



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA**

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

October 21, 2020  
1:00 pm PT  
Regular Meeting

**THIS BOARD OF DIRECTORS MEETING WILL BE CONDUCTED VIA TELECONFERENCE**

Pursuant to Governor Newsom’s [Executive Orders N-25-30](#), issued on March 12, 2020 and [N-33-20](#) issued on March 19, 2020: members of the Rancho Santa Fe Fire Protection District Board of Directors and staff may participate in this meeting via teleconference. In the interest of reducing the spread of COVID 19, members of the public are encouraged, but not required, to submit comments via email. Those attending the meeting in person will be required to maintain appropriate social distancing.

Public Comment: to submit a comment in writing, please email [rannals@rsf-fire.org](mailto:rannals@rsf-fire.org) and write “Public Comment” in the subject line. In the body of the email include the item number and/or title of the item as well as your comments. If you would like the comment to be read out loud at the meeting (not to exceed five minutes), please write “Read Out Loud at Meeting” at the top of the email. All comments received by 11:00 am will be emailed to the Board of Directors and included as “Supplemental Information” on the District’s website prior to the meeting. Any comments received after 11:00 am will be added to the record and shared with the members of the Board at the meeting.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the Board Clerk 858-756-5971 ext. 1014. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the 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 staff 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.

Agendas: Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the Administrative Manager’s office located at 18027 Calle Ambiente, Suite 101, Rancho Santa Fe, CA during normal business hours. Packet documents are also posted online at [www.rsfire.org](http://www.rsfire.org)



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

October 21, 2020

Call to Order

Pledge of Allegiance

Roll Call

### 1. Special Presentations

#### a. Employee Recognition – Service Awards

##### 5-year

- ✚ Christopher Pane
- ✚ Matthew Sivba
- ✚ Scott Schieber
- ✚ Scott Young
- ✚ Curtis Benz

##### 15-year

- ✚ Luke Bennett
- ✚ Julie Taber

##### 20-year

- ✚ Craig McVey

##### 30-year

- ✚ David Livingstone
- ✚ Dale Mosby
- ✚ Fred Cox
- ✚ Chris Mertz
- ✚ Marshall Jordan

#### b. David B. Dewey Firefighter of the Year – recipient to be announced at the meeting

#### c. Non-safety Employee of the Year – recipient to be announced at the meeting

#### d. Check Presentation: Rancho Santa Fe Fire District Foundation board members Tony Michel and Frank Twohy will present a check, approximately \$12,000, to Rancho Santa Fe Fire Protection District representatives as a donation for the purchase of Timberline Hose clamp/ Wolfpack cases for suppression personnel

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

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

### 3. Consent Calendar

#### a. Board of Directors Minutes

- Board of Directors minutes of September 16, 2020

ACTION REQUESTED: **Approve**



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

October 21, 2020

b. Receive and File

• Monthly/Quarterly Reports

(1) List of Demands Check 33116 thru 33221, Electronic File Transfers (EFT), and Wire Transfer(s) for the period September 1 – 30, 2020 totaling:	\$ 207,107.67
Wire Transfer(s) period September 1 – 30, 2020	\$ 248,132.43
Payroll for the period September 1 – 30, 2020	\$ 863,303.18
TOTAL DISTRIBUTION	\$1,318,543.28

(2) Activity Reports – September 2020

(a) Operations

(b) Training

(c) Fire Prevention

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

(i) None

ACTION REQUESTED: [Information](#)

c. Acceptance of Grant

To accept a grant of \$11,993.38 grant from the Rancho Santa Fe Fire District Foundation for the purchase of Timberline Hose clamp/ Wolfpack cases for suppression personnel. [Staff Report 20-21](#)

ACTION REQUESTED: [Accept grant](#)

4. Public Comment

5. Old Business

a. None

6. Resolution/Ordinance

a. Resolution No. 2020-14

To discuss and/or adopt Resolution No. 2020-14 – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief Regarding Required Inspection of Certain Occupancies Pursuant Section 13146.2 and 13146.3 of the California Health and Safety Code. [Staff Report 20-22](#)

ACTION REQUESTED: [Adopt](#)

b. Resolution No. 2020-15

To discuss and/or adopt Resolution No. 2020-15 *entitled* A Resolution of the Rancho Santa Fe Fire Protection District Board of Directors Authorizing Signers on District Bank and Investment Accounts.

ACTION REQUESTED: [Adopt](#)

7. New Business

a. Call for Nominations to the Local Agency Formation Special Districts Advisory Committee

To discuss and/or nominate a representative from Rancho Santa Fe Fire Protection District to serve as an advisory member to the Local Agency Special Districts Advisory Committee.

ACTION REQUESTED: [Select a nominee and authorize the President to execute and cast nomination](#)

b. Appoint Representative and Alternate to Public Agency Self Insurance System (PASIS) Board of Directors

To discuss and/or select representative(s) to PASIS Board of Directors for workers' compensation claims management. [Staff Report 20-23](#)

ACTION REQUESTED: [Appoint representatives](#)



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

October 21, 2020

8. Oral Report
  - a. Fire Chief – Cox
    - ✚ OES Type III Engine
    - ✚ Hazardous Fuel Update
    - ✚ RSF5 Update
    - ✚ District Activities
  - b. Operations – Deputy Chief
  - c. Volunteer – Volunteer Recruitment & Retention Coordinator
  - d. Training – Battalion Chief
  - e. Fire Prevention – Fire Marshal
  - f. Administrative Manager/Manager, Finance & Administration
  - d. Board of Directors
    - North County Dispatch JPA – Update
    - County Service Area – 17 – Update
    - Comments
9. 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  
Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349  
Represented Employees: Rancho Santa Fe Miscellaneous Employees  
Under Negotiation: Successor Memorandum of Understanding
10. Adjournment

The next regular meeting Board of Directors meeting to be November 18, 2020 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

October 21, 2020

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## CERTIFICATION OF POSTING

I certify that on October 16, 2020 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on October 16, 2020

A handwritten signature in black ink that reads "Karlana Rannals".

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Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – September 16, 2020**

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

**REGULAR AGENDA**

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*

Ms. Alicea Caccavo (Manager, Finance & Administration) lead the assembly in the Pledge of Allegiance.

Roll Call

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

Directors Absent: None

Staff Present: Fred Cox, Fire Chief; Dave McQuead, Deputy Chief; Bruce Sherwood, Battalion Chief; Brian Slattery, Battalion Chief; Marlene Donner, Fire Marshal; Frank Twohy, Volunteer Recruitment & Retention Coordinator; Conor Lenehan, Deputy Fire Marshal; Alicea Caccavo, Manager, Finance & Administration; and Karlana Rannals, Board Clerk.

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

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

2. Consent Calendar

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

a. *Board of Directors Minutes*

i. Board of Directors minutes of August 16, 2020

b. Receive and File

i. *Monthly/Quarterly Reports*

- List of Demands Check 33012 thru 33115, Electronic File Transfers (EFT) and Wire Transfer(s) for the period August 1 – 31, 2020 totaling: \$ 280,845.40
- Wire Transfer(s) for the period August 1 – 31, 2020 \$ 258,951.19
- Payroll for the period August 1 – 31, 2020 \$ 760,475.51
- TOTAL DISTRIBUTION \$1,300,272.10
- RSFFPD Profit & Loss Summary – June 30, 2020
- RSFFPD Combined (GF & FMF) Balance Sheet – June 30, 2020
- Investment Summary – June 30, 2020

ii. Reports – August 2020

- Operations
- Training
- Fire Prevention
- Correspondence – letters/cards were received from the following members of the public:
  - a. None

c. Policy Consent

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ratify the District’s Administrative Policy A200.05 Harassment, Discrimination & Retaliation which provides a professional work environment free from discrimination, harassment and retaliation.

3. Public Comment

No one requested to speak to the Board.

4. Old Business

- a. None

5. Public Hearing

a. *Final Budget Fiscal Year 2020-2021*

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

b. *Ordinance No. 2020-02*

President Ashcraft opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any written correspondence regarding Ordinance No. 2020-02 regarding the Administrative Citation Program.

6. New Business

a. *Ordinance No 2020-02*

Chief Cox reported that no changes were made to the ordinance since the first reading on August 16, 2020. He recommended that the Board proceed with the adoption process and the effective date, if adopted, is November 1, 2020.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and APPROVED Ordinance No. 2020-02 *entitled* an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting an Administrative Citation Program on a roll call vote:

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

President Ashcraft requested that the board clerk publish a Notice of Ordinance Adoption pursuant to all applicable codes.

b. *Resolution No 2020-12*

Chief Cox and Fire Marshal Donner informed the board members that this resolution is a companion to Ordinance 2020-02, and that it defines the schedule of fines for violations to the Fire Code. FM Donner noted that the schedule of fines are in line with what other agencies are doing, and the fines listed are specific to the Health and Safety Code that outlines the amount for administrative penalties. They responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2020-12 *entitled* an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Forth the Administrative Citation Schedule of Fines for Certain Violations of the Rancho Santa Fe Code and Ordinances on a roll call vote:

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

c. *Resolution No 2020-13*

Ms. Rannals summarized the purpose of the resolution that establishes committed and/or constrained fund balances for FY20. Staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long and short term financial needs of the District. Resolution No. 2020-13 meets GASB 54 criteria, and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED Resolution No. 2020-13 *entitled* a resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Committed and/or Constrained Fund Balances for FY20 on a roll call vote:

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

7. New Business

a. *Solar for RSF5*

Chief Cox and Battalion Chief Sherwood summarized the staff report provided. They reported that the District received two sealed bids, and determined after a review that Baker Electric was the lowest and most responsive bid in the amount of \$163,452. The installation of the solar system will provide the District long



term savings in utility costs for this facility. In addition, this project is eligible for 85% funding from the Fire Mitigation Fee Fund. They responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, and APPROVED to award the bid to Baker Electric for the installation of a rooftop solar array for RSF5 in the amount of \$163,452; and authorize the Fire Chief to execute an agreement with Baker Electric on a roll call vote:

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

b. *Acceptance of Fire Prevention Grant*

Deputy Fire Marshal Lenahan summarized the staff report. He reported that in May 2020, the Fire Prevention staff successfully pursued a grant through FEMA for financial assistance for fuel reduction in the Escondido Creek. As a part of the grant requirement, the District must accept the grant by October 11, and the District must fund 5% of the cost, or \$857.14. The fuels reduction project would occur along Via Ambiente, and would be completed by the district's sole source weed abatement contractor R.E. Badger & Son. Staff responded to questions from the Board.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, the following:

- 1) Accept the FEMA Fire Prevention Grant in the amount of \$17,142.86 for a fuels reduction project; and
- 2) Authorize the District's required expense \$857.14 or 5% of the cost.

