



**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

October 10, 2018
1:00 pm PT
Regular Meeting

RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

Pledge of Allegiance

1. Roll Call
2. 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 September 26, 2018

ACTION REQUESTED: **Approve**

b. Receive and File

i. Monthly/Quarterly Reports

(1) List of Demands Check 30577 thru 30672, Electronic File Transfers (EFT), and Wire Transfer(s) for the period September 1 – 30, 2018 totaling:	\$ 330,943.89
(2) Wire Transfer(s) period September 1 – 30, 2018	\$ 227,700.61
Payroll for the period September 1 – 30, 2018	<u>\$ 880,253.60</u>
TOTAL DISTRIBUTION	\$1,438,898.10

ii. Activity Reports – September 2018

(1) Operations

(2) Training

(3) Fire Prevention

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

i. None

ACTION REQUESTED: [Information](#)

5. Old Business

a. None

6. Resolutions/Ordinances

a. Resolution 2018-15

To discuss and/or adopt Resolution No. 2018-15 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing a Salary Increase for Classifications Listed In The Memorandum Of Understanding Between Rancho Santa Fe Fire Protection District And The Rancho Santa Fe Professional Firefighters Association – Local 4349

ACTION REQUESTED: **Adopt**

a. Resolution 2018-16

To discuss and/or adopt Resolution No. 2018-16 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing a Salary Increase for Classifications Listed in the Memorandum of Understanding between Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Fire Protection District Employees Association

ACTION REQUESTED: **Adopt**

7. New Business

a. None

8. 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

g. Board of Directors

i. North County Dispatch JPA – Update

ii. County Service Area – 17 – Update

iii. Comments

9. Adjournment

The next regular meeting Board of Directors meeting to be November 14, 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 Regular
Meeting Agenda
Wednesday, October 10, 2018
1:00 pm PT

CERTIFICATION OF POSTING

I certify that on October 3, 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 October 3, 2018

Karlene Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Special (in lieu of regular) Board of Directors Meeting
Minutes – September 26, 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

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

1. Roll Call

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

Directors Absent: None

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

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

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

3. Public Comment

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, 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 August 08, 2018

b. *Receive and File*

i) *Monthly/Quarterly Reports*

1. List of Demands Check 30451 thru 30576, Electronic Fire Transfers (EFT), and ACH Transfer(s) for the period August 1 – 31, 2018 totaling: \$ 158,632.46
Payroll for the period August 1 – 31, 2018 \$ 239,139.16
ACH Transfer(s) period August 1 – 31, 2018 \$ 852,208.81
TOTAL DISTRIBUTION \$1,249,980.43
2. Combined Balance Sheet (Unaudited) – June 30, 2018
3. General Fund Profit & Loss (Unaudited) – June 30, 2017
4. Fire Mitigation Fun Profit & Loss (Unaudited) – June 30, 2018
5. Activity Reports – August 2018
 - a) Operations
 - b) Training

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

5. Public Hearing

a. *Final Budget Fiscal Year 2018/2019*

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any written correspondence regarding the final budget.

6. Resolution/Ordinance

a. Resolution No. 2018-11

Ms. Rannals summarized the purpose of the resolution that establishes committed and/or constrained fund balances for FY18. Staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long and short term financial needs of the District. Resolution No. 2018-11 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED 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 on a roll call vote:

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

b. Resolution No. 2018-12

Chief Michel informed the Board that this resolution requires updating to include the new Admin-Human Resource Manager position. The salary range included is the range posted in the position announcement.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2018-12 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing a Salary Increase for Classifications Listed In The Memorandum Of Understanding Between Rancho Santa Fe Fire Protection District And The Rancho Santa Fe Fire Protection District Employees Association on the following roll call vote:

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

c. Resolution No. 2018-13

Ms. Rannals informed the Board that the District's Conflict of Interest Code requires a biennial review. The resolution submitted for consideration only updates the positions required to complete Form 700. Staff responded to questions from the Board. .

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and ADOPTED Resolution No. 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 570.5b on the following roll call vote:

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

d. Resolution No. 2018-14

Chief Michel reported that this resolution adopting a pay schedule is necessary because of updating the compensation schedule that will be posted to the District's website per CalPERS regulations.

MOTION BY DIRECTOR HILLGREN BY DIRECTOR MALIN, and APPROVED Resolution No. 2018-14 *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 on a roll call vote:

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

7. Old Business

a. *RFP – RSF6 Septic System Replacement*

Chief Cox summarized the staff report provided. He reported that there has been a change in the law that requires public agencies to register public works projects with the Department of Industrial Relations if the project exceeds the index established. The District only received one bid. Staff has recommended that the Board reject the single bid received, and direct staff to reformat the bid and re-advertise. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation to reject bid RFP 2018-02, and directed staff to reformat and re-advertise the request for proposals (RFP) for RSF6 Septic System Replacement.

