



**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

February 16, 2022
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 caccavo@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. 1005. 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, however 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 office of the Manager, Finance & Administration 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



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

February 16, 2022

Call to Order

1. Pledge of Allegiance
2. Roll Call
3. Public Comment
4. 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.

5. Consent Calendar

a. Board of Directors Minutes

Board of Directors minutes of January 14, 2022 Special Meeting

Board of Directors minutes of January 19, 2022

ACTION REQUESTED: **Approve**

b. Receive and File

Monthly/Quarterly Reports for the period of: **January 2022**

- 1) List of Demands Check 34670 thru 34761, Electronic File Transfers (EFT), and Wire Transfer(s) totaling: \$ 901,225.71
Wire Transfer(s) expenditures: \$ 242,633.28
Payroll expenditures: \$ 615,830.44
TOTAL DISTRIBUTION \$ 1,759,689.43
- 2) RSFFPD Profit & Loss Summary as of **December 31, 2021**
- 3) RSFFPD Combined (GF & FMF) Balance Sheet as of **December 31, 2021**
- 4) Investment Summary as of **December 31, 2021**
- 5) Activity Reports – **January 2022**
 - a. Operations
 - b. Training
 - c. Fire Prevention
 - d. Correspondence - letters/cards were received from the following members of the public:
 - None

ACTION REQUESTED: **Receive and file**

c. Resolution No. 2022-04

To adopt by consent Resolution No. 2022-04 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation of a State Of Emergency by Governor Newsom’s Executive Orders N-25-30, Issued March 12, 2020; N-33-20 Issued March 19, 2020, and Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies of Rancho



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

February 16, 2022

Santa Fe Fire Protection District for the Period February 17, 2022 through March 18, 2022 Pursuant to Brown Act Provisions

ACTION REQUESTED: **Adopt**

6. Old Business - None
7. New Business
 - a. Human Resource Analyst Position
To discuss and/or approve of the additional position of a Human Resource Analyst. [Staff Report 22-01, Job Description, and Proposed Organizational Chart](#)
ACTION REQUESTED: **Approve**
 - b. Budget Authorization
To discuss and/or approve the purchase and implementation of the Caselle Government Accounting and Human Resource Software. [Staff Report 22-02, Caselle Contract Proposal, Assurance Agreement and License Agreement](#)
ACTION REQUESTED: **Approve and authorize Fire Chief to execute**
 - c. Financial Audit Services – FY 21/22
To discuss and/or approve the distribution of a “Request for Proposal” to retain the services of an independent auditor. [Staff Report 22-03](#)
ACTION REQUESTED: **Direction**
 - d. Contract for IT Services
To discuss and/or approve the updated contract with Erwin Willis of Wintech for IT services.
ACTION REQUESTED: **Approve**
8. Resolution/Ordinance
 - a. Resolution No. 2022-05
To adopt Resolution No. 2022-05 entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program
ACTION REQUESTED: **Adopt**
 - b. Resolution No. 2022-06
To discuss and/or adopt Resolution No. 2022-06 entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5
ACTION REQUESTED: **Adopt**
 - c. Resolution No. 2022-07
To discuss and/or adopt Resolution No. 2022-07 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**
9. Oral Report
 - a. Fire Chief
 - i. District Activities
 - ii. Appreciation Luncheon
 - b. Operations – Deputy Chief
 - c. Training – Battalion Chief
 - d. Fire Prevention – Fire Marshal



Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

February 16, 2022

- e. Manager, Finance & Administration
 - i. Form 700 – due by April 1, 2022
 - ii. Auditor
 - iii. Website

 - f. Board of Directors
 - i. North County Dispatch JPA – Update
 - ii. County Service Area – 17 – Update
 - iii. Comments
10. Closed Session
- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Represented Employees: Employee Association
11. Adjournment
- The next regular meeting Board of Directors meeting to be March 16, 2022 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.

CERTIFICATION OF POSTING

I certify that on February 11, 2022 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 February 11, 2022

Alicea Caccavo
Board Clerk

Rancho Santa Fe Fire Protection District
Board of Directors Special Meeting
Minutes January 14, 2022



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.

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:01 pm.

Pledge of Allegiance

Director Tanner led the assembly in the Pledge of Allegiance.

Roll Call

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

Staff Present via Zoom: Manager, Finance & Administration/Board Clerk Alicea Caccavo

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

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

2. **Public Comment**

No one requested to speak to the Board.

3. **Resolution/Ordinance**

a. **Resolution No. 2022-01**

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, to ADOPT Resolution No. 2022-01 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation of a State Of Emergency by Governor Newsom’s Executive Orders N-25-30, Issued March 12, 2020; N-33-20 Issued March 19, 2020, and Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies of Rancho Santa Fe Fire Protection District for the Period January 17, 2021 through February 16, 2022 Pursuant to the Brown Act Provisions on a roll call vote:

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

4. **Adjournment**

Meeting adjourned at 9:04am

Alicea Caccavo
Board Clerk

James H. Ashcraft
Board President

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes January 19, 2022



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.

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:02 pm.

Pledge of Allegiance

Fire Marshal Donner led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Stine

Directors via Zoom: Hillgren, Malin, Tanner

Staff Present: Fire Chief Dave McQuead; Deputy Chief Brian Slattery; Battalion Chief Sherwood, Battalion Chief Cole Thompson; Fire Marshal Marlene Donner; and Manager, Finance & Administration/Board Clerk Alicea Caccavo

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

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, 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 MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the consent calendar as presented.

a. **Board of Directors Minutes**

- Board of Directors minutes of December 15, 2021
- Board of Directors minutes of January 14, 2022

b. **Receive and File**

- Monthly/Quarterly Reports

- 1) List of Demands Check 34577 thru 34669, Electronic File Transfers (EFT), and Wire Transfer(s) for the period December 2021 totaling: \$ 400,563.91
Wire Transfer(s) period December 2021 \$ 310,509.97
Payroll for the period December 2021 \$ 655,295.40

TOTAL DISTRIBUTION **\$1,366,369.28**

- 2) Activity Reports – December 2021

- a. Operations
- b. Training
- c. Fire Prevention

3. **Old Business**

- a. None

4. **Resolution/Ordinance**

a. **Resolution No. 2022-02**

To adopt Resolution No. 2022-02 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing Salaries and Benefits for Management Personnel

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2022-02 by a roll call vote:

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes January 19, 2022



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

b. Resolution No. 2022-03

To discuss and/or adopt Resolution No. 2022-03 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2; Section 570.5 Staff Report 22-01

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adopt Resolution 2022-03 and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN

5. New Business

a. Acceptance of Covid Relief Funding

To discuss and/or authorize the acceptance of a \$1,154,981 award from the California Department of Finance for the financial burden as a result of the Covid pandemic. Staff Report 22-02

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept Covid Relief Funding and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN

b. Sale of Assets

To discuss and /or authorize the sale of engine #9611 deemed as surplus. – Staff Report 22-03

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize staff to sale engine #9611.

6. Oral Report

a. Fire Chief – McQuead

District Activities = *Fire Chief McQuead reported on an all hands meeting with the entire staff to go over the Vision and Mission for a healthy culture and succession planning. Chief wants to define RSFFPD to let people know who we are.*

b. Operations – Deputy Chief

Deputy Chief Slattery grateful for the opportunity and excited for the Leadership team; everyone has so much to offer.

Chief Slattery reported on the status of Covid and how it has affected the staffing levels; tested 25 employees total of 15 positive which is 23% of the workforce.

Volume of calls in 2021 was 4,271 calls, 10% increase mostly from the last half of the year.

Chief Slattery reported on an incident in Escondido creek.

Chief Thompson is transitioning to the Training B/C position with help from Chief Sherwood.

January 20th is the anniversary of the death of Captain Mertz; flags will be flown at half-staff.

c. Volunteer/Training – Battalion Chief

Battalion Chief Sherwood reported that we have 10 reserves set up and waiting to start after the Covid rolling average lowers.

Staff completed 1600 hours of training in the past month. A lot of testing coming up with new recruitments.

d. Fire Prevention – Fire Marshal

Fire Marshal Donner reported plan review and inspections have slowed down. Making a list of plans that the County building department has signed off on with out review from the Fire District.

Fire Chief McQuead reported that there have been no new developments on the Las Colinas property.

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes January 19, 2022



e. Manager, Finance & Administration

Manager Caccavo reported that staff is currently working on cleaning up the chart of accounts. Staff has been watching demonstrations on new finance systems to see what's available. Working on year end items such as W-2's and 1099's.

f. Board of Directors

- i. North County Dispatch JPA – *Director Ashcraft reported that the next meeting will be on February 23rd.*
- ii. County Service Area – 17 – *Director Hillgren reported that the next meeting will be on February 1st.*
- iii. Comments:
 - 1) Malin: none
 - 2) Stine: none
 - 3) Tanner: none
 - 4) Hillgren: none
 - 5) Ashcraft: none

*Break for 10 minutes at 1:51pm
Adjourned to Close Session at 2:01*

7. Closed Session

a. PUBLIC EMPLOYMENT

With respect to every item of business to be discussed in closed session pursuant to Government Code §54957.6

Agency Negotiators: Jim Ashcraft, Randy Malin and assigned Staff

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Under Negotiation: Position Re-classification and/or Compensation Resolution

All board members listed and Chief McQuead, Deputy Chief Slattery and Manager Caccavo attended and participated in this discussion.

Reconvened to Open Session at 2:01pm

Upon reconvening to open session, President Ashcraft announced that the Board had given direction; no action taken.

8. Adjournment

Meeting adjourned at 3:03pm

Alicea Caccavo
Board Clerk

James H. Ashcraft
Board President

Check No.	Amount	Vendor	Purpose
34670	\$375.00	A to Z Plumbing Inc	Building RSF2
34671	\$522.37	About Service Inc	Scheduled - ID 1781
34672	\$8,125.00	Air Control Systems, Inc.	Building RSF1 Upgrades
34673	\$495.00	APCD	Permit: County/City
34674	\$371.23	AT&T Calnet 2/3	Telephone: Admin, RSF1, RSF3
34675	\$143.22	Blend	Outside Printing & Binding
34676	\$1,622.50	C.A.P.F.	Disability Ins Short & Long
34677	\$3,321.50	County of SD/RCS	CAP Code Paging Service-Monthly Service; 800 MHz Network Admin Fee
34678	\$395.46	Cox Communications	Cable RSF5
34680	\$1,895.01	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
34681	\$1,272.02	Discount Tire	Apparatus: Tires & Tubes
34682	\$120.86	Dish	Cable RSF6
34683	\$406.71	EDCO Waste & Recycling Inc	Trash RSF5, RSF6
34684	\$3,525.00	Engineered Mechanical Services Inc	Building: Admin, RSF1, RSF2, RSF3, RSF4, RSF5, RSF6
34685	\$5,132.00	Global Door & Gate Inc.	Building RSF2
34686	\$33.41	Griffin Hardware Co.	Station Maintenance - RSF2
34687	\$819.06	Lincoln National Life Ins Co	Life Insurance/EAP
34688	\$2,545.93	Olivenhain Municipal Water District	Water: RSF2, RSF3, RSF4, RSF6
34689	\$302.70	Pitney Bowes Inc	Equipment Rental
34690	\$182.19	Race Telecommunications, Inc	Telephone RSF1
34691	\$8,000.00	Rancho Santa Fe Fire Protection Dist	Interfund Transfer to Workers' Comp Account
34692	\$323.06	Rincon Del Diablo Municipal Water Di	Water RSF5
34693	\$634.50	Roman, Paul	Education/Training Reimbursement
34694	\$50.00	RSF Security Inc	Alarm System Monitoring RSF5
34695	\$1,405.21	SC Commercial LLC	Fuel: Gasoline & Diesel
34696	\$463.78	Stanley N Parfrey DBA 3 Volt Electri	Building: RSF4, RSF6
34698	\$508.00	Terminix International	Building: Admin, RSF1, RSF3, RSF4, RSF5, RSF6
34699	\$21,227.42	U S Bank Corporate Payment System	Cal-Card./IMPAC program
34700	\$1,876.82	Verizon Wireless	CSA-17 Contract; Cellular - Telephone
34701	\$37.98	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
34702	\$55.00	A-1 & North County Lock & Safe Servi	Building ADMIN
34703	\$640.00	Accme Janitorial Service Inc	Building ADMIN
34704	\$750.00	AFSS -Southern Division	Admin - Overnight Conf/Seminars
34705	\$1,620.24	Air Control Systems, Inc.	Building: RSF1, RSF3
34706	\$131.64	Airgas Inc	Safety: Breathing Air
34707	\$2,303.16	American Medical Response Inc	CSA-17 Contract

34708	\$971.00	APCD	Permit: County/City
34709	\$64.20	AT&T	Telephone RSF6
34710	\$1,646.86	AT&T Calnet 2/3	Telephone: Admin, RSF2, RSF3, RSF4, RSF6, ADMIN
34711	\$915.00	California's Own Native Landscape De	Landscaping RSF6
34712	\$38.01	Charter Communications Holdings, LLC	Cable RSF4
34713	\$58.59	County of San Diego Vector Control P	Taxes & Assessments
34714	\$39.47	EDCO Waste & Recycling Inc	Trash RSF6
34715	\$315.00	Fitch Law Firm Inc	Legal Services
34716	\$200.00	Focus Psychological Service	Critical Incident Debrief
34717	\$24.33	Griffin Hardware Co.	Apparatus: Car Wash
34718	\$1,359.02	Home Depot, Inc	Station Replacement Items: RSF1; Station Maintenance: RSF3, RSF4
34719	\$434.87	Konica Minolta Business Inc	Copier Maintenance Contract
34720	\$189.48	Napa Auto Parts Inc	Apparatus: Parts & Supplies
34721	\$120.00	RSF Mail Delivery Solutions	Mail Delivery Service
34722	\$3,196.06	SC Commercial LLC	Fuel: Gasoline & Diesel
34723	\$5,142.50	Scott Davis	Programming: Computer & Software PR
34724	\$4,401.63	SDG&E	Elec/Gas/Propane: RSF3, RSF5, RSF6
34725	\$85.00	Terminix International	Building: RSF2
34726	\$623.21	TPX	Telephone ADMIN
34727	\$23.00	AAA Live Scan	Background Investigation
34728	\$405.10	AT&T	Telephone: RSF1, RSF2, RSF3, RSF5
34729	\$655.07	Blend	Outside Printing & Binding
34730	\$7,967.76	CDW Government Inc.	Computer Equipment/Parts
34732	\$436.90	Charter Communications Holdings, LLC	Telephone: Admin; Cable: Admin
34733	\$1,044.45	Complete Office of California Inc	RSF 1 Remode/upgrades
34734	\$1,494.79	Discount Tire	Apparatus: Tires & Tubes
34735	\$706,664.52	Emergency Vehicle Group, Inc.	Type 1 Engine ID: 2111
34736	\$894.29	Fire ETC Inc	Safety Equipment
34737	\$1,140.79	GoldenWest Lawnmowers, Inc.	2021 OTS Grant
34738	\$151.03	Griffin Hardware Co.	Station Maintenance - RSF2
34739	\$4,930.74	Guardian Life Insurance Co	Medical Insurance; Med/Dental - Retiree-Former Employees
34740	\$6,001.00	L N Curtis & Sons Inc	2021 OTS Grant
34741	\$298.00	LaFleur, Richard	Education/Training Reimbursement
34742	\$100.50	Liebert Cassidy Whitmore	Legal Services
34743	\$1,499.08	Lincoln National Life Ins Co	Life Insurance/EAP
34746	\$285.99	Olivenhain Municipal Water District	Water RSF6
34747	\$405.48	Pitney Bowes Inc	Equipment Rental

Rancho Santa Fe Fire Protection District

List of Demands - January 2022

34748	\$16.79	Postal Corner, Inc.
34749	\$20,000.00	Rancho Santa Fe Fire Protection Dist
34750	\$50.00	RSF Security Inc
34751	\$2,138.40	San Diego Union-Tribune, LLC
34752	\$3,615.58	SC Commercial LLC
34753	\$7,083.68	SDG&E
34754	\$987.00	Sherwood, Bruce E
34755	\$111.00	State of CA Dept of Justice
34756	\$426.00	Terminix International
34757	\$250.00	Thompson, Cole T.
34758	\$1,875.50	Verizon Wireless
34759	\$2,097.24	Waste Management Inc
34760	\$17.23	Willis, Erwin L.
34761	\$15,000.00	WinTech Computer Services

