



RANCHO SANTA FE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING AGENDA

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

November 13, 2013
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. Special Presentation

- a. Badge Presentations
 - i) Presentation of Fire District badges by Fire Chief Michel will be presented to:
 - Cory Ender, Firefighter/Paramedic
 - Cole Thompson, Firefighter/Paramedic
- b. Introductions
 - i) John Daniels, Firefighter/Paramedic

2. Roll Call

3. Public Comment

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

All items listed on the Consent Calendar is 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.

5. Consent Calendar

- a. Board of Directors Minutes
 - i) Board of Directors minutes of October 9, 2013
- ACTION REQUESTED: **Approve**

b. Receive and File

i) Monthly/Quarterly Reports – ACTION REQUESTED: [Information](#)

(1) List of Demands Check 24455 thru 24569 for the period October 1 – 31, 2013 totaling:

\$ 376,613.11

Payroll for the period October 1 – 31, 2013

\$ 513,066.46

TOTAL DISTRIBUTION

\$ 889,679.57

(2) Financial Reports – Quarter Ending September 30, 2013

- Budget Review
- Combined Summary Statement Cash Assets-Liabilities

(3) Activity Reports – September

- Operations
- Training
- Fire Prevention

(4) District Articles

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

- None

6. Old Business

- a. None

7. New Business

a. Budget Authorization

To discuss and/or approve an expenditure for vehicle replacement (capital purchase).

[Staff Report 13-18](#)

ACTION REQUESTED: **Approve**

b. Budget Authorization

To discuss and/or approve an expenditure for replacement printer/plotter (capital purchase).

[Staff Report 13-19](#)

ACTION REQUESTED: **Approve**

c. Board of Directors Meeting Calendar

To discuss and confirm the CY14 meeting schedule. [Staff Report 13-20](#)

ACTION REQUESTED: **Confirm dates and/or modify board meeting schedule, if necessary**

8. Resolution/Ordinance

a. Resolution 2013-13

To discuss and/or adopt Resolution 2013-13 – *entitled* a Resolution of the Rancho Santa Fe Fire Protection District Adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters – Local 4349

ACTION REQUESTED: **Adopt**

b. Resolution 2013-14

To discuss and/or adopt Resolution 2013-14 – *entitled* a Resolution of the Rancho Santa Fe Fire Protection District Adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Employees Association

ACTION REQUESTED: **Adopt**

c. Ordinance No. 2014-01

To conduct second reading Ordinance No. 2014-01 – *entitled* an Ordinance of the Rancho Santa Fe Fire Protection District Which Adopts the California Fire Code, 2013 Edition and 2012 International Fire Code with Certain Amendments, Additions and Deletions [Staff Report 13-21](#)

ACTION REQUESTED: **Board and public comments, schedule a public hearing and final adoption**

9. Oral Report

- a. Fire Chief – Michel
 - i) San Dieguito Ambulance Service Request for Proposal (RFP)
 - ii) CSA 107 Elfin Forest/Harmony Grove - Update
 - iii) District Activities
 - (1) Employee Recognition (*October 17, 2013*)
 - (2) Pancake Breakfast (*October 27, 2013*)
 - (3) Golf Tournament (*December 3, 2013*)
- b. Operations – Deputy Chief
- c. Training – Battalion Chief
- d. Fire Prevention – Deputy Fire Marshal
- e. Administrative Manager
- f. Board of Directors
 - i) North County Dispatch JPA – Update
 - ii) County Service Area – 17 – Update
 - iii) Comments

10. Closed Session

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff
Unrepresented Employee: Emergency Medical Services Coordinator
Unrepresented Employees: Fire Chief; Battalion Chief (5); and Administrative Manager
Under Negotiation: Successor Memorandum of Understanding and Compensation
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957:
Public Employee Performance Evaluation
Title: Fire Chief

11. Adjournment

The next regular Board of Directors meeting to be held on December 11, 2013 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, November 13, 2013 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on November 7, 2013 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 November 7, 2013

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – October 9, 2013**

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 Cox led the assembly in the *Pledge of Allegiance*.

1. Oath of Allegiance – Appointed Board Member

Tucker Stine was sworn-in as a member of the Rancho Santa Fe Fire Protection District for terms prescribed by law. Karlena Rannals, Notary Public, administered the *Oath of Allegiance*.

2. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Mike Gibbs, Deputy Chief; Bret Davidson, Battalion Chief; Fred Cox, Battalion Chief; Renee Hill, Deputy Fire Marshal; and Karlena Rannals, Board Clerk

3. Public Comment

No one requested to speak to the board.

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

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

5. Consent Calendar

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSTAIN (Stine), 0 ABSENT to approve:

1. Board of Directors minutes of September 11, 2013 (special meeting); and
2. Board of Directors minutes of September 11, 2013 (regular meeting)

b. Receive and File

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT to receive and file:

- i) Monthly/Quarterly Reports

- (1) List of Demands
 - Check 24369 thru 24454 the period September 1 – 30, 2013 totaling: \$ 398,266.20
 - Payroll for the period September 1– 30, 2013 \$ 528,092.10
 - TOTAL DISTRIBUTION \$ 926,358.20
- (2) Travel Reports
 - Michel – IAFC Conference (*August 12-18, 2013*)
- (3) Activity Reports – September 2013
 - Operations
 - Training
 - Fire Prevention
- (4) District Articles
- (5) Correspondence
 - Northrop Grumman

6. Old Business

- a. None

7. New Business

- a. District Representation Assignment

- i) CSA-17: Chief Michel reminded the board members that the District’s primary representative to the CSA-17 Advisory Board is vacant as a result of Tom Hickerson’s resignation. Although the District has an alternate, the board must select a primary and alternate, and complete an application to serve for concurrence by the County Board of Supervisors.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to nominate to the CSA-17 Advisory Board, Director Hillgren as the primary representative and Director Stine as the alternate representative.

- ii) CSA-107: Chief Michel requested that the board consider appointing an ad hoc committee to discuss the feasibility of reorganizing and or consolidating with CSA-107. He reported he has had preliminary discussions with representatives of CSA-107 and those representatives are interested in exploring the options available.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint to the ad hoc committee Director Ashcraft and Director Malin.

8. Resolution/Ordinance

- a. Ordinance No. 2014-01

Deputy Fire Marshal Hill summarized the staff report provided. She reported that the district has 180 days to adopt the new consolidated fire code, which was adopted by the State of California in July 2013. She distributed a matrix outlining the proposed changes and discussed what is new to the Ordinance and the Consolidated Fire Code. Staff responded to questions from the board.

She also reported that she would present additional changes to the Ordinance at the second reading, scheduled for November 13, 2013.

9. Oral Report

a. Fire Chief – Michel

- i) San Dieguito Ambulance Service Request for Proposal (RFP): to date, there has been no information received on the status of the RFP submitted by the District.
- ii) District Activities:
 - (1) Fire Prevention Week (*October 7-13, 2013*): to date the activities planned at the schools have been received well. Presentations are planned throughout the month of October.
 - (2) Employee Recognition (*October 17, 2013*): he informed the board members that the location of the recognition event that will take place at Terrazzo Amore located at the Cielo Village Plaza.
 - (3) Pancake Breakfast (*October 27, 2013*): reminder to board members of the pancake breakfast planned at station 1.

b. Operations – Deputy Chief

Chief Gibbs summarized the four-year comparative data included in the report. He took the opportunity in creating the revised report format to validate the call data. The data retrieved from FireStats is a better representation of the call types the district responds.

He also reported of significant events responded to the previous month, which included:

- Commercial fire at Morgan Run
- Traffic collision on Del Dios Highway
- Medical Aid at LA Fitness
- Strike team response to Camp Pendleton

c. Training – Battalion Chief

Chief Davidson summarized the training activity for September. It included:

- Classes on “acceptable conduct” and “sexual harassment”
- Confined space
- Curriculum training for fire prevention presentations

d. Fire Prevention – Deputy Fire Marshal

DFM Hill summarized the activity for the previous month, which included weed abatement, new construction plan review and inspections, and the notices sent about the diseased and dying eucalyptus trees.

e. Administrative Manager

No report

f. Board of Directors

- i) North County Dispatch JPA – Update – Director Ashcraft: no report, the next meeting is scheduled for December 5, 2013.
- ii) County Service Area 17 – Update – Director Hillgren: no report, the next meeting is scheduled for November 5, 2013.
- iii) Comments:
 - (1) Stine – expressed his appreciation for the appointment and looks forward to the opportunity to serve the residents of the fire district.

Ten-minute recess

10. Closed Session

Pursuant to section 54957.6, and 54956.8 the board met in closed session from 2:50 – 3:59 pm to discuss the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8
Conference with negotiators for the following real property
Parcel: 264 042 12 00
Negotiating Parties: Tony Michel, Fire Chief
Under Negotiation: Both Price and Terms of Payment
All board members and Chief Michel, Deputy Chief Gibbs and Karlana Rannals attended the closed session.
- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff
Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349
Represented Employees: Rancho Santa Fe Miscellaneous Employees
Unrepresented Employees: Emergency Medical Services Coordinator
Unrepresented Employees: Fire Chief; Deputy Chief; Battalion Chief (4); and Administrative Manager
Under Negotiation: Successor Memorandum of Understanding and Compensation
All board members listed and Chief Michel attended the closed session.

Upon reconvening to open session, President Ashcraft reported that the Board of Directors provided direction to staff on both items listed and took no action.

11. Adjournment

Meeting adjourned at 4:01 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
24455	\$1,307.06	AT&T Calnet 2	Telephone RSF2/RSF3
24456	\$20.00	Bennett, Luke D.	Education/Training Reimbursement
24457	\$4,153.00	Charles Z Fedak & Company	Accounting-Audit Services
24458	\$533.11	City of Encinitas - Fire	Shared Resource Pool
24459	\$48.13	Complete Office of California Inc	Office Supplies
24460	\$357.00	Compressed Air Specialties Inc	BA Compressor Maintenance
24461	\$432.00	COR Security Inc	Omnilock Supplies
24462	\$214.75	Daniels Tire Service Inc	Repair - ID 0384
24463	\$225.00	Dept. of Industrial Relations	Permits - County/City
24464	\$1,057.07	Employment Development Dept-EDD	Unemployment Insurance
24465	\$1,893.96	Engineered Mechanical Services Inc	Station Maintenance - RSF2/RSF3/RSF4/ADMIN
24466	\$2,296.00	Liebert Cassidy Whitmore	Training Consulting - North SD County Employment Relations Consortium
24467	\$57.00	Terminix International	Building RSF2
24468	\$3,956.84	The SoCo Group Inc	Gasoline & Diesel Fuel
24469	\$21.01	U P S	Shipping Service
24470	\$11,074.39	U S Bank Corporate Payment System	Cal-Card./IMPAC program
24471	\$449.34	Uniforms Plus	Uniform - Safety Personnel
24472	\$1,208.15	Waste Management Inc	Trash RSF1/RSF2/RSF3/RSF4/NCDJPA/RSF Assn - Patrol
24473	\$5,500.00	WinTech Computer Services	Consulting Services
24474	\$6.99	4S Ranch Gasoline & Carwash LP	Car Wash
24475	\$354.00	Accme Janitorial Service Inc	Building ADMIN
24476	\$10,203.00	All Star Fire Equipment, Inc.	Safety Equipment - Thermal Camera
24477	\$69.95	Appliance Repair Bookkeeping	Station Maintenance - RSF-1
24478	\$185.53	AT&T Calnet 2	Telephone RSF1/RSF3/ADMIN
24479	\$505.98	Blend	CSA-17 - Supplies - Forms
24480	\$166.21	Complete Office of California Inc	Office Supplies
24481	\$969.93	COR Security Inc	Omnilock Supplies
24482	\$2,508.00	County of SD/RCS	CAP Code Paging Service & 800 MHz Network Admin Fees
24483	\$21,997.00	Fire Facilities, Inc.	Building TRAINING FACILITY
24484	\$675.00	Fitch Law Firm Inc	Legal Services
24485	\$2,978.64	Fitness Warehouse USA & SD Fitness Repair	Fitness Equipment Maintenance
24486	\$2,462.21	Konica Minolta Business Inc	Copier Maintenance Contract
24487	\$889.67	Life-Assist Inc	CSA-17 - Supplies

Rancho Santa Fe Fire Protection District

List of Demands - October 2013

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
24488	\$1,857.60	Mallory Fire	Firefighting Foam
24489	\$160.00	Michel, Tony J	Telephone ADMIN Reimbursement
24490	\$1,796.19	North County EVS Inc	Generator Maintenance RSF1/RSF2/RSF4 & Repair - ID 0211
24491	\$1,971.40	Olivenhain Municipal Water District	Water RSF2/RSF3/RSF4
24492	\$245.34	Parkhouse Tire, Inc.	Scheduled - ID 0211
24493	\$138,965.85	PERS	PERS (Employer Paid)
24494	\$905.00	Providea Inc	Videoconferencing Service Agreement
24495	\$325.00	Rancho Santa Fe Rotary	Association Dues
24496	\$29.16	San Dieguito Trophy Inc	Office Supplies
24497	\$1,312.28	Santa Fe Irrigation District	Water RSF1 & NCDJPA
24498	\$40.00	State Fire Training	Certification
24499	\$790.95	Sturtevant, James F.	Apparatus Tool/Equipment Replacement & Station Replacement - RSF1 Reimbursement
24500	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
24501	\$432.52	TelePacific Communications	Telephone ADMIN
24502	\$12.00	U P S	Shipping Service
24503	\$3,138.68	Uniforms Plus	Uniform - Safety Personnel
24504	\$542.45	Waste Management Inc	Trash RSF2
24505	\$217.00	Wood, Tim	CSA-17 - Supplies Reimbursement
24506	\$6.99	4S Ranch Gasoline & Carwash LP	Car Wash
24507	\$113.00	A to Z Plumbing Inc	Station Maintenance - RSF-1
24508	\$1,922.62	Alert-all Corporation	Fire Prevention Week Kits
24509	\$329.21	AT&T Calnet 2	Telephone ADMIN/RSF1/RSF2/RSF4/NCDJPA
24510	\$750.00	Brandow, Nick	Miscellaneous Reimbursable
24511	\$174.80	Brodings Battery Warehouse Inc	Battery's - Apparatus
24512	\$639.95	CDW Government Inc.	Computer Equipment/Parts
24515	\$40.00	Fritchle, Nathan	Class B License Reimbursement
24516	\$230.00	Livingstone, David W.	Suppression - Regional Large Scale Disaster Reimbursement
24518	\$42.09	Napa Auto Parts Inc	Repair - ID 0311 & Repair - ID 0211
24519	\$11,088.00	Olivenhain Municipal Water District	Water RSF4
24520	\$1,599.87	Parkhouse Tire, Inc.	Tires & Tubes
24521	\$8,746.49	San Diego Gas & Electric	Elec/Gas/Propane RSF1/RSF2/RSF3/RSF4/ADMIN
24522	\$75.00	SDCFCA - Admin Section	Association Dues

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
24523	\$1,200.00	Spooner's Woodworks Inc	Repair Machines & Office Equipment - Dais
24524	\$40.00	State Fire Training	Certification
24525	\$3,137.85	The SoCo Group Inc	Gasoline & Diesel Fuel
24526	\$81.58	Time Warner Cable	Cable Service - Admin
24527	\$12.00	U P S	Shipping Service
24528	\$935.21	United Imaging	Office Supplies
24529	\$9.99	4S Ranch Gasoline & Carwash LP	Car Wash
24530	\$195.00	Al's Towing Inc	Towing
24531	\$202.00	Bennett, Luke D.	Education/Training Reimbursement
24532	\$916.50	C.A.P.F.	Disability/Life Insurance
24533	\$3,590.00	California Tree Service Inc	Weed Abatement Services
24534	\$200.00	Coastal Live Scan & Insurance Svc	CERT Program
24535	\$54.99	Cox Communications	Telephone RSF3
24536	\$2,065.61	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
24537	\$3,473.91	Guardian Life Insurance Co	Medical Insurance
24538	\$56,376.76	Health Net	Medical Insurance
24539	\$254.00	IAFC Membership Department	Association Dues
24540	\$45.00	Jobs Available Inc.	Subscriptions
24541	\$35.00	K & K Coatings	Station Maintenance Admin
24542	\$15,300.97	Kaiser Permanente	Medical Insurance
24543	\$4,347.80	Liebert Cassidy Whitmore	Legal Services
24545	\$291.00	Pitney Bowes Inc	Equipment Rental Postage Meter
24546	\$199.80	San Dieguito Trophy Inc	Awards/Proclamations
24547	\$65.00	State Fire Training	Certification
24549	\$213.00	Terminix International	Building ADMIN/RSF1/RSF3/RSF4/NCDJPA
24550	\$585.91	The Lincoln National Life Ins Co	Disability/Life Insurance
24551	\$1,750.84	The SoCo Group Inc	Gasoline & Diesel Fuel
24552	\$44.00	U P S	Shipping Service
24553	\$153.00	A to Z Plumbing Inc	Station Maintenance - RSF-1
24554	\$86.82	ABC Mowers & Supply	Fleet Equipment Maintenance/Repair
24555	\$154.35	AT&T	Telephone RSF1/RSF2/RSF3
24556	\$1,304.34	AT&T Calnet 2	Telephone ADMIN/RSF2/RSF3
24557	\$1,351.92	CDW Government Inc.	Computer Equipment/Parts

Rancho Santa Fe Fire Protection District

List of Demands - October 2013

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
24558	\$194.97	Daniels Tire Service Inc	Scheduled - ID 0281 & Scheduled - ID 1181
24559	\$585.75	Engineered Mechanical Services Inc	Station Maintenance - RSF-4
24560	\$2,700.00	FireStats	GIS Services/Response Criteria Services
24561	\$859.44	Fitness Warehouse USA & SD Fitness Repair	Fitness Equipment Repair
24562	\$263.16	Life-Assist Inc	CSA-17 - Supplies
24563	\$12.94	Staples Advantage	Office Supplies
24564	\$57.00	Terminix International	Building RSF2
24565	\$3,024.86	The SoCo Group Inc	Gasoline & Diesel Fuel
24566	\$1,445.04	ThyssenKrupp Elevator Inc	Elevator Service & NCDJPA
24567	\$12.00	U P S	Shipping Service
24568	\$353.63	Uniforms Plus	Uniform - Administrative
24569	\$1,213.29	Verizon Wireless	MDT Broadband + ATN Line & Telephone - Cellular
EFT20	\$611.85	Rannals, Karlana	Admin - Local Conf/Seminars & Awards/Proclamations Reimbursement
EFT21	\$1,503.36	Rannals, Karlana	Awards/Proclamations Reimbursement
EFT22	\$1,860.74	Rannals, Karlana	Awards/Proclamations Reimbursement
Various	\$3,595.57	Medical Reimbursements	Various
subtotal	\$376,613.11		
15-Oct-13	\$282,601.24	Payroll	RSFFPD
31-Oct-13	\$230,465.22		
subtotal	\$513,066.46		
Grand	\$889,679.57		

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2014
 July 1, 2013 through September 30, 2013
 FY14

	BUDGET EXPENDITURES FY14	ESTIMATED EXPENDITURES FY14	% OF BUDGET
PERSONNEL COSTS			
Salaries/Wages - Staff	\$5,131,077	\$1,142,780	22.3%
Management Services (Coop Eff)	\$0	\$0	
Holiday Pay	\$173,892	\$0	0.0%
Overtime	\$857,457	\$348,280	40.6%
Health Insurance + HRSA	\$1,134,943	\$329,729	29.1%
Life Insurance/Long Term Disability	\$19,395	\$5,582	28.8%
Paramedic Incentive Pay	\$24,000	\$9,600	40.0%
Retirement	\$1,284,586	\$162,820	12.7%
Social Security Tax	\$2,407	\$1,405	58.4%
Unemployment Insurance	\$18,081	\$0	0.0%
Medicare Tax	\$86,000	\$21,543	25.1%
Workers' Compensation/Wellness	\$228,998	\$59,817	26.1%
Labor (Temporary)	<u>\$31,619</u>	<u>\$17,043</u>	53.9%
PERSONNEL (Subtotal)	\$8,992,455	\$2,098,600	23.3%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2014
July 1, 2013 through September 30, 2013

	BUDGET EXPENDITURES FY14	ESTIMATED EXPENDITURES FY14	% OF BUDGET
CONTRACTURAL			
Administrative Fees	\$197,839	\$20,615	10.4%
Advertising	\$1,983	\$134	6.7%
Apparatus	\$4,154	\$0	0.0%
Association Dues	\$11,161	\$1,697	15.2%
Building/Facility Lease	\$29,009	\$0	0.0%
Dispatching	\$126,347	\$44,221	35.0%
Equipment Rental	\$1,200	\$291	24.3%
Equipment Repair	\$22,288	\$3,997	17.9%
Insurance	\$77,575	\$72,926	94.0%
Laundry Service	\$0	\$0	0.0%
Legal Services	\$22,441	\$4,622	20.6%
Local Meeting/M meal Expense	\$7,920	\$461	5.8%
Mileage Reimbursement	\$658	\$16	2.5%
Other Contractual Services	\$111,467	\$10,850	9.7%
Other Professional Services	\$196,550	\$26,304	13.4%
Permits	\$6,985	\$2,607	37.3%
Service Agreements	\$39,322	\$16,806	42.7%
Soil Contamination Cleanup	\$2,500	\$0	0.0%
Subscriptions	\$2,130	(\$133)	-6.2%
Training	\$68,630	\$22,136	32.3%
Utilities			
Electricity	\$104,530	\$21,408	20.5%
Sewer	\$12,752	\$0	0.0%
Telephone	\$45,968	\$10,448	22.7%
Trash	\$10,005	\$2,907	29.1%
Water	\$21,548	\$4,356	20.2%
Vehicle Maintenance (Scheduled)	\$50,700	\$13,977	27.6%
Vehicle Repair	<u>\$66,300</u>	<u>\$5,699</u>	8.6%
CONTRACTURAL COSTS (Subtotal)	\$1,241,962	\$286,345	23.1%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2014
July 1, 2013 through September 30, 2013

	BUDGET EXPENDITURES FY14	ESTIMATED EXPENDITURES FY14	% OF BUDGET
MATERIALS & SUPPLY			
Apparatus	\$23,079	\$960	4.2%
Audio Visual	\$669	\$0	0.0%
Books	\$2,316	\$736	31.8%
Cellular	\$1,433	\$567	39.6%
Computer	\$56,895	\$5,381	9.5%
Electrical Supplies	\$200	\$0	0.0%
Fire Hose, Nozzles & Supply	\$17,000	\$230	1.4%
Firefighting Foam	\$2,500	\$0	0.0%
Food for Major Emergencies	\$1,000	\$37	3.7%
Fuel	\$76,189	\$21,102	27.7%
Furnishings/Equipment	\$22,538	\$12,973	57.6%
Grants	\$10,000	\$0	0.0%
Hydrant Maintenance	\$500	\$665	133.0%
Janitorial	\$12,000	\$1,588	13.2%
Knox Replacement	\$0	\$0	0.0%
Landscape	\$500	\$153	0.0%
Lumber/Screws/Nails	\$100	\$0	0.0%
Maps	\$500	\$0	0.0%
Medical Supplies	\$48,815	\$0	0.0%
Miscellaneous	\$1,500	\$0	0.0%
Office - General	\$37,000	\$5,137	13.9%
Paint	\$100	\$0	0.0%
Program Supplies - CERT	\$2,000	\$0	0.0%
Public Education	\$6,886	\$1,372	19.9%
Radio	\$60,050	\$7,043	11.7%
Rock, Sand, Gravel	\$250	\$0	0.0%
Safety	\$67,775	\$22,944	33.9%
Special Events & Awards	\$5,535	\$193	3.5%
Station Maintenance	\$27,377	\$13,507	49.3%
Station Supplies/Replacements	\$4,250	(\$55)	-1.3%
Street Signs & Markers	\$500	\$0	0.0%
Tools	\$750	\$223	29.7%
Training (Expendable Supplies)	\$7,500	\$175	2.3%
Uniforms	<u>\$26,378</u>	<u>\$4,594</u>	17.4%
MATERIAL & SUPPLY (Subtotal)	\$524,084	\$99,523	19.0%
OPERATING COST SUMMARY			
Personnel	\$8,992,455	\$2,098,600	23.3%
Contractural	\$1,241,962	\$286,345	23.1%
Material & Supply	\$524,084	\$99,523	19.0%
Depreciation	<u>\$749,590</u>	<u>\$187,397</u>	25.0%
TOTAL COSTS	<u>\$11,508,091</u>	<u>\$2,671,865</u>	23.2%
BEFORE CAPITAL OUTLAY			

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2014
 July 1, 2013 through September 30, 2013

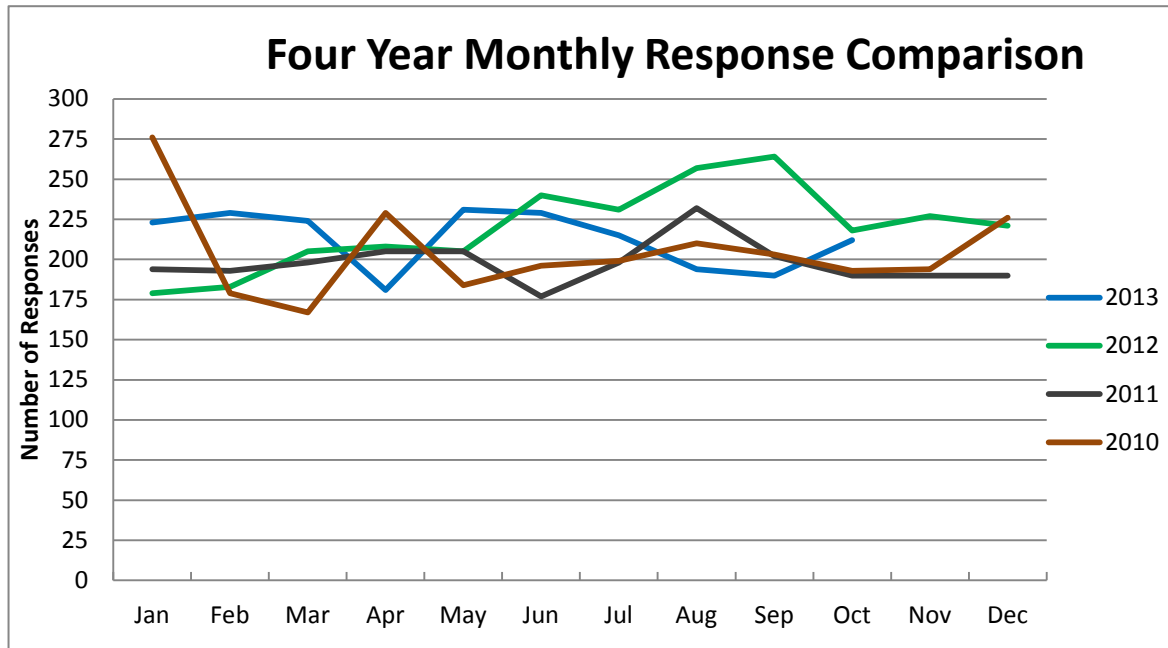
	BUDGET EXPENDITURES FY14	ESTIMATED EXPENDITURES FY14	% OF BUDGET
CAPITAL and PLANNED PROJECTS			
Printer Plotter	\$19,427	\$0	0.0%
Generator - Admin Cielo	\$39,800	\$0	0.0%
Microwave Wireless Network	\$36,215	\$0	0.0%
Engine Type II (replacement)	\$685,000	\$0	0.0%
Command Vehicle	\$70,000	\$0	0.0%
Staff Vehicle	\$50,000	\$0	0.0%
Total Capital & Projects	<u>\$881,015</u>	<u>\$0</u>	0.0%

COMBINED SUMMARY STATEMENT CASH ASSETS LIABILITIES

Rancho Santa Fe Fire Protection District

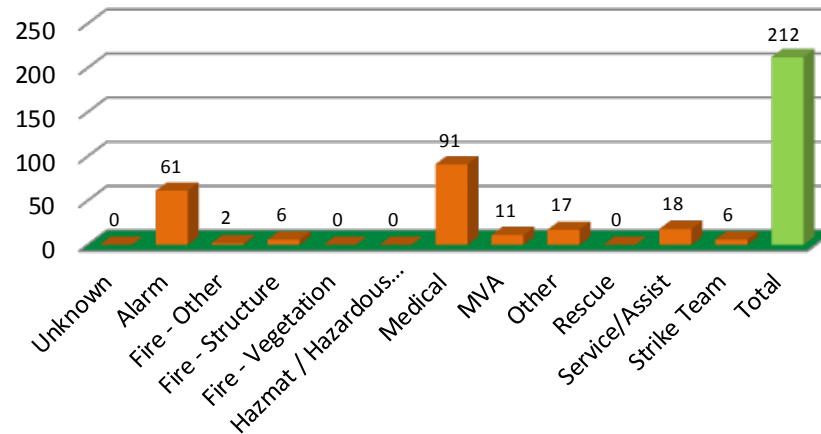
FY 14

	PERIODS				
	June 30, 2013	July 31, 2013	August 31, 2013	September 30, 2013	September 30, 2012
Assets					
Current Assets					
Cash	\$ 14,414,826	\$ 13,633,420	\$ 12,826,316	\$ 12,029,764	\$ 10,552,147
GF Accounts Receivable	\$ 197,258	\$ 169,832	\$ 87,827	\$ 155,948	\$ 246,087
ALS (Paramedic)	\$ 124,970	\$ 125,069	\$ 151,816	\$ 151,816	\$ 124,618
MDC Reserve	\$ 346	\$ 346	\$ 18,131	\$ 18,131	\$ 97,485
PASIS (Workers Compensation)	\$ 592,131	\$ 592,131	\$ 617,131	\$ 617,131	\$ 583,737
PREPAID (Cap Assets)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ASSETS	<u>\$ 15,329,532</u>	<u>\$ 14,520,799</u>	<u>\$ 13,701,221</u>	<u>\$ 12,972,790</u>	<u>\$ 11,604,073</u>
Liabilities					
Current Liabilities					
Accounts Payable	\$ 261,563	\$ 112,093	\$ 13,037	\$ 1,216	\$ 108,069
Accrued Expenses	\$ 241,790	\$ 351,356	\$ 351,356	\$ 332,589	\$ 368,513
Other Payables	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	<u>\$ 503,353</u>	<u>\$ 463,449</u>	<u>\$ 364,393</u>	<u>\$ 333,805</u>	<u>\$ 476,582</u>
Long Term Liabilities					
Contract Compensation	\$ 478,870	\$ 478,870	\$ 478,870	\$ 455,302	\$ 377,922
IBNR Liability (Workers Compensation)	\$ 243,755	\$ 243,755	\$ 243,755	\$ 243,755	\$ 344,980
Soil Contamination	\$ 6,106	\$ 6,106	\$ 6,106	\$ 6,106	\$ 6,106
TOTAL LONG TERM LIABILITIES	<u>\$ 728,731</u>	<u>\$ 728,731</u>	<u>\$ 728,731</u>	<u>\$ 705,163</u>	<u>\$ 729,008</u>
Fund Balance					
Restricted Reserves					
ALS / MDC Funds	\$ 152,162	\$ 152,162	\$ 169,946	\$ 169,946	\$ 222,238
PASIS (Workers Compensation)	\$ 348,376	\$ 348,376	\$ 348,376	\$ 348,376	\$ 188,757
General Fund Reserves					
CalPERS	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
Capital Replacement	\$ 6,729,586	\$ 6,729,586	\$ 6,729,586	\$ 6,916,984	\$ 5,950,612
Designated (RCS Infrastructure, P25 Radio, Enviro. Sustain.)	\$ 425,000	\$ 675,000	\$ 1,075,000	\$ 1,075,000	\$ 425,000
Operating	\$ 4,500,000	\$ 3,115,385	\$ 2,423,077	\$ 1,730,769	\$ 1,730,769
Fund Balance Overage/(Deficit)	\$ 742,324	\$ 1,108,110	\$ 662,111	\$ 492,747	\$ 681,108
TOTAL FUND BALANCE	<u>\$ 14,097,448</u>	<u>\$ 13,328,619</u>	<u>\$ 12,608,097</u>	<u>\$ 11,933,822</u>	<u>\$ 10,398,484</u>
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 15,329,532</u>	<u>\$ 14,520,799</u>	<u>\$ 13,701,221</u>	<u>\$ 12,972,790</u>	<u>\$ 11,604,074</u>
Restricted Cash					
Fire Mitigation	\$ 280,177	\$ 383,332	\$ 383,332	\$ 383,332	\$ 90,593
FMF Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -
FMF Accounts Receivable	\$ 103,155	\$ -	\$ -	\$ 139,281	\$ 67,188
FMF Deposit In Transit	\$ -	\$ -	\$ -	\$ -	\$ -
	<u>\$ 383,332</u>	<u>\$ 383,332</u>	<u>\$ 383,332</u>	<u>\$ 522,613</u>	<u>\$ 157,781</u>
Combined Fund Total	<u>\$ 15,712,864</u>	<u>\$ 14,904,131</u>	<u>\$ 14,084,553</u>	<u>\$ 13,495,403</u>	<u>\$ 11,761,855</u>