8. New Business

a. *Budget Authorization*

Chief Cox summarized the staff report provided. He reported that staff seeks approval to proceed with the purchase of a replacement vehicle for the Battalion Chief. The current vehicle will be placed in a reserve status for six plus years. He noted that this is the normal replacement cycle.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of the replacement vehicle for \$73,335.43 and authorize the Fire Chief (or designee) to execute all contracts.

b. *Bell of Distinction Nomination*

Chief Michel summarized the staff report provided. He informed the Board of the nomination process and that the Committee convened to review the nomination agreed unanimously. He also informed the board that Chief Willis is aware of the nomination and was humbled for the consideration. He stated that if approved, he would return at a future meeting for the appropriate recognition to present the award.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to select Erwin L. Willis as the next recipient for Rancho Santa Fe Fire Protection District Bell of Distinction Award.

c. *Final Budget FY18*

Karlana Rannals, Administrative Manager reviewed and summarized the differences between the preliminary budget presented in June and the final budget presented at this meeting. She reported that the primary differences were

- Revenue (\$16,415,000): 1) tax revenue is approximately 3% higher over FY18 resulting from the increase in assessed valuation. 2) Increase in grant reimbursement, noting the two SAFER grants awarded to the District for a full year; and 3) and a decrease in reimbursement FF/EMS reimbursement, which is averaged over a three-year period. .
- Operating Expenditures (\$17,052,000)
 - Personnel – the increase (2.8%) is the net result of negotiated increases to salary, and the addition of four SAFER funded positions for a full year, and increases to health, retirement, and workers' compensation insurance costs.
 - Other Expenditures – increases are primarily due to increased costs for services, planned maintenance to the training facility, utilities, and vehicle maintenance.
- Capital (\$894,000) – The largest capital expenses are for projects planned for RSF5 Harmony Grove Fire Station Design/Build and Elfin Forest Fire Station Additional Living Quarters, noting that these two projects are eligible for monies from the Fire Mitigation Funds.

She responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2018/2019 Budget as presented.

9. Oral Report

a. Fire Chief – Michel

i) District Activities

He discussed the following with the board on the following:

- He made a conditional offer of employment for the Admin-Human Resource Manager. Once the candidate has passed all required background and medical screening, a mutually agreed hire date will be provided
- The Pancake Breakfast will be held October 7 at Rancho Santa Fe Fire Station 1 in conjunction with Rancho Days.
- He and Chief Cox will attend the CallAFCO Conference October 3-6 in northern California

- Recently, personnel responded to two large structure fires that occurred in the District. He extended his personal appreciation for the hard work and level of professional demonstrated at the scene. Both fires that he specifically spoke of were devastating to the homeowners as they were near completion of an extensive remodel.
- b. Operations – Deputy Chief
Chief Cox summarized the previous month's activity, noting district personnel responded to 375 calls, also speaking of the two large structure fires. He and several managers attended a luncheon that recognized Cole Thompson for his efforts in a CPR save in Carlsbad. He reported that the fuel moisture is low and the seasonal outlook being above normal, with little rain expected.
- c. Elfin Forest Volunteer Division – Division Chief
Chief Twohy reported that the volunteers have given 1,680 hours in volunteer hours to the community. He noted that within the current volunteer roster, three are attending the Fire Academy and four are attending Paramedic school.
- d. Training – Battalion Chief
Chief Slattery reported that personnel participated in low angel rescue; trench rescue, chief officer and company officer classes. The training calendar has been busy with an excess of 1,300 training hours.
- e. Fire Prevention – Fire Marshal
FM Donner reported that staff is busy preparing activities for Fire Prevention Week. Staff has also reviewed 126 plans, 154 construction inspections, and 1,880 weed abatement notices have been sent. She did note that staff is still wanting to conduct large animal evacuation training class for the community; however, they haven't had the time to devote to getting all of the resources together to plan and develop the training.
- f. Administrative Manager
Ms. Rannals reported the following:
 - Audit Confirmation – Board of Directors: she distributed confirmation letters to each board member with the request to complete the questionnaire and mail directly to the auditor.
 - 1. CalPERS Conference – reminder that board members attending should log onto their registration to change any classes prior to October 5, if they wish to make a change to the sessions
- g. Board of Directors
 - i) North County Dispatch JPA – Update: Ashcraft – no report. He did report that a special meeting is planned for the end of October, date to be determined.
 - ii) County Service Area – 17 – Update: Hillgren – no report. Chief Cox reported on the budget subcommittee meeting held to discuss the status of CSA-17 reserves
 - iii) Comments
 - 1. Malin – spoke of an article from the Wall Street Journal on pensions
 - 2. Stine – conveyed a compliment that he received from an Elfin Forest resident about the assistance that they received from the District's Fire Prevention Staff, specifically Fire Marshal Donner and Fire Prevention Specialist/Forester Conor Lenehan.
 - 3. Ashcraft – discussed an article that he read about ballistic vests being issued to firefighting personnel

