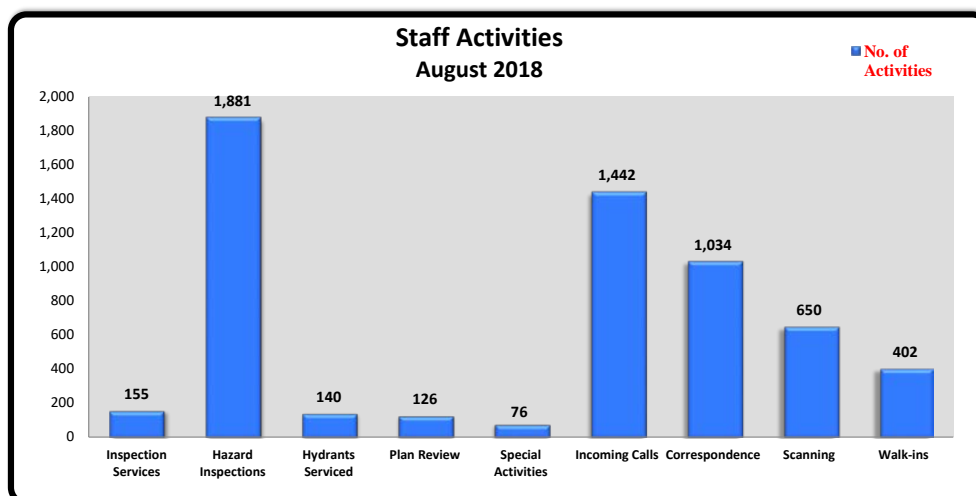


Year	Res/Add	Comm	Total
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2017	1,770,179	23,757	1,793,936
2017 YTD	1,093,867	23,757	1,117,624
2018 YTD	2,149,936	10,227	2,160,163

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	46,643	37,448	69,972	1,361,554	344,679	50,736				

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
August 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	2985	3331	4091	4349	4222	5906				
Hours	600.70	723.62	736.32	858.15	955.05	997.91	980.59	1352.6				

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

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

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, photos, etc</i>		4.0
		4.0
Compile & write new information:		2.0
		2.0
Social Media <i>Facebook "Followers" - 1,273</i> <i>Instagram "Followers" - 1,125</i> <i>Twitter "Followers" - 3,454</i>		14.0
		4.0
		4.0
		6.0
TOTAL		20.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc: <i>Handouts for upcoming events</i>		18.0
		4.0
Prevention Videos <i>Sprinklers with Conor</i> <i>Candles with Nicole</i> <i>Residential Fire with Brandow</i>		4.0
		6.0
		4.0
TOTAL		22.0

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

MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		6.0
<i>Emerald Residential Structure Fire</i>		3.0
<i>Via Lago Azul Residential Structure Fire</i>		3.0
Press Releases:		2.0
<i>Emerald Residential Structure Fire</i>		1.0
<i>Via Lago Azul Residential Structure Fire</i>		1.0
Other Articles/Stories/Interviews:		0.0
TOTAL		8.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		12.0
<i>Fire Safe Kids Prep</i>		8.0
<i>Station Tours</i>		4.0
Adult Programs:		0.0
TOTAL		12.0

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

EVENTS		Staff Hours
External/Community Events:		7.0
<i>Olivenhain Open House</i>		5.0
<i>Pancake Breakfast Prep</i>		2.0
Internal Events:		0.0
TOTAL		7.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings:		15.0
<i>Staff meetings</i>		3.0
<i>Shift Meetings</i>		4.0
<i>CSA17 Meeting</i>		1.0
<i>San Diego County PIOs</i>		0.0
<i>So Cal Pub Ed</i>		6.0
<i>Video Editing with Roman</i>		1.0
TOTAL		15.0
CLERICAL		Staff Hours
Prevention-related:		48.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		46.0
<i>Phone Calls</i>		2.0
Non-prevention/non-minute related:		26.0
TOTAL		74.0
TOTAL HOURS		158.0

RESOLUTION NO. 2018-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING COMMITTED AND/OR CONSTRAINED FUND BALANCES FOR FY18

WHEREAS, in March 2009, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 54; and

WHEREAS, the provisions of GASB 54 requires the establishment of a hierarchy of fund balance classifications; and

WHEREAS, the “restricted” classification have constraints imposed by laws or regulations of other government; and

WHEREAS, the “committed” classification requires formal action by the highest level of decision making authority; and

WHEREAS, the “assigned” classification can be constrained by the Board’s “intent” to be used for specific purposes, but are neither restricted nor committed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rancho Santa Fe Fire Protection District, that ending FY18 the following funds are committed and/or constrained for use as allocated:

Restricted	
Fire Mitigation Fund	\$1,769,372.78
Committed	
Public Agency Self Insurance System	\$579,296.75
Assigned	
Advance life support equipment	\$66,549.96
Mobile data computer equipment	\$79,949.27
Compensated absences	\$428,138.79
CalTrust Investment (HG Fire Station)	\$4,646,542.45
TOTAL	\$7,569,850.00

BE IT FURTHER RESOLVED that the remaining fund balances is considered unassigned effective June 30, 2018 as listed on Exhibit A. These fund balances may be reallocated by the governing body, or official to whom the governing body has delegated authority to assign amounts for specific purposes.

PASSED AND ADOPTED at a special meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on September 26, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT

President

ATTEST:

Karlana Rannals
Secretary

RESOLUTION No. 2018-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING SALARIES AND BENEFITS FOR MANAGEMENT PERSONNEL

BE IT RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the following salary ranges and benefits for management personnel effective October January-1, 2018.

1. SALARIES (FLSA Exempt)

1.1 The following salary range for the positions identified is as follows:

Position	Range/Annual Salary	
Fire Chief	\$178,056	\$223,197
Deputy Chief	\$148,094	\$188,820
Battalion Chief	\$121,147	\$154,463
Fire Marshal	\$113,688	\$144,957
Administrative Manager	\$102,220	\$130,332
<u>Admin-Human Resource Manager</u>	<u>\$ 97,600</u>	<u>\$122,000</u>

2. RETIREMENT

2.1 Retirement (Safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 3% @ 50 plan for all employees hired before March 31, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:

- a. One-Year Final Compensation
- b. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.2 All employees enrolled in the CalPERS 3% @ 50 plan, the employee will contribute 100% of the employee's contribution for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.

2.3 All safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (PERS) 3% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:

- a. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

- 2.4 All employees enrolled in the PERS 3% @ 55 plan, the employee will contribute 100% of the employee's contribution for all reportable wages. The employee will contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth Level.
- 2.5 Employee contributions for employees entering membership on or after January 1, 2013 and subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.
- 2.6 The District agrees to report member contributions as taxed deferred for all employees enrolled in the CalPERS plans.
- 2.7 Retirement (Non-safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 2.7% @ 55 plan for all employees hired before April 1, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:
 - a. One-Year Final Compensation
 - b. 1959 Survivor Benefit - Fourth Level
 Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- 2.8 All employees enrolled in the PERS 2.7% @ 55 plan, the employee will contribute 100% of the employee's contribution for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.
- 2.9 All non-safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (CalPERS) 2.5% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:
 1959 Survivor Benefit – Fourth Level
 Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- 2.10 All employees enrolled in the PERS 2.5% @ 55 plan, the employee will contribute 100% of the employee's contribution toward the employee contribution for all reportable wages. The employee will also contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth level.
- 2.11 Employee contributions for employees entering membership on or after January 1, 2013 and subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.
- 2.12 The District agrees to report member contributions as taxed deferred for all employees enrolled in CalPERS.

CLOTHING ALLOWANCE

3.1	<i>Position</i>	<i>Annual Allowance</i>
	<i>Administrative Manager</i>	<i>\$150</i>
	<i>Upon termination of any personnel in the above listed positions, the allowance shall then become \$0.</i>	

3. SICK LEAVE

- 3.1 *Shift Employees*
 - 3.1.1 Accrual: Shift employees shall accrue sick leave at the rate of 12 hours per month. Sick leave shall be accumulated with no maximum accrual.
 - 3.1.2 At retirement, unused sick leave credit for shift employees shall be converted as follows:
 - a. All unused sick leave hours will may be reported to CalPERS for additional service credit, if applicable

- b. The employee must choose to convert unused sick leave hours to an employee's RHSA at a ratio of 2:1. A minimum of 500 sick leave hours is required to be eligible for this option. The RHSA contribution shall be calculated at the straight time rate and shall not exceed the value of 40 shifts.

3.2 *Non-shift employees*

- 3.2.1 Accrual: Non-shift employees shall accrue sick leave at the rate of 8 hours per month. Sick leave shall be accumulated with no maximum accrual.
- 3.2.2 At retirement, unused sick leave credit for non-shift employees shall be converted as follows:
 - a. All unused sick leave hours will be reported to CalPERS for additional service credit, if applicable; and
 - b. The employee must convert unused sick leave hours to be an employee's RHSA at a ratio of 2:1. A minimum of 357 hours is required to be eligible for this option. The RHSA shall be calculated at the straight time rate and shall not exceed the value of 685 hours.

3.3 *Management Employees*

- 3.3.1 The accrual rate shall apply to the employee's permanent work schedule and not be changed for temporary or short-term assignments.
- 3.3.2 When an employee changes from one work schedule to another work schedule as a permanent assignment, accumulated leave shall be adjusted in accordance to the ratio of one work schedule to the other. Example: factor from 56-hour workweek to 40-hour workweek is .714; the factor from 40-hour workweek to 56-hour workweek is 1.4.
- 3.3.3 Sick leave shall be available for personal illness or injury, emergency medical or dental appointments and for reasonable travel time to and from health care facilities. Sick leave shall also be available to an employee for caring for a member of his/her immediate family who is ill or injured, emergency medical or dental appointments, and for reasonable travel time to and from health care facilities.
- 3.3.4 Definition of Immediate Family - Immediate family shall include: husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, grandparent, grandchild, or any legal dependent residing in same household.

4. **INSURANCE**

- 4.1 The District shall contract with a provider(s) for medical and dental benefits for providing employees and their eligible dependents with insurance benefits. The District agrees to contribute 80% of the average CalPERS HMO medical plans and 100% of the HMO dental plan(s) offered (at the family rate), per month toward medical and dental insurance. This calculated dollar amount shall be inclusive of any mandatory contributions that may be required by the provider. However, if the monthly premiums for medical and dental insurance exceed 80% of the average HMO medical/dental plans offered per month, the affected employee will be responsible for the difference.
- 4.2 Any unused premium may be used for medical/dental expenses as defined by the Administrative Policy for a maximum period of 18 months. After the 18-month period expires, or at retirement, 100% of any unused premium shall be transferred to the employee's Retirement Health Savings Account. NOTE: If an employee separates from employment, the unused premium shall be forfeited.
- 4.3 Eligible full-time employees may elect to opt out of only the medical insurance, if proof of coverage can be provided to the District. If no medical options are selected, the District shall place a capped rate of \$1,000 per month (\$12,000 annually) in the employee's medical reimbursement account. Unused premiums shall be transferred to the employees HRSA per the provisions in 6.01.
- 4.4 Employees, upon retirement, at no additional cost to active employees or to the District shall be allowed to remain on the group dental plan until age 65. The retiree will be required to have the same plan as active employees. The retiree will be responsible for payment of entire premium and a two percent (2%) administrative cost.