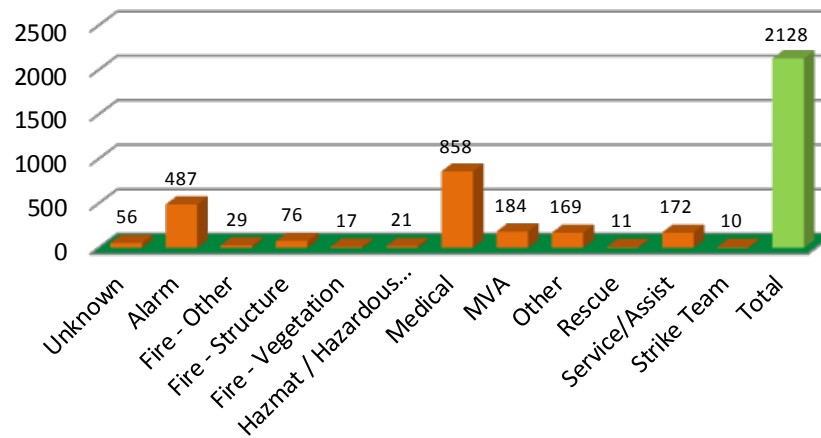


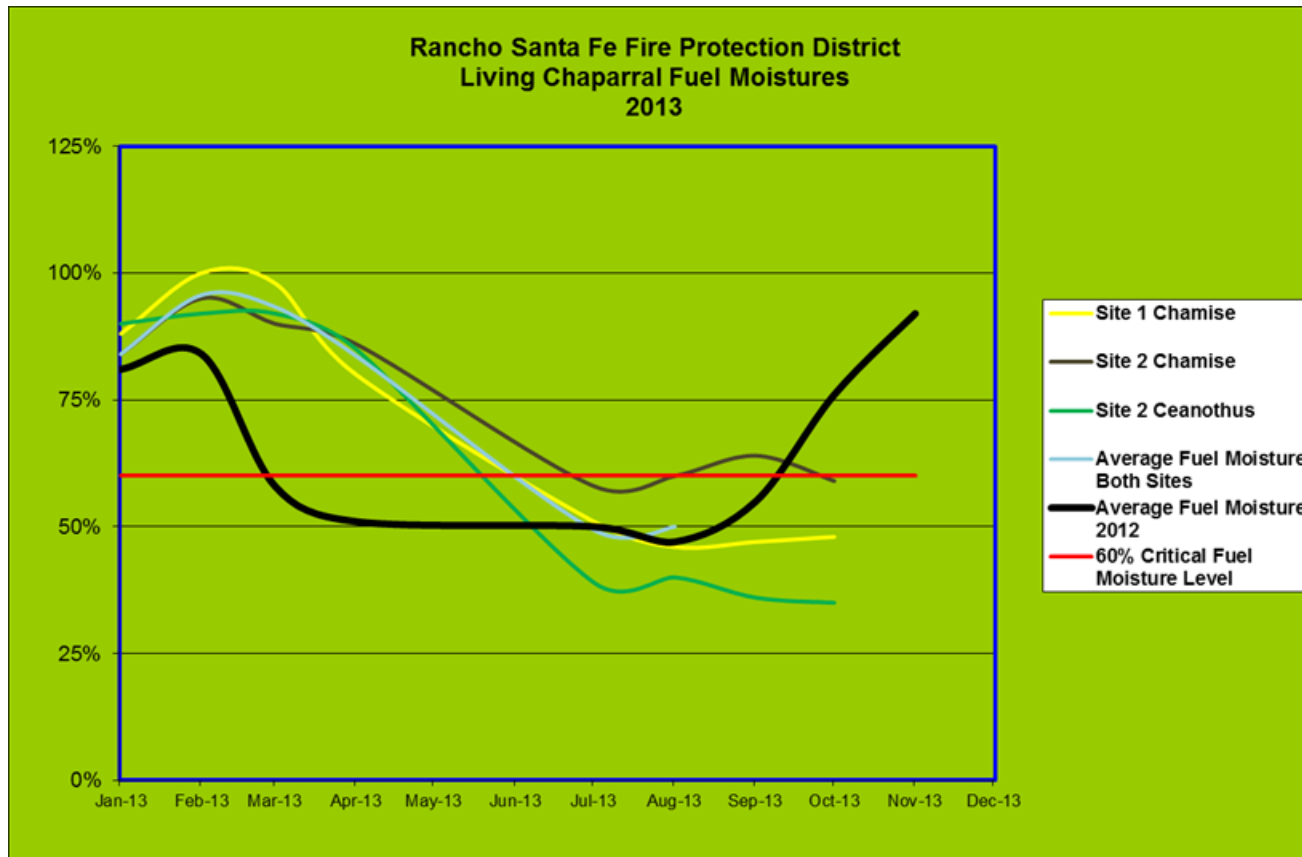
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	223	229	224	181	231	229	215	194	190	212			2,128
YTD	223	452	676	857	1,088	1,317	1,532	1,726	1,916	2,128			-3%
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	179	183	205	208	205	240	231	257	264	218	227	221	2,638
YTD	179	362	567	775	980	1,220	1,451	1,708	1,972	2,190	2,417	2,638	11.12%
2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	194	193	198	205	205	177	198	232	202	190	190	190	2,374
YTD	194	387	585	790	995	1,172	1,370	1,602	1,804	1,994	2,184	2,374	-3%
2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	276	179	167	229	184	196	199	210	203	193	194	226	2,456
YTD	276	455	622	851	1,035	1,231	1,430	1,640	1,843	2,036	2,230	2,456	4.7% increase

Call Volume By Incident Type October 2013



Call Volume By Incident Type YTD 2013





Significant Incidents/Overhead Assignments

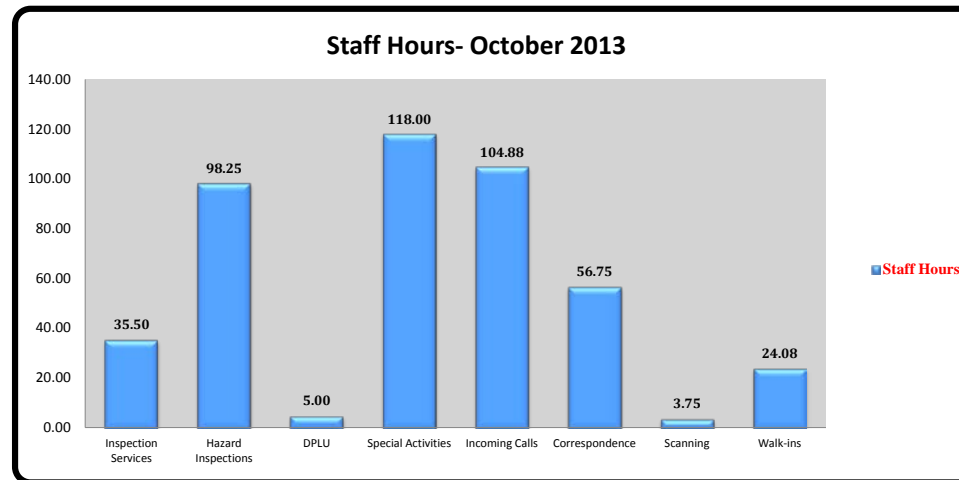
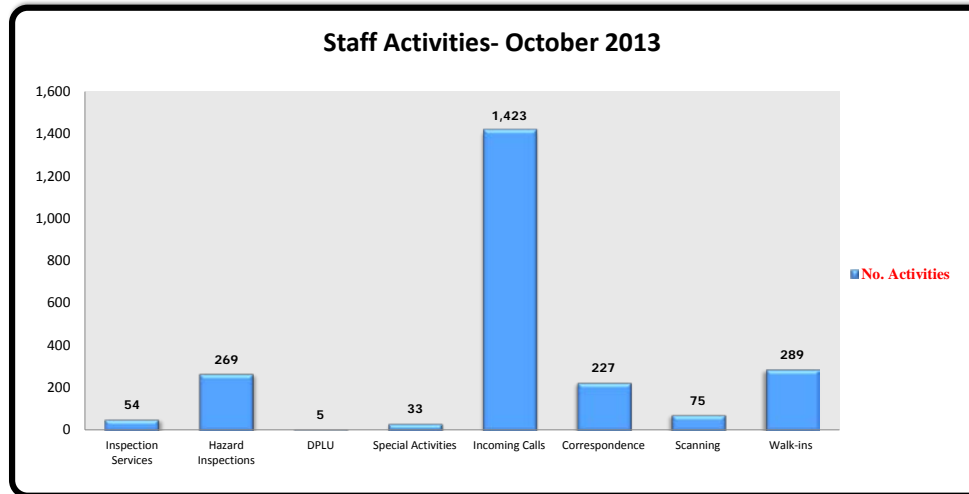
DATE	Incident/ Location	TYPE	UNIT/PERSON	DOLLAR LOSS
October 15 th	6100 Block of Mimulus	Water Main Break	E2611,E2613 &E2614	Significant

October 2013

October 2013							November 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 29 - Oct 5	Sep 29	30	Oct 1	2	3	4	5
			8:00am 12:00pm SDFD Tower (RSF Sta 2) - A 8:30am 12:30pm So Cal TOs - Rehab Trainin 2:00pm 5:00pm Shift Meeting (RSF Sta 4 C	8:00am 5:00pm Driver Operator Exam (RSF Sta 2) - Activity Calendar	8:00am 12:00pm SDFD Tower (RSF Sta 2) - A 8:00am 11:00am CBD Airport MCI Drill (Pal 9:00am 11:00am Fire Pr 1:30pm 4:30pm Shift M	A Shift 8:00am 12:00pm SDFD 9:30am 11:00am Fire Pr 11:00am 11:30am Fire 12:00pm 2:00pm Fire E 3:15pm 4:15pm Station	B Shift
Oct 6 - 12	6	7	8	9	10	11	12
	C Shift	B Shift 9:00am 11:30am Fire Prevention Week - 2613 (Solana Santa Fe School) - Julie E. Taber	C Shift 8:30am 11:00am Fire Prevention Week - 2613 (Nativity Schoo 1:00pm 2:30pm Fire Inspections (RSF4 E2	B Shift 7:00am 4:30pm PAL E6611 APT (RSF 2 Test Pit) - Louis Marr 8:30am 11:00am Fire Prevention Week - 2	C Shift Airway class (ENC/RSF 9:00am 11:00am Fire Prevention Week - 2 11:00am 12:30pm CE Documentation (4S)	A Shift 7:00am 3:30pm PAL BR6662 APT (RSF 2 T 9:00am 11:00am Fire Pr 11:00am 11:30am Gas 11:20am 12:20pm Hom	C Shift 9:00am 11:30am Drill (RSF 2) - Activity Calendar
Oct 13 - 19	13	14	15	16	17	18	19
	A Shift	8:30am 9:30am Single Resource Class (Teleconference) - A 1:30pm 3:30pm Fire Prevention Week - 2612 (Monterey Rid	A Shift 8:30am 10:30am Fire Prevention Week - 2613 (Horizon Prep) 1:00pm 1:30pm Union Tribune Photo (Stati	B Shift EMS Airway class (ENC	A Shift EMS Airway class (ENC 9:00am 11:00am Fire Prevention Week - 2612 (Maranatha Christian School) - Ju	B Shift 9:00am 11:00am Fire Prevention Week - 2613 (Horizon Presc 1:30pm 3:00pm Fire Prevention Week - 2	C Shift 9:00am 11:00am MPI, MCI drills (Local stations) - Activity Calendar
Oct 20 - 26	20	21	22	23	24	25	26
	B Shift	8:00am 5:00pm Pump Testing (RSF 2) - Acti 8:30am 9:30am Single Resource Class (Tele 9:30am 11:30am Fire Prevention Week - 2	9:30am 11:30am Fire Prevention Week - 2614 (Village Nurser 10:00am 11:30am Admin Shift Meeting (Admin Conference	C Shift 7:00am 4:30pm CAP E431 APT (RSF 2 Test Pit) - Louis Marro 11:00am 11:30am Fire Prevention Week - 2	8:30am 9:30am Single Resource Class (Tele 9:00am 10:30am Fire Prevention Week (M 6:00pm 7:00pm Boy Scout Tour (RSF 2) -	C Shift Complete Quarterly St 9:00am 10:30am Fire Prevention Week (M 9:00am 10:00am Wirele 3:45pm 4:45pm Cub Sc	A Shift
Oct 27 - Nov 2	27	28	29	30	31	Nov 1	2
	B Shift	5:00am 8:00am Active Shooter Drill (North 8:00am 8:30am Pump Testing (RSF 2) - Acti 9:00am 11:00am Canc 4:00pm 5:00pm Lego L	5:00am 8:00am Active Shooter Drill (North County Fair - Escond 4:15pm 5:15pm Station Tour (Station 2) - Julie E.	C Shift 8:00am 9:30am Fire Prevention Week - 2611 (R. Roger Rowe Elementary) - Julie E. Taber	B Shift 9:00am 9:30am Judge Halloween Pumpkin 10:00am 12:00pm Workplace Violence 12:00pm 12:30pm Hall		

Fire Prevention Monthly Staff Report October 2013



Comparison 2012/2013 Total Monthly Hours/Activities

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	954	833	948	1191	1287	1585	3022	1851	2053	1687	1186	1418
Hours	262.85	169.42	214.77	342.03	281.52	322.38	331.48	305.88	395.3	450.87	215.75	319.05

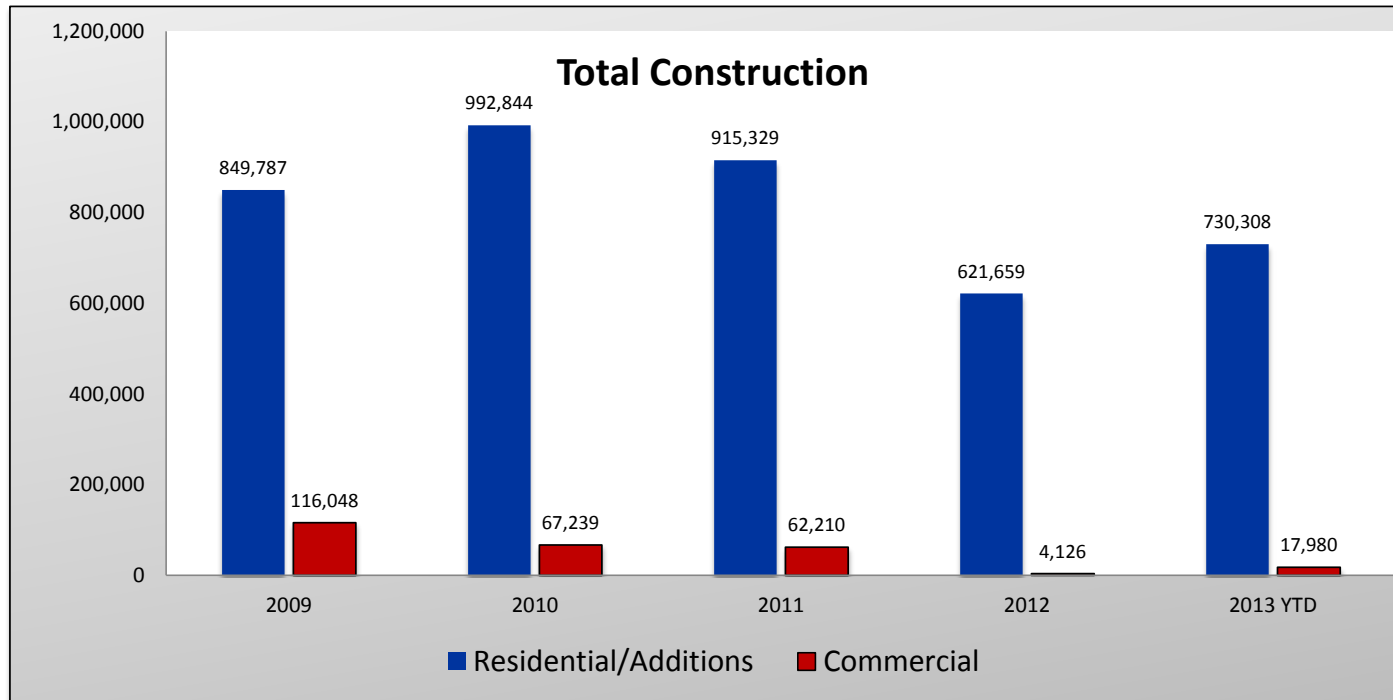
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1487	1658	2077	2150	2217	2677	2981	2772	2007	2375		
Hours	241.40	230.15	385.33	329.17	347.97	388.33	736.1	516.18	434.48	446.22		

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

Rancho Santa Fe Fire Protection District

Fire Prevention Bureau -Construction

October 2013



Year	Res/Add	Comm	Total
2009	849,787	116,048	965,835
2010	992,844	67,239	1,060,083
2011	915,329	62,210	977,539
2012	621,659	4,126	625,785
2012 YTD	575,059	4,126	579,185
2013 YTD	730,308	17,980	748,288

Comparison 2012/2013 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	32,208	25,725	65,313	124,980	64,041	73,962	73,882	6,960	88,364	23,750	1,132	45,468
2013	47,186	70,209	30,161	133,234	23,840	175,693	47,280	117,083	47,197	56,405		

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
October 2013

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Deputy Fire Marshal	19	55,963
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	19	55,963
RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Deputy Fire Marshal	6,475	192
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	6,475	192
COMMERCIAL PLAN REVIEWS	Number of Structures	Sq Footage
Deputy Fire Marshal	1	250
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	1	250
TOTAL NEW CONSTRUCTION		Sq Footage
Based on permitted Sq footage	Total Added	56,405
FIRE SPRINKLER REVIEWS	Commercial	Residential
Deputy Fire Marshal	1	0
Fire Inspector	0	11
Fire Inspector/Forester	3	1
TOTAL	4	12
TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Deputy Fire Marshal	3	3,868
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	3	3,868
LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Deputy Fire Marshal	0	0.00
Fire Inspector	0	0.00
Fire Inspector/Forester	31	12.75
TOTAL	31	12.75

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
October 2013

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	3	3.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	2	2.00
CWPP/FPP	0	0.00
TOTAL	5	5.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	2	1.00
Hydros (Fire Sprinklers)	20	15.50
Finals (Structures)	28	16.00
Landscape	1	0.50
Reinspections	2	2.00
Tents/Canopy	1	0.50
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	0	0.00
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
TOTAL	54	35.50
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	94	30.00
Weed Abatement Reinspection	83	29.50
1st Notice	38	9.00
2nd Notice	14	2.25
Final Notice	2	0.50
Forced Abatement	1	1.00
Postings	5	2.50
Annual Mailers	0	0.00
Homeowner Meeting	32	23.50
WUI	0	0.00
TOTAL	269	98.25
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	0	0.00
TOTAL	0	0.00

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
October 2013

ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	4	45.00
Conferences	0	0.00
Meetings	29	73.00
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	33	118.00
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	1,423	104.88
Correspondence	227	56.75
Consultations	60	50.00
Plan Review	74	48.50
Scanning	75	3.75
General Office	41	41.00
TOTAL	1,900	304.88

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	991	49.55
Correspondence	75	18.75
Walk in/Counter (All Administrative Staff)	289	24.08
Knox Application Request	5	0.42
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	74	12.33
Special Projects	5	30.00
Scanning Documents/Electronic Files	75	3.75
Meetings: Admin/Prevention/Admin Shift	6	6.00
Post Office Runs	15	7.00
Deposit runs and preparations	6	6.00
TOTAL	1,543	158

Rancho Santa Fe Fire District
Public Education Coordinator - Monthly Report
October 2013

WEBSITE/INTERNET		Staff Hours
Update existing info & documents:		4.0
<i>Updated home page, news, etc</i>		4.0
		0.0
		0.0
Compile & write new information:		1.0
<i>CERT</i>		1.0
		0.0
Social Media		3.0
<i>Facebook "Fans" - 269</i>		2.0
<i>Twitter "Follower" - 923</i>		1.0
TOTAL		8.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc:		0.0
		0.0
TOTAL		0.0
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:		1.0
TOTAL		2.0
EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		56.0
<i>Station Tour - 4</i>		4.0
<i>Fire Prevention Week Presentations - 19</i>		50.0
<i>Lego League Challenge Visits - 2</i>		2.0
Adult Programs:		6.0
<i>Rancho Del Lago HOA</i>		3.0
<i>Fire Extinguisher Training - Helen Woodward</i>		3.0
TOTAL		62.0

Rancho Santa Fe Fire District
Public Education Coordinator - Monthly Report
October 2013

EVENTS		Staff Hours
External/Community Events:		7.0
<i>Pancake Breakfast</i>		7.0
Internal Events:		0.0
TOTAL		7.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		2.0
<i>DOC Training</i>		2.0
Conferences:		0.0
Meetings:		6.0
<i>Staff meetings</i>		4.0
<i>Shift Meeting</i>		2.0
TOTAL		8.0
CLERICAL		Staff Hours
Prevention-related:		37.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		32.0
<i>Phone Calls - 32</i>		5.0
Non-prevention/non-minute related:		20.0
TOTAL		57.0
TOTAL HOURS		144.0

STAFF REPORT

13-18

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF

SUBJECT: VEHICLE REPLACEMENT – PURCHASE (CAPITAL)

DATE: NOVEMBER 8, 2013



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

Description	FY14 Budget	Funding Request	Funding Source	Action Requested
(1) 2014 - Ford 4x4 Expedition (2) *Radios, Emergency Lighting, Console, Command System and installation*	\$70,000	(1) \$36,350 (2) *Not to exceed \$33,500	100% Fleet Reserve	Authorize purchase.
<p><i>JUSTIFICATION for Funding Request:</i> Staff seeks authorization to purchase one (1) replacement Command vehicle with Radios, Emergency Lighting, Console, and Command System:</p> <ul style="list-style-type: none">♦ One (1) Command Vehicle (\$36,350)♦ Mobile Radios, Emergency Lighting, Console, Command System: (\$33,500) <p>Total Cost: (\$69,850)</p> <p>The District's FY14 capital replacement schedule is to have one command and one staff vehicle replaced. The command vehicle that is scheduled for replacement is the 2008 Ford Expedition, which has been serving as the Fire Chief's vehicle. However, due to a recent accident, involving the Training Officer's 2009 Expedition where this vehicle was determined a total loss by insurance; this vehicle will be replaced in the budget.</p> <p>The additional staff vehicle identified in the FY14 Capital Replacement plan will be requested after a needs assessment of the current fleet is completed at a later date</p> <p><i>Funding Source:</i> Capital Replacement – Fleet Reserve</p>				

STAFF REPORT

13-19

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: PRINTER/PLOTTER – PURCHASE (CAPITAL)
DATE: NOVEMBER 7, 2013



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

Description	FY14 Budget	Funding Request	Funding Source	Action Requested
(1) Printer/Plotter	\$19,427.00	\$19,427.00	Grant Revenue	Authorize purchase.
<p><i>JUSTIFICATION for Funding Request:</i> Staff seeks authorization to purchase a replacement printer/plotter utilizing State Homeland Security Grant Program (SHSGP) FY 13 money. (1) HP Multi-function T-1200 Printer/Plotter Estimated Cost \$19,427</p> <p>The existing printer/plotter is over ten years old. It is becoming more difficult to retain the current printer/plotter in working order and the expense for repairs has significantly increased. The District requested, and was approved by the County for State Homeland Security Grant money for the purchase of a new printer/plotter. The County approved grant amount is \$19,427.00.</p> <p><i>Funding Source:</i> State Homeland Security Grant Program</p>				

STAFF REPORT

NO. 13-20

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: CY 2014 BOARD MEETING SCHEDULE
DATE: NOVEMBER 7, 2013



RECOMMENDATION

Review schedule and approve any changes to the meeting schedule that may be necessary.

BACKGROUND

The Board of Directors adopted Resolution No. 2005-014 establishing the second Wednesday of each month as the regular meeting date to conduct business of the District. On occasion, it is necessary to adjust the date to accommodate holidays and scheduling conflicts.

CURRENT SITUATION

The following table list the meeting dates for 2014 and I have included the annual (or routine) agenda topics that the Board must act:

Meeting Dates – 2014	Annual Agenda Topic(s)
January 8*	
February 12	
March 12**	Adopt: Resolution to Participate in Fire Mitigation Fee Program (<i>must be adopted by April 15</i>)
April 9	
May 14	Select criteria to determine annual appropriations limit; Adopt resolution: Appropriations Limit Adopt resolution: Setting Benefit Charges
June 11	Adopt: Preliminary Budget (<i>must be adopted by June 30</i>) Accept List of forced abatements to be placed on property tax bills, if any
July 9	
August 13	
September 10	Public Hearing: Final Budget & Fire Mitigation Fee 5 Year Capital Plan Adopt: Final Budget (<i>must be adopted by September 30</i>); Adopt: Fire Mitigation Fee 5 Year Capital Plan
October 8	
November 12	
December 10	Ethics Training (<i>every two years – 2014</i>) Oath of Office (<i>every election year – 2014</i>) Election of Officers (<i>every election year – 2014</i>)

* Review date

** Board Clerk not in attendance

RESOLUTION 2013-13

A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349

This Memorandum of Understanding, hereinafter referred to as the “MOU”, is by and between the Rancho Santa Fe Fire Protection District, hereinafter referred to as the "District", and the Rancho Santa Fe Professional Firefighters Association – Local 4349, hereinafter referred to as "Association", and is intended to outline the term of the contract for wages, hours, and working conditions for the group of employees identified

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; and

WHEREAS, the District and the Association representatives acknowledge that the District and Association reached agreement on matters within the scope of representation and prepared a written MOU.

WHEREAS, the Association has agreed and ratified the MOU; and

WHEREAS, the District’s representatives have recommended that the Board of Directors adopt MOU.

NOW THEREFORE, the District and the Association agree to MOU (Exhibit A.) for a term January 1, 2014 through December 31, 2016.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on November 13, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

[Signatures next page]

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

RANCHO SANTA FE FIRE PROTECTION DISTRICT

MEMORANDUM OF UNDERSTANDING

RANCHO SANTA FE PROFESSIONAL
FIREFIGHTERS ASSOCIATION – LOCAL 4349



Expires: December 31, 2016

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MEMORANDUM OF UNDERSTANDING
between
RANCHO SANTA FE FIRE PROTECTION DISTRICT
and
RANCHO SANTA FE PROFESSIONAL FIREFIGHTERS ASSOCIATION – LOCAL 4349

ARTICLE I PREAMBLE

01.01 This Memorandum of Understanding is made and entered into this 1st day of January 2013 by and between the Rancho Santa Fe Fire Protection District (hereinafter referred to as the "DISTRICT") and the Rancho Santa Fe Firefighters Professional Firefighters Association – Local 4349 (hereinafter referred to as "ASSOCIATION").

01.02 **This** Memorandum of Understanding is entered into pursuant to the Meyers-Miliias-Brown Act (Government Code Section 3500-3511) and has been prepared jointly by the District and Association.

ARTICLE II RECOGNITION

02.01 The District recognizes the Association as the majority representative for all classifications in the bargaining unit.

02.02 This Memorandum of Understanding is the sole and exclusive document for all Classifications identified in this Agreement between the District and the Association. This Memorandum of Understanding shall supersede all previous agreements.

02.03 Current classifications assigned to the bargaining unit are:

- a. Captain
- b. Engineer
- c. Engineer/Paramedic
- d. Firefighter/Paramedic

02.04 All provisions and benefits of this Agreement shall be applicable only to employees in classes in the above-mentioned bargaining unit.

ARTICLE III IMPLEMENTATION

03.01 This Memorandum constitutes a mutual recommendation to be jointly submitted to the District's Board of Directors following ratification of the Memorandum by the members of Association. However, this agreement is of no force or effect unless or until approved by a majority vote of the District's Board of Directors.

ARTICLE IV TERM

04.01 The term of this Memorandum shall commence on the date when the terms and conditions for its effectiveness, as set forth in Implementation, are fully met; but in no event shall said Memorandum become effective prior to 12:01 am on January 1, 2014. Memorandum shall expire and otherwise be fully terminated at 12:00 midnight on December 31, 2016.

04.02 **Successor Memorandum:** In the event the Association or the District desires to meet and confer on the provisions of a successor Memorandum, the requesting entity shall serve upon the other party

its written request to commence meeting and conferring for such successor Memorandum. Should the meet and confer process for a successor Memorandum exceed the term of this Agreement, all terms and conditions of this Memorandum shall be continued until an Agreement is reached.

ARTICLE V RENEGOTIATION

05.01 In the event the Association desires to meet and confer in good faith on the provision of a successor Memorandum of Understanding, it shall serve upon the District its written request to commence meeting and conferring in good faith for such successor Memorandum of Understanding.

05.02 Except as specifically provided herein, it is agreed and understood that the parties hereto shall not be required but do reserve the right upon mutual agreement, to negotiate with respect to any subject or matter covered herein or with respect to any other matters within the scope of representation during the term of this agreement.

ARTICLE VI MANAGEMENT RIGHTS

06.01 The District on its own behalf, and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities, conferred upon and vested in it by the law, the Constitution of the State of California, and the Constitution of the United States, including, but without limiting the generality of the foregoing, the rights:

- a. to determine and administer policy;
- b. subject to the provisions of the law, to hire all employees, to determine their qualifications and the conditions for continued employment or their dismissal or demotion, and to promote and to transfer all such employees;
- c. to determine the numbers and kinds of personnel necessary for the efficient operation of the District and to direct their activities;
- d. to determine programs;
- e. to build, move or modify facilities;
- f. to develop and administer the budget;
- g. to determine the methods of raising revenue;
- h. to take action on any matter in the event of an unforeseen emergency;
- i. to delegate to the Fire Chief and other legally appointed officers, the operation of the district, its properties and facilities including, but not limited to innovative and experimental uses of the district facilities and experimental and pilot investigation of new fire science programs.