10. Adjournment

Meeting adjourned at 3:12 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
30577	\$600.00	Accme Janitorial Service Inc	Building ADMIN
30578	\$943.29	Advanced Communication Systems Inc	Radio Equipment Replacement, Radio (Mobile Repair)
30579	\$352.41	AT&T Calnet 2/3	Telephone RSF3, ADMIN
30580	\$894.83	B & B Appliance Service Dept	Station Maintenance - RSF4
30581	\$1,396.50	C.A.P.F.	Disability Ins Short & Long
30582	\$99.99	Callback Staffing Solutions	Scheduling (Crewsense) Maintenance
			CAP Code Paging Service-Monthly Service, 800 MHz Network Admin
30583	\$3,236.00	County of SD/RCS	Fees
30584	\$295.96	EDCO Waste & Recycling Inc	Trash RSF5,6
30585	\$211.00	Engineered Mechanical Services Inc	Building RSF4
30586	\$51.42	Flyers Energy, LLC	Fuel: Gasoline & Diesel
30587	\$520.00	Frontier Fence Company, Inc.	PY Adjs / Expenses
30588	\$58.13	Griffin Hardware Co.	Station Maintenance - RSF2
30589	\$1,463.18	Jauregui & Culver Inc	Refuel Facility Repair, Miscellaneous Reimbursable
30590	\$59.28	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
30591	\$195.42	Rincon Del Diablo Municipal Water Di	Water RSF5
30592	\$1,411.13	SDG&E	Elec/Gas/Propane RSF6
30593	\$2,810.48	SoCo Group Inc	Fuel: Gasoline & Diesel
30594	\$2.62	Solarplacard Inc	Safety Equipment
30595	\$40.00	State Fire Training	Permit: Certification
30596	\$132.00	Terminix International	Building RSF2,6
30597	\$544.99	Time Warner Cable	Telephone ADMIN
30598	\$15.45	U P S	Shipping Service
30599	\$23,607.30	U S Bank Corporate Payment System	Cal-Card./IMPAC program
30600	\$2,270.20	Waste Management Inc	Trash RSF, RSF Assn - Patrol & NCDJPA Rebill
30601	\$6,560.00	WinTech Computer Services	Consulting Services
30602	\$140.00	A to Z Plumbing Inc	Building RSF2
30603	\$1,559.84	About Service Inc	Repair - ID 0781, ID 0981
30604	\$735.81	Advanced Communication Systems Inc	Radio (Mobile Repair)
30605	\$127.03	Airgas Inc	Safety: Breathing Air
30606	\$521.00	APCD	Permit: County/City
30607	\$1,917.59	AT&T	Telephone RSF, ADMIN

30608	\$1,575.00	Bartel Associates, LLC	Accounting-Audit Services
30609	\$949.31	Discount Tire	Apparatus: Tires & Tubes
30610	\$33.87	EDCO Waste & Recycling Inc	Trash RSF6
30611	\$81,587.53	Erickson-Hall Const Co Inc	RSF5 Station Design/Build
30612	\$2,325.00	Fitch Law Firm Inc	Legal Services
30613	\$181.47	Konica Minolta Business Inc	Copier Maintenance Contract
30614	\$9.50	Metro Fire & Safety Inc	Safety: Extinguishers (Service & Purchas
30615	\$31,336.79	North County EVS Inc	Generator Repair RSF3, Repair - ID 9611, ID 0611
30616	\$2,267.24	Olivenhain Municipal Water District	Water RSF, Training Facility
30617	\$132.95	Orion Broadband	Telephone RSF1
30618	\$150.00	S2Technology, Inc.	Consulting Services
30619	\$3,758.05	SDG&E	Elec/Gas/Propane RSF3, 5
30620	\$1,648.30	SoCo Group Inc	Fuel: Gasoline & Diesel
30621	\$600.75	ThyssenKrupp Elevator Inc	Elevator Service
30622	\$110.31	Time Warner Cable	Cable RSF4, ADMIN
30623	\$834.00	TinyFrog Technologies Inc.	Website Hosting
30624	\$439.13	TPx	Telephone ADMIN
30625	\$15.45	U P S	Shipping Service
30626	\$102.71	Vista Paint Corp.	Hydrant Maintenance
30627	\$856.85	Waste Management Inc	Trash RSF2
30628	\$2,042.94	Alert-all Corporation	Public Education Material
30629	\$1,340.73	Allstar Water Systems Inc	Building RSF, ADMIN
30630	\$245.42	AT&T	Cable, Telephone RSF5
30631	\$1,220.00	California's Own Native Landscape De	PY Adjs / Expenses
30632	\$607.50	Cooper, Correy	Education/Training Reimbursement
30633	\$266.66	CoreLogic Information Solutions Inc	Computer - License/Software
30634	\$103.57	Flyers Energy, LLC	Fuel: Gasoline & Diesel
30635	\$528.00	Goldman, Magdalin & Krikes, LLP	Legal Services
30636	\$4,273.60	Guardian Life Insurance Co	Medical Insurance, Med/Dental - Retiree-Former Employees
			Radio Batteries-Motorolla, Dble AA for C, Stn Maintenance RSF,
30637	\$948.38	Home Depot, Inc	Hydrant Maintenance
30638	\$522.13	Lincoln National Life Ins Co	Life Insurance/EAP

30639	\$77,091.41	NCDJPA	PY Adjs / Expenses, Dispatching, MDC - Maintenance, GIS
30640	\$631.43	Parkhouse Tire, Inc.	Services/Response Criteria Services
30641	\$1,460.00	Power Plus!	Apparatus: Tires & Tubes
30642	\$70.00	RSF Mail Delivery Solutions	PY Adjs / Expenses, Elec/Gas/Propane RSF5
30643	\$86.19	Schrandt, Vanessa	Mail Delivery Service
30644	\$10,623.10	SDG&E	Office Supplies
30645	\$3,387.69	SoCo Group Inc	Elec/Gas/Propane RSF, Admin
30647	\$15.45	U P S	Fuel: Gasoline & Diesel
30648	\$957.85	Uniforms Plus	Shipping Service
30649	\$233.00	Vanguard Fire Protection Inc	Uniforms: Safety Personnel, Prevention
30650	\$250.34	Verizon Wireless	Station Maintenance - Admin
30651	\$27.98	4S Ranch Gasoline & Carwash LP	Cellular - Telephone
30652	\$340.00	A to Z Plumbing Inc	Apparatus: Car Wash
30653	\$378.70	Advanced Communication Systems Inc	Building RSF4
30654	\$165.80	AT&T	Radio (Mobile Repair)
30655	\$1,396.50	C.A.P.F.	Telephone RSF
30656	\$33.68	Callback Staffing Solutions	Disability Ins Short & Long
30657	\$66.00	CDW Government Inc.	Scheduling (Crewsense) Maintenance
30658	\$125.75	Complete Office of California Inc	Computer Equipment/Parts
30659	\$263.08	Cox Communications	Office Supplies
30660	\$2,988.86	Direct Energy Business-Dallas	Telephone RSF2,3
30661	\$8,475.00	E7 Systems LLC	Elec/Gas/Propane RSF1
30662	\$1,898.01	East Bay Tire Company	Consulting Services - Prevention
30663	\$192.83	Griffin Hardware Co.	Apparatus: Tires & Tubes
30664	\$6,959.18	Henson's Fix Auto Escondido	Station Maintenance - RSF2
30665	\$200.00	Jakob Elkins	Repair - ID 0261
30666	\$361.63	Palomar Sign Company	CSA-17 Contract
30667	\$730.00	Power Plus!	Apparatus: Miscellaneous
30668	\$4,712.30	SoCo Group Inc	Elec/Gas/Propane RSF5
30669	\$313.00	Terminix International	Fuel: Gasoline & Diesel
30670	\$15.45	U P S	Building RSF, ADMIN
30671	\$824.85	Uniforms Plus	Shipping Service
30672	\$1,871.02	United Site Services	Safety: Boots, Uniforms: Safety Personnel
			Sewer RSF5,6

