



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 14, 2012
Regular Meeting 1:00 pm

RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

Pledge of Allegiance

1. Roll Call

2. Public Comment

All items listed on the Consent Calendar 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.

3. Consent Calendar

a. Board of Directors Minutes

- i) Board of Directors minutes of October 10, 2012

ACTION REQUESTED: **Approve**

b. Receive and File

- i) Monthly/Quarterly Reports – ACTION REQUESTED: **Information**

(1) List of Demands

Check 23344 thru 23447 for the period October 1 – 31, 2012 totaling: \$ 369,684.19

Payroll for the period October 1 - 31, 2012 \$ 502,786.89

TOTAL DISTRIBUTION \$ 872,471.08

(2) Financial Reports – Quarter ending September 30, 2012

- Budget Review
- Combined Summary Statement Cash Assets-Liabilities

(3) Activity Reports – October 2012

- Operations
- Training
- Fire Prevention

(4) District Articles

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

- McNamaras
- Poslosky
- Phillips

4. Old Business

a. Appeal – Fire Code Ordinance No. 2011-01 Requirements

To accept or deny a request for a variance to the district's (dead end) road requirement from the property owner located at Trailside Road, APN: 267-148-16-00. *(NOTE: Supplemental information will be provided prior to or at the board meeting due to the receipt of correspondence from the property owner one day prior to publication)*
[Staff Report 12-20](#)

ACTION REQUESTED – **Accept or Deny**

5. New Business

a. Fire Engine Purchase

To discuss and/or reject the bids received for the purchase of a replacement fire engine. [Staff Report 12-19](#)

ACTION REQUESTED: **Reject**

6. Oral Report

a. Fire Chief – Michel

- i) Fire Services Agreement – Cielo
- ii) SRA Fee – Update
- iii) Purchase of MDCs - Update
- iv) Cooperative efforts - Update
- v) District Activities

(1) Fairbanks Ranch Fire Station Open-House (October 21, 2012) Follow-up

b. Operations – Deputy Chief Ward

c. Training – Battalion Chief Davidson

d. Fire Prevention – Fire Marshal/Deputy Fire Marshal

e. Administrative Manager – Rannals

(1) CalPERS Conference – Indian Wells (October 22-24, 2012)

f. Board of Directors

- i) North County Dispatch JPA – Update
- ii) County Service Area – 17 – Update
- iii) Comments

7. 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

8. Adjournment

RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Special Meeting – Agenda
Wednesday, November 14, 2012 1:00 pm PDT

CERTIFICATION OF POSTING

I certify that on November 9, 2012 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 9, 2012

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR MEETING
BOARD OF DIRECTORS MINUTES – October 10, 2012**

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

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Darrin Ward, Deputy Chief; Mike Gibbs, Battalion Chief; Bret Davidson, Battalion Chief; Chris Galindo Battalion Chief/Fire Marshal; Renee Hill, Deputy Fire Marshal; and Karlana Rannals, Board Clerk

2. Special Presentations

- a. Retirement Recognition – Chief Michel welcomed recently retired district personnel Engineer Eric Tague and Urban Forester Mike Scott to the meeting. He thanked them for their years of dedicated service to the District. He presented each with a retired district badge and identification card.
- b. Introductions – Firefighter/Paramedic – Chief Davidson introduced the newest personnel hired September 2012:
 - i) Corey Ender, Firefighter/Paramedic
 - ii) Cole Thompson, Firefighter/Paramedic
- c. Badge Presentation
Chief Michel welcomed all in attendance. Chief Michel and Chief Davidson summarized the Districts promotional and probationary processes and the roles and responsibility that they will assume. Chief Michel congratulated the individual on his selection and achievements. A Fire District badge was presented to the following member of the District:
 - i) Luke Bennett, Engineer

President Ashcraft on behalf of the Board of Directors thanked the retirees for their service, welcomed the new employees, and congratulated Engineer Bennett on his promotion.

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

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

4. Public Comment

No one requested to speak to the board.

5. Consent Calendar

MOTION BY DIRECTOR MALIN, 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*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the following:

Board of Directors minutes of September 19, 2012

b. *Receive and File*

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 23261 thru 23343 for the period September 1 – 30, 2012 totaling:	\$ 462,491.46
Payroll for the period September 1 – 30, 2012	<u>\$ 745,842.24</u>
TOTAL DISTRIBUTION	\$1,208,333.70

(2) Activity Reports – September 2012

- Operations
- Training
- Fire Prevention

(3) Travel Reports

- Michel – IAFC – Denver, CO

(4) District Articles

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

- None

6. Old Business

a. Appeal – Fire Code Ordinance No. 2011-01 Requirements

Chief Michel informed the Board of Directors that he had received an email request, which was distributed, from the property owner located at Trailside Road, APN: 267-148-16-00 requesting an extension. The owner has had difficulty retaining the services of a consultant to complete the necessary work. The property owner, Mr. Mahmoud “Bobby” Zarei also appeared in person to seek a 30-day time extension. Staff and Mr. Zarei responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR HICKERSON, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to grant the property owner’s request for a 30-day time extension to allow the property owner additional time to secure the necessary easements for the vegetation management option, or other mitigating factors offered that are acceptable by the district.

7. Resolution/Ordinance

a. Resolution No. 2012-15

Karlena Rannals explained to the board the necessity of the resolution to comply with the terms of the MOU to allow for tax deferred employee contributions to the district’s retirement plan.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, and APPROVED Resolution No. 2012-15 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to Tax Defer Member Paid Contributions – IRC 414(h)(2) Employer Pick-Up on a roll call vote:

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

8. New Business

a. Mobile Data Computer Replacement

Chief Gibbs summarized the staff report provided. The current equipment was purchased with grant funding, and the district committed funds over a four-year period for replacement. As the units are currently 2 years past due for replacement, the terminals are now beginning to fail. The District has requested their portion of the replacement fund (\$97,484.65 as of June 30) to purchase 14 new Mobile Data Computers with options, warranties and installation. Staff responded to questions from the board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of 14 new Mobile Data Computers, related Options, Warranties and Installation with authorization that the Fire Chief may spend up to 10% above the amount currently in the MDC assessment account, if necessary.

9. Oral Report

a. *Fire Chief – Michel*

- i) Fire Services Agreement – Cielo: he reported that the calls made to the representatives of Cielo have not been returned; therefore, there is no new information to report.
- ii) Cooperative Efforts: a leadership meeting is scheduled meeting for October 17. He is confident that no additional work will be done until after the election.
- iii) Fire Prevention Week (*October 7-13, 2012*):
 - (1) Pancake Breakfast (*October 7, 2012*): successful event, approximately 500 breakfasts were made.
 - (2) Fairbanks Ranch Fire Station Open House (*October 21, 2012*): this activity will include public education on the Witch Creek Fire, CERT, and sidewalk CPR.
- iv) District Activities
 - (1) Pancake Breakfast (*October 7, 2012*)
 - (2) Fairbanks Ranch Fire Station Open House (*October 21, 2012*)
 - (3) CalPERS Conference – Indian Wells (*October 22-24, 2012*): Directors Ashcraft and Tanner will be registered to attend, in addition to four other district personnel.

b. *Operations – Chief Ward*

- i) Chief Ward reported 258 calls for service the previous month. He reported on a structure fire in Del Dios, which was a complete loss.
- ii) He distributed a monthly weather outlook for October that predicts above average dry weather.

c. *Training – Battalion Chief Davidson*

- i) Chief Davidson summarized the following training activity for all personnel:
 - (1) Detergent Suicide
 - (2) PALS (pediatric advanced life support)
 - (3) Completed a three-week new hire orientation