06.02 The exercise of the foregoing powers, rights, authority, duties and responsibilities, by the District, the adoption of policies, rules and regulations, and practice in the furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the extent such express and specific terms are in conformance with federal and state law. Nothing in the foregoing article shall be deemed to constitute a waiver of employee rights under MMB 3500 ET seq. or other statutes.

ARTICLE VII EMPLOYEE RIGHTS

07.01 It is agreed that each individual employee shall have the following rights, which he/she may exercise in accordance with applicable laws, ordinances, and rules and regulations:

- a. The rights to form, join and participate in the activities of employee organizations of his/her own choosing for the purpose of representation on matters of his/her employee relations with the District or not to join or participate in the activities of any organization.
- b. The right to be free from interference, intimidation, restraint, coercion, discrimination, or reprisal on the part of the management representatives, the supervisor, other employees, or employee organizations, with respect to his/her membership or non-membership in any employee organization or with respect to any lawful activity associated therewith which is within the scope of representation.
- c. The right to represent himself/herself individually in his/her employee relations with the District or through an authorized Association representative.

ARTICLE VIII UNFAIR EMPLOYEE RELATIONS PRACTICE

08.01 It is agreed that it shall be an unfair employee relations practice for the District and/or the Association or its representatives:

- a. To interfere with, restrain, discriminate, intimidate or coerce employees in the exercise of the rights recognized or granted in this Memorandum.
- b. To refuse to meet and confer in good faith with representatives of recognized employee organizations on matters within the scope of representation; or for the Association or its representatives to refuse to meet and confer in good faith on matters within the scope of representation.

ARTICLE IX GRIEVANCES

09.01 Defined: A grievance is defined as an alleged violation of the provisions of a MOU, which pertains to employment rights or working conditions not excepted by provisions of the management rights clause or reviewable under some other procedure, which adversely affects the grieving employee(s). Grievances shall not include matters outside the scope of representation, as defined in Government Code Section 3504. A grievance shall not include any claim regarding the initiation or renewal of a Memorandum of Understanding, the resolution of a meet and confer impasse, or any other matter, which is outside the scope of representation as defined by California Government Code Section 3504.

09.02 General Provisions

- a. All grievances shall be filed in writing within fifteen (15) calendar days of the date on which the employee knew or reasonably should have known of the alleged grievable incident. Any grievance not timely filed or appealed within specified time limits shall be null and void.
- b. A written statement of grievance shall identify the specific provision or provisions of this Memorandum of Understanding alleged to have been violated. Also, a statement of grievance shall set forth the specific factual information which gives rise to the filing of the grievance.
- c. Time limits provided for herein may be extended through mutual written consent of the parties.
- d. Except where grievances are resolved or ruled upon by the Board of Directors, all grievance resolutions involving the commitment of District funds shall be subject to the written approval of the Fire Chief.
- e. Parties to the grievance procedure shall be entitled to have a representative to act in his/her behalf at each step of the grievance procedure.

09.03 Procedures

- a. The parties shall attempt to resolve all grievances on an informal basis between the employee and/or his/her designated representative and a supervisor in the employee's chain of command, up to and including the Fire Chief, within 15 calendar days of the occurrence-giving rise to the grievance.
- b. If the parties are unable to resolve the grievance on an informal basis, the grievant shall file the grievance in writing with his/her immediate supervisor within 15 calendar days after last discussing the grievance with his/her immediate supervisor. The Fire Chief shall be served with a copy of the written grievance at the time such grievance is filed with the grievant's immediate supervisor. A grievance filed with the Chief shall be for informational purposes only; he/she shall not discuss it with the supervisor unless consulted by that person or with the grievant until and unless the grievant files it with the Chief. Only those issues unresolved by the supervisor shall be discussed with the employee at the Chief's level.
- c. If the grievance has not been settled within fifteen (15) calendar days of its filing with the grievant's immediate supervisor, it shall then be submitted to the Fire Chief for resolution. If requested by either party, the Fire Chief and the grievant and/or his/her representative shall meet in an attempt to resolve the grievance. Within fifteen (15) calendar days of the filing of the grievance with the Fire Chief, the Fire Chief shall provide the grievant and/or his/her representative with a written statement regarding the grievance.
- d. If the grievant does not agree with the Fire Chief's proposed resolution of the grievance, he/she shall submit the written grievance to the Board of Directors for resolution and/or decision. The grievant's appeal to the Board of Directors regarding the grievance must be filed with the Secretary, Board of Directors no later than fifteen (15) calendar days from the date on which the employee received the Fire Chief's written decision. All written materials and rationale which are to be submitted by the grievant to the Board of Directors shall be served upon the Fire Chief at the time the grievance is appealed to the Board of Directors. Both the grievant or his/her representative and the Fire Chief shall be given an opportunity to argue their positions on the grievance to the Board of Directors prior to its determination upon the merits of the grievance. The grievant, his/her representative, and the Fire Chief shall be notified in writing of the Board's decision on the grievance.
- e. If the grievance is not resolved to the employee's satisfaction and the employee wishes to appeal, the grievant may, within fifteen (15) calendar days from the response of the Board of Directors, request that the Fire Chief set up mediation.
- f. A State mediator shall mediate the dispute according to the normal rules governing mediation. There shall be no cost to the parties.

ARTICLE X DISCHARGE OR OTHER DISCIPLINARY ACTION

10.01 It is agreed that the District shall advise the employee of his/her right to representation and a written statement of the reason or reasons for any disciplinary action against him/her. All documentation upon which the charges are based shall be made available to the employee at the time such action is taken.

10.02 It is agreed that all appeals relating to any disciplinary action shall be submitted in writing to the District in accordance with Article IX, following a hearing before the Chief or his/her designated representative.

ARTICLE XI GENERAL PROVISIONS

11.01 Discrimination: There shall be no discrimination against any personnel or applicant because of race, color, marital status, medical condition, religion, sex, age, national origin, ancestry, or non-job related handicap or disability. Any use of masculine language in this MOU is specifically intended to include the feminine gender.

11.02 Bulletin Board: It is agreed that the District shall allow bulletin boards in agreed upon places for the use of Association in posting appropriate notices and announcements of meetings, elections, and social activities.

11.03 Dismissal during Initial Probation: It is agreed that the District shall have the right to dismiss any newly hired employee with or without cause during the initial probationary period. Such discharge shall not be subject to Article IX.

11.04 Personnel Folder: Employees shall have the right to review their individual personnel folders. Access shall be scheduled at the convenience of all the parties. Copies of all materials to be included in personnel folders shall be provided to individual employees.

11.05 Negotiating Team Rights: The District agrees to provide reasonable time off without loss of pay, during scheduled work hours, for up to three (3) representatives of the Association when said representatives are meeting and conferring on matters within the scope of representation.

11.06 Association Business: The District agrees to provide reasonable time off without loss of pay for up to four (4) representatives of the Association when such representatives are on scheduled work time and when such representatives are meeting with the District on matters within the scope of representation, including grievances, appeals of performance evaluations, and other matters. A representative of the Association shall be allowed to be present at the request of any employee, at any meeting with management involving grievance, appeals of employee performance evaluations, and any pre-disciplinary matters. The representative shall not interfere with normal work operations of the District. Employees not scheduled for duty will receive no additional compensation for conducting Association business.

11.07 Payroll Deduction and Association Dues: It is agreed that Association dues and such other deductions as may be properly requested by the Association, and lawfully permitted, shall be deducted by the District from the salary of each employee covered hereby who files with the District a written authorization requesting that such deductions be made. The District shall make remittance of the aggregate amount of all dues and other proper deductions made from the salaries of employees covered hereunder to the Association.

ARTICLE XII SENIORITY PROVISIONS

12.01 Seniority Defined:

- a. District Seniority is defined as an employee's most recent period of unbroken, continuous service with the District. Employees shall not attain District seniority until the completion of the required probationary period, at which time District seniority shall relate back to the commencement of the most recent date of appointment.

- b. Classification Seniority is defined as the period of most recent continuous service in the employee's classification. Employees shall not attain classification seniority until completion of the probationary period in that classification, at which time classification seniority shall relate back to the most recent date of appointment to such classification.

12.02 Seniority Credit:

- a. In computing seniority, credit shall be given for all classified service in the District except that a resignation or discharge shall be considered a break in service and seniority credit shall be given for any service rendered prior to that break, as provided below.
- b. Seniority Credit shall be allowed only for the following types of absence from a position in the classified service:
 - 1. Absences during authorized vacation or authorized sick leave.
 - 2. Absence on leave for active service in the Armed Forces of the State of California or the United States of America.
 - 3. In the event that an employee does not complete the probationary period in his/her classification due to layoff, seniority shall be allowed for the new service classification upon completion of that probationary period.
 - 4. Absence on leave made necessary by injuries sustained in the line of duty.
 - 5. Absence made necessary by injuries sustained in the course of employment by the District.
 - 6. Absence on leave while on loan to another agency if, in the opinion of the Fire Chief, the District stands to benefit from employment or other activity.

12.03 Other Seniority Credit Provisions:

- a. If an employee is suspended through no fault of his/her own and is later re-employed, he/she shall not lose any seniority credit for any period of actual service; if however, he/she has been separated from service by resignation or discharge for cause and is again employed, he/she shall not receive any seniority credit for service rendered prior to his/her separation from service.
- b. When two or more employees are appointed on the same date in the same classification, the order of precedence shall be determined by the order of the relative position of such employees on the eligibility list from which said employees were appointed.

ARTICLE XIII REDUCTION IN FORCE

13.01 Reduction in force shall be based on seniority, least senior first. Should a reduction in force be necessary, the following will apply:

- a. When a position is to be eliminated, classification seniority will be used as the criteria. For more than one employee with the same class seniority, the next criteria will be District seniority.
- b. An affected employee shall be given the choice of either being laid off or being reduced to the previous rank held.
- c. An employee being reduced may not replace an employee who has more District Seniority, but instead must move to the next lower rank.
- d. When re-strengthening the District, all those affected by the reduction in force shall be given the opportunity to move back into their former positions before any new personnel are hired or promoted.

- e. The time limit for rehire shall be 24 months from the date of lay-off for employees who have completed initial probation. Time limit for rehire shall be six (6) months for employees who have not completed initial probation.
- f. The District agrees to meet and confer prior to a long-term (one year or more) reduction in force from the current levels.

ARTICLE XIV UNIFORMS

14.01 District shall provide Class "B" and "C" uniforms to employees. Class "A" uniform shall be subject to the provisions of the District's Standard Operating Guidelines. The District retains the right to monitor the condition of uniforms and the discretion to replace or not to replace worn and damaged clothing depending upon the reasonableness of the wear and/or damage. The District will provide other protective clothing and gear as required by law, commensurate with the duties to be performed.

ARTICLE XV VACATION ACCRUAL

15.01 Vacation accrual for all ranks shall be based upon years of service in accordance with the following:

Years of Service		Hours
From	To	
0	4	144
5	9	168
10	14	192
15	19	240
20	+	288

15.02 All new employees are eligible to use any accrued vacation upon completion of twelve (12) months of service.

15.03 The Association shall receive 96 hours per calendar year of Association time off with pay, in order to attend functions such as conferences, seminars and workshops. This paid time off is only available if and when used for training or education purposes relating directly to employer/employee relations or other subjects contained within this MOU. A written request for this leave is required prior to any use. The request shall be made to the Operations Chief with a minimum of fourteen (14) days' notice.

15.04 Should the Association not use any available time off with pay during the calendar year, the Association will be allowed to carry over into the next calendar year. At no time shall the Association have more than one hundred ninety two (192) accrued hours (or two years). The accrual shall be adjusted at the beginning of each calendar year.

ARTICLE XVI HOLIDAYS

16.01 For the purpose of this Article, the legal "holiday" shall mean and include the following days:

	Holiday Observance	Date
1	New Year's Day	January 1
2	Martin Luther King Birthday	Third Monday in January
3	President's Day	Third Monday in February
4	Memorial Day	Fourth Monday in May
5	Independence Day	July 4
6	Labor Day	First Monday in September
7	Veteran's day	November 11
8	Thanksgiving Day	Fourth Thursday in November
9	Day after Thanksgiving Day	
10	Christmas Day	December 25

16.02 All classifications in the Bargaining Unit will receive 120 hours annually, in lieu of and regardless of the number of holidays worked. This will be paid separately with the November 30 paycheck.

16.03 Each employee will have the option to convert Holiday Pay to Holiday Time Off. Holiday time off will be determined by dividing the number of hours desired to convert by 1.5. This time will be added to the employee's accrued vacation time with the November 30 paycheck. Each employee must notify the payroll office prior to November 1 each year if this option is to be selected.

ARTICLE XVII HOURS OF WORK

17.01 Work Week: the District shall establish the hours of duty to average no more than fifty-six (56) hours per week on the three (3) platoons, twenty-four (24) hour system.

17.02 Each twenty-four (24) hour tour of duty shall begin at 0800 hours and end at 0800 hours of the following day.

17.03 Overtime Defined: Overtime work shall include only that time worked by employees at the request of management that is in excess of the established day and/or workweek for that class.

17.04 Those employees covered by the Fair Labor Standards Act will receive time and one-half for all hours in excess of 182 in any one work period.

17.05 The smallest unit of overtime shall be one-quarter hour.

ARTICLE XVIII HEALTH INSURANCE

18.01 The District shall remit Insurance premiums for HMO medical (at the enrolled rate) and HMO dental insurance (family rate) for the District's employees and their dependents. The District agrees to contribute \$1,000 per month toward medical and dental insurance. However, if the monthly premiums for medical and dental insurance exceed \$1,000 per month, the affected employee and District agree to share the cost difference 50/50. If an employee enrolls at a single rate, the District shall place a capped rate of \$1,000 per month (\$12,000 annually).

18.02 Any unused premium may be used for medical/dental expenses as defined by the Administrative Policy for a maximum period of 24 months. After the 24-month period expires, 100% of any unused premium shall be transferred to the employee's Retirement Health Savings Account.

18.03 The District will strive to provide every eligible employee with options for group medical and dental insurance plans. If eligible dependents are enrolled in the group insurance, they must be enrolled in the same coverage as the employee.

18.04 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 employees medical reimbursement account. Unused premiums shall be transferred to the employees HRSA per the provisions in 18.02.

18.05 District employees, upon retirement, at no additional cost to active employees or to the District shall be allowed to remain on the group medical plan. 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. The Association understands that the premium for a retired employee may be higher than that of an active employee. At age 65, the retiree may have additional options available.

18.06 Medicare-Eligible Retirees

The District may offer one or more Medicare supplement plans. The retiree will be responsible for the entire premium and a two percent (2%) administrative cost.

ARTICLE XIX RETIREMENT HEALTH SAVINGS ACCOUNT

19.01 All Employees covered by this agreement shall be required to participate in a District administered Retirement Health Savings Account (RHSA). The following terms apply:

- a. A monetary contribution will be made by the District in the 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 employee has an excess of 720 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 effective December 31.

ARTICLE XX SICK LEAVE

20.01 Accrual: Shift employees shall accrue sick leave at the rate of 12 hours per month. The non-shift employee shall accrue 8 hours per month. Sick leave shall be accumulated with no maximum accrual.

20.02 The accrual rate shall apply to the employee's permanent work schedule and not be changed for temporary or short-term assignments.

20.03 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, and factor from 40-hour workweek to 56-hour workweek is 1.4.

20.04 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 the purpose of 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.

20.05 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.

- 20.06 At retirement unused sick leave credit shall be converted to one of the following:
- a. All unused sick leave hours may be reported to CalPERS for additional service credit.
 - i. Conversion of a shift employee's sick leave bank to equivalent sick days as required by PERS will be computed by dividing the total number of unused sick leave hours by eight (8); or
 - b. The employee may choose to convert unused sick leave hours to an employee's RHSA at a ratio of 3:1. A minimum of 960 sick leave hours is required to be eligible for this option.
 - i. The RHSA contribution shall be calculated at the straight time rate and shall not exceed the value of 40 shifts; or
 - c. A combination of both options, if the remaining unused sick leave hours not used for additional service credit, exceeds 960 hours.

ARTICLE XXI BEREAVEMENT LEAVE

21.01 Bereavement leave shall be granted for the death or imminent death of any employee's immediate family or dependent, including spouse's immediate family or dependent. Bereavement leave shall not exceed three (3) days for non-shift employees or two (2) shifts for shift employees. For family or dependents that reside out of state, bereavement leave shall be extended to four (4) days for non-shift employees and three (3) shifts for shift employees. No paid leave shall be granted without prior administrative approval. All bereavement leave shall be charged against the employee's accrued sick leave. The sick leave used for bereavement leave shall be deducted from the December 31 prior year balance when determining the RHSA contribution.

Refer to Article XX – SICK LEAVE – section 20.05 for definition of immediate family. This definition also applies to the spouse's immediate family.

ARTICLE XXII COURT LEAVE (JURY DUTY)

22.01 All employees will be allowed paid time for jury duty or any job related court appearance, or deposition. Any other appearances that are non-job related must use vacation time or shift trades.

22.02 All jury duty fees received except for expenses shall be returned to the District.

ARTICLE XXIII WAGES

23.01 Pay rate for all employees will be expressed and paid as an hourly rate. *(Note: Approximate monthly compensation is provided as information only.)* Adjustments to the employee's semi-monthly paycheck for overtime compensation will be made on the paycheck following the close of the work period in which there is an adjustment. An allowance of at least seven days is allowed for preparation of payroll and the accounting procedures normally associated with payroll matters.

23.02 Wage Schedule

The wage schedules listed on Exhibit A shall be continued thru December 31, 2016.

23.03 Overtime Compensation Rate: - Compensation rate shall be paid in accordance with Article XVII of this Memorandum of Understanding.

23.04 Promotion/Salary Increase - When an employee is promoted, he/she shall move to the appropriate step that would provide a minimum increase in salary of 5%, if applicable.

23.05 Except as specifically provided herein, it is agreed and understood that the parties hereto reserve the right, upon mutual agreement, to renegotiate with respect to a change in market or financial conditions covered herein.

ARTICLE XXIV RETIREMENT

24.01 Retirement: 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.

24.02 All employees enrolled in the PERS 3% @ 50 plan 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.

24.03 For employees hired after April 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.

24.04 All employees enrolled in the PERS 3% @ 55 plan 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.

24.05 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.

24.06 The District agrees to report member contributions as taxed deferred for all employees enrolled in the CalPERS plans.

ARTICLE XXV PARAMEDIC BENEFIT AND CONDITIONS

25.01 Continuing Education: Paramedics will be afforded time on duty for required continuing education. In the case of a special class or other circumstance whereby the class is not available on duty, the employee will be compensated at the current overtime rate for that position. The District will reimburse tuition for all required continuing education paid by a Paramedic.

25.02 Malpractice Insurance: the District shall provide at its expense, "Professional Health Care Provider Insurance," for paramedics and other firefighters. The dollar amount will be based on the District's current policy, but will provide a minimum of one million dollars (\$1,000,000) per incident.

25.03 Preceptor Pay: Mentors and/or preceptors for paramedic trainees shall be granted five hundred dollars (\$500) for each trainee assigned to the employee as approved and/or required by the District, paid upon completion of the training assignment.

25.04 A Firefighter/Paramedic shall have the option to decertify as a Paramedic upon promotion to the rank of Engineer or Captain.

ARTICLE XXVI WORK OUT-OF-GRADE

26.01 The term "work out-of-grade" shall be defined as the performance of significant duties in one classification by an employee in a classification with a lower compensation range.

26.02 If a vacancy exists and if an employee is required to work out-of-grade to fill such vacancy for more than two (2) consecutive hours, the employee shall be compensated for such out-of-grade assignment.

26.03 An employee eligible for out-of-grade pay shall be granted a ten percent (10%) increase above his/her current base salary for one classification (Example: Engineer working as a Captain, and fifteen percent (15%) increase above his/her base salary for two (2) classifications (Example: Firefighter working as a Captain).

ARTICLE XXVII ASSIGNMENT TO ADMINISTRATIVE POSITION

27.01 This Article shall apply to members of the bargaining unit who are appointed, or assigned to an administrative position. *Note: This does not apply to any employee assigned to administration because of an on- or off-duty injury.*

27.02 Compensation

- a. The employee's hourly rate will be converted to a 40-hour workweek. The hourly rate will be adjusted as specified herein. Factor from 56-hour workweek to 40-hour workweek is .714; Factor from 40-hour workweek to 56-hour workweek is 1.4.
- b. The employee will be granted a ten percent (10%) increase above his/her base salary.

27.03 Hours of Work

- a. The regular hours of work for an administrative position will consist of a 40-hour workweek. A flex-schedule may be offered under conditions identified by the employee's immediate supervisor and approved by the Fire Chief.
- b. Overtime may be required in order to complete assignments and/or complete additional tasks. This overtime shall be approved by the immediate supervisor prior to incurring the overtime.
- c. Employees will not be available to work overtime on days they are assigned to administration unless authorized by the Duty Chief. Employees are authorized to work up to 48 hours of overtime per week without prior approval on their scheduled days off.

27.04 Vacation Leave

- a. When an employee changes from one work schedule to another as a full time assignment, the employee's accrual rate and accumulated vacation bank will be adjusted in accordance with the ratio as specified herein. Factor from 56-hour workweek to 40-hour workweek is .714; Factor from 40-hour workweek to 56-hour workweek is 1.4.
- b. Any previously scheduled vacation prior to appointment or assignment will be honored by the District. Any future vacation use shall be with the approval of the supervisor.

27.05 Holidays

- a. Per Article 16.02 the employee will be compensated for ½ of the holidays per the calendar year (120 hours). Employees will be expected to work five (5) of the holidays, or arrange their flex schedule so that their day off falls on the holiday. This scheduling is to be arranged with the supervisor. The holidays occurring prior to accepting this position will be considered as holidays worked. These holidays will be paid at the current hourly rate.

27.06 Physical Training

- a. In accordance with the MOU, physical training is a voluntary program and should be completed during non-work hours.

27.07 Emergency Response

- a. Members of the bargaining unit that are working a full time administrative position will remain subject to emergency call-backs.
- b. Members of the bargaining unit that are working a full time administrative position will not participate on a Stand-by Crew unless directed to do so by their immediate supervisor or by the Duty Chief.

27.08 Use of District Vehicles

- a. Members of the bargaining unit that are working a full time administrative position will be allowed the use of a district owned/leased/rented vehicle for the purpose of commuting to and from work and for business purposes. The value for the use of the vehicle will be

reported as a taxable fringe benefit as established by IRS Regulations and the District's Administrative policy. The District will report the value in the manner allowed by IRS regulations that has the least tax impact to the employee. This section may be modified based upon IRS regulations and the individual's administrative assignment.

27.09 Training

- a. Employees will be allowed to participate during normal business hours in any training that is scheduled or mandated in order to retain professional certificates or as otherwise deemed necessary by the immediate supervisor. Any additional schools, certificates, or classes must be approved by the immediate supervisor.

27.10 Return to Suppression

- a. Upon completion of the administrative assignment the employee will return to his/her previous rank held at the time of accepting the appointment unless the employee has been promoted to another position/rank. All seniority will continue as specified in the MOU.

ARTICLE XXVIII CALL BACK TO DUTY

28.01 Call Back Defined: call back work is defined as work required of an employee who, following completion of the employee's work day or work week and departure from the employee's work site, is unexpectedly ordered to report back to duty to perform necessary work.

28.02 Call Back Compensation: employees who are called back shall receive a minimum of four (4) hours compensation.

28.03 Hours Defined: hours worked shall be calculated beginning at the time the call back is received and acknowledged by the employee and ending when the employee is relieved of duty.

28.04 Stand-by Crews Defined: suppression personnel who have signed-up and agree to respond, as requested, for a twenty-four (24) hour tour of duty, or any portion thereof.

28.05 Standby Crew Compensation: personnel will receive \$100.00 per 24 hour tour of duty, or any portion thereof, except if a Stand-by Crew member accepts and works more than 20 hours of volunteer overtime during the stand-by tour.

28.06 A stand-by tour of duty shall begin at 0800.

ARTICLE XXIX LIFE INSURANCE

29.01 The District shall provide a \$25,000 life insurance policy for the employee and \$1,000 life insurance policy for employee's dependents. The policy shall include accidental death and dismemberment coverage.

ARTICLE XXX DISABILITY INSURANCE

30.01 The District shall provide long-term disability insurance.

ARTICLE XXXI PHYSICAL TRAINING

31.01 The physical training program shall continue to be a voluntary program.

ARTICLE XXXI MANDATORY MESS

32.01 All members of the fire suppression bargaining unit (on shift) shall participate in a mandatory mess. There will be no District contributions. Exceptions to this article for participation shall only be for religious, dietary, or medical reasons.

ARTICLE XXXIII FAIR LABOR STANDARDS ACT (FLSA)

33.01 The District claims a 7k exemption for the purpose of establishing a work period. It will consist of a 24-day cycle, meaning that overtime provisions become applicable to non-exempt employees after 182 hours have been worked in that specific work period. For the purpose of calculating overtime, use of vacation, jury duty, and sick leave, including bereavement leave, shall be considered as time worked. Any work time lost due to a work related injury shall also be considered as time worked.

33.02 The District will continue the use of time cards for non-exempt employees. Time cards will be submitted on the day following the end of the work period.

33.03 If any provisions of the Fair Labor Standards Act are held to be non-applicable to fire service personnel, the conditions imposed as a result of the act will be null and void. A re-opener of negotiations will occur at that time.

ARTICLE XXXIV SEVERABILITY

34.01 This Memorandum is subject to all current and future applicable Federal, State, and local laws. All ordinances, rules, regulations, and policies shall be subject to the appropriate revisions, amendments and deletions necessary to conform to the purpose, intent and application of the provision of this Memorandum.

34.02 If any article or section of this Memorandum is in conflict or inconsistent with such applicable provisions of Federal, State, or local laws, the parties shall, where applicable, meet and confer or meet and consult for the purpose of arriving at a mutually agreeable replacement for such article or section. The validity of the remainder of this Memorandum shall not be affected thereby.

[Signatures next page]

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on November 13, 2013.

James H Ashcraft
President, Board of Directors

David Livingstone
Captain

Randall Malin
Member, Board of Directors

David McQuead
Captain

Nicholas Brandow
Engineer

Brian Schmid
Firefighter Paramedic

EXHIBIT A

The following wage schedule becomes effective *January 1, 2014*

1-Jan-14					
Firefighter/Paramedic	A	B	C	D	E
Hourly	23.692	24.876	26.120	27.426	28.797
OT Rate	35.537	37.314	39.180	41.139	43.196
Semi Monthly	2,952	3,099	3,254	3,417	3,588
Monthly	5,903	6,198	6,508	6,834	7,175
Annual	70,838	74,380	78,099	82,004	86,104
<i>PERS Monthly</i>	<i>5,441.19</i>	<i>5,713.24</i>	<i>5,998.91</i>	<i>6,298.85</i>	<i>6,613.80</i>
0	-	-	-	-	-
Engineer	A	B	C	D	E
Hourly	24.386	25.605	26.885	28.230	29.641
OT Rate	36.579	38.408	40.328	42.344	44.462
Semi Monthly	3,038	3,190	3,349	3,517	3,693
Monthly	6,076	6,380	6,699	7,034	7,386
Annual	72,914	76,559	80,387	84,407	88,627
<i>PERS Monthly</i>	<i>5,600.61</i>	<i>5,880.64</i>	<i>6,174.67</i>	<i>6,483.41</i>	<i>6,807.58</i>
0	-	-	-	-	-
Engineer/Paramedic	A	B	C	D	E
Hourly	25.041	26.293	27.607	28.988	30.437
OT Rate	37.5609	39.4389	41.4109	43.4814	45.6555
Semi Monthly	3,120	3,276	3,439	3,611	3,792
Monthly	6,239	6,551	6,879	7,223	7,584
Annual	74,871	78,615	82,546	86,673	91,007
0	-	-	-	-	-
Captain	A	B	C	D	E
Hourly	28.335	29.751	31.239	32.801	34.441
OT Rate	42.502	44.627	46.858	49.201	51.661
Semi Monthly	3,530	3,707	3,892	4,086	4,291
Monthly	7,060	7,413	7,784	8,173	8,581
Annual	84,720	88,956	93,404	98,074	102,978

The following wage schedule becomes effective *January 1, 2015*

Firefighter/Paramedic	A	B	C	D	E
Hourly	\$24.165	\$25.374	\$26.642	\$27.975	\$29.373
OT Rate	\$36.248	\$38.061	\$39.964	\$41.962	\$44.060
Semi Monthly	\$ 3,011	\$ 3,161	\$ 3,319	\$ 3,485	\$ 3,659
Monthly	\$ 6,021	\$ 6,322	\$ 6,638	\$ 6,970	\$ 7,319
Annual	\$ 72,255	\$ 75,868	\$ 79,661	\$ 83,644	\$ 87,826
<i>PERS Monthly</i>	<i>\$ 5,550.01</i>	<i>\$ 5,827.51</i>	<i>\$ 6,118.89</i>	<i>\$ 6,424.83</i>	<i>\$ 6,746.07</i>
Engineer	A	B	C	D	E
Hourly	\$25.117	\$26.373	\$27.692	\$29.077	\$30.530
OT Rate	\$37.676	\$39.560	\$41.538	\$43.615	\$45.796
Semi Monthly	\$ 3,129	\$ 3,286	\$ 3,450	\$ 3,622	\$ 3,804
Monthly	\$ 6,258	\$ 6,571	\$ 6,900	\$ 7,245	\$ 7,607
Annual	\$ 75,101	\$ 78,856	\$ 82,799	\$ 86,939	\$ 91,286
<i>PERS Monthly</i>	<i>\$ 5,768.63</i>	<i>\$ 6,057.06</i>	<i>\$ 6,359.91</i>	<i>\$ 6,677.91</i>	<i>\$ 7,011.80</i>
Engineer/Paramedic	A	B	C	D	E
Hourly	\$25.792	\$27.081	\$28.435	\$29.857	\$31.350
OT Rate	\$38.688	\$40.622	\$42.653	\$44.786	\$47.025
Semi Monthly	\$ 3,213	\$ 3,374	\$ 3,543	\$ 3,720	\$ 3,906
Monthly	\$ 6,426	\$ 6,748	\$ 7,085	\$ 7,439	\$ 7,811
Annual	\$ 77,118	\$ 80,973	\$ 85,022	\$ 89,273	\$ 93,737
<i>PERS Monthly</i>	<i>\$ 5,923.52</i>	<i>\$ 6,219.70</i>	<i>\$ 6,530.68</i>	<i>\$ 6,857.21</i>	<i>\$ 7,200.08</i>
Captain	A	B	C	D	E
Hourly	\$29.468	\$30.941	\$32.488	\$34.113	\$35.818
OT Rate	\$44.202	\$46.412	\$48.733	\$51.169	\$53.728
Semi Monthly	\$ 3,671	\$ 3,855	\$ 4,048	\$ 4,250	\$ 4,462
Monthly	\$ 7,342	\$ 7,710	\$ 8,095	\$ 8,500	\$ 8,925
Annual	\$ 88,109	\$ 92,514	\$ 97,140	\$ 101,997	\$ 107,097
<i>PERS Monthly</i>	<i>\$ 6,767.80</i>	<i>\$ 7,106.19</i>	<i>\$ 7,461.50</i>	<i>\$ 7,834.57</i>	<i>\$ 8,226.30</i>

The following wage schedule becomes effective *January 1, 2016*

Firefighter/Paramedic	A	B	C	D	E
Hourly	\$24.649	\$25.881	\$27.175	\$28.534	\$29.961
OT Rate	\$36.973	\$38.822	\$40.763	\$42.801	\$44.941
Semi Monthly	\$ 3,071	\$ 3,224	\$ 3,386	\$ 3,555	\$ 3,733
Monthly	\$ 6,142	\$ 6,449	\$ 6,771	\$ 7,110	\$ 7,465
Annual	\$ 73,700	\$ 77,385	\$ 81,254	\$ 85,317	\$ 89,583
<i>PERS Monthly</i>	<i>\$ 5,661.01</i>	<i>\$ 5,944.06</i>	<i>\$ 6,241.26</i>	<i>\$ 6,553.33</i>	<i>\$ 6,880.99</i>
0	0	0	0	0	\$ -
Engineer	A	B	C	D	E
Hourly	\$25.871	\$27.164	\$28.523	\$29.949	\$31.446
OT Rate	\$38.806	\$40.747	\$42.784	\$44.923	\$47.169
Semi Monthly	\$ 3,223	\$ 3,384	\$ 3,553	\$ 3,731	\$ 3,918
Monthly	\$ 6,446	\$ 6,768	\$ 7,107	\$ 7,462	\$ 7,835
Annual	\$ 77,354	\$ 81,222	\$ 85,283	\$ 89,547	\$ 94,024
<i>PERS Monthly</i>	<i>\$ 5,941.69</i>	<i>\$ 6,238.77</i>	<i>\$ 6,550.71</i>	<i>\$ 6,878.25</i>	<i>\$ 7,222.16</i>
0	0	0	0	0	\$ -
Engineer/Paramedic	A	B	C	D	E
Hourly	\$26.566	\$27.894	\$29.289	\$30.753	\$32.291
OT Rate	\$39.848	\$41.841	\$43.933	\$46.129	\$48.436
Semi Monthly	\$ 3,310	\$ 3,475	\$ 3,649	\$ 3,831	\$ 4,023
Monthly	\$ 6,619	\$ 6,950	\$ 7,298	\$ 7,663	\$ 8,046
Annual	\$ 79,431	\$ 83,403	\$ 87,573	\$ 91,951	\$ 96,549
<i>PERS Monthly</i>	<i>\$ 6,101.23</i>	<i>\$ 6,406.29</i>	<i>\$ 6,726.60</i>	<i>\$ 7,062.93</i>	<i>\$ 7,416.08</i>
0	0	0	0	0	\$ -
Captain	A	B	C	D	E
Hourly	\$30.647	\$32.179	\$33.788	\$35.477	\$37.251
OT Rate	\$45.970	\$48.268	\$50.682	\$53.216	\$55.877
Semi Monthly	\$ 3,818	\$ 4,009	\$ 4,209	\$ 4,420	\$ 4,641
Monthly	\$ 7,636	\$ 8,018	\$ 8,419	\$ 8,840	\$ 9,282
Annual	\$ 91,633	\$ 96,215	\$ 101,026	\$ 106,077	\$ 111,381
<i>PERS Monthly</i>	<i>\$ 7,038.51</i>	<i>\$ 7,390.43</i>	<i>\$ 7,759.95</i>	<i>\$ 8,147.95</i>	<i>\$ 8,555.35</i>

RESOLUTION 2013-14

A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Employees Association

This Memorandum of Understanding, hereinafter referred to as the "MOU", is by and between the Rancho Santa Fe Fire Protection District, hereinafter referred to as the "District", and the Rancho Santa Fe Employees Association, hereinafter referred to as "Association", and is intended to outline the term of the contract for wages, hours, and working conditions for the group of employees identified

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; and

WHEREAS, the District and the Association representatives acknowledge that the District and Association reached agreement on matters within the scope of representation and prepared a written MOU.