Rancho Santa Fe Fire Protection District

List of Demands - Sep 2018

EFT000000000437	\$17.24	Rannals, Karlana
EFT000000000442	\$211.16	Rannals, Karlana
MISC	\$9,783.42	Various
	<u>\$330,943.89</u>	

ACH Transfer	\$66,241.03	CalPERS
ACH Transfer	\$161,459.58	CalPERS
	<u>\$227,700.61</u>	

9/15/2018	529,297.41	RSFFPD
9/30/2018	350,956.19	RSFFPD
Subtotal	<u>\$880,253.60</u>	

Total	<u>\$1,438,898.10</u>
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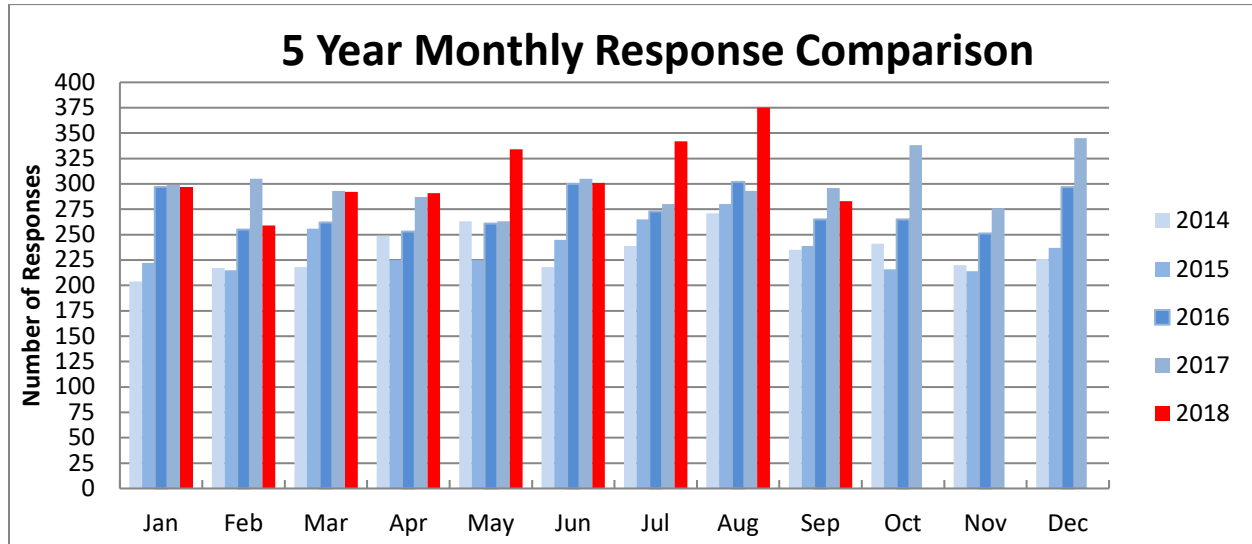
Station Replacement Items - ADMIN
 Meetings/Meal Expenses, Janitorial Supplies
 Medical Reimbursement

OCT 2018 Health
 AUG 2018 Ret

Payroll
 Payroll

September 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	283				2,774
YTD	297	556	848	1,139	1,473	1,774	2,116	2,491	2,774				5.8%
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 09/01/2018 To 09/30/2018

Station: RSF 1	51
Station: RSF 2	104
Station: RSF 3	52
Station: RSF 4	36
Station: RSF 5	26
Station: RSF 6	14
Total Incident Count:	283