- 4.5 Life: The District shall provide a \$50,000 life insurance policy for the employee and the Board of Directors, and \$1,000 life insurance policy for employee's dependents. The policy shall include accidental death and dismemberment coverage.
- 4.6 Long-Term Disability: The District shall provide a Long-Term Disability plan.
- 4.7 In the event the Board of Directors modifies the insurance benefit (increase or decrease) in any other labor contract, this insurance benefit shall be adjusted per said resolution or contract for all positions identified in this Resolution.

5. HEALTH RETIREMENT SAVINGS ACCOUNT

- 5.1 Employees shall be required to participate in a District administered Retirement Health Savings Account (RHSA). The following terms apply:
 - a. Effective July 1, 2006 a monetary contribution will be made by the District in an amount of \$100 per employee per month.
 - b. The value of any unused medical reimbursement shall be transferred at the end of each calendar and fiscal year to the employee's RHSA (contributed twice a year).
 - c. If the shift employee has an excess of 480 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (144 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.
 - d. If the non-shift employee has an excess of 343 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (96 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.

6. MANAGEMENT SUPPLEMENTAL BENEFIT PLANS

- 6.1 Management Supplemental Benefit: All Managers represented in this resolution will receive a Management Supplemental Benefit (MSB) of 5% of their annual base salary as of July 1. The MSB provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1, and paid once per calendar year on the July 31 pay date. The MSB of 5% of the annual base salary shall only to be used once in a twelve (12) month period for the calculation of reportable compensation. Managers covered by this benefit may choose one of the following options:
 - a. Direct Payment – Cash: this option is considered additional income and is subject to federal and state withholding taxes.
 - b. Direct Payment – Deferred Compensation 457 Plan: this option is considered additional income and is subject to the maximum deferral allowed by the IRS.
 - c. Medical Reimbursement: this option is considered a non-taxable benefit, which may be used for additional medical/dental expenses. Please note that unused monies in this account are not eligible for transfer to the District's Health Retirement Savings Account.
 - d. Combination of Option a, b, or c: this option may not exceed the maximum benefit.
- 6.2 Staff Management Supplemental Benefit: Beginning July 1, 2017, all Managers represented in this resolution and who are assigned to a 40-hour or 9/80 workweek, will receive an additional Staff Management Supplemental Benefit (SMSB) of 5% of their annual base salary. To be eligible for the SMSB, the manager must have been assigned to a 40-hour or 9/80 workweek for a minimum of 75% of the previous fiscal year. The SMSB provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1 and paid once per year on the August 15 pay date, or at retirement if employee retires prior to this pay date. This SMSB of 5% of annual base salary shall only to be used once in a twelve (12) month period for the calculation of reportable compensation. Managers covered by this benefit may choose one of the options described in 7.1 a – d.

7. HOLIDAYS

- 7.1 For the purpose of this section, the legal "holiday" shall mean and include the following days:
- New Year's Day (January 1)
 - Martin Luther King Day (third Monday in January)
 - President's Day (third Monday in February)
 - Memorial Day (fourth Monday in May)
 - Independence Day (July 4)
 - Labor Day (first Monday in September)
 - Veteran's Day (November 11)
 - Thanksgiving Day (fourth Thursday in November)
 - Day after Thanksgiving Day
 - Christmas Day (December 25)
 - Floating Holiday
- 7.2 All Chief Officers shall receive holiday payment equal to one-half month's salary, payable on November 15. Rotating schedules to assure availability during holidays will be required.

8. USE OF DISTRICT VEHICLES

- 8.1 The District will assign a vehicle to the following positions for commuting to/from work and all business purposes to insure availability for immediate emergency response:
- Fire Chief
 - Deputy Chief
 - Fire Marshal
 - Battalion Chief – Administrative/Training
- 8.2 Personnel assigned to a take home vehicle must meet a 45-minute response time to District from their place of residence.
- 8.3 Battalion Chief – Shift: while on duty, shift Battalion Chiefs are provided an emergency vehicle to assist in the performance of their duties.
- 8.4 The value for all personal use may be reported as a taxable fringe benefit as established by IRS Regulations and the District's Administrative policy.

9. VACATION ACCRUAL

- 9.1 Annual vacation accrual hours shall be based upon years of service in accordance with the following:

Years of Service	Based on 40 hour work week	Based on 56 hour work week
0 – 5 years	80 hours	112 hours
6 – 10 years	120 hours	168 hours
11 – 15 years	136 hours	190 hours
16 – 20 years	160 hours	224 hours
21+ years	200 hours	280 hours

Note: The Fire Chief is authorized to negotiate the starting vacation accumulation different from shown above for management staff members new to the District.

- 9.2 All management employees shall have the option to sell the excess of 80 hours (non-shift), or the excess of 112 hours (shift) accrued vacation at straight time, not more than twice a year, after the work period ends that include June 30 and December 31.
- 9.3 An employee may only sell a maximum of 200 hours of accrued vacation per calendar year. Minimum vacation accrual balances are required as identified in 10.02.
- 9.4 A written request received by December 31 for payment of accrued vacation sold back to the District, which will be remitted by separate check on January 15. A written request received by June 30 for payment of vacation sold back to the District, which will be remitted by separate check on July 15. No payments under this section will be reported as "reportable compensation" for retirement purposes.

10. EMERGENCY RESPONSE COMPENSATION

- 10.1 The District will compensate employees at the straight-time hourly rate for all time worked greater than their daily rate for responses for which the District is reimbursed. The District will pay compensation upon receipt of monies from agencies requesting services. Maximum compensation will not exceed any reimbursement amount received by the District. This provision does not apply to any Battalion Chief position.
- 10.2 Battalion Chief Emergency Callback: *Battalion Chief Emergency Callback* is defined as a call back to work for emergency coverage exceeding three (3) hours; or when on an emergency assignment that does not extend into the next 24-hour operational period shall be paid at their straight time hourly rate.
- 10.3 Battalion Chief Extended Overhead Assignment: *Battalion Chief Extended Assignment* is defined as an emergency assignment that extends into the next 24-hour operational period. The employee shall be paid an hourly rate of time and one-half.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on September 26, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

James H Ashcraft
President

ATTEST:

Karlana Rannals
Secretary

STAFF REPORT

NO. 18-21

TO: BOARD OF DIRECTORS
TONY J. MICHEL, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: RESOLUTION UPDATING AGENCY CONFLICT OF INTEREST CODE

DATE: SEPTEMBER 21, 2018



RECOMMENDATION

It is recommended that the Board of Directors approve Resolution No. 2018-13 amending the Rancho Santa Fe Fire Protection District Conflict of Interest Code, which updates the designated positions within the District, and authorize the Board Clerk to notify the County of San Diego Clerk of the Board no later than October 1, 2018 that amendments are necessary, and execute the form.

BACKGROUND

The Political Reform Act of 1974 requires local agencies adopt local Conflict of Interest Codes. The Fire District has had such a code in effect since the 1980s. The District's Code requires disclosure of financial interests of certain employees, consultants and members of board if these persons are likely to be involved in decision-making that could affect their own financial interests. All public employees must comply with the State's general conflict of interest laws by abstaining from influencing or making decisions that would affect their own financial interests. Additionally, employees who hold positions designated in the District's Conflict of Interest Code must disclose specified types of financial interests on annual financial disclosure statements that are filed with the Board Clerk.

The Board of Directors last amended the Districts Conflict of Interest Code on September 21, 2016. State law requires every local governmental agency to periodically review its Conflict of Interest Code to determine whether it is accurate and up-to-date. Updates do not change the basic conflict of interest abstention rules. These rules reflect State law.

Also, as a part of the resolution, there are two Appendixes:

A – Designated Positions - The list of designated positions is part of the District's Code and designates which employees must file annual financial disclosure statements. For each designated position, the list establishes the categories of financial interests for which disclosure must be made. Requirements for disclosure differ from job to job in accordance with the kinds of financial interests that might be affected by an officer's or employee's decision making.

B – Disclosure Categories of Reportable Economic Interests - The disclosure categories establish the types of financial disclosure that must be made for each position and the Fair Political Practices Commission ("FPPC") forms that must be completed by the employee.

RESOLUTION No. 2018-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT AMENDING THE FAIR POLITICAL PRACTICES COMMISSION'S STANDARD CONFLICT OF INTEREST CODE AND CANDIDATE DISCLOSURE STATEMENT and REPEALING RESOLUTION NO. ~~185~~2016-13

WHEREAS, the Political Reform Act requires certain District Officials, specified in section 87200 of the California Government Code, to file economic disclosure forms ("Form 700") and abstain from making or participating in making governmental decision which have a reasonably foreseeable material effect on an economic interest; and

WHEREAS, the Rancho Santa Fe Fire Protection District approved an "Agency Conflict of Interest Code" as required by California Government Code on May 24, 2000; and

WHEREAS, the Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act.

WHEREAS, consistent with the biennial schedule established by the Fair Political Practices Commission for amending local conflict of interest codes, the District reviews and amends its local conflict of interest code every two years;

NOW, THEREFORE, the Board of Directors of the Rancho Santa Fe Fire Protection District does RESOLVE as follows:

1. Resolution No. ~~2016-13~~185 is hereby repealed.
2. The Conflict of Interest Code for the Rancho Santa Fe Fire Protection District is hereby amended to read as follows:

CONFLICT OF INTEREST CODE FOR THE RANCHO SANTA FE FIRE PROTECTION DISTRICT

The Political Reform Act, Government Code §81000, et. seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. After public notice and hearing the regulation may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and Appendix A and B, attached to this resolution and a part of it, designating officials, employees and consultants, and establishing disclosure categories, shall constitute the conflict of interest code of the Rancho Santa Fe Fire Protection District.

The District's Board Clerk as the designated filing officer, shall upon receipt of the statements of the Directors, make and retain a copy and forward the original of these statements to the Clerk of the Board of Supervisors.

Designated employees and consultants shall file statements of economic interest with the District's Board Clerk who will make the statements available for public inspection and reproduction (Gov. Code § 81008.). Statements for all designated employees and consultants will be retained by the District.

3. The Conflict of Interest Code for the Rancho Santa Fe Fire Protection District will become effective the date the Board of Directors approves this resolution.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on September 24~~6~~, 2016~~8~~ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

Karlana Rannals
Secretary, Board of Directors

DESIGNATED POSITIONS

<u>Titles</u>	<u>Assigned Disclosure Category</u>
Directors	1
Candidate for Board of Directors	1
Chief Officers, <i>including but not limited to</i>	
Fire Chief	1
Assistant/Deputy Chief	1
Division Chief	3
Battalion Chief.....	3
Administrative Manager	1
<u>Admin/Human Resource Manager</u>	<u>1</u>
<u>Finance Manager</u>	<u>1</u>
Fire Marshal	1
Fire Prevention Personnel, <i>including but not limited to</i> :.....	
Deputy Fire Marshal.....	3
Fire Prevention Specialist.....	3
Urban Forester	3
Weed Abatement Specialist.....	4

OTHER REPORTING REQUIREMENTS

Consultants (Defined in FPPC Regulation 18701(a)(2)	
The positions of the following consultants presently Retained by the Agency:	
Attorney(s)	1

APPENDIX B

DISCLOSURE CATEGORIES OF REPORTABLE ECONOMIC INTERESTS

1. FULL DISCLOSURE

What to report? All investments and business positions in business entities, sources of income including gifts, loans and travel payments, and interests in real property.