WHEREAS, the Association has agreed and ratified the MOU; and

WHEREAS, the District's representatives have recommended that the Board of Directors adopt MOU.

NOW THEREFORE, the District and the Association agree to MOU (Exhibit A.) for a term January 1, 2014 through December 31, 2016.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on November 13, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary



Memorandum of Understanding

Between

Rancho Santa Fe Fire Protection District
And
Rancho Santa Fe Fire Protection District
Employees Association

Effective January 1, 2014
Expires December 31, 2016

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MEMORANDUM OF UNDERSTANDING

RANCHO SANTA FE FIRE PROTECTION DISTRICT

and

RANCHO SANTA FE FIRE PROTECTION DISTRICT EMPLOYEES ASSOCIATION

ARTICLE I – PREAMBLE

- 01.01 This Memorandum of Understanding (MOU) is made and entered into this 1st day of January 2014 by and between the *Rancho Santa Fe Fire Protection District* (hereinafter referred to as the "DISTRICT") and the Rancho Santa Fe Fire Protection District Employee Association (hereinafter referred to as "Association").
- 01.02 This MOU is entered into pursuant to the Meyers-Milias-Brown (MMB) Act (Government Code Section 3500-3511) and has been prepared jointly by the District and Association.
- 01.03 It is the purpose of this Agreement to achieve and maintain harmonious relations between the District and the Association to provide for equitable and peaceful adjustment of differences, which may arise, and to establish proper standards of wages, hours, and other conditions of employment.
- 01.04 Representatives of the District and the Association have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment and have exchanged freely information, opinions and proposals in a sincere effort to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.
- 01.05 This MOU is the sole and exclusive document for classifications identified in this Agreement between the District and the Association. This MOU shall supersede all previous agreements and resolutions.

ARTICLE II – RECOGNITION

- 02.01 The District recognizes the Association as the official representative for all positions listed below.
- 02.02 Current classifications assigned to the bargaining unit are:
- a. Accounting Specialist
 - b. Deputy Fire Marshal
 - c. Fire Prevention Specialist
 - d. Fire Prevention Specialist II/Forester
 - e. Public Education Coordinator
 - f. Staff Assistant
 - g. Office Support Coordinator

- 02.03 All provisions and benefits of this Agreement shall be applicable only to employees in positions in the above-mentioned bargaining unit.

ARTICLE III – IMPLEMENTATION

- 03.01 This MOU constitutes a mutual recommendation to be jointly submitted to the District's Board of Directors following ratification of the Memorandum by the members of the Association. However, this MOU is of no force or effect unless or until approved by a majority vote of the District's Board of Directors.

ARTICLE IV – TERM

- 04.01 The term of this MOU shall commence on the date when the terms and conditions for its effectiveness, as set forth in Article III: Implementation, are fully met; but in no event shall said MOU become effective prior to 12:01 am on January 1, 2014. MOU shall expire and otherwise be fully terminated at 12:00 midnight on December 31, 2016. Unless otherwise indicated in the agreement, all terms of employment and benefits shall be in full force and effect for the term of the agreement, circumstances beyond the control of the employer accepted.

ARTICLE V – RENEGOTIATION

- 05.01 Renegotiation: In the event the Association or the District desires to meet and confer on the provisions of a successor MOU, the requesting entity shall serve upon the other party its written request to commence meeting and conferring for such successor MOU. Should the meet and confer process for a successor MOU exceed the term of this Agreement, all terms and conditions of this MOU shall be continued until an agreement is reached.
- 05.02 Except as specifically provided herein, it is agreed and understood that the parties hereto shall not be required but do reserve the right upon mutual agreement, to negotiate with respect to any subject or matter covered herein or with respect to any other matters within the scope of representation during the term of this agreement.
- 05.03 It is agreed that under special circumstances, and with the approval of the Association, employee, and District, each employee will have the right to negotiate individually with the Rancho Santa Fe Fire Protection District his/her work hours and number of days of work each week, and the duration of the request. An employee may choose to use an authorized Association representative to negotiate those hours and days of employment.

ARTICLE VI – MANAGEMENT RIGHTS

- 06.01 The District on its own behalf, and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities, conferred upon and vested in it by the law, the Constitution of the State of California, and the Constitution of the United States, including, but without limiting the generality of the foregoing, the rights:

- a. to determine and administer policy;
- b. subject to the provisions of the law, to hire all employees, to determine their qualifications and the conditions for continued employment or their dismissal or demotion, and to promote and to transfer all such employees;
- c. to determine the numbers and kinds of personnel necessary for the efficient operation of the District and to direct their activities;
- d. to determine programs;
- e. to build, move or modify facilities;
- f. to develop and administer the budget;
- g. to determine the methods of raising revenue;
- h. to take action on any matter in the event of an unforeseen emergency;
- i. to delegate to the Fire Chief and other legally appointed officers, the operation of the District, its properties, and facilities.

06.02 The exercise of the foregoing powers, rights, authority, duties and responsibilities, by the District, the adoption of policies, rules and regulations, and practice in the furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the extent such express and specific terms are in conformance with federal and state law. Nothing in the foregoing article shall be deemed to constitute a waiver of employee rights under MMB Act 3500 ET seq. or other statutes.

ARTICLE VII – EMPLOYEE RIGHTS

- 07.01 It is agreed that each individual employee shall have the following rights, which he/she may exercise in accordance with applicable laws, ordinances, and rules and regulations:
- a. The rights to form, join, and participate in the activities of employee organizations of his/her own choosing for the purpose of representation on matters of his/her employee relations with the District or not to join or participate in the activities of any organization.
 - b. The right to be free from interference, intimidation, restraint, coercion, discrimination, or reprisal on the part of the management representatives, the supervisor, other employees, or employee organizations, with respect to his/her membership or non-membership in any employee organization or with respect to any lawful activity associated therewith which is within the scope of representation.
 - c. The right to represent himself/herself individually in his/her employee relations with the District or through an authorized Association representative. The representative shall not interfere with normal work operations of the District.

ARTICLE VIII – ASSOCIATION ACCESS

- 08.01 Authorized Association representatives shall be granted access to work locations for the purpose of conducting grievance investigations or contacting members of the Association concerning business within the scope of representation. Association representatives shall not interfere with the work operations of the District.
- 08.02 Association representatives have the right to meet with employees during coffee, rest, or lunch breaks at District facilities as may be available.

- 08.03 It is agreed that the Association may use District facilities to conduct general meetings when such facilities are available and with the approval of the Fire Chief.
- 08.04 Bulletin Board: It is agreed that the District will allow bulletin boards in agreed upon places, including e-mail, for the use of the Association in posting appropriate notices and announcements of meetings, elections, social activities, and any other Association official business.

ARTICLE IX – GENERAL PROVISIONS

- 09.01 Discrimination: There shall be no discrimination against any personnel or applicant because of race, color, marital status, medical condition, religion, sex, age, national origin, ancestry, or non-job related handicap or disability. Any use of masculine language in this MOU is specifically intended to include the feminine gender.
- 09.02 Dismissal during Initial Probation: It is agreed that the District shall have the right to dismiss any newly hired employee with or without cause during the initial probationary period. Such discharge shall not be subject to Article XXVI: Grievances.
- 09.03 Personnel Folder: Employees shall have the right to review their individual personnel folders. Access shall be scheduled at the convenience of all the parties. Copies of all materials to be included in personnel folders shall be provided to individual employees.
- 09.04 Negotiating Team Rights: The District agrees to provide reasonable time off without loss of pay, during scheduled work hours, for up to two (2) representatives of the Association when said representatives are meeting and conferring on matters within the scope of representation.
- 09.05 Association Business: The District agrees to provide reasonable time off without loss of pay for up to two (2) representatives of the Association when such representatives are on scheduled work time and when such representatives are meeting with the District on matters within the scope of representation, including grievances, appeals of performance evaluations, and other matters. A representative of the Association shall be allowed to be present at the request of any employee, at any meeting with management involving grievance, appeals of employee performance evaluations, and any pre-disciplinary matters. The representative shall not interfere with normal work operations of the District. Employees not scheduled for duty will receive no additional compensation for conducting Association business.
- 09.06 Payroll Deduction and Association Dues: It is agreed that Association dues and such other deductions as may be properly requested by the Association, and lawfully permitted, shall be deducted by the District from the salary of each employee covered hereby who files with the District a written authorization requesting that such deductions be made. The District shall make remittance of the aggregate amount of all dues and other proper deductions made from the salaries of employees covered hereunder to the Association.

ARTICLE X – HOURS OF EMPLOYMENT

- 10.01 Established work hours for District employees assigned to Administration shall normally be 8:00 a.m. to 5:00 p.m., unless alternative hours are established.

ARTICLE XI – WAGES

- 11.01 Pay rate for all employees will be expressed and paid as an hourly rate. (Note: Approximate monthly compensation is provided as information only.) Adjustments to the employee's semi-monthly paycheck for overtime compensation will be made on the paycheck following the close of the work period in which there is an adjustment. An allowance of at least seven days is allowed for preparation of payroll and the accounting procedures normally associated with payroll matters.
- 11.02 Wage Schedule: Hourly Wage Schedules for January 1, 2014 through December 31, 2016 for all positions covered by this MOU are shown in Appendix A.
- 11.03 Overtime Compensation Rate: Compensation rate shall be paid in accordance with Article XII of this MOU.
- 11.04 Except as specifically provided herein, it is agreed and understood that the parties hereto reserve the right, upon mutual agreement, to renegotiate with respect to a change in market or financial conditions covered herein.

ARTICLE XII – OVERTIME COMPENSATION

- 12.01 Overtime work shall include only that time worked by employees at the request of management that is in excess of the established day and/or work week for that class. This overtime shall be compensated by cash payment under the provisions below. Paid leave shall be considered time worked for the purposes of calculating overtime.
- 12.02 In accordance with the Fair Labor Standards Act, non-exempt employees will receive time and one-half for all hours in excess of 40 hours in any workweek.
- 12.03 The smallest unit of overtime shall be one-quarter hour.
- 12.04 All employees covered by this MOU are subject to be recalled to work in the event of emergencies or unusual conditions as determined by the Fire Chief or designee. Recalled may be defined as an employee that is requested to return to the workplace from home or another location. Employees who are called back shall receive a minimum of two (2) hours compensation. Hours worked shall be calculated beginning at the time the call back is received and acknowledged by the employee and ending when the employee is relieved from duty.
- 12.05 The employee may elect to receive authorized Compensatory Time Off (CTO) in lieu of overtime pay. CTO shall be credited at a rate of one and one half hours earned to one overtime hour worked. A maximum of 80 hours may be accumulated, after which said employee must accept overtime pay in lieu of accruing additional compensatory time. Upon request, an employee may elect to cash out unused Compensatory Time Off once

a year. Each employee must notify the payroll office prior to November 1 each year if this option is to be selected. This will be paid separately with the November 30 paycheck.

ARTICLE XIII – RETIREMENT

13.01 Retirement: 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.

13.02 All employees enrolled in the CalPERS 2.7% @ 55 plan 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.

13.03 For employees hired after April 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:

- 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.

13.04 All employees enrolled in the PERS 2.5% @ 55 plan 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.

13.05 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.

13.06 The District agrees to report member contributions as taxed deferred for all employees enrolled in the CalPERS plans.

ARTICLE XIV – VACATION ACCRUAL

14.01 Vacation accrual for all positions shall be based upon years of service in accordance with the following:

0 - 5 years	80 hours annually
6 - 10 years	120 hours annually
11 - 15 years	136 hours annually
16 - 20 years	160 hours annually
21+ years	200 hours annually

14.02 All new employees are eligible to use any accrued vacation upon completion of twelve (12) months of service.

14.03 Should the employee not use any available time off with pay during the calendar year, the employee will be allowed to carryover into the next calendar year(s).

ARTICLE XV – HOLIDAYS

15.01 For the purpose of this Article, the legal "holiday" shall mean and include the following days:

- a. New Years Day (January 1)
- b. Martin Luther King Day (third Monday in January)
- c. President's Day (third Monday in February)
- d. Memorial Day (fourth Monday in May)
- e. Independence Day (July 4)
- f. Labor Day (first Monday in September)
- g. Veteran's Day (November 11)
- h. Thanksgiving Day (fourth Thursday in November)
- i. Day after Thanksgiving Day
- j. Christmas Day (December 25)
- k. Floating Holiday

ARTICLE XVI – SICK LEAVE

16.01 Employees shall accrue sick leave at the rate of 8 hours per month or 96 hours per year. Sick leave shall be accumulated with no maximum accrual.

16.02 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 the purpose of 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.

16.03 Definition of "Immediate Family" – Immediate family shall include employee's spouse, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, grandparent, grandchild, or any legal dependent residing in same household.

ARTICLE XVII – COURT LEAVE (JURY DUTY)

- 17.01 All employees will be allowed paid time for jury duty or any job related court appearance, or deposition. Any other appearances that are non-job related must use vacation time or leave of absence without pay.
- 17.02 All jury duty fees received except for expenses shall be returned to the District.
- 17.03 To insure proper coverage, an employee who receives a notice of jury duty shall, within 72 hours of receipt of notice, notify and present the notice to their supervisor.

ARTICLE XVIII – BEREAVEMENT LEAVE

- 18.01 Bereavement leave shall be granted for the death or imminent death of any employee's immediate family or dependent, including spouse's immediate family or dependent. Bereavement leave shall not exceed three (3) days. For family or dependents that reside out of state, bereavement leave shall be extended to four (4) days. No paid leave shall be granted without prior administrative approval. All bereavement leave shall be charged against accrued sick leave.

Refer to Article XVI: SICK LEAVE, section 16.03 for definition of immediate family. This definition also applies to the spouse's immediate family.

ARTICLE XIX – LEAVE OF ABSENCE WITHOUT PAY

- 19.01 Upon approval of the employee's supervisor, an employee may be granted leave of absence without pay in cases of emergency or where such absence would not be contrary to the best interest of the District, for a period of not to exceed thirty (30) days.
- 19.02 Leave of absence is unpaid leave and not approved for an employee to seek gainful employment.
- 19.03 Leave of absence without pay may be granted after all paid leave available has been used.

ARTICLE XX – HEALTH INSURANCE

- 20.01 The District shall remit insurance premiums for HMO medical and HMO dental insurance for the District's employees and their dependents. The District shall pay an amount equal to the premium cost of the family rate, up to \$1,000 per month.
- 20.02 If the premiums for medical and dental insurance exceed \$1,000 per month, the employee and District agree to share the cost difference 50/50. The District shall establish a capped rate equal to the cost of Health Net HMO (family rate) and HMO dental (family rate) of \$1,000, plus the shared cost difference 50/50 that exceeds \$1,000.

- 20.03 Any unused premium may be used for medical/dental expenses as defined by Administrative Policy for a maximum period of 24 months. After the 24-month period expires, 100% of any unused premium shall be transferred to the employee's Retirement Health Savings Account.
- 20.04 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 employees medical reimbursement account. Unused premiums shall be transferred to the employees HRSA per the provisions in 20.03.
- 20.05 District employees, upon retirement, at no additional cost to active employees or to the District, shall be allowed to remain on the group medical plan. 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. The Association understands that the premium for a retired employee may be higher than that of an active employee. At age 65, the retiree may have additional options available.
- 20.06 Medicare-Eligible Retirees: The District may offer one or more Medicare supplement plans. The retiree will be responsible for the entire premium and a two percent (2%) administrative cost.

ARTICLE XXI – RETIREMENT HEALTH SAVINGS ACCOUNT

- 21.01 All Employees covered by this agreement shall be required to participate in a District administered Retirement Health Savings Account (RHSA). The following terms apply:
- Effective July 1, 2006 a monetary contribution will be made by the District in an amount of \$25 per employee per month.
 - 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).
 - If the employee has 480 hours of unused sick leave, then at the end of each calendar year 50 percent of the unused sick leave, (96 minus sick leave used) will be contributed to the RHSA at hourly rate.

ARTICLE XXII – LIFE INSURANCE

- 22.01 The District shall provide a \$25,000 life insurance policy for the employee and \$1,000 life insurance policy for employee's dependents. The policy shall include accidental death and dismemberment coverage.

ARTICLE XXIII – LONG-TERM DISABILITY INSURANCE

- 23.01 The District shall provide a Long-Term Disability plan for the employee.

ARTICLE XXIV – UNIFORMS

- 24.01 District shall provide uniforms to employees for certain positions as identified by the Fire Chief. The District retains the right to monitor the condition of uniforms and the discretion to replace or not to replace worn and damaged clothing depending upon the

reasonableness of the wear and/or damage. The District will provide other protective clothing and gear as required by law, commensurate with the duties to be performed.

ARTICLE XXV – TUITION REIMBURSEMENT

25.01 The Fire District may grant tuition reimbursement for community college or university level courses that provide professional development within and outside the employee's field of expertise. All training programs will be developed and pre-approved between the employee and their supervisor. All courses must be approved in advance and achieve a passing grade of "C" or better for reimbursement. Reimbursement for textbooks may be granted, however, they may become the property of the District, if the District pays for them.

ARTICLE XXVI – GRIEVANCES

26.01 Defined: A grievance is defined as an alleged violation of the provisions of a MOU, which pertains to employment rights or working conditions not excepted by provisions of the management rights clause or reviewable under some other procedure, which adversely affects the grieving employee(s). Grievances shall not include matters outside the scope of representation, as defined in Government Code Section 3504. A grievance shall not include any claim regarding the initiation or renewal of a MOU, the resolution of a meet and confer impasse, or any other matter, which is outside the scope of representation as defined by California Government Code Section 3504.

26.02 General Provisions

- a. All grievances shall be filed in writing within fifteen (15) calendar days of the date on which the employee knew or reasonably should have known of the alleged grievable incident. Any grievance not timely filed or appealed within specified time limits shall be null and void.
- b. A written statement of grievance shall identify the specific provision or provisions of this MOU alleged to have been violated. Also, a statement of grievance shall set forth the specific factual information, which gives rise to the filing of the grievance.
- c. Time limits provided for herein may be extended through mutual written consent of the parties.
- d. Except where grievances are resolved or ruled upon by the Board of Directors, all grievance resolutions involving the commitment of District funds shall be subject to the written approval of the Fire Chief.
- e. Parties to the grievance procedure shall be entitled to have a representative to act in his/her behalf at each step of the grievance procedure.

26.03 Procedures

- a. The parties shall attempt to resolve all grievances on an informal basis between the employee and/or his/her designated representative and a supervisor in the employee's chain of command, up to and including the Fire Chief, within 15 calendar days of the occurrence-giving rise to the grievance.
- b. If the parties are unable to resolve the grievance on an informal basis, the grievant shall file the grievance in writing with his/her immediate supervisor within 15 calendar days after last discussing the grievance with his/her immediate supervisor.

The Fire Chief shall be served with a copy of the written grievance at the time such grievance is filed with the grievant's immediate supervisor. A grievance filed with the Chief shall be for informational purposes only; he/she shall not discuss it with the supervisor unless consulted by that person or with the grievant until and unless the grievant files it with the Chief. Only those issues unresolved by the supervisor shall be discussed with the employee at the Chief's level.

- c. If the grievance has not been settled within fifteen (15) calendar days of its filing with the grievant's immediate supervisor, it shall then be submitted to the Fire Chief for resolution. If requested by either party, the Fire Chief and the grievant and/or his/her representative shall meet in an attempt to resolve the grievance. Within fifteen (15) calendar days of the filing of the grievance with the Fire Chief, the Fire Chief shall provide the grievant and/or his/her representative with a written statement regarding the grievance.
- d. If the grievant does not agree with the Fire Chief's proposed resolution of the grievance, he/she shall submit the written grievance to the Board of Directors for resolution and/or decision. The grievant's appeal to the Board of Directors regarding the grievance must be filed with the Secretary, Board of Directors no later than fifteen (15) calendar days from the date on which the employee received the Fire Chief's written decision. All written materials and rationale, which are to be submitted by the grievant to the Board of Directors, shall be served upon the Fire Chief at the time the grievance is appealed to the Board of Directors. Both the grievant or his/her representative and the Fire Chief shall be given an opportunity to argue their positions on the grievance to the Board of Directors prior to its determination upon the merits of the grievance. The grievant, his/her representative, and the Fire Chief shall be notified in writing of the Board's decision on the grievance.
- e. If the grievance is not resolved to the employee's satisfaction and the employee wishes to appeal, the grievant may, within fifteen (15) calendar days from the response of the Board of Directors, request that the Fire Chief set up mediation.
- f. A State mediator shall mediate the dispute according to the normal rules governing mediation.

ARTICLE XXVII – DISCHARGE OR OTHER DISCIPLINARY ACTION

27.01 It is agreed that the District shall advise the employee of his/her right to representation and a written statement of the reason or reasons for any disciplinary action against him/her. All documentation upon which the charges are based shall be made available to the employee at the time such action is taken.

27.02 It is agreed that all appeals relating to any disciplinary action shall be submitted in writing to the District in accordance with Article XXIX – GRIEVANCES, following a hearing before the Chief or his/her designated representative.

ARTICLE XXVIII – SEVERABILITY

28.01 This MOU is subject to all current and future applicable Federal, State, and local laws. All ordinances, rules, regulations, and policies shall be subject to the appropriate

revisions, amendments, and deletions necessary to conform to the purpose, intent, and application of the provision of this MOU.

- 28.02 If any article or section of this MOU is in conflict or inconsistent with such applicable provisions of Federal, State, or local laws, the parties shall, where applicable, meet and confer or meet and consult for the purpose of arriving at a mutually agreeable replacement for such article or section. The validity of the remainder of this Memorandum shall not be affected thereby.

ARTICLE XXIX – SENIORITY PROVISIONS

29.01 Seniority Defined:

- a. District Seniority is defined as an employee's most recent period of unbroken, continuous service with the District. Employees shall not attain District seniority until the completion of the required probationary period, at which time District seniority shall relate back to the commencement of the most recent date of appointment.
- b. Classification Seniority is defined as the period of most recent continuous service in the employee's classification. Employees shall not attain classification seniority until completion of the probationary period in that classification, at which time classification seniority shall relate back to the most recent date of appointment to such classification.

29.02 Seniority Credit:

- a. In computing seniority, credit shall be given for all classified service in the District except that a resignation or discharge shall be considered a break in service and seniority credit shall be given for any service rendered prior to that break, as provided below.
- b. Seniority Credit shall be allowed only for the following types of absence from a position in the classified service:
 1. Absences during authorized vacation or authorized sick leave.
 2. Absence on leave for active service in the Armed Forces of the State of California or the United States of America.
 3. In the event that an employee does not complete the probationary period in his/her classification due to layoff, seniority shall be allowed for the new service classification upon completion of that probationary period.
 4. Absence on leave made necessary by injuries sustained in the line of duty.
 5. Absence made necessary by injuries sustained in the course of employment by the District.
 6. Absence on leave while on loan to another agency if, in the opinion of the Fire Chief, the District stands to benefit from employment or other activity.

29.03 Other Seniority Credit Provisions:

- a. If an employee is suspended through no fault of his/her own and is later re-employed, he/she shall not lose any seniority credit for any period of actual service; if, however, he/she has been separated from service by resignation or discharge for

cause and is again employed, he/she shall not receive any seniority credit for service rendered prior to his/her separation from service.

- b. When two or more employees are appointed on the same date in the same classification, the order of precedence shall be determined by the order of the relative position of such employees on the eligibility list from which said employees were appointed.

ARTICLE XXX – REDUCTION IN FORCE

30.01 Reduction in force shall be based on seniority unless the employee has received an unsatisfactory rating or below, least senior first. Should a reduction in force be necessary, the following will apply:

- a. When a position is to be eliminated, classification seniority may be used as the criteria' starting with the least senior employee in the position.
- b. When re-strengthening the District, all those affected by the reduction in force may be given the opportunity to move back into their former positions before any new personnel are hired or promoted.
- c. The time limit for rehire shall be 24 months from the date of lay-off for employees who have completed initial probation. Time limit for rehire shall be six (6) months for employees who have not completed initial probation.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on November 13, 2013.