- d. *Fire Prevention*
 - i) *Deputy Fire Marshal (Renee Hill)*
 - (1) New construction improved in September. The Lakes is grading for 75 new homes
 - ii) *Fire Marshal (Chris Galindo)*
 - (1) An assessment center was conducted for the FPS/Urban Forester position. There were eight candidates, which were narrowed to three for final interviews. He anticipates the new hire by November 1.
- e. *Administrative Manager – Rannals*
 - i) Connie Balignasay, Staff Assistant will retire her position effective November 1
 - ii) Provided updates on the pension reform effective January 1, 2013. She anticipates that more information will become available after the CalPERS conference at the end of the month.
 - iii) Reminded the board members that the ethics training will be held in December from 10:00 am – noon, December 14
- f. *Board of Directors*
 - i) North County Dispatch JPA – Update: Ashcraft – he reported the next meeting is November 29. He also informed the board that the administrator for Heartland retired and that the Lakeside Fire Chief is the interim director.
 - ii) County Service Area – 17 – Update: Hickerson – no report
 - iii) Comments
 - (1) Malin: he inquired on the status of the letter received last month from DeGoler. Chief Michel reported that there have been press releases to educate the public on the dead and dying trees. He has been meeting with representatives of the Association to establish common ground in the removal of trees. He has been discussing with staff strategic locations to thin the forest.

Ten-minute recess

10. Closed Session

Pursuant to section 54957.6, the board met in closed session from 2:45 – 3:50 pm to discuss the following:

b. 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: Fire Chief; Battalion Chief (4); Administrative Manager

Under Negotiation: Compensation

All board members listed, Chief Michel and Karlana Rannals (a portion of the session) attended the closed session.

Upon reconvening to open session, President Ashcraft reported that the matter listed was discussed and there was no action taken.

11. Adjournment

Meeting adjourned at 3:52 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

Check #	Amount	Vendor	Purpose
23344	\$20.97	4S Ranch Gasoline & Carwash LP	Car Wash
23345	\$442.50	Accme Janitorial Service Inc	Monthly Service Agreement
23346	\$1,300.45	AT&T Calnet 2	Telephone
23347	\$693.53	Complete Office of California Inc	Office Supplies
23348	\$2,402.00	County of SD/RCS	800 MHz Network Admin Fees/CAP Code Paging Service
23349	\$71.82	Cox, Fred W.	Admin - Meal/Lodging/Travel Reimbursement
23350	\$227.23	Daniels Tire Service Inc	Tires & Tubes
23351	\$1,539.74	EDD	Unemployment Insurance
23352	\$1,869.33	Engineered Mechanical Services Inc	Building Service/Repair
23353	\$383.36	Enternmann-Rovin Co Inc.	Uniform - Safety Personnel
23354	\$754.25	Fire ETC Inc	Janitorial Supplies
23355	\$100.00	Kratz Truck & Tire - Mobile	Tires & Tubes
23356	\$126.22	NCB Sales & Service of Restaurant Equip	Building Service/Repair
23357	\$2,009.65	Olivenhain Municipal Water District	Water
23358	\$954.16	Parkhouse Tire, Inc.	Tires & Tubes
23359	\$1,274.12	Santa Fe Irrigation District	Water
23360	\$161.61	Staples Advantage	DOC-Dept Operations Center
23361	\$65.00	State Fire Training	Certification
23363	\$55.00	Terminix International	Monthly Service Agreement
23364	\$6,908.03	The SoCo Group Inc	Gasoline & Diesel Fuel
23365	\$12.00	U P S	Shipping Service
23366	\$5,731.70	U S Bank Corporate Payment System	Cal-Card./IMPAC program
23367	\$896.68	Waste Management Inc	Trash Disposal
23368	\$600.94	All Star Fire Equipment, Inc.	Breathing Apparatus
23369	\$908.40	ARS American Residential Inc	Building Repair/Service
23370	\$577.61	AT&T Calnet 2	Telephone
23372	\$617.00	Bay City Electric Works Inc	Generator Repair
23374	\$1,984.00	Direct Energy Business - Dallas	Elec/Gas/Propane
23375	\$1,072.11	Fire ETC Inc	Janitorial Supplies
23376	\$300.65	Fitch Law Firm Inc	Legal Services
23377	\$4,892.00	Hearts & Hoses	CSA-17 - Supplies

Check #	Amount	Vendor	Purpose
23378	\$722.81	Home Depot, Inc	Station Maintenance
23379	\$908.97	Metro Fire & Safety Inc	Extinguishers
23380	\$125.65	NCB Sales & Service of Restaurant Equip	Building Service/Repair
23381	\$7,885.40	North County EVS Inc	Apparatus Scheduled Maintenance/Repair
23382	\$2,410.37	On-Call Computer Services	Computer Programming
23383	\$3,000.00	Palomar College	In-Service Training Program
23384	\$974.16	Parkhouse Tire, Inc.	Tires & Tubes
23385	\$25.00	RSFPFA	Firefighters Assn.
23386	\$1,717.11	San Diego Gas & Electric	Elec/Gas/Propane
23387	\$55.61	Staples Advantage	Office Supplies
23388	\$421.86	TelePacific Communications	Telephone
23389	\$12.00	U P S	Shipping Service
23390	\$310.00	Vinyard Doors Inc	Building Service/Repair
23391	\$188.55	Willis, Erwin L.	Computer Equipment/Parts Reimbursement
23392	\$5,500.00	WinTech Computer Services	Consulting Services
23393	\$327.46	AT&T Calnet 2	Telephone
23395	\$597.00	Engineered Mechanical Services Inc	Building Service/Repair
23396	\$764.95	Enternmann-Rovin Co Inc.	Uniform - Safety Personnel
23397	\$3,010.36	Guardian Life Insurance Co	Dental Insurance
23398	\$58,899.19	Health Net	Medical Insurance
23399	\$39.00	Jobs Available Inc.	Advertising
23400	\$1,329.89	Johnson Equipment Co	2012 Ford F150
23401	\$9,849.24	Kaiser Permanente	Medical Insurance
23402	\$101.54	Konica Minolta Business Inc	Copier Maintenance Contract
23404	\$4,979.53	North County EVS Inc	Apparatus Scheduled Maintenance/Repair
23405	\$9,450.00	Olivenhain Municipal Water District	Sewer RSF4
23406	\$291.00	Pitney Bowes Inc	Equipment Rental
23407	\$6,613.72	San Diego Gas & Electric	Elec/Gas/Propane
23409	\$523.68	The Lincoln National Life Ins Co	Disability/Life Insurance
23410	\$3,955.96	The SoCo Group Inc	Gasoline & Diesel Fuel
23411	\$6.00	4S Ranch Gasoline & Carwash LP	Car Wash