The motion was approved on a roll call vote:

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

c. *Successor Memorandum of Understanding(s)*

Director Malin informed the board that he desires to start the meet and confer process for a successor MOU for all bargaining groups that expire December 31, 2020 soon. He requested that an ad hoc committee be created to negotiate a successor contract.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint Directors' Ashcraft and Malin as the agency negotiator for successor MOU's. Chief Cox informed the board that he has assigned Deputy Chief McQuead and Alicea Caccavo, Manager, Finance & Administration to assist the ad hoc committee in negotiations.

d. *Final Budget FY 2019/20*

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

- Revenue (\$17,963,930)
  - Tax revenue: is estimated to grow approximately 4.2%
  - Firefighting reimbursement: an overall increase in firefighting reimbursement is expected
  - Developer reimbursement: the anticipated decline is a direct result of contracts coming to an end
  - Grant revenue: overall decrease as one SAFER Grant expires at the end of CY20.
- Operating Expenditures (\$18,181,100)
  - Personnel – \$14,8502,435: the largest increase is attributed to the additional UAL discretionary payment that increased by 50% over FY20
  - Contractual Services - \$1,952,197: increased approximately 17% over FY20
  - Material & Supplies - \$790,288: decreased approximately 20% over FY20
  - Depreciation - \$936,100; increased approximately 13%, primarily because of the addition of RSF5 and a new engine.
  - Capital - \$1,453,825 – the District intends to complete the construction costs for RSF5 and purchase a replace she reported that the replacement of a Type III fire engine and a command vehicle.

She responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Fiscal Year 2020/2021 Budget as presented.

8. Oral Report

a. Fire Chief

- i. Potential Legislative Impacts: He discussed two Propositions, 15 & 19, that could have an impact to the District. He reported that should those propositions pass, Prop 15 would create a split roll tax where the District may see increased tax receipts from commercial properties. Any funding from Prop 19 would most likely go to “underfunded” Districts within the State.
- ii. RSF5 Update: Chief Sherwood reported that the building is complete except for the concrete. The quality of the concrete, in particular in front of the station is substandard. An independent inspector was retained and they are awaiting the report to make a final determination. He is seeking a binding agreement between the District and the Contractor prior to moving any personnel into the station.
- iii. District activities:
  - CSA-17 – the annual report for the CSA was circulated
  - District Website – as a follow-up from the previous meeting, emergency notification will be embedded in the District’s Twitter feed on the District website

- Fire Prevention Week – a drive-thru event will occur on Saturday, October 3 at Del Mar Fairgrounds. AMR, the Burn Institute, Trauma Intervention Program and Del Mar, Encinitas, Solana Beach and Rancho Santa Fe fire agencies are all participants.
- To date 3.7 million acres have burned to date within the State. He is aware of another round of homeowner insurance cancellations. The District is trying to assist the homeowners when they contact the District.
- b. Operations – Deputy Chief – Chief McQuead reported that the call volume is tracking similar to last year. Personnel continue to be deployed to assist other agencies because of the numerous fires within the State and region.
- c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the reserve program is continues to provide staffing at the stations, and the Reserves donate 840 volunteer hours this reporting period. One of the reserves recently was hired full-time by another agency.
- d. Training – Battalion Chief – Chief Sherwood reported that District personnel completed all training focusing on rope rescue. He will be conducting testing for a new Firefighter/Paramedic position. The District will test 16 candidates. He also conveyed his appreciation to Chief Cox and Chief McQuead for supporting his time on a recent deployment to get the necessary training to be a Strike Team Leader. PIO training is planned for September 14 for all Chief Officers. Also planned is Command and Control classes scheduled for September 28.
- e. Fire Prevention – Fire Marshal – prevention personnel presented the following:
  - i. Fire Marshal Donner: she reported that she has been participating in creating a strategic plan for fire prevention personnel in North San Diego County. They are seeking opportunities to get fire prevention officers certified and hope to develop a fire prevention program to share resources between departments. She also reviewed the previous month’s statistics.
  - ii. Fire Inspector Brandon Closs: he created and demonstrated a basic mapping application that include web links which can be used to assist residents with large animal evacuations.
- f. Administrative Manager/Manager, Finance & Administration – Ms. Rannals reported the following:
  - i. All board members may register for the CalPERS Educational Forum to be held October 14-15 virtually. If interested in participating to contact her or Ms. Caccavo for registration. The cost is free this year.
  - ii. She has confirmed that the District’s legal counsel Steve Fitch is scheduled to deliver the Ethics training on December 16, 2020.
  - iii. The Administrative Office will serve as a ballot drop-off location effective October 6.Ms. Caccavo reported that she is learning the District’s finance and budget processes, and is spending time with the staff and managers learning their roles and responsibilities.
- g. Board of Directors
  - i. North County Dispatch JPA – Update: Director Ashcraft: the meeting was held August 26, 2020 via Zoom. The JPA is working on a remodel, and the Board of Directors are very pleased with the performance of the Administrator.
  - ii. County Service Area 17 – Update: Director Hillgren: the meeting was held September 15, 2020 via Zoom. She reported the following:

1. Frank Twohy is the new “Member at Large” for the CSA
  2. Resident and nonresidents transports are down
  3. AMR met all of the compliance requirements
  4. Currently seeking to fill the EMS Coordinator vacancy
  5. There is no update on the LAFCO application
  6. Next meeting is planned for November 10, 2020
- iii. Comments
1. None

*10-minute recess*

9. Closed Session

Pursuant to the following section, the board met in closed session from 3:07 – 4:05 pm, and discussed the following:

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

Under Negotiation: Successor Memorandum of Understanding

*All board members listed and Chief Cox, Deputy Chief McQuead, Alicea Caccavo and Karlena Rannals attended and participated in this discussion.*

Upon reconvening to open session, President Ashcraft announced that direction was given to the District’s Agency Negotiators and direction was given.

*The meeting recessed from 1:08 to 1:21 due to technical issues with video conferencing.*

10. Adjournment

Meeting adjourned at 4:07 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President

Check No.	Amount	Payee/Vendor	Description
33116	\$346.00	A to Z Plumbing Inc	Building RSF2
33117	\$230.00	Awesome Awnings LLC	Building ADMIN
33118	\$1,652.00	C.A.P.F.	Disability Ins Short & Long
33119	\$610.00	California's Own Native Landscape De	Landscaping RSF6
33120	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
33121	\$954.95	COR Security Inc	Building RSF4
33122	\$3,179.00	County of SD/RCS	CAP Code Paging Service, 800 MHz Network Admin Fees
33123	\$99.99	CrewSense, LLC	Scheduling (Crewsense) Maintenance
33125	\$225.00	Day Wireless Systems Inc	Radio (Mobile Repair)
33126	\$115.83	Dish	Cable RSF6
33127	\$1,046.90	Fire ETC Inc	Safety Clothing (Protective)
33128	\$2,454.00	Jacques Dubord DBA Global Lighting P	Building RSF3
33129	\$296.27	Napa Auto Parts Inc	Apparatus: Parts & Supplies
33130	\$1,199.04	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
33131	\$1,182.10	Rincon Del Diablo Municipal Water Di	Water RSF
33132	\$1,270.40	Robert Half International	Temporary Labor
33133	\$1,599.27	SC Commercial LLC	Fuel: Gasoline & Diesel
33134	\$356.00	Terminix International	Building RSF
33135	\$17.45	U P S	Shipping Service
33136	\$18,871.52	U S Bank Corporate Payment System	Cal-Card./IMPAC program
33137	\$70.20	Verizon Wireless	CSA-17 Contract
33138	\$2,278.19	Aair Purification Systems	Building RSF4
33139	\$750.00	Accme Janitorial Service Inc	Building ADMIN
33140	\$535.63	Allstar Water Systems Inc	Building RSF
33141	\$134.66	AT&T	Telephone RSF5
33142	\$362.46	AT&T Calnet 2/3	Telephone RSF, ADMIN
33143	\$101.02	Complete Office of California Inc	Office Supplies
33144	\$98.00	Concentra	SAFER VRRC-Entry Level Physicals
33145	\$1,101.60	County of San Diego, DEH	RSF5 Station Design/Build- Permits
33146	\$386.66	EDCO Waste & Recycling Inc	Trash RSF
33147	\$3,525.00	Engineered Mechanical Services Inc	Building RSF
33148	\$618.85	Fire ETC Inc	Safety Clothing (Protective)
33149	\$3,135.00	Fitch Law Firm Inc	Legal Services