TEAM MEMBERS
RANCHO SANTA FE
FIRE PROTECTION DISTRICT

TEAM MEMBERS
RANCHO SANTA FE FPD
EMPLOYEES ASSOCIATION

James H. Ashcraft, President
Board of Directors

Dina Bussey, Accounting Specialist
RSFFPD Employees Association

Randall Malin, Member
Board of Directors

Renee Hill, Deputy Fire Marshal
RSFFPD Employees Association

APPENDIX A

The following schedule effective since – January 1, 2014

Fire Prevention Specialist	Range	A	B	C	D	E
Hourly		\$30,280	\$31.79	\$33.384	\$35.05	\$36.806
OT Rate		\$45,421	\$47.692	\$50.076	\$52.580	\$55.209
Semi Monthly		\$2,624	\$2,756	\$2,893	\$3,038	\$3,190
Monthly		\$5,249	\$5,511	\$5,787	\$6,076	\$6,380
Annual		\$62,983	\$66,132	\$69,439	\$72,911	\$76,556
Public Education Coordinator	Range	A	B	C	D	E
Hourly		\$31.04	\$32.597	\$34.23	\$35.938	\$37.735
OT Rate		\$46.567	\$48.895	\$51.340	\$53.907	\$56.603
Semi Monthly		\$2,691	\$2,825	\$2,966	\$3,115	\$3,270
Monthly		\$5,381	\$5,650	\$5,933	\$6,229	\$6,541
Annual		\$64,573	\$67,802	\$71,192	\$74,751	\$78,489
Office Support Coordinator	Range	A	B	C	D	E
Hourly		\$21.884	\$22.978	\$24.127	\$25.333	\$26.600
OT Rate		\$32.826	\$34.467	\$36.190	\$38.000	\$39.900
Semi Monthly		\$1,897	\$1,991	\$2,091	\$2,196	\$2,305
Monthly		\$3,793	\$3,983	\$4,182	\$4,391	\$4,611
Annual		\$45,518	\$47,794	\$50,184	\$52,693	\$55,328
Accounting Specialist	Range	A	B	C	D	E
Hourly		\$26.729	\$28.065	\$29.468	\$30.942	\$32.489
OT Rate		\$40.093	\$42.098	\$44.203	\$46.413	\$48.734
Semi Monthly		\$2,316	\$2,432	\$2,554	\$2,682	\$2,816
Monthly		\$4,633	\$4,865	\$5,108	\$5,363	\$5,631
Annual		\$55,596	\$58,376	\$61,294	\$64,359	\$67,577
Staff Assistant	Range	A	B	C	D	E
Hourly		\$23.589	\$24.768	\$26.006	\$27.307	\$28.672
OT Rate		\$35.383	\$37.152	\$39.010	\$40.960	\$43.008
Semi Monthly		\$2,044	\$2,147	\$2,254	\$2,367	\$2,485
Monthly		\$4,089	\$4,293	\$4,508	\$4,733	\$4,970
Annual		\$49,064	\$51,517	\$54,093	\$56,798	\$59,638
Fire Prevention Specialist II/Forester	Range	A	B	C	D	E
Hourly		\$33.309	\$34.974	\$36.723	\$38.559	\$40.487
OT Rate		\$49.963	\$52.461	\$55.084	\$57.839	\$60.731
Semi Monthly		\$2,887	\$3,031	\$3,183	\$3,342	\$3,509
Monthly		\$5,774	\$6,062	\$6,365	\$6,684	\$7,018
Annual		\$69,282	\$72,746	\$76,384	\$80,203	\$84,213
Deputy Fire Marshal	Range	A	B	C	D	E
Hourly		\$39.881	\$41.875	\$43.968	\$46.167	\$48.475
OT Rate		\$59.821	\$62.812	\$65.952	\$69.250	\$72.713
Semi Monthly		\$3,456	\$3,629	\$3,811	\$4,001	\$4,201
Monthly		\$6,913	\$7,258	\$7,621	\$8,002	\$8,402
Annual		\$82,951	\$87,099	\$91,454	\$96,027	\$100,828

The following schedule effective since – January 1, 2015

Fire Prevention Specialist	Range	A	B	C	D	E
Hourly		\$31.189	\$32.75	\$34.385	\$36.10	\$37.910
OT Rate		\$46.783	\$49.122	\$51.578	\$54.157	\$56.865
Semi Monthly		\$2,703	\$2,838	\$2,980	\$3,129	\$3,286
Monthly		\$5,406	\$5,676	\$5,960	\$6,258	\$6,571
Annual		\$64,872	\$68,116	\$71,522	\$75,098	\$78,853
Public Education Coordinator	Range	A	B	C	D	E
Hourly		\$31.98	\$33.575	\$35.25	\$37.016	\$38.867
OT Rate		\$47.964	\$50.362	\$52.880	\$55.524	\$58.301
Semi Monthly		\$2,771	\$2,910	\$3,055	\$3,208	\$3,368
Monthly		\$5,543	\$5,820	\$6,111	\$6,416	\$6,737
Annual		\$66,510	\$69,836	\$73,327	\$76,994	\$80,843
Office Support Coordinator	Range	A	B	C	D	E
Hourly		\$22.540	\$23.667	\$24.851	\$26.093	\$27.398
OT Rate		\$33.811	\$35.501	\$37.276	\$39.140	\$41.097
Semi Monthly		\$1,954	\$2,051	\$2,154	\$2,261	\$2,374
Monthly		\$3,907	\$4,102	\$4,307	\$4,523	\$4,749
Annual		\$46,884	\$49,228	\$51,690	\$54,274	\$56,988
Accounting Specialist	Range	A	B	C	D	E
Hourly		\$27.531	\$28.907	\$30.353	\$31.870	\$33.464
OT Rate		\$41.296	\$43.361	\$45.529	\$47.806	\$50.196
Semi Monthly		\$2,386	\$2,505	\$2,631	\$2,762	\$2,900
Monthly		\$4,772	\$5,011	\$5,261	\$5,524	\$5,800
Annual		\$57,264	\$60,128	\$63,134	\$66,291	\$69,605
Staff Assistant	Range	A	B	C	D	E
Hourly		\$24.296	\$25.511	\$26.786	\$28.126	\$29.532
OT Rate		\$36.444	\$38.266	\$40.180	\$42.189	\$44.298
Semi Monthly		\$2,106	\$2,211	\$2,321	\$2,438	\$2,559
Monthly		\$4,211	\$4,422	\$4,643	\$4,875	\$5,119
Annual		\$50,536	\$53,063	\$55,716	\$58,501	\$61,427
Fire Prevention Specialist II/Forester	Range	A	B	C	D	E
Hourly		\$34.308	\$36.024	\$37.825	\$39.716	\$41.702
OT Rate		\$51.463	\$54.036	\$56.737	\$59.574	\$62.553
Semi Monthly		\$2,973	\$3,122	\$3,278	\$3,442	\$3,614
Monthly		\$5,947	\$6,244	\$6,556	\$6,884	\$7,228
Annual		\$71,361	\$74,929	\$78,676	\$82,610	\$86,740
Deputy Fire Marshal	Range	A	B	C	D	E
Hourly		\$41.077	\$43.131	\$45.287	\$47.551	\$49.929
OT Rate		\$61.615	\$64.696	\$67.931	\$71.327	\$74.894
Semi Monthly		\$3,560	\$3,738	\$3,925	\$4,121	\$4,327
Monthly		\$7,120	\$7,476	\$7,850	\$8,242	\$8,654
Annual		\$85,440	\$89,712	\$94,197	\$98,907	\$103,852

The following schedule effective since – January 1, 2016

Fire Prevention Specialist	Range	A	B	C	D	E
Hourly		\$32.124	\$33.73	\$35.417	\$37.19	\$39.047
OT Rate		\$48.186	\$50.595	\$53.125	\$55.781	\$58.571
Semi Monthly		\$2,784	\$2,923	\$3,069	\$3,223	\$3,384
Monthly		\$5,568	\$5,847	\$6,139	\$6,446	\$6,768
Annual		\$66,818	\$70,159	\$73,667	\$77,350	\$81,218
Public Education Coordinator	Range	A	B	C	D	E
Hourly		\$32.94	\$34.582	\$36.31	\$38.127	\$40.033
OT Rate		\$49.403	\$51.873	\$54.467	\$57.190	\$60.050
Semi Monthly		\$2,854	\$2,997	\$3,147	\$3,304	\$3,470
Monthly		\$5,709	\$5,994	\$6,294	\$6,609	\$6,939
Annual		\$68,505	\$71,931	\$75,527	\$79,303	\$83,269
Office Support Coordinator	Range	A	B	C	D	E
Hourly		\$23.217	\$24.377	\$25.596	\$26.876	\$28.220
OT Rate		\$34.825	\$36.566	\$38.395	\$40.314	\$42.330
Semi Monthly		\$2,012	\$2,113	\$2,218	\$2,329	\$2,446
Monthly		\$4,024	\$4,225	\$4,437	\$4,659	\$4,891
Annual		\$48,291	\$50,705	\$53,240	\$55,902	\$58,698
Accounting Specialist	Range	A	B	C	D	E
Hourly		\$28.357	\$29.775	\$31.263	\$32.827	\$34.468
OT Rate		\$42.535	\$44.662	\$46.895	\$49.240	\$51.702
Semi Monthly		\$2,458	\$2,580	\$2,710	\$2,845	\$2,987
Monthly		\$4,915	\$5,161	\$5,419	\$5,690	\$5,974
Annual		\$58,982	\$61,931	\$65,028	\$68,279	\$71,693
Staff Assistant	Range	A	B	C	D	E
Hourly		\$25.025	\$26.276	\$27.590	\$28.970	\$30.418
OT Rate		\$37.537	\$39.414	\$41.385	\$43.454	\$45.627
Semi Monthly		\$2,169	\$2,277	\$2,391	\$2,511	\$2,636
Monthly		\$4,338	\$4,555	\$4,782	\$5,021	\$5,272
Annual		\$52,052	\$54,655	\$57,387	\$60,257	\$63,269
Fire Prevention Specialist II/Foreste	Range	A	B	C	D	E
Hourly		\$35.338	\$37.104	\$38.960	\$40.908	\$42.953
OT Rate		\$53.006	\$55.657	\$58.439	\$61.361	\$64.430
Semi Monthly		\$3,063	\$3,216	\$3,377	\$3,545	\$3,723
Monthly		\$6,125	\$6,431	\$6,753	\$7,091	\$7,445
Annual		\$73,502	\$77,177	\$81,036	\$85,088	\$89,342
Deputy Fire Marshal	Range	A	B	C	D	E
Hourly		\$42.309	\$44.425	\$46.646	\$48.978	\$51.427
OT Rate		\$63.464	\$66.637	\$69.969	\$73.467	\$77.141
Semi Monthly		\$3,667	\$3,850	\$4,043	\$4,245	\$4,457
Monthly		\$7,334	\$7,700	\$8,085	\$8,490	\$8,914
Annual		\$88,003	\$92,403	\$97,023	\$101,874	\$106,968

STAFF REPORT

NO. 13-21

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: RENEE HILL, DEPUTY FIRE MARSHAL

SUBJECT: ADOPTION OF 2013 CALIFORNIA FIRE CODE

DATE: NOVEMBER 7, 2013



BACKGROUND

As a reminder, the Fire Code adoption is on a three-year adoption cycle. The Rancho Santa Fe Fire Protection District last adopted the 2010 California Fire Code, based on the 2009 International Fire Code with amendments, Ordinance 2011-01, which was effective January 1, 2011.

As in years past, the Fire District must meet certain guidelines in order to adopt an ordinance. Ordinance 2014-01 was introduced on October 9, 2013 at a regularly scheduled board meeting. Staff has updated the proposed ordinance that includes the previous changes and added amendments since the last meeting. All new amendments are highlighted in red underlined text. A matrix is provided to identify the changes from the last meeting.

The Green/Hansen Act also requires fire districts, which adopt amendments more stringent than the state, to submit these amendments for ratification to the County Board of Supervisors upon adoption of the Ordinance.

CURRENT SITUATION

This serves as the second reading in the ordinance adoption process. A public hearing is proposed for the next regular meeting. At that meeting, the Board may choose to either adopt the ordinance after the public hearing, or have it brought back to them at the next regular meeting. After the public hearing and upon final adoption, the district will publish a Notice of Ordinance Adoption, in a newspaper of general circulation.

The following is a summary of changes made to the 2013 California Fire Code Ordinance since its introduction to better understand the proposed changes:

Changes	Page Number	New or Revised	Comments
Chapter 80 Referenced Standard NFPA 13D	61	New	Amended language for the standard guidelines of installing residential fire sprinkler systems. These have been locally enforced policies and should not have an impact on the customer.

RECOMMENDATION

Staff recommends proceeding with the adoption of Ordinance No. 2014-01.

Attachments:

1. Draft Ordinance 2014-01

Fire Code-Ordinance No 2014-01



2nd READING

Rancho Santa Fe Fire Protection District
(TBD) Effective Date

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ORDINANCE NO. 2014 -01

AN ORDINANCE OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT WHICH ADOPTS THE CALIFORNIA FIRE CODE, 2013 EDITION, AND 2012 INTERNATIONAL FIRE CODE WITH CERTAIN AMENDMENTS, ADDITIONS, AND DELETIONS

WHEREAS, Health & Safety Code Section 17958 mandates that the Rancho Santa Fe Fire Protection District shall adopt ordinances or regulations imposing the same requirements as are contained in the regulations adopted by the State pursuant to Health & Safety Code, Section 17922; and

WHEREAS, the State of California is mandated by Health & Safety Code Section 17922 to impose the same requirements as are contained in the 2013 California Fire Code, hereinafter referred to collectively as the Fire Code; and,

WHEREAS, the State of California is mandated by Health & Safety Code section 17922 to impose the same requirements as are contained in the 2013 California Fire Code, together with the Rancho Santa Fe Fire Protection District amendments shall be Rancho Santa Fe Fire Protection District Fire Code for the purpose of prescribing regulations in the unincorporated territory of the County of San Diego and the Rancho Santa Fe Fire Protection District; and

WHEREAS, code amendments adopted by the State of California shall take precedence over the 2012 International Fire Code language. The 2012 International Fire Code language shall be used for those code sections not adopted by the State; and

WHEREAS, local amendments adopted by the Rancho Santa Fe Fire Protection District shall take precedence over both 2013 California Fire Code and the 2012 International Fire Code; and

WHEREAS, Health & Safety Code Section 17958.5 permits the Rancho Santa Fe Fire Protection District to make such changes or modifications to the Codes as are reasonably necessary because of local conditions; and,

WHEREAS, Health & Safety Code Section 17958.7 requires that the Rancho Santa Fe Fire Protection District before making any changes or modifications pursuant to Section 17958.5 make express findings that such changes or modifications are needed due to climatic, geographic, or topographic conditions; and,

WHEREAS, the Rancho Santa Fe Fire Protection District of the Rancho Santa Fe Fire Protection District does herewith find that the Rancho Santa Fe Fire Protection District has

certain climatic, geologic, and topographical features that can have a deleterious effect on emergency services such as fire protection and emergency medical services; and,

WHEREAS, the Rancho Santa Fe Fire Protection District finds that the modifications and changes to the 2013 California Fire Code and 2012 International Fire Code are reasonably necessary because of the following local climatic, geological, and topographical conditions as identified in Attachment A.

WHEREAS, certain amendments to the 2013 California Fire Code and 2012 International Fire Code serve to mitigate to the extent possible said deleterious effects:

WHEREAS, Section 50022.1 through 50022.10, inclusive, of the Government code and Section 13869 of the Health and Safety Code, provide authority for the adoption by reference of codes, or portion of such codes:

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

That Ordinance No. 2011-01, to the extent that the latter is or was effective, of the Rancho Santa Fe Fire Protection District and all other ordinance or parts of ordinances in conflict herewith are hereby repealed.

The Board of Directors of the Rancho Santa Fe Fire Protection District does ordain as follows:

Section 1

That a certain document, three (3) copies of which are on file in the office of the Board of Directors of Rancho Santa Fe Fire Protection District, being marked and designated as the 2013 California Fire Code, including Appendix Chapters, Appendix Chapter 4, Appendix B, BB, H, & I & K as published by the International Code Council, and the National Fire Protection Association (NFPA) Standards 13, 13-R & 13-D, 2013 Editions [as amended by the 2013 California Fire Code](#), together with the District's amendments in this ordinance, be and is hereby adopted as the Fire Code of the Rancho Santa Fe Fire Protection District, in the State of California regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises, erection, construction, enlargement, alteration, repair, moving, removal, conversion, demolition, equipment use, and maintenance of buildings and structures, including the installation, alteration or repair of new and existing fire protection systems and their inspection and provides penalties for violation of this code, and applies to all Fire & Life Safety recommendations regarding all ministerial and discretionary planning applications, including

that providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the Rancho Santa Fe Fire Protection District are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2

That the following sections are hereby revised:

Division II Administration Chapter 1 -Section 101.5 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 101.5 Rancho Santa Fe Fire Protection District Validity:** The Board of Directors of the Rancho Santa Fe Fire Protection District hereby declares that should any section, paragraph, sentence or word of this ordinance or of the code hereby adopted be declared for any reason to be invalid, it is the intent of the Board of Directors of the Rancho Santa Fe Fire Protection District that it would have passed all other portions of this ordinance independently of the elimination here from of any such portion as may be declared invalid.

Division II Administration Chapter 1 - Section 102.5 Repeal of Conflicting Ordinances, Resolutions or motions is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 102.5 Application of Residential Code.** Where structures are designed and constructed in accordance with the *International Residential Code*, the provisions of this code shall apply as follows:
1. Construction and designed provisions: Provisions of this code pertaining to the exterior of the structure shall apply including, but not limited to, premises identification, fire apparatus access and water supplies. Provisions of this code pertaining to shall apply to the interior of the structure when specifically required by this code including, but not limited to, Section 903.1 Where interior or exterior systems or devices are installed, and construction permits required by Section 105.7 of this code shall also apply.
 2. Administrative, operational, and maintenance provisions: all such provisions of this code shall apply.

Division II Administration Chapter 1 - Section 102.13 Repeal of Conflicting Ordinances, Resolutions or motions is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 102.13 Repeal of Conflicting Ordinances, Resolutions or Motions:** All former ordinances, resolutions or motions, or parts thereof, conflicting or inconsistent with the provisions of this Ordinance or of the Code or standards hereby adopted are hereby repealed.

Division II Administration Chapter 1- Section 104.1 General authority of responsibilities is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 104.1 General Authority and Responsibilities.** The fire code official is hereby authorized to enforce the provisions of this code and shall have the authority to render interpretations of this code, and to adopt policies, procedures, rules and regulations in order to clarify the application of its provisions. Such interpretations, policies, procedures, rules and regulations shall be in compliance with the intent and purpose of this code and shall not have the effect of waiving requirements specifically provided for in this code. The fire code official may consult with other fire professionals and experts in the interpretation and application of this code.

Division II Administration Chapter 1- Section 104.8 Modifications is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 104.8 Modifications.** Whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reasons make the strict letter of this code impracticable and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The applicant's request for a modification shall state the specific sections(s) for which a modification is requested, material facts supporting the contention of the applicant, the details of the modification or mitigating measure proposed and, if applicable, a map showing the proposed location and siting of the modification or mitigation measure. The details of action granting modifications shall be recorded and entered into the files of the department of fire prevention.

Division II Administration Chapter 1- Section 104.12 Cost Recovery is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) Section 104.12. Cost Recovery: The purpose of this section is to establish authority to obtain reimbursement from responsible individuals for the expenses of any emergency response and/or enforcement action by the Rancho Santa Fe Fire Protection District to protect the public from fire or hazardous substances and situations.

(A) Section 104.12.1 Reimbursement.

- a. In accordance with the Health and Safety Code section 13000 et seq., an individual who acts negligently or in violation of the law and thereby requires the jurisdiction to provide an emergency response to a danger posed by a fire or hazardous substance shall be liable for reimbursement to the agency for the costs incurred.
- b. In accordance with Government Code Sections 53150 through 53158, any individual who is under the influence of an alcoholic beverage or any drug or the combined influence of an alcoholic beverage or any drug, and whose negligent operation of a motor vehicle, boat or vessel, or civil aircraft caused by that influence, proximately causes any incident and thereby requires the agency to provide an emergency response shall reimburse the agency for the cost incurred.

Division II Administration Chapter 1 - Section 105.3.9 Expense Recovery is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) Section 105.3.9 Expense Recovery: The purpose of this section is to establish authority to obtain reimbursement from responsible individuals for the expenses of any emergency response and/or enforcement action by the Rancho Santa Fe Fire Protection District to protect the public from fire or hazardous substances and situations.

Division II Administration Chapter 1 - Section 105.6.5.1 Christmas Tree Lots is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) Section 105.6.5.1 Christmas Tree Lots: To operate a Christmas tree lot with or without flame proofing services. Permit is required per section 105.6 Required Operational Permits.

Division II Administration Chapter 1- Section 105.6.19.1 Green waste Recycling, Mulching, Composting Operations And Storage is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 105.6.19.1 Greenwaste Recycling**, Mulching, Composting Operations and Storage. Permit is required per section 2801.2 of Chapter 28

Division II Administration Chapter 1- Section 105.8 New materials, processes or occupancies which require permits is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 105.8 New Materials**, processes or occupancies, which require permits. The fire code official may determine, after allowing affected persons an opportunity to be heard, that a material, process or occupancy, not listed in this code shall require a permit, in addition to those now enumerated in this code. In that case, the fire code official shall prepare a list of any additional material, process or occupancy that shall require a permit and post the list in a conspicuous place in the offices of the fire authority having jurisdiction. Any interested person may obtain a copy of the list.

Division II Administration Chapter 1 - Section 108 Appeals is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 108.1 Appeals Procedure for the Rancho Santa Fe Fire Protection District Fire Code:** This section establishes appeal procedures from a fire code official's order, decision or determination. See Section 108.4.3 Appeals regarding fire code requirements other than building permits and discretionary permits shall comply with 2013 California Fire Code Section 108 –Board of Appeals

- (A) **Section 108.4.1 Appeals of Decisions Regarding Building Permits:** A project applicant or the County may appeal a fire code official's determination granting, denying or imposing conditions on an application for a building permit by filing an appeal in writing with the Regional Fire Appeals Board (Appeals Board) within 30 days of the County fire code official's determination. The Appeals Board shall make factual findings and issue a written recommendation to the County Building Official on whether the fire code official's determination should be upheld, modified or overturned. A copy of the recommendation shall be provided to the applicant. The County Building Official shall act on the Appeals Board's recommendation and issue a written decision to the parties within 15 days of receipt of the Appeals Board's recommendation. The Building Official's decision shall be final.

(A) **Section 108.4.2 Appeals of Decisions Regarding Discretionary Permits:** The County, the fire agency or the project applicant may seek review of the fire code official's determination by the Appeals Board by filing a request for review with the Appeals Board within 30 days of the fire code official's determination. When reviewing a fire code official's determination pursuant to this subsection, the Appeals Board shall act in an advisory capacity. The Appeals Board shall review the fire code official's determination and make a recommendation to uphold, overrule or modify the fire code official's determination. The Appeals Board shall render its recommendation to the County decision maker or decision-making body for consideration with the application for the discretionary permit.

(A) **Section 108.4.3 Appeals of Decisions for a Matter Other Than a Building Permit or Discretionary Permit:** Any affected party may appeal a determination made by the fire code official regarding a matter for which a building permit or discretionary permit is not required by filing an appeal in writing with the fire protection district's Board of Directors within 30 days of the fire code official's final determination. The Board of Directors shall review the fire code official's determination and make a recommendation to uphold, overrule or modify the fire code official's determination. The Board of Director's determination shall be final.

(A) **Section 108.5 Regional Fire Appeals Board:** This section establishes a Regional Fire Appeals Board consisting of five members. The Appeals Board shall consist of the following:

(a) The Appeals Board members shall consist of the following:

- Two representatives from the San Diego County Fire Districts Association.
- Two chief officers from CAL FIRE.
- One fire marshal from the unincorporated area of the County.

(b) The Appeals Board shall not include a representative from the agency whose fire code official made the determination that is being appealed. An alternate for the regular member(s) of the Appeals Board shall be designated to serve in this situation.

(c) Three members shall constitute a quorum for the transaction of business, and three affirmative votes shall be necessary to render a recommendation.

(d) If the Appeals Board recommends a modification to this code for an individual case, a copy of the recommendation and findings along with a map showing the proposed modification and mitigating measures shall be forwarded to the Unit Chief of CAL FIRE, San Diego/Imperial Unit.

Division II Administration Chapter 1 – Section 109.4. Violation Penalties is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(R) **Section 109.4 Violation penalties** Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under the provisions of this code, shall be guilty of an infraction or misdemeanor, punishable by a fine of not exceed \$1,000 dollars or by imprisonment not exceeding six (6) months, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Division II Administration Chapter 1 - Section 111.4 Failure to Comply is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(R) **Section 111.4 Failure to Comply** – Any person, who shall continue any work having been served with a stop work order, except such work as that the person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than \$250.00 dollars or more than \$1,000 dollars.

Chapter 2 Definitions - Section 202 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

Accessory Structure A building or structure used to shelter or support any material, equipment, chattel, or occupancy other than a habitable building. (A) (See Structure)

All-weather Surface is considered as paving, concrete, or as approved by a civil Engineer.

ASTM refers to the American Society for Testing and Materials

Blaster A person who has been approved by the Sheriff to conduct blasting operations and who has been placed on the list of approved blasters. The listing shall be valid for one year unless revoked by the Sheriff.

Blasting Agent A material or mixture consisting of a fuel and oxidizer intended for blasting. The finished product as mixed and packaged for use or shipment shall not be detonated by means of a No. 8 test blasting cap when unconfined.

Blasting Operation The uses of an explosive device or explosive material to destroy, modify, obliterate or remove any obstruction of any kind.

Blasting Permit A permit issued by the Issuing Officer pursuant to section 105.6.14. The permit shall apply to a specific site and shall be valid for a period not to exceed one year.

Blast Site The geographically defined area, as shown on a project map or plot plan, where a blaster is authorized by a blasting permit issued under this section to conduct a blasting operation.

Combustible Vegetation is material that in its natural state will readily ignite, burn and transmit fire from the vegetative growth to any structure, this includes ground fuels which are any native or landscape vegetation not considered a tree and generally in contact with the ground.

County when used in this code refers to the County of San Diego

Discretionary Project “Discretionary Project” means a project, which requires the exercise of judgment or deliberation when the public agency or body decides to approve or disapprove a particular activity, as distinguished from situations where the public agency or body merely has to determine whether there has been conformity with applicable statutes, ordinances, or regulations.

Explosive Permit A permit to possess or use explosives, issued by the Issuing Officer, pursuant to California Health and Safety Code sections 12000 et seq. and Chapter 56 of this code. An explosives permit shall be valid for a period not to exceed one year, as provided in the permit conditions.

Fire Authority Having Jurisdiction (FAHJ) is the designated entity providing enforcement of fire regulations as they relate to planning, construction, and development. This entity may also provide fire suppression and other emergency services.

Fire Code Official The fire chief or a duly authorized representative charged with the administration and enforcement of this code.

Fire Chief The fire chief is one of the following:

- (a) The person appointed by the Board of Supervisors to serve as fire chief in the unincorporated areas not within a fire protection district.
- (b) The chief officer of a fire protection district.
- (c) The Sheriff when enforcing section Chapter 5601 of the County Fire Code within the unincorporated areas of the County.

Fire Department is any regularly organized fire department, fire protection district, a legally formed volunteer fire department recorded with the County of San Diego, or Fire Company regularly charged with the responsibility of providing fire protection to the jurisdiction.

Fire Hazard is anything that increases or could create an increase of the hazard or menace of fire to a greater degree than customarily recognized as normal by persons in the public service regularly engaged in preventing, suppressing or extinguishing fire or anything or act which could obstruct, delay, hinder or interfere with the operations of the fire department or egress of occupants in the event of fire.

Fire Protection District Any fire protection district created under State law and any water district providing fire protection services.

Fuel Modification Zone is a strip of land where combustible vegetation has been thinned, modified or both and partially or totally replaced with approved drought tolerant, fire resistant, and/or irrigated plants to provide an acceptable level of risk from vegetation fires. Fuel modification reduces radiant and convective heat, thereby reducing the amount of heat exposure on the roadway or structure and providing fire suppression forces a safer area in which to take action.

Hazardous Fire Area is any geographic area mapped by the State or local jurisdiction as a high or very high fire hazard area, or as set forth by the FAHJ that contains the type and condition of vegetation, topography, weather, and structure density to potentially increase the possibility of vegetation conflagration fires shall be considered a hazardous fire area.

Heavy Timber Construction as described in the California Building Code.

Ignition-Resistant Material is any product which, when tested in accordance with ASTM E84 for a period of 30 minutes, shall have a flame spread of not over 25 and show no evidence of progressive combustion. In addition, the flame front shall not progress more than 10½ feet (3200 mm) beyond the centerline of the burner at any time during the test. (CBC)

Materials shall pass the accelerated weathering test and be identified as Exterior type, in accordance with ASTM D 2898 and ASTM D 3201. All materials shall bear identification showing the fire performance rating thereof. That identification shall be issued by ICC--ES or a testing facility recognized by the State Fire Marshal having a service for inspection of materials at the factory. Fire-Retardant-Treated Wood or noncombustible materials as defined in section 202 shall satisfy the intent of this section.

The enforcing agency may use other definitions of ignition-resistant material that reflect wildfire exposure to building materials and/or their materials performance in resisting ignition.

Major Blasting A blasting operation that does not meet the criteria for minor blasting.

Mid-Rise Building a building four stories or more in height, 75 feet or less in height and not defined as a high-rise building by section 202 of the California Building Code. Measurements shall be made from the underside of the roof or floor above the topmost space that may be occupied to the lowest fire apparatus access road level.

Inspector For the purposes of section Chapter 5601, an inspector is a person on the Sheriff's approved of inspectors authorized to conduct inspections, before and after a blast. To be on the Sheriff's approved list, an inspector shall have a blasting license issued by Cal/OSHA.

Minor Blasting A blasting operation that meets all of the following criteria: quantity of rock to be blasted does not exceed 100 cubic yards per shot, bore hole diameter does not exceed 2 inches, hole depth does not exceed 12 feet, maximum charge weight does not exceed 8 pounds of explosives per delay and the initiation of each charge will be separated by at least 8 milliseconds. The maximum charge weight shall not exceed the Scaled Distance as shown below:

Distance from Blast Site (In Feet)	Scale- Distance Factor
0 - 300.....	Mandatory Seismic Monitoring
301 - 5,000.....	55
5,000+.....	65

NFPA refers to the National Fire Protection Association

Non-Combustible Roof Covering one of the following must meet the Class "A" roof covering as noted above:

- Cement shingles or sheets
- Exposed concrete slab roof
- Ferrous or copper shingles or sheets
- Slate shingles
- Clay or concrete roofing tile
- Approved roof covering of noncombustible material

Off-site Roadway a road, street, public highway, or private road used for fire apparatus access from a publicly maintained road to the boundary of the subject property.

On-site Roadway a road, street, public highway, private road, or driveway used for fire apparatus access within the boundaries of the subject property or land division.

Planning Authority Having Jurisdiction (PAHJ) the identified authority regulating and enforcing planning and/or construction standards.

Response Time is the elapsed time from the fire department's receipt of the first alarm to when the first fire unit arrives at the scene.

Roof Covering roofs shall comply with the Building Code and have a minimum Class A roof covering. For roof coverings where the profile allows a space between the roof covering and roof decking, the space at the eave ends shall be fire stopped to preclude entry of flames or embers.

EXCEPTION: On qualified historical buildings, wood roof covering may be repaired or reconstructed as allowed by the State Historical Building Code.

Sheriff an elected official who is in charge of enforcing local and state laws in the County of San Diego

Structure means a residence and attached garage, building or related facility that is designed primarily for human use or habitation or buildings designed specifically to house farm animals. Decking, fences, and similar facilities are not considered structures for the purposes of establishing the limits of the fuel modification zone. Freestanding open sided shade covers; sheds, gazebos, and similar accessory structures less than 250 square feet and 30 feet or more from the main building are not considered structures for the purposes of this appendix. (See Accessory Structure)

Vegetation Conflagration is an uncontrolled fire spreading through vegetative fuels, and exposing and consuming structures in the advancing path of fire.

Travel Time the estimated time it would take for a responding agency to travel from the fire station to the furthest structure in a proposed development project, determined by measuring the safest, most direct, appropriate and reliable route with consideration given to safe operating speeds for heavy fire apparatus.

Wildland-Urban Interface Code a code regulating and governing the mitigation of hazard to life and property from the intrusion of fire from wildland exposures, fire from adjacent structures and prevention of structure fires from spreading to wildland fuels as adopted by the local FAHJ.

Chapter 3 General Requirements Section 304 Combustible waste material is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 304.1.4 Outdoor carnivals and fairs.** Outdoor carnivals and fairs shall only be conducted on grounds free of combustible vegetation or trimmed to the satisfaction of the FAHJ.

Chapter 3 General Requirements - Section 305.5 Ignition Sources is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 305.5 Rockets, model aircraft and similar devices.** Rockets, model airplanes, gliders, balloons, sky lantern, floating luminary or similar devices powered with an engine, propellant, open flame or other feature liable to start or cause a fire shall not be projected into or across hazardous fire areas without prior approval of the fire code official.

Chapter 3 General Requirements - Section 307.5.1 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(R) **Section 307.5 Attendance:** Open Burning, bonfires, recreational fires and the use of portable outdoor fireplaces shall be constantly attended by an adult until the fire is extinguished. A minimum of one portable fire extinguisher complying with section 906 with a minimum 4-A rating or other approved on-site fire-extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.

Chapter 3 General Requirements Mid-Rise Buildings - Section 319 Mid-Rise Buildings is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 319.1 Mid-Rise Buildings General:** All newly constructed mid-rise buildings or any mid-rise building which undergoes a complete renovation that requires the complete vacancy of the building to complete the renovation shall comply with this section.

Exceptions:

1. Buildings used exclusively as an open parking garage.
2. Buildings where all floors above the fourth floor level are used exclusively as an open parking garage.
3. Buildings such as a power plant, lookout tower, steeple, grain house, and other similar structures with non-continuous human occupancy.

(A) **Section 319.1.1 Automatic fire sprinkler systems and standpipes:** Mid-rise buildings shall be protected throughout by an automatic fire sprinkler system designed and installed in conformance with the latest edition of NFPA 13 and in accordance with the following:

A shut-off valve and a water flow alarm shall be provided for each floor. Each shut-off valve and water flow alarm shall be electronically supervised.

Mid-rise buildings shall be provided with a class I standpipe system that is interconnected with the automatic fire sprinkler system. The system shall consist of 2½-inch hose valves located in each stair enclosure on every floor level. Two hose outlets shall be located on the roof outside of each stair enclosure, which penetrates the roof. The standpipe system shall be designed, installed and tested in accordance with the latest edition of NFPA 14. Standard for the Installation of Standpipes and Hose Systems, current Edition

Fire department standpipe connections and valves serving the floor shall be within the vestibule and located in a manner so as not to obstruct egress when hose lines are connected and charged.

(A) **Section 319.1.2 Smoke detection:** Smoke detectors shall be provided in accordance with this section. Smoke detectors shall be connected to an automatic fire alarm system installed in accordance with the latest edition of NFPA 72. The actuation of any device required by this section shall operate the emergency voice alarm signaling system and shall place into operation all equipment necessary to prevent the circulation of smoke through air return and exhaust ductwork. Smoke detectors shall be located as follows:

In every mechanical equipment, electrical, transformer, telephone equipment, unmanned computer equipment, elevator machinery or similar room and in all elevator lobbies. Elevator lobby detectors shall be connected to an alarm verification zone or be listed as a releasing device.