MISC	\$21,701.59	Various
Subtotal	\$901,225.71	

ACH Transfer	\$165,257.47	CalPERS
ACH Transfer	\$77,375.81	CalPERS
Subtotal	\$242,633.28	

1/14/2022	3,276.90	Payroll
1/15/2022	342,090.74	Payroll
1/30/2022	7,497.13	Payroll
1/31/2022	262,965.67	Payroll
Subtotal	\$ 615,830.44	

Total **\$1,759,689.43**

Postage
 Interfund Transfer to Workers' Comp Account
 Alarm System Monitoring RSF5
 Advertising
 Fuel: Gasoline & Diesel
 Elec/Gas/Propane: Admin, RSF1, RSF4
 Education/Training Reimbursement
 Background Investigation
 Building: Admin, RSF1, RSF3, RSF4, RSF5
 CSA-17 Contract
 Cellular - Telephone
 Trash: Admin, RSF2, RSF3, RSF4
 Computer Equipment/Parts
 Consulting Services (2 months invoices)

Medical Reimbursement

CalPERS - December 2021 Retirement
 CalPERS - February 2022 Health

RSFFPD
 Special Vacation Buy Back
 Final Paycheck
 RSFFPD

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2022**

FY22Q2

PERSONNEL COSTS	BUDGET	ESTIMATED	% OF BUDGET
	EXPENDITURES FY22	EXPENDITURES FY22	
Salaries/Wages - Staff	\$ 7,635,430	\$ 3,701,270	48%
Overtime	\$ 1,656,738	\$ 1,290,100	78%
Holiday Pay	\$ 261,713	\$ 197,821	76%
Labor (Temporary)	\$ 89,779	\$ 33,953	38%
Retirement	\$ 2,298,656	\$ 1,426,717	62%
CalPERS UAL - Accelerated Payment	\$ 552,307	\$ -	0%
Health Insurance + HRSA	\$ 1,797,824	\$ 835,979	46%
Life Insurance/Long Term Disability	\$ 40,782	\$ 14,601	36%
Social Security Tax	\$ 11,502	\$ 1,500	13%
Medicare Tax	\$ 139,833	\$ 77,586	55%
Unemployment Insurance	\$ 9,940	\$ 429	4%
Workers' Compensation/Wellness	\$ 525,675	\$ 232,086	44%
PERSONNEL (Subtotal)	\$ 15,020,179	\$ 7,812,043	52%

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2022**

CONTRACTURAL	BUDGET	ESTIMATED	% OF BUDGET
	EXPENDITURES FY22	EXPENDITURES FY22	
Administrative Fees	\$ 215,997	\$ 48,253	22%
Advertising	\$ 2,519	\$ 1,381	55%
Association Dues	\$ 14,068	\$ 11,427	81%
Building/Facility Lease	\$ 30,940	\$ 16,590	54%
Dispatching	\$ 220,177	\$ 135,743	62%
Equipment Rental	\$ 1,540	\$ 1,102	72%
Equipment Repair	\$ 33,208	\$ 4,497	14%
Insurance	\$ 135,958	\$ 131,062	96%
Laundry Service	\$ 350	\$ -	0%
Legal Services	\$ 82,142	\$ 16,324	20%
Local Meeting/Meal Expense	\$ 5,355	\$ 2,125	40%
Office General/Forced Weed Abatement		\$ 23,225	
Mileage Reimbursement	\$ 700		0%
Other Contractual Services	\$ 198,827	\$ 98,666	50%
Other Professional Services	\$ 201,248	\$ 54,514	27%
Permits	\$ 10,740	\$ 3,775	35%
Service Agreements	\$ 38,035	\$ 15,054	40%
Soil Contamination Cleanup	\$ -	\$ -	0%
Subscriptions	\$ 7,760	\$ 5,217	67%
Training	\$ 134,716	\$ 32,501	24%
Utility-Cable	\$ 7,361	\$ 4,061	55%
Utility-Electricity	\$ 186,058	\$ 81,277	44%
Utility-Sewer	\$ 14,965	\$ 19,606	131%
Utility-Telephone/ Internet	\$ 77,049	\$ 30,478	40%
Utility-Trash	\$ 33,345	\$ 8,917	27%
Utility-Water	\$ 38,399	\$ 14,795	39%
Vehicle Maintenance (Scheduled)	\$ 96,900	\$ 22,494	23%
Vehicle Repair	\$ 138,850	\$ 14,292	10%
Contractual Services (Subtotal)	\$ 1,927,207	\$ 797,374	41%

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2022**

MATERIALS & SUPPLY	BUDGET	ESTIMATED	% OF BUDGET
	EXPENDITURES FY22	EXPENDITURES FY22	
Apparatus	\$ 30,610	\$ 11,937	39%
Apparatus - Computers	\$ 6,250	\$ -	0%
Audio Visual	\$ 600	\$ 110	18%
Books	\$ 4,648	\$ 304	7%
Cellular	\$ 1,837	\$ 22	1%
Computer	\$ 78,515	\$ 45,873	58%
Electrical Supplies	\$ 200	\$ -	0%
Fire Hose, Nozzles & Supply	\$ 12,000	\$ -	0%
Firefighting Foam	\$ 3,000	\$ 2,541	85%
Food for Major Emergencies	\$ 2,000	\$ 196	10%
Fuel	\$ 72,834	\$ 46,656	64%
Furnishings/Equipment	\$ 19,000	\$ 5,786	30%
Grants	\$ 17,075	\$ -	0%
Hydrant Maintenance	\$ 1,524	\$ 58	4%
Janitorial	\$ 14,909	\$ 5,835	39%
Knox Replacement	\$ 5,000	\$ -	0%
Landscape	\$ 51	\$ 29	58%
Lumber/Screws/Nails	\$ 200	\$ -	0%
Maps	\$ 1,930	\$ -	0%
Medical Supplies	\$ 183,417	\$ 96,803	53%
Miscellaneous	\$ 5,500	\$ 8,318	151%
Office - General	\$ 49,866	\$ 17,258	35%
Paint	\$ 100	\$ -	0%
Program - Supplies (CERT)	\$ 2,500	\$ -	0%
Public Education	\$ 9,340	\$ 1,383	15%
Radio	\$ 22,395	\$ 2,392	11%
Rock, Sand, Gravel	\$ 1,000	\$ -	0%
Safety	\$ 97,907	\$ 19,235	20%
Special Events & Awards	\$ 11,967	\$ 11,064	92%
Station Maintenance	\$ 37,500	\$ 7,006	19%
Station Supplies/Replacements	\$ 7,000	\$ 1,371	20%
Street Signs & Markers	\$ 1,250	\$ -	0%
Tools	\$ 2,326	\$ 354	15%
Training (Expendable Supplies)	\$ 8,870	\$ 2,479	28%
Uniforms	\$ 42,123	\$ 25,499	61%
Material & Supplies (Subtotal)	\$ 755,244	\$ 312,510	41%

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2022**

OPERATING COST SUMMARY	BUDGET EXPENDITURES FY22	ESTIMATED EXPENDITURES FY22	% OF BUDGET
Personnel	\$ 15,020,179	\$ 7,812,043	52%
Contractual	\$ 1,927,207	\$ 797,374	41%
Material & Supply	\$ 755,244	\$ 312,510	41%
Prior Year Expense	\$ -	\$ -	
Depreciation	\$ 1,123,377	\$ 561,689	50%
TOTAL	\$ 18,826,008	\$ 9,483,616	50%
Other Expense			
SAFER VRRRC-Tuition	\$ 6,771	\$ 4,000	59%
SAFER VRRRC-Entry Level Physicals	\$ 4,414	\$ -	
SAFER VRRRC- Basic Firefighter Training	\$ 4,184	\$ -	
Weed Abatement	\$ 7,905	\$ -	
2021 OTS Grant	\$ 15,181	\$ 7,828	
RSFFD Foundation: EMF Grant	\$ 17,075	\$ 17,075	100%
TOTAL COSTS	\$ 55,530	\$ 28,903	52%
CAPITAL and PLANNED PROJECTS-Cash Expenses			
	Additional Cash		% OF BUDGET
RSF 1 Tenant Improvement - Patrol	\$ 75,000	\$ 26,613	35%
RSF 1 Tenant Improvement - NCDJPA	\$ -	\$ 8,832	
Type1 Engine ID: 2111	\$ 710,000	\$ -	
Unit 2111 Equipment	\$ -	\$ 15,691	
Unit 2181 Equipment		\$ 31,432	
Total Capital and Planned Projects	\$ 785,000	\$ 82,567	0%

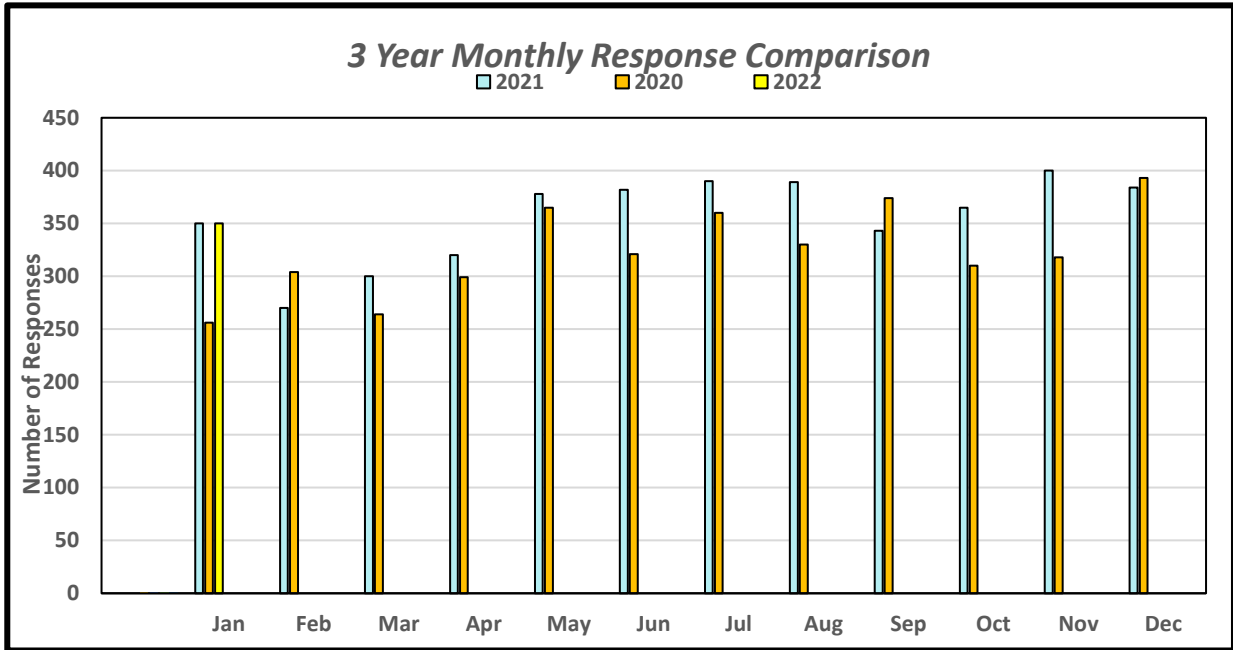
Statement of Cash Assets

Rancho Santa Fe Fire Protection District FY22	6/30/2021	9/30/2021	12/31/2021	3/31/2022	*Unaudited 6/30/2022
Assets					
Total Cash	\$ 11,167,552	\$ 6,486,350	\$ 8,641,658	\$ -	\$ -
Short-Term Investments					
Total Short-Term Investments	\$ 7,730,272	\$ 7,736,352	\$ 7,708,670	\$ -	\$ -
Current Cash & Investments	\$ 18,897,823	\$ 14,222,702	\$ 16,350,328	\$ -	\$ -
Accounts Receivable	\$ 374,116	\$ 261,862	\$ 524,997	\$ -	\$ -
ALS Receivable	\$ -	\$ -	\$ -	\$ -	\$ -
Tax or/and Interest Receivable	\$ 73,373	\$ 15,580	\$ 10,710	\$ -	\$ -
Accounts Receivable	\$ 447,489	\$ 277,442	\$ 535,707	\$ -	\$ -
Current Assets Total	\$ 19,345,312	\$ 14,500,144	\$ 16,886,036	\$ -	\$ -
Reserved Funds with Restrictions	\$ 894,809	\$ 846,388	\$ 1,027,667	\$ -	\$ -
Current Cash Assets Total	\$ 20,240,121	\$ 15,346,532	\$ 17,913,702	\$ -	\$ -
Liabilities					
Current & Accrued Liabilities					
Current Liabilities	\$ 1,336,067	\$ 676,962	\$ 769,210	\$ -	\$ -
Employee Liability Payable					
Accrued Liability Payable	\$ 1,935,669	\$ 1,910,235	\$ 1,771,612	\$ -	\$ -
Other Liabilities					
Net Pension Liabilities (GASB 68)	\$ 12,497,806	\$ 12,509,239	\$ 12,520,769	\$ -	\$ -
Total Current Liabilities	\$ 15,769,541	\$ 15,096,436	\$ 15,061,590	\$ -	\$ -
Current Liabilities Total	\$ 15,769,541	\$ 15,096,436	\$ 15,061,590	\$ -	\$ -
ESTIMATED Cash Available	\$ 4,470,580	\$ 250,096	\$ 2,852,112	\$ -	\$ -
Additional Information - Reserve Allocation					
Reserve - Specified					
MDC Equipment Reserves (NCDJPA)	\$ 16,407	\$ 16,407	\$ 16,407	\$ -	\$ -
ALS Equipment Reserve	\$ 204,196	\$ 204,196	\$ 204,196	\$ -	\$ -
Environmental Initiative for Sustainability	\$ 228,770	\$ 228,770	\$ 228,770	\$ -	\$ -
CERT (EFF/HG) Reserve	\$ 13,888	\$ 13,888	\$ 13,888	\$ -	\$ -
PASIS Reserve	\$ (200,062)	\$ (248,794)	\$ (200,062)	\$ -	\$ -
Total Reserve - Specified	\$ 263,199	\$ 214,467	\$ 263,199	\$ -	\$ -
Reserve - Unspecified					
General Operating Reserve	\$ 6,000,000	\$ 3,000,000	\$ 3,500,000	\$ -	\$ -
Unspecified Capital Reserves	\$ 8,628,776	\$ 8,909,621	\$ 9,190,465	\$ -	\$ -
Undesignated Reserves	\$ (5,964,714)	\$ (3,391,251)	\$ (3,672,095)	\$ -	\$ -
Total Reserve - Unspecified	\$ 8,927,261	\$ 8,518,370	\$ 9,018,370	\$ -	\$ -
Cash Reserves (Deficit) Subtotal	\$ (4,456,681)	\$ (8,268,274)	\$ (6,166,258)	\$ -	\$ -
Profit & Loss Net - FY22	\$ (145,692)	\$ (4,501,239)	\$ (2,180,157)	\$ -	\$ -
Cash Reserves (Deficit) - Total	\$ (4,602,374)	\$ (12,769,513)	\$ (8,346,415)	\$ -	\$ -
Net Pension Liability - added back in	\$ 12,497,806	\$ 12,509,239	\$ 12,520,769	\$ -	\$ -
Cash Reserves (Deficit)	\$ 7,895,432	\$ (260,273)	\$ 4,174,354	\$ -	\$ -
MIT Fund	\$ 1,322,296	\$ 1,322,836	\$ 1,370,632	\$ -	\$ -