Check #	Amount	Vendor	Purpose
23412	\$354.00	Accme Janitorial Service Inc	Monthly Service Agreement
23413	\$345.00	Advanced Communications Systems Inc	Radio Programming
23414	\$328.14	All Star Fire Equipment, Inc.	Breathing Apparatus
23415	\$142.22	AT&T	Telephone
23416	\$1,300.45	AT&T Calnet 2	Telephone
23418	\$1,450.00	Bay City Electric Works Inc	Generator Repair
23420	\$916.50	C.A.P.F.	Disability/Life Insurance
23421	\$2,597.72	County of SD/RCS	Radio Service Agreement/CAP Code Paging Service/Repair
23422	\$585.00	Dennis E. Sceville & Sons	Building Service/Repair
23423	\$1,891.47	Direct Energy Business - Dallas	Elec/Gas/Propane
23424	\$1,002.33	Engineered Mechanical Services Inc	Building Service/Repair
23425	\$152.00	Golden Telecom Inc	Building Service/Repair
23426	\$425.00	K & K Coatings	Building Service/Repair
23427	\$853.29	Life-Assist Inc	CSA-17 - Supplies
23428	\$74.30	Napa Auto Parts Inc	Apparatus Parts & Supplies
23429	\$77.99	Olson's Hand Car Wash Inc	Car Wash
23430	\$4,256.00	Palomar College	In-Service Training Program
23431	\$1,909.00	Physio-Control Inc.	CSA-17 - Supplies
23432	\$150,000.00	Rancho Santa Fe Fire Protection District	Interfund Transfer
23433	\$325.00	Rancho Santa Fe Rotary	Association Dues
23434	\$25.00	RSFPFA	Firefighters Assn.
23435	\$428.10	San Diego Daily Transcript Inc	Advertising
23437	\$29.30	SD Cnty Vector Control Program	Taxes & Assessments
23438	\$40.57	Staples Advantage	Office Supplies
23439	\$331.00	Terminix International	Monthly Service Agreement
23440	\$4,912.29	The SoCo Group Inc	Gasoline & Diesel Fuel
23441	\$1,402.95	ThyssenKrupp Elevator Inc	Elevator Service
23442	\$42.35	U P S	Shipping Service
23443	\$14,214.44	U S Bank Corporate Payment System	Cal-Card./IMPAC program
23444	\$1,363.97	Verizon Wireless	MDT Broadband + ATN Line/Cellular/Phone Replacement
23445	\$595.00	Vinyard Doors Inc	Building Service/Repair

Check #	Amount	Vendor	Purpose
23446	\$977.38	Waste Management Inc	Trash Disposal
23447	\$3,603.20	Willdan Financial Services Inc	Benefit Assessment
various	\$8,785.16	Various	Medical Reimbursement
Sub-total	<u>\$369,684.19</u>		
15-Oct-12	\$261,780.12	Rancho Santa Fe Fire PD	Payroll
16-Oct-12	\$7,101.50	Rancho Santa Fe Fire PD	Payroll
30-Oct-12	\$5,642.65	Rancho Santa Fe Fire PD	Payroll
31-Oct-12	\$228,262.62	Rancho Santa Fe Fire PD	Payroll
Sub-total	<u>\$502,786.89</u>		
Grant Total	<u><u>\$872,471.08</u></u>		

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2013
 July 1, 2012 through September 30, 2012
 FY13

	BUDGET EXPENDITURES FY13	ESTIMATED EXPENDITURES FY13	% OF BUDGET
PERSONNEL COSTS			
Salaries/Wages - Staff	\$4,705,562	\$1,258,669	26.7%
Management Services (Coop Eff)	\$240,887	\$0	0.0%
Holiday Pay	\$154,252	\$0	0.0%
Overtime	\$870,775	\$290,691	33.4%
Health Insurance + HRSA	\$1,068,428	\$335,657	31.4%
Life Insurance/Long Term Disability	\$18,055	\$5,587	30.9%
Paramedic Incentive Pay	\$26,400	\$14,000	53.0%
Retirement	\$1,655,201	\$257,023	15.5%
Social Security Tax	\$3,646	\$919	25.2%
Unemployment Insurance	\$18,074	\$0	0.0%
Medicare Tax	\$78,484	\$20,654	26.3%
Workers' Compensation/Wellness	\$173,060	\$141,675	81.9%
Labor (Temporary)	<u>\$35,200</u>	<u>\$10,301</u>	29.3%
PERSONNEL (Subtotal)	\$9,048,023	\$2,335,177	25.8%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2013
July 1, 2012 through September 30, 2012

	BUDGET EXPENDITURES FY13	ESTIMATED EXPENDITURES FY13	% OF BUDGET
CONTRACTURAL			
Administrative Fees	\$202,225	\$21,346	10.6%
Advertising	\$2,500	\$0	0.0%
Apparatus	\$3,000	\$0	0.0%
Association Dues	\$8,799	\$1,304	14.8%
Building/Facility Lease	\$29,680	\$0	0.0%
Dispatching	\$122,000	\$50,070	41.0%
Equipment Rental	\$1,222	\$0	0.0%
Equipment Repair	\$17,350	\$3,527	20.3%
Insurance	\$74,207	\$73,822	99.5%
Laundry Service	\$0	\$0	0.0%
Legal Services	\$23,376	\$2,476	10.6%
Local Meeting/M meal Expense	\$9,499	\$1,010	10.6%
Mileage Reimbursement	\$658	\$0	0.0%
Other Contractual Services	\$57,615	\$31,880	55.3%
Other Professional Services	\$177,236	\$23,566	13.3%
Permits	\$6,985	\$1,919	27.5%
Service Agreements	\$46,824	\$7,763	16.6%
Soil Contamination Cleanup	\$2,500	\$0	0.0%
Subscriptions	\$2,130	\$17	0.8%
Training	\$68,630	\$6,785	9.9%
Utilities			
Electricity	\$107,963	\$18,783	17.4%
Sewer	\$11,865	\$0	0.0%
Telephone	\$88,781	\$8,416	9.5%
Trash	\$10,555	\$2,114	20.0%
Water	\$16,853	\$4,394	26.1%
Vehicle Maintenance (Scheduled)	\$57,600	\$7,732	13.4%
Vehicle Repair	\$79,800	\$13,616	17.1%
CONTRACTURAL COSTS (Subtotal)	\$1,229,852	\$280,539	22.8%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2013
July 1, 2012 through September 30, 2012

	BUDGET EXPENDITURES FY13	ESTIMATED EXPENDITURES FY13	% OF BUDGET
MATERIALS & SUPPLY			
Apparatus	\$25,000	\$5,977	23.9%
Audio Visual	\$1,000	\$302	30.2%
Books	\$3,700	\$0	0.0%
Cellular	\$1,600	\$1,131	70.7%
Computer	\$55,000	\$161	0.3%
Electrical Supplies	\$200	\$0	0.0%
Fire Hose, Nozzles & Supply	\$5,000	\$0	0.0%
Firefighting Foam	\$2,500	\$0	0.0%
Food for Major Emergencies	\$1,000	\$25	2.5%
Fuel	\$75,036	\$17,984	24.0%
Furnishings/Equipment	\$6,348	\$215	3.4%
Grants	\$10,000	\$0	0.0%
Hydrant Maintenance	\$500	\$87	17.5%
Janitorial	\$12,000	\$1,153	9.6%
Knox Replacement	\$0	\$0	0.0%
Landscape	\$0	\$164	0.0%
Lumber/Screws/Nails	\$0	\$0	0.0%
Maps	\$500	\$0	0.0%
Medical Supplies	\$48,815	\$0	0.0%
Miscellaneous	\$1,500	\$534	35.6%
Office - General	\$37,000	\$4,330	11.7%
Paint	\$0	\$0	0.0%
Program Supplies - CERT	\$2,000	\$0	0.0%
Public Education	\$11,000	\$111	1.0%
Radio	\$23,050	\$63	0.3%
Rock, Sand, Gravel	\$250	\$0	0.0%
Safety	\$30,000	\$8,276	27.6%
Special Events & Awards	\$5,000	\$0	0.0%
Station Maintenance	\$26,000	\$3,709	14.3%
Station Supplies/Replacements	\$3,750	\$2,038	54.3%
Street Signs & Markers	\$500	\$0	0.0%
Tools	\$750	(\$54)	-7.2%
Training (Expendable Supplies)	\$7,500	\$0	0.0%
Uniforms	<u>\$26,000</u>	<u>\$6,939</u>	26.7%
MATERIAL & SUPPLY (Subtotal)	\$422,499	\$53,146	12.6%
OPERATING COST SUMMARY			
Personnel	\$9,048,023	\$2,335,177	25.8%
Contractual	\$1,229,852	\$280,539	22.8%
Material & Supply	\$422,499	\$53,146	12.6%
Depreciation	<u>\$751,621</u>	<u>\$187,905</u>	25.0%
TOTAL COSTS	<u>\$11,451,996</u>	<u>\$2,856,767</u>	24.9%
BEFORE CAPITAL OUTLAY			