What Form 700 schedules? All Schedules. (A through E)

2. DISTRICT-RELATED INCOME

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the District.

What Form 700 schedules? A, C, D, E

3. DISTRICT-RELATED INCOME, REAL PROPERTY

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the District and all interests in real property.

What Form 700 schedules? All Schedules (A through E)

4. DIVISION-RELATED INCOME (Administration, Operations, Prevention)

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type if the source is of a type which provides, manufactures or supplies equipment, supplies, material, services or machinery of the type utilized by or subject to the review or approval of the department in which that person is employed.

What Form 700 schedules? A, C, D, E

FORM 700 SCHEDULES – DESCRIPTION

Form 700

- Schedules A-1 Investments (Stocks, Bonds, and Other Interests (Ownership Interest is Less than 10%))
- Schedules A-2 Investments, Income and Assets of Business Entities/Trusts (Ownership Interest is 10% or Greater)
- Schedule B Interests in Real Property (Including Rental Income)
- Schedule C Income, Loans and Business Positions (Other than Gifts and Travel Payments)
- Schedule D Income – Gifts
- Schedule E Travel Payments, Advances and Reimbursements

RESOLUTION No. 2018-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

WHEREAS, the California Public Employees Retirement System (“PERS”) recently adopted the California Code of Regulations, Title 2, Section 570.5 on August 10, 2011; and

WHEREAS, the California Code of Regulations, Title 2, Section 570.5 requires the District’s Board of Directors approve and adopt all pay schedules; and

WHEREAS, the Regulations require that the pay schedule be made public without reference to another document in disclosure of the pay rate.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Rancho Santa Fe Fire Protection District, a public agency in the County of San Diego, California, as follows:

- 1) That the attached pay schedule titled Rancho Santa Fe Fire Protection District Pay Schedule, set forth in Exhibit “A” attached hereto and incorporated herein by reference is approved effective October 1, 2018 and adopted.
- 2) That the pay schedules approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on September 26, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

Rancho Santa Fe Fire Protection District

Resolution 2018-14

Attachment A

Effective Date - January 1, 2018

		Steps or Range				
Position		Step A	Step B	Step C	Step D	Step E
Fire Prevention Specialist	Hourly	33,422	35,093	36,848	38,690	40,625
	Monthly	5,793	6,083	6,387	6,706	7,042
	Annual	69,518	72,994	76,644	80,476	84,500
Public Education Coordinator	Hourly	34,266	35,979	37,778	39,667	41,650
	Monthly	5,939	6,236	6,548	6,876	7,219
	Annual	71,273	74,837	78,578	82,507	86,633
Office Support Coordinator	Hourly	24,155	25,362	26,630	27,962	29,360
	Monthly	4,187	4,396	4,616	4,847	5,089
	Annual	50,241	52,754	55,391	58,161	61,069
Accounting Specialist	Hourly	29,502	30,978	32,526	34,153	35,860
	Monthly	5,114	5,369	5,638	5,920	6,216
	Annual	61,365	64,433	67,655	71,038	74,590
Accounting Technician	Hourly	26,036	27,338	28,705	30,140	31,647
	Monthly	4,513	4,739	4,975	5,224	5,485
	Annual	54,155	56,862	59,706	62,691	65,825
Fire Prevention Specialist II/Forester	Hourly	36,765	38,603	40,534	42,560	44,688
	Monthly	6,373	6,691	7,026	7,377	7,746
	Annual	76,472	80,295	84,310	88,526	92,952
Deputy Fire Marshal	Hourly	44,018	46,219	48,530	50,957	53,505
	Monthly	7,630	8,011	8,412	8,832	9,274
	Annual	91,558	96,136	100,943	105,990	111,289

Position		Step A	Step B	Step C	Step D	Step E
Firefighter/Paramedic	Hourly	25,645	26,927	28,273	29,687	31,171
	Monthly (Includes FLSA)	6,390	6,709	7,045	7,397	7,767
	Annual (Includes FLSA)	76,677	80,511	84,537	88,764	93,202
Engineer	Hourly	26,916	28,262	29,675	31,159	32,717
	Monthly (Includes FLSA)	6,707	7,042	7,394	7,764	8,152
	Annual (Includes FLSA)	80,479	84,503	88,728	93,165	97,823
Engineer/Paramedic	Hourly	27,639	29,021	30,472	31,995	33,595
	Monthly (Includes FLSA)	6,887	7,231	7,593	7,972	8,370.79
	Annual (Includes FLSA)	82,640	86,772	91,111	95,666	100,450
Captain	Hourly	31,885	33,479	35,153	36,911	38,756
	Monthly (Includes FLSA)	7,945	8,342	8,759	9,197	9,657
	Annual (Includes FLSA)	95,335	100,102	105,107	110,363	115,881

Position		Range	
Fire Chief	Semi Monthly	7,419	→ 9,300
	Monthly	14,838	18,599.70
	Annual	178,056	223,196
Deputy Chief	Semi Monthly	6,171	→ 7,867
	Monthly	12,341	15,734.03
	Annual	148,094	188,820
Battalion Chief	Semi Monthly	5,048	→ 6,436
	Monthly	10,096	12,871.89
	Annual	121,147	154,463
Fire Marshal	Semi Monthly	4,737	→ 6,040
	Monthly	9,474	12,079
	Annual	113,688	144,952
Administrative Manager	Semi Monthly	4,259	→ 5,430
	Monthly	8,518	10,861
	Annual	102,220	130,332
Admin-Human Resource Manager	Semi Monthly	4,042	→ 5,083
	Monthly	8,083	10,167
	Annual	97,000	122,000

Position - Volunteer Division		Range	
Recruitment-Retention Volunteer Coordinator	Hourly	34.00	→ 40.00
Firefighter Driver/Operator (part time)	Hourly	California Minimum Wage	

Positions - Temporary (as needed and determined by the Fire Chief)		Range	
Temporary - Non-exempt	Hourly	California Minimum Wage	→ 76.10

Examples of a temporary employee's position includes but is not limited to:
 Fire Services Assistant; Interns (Administration, Fire Prevention, Training); Fire Prevention (Weed Abatement; Plan Review); Firefighter/Paramedic; Retired Annuitants as extra help

STAFF REPORT

18-22

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: RFP – STATION 6 SEPTIC SYSTEM REPLACEMENT
DATE: SEPTEMBER 17, 2018



RECOMMENDATION

Staff recommends the following proposed actions:

1. Reject all bids received for RFP #002-2018 “Septic Replacement Service”.
2. Direct staff to review and modify project specifications (if applicable) and rebid the project at a future date.

BACKGROUND

In August 2018, staff received permission to receive bids for RFP #002-2018 “Septic Replacement Service”. RFP #002-2018 was publically advertised with a set bid closing date of September 14, 2018. At the bid close, only one (1) bid was received. The RFP allows the District to reject all bids. Staff feels that it is in the District’s best interest to reject all bids and rebid the project.

STAFF REPORT

NO. 18-23

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: DAVE LIVINGSTONE, BATTALION CHIEF

SUBJECT: BUDGET AUTHORIZATION - VEHICLE REPLACEMENT PURCHASE

DATE: SEPTEMBER 21, 2018



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

Description	FY18/19 Budget	Funding Request	Funding Source	Action Requested
(1) F250 XLT (2) Radios, Shell, Command Module and Emergency Lighting Package	\$83,551	\$38,335.43 \$35,000 Not to exceed	100% Fleet Reserves	Authorize Purchase
JUSTIFICATION for Funding Request: See summary below.				

RECOMMENDATION

Staff seeks authorization to purchase (1) replacement Battalion Chief Vehicle with Shell, Command Module, Radios and Emergency Lighting Package, This vehicle will be purchased through the State of California Contract ,1-18-23-20 (A-I) F.O.B Sacramento Line 24 , and will include the following:

➤ Total vehicle cost including tax and fees	\$38,335.43
➤ Shell, Command Module, Mobile Radios, Emergency Lighting Package	<u>\$35,000.00</u> (not to exceed)
Total Cost:	\$73,335.43

BACKGROUND

The current Battalion Chief vehicle is scheduled to be replaced in the FY 18/19 capital replacement plan. This vehicle will replace the current F150 that has approximately 95,000 miles on it and is 6 years old. The current Battalion Chief vehicle will be placed in reserve status. The Battalion Chief uses this vehicle daily as a command vehicle

CURRENT SITUATION

The current Battalion Chief vehicle is 6 years old and is due to be rotated into reserve status. This vehicle will serve as a ready reserve unit for an additional six years.

STAFF REPORT

NO. 18-24

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: BELL OF DISTINCTION NOMINATION
DATE: SEPTEMBER 19, 2018



Nominee: Erwin L. Willis

Nominated by: Tony Michel, Fire Chief & Bill Lutz, Fire Captain (Retired)

Recommendation

The Bell of Distinction Committee recommends the approval of Erwin Willis to be the next honoree placed on the Bell of Distinction. Retired Fire Chief Erwin Willis' many accomplishments, strong leadership and visionary fire prevention efforts made a resounding positive impact to our Fire District and the way we continue to provide services to the community.

Background

Chief Willis served as the Fire Chief for the Rancho Santa Fe Fire Protection District with dedication and distinction for 12 years, from June 1, 1993 until June 30, 2005. He was instrumental in many of the processes and procedures that are currently in place. He had the vision to create strong fire prevention codes that would help with structures built into an Urban Wildland Interface area of the Fire District. Erwin brought forth a strong fire prevention emphasis to the Fire District along with the entire San Diego County region. He assisted in drafting stringent fire codes that would prove to help save hundreds, if not thousands, of homes during the Witch Creek Fire of 2007 and the Bernardo Fire of 2014. He was the leader in the development of the six "Shelter in Place" communities within the boundaries of the Fire District. He also had the vision to use computer technology as a tool to improve the communications within our organization as well as within the business community. He also created an electronic record management system for the district that is still being used today.

Along with his vision, Chief Willis knew the importance of having a good infrastructure for the fire district. He brought the first "Strategic Plan" to the District. This was very important due to the predicted rapid growth the fire district was going to be encountering; the fire district was going to more than double in population from a housing boom. With the housing boom, Erwin was instrumental in the construction and improvement of all the fire stations within the district.

During his tenure he facilitated building improvements with the reconstruction of Station 1 (HQ), and construction of Station 2 (4S Ranch), Station 3 (Fairbanks Ranch), and Station 4 (Cielo). With these improvements, each fire station is now built to essential standards to withstand a major

earthquake. Each new and improved fire station will provide the firefighters and the community emergency facilities for years to come.