Check No.	Amount	Payee/Vendor	Description
33150	\$160.00	Government Finance Officers Associat	Association Dues
33151	\$83.00	IPMA	Association Dues
33152	\$155.20	Konica Minolta Business Inc	Copier Maintenance Contract
33153	\$225.00	LaFleur, Richard	CSA-17 Contract
33154	\$12,053.29	Liebert Cassidy Whitmore	Legal Services
33156	\$1,691.28	Olivenhain Municipal Water District	Water RSF
33157	\$90.00	RSF Mail Delivery Solutions	Mail Delivery Service
33158	\$358.00	RSF Security Inc	Alarm System Monitoring - Admin
33159	\$2,195.52	SC Commercial LLC	Fuel: Gasoline & Diesel
33160	\$4,785.30	SDG&E	Elec/Gas/Propane RSF
33161	\$219.00	Society for Human Resource Mgmnt	Association Dues
33162	\$146.52	Stericycle, Inc.(Shred-It)	Shredding Services
33163	\$450.00	Terminix International	Building RSF
33164	\$640.81	ThyssenKrupp Elevator Inc	Elevator Service
33165	\$900.00	TinyFrog Technologies Inc.	Website Hosting
33166	\$17.45	U P S	Shipping Service
33167	\$640.85	Uniforms Plus	Uniforms: Safety Personnel
33168	\$2,656.68	Waste Management Inc	Trash RSF
33169	\$6,950.00	WinTech Computer Services	Consulting Services
33170	\$74.35	Advanced Communication Systems Inc	Radio (Mobile Repair)
33171	\$157.61	Airgas Inc	Safety: Breathing Air
33172	\$64.20	AT&T	Telephone RSF6
33173	\$240.57	AT&T	Telephone RSF5
33174	\$1,976.79	AT&T Calnet 2/3	Telephone RSF6
33175	\$6,000.00	Career Survival Group	Suppression - Local Conf/Seminars
33176	\$809.00	CDW Government Inc.	Computer - License/Software
33177	\$473.13	Charter Communications Holdings, LLC	Cable/Telephone RSF, ADMIN
33178	\$167.68	Complete Office of California Inc	Office Supplies
33179	\$6,800.00	E7 Systems LLC	Consulting Services - Prevention
33180	\$286.76	Fire ETC Inc	Safety: Boots
33181	\$490.37	Form-Craft Business Systems, Inc.	Office Supplies
33182	\$4,432.27	Guardian Life Insurance Co	Medical Insurance
33183	\$287.02	Home Depot, Inc	RSF5 Station Construction-Furnishings &

Check No.	Amount	Payee/Vendor	Description
33184	\$267.61	L N Curtis & Sons Inc	Safety Equipment
33185	\$2,390.76	MES California	COVID 19 Expense
33186	\$89.32	Napa Auto Parts Inc	Apparatus: Parts & Supplies
33187	\$2,500.00	Reserve Account	Postage
33188	\$2,032.64	Robert Half International	Temporary Labor
33189	\$3,131.78	SC Commercial LLC	Fuel: Gasoline & Diesel
33190	\$10,680.72	SDG&E	Elec/Gas/Propane RSF, Admin
33191	\$195.00	Skyriders Window Cleaning Inc	Building ADMIN
33192	\$10,155.44	Stryker Sales Corporation	CSA-17 Contract
33193	\$551.10	TPX	Telephone ADMIN
33194	\$17.45	U P S	Shipping Service
33195	\$58.14	Willis, Erwin L.	Computer Equipment/Parts
33196	\$1,194.00	APCD	Permit: County/City
33197	\$214.00	AT&T	Telephone RSF1
33198	\$62.94	AT&T	Telephone RSF2
33199	\$51.45	AT&T	Telephone RSF3
33200	\$54.36	AT&T	Telephone RSF1
33201	\$1,652.00	C.A.P.F.	Disability Ins Short & Long
33202	\$371.74	CDW Government Inc.	Computer Equipment/Parts
33203	\$196.66	City of Encinitas - Fire	Public Education Material
33204	\$235.91	Cox Communications	Cable/Telephone RSF2
33205	\$119.99	Cox Communications	Telephone RSF3
33206	\$667.00	Engineered Mechanical Services Inc	Building RSF1
33207	\$1,661.48	Flyers Energy, LLC	Fuel: Gasoline & Diesel
33208	\$187.00	Garrett Electric Inc	Building RSF3
33209	\$863.18	Lincoln National Life Ins Co	Life Insurance/EAP
33210	\$25.85	Napa Auto Parts Inc	Apparatus: Parts & Supplies
33211	\$14,530.83	North County EVS Inc	Schedule/Repair Apparatus
33212	\$1,799.00	CD-Data, Inc DBA ParcelQuest	Subscriptions
33213	\$5,000.00	Pun Group	Accounting-Audit Services
33214	\$24,436.44	Robert Half International	Human Resource Services
33215	\$1,143.36	Robert Half International	Temporary Labor
33216	\$50.00	RSF Security Inc	Alarm System Monitoring RSF5

## Rancho Santa Fe Fire Protection District

## List of Demands- Sept 2020

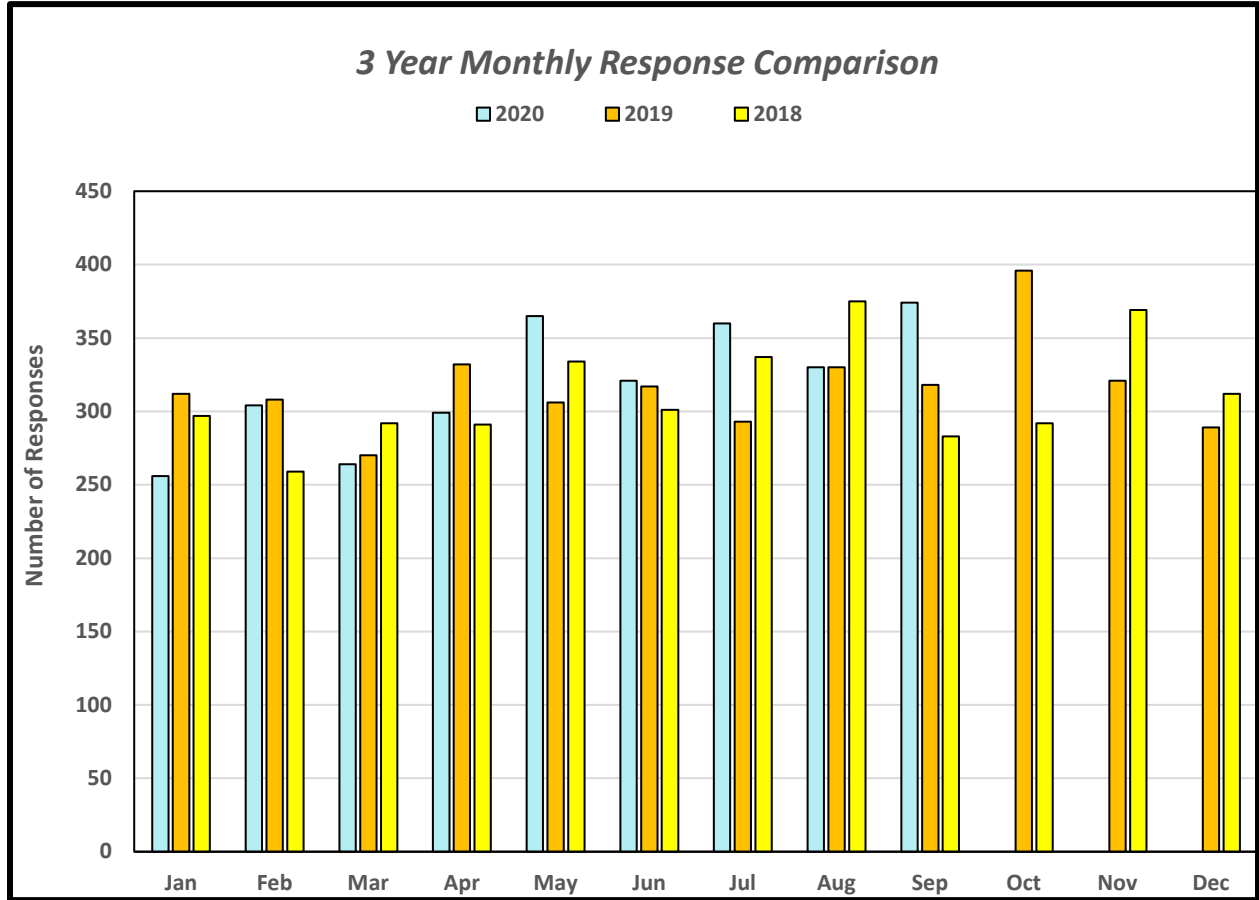
Check No.	Amount	Payee/Vendor	Description
33217	\$1,422.86	SC Commercial LLC	Fuel: Gasoline & Diesel
33219	\$400.00	Terminix International	Building RSF, ADMIN
33220	\$17.45	U P S	Shipping Service
33221	\$2,232.95	United Site Services	Sewer RSF
EFT000000000655	\$83.19	Reyes, Sandra N.	Meetings/Meal Expenses - Training
MISC	\$8,513.43	Various	Medical Reimbursement
<b>Subtotal</b>	<b>\$207,107.67</b>		
ACH Transfer	\$178,275.36	CalPERS	CALPERS- Aug 2020 Ret
ACH Transfer	\$69,857.07	CalPERS	CALPERS- Oct 2020 Health
<b>Subtotal</b>	<b>\$248,132.43</b>		
9/15/2020	317,767.07	RSFFPD	Payroll
9/30/2020	545,536.11	RSFFPD	Payroll; FLSA
<b>Subtotal</b>	<b>\$863,303.18</b>		
<b>Total</b>	<b><u>\$1,318,543.28</u></b>		