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2013
 July 1, 2012 through September 30, 2012

	BUDGET EXPENDITURES FY13	ESTIMATED EXPENDITURES FY13	% OF BUDGET
CAPITAL and PLANNED PROJECTS			
Generator - Admin Cielo	\$35,000	\$0	0.0%
Engine Type I (replacement)	\$575,000	\$0	0.0%
Staff Vehicle	\$45,000	\$0	
Total Capital & Projects	<u>\$655,000</u>	<u>\$0</u>	0.0%

Rancho Santa Fe Fire Protection District

FY 13

PERIODS**Assets**

	June 30, 2012	30-Sep-12	30-Sep-11
Current Assets			
Cash	\$ 12,993,024	\$ 10,552,147	\$ 9,340,340
GF Accounts Receivable	\$ 314,881	\$ 246,087	\$ 203,539
ALS (Paramedic)	\$ 124,527	\$ 124,618	\$ 97,504
MDC Reserve	\$ 97,485	\$ 97,485	\$ 97,028
PASIS (Workers Compensation)	\$ 533,736	\$ 533,736	\$ 581,681
PREPAID (Cap Assets)	\$ 5,806	\$ -	\$ -
TOTAL ASSETS	\$ 14,069,459	\$ 11,554,073	\$ 10,320,093

Liabilities

Current Liabilities			
Accounts Payable	\$ 376,706	\$ 108,069	\$ (2)
Accrued Expenses	\$ 285,911	\$ 368,513	\$ 355,643
Other Payables	\$ 109,978	\$ -	\$ 97,504
TOTAL LIABILITIES	\$ 772,596	\$ 476,582	\$ 453,145

Long Term Liabilities

Contract Compensation	\$ 397,736	\$ 377,922	\$ 467,121
IBNR Liability (Workers Compensation)	\$ 344,980	\$ 344,980	\$ 162,497
Soil Contamination	\$ 6,106	\$ 6,106	\$ 6,106
TOTAL LONG TERM LIABILITIES	\$ 748,821	\$ 729,008	\$ 635,725

Fund Balance

Restricted Reserves			
ALS / MDC Funds	\$ 222,012	\$ 222,102	\$ 97,028
PASIS (Workers Compensation)	\$ 188,757	\$ 188,757	\$ 394,183
General Fund Reserves			
CalPERS	\$ 1,200,000	\$ 1,200,000	\$ 1,700,000
Capital Replacement	\$ 5,140,388	\$ 5,950,612	\$ 4,568,379
Designated RCS Infrastructure & P25 Radio Equip.	\$ -	\$ 425,000	\$ -
Operating	\$ 3,807,692	\$ 1,730,769	\$ 1,931,818
Fund Balance Overage/(Deficit)	\$ 1,989,193	\$ 631,243	\$ 539,814
TOTAL FUND BALANCE	\$ 12,548,042	\$ 10,348,483	\$ 9,231,223

TOTAL LIABILITIES & FUND BALANCE

\$ 14,069,459	\$ 11,554,073	\$ 10,320,093
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Restricted Cash

Fire Mitigation	\$ 128,134	\$ 90,593	\$ 1,203,685
FMF Accounts Payable	\$ -	\$ -	\$ -
FMF Accounts Receivable	\$ 127,642	\$ 67,188	\$ 83,341
FMF Deposit In Transit	\$ -	\$ -	\$ -
	\$ 255,776	\$ 157,781	\$ 4,683,131

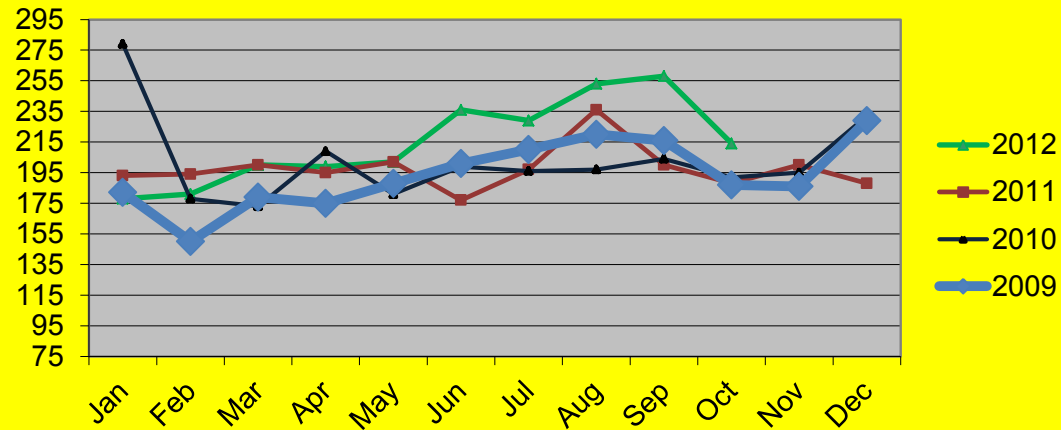
Combined Fund Total

\$ 14,325,235	\$ 11,711,854	\$ 15,003,224
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October 2012 Operations Report

Rancho Santa Fe Fire Protection District Incident Response Report

Four Year Monthly Response Comparison



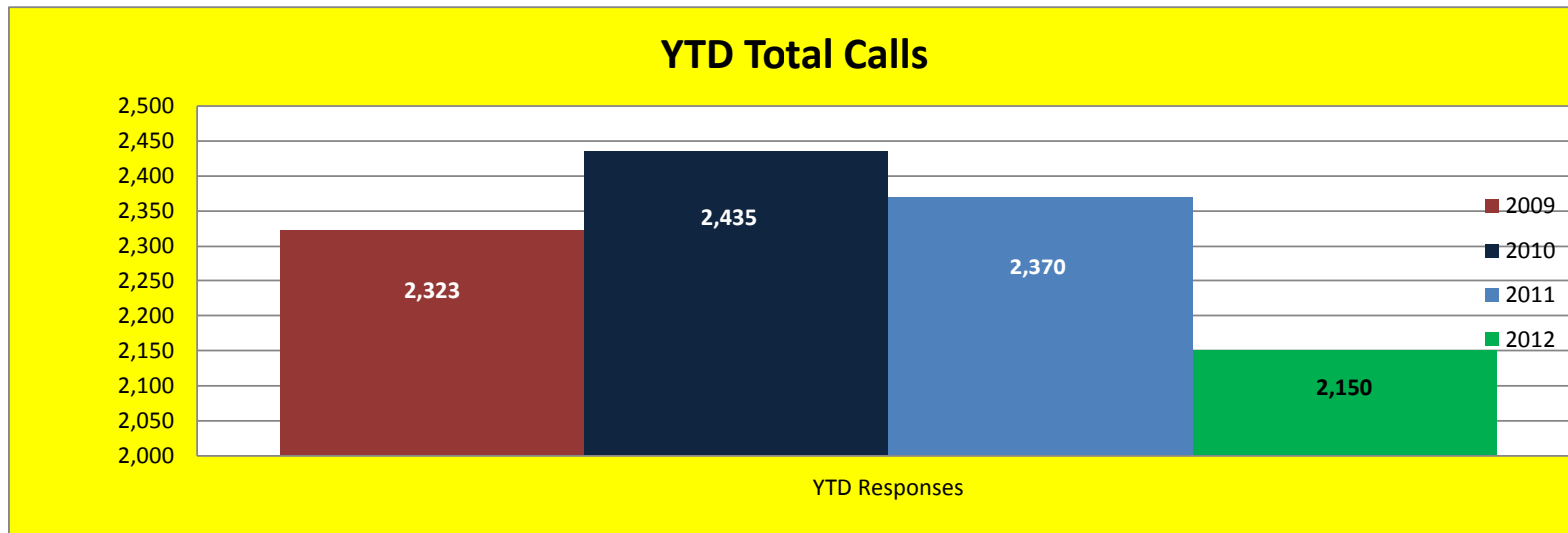
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	178	181	200	199	202	236	229	253	258	214			2,150
YTD	178	359	559	758	960	1,196	1,425	1,678	1,936	2,150	2,150	2,150	8.48%