Historic Accomplishments - Chief Willis was instrumental in the development of other improvements, including:

- Negotiated and secured County property tax funds that were not being received by the District for the south side of Fairbanks Ranch and other parcels.
- Implemented a Firefighter Paramedic program within the Fire District.
- Implemented a CERT program within the Fire District and developed a wildland fire module for that program.
- Negotiated new contracts for fire protection services for 4S-Ranch, Cielo, The Crosby, and The Lakes, which covered all District costs for construction of Station 2(4S Ranch) and Station 4 (Cielo) and all costs to provide services.
- Remained a strong advocate for fire prevention and the safety it provides for Fire District residences and employees
- Wrote and facilitated acceptance of a Memorandum of Understanding with US Fish and Wildlife and California Fish and Game giving the fire department the right to require clearance of 100' around structures and 30' along roadway.
- Wrote and facilitated the passage of "Shelter in Place" wildland fire codes that were adopted by many other fire departments and credited with saving hundreds of structures in the 2007 Witch Creek Fire.
- Founded FireSafe San Diego County.
- Founding director of the San Diego and Imperial Counties 800 MHz radio system.
- Greatly enhanced the District's computer and office automation systems, connecting all fire stations into a wide area network, which he still maintains.
- Was selected fire prevention officer of the year in 2003 by the San Diego County Fire Chief's Association;
- Firefighter of the year in 2005 by the Rancho Santa Fe Fire District;
- Volunteer of the year in 2008 by the Burn Institute of San Diego/Imperial Counties.

During his tenure as Fire Chief, Erwin also represented the Fire District as:

- President, San Diego County Fire Chiefs Association
- Director, Burn Institute of San Diego County
- Director, Regional Communications System (RCS Radio System)
- North Zone- Zone Coordinator, San Diego County Mutual Aid System



FINAL

Financial Plan

FY19

RANCHO SANTA FE FIRE PROTECTION DISTRICT

PO Box 410 | Rancho Santa Fe | CA | 92067



Mission

To serve the public through the protection of life, environment and property from fire and other emergencies through prevention, preparedness, education, and response.

September 2018

Master Agenda

Page 47 of 71

RANCHO SANTA FE FIRE PROTECTION DISTRICT

Final Operating and Capital Budget – FY19

About Us

Board of Directors

James H. Ashcraft

President

John C. Tanner

Vice President

Nancy C. Hillgren

Director – At Large

Randall Malin

Director – At Large

Tucker Stine

Director – At Large

Management Staff

Tony J. Michel

Fire Chief

Fred Cox

Deputy Chief

Karlena Rannals

Administrative Manager

Marlene Donner

Fire Marshal

Bret Davidson

David Livingstone

Dave McQuead

Brian Slattery

Battalion Chief

Mission Statement

To serve the public through the protection of life, environment and property from fire and other emergencies through prevention, preparedness, education, and response.

Vision Statement

Our vision is to provide exceptional service and continuous improvement in our organization through innovation, forward-looking leadership, and genuine concern for the welfare of others.

We are dedicated to our mission, unwavering in our core values and continually strive to be a model of excellence.

We are role models in the community and leaders in our profession.

We maintain community partnerships, hire and train exceptional people, and provide professional, well- organized, cost effective services.

We are advocates for our member's health, safety, and welfare.

We foster a culture of trust, involvement, and personal accountability.

Rancho Santa Fe Fire Protection District

Final Budget – FY19



September 2018

The Fire District's proposed FY19 Operating and Capital Replacement Budget is submitted to the Board of Directors for its review and consideration. The annual budget serves as a foundation and is an important tool available to the District to set priorities that align with the strategic plan for the Rancho Santa Fe Fire Protection District over the next year and beyond. This budget represents a conservative based financial plan for the new fiscal year, proposing the necessary revenue and expenditures, while continuing to provide the highest level of emergency response, fire prevention, and administrative services.

Overview

In evaluating the FY19 budget, you will notice that the projected total operating revenue has increased overall by 1.1% compared to FY18 actual revenue (*Figure 1*).

Revenue	FY18 Budget	FY18 Act.	FY19 Budget	BGT vs. Act. - %	BGT vs. Act. - \$
Taxes & Assessments	13,102	13,367	13,761	2.9%	394
EFF-HG	447	447	447	0.0%	0
Developer Reibursement	141	139	141	1.4%	2
All Other	1,388	2,285	2,066	-9.6%	(219)
Total Revenue	15,078	16,238	16,415	1.1%	178

Figure 1

The projected FY19 operating expenditures, compared to the FY18 actual. has increased by 3.7%. (*Figure 2*).

Expenditures	FY18 Budget	FY18 Act.	FY19 Budget	BGT vs. Act. - %	BGT vs. Act. - \$
Salaries & Benefits	12,055	12,223	12,398	1.4%	174
CalPERS UAL-Expected Payment	281	281	463	64.6%	182
CalPERS UAL-Additional Payment	-	938	962	2.5%	23
Service, Supplies, PY	2,422	2,194	2,464	12.3%	270
Other Cash Expenses/Project		21		-100.0%	(21)
Depreciation	803	784	767	-2.2%	(17)
Total Operating Expense	15,561	16,442	17,053	3.7%	609
Operating Surplus (Deficit)	(483)	(204)	(638)		
Capital Expenses	950	1,089	894	-17.9%	(195)
Total Expense (<i>inc. Capital</i>)	16,511	17,531	17,946	2.4%	415

Figure 2

Mission: To serve the public through the protection of life, environment and property from fire and other emergencies through prevention, preparedness, education, and response.

Significant Changes

During FY18, the Fire District was awarded two grants for personnel staffing through FEMA. They include:

1. Staffing for Adequate Fire & Emergency Response (SAFER) Grant that provides for the salary and benefits for a full-time Volunteer Recruitment and Retention Coordinator, and includes costs for basic firefighter training, tuition assistance for higher education, and NFPA 1582 entry-level physicals for new volunteer members for a period of four (4) years. This grant reimburses 100% of the expenditures; and
2. Staffing for Adequate Fire & Emergency Response (SAFER) Grant for the hiring of firefighters. This three-year cost shared program has allowed the District to hire three additional firefighters and it covers the “usual annual costs” of a first year firefighter over the course of the grant performance period. This grant reimburses the District 75% year 1; 75% year 2; and 35% year 3.

Both grants allowed the District to improve staffing levels at RSF6 and a dedicated Coordinator to assist in the recruitment and development of Volunteer Firefighters. The Volunteer Firefighters also supplement the staffing at RSF6. The FY19 Budget includes a full year’s funding for four (4) additional full-time personnel, and the associated grant revenue.

The District has begun the design/build of RSF5 (Harmony Grove Village). To date, \$380,938 was spent; however, the Fire Mitigation Fee Committee approved this project for general fund cost recovery at 85%.

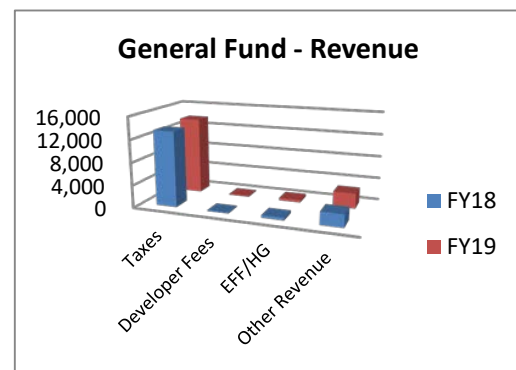
Fire Prevention staff has experienced exponential growth in plan reviews nearly doubling the revenue actual for FY18. Extra staffing has been necessary to keep up with the demand.

Projected Revenues

We project the general fund revenues at \$16,414,800. This is an estimated increase of 1.1% (\$177K) over FY18. These revenues over the FY19 operating expenses provide a projected operational deficit of \$638K. The following summary of revenue changes is between FY19 **Budget** and the *FY18 Actual*:

Revenue – \$16,414,800

- **Taxes & Assessments** – the 1% AB8 revenue and benefit fees Increased 2.9% (\$393,758). The District’s assessed valuation is estimated to increase 4.5%; therefore, secured property tax revenue was increased by a similar percentage for all tax rate areas within the District.
- **County of San Diego/CSA-107, One-time funds** – \$312K: the County of San Diego provided the district in FY17 a one-time lump sum of \$2.5 million for any potential tax short falls resulting in the reorganization. This amortized \$2.5 million shortfall is planned over eight (8) year period, and this is year three (3).



- **HGV CFD** – The second year revenue from the Harmony Grove Village “Joint Community Facilities District” (JCVD) for FY18 was estimated \$134,337. The District expects an equivalent amount in FY19.
- **Lease** – Increased 5.17% (\$19K) the lease revenue for the District increased by either contract or CPI adjustments.
- **Firefighting Reimbursement** – Decreased 28.52% (\$269,317): This District’s emergency call back has increased significantly over the past few years, which affects the overtime budget. This year, the final budget includes an average of firefighting reimbursement received from the State of California over a three-year period.
- **Plan Reviews** – Decreased 27.8% (\$98,659): the Fire Prevention staff has been extremely busy in plan review and inspections. While a decrease is proposed, it should be noted that the FY18 revenue increased nearly 80% over what was expected for FY18.

In addition to these general funds, the District collected in FY18 \$1,015,511K in restricted Fire Mitigation Fees (FMF), including interest. Note: the County of San Diego transferred \$386,719 in FMF from the former CSA-107, which has been categorized as one-time funds. The total FMF expected for FY19 is \$332K.

Overall, the District projects an increase in revenue of 1.1% or \$176,917. However, comparing budget to budget, the plan increased 8.8% or \$1.3 million due to taxes and assessments, grants, interest, and plan reviews.

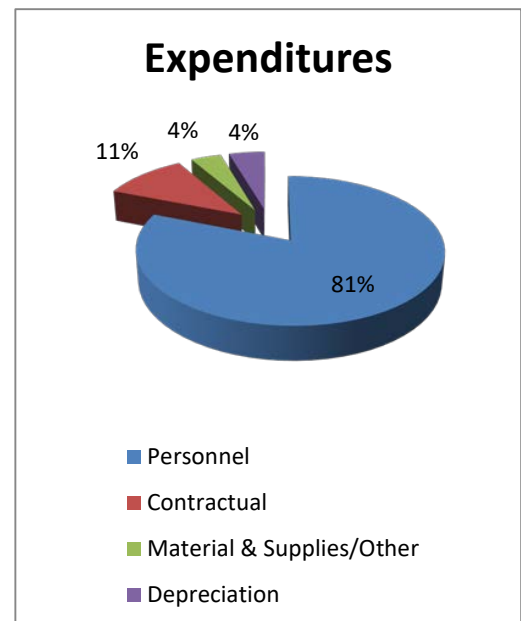
Operating Expenditures

The following is a summary of expenditure changes between the *FY18 Act. Expenditures* and the proposed *FY19 Final Budget*:

Personnel – \$13,821,804

Overall personnel costs increased 2.82% or \$379,093 over FY18 expenditures. The primary changes are:

- **Salary** – Additional personnel and negotiated wage increases for all employee groups affect this category for an estimated increase of 5.19% or \$361,996. In addition, the personnel hired resulting from the SAFER Grants are funded for a full year.
- **Overtime** – The (15.11%) or (\$263,568) decrease is directly related to the decrease in the average number of hours used for sick leave.
- **Elfin Forest Fire Station** – RSF6 supports the volunteer division of the District. In January 2018, the District thru grant subsidies was able to improve staffing with full-time paid personnel and volunteers.