In the main return air and exhaust air plenum of each air conditioning system. Such device shall be located in a serviceable area downstream of the last duct inlet.

At each connection to a vertical duct or riser serving two or more stories from a return air duct or plenum of an air conditioning system. In Group R, Division 1 and 2 occupancies, an approved smoke detector is allowed to be used in each return air riser carrying not more than 5,000 cubic feet per minute and not serving more than 10 air inlet openings.

For Group R, Division 1 and 2 occupancies, in all corridors serving as a means of egress for an occupant load of 10 or more.

(A) **Section 319.1.3 Fire Alarm System:** An approved and listed, automatic and manual, fully addressable and electronically-supervised fire alarm system shall be provided in conformance with this code and the California Building Code.

(A) **Section 319.1.4 Emergency Voice Alarm Signaling System:** The operation of any automatic fire detector or water flow device shall automatically sound an alert tone followed by a pre-recorded voice instruction giving appropriate information and direction on a general or selective basis to the following terminal areas:

1. Elevators
2. Elevator lobbies
3. Corridors
4. Exit stairways
5. Rooms and tenant spaces
6. Dwelling units
7. Hotel guest rooms
8. Areas designated as safe refuge within the building

(A) **Section 319.1.5-Fire Command Center:** A fire command center for fire department operations shall be provided. The location and accessibility of the central control station room shall be approved by the fire department. The room shall be separated from the remainder of the building by not less than by not less than a 1-hour fire

barrier. The room shall be a minimum of 96 square feet with a minimum dimension of 8 feet. It shall contain the following as a minimum:

1. Voice alarm and public address panels
2. Fire department communications panel
3. Fire alarm enunciator panel
4. Elevator enunciator panel (when building exceeds 55 feet in height)
5. Status indicators and controls for air-handling systems (stairwell pressurization)
6. Controls for unlocking stairwell doors
7. Fire pump status indicators (if required)
8. Complete building plans set
9. Elevator control switches for switching of emergency power
10. Work table

(A) **Section 319.1.6 Annunciation Identification:** Control panels in the central control station shall be permanently identified as to their function. Water flow, automatic fire detection and manually-activated fire alarms, supervisory and trouble signals shall be monitored by an approved UL-listed central monitoring station and annunciated in the central control station by means of an audible and visual indicator. For the purposes of annunciation, zoning shall be in accordance with the following:

1. When the system serves more than one building, each building shall be considered a separate zone.
2. Each floor in a building shall be considered a separate zone.
3. When one or more risers serve the same floor, each riser shall be considered a separate zone.

(A) **Section 319.1.7 Elevators and Elevator Lobbies:** shall comply with Chapter 30 of the California Building Code. At least one elevator cab shall be assigned for fire department use, which shall serve all floors of the building. This cab shall be provided with dimensions adequate to accommodate an ambulance-type stretcher in accordance with section 3002.4 of the California Building Code.

(A) **Section 319.1.8 Fire Department Communication System:** an approved two-way fire department communication system designed and installed in accordance with the latest edition of NFPA 72 shall be provided for fire department use per section 907.2.12.3.

- (A) **Section 319.1.9 Means of Egress:** In addition to the requirements of Chapter 10, egress components of mid-rise buildings shall comply with sections 319.1.8.1 through 319.1.8.5.
- (A) **Section 319.1.9.1 Extent of Enclosure:** Stairway enclosures shall be continuous and shall fully enclose all portions of the stairway. Exit enclosure shall exit directly to the exterior of the building or include an exit passageway on the ground floor leading to the exterior of the building. Each exit enclosure shall extend completely through the roof and be provided with a door that leads onto the roof.
- (A) **Section 319.1.9.2 Pressurized Enclosures and Stairways:** All required stairways and enclosures in a mid-rise building shall be pressurized as specified in section 909. Pressurized stairways shall be designed to exhaust smoke manually when needed.
- (A) **Section 319.1.9.3 Vestibules:** Pressurized stairway enclosures serving a mid-rise building shall be provided with a pressurized entrance vestibule on each floor that complies with section 909.
- (A) **Section 319.1.9.4 Pressure Differences:** The minimum pressure difference within a vestibule shall be in accordance with Section 909 of the fire code.
- (A) **Section 319.1.9.5 Locking of Stairway Doors:** All stairway doors that are locked to prohibit access from the interior of the stairway shall have the capability of being unlocked simultaneously, without unlatching, upon a signal from the fire control room. Upon failure of normal electrical service or activation of any fire alarm, the locking mechanism shall automatically retract to the unlocked position.
A telephone or other two-way communication system connected to an approved emergency service which operates continuously shall be provided at not less than every third floor in each required exit stairway vestibule.

Approved signage shall be provided in each stairwell vestibule stating doors are locked, on each floor in which entry may be made and on each floor in which a telephone is located. Hardware for locking a stairway vestibule doors shall be State Fire Marshal listed and approved by the fire code official by permit before installation. Stairway doors located between the vestibules and the stairway shaft shall not be locked.

Chapter 3 General Requirements- Section 320 Storage of Firewood is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 320.1 - General Storage of Firewood.** Firewood shall not be stored in unenclosed spaces beneath buildings or structures, or on decks or under eaves, canopies or other projections or overhangs. When required by the code official, storage of firewood material stored in the defensible space shall be located a minimum of 30 feet (9 144 mm) from structures and separated from the crown of trees by a minimum of 15 feet (4 572 mm), measured horizontally. Firewood and combustible materials not for consumption on the premises shall be stored so as to not pose a hazard.

Chapter 5 Fire Service Features - Section 501.3.1 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 501.3.1 Fire apparatus access modifications.** Plans for the modification of fire apparatus access road shall be submitted to the fire code official for review and approval prior to construction or modification of any fire apparatus road.

Chapter 5 Fire Service Features - Section 502 Definitions is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 502 Definitions**

- (A) Dead-End Road a road that has only one point of vehicular ingress/egress, including cul-de-sacs and looped roads.
- (A) Fire Apparatus Access Road a road that provides fire apparatus access from a fire station to a facility, building or portion thereof. This is a general term that includes, but is not limited to a fire lane, public street, private street, driveway, and parking lot lane and access roadway.

Chapter 5 Fire Service Features - Section 503 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 503.1 Fire Apparatus Access Roads**, including private residential driveways, shall be required for every building hereafter constructed when any portion of an exterior wall of the first story is located more than 150 feet from the closest point of fire department vehicle access. Fire apparatus access roads, including private residential driveways more than 150 feet in length, shall be provided and

maintained in compliance with this section and the most recent edition and any amendments thereto, of public and private road standards as adopted by the County of San Diego (San Diego County Standards for Private Roads and Public Roads, San Diego County Department of Public Works). The fire code official may modify the requirements of this section if the modification provides equivalent access.

(R) **Section 503.1.1 Buildings and Facilities:** Approved fire apparatus access roads shall be provided for every facility, building or portion of building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

Exceptions: The fire code official may increase the 150 foot minimum where:

1. Fire apparatus access roads cannot be installed because of topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.
2. There are no more than two Group R-3 or Group U occupancies.

(R) **Section 503.1.2 Additional Access:** The fire code official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

(R) **Section 503.1.2.1 Dead-end roads:** The maximum length of a dead-end road, including all dead-end roads accessed from that dead-end road shall not exceed the following cumulative lengths, regardless of the number of parcels served:

Zoning for Parcel Serviced by Dead End Road(s)	Cumulative Length of Dead End Road(s)
Parcels zoned for less than 1 acre	800 feet
Parcels zoned for 1 acre to 4.99 acres	1,320 feet
Parcels zoned for 5 acres to 19.99 acres	2,640 feet
Parcels zoned for 20 acres or larger	5,280 feet

All lengths shall be measured from the edge of the roadway surface at the intersection where the road begins to the end of the road surface at its farthest point. Where a dead-end road crosses areas of differing zoned parcel sizes, requiring different length limits, the shortest allowable length shall apply. Where parcels are zoned 5 acres or

larger, turnarounds shall be provided at a maximum of 1320 foot intervals. Each dead-end road shall have an approved turnaround constructed at its terminus.

The fire code official may allow a dead-end road to exceed the maximum allowable length pursuant to section 104.8 provided the fire code official makes expressed findings in writing.

(A) **Section 503.1.4 High-piled Storage:** Fire department vehicle access to buildings used for high-piled combustible storage shall comply with the applicable provisions of Chapter 32.

(R) **Section 503.2 Specifications:** Fire apparatus access roads shall be installed and arranged in compliance with sections 503.2.1 through 503.8.

(R) **Section 503.2.1 Dimensions:**

- (a) Fire apparatus access roads shall have an unobstructed improved width of not less than 24 feet, except for single-family residential driveways serving no more than two single-family dwellings, which shall have a minimum of 16 feet of unobstructed improved width. Any of the following, which have separated lanes of one-way traffic: gated entrances with card readers, guard stations or center medians, are allowed, provided that each lane is not less than 14 feet wide.
- (b) All fire apparatus access roads shall have an unobstructed vertical clearance of not less than 13 feet 6 inches. Vertical clearances or road widths shall be increased when, in the opinion of the fire code official, vertical clearances or road widths are not adequate to provide fire apparatus access.

Exception: Upon approval of the fire code official, vertical clearances or road width may be reduced as long as the reduction does not impair access by fire apparatus. In cases where the vertical clearance has been reduced approved signs shall be installed and maintained indicating the amount of vertical clearance.

(A) **Section 503.2.1.1 Road Phasing Policy-** For Single Family Dwellings on Existing Legal Parcels. The fire access roadway requirement for widening existing improved fire apparatus roadway shall be per TABLE 503.2.1.1A – PHASING POLICY - Fire Apparatus Access and will extend from the property out to the nearest public road.

TABLE 503.2.1.1A - PHASING POLICY

Fire Apparatus Access – Single Family Dwellings

Number of Parcels	Unobstructed Road width	Roadways Over 600 foot Long	Extend to Nearest Public Road
1-2	16-foot, paved	Turnouts every 400-feet	Yes
3-8	20-foot, paved	Turn-outs every 400-feet	Yes
9 or more	24-foot, paved	Not required	Yes

Auxiliary structures (non-habitable) and residential additions/remodels less than 500 square feet. The access roadway will not be required to be improved if the access roadway has already been improved to a minimum width of 20 feet. If the roadway is not 20 feet, then the roadway shall be widened per “TABLE 503.2.1.1A – PHASING POLICY – “Fire Apparatus Access,” but not greater than 20 feet. The preceding addition/remodel exception is limited to one permit (addition or remodel) per three-year period from the date of the last permit approval.

Exception: Upon approval of the fire code official, vertical clearances or road width may be reduced as long as the reduction does not impair access by fire apparatus. In cases where the vertical clearance has been reduced approved signs shall be installed and maintained indicating the amount of vertical clearance.

(R) **Section 503.2.2 Authority to Increase Minimums:** The fire code official shall have the authority to require an increase in the minimum access road widths where the fire code official determines the minimum are inadequate for fire or rescue operations.

(R) **Section 503.2.3 Surface:** Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus not less than 75,000 lbs. unless authorized by the FAHJ and shall be provided with an approved paved surface so as to provide all-weather driving capabilities.

(R) **Section 503.2.4 Turning Radius:** the turning radius of a fire apparatus access road shall comply with the County public and private road standards approved by the Board of Supervisors. The turning radius for a private residential driveway shall be a

minimum of 28 feet, as measured on the inside edge of the improvement width or as approved by the fire code official.

- (R) **Section 503.2.5 Dead ends.** All dead-end fire access roads in excess of 150 feet in length shall be provided with approved provisions for turning around emergency apparatus. A cul-de-sac shall be provided in residential areas where the access roadway serves more than two structures. The minimum unobstructed paved radius width for a cul-de-sac in a residential area shall be 36 feet. The fire code official shall establish a policy identifying acceptable turnarounds for various project types.

- (R) **Section 503.2.6 Bridges and Elevated Surfaces:** Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits and vertical clearance limitations shall be posted at both entrances to bridges when required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, approved barriers, approved signs or both shall be installed and maintained when required by the fire code official.

- (A) **Section 503.2.6.1 Bridges with One Traffic Lane:** When approved by the fire code official, private bridges providing access to not more than two residential dwellings may be allowed with one, 12 - foot wide travel lane; however, it shall provide for unobstructed visibility from one end to the other and turnouts shall be provided at both ends.

- (A) **Section 503.2.7 Grade:** The gradient for a fire apparatus access roadway shall not exceed 20.0%. Grades exceeding 15.0% shall not be allowed without mitigation measures. The fire code official may require additional mitigation measures where he deems appropriate. The angle of departure and angle of approach of a fire access roadway shall not exceed 7 degrees (12 percent) or as approved by the fire code official. The standard cross-slope shall be 2 percent; minimum cross-slope shall be 1 percent; maximum cross-slope shall be 5 percent

- (A) **Section 503.2.8 Roadway Turnouts:** When required shall be a minimum of 10 feet wide and 30 feet long and with a minimum 25 foot taper on each end.

- (A) **Section 503.3 Marking:** Where required by the fire code official, approved signs or other approved notices shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. Signs or notices shall be maintained in a clean and legible condition at all times and is replaced or repaired when necessary to provide adequate visibility. All new public roads, all private roads within major subdivisions and all private road easements serving four or more parcels shall be named. Road name signs shall comply with County of San Diego Department of Public Works Design Standard #DS-13.
- (A) **Section 503.3.1 Fire Lane Designation:** Where the fire code official determines that it is necessary to ensure adequate fire access, the fire code official may designate existing roadways as fire access roadways as provided by Vehicle Code section 22500.1 (public) or 22658(a) (private).
- (R) **Section 503.4 Obstruction of Fire Apparatus Access Roads:** Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum road widths and clearances established in section 503.2.1 shall be maintained at all times.
- (R) **Section 503.4.1 Traffic Calming Devices:** Roadway design features (speed bumps, speed humps, speed control dips, etc.) which may interfere with emergency apparatus responses shall not be installed on fire access roadways, unless they meet design criteria and are approved by the fire code official.
- (R) **Section 503.5 Required Gates or Barricades:** The fire code official is authorized to require the installation and maintenance of gates or other approved barricades across fire apparatus access roads, trails or other access ways, not including public streets, alleys or highways. Electric gate openers, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of American Society for Testing and Materials (ASTM) F2200.
- (R) **Section 503.5.1 Secured Gates and Barricades:** When required, gates and barricades shall be secured as approved by the fire code official. Roads, trails and other access ways that have been closed and obstructed in the manner prescribed by section 503.5 shall not be trespassed on or used unless authorized by the owner and the fire code official.

Exception: The restriction on use shall not apply to public officers acting within the scope of duty.

- (R) **Section 503.5.2 School Fences and Gates:** School grounds may be fenced and gates therein may be equipped with locks, provided that safe dispersal areas based on three square feet per occupant are located between the school and the fence. Such required safe dispersal areas shall not be located less than 50 feet from school buildings.

Every public and private school shall conform to Education Code section 32020, which states:

The governing board of every public school district and the governing authority of every private school, which maintains any building used for the instruction or housing of school pupils on land entirely enclosed (except for building walls) by fences or walls, shall, through the cooperation of local law enforcement and fire protection agencies having jurisdiction of the area, provide for the erection of gates in these fences or walls. The gates shall be of sufficient size to permit the entrance of ambulances, police equipment and fire-fighting apparatus used by law enforcement and fire protection agencies. There shall be no less than one access gate and there shall be as many of these gates as needed to ensure access to all major buildings and ground areas. If these gates are equipped with locks, the locking devices shall be designed to permit ready entrance by the use of chain or bolt-cutting devices.

- (R) **Section 503.6 Security Gates:** No person shall install a security gate or security device across a fire access roadway without the fire code official's approval. All gates providing access from a road to a driveway shall be located a minimum of 30 feet from the nearest edge of the roadway and the driveway width shall be 36 feet wide at the entrance on roadways of 24 feet or less of the traffic lane(s) serving the gate. An automatic gate across a fire access roadway or driveway shall be equipped with an approved emergency key-operated switch overriding all command functions and opening the gate. A gate accessing more than four residences or residential lots or a gate accessing hazardous institutional, educational or assembly occupancy group structure, shall also be equipped with an approved emergency traffic control-activating strobe light sensor or other device approved by the fire code official, which will activate the gate on the approach of emergency apparatus with a battery back-up or manual mechanical disconnect in case of power failure. An automatic gate shall meet fire department policies deemed necessary by the fire code official for rapid, reliable access. An automatic gate serving more than one dwelling or

residential lot in existence at the time of adoption of this chapter is required to install an approved emergency key-operated switch or other mechanism approved by the fire code official, at an approved location, which overrides all command functions and opens the gate. A property owner shall comply with this requirement within 90 days of receiving written notice to comply. Where this section requires an approved key-operated switch, it may be dual-keyed or equipped with dual switches provided to facilitate access by law enforcement personnel. Electric gate openers, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

Chapter 5 Fire Service Features - Section 505 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 505.1 Address Numbers:** Approved numbers and/or addresses shall be placed on all new and existing buildings and at appropriate additional locations as to be plainly visible and legible from the street or roadway fronting the property from either direction of approach. Said numbers shall contrast with their background, and shall meet the following minimum standards as to size: 4" high with a 1/2 " stroke for residential buildings, 6" high with a 1/2" stroke for commercial and multi-residential buildings, 12" high with a 1" stroke for industrial buildings. Additional numbers shall be required where deemed necessary by the fire code official, such as rear access doors, building corners, and entrances to commercial centers. The fire code official may establish different minimum sizes for numbers for various categories of projects.
- (A) **Section 505.3 Easement Address Signs:** All easements, which are not named differently from the roadway, from which they originate, shall have an address sign installed and maintained, listing all street numbers occurring on that easement, located where the easement intersects the named roadway. Minimum size of numbers on that sign shall be 4 inches in height with a minimum stroke of 3/8", and shall contrast with the background.
- (A) **Section 505.4 Map Directories:** A lighted directory map, meeting current fire department standards, shall be installed at each driveway entrance to multiple unit residential projects and mobile home parks, where the numbers of units in such projects exceed 15.

- (A) **Section 505.5 Response Map Updates:** Any new development, which necessitates updating of emergency response maps by virtue of new structures, hydrants, roadways or similar features, shall be required to provide map updates in a format (PDF and/or CAD format as approved by the FAHJ) or compatible with current department mapping services, and shall be charged a reasonable fee for updating all response maps.

Chapter 5 Fire Service Features - Section 506 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 506.1 Key Boxes:** Where access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life saving or firefighting purposes, the Fire code official is authorized to require a key box to be installed in an accessible location. The key box shall be a type approved by the fire code official and shall contain keys to gain necessary access as required by the fire code official.

- (A) **Section 506.1.3 Emergency Key Access:** All central station-monitored fire detection systems and fire sprinkler systems shall have an approved emergency key access box on site in an approved location. The owner or occupant shall provide and maintain current keys for the structure(s) for fire department placement in the box, and shall notify the fire department in writing when the building is re-keyed.

Chapter 5 Fire Service Features - Section 507 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 507.2 Type of water supply.** Water supply may consist of reservoirs, pressure tanks, elevated tanks, water mains or other fixed systems, as approved by the fire code official, capable of providing the required fire flow in a reliable manner. In setting the requirements for fire flow, the fire code official shall follow section 507.3 or Appendix B of the County Fire Code, or the standard published by the Insurance Services Office, "Guide for Determination of Required Fire Flow".

- (A) **Section 507.2.1 Private fire service mains.** Private fire service mains and appurtenances shall be installed in accordance with NFPA 24.

- (A) **Section 507.2.2 Water Tanks Table 507.2.2A** - Water storage tanks, when permitted by the Fire code official, shall comply with Table No. 507.2.2A and installed in accordance with (NFPA) 22

WATER STORAGE TANKS Table No. 507 .2.2A

Building Square Feet	Gallons Per Minute Water Flow	Capacity Gallons	Duration Minutes
Up to 1,500	250	5,000	20
Over 1,500	250	10,000	40
When exposure distance is one hundred feet (100') or less from adjacent property, or where additional hazards or higher fire flow exists, the required water storage may be modified by the fire code official.			

- (R) 1. Tank bottom elevation shall be equal to or higher than the fire department connection on the premises. Regardless of domestic use, all tanks shall be equipped with a device that will ensure that the tank contains the designated amount of water for fire flow duration as determined by the fire department. Tank size may be increased to serve multiple structures on a single parcel.
- (R) 2. Supply outlet shall be at least four inches in diameter from the base of the tank to the point of outlet at the fire department connection. The fire department connection shall be provided with an approved means of controlling water flow. The fire department connection shall be at least one four-inch National Standard Thread (male), reduce to one 2 ½-inch National Standard Thread (Male). Additional outlets may be required.
- (R) 3. Location of fire department outlet to be determined on the plot plan when submitted to the fire department. Consideration will be given to topography, elevations, and distance from structures, driveway access, prevailing winds, etc.
- (R) 4. The outlet shall be located along a fire apparatus access roadway and shall not be closer than 50 feet or further than 150 feet from the structure.
- (R) 5. All exposed tank supply pipes shall be of an alloy or other material listed for above ground use. Adequate support shall be provided.
- (R) 6. Water storage tanks shall be constructed from materials approved by the code official and installed per manufacturer recommendations.
- (R) 7. The fire code official may require any necessary information to be submitted on a plot plan for approval.
- (R) 8. Vessels previously used for products other than water shall not be permitted.
- (R) 9. The bottom of the water storage tank shall be level with or above the building pad.

- (R) **Section 507.3 Fire Flow Requirements:** Fire flows shall be based on Appendix B of the 2013 California Fire Code or the standard published by the Insurance Services

Office, "Guide for Determination of Required Fire Flow". Consideration should be given to increasing the gallons per minute to protect structures of extremely large square footage and for such reasons as:

1. Poor access roads
2. Grade and canyon rims
3. Hazardous brush
4. Response times greater than five minutes by a recognized fire department or fire suppression company.

In hazardous fire areas as defined in the 2013~~14~~ California Fire Code as amended, the main capacity for new subdivisions shall not be less than 2,500 gallons per minute, unless otherwise approved by the fire code official.

If fire flow increases are not feasible, the fire code official may require alternative design standards such as: alternative types of construction providing a higher level of fire resistance; fuel break requirements which could include required irrigation; modified access road requirements; specified setback distances for building sites addressing canyon rim developments and hazardous brush areas; and other requirements authorized by this code and as specified by the fire code official.

(A) **Section 507.5.1 Required installations:** The location, type and number of fire hydrants connected to a water supply capable of delivering the required fire flow shall be provided on the public or private street, or on the site of the premises to be protected, or both, as required and approved by the fire code official. Fire hydrants shall be accessible to the fire department apparatus by roads meeting the requirements of Section 503. For fire safety during the construction, alteration, or demolition of a building, see Section 1412.1.

(A) **Section 507.5.1.1 Water Supplies and Fire Hydrants:** Single-family dwellings and U Occupancies: An approved water supply capable of supplying the required fire flow for fire protection shall be provided to all premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into or within the jurisdiction. When any portion of the facility or building protected is in excess of 500 feet (152 900 mm) from a water supply on a public street, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains capable of supplying the required flow shall be provided when required by the Fire code official.

EXCEPTION: Remodels and additions: Existing structures which are remodeled or added to where the amount of new area does not exceed 1,500 square feet and the

additional or remodeled area is protected with an approved automatic fire extinguishing system.

In zones other than industrial, commercial and multi-family fire hydrants shall be installed in accordance with Table No. 507 .5.1.1A.

Section 507.5.1.1 - Table No. 507 .5.1.1A

Parcels ½ acre and larger:	Every 500 feet to the structure
Parcels less than ½ acre:	Every 350 feet to the structure

- (A) **Section 507.5.1.1.2 Fire Hydrant Spacing:** In multi-family zones and in commercial and industrial zones, fire hydrants shall be installed at intersections, at the beginning radius of cul-de-sacs, and every 300 feet of fire access roadways, regardless of parcel size.

EXCEPTION: When improved methods of fire protection are provided, beyond those required by the Code, and accepted by the Fire code official, adjusted spacing of fire hydrants from those set forth above may be considered.

- (A) **Section 507.5.1.1.3 Type of Fire Hydrants:** All fire hydrants shall be of bronze construction, including all internal parts except seats. Alternate materials may be used if approved by the Fire Marshal and the local water district having jurisdiction. The stems shall be designed and installed in a manner that will ensure that they will not be projected outward from the main body by internal water pressure due to disassembly. The number and size of fire hydrant outlets shall be as follows:

1. One 4-inch and one 2-½-inch NST outlet. (4", 2-½")
2. One 4-inch and two 2-½-inch NST outlets. (4", 2-½", 2-½")
3. In some instances, the Fire code official may require the fire hydrant(s) to have any other combination of 4 inch and 2-½ inch outlets.

- (A) **Section 507.5.1.1.4 Waterline Extensions:** The Fire code official may require a waterline extension for the purpose of installing a fire hydrant if the water main is 1,500 feet or less from the property line.

- (A) **Section 507.5.1.3 Hydrant for Standpipe Systems.** Buildings equipped with a standpipe system installed in accordance with section 905 shall have a fire hydrant within 100 feet of the fire department connections.

Exception: The distance shall be permitted to exceed 100 feet where approved by the fire code official.

Chapter 6 Building Services and Systems Section 603.6.6 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 603.6.6 Spark Arresters:** All structures having a chimney, flue or stovepipe attached to a fireplace, stove, barbecue or other solid or liquid fuel burning equipment or device shall have the chimney, flue or stovepipe equipped with an approved spark arrester. An approved spark arrester is a device intended to prevent sparks from escaping into the atmosphere, constructed of welded or woven wire mesh, 12 gauge thickness or larger, with openings no greater than ½ inch, or other alternative material the FAHJ determines provides equal or better protection.

Chapter 6 Building Services and Systems Section 603.8.1 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(R) **Section 603.8.1 Residential Incinerators** shall be prohibited.

Chapter 6 Building Services and Systems Section 605.11 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 605.11.3.3.3 Smoke ventilation.** The solar photovoltaic installation shall be designed to meet the following requirements:
- a. Arrays shall be no greater than 150 feet in distance in either axis in order to create opportunities for smoke ventilation operations.
 - b. Smoke ventilation options between array sections shall be one of the following:
 - i. A pathway 8 feet or greater in width
 - ii. A 4 feet or greater in width pathway and bordering roof skylights or smoke and heat vents
 - iii. A 4 feet or greater in width pathway and bordering 4 foot by 8 foot venting cutouts every 20 feet on alternating sides of the pathway.

(R) **Section 605.11.4 Ground-mounted photovoltaic arrays.** Ground-mounted photovoltaic array installations shall meet the requirements of sections 605.11.4.1 through 605.11.4.4.

(R) **Section 605.11.4.1 Access.** Access to ground-mounted photovoltaic arrays, associated equipment structures and operations/maintenance buildings shall be per section 503.

Exception: Private residential systems where the energy generated is primarily for on-site use.

(R) **Section 605.11.4.1.1 Perimeter access roadway.** Ground-mounted photovoltaic arrays 10 acres and larger in size shall be provided with an access roadway around the perimeter of the project. The perimeter access roadway shall be installed per section 503.

(R) **Section 605.11.4.2 Fuel modification.** Combustible vegetation within the array and to a distance of 20 feet from the array and associated equipment shall be reduced to a height of no more than 6 inches. Operation/maintenance buildings shall be provided with a fuel modification zone per section 4707.2.

(R) **Section 605.11.4.3 Water supply.** Water supply for fire protection and suppression shall be provided equipment structures and operations/maintenance buildings per section 507.

Exception: Equipment shelters used solely for the equipment associated with the array when the exterior walls and roof assemblies are constructed with non-combustible materials.

(R) **Section 605.11.4.4 Identification.** Ground-mounted photovoltaic arrays with multiple equipment structures shall be provided with means of readily-identifying equipment structures. The fire code official may require a lighted directory map of the project to be installed on-site near the entrance to the facility for projects 10 or more acres in size.

Chapter 9 Fire Sprinklers systems is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 901.8.2 Fire hydrants and fire appliances.** Commercial fire sprinkler system control valves shall not be shut off after activation of the sprinkler system, no matter what the reason for the activation until the shut off is authorized by fire personnel. Fire detection systems activated by fire, smoke, heat or any other cause shall not be reset until authorized by fire personnel.

(A) **Section 902.1 Definitions** - Life Safety Sprinkler System: shall meet National Fire Protection Association Standards 13, 13-D and 13-R latest addition, and Rancho Santa Fe Fire Protection District installation policies as appropriate.

(R) **Section 903.2 Automatic Sprinkler Systems** - Where required: Approved automatic Fire sprinkler systems are required in all new structures. For the purpose of fire-sprinkler systems, buildings separated by less than ten (10) feet from adjacent buildings shall be considered as one building. Fire barriers, partitions and walls, regardless of rating, shall not be considered as creating separate buildings for purposes of determining fire sprinkler requirements. Mezzanines shall be included in the total square footage calculation.

(A) **Section 903.2.2.1 Automatic Fire Sprinkler System - Additions:** an automatic sprinkler system installed in accordance section 903.2 may be required to be installed throughout structures when the addition is more than 50% of the existing building or when the altered building will exceed a fire flow as calculated per section 507.3. The fire code official may require an automatic sprinkler system be installed in buildings where no water main exists to provide the required fire flow or where a special hazard exists such as: poor access roads, grade and canyon rims, hazardous brush and response times greater than 5 minutes by a fire department. When Fire Sprinklers are required under additions this shall meet the entire structure or structures shall be equipped with fire sprinklers. The Fire code official may require that other protective measures be taken based on existing conditions and/or potential hazards.

EXCEPTION:

(D) Exception (1) is hereby deleted and replaced with the following:

(R) (1) Group U occupancies not greater than 500 square feet, when building lies more than 20 feet from an adjacent structure or property line.

(A) (2) Accessory buildings/barns not greater than 1000 square feet, and not otherwise considered enclosed buildings/structures, which are of ignition resistant construction or as determined by the Chief to not present a significant fire hazard.

(A) (3) Agricultural buildings constructed of wood or metal frames, over which fabric or similar material is stretched, which are specifically used as green houses are exempt from the automatic sprinkler requirements unless physically connected to other structures.

(A) **Section 903.2.2.2 Automatic Fire System Remodels or Reconstructions:** an automatic sprinkler system installed in accordance section 903.2.1 may be required if the scope of work includes significant modification to the interior or roof of the building, and the cost of installation of an automatic sprinkler system does not exceed 15 percent of the construction costs of the remodel. When Fire Sprinklers

are required under remodels and reconstructions this shall mean the entire structure or structures shall be equipped with fire sprinklers. The fire code official may require that other protective measures be taken based on existing conditions and/or potential hazards.

(A) **Section 903.4 Sprinkler system supervision and alarms.** All valves controlling the water supply for automatic sprinkler systems, pumps, tanks, water levels and temperatures, critical air pressures and water-flow switches on all sprinkler systems shall be electronically supervised by a listed fire alarm control unit.

Exceptions:

1. Automatic sprinkler systems with less than 100 fire sprinklers protecting one-family and two-family dwellings.
2. Limited area systems serving fewer than 20 sprinklers.
3. Automatic sprinkler systems installed in accordance with NFPA 13R where a common supply main is used to supply both domestic water and the automatic sprinkler system and a separate shutoff valve for the automatic sprinkler system is not provided.
4. Jockey pump control valves that are sealed or locked in the open position.
5. Control valves to commercial kitchen hoods, paint spray booths or dip tanks that are sealed or locked in the open position.
6. Valves controlling the fuel supply to fire pump engines that are sealed or locked in the open position.
7. Trim valves to pressure switches in dry, pre-action and deluge sprinkler systems that are sealed or locked in the open position.