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	193	194	200	195	202	177	197	236	200	188	200	188	2,370
YTD	193	387	587	782	984	1,161	1,358	1,594	1,794	1,982	2,182	2,370	2.6% decrease

2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	279	178	173	209	181	199	196	197	204	192	195	232	2,435
YTD	279	457	630	839	1,020	1,219	1,415	1,612	1,816	2,008	2,203	2,435	4.7% increase

2009	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	182	150	179	175	188	201	210	220	216	187	186	229	2,323
YTD	182	332	511	686	874	1,075	1,285	1,505	1,721	1,908	2,094	2,323	

**Rancho Santa Fe Fire Protection District
Incident Response Report**



Incident Summary by Incident Type

Date Range: From 10/1/2012 To 10/31/2012

Incident Type(s) Selected: All

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time hh:mm:ss	Total Loss	Total Value
Fire	6	5	00:06:38	\$101,500.00	\$101,500.00
EMS/Rescue	90	86	00:05:27	\$0.00	\$0.00
Hazardous Condition	10	7	00:04:54	\$0.00	\$0.00
Service Call	31	7	00:06:10	\$0.00	\$0.00
Good Intent	51	4	00:06:06	\$0.00	\$0.00
False Call	26	26	00:05:56	\$0.00	\$0.00
Blank or Invalid	10	0		\$0.00	\$0.00
Totals	224	135		\$101,500.00	\$101,500.00

Note: The incident count used in averages does not include the following:

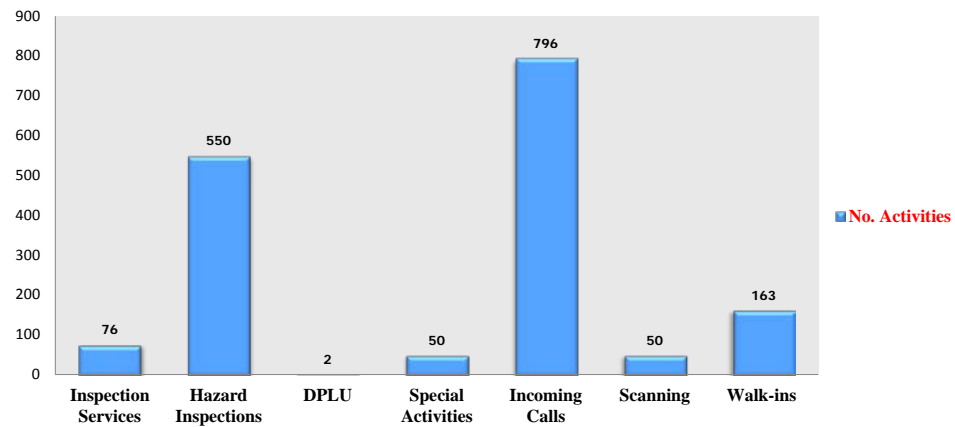
Not Completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No Arrival and Invalid Dates/Times.

October 2012

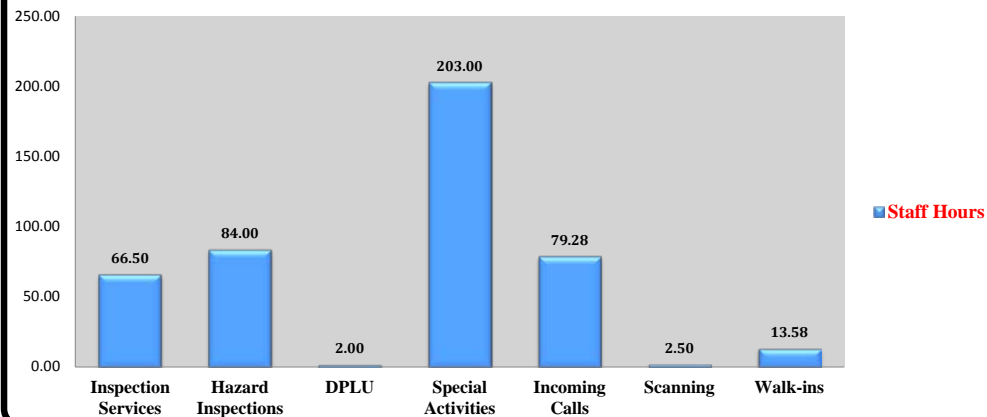
October 2012							November 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 30 - Oct 6	Sep 30	Oct 1	2	3	4	5	6
		2661 AM (RSF 3) 8:00am 10:30am Fire Prevention Week (N 9:00am 12:00pm E2511 9:15am 10:15am ENCT- 1:30pm 4:45pm RSF Shi	8:45am 10:00am ENC23 9:00am 3:00pm Bomb 9:00am 12:00pm E2511 9:00am 11:30am Fire P 5:00pm 9:00pm CERT (2511 PM (DMR 1) City of Del Mar Weekly City of Del Mar Weekly PALS (ENC Senior cen 8:45am 12:00pm RSF S 8:45am 10:00am ENC23	8:00am 5:00pm Radio' 8:00am 9:00am Sta. 3 9:00am 11:00am PPE M 9:00am 11:30am Fire P 9:15am 10:15am ENCT-	A Shift 9:00am 10:00am ENCT-2375/Fire Safe 9:00am 11:30am Fire Prevention Week (H 2:30pm 3:30pm Fire Pr	C Shift 8:00am 5:00pm CERT (RSF-2 Training Room) - David C. M 9:00am 11:00am Strategy and Tactics
Oct 7 - 13	7	8	9	10	11	12	13
	A Shift	9:00am 12:00pm ENC Fit Testing (ENC #5) 11:00am 12:00pm ENC 1:00pm 3:00pm ENC Fit 3:00pm 4:00pm 2315 A 9:30pm 10:30pm Stati	7:00am 4:30pm PAL BR6662 APT (RSF 2 9:00am 11:00am Infectious Diseases (I 11:00am 12:00pm ENC 1:00pm 3:00pm ENC Fit	City of Del Mar Weekly 7:00am 4:30pm Cancel 8:30am 11:00am Solana 8:30am 9:00am BFPD T 9:30am 12:00pm BFPD 12:30pm 2:00pm BFPD	9:00am 12:00pm ENC. Fit Testing (ENC #5) 9:00am 11:00am Infecti 9:00am 11:30am JPA C 9:00am 11:00am Fire P 1:00pm 3:00pm ENC Fit	7:00am 4:30pm Canceled: PAL BR66 9:00am 10:00am ENC2314 (Sta.#4/To 9:30am 10:30am Statio 6:00pm 9:00pm Del M	C Shift 8:00am 5:00pm CERT (RSF-2 Training Room) - David C. M 9:30am 1:00pm ENC STA #5, Open House
Oct 14 - 20	14	15	16	17	18	19	20
	B Shift	C Shift 9:00am 5:00pm Encinitas Pump Testi 9:00am 11:00am Fire P 9:15am 10:15am ENCT- 3:00pm 4:00pm ENCT-2	9:00am 10:00am ENC2314/Station To 9:00am 11:00am Fire Prevention Week (M 10:00am 11:00am ENC T-2375/Fire Safety Pr	City of Del Mar Weekly City of Del Mar Weekly High Angle Rescue (TB 9:00am 10:00am ENC23 9:00am 11:30am Fire P 10:00am 11:00am ENC	High Angle Rescue (TB 8:30am 10:30am Del Mar Captains meetin 9:00am 10:00am ENC2314/Station To 9:00am 10:30am Fire P	High Angle Rescue (TB 9:00am 10:30am Fire Prevention Month (Maranatha Prescho 9:00am 10:30am Fire Prevention Week (Di	A Shift 8:00am 12:00pm CERT (RSF-2 Training Room) - David C. McQuead
Oct 21 - 27	21	22	23	24	25	26	27
	B Shift Sta. 3 Open House - M	2511 PM (DMR 1) High Angle Rescue (TB 9:00am 11:30am Fire Prevention Week (M 9:00am 11:30am Fire P 1:30pm 2:30pm Lenah	High Angle Rescue (TB 9:00am 11:30am Fire Prevention Week (Vi 9:30am 12:00pm GIS Working Group (RSF	2384 A Service (City Sh City of Del Mar Weekly Solana Beach Captains City of Del Mar Weekly High Angle Rescue (TB	2314 Inspection (City Sl 10:00am 11:00am School Fire presenta 1:00pm 2:00pm ENC2375/Tour (Stati 3:00pm 4:00pm Cancel	C Shift 7:00am 3:30pm CFMI E431 APT (RSF 2 Tes 7:00am 4:30pm Canceled: PAL BR66 9:30am 10:30am ENC23	A Shift 10:00am 3:00pm Open House (Solana Beach) - Activity
Oct 28 - Nov 3	28	29	30	31	Nov 1	2	3
	C Shift	A Shift 1:15pm 3:00pm Fire Prevention Week (RSF Elementary) - Julie E. Taber	2333 Inspection (Mainti C Shift 9:30am 10:30am ENC2314/Fire Safety Presen. (1430 Amargosa Dr/Early E	A Shift City of Del Mar Weekly City of Del Mar Weekly 7:00am 4:30pm Canceled: PAL E661 12:00pm 1:00pm Hallo			