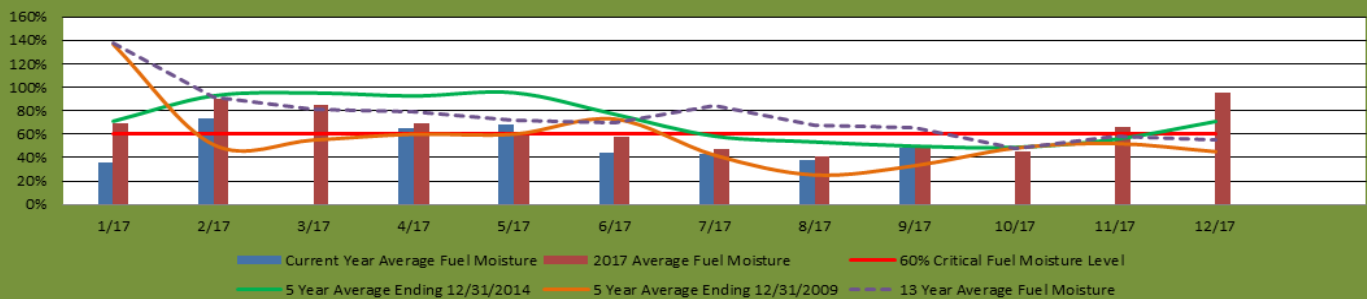
Incident Summary by Incident Type

Date Range: From 09/1/2018 To 09/30/2018

Incident Type	Incident Count
Fire	2
EMS/Rescue	133
Hazardous Condition	6
Service Call	32
Good Intent	79
False Call	30
Other	1
Total	283

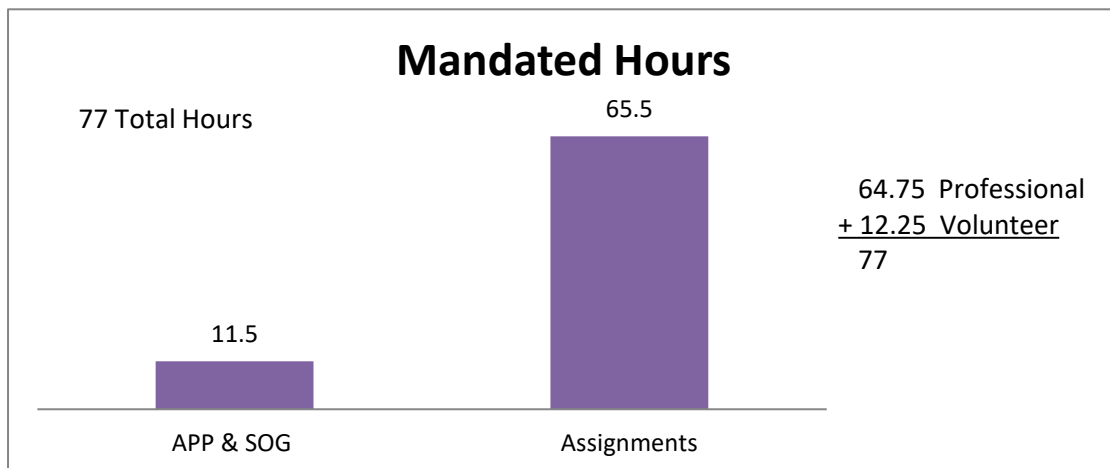
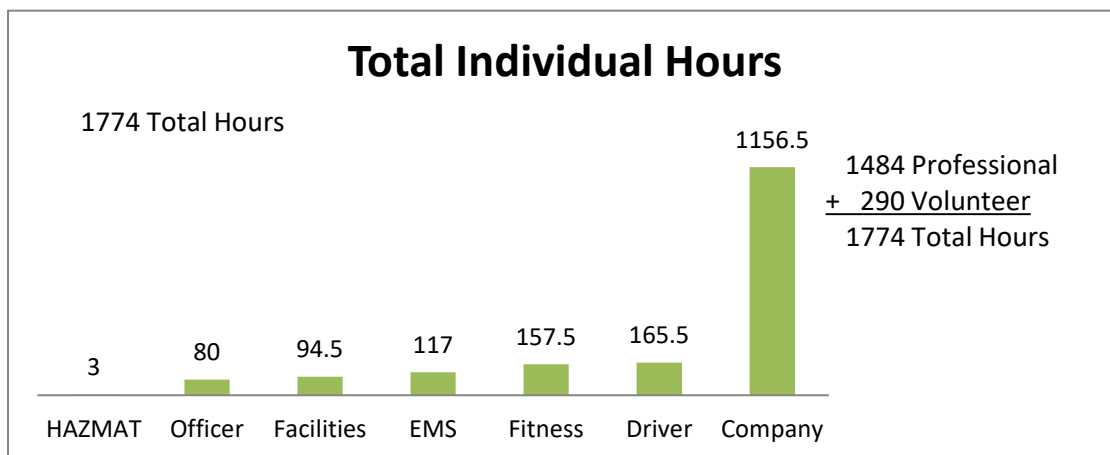
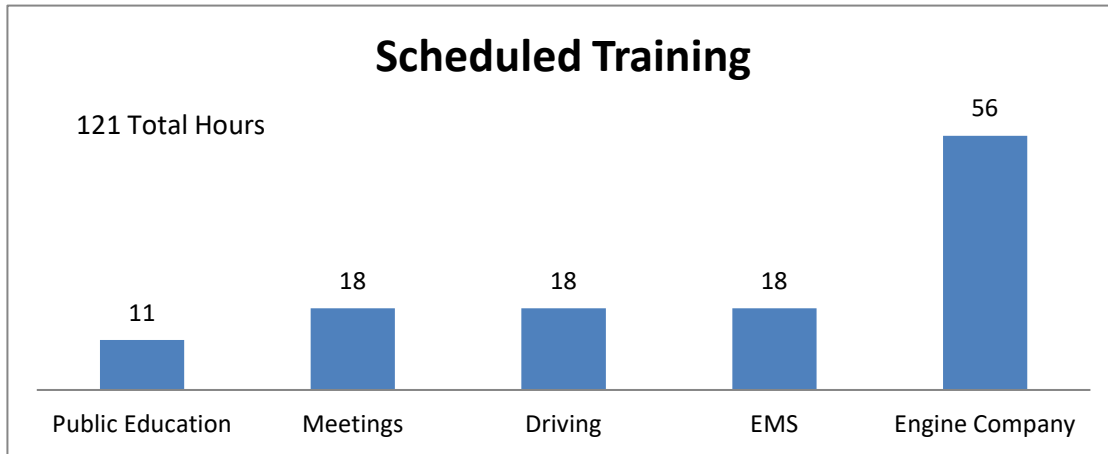
SIGNIFICANT INCIDENTS/OVERHEAD ASSIGNMENTS

DATE	INCIDENT/ LOCATION	TYPE	UNIT/PERSON	MISC.