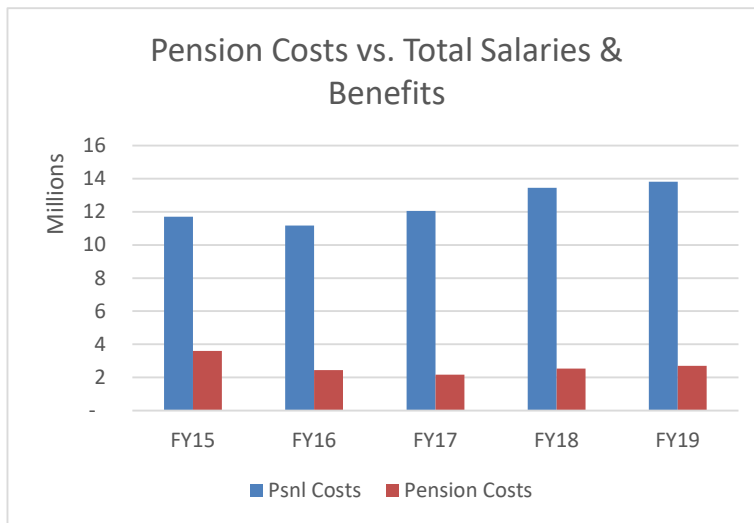


- **Retirement** – FY19 estimated total for PERS expenditures is \$1,731 million, which includes the annual UAL expected payment of \$462,582. The District's employer contribution rates has continued to rise for all six plans. FY19 employer rates shall be:

Safety 3% @ 50	Safety 3% @ 55	Safety 2.7% @ 57	Misc. 2.7% @ 55	Misc. 2.5% @ 55	Misc. 2.0% @ 62
20.556%	17.614%	12.141%	12.212%	10.022%	6.842%

In addition, PEPPRA Safety employees (2.7% @ 57) must increase their contribution rate from 11.5% to 12.0% beginning July 1, 2018. Overall, pension costs increased 7.94% or \$127,360.

- **CalPERS Unfunded Accrued Liability (UAL) – \$961,673**



The Board of Directors has an ongoing commitment to continue accelerated pension funding through the annual operating budget. The actual expense for FY18 is \$938,294, and proposed for FY19 \$961,673. In the past four years (including FY18), the Board of Directors has authorized an additional \$6,567 million in accelerated payments (for all plans) to CalPERS. The payment proposed is comprised of the difference in the 30-year vs. 20-

year payment schedule and an additional \$500K. The Board and Management will continue to monitor and reevaluate the additional payment after the distribution of the actuarial report.

Contractual Services – \$1,812,240

The FY19 Contractual Services category increased 9.5% or \$157,783 over FY18 expenses. The majority of the increase is due to the normal inflation costs expected, noting that Dispatching costs increased by \$15,359 due to the increase in number of calls, and an increase in the cost per call. In addition, major maintenance projects are planned for the RSF2 Training Facility and RSF6.

Material & Supply – \$651,682

The FY19 Material and Supply category increased 20.6% or \$111,462 over FY18 expenditures. The largest proposed increase is in Safety: an increase of \$18,526; Office General: an increase of \$20,250, Fuel: an increase of \$7,089, and Medical Supplies: an increase of 45,888, which is offset in revenue from County Service Area 17.

Depreciation – \$766,670

The FY19 Depreciation category decreased by (2.2%) or \$17,307 over the FY18 expense. The primary reason is due to equipment and apparatus achieving full depreciation.

Capital & Other Cash Expenditures - \$893,551

The District's Capital Replacement expenditures (Equipment, Facility, and Fleet) total \$894K. We anticipate paying for the replacement of two staff vehicles, and additional living quarters at RSF6. The facility project at RSF6 has been approved to recover 70% from the FMF funds, since the need is a result of growth.

The following is a list of capital or cash expenditures planned:

Expense/Project	Funding Source – GF	Funding Source – FMF
Replacement of Staff Vehicle	\$35,000	\$0
Replacement of Command Vehicle	\$83,551	\$0
RSF6 Additional Living Quarters <i>Proposed</i>	\$232,500	\$542,500
Total	\$351,051	\$542,500

Fund Summary

The District's estimated cash assets for June 30, 2018 are \$18,575 million; and June 30, 2019 is projected to be about \$18,355 million. Additionally, during FY18, the District invested in excess of \$1 million in capital expenses that include costs for RSF5 Design/Build, the purchase of a Defibrillator Monitor, and the purchase of a new Type I Engine.

Budget Summary

The District FY19 Revenue has a moderate increase; the FY19 planned expenditures are higher than the FY18 expenses; and the proposed final budget aligns with the strategic plan. The FY19 Final budget presents a structurally balanced and financially prudent roadmap for next fiscal year. This budget will enable the District to continue to maintain high quality fire and emergency response services, while continuing to place a priority on the health and safety of the public and district personnel. District personnel is also committed to good financial stewardship through efficient operational and budget management process, including cutting costs whenever possible to do so.

FY19

OPERATING EXPENDITURES

GENERAL FUND

Summary Revenues, Expenditures - Operating Budget FY19

(In Thousands)

REVENUES

Total Revenues

Act. (6/30)

GF - 18

16,238

Proposed

GF - 19

16,415

Change -Act.. vs. Proposed

\$\$

%

\$177

1.1%

EXPENDITURES

Salaries

8,979

9,142

\$163

1.8%

Employee Benefits

4,464

4,680

\$216

4.8%

Personnel

13,443

13,822

\$379

2.8%

Contractual Services

1,654

1,812

\$158

9.5%

Materials & Supplies

540

652

\$111

20.6%

Other Expenditures (Projects/Equipment/Prior Year)

21

0

(\$21)

Depreciation

784

767

(\$17)

-2.2%

Total Operating Expenditures

16,442

17,052

\$610

3.7%

Operating Surplus (Deficit)

(204)

(638)

(\$434)

212.7%

Summary Revenues, Expenditures - Operating Budget

FY19

(In Thousands)

REVENUES

Total Revenues

Act. (6/30)

GF - 18

16,238

Proposed

GF - 19

16,416

Change -Act.. vs. Proposed

\$

%

\$178

1.1%

EXPENDITURES

Personnel

13,443

13,822

\$379

2.8%

Contractual Services

1,654

1,812

\$158

9.6%

Materials & Supplies

540

652

\$111

20.7%

Other Expenditures (Projects/Equipment/Prior Year)

21

0

(\$21)

-100.0%

Depreciation

784

767

(\$17)

-2.2%

Total Operating Expenditures

16,442

17,052

\$610

3.7%

Operating Surplus (Deficit)

(204)

(638)

(\$433)

212.7%

Summary - Operating Revenues

FY19

(In Thousands)

REVENUES

	Act. (6/30)	Proposed	Change -Act.. vs. Proposed	
	GF - 18	GF - 19	\$\$	%
Taxes & Assessments	11,942	12,288	346	2.9%
Tax Refunds - Adjustment	(71)	(73)	(2)	2.9%
Benefit Fee	1,497	1,546	50	3.3%
Subtotal	13,367	13,761	394	2.9%
Developer Reimbursement/Revenue				
Rancho Cielo	139	139	0	0.0%
Subtotal	139	139	0	0.0%
Other Revenue				
EFF/HG (County)	463	451	0	-2.6%
Plan Checks	354	256	(99)	-27.7%
Administrative Fees	1	1	(1)	0.0%
Interest	224	165	(59)	-26.3%
Lease	360	379	20	5.3%
Instructor/Training	27	27	(1)	0.0%
Grant	218	439	221	101.4%
FF/EMS Reimbursement	944	675	(269)	-28.5%
Other	141	124	(17)	112.1%
Subtotal	2,731	2,517	(216)	-7.8%
Total Operating Revenues	16,238	16,416	178	1.1%

Summary Expenditures - Operating Budget Act. 6/30 to Proposed Budget)

(In Thousands)	FY19		Change -Act.. vs. Proposed	
	Act. (6/30) GF - 18	Proposed GF - 19	\$	%
EXPENDITURES				
Personnel				
Payroll				
Salary	7,044	7,416	\$372	5.3%
Emergency Response Compensation	0	0	\$0	
Management Services (Coop Eff)	0	0	\$0	
Holiday Pay	191	245	\$54	28.3%
Overtime	1,745	1,481	(\$264)	-15.1%
Paramedic Incentive	0	0	\$0	0.0%
Subtotal	8,979	9,142	\$163	1.8%
Benefits				
Health Insurance + HRSA	1,303	1,579	\$276	21.2%
Life/LTD Insurance	27	39	\$13	44.4%
Medicare/Social Security	136	137	\$2	0.7%
Retirement (Normal Cost)	1,323	1,268	(\$54)	-4.2%
CalPERS UAL-Expected	281	463	\$0	64.8%
CalPERS UAL-Additional	938	962	\$23	2.6%
Unemployment	10	16	\$6	60.0%
Workers Compensation	447	216	(\$231)	-51.7%
Other	0	0	\$0	
Subtotal	4,464	4,680	\$216	4.8%
TOTAL	13,443	13,822	\$379	2.8%
Contractual Services				
Administration Fees	205	222	\$17	8.3%
Building/Facility Lease	29	30	\$1	3.4%
Dispatching	264	182	(\$82)	-31.1%
Equipment Rental & Repairs	19	38	\$19	100.0%
Insurance	101	111	\$10	9.9%
Legal	33	44	\$11	33.3%
Meetings, Meals, Mileage	7	10	\$2	42.9%
Other Contractual/Professional Services	301	362	\$61	20.3%
Service Agreements	49	67	\$18	36.7%
Soil Contamination	0	0	\$0	
Training	70	121	\$51	72.9%
Utilities	329	357	\$28	8.5%
Vehicle Maintenance & Repairs	223	241	\$18	8.1%
All Other	24	28	\$4	16.7%
TOTAL	1,654	1,812	\$158	9.6%
Materials & Supplies				
Apparatus	26	31	\$5	19.2%
Apparatus - Computers	0	0	\$0	
Computer	64	73	\$10	14.1%
Fuel	71	78	\$7	9.9%
Grants	0	0	\$0	
Office	26	46	\$20	76.9%
Safety	86	104	\$19	20.9%
Uniforms	36	49	\$13	36.1%
Programs/Public Education	14	19	\$4	35.7%
Hose, Nozzles, Foam	11	15	\$4	36.4%
Radio	38	39	\$1	2.6%
Station Maintenance/Supplies/Janitorial	89	62	(\$27)	-30.3%
All Other	80	136	\$56	70.0%
TOTAL	540	652	\$111	20.7%
Depreciation	784	767	(\$17)	-2.2%
Other Expenditures (Projects/Equipment/Prior Year)	21	0	(\$21)	-100.0%
TOTAL Operating Expenditures	16,442	17,052	\$610	3.7%
Other Cash Expenses (inc. Capital)	1,089	894	(\$1)	-17.9%
	17,531	17,946	(\$1)	2.4%