Staff Activities- October 2012



Staff Hours- October 2012

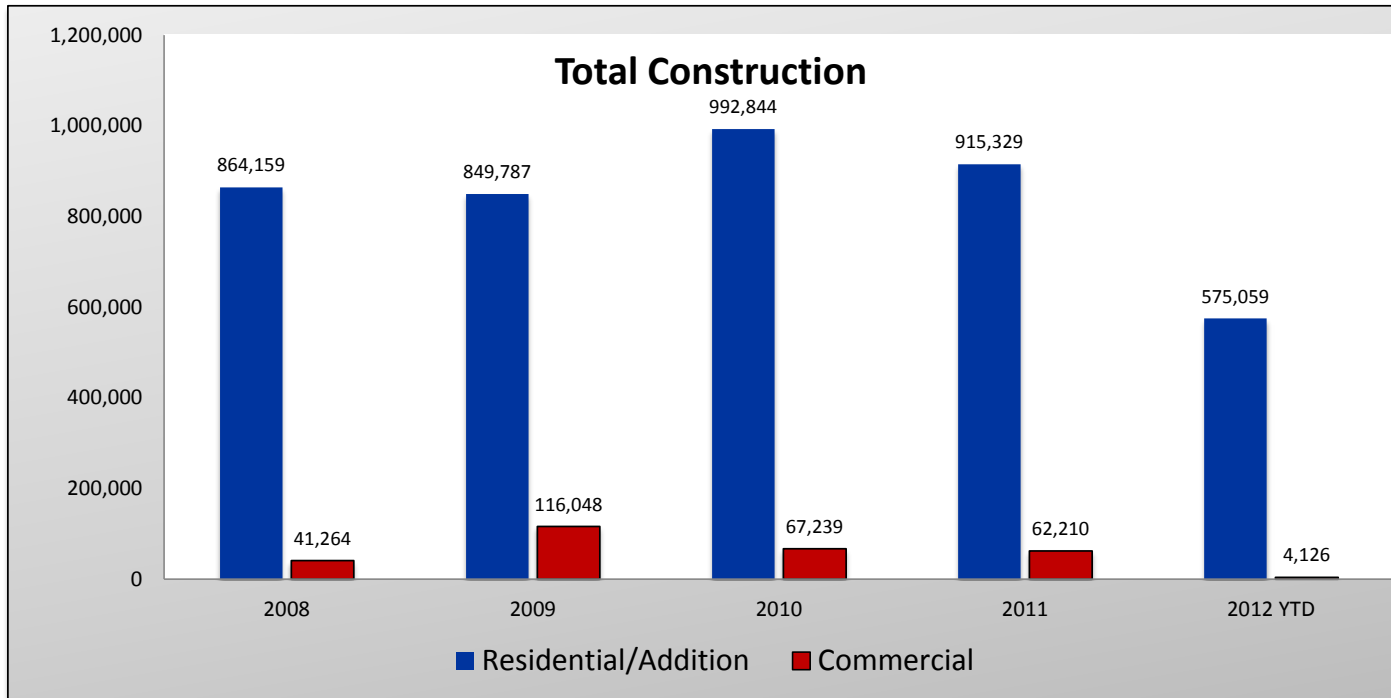


Comparison 2011/2012 Total Monthly Hours/Activities

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	2557	2623	2121	1311	1437	2615	2264	1858	1461	1377	886	675
Hours	413.7	388.8	414.9	271.2	287.8	442.6	448.1	529.0	491.2	349.8	269.3	209.1

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

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



Year	Res/Add	Comm	Total
2008	864,159	41,264	905,423
2009	849,787	116,048	965,835
2010	992,844	67,239	1,060,083
2011	915,329	62,210	977,539
2011 ytd	827,453	61,706	889,159
2012 ytd	575,059	4,126	579,185

Comparison 2011/2012 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2011	105,548	5,329	96,869	85,519	254,358	127,399	58,873	25,142	28,020	102,102	67,613	20,767
2012	32,208	25,725	65,313	124,980	64,041	73,962	73,882	6,960	88,364	23,750		

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	7	21,117
	Urban Forester	0	0
TOTAL		7	21,117
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	12,852	2,633
	Urban Forester	0	0
TOTAL		12,852	2,633
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Urban Forester	0	0
	Fire Inspectors	0	0
TOTAL		0	0
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	23,750
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	2	3
	Fire Inspectors	6	0
	Urban Forester	0	0
TOTAL		8	3
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	3	1,875
	Urban Forester	0	0
TOTAL		3	1,875
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Urban Forester	19	8.25
	Fire Marshal	0	0.00
	Fire Inspectors	0	0.00
TOTAL		19	8.25