2018 District Live Fuel Moistures

Training Division

September 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
September 2018

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	11	191,824
Fire Inspector	2	16,345
Fire Inspector/Forester	1	2,565
TOTAL	14	210,734
RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Fire Marshal	6,708	1,257
Fire Inspector	0	0
Fire Inspector/Forester	0	498
TOTAL	6,708	1,755
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	212,489
FIRE SPRINKLER REVIEWS	Commercial	Residential
Fire Marshal	8	8
Fire Inspector	0	1
Fire Inspector/Forester	0	0
TOTAL	8	9
TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Fire Marshal	6	48,388
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	6	48,388
LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Fire Marshal	2	6.00
Fire Inspector	15	15.00
Fire Inspector/Forester	5	2.25
TOTAL	22	23.25

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

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	0	0.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	4	2.00
Hydros (Fire Sprinklers)	25	15.00
Finals (Structures)	24	25.50
Landscape	3	1.50
Reinspections	5	0.00
Tents/Canopy	11	10.50
Burn Permits	0	0.00
Department of Social Service Licensing	1	1.00
Knox/Strobe	1	0.50
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
TOTAL	74	56.00
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	437	100.00
Weed Abatement Reinspection	336	60.82
1st Notice	144	46.25
2nd Notice	76	31.25
Final Notice	25	9.50
Forced Abatement	0	0.00
Postings	7	6.00
Annual Mailers	0	0.00
Homeowner Meeting	35	21.50
WUI	0	0.00
TOTAL	1,060	275.32
GRADING -All Staff	Number of Reviews	Staff Hours
Plan Review	3	2.00
TOTAL	3	2.00

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

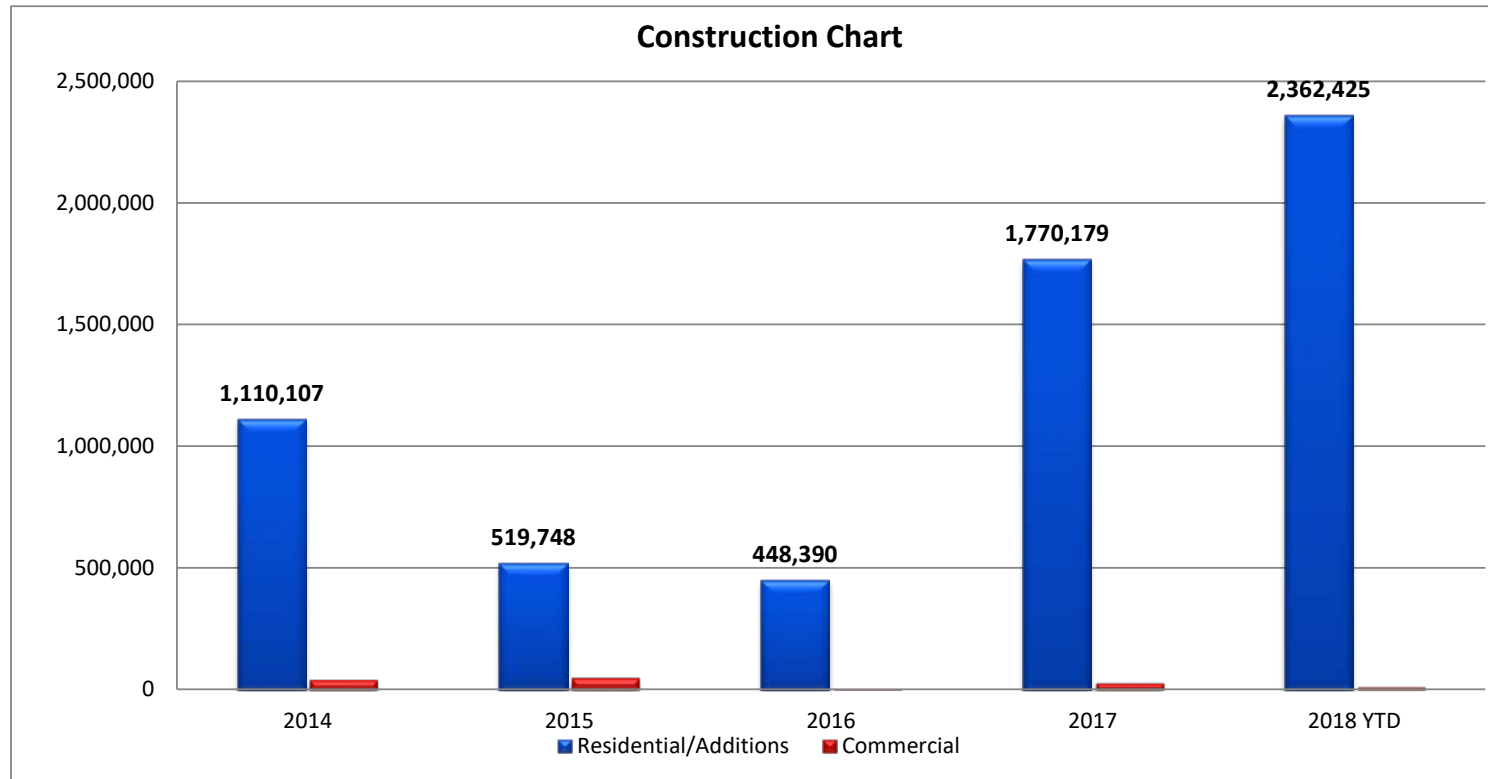
ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	4	8.00
Training Classes	1	1.00
Conferences	0	0.00
Meetings	36	77.0
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	41	86.00
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	374	118.00
Correspondence	341	85.25
Consultations	5	5.00
Plan Review	88	88.00
Scanning	200	50.00
General Office	184	184.00
TOTAL	1,192	530.25