# Rancho Santa Fe Fire Protection District Operations Report

## September 2020 Incident Reporting



### 3 Year Call Volume Tracker:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses	
<b>2020</b>	Responses	256	304	264	299	365	321	360	330	374				2,873
	YTD	256	560	824	1123	1488	1809	2169	2499	2873				3.12%
<b>2019</b>	Responses	312	308	270	332	306	317	293	330	318	396	321	289	3,792
	YTD	312	620	890	1222	1528	1845	2138	2468	2786	3182	3503	3792	1.34%
<b>2018</b>	Responses	297	259	292	291	334	301	337	375	283	292	369	312	3,742
	YTD	297	556	848	1139	1473	1774	2111	2486	2769	3061	3430	3742	4.53%



# Rancho Santa Fe Fire Protection District Operations Report

## September 2020 Incident Reporting

### Monthly Incident Call Type:

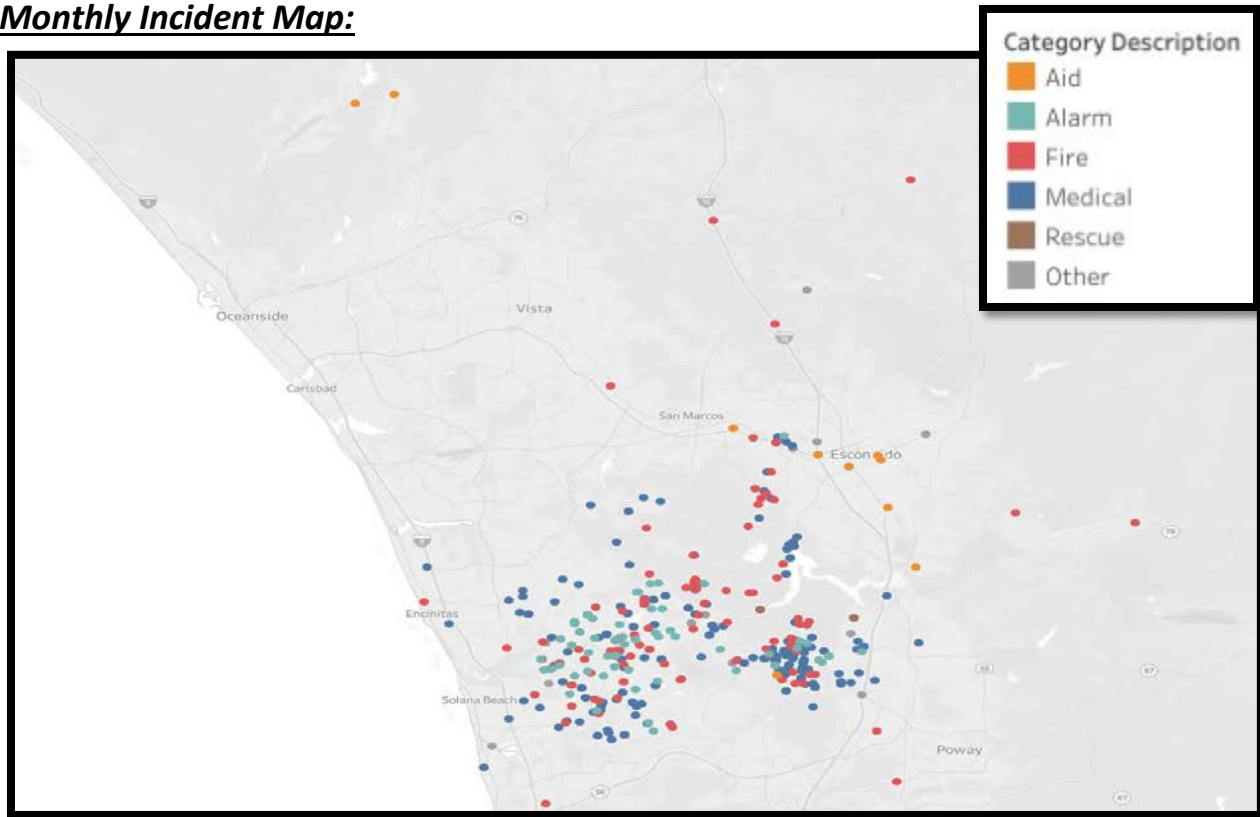
Summary: Number of Incidents by Problem for:  
**RANCHO SANTA FE FPD**

Problem Codes	Category ..	Incidents/R.. 2020	Time Assigned		% Differenc.. 2020
			% of Total I.. 2020		
	Other	1.0	0.27%		0.00%
5150 / PSYCH PROBLEMS	Medical	1.0	0.27%		0.00%
A/R - MEDICAL AID	Aid	2.0	0.53%		0.00%
A/R - OTHER	Aid	2.0	0.53%		0.00%
A/R - STRUCT FIRE	Aid	2.0	0.53%		0.00%
A/R - VEG FIRE	Aid	1.0	0.27%		0.00%
ABDOMINAL PAIN	Medical	5.0	1.34%		0.00%
ALLERGIES (REACTIONS)	Medical	4.0	1.07%		0.00%
ANIMAL BITES / ATTACKS	Medical	1.0	0.27%		0.00%
ASSAULT	Medical	1.0	0.27%		0.00%
BACK PAIN (NON-TRAUM..	Medical	3.0	0.80%		0.00%
BREATHING PROBLEMS	Medical	14.0	3.74%		0.00%
C2C - CHECK COMMENTS (..	Other	2.0	0.53%		0.00%
CARBON MONIX ALARM	Fire	3.0	0.80%		0.00%
CARDIAC ARREST	Medical	1.0	0.27%		0.00%
CHEST PAIN	Medical	9.0	2.41%		0.00%
CHOKING	Medical	1.0	0.27%		0.00%
CONVULSIONS	Medical	3.0	0.80%		0.00%
CPR	Medical	1.0	0.27%		0.00%
DIABETIC PROBLEMS	Medical	1.0	0.27%		0.00%
EVALUATION	Medical	1.0	0.27%		0.00%
FAINTING SPELLS	Medical	7.0	1.87%		0.00%
FALL - FROM HEIGHT	Medical	1.0	0.27%		0.00%
FALL - NOT HEIGHT	Medical	24.0	6.42%		0.00%
FIRE - OTHER	Fire	2.0	0.53%		0.00%
FIRE ALARM - APT / CONDO	Alarm	1.0	0.27%		0.00%
FIRE ALARM - COMM	Alarm	14.0	3.74%		0.00%
FIRE ALARM - RES	Alarm	37.0	9.89%		0.00%
FIRE ALARM PROBLEM	Fire	3.0	0.80%		0.00%
FLOODING PROB - FD	Fire	1.0	0.27%		0.00%
FUEL LEAK / SPILL	Fire	2.0	0.53%		0.00%
HEADACHE	Medical	1.0	0.27%		0.00%
HEART PROBLEMS	Medical	3.0	0.80%		0.00%
HEAT EXPOSURE	Medical	1.0	0.27%		0.00%
HEMORRHAGE	Medical	5.0	1.34%		0.00%
HYDRANT LEAKING	Fire	1.0	0.27%		0.00%
ICS OVERHEAD	Aid	2.0	0.53%		0.00%
ILLEGAL BURNING	Fire	1.0	0.27%		0.00%
INVESTIGATION - FD	Fire	5.0	1.34%		0.00%
LACERATION	Medical	1.0	0.27%		0.00%
LIFT ASSIST	Fire	8.0	2.14%		0.00%
MEDICAL AID	Medical	13.0	3.48%		0.00%
MEDICAL ALARM	Alarm	9.0	2.41%		0.00%
MOVE-UP	Other	3.0	0.80%		0.00%
MUTUAL AID	Aid	1.0	0.27%		0.00%
NAT GAS LN BRK - INSIDE ..	Fire	1.0	0.27%		0.00%
NAT GAS LN BRK - OUTSIDE	Fire	2.0	0.53%		0.00%
NON-BREATHER	Medical	2.0	0.53%		0.00%
ODOR INVESTIGATION	Fire	1.0	0.27%		0.00%
OVERDOSE	Medical	2.0	0.53%		0.00%
PERSON DOWN	Medical	3.0	0.80%		0.00%
PSYCHIATRIC / ABNORM ..	Medical	1.0	0.27%		0.00%
PUBLIC SERVICE	Fire	4.0	1.07%		0.00%
REFERRAL	Other	1.0	0.27%		0.00%
RESCUE - OTHER	Rescue	1.0	0.27%		0.00%
RESCUE - TC	Medical	1.0	0.27%		0.00%
RESCUE - TC EXPANDED	Other	3.0	0.80%		0.00%
RESCUE - WATER	Medical	1.0	0.27%		0.00%
SEIZURE	Rescue	1.0	0.27%		0.00%
SICK PERSON (SPEC DIAG)	Medical	2.0	0.53%		0.00%
SMOKE CHECK	Medical	22.0	5.88%		0.00%
SNAKE REMOVAL	Fire	7.0	1.87%		0.00%
SNAKE REMOVAL	Fire	36.0	9.63%		0.00%
STRIKE TEAM T1 - IN ZONE	Fire	3.0	0.80%		0.00%
STRIKE TEAM T1 - OUT OF ..	Aid	2.0	0.53%		0.00%
STRIKE TEAM T3 - OUT OF ..	Aid	2.0	0.53%		0.00%
STROKE (CVA)	Medical	5.0	1.34%		0.00%
STRUCTURE FIRE - APT / C..	Fire	1.0	0.27%		0.00%
STRUCTURE FIRE - COMM	Fire	3.0	0.80%		0.00%
STRUCTURE FIRE - RES	Fire	1.0	0.27%		0.00%
SUICIDE ATTEMPT	Medical	4.0	1.07%		0.00%
TC	Medical	17.0	4.55%		0.00%
TC - VEH VS PED	Medical	1.0	0.27%		0.00%
TRAUMATIC INJURIES	Medical	4.0	1.07%		0.00%
TREE DOWN	Fire	4.0	1.07%		0.00%
UNCONSCIOUS	Medical	3.0	0.80%		0.00%
UNKNOWN PROBLEM	Medical	2.0	0.53%		0.00%
VEGETATION FIRE	Fire	13.0	3.48%		0.00%
VEHICLE FIRE	Other	6.0	1.60%		0.00%
WALK IN / UP MEDICAL AID	Other	1.0	0.27%		0.00%
WATER PROB - FD	Fire	6.0	1.60%		0.00%
<b>Grand Total</b>		<b>374.0</b>	<b>100.00%</b>		<b>0.00%</b>