Rancho Santa Fe Fire Protection District
Investment Portfolio - Listing

Date	County of San Diego			Local Agency Investment Fund			Bank of America			CalTrust Investment		
	Average Daily Cash Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Share Value	Qtrly Earnings
FY16												
9/30/2015	9,116,014	0.1207499	11,007.58	2,507,708	0.3200	2,019.12	68,654.93	0.000200	3.47			
12/31/2015	7,972,012	0.1723940	13,743.27	2,509,727	0.3700	2,322.84	68,654.40	0.000200	3.47			
3/31/2016	10,342,559	0.1391914	14,395.95	2,512,050	0.4600	2,899.70	68,661.81	0.000200	3.41			
6/30/2016	11,809,274	0.1433726	16,931.26	2,514,950	0.5500	3,421.54	68,665.23	0.000200	3.42			
	Annual Rate	0.5757079	\$ 56,078.06	Annual Rate	0.4250	\$ 10,663.20	Annual Rate	0.000200	\$ 13.77	Avg Share Value	0.000000	\$ -
FY17												
9/30/2016	9,720,648.93	0.2181028	21,201.01	2,518,371.32	0.6000	3,826.52	68,668.68	0.000200	3.45	4,531,619.73	10.100000	124.73
12/31/2016	10,718,806.24	0.2148859	23,033.20	2,522,197.84	0.6800	4,296.15	68,672.13	0.000200	3.42	4,512,312.82	10.090000	12,123.83
3/31/2017	11,627,772.17	0.2929174	34,059.77	2,526,493.99	0.7800	4,833.54	68,675.52	0.000200	3.39	4,557,077.20	10.090000	13,333.64
6/30/2017	13,078,710.09	0.2982185	40,097.61	2,531,327.53	0.9200	5,829.30	68,678.95	0.000200	3.43	4,566,555.96	10.090000	14,268.88
	Annual Rate	1.0241246	\$ 118,391.59	Annual Rate	0.7450	\$ 18,785.51	Annual Rate	0.000200	\$ 13.69	Avg Share Value	10.092500	\$ 39,851.08
FY18												
9/30/2017	11,283,998.32	0.3140160	35,433.56	2,537,156.83	1.0700	6,866.96	68,682.42	0.000200	3.47	4,556,287.68	10.030000	16,430.89
12/31/2017	9,782,917.36	0.3508629	34,324.63	2,544,023.79	1.2000	7,723.56	68,685.89	0.000200	3.47	4,551,076.71	9.980000	17,526.03
3/31/2018	11,988,098.75	0.3893358	46,673.95	2,551,747.35	1.5100	9,494.04	68,689.28	0.000200	3.39	4,543,365.65	9.920000	19,663.36
6/30/2018	13,338,491.10	0.4591755	61,247.09	2,561,241.39	1.9000	12,153.28	68,692.71	0.000200	3.43	4,555,774.12	9.900000	21,576.09
	Annual Rate	1.5133902	\$ 177,679.23	Annual Rate	1.4200	\$ 36,237.84	Annual Rate	0.000200	\$ 13.76	Avg Share Value	9.957500	\$ 75,196.37
FY19												
9/30/2018	11,203,912.76	0.4877508	54,647.18	2,573,394.67	2.1600	13,982.17	68,696.18	0.000200	3.47	4,570,496.02	9.880000	23,958.64
12/31/2018	9,003,930.05	0.5460768	49,168.37	2,587,376.84	2.4000	15,634.99	68,699.65	0.000200	3.47	4,619,600.90	9.930000	25,878.63
3/31/2019	11,076,620.72	0.5923871	65,616.48	2,603,011.83	2.5500	16,328.23	68,703.04	0.000200	3.39	4,678,072.90	10.000000	25,820.64
6/30/2019	13,650,516.24	0.6087144	83,092.66	2,619,340.06	2.5700	16,238.23	68,706.47	0.000200	3.43	4,749,561.50	10.080000	27,361.14
	Annual Rate	2.2349291	\$ 252,524.69	Annual Rate	2.4200	\$ 62,183.62	Annual Rate	0.000200	\$ 13.76	Avg Share Value	9.9725	\$ 103,019.05
FY20												
9/30/2019	11,387,160.29	0.5645587	64,287.20	2,626,077.87	2.5700	16,737.81	68,708.81	0.000200	2.34	4,776,022.72	10.090000	26,461.22
12/31/2019	8,438,122.27	0.5295588	44,684.82	2,652,315.33	2.2900	15,236.81	68,713.41	0.000200	3.47	4,800,806.64	10.090000	24,783.92
3/31/2020	9,566,627.59	0.5036647	48,183.73	2,667,552.10	2.0300	13,425.37	68,716.82	0.000200	3.41	4,823,706.72	10.190000	22,900.08
6/30/2020	10,361,272.70	0.4196804	43,484.23	2,680,977.47	1.4700	9,782.36	68,720.22	0.000200	3.40	4,842,441.77	10.300000	18,375.05
	Avg Annual Rate	0.5043657	\$ 200,639.98	Avg Annual Rate	2.0900	\$ 55,182.35	Avg Annual Rate	0.000200	\$ 12.62	Avg Share Value	10.167500	\$ 92,520.27
FY21												
9/30/2020	6,945,676.99	0.3346273	23,242.13	2,690,759.83	0.8400	5,713.77	68,721.94	0.000200	1.72	4,955,109.07	10.300000	14,348.81
12/31/2020	4,913,908.38	0.2402319	11,804.78	2,696,473.60	0.6300	4,263.47	68,723.66	0.000200	1.72	4,960,380.16	10.290000	10,081.88
3/31/2021	7,071,827.83	0.2103029	14,872.26	2,700,737.07	0.4400	2,950.53	68,725.35	0.000200	1.69	4,953,025.99	10.260000	7,117.17
6/30/2021	9,056,449.54	0.1730897	15,675.78	2,703,687.60	0.3300	2,207.48	68,727.05	0.000200	1.70	4,957,632.62	10.260000	4,607.99
	Avg Annual Rate	0.2395630	\$ 65,594.95	Avg Annual Rate	0.5600	\$ 15,135.25	Avg Annual Rate	0.000200	\$ 6.83	Avg Share Value	10.277500	\$ 36,155.85
FY22												
9/30/2021	8,143,045.11	0.1710908	13,932.00	2,705,895.08	0.2400	1,647.69	68,728.77	0.000200	1.14	4,961,503.60	10.260000	3,873.56
12/31/2021	5,681,142.52	0.1610832	9,151.37	2,707,542.77	0.2300	1,558.72	68,730.49	0.000200	1.72	4,932,171.83	10.190000	4,525.45
3/31/2022												
6/30/2022												
	Avg Annual Rate	0.1660870	\$ 23,083.37	Avg Annual Rate	0.2350	\$ 3,206.41	Avg Annual Rate	0.000200	\$ 2.86	Avg Share Value	10.225000	\$ 8,399.01

Rancho Santa Fe Fire Protection District Operations Report January 2022

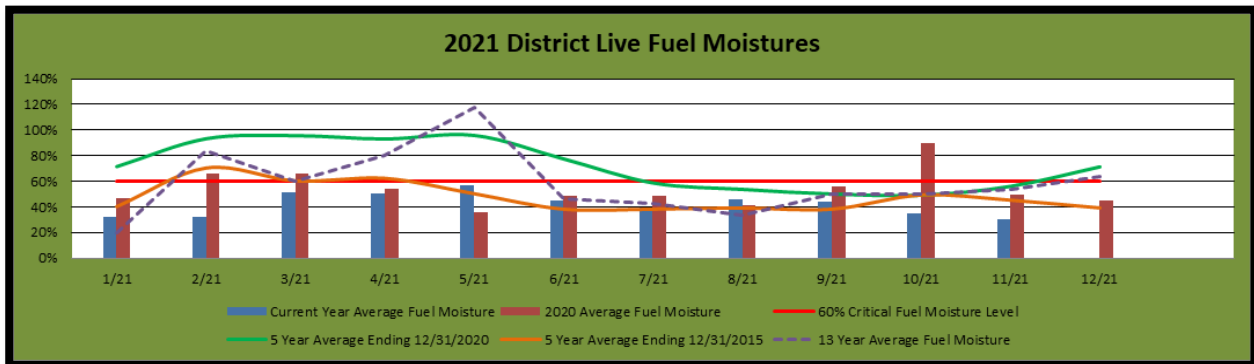


3 Year Call Volume Tracker:

Year	Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
		2022	350											
2021	350	270	300	320	378	382	390	389	343	365	400	384	4,271	9.68%
2020	256	304	264	299	365	321	360	330	374	310	318	393	3,894	
YTD		256	560	824	1123	1488	1809	2169	2499	2873	3183	3501	3894	

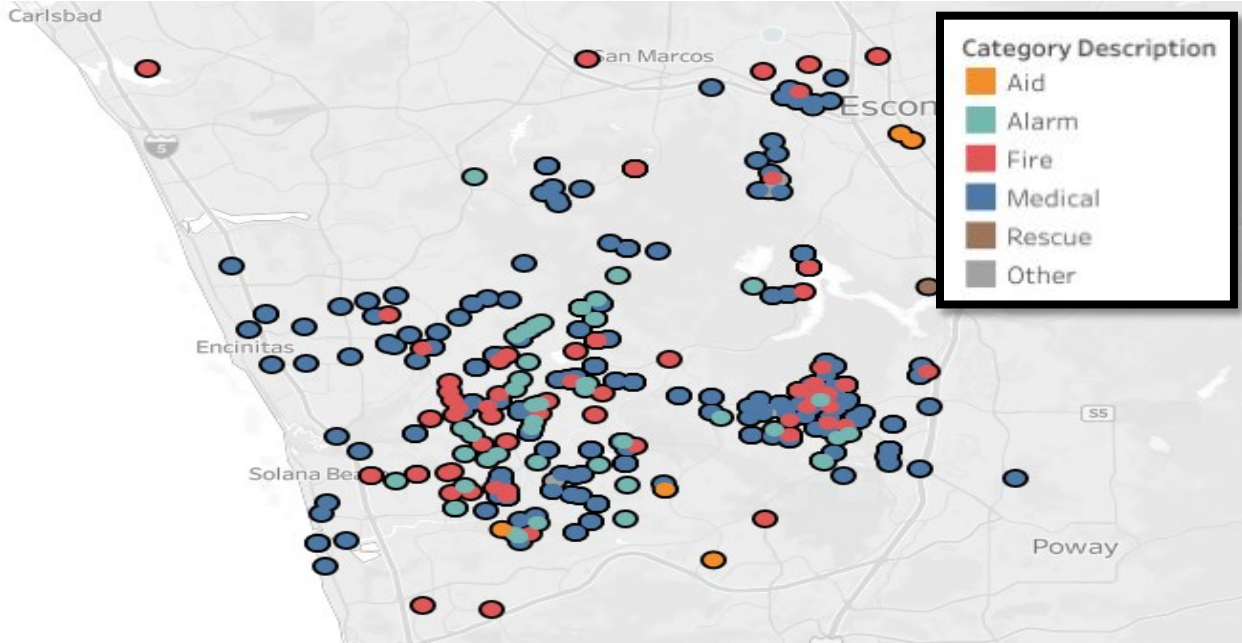
Monthly Fuel Moisture:

No Fuel Moisture Reading for December 2021 or January 2022



Rancho Santa Fe Fire Protection District Operations Report January 2022

Monthly Incident Map

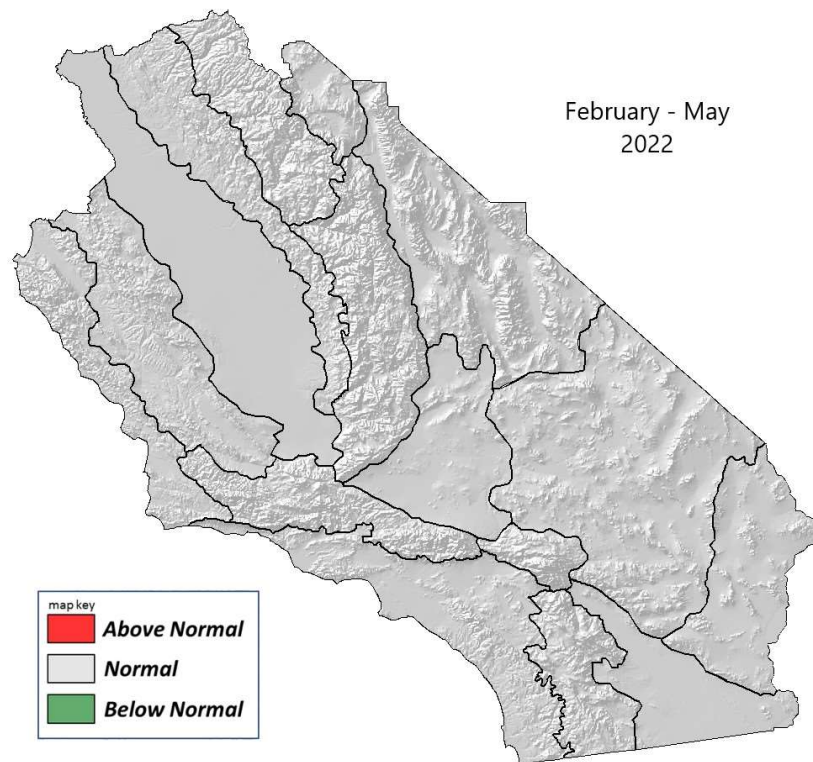


Significant Incidents:

Date:	Incident:	Units Assigned:
12/23/2021	Vehicle Extrication / Stabilization on Via de Santa Fe & El Apajo:	E263 / E261 / T237 / M261
2/7/2022	Vehicle Fire - Del Dios Hwy & Luna de Miel:	E261 / E264

Covid-19 Agency Status: As of January 5, 2022

Positive	
Fire Suppression Personnel	1
Administration and Prevention	0



***Monthly Images will only be shown when there are changes**

February 2022 - May 2022 South Ops Highlights

- Temperatures will be above normal in February and May and below normal in March and April.
- Rainfall will be below normal in February and May and near to a little above normal in March and April.
- The amount of Santa Ana wind events will be above normal in February and then near to below normal from March through May.



Weather Discussion

There was a major pattern change in January. Upper-level high pressure that was over the central Pacific Ocean during the last three weeks of December moved east to just off the California Coast causing troughs to move inland further to the north over the Pacific Northwest. This dominant ridge caused temperatures to be above normal across the area in January (**Fig 1**). There were only brief periods when temperatures were near to a little below normal. The dominant upper-level ridge also caused there to be very little in the way of precipitation this month. There were no significant storms this month and only scattered light showers occurred on a few days. Almost the entire region received less than 25% of its normal precipitation (**Fig 2**). Even though there was very little precipitation this month, the Sierra snowpack is just slightly below normal due to the well above normal precipitation that occurred in December (**Fig 3**). Santa Ana winds occurred throughout the month as troughs dropped into the Great basin and the Desert Southwest from the Pacific Northwest. Most of the Santa Ana events were weak, but there was a strong event from January 21-22.

Av. Max. Temperature dep from Ave (deg F)
1/1/2022 - 1/30/2022

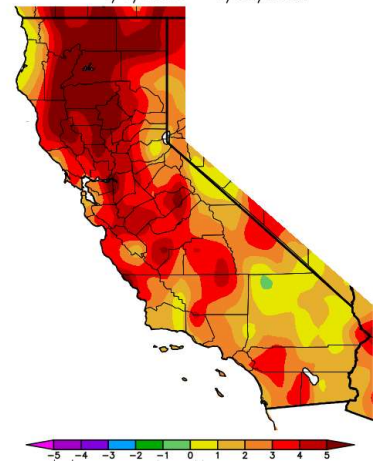


Fig 1: January 1st - January 30th Temperature (% of Ave.)

Percent of Average Precipitation (%)
1/1/2022 - 1/30/2022



Fig 2: January 1st - January 30th Precipitation (% of Ave.)

Data For: 31-Jan-2022

% Apr 1 Avg. / % Normal for this Date

59.0% / 94.0% — Northern Sierra / Trinity

57.0% / 92.0% — Central Sierra

55.0% / 95.0% — Southern Sierra

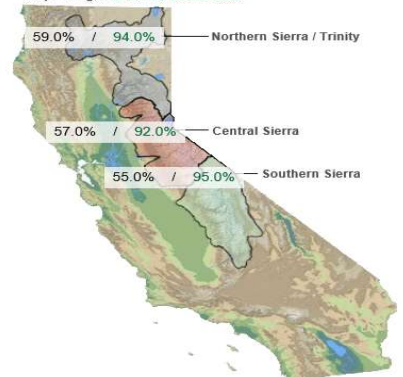


Fig 3: Snow pack as of Jan 31st, 2022



Fuels Discussion

The well above normal precipitation that Central and Southern California received in December continues to cause drought conditions to improve. The drought is now moderate to severe instead of severe to extreme which the region experienced in December (Fig 4). Due to the lack of precipitation in January, the 1000-hr and 100-hr dead fuel moistures have decreased substantially from the well above normal values at the end of December. Both the 1000-hr and 100-hr dead fuel moistures are now mainly between the 10th percentile and average (Fig 5 @ 6). Current warm temperatures along with the well above normal rainfall in December has caused widespread green-up to occur across the lower elevations. The live fuel moisture has increased from below normal at the beginning of the month to around normal (Fig 7).