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	2	2.00
CWPP/FPP	0	0.00
TOTAL	2	2.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	11	13.00
Finals (Structures)	38	36.50
Landscape	8	4.00
Reinspections	12	7.00
Tents/Canopy	1	1.00
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	2	1.00
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	4	4.00
TOTAL	76	66.50
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	265	18.50
Weed Abatement Reinspection	128	17.50
1st Notice	77	14.00
2nd Notice	34	3.50
Final Notice	15	2.50
Forced Abatement	0	0.00
Postings	3	1.00
Annual Mailers	0	0.00
Homeowner Meeting	28	27.00
WUI	0	0.00
TOTAL	550	84.00
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	2	2.00
TOTAL	2	2.00

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	1	3.75
Training Classes	6	100.00
Conferences	0	0.00
Meetings	36	80.50
Other	4	17.25
Supervision	3	1.50
Fuels Reduction	0	0.00
TOTAL	50	203.00
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	796	79.28
Consultations	30	30.00
Plan Review	39	30.75
Scanning	50	2.50
General Office	10	22.00
TOTAL	925	164.53

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff)	559	27.95
Walk in/Counter (All Administrative Staff)	163	13.58
Knox Application Request	2	0.17
UPS Outgoing Shipments	3	0.25
Plan Accepted/Routed	39	6.50
Scheduling Inspections, Managing Calendars	30	10.00
Special Projects: Procedure manual,FAQ's,	5	20.00
Scanning Documents/Electronic Files	50	2.50
Meetings: Admin/Prevention/Admin Shift	8	8.00
Post Office	20	10.00
Deposit runs and preparations	8	8.00
SRA Calls (10/25-11/6)	12	1.00
TOTAL	899	108

WEBSITE/INTERNET		Staff Hours
Update existing info & documents:		4.0
<i>Updated home page, news, etc</i>		4.0
New design progress:		1.0
<i>Grant</i>		1.0
		0.0
Compile & write new information:		2.0
<i>Incidents, business opportunities, station bid</i>		2.0
		0.0
Social Media		4.0
<i>Facebook "Fans" - 214, Total Reach - 165</i>		2.0
<i>Twitter "Follower" - 631</i>		2.0
TOTAL		11.0
MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		0.0
<i>Open House</i>		1.0
Press Releases:		6.0
<i>State fee</i>		2.0
<i>Open House</i>		1.0
<i>San Dieguito TC</i>		1.0
<i>Wren Fire</i>		1.0
<i>Toy Drive</i>		1.0
Other Articles/Stories/Interviews:		0.0
TOTAL		6.0
EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		50.0
<i>Birthday parties - 0</i>		0.0
<i>Station Tour - 0</i>		0.0
<i>Fire Prevention Month</i>		50.0
Adult Programs: 0		0.0
TOTAL		50.0

EVENTS		Staff Hours
External/Community Events:		20.0
<i>Pancake Breakfast</i>		4.0
<i>Open House</i>		15.0
Internal Events:		1.0
<i>Badge Ceremony</i>		1.0
TOTAL		21.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
		0.0
Conferences:		0.0
Meetings:		5.0
<i>Staff meetings</i>		3.0
<i>Shift Meeting</i>		0.0
<i>Other</i>		2.0
TOTAL		5.0
CLERICAL		Staff Hours
Prevention-related:		50.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		45.0
<i>Phone Calls - 42</i>		5.0
Non-prevention/non-minute related:		21.0
TOTAL		71.0
TOTAL HOURS		164.0

THANK YOU SO MUCH FOR YOUR
SUPER FAST RESPONSE TO OUR
BURST PIPE/FLOODING CALL! YOU ALL
MADE US FEEL VERY SAFE. OUR
HOUSE IS BACK TO NORMAL!

THE MCNAMARAS -
CONOR, KIMIE + BABIES
PHOEBE + COLT
16821 SILVERCREST DR.

With
Sincere
Appreciation




Captain Mosby,

Thank you
so much.

Loa Poolosky

Fire Station #1,

Thank you so much
for all of your help on
Sept. 8th. We appreciate
how patient and kind
 everyone was when you
came to our home.

Sincerely,
The Phillips Family (Fairbanks South
Lot 398)

STAFF REPORT

NO. FY 12-20

TO: BOARD OF DIRECTORS
FROM: CHRIS GALINDO, ADMINISTRATIVE BATTALION CHIEF
SUBJECT: APPEAL OF FIRE DISTRICT'S REQUIREMENTS FOR
TPM 21096 – TRAILSIDE ROAD
DATE: NOVEMBER 14, 2012



RECOMMENDATION

Staff recommends the Board of Directors uphold the decision of the Fire Chief and the District and deny the Appellants request for a variance of the District's "Dead-end roads" requirements and not grant any further continuances.

BACKGROUND

On May 25, 2012, Mr. Mahmoud Zarei ("Appellant") filed an appeal to the Board of Directors to reverse the Districts requirements for secondary access for his proposed subdivision (TPM 21096). The Appellant based his appeal on proposed mitigation options that he submitted in his final Fire Protection Plan (dated May 7, 2012) that was prepared by his original consultant, Mr. Lamont Landis.

On Wednesday, August 8, 2012, the Appellant and his legal counsel, Mr. Steven Sayler, appealed to the Board of Directors during their August Board meeting to consider his request for a variance as required in Fire Code Ordinance No. 2011-01. Fire Chief Tony Michel and staff recommended that the Board deny the request because the Appellant failed to provide secondary access options that were not beyond the current code. The Board agreed to continue the appeal for up to sixty days so that the Appellant could obtain the necessary claimed easement agreements for additional fuel modification zones as well as to present to staff other acceptable mitigating factors regarding the lack of secondary access.

On Wednesday, October 10, 2012, the Appellant requested that the Board grant him an additional thirty day continuance so that he could find a replacement for his current fire consultant, Mr. Landis, who could no longer provide his services due to health reasons. The Board agreed to continue the appeal another thirty days to allow the Appellant time to retain a replacement for his consultant. The Board at that time informed the Appellant that they would not grant any further extensions.

CURRENT SITUATION

On November 8, 2012, the Appellant's new consultant, Ms. Robin Church (RC Biological Engineering) submitted a revision to the project's original fire protection plan which included three (3) proposed mitigation measures that, in her opinion, would satisfy the District's "Dead-end roads" requirements. These new mitigation measures include (1) the installation of a 10 ft. x 30 ft. turn-out on Artesian Trail; (2) one additional hydrant near the proposed parcel; and (3) expanding the fuel modification zone to 50 feet on portions of Artesian Trails and Trailside Road.

On Friday, November 9, 2012, Staff reviewed the summary of proposed mitigation measures provided by the Appellant and his consultant. That same day, staff provided written correspondence to the Appellant reflecting the District's concerns and included the following comments:

- **Proposed mitigation measure No. 1: Installation of a 10 ft. x 30 ft. turn-out.**

Staff's Response: The proposal as submitted fails to provide any findings that would support the request and make it acceptable mitigation that can be considered by the District.

- **Proposed mitigation measure No. 2: Provide an additional fire hydrant near the driveway of the proposed parcel to increase access to water.**

Staff's Response: The proposed placement is a very short distance from an existing hydrant that the Appellant installed. The existing fire flow for this area currently meets or exceeds the District's water supply requirements. This provision will have no bearing on vehicular ingress / egress on the roadway, therefore the staff will not accept this as acceptable mitigation.