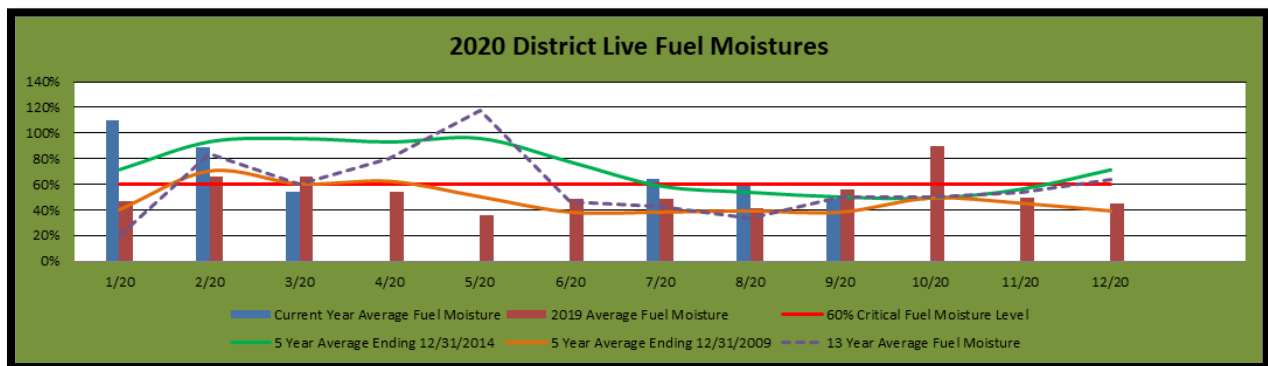


# Rancho Santa Fe Fire Protection District Operations Report September 2020 Incident Reporting

## Monthly Incident Map:



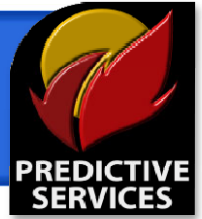
## Monthly Fuel Moisture:



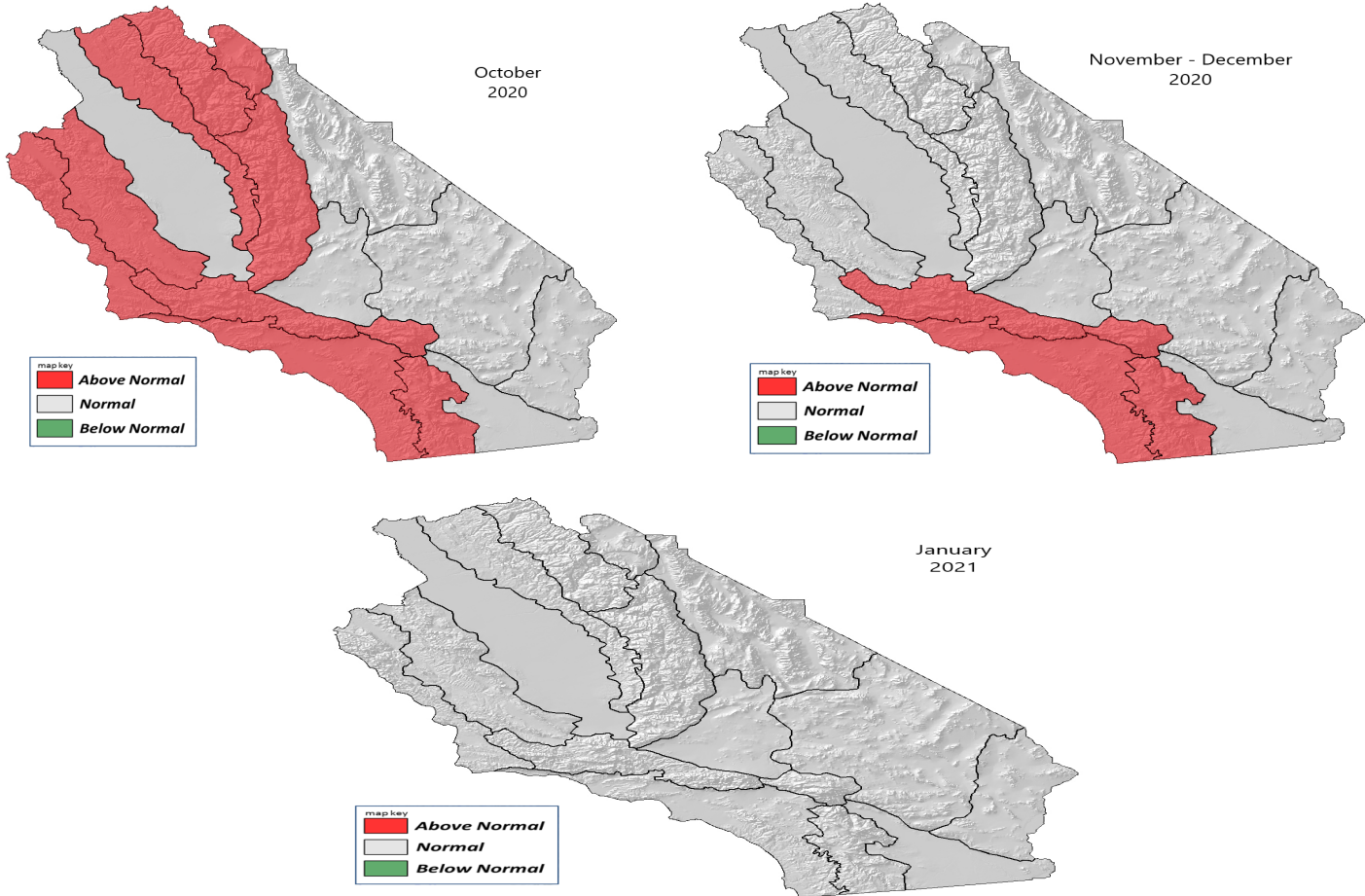
## Significant Incidents:

Date	Incident Type	Units Assigned:
9/5/2020	Valley Fire (San Diego)	OES 336, BR265, Division Supervisor
	Dolan Fire	Fire Line Medics
	Creek Fire	Field Observer (Trainee), OES 336, Fire Line Medics
	Castle Fire	Division Supervisor, Safety Officer (Trainee)
	Glass Fire	OES 336

**\*\*At time of report – Engine OES 336 has been deployed since 9/6/2020 and has complete three crew exchanges.**



## SIGNIFICANT FIRE POTENTIAL



## October 2020 - January 2021 HIGHLIGHTS

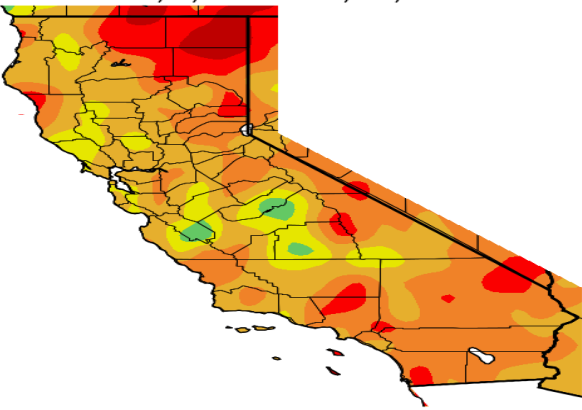
- *Temperatures above normal through January.*
- *Below normal rainfall through January.*
- *Above normal offshore wind events through January.*



**WEATHER AND FUELS DISCUSSION**

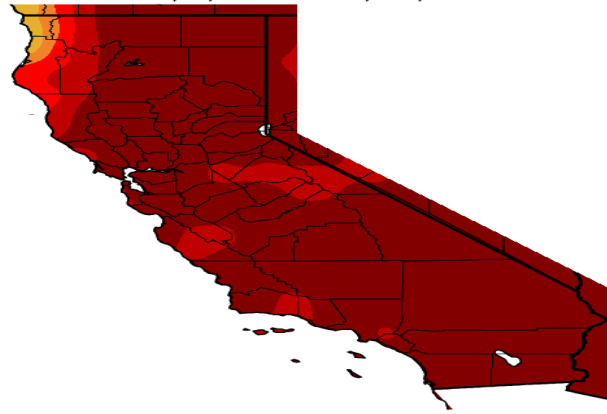
High pressure over the Great Basin and Desert Southwest was the dominant weather feature and it brought above normal temperatures to the region most of September. However, a couple of troughs moving inland to the north brought brief periods of near to a little below normal temperatures. Also, smoky skies moderated temperatures, especially across Central California. The high pressure was exceptionally strong from September 5<sup>th</sup> – September 6<sup>th</sup>, when some locations received their hottest days ever. Many valley locations received temperatures between 110 and 120 degrees on these two days. Overall, most locations received above normal temperatures for September (Fig 1). There was little or no rainfall across the entire region this month (Fig 2). Moisture from the remnants of Tropical Storm Karina brought scattered light showers with less than a quarter inch of rainfall to the Central and Eastern Sierra the night of September 17<sup>th</sup> through the afternoon of September 18<sup>th</sup>. Otherwise, only isolated thunderstorms occurred over the Creek Fire in the Central Sierra September 5<sup>th</sup> – September 6<sup>th</sup>. There was one weak Santa Ana wind event and it occurred on September 10<sup>th</sup>. There was little change to the drought situation across the region in September (Fig 3). Moderate drought to abnormally dry conditions continued across interior portions of Central California north of Kern County and across the deserts. Otherwise, there was no drought. The 1000 hour dead fuel moisture remained near or below the third percentile across much of the region and some areas across Southern California broke record low values (Fig 4). The 100 hour dead fuel moisture also was near or below the third percentile and broke record low levels across most of the region during the early and middle parts of the month (Fig 5 next page). The live fuel moisture has dropped mainly to between 50% and 70%. However, a few old growth fuel moistures are running between 40% and 50%. These live fuel moisture values are a little below normal for this time of year (Fig 6 next page).