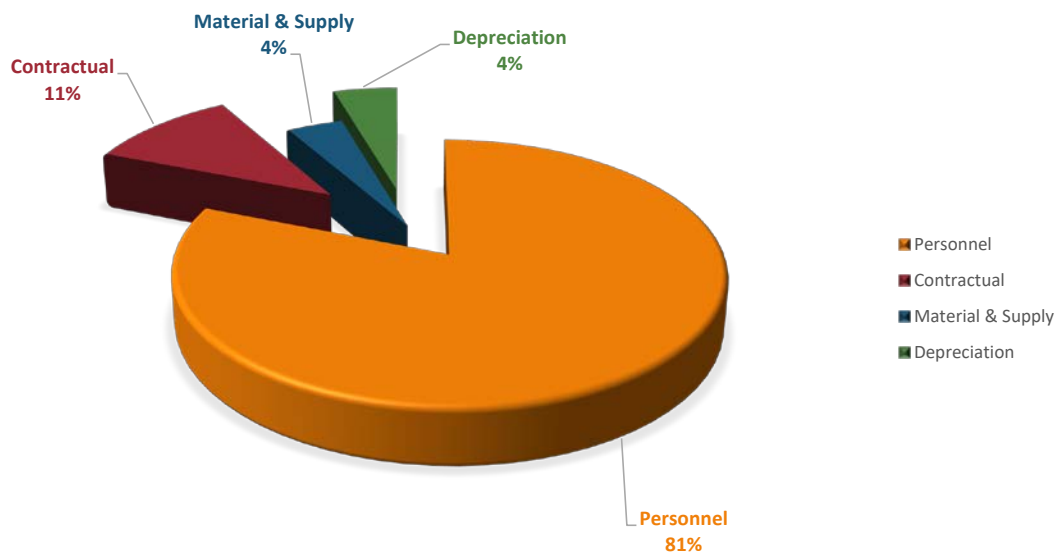
OPERATIONAL COST SUMMARY

	ACTUAL FY17	BUDGET FY18	Act. (6/30)	BUDGET FY19	Act. vs Bgt % Change
Personnel <i>including UAL Payments</i>	12,052,824	12,336,000	13,442,708	13,821,804	2.8%
Contractual	1,499,080	1,770,691	1,654,457	1,812,240	9.5%
Material & Supply	593,837	645,481	540,220	651,682	20.6%
Prior Year Expense/Equipment	(6,387)	5,900	181	-	-100.0%
Depreciation	746,116	802,700	783,977	766,670	-2.2%
<i>Other Expenses</i>					
RSF6 Bunkhouse Design/Build					
UASI Grant			1,599		-100.0%
SAFER Grants			8,829		-100.0%
Board Approved Exp (NextGen)	522,079	-		-	
EF Station Upgrade			6,000		-100.0%
Other Capital Expenses (<i>not depreciated</i>)	67,280	-	3,894	-	-100.0%
Subtotal	15,474,828	15,560,772	16,441,865	17,052,396	3.7%
Other Cash Expenses (RSF5 Construction in Progress)	13,000	-	380,938	775,000	103.4%
Other Cash Expenses (Capital)	-	950,294	708,020	118,551	-83.3%
TOTAL CASH COSTS (<i>INCLUDING CAPITAL OUTLAY</i>)	15,487,828	16,511,066	17,530,823	17,945,947	2.4%

Capital

Equipment - GF	23,789	29,250	10,699	-	
Equipment - FMF	-	165,750	-	-	
Facility - GF	362,476	-	68,703	232,500	
Facility - FMF	-	-	350,776	542,500	
Fleet - GF	681,523	143,044	98,817	118,551	
Fleet - FMF	-	612,250	559,964	-	
	1,067,788	950,294	1,088,958	893,551	
Total GF	1,067,788	172,294	178,219	351,051	
Total FMF	-	778,000	910,739	542,500	
	1,067,788	950,294	1,088,958	893,551	

FY19 OPERATING BUDGET - EXPENDITURES



FISCAL YEARS - FY18; FY19

	BUDGET FY 18	Act. (6/30) FY18	PROPOSED FY 19	BGT vs. Act. %	BGT vs. Act. \$
Revenue					
Taxes & Assessments	11,683,800	11,941,685	12,287,900	2.9%	346,215
Tax Refunds - Adjustment	(79,800)	(70,965)	(73,100)	3.0%	(2,135)
Benefit Fee	1,498,100	1,496,722	1,546,400	3.3%	49,678
Administrative Fees	500	1,000	500	-50.0%	(500)
Assets					
Sale of Assets	0	29,500	0	-100.0%	(29,500)
CSA-17 (ALS Equipment & Supplies)	36,200	58,284	67,400	15.6%	9,116
Developer Reimbursement/Revenue					
Dev. Reim. Rev - Rancho Cielo Station	141,000	139,090	139,100	0.0%	10
EFF-HG (County)	312,500	328,211	312,500	-4.8%	(15,711)
EFF-HGV-CFD	134,000	134,337	138,400	3.0%	4,063
EMS First Responder	17,300	17,002	17,200	1.2%	198
Firefighting Reimbursement (FEMA/OES)	472,200	944,322	675,100	-28.5%	(269,222)
Fuel Tank Reimbursement	0	0	0		
Grant Revenue	221,200	218,011	439,000	101.4%	220,989
Hydrant Maintenance	6,000	6,865	7,000	2.0%	135
Instructor/Training Revenue	20,900	27,440	26,800	-2.3%	(640)
Interest Income	85,100	223,566	164,500	-26.4%	(59,066)
Lease Revenue	0		0		
AMR (formerly Rural Metro)	88,700	88,602	91,300	3.0%	2,698
Cellular Site Rental (RSF6)	41,200	62,703	66,600	6.2%	3,897
NCDJPA	40,200	40,149	41,800	4.1%	1,651
RSF Association	95,000	90,145	97,800	8.5%	7,655
Verizon	78,600	78,013	81,000	3.8%	2,987
Verizon (Generator)	800	737	800	8.6%	63
Miscellaneous	33,600	28,167	32,000	13.6%	3,833
Plan Reviews	150,800	354,297	255,700	-27.8%	(98,597)
Subtotal	15,077,900	16,237,883	16,414,800	1.1%	176,917
Expenditures - (GF)					
- Personnel	12,336,000	12,504,414	12,860,200	2.8%	355,786
- CalPERS UAL - Additional Payment	0	938,294	961,700	2.5%	23,406
- Contractual Costs; Material & Supplies; PY Expenses	2,422,200	2,194,859	2,464,000	12.3%	269,141
- FMF Cost Recovery		0			
- Other Expenditures		20,503		-100.0%	(20,503)
- Project Expenditures	0	0	0		
Subtotal	14,758,200	15,658,070	16,285,800	4.0%	627,730
- Depreciation Expense	802,700	783,977	766,700	-2.2%	(17,277)
Total Operating Expenditures	15,560,900	16,442,047	17,052,400	3.7%	610,353
Operating Surplus (Deficit)	(483,900)	(204,164)	(637,700)	212.3%	(433,536)
- Other Exenditures - Capital	950,300	1,088,958	893,600	-17.9%	(195,358)
Total Expenditures (minus depreciation)	15,708,500	16,747,028	17,179,300	2.6%	432,272
Net Surplus (Deficit)	(631,500)	(509,145)	(764,500)	50.2%	(255,355)
- Other financing sources (transfers in/out)	778,000	885,165	542,500	-38.7%	(342,665)
Cash Surplus (Deficit)	146,600	376,020	(222,000)	-159.0%	(598,020)
Designated Capital Revenue					
Annexation Fees					
Fire Mitigation Fee Interest	13,000	28,031	16,900	-39.7%	(11,131)
Fire Mitigation Fees* Includes EF/HG	211,800	987,480	315,100	-68.1%	(672,380)
Subtotal	224,700	1,015,511	331,900	-67.3%	(683,611)
Designated Capital Revenue Expenditures					
FMF Expenditures					
Transfer in/out	778,000	(885,165)	(542,500)	-38.7%	342,665
Total Expenditures - (FMF)	778,000	(885,165)	(542,500)	-38.7%	342,665
Cash Surplus (Deficit)	(553,300)	130,346	(210,700)	-261.6%	(341,046)
Prior Year Adjustments					
RESERVE Surplus (Deficit) - All Funds	(406,689)	506,466	(432,700)	-185.4%	(939,166)

Estimated Cash Net Assets FY18 vs. FY19 *(not including Net Pension Obligation)*

General Fund					
	FUND TOTAL	FY18	FUND TOTAL	FY19	%
Cash - Beginning (June 30, 2017)		15,857		18,575	
June 30 Receivables		731			
June 30 Restricted Cash & Cash Equivalents		5,229			
June 30 Prepay		0			
June 30 Transfer in (out)		0		0	
		21,816		18,575	-14.9%
June 30 Liabilities		(3,617)		0	
BEGINNING - NET CASH ASSETS		<u>18,199</u>		<u>18,575</u>	2.1%
PROJECTED REVENUE					
Taxes & Assessments	13,367		13,761		
Interest	224		165		
Developer Reimbursement	139		139		
Lease Revenue	360		379		
Other Revenue	1,330		1,265		
EFF/HG (County)	463		451		
Fees	355		257		
Fire Mitigation Fees			0		
Total Projected Revenue	16,238		16,417		
PROJECTED EXPENDITURES					
Personnel Costs	12,505		12,860		
Maintenance & Operating Costs	2,194		2,464		
Capital/Project Expenditures	21		0		
Depreciation Expense	784		767		
Total Operating Expenditures	15,504		16,090		
Operating Surplus - \$	734		327		
Operating Cash Surplus (Deficit) inc. depreciation	1,518		1,093		
Additional Cash Payments					
Equipment - Facility - Vehicles	1,089		894		
CalPERS UAL	938		962		
Total Projected Cash Expenditures	16,747		17,180		
Excess Revenue over Cash Expenditures	(509)		(763)		
Transfers in(out)	885		543		
Net Change in Fund Balance		376		(220)	-158.5%
Less Long Term Liabilities		0		0	
CASH ASSETS - 6/30		<u>18,575</u>		<u>18,355</u>	-1.2%
Fire Mitigation Fund					
Cash - Beginning		1,448		1,788	
June 30 Receivables		200		0	
June 30 Restricted Cash & Cash Equivalents		0		0	
June 30 Prepay		0		0	
June 30 Transfer in (out)		0		0	
		1,648		1,788	
June 30 Liabilities		9		0	
BEGINNING - NET CASH ASSETS		<u>1,657</u>		<u>1,788</u>	7.9%
PROJECTED REVENUE					
Interest		28		17	
Fire Mitigation Fees		987		315	
Total Projected Revenue		1,016		332	-67.3%
PROJECTED EXPENDITURES					
Total Operating Expenditures					
Excess Revenue over Expenditure		1,016		332	
Transfers in(out)		(885)		(543)	
Net Change in Fund Balance		130		(211)	
CASH ASSETS - 6/30		1,788		1,577	-11.8%
LIABILITIES & FUND EQUITY					
Restricted Reserves					
Fire Mitigation		1,788		1,577	
TOTAL LIABILITIES & FUND BALANCE		<u>1,788</u>		<u>1,577</u>	-11.8%
ENDING - NET CASH ASSETS (Deficit)-ALL FUNDS		<u>20,363</u>		<u>19,932</u>	-2.1%

FY19

CAPITAL
EXPENDITURES

GENERAL FUND
&
FIRE MITIGATION
FUND

FY19 Capital Equipment Expenditures & Five Year Capital Plan

GENERAL FUND

ASSETS

Description

	FY18	<i>Est (6/30)</i>	FY19	Five Year Capital Plan				FY23
				FY20	FY21	FY22		
Copier (Replacement)		-						
EKG Upgrade - Defibrillator Monitors		10,699						
File Server		-						
Fire Prevention Software <i>(FMF Project Approved FY15)</i>								
Fueling Station – Harmony Grove Village (HGV) Fire Station - 15% Funding	11,250							
Emergency Station Generator (HGV Fire Station) - 15% Funding	18,000							
Hurst eHydraulic Rescue Tool Set		-						
Phone System Admin/Station 1	-	-	-	-	-	-	-	-
Subtotal	29,250	10,699	-	-	-	-	-	-