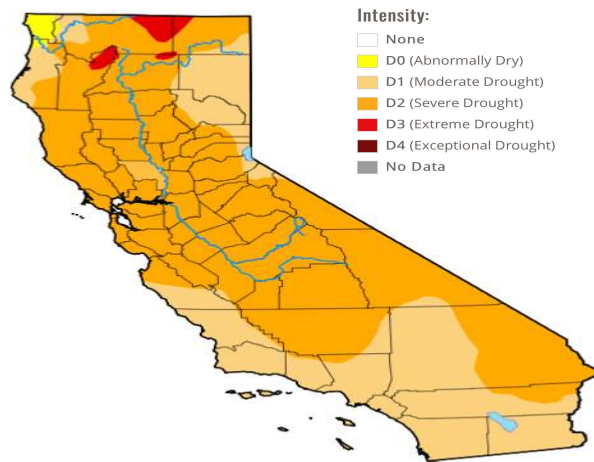


Fig 4: Drought Monitor January 27th, 2022

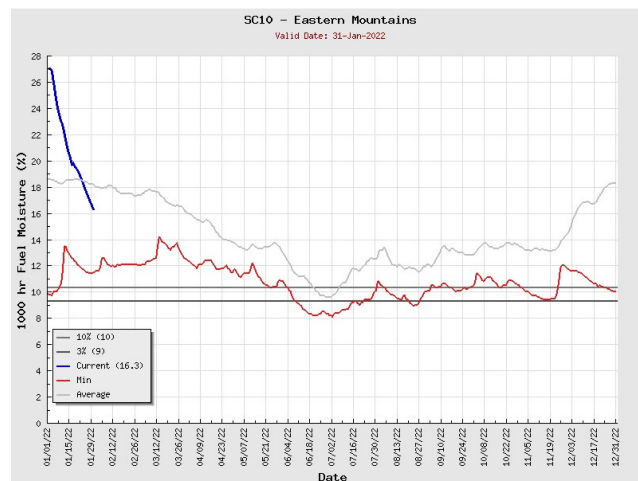


Fig 5: Eastern Mountains 1000 hr Dead fuel moisture January 31st

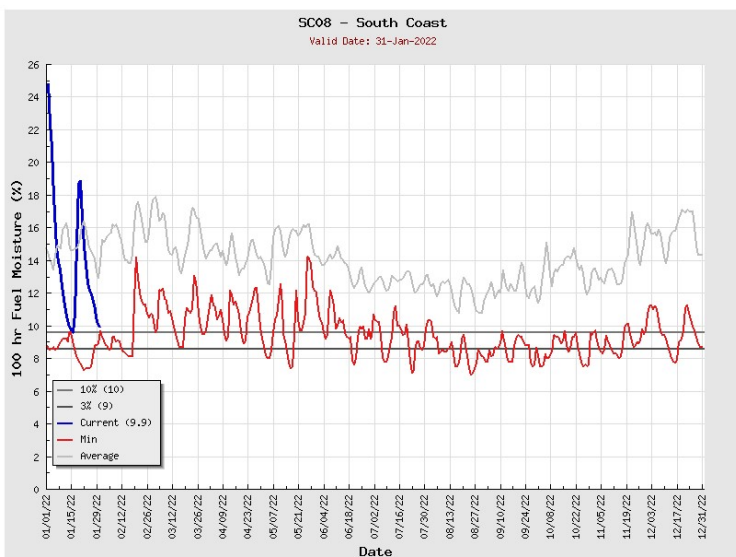


Fig 6: South Coast 100 hr Dead fuel moisture January 31st

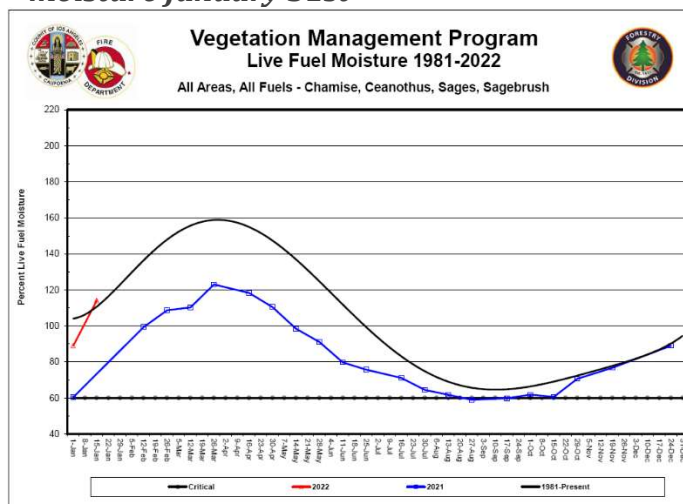


Fig 7: LA County Live Fuel Moisture January 15th

SOUTH OPS OUTLOOK

Sea surface temperatures off the West Coast warmed to a little above normal in January (**Fig 8**) which likely caused the eastward movement in the upper-level high over the Pacific Ocean. Sea surface temperatures over the Gulf of Alaska and over the Equatorial Pacific remained well below normal (**Fig 8**). Sea surface temperatures off the West Coast will likely remain a little above normal in February causing the area of high pressure just off the California Coast to be stationary. Thus, temperatures will remain above normal while precipitation stays below normal. The number of Santa Ana wind events will remain above normal in February as troughs move up and over the high-pressure area and then drop into the Great Basin and Desert Southwest. Computer models show that the sea surface temperatures off the West Coast will cool to a little below normal in March and April (**Fig 9**). This will likely cause the high pressure just off the California Coast to move back to the west and allow upper-level troughs from the Gulf of Alaska to move into California. Expect below normal temperatures and near to a little above normal precipitation across the region in March and April. As the high pressure shifts westward, expect the amount of Santa Ana wind events to become much less in March and April. The sea surface temperatures off the West Coast look to warm to a little above normal in May which will likely cause the high-pressure area over the Pacific Ocean to shift back to near the California Coast. Expect above normal temperatures and below normal precipitation across the region in May.

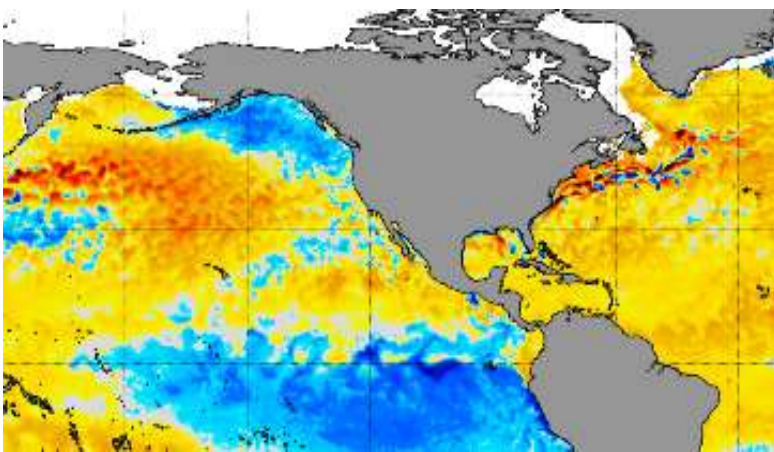


Fig 8: Sea Surface Temperature Anomaly, January 30th, 2022

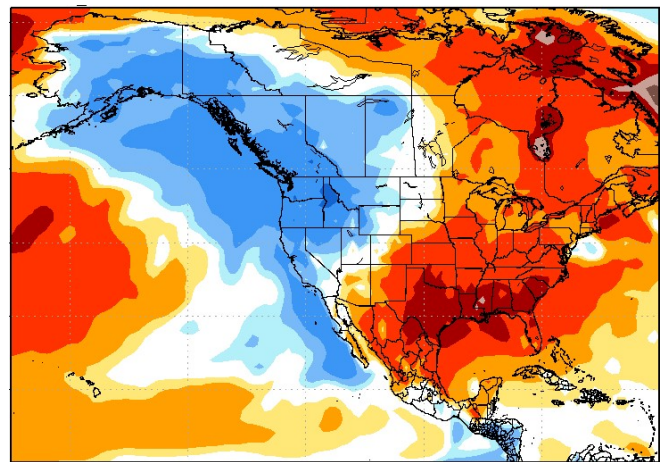
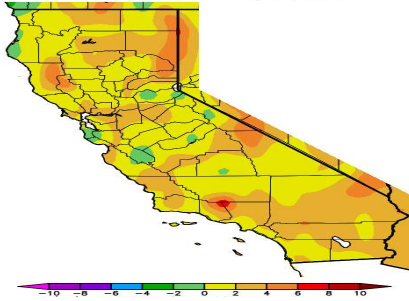


Fig 89: Forecast Temperature Anomalies for March through April, January 30th, 2022



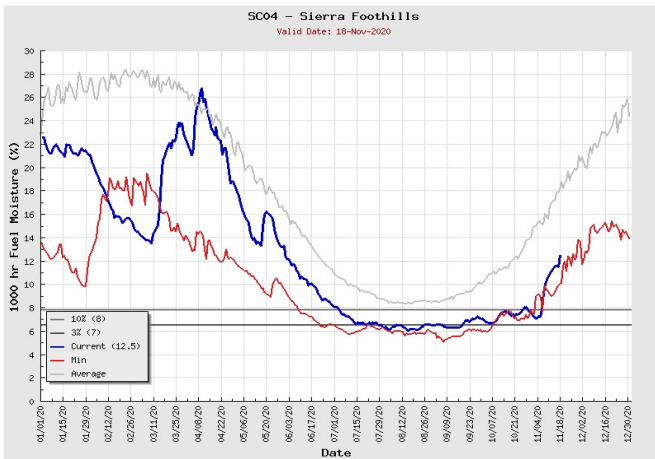
Select Intel Links used in the forecast

Av. Max. Temperature dep from Ave (deg F)
11/1/2020 - 11/19/2020



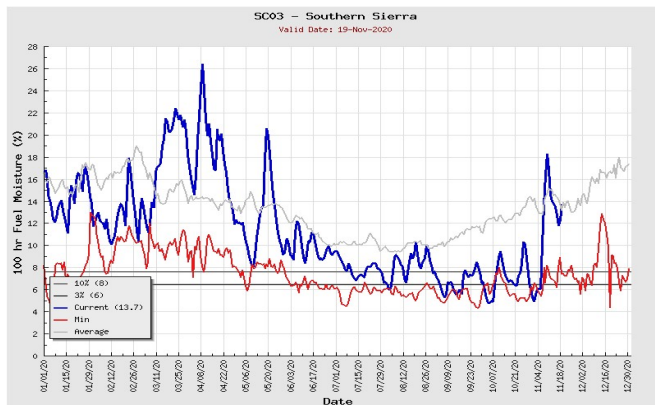
Climate

- <https://calclim.dri.edu/pages/anommaps.html>



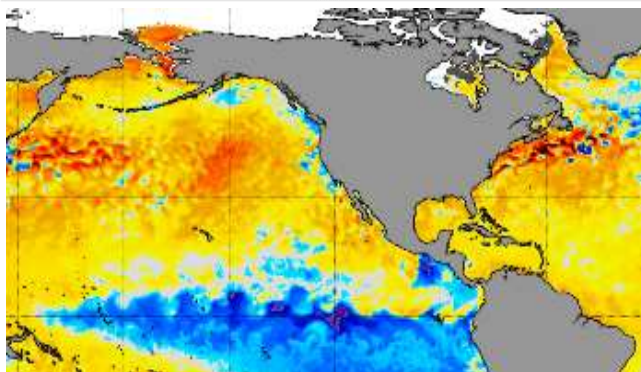
1000 hr dead fuel moisture

- https://gacc.nifc.gov/oscc/fuelsFireDanger_Thousand.php



100 hr dead fuel moisture

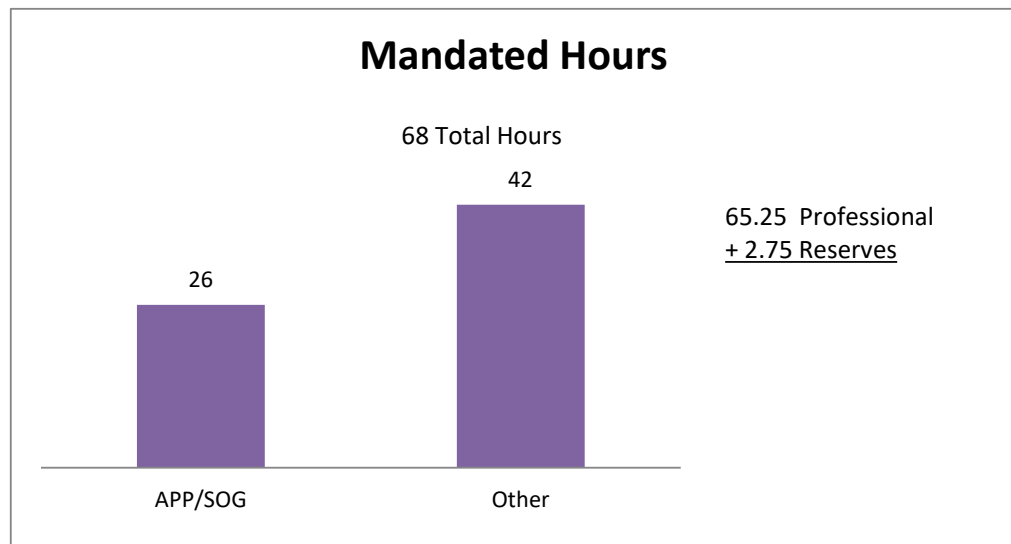
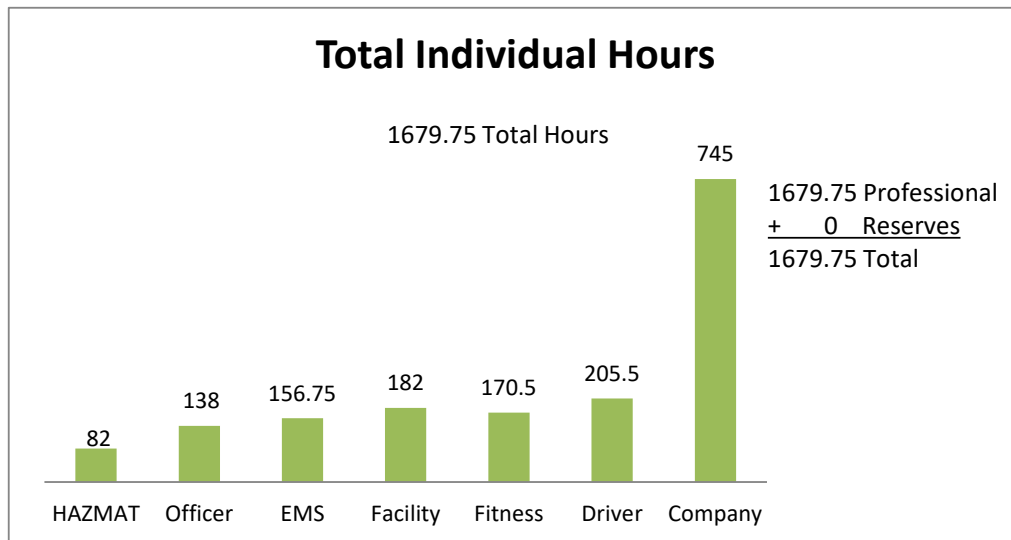
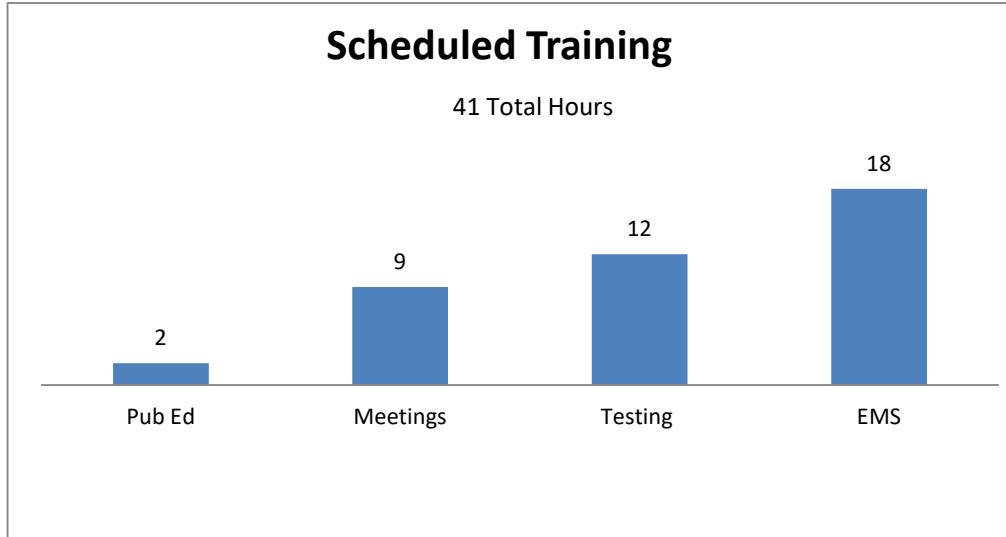
- https://gacc.nifc.gov/oscc/fuelsFireDanger_Hundred.php



Current sea surface temperatures

- <https://www.ospo.noaa.gov/Products/ocean/sst/anomaly/>

Training Division January 2022



See next page for descriptions.