Av. Max. Temperature dep from Ave (deg F)  
9/1/2020 – 9/24/2020

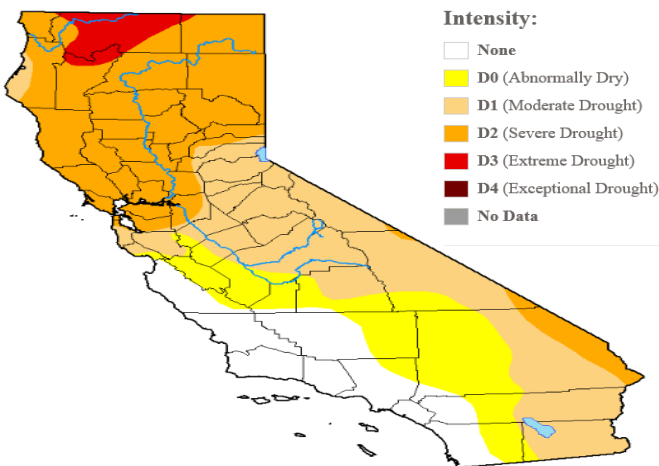


**Fig 1: September 1st - September 24th Temperature**  
(% of Ave.)

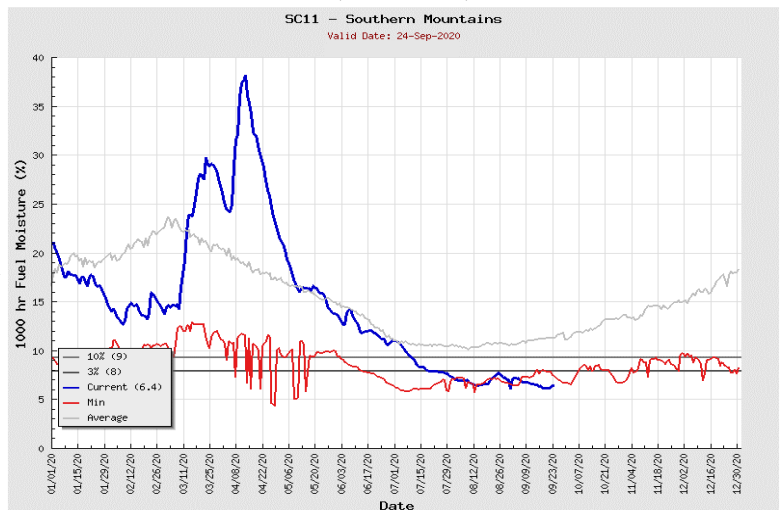
Percent of Average Precipitation (%)  
9/1/2020 – 9/24/2020



**Fig 2: September 1st - September 24th Precipitation**  
(% of Ave.)



**Fig 3: Drought Monitor September 24th, 2020**



**Fig 4: Southern Mountains 1000 hr dead fuel moisture September 24th**



# SOUTHERN OPERATIONS MONTHLY/SEASONAL OUTLOOK

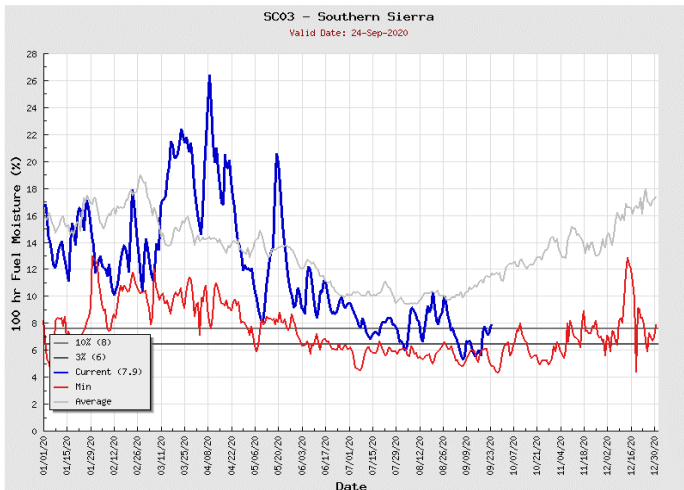
ISSUED SEPTEMBER 25, 2020

VALID OCTOBER 2020 - JANUARY 2021

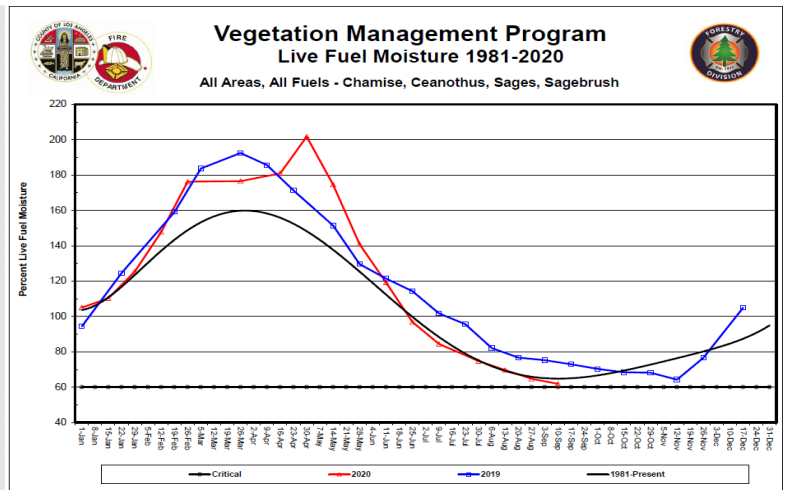


## SOUTH OPS OUTLOOK

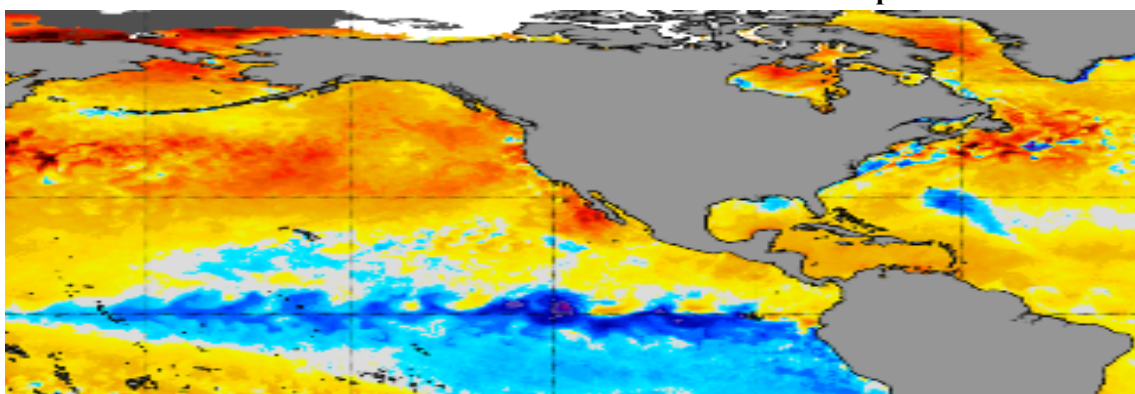
There has been little change in sea surface temperatures from the prior month. Sea surface temperatures remain well above normal over the Gulf of Alaska and across the West Coast, while sea surface temperatures remain well below normal over the Equatorial Pacific (**Fig 7**). Long term computer models are not expecting much change in sea surface temperatures for the next several months. This will most likely cause high pressure off the California Coast to be the dominant weather feature from October through January. This ridge of high pressure off the coast will bring above normal temperatures and below normal precipitation to the region. Also, offshore wind events are expected to be above normal as troughs are forced down into the Great Basin from the Pacific Northwest. Even though precipitation is expected to be well below normal and temperatures above normal into the winter months, the potential for large fire will most likely drop to near normal across Central California starting in November as temperatures cool. The large fire threat will most likely continue to be above normal across Southern California through December due to the expected above normal amount of Santa Ana wind events. However, enough rainfall will most likely occur across Southern California by January to lower the large fire threat to near normal.