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	595	29.75
Correspondence	411	102.75
Walk in/Counter (All Administrative Staff)	349	29.08
Knox Application Request	8	2.00
Burn Permits	1	1.00
UPS Outgoing Shipments	3	0.25
Plan Accepted/Routed	88	88.00
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	1,995	400.33

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

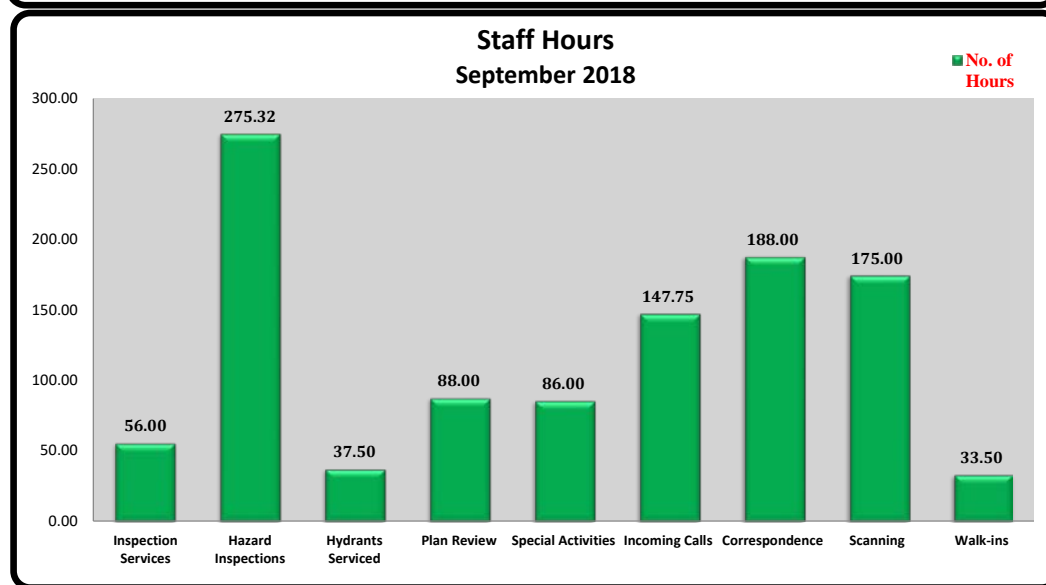
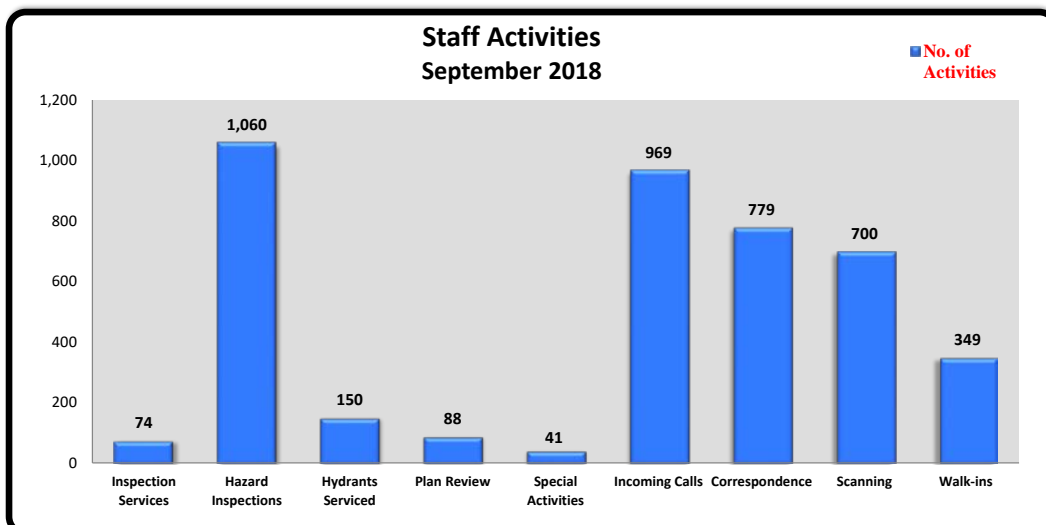


Year	Res/Add	Comm	Total
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2017	1,770,179	23,757	1,793,936
2017 YTD	1,137,401	23,757	1,161,158
2018 YTD	2,362,425	10,227	2,372,652

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	212,489			

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
September 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	4210			
Hours	600.70	723.62	736.32	858.15	955.05	997.91	980.59	1352.6	1087.07			

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
September 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" - 1,282</i> <i>Instagram "Followers" - 1,124</i> <i>Twitter "Followers" - 3,465</i>		12.0
		4.0
		2.0
		6.0
TOTAL		18.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc: <i>Handouts for upcoming events</i>		4.0
		4.0
Prevention Videos		
TOTAL		4.0