Training Division - Descriptions

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

PLAN REVIEWS					
Plan Type	# of New Reviews	# of Resubmittals	Approved New SQFT (Mit Fees)	SQFT Reviewed (No Mit Fees)	Total SQFT Reviewed
New Residential	9	7	27118	21777	48895
Residential Additions/Remodels	9	7	2659	4558	7217
New Commercial	1	0	6200	0	6200
Commercial T.I.	2	0	0	4862	4862
Tents/Special Events	0	0	0	0	0
Rack Storage	0	0	0	0	0
Preliminary	5	1	6918	16742	23660
Fire Suppression Systems	2	4	0	0	0
Alarms	0	0	0	0	0
Landscaping	20	1	0	0	0
Grading/Mylars/Improvement Plans	4	2	0	0	0
Underground	2	0	0	0	0
Hood System	0	0	0	0	0
Tanks	1	0	0	0	0
Cell Sites	0	0	0	0	0
DSS/CCL	0	0	0	0	0
DPLU	4	0	0	37420	37420
Solar Panels	0	0	0	0	0
High Piled Storage	0	0	0	0	0
High Hazard/Communications/Other	0	0	0	0	0
Spray Booth	0	0	0	0	0
Fire Protection Plans	0	0	0	0	0
Technical Reports	0	0	0	0	0
TOTAL	59	22	42895	85359	128,254

INSPECTIONS	
Inspection Type	# of Inspections
Alarms	-
Fire Supression Systems	9
Building Construction	9
Landscaping	5
Tent/Special Event	1
Gates/Knox	-
Site Visit	7
Technical Report/FPP	-
Underground	1
Annual Inspection	9
DSS Licensing	-
Other	6
TOTAL	47

SPECIAL PROJECTS	
Project Type	# of Projects
Grants	-
GIS	2
Forms (Updates/New)	-
Project Research	1
Computer Programming/I.T.	-
Emergency Response Support	-
Annual Mailer (Weed Abatement)	-
Board Report Formatting/ Design	-
Other	1
TOTAL	4

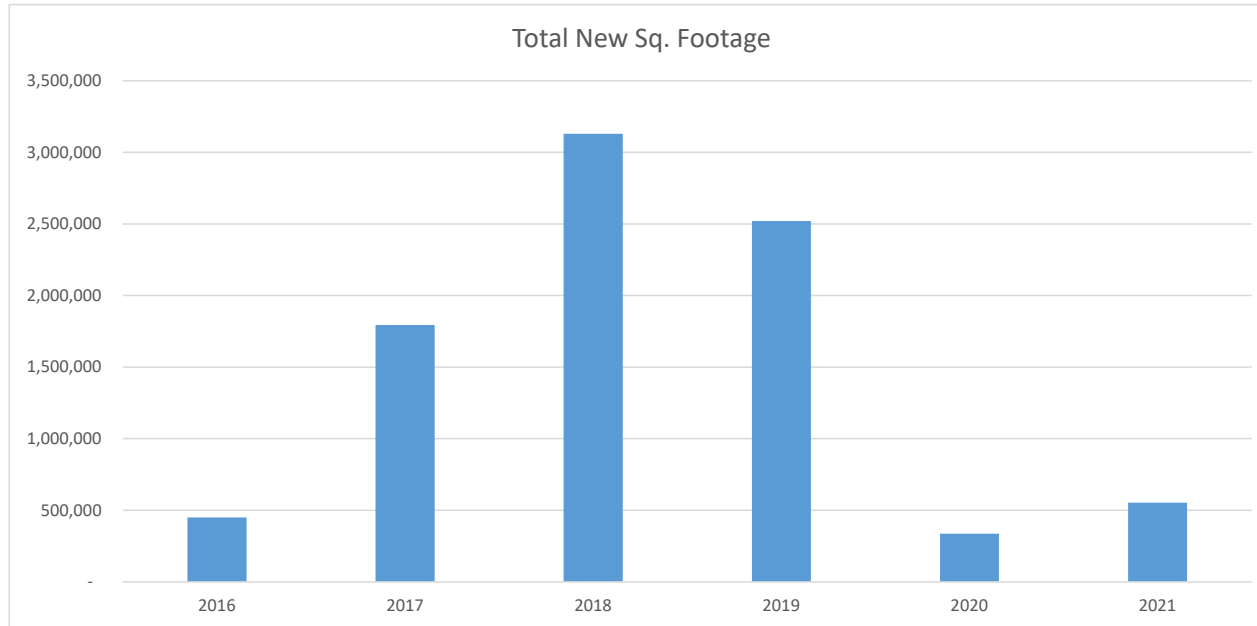
MEETINGS	
Meeting Type	# of Meetings
H.O.A	-
Staff	11
Board	1
On-Site Project Meetings	11
In-Office Project Meetings	15
Shift	1
Captain's	-
Weed Abatement	6
County	2
Code Development	-
Support/I.T. Development	-
San Diego County FPO's	2
Community Stakeholder Meetings	1
North Zone	1
Other	-
TOTAL	51

TRAINING/EDUCATION	
No. of Training Classes	Staff Hours
0	20
0	0
0	0
0	0
TOTAL	20

WEED ABATEMENT	
Activity	# of Inspections
Weed Abatement Inspection	-
Weed Abatement Reinspection	-
1st Notice	-
Final Notice	-
Posting	-
Notices Printed	-
Abated	-
Forced Abatement	-
TOTAL	

OFFICE SUPPORT	
Activity	# Completed
Phone Calls	620
Correspondence	3,166
Walk in/Counter	230
Knox Application Request	7
Burn Permits	1
Plans Accepted/Routed	71
Special Projects	-
Scanning Documents/Electronic Files	144
Meetings: Admin/Prevention/Admin Shift	2
Post Office Runs	-
Deposit Runs/Preparations	4
TOTAL	4,245

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



Total New Square Footage (*Reflected in Chart Above)

Year	Total
2016	450,437
2017	1,793,936
2018	3,128,964
2019	2,519,545
2020	336,899
2021	554,173

2020 Total New Square Footage Only

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	29,226	41,043	38,102	25,751	38,400	7,290	16,516	15,384	77,848	15,070	22,529	9,740
2021	29,808	23,298	50,000	29,760	7,104	19,361	24,413	1,794	33,357	106,768	99,103	129,407

Comparison 2019/2020/2021 Total Reviewed Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	240,861	691,306	274,736	307,024	412,556	248,869	287,395	424,065	250,518	742,439	440,335	137,995
2020	40,748	86,593	145,794	76,506	54,651	42,950	47,950	91,532	163,417	127,963	59,192	47,677
2021	90,462	89,135	111,456	98,218	118,557	151,000	203,116	254,055	312,253	128,254	171,023	137,116

RESOLUTION No. 2022-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM'S EXECUTIVE ORDERS N-25-30, ISSUED MARCH 12, 2020; N-33-20 ISSUED MARCH 19, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF RANCHO SANTA FE FIRE PROTECTION DISTRICT FOR THE PERIOD FEBRUARY 17, 2022 THROUGH MARCH 18, 2022 PURSUANT TO THE BROWN ACT PROVISIONS.

WHEREAS, the Rancho Santa Fe Fire Protection District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Rancho Santa Fe Fire Protection District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-16 on September 29, 2021, finding that the requisite conditions exist for the legislative bodies of Rancho Santa Fe Fire Protection District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, specifically, the Covid-19 state of emergency remains active and the Governor's Covid-19 Emergency Proclamation of March 4, 2020 remains in effect; and

WHEREAS, the Board of Directors does hereby find that, social distancing has been ordered by state and local public health authorities due to the imminent health and safety risks of in person contacts and meetings during the COVID-19 emergency; and

WHEREAS, the Board of Directors recognizes the social distancing orders of state and local public health authorities, and hereby finds that the state of emergency related to Covid-19, and the risk of contagion of Covid-19 for attendees at in-person meetings has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District; and

WHEREAS, the Board of Directors desires to affirm a local emergency exists, re-ratify the proclamation of state of emergency by the Governor of March 4, 2020, and re-ratify the state and local orders of public health authorities for social distancing; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of Rancho Santa Fe Fire Protection District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Board of Directors adopted virtual meeting protocols on April 15, 2020, which include options for public participation.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF Rancho Santa Fe Fire Protection District DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency related to COVID-19 in the District and proclaims that a local emergency persists throughout the District, recognizes that social distancing orders have been issued by state and local public health authorities, and finds that in person meetings would present imminent risks to the health and safety of attendees.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Staff and legislative bodies of Rancho Santa Fe Fire Protection District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) March 18, 2022, or such time the Board of

Directors adopts a subsequent resolution in accordance with Government Code section 54953(e) (3) to extend the time during which the legislative bodies of Rancho Santa Fe Fire Protection District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Rancho Santa Fe Fire Protection District], this 16th day of February 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James H. Ashcraft
Board President

ATTEST:

Alicea Caccavo
Board Clerk

STAFF REPORT

NO. 22-01

TO: BOARD OF DIRECTORS
DAVE C. MCQUEAD, FIRE CHIEF

FROM: ALICEA CACCAVO, MANAGER, FINANCE & ADMINISTRATION

SUBJECT: HUMAN RESOURCE ANALYST POSITION

DATE: FEBRUARY 11, 2022



RECOMMENDATION:

Staff recommends the Board of Directors review and approve organizational changes, including the addition of a Human Resource Analyst Position:

- Human Resource Analyst Job Description
- Organizational Chart

BACKGROUND:

Previously, the human resource functions of the District was accomplished by the Administrative Manager, the Battalion Chiefs, the Deputy Chief, the Fire Chief, and the Office Support Coordinator (OSC). In fiscal year 2018/2019, the need for an independent Human Resource position was identified and subsequently, a Human Resource Manager position was created and approved by the Fire Chief to better align with the HR needs of the District.

Following changes in recent years of the management personnel, the role was once again merged into the Administrative Manager role.

CURRENT SITUATION:

With a new Management team, numerous COVID state and local required mandates, increased compliance with California employment law, additional personnel turnover and recruitment, and new administrative projects within the district, the position of Manager, Finance & Administration is at full capacity.

The addition of a Human Resource Analyst position would benefit the District as the role would be assigned to assist in, but not excluded to, the administration of benefits, recruitment, and training & development duties, under the close supervision of the Manager, Finance & Administration. The shift of daily time sensitive tasks previously executed by the role of the Manager, Finance & Administration would allow for the Manager to focus on higher level items and risk mitigation, as well as to promote succession planning. The addition of this position would also increase the likelihood of retaining and developing current staff.

FISCAL IMPACT:

Position	Step A	Step B	Step C	Step D	Step E
Human Resource Analyst	70,730	74,267	77,980	81,879	85,973

HUMAN RESOURCES ANALYST

JOB DESCRIPTION



THE POSITION

Under supervision of the Manager, Finance & Administration, coordinates activities and functions related to the Human Resources in the areas of employment services, recruitment/selection, compensation, workers' compensation, employee benefits, California Public Employment Retirement System (CalPERS), implements program goals and objectives, coordinates assigned activities with other divisions, departments, and outside agencies and performs other duties and responsibilities as assigned.

THE IDEAL CANDIDATE

- Knowledge of principles and practices specific to Human Resources administration
- Resources to sustain current understanding of modern trends and legal issues in the field of Human Resources management
- Knowledge of FMLA and CFRA regulations
- Knowledge of Firefighter Bill of Rights/Due Process
- Ability to manage multiple projects, duties, and assignments
- Establish and maintain effective relationships with other employees, vendors, cooperator agencies and the public
- Knowledge of principles of record keeping and records management specific to Human Resources management

EDUCATION AND EXPERIENCE

Any combination of training, education, and experience that clearly demonstrates possession of the knowledge and abilities needed to perform the typical duties listed in the classification profile. Experience in Human Resources in government operations is highly desirable.

SALARY & BENEFITS

Salary: Salary Range: \$70,730 - \$85,973 annually depending on qualifications and experience

Retirement: California Public Employees' Retirement System

Health Insurance: District pays up to \$1,648.40 monthly for the cost of medical/dental benefits.

Leave: 8 hours of sick leave monthly. Annual leave is accrued monthly and is based upon the number of years employed with the District.

Deferred Comp: Voluntary deferred compensation plans available.

**Rancho Santa Fe Fire Protection District
Human Resources Analyst
Salary Schedule - New Classification**

		Steps or Range				
Position		Step A	Step B	Step C	Step D	Step E
Human Resource Analyst	Hourly	34.005	35.705	37.490	39.365	41.333
	Monthly	5,894	6,189	6,498	6,823	7,164
	Annual	70,730	74,267	77,980	81,879	85,973

**Rancho Santa Fe Fire PD
Classification Profile**

Position Title	Human Resources Analyst
Summary of Duties	Under supervision of the Manager, Finance & Administration, coordinates activities and functions related to Human Resources in the areas of employment services, recruitment/selection, compensation, workers' compensation, employee benefits, California Public Employment Retirement System (CalPERS), implements program goals and objectives, coordinates assigned activities with other divisions, departments, and outside agencies and performs other duties and responsibilities as assigned.
Essential Functions <i>Are examples of duties performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.</i>	<ul style="list-style-type: none"> • Responds to requests for human resources information or staff services from employees, union officials, Executive Staff, claimants, vendors, and the public. • Assists with coordinating the implementation of recruitment and selection activities including announcement development, application screening and evaluation and development, testing and candidate certification. Determines sourcing strategy and conducts recruitment campaigns. Responds and provides information to employees and applicants. Conducts job analysis and develops or purchases employment test instruments. Assists with employment testing. Manages list candidates eligible for District employment and refers candidates for selection by appointing authorities. Manages pre-employment process including completing and reviewing background checks within scope of authority, coordination of physicals, psychological examinations and is part of the process for recommendation to management on candidates' suitability for employment. • Orients new employees into the District's personnel systems. Assists with new hire orientation appropriate to the various categories of employment. Coordinates onboarding and new employee orientation with appropriate department managers. Administers the ongoing operations of the District's employee benefit program, including health benefits, spending reimbursement accounts (if applicable), required notices, and Employee Assistance Programs (EAP). • Conducts studies and surveys of personnel practices, position classification, retrieves information for salary comparison and benefit programs. • Confirms and files documentation of employees' right to work in the United States. Responsible for tracking employee certifications and ensuring employee's credentials do not lapse. • Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures. • Attends and participates in professional group meetings; stays informed of new trends and innovations in the field of human resource administration.