Chapter 9 Section 907.2.11.4 Power Sources (Smoke Alarms) is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 907.2.11.4 Power Source:** In new construction and in newly classified Group R-3.1 occupancies, required smoke alarms shall receive their primary power from the building wiring when such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms shall emit a signal when the

batteries are low. Wiring shall be permanent and without a disconnecting switch other than those required for over current protection. Smoke alarms may be solely battery operated when installed in existing buildings; or in buildings without commercial power; or in buildings, which undergo alterations, repairs, or additions regulated by Section 907.2.11.4.1.

- (A) **Section 907.2.11.4.1_Additions, Alterations or Repairs to Group R Occupancies:** when the valuation of an addition, alteration, or repair to Group R occupancy exceeds \$1,000 and a permit is required, or when one or more sleeping rooms are added or created in existing Group R occupancies, smoke alarms shall be installed in accordance with Section 907.2.11.

Chapter 22 Motor Fuel – Dispensing Facilities and Repair Garages Section 2205, 2206, and 2210 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 2201.1 Scope.** Automotive motor-fuel dispensing facilities, marine motor fuel-dispensing facilities, fleet vehicle motor fuel-dispensing facilities and repair garages shall be in accordance with this chapter and the California Building Code, California Plumbing Code and the California Mechanical Code. These operations shall include both operations that are accessible to the public and private operations. Whenever this chapter imposes a requirement that applies to Class IIIA liquids that same requirement shall also apply to Class III liquids.

Chapter 28 Lumber Yards & Woodworking Facilities

Chapter 28 Section 2808 Storage and Processing of Wood Chips, hogging materials, fines, compost and raw product associated with yard waste and recycling facilities is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 2808.1 General.** The storage and processing (mulching, composting) of wood chips, hogged materials, fines, compost and raw product produced from yard waste, debris and recycling facilities shall be in accordance with section 2808.
- (A) **Section 2808.2 Definitions:** for the purpose of section 2808, certain words and phrases are defined and certain provisions shall be construed as set forth herein, unless it is apparent from the context that a different meaning is intended.
- (A) Aerated Static Pile means a composting process that uses an air distribution system to either blow or draw air through the pile. Little or no pile agitation or turning is performed.

- (A) Chipping and Grinding means an activity that mechanically reduces the size of organic matter.
- (A) Composting Operations means an operation that is conducted for the purpose of producing compost. Shall be by means of one or a combination of the following processes used to produce a compost product: static pile, windrow pile, or aerated static pile.
- (A) Green Waste includes but is not limited to such organic material as yard trimmings, plant waste, manure, untreated wood wastes, paper products, and natural fiber products.
- (A) Hogged Materials means mill waste consisting mainly of hogged bark but may include a mixture of bark, chips, dust, or other by-product from trees and vegetation.
- (A) Mulching is the process by which mixed green waste is mechanically reduced in size for the purpose of making compost.
- (A) Static Pile means a composting process that is similar to the aerated static pile except that the air source may or may not be controlled.
- (A) Windrow Composting Process means the process in which compostable material is placed in elongated piles. The piles or windrows are aerated and/or mechanically turned on a periodic basis.
- (A) Wood Chips means chips of various species produced or used in chipping and grinding operations.
- (A) **Section 2808.3 Permit Required.** A permit shall be obtained from the fire department prior to engaging in the operation and storing processed of wood chips, hogged material, fines, compost and raw product in association with yard waste and similar material recycling facilities. (See Division II Chapter 1 section 105.6.19.1) The permit shall be renewed on an annual basis, or shall be limited to such period of time as designated by the Fire code official. Permits shall not be transferable and any change in use, location, occupancy, operation, or ownership shall require a new permit.
- (A) **Section 2808.4 Financial Assurances for Cost Recovery.** A security bond or other approved form of financial commitment may be required by the fire code official to be posted, in an amount determined by the Fire code official, not less than \$25,000.00, nor more than \$100,000.00, depending on the size of operation. The

security bond or financial commitment shall reimburse the fire department for expenses incurred in any emergency response and/or enforcement action by the fire department to protect the public from fire or hazardous substances related to the operation. The security bond/financial commitment shall be returned to the operator in a timely fashion upon satisfactory closure of the operation as determined by the Fire code official.

(A) **Section 2808.5 Operational and Emergency Plans.** The following operational and emergency action plans shall be submitted to and be approved by the Fire code official prior to initiating operation.

1. Operational Plan: At a minimum, the Operational Plan must include site layout, pile dimensions, fire access, water supply, site security. Site operations, temperature monitoring, rotation, diversion plan.

2. Emergency Plan: At minimum, the Emergency Plan must include: Operator fire response actions, fire dispersal area, emergency equipment operator callback, initiation of incoming diversion plan. All plans shall define the equipment necessary to process and handle the materials.

(A) **Section 2808.6 Notification of Fire Department.** All fires shall be reported to the fire department immediately upon discovery.

(A) **Section 2808.7 Equipment Operator Emergency Callback.** The operator shall implement and maintain a plan for rapid equipment operator response to the site. The maximum response time to the site shall be within one hour of a fire department notification. The following equipment shall be on site and staffed with skilled operators: bulldozer, loaders, and heavy-duty equipment necessary to mitigate a fire. Notification procedure shall be maintained operational 24 hours a day, seven days a week. Notification may be by pager activation or telephone answering service or other approved means.

(A) **Section 2808.8 Incoming Waste Diversion Plan.** The operator shall develop a diversion plan for incoming green waste for implementation in the event of equipment failure or other inability to process and distribute green waste. The plan shall prevent stockpiling of waste on the site and unauthorized depositing of waste on or near the site. The operator shall initiate the diversion based on criteria in the Operational and Emergency Plan without further direction from the fire department.

(A) **Section 2808.9 Unprocessable or Non-Green Waste Material.** All green waste that cannot be processed on-site, such as stumps and fibrous plants, shall be immediately removed from the feedstock, stored in roll-off containers or bins and

be removed from the facility on a weekly basis. All plastic bags shall be removed prior to shredding material.

- (A) **Section 2808.10 Fire Access Roadway.** A fire access roadway shall be provided to the site and on-site as approved by the Fire code official. It shall have a minimum width based upon site material handling equipment and an approved driving surface as approved by the Fire code official. In no case shall the fire access roadway be less than 20 feet wide.
- (A) **Section 2808.11 Site Storage:** Sites shall be reasonably level and be solid ground or other approved all-weather surface.
- (A) **Section 2808.12 Combustible Vegetation Control:** The operator shall clear any combustible material, weeds, brush, trees or other vegetation (including mulch) that is, or could become, dry and could be capable of transmitting fire, from within fifty (50) feet of raw green waste and mulch piles. Clearance shall be to bare earth or approved pavement. Individual growing trees within that distance may remain with approval of the Fire code official.
- (A) **Section 2808.13 Pile Separation:** Piles shall be separated from adjacent piles and property lines by fire department access roadways.
- (A) **Section 2808.14 Sizes of Piles:** Pile height, width, and length shall be limited to criteria approved by the Fire code official, based in part on the site material handling equipment. In no case shall the piles exceed 12 feet in height, 100 feet in width and 200 feet in length.
- (A) **Section 2808.15 Static Pile Protection:** Interior pile temperatures shall be monitored and recorded on a regular basis per the Operational Plan. Internal pile temperatures must be taken at 2/3 the pile height, 12 to 24 inches from the surface with a probe-type thermometer. Readings shall be made at not greater than 50-foot intervals along the length of the pile.

Temperatures above 158 degrees F are known to adversely affect microbial decomposition and are considered excessive. Infrared thermometers may be used to monitor for hot spots at the surface, but are not a substitute for internal probe measurement and documentation.

Once windrows exceed 170 degrees F, the windrows must be reduced in size, be rotated, and be monitored daily until temperatures drop below 158 degrees F. All

green waste stockpiles shall be re-mixed as necessary to alleviate any fire due to spontaneous combustion or temperatures above 170 degrees.

Windrows shall be visually inspected on a regular basis. Once fires have been detected in any windrows at a site, this visual inspection shall be a minimum daily requirement. Daily inspections shall continue until the threats of fire no longer exist, and the Fire code official approves suspension.

All temperature and pile-handling records shall be kept on file at the site and be made available for inspection by fire department personnel. Data shall include date, time, temperature, specific location, and person conducting measurement.

(A) **Section 2808.16 Firefighting water supplies and storage.** Firefighting water supplies shall conform to sections 2808.16.1 or 2808.16.2. Firefighting Water Supplies and Storage

(A) **Section 2808.16.1 Public Water Supply:** the operator shall provide and maintain approved fire hydrants and waterline mains as required by the Fire code official. Water lines may be approved aboveground lines supplied from a reliable water supply with adequate protection against impact and fire flow reaction. Hydrant spacing shall be at 400-foot intervals along primary fire access roadways. Fire flow at the hydrant(s) shall be least 1000 gallons per minute at 20 psi. Duration of the required fire flow shall be as determined by the Fire code official.

(A) **Section 2808.16.2 Private Water Supply:** above-groundwater storage tanks may be installed when authorized by the Fire code official where public water supply is not adequate to meet fire flow requirements. Volume and duration of the required fire flow shall be as determined by the Fire code official.

(A) **Section 2808.17 Material Handling Equipment:** equipment used on all piles should be of a type that minimizes compaction. All vehicles operating on or around the piles shall have a Class A fire extinguisher of a minimum 2-A rating, in addition to the Class B rating appropriate for the vehicles. Approved material-handling equipment shall be available during firefighting operations for moving wood chips, hogged material, compost, and raw product produced from yard waste and wood fines.

(A) **Section 2808.18 General Safety Rules for Site Equipment Maintenance:** welding or cutting torch operations shall be conducted a minimum of 30 feet from combustible materials. A fire watch shall be provided to detect fire, and to operate fire-extinguishing equipment throughout the welding or cutting operation and thirty-minutes (30) thereafter. Refueling and on-site maintenance shall meet California

Fire Code Chapter 22 & 34 - Flammable and Combustible Liquids, and all other applicable fire code requirements.

(A) **Section 2808.19 Site Security:** pile storage areas shall be surrounded with approved fencing. Fences shall be a minimum of 6 feet in height.

(A) **Section 2808.20 Smoking and Open Burning Prohibited:** The operator shall prohibit smoking and open flame on the operational site, including smoking within vehicles. Approved signs shall be clearly and prominently posted, and shall be enforced by the site operators. No open burning will be allowed on site.

Chapter 32 High Piled Combustible Storage

Chapter 3206.2 General Fire Protection and Life Safety Features is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(D) **Section 3206.2 Exception J** of Table 3206.2 of the California Fire Code is deleted.

Chapter 33 Fire Safety Construction and Demolition

Chapter 3318 Fire Safety During Construction and Demolition is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 3318.1 Fuel Modification Zone During Construction:** any person doing construction of any kind which requires a permit under this code or the County Building Code shall install a fuel modification zone prior to allowing any combustible material to arrive on the site and shall maintain the zone during the duration of the project.

Chapter 49 Requirements for the Wildland-Urban Interface Areas is hereby added (A) or Revised (R) or deleted (D) to the Building/Fire Code portion of the California Buildings Standards Code to read as follows:

(A) **Section 4902.1 Definitions** is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Building Official** means the Director of Planning and Development Services or any person appointed or hired by the Director to administer or enforce the County's planning and construction standards. The building official duties shall include plan checking, inspections and code enforcement.

- (A) Combustible Vegetation means material that in its natural state will readily ignite burn and transmit fire from native or landscape plants to any structure or other vegetation. Combustible vegetation includes dry grass, brush, weeds, litter or other flammable vegetation that creates a fire hazard.
- (A) Defensible Space is an area either natural or man-made, where material capable of allowing a fire to spread unchecked has been treated, cleared or modified to slow the rate and intensity of an advancing wildfire and to create an area for fire suppression operations to occur.
- (A) Fire Protection Plan (FPP) is a document prepared for a specific project or development proposed for the wildland-urban interface fire area that describes ways to minimize and mitigate potential loss from wildfire exposure, with the purpose of reducing impact on the community's fire protection delivery system.
- (R) Fire Hazard Severity Zones are geographical areas designated pursuant to California Public Resources Code sections 4201 through 4204 and classified as Very High, High and Moderate in State Responsibility Areas or as Local Agency Very High Fire Hazard Severity Zones designated pursuant to California Government Code sections 51175 through 51189.

The California Code of Regulations, Section 1280 entitles maps of these geographical areas as "Maps of the Fire Hazard Severity Zones in the State Responsibility Area of California."

- (A) Fuel Break is an area, strategically located for fighting anticipated fires, where the native vegetation has been permanently modified or replaced so that fires burning into it can be more easily controlled. Fuel breaks divide fire-prone areas into smaller areas for easier fire control and to provide access for firefighting.
- (A) Local Agency Very High Fire Hazard Severity Zone means an area designated by a local agency upon the recommendation of the Cal Fire Director pursuant to Government Code sections 51177(c), 51178 and 51189 that is not a State Responsibility Area and where a local agency, city, county, city and county, or district is responsible for fire protection.
- (A) Open Space Easement means any right or interest in perpetuity or for a term for years in open-space land, as that term is defined in Government Code sections 51065(a), acquired by the County, a city or a nonprofit organization where the instrument granting the right or interest imposes restriction on use of the land, to preserve the land for public use or enjoyment of the natural or scenic character of the land.
- (A) Open Space Preserve means open-space land, as that term is defined in Government Code section 65560(b), for the preservation of natural resources, managed

production of resources, outdoor recreation, public health and safety, buffer for a military installation or the protection of cultural resources.

- (A) Slope is the variation of terrain from the horizontal; the number of feet, rise or fall per 100 feet, measured horizontally, expressed as a percentage.
- (A) State Responsibility Area means lands that are classified by the Board of Forestry pursuant to Public Resources Code section 4125 where the financial responsibility of preventing and suppressing forest fires is primarily the responsibility of the State.
- (A) Tree Crown means the primary and secondary branches growing out from the main stem, together with twigs and foliage.
- (A) Wildfire is any uncontrolled fire spreading through vegetative fuels that threaten to destroy life, property, or resources as defined in Public Resources Code sections 4103 and 4104.
- (A) Wildfire Exposure is one or a combination of radiant heat, convective heat, direct flame contact and burning embers being projected by vegetation fire to a structure and its immediate environment.
- (A) Wildland-Urban Interface Fire Area is a geographical area identified by the state as a "Fire Hazard Severity Zone" in accordance with the Public Resources Code sections 4201 through 4204 and Government Code sections 51175 through 51189, or other areas designated by the enforcing agency to be at a significant risk from wildfires.

Chapter 49 Wildland-Urban Interface Area Designation - Section 4902.2 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **Section 4902.2 Declaration:** The legislative body shall declare the Wildland Interface Areas within the jurisdiction. The Wildland Urban Interface Areas shall be based on the findings of fact. The Wildland Urban Interface Area boundary shall be any geographic area mapped or otherwise identified by the State or local jurisdiction as a High Hazard, or Very High Fire Severity Zone, or as set forth by the Rancho Santa Fe Fire Protection District. (See Attachment B for map) When the type and condition of vegetation, topography, weather, and structure density, which potentially increases the probability of vegetation conflagration, exists, such area shall be considered a Very High Fire Severity Zone.

Chapter 49 Fire Protection Plan - Section 4903 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 4903.1 When required:** The Department of Planning and Land Use or the Fire Authority Having Jurisdiction may require an applicant for a parcel map, subdivision map, specific plan or major use permit for any property located in a

wildland-urban interface fire area to submit a Fire Protection Plan (FPP) as part of the approval process.

- (A) **Section 4903.2 Content:** The FPP shall consider location, topography, geology, aspect, combustible vegetation (fuel types), climatic conditions and fire history. The plan shall address the following in terms of compliance with applicable codes and regulations including but not limited to: water supply, vehicular and emergency apparatus access, travel time to nearest serving fire station, structural ignitability, structure set back, ignition-resistive building features, fire protection systems and equipment, impacts to existing emergency services, defensible space and vegetation management.

The FPP shall be prepared as prescribed in the County of San Diego Land Use and Environment Group “Guidelines for Determining Significance and Report Format and Content Requirements for Wildland Fire and Fire Protection” document.

Chapter 49 Wildfire Protection Building Construction - Section 4905.4 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 4905.4 Wildland Urban Interface Special Building Construction Regulations** are located in the 2013 California Building Code and amendments for the County of San Diego for the following construction features:

1. Standards of Quality
 - a) SFM Standard 12-7A-1 Exterior Wall Siding and Sheathing
 - b) SFM Standard 12-7A-2 Exterior Windows
 - c) SFM Standard 12-7A-3 Horizontal Projections
 - d) SFM Standard 12-7A-4 Decking
 - e) SFM Standard 12-7A-5 Ignition-resistant Materials
2. Roofing Covering & Valleys - Class “A” Very High Fire Hazard Areas
 - a) Roof gutters –Prevent debris accumulation
 - b) Replacement – more than 50% or more 2,500 square feet roof area
3. Skylights – One pane tempered Glass
4. Attic Ventilations – prevent intrusion of flame and embers into the attic
5. Eave or cornice vents –not allowed in exterior overhang areas
 - a) Eave protection –shall be protected by ignition resistant materials
6. Exterior Walls- shall be noncombustible, ignition-resistant materials
 - a) Exterior wall covering – shall extend from the top the foundation and terminate at roof

- b) Repair/Replacement of exterior wall –less than 30 feet from property line
 - c) Exterior wall Vents - prevent intrusion of flame and embers into the structure
- 7. Exterior glazing and window walls –one pane tempered on dual pane windows
- 8. Exterior door assemblies –approved noncombustible construction or 20 minute rated
- 9. Decking and other appendages – structural supports and framing members shall be non-combustible
 - a) Decking surface – non-combustible, fire treated wood, one-hour fire-resistant
 - b) Testing of alternative decking materials
 - c) Deck remodel or repair -50% or 1,000 square feet
- 10. Under-floor and appendages and floor projections – maintain same ignition-resistant integrity of exterior walls.
 - a) Unenclosed under-floor protection – under-floor areas enclosed to the grade
- 11. Insulation – Paper-faced insulation prohibited in attics or ventilated spaces
- 12. Fences and other structures less than five from a building – non-combustible

Chapter 49 Defensible Space - Section 4907 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 4907.1 Structure Setbacks from Property Lines:** The building official shall establish the minimum setbacks for locating a structure on a lot in a wildland-urban interface fire area. The setbacks may be greater than the minimum setbacks provided in the County Zoning Ordinance, when necessary to protect a structure from an unreasonable hazard from a wildfire.

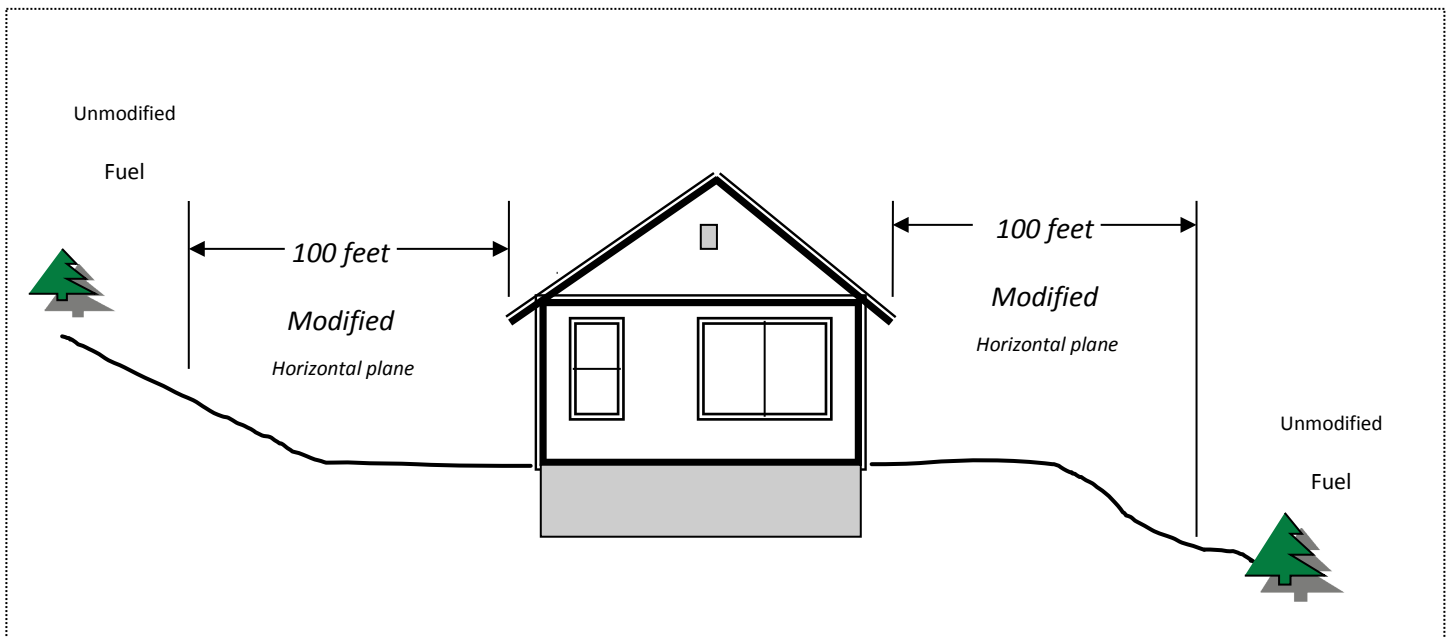
(A) **Section 4907.1.1 General Fire Setbacks:** Buildings and structures shall be setback a minimum of 30 feet from property lines and open space easements unless the County Zoning Ordinance requires a greater minimum. When the property line abuts a roadway the setback shall be measured from the centerline of the roadway.

Exception: When both the building official and the FAHJ determine that the hazard from a wildland fire is not significant or when the terrain, parcel size or other constraints on the parcel make the required setback infeasible, the building official may allow the setback to be less than 30 feet from the property line when allowed by the Zoning Ordinance.

- (A) **Section 4907.1.2 Fire Setbacks Adjacent Protected Areas:** Buildings and structures shall be setback a minimum of 100 feet from any property line adjacent a national forest, state park, open space preserve or other protected biological resources. This setback may be reduced when additional mitigation measures are employed that are satisfactory to both the FAHJ and the building official.
- (A) **Section 4907.1.3 Structure Set Back from Top of Slope:** a single story structure shall be setback a minimum 15 feet (4,572 mm) horizontally from top of slope to the farthest projection from a roof. A single story structure shall be less than 12 feet above grade. A two- story structure shall be setback a minimum of 30 feet (9,144 mm) measured horizontally from top of slope to the farthest projection from a roof. Structures greater than two stories may require greater setback, which is based upon a 2-to1 slope.
- (A) **Section 4907.2 Fuel Modification:** A fuel modification zone shall be required around every building that is designed primarily for human habitation or use or a building designed specifically to house farm animals. Decks, sheds, gazebos, freestanding open-sided shade covers and similar accessory structures less than 250 square feet and 30 feet or more from a dwelling, and fences more than five feet from a dwelling, are not considered structures for the establishment of a fuel modification zone. A fuel modification zone shall comply with the following:
- (a) When a building or structure in a hazardous fire area is located 100 feet or more from the property line the person owning or occupying the building or structure shall maintain a fuel modification zone within 100 feet of the building or structure. The area within 50 feet of a building or structure shall be cleared of vegetation that is not fire resistant and re-planted with fire-resistant plants. In the area between 50 to 100 feet from a building all dead and dying vegetation shall be removed. Native vegetation may remain in this area provided that the vegetation is modified so that combustible vegetation does not occupy more than 50% of the square footage of this area. Weeds and annual grasses to be mowed to a height of 4" to 6". Any chipping that is done on site should be spread not to exceed 6" in height. Trees may remain in both areas provided that the horizontal distance between crowns of adjacent trees and crowns of trees and structures is not less than 10 feet. See Figure 4907.2.
 - (b) When a building or structure in a hazardous fire area is setback less than 100 feet from the property line, the person owning or occupying the building or structure shall meet the requirements in subsection (a) above, to the extent possible, in the area between the building or structure and the property line.

- (c) The building official and the FAHJ may provide lists of prohibited and recommended plants.
- (d) The fuel modification zone shall be located entirely on the subject property unless approved by the FAHJ. This required fuel modification zone may be reduced as allowed in subsection (b) above or increased as required by a fire protection plan.
- (e) When the subject property contains an area designated to protect biological or other sensitive habitat or resource, no building or other structure requiring a fuel modification zone shall be located so as to extend the fuel modification zone into a protected area.

FIGURE 4907.2 MEASUREMENTS OF FUEL MODIFICATION DISTANCE



- (A) Section 4907.2.1 Fuel Modification of Combustible Vegetation from Sides of Roadways.** The FAHJ may require a property owner to modify combustible vegetation in the area within 20 feet from each side of the driveway or a public or private road adjacent to their property to establish a fuel modification zone. The FAHJ has the right to enter private property to insure the fuel modification zone requirements are met. Exception: The FAHJ may reduce the width of the fuel modification zone if it will not impair access.
- Exception: The FAHJ may reduce the width of the fuel modification zone if it will not impair access.

- (A) **Section 4907.2.2 Community Fuel Modification:** The FAHJ may require a developer, as a condition of issuing a certificate of occupancy, to establish one or more fuel modification zones to protect a new community by reducing the fuel loads adjacent to a community and structures within it. The developer shall assign the land on which any fuel modification zone is established under this section to the association or other common owner group that succeeds the developer as the person responsible for common areas within the community.
- (A) **Section 4907.2.2.1 Land Ownership:** Once a fuel modification zone has been established under section 4907.2.2 the land on which the zone is located shall be under the control of an association or other common ownership established in perpetuity, for the benefit of the community to be protected.
- (A) **Section 4907.3 Maintenance of Defensible Space:** Any person owning, leasing, controlling, operating or maintaining a building or structure required to establish a fuel modification zone pursuant to section 4907.2 shall maintain the defensible space. The FAHJ may enter the property to determine if the person responsible is complying with this section. The FAHJ may issue an order to the person responsible for maintaining the defensible space directing the person to modify or remove non-fire resistant vegetation from defensible space areas, remove leaves, needles and other dead vegetative material from the roof of a building or structure, maintain trees as required by section 4907.3.1 or to take other action the FAHJ determines is necessary to comply with the intent of sections 4903 et seq.
- (A) **Section 4907.3.1 Trees:** Crowns of trees located within defensible space shall maintain a minimum horizontal clearance of 10 feet for fire resistant trees and 30 feet for non-fire resistive trees. Mature trees shall be pruned to remove limbs $\frac{1}{3}$ the height or 6 feet, whichever is less, above the ground surface adjacent to the trees. Dead wood and litter shall be regularly removed from trees. Ornamental trees shall be limited to groupings of 2-3 trees with canopies for each grouping separated horizontally as described in Table 4907.3.1

TABLE 4907.3.1

DISTANCE BETWEEN TREE CANOPIES

Percent of Slope	Required Distances Between Edge of Mature Tree Canopies (1)
0 to 20	10 feet
21 to 40	20 feet
41 plus	30 feet

1. Determined from canopy dimensions as described in Sunset Western Garden Book (Current Edition)

(A) **Section 4907.3.2 Orchards, Groves or Vineyards:** all orchards, groves, and vineyards shall be kept in a healthy state and maintained as described below. A 10-foot firebreak shall be cleared between the perimeter, orchard trees or row of grape vines and native vegetation or ornamental landscaping. Orchards shall be kept cleaned of dead and or downed trees. Orchards and vineyards shall be free of combustible debris, dead branches and dead foliage. All dead grasses between rows of trees or vines shall be mowed or disked to bare soil.

(A) **Section 4907.4 Modified Area:** Non-fire-resistive vegetation or growth shall be kept clear of buildings or structures, in accordance with Section 4907.2, in such a manner as to provide a clear area for fire suppression operations.

(A) **Section 4907.4.1 Responsibility:** Persons owning, leasing, controlling, operating or maintaining buildings or structures are responsible for maintenance of defensible spaces. Maintenance of the defensible space shall be annually or as determined by the FAHJ and may include but not limited to the modification or removal of non-fire resistive vegetation and keeping leaves, needles and other dead vegetative material regularly removed from roofs of buildings and structures

(A) **Section 4907.5 Landscape Requirements:** Objective Provisions of this section are intended to modify fuel load in areas adjacent to structures to create defensible space.

(A) **Section 4907.5.1 Landscape Submittals:** Landscape Plans are required for all residential custom homes, production tract homes, multi-family residential, and commercial buildings. Landscape plans shall be submitted and approved by the Fire District prior to the framing inspection. Landscape plan submittals shall include, at a minimum, a readable scale, the delineation of 100-foot fuel modification zone, the existing vegetation, and all irrigated areas, a plant legend with both botanical and common names and identify all plant material symbols.

(A) **Section 4907.5.2 Landscaping Requirements:** plant materials used shall be approved by the Fire District for plant palette. Landscape plans shall be in accordance with the following criteria.

1. (A) All non-fire resistive trees, including conifers, palms, pepper trees, and eucalyptus, species, shall be planted and maintained so that the tree's drip line at maturity is a minimum 30 feet from any combustible structure. All fire resistive tree species shall be planted and maintained at a minimum of 10 feet from the tree's drip line to any combustible structure.
2. (A) For streetscape plantings, all non-fire resistive trees shall be planted so that the center of the tree trunk is 10 feet from edge of curb. Fire resistive trees can be planted 10 feet from edge of curb to center of tree trunk. Care should be given to the tree's form selected so that the tree canopy will not encroach into the roadway, nor produce a closed canopy effect.
3. (A) Limit planting of large unbroken masses especially trees and large shrubs. Groups should be two to three trees maximum, with mature foliage of any group separated horizontally by at least 10 feet, if planted on less than 20 percent slope, and 20 feet, if planted on greater than 20 percent slope.
4. (A) If shrubs are located underneath a tree's drip line, the lowest branch should be at least three times as high as the understory shrubs or 10 feet, whichever is greater.
5. (A) Existing trees can be pruned 10 feet away from roof, eave, or exterior siding, depending on the tree's physical or flammable characteristics and the building construction features.
6. (A) All tree branches and palm fronds shall be removed within 10 feet of a fireplace chimney or outdoor barbecue.

(A) **Section 4907.5.3 Landscape Installation:** all landscaping shall be installed prior to the final inspection for issuance of certificate of occupancy.

(A) **Section 4907.5.4 Eucalyptus Forests and Oak Woodlands:** all forests and woodlands shall be kept in a healthy state and maintained as described below. The forest or woodlands shall be free of all dead, dying, or diseased trees (excluding tree stumps no higher than six inches above the ground). Dead, dying, or diseased trees shall include insect infested trees, no longer living, in the last stages of growth or infected by a pathogen of any type. If combustible vegetation is located underneath a tree's drip line, the lowest branch shall be at least three times as high as the understory brush or grasses, or ten feet, whichever is greater. This will reduce the build-up of "ladder" fuels. Firewood shall be neatly stacked and shall have a minimum of 30 feet of clearance (no vegetation) around the entire firewood storage area. Debris and trimmings produced by the removal process shall be removed from the site, or if left, shall be converted into mulch by a chipping machine and evenly dispersed to maximum depth of six inches.