**Fig 5: Southern Sierra 100 hr dead fuel moisture September 24th**

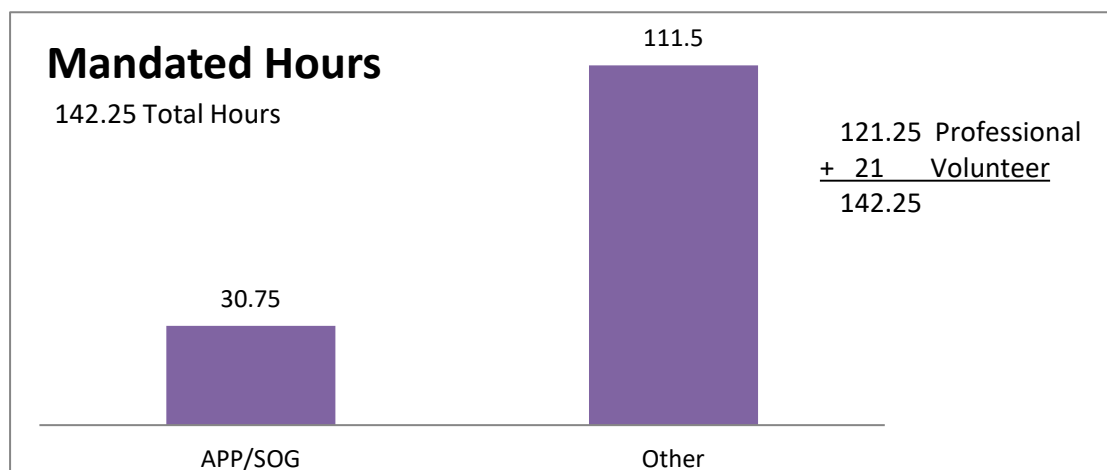
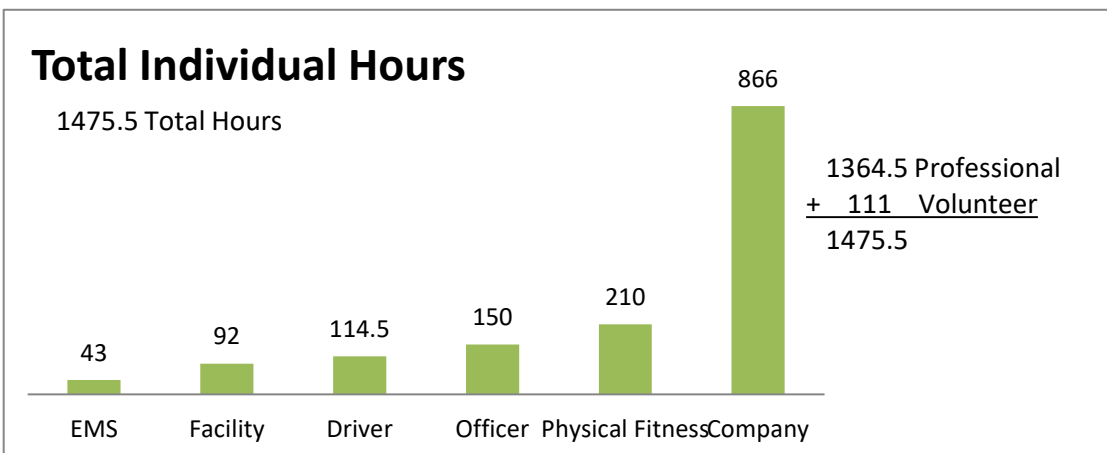
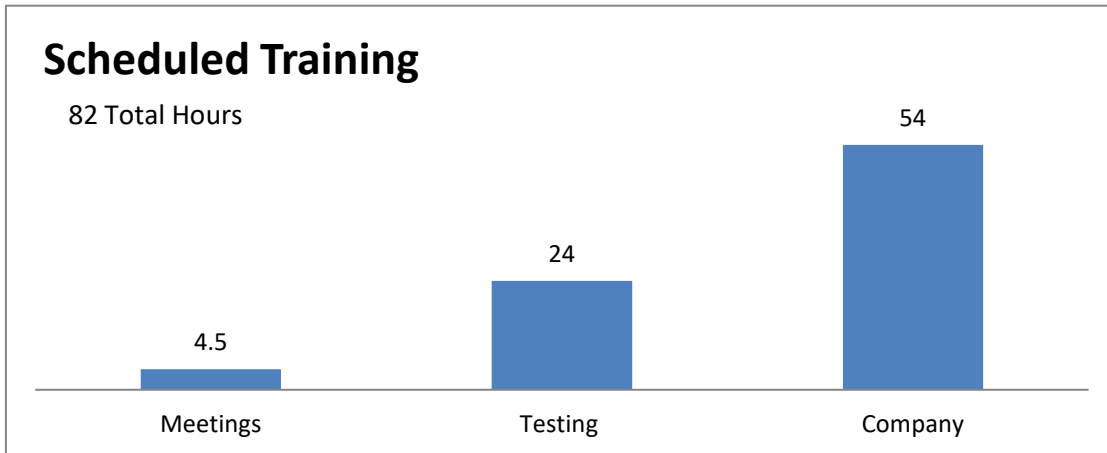


**Fig 6: LA County Live Fuel Moisture September 15th**



**Fig 7: Sea Surface Temperature Anomaly, September 23rd, 2020**

# Training Division September 2020



See next page for description.

## Training Division - Descriptions

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



PLAN REVIEWS					
Plan Type	No. of Reviews	Resubmittals	Staff Hours	No. of Structures	Approved New SQFT (Mit Fees)
New Residential	14	8	16	11	69,683
Additions/Remodels	5	4	8	7	4,933
New Commercial	2	-	-	-	-
Commercial T.I.	4	1	-	-	3,232
Tents/Special Events	-	-	-	-	-
Rack Storage	-	-	-	-	-
Preliminary	9	3	6	-	-
Fire Suppression Systems	10	2	7	-	-
Alarms	-	-	-	-	-
Landscaping	32	3	-	-	-
Grading/Mylars/Improvement Plans	21	1	4	-	-
Underground	3	1	-	-	-
Hood System	2	-	-	-	-
Tanks	-	-	-	-	-
Cell Sites	-	-	-	-	-
DSS/CCL	-	-	-	-	-
DPLU	-	-	-	-	-
Solar Panels	2	-	-	-	-
High Piled Storage	-	-	-	-	-
High Hazard/Communications/Other	3	-	-	-	-
Spray Booth	-	-	-	-	-
<b>TOTAL</b>	<b>107</b>	<b>23</b>	<b>41</b>	<b>18</b>	<b>77,848</b>
<b>TOTAL PLAN REVIEWS:</b>		<b>130</b>			

REPORTS	
Fire Protection Plans	1
Technical Reports	2
<b>TOTAL</b>	<b>245</b>

INSPECTIONS	
Inspection Type	No. of Inspections
Alarms	-
Fire Supression Systems	41
Building Construction	28
Landscaping	1
Tent/Special Event	-
Gates/Knox	2
Site Visit	-
Technical Report/FPP	-
Underground	1
Annual Inspection	5
Other	5
<b>TOTAL</b>	<b>83</b>

SPECIAL PROJECTS	
Project Type	No. of Projects
Grants	1
GIS	3
Forms (Updates/New)	2
Project Research	18
Computer Programming/I.T.	-
Emergency Response Support	-
Annual Mailer (Weed Abatement)	-
Board Report Formatting/ Design	-
Other	14
<b>TOTAL</b>	<b>38</b>

MEETINGS	
Meeting Type	No. of Meetings
H.O.A	1
Staff	27
Board	2
On-Site Project Meetings	14
In-Office Project Meetings	11
Shift	1
Captain's	-
Weed Abatement	29
County	8
Code Development	-
Support/I.T. Development	-

San Diego County FPO's	3
Community Stakeholder Meetings	2
Other	3
<b>TOTAL</b>	<b>101</b>

TRAINING/EDUCATION	
Class Name	Dates
Career Survival Training	9/21/20 - 9/22/20
CCAI	9/28-10/1
<b>TOTAL</b>	

PREVENTION / PUB ED	
Activity	Number
Phone Calls	790
Emails	4,365
<b>TOTAL</b>	<b>5,155</b>

WEED ABATEMENT	
Activity	No. of Inspections
Weed Abatement Inspection	95
Weed Abatement Reinspection	290
1st Notice	133
Final Notice	156
Posting	13
Notices Printed	468
Forced Abatement	363
<b>TOTAL</b>	<b>1,518</b>

ADMINISTRATIVE SERVICES/OFFICE SUPPORT	
Activity	No. Completed
Phone Calls	636
Correspondence	
Walk in/Counter	115
Knox Application Request	
Burn Permits	
Plan Accepted/Routed	
Special Projects	
Scanning Documents/Electronic Files	
Meetings: Admin/Prevention/Admin Shift	
Post Office Runs	
Deposit Runs/Preparations	
<b>TOTAL</b>	<b>751</b>

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# STAFF REPORT

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20-21

TO: BOARD OF DIRECTORS  
FRED COX, FIRE CHIEF

FROM: DAVE MCQUEAD, DEPUTY CHIEF

SUBJECT: ACCEPTANCE OF DONATION

DATE: October 16, 2020

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## CURRENT SITUATION

Pursuant to the Health and Safety Code 13898, the Board of Directors must consider the acceptance of donated items with a value greater than \$500.00. The donation listed is a grant from the Rancho Santa Fe Fire Foundation in the amount of \$11,993.38 to support the purchase of fifty-on (51) hose clamps and carrying cases.

Description	Qty.	Cost Per Unit	RSF Fire District Foundation	Total Project
Timberline Hose clamp/ Wolfpack case	51	\$235.00	\$11,993.38	\$11,993.38

## RECOMMENDATION

Accept the grant of \$11,993.38 from the Rancho Santa Fe Fire District Foundation.

## BACKGROUND

The Rancho Santa Fe Fire Protection District (RSFFPD) filed an application with the Rancho Santa Fe Fire District Foundation seeking \$11,993.38 to help purchase 51 Timberline Hose Clamps and Wolfpack carrying cases. The design of the wildland firefighting hose clamp will enhance the fire crew's efficiency to advance the 1-1/2" hose-line during wildland fire suppression activities.

The goal – Outfit each career firefighter with a timberline hose clamp and carrying case. Each firefighter is responsible for the care and maintenance as a part of their personal Wildland Protective Equipment.



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## STAFF REPORT

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20-22

TO: BOARD OF DIRECTORS  
FRED COX, FIRE CHIEF

FROM: MARLENE DONNER, FIRE MARSHAL

SUBJECT: SENATE BILL 1205

DATE: OCTOBER 16, 2020

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### RECOMMENDATION:

Staff recommends the Board of Directors review, approve and adopt resolution 2020-14, for the mandated reporting required by Senate Bill 1205.