<p>Essential Functions Continued</p> <p><i>Are examples of duties performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.</i></p>	<ul style="list-style-type: none"> • Reviews and develops recommendations regarding the impact of State, Federal and local legislation on assigned areas. • Serves as the District's Custodian of Records, responsible for the security, storage, dissemination, and destruction of District records. • Reviews Workers' Compensation reports for completeness and clarity of data; reviews appropriateness of claims; assures that legal and procedural requirements are met for the processing of claims. Submits claims to Workers' Compensation third party administrator in accordance to state laws. • Ensure effective communications between claimants and claims administrator, medical providers, payroll, and others as necessary; monitors the progress of rehabilitation efforts (PT) and obtains approval for treatment plans; research, interprets, responds to, and resolves inquiries from employees with claim questions, regarding claim status, policies, and procedures. • Updates and maintains confidential electronic and paper documents, claims records and reports; collects and files required documents and research and corrects discrepancies with a high level of accuracy, ensures compliance with District policies and State and Federal health & safety codes, rules, regulations, and procedures. • Conducts and coordinates assigned projects, identifies, and resolves problems within scope of authority; provides support to Executive Management; composes correspondence and other documents on a wide variety of subjects; composes general and confidential correspondence, schedules, prepares and proofreads documents for distribution. • Assists in disciplinary processes/actions within scope of authority
<p>Qualifications</p> <p>– Education, Training & Experience</p>	<p>Any combination of training, education, and experience that clearly demonstrates possession of the knowledge and abilities needed to perform the typical duties listed above. Experience in Human Resources in government operations is highly desirable.</p>
<p>Knowledge, Skills, and Abilities</p> <p><i>Are examples of duties performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.</i></p>	<ul style="list-style-type: none"> • Principles and practices specific to Human Resources administration • Public Relations principles • Human Resources Information Systems computer applications • Resources to sustain current understanding of modern trends and legal issues in the field of Human Resources management • Principles of record keeping and records management • FMLA and CFRA regulations • Firefighter Bill of Rights/Due Process • Conduct research on a variety of issues • Establish and maintain effective relationships with other employees, vendors, cooperator agencies and the public • Manage multiple projects, duties, and assignments • Plan and organize work to meet changing priorities and deadlines
<p>– Licenses & Certifications</p>	<ul style="list-style-type: none"> • Possession and maintain a valid Class C California Driver's License
<p>– Physical Condition</p>	<p>Free from any disabling effects which would preclude the performance of the required duties of the position.</p>

Proposed Changes 02/16/2022

FIRE CHIEF
Dave McQuead

Backgrounds
Brian Slattery
Correy Cooper

IT
Erwin Willis

OPERATIONS
Deputy Chief
Brian Slattery

EMS Coordinator
Sal Ruiz

EMS Assistant
Riley Wilson

A DIVISION
Battalion Chief
Luke Bennett

B DIVISION
Battalion Chief
Bruce Sherwood

C DIVISION
Battalion Chief
Cole Thompson

TRAINING
Battalion Chief
Cole Thompson

ADMINISTRATION
Manager Finance/Administration
Alicea Caccavo

PREVENTION
Fire Marshal
Marlene Donner

Human Resource Analyst
TBD

Accounting Specialist
Burgen Havens

Accounting Technician
Sarah Montagne

Office Support Coor.
Jenny Huesias

Dep. Fire Marshal
Conor Lenehan

F.S.A.
VACANT

RSF 1
E261
BR261
M261
B261
B261R

RSF 2
E262
BR262
M262
E262R

RSF 3
E263
E263R

RSF 4
E264
M264
OES 6309
WT264
E264R

RSF 5
E265
BR265
Antique Engine

RSF 6
E266
SQ266
ATV266

3 Captains
3 Engineers
3 FF/PM

3 Captains
3 Engineers
3 FF/PM

3 Captains
3 Engineers
3 FF/PM

3 Captains
3 Engineers
3 FF/PM

3 Captains
3 Engineers
3 FF/PM

3 Captains
3 Engineers

FP Specialist
Daniel Schaeffer

FP Specialist
Brandon Closs

DSI
VACANT

COMMITTEES

Training
Bruce Sherwood

Structure Group
Live Fire Training
Luke Bennett – C

Technical Rescue
High Angle
LARO
Swift Water
Code-X
Trench
Confined Space
Nathan Fritchle – C

Wildland
Curtis Benz – C

Vehicle Extrication
Ray Ligtenberg – C
Brian Schmidt – CC

Video Training
Paul Roman – C
Troy Duncan – CC
Justin Cloyd

EMS
Michael Weeks – C
Scott Young - CC

Safety
Brian Salameh - C

Station Maintenance
Brian Slattery
Senior Captain
1. Chris Danner
2. Brian Salameh
3. Marshall Jordan
4. Craig McVey
5. Nick Brandow
6. Nick Chapin

PEER Support
Luke Bennett
Abel Martinez – C
Chase Cantrell
Cory Ender
Brian Salameh
Haydne Shimer
Alex Trottier
Chaplain MacIntosh

Apparatus
Cole Thompson

Cory Ender – C
Nathan Sanford – CC
Tanner Worley
Chris Pane
Haydne Shimer

Operations
Brian Slattery
Samuel Stamy – C
Scott Young – CC
Cory Ender
Nathan Fritchle
Sean Canfield

Grants
Cole Thompson - C
Sarah Montagne
Fred Cox
Jake Barkhimer
Brandon Closs
Conor Lenehan
Bruce Sherwood
Dave McQuead

Areas of Responsibility

ID Cards
Sandra Reyes

District Photos
Troy Duncan

CREWSENSE
Craig McVey
Ray Ligtenberg
Cole Thompson

WATER
Brian Slattery
Brian Salameh (A-shift)
Ray Ligtenberg (B-shift)
Nathan Sanford (B-shift)
Correy Cooper (C-shift)

District Maps
Luke Bennett
Brandon Closs

Fleet Maintenance
Cole Thompson
Tanner Worley – ODD Months
Steve Sepich – EVEN Months

AREAS OF RESPONSIBILITY
Emergency Medical Services and Supplies
Mapping
Fire Company Preplans
Run Maps/G.I.S.
Fuel Moisture Program
SCBA's, Fit Testing
Hydrant Maintenance Program
Safety Committee
San Diego Wellness Program
Fitness Equipment
IIPP, Respiratory and Infection Policies

BREATHING APPARATUS
Scott Schieber
Curtis Benz

FUEL MOISTURE MEASUREMENT
Abel Martinez

DEFIBRILLATORS
Robert Scott

EMS SUPPLIES
Kyle Carranza

FITNESS EQUIPMENT
Brian Salameh

PEER SUPPORT
Abel Martinez

AREAS OF RESPONSIBILITY
Fleet, Equipment Maintenance
Capital purchasing
Hose/Nozzles/Fittings
Key Secure
SHSGP Grant
Radios, Pagers, MDT
Rescue Equipment Supplies
North Com Technical User Group

GAS MONITORING EQUIPMENT
Mike Hernandez

HOSE
Kyle Carranza

NOZZLES
Troy Duncan

PUMP TESTING
Tim Wood
Sean Canfield
Alex Trottier

LADDERS
Abel Martinez

TOOLS/INVENTORY MANAGER
Chris Pane

RADIO/PAGERS
Tim Wood
Kyle Carranza
Josh Guzman

RESCUE EQUIPMENT
Nathan Fritchle

AREAS OF RESPONSIBILITY
Facilities Support/Maintenance
Omnilock
Station Generators
Station BMP's
Fuel Force Program
Uniforms & PPE
WATER and NFIRS Reporting

UNIFORMS
Alec Connelly
Sam Stamy

PPE
Chris Danner

STATION SUPPLIES
Nathan Fritchle

AREAS OF RESPONSIBILITY
RSF Training
North Zone Training
Educational Request Career Development
Training Curriculum
Volunteer Coordinators
New Hire, Promotional, Probationary Testing
Training/Activity Calendar Scheduling
CERT Program
Incident Qualification System (IQS)

CERT MANAGER
Robert Scott
Troy Duncan

TARGET SOLUTIONS
Sandra Reyes

ENGINEERS MANUAL
Tim Wood

PROBATIONARY MANUAL UPDATES
Bruce Sherwood
Sandra Reyes

NEW HIRE ACADEMY
Jake Barkhimer

TRAINING VIDEOS
Paul Roman

VOLUNTEER MENTOR PROGRAM
Jake Barkhimer
Chase Cantrell

STAFF REPORT

NO. 22-02

TO: BOARD OF DIRECTORS
DAVE C. MCQUEAD, FIRE CHIEF

FROM: ALICEA CACCAVO, MANAGER, FINANCE & ADMINISTRATION

SUBJECT: GOVERNMENT ACCOUNTING AND HR SOFTWARE

DATE: FEBRUARY 11, 2022



RECOMMENDATION:

Staff recommends the Board of Directors review and approve the purchase and implementation of Caselle, a new upgraded government accounting and human resource software.

BACKGROUND:

For approximately 20 years the District has been utilizing Microsoft Dynamics GP for the financial accounting processes; a mid-market expansive financial platform. Recently, reports have surfaced that Microsoft will be discontinuing the software in 2025 and will require users to move to their cloud-based system.

Of the Fire Special Districts in the San Diego area, three others have long since utilized that software. A few years ago, Lakeside Fire Protection District moved from MS Dynamics GP to Tyler Incode Governmental software and more recently North County Fire Protection District has contracted with Caselle Governmental software. San Miguel Fire & Rescue is currently reviewing both software options.

CURRENT SITUATION:

Staff attended multiple software demonstrations with Caselle and Tyler Incode financial software. These systems are designed specifically for the public sector governmental accounting, and the technology allows for a robust platform that supports accounting activities and streamlines workflows. It was noted that they have many similarities between them both in terms of functionality.

Staff ultimately chose the Caselle software for the following reasons:


1. Caselle software has an easy on the eyes simplistic look that is not busy or overly crowded
2. Caselle has an outstanding financial reporting module that will save considerable staff time in preparing the financial statements and budget.
3. Caselle is a little easier to use and less rigid in the processing area.
4. Caselle's support staff are located in Utah and have an excellent reputation for customer service.

FISCAL IMPACT:

The following details the proposals for License fees and implementation for both companies:

<u>Software</u>	<u>Total Cost</u>	<u>Implementation</u>	<u>Annual Maintenance Fees</u>
Tyler Incode	\$134,370	Online	\$19,688
Caselle	\$78,619	In Utah at Caselle	\$14,868

Given that Staff preferred the Caselle software and the proposal came in substantially lower than Tyler's proposal, Staff is recommending the Board approve and give the Fire Chief the authority to execute the software and implementation contract with Caselle.



Caselle® Software & Services Proposal

Rancho Sante Fe Fire, CA

February 10, 2022

From:

Wade Walker, Territory Manager
pww@caselle.com

Caselle[®] Software & Services Proposal
Rancho Sante Fe Fire, CA
February 10, 2022

Proposal Summary

Total Software License	\$46,100
Total Training	13,575
Total Setup	10,950
Total Conversion	7,994
Total Investment	\$78,619

The total proposal price of \$78,619 will be due on the following schedule. A deposit of \$26,206 is due with contracts. A second payment of \$26,206 is due December 2022 and the balance of \$26,207 is due when Training is complete.

Monthly Software Assurance will be \$1,239. Maintenance and Support fees will not increase for three (3) years.

I have read and agree to all terms & conditions proposed herein. I understand if Rancho Sante Fe Fire is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date

Caselle® Software & Services Proposal
Rancho Sante Fe Fire, CA
February 10, 2022

Proposal Detail

<i>Caselle®</i> Application Software	License Fees	Training	Setup	Conversion	Total
General Ledger	\$5,500	\$2,250	\$700	\$1,500	\$9,950
Budgeting	Incl. w/GL	Included	-	-	-
Bank Reconciliation	Incl. w/GL	Included	-	1,500	1,500
miExcel GL	1,000	Included	1,000	-	2,000
Payroll/Direct Deposit	9,200	3,375	1,750	1,394	15,719
Electronic W2/1099	1,700	Included	-	-	1,700
Timekeeping	2,700	1,100	500	-	4,300
Human Resources	4,500	550	-	-	5,050
Online Pay Stubs/W2's	-	-	3,000	-	3,000
Accounts Payable	5,500	550	500	3,000	9,550
Purchases & Requisitions	2,700	550	-	-	3,250
Accounts Receivable	5,500	1,100	500	100	7,200
Cash Receipting	4,500	550	500	-	5,550
Asset Management	3,300	550	500	500	4,850
Caselle Document Management	-	3,000	2,000	-	5,000
Three (3) Concurrent User Licenses	Included	-	-	-	Included
Grand Total	\$46,100	\$13,575	\$10,950	\$7,994	\$78,619

Notes:

1. The training will take place at Caselle.
2. Online Paystubs includes 82 employees paid bi-weekly and annual W2's. Software Assurance will be adjusted if the number of employees exceeds this estimate.
3. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), three (3) Concurrent User Licenses, three (3) Advanced Workflow Licenses and the Caselle Integration.
4. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data.



Caselle[®] Software & Services Proposal
Rancho Sante Fe Fire, CA
February 10, 2022

General Information

In order to further define and clarify the various products and services offered in this proposal, the following notes will apply based on the software applications and/or services quoted:

- | | |
|--|--|
| Hardware, Network, & Database Software Requirements | It is the responsibility of the customer to meet the attached Caselle System Requirements. Prior to the implementation, your SQL Server installation must be complete. Customers requesting additional assistance with Microsoft SQL Server installations are asked to contact Executech, Caselle's authorized contractor at (801) 253-4541. Charges will be billed at the rate of \$105 per hour upon approval by the customer. You will be invoiced by Caselle for these services. |
| Source Code | Source code is held in escrow with InnovaSafe, Inc. Technology Protection Services and requires a beneficiary enrollment form, available upon request. An annual fee of \$200 will apply. |
| Software License Fees | The price quoted is based on the number of concurrent users listed in the proposal. Additional concurrent user licenses are \$2,000 each. |
| Training | Unless otherwise quoted, training will take place at Caselle's Education Center, located in Provo, Utah. Your staff will be trained on your data. Approximately one half of the training time will be spent reviewing and validating your converted data files. Training hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday. |
| On-site Implementation Assistance | If on-site implementation assistance is quoted, this may include a pre-implementation customer process evaluation meeting. We will review your current processes and determine what is required to make a smooth transition to the Caselle software system. Additional on-site assistance days may be quoted to assist during and after the implementation. This ensures that you are utilizing the Caselle application features to the full benefit of your organization. |
| Travel Expenses | If on-site training or implementation assistance is quoted, travel expenses will be estimated based on the number of days and trips required. Actual expenses will be invoiced when implementation is complete. |



Caselle® Software & Services Proposal
Rancho Sante Fe Fire, CA
February 10, 2022

Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

Gathering Preliminary Data

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client’s willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.



Caselle[®] Software & Services Proposal
Rancho Sante Fe Fire, CA
February 10, 2022

Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

General Ledger Setup

- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
 - Balance Sheet with Revenue/Expenditures compared to budget
 - Allocation Reconciliation
 - Income Statement (All Funds)
 - Balance Sheet (All Funds)
 - Fund Summary Income Statement

Note: Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

Data Conversion

- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

750 accounts are included

**Bank Reconciliation
Data Conversion**

- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

3 bank accounts are included



Caselle[®] Software & Services Proposal
Rancho Sante Fe Fire, CA
February 10, 2022

Payroll/Direct Deposit Setup

- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
- Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
- Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including:
 - Transmittals
 - Standard State/Federal Reporting
- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher and one transmittal voucher.
- Additional form set up, such as timesheets will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
- Each employee's wage distribution for salary and benefits will be established.
- Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
- Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
- Payroll processing to verify data conversion is accurate will be completed.
- Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
- Caselle will provide reports of the converted data for auditing purposes.
- Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

82 employees are included

Timekeeping Setup

- Establish activity codes and appropriate payroll overrides.
- Set up and define task codes, including descriptions and General Ledger override accounts, if necessary.
- Set up employee defaults for tasks, activities, and shifts.
- Set up applicable FLSA shifts.

Caselle[®] Software & Services Proposal
Rancho Sante Fe Fire, CA
February 10, 2022

Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
 - Exception: 1099 balances can be established, if provided.

1,500 vendors are included

Purchases & Requisitions Setup

- Format one purchase order form.
- Create a Checklist to document Purchase Order procedures.
- Additional custom purchase order form set up will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Accounts Receivable Setup

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
- Customer balances will be converted.

50 accounts are included

Cash Receipting Setup

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.

Caselle[®] Software & Services Proposal
Rancho Sante Fe Fire, CA
February 10, 2022

Asset Management Setup

- Establish the default depreciation frequency and method, with the asset number format.
- Set up departments, classifications, and asset types.
- Create a Checklist to document procedures, including the asset creation and General Ledger updates.

Data Conversion

- Asset number, description, department, classification, and type will be converted. The depreciation start date, life, and method of depreciation will be converted for each asset, if provided.
- Accumulated depreciation can be converted to ensure an accurate beginning balance.