Chapter 49 Construction methods for exterior wildfire exposure - Section 49 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(R) **Section 4905.2 Construction Methods for Exterior Wildfire Exposure:** the construction methods for exterior wildfire exposure in a wildland-urban interface fire area shall be as provided in Chapter 7A of the County Building Code or section R327 of the County Residential Code. (See Section 4905.4 for Special regulation regarding the Wildland-Urban-Interface Fire Areas)

Chapter 56 Explosives and Fireworks Applicability - Section 56 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

(A) **Section 5601.2 Applicability.** This section shall apply to the manufacture, possession, storage, sale, transportation and use of explosives and blasting agents and to any blasting operation in the unincorporated area of the County. The Sheriff shall be the Issuing Officer for any permit under this section, but may delegate the responsibility to any fire chief in the unincorporated area to issue a permit in the geographical area of the chief's jurisdiction. The issuing officer shall determine whether a blast is a major blast or a minor blast under this section. A minor blast is subject to all conditions of this section except the inspection requirements.

(A) **Section 5601.2.1 Definitions.** The following terms are defined in section 202:

BLASTER.
BLASTING AGENT.
BLASTING OPERATION.
BLASTING PERMIT.
BLAST SITE.
EXPLOSIVES PERMIT.
INSPECTOR.
MAJOR BLASTING.
MINOR BLASTING.

(A) **Section 5601.2.2. Application.** Application for a permit required by this section shall be in the form required by the Issuing Officer.

(A) **Section 5601.2.3 Permit requirements.** No person shall conduct blasting in the unincorporated area of the County without an explosives permit issued under this chapter. A person applying for an explosives permit shall, in addition to demonstrating compliance with fire safety requirements, shall also comply with all County requirements for any building permits, grading permits, use permits, encroachment permits and all other entitlements to use property, including zoning requirements and any determination under the Zoning Ordinance of nonconforming status. The applicant shall be responsible for providing proof of all necessary approvals when requested by the Issuing Officer.

(A) **Section 5601.2.4 Permit conditions.** The Issuing Officer may impose conditions and procedures as are deemed reasonably necessary to protect the public health and safety based upon the facts and circumstances of a particular blasting operation. The permit conditions shall be in writing. Failure to comply with any permit condition is grounds for revocation of the permit. A blaster may request the Issuing Officer release the blaster from any permit condition if circumstances have changed that make the condition no longer applicable. In addition to complying with the County blasting regulations, a blaster shall also comply with blasting regulations of neighboring jurisdictions, for any blasting operations outside of the unincorporated area of the County conducted in conjunction with a project within the unincorporated areas of the County.

(A) **Section 5601.2.5 Insurance and indemnification required.** As an additional condition for obtain an explosives permit the applicant shall submit: (1) a certificate of insurance evidencing that the blaster has obtained a general liability insurance policy which includes coverage for explosion, collapse and underground property damage from an insurer satisfactory to the Issuing Officer, that is in effect for the period covered by the permit, written on an "occurrence" basis, in an amount of not less than \$500,000 per each occurrence, naming the County as an additional insured

and providing that the policy will not be canceled or terminated without 30 days prior written notice to the County and (2) an agreement signed by the blaster agreeing to defend, indemnify and hold the County and its agents, officers and employees harmless from any claims or actions arising from the issuance of the permit or any blasting activity conducted under the permit.

(A) **Section 5601.2.6 Blasting hours.** Blasting shall only be allowed Monday through Saturday, between the hours of 7:00 a.m. and 6:00 p.m. or ½ hour before sunset, whichever occurs first, unless special circumstances warrant another time or day and the Issuing Officer grants approval of the change in time or day.

(A) **Section 5601.2.7 Additional operational requirements.** The owner of any property in the unincorporated area of the County on which any blasting is intended to occur, shall give, or cause to be given, a one-time notice in writing, for any proposed blasting to the local fire agency and dispatch center and to all residences, including mobilehomes, and businesses within 600 feet of any potential major blast location or 300 feet from any potential minor blast location. The notice shall be given not less than 24 hours, but not more than one week, before a blasting operation and shall be in a form approved by the Issuing Officer. The minimum 24-hour notice requirement may be reduced to a lesser period but not less than one hour if the Issuing Officer determines that special circumstances warrant the reduction in time. Adequate precautions shall be taken to reasonably safeguard persons and property before, during and after blasting operations. These precautions shall include:

1. The blaster shall retain an inspector to inspect all structures, including mobilehomes, within 300 feet of the blast site before blasting operations, unless inspection is waived by the owner and/or occupant. The inspector shall obtain permission of the owner and/or occupant before conducting the inspection. The inspection shall be only for the purpose of determining the existence of any visible or reasonably recognizable preexisting defects or damages in any structure. Waiver of inspection shall be in writing signed by the owner and/or occupant. Refusal to allow inspection shall also constitute a waiver. The inspector shall notify the owner and/or occupant of the consequences of refusing an inspection shall include a refusal in the summary report filed with the Issuing Officer. The blaster shall request an inspector conduct post-blast inspections upon receipt of a written complaint of property damage if the complaint is made within 60 days of completion of blasting operations. If the blaster has knowledge of alleged property damage independent of the written complaint, the blaster shall also retain an inspector to conduct a post-blast inspection.
2. An inspector shall complete and sign pre blast inspection reports identifying all findings and inspection waivers. The blaster shall retain the inspection reports for three years from the date of the blasting and upon a

complaint of alleged damage the blaster shall immediately file a copy of the report with the Issuing Officer and provide a copy to the complainant. If there is a change in the blasting contractor after blasting has commenced on a project, a re-inspection shall be conducted in accordance with the preceding paragraph before the new blasting contractor undertakes any additional blasting.

3. The blaster shall retain an inspector to conduct a post blast inspection of any structure for which a written complaint alleging blast damage has been received. A written report of the inspection shall be immediately filed with the Issuing Officer and provided to any person who made a complaint for damages.
 4. The blaster shall allow any representative of the Issuing Officer to inspect the blast site and blast materials or explosives at any reasonable time.
 5. If the blaster wants a representative of the Issuing Officer to witness a blasting operation the blaster shall make a request with the Issuing Officer at least 12 hours before the blast. The blaster shall confirm the request for a witness with the Issuing Officer at least one hour before the blast. The blaster shall be responsible for any cost incurred by the Issuing Officer in having a representative witness the blast.
 6. The blaster shall notify the Issuing Officer on the day of a scheduled blasting operation not less than one hour before blasting.
 7. All major blasting operations shall be monitored by an approved seismograph located at the nearest structure within 600 feet of the blasting operation. All daily seismograph reports shall be maintained by the blaster for three years from the blasting.
- (A) **Section 5601.2.8 Seizure of illegal items.** The Sheriff may seize at the owner's expense, all explosives, ammunition or blasting agents, which are illegally manufactured, sold, offered or exposed for sale, delivered, stored, possessed or transported in violation of this chapter.
- (A) **Section 5601.2.9 Violations for false or misleading information.** It shall be unlawful and a violation of this chapter for any person to provide false or misleading information or documentation to the County or any of its officers or employees or to any fire department, fire protection district, fire company or legally formed volunteer fire department, or its officers or employees in the unincorporated area of the County, having jurisdiction over any aspect of the explosives or blasting permit process or blasting operations.

- (A) **Section 5601.2.10 Fees.** A person applying to the Sheriff to be approved as a blaster or inspector, as defined in this section, shall pay an application fee to the Sheriff. A person applying for an explosives permit under this section shall pay the fee established by the Sheriff with the application. The amount of any fee required by this chapter shall be determined by the Sheriff on the basis of the full costs involved in processing an application.
- (A) **Section 5608.1 General.** Outdoor fireworks displays, use of pyrotechnics before a proximate audience and pyrotechnic special effects in motion picture, television, theatrical and group entertainment productions shall comply with California Code of Regulations, Title 19, Chapter 6 and County Code sections 32.101 et seq. The FAHJ Sheriff shall be the Issuing Officer for a permit for a fireworks display.
- (A) **Section 5608.1.1 Scope.** The possession, manufacture, sale, storage, use and display of fireworks are prohibited in the unincorporated area of the County except as provided in County Code sections 32.101 et seq.

Chapter 57 Flammable and Combustible Liquids - Section 57 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (D) **Section 5705.2.4 Class I, II and III Liquids Exception:** 4 is deleted.
- (R) **Section 5706.2.5.2.1 Limitations on Tanks for Gravity Discharge:** Gravity dispensing of Class I or II liquids or Class III liquids that are heated up to or above their flash points is prohibited. Dispensing devices for flammable and combustible liquids shall be of an approved type. Approved pumps taking suction from the top of the tank shall be used. Flammable or combustible liquids shall not be dispensed by a device that operates through pressure within a storage tank. Air or oxygen shall not be used to pressurize an aboveground tank.
- (A) **Section 5706.2.8.2 Tank Vehicle as a Substitute for Permanent Tank Prohibited:** The use of a tank vehicle in a stationary manner as a substitute for an approved above-ground or below-ground fuel tank is prohibited.

Chapter 61 Liquefied Petroleum Gases - Section 6107.5 is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (A) **Section 6107.5 Securing Tanks to Ground (LPG)** – Tanks shall be secured to prevent the tank from rolling or moving when required by the FAHJ.

Chapter 80 Referenced Standards NFPA 13D is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows: The following referenced standard of the California Fire Code is revised to read:

- (R) Section 5.1.1.1 Spare sprinkler heads. Spare fire sprinkler heads (one of each type or as approved by the FAHJ) wrench, operation and maintenance instructions shall be provided in the vicinity of the riser.
- (R) Section 7.1.5 Pressure-regulating valve. When available system water pressure exceeds 150 psi, a listed/approved pressure-regulating valve shall be installed at the system riser. Such valves shall be adjusted to restrict the outlet pressure to a maximum of 150 psig at any flow or no flow.

Exception: At the discretion of the FAHJ the contractor may install a listed/approved pressure relief valve, piped to the system main drain, set to relieve the pressure at 150 psig, provided the available supply pressure does not exceed 150 psig.

When such valves are installed submittal documents must include manufacturer information sheets along with charts showing the dimensions (size) and flow characteristics inlet and outlet pressures at various flows for the type of valve being installed, and the valve shall be included in the design calculations.

- (R) Section 7.2.5 Inspector Test. Each sprinkler system shall have a ½" or larger test connection with a threaded keyless valve. The valve shall be remote to the riser, located on the building exterior about five 5 feet above final grade and shall be remote from the riser. It shall be labeled with a permanent plate with minimum ¼" lettering, contrasting with background, and stating: "INSPECTOR TEST". (Pre-assembled riser assemblies with a built-in Drain/Test valve shall not be accepted for inspector test valve unless approved by the FAHJ.)

Exception: Automatic fire sprinkler systems for manufactured homes installed at the factory may have the inspectors test valve located at the location as designed at the factory.

- (A) Section 7.3.3 Pressure gauge. A listed 300 psi pressure gauge shall be permanently installed at the riser.
- (R) Section 7.6 Alarms. A water flow switch shall be provided and located on the sprinkler riser above the check valve and main drain and shall actuate an audible fire alarm signal bell. The water flow switch shall be a retarding type with a delay between 30-45

seconds before activation of the signal bell. Alarm bell shall have a minimum diameter of 8 inches and be mounted on the exterior in the vicinity of the master bedroom. The alarm bell shall be clearly audible in all bedrooms with intervening doors closed.

(A) Section 8.2.5.4.5 Heads Cored in Beams. Heads cored in beams are allowed in beams not greater than 8" in depth. Beams greater than 8" in depth shall result in heads being placed in the pockets or bays formed by the beams.

(R) Section 8.3.2. Sprinklers are not required in bathrooms where the area does not exceed 55 sq. ft. unless there is door exiting directly to the outside, and the walls and ceilings including behind fixtures, are of noncombustible or limited combustible materials providing a fifteen-minute thermal barrier.

(R) Section 8.3.3 Sprinklers shall not be required in clothes closets, linen closets, and pantries that meet all of the following conditions:

(1) The area of the space does not exceed 24 ft² (2.2 m²).

(2) The shortest dimension does not exceed 3 ft (0.9 m).

(3) The walls and ceilings are surfaced with noncombustible or limited-combustible materials as defined in NFPA 220.

(4) The closet does not contain any type of electrical items such as light fixtures, electrical outlets or low voltage equipment. [RH1]

(R) Section 8.3.4. Sprinklers shall be installed in garages, carports and similar structures unless they meet the exception in 903.2.2.1. Covered patios, decks, balconies or similar projection that extend 10 feet or more from the structure will require adequate fire sprinkler coverage. Sprinklers [RH2] may be omitted from carports and open attached porches. However, attached garages shall be protected with intermediate temperature rated sprinklers with not more than 150 sq. ft. head spacing. Sprinkler heads in garages shall be protected against mechanical damage by approved guards, unless recessed heads are provided. Garage doors may be disregarded in the layout of the fire sprinkler system.

(A) Section 8.3.10 Sprinklers shall be installed in saunas and wine rooms.

(R) Section 8.5.1.1. Where the fuel-fired equipment is above all of the occupied areas of the dwelling unit, at least one quick-response intermediate temperature sprinkler shall be installed above the equipment.

(A) Section 10.2.4.1 3-Head Calculation. When the slope of the ceiling is greater than the listing of an available sprinkler head, the system shall be designed to provide the hydraulic demand of 3 sprinkler heads.

(A) Section 10.2.5 Pressure Cushion. The system shall be designed 10% below available water source pressure during peak usage.

(R) Section 11.2.1.1 Hydrostatic Tests. Where a fire department connection is not provided, the system shall be hydrostatically tested at 200 psi. Manufactured or mobile homes shall be tested at 100 psi or as specified on the manufacture's nameplate.

(A) Section 12.3.3 Systems out of service. When sprinkler systems are shut-off or otherwise inoperative for periods greater than 48 hours for repair of service, the FAHJ must be notified immediately.

Appendix "B" Fire-Flow Requirements for Buildings is hereby added (A), revised (R) or deleted (D) to the Building/Fire Code portion of the California Building Standards Code to read as follows:

- (R) **B103.3 Areas Without Water Supply Systems** – For information regarding water supplies for firefighting purposes in rural areas and suburban areas in which adequate and reliable water supplies do not exist, the Fire code official is authorized to utilize provisions in Appendix B of this code, NFPA 1142 or the standard published by the Insurance Services Office document entitled "Guide for Determination of Required Fire Flow."
- (D) **B106 Reference Standards** Delete reference to ICC IWUIC-06 and NFPA 1142-01 to the Fire Code portion of the California Building Standards Code.

Section 3

The geographic limits referred to in certain sections of the 2013 California Fire Code are established as follows:

(R) Section 5704.2.9.6.1. The geographic limit in which the storage of Class I and Class II liquids in above-ground tanks outside of buildings is prohibited is hereby established as the jurisdictional limits of the Rancho Santa Fe Fire Protection District.

Exceptions:

1. In areas zoned for mixed, general or high impact industrial uses.

2. Crankcase draining may be stored in specially constructed above-ground storage tanks, approved by the fire code official, with a maximum capacity of 550 gallons. These tanks may be located within a building when the fire code official deems appropriate and the container meets U.L. Standard 2085. Containers shall be installed and used in accordance with their listing and provisions shall be made for leak and spill containment. In no case shall storage be allowed on residential or institutional property.
3. With the fire code official's approval, Class I and II liquids may be stored above ground outside of buildings in specially designed, approved and listed containers which have features incorporated into their design which mitigate concerns for exposure to heat, ignition sources and mechanical damage. Containers shall be installed and used in accordance with their listing, and provisions shall be made for leak and spill containment. The fire code official may disapprove the installation of these containers when in his or her opinion their use presents a risk to life or property.

(R) Section 5706.2.4.4. The geographic limit in which the storage of Class I and Class II liquids in above-ground tanks is prohibited is hereby established as the jurisdictional limits of the Rancho Santa Fe Fire Protection District.

Exceptions:

1. In areas zoned for other than residential uses, when approved by the FAHJ.
2. Crankcase draining may be stored in specially constructed above-ground storage tanks, approved by the fire code official, with a maximum capacity of 550 gallons. These tanks may be located within a building when the fire code official deems appropriate and the container meets U.L. Standard 2085. Containers shall be installed and used in accordance with their listing, and provisions shall be made for leak and spill containment. In no case shall storage be allowed in residential or institutional property.
3. With the fire code official's approval, Class I and II liquids may be stored above ground in specially designed, approved and listed containers which meet U.L. Standard 2085. Containers shall be installed and used in accordance with their listing, and provisions shall be made for leak and spill containment. The fire code official may disapprove the installation of such containers when in his opinion their use presents a risk to life or property.

(R) Section 5806.2. The geographic limits in which the storage of flammable cryogenic fluids in stationary containers is prohibited is hereby established as the jurisdictional

limits of the Rancho Santa Fe Fire Protection District, except for areas zoned for mixed, general or high impact industrial uses.

- (R) Section 6104.2. The geographic limits in which the bulk storage of liquefied petroleum gas is prohibited for the protection of heavily populated and congested areas is hereby established as the jurisdictional limits of the Rancho Santa Fe Fire Protection District, except for areas zoned for mixed, general or high impact industrial uses.

Exception: Bulk tanks with a maximum aggregate capacity of 30,000 gallons water capacity for above-ground storage of underground distribution to residential areas, where the storage and distribution meets Fire Code requirements as determined by the FAHJ.

Section 4 – Repealing

That Ordinance 2011-01, an Ordinance Of The Rancho Santa Fe Fire Protection District, which Adopts The California Fire Code, 2010 Edition, with Certain Amendments, the 2009 International Fire Code, and National Fire Protection Association Standards 13, 2010 Edition, 13-D, 2010 Edition, and 13-R, 2010 Edition and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

That Ordinance 2011-01, an Ordinance of the Rancho Santa Fe Fire Protection District, which Adopts the International Wildland–Urban Interface Code, 2006 Edition with certain Amendments has been included into the 2013 California Fire Code Chapter 49, Requirements for Wildland-Urban Interface Areas with certain Amendments and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5 – Validity Unconstitutional

That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional.

Section 6 – Liability

That nothing in this ordinance or in the Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or

any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 4 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

Section 7 – Published

That the Clerk of the Board of Directors is hereby ordered and directed to cause this ordinance to be published. First read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego, California, held on the 9th day of October 2013. A second reading occurred at a regular meeting on November 13, 2013. A public hearing was held (TBD), and finally adopted and ordered published in the manner required by law at the hearing and meeting on the (TBD) by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Upon passage, the Secretary of the Board shall transmit a copy of this Ordinance to the California Building Standards Commission pursuant to Health and Safety Code section 17958.7.

Section 8 – Effective

That this ordinance and the rules, regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force and effect 30 days from and after the date of its final passage and adoption.

James Ashcraft
President

ATTEST

KARLENA RANNALS
Secretary

FINDINGS

FOR REVISION OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT AMENDMENTS TO THE 2013 CALIFORNIA FIRE CODE OF THE CALIFORNIA CODE OF REGULATIONS TITLE 24, PART 9

As required by Health and Safety Code section 17958 the Rancho Santa Fe Fire Protection District does herewith make express findings that amendments to the 2013 California Fire Code are necessary for the protection of the public health, safety, and welfare due certain climatic, topographic, or geological features existing in the County of San Diego.

The following matrix lists the Rancho Santa Fe Fire Protection District amendments and the corresponding express findings. Minor editorial changes or typographical corrections to the Fire Code are not shown in these findings. The full texts of the proposed Rancho Santa Fe Fire Protection District amendments are shown in Rancho Santa Fe Fire Protection District Fire Code.

Additional Findings for Chapter 49

Requirements for Wildland-Urban Interface Fire Areas

As required by Health and Safety Code section 17958 the Rancho Santa Fe Board of Directors does herewith make express findings that amendments to the California Building Standards Code are necessary for the protection of the public health, safety and welfare due certain climatic, topographic or geological features existing in the County of San Diego.

Definitions

Climate The average course or condition of the weather at a particular place over a period of many years, as exhibited in absolute extremes, means and frequencies of given departures from these means (i.e., of temperature, wind velocity, precipitation and other weather elements).

Topography The configuration of landmass surface, including its relief (elevation) and the position of its natural and man-made features that affect the ability to cross or transit a terrain.

Geography A science that deals with the earth and its life, especially the description of land, sea, air, and the distribution of plant and animal life including man and his

industries with reference to the mutual relations of these diverse elements. Webster's Third New California Dictionary

Climatic Considerations

There are two types of climates: macro and micro. A macro climate affects an entire region and gives the area a general environmental context. A micro climate is a specific variation that could be related to the other two factors, topography and geography. A micro climate may cover a relatively small area or be able to encompass an entire community, as opposed to another community in the same county.

Climatic consideration should be given to the extremes, means, and anomalies of the following weather elements:

1. Temperatures
2. Relative humidifies
3. Precipitation and flooding conditions
4. Wind speed and duration of periods of high velocity
5. Wind direction
6. Fog and other atmospheric conditions.

Topographic Considerations

Topographic considerations should be given to the presence of the following topographical elements:

1. Elevation and ranges of elevation
2. Location of ridges, drainages and escarpments
3. Percent of grade (slope)
4. Location of roads, bridges and railroads
5. Other topographical features, such as aspect exposure

This information becomes an important part of creating an analysis of urban-wildland areas because topography and slope are key elements (along with fuel type) that create the need for specific ignition-resistance requirements in this code.

Geographic Considerations

Geography should be evaluated to determine the relationship between man-made improvements (creating an exposure) and factors such as the following:

1. Fuel types, concentration in a mosaic and distribution of fuel types
2. Earthquake fault zone

3. Hazardous material routes
4. Artificial boundaries created by jurisdictional boundaries
5. Vulnerability of infrastructure to damage by climate and topographical concerns

Fuel types are the final component of the findings that suggest the need for identifying urban-wildland areas in a jurisdiction.

MATRIX OF FINDINGS

2013 California Fire Code Amendments

Chapters or Sections	Page Number	Finding Number(s)
Division II Appendix Chapter 1 Administration		
Section 101.5 Validity	10	All
Section 102.13 Repeal Conflicting Ordinance	11	All
Section 104.12. Cost Recovery	12	All
Section 104.12.1 Reimbursement	12	All
Section 105.3.9 Expense Recovery	12	All
Chapter 2 Definitions	15-20	All
Chapter 3 General Requirements		
Section 307.5 General Precautions Against fire	16	4,5,7,8&9
Section 319 Mid-Rise Buildings	20-24	1-10
Section 320 General Storage of Firewood	24	9
Chapter 5 Fire Service Features- Section 502 Definitions	25	1,2,3,5,6, & 8
Section 503.1 General – Fire Apparatus Access Road	25	5,6,7,8,&9
Section 503.1.1 Buildings and Facilities	26	5,6,7,8,&9
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Section 503.1.2.1 Dead-end roads	26	5,8,&9

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Section 503.2 Specifications for apparatus roads	27	1,5,6,7,8,9
Section 503.2.1 Dimensions	27	1,5,6,8,&10
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Section 503.5 Required gates or barricades	30	5,6,7,8,&9
Section 503.5.1 Secured gates and barricades	30	5,6,7,8,&9
Section 503.5.2 School fences and gates	30	5,6,7,8,&9
Section 503.6. Security Gates	31	6,7,&8
Section 505.1 Address Numbers	32	7

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Section 505.3 Easement Address Signs	32	7
Section 505.4 Map Directories	32	3,5,7,&9
Section 505.5 Response Map Updates	32	All
Section 506.1 Key Boxes	33	All
Section 506.2.1 Emergency Key Access	33	All
Section 507.2.2 Water Storage Tanks	33	4,5
Section 507.3 Fire Flow requirements	34	1,3,4,5,9,10
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Section 507.5.1.1 Water Supplies and Fire Hydrants	35	All
Section 507.5.1.1.2 Fire Hydrant Spacing	36	All
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Section 507.5.1.2 Water Line Extensions	36	4,5,9
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Chapter 6 Building Services and Systems		
Section 603.8.1 Residential Incinerators	37	All
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Chapter 33 Fire Safety Construction & Demolition	46	
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Chapter 49 Requirements for the Wildland-Urban Interface Areas	46	
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Section 4905.4-A 1-12 Wildfire Protection Building Construction	49	Reference to CBC

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4907.1 Structure setback from property line	50	All
Section 4907.1.1 General fire setbacks Section	50	All
Section 4907.1.2 Fire Setbacks adjacent protected areas	51	All
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Section 6104.2 LPG Storage Limits	65	All
Appendix "B" B103.3 Fire –Flow Requirements for Buildings	63	All
Appendix "B" Delete B106 Referenced standards	63	Deleted
Delete Appendix "H" Hazardous Materials Management Plans (No Amendments to appendix		Deleted

Findings for the Fire Code

Finding 1

The Rancho Santa Fe Fire Protection District is situated on the slopes of and at the base of the Coastal Mountains, with drainage from the eastern portion of the district, including the San Dieguito River and Escondido Creek, which when flooded, could result in conditions rendering fire departments vehicular traffic access unduly burdensome or impossible.

Further, the flood conditions described above carries the potential for overcoming the ability of the fire department to aid or assist in fire control, evacuations, rescues and the emergency tasks demands inherent in such situations. The potential for the aforementioned flooding conditions to result in limiting fire department emergency vehicular traffic, with resulting overtaxing fire department personnel, may further cause a substantial or total lack of protection against fire for the buildings and structures located within the jurisdiction.

Finding 2

The Rancho Santa Fe Fire Protection District is situated near several known major faults, each capable of generating earthquakes of significant magnitude. These include the Rose Canyon Fault, the Coronado Banks, and the Silver Strand Faults, located generally west of the District and the Elsinore Fault, the Agua Caliente Fault, located east of the District. These faults are subject to becoming active at any time; the Rancho Santa Fe Fire Protection District is particularly vulnerable to devastation should such an earthquake occur.

The potential effects of earthquake activity include isolating the Rancho Santa Fe Fire Protection District from the surrounding area and restricting or eliminating internal circulation due to the potential for collapsing of highway overpasses and underpasses, along with other bridges in the district, or an earth slide, and the potential for vertical movement rendering surface travel unduly burdensome or impossible.

Finding 3

San Diego County Highway S6 bisects the Rancho Santa Fe Fire Protection District. Transportation vehicles carrying known toxic, flammable, explosive, and hazardous materials heavily travel this highway.

The potential for release or threatened release of a hazardous material along this route and others within the district is likely given the volume transported daily. Incidents of this nature will normally require all available emergency response personnel to prevent injury and loss of life and to prevent, as far as practicable, property loss. Emergency personnel responding to such aforementioned incidents may be unduly impeded and delayed in accomplishing an emergency response as a result of this situation. With the potential result of undue and unnecessary risk to the protection of life and public safety and, in particular, endangering residents and occupants in buildings or structures without the protection of automatic fire sprinklers.

Finding 4

The Rancho Santa Fe Fire Protection District and Southern California are semi-arid regions and experience water shortages from time to time. Those shortages can have a severely adverse effect on water availability for firefighting. Fires starting in sprinkled buildings are typically controlled by one or two sprinkler heads, flowing as little as 13 gallons per minute.

Hose streams used by engine companies on well-established structure fires operate at about 250 gallons per minute each, and the estimated water need for a typical residential fire is 1,250 to 1,500 gallons per minute, according to the Insurance Service Office and the California Fire Code.

Under circumstances such as, lack of water infrastructure, earthquakes, multiple fires and wildland fires within a community, the limited water demands needs of residential fire sprinklers would control and extinguish many fires before they spread from building to wildland. In such a disaster, water demands needed for conflagration firefighting probably would not be available.

Finding 5

The topography of the Rancho Santa Fe Fire Protection District presents problems in delivery of emergency services, including fire protection. Hilly terrain has narrowed, winding roads with little circulation, much of these hills are covered with natural vegetation preventing rapid access and orderly evacuation. Much of these hills are covered with highly non-fire-resistive natural vegetation. In addition to access and evacuation problems, the terrain makes delivery of water extremely difficult. Some hill areas are served by water pump systems subject to failure in fire, high winds, earthquake, and other power failure situations. This would only allow domestic gravity feed water from tanks and not enough water for firefighting.

Finding 6

Due to the topography in much of the Rancho Santa Fe Fire Protection District, it is very important that roadways be named and identified in order to facilitate emergency response.

Finding 7

Due to the topography in much of the Rancho Santa Fe Fire Protection District, steep, narrow and winding roads and areas of heavy brush are common. These features make it difficult for emergency response personnel to easily, and quickly find the location of the site that requires assistance. It is therefore essential that street numbers and signs be easily readable to ensure the quickest response times for a given location.

Finding 8

Due to the topography in much of the Rancho Santa Fe Fire Protection District, roadway condition, gates, angle of approach or departure, steeply sloping roadways and grades are common. In addition, combining potentially severe rainstorms and ground water retention of many areas of the District where there is expansive soil. This produces a condition wherein the moisture content of the soil is sufficient that roadways become damaged due to soil expansion and shrinkage. All weather, paved surfaces capable of supporting the imposed loads of fire apparatus are necessary to ensure access of emergency response personnel. These roadways, gates, approach angles, steep slopes, and grades can also make it difficult for fire apparatus and other emergency vehicles to access a site. It is therefore essential that

these roadway accesses be provided with proper all weather, paved surfaces, angle of approach, grades and gate access.

Finding 9

Areas in the Rancho Santa Fe Fire Protection District can have special fire prevention needs not fully covered by the provisions of the Fire Code itself. This is due to the unique topographic features, demographics, infrastructure, and local economics of the Fire District

Finding 10

Due to the steeply sloping topography in the Rancho Santa Fe Fire Protection District, the potential exists that new and future development will result in taller buildings on smaller parcels. Defining mid-rise buildings as four stories or more in height and less than from 75 feet in height modifies the application of special provisions for these buildings to all occupancies. Because of the need to mitigate the potential danger of mid-rise buildings this change is necessary. In addition, the limitations of available fire-fighting equipment, limited availability of human resources in local fire departments, and the necessity to climb vertically up flights of stairs greatly impacting the response time to reach an incident scene, it necessary to define the height of mid-rise buildings. The reduced height and built in protection will mitigate extended fire department response time and keep incidents manageable.

Finding 11

The topography of the Rancho Santa Fe Fire Protection District presents problems in delivery of emergency services, including fire protection. Hilly terrain has narrow, winding roads with little circulation, preventing rapid access and orderly evacuation. Much of these hills are covered with highly non-fire resistive natural vegetation. In addition to access and evacuation problems, the terrain makes delivery of water extremely difficult. Some hill areas are served by water tank and pump systems are subject to failure in fire, high winds, earthquake and other power failure situations.

The aforementioned problems are set forth in the 2013 California Building Code and amendments.

Finding 12

The seasonal climatic conditions during the late summer and fall create numerous serious difficulties regarding the control of and protection against fires in the Rancho Santa Fe Fire Protection District. The hot, dry weather typical of this area in summer and fall, coupled with Santa Anna winds and low humidity frequently results in wildfires that threaten or could threaten the Rancho Santa Fe Fire Protection District.

Although some code requirements, such as fire-resistive roof classification, have a direct bearing on building survival in a wildland fire situation, others, such as residential fire sprinklers, may also have a positive effect. In dry climate on low humidity days, many materials are much more easily ignited. More fires are likely to occur and any fire, once started, can expand extremely rapidly. Residential fire sprinklers can arrest a fire starting within a structure before the fire is able to spread to adjacent brush and structures.

A seasonal wind also have the potential for interfering with emergency vehicle access, delaying or making impossible fire responses, because of toppling of extensive plantings of dense chaparral,

eucalyptus and confers trees. The trees are subject to uprooting in strong winds due to relatively small root bases compared to the tree itself. The aforementioned problems support the imposition of fire-protection requirements greater than those set forth in the Building Code or Fire Code.

ATTACHMENT "B"