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

MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		0.0
Press Releases:		1.0
<i>Pancake Breakfast</i>		1.0
Other Articles/Stories/Interviews:		0.0
TOTAL		1.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		28.0
<i>Fire Safe Kids Prep</i>		26.0
<i>Station Tours</i>		1.0
<i>911 Ceremony at R Roger Rowe</i>		1.0
Adult Programs:		11.0
<i>First Aid at Grifols</i>		2.0
<i>Safety Day at Grifols</i>		6.0
<i>Real Estate Agents re Vegetation Management</i>		3.0
TOTAL		39.0

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

EVENTS		Staff Hours
External/Community Events:		8.0
<i>Arroyo Conservancy Project Event</i>		3.0
<i>Pancake Breakfast Prep</i>		4.0
<i>Basking Robbins Grand Opening</i>		1.0
Internal Events:		0.0
TOTAL		8.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings:		10.0
<i>Staff meetings</i>		3.0
<i>Shift Meetings</i>		0.0
<i>CSA17 Meeting</i>		0.0
<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		10.0
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		154.0

RESOLUTION 2018-15

A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing a Salary Increase for Classifications Listed in the Memorandum of Understanding between Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349

WHEREAS, the authorized representatives of the District and the authorized representatives of the Association have met and conferred pursuant to California Government Code Section 3500 et seq. for a successor MOU, as amended; and

WHEREAS, effective January 1, 2019, the classification salary schedules shall be increased by 2%, if the fiscal year assessed valuation increases (excluding tax rate areas identified within the Elfin Forest/Harmony Grove reorganization) three percent (3%) or greater; and

WHEREAS, the FY19 assessed valuation increased by 4.02%, excluding the areas identified within Elfin Forest/Harmony Grove reorganization.

NOW THEREFORE, the Board of Directors acknowledge and authorize a classification salary schedule increase by two percent (2%), effective January 1, 2019 for all classifications listed in the Memorandum of Understanding, as amended between Rancho Santa Fe Fire Protection District and Rancho Santa Fe Professional Firefighters – Local 4349.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on October 10, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

History - RSFFPD
Assessed Valuation
(NET)

Fiscal Year	Net Valuation		Total AV	% Change from Previous Year	Elfin Forest AV	Adjusted RSF Secured	% Change Elfin Forest AV	
	Secured	Unsecured					Change	
2018-19	17,995,152,027	296,182,452	18,291,334,479	4.5%	528,543,097.00	17,466,608,930	4.02%	21.57%
2017-18	17,225,731,524	213,303,845	17,439,035,369	6.1%	434,748,140.00	16,790,983,384	3.45%	6.95%
2016-17	16,230,277,484	174,908,345	16,405,185,829	3.0%	406,485,614.00			
2015-16	15,762,060,031	134,725,971	15,896,786,002	4.5%				
2014-15	15,078,713,669	166,752,843	15,245,466,512	6.0%				
2013-14	14,222,784,347	152,029,414	14,374,813,761	2.6%				
2012-13	13,868,013,129	166,978,927	14,034,992,056	-1.7%				
2011-12	14,101,805,716	169,412,885	14,271,218,601	-0.9%				
2010-11	14,224,518,049	154,868,963	14,379,387,012	-2.9%				
2009-10	14,645,801,516	163,032,580	14,808,834,096	0.1%				
2008-09	14,635,041,415	147,938,623	14,782,980,038	6.4%				
2007-08	13,749,038,403	128,343,453	13,877,381,856	14.4%				
2006-07	12,022,314,379	119,023,845	12,141,338,224	15.3%				
2005-06	10,429,063,373	103,284,518	10,532,347,891	13.5%				
2004-05	9,187,967,524	151,357,147	9,339,324,671	12.7%				
2003-04	8,153,699,772	99,605,986	8,253,305,758	13.7%				
2002-03	7,168,802,242	67,416,132	7,236,218,374	13.6%				
2001-02	6,310,527,970	118,793,960	6,429,321,930	15.6%				
2000-01	5,460,993,384	57,712,426	5,518,705,810	14.6%				
1999-00	4,765,402,111	55,361,349	4,820,763,460	14.8%				
1998-99	4,152,262,970	32,362,612	4,184,625,582	10.9%				
1997-98	3,743,784,814	27,856,352	3,771,641,166	6.4%				
1996-97	3,518,700,300	26,311,776	3,545,012,076	3.0%				
1995-96	3,416,441,656	19,006,097	3,435,447,753	2.7%				
1994-95	3,327,444,417	20,598,428	3,348,042,845	-1.4%				
1993-94	3,374,803,813	18,588,865	3,393,392,678					

RESOLUTION 2018-16

A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing a Salary Increase for Classifications Listed in the Memorandum of Understanding between Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Fire Protection District Employees Association

WHEREAS, the authorized representatives of the District and the authorized representatives of the Association have met and conferred pursuant to California Government Code Section 3500 et seq. for a successor MOU, as amended; and

WHEREAS, effective January 1, 2019, the classification salary schedules shall be increased by 2%, if the fiscal year assessed valuation increases (excluding tax rate areas identified within the Elfin Forest/Harmony Grove reorganization) three percent (3%) or greater; and

WHEREAS, the FY19 assessed valuation increased by 4.02%, excluding the areas identified within Elfin Forest/Harmony Grove reorganization.

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PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on October 10, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

History - RSFFPD
Assessed Valuation
(NET)

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