**SOFTWARE MAINTENANCE & SUPPORT AGREEMENT
(SOFTWARE ASSURANCE)**

CASELLE, INC.
1656 S. East Bay Blvd.
Suite 100
Provo, UT 84606

and

RANCHO SANTE FE FIRE
18027 Calle Ambiente
Santa Fe, CA 92067

("Caselle")

("You" or "Your")

agree that Caselle will provide You with unlimited telephone support on Caselle’s Software, for the purpose of answering Your questions, giving usage instructions, providing updates and attempting to resolve problems on a best efforts basis, for the consideration of \$1,239.00 monthly, subject to the following terms and conditions:

Availability

Support calls, covered by this Agreement, will be answered by Caselle's Support Center, on the designated support telephone number, between 7:30 am and 5:30 pm Mountain Time, Monday through Friday, except holidays.

Coverage

This Maintenance & Support Agreement covers all Caselle application software licensed to You. It does not cover third party software or products. Support may, on a best efforts basis, be provided for third party products, such as operating systems and hardware. Extended, after hours support may be billable at Caselle’s regular hourly billing rate.

Charges

Charges cover Software presently installed and will remain fixed for one year providing You license no new applications. If You license new applications or change user levels, charges will be modified. Following the first year, charges may be increased, at Caselle’s discretion.

Updates

Caselle will provide program updates within the same operating system through normal software releases at no extra charge. Additional software packages, add-on modules and custom programming are not covered by this Agreement and will be billed at current rates. Caselle will determine which enhancements and/or materials will be part of a software release, add-on package or custom programming.

Upgrades

Caselle will provide software upgrades within the same operating system at no extra charge if this agreement is still in effect at the time the upgrade is made available and if this agreement is not cancelled or terminated.

Term and Termination

This Software Maintenance & Support Agreement is effective for one year from the date of the Agreement. Thereafter, it will automatically be renewed monthly, unless either party gives written notice of termination, at least 30 days in advance. If the Agreement is terminated Caselle will honor commitments to support You until the date of termination.

Payment

Payment terms shall be monthly in advance in U.S. Dollars and shall not be considered received until Your check clears the banking process. Any charges or costs incurred in the collection of Your check, due to insufficient funds or any other reason, shall be reimbursed by You. Late payments shall be subject to extra charges. If payment is not received when due, Caselle reserves the right to suspend Your support until payment is received. Such suspension will not relieve You of payment obligation.

Limitations of Remedies

Your Remedies. Your sole and exclusive recourse and remedy for any loss, including your right to recover damages shall be as set forth in this Section. Caselle's liability with respect to any and all actual losses incurred during the Term (or a Renewed Term) of the Agreement shall not exceed the amount paid by You to Caselle at the last billing. You shall provide Caselle with documentation sufficient to demonstrate any expenses that You actually incurred for which You seek damages from Caselle. Caselle shall not be responsible for any loss incurred by You from a claim that is settled or compromised by You without the prior written approval of Caselle.

No Liability for Consequential Damages. In no event shall Caselle be liable to You or to any third party for any indirect, special, punitive, incidental, consequential or compensatory losses, damages, claims or causes of action in excess of the amount of compensation paid hereunder, including, but not limited to, those arising from loss of business or profits or any other economic loss, even if Caselle was aware of the possibility of such damages.

General

(a) You shall not assign, sublicense or transfer any of Your rights under this Agreement without the prior written consent of Caselle.

(b) This Agreement shall be governed and construed in accordance with the laws of the State of Utah. If any part of this Agreement violates applicable law that part of the Agreement shall be deemed to be amended to the extent necessary to comply with the law.

(c) This Agreement constitutes the entire agreement between Caselle and You and supersedes any prior agreement or understanding, written or oral relating to support services. Except as provided herein, this Agreement may not be varied, amended or supplemented except in writing and properly executed by both parties.

(d) If any provision of this Agreement shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity or the enforceability of this Agreement.

(e) All rights and remedies provided herein are cumulative and are in addition to all other rights and remedies available at law or equity.

(f) In the event either party successfully takes legal action to enforce any provision of this Agreement the non-prevailing party shall pay full costs and expenses of such action, including reasonable attorney's fees.

(g) Any notice required by this Agreement shall be deemed to have been properly given if sent by registered or certified mail to the address stated above or such other address as may be designated in writing by either party.

(h) The waiver of any breach or default of this Agreement shall constitute a waiver only as to such particular breach or default and shall not constitute a waiver of any other breach or default.

(i) Caselle shall not be held liable for delays in any of its performance resulting from acts of God, war, civil disturbance, court order, labor dispute or any other cause beyond its control.

The signatures below indicate each party's acceptance of this Agreement. Each party has caused this agreement to be executed by its duly authorized representative.

CASELLE, INC.

By: 

Name & Title: Alan S. Hutchings, President

Date: February 10, 2022

RANCHO SANTE FE FIRE

By: _____

Name: _____

Title: _____

Date: _____

SOFTWARE LICENSE AGREEMENT

CASELLE, INC.
1656 S. East Bay Blvd.
Suite 100
Provo, UT 84606

("Caselle")

RANCHO SANTE FE FIRE
18027 Calle Ambiente
Sante Fe, CA 92067

("You" or "Your")

You agree to License the Software and Purchase the services detailed below ("Items"), and Caselle, Inc. agrees to provide them, subject to the terms and conditions on pages two and three of this Agreement.

Deposit \$26,206.00

Payment December 2022: \$26,206.00

Balance due when Training is complete: \$26,207.00

Items

Total Software	46,100.00
Total Training	13,575.00
Total Setup	10,950.00
Total Conversion	7,994.00
Total Price	<u>\$78,619.00</u>

The attached proposal is considered part of this Agreement.

The signatures below indicate each party's acceptance of this Agreement. Each party has caused this Agreement to be executed by its duly authorized representative.

CASELLE, INC.

By:



Name & Title: Alan S. Hutchings, President

Date: February 10, 2022

RANCHO SANTE FE FIRE

By:

Name & Title:

Date:

CASELLE, INC.
SOFTWARE LICENSE AGREEMENT

Grant of License

Caselle, Inc. and its Licensors agrees to grant, and You agree to accept a limited, non-transferable, non-exclusive license ("License") to use the computer programs, with the accompanying manuals, literature and other materials ("Software") as detailed under Items, in perpetuity subject to the terms and conditions of this Software License Agreement and subject to termination as provided herein. The term Software shall also include all revisions, updates, enhancements and new modules or add-ons to the existing Software as detailed under Items.

Payment

The Deposit shall be paid by You upon execution of this Software License Agreement. The Balance shall be paid within sixty (60) days of delivery of the Software, which delivery You agree to accept, notwithstanding earlier termination by you as provided hereinafter. Payment shall be in U.S. Dollars and shall not be deemed to have been received by Caselle until Your check clears the banking process. Any costs incurred in collecting Your check, due to insufficient funds or any other reason, shall be reimbursed by you. Late payments shall be subject to a FINANCE CHARGE OF 1.5% PER MONTH, OR 18% PER ANNUM.

Taxes

Prices and fees are exclusive of all federal, state, municipal, or other government excise, duties, sales, use, occupational, or like taxes now or hereafter in force, and are therefore subject to increase in an amount equal to any tax Caselle may be required to collect or pay upon licensing or delivery of any Items, other than federal, state and local taxes based on Caselle's income. You also agree to pay all personal property taxes which accrue to you by reason of this Agreement.

Title and Confidentiality

Title and full ownership rights to the Software licensed under this Agreement, including, without limitation, all intellectual property rights therein and thereto, and any copies You make, remain with Caselle. It is agreed the Software is the proprietary, confidential, trade secret property of Caselle, whether or not any portions thereof are or may be copyrighted and You shall take all reasonable steps necessary to protect the confidential nature of the Software as You would take to protect Your own confidential and trade secret information. You further agree that You shall not make any disclosure of any or all such Software (including methods or concepts utilized therein) to anyone, except to employees, agents, or contractors working for You to whom such disclosure is necessary to the use for which rights are granted hereunder. You shall appropriately notify all employees, agents, and contractors to whom any such disclosure is made that such disclosure is made in confidence and shall be kept in confidence by them. Upon Caselle's request, such employees, agents, and contractors shall enter into an appropriate confidentiality agreement for secrecy and nonuse of such information which by its terms shall be enforceable by injunctive relief at the request of Caselle. If Caselle makes such a request, it shall provide You with the appropriate confidentiality agreements. The obligations imposed by this section upon You, Your employees, agents, and contractors, shall survive and continue after any termination of rights under this Agreement. It shall not be a breach of this Agreement if you are required to disclose or make the Software available to a third party or to a court if the Software is

subpoenaed or otherwise ordered by an administrative agency or court of competent jurisdiction to be produced or disclosed.

License

You may:

- a) Use the Software on a single CPU or network ("System") for the appropriate number of users. The Software may be moved to and used on another System, but shall under no circumstances be used on more than one System at a time.
- b) Make System readable copies of the software media provided with the Software as required for backup protection. Such copies may only be used in support of Your use of the Software on the System and may not be used for any other purpose. Each of these copies must have a label placed on the media indicating the Software is a proprietary product of Caselle.

You may not:

- a) Rent, lease, sublicense, assign, sell, loan or otherwise transfer this Software, in whole or in part, except as expressly permitted by this Agreement.
- b) Inspect, disassemble, decompile, reverse engineer or in any way attempt to determine the internal methods of the Software.
- c) Modify the Software or merge it into any other product without the express written consent of Caselle.
- d) Reproduce, prepare derivative works based upon, transmit or distribute the Software, or any part of it, in any form or by any means except as expressly permitted in this Agreement.
- e) Permanently transfer or assign the Software and the rights under this License to another party without the express written consent of Caselle.

Any attempt to do any of the above (a to e) shall void and terminate this Agreement.

Term

This Software License Agreement is and shall be effective from the date of full execution and shall remain in force until terminated. You may terminate this Agreement at any time by notifying Caselle in writing and returning all copies and modifications of the Software within 30 days of such notification. Your License terminates automatically if you materially fail to comply with any terms or conditions of this Agreement and You must return all copies and modifications of the Software to Caselle within 30 days of receipt of written notification of such termination. For each day You retain the Software without a valid License You agree to pay Caselle \$100.

Warranty

Caselle warrants that it has sufficient right and title to the Software to grant You this License. For one (1) year from the date of receipt of the Software ("Warranty Period"), Caselle also warrants the Software media to be free from defects in materials and workmanship under normal use, and Software operation will substantially conform to the specification published by Caselle. If an error or a defect in the Software or its media becomes apparent within the Warranty Period You must promptly notify Caselle, in writing, describing the defect. Upon confirming the error or defect Caselle will, at its exclusive option, repair or

replace the item or refund the price paid for the defective item. Caselle does not warrant that the functions contained in the Software will meet Your requirements or that the operation of the Software will be uninterrupted or error free. The warranty does not cover Software modified by anyone other than Caselle and problems with, or caused by, computer hardware or non-Caselle software. This limited warranty is VOID if failure of the licensed Software has resulted from accident, abuse or misapplication.

Disclaimers and Limitations of Warranty and Remedies

EXCEPT AS SPECIFICALLY STATED IN THE WARRANTY SECTION OF THIS AGREEMENT, THE SOFTWARE IS LICENSED "AS IS" WITHOUT ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL CASELLE BE LIABLE FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF ANTICIPATED PROFITS, REVENUE OR SAVINGS, BUSINESS INTERRUPTION OR LOSS OF BUSINESS INFORMATION, ARISING FROM THE USE OF OR INABILITY TO USE THE SOFTWARE OR BREACH OF ANY EXPRESSED OR IMPLIED WARRANTY, EVEN IF CASELLE OR ITS AGENT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. CASELLE'S AGGREGATE LIABILITY UNDER THIS AGREEMENT FOR DAMAGE WILL NOT, IN ANY EVENT, WHETHER BASED UPON CONTRACT, NEGLIGENCE, STRICT LIABILITY IN TORT, WARRANTY, OR ANY OTHER BASIS, EXCEED THE LICENSE FEES PAID BY YOU FOR THE LICENSED SOFTWARE GIVING RISE TO SUCH LIABILITY.

Returns

- a) No returns will be accepted without a written request to Caselle. To receive full credit, less the cancellation fee (set forth below), such requests must be made in writing to and received by Caselle's corporate office within thirty (30) days of this agreement. No returns will be considered for credit until appropriate notice has occurred within the time limits specified and all Software and related materials are returned to Caselle's corporate office within ten (10) days of notice.
- b) Pre-approved returns occurring after the thirty-day period has lapsed will be allowed 75% credit, if such requests are made in writing to and received by Caselle's corporate office within sixty (60) days of this agreement. Any returns attempted after the sixty-day period has lapsed will receive no credit.
- c) A minimum cancellation fee of 10% will be assessed to all pre-authorized returns. Caselle has a right, but not an obligation to retrieve the returned Software. Caselle will assume no liability for Software that is damaged or lost in transit while being returned. Additionally, such returns shall occur at Client's expense.
- d) In addition to the return of the Software, Client agrees that it will delete and remove all copies from all computer systems within its control. Client also agrees that it will return all written materials received from Caselle, including program materials, instruction manuals, and any and all training materials to Caselle.

Additional Services

Support, Training and Data Conversion for the Software will be provided directly by Caselle, or its authorized support centers, and are subject to separate agreements.

General

- a) This Agreement shall be governed and construed in accordance with the laws of the State of Utah and You hereby consent to the jurisdiction of State and Federal courts in Utah. If any part of this Agreement violates applicable law, that part shall be deemed to be amended to the extent necessary to comply with the law.
- b) This Agreement constitutes the entire Agreement between Caselle and You and supersedes any prior Agreement or understanding, written or oral, relating to the subject matter of this Agreement. Except as provided herein, this Agreement may not be amended or supplemented except in writing and properly executed by both parties.
- c) If any provision of this Agreement shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity or the enforceability of this Agreement.
- d) All rights and remedies provided herein are cumulative and are in addition to all other rights and remedies available at law or equity.
- e) In the event that either party successfully takes legal action to enforce any provision of this Agreement the unsuccessful party shall pay full costs and expenses of such action, including reasonable attorney's fees.
- f) Any notice required by this Agreement shall be deemed to have been properly given if sent by registered or certified mail to the address set forth in this Agreement.
- g) The waiver of any breach or default of this Agreement shall constitute a waiver only as to such particular breach or default and shall not constitute a waiver of any other breach or default. Failure to act by either party in exercising any right, power, or remedy under this Agreement, except as specifically provided herein, shall not operate as a waiver of any such right, power or remedy, and will not affect the validity of the whole or any part of this Agreement, or prejudice such party's right to take subsequent action.
- h) Neither party shall be held liable for delays in any of its performance resulting from acts of God, war, civil disturbance, court order, labor dispute or any other cause beyond its control.
- i) The relationship of the Parties shall be solely that of independent contractors. No partnership, joint venture, employment, agency or other relationship is formed, intended or to be inferred under this Agreement. Neither party to this Agreement shall attempt to bind the other, incur liabilities on behalf of the other, act as agent of the other, or authorize any representation contrary to the foregoing.
- j) This Agreement is binding upon and shall inure to the benefit of the parties, their successors and assigns. However, this Agreement is not assignable by you. This Agreement is personal to you and neither the Agreement, nor the rights or duties hereunder, may be voluntarily or involuntarily, directly or indirectly, assigned or otherwise transferred without the prior written consent of Caselle. Any unauthorized assignment or transfer shall constitute a breach hereof and shall be voidable by Caselle.

663884 10/03

STAFF REPORT

NO. 22-03

TO: BOARD OF DIRECTORS
DAVE MCQUEAD, FIRE CHIEF

FROM: ALICEA CACCAVO, MANAGER, FINANCE & ADMINISTRATION

SUBJECT: FINANCIAL AUDIT SERVICES – FY21/22

DATE: FEBRUARY 11, 2022



RECOMMENDATION

Staff recommends the Board of Directors consider and provide direction for the following options:

1. Extend for an additional year an agreement with the Pun Group for audit services; or
2. Distribute a Request for Proposal (RFP) for financial auditor services

BACKGROUND

Each year the Fire District is required to retain an independent auditor to conduct an audit in accordance with State Controller's Minimum Audit Requirements for California Special Districts. Back in 2005 staff developed a Request for Proposal (RFP) for audit services and the firm Charles Z. Fedak and Company was selected. The primary auditor Paul Kaymark worked with District staff for nearly 10 years.