- **Proposed mitigation measure No. 3: Provide 50 feet of fuel management to the improved edge of Artesian Trail and Trailside Road where natural lands occur through a permanent easement.**

Staff's Response: During the August and October Board of Directors meeting, the Board requested that the Appellant submit (within a reasonable time frame) a proposal with all relevant easement agreements necessary for obtaining additional fuel clearances. No such easement agreements were included in his most recent submittal dated November 8, 2012.

The Board of Directors has granted the Appellant two extensions (totaling 90 days) that would allow him to develop and submit acceptable mitigation as well as obtaining the necessary easement agreements that would satisfy the District's "Dead-end road" requirements. The proposed mitigation measures as presented do not meet the same practical effect as secondary access.

Attachments:

- | | |
|--------------|---|
| Attachment 1 | Summary of Proposed Mitigation from Robin Church (R.C. Biological Engineering) dated November 8, 2012 |
| Attachment 2 | Letter from staff regarding Summary of Proposed Mitigation, dated November 9, 2012 |

TPM 21096 – Zarei Lot Split

The proposed project is TPM #21096 that will split a 4 .9 acre lot into to two parcels. The proposed parcel sizes are (lot 1) 2.28 acres gross and (lot 2) 2.63 acres gross. The proposed lots will be used for single family residence. The project is located at the end of Trail Side Road west of Artesian Trail, Rancho Santa Fe. The project encompasses flat land to steep sloped land covered with some dense brush. The site is covered with Non-Native Grasses, Coastal Sage Scrub, Southern Mixed Chaparral and urban developed land. The surrounding property is in a rural setting with some urban developed property mixed with areas of dense brush. Removal of the vegetation for this project will be a marked improvement; it will substantially reduce the fire hazard in the area. The nearest fire protection for this project is Rancho Santa Fe Fire Station 2 and is less than 5 minutes away.

Egress from the project will exceed the county threshold of 1,320 feet. Trail Side Road to Artesian Road is 2,112 feet which exceeds the requirement of 1,320 feet for roads more than 1 acre but less than 4.99 acres. Previously the project was proposing to provide secondary access however has been unable to obtain the easement. Existing improvements to Trailside which currently only provides access to one dwelling unit include 24 foot paved access and 20 feet of brush management adjacent to the improved edge of the road.

The following is a summary of the proposed mitigation measures to provide the same practical affect for the overlength dead-end road for this project:

- Widen Artesian Trail along the east side directly across from the 3 existing hydrants in a manner similar to the attachment. This would result in 10 feet of additional width for a length of 30 feet with a transition before and after for a length of 25 feet. This would result in an additional lane for passage if an Emergency Services Vehicle were staged adjacent to a hydrant.
- Provide an additional fire hydrant near the driveway of the proposed parcel. This would provide additional access to water above and beyond the minimum required hydrant density per zoning. Additionally the greatest amount of natural land is located to the south and west of the proposed project so this hydrant would significantly improve access to water where none is currently presently benefiting the community.
- Provide 50 feet of fuel management adjacent to the improved edge of Artesian Trail and Trailside where natural lands occur through a permanent easement. This will result in a fuel management zone of approximately 1.5 times the anticipated flame length as modeled in the previously prepared and approved Fire Protection Plan by Lamont Landis.



TPM 21096 – Proposed Widening and Hydrant Locations



- ◆ Existing Hydrant (approximate)
- ◆ Proposed Hydrant (approximate)
- Proposed Widening



Rancho Santa Fe Fire Protection District

P.O. Box 410 • 18027 Calle Ambiente • Rancho Santa Fe • California 92067-0410
Tel. (858) 756-5971 • Fax (858) 756-4799

Board of Directors
James Ashcraft, President
John Tanner
Thomas Hickerson
Nancy Hillgren
Randall Malin

Fire Chief
Tony J. Michel

November 9, 2012

Mr. Mahmoud Zarei
6650 Flanders Drive # J
San Diego, CA 92121

Re: Comments on revised Zarei Fire Protection Plan – TPM 21096, APN 267-148-16

Dear Mr. Zarei,

We have reviewed the latest revision to your project's Fire Protection Plan ("FPP") submitted by your consultant, Robin Church (RC Biological Engineering), to the Rancho Santa Fe Fire Protection District ("District") on November 8, 2012. The mitigation measures outlined in your latest proposal do not satisfy the District's Dead-End Road requirements.

The proposal submitted by Ms. Church provides for the addition of one (1) hydrant near the driveway. The proposed placement of this hydrant will be a very short distance from an existing hydrant that you've previously installed. Further, the existing fire flow for this area already meets or exceeds the District's current water supply requirements. This provision in your proposal will have no bearing on vehicular ingress/egress on that road way. As such it will not form the basis for an acceptable mitigation measure.

You are also requesting, as part of your proposal, that the District consider the installation of a 30 foot "turn-out" on Artesian Trail as acceptable mitigation; however your proposal as submitted fails to provide any required findings that would support the request and make it an acceptable mitigation measure that can be considered by the District.

In regards to your proposal for increasing the fuel management zones on portions of Artesian Trail and Trailside Roads, if you recall from the prior hearing, the Board of Directors had requested that you include in your proposal all relevant easement agreements necessary for obtaining these additional fuel clearances. No such easement agreements were included in this submittal.

The mitigation that you've presented in this plan fails to provide us a detailed solution to the District's "Dead-End Road Requirements" and your proposed mitigation measures do not meet the same practical effect as secondary access.

If you have any questions concerning the above comments, please contact Chief Michel (858) 756-6001 or you contact me directly at (858) 756-6010.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Chris Galindo', with a long horizontal line extending to the right.

Chris Galindo,
Administrative Battalion Chief / Fire Marshal

cc: Ms. Robin Church, RC Biological Engineering

TO: TONY MICHEL, FIRE CHIEF
FROM: FRED COX, BATTALION CHIEF

SUBJECT: FIRE ENGINE PURCHASE

DATE: OCT 31, 2012



RECOMMENDATION

After review of bid proposals submitted by various apparatus manufacturers, staff recommends rejecting all bids under the current fire apparatus bid process and to re-invite bids with revised specifications under a new Request for Proposal.

BACKGROUND

In FY 2010/11 staff was directed to begin the process for purchasing a new Type 1 fire apparatus. The Apparatus Committee was reconvened and tasked with the development of a detailed set of specifications and interpretive drawings. These specifications were then molded into a comprehensive bid packet. A Request for Proposal was formally put out to bid on September 10, 2012, and closed on October 19, 2012. Three (3) manufacturer's submitted bid proposals.

Upon evaluation of the bids, all proposals were determined to be non-responsive or non-compliant in one or more areas. Additionally, the usability of designs may not be the most advantageous to the District.

The rejection of bids under the RFP process was clearly identified in several areas:

- In Section 13.01, it stated, *"Though the District fully intends at this time to proceed through the RFP, the District is not under any obligation to award a contract, and reserves the right to terminate the RFP process at any time, reject any or all Proposals received and/or to withdraw from discussions with all or any of the Bidders who have responded."*
- Section 13.04, stated, *"The District at its sole discretion, reserves the right to terminate this RFP process and re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the District to do so."*
- Lastly, the bid invitation clearly stated that *"The District reserves the right to reject any bids which do not conform to terms and conditions described in the specifications; to reject any or all bids and again invite bids; and waive informalities or irregularities in the bidding process."*