### BACKGROUND:

Existing law requires the chief of any district providing fire protection services and his or her authorized representatives to inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing specified building standards, not less than once each year, as provided.

Existing law also requires every district providing fire protection services that is required to enforce specified building standards to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards, as provided.

This bill SB1205 requires every district to perform the inspections described above and to report compliance annually with the above described inspection requirements as provided. The bill requires the governing authority to acknowledge receipt of the report in a resolution or a similar formal document.

## RESOLUTION NO. 2020-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF REGARDING REQUIRED INSPECTIONS OF CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

**WHEREAS**, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and,

**WHEREAS**, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Rancho Santa Fe Fire Protection District, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided and,

**WHEREAS**, California Health & Safety Code Section 13146.4 requires all fire departments, including the Rancho Santa Fe Fire Protection District, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3 and,

**WHEREAS**, the Board of Directors of the Rancho Santa Fe Fire Protection District intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the District's compliance with California Health and Sections 13146.2 and 13146.3.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the Rancho Santa Fe Fire Protection District expressly acknowledges the measure of compliance of the District with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the District Boundaries, as follows:

A. EDUCATIONAL GROUP E OCCUPANCIES:

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the District, there lie nineteen (19) Group E occupancies, buildings, structures and/or facilities.

During calendar year 2020, the District completed the annual inspection of nineteen (19) Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

B. RESIDENTIAL GROUP R OCCUPANCIES:

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc.

The residents may also be non-ambulatory or bedridden. Within the District there lie thirteen (13) Group R (and their associated sub-categories) occupancies of this nature.

During calendar year 2020, the District completed the annual inspection of thirteen (13) Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

**C. INSTITUTIONAL GROUP I OCCUPANCIES:**

Includes, among others, the use of a building or structure, or a portion thereof, in which care or supervision is provided to persons who are or are not capable of self-preservation without physical assistance or in which persons are detained for penal or correctional purposes or in which the liberty of the occupants is restricted.

During calendar year 2020, the District completed the annual inspection of one (1) Group I occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

Additional items of note regarding this compliance rate can be found in the accompanying staff report for this resolution.

**PASSED AND ADOPTED** at a special meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on October 21, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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JAMES H ASHCRAFT  
President

ATTEST:

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Karlana Rannals  
Secretary

## RESOLUTION No. 2020-15

### A RESOLUTION OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS AUTHORIZING SIGNERS ON DISTRICT BANK ACCOUNTS

WHEREAS, the Rancho Santa Fe Fire Protection District (hereafter "RSFFPD") has authorized the payment of accounts payable, payroll, workers compensation, and acceptance of credit cards and grant funding in accordance with District policy; and

WHEREAS, it was necessary to establish a local interest bearing checking accounts as a depository in accordance with State of California Government Code section 53667, and as a clearing account for the processing of accounts payable, payroll, workers compensation, and the receipt of monies for payment of services and grants; and

WHEREAS, Rancho Santa Fe Fire Protection District, in accordance with board policy requires two signatures for all checks remitted.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rancho Santa Fe Fire Protection District the following:

- 1) The RSFFPD shall, as required, transfer funds from the County of San Diego Treasurer to the Agency's banking accounts as provided herein.
- 2) The RSFFPD shall, as required, transfer funds to the established checking accounts for the following:
  - a) Payroll – California Bank & Trust, Encinitas, California, branch as a depository
  - b) Accounts Payable – Pacific Western Bank, Rancho Santa Fe, California, branch as a depository
  - c) Credit Card – Bank of America, Rancho Santa Fe, California branch as a depository
  - d) Workers Comp – Bank of America, Rancho Santa Fe, California branch as a depository
  - e) Savings – Bank of America, Rancho Santa Fe, California branch as a depository
  - f) Investment – California State Treasurer, Local Agency Investment Fund (LAIF)
  - g) Investment – CalTrust, a Public Agency
- 3) The RSFFPD shall, as required, transfer funds to and from the following investment accounts
- 4) Any two of the personnel listed on *Exhibit A* must sign all checks and/or requests for transfers on behalf of Rancho Santa Fe Fire Protection District.
- 5) The RSFFPD will perform monthly bank account reconciliations in accordance with sound accounting principles and practices.
- 6) The signatories listed in this resolution, shall become effective October 22, 2020

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on October 21, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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James H. Ashcraft  
President

ATTEST:

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Karlana Rannals  
Secretary

*EXHIBIT "A"*

Fred Cox  
Fire Chief

\_\_\_\_\_  
Signature

Karlana Rannals  
Administrative Manager

\_\_\_\_\_  
Signature

David McQuead  
Deputy Chief

\_\_\_\_\_  
Signature

Alicea Caccavo  
Manager, Finance & Administration

\_\_\_\_\_  
Signature

Marlene Donner  
Fire Marshal

\_\_\_\_\_  
Signature





**San Diego County**  
**Local Agency Formation Commission**  
 Regional Service Planning | Subdivision of the State of California

**CALL FOR NOMINATIONS**

October 5, 2020

**TO:** Independent Special Districts in San Diego County

**FROM:** Tamaron Luckett, Commission Clerk

**SUBJECT:** Call for Nominations | San Diego Local Agency Formation Commission Special Districts Advisory Committee

The San Diego County Local Agency Formation Commission (LAFCO) is respectfully calling for nominations among all independent special districts pursuant to Government Code Section 56332(1) involving eight expiring terms on the Special Districts Advisory Committee. The Advisory Committee consists of 16 members that serve four-year terms and tasked with providing feedback – including recommendations – germane topics to assist LAFCO in fulfilling its regulatory and planning functions. Eligibility to serve on the Advisory Committee involves either an elected or appointed district officer and a staff member. The number of candidates representing the same agency shall also be limited to one. All eight seats subject to this call for nomination will commence immediately upon election with terms extending to October 2024. The eight incumbents currently holding the eight affected seats follows:

Term expire	Incumbent	Home Special District
October 2020	Gary Arant	Valley Center Municipal Water District
October 2020	Bill Haynor	Whispering Palms Community Services District
October 2020	Julie Nygaard	Tri-City Healthcare District
October 2020	Fred Cox	Rancho Santa Fe Fire Protection District
October 2020	Augie Scalzitti	Padre Dam Municipal Water District
October 2020	Joel Scalzitti	Helix Water District
October 2020	Sheryl Landrum	Resource Conservation District of Greater San Diego County
October 2020	Hector Martinez	South Bay Irrigation District

State law specifies only the presiding officer or their alternate as designated by the governing board must sign the nomination form. Attached is the nomination form (**Attachment A**) with additional details provided below.

<b>Administration</b> Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	<b>Jim Desmond</b> County of San Diego	<b>Mary Casillas Salas</b> City of Chula Vista	<b>Mark Kersey</b> City of San Diego	<b>Jo MacKenzie</b> Vista Irrigation	<b>Vice Chair Andy Vanderlaan</b> General Public
	<b>Chair Dianne Jacob</b> County of San Diego	<b>Bill Wells</b> City of El Cajon	<b>Chris Cate, Alternate</b> City of San Diego	<b>Barry Willis</b> Alpine Fire Protection	<b>Harry Mathis, Alternate</b> General Public
	<b>Greg Cox, Alternate</b> County of San Diego	<b>Paul McNamara, Alternate</b> City of Escondido	<b>Erin Lump, Alternate</b> Rincon del Diablo MWD		

**San Diego LAFCO**

October 5, 2020

Call for nominations | Special District Advisory Committee

- Nominations and a limited **two-page** resume indicating the candidate's District and LAFCO experience must be returned to San Diego LAFCO **no later** than 5:00 p.m. on **Monday, November 9, 2020**. Nominations received after this deadline will be invalid.
- Nominations and resumes may be submitted by mail to the San Diego Officer at 9335 Hazard Way, Suite 200, San Diego, CA 92123 or via email to [tamaron.luckett@sdcounty.ca.gov](mailto:tamaron.luckett@sdcounty.ca.gov), if necessary to meet the submission deadline, but the original form must be submitted.

After nominations and resumes are received further information will be provided. Should you have any questions, please contact me at (858) 614-7755.

Respectfully,

Tamaron Luckett  
Commission Clerk

Attachment:  
Nomination Form

**ATTACHMENT A**  
**NOMINATION OF THE**  
**SPECIAL DISTRICT REPRESENTATIVES**  
**FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION**  
**SPECIAL DISTRICTS ADVISORY COMMITTEE**

The \_\_\_\_\_ is pleased to nominate \_\_\_\_\_ as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a special district advisory committee member.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is either a district elected or appointed officer and a staff member.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Title)

**PLEASE ATTACH RESUME FOR NOMINEE**

- Limit two pages
- Must be submitted with Nomination Form

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# STAFF REPORT

NO. 20-23

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**TO:** BOARD OF DIRECTORS  
**FROM:** KARLENA RANNALS, ADMINISTRATIVE MANAGER  
**SUBJECT:** PASIS REPRESENTATIVES; APPOINTMENT  
**DATE:** OCTOBER 16, 2020

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## RECOMMENDATION

Appoint Alicea Caccavo, Manager, Finance & Administration as the representative, and Fred Cox, Fire Chief as the alternate to the Public Agency Self Insurance System (PASIS) Board of Directors.

## BACKGROUND

The Rancho Santa Fe Fire Protection District has been a member of the Public Agency Self Insurance System (PASIS) a joint powers authority for workers compensation since 1990. The PASIS Board of Directors has a representative and alternate from each member agency. Pursuant to the PASIS Bylaws, the Board of Directors must identify a representative and alternate.