FIRE MITIGATION FUND

ASSETS

Description

	FY18	<i>Act (6/30)</i>	FY19	FY20	FY21	FY22	FY23
Fueling Station – Harmony Grove Village (HGV) Fire Station (85%)	63,750						
Emergency Station Generator (HGV Fire Station) - 85% Funding	102,000						
Fire Prevention Software <i>(FMF Project Approved FY15)</i>	-	-	-	-	-	-	-
Total Proposed Asset Expenditures	Subtotal 165,750	-	-	-	-	-	-
TOTAL	195,000	10,699	-	-	-	-	-

Fire Prevention Software *(FMF Project Approved FY15) - Project Costs in Other Professional Services*

FY19 Capital Facility Improvement Expenditures & Five Year Capital Plan

GENERAL FUND

FACILITY REPLACEMENT - IMPROVEMENT

			BUDGET		Five Year Capital Plan				
Project #	Description	Funding %	FY18	Act. (6/30)	FY19	FY20	FY21	FY22	FY23
19-01	EFF Additional Living Quarters <i>Committee Approved (FY18) - Est \$542,500</i>	30%	-	11,562	232,500				
18-01	RSF Fire Station - Design/Build <i>Committee Approved (FY18) - Est \$1,445,000</i>	15%	-	57,141		4,752,502			
18-02	RSF5 Temporary Trailers	100%	-	-	-	-	-	-	-
SUBTOTAL			-	68,703	232,500	4,752,502	-	-	-
FIRE MITIGATION FUND					FY19	FY20	FY21	FY22	FY23
FACILITY REPLACEMENT/IMPROVEMENT									
19-01	EFF Additional Living Quarters <i>Committee Approved (FY18) - Est \$542,500</i>	70%	-	26,978	542,500				
18-01	RSF Fire Station - Design/Build	85%	-	323,798	-	1,121,202	-	-	-
SUBTOTAL			-	350,776	542,500	1,121,202	-	-	-
TOTAL			-	419,478	775,000	5,873,705	-	-	-

FY19 Capital Fleet Expenditures & Five Year Capital Plan

GENERAL FUND

Five Year Capital Plan

ID/Vehicle Type	Year	Funding %	Exp Act.	FY18	Act. (6/30)	FY19	FY20	FY21	FY22	FY23
Reserve Vehicles										
0211 - Engine - Type I	2002									
0311 - Engine - Type I	2003									
0383 - Command	2003									
9611 - Engine - Type I	1996									
VEHICLE REPLACEMENT RESERVES										
0261 - Water Tender	2002	100%	265,886							265,886
0262 - Brush - Type III	2002	100%	500,587				500,587			
0281 - Staff	2002	100%	27,096							
0312 - Engine - Type I	2003	100%	618,011				680,636			
0384 - Staff	2003	100%	35,000	35,000		35,000				
0461 - Brush - Type III	2004	0%								
0481 - Utility - Type 6	2004	0%								
0561 - Brush - Type III	2005	100%	431,495						431,495	
0611 - Engine - Type I	2006	0%	637,500						637,500	
0811 - Engine - Type I	2008	100%	676,715					676,715		
0882 - CERT Trailer	2004	0%								
0891 - Ambulance	2008	0%								
0981 - Staff	2009	100%	38,795						38,795	
1151 - Water Tender EFF	2011	0%	337,500							
1181 - Staff	2011	100%	35,601					35,601		
1281 - Staff Ford F150	2012	100%	83,551			83,551				
1282 - Command Explorer	2012	100%	60,667					60,667		
1283 - ATV Trailer	2012	0%	-							
1381 - Staff - Escape	2013	100%	42,077					42,077		
1411 - Engine - Type I	2013	100%	745,451							
1481 - Staff - Explorer	2014	100%	54,150						54,150	
1482 - Staff - Explorer	2014	100%	57,468							
1581 - Command	2015	100%	59,147							59,147
1611 - Engine Type I	2016	100%	695,825							
1681 - Staff Ford Explorer	2016	100%	43,407		-					43,407
1682 - Command F150	2016	100%	79,524		-				79,524	
1781 - Staff Explorer	2017	100%	41,668		-					41,668
1811 - Engine - Type I	2017	15%	-	108,044	98,817					
			-	-	-	-	-	-	-	-
TOTALS			5,567,121	143,044	98,817	118,551	1,181,223	815,060	1,241,464	410,109
* Prior year approved - anticipated delivery Dec 2017										

FIRE MITIGATION FUND

ID/Vehicle Type	Year	Funding %	Exp Act.	FY18	Act. (6/30)	FY19	FY20	FY21	FY22	FY23
1811 - Engine - Type I	2017	85%	-	612,250	559,964	-	-	-	-	-
TOTAL			5,567,121	755,294	658,781	118,551	1,181,223	815,060	1,241,464	410,109

Fully depreciated

FY19
PERSONNEL
ORGANIZATION
CHART
EQUIPMENT
FACILITY
FLEET

Personnel Listing

Position Title	2017-18 Positions	Change (+/-)	2018-19 Positions
Administration			
Fire Chief	1		1
Deputy Chief	1		1
Administrative Manager ^{*1}	1		0
Administrative/Human Resource Manager	0	1	1
Finance Manager	0	1	1
Battalion Chief - Training	1		1
Accounting Specialist	1		1
Accounting Technician	1		1
Office Support Coordinator	1		1
Fire Service Assistant	1		1
Temporary Staffing ^{*2}	0	1	1
Total Administration	8		10
Fire Prevention			
Fire Marshal	1		1
Deputy Fire Marshal ^{*3}	1		1
Fire Prevention Specialist/Forester	1		1
Fire Prevention Specialist	1		1
Fire Prevention Specialist-Temporary	1		1
Public Education Coordinator	1		1
Office Support Coordinator	1		1
Temporary Staffing ^{*2}	3		3
Total Fire Prevention	10		10
Emergency Services			
Battalion Chief - Shift	3		3
Captain	18		18
Engineer	1		1
Engineer/Paramedic	17		17
Firefighter Paramedic	15		15
Total Emergency Services	54		54
Volunteer Division			
Division Chief	0		0
Volunteer Recruitment & Retention Coordinator	1		1
Driver Operator ^{*4}	6		6
Volunteer Firefighters ^{*5}	25		25
Total Volunteer	32		32
Grand Total	104		106

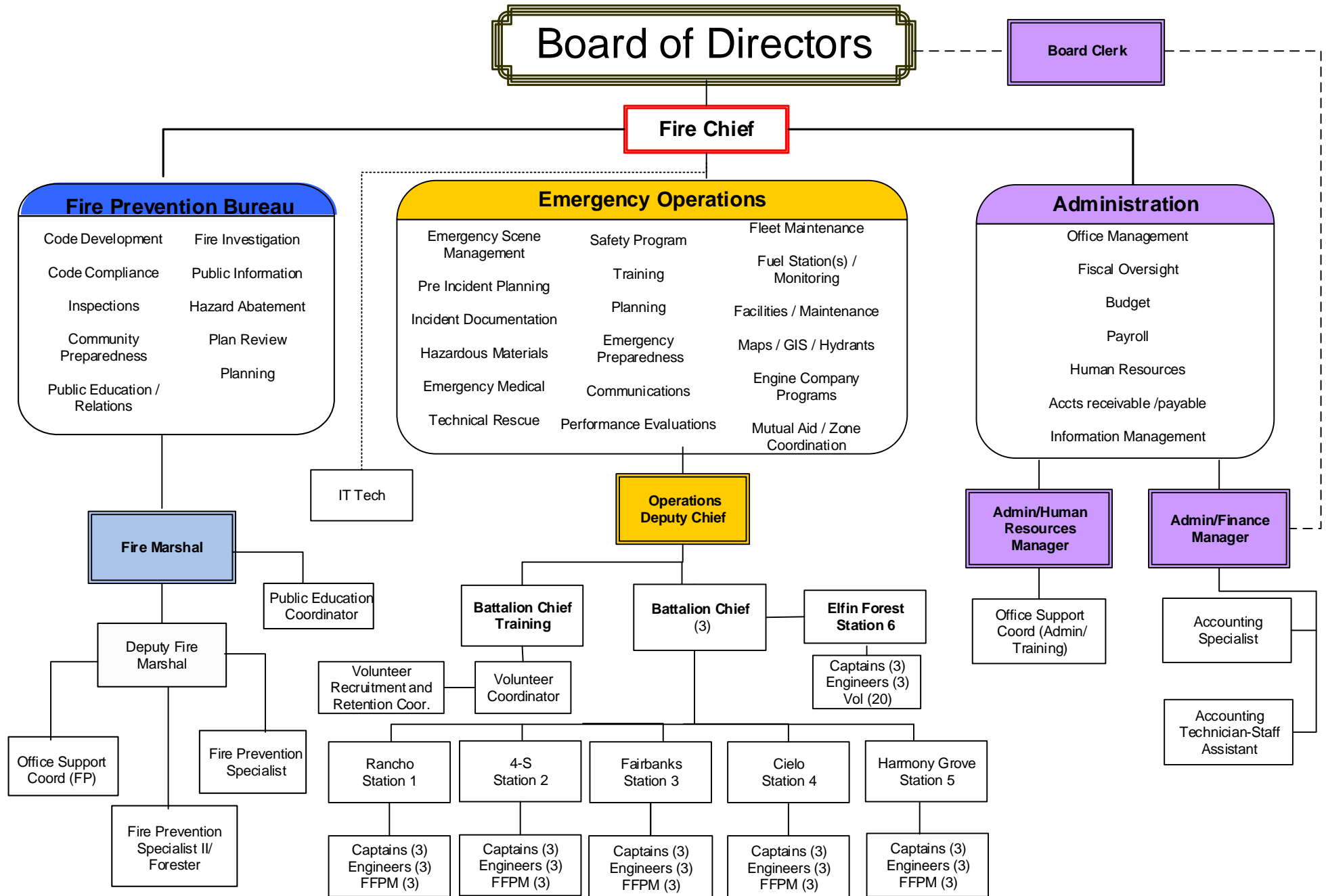
^{*1} - Position anticipated to be reclassified in FY19 due to retirement