A new requirement posted on the California State Controller's office that was effective January 1, 2013, is that auditor rotation requirements specified in Government Code section 12410.6(b) apply to public accounting firms providing audit services to local agencies. This law indicates that commencing with FY 2013-14, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for **six consecutive fiscal years**.

For the FY20/21 audit, the Board had agreed to extend the Pun Group contract for that one year.

CURRENT SITUATION

The current contract could be extended with the current firm, The Pun Group, for a fee of \$18,000, an increase of \$5,000 over last year. Alternatively, an RFP could be distributed in anticipation of the financial audit services needed for FY21/22. The last RFP to go out for audit services was in 2018.

Should the Board concur with the option of distributing an RFP, staff requests whether the Finance Committee desires to be involved in the process and/or recommendation. Staff anticipates that the earliest date that a recommendation could be made to the Board is May 2022.

CONSULTANT AGREEMENT

THIS AGREEMENT made and entered into the 1st day of January, 2022, by and between the Rancho Santa Fe Fire Protection District, hereinafter called “DISTRICT” as party of the first part, and Erwin L. Willis, hereinafter called “CONSULTANT” as party of the second part, both of whom understand as follows:

WITNESSETH

WHEREAS, District desires to contract for the services of said ERWIN L. WILLIS, as Computer Technician; and

WHEREAS, it is the desire of the District to provide certain benefits, establish certain working conditions of said Consultant; and

WHEREAS, it is the desire of the District to (1) secure and retain the services of Consultant and to provide inducement for him to remain in such a contract, (2) to provide a just means for terminating Consultant’s services at such time as he may be unable to fully discharge higher duties or when District may otherwise desire to terminate employment; and

WHEREAS, Consultant desires to accept said contract as Computer Technician of said Rancho Santa Fe Fire Protection District.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Services Provided

1.1 District hereby agrees to contract with said ERWIN L. WILLIS as Computer Technician of the Rancho Santa Fe Fire Protection District to perform the functions and duties set forth in this section.

1.2 Consultant shall be responsible for maintaining all District computer equipment that includes but is not limited to: 9 servers, 43 desktop computers, 31 laptop computers, 2 scanners, 24 printers and associated software.

1.3 Consultant shall provide District’s employees with assistance and instruction on the operation of this equipment and software as needed.

1.4 Consultant shall strive to respond to any request for service on this equipment within 2 hours, but in no case more than 24 hours or the “the next business day” which ever is longer, or provide a qualified technician that can respond in this time frame.

1.5 Consultant shall be subject to all conditions and limitations as set forth by the California Public Employee Retirement System, and shall be responsible for compliance with same.

Section 2: Term

2.1 The term of this Agreement shall commence upon the effective date of January 1, 2022 and shall end December 31, 2022. The Agreement can be extended for three additional one year terms if mutually agreed to by the District and the Consultant with a CPI increase equal to the increase of the CPI Index for San Diego over the previous 12 months at each of those extensions.

2.2 Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the District to terminate the service of Consultant at any time, subject only to the provisions set forth in Section 5.2 of this Agreement.

2.3 Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Consultant to resign from his position with District, subject only to the provisions set forth in Section 5.1 of this Agreement.

2.4 The parties acknowledge that Consultant is retired from the California PERS service system, and that each party intends by this Agreement to comply with all PERS regulations in effect at the time of its execution. District is under no obligation by this Agreement to protect Consultant from adverse impacts to Consultant from this Agreement which may arise as a result of PERS regulations.

Section 3: Compensation

3.1 District shall pay to Consultant the gross annual sum of NINETY THOUSAND (\$90,000.00), equal to \$7,500.00 per month as and for compensation of services. Consultant shall further receive only those other fringe benefits as outlined in this document.

3.2 Consultant will receive no retirement benefits except as required by law. Consultant is not eligible for membership in the Rancho Santa Fe FPD PERS benefit system.

Section 4: Equipment and Expenses

4.2 District will provide and maintain for the Consultant, existing District computer equipment currently used by the Consultant.

Section 5: Termination

5.1 Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Consultant to terminate this contract with the Rancho Santa Fe FPD; subject only to the provisions set forth in this section. The Consultant may not terminate this contract during the first 90 days. In the event the Consultant voluntarily terminates this contract with the Rancho Santa Fe FPD, after the first 90 days, the Consultant shall provide District with an advance thirty-day (30 days) written notice.

5.2 Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the District to terminate this contract; subject only to the provisions set forth in this section. The District may not terminate this contract during the first 90 days. In the event that the District terminates the contract, after the first 90 days, the Consultant shall be given an advance thirty-day (30 days) written notice.

Section 6: Miscellaneous

6.1 This Agreement shall be interpreted, construed and governed according to the laws of the State of California. Venue for any proceeding to interpret or enforce the terms hereof shall be in San Diego County, California. Any dispute or claim that may arise out of the provisions of this Agreement which cannot be resolved by agreement of the parties acting in good faith within a reasonable time, including any interpretation or alleged breach hereof, shall be resolved by arbitration in front of an arbitrator who is mutually agreeable to both parties, in accordance with the then effective arbitration rules of the San Diego, California Chapter of the American Arbitration Association, except for the rules relating to the selection of an arbitrator. If the amount of dispute is such that mandatory arbitration would be required by a court having jurisdiction over such dispute, then suit may be filed with such court for purposes of invoking such mandatory arbitration process. The written determination and award of the arbitrator shall be final, binding and conclusive, and such determination may be entered in any court of competent jurisdiction with District and Consultant to bear their own attorney fees and costs.

6.2 Any notice to be given hereunder shall be in writing and delivered personally or sent certified mail, return receipt requested, to District at its current administrative office address: PO Box 410, Rancho Santa Fe, CA 92067, and to Consultant at his last known address as reflected in the personnel records of District. Any notice permitted or required under this Agreement shall be deemed given upon the date of personal delivery or forty-eight (48) hours after deposit in the United States mail, postage fully prepaid, certified with return receipt requested.

6.3 No waiver or modification of this Agreement or of any covenant, condition or limitation contained herein shall be valid unless in writing and duly executed by the party to be charged therewith. No evidence of any waiver or modification shall be offered or received in evidence of any proceeding, arbitration or litigation between the parties thereto arising out of or affecting this Agreement or the rights or obligations of the parties hereunder, unless such waiver or modification is in writing and duly executed by the party to be charged therewith.

6.4 If any provision of this Agreement is deemed to be invalid, illegal or unenforceable by an arbitrator or a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect or reasonably construed to carry out the intent of the parties as expressed herein.

6.5 In the event that any action or proceeding is commenced for the purpose of interpreting or enforcing any provision of this Agreement, be it expressed or otherwise provided by law, the District and Consultant will pay their own attorney fees and costs.

6.6 This Agreement and its attachments are completely integrated and contain the final expression of the terms of the employment between District and Consultant, provided that this

Agreement may be supplemented by District's policies, procedures and rules, and benefit plan provisions, applicable to all Consultants of District. Consultant certifies that he has read the foregoing Employment Agreement that he fully understands its terms and conditions that the foregoing terms and conditions constitute his understanding of her employment relationship with District, and that no promise or understandings have been made other than those stated above.

IN WITNESS WHEREOF, the Board of Directors of the Rancho Santa Fe Fire Protection District has caused this Agreement to be signed and executed in its behalf by its Board of Directors President, and the Consultant has signed and executed the Agreement, both in duplicate, the day and year first above written.

DISTRICT

CONSULTANT

James Ashcraft

President, Board of Directors

Erwin L. Willis

Consultant

WITNESS

Alicea Caccavo

Clerk of the Board

RESOLUTION No. 2022-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT TO PARTICIPATE IN THE SAN DIEGO FIRE MITIGATION FEE PROGRAM FOR FISCAL YEAR 2022-2023

WHEREAS, the Rancho Santa Fe Fire Protection District requires long-term fire protection facilities and equipment (Facilities) to provide fire suppression or emergency medical services within the District's boundaries;

WHEREAS, new development is anticipated in the District, and existing Facilities will be inadequate to provide fire suppression or emergency medical services, creating a situation perilous to public health and safety;

WHEREAS, to mitigate the impacts caused by new development, the District must improve or expand existing Facilities and/or construct or acquire new Facilities;

WHEREAS, the District lacks sufficient funds for new or improved Facilities from fund balances, capital facility funds, property tax sources, or any other appropriate source, and annexation and plan check fees charges by the District do not include a payment toward the costs of Facilities as a component of those fees;

WHEREAS pursuant to California Government Code Section 66000, et seq. (Mitigation Fee Act), the County of San Diego (County) is authorized to collect a mitigation fee from applicants for new development to defray costs related to Facilities that are incurred due to the development;

WHEREAS, the County has established fee ceilings for types of construction by Chapter 3 of Division 10 of Title 8 (commencing with Section 810.301) of the County Code of Regulatory Ordinances (FMF Ordinance); and

WHEREAS, the District desires to participate in the County's Fire Mitigation Fee (FMF) program.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT HEREBY RESOLVES AS FOLLOWS:

1. The District shall participate in the County's FMF Program for Fiscal Year 2022-2023 and agrees to comply with all applicable requirements of the County's FMF Ordinance and the Mitigation Fee Act.
2. The District requests that the County collect 100 percent of the FMF ceiling on the District's behalf from applicants for building permits within the District's boundaries. The percent of the ceiling fee is equal to or less than the Facilities needs caused by new development.

- 3. Except as otherwise provided in the County Code or state law, all FMF revenue shall be used only to expand the availability of Facilities to serve new development within the District’s boundaries. FMF revenue shall not be used to address existing deficiencies, but may be used in response to increased demand reasonably related to the new development to refurbish existing facilities to maintain an existing level of service or achieve an adopted level of service.
- 4. The District shall deposit all FMF revenue received from the County and all interest subsequently accrued by the District on these funds in a separate account to be known as the “San Diego County Fire Mitigation Fee.”
- 5. The District shall defend, indemnify, and hold harmless the County, its officers, officials, employees, agents, and volunteers, from and against any and all demands, claims, actions, litigation, or other proceedings, liability, damages, and costs (including, but not limited to, attorney fees) that are based in whole or in part upon the levy, imposition, collection, or payment of FMF, or the denial of a permit until the FMF is paid, excepting only matters that are based upon the County’s gross negligence or willful misconduct.
- 6. The District shall make its records justifying the basis for the FMF amount available to the public on request.

BE IT FURTHER RESOLVED that this Resolution supersedes Resolution No. 2021-10 adopted March 17, 2021 to participate in the FMF program.

PASSED AND ADOPTED by the Board of Directors of the Rancho Santa Fe Fire Protection District, County of San Diego, State of California, on this 16 day of February 2022, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:
- RECUSED:

ATTEST:

JAMES H ASHCRAFT
President

Alicea Caccavo
Board Clerk

RESOLUTION No. 2022-06

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

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

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

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

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

- 1) That the attached pay schedule titled Rancho Santa Fe Fire Protection District Pay Schedule, set forth in Exhibit “A” attached hereto and incorporated herein by reference is approved effective February 16, 2022 and adopted.
- 2) That the pay schedules approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on February 16, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Alicea Caccavo
Board Clerk

**Rancho Santa Fe Fire Protection District
Resolution 2021-03
Attachment A2**

Effective Proposed Date - February 16, 2022

		Steps or Range				
Position		Step A	Step B	Step C	Step D	Step E
Fire Prevention Specialist	Hourly	36,167	37,975	39,874	41,867	43,961
	OT Rate	54.25	56.96	59.81	62.80	65.94
	Semi Monthly	3,134	3,291	3,456	3,629	3,810
	Monthly	6,269	6,582	6,911	7,257	7,620
	Annual	75,227	78,988	82,937	87,084	91,439
Public Education Coordinator	Hourly	37,080	38,934	40,880	42,924	45,071
	OT Rate	55.62	58.40	61.32	64.39	67.61
	Semi Monthly	3,214	3,374	3,543	3,720	3,906
	Monthly	6,427	6,749	7,086	7,440	7,812
	Annual	77,126	80,982	85,031	89,283	93,747
Office Support Coordinator	Hourly	26,138	27,445	28,817	30,258	31,771
	OT Rate	39.21	41.17	43.23	45.39	47.66
	Semi Monthly	2,265	2,379	2,497	2,622	2,753
	Monthly	4,531	4,757	4,995	5,245	5,507
	Annual	54,367	57,086	59,940	62,937	66,084
Human Resource Analyst	Hourly	34,005	35,705	37,490	39,365	41,333
	OT Rate	51.01	53.56	56.24	59.05	62.00
	Semi Monthly	2,947	3,094	3,249	3,412	3,582
	Monthly	5,894	6,189	6,498	6,823	7,164
	Annual	70,730	74,267	77,980	81,879	85,973
Accounting Specialist	Hourly	31,925	33,521	35,197	36,957	38,805
	OT Rate	47.89	50.28	52.80	55.44	58.21
	Semi Monthly	2,767	2,905	3,050	3,203	3,363
	Monthly	5,534	5,810	6,101	6,406	6,726
	Annual	66,404	69,725	73,211	76,871	80,715
Accounting Technician	Hourly	28,174	29,583	31,062	32,615	34,246
	OT Rate	42.26	44.37	46.59	48.92	51.37
	Semi Monthly	2,442	2,564	2,692	2,827	2,968
	Monthly	4,883	5,128	5,384	5,653	5,936
	Annual	58,602	61,532	64,609	67,839	71,231
Fire Prevention Specialist II/Forester	Hourly	40,395	42,415	44,536	46,763	49,101
	OT Rate	60.59	63.62	66.80	70.14	73.65
	Semi Monthly	3,501	3,676	3,860	4,053	4,255
	Monthly	7,002	7,352	7,720	8,106	8,511
	Annual	84,022	88,223	92,634	97,266	102,129
Deputy Fire Marshal	Hourly	48,268	50,681	53,215	55,871	57,898
	OT Rate	72.40	76.02	79.82	82.71	86.85
	Semi Monthly	4,128	4,335	4,551	4,779	5,018
	Monthly	8,256	8,669	9,103	9,558	10,036
	Annual	99,077	104,030	109,232	114,694	120,428

Position		Step A	Step B	Step C	Step D	Step E
Firefighter/Paramedic	Hourly	27,751	29,138	30,595	32,125	33,731
	Monthly (Includes FLSA)	6,914.50	7,260.23	7,623	8,004	8,405
	Annual (Includes FLSA)	82,974	87,123	91,479	96,053	100,855
Engineer/Paramedic	Hourly	29,908	31,404	32,974	34,623	36,354
	Monthly (Includes FLSA)	7,452	7,825	8,216	8,627	9,058
	Annual (Includes FLSA)	89,426	93,898	98,592	103,522	108,698
Captain	Hourly	34,503	36,228	38,040	39,942	41,939
	Monthly (Includes FLSA)	8,597	9,027	9,478	9,952	10,450
	Annual (Includes FLSA)	103,164	108,322	113,738	119,425	125,397

Position		Range	
Fire Chief	Semi Monthly	7,419	→ 9,300
	Monthly	14,838	18,599.70
	Annual	178,056	223,196
Deputy Chief	Semi Monthly	6,546	→ 8,346
	Monthly	13,093	16,692.29
	Annual	157,113	200,320
Battalion Chief	Semi Monthly	5,353	→ 6,828
	Monthly	10,707	13,656
	Annual	128,479	163,869
Fire Marshal	Semi Monthly	5,025	→ 6,407
	Monthly	10,051	12,815
	Annual	120,612	153,780
Manager, Finance & Administration	Semi Monthly	4,519	→ 5,761.20
	Monthly	9,037	11,522
	Annual	108,445	138,269

Position - Volunteer Division		Range	
Recruitment-Retention Volunteer Coordinator	Hourly	34.68	→ 41.62

Positions - Temporary (as needed and determined by the Fire Chief)		Range	
Temporary - Non-exempt	Hourly	California Minimum Wage	→ 78.78

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

RESOLUTION No. 2022-07

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 (Exhibit A), shall become effective February 17, 2022

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on February 16, 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James H. Ashcraft
President

ATTEST:

Alicea Caccavo
Board Clerk

EXHIBIT "A"

Dave McQuead
Fire Chief

Signature

Alicea Caccavo
Manager, Finance & Administration

Signature

Brian Slattery
Deputy Chief

Signature

Marlene Donner
Fire Marshal

Signature