^{*2} - Retired Annuitant

^{*3} - Position not currently funded

^{*4} - Part time

^{*5} - Not to exceed



FY19 Equipment - DEPRECIATION EXPENSE ACCUMULATED RESERVES

Description	Cost	Date in Service	Year in Service	Depreciation	Depreciation	Jun 2018	6/30/2019	Depreciation	Jun 2019
				Schedule - Years	Annual Expense	Accumulated Reserves		Expense	Accumulated Reserves
Turnout Washer	52,595.00	6/30/2005	2005	5		52,595.00	14.01		52,595.00
Hydraulic Rescue Tool	22,400.00	6/30/2005	2005	15	1,493.31	20,906.67	14.01	1,493.33	22,400.00
File Server #1	16,279.35	7/13/2005	2005	3		16,279.35	13.97		16,279.35
Hydraulic Rescue Tool #2	18,360.89	1/1/2008	2008	15	1,224.06	12,852.62	11.50	1,224.06	14,076.68
Thermal Imaging Camera #1	11,201.25	5/1/2009	2009	5		11,201.25	10.17		11,201.25
Thermal Imaging Camera #2	11,201.25	5/1/2009	2009	5		11,201.25	10.17		11,201.25
Copier	19,921.64	11/1/2009	2009	5		19,921.64	9.67		19,921.64
Phone System - Admin	24,495.83	3/31/2011	2011	5		24,495.83	8.25		24,495.83
Office Furnishings - Admin (Rancho Cielo)	101,728.23	3/31/2011	2011	10	10,172.82	73,746.00	8.25	10,172.82	83,918.82
File Server - Fairbanks	11,721.16	3/31/2011	2011	7	1,674.45	11,721.16	8.25		11,721.16
File Server - Admin	41,143.18	3/31/2011	2011	7	5,877.60	41,143.18	8.25		41,143.18
Board Room Dias Furnishings - Admin	21,025.00	4/16/2011	2011	10	2,102.50	15,155.28	8.21	2,102.50	17,257.78
Printer-Scanner-Plotter	18,104.21	2/1/2014	2014	7	2,586.32	12,500.53	5.41	2,586.32	15,086.84
Generator (Towable)	25,206.06	4/1/2014	2014	10	2,520.61	8,822.12	5.25	2,520.61	11,342.73
File Server #2	10,950.58	7/1/2014	2014	3		10,950.58	5.00		10,950.58
Phone System - Admin	23,060.12	12/1/2014	2014	10	2,306.01	8,263.21	4.58	2,306.01	10,569.22
Thermal Imaging Camera #3	10,119.00	2/1/2015	2015	5	2,023.80	6,914.65	4.41	2,023.80	8,938.45
Hydraulic Rescue Tool #3	32,246.00	6/30/2015	2015	15	2,149.73	6,449.20	4.00	2,149.73	8,598.93
Hydraulic Rescue Tool #4	31,696.92	4/1/2016	2016	15	2,113.13	4,747.30	3.25	2,113.13	6,860.43
File Server #3	10,658.33	3/1/2017	2017	3	3,552.78	4,730.55	2.33	3,552.78	8,283.32
Copier	12,517.04	5/1/2017	2017	5	2,503.41	2,923.03	2.16	2,503.41	5,426.44
File Server #4	11,272.00	1/1/2017	2017	3	3,757.33	5,610.26	2.49	3,757.33	9,367.60
Laerdal Megacode Kelly	12,193.33	7/1/2017	2017	3	4,064.44	4,064.44	2.00	4,064.44	8,128.89
EKG Defibrillator Monitors	20,376.43	7/1/2017	2017	5	4,075.29	4,075.29	2.00	4,075.29	8,150.57
EKG Defibrillator Monitor	10,698.79	11/1/2017	2017	5	2,139.76	2,139.76	1.66	2,139.76	4,279.52
	<u>581,171.59</u>				<u>56,337.34</u>	<u>393,410.15</u>		<u>48,785.32</u>	<u>442,195.46</u>
						Accumulated Depreciation - 2018			393,410.16
								Ann Dep - 2019	48,785.32
								Acc Dep - 2019	442,195.47
								Adjustment	-
								REVISED Acc Dep - 2019	442,195.48

FY19 Fleet - Depreciation Expense Accumulated Reserves

Asset No	Description	Year	Location	Actual Cost	Date in Service	Depreciation Schedule	Annual Depreciation	June 2018 Accumulated Depreciation	6/30/2019	2019 (Inc Adj)	June 2019 Accumulated Depreciation
0261	Water Tender	2002	RSF4	204,528.00	1-Jul-02	15		204,528.00	17.00	-	204,528.00
0262	Brush - Type III	2002	RSF5	278,104.00	1-Jul-02	15		278,104.00	17.00	-	278,104.00
0281	Staff	2002	Fire Prevention	20,843.00	1-Jul-02	5		20,843.00	17.00		20,843.00
0312	Engine - Type I	2003	RSF5	412,007.00	30-Jun-04	10		412,007.00	15.00		412,007.00
0384	Staff	2003	Fire Prevention	32,787.00	30-Jun-04	5		32,787.00	15.00		32,787.00
0461	Brush - Type III	2004	RSF6	325,000.00	13-Jul-16		Donated Asset from Elfin Forest/Harmony Grove Volunteer Fire Dept Inc.				-
0481	Utility - Type 6	2004	RSF6	75,000.00	13-Jul-16		Donated Asset from Elfin Forest/Harmony Grove Volunteer Fire Dept Inc.				-
0561	Brush - Type III	2005	RSF1	287,663.00	30-Jun-05	15	19,177.53	258,896.70	14.00	19,177.53	278,074.24
0611	Engine - Type I	2006	RSF6	425,000.00	13-Jul-16		Donated Asset from Elfin Forest/Harmony Grove Volunteer Fire Dept Inc.				-
0811	Engine - Type I	2008	RSF1	483,367.58	1-Apr-08	10		483,367.58	11.25	-	483,367.58
0882	CERT Trailer	2004	RSF6	-	13-Jul-16		Donated Asset from Elfin Forest/Harmony Grove Volunteer Fire Dept Inc.				-
0891	Ambulance	2008	RSF6	190,000.00	13-Jul-16		Donated Asset from Elfin Forest/Harmony Grove Volunteer Fire Dept Inc.				-
0981	Staff	2009	RSF4	29,842.38	1-Mar-09	5		29,842.38	10.34		29,842.38
1151	Water Tender	2011	RSF6	225,000.00	13-Jul-16		Donated Asset from Elfin Forest/Harmony Grove Volunteer Fire Dept Inc.				-
1181	Staff - Explorer	2011	Pub Education Coord.	27,385.48	1-Jun-11	5		27,385.48	8.08	-	27,385.48
1281	Command - Exp	2012	Battalion Chief	64,270.30	1-Jul-12	5		64,270.30	7.00	-	64,270.30
1282	Staff - Ford F150	2012	Deputy Chief	50,555.58	1-May-12	5		50,555.58	7.17	-	50,555.58
1283	ATV Trailer	2012	RSF6	1,875.00	13-Jul-16		Donated Asset from Elfin Forest/Harmony Grove Volunteer Fire Dept Inc.				-
1381	Staff - Escape	2013	Fire Prevention	35,064.29	1-Jun-13	6	5,844.05	29,985.84	6.08	5,078.45	35,064.29
1411	Pumper	2014	RSF2	573,423.77	3-Jul-14	12	47,785.31	191,141.26	4.99	47,785.31	238,926.57
1481	Staff - Explorer	2014	Fire Prevention	41,654.16	7-Apr-14	6	6,942.36	29,505.03	5.23	6,942.36	36,447.39
1482	Staff - Explorer	2014	Fire Prevention	44,206.53	7-Apr-14	6	7,367.76	31,312.96	5.23	7,367.76	38,680.71
1581	Staff - Expedition	2015	Fire Chief	45,497.68	1-May-15	6	7,582.95	24,004.58	4.17	7,582.95	31,587.53
1611	Engine - Type I	2016	RSF4	535,249.86	1-Jun-17	12	44,604.16	51,691.94	2.08	44,604.16	96,296.09
1681	Staff - Explorer	2016	Fire Prevention	33,390.06	1-Mar-16	6	5,565.01	12,974.86	3.33	5,565.01	18,539.87
1682	Command - F150	2016	Fire Prevention	61,172.13	1-Jan-17	6	10,195.36	20,251.05	2.49	10,195.36	30,446.40
1781	Staff - Explorer	2017	Fire Prevention	32,052.54	1-Nov-16	6	5,342.09	12,396.58	2.66	5,342.09	17,738.67
1811	Engine - Type I	2017	RSF3	520,445.00	15-May-18	12	43,370.42	5,891.15	1.13	43,370.42	49,261.57
RESERVE											
0211	Engine - Type I	2002	Reserve - RSF2	430,996.00	1-Jul-02	10		430,996.50	17.00		430,996.50
0311	Engine - Type I	2004	Reserve - RSF3	412,007.00	30-Jun-04	10		412,007.00	15.00		412,007.00
0781	Command	2007	Reserve - Battalion Chief	64,814.02	31-Dec-06	5		64,814.02	11.50	\$ -	64,814.02
9611	Engine - Type I	1996	Reserve - RSF3	475,000.00	30-Jun-96			475,000.00	23.00		475,000.00
				5,196,326.36			203,776.98	3,654,559.78		203,011.39	3,857,571.17
									Accumulated Depreciation 2018		3,654,559.78
									Annual Depreciation 2019		203,011.39
									Accumulated Depreciation 2019		3,857,571.17
									Adjustment		-
									REVISED Accumulated Depreciation 2019		3,857,571.17

FY19 Station Location - DEPRECIATION EXPENSE ACCUMULATED RESERVES

Station Locations	Cost	Year in Service	Depreciation Schedule - Years	Depreciation Annual Expense	Jun 2018 Accumulated Reserves	6/30/2018	Depreciation Expense	Jun 2018 Accumulated Reserves
RSF1								
16936-1/2 El Fuego (Admin)	1,294,645.00	6/30/1992	40	32,366.13	841,519.90	26	32,366.13	873,886.02
Admin Bldg	112,623.07	4/30/2007	26	4,331.66	57,755.38	11.18	4,331.66	62,087.04
16936 El Fuego (Stn)	2,922,332.00	6/30/1999	40	73,058.30	1,388,108.50	19	73,058.30	1,461,166.80
Pavers	44,176.00	10/1/2008	30	1,472.53	14,357.20	9.75	1,472.53	15,829.73
RSF2								
16930 Four Gee Road	3,180,000.00	6/30/2003	40	79,500.00	1,192,500.00	15	79,500.00	1,272,000.00
16930 Four Gee Road - Training Tower	1,563,252.00	6/30/2004	40	39,081.30	547,138.20	14	39,081.30	586,219.50
Training Facility Concrete	27,000.00	6/30/2006	38	710.53	9,947.38	12	710.53	10,657.91
16930 Four Gee Road - Storage Facility	190,225.36	6/30/2007	40	4,755.63	52,311.97	11	4,755.63	57,067.61
RSF3								
6424 El Apajo Completed 03/26/2012	4,854,088.00	4/1/2012	40	121,352.20	728,113.20	6.25	121,352.20	849,465.40
RSF4								
18040 Calle Ambiente	3,180,000.00	6/30/2005	40	79,500.00	1,020,250.00	13	79,500.00	1,099,750.00
RSF5								
2604 Overlook Point	362,475.81	7/22/2016	10	36,247.58	70,310.38	1.94	36,247.58	106,557.96
RSF6								
20223 Elfin Forest Road	-	7/22/2016	-	-	-	-	-	-
RSF-Admin								
Admin Bldg (Rancho Cielo)	1,699,885.47	4/18/2011	40	42,497.14	306,095.82	7.21	42,497.14	348,592.95
	<u>19,430,702.71</u>			<u>514,872.99</u>	<u>6,228,407.92</u>		<u>514,872.99</u>	<u>6,743,280.91</u>
					Accumulated Depreciation - 2018		38,533	6,228,407.92
							Ann Dep - 2019	514,872.99
							Adjustment	-
							REVISED Acc Dep - 2019	<u>6,743,280.91</u>